

FAQs

General

- **Do I need to fill out a Teaching Unavailability eForm?**

If you are a part-time or full-time academic staff member AND you have recurring teaching unavailability, you are required to submit your teaching unavailability request through the eForm. For casual staff, please contact your local college admin or Timetabling Team for information on how to submit your teaching unavailability.

- **What period does this teaching unavailability apply to?**

It applies to both Semester 1 and Semester 2 in 2020. In March 2020, academic staff will be able to revise their teaching unavailability for Semester 2 2020, if required.

- **I would like to recommend some improvements to the eForm/process. How can I do that?**

We would love to hear from you. If you have any suggestions, please submit a [University Services Feedback](#) eForm to the Division of Student Administration & Academic Services (DSAAS).

If you're unsure what to put into the form, please contact your supervisor or local HR support team. For any technical difficulties with the form, please contact [Student Business Systems \(SBS\)](#).

Academic Staff

- **What should I do if I missed the deadline to submit my teaching unavailability eForm?**

Before October 13th, you should speak to your ADE and they can submit a form on your behalf. After that date, please contact your local college admin. Requests will need to be approved by the Dean and then supplied directly to the Timetable Unit for processing.

- **If my supervisor is away, who should I discuss my unavailability with?**

Your supervisor may have set a proxy while they are away. You can discuss your unavailability with them.

- **Can I enter more than one comment against each reason?**

Yes, you may enter multiple comments against each reason. You need to mark the timeslots for the first comment first, then enter a new comment and select the timeslots to which the second comment applies.

- **I don't teach evening classes. Do I need to mark 6pm to 9pm as unavailable for the whole week?**

No. If you don't teach any evening classes, you don't need to mark any of these evening hours as unavailable.

- **Where should I submit my teaching unavailability if it only applies to specific teaching weeks?**

The Teaching Unavailability eForm should only be used for recurring teaching unavailability for the whole year. Any other absences will need to be negotiated and approved or rejected by the Dean depending on the student impacts (under the Policy and Procedure). It is the college/schools'

responsibility to resolve any issues with teaching as the result of an ad hoc absence request. Only if the absence is approved should the change request come through to the Timetabling Team via the Qualtrics Online Form.

- **Do I need to submit a Teaching Unavailability eForm if I have recurring College/ School Meeting?**

No, College or School administrators should send approved school meetings and the attendee list to the Timetabling team.

- **What supporting documents should I upload?**

You may upload any relevant documents that you have not previously provided to your supervisor to support your teaching unavailability, such as a booking for a research facility or an email outlining an approved recurring meeting.

- **Who will access to the supporting documents attached with my teaching unavailability eForm request?**

Only your supervisor/ direct line of reporting has access to the supporting documents attached with your teaching unavailability eForm request. A copy of your supporting documents will be saved in your staff folder in ERMS. This is a restricted folder.

- **Who can view my submitted teaching unavailability?**

Your supervisor, College ADE, School ADE, College/School Administrators, and Timetabling Team can view your teaching unavailability. However, only your supervisor, College ADE have access to the reason and comments for your unavailability. The Local ADE may also be known as Head of School (HoS) or School Director. A copy of your eForm will be saved in your staff folder in ERMS. This is a restricted folder.

- **How can I view my submitted teaching unavailability?**

Once you have submitted the eForm, you will receive a notification email with your teaching unavailability attached. You don't need to fill a new eForm, and only need to revise what you have filled, and this will overwrite the previous one. You may also download a **Summary** of the eForm on the submission page.

- **Can I make changes to my submitted teaching unavailability?**

Before 30th September, you may revise your teaching unavailability by submitting Teaching Unavailability eForm again. You don't need to fill a new eForm, and only need to revise what you have filled, and this will overwrite the previous one. You must speak to your supervisor prior to making these changes. For any changes after this date, please speak to your ADE.

- **How do I know the outcome of my teaching unavailability application?**

You will be notified if your teaching unavailability is revised or declined by your college ADE. If you have concerns about your revised teaching unavailability, please talk to your supervisor. Timetabling team might also contact you if they are unable to allocate your course in a timeslot which suit your submitted availability. After October 14th, your submitted teaching unavailability will be uploaded to the timetabling system and the preliminary timetable will be created.

- **Can I get this eForm to update my calendar or working hours on HORUS?**

No, the approved teaching unavailability will only be processed by Timetabling Team for the purpose of creating the timetable.

Supervisor

- **Do I have access to revise or decline the staff member's teaching unavailability?**

No. If you have concerns about a staff member's teaching unavailability, please talk to your ADE.

Associate Dean Education (ADE)

- **What is the deadline to decline or revise teaching unavailability?**

You need to make changes between October 1st and October 13th, if required. After this date, the teaching unavailability will be uploaded to Syllabus+.

- **What do I do if a staff member misses the deadline to submit Teaching Unavailability?**

Before October 13th, ADE can use Add/Amend/Decline Teaching Unavailability eForm to add unavailability for a staff member who did NOT submit Teaching Unavailability eForm. After that date, please contact Timetabling Team.

- **How can I access Insight Report for my College?**

To access the Insight Report, go to the [Insight Reporting Webpage](#). You can then filter by College.

- **I've just revised a Teaching Unavailability eForm for a staff member. Why can't I see the changes in the Insight report?**

The Teaching Unavailability Insight reports updates overnight. Please check back tomorrow.

- **I'm available to teach from 9:30am. Should I mark the grid unavailable until 10am?**

Yes. The grid accommodates hours, not half-hours. If you can't teach 9-10am because you don't arrive until 9:30am, you should mark the grid unavailable until 10am.

- **Can ADEs see and have the right to revise or decline the staff members' unavailability in all colleges?**

No, ADEs can only use the Add/Amend/Decline Teaching Unavailability eForm to revise or decline staff member in their own college.

College/School Admin

- **I'm a College/School administrator and have a number of emails from teaching staff about unavailability. Is there a way I can bulk upload these?**

Unfortunately, you are not able to bulk upload their unavailability. Teaching staff are required to submit their own teaching unavailability through the Teaching Unavailability eForm.