

# COLLEGE OF BUSINESS WORKLOADS POLICY 2007/2008

## INTRODUCTION

### **1. Background**

1.1 This policy acknowledges adverse funding realities by requiring face-to-face teaching to be allocated first. Workload allocation is to be consistent with the University Workload Principles and the College strategic plan as well as being flexible enough to encompass ongoing developments such as changes in teaching methodology. It is noted that the College aims for a staff/student ratio of 26:1, although this has yet to be achieved in most Schools.

### **2. Supervisor initiated agreements**

2.1 Supervisors are required to prepare at least a draft teaching allocation and the Associate Dean (Research) is required to notify the school and individual staff of their Research Level which the staff member can then use as the basis for negotiation of their Workload Agreement.

### **3. Calculation of workload hours**

3.1 The policy is based on an academic workload consisting of 1725 annual hours.

3.2 The basic unit of calculation in the policy is:

- A block of 50 semester hours of workload, which equates to one hour face-to-face teaching or equivalent in a semester. However, where appropriate allocations may be made on the basis of blocks of 25 semester hours.
- This unit of calculation is used throughout the policy and generally all aspects of the workload are measured against it.

3.3 Allocation of workload is based on broad tasks and outcomes. For example, research allocations are based on broad levels of achievement of outcomes, rather than a minute division of time allocated according to debatable calculations of how a specific task, e.g. writing a conference paper, is undertaken.

3.4 Specifically allocated work takes up 1600 hours of the workload, usually calculated in units of 50 hours. The remaining 125 hours are left unallocated for

items such as School meetings, Open Days, graduations, careers markets etc. Travel should be included in the relevant category.

- 3.5 It is anticipated that the categories in this policy will be able to accommodate the workloads of virtually all staff in the College. However, if a Head of School believes that an individual staff member may be significantly disadvantaged by an aspect of the policy, he or she may ask the Workloads Committee to review the workload in question on equity grounds.

#### **4. *Examples of typical workloads***

- 4.1 Examples of typical expected workloads using the unit of one class teaching hour equals 50 semester hours are set out in Table 1.

**TABLE 1:  
INDICATIVE EXAMPLES OF TYPICAL CLASS TEACHING WORKLOADS**

**A. Teaching focused: 12 – 16 class hours per week**

Indicative examples only:

16 class hours per week. Assumes the staff member does not qualify for approved research or staff development, even at minimum level; does not qualify for unit coordination; and does not qualify for preparation of new lecture materials. This will reduce slightly if some research or staff development activities are undertaken.

14 class hours per week. Assumes the staff member does not qualify for approved research or staff development as above, but basic unit coordination and preparation of new lecture materials are undertaken (or vice versa).

12 class hours per week. Assumes basic research [link to points gained over previous triennium] and/or staff development, and basic unit coordination and lecture preparation\*. Staff undertaking more complex coordination will have a further reduced face-to-face teaching load as set out in the policy schedule.

**B. Mixed teaching/research and/or governance focus: 7-11 class hours per week**

Indicative example only:

9 class hours per week. Assumes that the staff member qualifies on the University's DEST Research Activity Register as per Table 3, Level 4, and basic unit coordination and lecture preparation. Staff in this category undertaking more complex coordination will have a further reduced face-to-face teaching load as set out in the schedule.

**C. Governance or research focus: up to 6 class hours per week**

Indicative example only: 6 class hours per week. Assumes that the staff member meets the requirements of B. above and is also undertaking a significant administrative or research funded load. Alternatively, the staff member may be undertaking a heavy administrative load (equivalent of 6 hours per week) but is not on the research active register.

\* **Note:** See Table 2

**D. New academic staff in their first year of full or fractional academic appointment**

Staff commencing their first academic appointment of more than 12 months duration shall undertake staff development activities involving some time release. As a consequence, new staff should be allocated a maximum of 12 hours teaching in Autumn and Spring semesters in the first year of appointment, or pro rata equivalent for fractional staff.

This time release is to be used to undertake, as a minimum, the Foundations in Learning and Teaching Program required of all new staff from July 2007. One hundred and Twenty five (125) hours will be allocated for this activity.

Further time release may apply for one or more of the following activities:

- Developing a research profile through mentored research
- Other activities designed to enhance their teaching skills
- Other approved professional development activities

This might comprise a proposal for a research higher degree or preparation for DEST recognised publication. In consultation with the supervisor, the staff member will undertake relevant professional development such as attendance at teaching and learning seminars and forums.

Provision should also be made for mentoring the new staff member, as outlined in Section 3 of this policy. The relevant supervisor is responsible for identifying and obtaining agreement from an appropriate mentor.

In the absence of an appropriate plan for the use of time in addition to the basic Foundations in Teaching and Learning program, normal allocation of teaching will apply, but staff are to be counselled against losing this opportunity.

## **A. TEACHING AND ASSESSMENT**

### **1. General principles**

- 1.1 In recognition of the fact that the vast bulk of UWS funding is generated by teaching, it is proposed that each school must cover its teaching requirements before money is made available for other aspects of workloads.
- 1.2 This would normally include a base requirement for face-to-face teaching.
- 1.3 To tie teaching loads to funding more tightly, as a general principle, each staff member would be required to teach a specified minimum number of EFTSL per year.
- 1.4 Supervisors should ensure a mix of classes and teaching modes such as new and repeat lectures and tutorials, and a mix of postgraduate and undergraduate classes where appropriate.

### **2. Calculation of teaching load**

- 2.1 Where a staff member has a more diverse workload, including significant administrative/managerial and/or research activities, a reduced face-to-face teaching load would apply. These loadings are listed under the relevant sections of the policy.

**TABLE 2:  
CALCULATION OF TEACHING ALLOCATION**

#### **(a) Calculation of face-to-face teaching**

The calculation of face-to-face teaching is based on an allocation of a block of 50 semester hours, per one hour of face-to-face teaching (e.g. a block of 150 semester hours is allocated for a one semester class consisting of a two hour lecture and one hour tutorial for a minimum class size of 20), and includes preparation and updating of the unit, delivery, assessment as defined below, and associated student consultation (see Appendix 1).

Such a teaching allocation would be managed by the School to ensure a mix of classes and teaching modes in order to meet the determined EFTSL requirement.

Examples of indicative teaching loads are given in Table 1. As can be seen from this table, the maximum weekly teaching hours would be 16 (totalling a block of 800 semester hours).

Four hour (quarter system) postgraduate classes are calculated on the basis of equivalence to a three hour (semester system) postgraduate class.

### **(b) Calculation of offshore and other non-standard forms of teaching**

With regard to offshore/distance education/electronic delivery/contracted enterprise work, it is assumed that the teaching of 1 class in each of these modes is equivalent to one 3 hour on campus unit (assuming a minimum class size of 20). This equates to a block of 150 semester hours.

Coordination only of a unit in any of these modes is assumed to be the equivalent of 1 hour of on campus teaching. This equates to a block of 50 semester hours.

### **(c) Calculation of research student allocation**

#### ***Higher degree and Bachelors honours research students***

Where a staff member supervises research students (including Bachelor's honours); workload allocations shall be made on the basis of one hour per week per EFTSL per semester (equating to a block of 50 semester hours), for each F/T student where the staff member is listed on the UWS records as the Principal Supervisor. An allocation of 0.5 hour per week will be made for each student supervised by the staff member in the listed role of Co-supervisor (assuming Supervisory Panels have only two members). The maximum allocation for co-supervision activities is 2 hours per week (or 100 semester hours). U/G Hons Supervision should be considered in a similar fashion to that for Principal Supervisor for Higher Degree Research students, however such supervisors must be available in January for student questions, as the Honours "year" now runs from December through to October/November. Allocations for research student supervision should be made in blocks of one weekly hour (50 semester hours) rounded down.

#### ***Undergraduate research project students***

Where courses include final year undergraduate Research Projects (eg in relevant Law and Property courses) a similar allocation can be made for supervision of these projects. Thus, for sole supervision of a 1 semester project that carries a 2 subject weighting, the EFTSL equivalence is 0.25 - thus supervising 4 such projects will equate to a 1 hour per week allocation for the relevant semester (equates to a block of 50 semester hours).

This allocation is made in blocks of one weekly hour (50 semester hours) rounded down.

#### ***Limitation on research student allocation***

The maximum load for a full-time academic will be 3 Full Time Equivalent Higher Degree Research students, in accordance with the UWS Research and Research Training Management Report. Workload allocations for research student supervision (of all categories) are limited to a maximum of four hours per week, per semester (equating to a block of 200 semester hours) in total.

### **(d) Allocation for teaching preparation**

Recognising that preparation is a factor in quality of teaching:

### ***Entirely new units***

Where a staff member is required to teach an entirely new unit for the first time at UWS, a reduction of 2 hours per week (equating to a block of 100 semester hours) in the workload **should** be applied (in the relevant semester). In exceptional circumstances the Head of School may approve a reduction of 3 hours per week (equating to a block of 150 semester hours). In each case, the reductions are from the base of 16 hours per week (800 semester hours).

### ***Existing units***

Where a staff member is teaching an existing unit for the first time, a reduction of 2 hours per week (equating to a block of 100 semester hours) **may** be applied if this teaching involves the significant preparation of new unit materials (in the relevant semester). In very exceptional circumstances the Head of School may approve a reduction of 3 hours per week (equating to a block of 150 semester hours). In each case, the reductions are from the base of 16 hours per week (800 semester hours).

### ***Previously taught units***

A normal expectation is that staff will undertake a general review of the materials in all units previously taught as part of the base calculation of 50 hours for teaching. However, where preparation of new unit materials is required, a reduction of one hour per week (equating to a block of 50 semester hours) from the base of 16 hours (800 semester hours) **may** be approved by the HOS. This allocation can only be applied a maximum of once in each semester.

### ***Development of innovative and blended unit teaching***

In order to encourage staff to engage in the development of innovative teaching an appropriate allowance for these activities of up to 150 semester hours may be approved. Refer to Clause 3.1 Special Projects for teaching and course and unit development.

### ***Approval for allocation for teaching preparation***

In each case, the relevant Head of School should formally approve the reductions sought. In each case, the reductions are from the base of 16 hours per week (800 semester hours).

## **(e) Calculation of assessment**

### ***Assessment allocation***

Note that an assessment allocation is included in the basic calculation of 50 semester hours equalling one weekly teaching hour, and is not an additional allocation except as noted below under "additional assessment". This included assessment allocation is 6 hours (out of each block of 50) for new lectures, tutorials and seminars, and 24 hours (out of each block of 50) for repeat lectures, tutorials and seminars. Student consultation proportionate to the assessment allocation is also included.

### ***Basis of assessment allocation***

A full marking load for each student equates to one hour of total marking over the semester based on the approved college formula of a maximum of 3 pieces of assessment per unit.

### ***Additional assessment and consultation***

In cases where marking for students above this level is included, a credit may be claimed on the basis of one semester hour from the total workload per additional student per semester. In addition, a credit may be claimed for additional consultation for these students on the basis of one semester hour for every two students per semester. Additional marking and assessment hours are aggregated and an allocation made in blocks of one weekly hour (50 semester hours) rounded down.

In cases where student numbers in a class are below the normal allocation for marking in that unit or class, the supervisor will normally allocate make-up marking to the staff member in another unit or class with larger numbers. This will be calculated on the basis of blocks of one weekly hour (50 semester hours) rounded down.

### ***Limitations on assessment***

For staff in the “Mixed Teaching/Research/Governance” focus category, this policy assumes a maximum assessment load of approximately 240 hours per annum (calculated on the basis of hours included in the basic teaching blocks plus any additional marking blocks as described in this section). This maximum is assumed to be roughly in proportion to the percentage of teaching in the overall workload. In any case where a proposed workload in this category includes a marking allocation with a variation from this norm of greater than 10%, that section of the proposed workload needs to be endorsed by both the staff member and the supervisor.

For staff in the “Teaching” focus category, it is acknowledged that both teaching and assessment loads will be proportionately higher. The maximum should not exceed 340 hours per annum and shall be calculated in the formulae set out in Appendix 1 - Explanatory Notes.

For staff in the “Heavy Research/Governance” focus category, it is acknowledged that the teaching and assessment loads will be proportionately lower.

In order to comply with Occupational Health and Safety requirements it is essential that assessment loads be reasonably distributed across the academic year.

### ***Limitations on number of units taught***

Normally staff would not teach more than 2 units each semester (an exception would be teaching of small units). This limitation refers to the number of units taught not classes.

### ***Travel between campuses on University Business***

Where a staff member is required to travel from their home campus to another campus and return for teaching, a time allocation will be made. The allowance will be based on one return trip per day per 13 week semester to a total of 25 hours per semester.

This allowance does not normally apply in cases where a staff member is not required to attend their home campus, unless agreed as reasonable by the staff member and supervisor. Where a staff member establishes that travel is by public transport, different time allowances may apply based on actual connections. The calculation of time for the allowance is based on travel between Parramatta/Penrith/Campbelltown/Blacktown campuses.

### **3. Special projects for Teaching and Course and Unit Development**

3.1 From time to time, a particular staff member or supervisor may propose a special project relating to innovation in teaching/course development. Examples could include the redevelopment of a course, or units in a course, or the development of an engaged teaching project, or the trialling of a new teaching methodology. If the supervisor and HOS agree that such a development is regarded as strategically important to the School, and the HOS agrees that the School has the capacity to support it, the HOS with the Executive Dean's concurrence may agree to an appropriate reduction in face-to-face teaching hours to facilitate such projects. Such reductions are normally from one to a maximum of three hours of face-to-face teaching per week (equating to blocks of 50, 100, or 150 semester hours from the base of 16 weekly hours or 800 semester hours), depending on the nature of the proposed project, and must be approved by the HOS in advance.

## **B. RESEARCH**

### **1. *General principles***

- 1.1 In acknowledging the need to support research and scholarly development, notwithstanding the limited funding support, Schools will provide 12 weeks during the year free from teaching timetabled classes, when staff will generally be able to focus largely on research and/or scholarly and staff development activities.
- 1.2 It is acknowledged that some staff will have heavy administrative duties during this non-teaching period (eg Heads of School/Program), as the nature of these administrative roles involves a consistent workload over the year. Allowance has been made in teaching allocations so that these staff may be able to spread their research into semester time.
- 1.3 Where staff are able to obtain a research grant or consulting project which specifically includes the possibility of buying out teaching time, this may be approved subject to the School's teaching needs being met and the project being assessed as being in the strategic interests of the School and the University. Buying out of staff time must be calculated on the basis of full recovery costs, or in the case ARC and related grants, on the basis of the time included in the grant proposal and approved by the Head of School and Executive Dean. The normal maximum amount of hours that may be bought out is 3 hours per week per semester (150 semester hours), from the base of 16 hours (800 semester hours). In exceptional circumstances the Executive Dean may approve additional amounts of teaching buy-out.

### **2. *Calculations of levels of research allocation***

- 2.1 Where a staff member has demonstrated a reasonable level of consistent research performance (as recorded in the University's Research Activity Register) there would be a reduction of face-to-face teaching hours to facilitate their research: The reductions are set out in Table 3.

**TABLE 3:  
RESEARCH ALLOCATIONS**

For 2007, as for 2006, research workload will be allocated on the basis of previous research outputs as recorded in the UWS DEST Research Activity Register. Where new staff members can demonstrate substantially equivalent research outputs over equivalent time periods at their previous employer, the Head of School may agree on alternative equitable arrangements to cover the first three years of UWS employment, in conformity with College guidelines as articulated by the Associate Dean (Research). Publication outputs from previous employers should be listed on the UWS DEST Research Activity Register by notifying the UWS Research Office as soon as possible. Of course any new research publications should include UWS affiliation details and be entered on the UWS Research Activity Database, along with the required validation information as soon as publication is confirmed. Research grant income and research candidate completions will be recorded automatically by the UWS Research Office.

***Level 0 – No Research Allowance***

Where staff members have less than 1.0 DEST Points over the previous triennium, AND where there are no mitigating circumstances, eg those listed in the University Workload Principles (see below).

***Level 1 - Basic research and scholarship allowance***

To recognise the role of research as a component of academic staff workloads, an allocation of 200 annual hours (equates to two weekly hours of teaching per semester from the base of 16 hours) will be provided for all academic staff whose UWS Research Activity record indicates that they have achieved research outcomes over the previous triennium equal to from 1.00 to 2.00 DEST points, OR between \$2,000 and \$5,000 research income over the previous triennium, as shown on accompanying tables. OR,

Where staff may meet one of the following categories as listed in the University Principles, and as approved by the Head of School:

- new staff members without prior academic experience;
- early or developing career researchers who have not yet had time or opportunity to achieve sufficient research outcomes;
- staff who are returning to research after undertaking a heavy administrative workload; or
- undertaking approved discipline-specific research or scholarly activity that is not recognised as measurable research output under DEST rules. Each school, where refereed conferences are not common (for example, Law) should produce a list of recognised research outputs or scholarly activity specific to that discipline but not recognised by the DEST guidelines. Staff who can demonstrate appropriate outputs over the preceding 3 years may be allocated Level 1 workload hours. Such allocations need to be recorded and formally approved by the College Workloads Committee. In each case, a plan should be developed and approved to support staff to move to refereed journal articles and external grants

Allocations under these special categories will be funded from the Staff Development Pool. Staff members must prepare a plan that includes a statement of aims and expected benefits, and a schedule of work. The activities to be undertaken should be itemised with details of the relevant methodology or approach. The intended outcomes will need to be demonstrated in the following year to retain the allocation. This allocation will be reviewed each year and is subject to the staff member demonstrating satisfactory progress. This allowance can continue for a maximum of 3 years when it will be subject to a review by the Head of School and Associate Dean (Research).

### ***Level 2 - Research higher degree allowance***

Staff members who are undertaking approved relevant research higher degrees also qualify for a reduction of 300 annual hours (equivalent to three hours per week per semester from the base of 16 hours) for the first four years of candidature for a Masters Honours and first six years of a doctorate, subject to a record of satisfactory progress being provided by their supervisor. This should take the form of an annual report in which the principal supervisor outlines in specific terms the progress made by the candidate during the previous twelve months. A time allocation for research degree candidature cannot be added to any other research workload allowance. Workload allocations in this category will be made from the Development Funds allocation.

### ***Level 3 - Emerging researcher allowance***

Where a staff member has registered research outputs over the most recently available triennium data equivalent to DEST points from 2.01 to 6.00, OR, Research Income of between \$5,000 and \$50,000 over the triennium, a reduction of 300 annual hours (equivalent to three weekly hours per semester from the base of 16 hours) would apply. The recorded level of research output for this Level must include at least one refereed journal article, jointly or solely authored.

This category makes allowance for an achievement pattern that may be working up to the steady output outlined for Level 4. Emerging researchers will be expected to demonstrate substantial progress towards Level 4 output (includes both research Grant income and publications) and MUST include publication in well-ranked refereed journals. It is expected that the achievements presented would show originality and a contribution to knowledge or technical advancement. Evidence of recognition by significant professional bodies or public institutions should be part of the case.

### ***Level 3a***

Where staff members have strong publication records (DEST points of 6.0 or greater), but income levels less than \$5,000 over the triennium, an allocation of 400 hours may be approved by the Head of School. This would be known as **Level 3a**, and such researchers would be expected to be actively pursuing research grant income. This Level would also be applicable for researchers generating more than \$50,000 of income, but less than 2.0 DEST points. Such researchers would be expected to be actively pursuing publication of their research outcomes in quality journals.

Emerging researchers will be encouraged to make the transition to Level 4 productivity over a period of time agreed with their supervisors and the College Workload Committee.

***Level 4 - Established researcher allowance***

Where a staff member has a research track record including BOTH DEST points (2.5 or more) AND research income (\$25,000 or more) over the triennium, face-to-face teaching hours would be reduced by five hours per week per semester from the base allocation of 16 hours per week. This equates to an allocation of up to 500 annual hours

At this level researchers will be expected to develop their research profile in accordance with University and sector-wide research performance measures. This is especially important for staff members achieving research active status on publications alone - these staff members would be expected to include publications in high-ranked journals in their outputs and to be working hard to build their external grant income and HDR completion measures.

***Level 5 - Outstanding researcher allowance***

Researchers whose performance over the past triennium is outstanding in terms of publications and research income may negotiate higher workload allocations. Only applications that demonstrate achievements significantly higher than those required for level 4 will be considered. These will be assessed by the Associate Dean (Research), who will make recommendations to the Executive Dean. For research workload allocations of 600 - 1000 hours (a teaching-equivalent allocation of 6-10 hours per week) and above, the level of research income generated for the College from IGS, RTS, RIBG, and Research Incentive funding will be calculated as a percentage of the staff member's salary and on-costs and this percentage will be a significant factor governing the research workload allocation.

Staff negotiating higher research workload allocations would normally be expected to maintain some level of teaching in their area of expertise. Those with over 500 hours of workload allocated to research will be expected to remain involved with the ongoing work of the College and its Schools/Centres through contribution to administration, governance, and research leadership. The maximum workload allocated at this level will be 1000 hrs.

**NOTE:** In special circumstances, the HOS may request the College Workloads Committee to approve an application for research hours in excess of the above Levels 1 to 5. This will be considered by the Workloads Committee on the basis of need, equity and costs, with the advice of the Associate Dean (Research). The general principle is that any increase in allocation of hours for research in excess of Level 4 must be revenue neutral for the College and School.

School-based researchers who have been accepted as full members of a College-based recognised University Research Centre will be given an additional 25% workload allocation (400 hrs) for research (over and above that normally determined from historical research outputs). This allocation must be primarily used for the preparation and execution of externally funded research projects.

### **3. Professional/Staff Development, and Academic/ Professional Currency**

- 3.1 Staff should maintain their professional and academic currency and to enable this to happen they may seek approval for blocks of 25 semester hours up to a total of 100 hours per annum.
- 3.2 In order to claim these allowances, staff members are required to submit at the beginning of the year a plan of expected classes, courses, and/or other activities through which professional development, academic/professional currency and staff development are to be obtained. This plan must be agreed to by the supervisor, and a copy of which is to be attached to the workload agreement.

### **4. Special projects in Research and Scholarly Activity**

- 4.1 From time to time a particular staff member or supervisor may propose a special project of research or scholarly activity which relates to a School or College priority regarded as important to the School. Examples could include a major research project, a significant piece of non-DEST recognised scholarly activity such as a major scholarly report, editorship of a key academic journal, convenorship of a key relevant academic conference, or an engaged research project. If the supervisor and HOS agree that such a project is important for the School's objectives, and if the HOS agrees that the School has the capacity to support it, the HOS with the Executive Dean's concurrence may agree to an appropriate small reduction in face-to-face teaching hours to facilitate such projects. Such reductions are from one to a maximum of three hours of face-to-face teaching per week (equating to blocks of 50, 100, or 150 semester hours from the base of 16 weekly hours or 800 semester hours), depending on the nature of the proposed project, and must be approved by the HOS in advance.

## C. ADMINISTRATION/MANAGEMENT/GOVERNANCE

### 1. *General principles*

- 1.1 All staff are expected, as part of their duties, to undertake basic administrative functions as required, including unit coordination and course and campus advising. Where staff co-ordinate a large unit, or act as course or campus advisors to a large group of students, a reduction in face-to-face teaching hours as set out in the policy will be made. Otherwise, basic administration is considered to be a normal duty associated with a given teaching load.
- 1.2 As noted above, staff who are appointed to significant management duties (Head of School, Head of Program, Chair of some school committees if approved by the Executive Dean on a case by case basis) are provided with reductions in face-to-face teaching sufficient to allow them to carry out their management roles. Such reductions also allow these staff to spread their research over the year. For these purposes, research student supervision does not count as face-to-face teaching.

### 2. *Administration/management allocations*

Specific allowances for administration and management roles are set out in Table 4:

**TABLE 4:  
ADMINISTRATION/MANAGEMENT ALLOCATIONS**

**(a) Head of School:** 12-16 weekly hours (equating to 600-800 semester hours), depending on size and complexity of the School. Schools with less than 1000 EFTSL would attract an allowance of 12 weekly hours (600 semester hours), while those Schools with more than 1000 EFTSL would attract an allowance of 16 weekly hours (800 semester hours).

**(b) Associate Head of School:** 6-10 weekly hours (equating to 300-500 semester hours), depending on number of staff supervised (the role is supervision, mentoring and academic development of staff in a particular academic discipline area in a School – as such, it would need to be undertaken by a senior staff member normally with at least a national reputation in the field). The allowance would be 300 semester hours for up to 15 staff supervised, 400 semester hours for between 16-24 staff supervised and 500 hours for 25 or more staff supervised. The allowance includes the time required for supervisor training. Allowances may be combined with other allowances in this policy, provided that a minimum of 3 hours per week face-to-face teaching is normally included in the workload.

**(c) Head of Program:** 3-8 weekly hours (equating to 150-400 semester hours), depending on size of program:

- less than 100 EFTSL = 3 hours
- 100-199 EFTSL = 5 hours
- 200-299 EFTSL = 6 hours

- 300-499 EFTSL = 7 hours
- above 500 EFTSL = 8 hours

Allowances may be combined with other allowances in this policy, provided that a minimum of 3 hours per week (150 semester hours) face-to-face teaching is included in the workload.

**(d) Course Advisor or Campus Advisor:** of courses of up to 100 EFTSL/1 hour per week (50 semester hours); between 100 and 299 EFTSL/2 hours per week (100 semester hours); over 300 EFTSL/3 hours per week (150 semester hours). Note: Allowance will only be given for either Course or Campus Advisor, but not both. Schools to advise College Workload Committee in advance which model they are using

**(e) Unit Coordinator:** Complex units of 500 or more enrolments:

*Basic allowance*

- 200 semester hours

*Additional allowances*

- 50 semester hours where 3 or more staff are teaching in the unit
- 50 semester hours where 3 or more casual staff are teaching in the unit
- 25 semester hours where the unit is being taught on 2 campuses or 50 semester hours where the unit is being taught on 3 or more campuses

**(f) Unit Coordinator:** Complex units of 200-499 enrolments: *Basic allowance*

- 100 semester hours

*Additional allowances*

- 50 semester hours where 3 or more staff are teaching in the unit
- 50 semester hours where 3 or more casual staff are teaching in the unit
- 25 semester hours where the unit is being taught on 2 campuses or 50 semester hours where the unit is being taught on 3 or more campuses

**(g) Unit Coordinator:** Basic coordination of units from 60 to 199 enrolments: *Basic allowance*

- 50 semester hours

*Additional allowance*

- 25 semester hours if there is more than 1 staff member teaching the unit

**(h) Unit Coordinator:** Basic coordination of units 20 to 59 enrolments; a total of 25 semester hours.

**(i) Service Unit Teaching Coordination:** Subject to the approval of the Head of School, an allowance of up to 500 hours for coordination and supervision of service unit teaching.

**(j) Committee Meetings - Chairs:** Where chairing a Standing School, College or University Committee is not included in a functional role (eg a School Research Director chairing a School Research Committee as part of their role as Research Director), an allowance will be made for chairing such committees.

The allowance for chairs of standing school, college and university committees such as School Research, Teaching and Learning Committees, College Workloads Committee, University Ethics Committee and Load Planning Committee is up to 300 semester hours.

Allowances for chairing ad hoc working groups at school, college or university level of up to 100 semester hours may be approved by the Executive Dean.

**(k) Committee Meetings – Membership:** Where membership of Standing School, College and University Committees is not included in a functional role (eg. a Head of Program being a member of the College Education, Assessment and Progression Committee), an allowance will be made for Committee membership.

The allowance for membership of Standing School, College and University Committees such as School Research, Teaching and Learning Committees, College Workloads Committee, University Ethics Committee and Load Planning Committee is 100 semester hours.

In addition to these Standing Committees, where membership of ad hoc working parties includes a high workload, the Executive Dean may approve an allocation of 25 – 50 semester hours for such membership.

Where an ad hoc working party is set-up to meet on only one or two occasions, no specific allowance is made, as this is covered in the 125 hours general allocation.

**NOTES:**

- Where the College approves an unfunded unit of less than 20 students being offered, the basic allowance will apply.
- In order to spread the load among staff, the total reductions for course and campus advising and complex unit coordination shall not exceed 7 hours per week per semester (350 semester hours).
- The courses, campuses and units to be included in the other allowances are to be determined by the HOS in advance, based on the previous year's (and semester where a unit is run in more than one semester) enrolments.
- All administration/management allocations are reductions in teaching load from the base of 16 hours per week (800 semester hours).
- Course coordinator/advisor includes coordination of a suite of like courses, e.g. nested certificate/diploma/masters, and/or related courses, which for the purposes of this section are counted as the one course.

### **3. Mentoring of New Staff**

Experienced academic staff who agree, with the approval of the Head of School, to act as a mentor to a new staff member will receive an allocation of 50 semester hours.

Such mentoring activities may include:

- ◆ Assisting with determining appropriate conferences and publishing activities
- ◆ Assisting with development of research proposals

- ◆ Assisting in dealing with teaching issues such as unit content, teaching methodologies, WebCT, and methods of delivery, providing feedback on teaching, and guidance on student assessment
- ◆ Assisting in dealing with any problems as they arise

#### **4. *Special projects in Administration/Governance***

4.1 From time to time, a School may wish to propose a special project relating to the administration/management of the school regarded as important to the School. If funds are available, the HOS with the Executive Dean's concurrence may agree to an appropriate reduction in face-to-face teaching hours to facilitate such projects. Such reductions are from one to a maximum of three hours of face-to-face teaching per week (equating to blocks of 50, 100, or 150 semester hours from the base of 16 weekly hours or 800 semester hours), depending on the nature of the proposed project, and must be approved by the HOS in advance.

## **D. UNIVERSITY ENGAGEMENT AND COMMUNITY SERVICE**

### **1. *General principles***

1.1 In recognition of the University's mission, staff are normally expected to engage in a base amount of work in this category. This could be defined as attending two graduation ceremonies, and a shift/s of at least three hours at Open Day and/or the January Advising Day/and or postgraduate information evenings.

### **2. *Special projects in Engagement and Community Service***

2.1 From time to time, a particular staff member or supervisor may propose a special project relating to an aspect of university engagement. If such a proposal involves engaged teaching or engaged research, it can be dealt with under the teaching and research sections of this policy. There may also be other projects which are better dealt with in this section, an example of which might be a structured program of school/TAFE/industry promotion of a course or courses which are not meeting enrolment expectations, but which are regarded as of importance to the School. If the supervisor and HOS agree that the proposed project is significant for the School strategic objectives, and if funds are available, the HOS with the Executive Dean's concurrence may agree to an appropriate reduction in face-to-face teaching hours to facilitate such projects. Such reductions are normally from one to a maximum of three hours of face-to-face teaching per week (equating to blocks of 50, 100, or 150 semester hours from the base of 16 weekly hours or 800 semester hours), depending on the nature of the proposed project, and must be approved by the HOS in advance.

## **E. GENERAL PURPOSE ALLOCATION**

In recognition of the professional nature of academic work, this policy does not attempt either to break aspects of the 1725 annual hours down into minute divisions, or to fully allocate these hours.

The total for the general purpose allocation (non-specific time allocation) is 125 hours, for general work (not specifically covered in Sections A-D of this policy) in areas such as teaching, research, administration, community service, including travel and other activities necessary to undertake an academic role, e.g School meetings.

## **APPENDIX 1 EXPLANATORY NOTES**

### **1. General**

1.1 Table 1 (p 3) provides a guide for staff members to see where there workload allocation should fit.

### **2. Teaching**

2.1 Each 50 hour allocation represents one weekly teaching hour, plus additional work as set out below. A three hour class over the semester would attract 150 hours. (Notional 2 hour lecture, 1 hour tutorial)

2.2 Units taught in approved innovative flexible mode attract the same allocation as an equivalent traditional weekly class, even if the weekly contact hours are not the same (eg a unit taught with a one hour weekly lecture and one two hour fortnightly workshop would still attract 150 hours, even though there are only two class contact hours per week). This is to maintain equity. However new projects for innovative teaching may be considered as “special projects”, with an allowance of up to 150 semester hours.

2.3 The composition of each 50 hour allocation for new classes (whether lecture, tutorial, workshop or seminar) is based on the following:

- 6 hours marking
- 3 hours consultation
- 41 hours preparation/delivery
- Total 50 hours

2.4 The composition of each 50 hour allocation for repeat classes (whether lecture, tutorial, workshop or seminar) is based on the following:

- 24 hours marking
- 12 hours consultation
- 14 hours delivery
- Total 50 hours

2.5 It is acknowledged that this allocation represents a shift towards increased preparation time for tutorials vis a vis lectures, representing a great focus on improving small group teaching quality

2.6 A separate allocation for preparation is only made for an entirely new unit, or in the case of existing units, where substantial additional preparation is required to justify the hours allocated.

2.7 Where a staff member is asked to undertake additional assessment and consultation beyond that contained in each 50 hour block as outlined above, an additional allocation will be made. Equally, where a staff member has fewer students than provided for in their 50 hour blocks, they will be required to undertake

the balance of their assessment in another unit in which it is reasonable to expect they will have sufficient competence.

2.8 The maximum assessment load for a staff member in the “mixed” category is 240 annual hours with a 10% tolerance, and for staff in the “teaching only” category, it is 340 annual hours with a 10% tolerance.

2.9 Travel between campuses for teaching is based on agreement by the supervisor that it is reasonable for, or a requirement that, the staff member to visit another campus on the same day.

2.10 No time will be allocated for research student supervision in excess of three full-time equivalent students.

2.11 Subject to available funding, time may be made available for approved teaching or course development special projects which meet the School’s strategic objectives as outlined in A.3.1.

### **3. Research**

3.1 The focus of research workload allocations is on a track record of output.

3.2 Level 1 Research Category may include non-DEST related research and scholarly activity subject to criteria developed in each School and approved by the Workload Committee.

3.3 Staff requesting Level 1 Research Allowance must present a research plan to their supervisor and obtain approval. This plan must justify the time allocation of 200 hours (e.g. a plan to present a conference paper only would not justify 200 hours of time – only around 50 hours). In cases such as presented in the example, a special project allowance of 50 hours would be more appropriate.

3.4 To qualify for Level 3a, a staff member must have at least 6 DEST publication points but external research income of less than \$5,000.

3.5 Staff may apply for professional/staff development activities and/or a program of professional currency activities which may result in an allocation of 100 hours over the year. Applications must include a detailed program of activities justifying the hours claimed and must be related to the strategic development of the staff member in the School.

3.6 Subject to available funding, time may be made available for approved special projects in research or scholarly activity which meet the School’s strategic objectives as outlined in B.4.1 where examples are given.

### **4. Governance**

4.1 An allowance for chairing or membership of standing school, college and university committees is set out in the policy.

4.2 Subject to available funding, time may be made available for approved special projects in governance which meet the School's strategic objectives as outlined in C.3.1.

## **5. University Engagement and Community Service**

5.1 Less time consuming activities such as graduation, open days and information days are included in the 125 hour general allocation.

5.2 Most other University engagement activities would be considered under either teaching or research.

5.3 Subject to available funding, special projects in this area which are not related to teaching or research may be approved, such as a plan to market either a poor performing course or a course identified as being of strategic importance, as outlined in D.2.1.

## **6. General**

6.1 This allocation covers non-specific activities not specifically mentioned in Sections A to D which may include, for example, attending School meetings, graduations, open days, professional reading and contingencies.

6.2 An Annual Leave plan is to be included with lodgement of each staff member's Academic Workload Agreement template. This is to include proposed dates for annual leave to be taken in the 12 month period, in accordance with provisions in the EBA.

6.3 Extended Sick Leave, Leave without pay, PDP, and any other extended leave will be accounted for by reducing the required 1725 annual hours on a pro rata basis.

6.4 Special provisions have also being made to assist the development of new staff with both possible teaching reductions and mentoring by more experienced colleagues.

## **APPENDIX 2 MARKING SCHEDULE**

### **1. ON CAMPUS**

This schedule is to be used as a guide for the calculation of staff assessment load based on one hour of marking load per student per unit:

- tutorial papers of up to 800-1000 words (15 mins each)
- essays of up to 1500 words (20 mins each)
- essays of about 2000 words (25 mins each)
- essays of 3000 words (40 mins each)
- examination marking is allowed at the rate of 10 - 15 exam questions per hour for an essay style answer (normally about 3 – 4 exam book pages) and a pro-rata allowance for short answer questions and longer assignments. Multiple choice exam questions are assumed to be part of normal load, unless there are no scanning machines available on a particular campus. Where no machines are available, a reasonable allowance is to be negotiated.
- journal keeping for records of tutorial participation, amount negotiable.

### **2. DISTANCE EDUCATION**

Additional time is allowed for Distance Education to take into account the extra feedback time needed, as students do not attend classes.

- 1500 words 30 minutes
- 2000 words 40 minutes
- 2500 words 50 minutes
- 3000 words 60 minutes