

# Availability of Academic Staff Policy

## Section 1 - Background Information

(1) This Policy has been developed to support Academic Availability provisions at ACU.

## Section 2 - Policy Statement

(2) The University expects that Academic Staff make themselves available on a reasonable basis during the course of the daytime hours of University operation and / or other times in the case of other teaching patterns for interaction and consultation with students and colleagues.

(3) Details of an Academic Staff member's availability shall be made publicly available to students, colleagues and the relevant nominated supervisor. The manner in which these details will be published and recorded is to be determined by the nominated supervisor in discussion with the staff member.

## Section 3 - Policy Purpose

(4) The purpose of this Policy is to provide guidance to Academic Staff in relation to their availability for interaction and consultation with students and colleagues.

## Section 4 - Application of Policy

(5) This Policy applies to all continuing and fixed term Academic Staff.

## Section 5 - Approvals

(6) It is expected that staff, if they have not submitted leave forms, will be undertaking work on-campus, or will have given prior notification to their nominated supervisor in writing, or by telephone in exceptional circumstances, of where they are conducting research or other related academic functions off-campus. The University is not able to indemnify or provide workers compensation coverage to a staff member who has not made appropriate prior arrangements with the nominated supervisor in relation to any off-campus activities.

## Section 6 - Procedures

(7) The details of an Academic Staff member's availability shall be made publicly available to students, colleagues and the nominated supervisor. The manner in which these details will be published and recorded is to be determined by the nominated supervisor in discussion with the staff member.

## **Section 7 - Policy Review**

(8) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

## **Section 8 - Further Assistance**

(9) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

## **Section 9 - Associated Information**

(10) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	14th February 2024
<b>Review Date</b>	29th April 2024
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	14th February 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability