School of History

Casual Sessional Staff – Recruitment Process

The following process should be adhered to, and should always be communicated explicitly to applicants (or potential applicants):

1. A call for Expressions of Interest from current postgraduate students is sent out in December, and repeated if necessary in early February.
2. An EoI must include a CV, an indication of availability across the two semesters, and an indication of which course(s) the applicant is interested in tutoring.
3. Applicants who are not postgraduate students within the School of History may also be considered for employment as casual sessional tutors where appropriate.
4. Students should be advised in the call for interest that it is the School’s intention to provide teaching experience to as many postgraduates as possible, meaning that the likelihood of a second and subsequent contract is low.
5. Applicants’ suitability for the role will be considered by the Head of School, Course Conveners and any other appropriate parties.
6. Selection will take place as early as possible, but in many cases cannot be finalised until the beginning of Semester One.
7. Successful applicants will be contacted by phone or email by the Course Convenor or the Senior School Administrator.
8. Unsuccessful applicants will be contacted at the conclusion of the recruitment process.
9. Selection and employment of Tutors is not subject to an appeals process.