

Policy on Teaching Relief

Teaching relief is available from several different sources, namely

1. provided for by the ARC via UNSW Grants Management Office, usually as part of the funding for a Discovery grant
2. provided by the Faculty in the form of a Research Promotion Grant (RPG)
3. provided for out of a UNSW Goldstar grant

The policy recognises that as a matter of good pedagogy, researchers should not be removed from teaching and that the Faculty should not be over-reliant on casual teaching.

The following guidelines apply in implementing teaching relief:

1. The grant of money for Teaching Relief is not a grant to an individual staff member, but a grant to the School concerned.
2. The decision to allocate teaching relief funding, and to hire replacement staff, is the responsibility of the Head of School alone. Recipients of teaching relief should make no commitment to any individual about possible future employment as a replacement lecturer or tutor.
3. In all scenarios listed above, the teaching relief funding will sit in a separate designated account to be administered by the Head of School concerned.
4. Teaching relief funding should normally be used to replace the recipient in the courses, which he or she is normally scheduled to teach, and it should not normally be used to subsidise other courses. Exceptions to this rule may be accommodated if they are justified by the Head of School to the Associate Dean (Research).
5. The Faculty normally expects recipients of teaching relief to be replaced by a fixed-term contract lecturer at level A or B.
6. Teaching relief funding will not normally be used to extend a School's sessional teaching budget. Exceptions to this general rule should be justified by the Head of School, as indicated in paragraph 4. Where possible, teaching relief should be used for tutoring and marking rather than lecturing.
7. Teaching relief grants are awarded by the Faculty in a designated semester, and should normally be spent within that semester, and in any case within the calendar year the grant is awarded.
8. Teaching relief grants awarded by the Faculty are designed to 'buy out' colleagues from undergraduate and postgraduate coursework teaching. They do not remove the obligation to supervise postgraduate research students, or to carry out administrative duties as allocated by the Head of School. In some cases, however, a staff member may need to travel overseas or outside Sydney to carry out essential research. In these cases, provision should be made to cover supervising and/or administrative duties in the staff member's absence.
9. Faculty Research Grants may not be used for teaching relief.