



Frequently Asked Questions

Who do I contact about my salary payments?

Mr Lu Wang in the Finance Office on 9385 0796 or by email: lu.wang@unsw.edu.au.

What do I do if I am sick and cannot attend a class?

Contact the School Executive Assistant who will notify students.

What do I do if the room I am to teach in is locked?

Contact Security/Facilities on 50747 or go to the F Block, Ground Floor, room FG22.

Who is my primary point of contact with the School I am teaching in?

The School Executive Assistant is your primary point of contact, although, if you are a tutor, you will also have a Course Coordinator, who is a full-time academic responsible for the course.

How do I get to park in the car park?

Contact Denis Cooper on 9385-0727 or denis.cooper@unsw.edu.au or FG17. You will need your contract of employment signed by the Head of School.

How do I get to borrow from the library?

Your staff card is also your library card.

How do I get a staff card?

Collect an authorisation form from the Finance Office (F118). Once completed, go to the Student Centre to have it issued.

What do I do if I, or one of my students, is injured?

See the first aid officer in your area.

What do I do in an emergency?

Ring 9385-6666 or ext 56666. Do not ring 000.

What do I do if a siren sounds?

Move to the Napier St zone.