

APPOINTMENT OF CASUAL AND CONTRACT ACADEMIC STAFF ELIGIBILITY CRITERIA CHECKLIST

Qualifications	DOCUMENTS
<input type="checkbox"/> AQF+1 Qualification OR <input type="checkbox"/> AQF Qualification + five years relevant industry experience in the past 7 years in the field AND/OR <input type="checkbox"/> Enrolment in an AQF + 1 qualification + some related professional experience which equates to 5 years OR <input type="checkbox"/> Industry or specialist qualification, plus willingness to attend an interview with Chief Academic Officer to assess for suitability	<input type="checkbox"/> Certified Qualification & CV attached OR <input type="checkbox"/> Certified Qualification & CV on file <input type="checkbox"/> Enrolment letter & CV attached <input type="checkbox"/> Interview Requested
Teaching Experience <i>(Not applicable for continuing casual and contract staff)</i>	DOCUMENTS
<input type="checkbox"/> Tertiary Teaching Experience (i.e. teaching at lower AQF levels, conducting professional development seminars, giving public lectures) OR <input type="checkbox"/> Willingness to attend an interview with Chief Academic Officer to assess for suitability	<input type="checkbox"/> CV attached OR <input type="checkbox"/> CV on file <input type="checkbox"/> Interview Requested
Professional Association	DOCUMENTS
<input type="checkbox"/> Member of at least one relevant professional association OR <input type="checkbox"/> Not a member of professional association	<input type="checkbox"/> CV or Membership Details attached OR <input type="checkbox"/> CV or Membership Details on file
Professional Development	DOCUMENTS
<input type="checkbox"/> Evidence of recent (in the last 5 years) industry-based and/or teaching-related professional development OR <input type="checkbox"/> Evidence of recent (in the last 5 years) publication and/or scholarly output	<input type="checkbox"/> CV or documentation attached
Induction and Performance Review	

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| <ul style="list-style-type: none"><input type="checkbox"/> Willingness to attend an induction/refresher session AND read relevant induction materials (with sign-off) as a condition of employment<input type="checkbox"/> Willingness to engage in a Goal Setting and Performance Review process as a condition of employment<input type="checkbox"/> Willingness to be evaluated once per semester by either the Head of School or the Chief Academic Officer, or as determined individually where additional supervision is required. | |
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