

Casual academic recruitment FAQ

RMIT Vietnam

1. What does it mean to be a casual academic staff?

Casual academic staff are engaged on an hourly or “as-needed” basis. Workload is allocated each semester in line with student enrolments and teaching requirements, giving you the flexibility to balance teaching with your other professional commitments.

2. What qualifications and teaching experience do I need?

Requirements vary by appointment level and academic qualifications, along with a strong track record in teaching, research, and/or industry engagement:

- Associate Lecturer: A Master’s degree in a relevant discipline.
- Lecturer: A PhD or equivalent doctoral qualification in a relevant discipline.

In addition to academic qualifications, candidates must meet RMIT Vietnam’s English-language requirements and have taught in English at a higher-education institution for the past 24 months.

3. What is the application process and timeline?

Applications are submitted through the RMIT Careers Portal and carefully reviewed by our Talent Acquisition team. If shortlisted, we shall be in touch to guide you through the next steps of the recruitment process, which may include a

phone screening, interviews, and pre-employment checks such as English proficiency verification, background and reference checks, and work-permit coordination for expatriates.

Once all required steps are successfully completed, an official offer will be issued through our online system.

The recruitment process usually takes around 1–3 months from application to offer, depending on documentation requirements and the completion of pre-employment checks and work-permit application.

All candidates will be notified of the outcome of their application. Your application will be securely retained in our system for future opportunities, and you’re welcome to log in and update your information at any time if needed.

4. What is included in the casual rate?

Your remuneration rate (wage) is inclusive of personal income tax, annual leave payment, benefits, and all other statutory contributions as required by the laws of Vietnam.

5. How am I paid for my time?

Your wage will be paid monthly based on the total working hours recorded and approved in your timesheet for the month.

6. What does the academic year look like, and how many working hours per week can I expect?

At RMIT Vietnam, we run three semesters each year starting in February, June, and October. Each semester lasts 17 – 18 weeks, including 12 teaching weeks and an orientation week.

Your weekly hours will depend on student enrolments and timetables, and can range from 0 to 20 hours, spread across the week.

7. Which courses will I teach?

You will be assigned courses based on your areas of expertise and your availability each semester. Course allocations will be discussed with you in advance and confirmed by mutual agreement.

8. What is the teaching format and typical class size?

Teaching may be delivered in face-to-face, blended, or online formats, depending on the course requirements. On average, class sizes are up to 35 students per class.

9. Are there opportunities to transition into a full-time career with RMIT VN?

If a suitable full-time position becomes available, you are welcome to apply via our careers site. Your experience working with RMIT Vietnam, along with satisfactory performance in the role, will be a desirable attribute. All appointments follow a competitive recruitment process.

10. Can I teach/work elsewhere when teaching at RMIT Vietnam?

You may work with another organisation while holding a casual contract with RMIT Vietnam. However, before being engaged by RMIT Vietnam, you are required to declare your existing employment with other organizations (if any). This information enables both you and RMIT Vietnam to establish appropriate contractual arrangements for academic employees in compliance with all applicable laws and internal policy requirements.

In addition to the initial declaration, all external employment and any actual or potential conflicts of interest must be disclosed and appropriately managed throughout your employment in accordance with RMIT Vietnam's policies and guidelines.

11. What support and training will I receive when I start?

In your first month, you will join an HR induction and onboarding sessions with our Academic Learning & Teaching team, to get familiar with RMIT teaching practices, Canvas system, and other key tools you will use day to day. We will also set you up early with your RMIT email and Canvas access so you can prepare smoothly.