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This guide helps in selecting the appropriate activity type for engaging casual academic staff. Hiring

local HR Advisor.

When using the 'Other Required Academic Activity' rate for teaching activities such as workshops or seminars, hiring managers must account for any necessary associated non-contact time, such as preparation time or student follow up. It is essential to select EA rates based on the actual nature of the activity performed. Casual academic staff, performing the role of a course coordinator, should be paid the course coordination rate specified in the EA for all activity associated with that course.

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