Casual Academics Scheduling and Payments(CASP): Stage 1

Order	Function	Role	Change Management
1	Create and approve schedules as per current processes (i.e. spreadsheets)	Topic Coordinators (TC) or Teaching Program Directors (TPD)	• Awareness communications • No actions in CASP
2	Approve schedules as per current processes (i.e. spreadsheets)	Deans, People & Resources (DP&R)	• Awareness communications • Leadership engagements • No actions in CASP
3	Enter new schedules and generate offer of work in CASP	Education Resources Officers (ERO)	• Dedicated engagement • Learning sessions • Learning resources
4	Accept or decline offer of work in CASP	Casual Academics (CA)	• Awareness communications • Learning resources
5	Enter any required variations to schedule in CASP	Education Resources Officers (ERO)	• Dedicated engagement • Learning sessions • Learning resources