

## CNHS Casual Staff Engagement and Schedule approval process

Casual	Course Coordinator/Topic Coordinator	SAS team
1. Apply to casual academic register via <u>https://flinders.wd3.mywor</u> <u>kdayjobs.com/en-</u> <u>us/flinders_employment/jo</u> <u>b/bedfordpark/casual-</u> <u>Academic-Register</u> <u>College%20-of-Nursing-</u> <u>and-Health-</u> <u>Sciences_JR000000089</u> and upload all necessary	<ul> <li>2. Course Coordinator/s determine qualifications/experience suitable to teach and flag to ERO via workday careers tab. If insufficient information provided, CC contacts casual for clarification</li> <li>5. CC liaise with relevant TC's to advise new casual academic/s that may be right to the clarification</li> </ul>	<ul> <li>Confirm approval with Dean P&amp;R and liaise with casual and P&amp;C to complete engagement process</li> <li>4. Advise CC of approval from Dean P&amp;R</li> </ul>
documents	available to teach 6. TC consult with casual/s regarding teaching amount and availability 7. TC request approval for casual academic to teach and advise of proposed schedule (including marking) → nheenquirtes@flinders.edu.au	8. Confirm approval of proposed
13. Casual accepts schedule in Flinders Pro	10. TC advises casual of classes, times, paycodes and etc using email template 11. All final schedules entered into sharepoint schedule **	schedule with Deam P&R APPROVED 9. Advise TC 12. ERO'S lock and download schedule and enter into Flinders Pro
	<b>8b.</b> TC advises casual schedule not approved and why	<b>8a.</b> Project Officer (casual academic support) advises TC and assists in identifying alternative staff. (preference is for repeat classes for those already approved- if this this fits within safe and reasonable working week)

## \*Subject to Change

\*\*Any changes to staffing must be emailed to <u>cnhs.ero@flinders.edu.au</u>

Current as at 13/08/2021