

Principles of Academic Employee Contactability and Availability Procedure



1 Purpose

To outline responsibilities of academic Employees in relation to teaching, research, scholarship and service, and the facilities and support the University will provide to facilitate these requirements.

2 Scope

This Procedure applies to all academic Employees.

3 Procedure Overview

This Procedure details the principles of academic Employee contactability and availability at the University.

4 Procedures

4.1 Designated workplace

It is reasonable to expect that academic Employees will be contactable and/or available to ensure that the needs of the University community, including the requirement for ready access to academics by internal and external Students, are effectively met.

The University can expect academic Employees to be available for consultation and meetings concerned with teaching, research and organisation.

While travel and off-campus work are normal expectations for many academic Employees, the University itself will remain the focal point of each academic Employee's professional life.

4.2 Absence from designated workplace

The University also recognises that academic Employees require periods away from their designated workplace for many reasons including research, online teaching, marking, attendance at conferences, and consultation with government, industry, commerce and community.

It is the academic Employee's obligation to regularly advise their Supervisor of their on-campus and off-campus work program and activities. An academic Employee must also advise their Supervisor of any leave arrangements and must submit an absence request for approval.

4.3 Student consultation

An academic Employee must ensure that they are reasonably available for consultation with Students. Consultation may include, as appropriate, face to face meetings and the efficient and timely use of communication technology.

The academic Employee's availability for Student consultation is to be advised to the Employee's Supervisor and Students, and adhered to.

5 Delegated Responsibilities

Approver	Level of Delegation
Category 4 Delegate or above	Ensure on-campus availability of academic Employees

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Subordinate Schedules	
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement

Related Policies	Working Hours and Arrangements Policy
Related Procedures	
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>Student</p> <p>A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p> <p>Definitions that relate to this procedure only</p> <p>Supervisor</p>

	Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.
Keywords	Designated workplace, facilities, availability, Student consultation
Record No	13/401PL