TEACHING UNAVAILABILITY EFORM SUPPORT GUIDE

For Associate Education Dean (ADE)

Version 1
27 August 2019
1 Introduction

The purpose of this document is to provide information on actions required for ADE and detailed steps to fill the ‘Add/Amend/Decline Teaching Unavailability’ eForm.

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.

After full-time and part-time teaching staff submit their teaching unavailability, you can view all applications through Insight. You are required to review applications from 1st to 13th October. If required, you can revise unavailable teaching hours or decline a teaching unavailability application.

College ADE can use Add/Amend/Decline Teaching Unavailability eForm to decline or amend a teaching unavailability eForm, or add unavailabilities for a staff member who did NOT submit a Teaching Unavailability eForm.

In this eForm you will:

- enter the staff name
- decline a teaching unavailability eForm and provide the reason for declination, if required
- amend a teaching unavailability eForm and add comments for the change, if required
- add unavailabilities for a staff member who did NOT submit a Teaching Unavailability eForm, if required

To access the Add/Amend/Decline Teaching Unavailability eForm, log into the eForms system. Search for the eForm labelled: ‘Add/Amend/Decline Teaching Unavailability’. Alternatively, you can click the link in Insight report, which will directly link to the corresponding staff member’s application.

If you need additional assistance, please contact your College/School Administrator.
2 Teaching Unavailability Workflow

Staff member submits Teaching Unavailability eForm (02/9 – 30/09)

College Associate Dean Education submits Add/Amend/Decline eForm if required, from Insight link (01/10 – 13/10)

Notification to staff member & Supervisor(s)

ERMS & Insight

Data base

Notification to staff member, CC supervisor(s)

ERMS & Insight

Data base

14/10 All data migrated

Syllabus + Timetabling
3 Insight report

The insight report includes information on Form ID, Staff ID, Staff Name, College, School, Unavailable timeslots, Classification of those unavailable hours, Available teaching hours, Reasons, Employment type. You can filter the report by College, School, Reason type and Unavailable timeslots.

3.1 Action required by ADE

You are required to review all applications in your college through Insight from 1st to 13th October.

You can speak with teaching staff about their applications.

Supervisors may request you to decline or amend an application. Note that only supervisors and College ADE can view the reasons for applicants’ unavailability. If the supervisor does not agree on an application, they have the right to request a declination or change, but this requires you to perform the action using the Add/Amend/Decline eForm.

To Add/Amend/Decline unavailabilities, click the veto form link on insight report, which will navigate you to the Add/Amend/Decline Teaching Unavailability eForm. Note that only college ADEs have access to this eForm.
There are two versions of the Add/Amend/Decline Teaching Unavailability eForm:

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• Version 1 will be accessed by the ADE clicking on the **veto form link** in the Insight report (see section 5). This will directly link to the corresponding staff member from the Insight report.

• Version 2 can be accessed through the eForms system at [eforms.anu.edu.au](http://eforms.anu.edu.au). The eForm is titled ‘Add/Amend/Decline Teaching Unavailability’. This version requires you to enter the staff member name to proceed the eForm.

4.1 Declining an application

4.1.1 ADE View Screenshots

![Unavailability](image)

**Unavailability**

Use this form to amend or decline teaching unavailability eForm. You can also add teaching unavailability for staff who did not submit a Teaching Unavailability eForm. Declining a form means it will be effectively cancelled. Amending a form means the original application will be overwritten.

The staff member and their supervisor(s) will be notified automatically of your decision once you submit this form.

Start typing the name of the staff member whose teaching unavailability form you would like to decline or revise. *

Would you like to amend or decline this staff member’s teaching unavailability? *

- Add/Amend
- Decline
Would you like to amend or decline this staff member's teaching unavailability? *

- Add/Amend
- Decline

The staff member entered the following teaching unavailability:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am - 9am</td>
<td>Child Drop off</td>
<td>Child Drop off</td>
<td>Child Drop off</td>
<td>Child Drop off</td>
<td>Child Drop off</td>
</tr>
<tr>
<td>9am - 10am</td>
<td>Online conference</td>
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<td></td>
</tr>
<tr>
<td>10am - 11am</td>
<td>Online conference</td>
<td>Meet with dean</td>
<td></td>
<td>Lab work</td>
<td></td>
</tr>
<tr>
<td>11am - 12pm</td>
<td>Online conference</td>
<td>Meet with dean</td>
<td></td>
<td>Lab work</td>
<td></td>
</tr>
<tr>
<td>12pm - 1pm</td>
<td>Online conference</td>
<td></td>
<td></td>
<td></td>
<td>Clinic session</td>
</tr>
<tr>
<td>1pm - 2pm</td>
<td>Online conference</td>
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<tr>
<td>2pm - 3pm</td>
<td>Online conference</td>
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<tr>
<td>3pm - 4pm</td>
<td>Online conference</td>
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<tr>
<td>4pm - 5pm</td>
<td>Online conference</td>
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<tr>
<td>5pm - 6pm</td>
<td>Online conference</td>
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<tr>
<td>6pm - 7pm (Evening classes)</td>
<td>Online conference</td>
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<tr>
<td>7pm - 8pm (Evening classes)</td>
<td>Online conference</td>
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<td>Online conference</td>
<td></td>
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</tr>
</tbody>
</table>

Available teaching hours (between core teaching hours 8am - 6pm): 31
Please outline your reasons for declining this application. Applicant, Mentor and their supervisor(s) will be notified of your decision and this reason. A copy will be saved to ERMS.

Type here...

Submit

Documents

1 File  (Download All)

- Declined Summary (pdf)

Your form has been submitted. A copy of the changes has been sent to the staff member, their supervisor(s) and saved to the staff member’s personnel file in the Electronic Records Management System.

We would love to hear from you. If you have any suggestions, please submit a University Services Feedback eForm with Student Administration as the service area, and Student Systems and eForms as the sub-category.

Click here to return to the Home page
4.1.2 ADE 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. Type the name of the staff member whose teaching unavailability form you would like to decline. However, you can only enter the name of staff in your own colleges. You don’t need this step if you access this eForm through Insight.
4. Select the **Decline** button to decline a staff teaching unavailability.
5. Provide the reasons for declining the application. This is mandatory.
6. Click the **Submit** button to submit the eForm. You can click the **Summary** button to download the output documents on the submitted page. The applicant will also be notified of the decision.

4.2 Amending an application

4.2.1 ADE View Screenshots

![Unavailability](image)

**Unavailability**

Use this form to amend or decline teaching unavailability eForm. You can also add teaching unavailability for staff who did not submit a Teaching Unavailability eForm. Declining a form means it will be effectively cancelled. Amending a form means the original application will be overwritten.

The staff member and their supervisor(s) will be notified automatically of your decision once you submit this form.

Start typing the name of the staff member whose teaching unavailability form you would like to decline or revise. *

This unavailability applies to the year 2020.

Would you like to amend or decline this staff member's teaching unavailability? *

- Add/Amend
- Decline
Support Guide

Would you like to amend or decline this staff member's teaching unavailability? *

- Add/Amend
- Decline

Mark the time(s) when the applicant is UNAVAILABLE
1. To mark a specific time as unavailable, select the relevant reason. (e.g. F, P, I, U or O)
2. Provide a comment for the staff member’s unavailability for the selected reason.
3. Select a timeslot from the grid this reason is relevant.

Tip: You can select whole columns or rows.

If you would like help completing this form, you can open the Support Guide or Video.

The staff member entered the following 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)
<table>
<thead>
<tr>
<th>Time</th>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>Lab work</td>
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<td>Online conference</td>
<td></td>
<td></td>
<td>Clinic session</td>
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<td>1pm - 2pm</td>
<td>Online conference</td>
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<td>2pm - 3pm</td>
<td>Online conference</td>
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<td>3pm - 4pm</td>
<td>Online conference</td>
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<td>4pm - 5pm</td>
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<td>5pm - 6pm</td>
<td>Online conference</td>
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<td></td>
</tr>
</tbody>
</table>

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

Comments: A copy of your decision and this reason will be saved to ERMS. *

Type here...

Submit
4.2.2 ADE 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. Type the name of the staff member whose teaching unavailability form you would like to revise. However, you can only enter the name of staff in your own colleges. You don’t need this step if you access this eForm through Insight.
4. Select the Add/Amend button to amend a staff teaching unavailability.
5. Select the reason for unavailability. The reason will be colour coded when clicking a calendar timeslot.
6. Provide comments. This is optional. The comment defaults by the reason you selected.
7. The following steps are taken to mark the unavailable timeslots in the calendar table:
   a. If staff do not teach any evening classes, you do NOT need to mark any of these hours as unavailable.
   b. There is an Add/Delete radio button at the top right of the table. Add is the default option here.
   c. 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.
To amend or add a new teaching unavailability timeslot, switch back to Add option
To mark new unavailable time(s), click corresponding boxes in the calendar table.
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 time slot as unavailable, click its corresponding time box down the side. You can also drag to select multiple timeslots.
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.
Core available teaching hours are calculated at the bottom left of the table. Evening classes are not included in the calculation.

8 Provide comments for change. This is mandatory.
9 Click the Submit button to submit the eForm. You can click the Summary button to download the output documents on the submitted page. The applicant will also be notified of the decision.
4.3 Adding a new teaching unavailability

4.3.1 ADE View Screenshots

**Unavailability**

Use this form to amend or decline teaching unavailability eForm. You can also add teaching unavailability for staff who did not submit a Teaching Unavailability eForm. Declining a form means it will be effectively cancelled. Amending a form means the original application will be overwritten.

The staff member and their supervisor(s) will be notified automatically of your decision once you submit this form.

Start typing the name of the staff member whose teaching unavailability form you would like to decline or revise. *

This unavailability applies to the year 2020.

Would you like to amend or decline this staff member's teaching unavailability? *
- [ ] Amend
- [ ] Decline
Support Guide

Would you like to amend or decline this staff member’s teaching unavailability? *

1. Add/Amend
2. Decline

Mark the time(s) when the applicant is UNAVAILABLE
1. To mark a specific time as unavailable, select the relevant reason, (e.g. F, P, I, U or O)
2. Provide a comment for the staff member’s unavailability for the selected reason.
3. Select a timeslot from the grid this reason is relevant.

Tip: You can select whole columns or rows.

If you would like help completing this form, you can open the Support Guide or Video.

The staff member entered the following teaching unavailability

<table>
<thead>
<tr>
<th></th>
<th>Flexible working arrangements agreed by your supervisor</th>
<th>Optional comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Inflexible research or non-ANU teaching commitments (e.g. clinic session, research requirements) approved by your supervisor</td>
<td>Optional comment</td>
</tr>
<tr>
<td>I</td>
<td>Inflexible administrative commitments (e.g. school meetings)</td>
<td>Optional comment</td>
</tr>
<tr>
<td>U</td>
<td>University commitments (e.g. council, boards, committees)</td>
<td>Optional comment</td>
</tr>
<tr>
<td>O</td>
<td>Other (please specify)</td>
<td>Mandatory comment</td>
</tr>
<tr>
<td>Time</td>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>8am - 9am</td>
<td>Child Drop off</td>
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<tr>
<td>9am - 10am</td>
<td>Online conference</td>
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<tr>
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<td>Online conference</td>
<td></td>
</tr>
</tbody>
</table>

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

Comments. [Your name] and their supervisor(s) will be notified of your decision and this reason. A copy will be saved to ERMS. *
Your form has been submitted. A copy of the changes has been sent to the staff member, their supervisor(s) and saved to the staff member’s personnel file in the Electronic Records Management System.

We would love to hear from you. If you have any suggestions, please submit a [University Services Feedback eForm](#) with Student Administration as the service area, and Student Systems and eForms as the sub-category.

[Click here to return to the Home page](#)
4.3.2 ADE 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. Type the name of the staff member whose teaching unavailability form you would like to add. However, you can only enter the name of staff in your own colleges.
4. Select the Add/Amend button to add unavailabilities for a staff member who did not submit a Teaching Unavailability eForm.
5. Select the reason for unavailability. The reason will be colour coded when clicking a calendar timeslot.
6. Provide comments. This is optional. The comment defaults to the reason you selected.
7. The following steps are taken to mark the unavailable timeslots in the calendar table:
   a. If staff do not teach any evening classes, you do NOT need to mark any of these hours as unavailable.
   b. There is an Add/Delete radio button at the top right of the table. Add is the default option here.
   c. To mark new unavailable time(s), click corresponding boxes in the calendar table.
   d. 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 time slot as unavailable, click its corresponding time box down the side. You can also drag to select multiple timeslots.
   e. 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.
   f. 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.
   g. Core available teaching hours are calculated at the bottom left of the table. Evening classes are not included in the calculation.
8. Provide the comments for change. This is mandatory.
9. Click the Submit button to submit the eForm. You can click the Summary button to download the output documents on the submitted page. The applicant will also be notified of the decision.

5 Next Step

All approved unavailable teaching hours are automatically uploaded to the Timetabling system after 14th October so the preliminary timetable can be created.