

Questions for Your Head of School and Unit Coordinator

The following brief list provides basic guidance about the information you may need to undertake your teaching duties. It is not exhaustive and relies on new academic staff members being prepared to ask for assistance from School and Faculty staff members.

For units you teach, teach into, or coordinate, have you been provided with

Information concerning the unit/s you teach or teach into

- A list of the on- and off-campus units you teach, teach into, or coordinate?
- Class lists?
- The names of Unit Co-ordinator/s for units you teach or teach into?
- Copies of existing learning materials for on- and off-campus units?
- Copies of marking policies and/or criteria and/or a list of casual markers if available?
- A UNE Planner showing key dates such as term/semester dates, learning materials submission deadlines and examination periods?
- School and faculty policies and guidelines about ...?
 - the preparation of learning materials
 - turnaround times for assignment marking
 - Special Extensions of Time (SETS)
 - submission of marks
- A list of deadlines for materials submission, preparation of examination papers, return of marked assignments, marks and examination papers?
- A list of School and Faculty committees and their meeting times?

Relevant University of New England Policies

- UNE Plagiarism policy?
- UNE Graduate Attributes Policy?
- Policy on Evaluation and Review of Units and Teaching?
- Quality Assurance Policy

A list of people and places from whom to seek assistance or approach for training?

- Your Academic Supervisor
- Unit Coordinator/s

- ❑ Head of School
- ❑ Associate Professor Teaching and Learning
- ❑ Relevant Administration personnel
- ❑ The Teaching and Learning Centre
- ❑ The Academic Skills Office
- ❑ UNELibraries
- ❑ Equity Office
- ❑ Organisational Development Unit

Further assistance is available from: <http://www.une.edu.au/tlc/newstaff/> or please contact the Academic Development Team of the Teaching and Learning Centre for additional assistance by telephoning extension 2339 or by email: acad.dev@une.edu.au