This document provides you with information and guidance for the completion of your workload document for 2010.

**Context**

Our faculty has determined a Workloads Policy annually, renewed each year by a Workloads Committee, reporting to the Dean. In 2009, the university required all faculties to have a workloads policy and to make it available for perusal across faculties. The principles, scope and structure of faculty policy have remained relatively constant, with changes to implementation processes aimed at encouraging and developing research activity, ensuring adequate staffing contributions to coursework teaching and practicum supervision, recognition of teaching in professional development courses as core faculty business and valuing of contributions to faculty administrative leadership.

Faculty policy has developed consistent with university academic staff enterprise agreements. On 23rd November 2009 the University of Sydney Enterprise Agreement 2009–2012 came into effect.

**Faculty Workload Policy in the light of the University of Sydney Enterprise Agreement**

**University Workload Monitoring Committee**

The Agreement requires the establishment of a university Workload Monitoring Committee in 2010. Membership will be four nominees of the University, including the Provost, a Dean, a Head of School and a Senior Faculty Administrative Manager, together with four nominees of the NTEU.

**Principles**

The principles of

- equity
- transparency
- negotiation
- flexibility

inform current Faculty policy. They will continue to do so. They are consistent with the principles of fairness, transparency and consultation enunciated in the Agreement.

**Differentiation** of roles and responsibilities (by level of appointment, appropriateness of workload to stage of career development) and **balance** (between the three components of research, teaching and administration/professional and community contribution; and balance in teaching – nature, class size, mode of delivery for instance) are now also to be addressed for individual workload and faculty workload planning and allocation.
**Scope**

Current Faculty policy addresses only the minimum, core obligations of all academic members of staff. Each full time staff member has been expected to commit to a minimum of 400 workload points. These refer only to those duties that are relatively comparable between staff members. It has not sought to include contributions to university, professions and community (local, national, international). It has not differentiated between members of staff at different levels of appointment. The new Agreement requires both.

In the light of these additional obligations on the Faculty and the aim of the Workloads Committee to address clear inequities in allocation of teaching workload, revealed in the 2009 data (particularly with respect to early career staff), the Faculty will trial differentiation by level of appointment in 2010. Guidelines at each level are as follows:

<table>
<thead>
<tr>
<th>LEVEL A</th>
<th>350~375</th>
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<tbody>
<tr>
<td>LEVEL B</td>
<td>400~425</td>
</tr>
<tr>
<td>LEVEL C</td>
<td>425~450</td>
</tr>
<tr>
<td>LEVEL D</td>
<td>450~475</td>
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<tr>
<td>LEVEL E</td>
<td>475~500</td>
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</tbody>
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This will enable recognition of the ‘contribution’ component in the 20% to become visible and valued; reflect the fact that many members of academic staff, particularly at level C, are already well over the minimum 400; and it will enable the Faculty to meet the requirements of the new Agreement to include RHD supervision in the teaching component of workloads.

**Staff to whom policy applies**

The policy guidelines refer to academic staff on ongoing and fixed term appointments, with the exception of any staff members who seek to negotiate a move to a teaching-focussed role. The Agreement introduces teaching focussed roles as an option for faculties ‘to allow staff to concentrate on learning and teaching’. (See Clauses 212 to 219 for elaboration).

**Structure**

The Agreement continues current policy: 40% research; 40% teaching; 20% administration and, from 2010, community and professional contribution.

- **Research**

  Comprises 40% of the average workload, with the exception of any staff member who with the Dean’s approval moves to a teaching-focussed role.

- **Teaching**

  Comprises 40% of the average workload. This includes professional experience mentoring in Education and field education in Social Work. Under the Agreement, RHD supervision is included in teaching. A balanced teaching workload is expected.

- **Professional and community engagement and administration**

  Comprises 20% of the average workload. Current Faculty policy includes only administrative/management roles in this 20% category. From 2010 the request is to list broader contributions made to faculty, university, professional/policy/research communities, locally/nationally/internationally. (Please note that, as with arrangements involving outside earnings, Dean’s approval must be sought before take-up of substantial ‘engagement’ roles.)
Guidelines for Faculty Members of Staff 2010

Each academic member of staff is requested to complete one workload document (blank attached) that will provide information about the three components of your planned workload.

- **Research**

  To simplify the 2010 planning process, given that much of this information is already collated, the review of outcomes of 2009 research plans is to be waived. The Research Division has provided guidance (attached) for documentation of 2010 plans. The plan is about research activity; normally, it will be based on the decisions you reach and document in your PM and D review. That is, it should not face you with a major new administrative task.

- **Teaching**

  There are up to five components of teaching to be documented:

  - core curriculum teaching (Planned in consultation with unit of study coordinators and programme directors)
  - Professional Learning (no more than 10% without approval)
  - Professional experience mentoring (Education)
  - undergraduate honours supervision
  - Research Higher Degree supervision

**Please note that any intention to ‘buy out’ teaching must be approved by the Dean.

- **Professional and community engagement and faculty administration**

  One blank sheet is included for professional and community engagement. A detailed list is also provided for documentation of faculty administration/management roles. Points for other specific administration roles must be negotiated with the Pro-Dean.

Submission of workload document

Please submit your document to Cecilia Rigor-Aguilar (cecilia.rigor-aguilar@sydney.edu.au) as soon as possible and no later than Monday 1 February 2010.

There is a standing invitation to discuss your individual workload with the Acting Dean or Pro-Dean throughout January/early February. If you have concerns please contact Robert at robert.keigthley@sydney.edu.au

To meet the requirement and expressed staff wish for transparency, summary front-sheets of individual workloads will be posted on the Faculty Intranet: [http://www.edsw.usyd.edu.au/intranet/policies/index.shtml](http://www.edsw.usyd.edu.au/intranet/policies/index.shtml)

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