

TEACHING UNAVAILABILITY EFORM SUPPORT GUIDE

For Teaching Staff

Version 1

27 August 2019

1 Introduction

The purpose of this document is to provide detailed steps on how to complete the 'Teaching Unavailability' eForm.

For full-time and part-time staff, you will use this eForm to submit your teaching unavailability. Prior to starting the Teaching Unavailability eForm, you should have spoken with your supervisor(s).

In this form you will:

- select roles which this unavailability applies to
- enter reasons for unavailability
- mark unavailable time on the calendar table
- upload documentation, if necessary

To access the Teaching Unavailability eForm, log in to the eForms system at eforms.anu.edu.au. Search for the eForm labelled: 'Teaching Unavailability'.

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).

Important notes

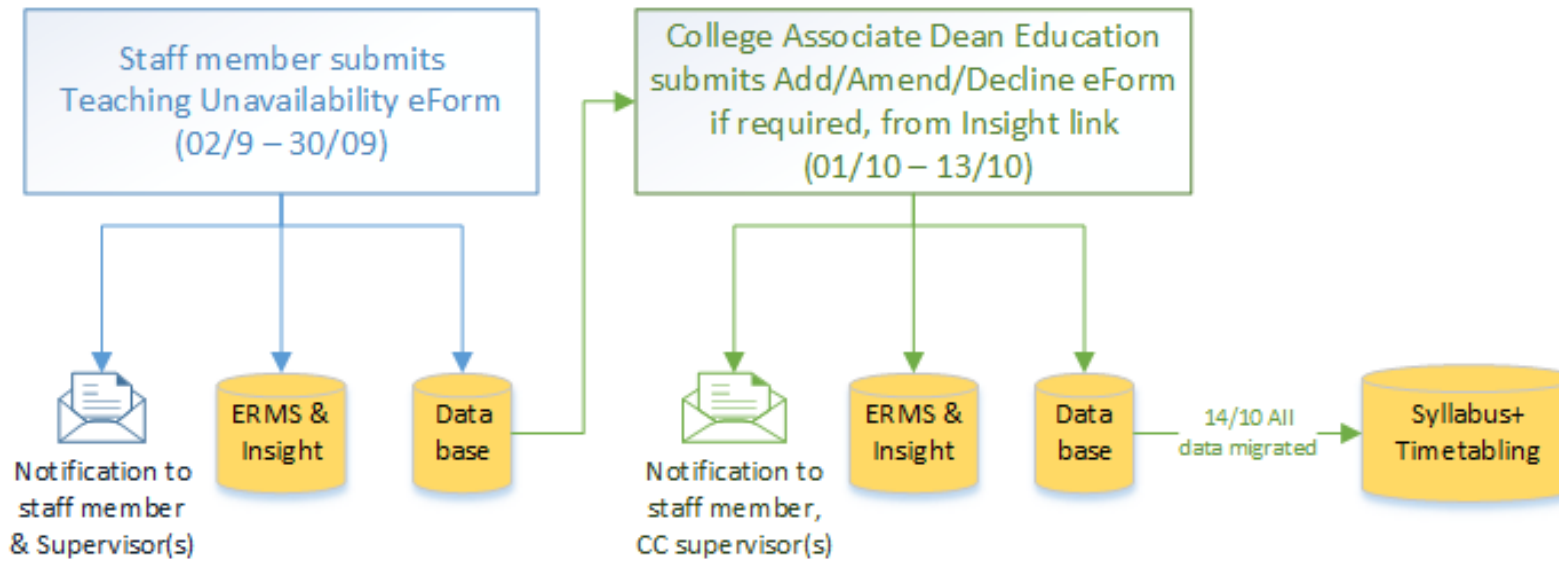
The dates mentioned in this guide relate to the 2019-2020 pilot of the timetabling system. Dates will be updated once the process has been finalised.

The eForm will be valid until 30th September 2019, after which you should contact your local College/School Administration for any changes.

For casual staff, the existing paper based unavailability form will be used.

This form is only to submit weekly recurring teaching unavailability. Once-off (non-recurring) change requests (e.g. you are unavailable on 15 June from 10am-2pm) need to be submitted via [Qualtrics Online Form](#)

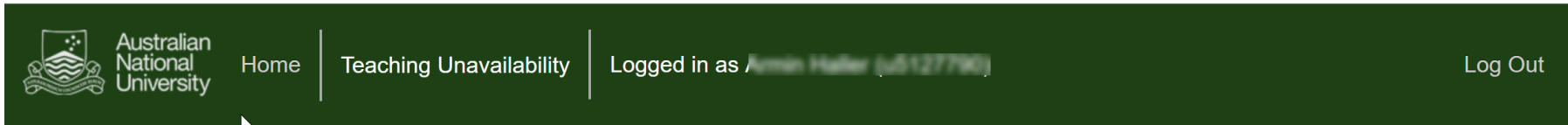
2 Teaching Unavailability Workflow



3 Teaching Unavailability eForm

3.1 Introduction Page

3.1.1 Staff View Screenshots



→ Introduction

Unavailability

Introduction

1



Next

Form ID: 100001114

Approval process

2

- Teaching unavailability forms will be finalised by the College Associate Dean of Education who may consult your supervisor(s). You will be notified if your application is amended or declined.
- You should discuss teaching unavailability with your supervisor(s) before submitting this form.

3

My supervisor is aware of my teaching unavailability request. *

Deadline

- Teaching unavailability requests must be submitted by **30 September 2019**.

Important notes

- This form will apply to Semester 1 and Semester 2 2020. There will be an opportunity to modify your unavailability for Semester 2 in March.
- This form is used to request recurring teaching unavailability (e.g. you are justifiably unavailable every Tuesday morning 8-9am).
- Once-off (non-recurring) change requests after the publication of the timetable (e.g. you are unavailable on 15 June from 10am-2pm) need to be submitted via the [Qualtrics Online form](#).

Please refer to the Timetable [Policy](#) and [Procedure](#) for more information. The ANU [Enterprise Agreement](#) contains information about working hours.

Your supervisor(s) will be notified of your request. Your unavailability will form part of the scheduling requirements for central timetabling purposes.

4

Role Selection

Please select the roles to which this unavailability applies *

Academic Staff | Research School of Management | **Senior Lecturer (Level 1)**

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Staff Details

Name **Dr. Jane Taylor**
University ID **12345678**
School Research School of Management
College College of Business & Economics
Appointment type Full-Time
Supervisor(s) **Dr. Jane Taylor**

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I confirm my staff details are correct. If your staff details are incorrect, please contact your local HR representative for assistance before you submit the form. *

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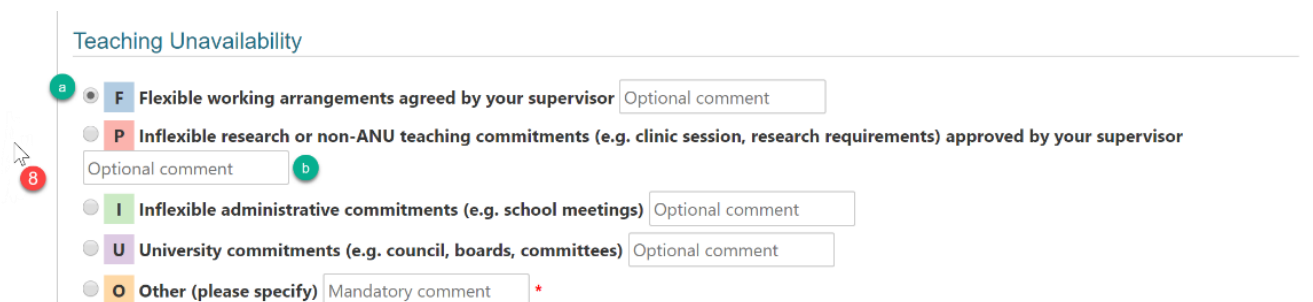
Next

3.1.2 Staff Suggested Steps

- 1 Take note of the eForm ID. You may be asked to quote this ID if you need support completing the eForm
- 2 Read the information shown on the beginning of the eForm
- 3 Click the checkbox if your supervisor(s) are aware of your unavailability. If not, please talk to your supervisor(s) first. They will be notified of your submitted teaching unavailability. They can decline or amend if required.
- 4 Select the academic roles which your unavailability applies to. Selecting at least one role is mandatory.
- 5 Check your details in the Staff Details section. This displays your:
 - a Name
 - b University ID
 - c School
 - d College
 - e Appointment type
 - f Supervisor(s)
- 6 Click the checkbox if your supervisor details are correct. If not, please contact your local HR representative for assistance.
- 7 Click the **Next** button to go to the Unavailability page

3.2 Unavailability

3.2.1 Staff View Screenshots



The screenshot shows a form titled "Teaching Unavailability". It contains five radio button options, each with a corresponding comment field. The options are: F (Flexible working arrangements agreed by your supervisor), P (Inflexible research or non-ANU teaching commitments), I (Inflexible administrative commitments), U (University commitments), and O (Other). The "O" option is marked as mandatory with a red asterisk. A mouse cursor is pointing at the "P" option, and a red circle with the number "8" is visible on the left side of the form.

Teaching Unavailability

F Flexible working arrangements agreed by your supervisor

P Inflexible research or non-ANU teaching commitments (e.g. clinic session, research requirements) approved by your supervisor

I Inflexible administrative commitments (e.g. school meetings)

U University commitments (e.g. council, boards, committees)

O Other (please specify) *

Add
 Delete

h

| | Monday f | Tuesday | Wednesday | Thursday d | Friday |
|--|-----------------------|-------------------------------|----------------|-------------------------|-------------------------------|
| 8am - 9am f | Child Drop off | Child Drop off | Child Drop off | Child Drop off | Child Drop off |
| 9am - 10am | Online conference | | | | |
| 10am - 11am | Online conference | Meet with dean e | | g Lab work | |
| 11am - 12pm | Online conference | Meet with dean | | Lab work | |
| 12pm - 1pm | Online conference | | | | g Clinic session |
| 1pm - 2pm | Online conference | | | | |
| 2pm - 3pm | Online conference | | | | |
| 3pm - 4pm | Online conference | | | | |
| 4pm - 5pm | Online conference | | | | |
| 5pm - 6pm | Online conference | | | | |
| c 6pm - 7pm (Evening classes) | Online conference | | | | |
| 7pm - 8pm (Evening classes) | Online conference | | | | |
| 8pm - 9pm (Evening classes) | Online conference | | | | |

Available teaching hours (between core teaching hours 8am - 6pm): **31** i

Upload any supporting documentation

10

Upload New

Supporting documents will be sent to your supervisor and saved on the Electronic Records Management System. Consider your personal privacy when uploading documents.

NOTE: The cut-off date for unavailability changes is 30/09/2019.

11

- In accordance with my employment contract, I declare the information above is true and correct. I am complying with requirements regarding teaching hours in the ANU Timetabling [policy](#) and [procedure](#).
I am aware any personal information I provide will be available to College Associate Deans of Education, my supervisor(s) and saved to my personnel file on ERMS.*

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Submit

3.2.2 Staff Suggested Steps

- 8 In order to mark the calendar, you must first choose a reason for your unavailability.
 - a Select unavailable reasons. These will be colour coded when clicking a calendar timeslot.
 - b Provide comments. This is optional. The comment defaults by the reason you selected.
- 9 The following steps are taken to mark the unavailable timeslots in the calendar table:
 - c If you do not teach any evening classes, you do NOT need to mark any of these hours as unavailable.
 - d There is an **Add/Delete** radio button at the top right of the table. **Add** is the default option.
 - e To mark the unavailable time(s), click corresponding boxes in the calendar table.
 - f Alternatively, to mark a whole day as unavailable, click the corresponding day box along the top. Similarly, to mark the whole week of a particular timeslot as unavailable, click its corresponding time box down the side. You can also drag to select multiple timeslots.
 - g You can 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.
 - h To delete a filled box, first click the **Delete** radio button, then click the timeslots you would like to delete. You can also clear the whole table by clicking the **Clear All** button. These buttons are at the top right of the table.
 - i Core available teaching hours are calculated at the bottom left of the table. Evening classes are not included in the calculation.
- 10 If you need to upload supporting documentation, such as lab booking confirmation, click the **Upload New** button to upload your document.
- 11 Click the checkbox to declare the information above is true and correct and you are complying with requirements regarding teaching hours in the [ANU Timetabling policy and procedure](#). Please also be aware any personal information will be available to College Associate Deans of Education, your supervisor(s) and saved to your personnel file on ERMS.
- 12 Click the **Submit** button to submit the eForm. You can click the **Summary** button to download the output documents on the submitted page. This includes your submitted time slots in a table view. Your supervisor(s) will also be notified of your teaching unavailability.

4 Next steps

The submitted unavailability timeslots will be viewed by your supervisor(s), College ADE, School ADE, College/School Administrative staff, and Timetable team. However, only your supervisors and college ADE can view your reasons for unavailability and have the right to decline or revise your application. You will only be notified if the application is declined or revised.

Before 30th September 2019, you can change your submitted teaching unavailability by submitting the 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. The supervisor(s) must be aware of your change before submitting the eForm again. They will also be notified of your change after submission.

If you have missed the deadline to submit this 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 and requests will have to be taken through the Dean via Timetabling's traditional process.

The teaching unavailability data will be automatically uploaded to timetable system after October 14th. This unavailability applies to both semester 1 and semester 2 in 2020. In March 2020, you will be able to amend your teaching unavailability for semester 2 2020.