

## **Department of Chiropractic**

### **Casual Academic Staff Induction Booklet**

**27 February 2014**

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## Welcome

We hope you enjoy your teaching experience with the Department of Chiropractic this year. The academic role you have been selected to fill is an important one, as it is key to our students graduating and reaching their full potential. Many of you have been working with us for a number of years and bring with you years of experience, skills and knowledge, all of which go towards enriching the students learning. The Department is grateful for your time, commitment and dedication.

The intention of this package is advise you of your role and responsibilities as a casual academic staff. It is to also inform you of the opportunities for professional development and to provide you with operational guidelines. It is an important information resource. This information should be read in conjunction with the material relating to your appointment and personnel matters.

We are constantly trying to improve the curriculum and the work environment. Your experience and expertise is valuable to us and we would appreciate your feedback. You are encouraged to send in comments to the Unit Convenor or Head of Department at any time.

We are confident that there is agreement that we can teach better and more efficiently. Together we will work toward this goal.

We trust you enjoy this opportunity and look forward to working with you this year.

Louella Almeida  
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Department of Chiropractic  
Faculty of Science  
Macquarie University  
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## **Code of Conduct**

[http://staff.mq.edu.au/human\\_resources/about\\_hr/forms\\_and\\_policies/code\\_of\\_conduct/](http://staff.mq.edu.au/human_resources/about_hr/forms_and_policies/code_of_conduct/)

This Code confirms our commitment to the university's values and outlines the expectations that are made of all staff of the university. All staff are expected to perform their duties and conduct the academic and business activities of the university with efficiency, fairness, impartiality, integrity honesty and compassion.

Healthy constructive discussion is important as we value your feedback and look to making continuous improvements. If you have a grievance or would like to discuss a matter confidentially there are official avenues through which you can take this up at different levels - for example within the department with the Unit Convenor or Head of Department or externally with a senior member of staff in the Faculty or University or Director Equity & Diversity. We undermine the integrity and value of our program when we cast disparaging remarks about different staff members (contract or otherwise), different techniques, or different clinics. And we must be mindful of our comments and behaviour as we are all bound by the Code of Conduct and Public Comment Policy.

## **Public Comment Policy**

[http://www.mq.edu.au/policy/docs/public\\_comment/policy.html](http://www.mq.edu.au/policy/docs/public_comment/policy.html)

The University is committed to the principles of academic freedom, and its expectation that staff will challenge society's ideas and contribute to open debate by commenting publicly within areas of their professional expertise. But this freedom has associated responsibilities and this policy aims to clarify the obligations of staff when commenting in public forums.

The policy applies to all university staff and covers any comment in any medium, where it might be reasonably expected that the publication or circulation of the comment will spread to the community at large. This includes but is not limited to public speaking engagements, comments in newspapers or on radio and television, comments in web-based communications such as websites, social networks, forums and blogs; and expressions of views in letters to newspapers or in books, journals or notices.

Note: If you run a private practice that has a website, this website will also be covered by the university's Public Comment Policy.

A breach of these policies would result in disciplinary procedures.

## **Your Commitment**

### **Staff Matters**

Students have a right to expect professionalism from their teachers. You have undertaken a commitment for the full semester. If you are unable to attend a class, it is your responsibility to contact one of your colleagues teaching on the same unit, to

try and arrange a swap. This must be with the approval of the Unit Convenor. If you are unable to arrange a swap please contact your Unit Convenor as soon as possible so that alternate arrangements can be made. You must note the change on your timesheet and inform [Christina Cassidy](#) (or call 9850 6389) such *temporary* changes to your class allocation as Christina is looking after timesheet processing.

To find a replacement for a tutorial please contact *only* staff currently doing tutorials in that unit.

All of the above procedures similarly apply to you taking on extra work. You must have the prior approval of the Convenor, note it on your timesheet in the Comments field and keep Christina informed.

If you wish to resign from this position, please contact the Unit Convenor as soon as possible for a replacement to be arranged.

### **Our Availability**

The Admin Office is open Monday to Friday from 9 am to 5 pm. To avoid disappointment, please make an appointment should you wish to meet either one of us.

### **Work Hours**

You will need to work the hours that you have agreed to in our offer of employment. We would expect you to conduct yourself in a professional manner by turning up for work on time and making yourself available for the entire duration of the allocated class time.

## **Teaching Matters**

### **Unit Outline**

Read the Unit Outline regularly for the unit you are teaching in. It contains information you and the students are expected to know. All unit outlines are now part of a central university repository and can be found at

[https://units.mq.edu.au/2014/unit\\_offerings/search](https://units.mq.edu.au/2014/unit_offerings/search)

Check the unit homepage for what's on this week/what's new before attending your first lecture, practical or tutorial class each week.

### **Staff**

Unit Convenors for all Chiropractic units are on the Teaching List at: [http://chiro.mq.edu.au/AboutUs/staff/Teaching\\_List\\_2014](http://chiro.mq.edu.au/AboutUs/staff/Teaching_List_2014)

### **Schedule & University Calendar weeks**

All Lectures start in Week 1 ie the week commencing 3 March 2014. Some Tutorials and Practicals start in Week 1 others in Week 2. Please check the "When do classes start" page on the Chiropractic web-site to determine the start weeks for each unit or the Unit Outline.

[http://chiro.mq.edu.au/AboutUs/chiropractic/Student\\_Information/Class\\_start\\_weeks\\_S1.2014.pdf](http://chiro.mq.edu.au/AboutUs/chiropractic/Student_Information/Class_start_weeks_S1.2014.pdf)

Not all units have classes in every teaching week. Please check the Unit Outline to determine whether or not Tutorials and/or Practicals are running each week. If in doubt please contact the Unit Convenor.

## **Textbooks**

Please contact the Unit Convenor if you need to borrow a copy of one of the current textbooks or course notes. Please note that you will have to return these at the end of semester.

## **Practical/Tutorial Arrangements**

Please contact the Unit Convenor if you require a class list. A class list may be necessary for you to enter the attendance or assignment marks.

## **Assignment Marking**

Please check the Unit Outline or contact the Unit Convenor for details regarding assignment arrangements.

Please return your marked assignments to the Unit Convenor sorted in alphabetic order if you would like us to hand them back to the students.

## **Student Requests**

Students may want to change their tutorial or practical class, or won't be able to turn up for assignment marking etc. To ensure fairness and equity in your dealings with students, please note and implement the following:

- A student is meant to resolve a timetable clash on their own by making a swap with another student. The Department Timetables Officer is not permitted to move a student out of a class to make way for another. Please help students resolve their clashes. The timetable has been set up such that there are no lecture clashes within the degree programs and there are several tutorial/practical classes to choose from.
- If a student wants to change their practical or tutorial class they must do so via the **Web enrolment system**.
- For in-class marking, students must attend their scheduled practical/tutorial class. You will know who is meant to be in each practical class from the class list.
- Towards the end of the semester, some students may seek extra assistance in the way of private tuition. It is imperative that you deal with these requests to ensure you are in no way compromising the integrity of the University teaching available to the student. Clearly there could be a conflict of interest if you seek payment from a student that is in your class or who you will mark at some later stage. Standard departmental policy is to discourage tutors / practical demonstrators from involving themselves in this activity, except for units for which they are not involved in giving formal tuition.

## **Public Holidays & Conception Day**

You will not be required to teach on public holidays as there will be no classes. The following are Public Holidays that fall within the teaching period:

Monday 27 January (Australia Day)

Friday 18 April (Good Friday)  
Monday 21 April (Easter Monday)  
Friday 25 April (Anzac Day)  
Monday 9 June (Queen's Birthday)  
Monday 6 Oct (Labour Day)

12 September is Conception Day at the university when all classes are cancelled from 1 pm onwards.

Please contact the Unit Convenor to discuss how the material for the Tutorial and Practicals is to be handled should classes fall on a public holiday/Conception Day. For example it may be necessary to ask these students to attend a class on any other day of that week. Whatever the arrangement, students need to be notified in advance. This is crucial if marking is to take place during classes in such a week.

## **HOUSEKEEPING**

### **Steps to complete your paperwork**

You are required to provide us the following documents:

- New staff only, should fill in, sign and return to us the enclosed Casual Academic Staff Appointment Form. Staff who have worked with us previously will be re-appointed on the HR online system – no forms are necessary. All staff are bound by the Enterprise Agreements, University policies and University Statutes and Regulations, as varied from time to time.
- Proof of right to work in Australia. Employees who are not Australian citizens or Permanent Residents must submit a valid work visa covering their entire employment period. This is needed prior to you commencing work.
- A CV and evidence of qualifications or transcripts are required only if you are new or if you have acquired additional qualifications.
- Tax Form is to be filled in only if you are new or your details have changed from previous.
- A list of classes that you will be teaching this year is enclosed for each staff.

Please return all the above documents to Louella Almeida.

### **Macquarie University Email account**

As a first step you must activate your university email and it is through this official email address that you will be kept informed of staff announcements and news. It will be assumed that these are taken as read and that you have been informed. Your email is automatically created once your contract is entered onto the Payroll system. However first time users must activate their email. To do so please contact the Informatics on 9850 4357 open week days from 8 am to 8 pm. Staff who are being re-employed have their email accounts continue. Email accounts only lapse 4 months from the end of your contract.

If you primarily use another email account, please make sure that you arrange for mail from your MU email account to be automatically forwarded to that account.

To do this you need to:

Open your Gmail account

Click on the wheel at the top right of the screen - choose Settings/Mail Settings from the labels across the top of the screen choose 'Forwarding and POP/IMAP' enter the email address that you want to forward to.

If you face any problems, call the Informatics Helpdesk on 98504357 and they will be able to talk you through the process.

We will contact you via email and it is important that you read your *university email* regularly.

## **Mail**

Mail in hard copy format, can be picked up from the Chiro Admin Office.

## **HR ONLINE**

All new employees and scholarship holders to the University are automatically set up with HR Online access <https://hronline.mq.edu.au>

Your username is the letters "mq" followed by your staff number i.e. mqXXXXXXXX, and your password is your OneID password. If you do not have a OneID password, please contact Informatics on (02) 9850 4357 to set one up.

Please see the Quick Reference Guide for instructions on using HR Online:  
[http://www.hr.mq.edu.au/pdf/News/HR\\_Online\\_QRF.pdf](http://www.hr.mq.edu.au/pdf/News/HR_Online_QRF.pdf)

The guide covers:

- A) Logging on
- B) Viewing Payslips and Payment Summaries (Group Certificates)
- C) Booking and Approving Leave
- D) Changing Personal Details (Address/Phone numbers)
- E) Changing Bank Account Details
- F) Viewing Leave Balances
- G) Registering for Staff Development Courses
- H) Viewing Information about your Team Members (Leave Balances, Increment Dates etc.)

If you need any help accessing HR-Online please do not hesitate to email or phone Philip Dartnell on 9850-9770 or email [Philip.dartnell@mq.edu.au](mailto:Philip.dartnell@mq.edu.au)

For all other enquiries regarding payroll please contact Cherie Seifert on Phone [02 9850 9785](tel:0298509785)  
Or Email [cherie.seifert@mq.edu.au](mailto:cherie.seifert@mq.edu.au)

As we are at the start of the year, please take this opportunity to review and update your personal and banking details via HR ONLINE.

The University no longer issues hard copies of pay slips or group certificates. You should access this via HR Online.

## **Facilities**

In the department offices in C5C West Wing Level 3, there is a space for Casual Academic Staff with workstations where you can do your student consultations, marking or fill in timesheets. If you experience any problems with logging on to the PCs please contact Christina Cassidy.



We also have a Staff Tea Room in C5C 365 where we provide tea and coffee. Please feel free to drop in.

## Teaching

[Learning & Teaching A-Z 2014](#) – Is a list of useful information for staff about setting up for teaching in Session 1 and the support offered by the Learning and Teaching Centre.

**iLearn** is the Macquarie University's Learning Management System (LMS) and provides the framework for the courses and tools available to students and staff <http://www.mq.edu.au/iLearn/>

The iLearn online learning environment enables learning, teaching, communication and collaboration. It can be used to make lecture notes, readings, quizzes, discussion forums, digital lecture recordings and other learning resources available to your students online.

**Sessional Staff Website** This site has been developed as a toolkit to support sessional staff at Macquarie University. You might find this site useful if you are a sessional staff member, an administrator who manages sessional staff, or a unit convenor or Head of Department who has responsibility for sessional staff. Resources on this site have been grouped according to these roles.

## Macquarie Campus Card

Once you are on the Payroll please make arrangements to have a Macquarie Campus Card created. This is done in building C5C ground floor. If you need access to the lecterns in the theatres or to any special rooms, please contact Louella Almeida and we will arrange for this to be built into your card. You can pick up a lanyard, if you need one, from the Chiro Admin Office.

The Macquarie University Campus Card is your key to a range of resources, facilities and services on and off campus. Your Campus Card gives you:

- a University ID, the only official proof of identity for University purposes
- library borrowing, printing and photocopying services
- building access, with an integrated contactless card for use in all University buildings and properties
- a reloadable, prepaid MasterCard® issued by Commonwealth Bank, letting you make purchases and access your money wherever MasterCard is accepted on and off campus or online
- Tap & Go™ with *PayPass*™, which lets you pay for purchases under \$100 by tapping your card at the payment terminal
- free access to any Commonwealth Bank and Bankwest ATM once you've activated your card and PIN, and a range of benefits and offers with selected suppliers on and off campus.

You can [download a visual guide to your Campus Card](#), highlighting the main features.

## Stationery

Please contact the Chiropractic Admin Office if you need stationery or any specific supplies. Stationery that can be recycled e.g. clip charts, time-stop watches, must be returned to Chiro Admin.

## Timesheets

Please submit your timesheets via HR online as per the due dates. These are circled in green on the attached 2014 calendar. This calendar is also on the staff webpage at [http://chiro.mq.edu.au/For\\_Staff/](http://chiro.mq.edu.au/For_Staff/)

Christina Cassidy will be checking the timesheets and processing them for payment, phone 9850 6389 or email [Christina.cassidy@mq.edu.au](mailto:Christina.cassidy@mq.edu.au)

## Parking Facilities

If you would like to purchase a parking permit you will need to complete the "Macquarie University Traffic and Parking Rules" application form. This can be collected and paid for at the Cashier's Office (Level 1 Lincoln Building) or download it at [http://staff.mq.edu.au/services\\_and\\_facilities/services\\_facilities\\_a-z/parking/](http://staff.mq.edu.au/services_and_facilities/services_facilities_a-z/parking/)

See Purchase of Parking Tickets. We have provided the Cashier's Office with a list of casual academic staff for 2014.

## Professional Development

In 2014 the Faculty of Science together with the Learning and Teaching Centre is offering more professional development opportunities to sessional staff.

### Foundations in eLearning and Teaching Course

<http://www.mq.edu.au/ltc/LTCWorkshops/WorkshopDetails.php?WorkshopID=2522>

The Learning and Teaching Centre at Macquarie University runs the above course which is targeted towards new academic staff. The course is run over a period of 4.5 days. If you have not attended such a course before, you are encouraged to do so. The fees are waived for Casual Academic Staff however you will need to obtain approval from the Head of Department for your nomination. Visit the L&T website for more details <http://www.mq.edu.au/ltc> on all their workshops.

The [Unit Convenor Program \(UCP\)](#) is a series of professional development sessions designed to build understanding of, and capacity to perform, the role of Unit Convenor. The eight core sessions are offered in both face-to-face and online mode, and cover a range of issues including unit and assessment design, leading and supporting sessional staff, ensuring compliance with policy, developing an inclusive learning environment, and integrating technology and evaluation.

The [Tutor Induction Program \(TIP\)](#) is a professional development workshop aimed to assist tutors to develop their teaching skills. The program has a set of core and optional workshops delivered in either face-to-face or online mode. On completion of the full program a certificate of completion is issued at the end of each session and staff are paid for their attendance on the completion of the entire program.

*Learning and Teaching conversations* a series of informal monthly gatherings planned for the Faculty in 2014. These will be one hour lunchtime meetings held on different days of the week to give more staff the chance to attend. The aim of these

is to give all teaching staff the opportunity to discuss common problems and for staff to share the variety of learning and teaching initiatives they are undertaking.

### **Unit Evaluations**

The Department conducts unit evaluations on all units on a rotation basis via the Learning and Teaching Centre. For a more individual assessment of your teaching, you are strongly encouraged to contact L&T Centre to arrange a teaching assessment (called TEDS – Teaching Evaluation for Development Service [http://www.mq.edu.au/ltc/eval\\_teaching/teds.htm](http://www.mq.edu.au/ltc/eval_teaching/teds.htm))

The Service is confidential and available to all teaching staff at Macquarie. Note that L&T Centre requires at least ten working days to process requests. Please make sure you contact them in good time if you wish to avail yourself of this opportunity. [http://www.mq.edu.au/ltc/eval\\_teaching/index.htm](http://www.mq.edu.au/ltc/eval_teaching/index.htm)

### **Research in the Department of Chiropractic**

Visit the Research page of our website to find out more about the areas of research that Chiropractic academics are involved in <http://www.chiro.mq.edu.au/Research/>

The Department has a research seminar program featuring talks of general interest. These are held regularly and are advertised on the website at: <http://www.chiro.mq.edu.au/Seminars/index.htm>

## **Occupational Health and Safety (OHS)**

### **Health & Safety Responsibilities**

Health and Safety is a joint responsibility – that of Management, staff and students.

Please read this section and observe these policies at all times during your employment here.

While taking a class you are responsible for your own safety and that of students you are supervising.

### **OHS Training**

To ensure you are trained to carry out your OHS responsibilities, you are required to complete a number of online safety modules within the first four weeks of employment. To complete them you will need your staff number. The modules can be found at the Faculty of Science website at <http://web.science.mq.edu.au/intranet/ohs/> go to University Induction (set aside 40 minutes approximately).

This online training is to be completed by all staff once every two years.

### **Chiropractic Laboratory Rules, For Staff**

Before commencing work with us you must read the enclosed “Chiropractic Lab Rules for Staff”. While these are the general rules for all staff working in the Chiropractic Labs, each Coordinator will take you through the specific rules if you are working on their units -

Aron Downie, Technique  
Hazel Jenkins, Radiology  
Curtis Rigney, Rehabilitation  
Stephney Whillier, Neurology

Note these rules cover the use of Chiropractic Labs on E5A Level 3 only. Classes taking place in Biology Labs, Statistics Labs or the Anatomy Wet Lab in ASAM will be governed by their own local rules. Please speak to the Unit Convenor for rules pertaining to these labs.

### **Chiropractic Laboratory Rules, For Students**

The department has also developed rules that students must observe while in the laboratories on E5A Level 3. The Unit Convenor or person in charge of the class must go through the rules with the students.

### **First Aid**

Christina Cassidy is the department First Aid Officer, her contact details are: [Christina.cassidy@mq.edu.au](mailto:Christina.cassidy@mq.edu.au) or phone 98506389.

First Aid boxes are located in the E7A Chiropractic Office Staff Tea Room and in all skills labs ie E5A 310, 320 and 330.

If you urgently need a First Aider and cannot find Christina call Security on extension 7112. All Security staff are trained senior first aid officers.

### **Emergency Evacuation**

Emergency Evacuation Procedures are displayed on the back of each Lab Door.

Familiarise yourself familiarise yourself with the emergency exists of the areas that you will be working in

<http://web.science.mq.edu.au/intranet/ohs/emergencies/index.htm>

If you are the person in charge of a class, you will assume the role of Floor or Area Warden.

When you hear the intermittent “beep beep” siren (Alert Phase)

- Remain calm
- Stand-by to evacuate the building
- Start to shut off adjacent electrical points and close windows if safe to do so.

When you hear the “whoop whoop” (Evacuation Phase):

- Leave the place of work taking only personal belongings
- Walk, do not run, to the nearest safe EXIT
- Do NOT use the lifts
- Proceed to the assembly point (refer to placards in the building)
- Return to the building only when instructed by a Warden or Security or the emergency service attending the incident declares that the building is safe for re-entry
- Resume your class

You are to assist in evacuating the premises as quickly as possible. Please refer to the procedures for your responsibilities here.

## Incidents and Accidents

A hazard means anything, including work practices or procedures, which have the potential to harm the health or safety of a person. If you see or become aware of a hazard you need to report it to your supervisor i.e. the Unit Convenor, if you are not able to eliminate or control the risk yourself.

**All accidents on campus involving staff, students, visitors and members of the public must be reported.**

Accident/incidents involving staff, students, visitors and contractors, where an injury or illness occurs, must be reported **immediately** and if not resulting in injury, must be reported **within 24 hours**, using the university's online system. If you are not able to complete the form, please advise your Unit Convenor who will do so for you.

**Please go to the University webpage**

[http://www.announcements.mq.edu.au/hr/new\\_online\\_accident\\_and\\_incident\\_reporting\\_system](http://www.announcements.mq.edu.au/hr/new_online_accident_and_incident_reporting_system) for more details.

<b>All incidents/Accidents resulting in an injury or illness</b>	Immediately
<b>All incidents/accidents not resulting in an injury</b>	Within 24 hours
<b>All near-misses and hazards</b>	Within 48 hours

## Important telephone numbers

Emergency 9999

Security 7112

More information on OHS can be found on the Faculty webpage at

<http://www.ics.mq.edu.au/ohs/general/>

## Maintenance

It is your responsibility to report anything that needs fixing e.g. ripped carpet, broken equipment, loose wiring etc. Please email [sci.chiro-adm@mq.edu.au](mailto:sci.chiro-adm@mq.edu.au) The Department will take steps to report these to the Office of Facilities Management.

The Department will carry out periodic checks of the labs to ensure that all health and safety measures are being followed.

All of the above documents are part of an **OHS Manual** placed in each Chiro Lab on E5A level 3.

## Casual Academic Webpage

If you need any information please first visit the Casual Academic webpage set up on the Department website at [http://www.chiro.mq.edu.au/For\\_Staff/](http://www.chiro.mq.edu.au/For_Staff/)

It contains a lot of very useful information which will be of help to you during your employment. Please also provide us with feedback on how to improve this page.

## **Enclosures**

- Induction Program 2014
- 2014 Calendar with Public Holidays, Timesheet due dates, Pay days
- Employment contracts as relevant
- Chiro Lab Rules, for Staff

Tax File Number Declaration Forms are available at the Registration Desk.