



Melbourne Law School

Induction Handbook for Sessional Staff

This guide has been developed to provide sessional staff members with a broad introduction to the University of Melbourne, Melbourne Law School, and some of the administrative and procedural matters relevant to teaching into the JD, MLM and breadth programs at the Law School.

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The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, teaching and learning, and engagement. The University is consistently ranked among the best in the world, with international rankings placing it as number 1 in Australia and number 33 in the world.¹

The Melbourne Curriculum

The Melbourne curriculum was introduced in 2008 and offers degrees in three broad cycles. At Bachelor degree level, students select from one of nine degrees offering over 80 major fields of study. These programs lay the intellectual foundations for employment or further study.

Under the Melbourne curriculum, most professional qualifications are offered at Master's level, where students can choose from a variety of professional or specialist graduate programs offering intensive, focused graduate-level experiences that promote deep professional learning. At Doctoral level, students develop research skills working alongside international leaders in a broad range of fields.

The key features of the Melbourne curriculum are choice and flexibility at undergraduate level, together with diversity and applicability at graduate level. The curriculum caters for students who enter University at undergraduate or graduate level with a variety of goals: those sure of their chosen path; those who have not yet determined their future vocation; and those who begin on one path then discover another.

A vital feature of the Melbourne curriculum is the diversity of flexible educational pathways that it offers to students. The curriculum encompasses a wide range of study options and pathways, and allows students to make more timely and informed decisions about career directions. Each individual student is assisted to choose a pathway through the Melbourne curriculum that is tailored to their developing interests and goals.

University of Melbourne Graduate Attributes

The University of Melbourne Graduate Attributes are more than simply an aspirational vision of what the University hopes students might become during their candidature. They can be used practically to guide the planning and development of teaching, knowledge transfer and research to ensure the University's students acquire the experience, skills and knowledge necessary for graduates in today's complex global environment.

The Melbourne Experience enables graduates to become:

- **Academically excellent**

Graduates will be expected to:

- have a strong sense of intellectual integrity and the ethics of scholarship

¹ Times Higher Education World University Rankings 2015 – 2016.

- have in-depth knowledge of their specialist discipline(s)
 - reach a high level of achievement in writing, generic research activities, problem-solving and communication
 - be critical and creative thinkers, with an aptitude for continued self-directed learning
 - be adept at learning in a range of ways, including through information and communication technologies
- **Knowledgeable across disciplines**
Graduates will be expected to:
 - examine critically, synthesise and evaluate knowledge across a broad range of disciplines
 - expand their analytical and cognitive skills through learning experiences in diverse subjects
 - have the capacity to participate fully in collaborative learning and to confront unfamiliar problems
 - have a set of flexible and transferable skills for different types of employment
- **Leaders in communities**
Graduates will be expected to:
 - initiate and implement constructive change in their communities, including professions and workplaces
 - have excellent interpersonal and decision-making skills, including an awareness of personal strengths and limitations
 - mentor future generations of learners
 - engage in meaningful public discourse, with a profound awareness of community needs
- **Attuned to cultural diversity**
Graduates will be expected to:
 - value different cultures
 - be well-informed citizens able to contribute to their communities wherever they choose to live and work
 - have an understanding of the social and cultural diversity in our community
 - respect indigenous knowledge, cultures and values
- **Active global citizens**
Graduates will be expected to:
 - accept social and civic responsibilities
 - be advocates for improving the sustainability of the environment
 - have a broad global understanding, with a high regard for human rights, equity and ethics

Melbourne Law School

Melbourne Law School (**MLS**) (which was established in 1857) is Australia's oldest and most prestigious law school. It is recognised internationally as a leading centre of legal research and learning, and consistently receives the maximum possible score in the *Excellence in Research for Australia* reports. MLS was ranked 1st in Australia and 8th in the world in the 2015 QS Rankings (by subject).

Overview of courses

MLS offers three main study programs, being the Juris Doctor (**JD**), the Melbourne Law Masters (**MLM**) and the Graduate Research Degree programs. In addition, MLS offers breadth subjects that can be undertaken by undergraduate students from across the University. As a sessional teacher, you will most likely be teaching into the JD program, but sessionals may also be employed to teach in a breadth or MLM subject. Broad information relating to the JD, MLM and breadth programs is set out below. Sessional teachers will also receive more detailed information in relation to the particular program they will be teaching in from the Deputy Dean and/or relevant subject coordinators. Sessional teachers should also consult the JD Teachers Brief, the MLM Teachers Brief, and/or the Breadth Subjects Teachers Brief, which contain important information about the JD, MLM and breadth programs respectively, including the relevant Law School policies and assessment procedures. The JD program is a graduate program that is highly regarded both nationally and internationally. It leads to admission to practice law in all Australian jurisdictions and can also be used as the basis for seeking admission in many jurisdictions overseas. The JD is a 3 year full time program (with options for students to accelerate or decelerate), and students are required to complete 17 compulsory units and 7 electives in order to graduate.²

Students participating in the MLM Program can complete a Master of Laws (**LLM**), or a masters degree or graduate diploma from one of more than 20 specialist legal areas (from commercial law, to human rights law, construction law, to sports law). MLM courses are available for both law and non-law graduates. Successful completion of a masters course requires completion of 8 units and successful completion of a graduate diploma course requires completion of 4 units.³

The Graduate Research Degree program comprises students undertaking the Doctor of Philosophy, Master of Philosophy, and Doctor of Laws. The program is managed by the MLS Office for Research.⁴

Finally, MLS offers breadth subjects for undergraduate students at the University. There are close to 15 law breadth subjects on offer across three broad categories (being Business and the Law, the Law in Social, Cultural and Historic Context, and Free Speech, Social Media and Privacy).⁵

² Further information about the JD program can be found online at <http://law.unimelb.edu.au/study/jd>.

³ Further information on the MLM program can be found online at <http://law.unimelb.edu.au/study/masters>.

⁴ Further information on the Graduate Research Program and MLS Office for Research can be found online at <http://law.unimelb.edu.au/study/graduate-research-degrees>.

⁵ Further information about breadth subjects can be found online at <http://law.unimelb.edu.au/study/breadth>.

Induction and Support for Sessional Teaching Staff at MLS

Induction

All sessional staff members will be made aware of their occupational health and safety obligations, as well as their workplace discrimination and harassment rights and responsibilities.

Sessional staff members in JD and undergraduate breadth subjects will also be required to attend an induction program at the Law School coordinated by the MLS Director of Teaching, and designed specifically for those teaching as sessional staff in the JD and law undergraduate breadth programs. To ensure all sessional teachers have the opportunity to participate in the sessional induction program, it will be run twice a year (before or at the commencement of each semester).

The MLS Director of Teaching will also offer a follow up workshop of 1 hour minimum during semester to give sessional staff the opportunity to reflect on and share their experiences and discuss specific teaching and learning issues.

Mentoring Program for Sessional Staff

Sessional staff members teaching in the JD who are new to MLS will be appointed with a professional mentor upon their commencement at the law school. Mentors will be MLS faculty members.

Sessional staff members who have taught at MLS before will not automatically be appointed a mentor. However, those who wish to do so can 'opt-in' to the program. If you want to opt in to the mentoring program you should contact the Deputy Dean, John Howe, and advise him accordingly.

Advice and Support for Sessional Staff

Members of the MLS HR team will be available to provide sessional staff with support in relation to general employment matters.

The Deputy Dean has ultimate responsibility for sessional staff members teaching at MLS, and will be available to sessional staff members who have queries or concerns about their role, responsibilities, and rights as sessional teachers.

Academic staff mentors and the MLS Director of Teaching will be available to provide sessional staff with advice and support concerning teaching pedagogy.

Subject coordinators will be available to provide sessional teachers with subject-specific advice and support.

Resources for Sessional Teachers

Information concerning the Law School's teaching and learning programs, including teaching resources, can be found on MLS Intranet: <https://staff.unimelb.edu.au/mls/intranet/teaching>

The Centre for the Study of Higher Education at the University of Melbourne offers seminars and courses in higher education teaching, as well as providing learning and teaching resources through its website: <http://www.cshe.unimelb.edu.au>

A section of its website is dedicated to programs and resources for sessional teaching staff: http://www.cshe.unimelb.edu.au/prof_dev/sessional_teachers/

These resources include the University's Sessional Teaching Handbook: http://www.cshe.unimelb.edu.au/prof_dev/new_staff/docs/Sessional_Handbook_2013.pdf

Administrative Matters

Welcome Email and Account Set Up

You will receive a *Welcome Email* that contains your User name and ID with important instructions on how to activate your ID. It is important that you accept your contract promptly and follow the steps in the email. Doing so will enable you to access IT services remotely via **Staff Hub**, before commencing employment.

Staff Hub enables:

- Themis Employee Self-Service functionality; to confirm or update bank details, personal details, and enrol in University training.
- Activation and access to University email & calendars.
- The ability to apply for a car parking permit or the Myki Commuter Club card.
- Staff to log into the University's network, including wireless internet.
- Staff to obtain their Staff Card.
- Staff to log in to a computer on their first day.

Sample Welcome Email

Subject: Welcome to the University of Melbourne, Account log in details

Dear New Staff Member

Welcome to the University of Melbourne.

This email contains instructions to activate your University IT account in order to access email, staff resources, library and other systems immediately and your University log in for your first day. Please click on the link below and enter your username and temporary password. You will be prompted to change your password and set up security questions so we can identify you if help is needed.

It is important that you activate your IT account prior to starting in order to have valid log in details to your computer on your first day at the University.

Activate your University IT Account

- Log in to the IDM: <https://idm.unimelb.edu.au/idm/user/login.jsp>
- Username: \$(accountID)
- Employee ID: \$(emplID)
- Temporary password: \$(tempPwd)

Remember your new password for when you arrive at the University.

Email

Please be aware, Fixed term and Continuing staff have their email accounts activated automatically. If you are engaged as a Casual, Honorary or non-University staff member, you will need to activate your email account. See this website for instructions on how to activate your email account:

<https://staff.unimelb.edu.au/new-staff/IT-information-for-new-staff>

Again, welcome to the University of Melbourne.

Help

Further instructions on how to connect to the network, WiFi, and other general information for new staff members can be found here: <https://staff.unimelb.edu.au/new-staff/IT-information-for-new-staff>:

If you require any assistance activating your IT account, please contact the Service Centre on 03 8344 0888.

Information technology and support

Themis

Themis is the University of Melbourne's integrated administration system that incorporates various functions related to human resources, environmental health and safety, and financial and research activities. On activation of your Themis account you will be granted access to the following:

- UOM Staff Self Service; and
- UOM Research Self Service.

Through the UOM Staff Self Service feature you will be able to:

- View details regarding your employment;
- Access electronic copies of your payslips and payment summary;
- Update your contact and banking details; and
- Submit OHS incident reports.

To access Themis please go to www.themis.unimelb.edu.au. If you require any assistance with using features in the UOM Staff Self Service feature, please refer to the Themis reference cards for casual staff <https://staff.unimelb.edu.au/information-technology/using-university-systems/themis-support-guides>.

Access or assistance with IT services

Desktop support and assistance with IT Services (for example, an issue with hardware or a software program, access to particular files or folders on the Law network etc) is provided via a centralised University team called Infrastructure Services. Please log a help request

<https://staff.unimelb.edu.au/information-technology> or call the University Help Desk on 8344 0888.

Updating your staff profile for the MLS Website

All sessional staff will have a staff profile page created for them. You will be able to submit profile updates via the MLS Intranet (<https://staff.unimelb.edu.au/mls/intranet>). **You are strongly encouraged to publish a profile and photograph on this page, as students enrolled in your class are likely to review your staff page.**

AV Equipment Training

Checks of AV equipment in teaching spaces managed by MLS are carried out daily to ensure they are in good working order. If you encounter difficulty with the AV while teaching, assistance is available by contacting the Learning Space Support service desk on 834 47064.

If you would like additional training on the AV equipment that is used in the Law School's teaching spaces Contact Learning Space Support (<https://learningspaces.unimelb.edu.au/>)

Keys to access the audio visual equipment in the teaching spaces are available for all sessional staff to collect from the Reception on level 2 of the building.

Payments

Sessional payments are made to you via the casual payroll and are paid monthly on Thursdays. Your pay will be deposited into your nominated bank account in equal instalments over the period of your appointment.

Any queries relating to sessional payments should be directed to the Academic Support Office on 8344 4475 in the first instance.

Payments for any completed or any additional casual appointments that you may have should be submitted via an electronic timecard in Themis.

Absences

If you are unable to attend a class that you have been scheduled to teach, please advise the subject co-ordinator (if applicable) and the Academic Support Office on 8344 4475 as soon as possible so that alternative arrangements can be made.

Employee Services

Staff card

Your staff card will serve as your official University identification, library card and proximity card for building access. Once you have been issued with a staff number you will need to visit the Traffic and Security Office located at 213 Grattan St between 8:00am – 5:30pm Monday-Friday to have your staff card issued. You will need to take with you a copy of your approved casual contract and a form of photo identification.

In order to use your staff card as a library card you will need to attend a branch of the University library and register as a borrower.

Workspace allocations

Sessional staff requiring a workspace during semester will be allocated a workspace on their teaching days in accordance with the MLS Space Allocation Policy. You will be contacted by a member of the Facilities Management team once you have been allocated an office and a key is available for your collection at Level 2 Reception.

Sessional staff consultation room, meeting rooms and teaching spaces

The Sessional Staff Consultation Room (Room 0736 on level 7 of the Law School) is available for sessional staff to book for the purposes of conducting private consultations with students. The room can be booked using Outlook. For instructions on how to book the meeting room using Outlook refer to the guide at <https://staff.unimelb.edu.au/mls/intranet/employee-services/spaces-bookings-amenities>.

If the Sessional Staff Consultation Room is unavailable, or if you need to book a teaching space for a time outside your allocated teaching time, you can do so (subject to availability) by submitting an online booking request via <http://law.unimelb.edu.au/contact/room-bookings>. Any queries relating to the room you have been timetabled to teach in should be referred to the Academic Support Office.

Resource rooms and stationery

Resource rooms containing printers, fax and internal phones are available for staff use in the following locations:

Room 0420 (printer with scanning and copying ability)

Room 0526 (printer with scanning and copying ability)

Room 0707 (printer with scanning and copying ability, and internal phone)

Room 0741 (printer with scanning and copying ability fax, and internal phone)

Room 0807 (printer with scanning and copying ability, and internal phone)

Room 0841 (printer with scanning and copying ability fax, and internal phone)

Room 0937 (printer with scanning and copying ability fax, and internal phone)

Once you have been allocated a workspace, you can log on to the computer with your staff login and password.

PC users will have the 7320.FollowMe-Toshiba printer queue set up automatically when they first log in. To print to FollowMe, go to the nearest resource room (on previous page) and swipe your staff card on the printer's card scanner. You can then select the items that you wish to print. Only your printing will show on the display.

If you need more help, or if you are a Macintosh user, you can go to the MLS Intranet at <https://staff.unimelb.edu.au/mls/intranet/employee-services/phones-printing-stationery>

or you can call the infrastructure Service Desk at x40888.

When printing items in relation to casual work please ensure that you log on to the computer in your workstation using your staff login account so that these pages are deducted from your staff printing credits and not your student quota. Please note that it is not possible to print to a resource room from a personal laptop.

A limited range of stationery is available for use by staff. That stationery can be found in the resource rooms on levels 7, 8 and 9. If you find that you require a particular item for your work that is not available in the resource rooms, please contact the Academic Support Office on level 6.

Photocopying

You will need to swipe your staff card when using a printer to photocopy, or log into the printer. It is much the same process as swiping or logging in to print.

Amenities

Toilets (including disabled toilets) are located on each floor of the law building.

Showers (located near the toilets) are available for staff to use on levels 7, 8 and 9. A disabled shower is also available on the ground floor. If you need to access this area please contact Facilities Management on 8344 1111 or at law-facilities@unimelb.edu.au.

Kitchens with microwaves and fridges and refreshments (including tea, coffee, milk,) are available for staff to use on levels 7, 8 and 9. Staff will need to provide their own crockery and cutlery. Some limited amounts of crockery and cutlery are available in the kitchens. Milk is delivered weekly on a Friday.

Staff can also use the Staff Common Room (room 0924) Please note that on occasion the Staff Common Room may not be available if it has been booked for an event.

Parenting rooms with a kettle, fridge, baby cot and baby change table are located in room 822 and 939. Please contact the Facilities Management team via law-facilities@unimelb.edu.au if you require access to this area.

Building maintenance

If you notice any equipment or facilities that are damaged or require a service in your office, go to <https://staff.unimelb.edu.au/campus-maps-facilities/maintenance-and-cleaning/maintenance-services>.

If the issue is in a common area, please contact Law Facilities Helpdesk: <https://staff.unimelb.edu.au/mls/intranet>. For urgent requests please phone the helpdesk on 8344 1111.

Levels of the Law Building - Directory

Level 10:

- Woodward Conference Centre
- Law facilities: Boardroom and Alumni Lounge (entry via stairs on level 9)

Level 9:

- Office of the Dean
- Staff Common Room
- Academic Staff Offices, Centres and Administrative Support

Level 8:

- Academic Staff Offices, Centres and Administrative Support

Level 7:

- Academic Staff Offices, Centres and Administrative Support
- Sessional Consultation Room (0738)

Level 6:

- Academic Support Office
- Flat floor seminar rooms (8)
- MLM students common room
- Function space
- Postgraduate Law Students' Association Office
- Office for Research

Level 5:

- Legal resource centre
 - Rare books room
 - Postgraduate study rooms
- Moot court
- Student Lounge – 'Moot Point'

Level 4:

- Legal resource centre
 - Postgraduate study rooms

Level 3:

- Law library
 - Computer teaching laboratories
 - Flat floor seminar room (1)

Level 2:

- Student facilities
 - Laws Students' Society, Global Law Students' Association Offices
 - Melbourne University Law Review, Melbourne Journal of International Law offices
 - Student lounge
- Flat floor seminar rooms (3)

- Marketing and Engagement
- Facilities Management
- Finance
- Human Resources

Level 1:

- Small lecture theatres (5)
- Function space
- Student lounge

Mezzanine:

- Large lecture theatre (1) – also accessible from level 1
- Small lecture theatres (2)
- Clinic
- Student Enrichment Centre (temporarily relocated to Level 2 during the first half of 2016)
- Careers Office (temporarily relocated to Level 2 during the first half of 2016)

Ground Floor:

- Flat floor seminar rooms (3)
- Tiered lecture theatre (1)
- Security concierge

Occupational Health and Safety and Equal Opportunity

Occupational Health and Safety (OHS) at MLS

All staff, students and visitors to the Law School have occupational health and safety responsibilities. Staff responsibilities include ensuring that:

- All activities undertaken follow relevant operating procedures or work instructions;
- Their actions do not endanger the health and safety of themselves or others; and
- Any hazards or uncontrolled risks are reported, along with any injuries, health and safety issues, or environmental issues that might occur.

As a sessional staff member you are also responsible for the health and safety of the students in your classes and any other activities that are related to your appointment at MLS.

To gain a better understanding of your OHS responsibilities you are required to complete the University's EHS Roles and Responsibilities for Supervisors and Managers online training, which can be accessed at

https://safety.unimelb.edu.au/support/training/courses/roles_supervisor/index.html.

Actual and potential OHS hazards are required to be reported to your supervisor and/or the Facilities Management team on 8344 1111. Any incidents (including accidents, injury, near misses, theft and damage to property) must be reported using the "Create a new incident report" function under "Staff Self-Service" in Themis (www.themis.unimelb.edu.au).

Please contact Facilities Management on 8344 1111 or law-facilities@unimelb.edu.au if you would like assistance with completing an incident report.

Emergency evacuation procedures at MLS

On hearing an evacuation alarm, or when directed by a Floor Warden, Deputy Building Emergency Controller (Deputy BEC) or Building Emergency Controller (BEC), all MLS occupants are to evacuate the building via the nearest safe emergency exit stairs and proceed to the assembly point. MLS's evacuation assembly point is located at the southern end of the University Square Park (across the road from the MLS building).

If you happen to be in class when an evacuation takes place, please assist with the evacuation process by advising your students to exit the building via the nearest safe exit stairs and wait at the Law School's assembly point. Only people with disabilities are to be evacuated using the lifts. After evacuation, you should remain at the assembly point until advised by a Floor Warden, Deputy BEC or the BEC that you should disperse or that it is safe to return to the building.

A list of floor wardens and evacuation procedures, as well as a map indicating the emergency exits, can be found adjacent to the lift well on each floor. Please familiarise yourself with the floor wardens and the location of the emergency exits on your level. An electronic copy of the Law School's list of floor wardens is also available from

<https://staff.unimelb.edu.au/mls/intranet/employee-services/occupational-health-safety>.

First-aid at MLS

MLS has a number of trained first-aid staff and first-aid kits. For the names of relevant staff members and the location of these kits please refer to <https://staff.unimelb.edu.au/mls/intranet/employee-services/occupational-health-safety> or check the listings available in the staff kitchens and opposite the lift wells. Please note that if you are in the building outside normal business hours (8:45am – 5:00pm) and require the assistance of a first-aider, all University Security staff hold a first-aid certificate.

Emergency contact numbers

University Security (24 hours)	x46666
Emergency Services (Ambulance, Police, Fire Brigade)	0 000
If calling from a mobile phone	000/112
Student Health (8:45am – 5:00pm, 138-146 Cardigan St)	x46904/x46905
Royal Melbourne Hospital (Switchboard)	0 9342 7000
Eye and Ear Hospital (Emergency)	0 9929 8400
Dental Hospital (Switchboard)	0 9341 0222
Poisons Information Line	0 131 126

Equal opportunity at MLS

MLS is committed to equal opportunity for staff and students. Further information about this is available from MLS Governance at <http://law.unimelb.edu.au/about/governance/eo-hr-and-academic-staffing-committees> and in the University's Equal Opportunity Policy (MPF1241) <https://policy.unimelb.edu.au/MPF1241>.

University of Melbourne Policies and Procedures

The University of Melbourne has an extensive policy and procedure library, which can be accessed online at <http://policy.unimelb.edu.au/>. Among the policies that sessional teachers may find the most useful and relevant for their role are the following:

- Assessment procedure - <https://policy.unimelb.edu.au/MPF1026>
- Coursework assessment policy - <https://policy.unimelb.edu.au/MPF1199>
- Grading scheme procedure - <http://policy.unimelb.edu.au/MPF1052>
- Coursework assessment design and methods procedure - <http://policy.unimelb.edu.au/MPF1200>
- Discrimination, sexual harassment and bullying procedure - <https://policy.unimelb.edu.au/MPF1230>
- Special consideration policy - <http://policy.unimelb.edu.au/MPF1297>
- Student complaints and grievances policy - <https://policy.unimelb.edu.au/MPF1066>
- Student complaints and grievances procedure - <https://policy.unimelb.edu.au/MPF1067>

Support Services for MLS Students

As a sessional teacher, it may come to your attention that some or all of your students might benefit from accessing the support services on offer to MLS students. Full details of student support services can be found online at <http://law.unimelb.edu.au/students/academic-support-and-wellbeing>. Some of the most commonly utilised student support services are the following:

- Disability Support Services, which can be accessed by contacting Glenn Patmore, who is both a senior lecturer at MLS and the MLS Disabilities Equal Opportunity Liaison Officer. Glenn can be contacted at g.patmore@unimelb.edu.au or on 8344 6191. The University's Student Equity and Disability Support website can be found online at <http://services.unimelb.edu.au/disability>
- Career Development Services, the website for which can be found at <http://law.unimelb.edu.au/students/career-services>
- The Legal Academic Skills Centre, which is the hub for student support and resources relating to legal writing, legal research, study skills and wellbeing. The website for the Legal Academic Skills Centre can be found online at <http://law.unimelb.edu.au/students/lasc>
- Counselling and Psychological Services, the website for which can be found at <http://services.unimelb.edu.au/counsel>
- University Health Services, which is a GP service the website for which can be found at <http://services.unimelb.edu.au/health>
- Financial aid, information about which can be found online at <http://services.unimelb.edu.au/finaid>
- Housing services, information about which can be found online at <http://services.unimelb.edu.au/housing>
- Chaplaincy services, information about which can be found online at <http://services.unimelb.edu.au/chaplains>
- Childcare services, information about which can be found online at <http://services.unimelb.edu.au/childcare>

Intranet and Web Links – Support and Administration

Below is a list of internet resources relevant to administration and support for staff at the University of Melbourne and MLS.

*The Law School Intranet*⁶ - <https://staff.unimelb.edu.au/mls/intranet>

Law Employee Services – <https://staff.unimelb.edu.au/mls/intranet/employee-services>

Log a Facilities Request - <https://staff.unimelb.edu.au/mls/intranet>

Log an IT Request – <https://staff.unimelb.edu.au/information-technology>

The Law School website - <http://law.unimelb.edu.au/>

Equal Opportunity, Human Resources and Academic Staffing Committees –
<http://law.unimelb.edu.au/about/governance/eo-hr-and-academic-staffing-committees/>

Book a Room – <http://law.unimelb.edu.au/contact/room-bookings>

University Intranet (Staff Hub) - <http://staff.unimelb.edu.au/>

Human Resources – <https://staff.unimelb.edu.au/human-resources>

University websites

Themis (to view electronic payslips/group certificates, change contact and banking details and submit an EHS incident report) – <http://www.themis.unimelb.edu.au>

IT Accounts (to activate or reset IT/email and Themis passwords) –
<https://accounts.unimelb.edu.au/manage/>

Academic Calendar/Key University Dates –
<http://www.unimelb.edu.au/keydates/index.html>

University Human Resources – <https://staff.unimelb.edu.au/human-resources>

Law Library – <http://law.unimelb.edu.au/law-library>

Campus Map – <http://www.unimelb.edu.au/campuses/maps.html>

Policy Library (contains University wide policies, procedures and guidelines –
<http://policy.unimelb.edu.au/>

⁶ Note that the intranet is a restricted site, which you will need to use your University credentials to access.

Key Contacts for Sessional Staff Members – Support and Administration

A complete list of contact names and numbers for MLS support and administrative staff can be found on the MLS intranet at <https://staff.unimelb.edu.au/mls/intranet/resources/mls-staff-list>.

The MLS Deputy Dean is the supervisor for all sessional staff members, and will generally be the appropriate person to contact in relation to teaching matters. The current MLS Deputy Dean is Associate Professor John Howe, who can be contacted at j.howe@unimelb.edu.au or on 9347 2392.

The Law Academic Support Office (law-aso@unimelb.edu.au) is the appropriate unit to contact in relation to timetabling, reading guides and course materials for all coursework programs. For JD and undergraduate program support contact Megan Baber (mbaber@unimelb.edu.au or 8344 9862) and Katherine FitzHywel (Katherine.fitzhywel@unimelb.edu.au or 8344 7474). For MLM program support contact Trang Nguyen (trang.nguyen@unimelb.edu.au or 9035 9951) and Tessa Dermody (tdermody@unimelb.edu.au or 9035 3176)

For HR related enquiries you should contact the HR team at law-hr@unimelb.edu.au or on 9035 7443.

For facilities management related enquiries you should submit a help-desk request via email law-facilities@unimelb.edu.au in the first instance. For urgent matters you can call 8344 1111. Key MLS Facilities Management staff includes Megan Price (Facilities Management & OHS Officer) and Luke Wines (Facilities Management Project Officer).