

**Employment of Sessional (Teaching Associate) Staff and associated marking rate policy**

**Purpose**

To provide clear guidelines regarding the employment of teaching associate staff in the Faculty of Arts under EBA 2009.

To provide guidelines relating to the payment of teaching associate staff for marking and recommended rates of marking

**Scope**

Faculty of Arts on all campuses  
all undergraduate and graduate/postgraduate coursework programs  
all Arts HR and resources staff

**Policy Statement**

The Faculty of Arts recognises that teaching associate staff provide a crucial role in the faculty's teaching programme and wants to ensure that they are paid accordingly. EBA 2009 clearly states that *"all marking will be payable at a separate hourly rate unless it is performed (or could reasonably be performed) in the relevant classroom"*. Teaching associate staff should be paid for each hour(s) they are in the classroom, plus any additional associated marking and data entry.

Under the EBA, each Faculty is required to develop an appropriate marking rate. In the Faculty of Arts, however, the range of assessment tasks is highly diverse and it is recognised that not all tasks can be assessed on the basis of only one category. For all standard assessment tasks, a marking rate of 5,000 words per hour should be used where significant feedback is required (such as essays and other major assessments). Where no detailed feedback is required (such as exams and minor assessment tasks) a marking rate of 7,500 words per hour is required. Assessment tasks which are not accommodated by the above marking rates may be assessed at the rates outlined in the following table. In all cases, Schools may choose to reduce the marking rates at any time, but cannot expect teaching associate staff to mark at higher rates than these.

The following categories are proposed as a guideline and starting point. Additional assessment items, which do not fall into any category outlined below, will need to be related to an existing category and convenors will need to advise sessional staff of the expected marking rate well BEFORE marking begins.

<b>Item type</b>	<b>Number of items/words marked per hour</b>
Two hour non-language short answer exams	6 papers per hour
Practical classes	5 minutes per 2 hour paper
Audio-visual projects (radio, video and online) <i>See below for language audio-visual tasks</i>	2 major projects (ie equivalent to 40% or more of final mark) per hour, or 3 minor projects (ie equivalent to less than 40 % of final mark) per hour.

Assessment of music recitals	Duration of musical recital plus a further 15 minutes for consultation
One hour language test/exam (Beginners-intermediate) –mix of single sentence and short paragraph style answers in target language <i>Pro-rata for shorter/longer class tests</i>	6 papers per hour (10 min per paper). <i>[May be adjusted in the range 5-8 papers per hour, depending on nature of paper/difficulty of marking.]</i>
Essay/report in target language, requiring feedback on content and detailed correction of language use	2000 words (or 4000 characters for Japanese/Chinese) per hour <i>[Where detailed language feedback is not required rate will be closer to rate for marking of essays in English.]</i>
Marking of simple language grammar exercises and quizzes where the correct answer is clearly defined approx 20 questions	1-2 minutes per paper (1 minute for multiple choice or one word answers; 2 minutes for answers in complete sentences). Longer exercises (e.g. a set of exercises collected over the semester) will be multiples of this.
10 minute language video presentation with accompanying script/resources	20 minutes per student
Translation English-target language, with feedback	2000 words per hour (where students translate different items) 3000 words per hour (where students translate a standard text and detailed feedback can be given through use of sample answers)
PG translation studies exams including NAATI exams (3hour exam)	1 paper per hour

**Items which should be paid on the basis of actual hours worked (excluding meal/rest breaks):**

Marking which is very difficult to relate to a per paper rate, and which is conducted in a controlled environment. For example:

1. Oral examining
2. Group marking of final exam papers (where papers are marked by a group of staff working together and supervised by full-time staff). There will be an expectation that total marking hours will fall within the band predicted by the number of papers and the formulas above.

**Supporting  
procedures**

Teaching Associate Staff Conditions of Employment Working  
Paper (to be made into procedures document after agreement on  
policy)  
<http://www.adm.monash.edu.au/enterprise-agreements/academic-professional-2009/docs/academic-professional-enterprise-agreement-2009.pdf>

**Responsibility for  
implementation**

Dean  
Associate Dean (Education)  
Associate Dean (Graduate Studies)  
Heads of Schools  
HR staff  
Resources staff

**Approval Body:  
ESEC**

Meeting number: 02/2011  
Meeting date: 18 May 2011  
Agenda item: 10

**Faculty Board**

Meeting number: 02/2011  
Meeting date: 27 June 2011  
Agenda item: 4

**Date Effective:** Semester 2, 2011

**Next Review Date:** 2014