

Name of Policy	Academic Workload Policy
Description of Policy	This Policy provides information about the University's expectations of academic availability and academic work in the context of Academic Career Pathways (ACP), and, it includes details of academic workload allocation that implements the [relevant] provisions of the ACU Staff Enterprise Agreement 2013 – 2017.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	<p>Research workload allocations have been re-coded from 'C' to 'X' to avoid possible confusion with research outcome classification types - .e.g. C1.</p> <p>A discrepancy between ACU Staff Enterprise Agreement 2013-2017 and the Academic Workload Policy regarding the face-to-face teaching cap within the Academic Leadership/Service pathway has been corrected to align with the Agreement cap of 96 hours.</p> <p>A new academic activity, the Assistant Research Supervisor has been created and a 20 hour workload allocation has been provided and coded as X7 in Table 2.</p>

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

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Effective Date of Last Revision	17 November 2015
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* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	Workplace Grievance Policy and Procedure Research Performance Review and Plan Guidelines
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1. Introduction

This Policy provides information about the University's expectations of academic availability and academic work in the context of Academic Career Pathways (ACP), and, it includes details of academic workload allocation that implements the [relevant] provisions of the ACU Staff Enterprise Agreement 2013 – 2017. These support the University's achievement of a 'Culture of Performance'.

2. Policy Purpose

The purpose of the Policy is to align workload allocation for academic activities with the entitlements and conditions in the ACU Staff Enterprise Agreement, and in the context of the University's strategic priorities.

The application of this Policy provides transparency of workload allocations enables overall equity of load across all Academic Staff and provides mechanisms for consultation in the allocation of academic workload.

3. Application of Policy

The Academic Workload Policy applies to all Academic Staff who are employed and/or assigned and/or engaged as an Academic Staff member, Level A to Level E and includes Academic Staff who hold concurrent assignments as Deputy Dean, National Head of School, Associate Dean, State Head, Deputy Head of School, and all other equivalent academic assignments.

4. Academic Availability

In ensuring that the needs of University students and other relevant stakeholders are effectively met, Heads of School/nominated supervisors expect Academic Staff generally to be available during the University's normal operating hours for student and other consultation and meetings concerning teaching, research, administration and other activities (see also the Academic Availability Policy).

5. Broad Definition of Academic Work

5.1 Teaching, Research, Academic Leadership and Service, and other activities of an academic nature are either considered together as a group under the broad headings above or inserted in the relevant sections of Workload Allocations (see below) as described which details the allocation of hours.

5.1.1 Teaching and Scholarship of Teaching may include:

- preparing teaching materials for face-to-face, online and other modes of delivery;
- developing units and courses, including online, off-campus and off-shore learning materials and obtaining professional accreditations;
- conducting lectures, laboratory classes, tutorials, seminars, workshops, field or practicum supervision or clinical education;
- developing and/or delivering online learning;
- supervising honours year and postgraduate coursework students' projects;
- scholarly activity to maintain professional currency in the discipline area;
- designing and preparing of student assessment;
- developing innovations including the use of new technologies;
- developing and implementing updated pedagogical methods;
- preparing and submitting learning and teaching grant applications;
- marking and student feedback; and
- student consultation.

5.1.2 Research may include:

- supervising research higher degree students;
- undertaking a master's qualification (normally an initial master's in an approved area of expertise when required by the role);
- undertaking a Doctor of Philosophy (or equivalent);
- undertaking and publishing research;
- writing articles and other works for publication;
- preparing and submitting research grant applications;
- conducting research activities following a successful grant;
- presenting scholarly papers, addresses to conferences and the like and their subsequent publication;
- scholarly activity to maintain professional currency in the discipline area;
- editing journals;
- curating exhibitions and directing performances other than those related to teaching responsibilities; and
- relevant and approved professional development.

5.1.3 Other Activities including administration and/or University service may include:

- undertaking a role with formal staff supervision including of continuing, fixed-term, sessional and casual teaching and/or research staff and professional staff in a University-assigned role (e.g. Deputy Dean, National Head of School, State Head, Deputy Head of School, Associate Dean or Director of a Centre/Academy/Institute);
- undertaking a role such as:
 - Course Coordinator or Course Advisor;
 - Timetable Liaison Officer;
 - Chair of a Course Implementation Committee, Faculty or School Standing Committee, University Committee, Course Development/Review Committee (other than as a Deputy Dean, National Head of School, State Head, Deputy Head of School or Associate Dean);
- contributing to committees such as course development and review committees;
- organising and/or attending meetings, forums and/or seminars;
- peer review and quality assurance activities;
- independent moderation of assessment;
- mentoring;
- mandatory professional learning;
- attending graduations, orientation, open days and the like;
- other administrative and relevant activities that occur from time to time;
- contributing to and involvement with professional associations, business, industry and unions;
- contributing to and involvement with relevant government and community bodies and associations, consistent with the University's engagement strategy; and
- promoting of the University in the community.

5.1.3.1 University service is defined as an appropriate and sustained contribution both to the corporate and general life of the University in the community, where this is not covered in other areas.

5.1.4 In circumstances where the University introduces a Policy that creates new academic activity in addition to these Teaching and Scholarship of Teaching Workload allocations, for example through the Learning and Teaching Framework, the components in Table 1-3 will be reviewed to include workload allocation for the new activities.

6. Academic Career Pathways

6.1 ACU has five Academic Career Pathways:

- Teaching-focussed;
- Teaching and Research;
- Research-focussed;
- Research-only; and
- Academic Leadership and Service.

The University recognises that a staff member's academic career pathway may vary from time to time based on individual and/or University requirements. Each academic career pathway has a continuum of academic activity to enable the staff member to reach full participation, and allocation of an annual workload.

- 6.1.1 The Teaching and Research academic career pathway includes roles that involve teaching and scholarship of teaching, research, administration academic leadership/ service to the University as outlined in the Minimum Standards for Academic Levels (MSALS) and described in this Policy.
- 6.1.2 The Teaching-focussed academic career pathway involves a more significant focus on teaching and scholarship of teaching, and may also include contributions in research, administration and academic leadership/service. In this career pathway, staff will undertake a higher proportion of teaching related activities, as outlined in this Policy.
- 6.1.3 The Research-focussed career pathway involves a significant focus on research, and also includes contributions in teaching and academic leadership/service to the University; as specified in the MSALS and described in this Policy.
- 6.1.4 The Research-only career pathway involves a more significant focus on research, and also includes contribution to administration, academic leadership/service to the University; as specified in the MSALS and described in this Policy. Research-only academics are expected to undertake teaching and in this regard supervision/ training of research students will normally be a priority for Research-only staff members.
- 6.1.5 The Leadership and Service career pathway involves a focus on leadership/service to the University and also requires contributions in the areas of teaching and scholarship of teaching and/or research. Leadership in the University's context includes roles that are responsible for the supervision and or management of staff, such as Heads of School. Leadership is also critical for those positions that do not manage staff but are considered to have critical roles in influencing outcomes and/or the behaviour of others; for example, Course Coordinator or Associate Dean.

7. Principles for allocating academic workload

The following principles provide the basis for workload allocation:

- a) In the determination of workload allocation, Australian Catholic University needs to be mindful of its mission, local and national structures, and the proportion of its resources committed annually to Academic Staffing;
- b) Academic workload must be deployed so as to facilitate the meeting of Australian Catholic University's institutional, regular, statutory and financial obligations;
- c) The teaching requirements of all courses, and therefore the academic workload allocations, must be met within the resources allocated to the Faculties, therefore workload allocation for teaching activities must be considered and allocated following automatic allocations in line with this policy.

- d) National, Heads of School must consider the impact of a workload allocation with regard to actual weekly allocation, daily allocation with respect to the University timetable, and spread of allocation across the calendar year;
- e) Australian Catholic University focuses its community engagement on staff expertise in teaching and research. Thus, community engagement will normally be embedded within a staff member's teaching and/or research workload. In special circumstances, it maybe reflected in the other activities;
- f) Workload does not include private practice or personal community service. Those staff members who have less than a full load (i.e. less than 1515 hours allocated per annum) will not accept Paid Inside Work and will not normally be granted approval for Private Paid Outside Work; and,
- g) New initiatives or changes in academic processes should be given a fair and proper consideration of impact on academic workload.

8. Broad Workload Activity by Academic Career Pathway

8.1 Teaching and Research Academic Career Pathway

A Teaching and Research Academic undertakes teaching and scholarship of teaching including scholarly activities, research and other activities. In the workload allocation for teaching, the number of face-to-face hours will not exceed 336 hours. The research component will not normally be less than 20% of the total workload allocation and will normally not exceed 50% of the total workload allocation. Other activities will not normally exceed 30% of the total workload allocation.

8.2 Teaching-focussed Academic Career Pathway

A Teaching-focussed Academic undertakes teaching and scholarship of teaching including scholarly activities and other activities. In the workload allocation for teaching, the number of face-to-face hours will not exceed 480 hours. Other activities will not normally exceed 30% of the total workload allocation.

8.3 Research-focussed Academic Career Pathway

A Research-focussed Academic undertakes research, teaching and scholarship of teaching including scholarly activities and other activities. The research component will not normally be less than of 60% of the total workload allocation. In the workload allocation for teaching, the number of face-to-face hours will not exceed 168 hours. Other activities will not normally exceed 30% of the total workload allocation.

8.4 Research-Only Academic Career Pathway

A Research-only Academic undertakes research, other activities and may undertake some teaching and scholarship of teaching including scholarly activities. The research component will not be less than 80% of the total workload allocation. Other activities will not normally exceed 30% of the total workload allocation. Where teaching is allocated, the number of face-to-face hours will not exceed 96 hours.

8.5 Academic Leadership/Service Academic Career Pathway

An Academic Leadership/Service Academic undertakes leadership and service (under Other Activities) and may contribute to teaching and scholarship of teaching including scholarly activities and/or research. In the workload allocation for teaching, the number of face-to-face hours will not exceed 96 hours. The research component will not normally exceed 30% of the total workload allocation. Other activities will not normally exceed 80% of the total workload allocation.

8.6 The following table shows how the annual academic workload allocation occurs by Academic Career Pathway and how the continuum should be used to achieve a full annual workload.

	Teaching and Scholarship of Teaching		Research		Other Activities	
Teaching and Research	Range 40% - 70%	Range 638-1117 hours [up to 336 hours face-to-face (or equivalent) contact time]	Range 20% - 50%	Range 319-797 hours	Range 10% - 30%	Range 159-478 hours
Teaching-focussed	Range 50% - 80%	Range 797-1276 hours [up to 480 hours face-to-face (or equivalent) contact time]	Not expected for Career Pathway		Range 10% - 30%	Range 159-478 hours
Research-focussed	Up to 30%	Up to 478 hours [up to 168 hours face-to-face (or equivalent) contact time]	Range 60% - 80%	Range 957-1276 hours	Range 10% - 30%	Range 159-478 hours
Research-only	Up to 20%	Up to 319 hours [up to 96 hours face-to-face (or equivalent) contact time]	Range 80%-100%	Range 1276 - 1595 hours	Range 10% - 30%	Range 159- 478 hours
Academic Leadership/ Service	Range 20% - 40%	Range 319 – 638 hours [up to 96 hours face-to-face (or equivalent) contact time]	Range 20% - 40%	Range 319-638 hours	Range 60% - 80%	Range 957-1276 hours

9. Workload Activity Calculations and/or Tolerances

The maximum academic workload allocation is 1,595 hours per annum. Supervisors and staff will make all reasonable efforts to allocate a 100% workload. However, in some years and in some circumstances a full annual 1595 hours workload may not be allocated, or, may be exceeded in any year.

In circumstances where a full annual 1595 hours workload is not achieved a discussion will occur to explore workload management options including:

- projects which a staff member can competently perform and contribute to a strategic need; and/or
- Teaching into other programs; and/or
- A temporary reduction of fraction; and/or
- Utilisation of leave entitlements.

In circumstances where a full annual 1595 hours workload is exceeded a discussion will occur to explore workload management options and may include paid inside work for teaching delivery and where maximum teaching requirements have been met for the academic career pathway.

The University expects that, where the full allocation of 140 hours of annual leave is not taken in a calendar year, these are available hours for additional workload to be allocated.

A part-time and/or fractional Academic Staff member will normally undertake the same range of duties as a full-time academic on a pro rata basis having regard to their fraction of employment.

Academic work not specifically assigned a value in the workload model may be given a workload value by the National Head of School which is recommended for approval by the Executive Dean and, following approval, is recorded in the Academic Workload Planning System.

Where professional staff members are providing significant administrative support for aspects of a course coordinator role allocation, for example, 0.5 hours per student allowance should be allocated for D9 (see Table 3) instead of 1 hour.

10. Workload Allocation

10.1 Teaching and Scholarship of Teaching Workload Allocations

- a) Hours allocated for delivery of lectures and tutorials (A1, A3, A4, and A5 in Table 1) include preparation time, equivalent contact time (delivery), and associated in-class/online feedback.
- b) Teaching hours for delivery of a unit will be calculated as A1 plus the per-student rate in A6.
- c) Hours allocated as marking time can be shared between the Academic Staff in the unit as per A7.
- d) Special consideration for additional hours for new unit development and/or revision (A14 and A15) may be made by the National Head of School.
- e) In circumstances where more than one person is developing or revising the unit, the workload allocation should be distributed on a pro-rata basis according to the contribution of each developer.
- f) The National Head of School may identify a Special Project – Teaching and Scholarship of Teaching and recommend a workload allocation for approval by the Executive Dean.
- g) A staff member may discuss Teaching and Scholarship of Teaching project/s with the National Head of School for consideration of a workload allocation. The project/s must align with key organisational strategies, have stated objectives with key deliverables. The staff member would need to have the capacity to undertake the project demonstrated through past performance.
- h) In circumstances where a National Head of School allocates additional hours, or special project, these are recommended to the Executive Dean for approval.

TABLE 1

Preparation, Teaching and Assessment		
A1.	Time for 1-hour lecture – including preparation, delivery, with all resources uploaded and available, and associated in-class/online feedback)	2.50 hours
A2.	Time for first time taught unit (existing staff member)	1 hour per 1-hour lecture
A3.	Time for 1 hour repeat lecture	1.25 hour
A4.	Time for first 1-hour tutorial – including preparation, delivery, with all resources uploaded and available, and associated in-class/online feedback	2.50 hours
A5.	Time for 1 hour repeat tutorial	1.25 hour
A6.	Student Consultation – time per student enrolled at each Semester Census date	0.25 hour
A7.	Assessment - time per student per unit	1 hour
A8.	Lecturer-in-Charge – with up to 3 tutors [the upper range would be allocated depending on the size and complexity of student enrolments and by approval by the Executive Dean]	18 – 27 hours per unit
A9.	Lecturer-in-Charge – with up to 6 tutors [the upper range would be allocated depending on the size and complexity of student enrolments and by approval by the Executive Dean]	26 – 35 hours per unit
A10.	Lecturer-in-Charge – with up to 10 tutors [the upper range would be allocated depending on the size and complexity of student enrolments and by approval by the Executive Dean]	35 – 44 hours per unit

Preparation, Teaching and Assessment		
A11.	Lecturer-in-Charge – with greater than 10 tutors [the upper range would be allocated depending on the size and complexity of student enrolments and by approval by the Executive Dean]	35 – 53 hours per unit
A12.	Lecturer-in-Charge <u>and</u> Cross-campus Unit Coordinator (multiple Lecturers-in-Charge) [the upper range would be allocated depending on the size and complexity of student enrolments and by approval by the Executive Dean]	35 - 44 hours per unit
A13.	Lecturer-in-Charge <u>and</u> Cross-campus Unit Coordinator (multiple Lecturers-in-Charge) – with multiple tutors [the upper range would be allocated depending on the size and complexity of student enrolments and by approval by the Executive Dean]	53 - 62 hours per unit
Teaching-related Workload		
A14.	Development of new ¹ unit – with all resources uploaded and available ²	Normally up to 70 hours
A15.	Revision ³ of a unit – with all resources uploaded and available (minor or major updating)	Normally between 18 - 53 hours
A16.	One-off time allowance for a new academic in his/her first year of teaching or pro-rata for fractional staff	140 hours
A17.	One-off time allowance for an academic new to ACU in his/her first year of teaching at ACU or pro-rata for fractional staff	35 hours
A18.	Annual time allowance to support scholarship of teaching and scholarly activity to maintain professional currency in the discipline area for staff with a teaching load	Teaching-focussed staff Up to 168 hours face-to-face or equivalent contact time – 100 hours per year 169 -336 hours face-to-face or equivalent contact time – 140 hours per year 337 - 480 hours face-to-face or equivalent contact time – 159 hours per year

¹ A new unit is a unit identified as a new unit in the New Course Proposal Template considered by the relevant Faculty Board and subsequently approved by Academic Board.

² Time for development of a new unit will only be allocated once per unit across the University. If more than one person is developing the unit, the time should be allocated on a pro-rata basis according to the contribution of each developer.

³ Revision of a unit is a unit identified as a revision unit and approved as such by either the relevant Faculty Board or Academic Board. The Executive Dean on recommendation from the National Head of School may also approve a workload allocation due to other significant unit revision.

Preparation, Teaching and Assessment		
		Teaching and Research staff 169 - 336 hours face-to-face or equivalent contact time – 35 hours per year 337 - 480 hours face-to-face or equivalent contact time – 70 hours per year
A19.	Teaching and Scholarship of Teaching Project	Approved by Executive Dean
Honours Theses, Minor Theses and Projects Supervision for Postgraduate Courses⁴		
A20.	10 credit point project or research thesis/thesis proposal unit – per student	9 hours
A21.	20 credit point project or research thesis/thesis proposal unit – per student	18 hours
A22.	30 credit point research thesis unit – per student	26 hours
A23.	40 credit point research thesis unit – per student	35 hours
A24.	Examination of theses – internal marking allocation for Honours, Graduate Diploma in and Master of Psychology theses	6 hours

Normally units will only be run if there are more than 20 students enrolled. Where there are less than 20 students enrolled, options for the School include:

- Alternative mode of delivery;
- Only offering the unit every second or third year; or
- Not offering the unit.

In cases where the unit is required and there are less than 20 students enrolled the following applies:

- The total number of calculated hours for A1-A5 will normally be reduced to a percentage of 75 per cent of the total.
- The National Head of School may modify hours based on the organisation of the unit.

10.2 Research Workload Allocations

10.2.1 Research workload allocations for all staff will be allocated for activities that impact on the amount of funding the University receives externally for research.

⁴ The allocation for supervision of projects should be shared pro-rata, normally in the following distribution (principal [75%], co- [25%] or joint [50%] supervisor).

10.2.2 A Research workload allocation will occur in line with the following procedures:

- a) A staff member will submit a three-year plan (pro forma to be developed), endorsed by the staff member's supervisor, detailing the staff member's publications, grants, and HDR supervision in the last five years as recorded in Research Master (unless another period of time has been approved). This submission will also include a statement from the staff member (max. 2 pages) addressing the quality of their research achievements.
- b) The submission will enable a determination of whether the Academic Staff member meets the University's requirements for classification as "research-active"⁵ to be accepted as the supervisor of a research higher degree candidate.
- c) Research workload allocations will be based on the quality as well as the quantity of publications.
- d) In determining the research allocation account will be taken of the research opportunities and workload allocations afforded to staff members, especially in relation to early-career researchers and those on part-time or fractional appointments.
- e) Senior staff will be expected to have achieved stronger outcomes, especially in terms of quality and impact, than Academic Staff in the earlier stages of their careers.
- f) Academic Staff seeking higher research workload allocations (greater than 40% of total workload) will be expected to have achieved quality research outcomes in the previous five years, moderated by level of seniority and by the norms of their disciplines, in publication and grants. The moderation of achievement will include an assessment of an individual's achievement in comparison with sector data on performance by discipline. This data will be used as a benchmark for ACU performance.
- g) The National Head of School may identify a Special Project – Other and recommend a workload allocation for approval by the Executive Dean.

10.2.3 All submissions for a Research workload allocation will be assessed by a Faculty Research Workload Review Panel. The Executive Dean of the Faculty will convene a Faculty Research Workload Review Panel, normally once per year, and make recommendations on research workload allocations. These will be recommended to the Deputy Vice Chancellor, Research who will review the Faculty Panel's recommendations to ensure consistent interpretations of research achievement and either confirm or adjust the research workload allocations. Where an adjustment occurs the Deputy Vice-Chancellor will provide the reasons to the Executive Dean for the information of the Faculty Research Workload Panel. An appropriate equivalent process should occur for new commencing staff.

10.2.4 A staff member will need to submit an annual progress report (pro forma to be developed) of their research plan. This provides the Faculty Research Workload Review Panel to recommend amendments to workload allocations.

⁵ The definition of research-active is in line with the policy on research-active as approved by Academic Board and amended from time to time. Research-active status will be determined by the relevant Executive Dean as part of the three year Research Plan.

10.2.5 As a guide, where a staff member's submission is assessed by the Faculty Research Review Panel as:

- Below benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report – up to 180 hours
- Meets benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report - range 200 – 640 hours
- Exceeds benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report - range 680 – 800 hours
- Outstanding benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report - greater than 800 hours

10.2.6 An outcome from this process may result in a change in Academic Career Pathway consistent with achieving the minimum research workload outlined in the table at 8.6 of this policy.

Table 2: Research		
Research Study and enabling research activity		
X1.	<p>Undertaking a Doctor of Philosophy (or equivalent) where it is a Probationary criteria and with evidence of satisfactory progression from doctoral supervisor.</p> <p>Staff employed prior to 1 January 2014 where the completion of a Doctor of Philosophy (or equivalent) was a probationary requirement, are entitled to 350 hours per annum (pro-rated to fraction of appointment) for a maximum of 6 years.</p> <p>This allocation does not apply if it is replaced by an approved Research Study Program.</p>	Normally 200 hours per annum (pro-rated to fraction of appointment) capped at a maximum of 1000 hours
X2.	<p>One-off enabling research activity workload allocation (pro-rated to fraction of appointment) for identified Early Career Researchers⁶. This allocation is for up to two years (year two allocation is dependent upon one HERDC recognised output either individually or collaboratively in year one). Year three and thereafter is based on actual research output.</p> <p>In circumstances where HERDC recognised output exceeds this allocation, the actual allocation applies only.</p>	200 hours
X3.	Individual staff Research allocation – 3 Year Plan submitted through the Faculty Research Workload Panel	Approved by Deputy Vice-Chancellor, Research
Supervision of Research Students⁷		
X4.	Master of Philosophy or other research master's degree – per year (4 research terms)	100 hours (pro rata for student's enrolment status)

⁶ Early Career Researcher is defined by the ARC as a researcher who is within five years of the start of their research careers when they submit their applications. This normally means that they have to be awarded a PhD or equivalent research doctorate within five years; however, an extension to this limit may be approved owing to significant career interruptions.

⁷ Hours split by supervision role (normally principal supervisor 75% and co-supervisor 25%) and allocated by National Head of School.

Table 2: Research		
X5.	Doctor of Philosophy or other research doctoral degree – per year (4 research terms)	100 hours (pro rata for student’s enrolment status)
X7.	Assistant Research supervisor ⁸ <i>(This category of supervisor registration is reserved for those staff who, on the advice of the Associate Dean Research are transitioning to research active status. For example, they may have high quality research outputs but neither category 1 research funding nor HDR completions to their credit.)</i>	20 hours (pro rata for student’s enrolment status)
Research Project		
X6.	Project - Other	Approved by Executive Dean

10.3 Other Activities (including Academic Leadership/ Service) Workload Allocations

10.3.1 Allocations for academic administrative duties are shown in the Tables below.

The roles of Deputy Dean, National Head of School, State Head, Deputy Head of School, Associate Dean, Course Coordinator and Course Advisor or equivalents are specified in the position descriptions. The Executive Dean may modify and/or create new academic leadership roles to meet organisational requirements and with the approval of the Provost. Where new or modified academic leadership roles are created, the relevant Executive Dean will identify the appropriate workload allocation/s consistent with those listed in table and seek approval of the Provost.

Deputy Deans, Associate Deans, National Head of School, State Head and Deputy Heads of School should consult with their Executive Dean annually to confirm their workload for teaching and scholarship of teaching, and/or research (as relevant) to reach a full workload.

The National Head of School may identify a Special Project – Other Activities and recommend a workload allocation for approval by the Executive Dean.

Course Coordinators will be allocated workload between 53 - 210 hours depending on the complexity of the courses in addition to an allocation per student (D9) capped at a maximum of 525 hours. Course Coordinators of large courses should not be allocated more than 525 hours in total for course coordination. If more than 525 hours in total are required for a course, then a Course Advisor must be allocated. The per-student allocation may be shared with an Academic Course Advisor.

An allocated amount of 10% of workload (159 hours refer D13) is provided to Academic Staff to participate in, for example, a range of School and/or Faculty committees; organise and/or attend all meetings, forums and seminars (as approved); contribute to professional associations relevant to the discipline; participate in moderation (where required); prepare and assess deferred exams or supplementary assessment; mentor early career staff; complete mandatory performance learning; attend graduation/graduation mass; and participate in orientation and open day activities. Evidence of this participation will be required for the annual Performance Review and Planning Program.

⁸ For explanation of responsibilities of Assistant Research supervisor please refer to the [Code of Practice Higher Degree Research Supervision](#)

Table 3: Other Activities including Administration/ University Service		
Assigned Roles		
D1.	National Head of School [depending on the size and complexity of the School activities including context of support roles such as State Head, Deputy, and other administrative support]. The workload allocation is confirmed by the Executive Dean following discussion with the Provost	Range 1 Minimum 638 hours Range 2 638 – 718 hours Range 3 718 – 957 hours Range 4 957 – 1115 hours
D2.	State Head [depending on the size and complexity of the School]. The workload allocation is confirmed by the Executive Dean following discussion with the Provost	Range 1 Minimum 558 hours Range 2 558 – 638 hours Range 3 638 – 718 hours Range 4 718 – 957 hours
D3.	Deputy Head of School [depending on the size and complexity of the School]. The workload allocation is confirmed by the Executive Dean following discussion with the Provost	Range 1 Minimum 319 hours Range 2 319 – 478 hours Range 3 479 – 558 hours Range 4 558 – 718 hours

D4.	Associate Deans [depending on the size and complexity of the Faculty]. The workload allocation is confirmed by the Executive Dean following discussion with the Provost	800 hours
D5.	Deputy Dean	1115 hours
Administrative Roles		
D6.	National Course Coordinator (hours may be between 105 and 210 depending on the size, complexity and administrative support provided to the National Course Coordinator of the course(s) and with the approval of the Executive Dean or nominee)	105-210 hours per year
D7.	Course Coordinator (hours may be between 53 and 210 depending on the size, complexity and administrative support provided to the Course Coordinator of the course(s) and with the approval of the Executive Dean or nominee)	53 - 210 hours per year
D8.	Course Advisor on another campus to Course Coordinator	18 - 53 hours per year
D9.	Course coordination/academic advising (hours may be shared between the Course Coordinator and any Course Advisors; the amount allocated will depend on the degree of administrative support provided)	Up to 1 hour per year per student (minimum 15 minutes per student)
D10.	Timetable Liaison Officer by School. Normally undertaken by professional staff, workload allocation to be approved by Executive Dean.	105-210 hours per year
D11.	Chair, cross-campus Course Implementation Committee or Faculty or School Standing Committee (and not Associate Dean, Head or Assistant/Deputy Head of School) with approval of Executive Dean or nominee Chair, University committee with approval of the Provost	Normally 35 hours per year
D12.	Chair, Course Development/Review Committee (hours may be modified by the Executive Dean for a very small or large role)	35 - 70 hours per development/review committee

Other University Activity		
D13.	Annual (pro-rated to fraction of appointment) workload allocation for all staff to participate in and undertake other University activities and as required to be reported as part of the annual Performance Review. The annual Performance Review and Planning process will record the staff member's listed University activities. In circumstances where a staff member does not demonstrate participation in and undertaking University activities, the staff member may be managed in line with the process for Managing Unsatisfactory Performance.	159 hours
D14.	Studying Graduate Certificate in Higher Education and this is a Probationary criteria and/or for teaching-focussed pathway staff.	50 hours per 10 credit points
D15.	Project – Other	Approved by Executive Dean

10.3.2 Travel

Allocation of hours for travel only applies for Academic Staff who are required to travel for teaching purposes. Travel time will be calculated by multiplying the number of trips by the hours travelled according to the allocations in Table 4.

E1.	Travel time Ballarat/Melbourne return	3 hours
E2.	Travel time interstate	6 hours
E3	Travel between Strathfield/North Sydney where there is a requirement to teach on both campuses on any one day	30 minutes

10.3.3 Field Experience

Workload for field experience will differ depending on the level of involvement in finding placements, whether there is administrative support and whether the academic is expected to undertake on-site visits. The maximum number of hours for an academic field experience coordinator will be 525 hours.

Five types of field experience are identified in Table 5 below. In all cases where there are site visits, the amount of time allocated is 1 hour for the site visit plus the number of hours allocated per student at the site.

F1.	Lecturer in Charge	20 hours
F2.	Class contact time including case conferences, information sessions, seminars and focus groups	2 hours per hour of face-to-face contact
Zero Credit Point Units including Volunteer Experience and Community Engagement Pass/Fail units, students largely finding their own placements, no on-site visits, assessment of student reports and reflective journals		
F3.	Assessment, problem-solving and consulting with students	0.25 hours per student

Table 5: Field Experience		
F4.	Administration – coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support)	0.25 hours per student
Internships – Finding Placements for Students (with or without on-site visits) including ARTS326, BIPX301, BIPX302, TECO307 and THCP207 Placements are found for students. This role usually includes site visits, class contact time for seminars, focus groups and information meetings, students undertaking projects within placements, and assessment of proposals, interim and final reports.		
F5.	Assessment, problem-solving and consulting with students	0.5 hours per student
F6.	Administration – coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support)	0.5 hours per student
F7.	Site visits, including travel	1 hour per site
F8.	On-site student supervision	1 hour per student on-site
Psychology, Counselling, Social Work and Youth Studies including Psychology Practicum and Casework, Counselling Practicum, Social Work Field Placements and Youth Work Field Placements Placements are found for students. This role also involves site visits that may include clinical supervision of the student, class contact time for seminars, case conferences and information meetings, and assessment of proposals, presentations and portfolios.		
F9.	Assessment, problem-solving and consulting with students	1 hour per student
F10.	Administration – coordination, administration, helping students find placements and consultation (only allocated if there is NO administrative support)	0.5 hours per student
F11.	Site visit, including travel	1 hour per site
F12.	On-site student supervision (Note that the amount allocated will depend on the staff member's involvement with clients and the number of site visits. Where supervision of postgraduate Psychology students is undertaken in the ACU clinic or Social Work students require one-to-one supervision, the actual hours of supervision should be allocated)	Between 1 and 8 hours per semester per student
Professional Experience – Education Coordinator will liaise with schools and systems, liaise with administrative assistants, prepare documentation, monitor and evaluate placements, monitor quality processes, implement strategies for students at risk, and ensure students receive appropriate preparation prior to placements.		
F13.	Administration and consultation	0.25 hours per student per year
F14.	Site visit to school, including travel	1hour per site
F15.	On-site visit – classroom observation and troubleshooting	1.5 hours per student
F16.	On-site visit – discussion with staff and pre-service teacher or Telephone follow up	0.25 hours per student
F17.	Professional Experience coordination	140 hours per year

Table 5: Field Experience		
	Where Professional Experience coordination is undertaken by different people for different years, the practicum coordination rate should be divided among the coordinators at a rate of 52.5 hours each per year level. A rate of up to 175 hours for large cohorts may be allocated with the approval of the Executive Dean	
<p>Field Experience – Health</p> <p>Coordinator will assess and approve placements, appoint and prepare Clinical Facilitator / Teacher, monitor and evaluate placements, liaise with health agencies and Lecturers-in-Charge, and monitor quality processes.</p> <p>Lecturers-in-Charge will liaise with Clinical Facilitator / Teacher and health facilities, monitor student progress in collaboration with clinical facilitator / teacher, monitor student completion of required hours and assessment, and review assessments and submit final grades.</p> <p>Clinical Facilitator/Teacher completes the assessment of students and provides most of the support to them.</p>		
F18.	On-site, hospital or equivalent, clinical teaching	1 hour per student per day
F19.	Assessment monitoring and review	0.25 hours per student
F20.	Administration and liaison	0.125 hours per student
F21.	Field Experience Coordinator (may be increased to 500 hours in the case of complex courses with the approval of the Executive Dean)	280 hours per year
<p>Field Experience – Theology</p> <p>Lecturer-in-Charge will assess the tasks for this unit on a pass or fail basis. Students for this unit find their own placements after consultation with the Lecturer-in-Charge. Supervising lecturer meets regularly with the students as a group during the semester of the placement to undertake formal reflection on practice. The supervisor (or local nominee) also visits each student once in the placement setting. Lecturer-in-Charge will discuss an appropriate workload allocation with the National Head of School.</p>		
F22.	Supervision	Up to 12 hours for group supervision
F23.	Assessment	1 hour per student for assessment
F24.	Placement visit	Up to 1 hour per student for placement visit

11. Consultation (plus Reasonable adjustment)

11.1 In the normal course of Performance Review and Planning discussions, National, Heads of School or their nominees (the supervisor) will consult with Academic Staff on an individual basis about their Academic Career Pathway and the associated workload allocation.

The University's definition of consultation is in clause 1.3 of the Australian Catholic University Staff Enterprise Agreement, 2013 – 2017.⁹

11.2 Initial Consultation

Once an Academic Career Pathway is confirmed workload allocation can occur for Teaching and Scholarship of Teaching, Research and Other activities including Administration/University Service as outlined in this Policy.

The consultation between the supervisor and staff member includes all reasonable efforts to allocate a 100% workload.

Automatic workload allocations occur for:

- A18.** Annual time allowance to support scholarship of teaching and scholarly activity to maintain professional currency in the discipline area for staff with a teachingload,
- C3.** Individual staff Research allocation – 3 Year Plan submitted through the Faculty Research Workload Review Panel,
- D13.** Annual (pro-rated to fraction of appointment) workload allocation for all staff to participate in and undertake other University activities and as required to be reported as part of the Annual Performance Review.

Following these workload allocations, the balance of the annual workload hours should be allocated using the workload allocations by activity identified in this Policy.

In circumstances where a full annual 1595 hours workload is not achieved a discussion will occur to explore workload management options including:

- projects which a staff member can competently perform and contribute to a strategic need; and/or
- Teaching into other programs; and/or
- A temporary reduction of fraction; and/or
- Utilisation of leave entitlements.

The overall consultation on academic workload should include the staff member's progress towards achieving her or his performance objectives, including acknowledging their successes and identifying any issues that may be hindering the staff member from achieving the expected outcomes. Where such issues are identified, including issues that have impacted on the staff member's workload, the supervisor and the staff member should take action to remedy the issues/support the staff member as appropriate.

11.3 Evaluation of Consultation Outcomes

Staff members and supervisors should agree on the outcomes from the meeting and that actions are implemented.

⁹“Consultation” means providing the individual staff member or other relevant persons(s) with a bona fide opportunity to influence the decision maker. Consultation is not perfunctory advice on what is to happen, this is a common misconception. Consultation is not a joint decision-making process or even a negative or frustrating barrier to the prerogative of management to make decisions. Consultation allows the decision, making process to be informed.

11.4 Allocation of Workloads

Following consideration of any issues raised by the staff member and confirmation of the career pathway, the supervisor will allocate the staff member's load for the following year. This will normally involve loading and updating the relevant details for the staff member on the University's Academic Workload Planning system.

The supervisor will also consult with the staff member if there are any changes that need to be made to the staff member's load during the following year (eg. as a result of changes to the number of students enrolled in a unit).

11.5 Discussion at Performance Review and Planning meetings

The discussions about workload allocation are part of Performance Review and Planning (PRP) meeting/s where staff and supervisors will also discuss performance and career development. Staff members should prepare for the discussion with their supervisor by reviewing the University's Academic Performance Review and Planning Conversation Guide for Staff, including the Career Conversation Model. In particular staff should reflect on how to use the discussion to share information about their key activities, priorities, achievements, and their short and long-term career goals, including possible changes to their Academic Career Pathway.

12. Dispute resolution (including an explanation of what are the grounds for the dispute to be considered, the information required to progress the dispute, and the consideration to date)

Disputes that arise out of the implementation of the ACU Staff Enterprise Agreement 2013 – 2017 shall be dealt with in accordance with Clause 5.2.7 of the Agreement and this section of the Policy.

12.1 WAC Review

Matters arising from the implementation of the Working Arrangements – Academic Staff Clause (refer to clause 5.2) and matters pertaining to a dispute around reasonable hours of work (refer to clause 5.2.7.4) are subject to the Individual Workload Issues / Review mechanisms described in Clause 5.2.7 of the Agreement.

Disputes that arise out of the implementation or the application of the ACU Academic Workload Policy shall be dealt with in accordance with this section of the Policy.

12.2 Workplace Grievance Policy and Procedure

If a staff member disputes the application of the Academic Workload Policy (ie: they disagree with a relevant and specific workload allocation) they are entitled to lodge a grievance in accordance with the University's Workplace Grievance Policy and Procedure. These matters are not subject to the application of clause 5.2.7 of the ACU Staff Enterprise Agreement 2013 – 2017.

Under the University's Workplace Grievance Policy and Procedure a grievance means "a complaint from a staff member concerning treatment in a particular workplace that is inequitable or procedurally unfair; or a complaint that arises from perceived personal concerns relating to one or more work-related interpersonal relationships."

A disputed workload allocation will be resolved and, if relevant, investigated in accordance with the University's Grievance Policy and will not be subject to review of the Workload Advisory Committee or any other University process or procedure.

13. Privacy

Academic workload allocations are transparent (having regard to Privacy requirements) and include full disclosure of academic workloads by staff to staff within the work unit and broader National School (system permitting), the Executive Dean, the Provost and relevant Deputy Vice-Chancellors, and Human Resources to support reporting requirements and decision making by the University.

14. Policy Review

This policy will remain in place until the nominal expiry date of the ACU Staff Enterprise Agreement 2013 – 2017. Notwithstanding that this policy at sub-clause 5.1.4 provides for the circumstance of the creation of new academic activity.

Any changes to this pPolicy will be agreed between the parties to the ACU Staff Enterprise Agreement 2013 – 2017.

Any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

15. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

16. Associated Policies

- Classification Standards for Academic and Professional Staff
- Managing Performance Policy
- Mentoring of Academic Staff Policy
- Probation for Academic Staff Policy
- Workplace Grievance Policy and Procedure
- Performance Review and Planning Policy for Academic Staff Policy