



## FAQ: Academic employment at RMIT Vietnam

Question	Answer
<p><b>What is the approach to learning and teaching at RMIT Vietnam?</b></p>	<p>RMIT Vietnam is committed to providing a transformative student experience. This approach emphasises student-centred learning and initiatives such as authentic learning and assessment and work integrated learning.</p> <p>To enable a student-centred learning experience, academic teaching staff are encouraged to use interactive activities, online learning activities and materials, and explicit and timely feedback. Programs provide students with industry experience, so your role may also include industry engagement.</p> <p>Where appropriate, courses incorporate authentic learning and assessment. This means, students undertake projects and activities that allow them to apply their knowledge and skills rather than undergoing timed, invigilated exams. Rubrics provide explicit assessment criteria and reliability in marking.</p>
<p><b>What learning materials will I use in my courses?</b></p>	<p>RMIT Vietnam courses utilize a range of digital resources including authentic and contemporary material which students can access online. Courses draw from many materials. This means that academic staff are responsible for maintaining copyright compliant resources in the online space for their course via the university's LMS, Canvas.</p>

<p><b>What is the workload?</b></p>	<p>In order to meet student demand to enter university promptly after high school and progress quickly, RMIT Vietnam programs have three semesters and up to three intakes per year. Although there are breaks between each semester, the academic calendar creates a rigorous work environment.</p> <p>In a full-time role, you are contracted to work 40 hours per week. Depending on your role and your work allocation this may include a mix of teaching/preparation, service/leadership and research and at times, the requirements to work outside of regular work hours and/or weekends.</p> <p>Academic teaching staff are often responsible for a range of aspects of course delivery, including course administration, course review and design, marking, giving feedback and instruction (face to face and online components).</p>
<p><b>How many hours will I be expected to teach per week?</b></p>	<p>Depending on your role and work allocation, you can expect to teach between 3 and 12 hours per week. Staff who have no research or service responsibilities may teach 18 hours per week. On average and depending on business needs, research active staff can expect to teach 9 hours per week. Your teaching hours will be discussed and agreed upon with your line manager each semester, taking into account student enrolments, and other activities such as service/leadership and/or research responsibilities.</p>
<p><b>When can I take leave?</b></p>	<p>Our teaching staff are encouraged to take their annual leave within the 3 semester breaks per year. Staff would need special approval from Line Managers to take annual leave within a teaching semester.</p>
<p><b>What is an academic year like?</b></p>	<p>At RMIT Vietnam we have three semesters per year (commencing in February, June, and October). There are 17-18 weeks per semester, two to three of which are semester break, two of which are devoted to marking, moderation and course closeout. There are 12 weeks of instruction per semester. During week 7, academic staff are expected to participate in professional development, while students continue their learning in an alternative mode. However, Academic teaching staff need to be available for consultation (face-to-face or online) throughout all 12 weeks of the semester.</p>
<p><b>Which courses will I teach?</b></p>	<p>Staff are required to teach courses in their area of expertise and can teach across a variety of courses at either undergraduate or postgraduate. Courses can be delivered in a variety of modes including face to face, blended or online.</p>
<p><b>What are the class sizes?</b></p>	<p>Face to face classes are up to 35 students per class, while online courses may be larger. Occasionally, you may teach multiple sections of the same course.</p>
<p><b>What support is available for research?</b></p>	<p>At RMIT Vietnam, we have an active research focus, and the Research Office will provide training and support for research active staff. There are opportunities for research funding and collaboration. In addition, for research active staff, you may be able to allocate time for research under the workload model. Some schools have additional professional development funding to support travel to conferences.</p>

<b>Is there research funding?</b>	Internal grants are open once per year, administered by the Research Office and are specifically for early career researchers and newly joined academic staff.
<b>Where do I need to publish?</b>	International conferences, peer-reviewed journals and ranked publications. Eligible research outputs are determined by the following: <a href="#">ERA guidelines</a> , <a href="#">SJR (Scimago Journal Ranking)</a> , or <a href="#">ABDC (Australian Business Dean Council) Ranking</a> . Creative works may be ranked separately through exhibitions, productions, screenings, etc.
<b>What types of research can I pursue?</b>	You can pursue anything related to your field of expertise that is aligned to the University and your School's research objectives.
<b>What conferences can I attend?</b>	Conference support is available and should be discussed with your line manager. Generally speaking, conference support is contingent on alignment with RMIT Vietnam focus areas, ranked published proceedings and consideration of teaching commitments.
<b>What are the criteria for promotion?</b>	For academic promotion, staff need to provide evidence addressing three main areas: teaching, research and scholarship, leadership and engagement. The academic promotion criteria and processes are aligned with those in place at RMIT Melbourne. More details are available on request.
<b>When will I be eligible for promotion?</b>	In order to apply for promotion, you must have at least 1 year of experience in your current level (to move from one band to another, i.e from Lecturer to Senior Lecturer). You also need to demonstrate that you are already achieving higher level outcomes.
<b>How is performance measured?</b>	Academic staff work with their line manager to establish an annual work plan outlining objectives. Objectives are then set, monitored throughout the year, and appraised at the end of the year. Objectives will depend on your role, but may relate to course delivery, research, service, or other professional development activities. Various factors will be considered with regards to determining successful performance such as Course Experience Surveys (student surveys), research outputs, demonstrated leadership, as well as your progress on your work plan.