

Casual Academic Marking Guideline

Policy code:	HR2123
Policy owner:	Director, People and Culture
Approval authority:	Pro Vice-Chancellor, Learning and Teaching
Approval date:	23 March 2026
Next review date:	23 March 2029

Table of Contents

Purpose	1
Scope	1
Legislative context	1
Definitions	1
Guideline statement	2
Supporting documents	4
Responsibility	4
Promulgation	4
Implementation	4
Records management	4

Purpose

The purpose of this guideline is to provide clear and practical information about the application of the casual academic marking rates to support consistency and accuracy of remuneration practices.

Scope

This guideline applies to Casual Academic Employees, engaged in accordance with clause 8.4.1 and paid in accordance with Schedule 2 of the *Federation University Australia Union Enterprise Agreement 2023 – 2026* (“**the Enterprise Agreement**”).

Legislative context

- Federation University Australia Union Enterprise Agreement 2023 – 2026
- Fair Work Act 2009 (Cth)

Definitions

Note: definitions throughout this guideline can be accessed via the Policy Glossary.

A further list of definitions specifically relevant to this procedure is included below:

Term	Definition
Act	The Fair Work Act 2009 (Cth)
Casual Employment	The Enterprise Agreement defines casual employment as a person engaged by the hour and paid on an hourly basis whose payment includes a 25% loading related to Agreement-based benefits for which a casual employee is not eligible, sick leave, annual leave, and annual leave loading).
FWC	Fair Work Commission
Review	A formal, comprehensive review of a governance document conducted by the Document Owner for the purposes of establishing the need for amendment (major or minor) or further development.
Sessional academic	Also known as a Casual Academic Employee who may be employed for a specific number of hours over a semester or a period of weeks. They are paid an hourly rate in accordance with Schedule 2 of the Enterprise Agreement.
Subject	This is a subsidiary element of a course, typically referred to as a Unit. A unit of competency is the smallest component of achievement which can be nationally recognised.
Supervisor	A worker who has designated/direct responsibility for the management of other workers
Worker	As defined by the Fair Work Commission:- A worker is an individual who performs work in any capacity including but not limited to: <ul style="list-style-type: none"> • an employee*; • a contractor; • a sub-contractor; • an out-worker; • an apprentice; • a trainee; • a student gaining work experience; and • a volunteer. <p>* An employee includes full-time, part-time, sessional or casual staff who holds a contract of employment with the University.</p>

Guideline statement

Where a university employee is in a position of authority to engage a Casual Academic Employee, roster or request casual academic work to be performed, allocates work, or authorise the payment of casual hours, they are the casual employee's supervisor and thus have accountability in ensuring that:

- their actions adhere to the university's legal obligations;

- the casual academic employee is correctly paid for the hours worked; and
- casual academic employment is managed in accordance with the Enterprise Agreement and this guideline.

This guideline supports the application of the marking entitlements outlined in the Enterprise Agreement. It does not override or replace the Enterprise Agreement; rather, it provides guidance on how compliance is to be achieved with respect to marking.

Except in cases where marking is undertaken during a timetabled session (e.g. lecture, tutorial and clinical sessions), all marking completed by a sessional (casual academic), will be paid at one of the following two (2) types of marking rates:

1. Standard Marking
 - a. without doctoral qualifications or full subject unit coordination duties; or
 - b. with doctoral qualifications or full subject (unit) coordination duties;
2. Marking as a supervising examiner, or marking requiring a significant exercise of academic judgement appropriate to an academic at Level B status.

NOTE: Subject (unit) coordination is an activity performed by fixed-term and continuing academics and is not to be undertaken by casual academics. In extenuating circumstances, an Executive Dean or Deputy Dean may approve, in writing, for a casual academic to undertake this for a limited period.

Reference to subject (unit) coordination is included in this guideline solely for consistency with the Enterprise Agreement.

1. Standard Marking

About: Standard marking is the predominant form of marking undertaken by casual academics. The marking of student assessment is typically focused on judging whether the assessment outputs demonstrate student competency aligned to key learning criteria. It can be immediate, utilise rapid pattern recognition and focus on key concept understanding, application and evaluation. Assessment may include a range of written and oral methods, and practice or practical demonstration.

Application: Standard marking is typically supported with marking guides, descriptive rubrics, and/or standard criteria and involves varied degrees of discipline knowledge. It is used in all assessments in Bachelor (AQF 7) and lower. It is also used in all assessments in Graduate Certificate/Diploma Coursework (AQF 8) and Masters Coursework (AQF 9) learning environments (with exceptions – see next section).

Payment:

- If the casual academic does not hold a doctoral qualification or is not undertaking full subject (unit) coordination duties then the “Standard marking without doctoral qualifications or full subject coordination duties” pay rate applies.
 - Use Workday Time type: *Standard marking without doctoral quals or full subject (unit) co-ordination*
- If the casual academic holds a doctoral qualification, or if they are carrying out full subject (unit) co-ordination duties (which is only carried out in extenuating circumstances), then the “Standard marking with doctoral qualification or full subject coordination duties” pay rate applies.
 - Use Workday Time type: *Standard marking with doctoral quals or full subject co-ordination*

Please refer to the Workday Quick Reference Guides on how to enter time worked.

2. Marking as a supervising examiner or marking requiring a significant exercise of academic judgement appropriate to an academic at Level B status (also known as ‘Complex Marking’).

About: Complex marking involves evaluating a range of student outputs—some of which contribute to the creation of new complex knowledge, such as original research. However, it also encompasses other demanding tasks, like

synthesising multiple forms of evidence, or application of advanced concepts or theoretical frameworks, for addressing a complex and significant problem. As such, the process involves judgement and decision-making, drawing on more in-depth evaluation methodologies and disciplinary expertise, which is typically slow, deliberate and reflective, and requires careful scrutiny of assessment outcomes to accurately represent student achievement.

Application: Complex marking requires staff to have an agreed level of discipline knowledge and experience. It is mostly used in minor/major thesis research-focused assessment within the following qualifications:

- Graduate Certificate of Research (AQF 8);
- Honours Degree (AQF 8);
- Bachelor Honours Degrees (AQF 8);
- Masters Coursework (AQF 9).

Payment: There is only one pay rate available for this work.

- Use Workday Time type: *Supervising examiner or marking requiring significant exercise equivalent Level B*

Please refer to the Workday Quick Reference Guides on how to enter time worked.

Supporting documents

- [People and Culture Policy](#)
- Federation University Australia Union Enterprise Agreement 2023 - 2026.

Responsibility

- Pro Vice-Chancellor (Learning and Teaching) (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this guideline.
- Director, People and Culture (as the Document Owner) is responsible for maintaining the content of this guideline as delegated by the Pro Vice-Chancellor (Learning and Teaching).

Promulgation

This guideline will be communicated throughout the University community via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Distribution of e-mails to Head of Institute.

Implementation

This guideline will be implemented throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Staff education sessions.
3. Training sessions for Coordinators (Honours) and Coursework Master Courses.

Records management

Document title	Location	Responsible officer	Minimum retention period
Employee timesheets	The University's approved payroll system (Workday)	Director, People and Culture	7 years