Teaching Activities – Guide to Completion

We ask that the following convention be used for casual and unknown staff:

Naming Convention
VS = Virtual Staff 01= Sequential Number **Example** VS-01 VS-02

For each different staff member, please use a different number as the timetable system will schedule each 'VS-HASS-01', 'VS-HASS-02', 'VS-HASS-03' or 'VS-HASS-04' as a different staff member.

Please see a worked example below:

Course Code	Course Name	Campus	Activity	After 6pm (Y/N)	Staff Member	Casual Staff (Y/N)	Notes
LING1100	Foundations of Language	Callaghan	Lecture		John Smith		**Complete as shown for Known Member of Staff where employment is already determined.**
LING1100	Foundations of Language	Callaghan	Tutorial 1		John Smith		
LING1100	Foundations of Language	Callaghan	Tutorial 2		VS- 01	Yes	**Complete as shown for each virtual member of staff flagging if casual.** **Note – in this example VS-01 is also teaching LING1111 tutorial 1 and 2**
LING1100	Foundations of Language	Callaghan	Tutorial 3	Yes	VS-02	Yes	**Complete 'After 6pm' column to indicate night time class.**
LING1100	Foundations of Language	Callaghan	Tutorial 3	Yes	VS-02	Yes	
LING1100	Foundations of Language	Callaghan	Tutorial 3				**Complete as shown where Staff member will be determined after the timetable has been published.** **When the school chooses this option, the expectation is that the school employ casuals who can cover the time/date slot allocated in scheduling.**
LING1111	Introduction to Linguistics 2	Callaghan	Lecture		John Smith		
LING1111	Introduction to Linguistics 2	Callaghan	Tutorial 1		VS-01	Yes	
LING1111	Introduction to Linguistics 2	Callaghan	Tutorial 2		VS-01	Yes	
LING1111	Introduction to Linguistics 2	Callaghan	Tutorial 2		Susan Jones	Yes	**Complete as shown for Known Member of Staff where employment is HAS NOT yet been confirmed**

Yellow courses

For courses highlighted in yellow, can you please also provide a size plan for the module and the class. We have created one of each type of offering (lecture, tutorial etc.). If you anticipate the class will need more, please use the notes column to specify. If you have any queries please contact the timetable project on timetable@newcastle.edu.au.