Workload Policy

Policy

› A simple and equitable distribution of teaching across the Faculty

› This must be transparent and available to everyone, central timetabling

› A clear distinction of what qualifies as teaching as opposed to research

› The Faculty will adopt the University formula of 40:40:20 teaching: research: service

› Implementation semester 2, workload distributed by AD L&T

› Discussion as to how savings from teaching costs could be reinvested into research

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Teaching - Details

› It is proposed that every academic staff member should have 150±5 hours of face-to-face teaching (unless they are in a teaching focussed position). Based on a 40:40:20 Workload allocation giving a total of 720 hours per year for teaching, this allows for 3.8 hours preparation/additional activity per hour of face-to-face teaching.

› Continuing/Update: 5% Teaching Workload allocation.

› Significant review: 5% Teaching Workload allocation.

› Unit Development: 10% Teaching Workload allocation.

› Other tasks associated with learning and teaching, such as consultation and major assessment tasks, etc, are dependent on student numbers. Each group of 100 coursework students shall attract a Teaching Workload allocation of 2% for consultation and 4% for major assessment tasks

› All activities associated with supervision Honours students shall attract a Teaching Workload allocation of 5%. 
New Staff or Developing Research Profile:

Academic staff who are new to the Faculty at the Associate (A) or Lecturer (B) level or where appropriate Lecturer (C) fit in this profile - It is envisaged that staff in this profile would be allocated a research workload of up to 60% in Year 1 of appointment, falling to 50% Year 2 and 40% in the third year of appointment.

Staff with Substantial Research profiles:

Academic staff in this profile would have demonstrated substantial research outcomes as measured by publications in international refereed journals, attracting external funding, Honours and HDR load/completions, etc. typically publish at least two papers per year averaged over the preceding three-year period.

Faculty staff within this profile will generally be allocated a research workload of 40%.

Research Leaders and Mentors:

Academic staff in this profile would have substantial research outcomes, typically including significant external grant income, well-above-average numbers of publications in journals, Honours and HDR student load/completions, etc.

expected to undertake a research leadership and mentoring role for staff in other profile areas.

Faculty staff fitting this profile would typically publish several A*/A papers per year averaged over three-year intervals, and would typically have Hirsch Indices exceeding 20.

Faculty staff within this profile will generally be allocated a research workload of 40%.

Details - Research

Dean – 100% allocation

Associate Dean – Up to 20% allocation for all duties defined in the relevant Position Description

Year Coordinator – 10% allocation

Course coordinators – 5% allocation

Unit of Study Coordinators – Units will attract an allocation of 5%.

Chair of Faculty or University Committees – 10% allocation

General allocation – 5 % allocation

Community Engagement and Service

Evidence will be needed to substantiate a record of continuing involvement and activity, with indications of outcomes for the university or the academic's discipline, arising from the activity.

Allocation – Up to 5% may be agreed for community service

Participation in Administration, Governance and Service external to the faculty will not normally result in a reduced teaching workload but may result in a reduced administration, governance and service role within the faculty.