Academic Workload Policy

This policy should be read in conjunction with clauses 5.1 and 5.2 of the ACU Staff Enterprise Agreement 2022-2025. The relevant provision of the Enterprise Agreement will apply where there is an inconsistency.

Section 1 - Introduction

(1) This Policy provides information about the University's expectations of academic availability and academic work in the context of Academic Career Pathways (ACP), and includes details of academic workload allocation that implements the [relevant] provisions of the ACU Staff Enterprise Agreement 2017-2021. These support the University's achievement of a 'Culture of Performance'.

Section 2 - Policy Purpose

(2) The purpose of the Policy is to align workload allocation for academic activities with the entitlements and conditions in the ACU Staff Enterprise Agreement 2017-2021, and in the context of the University's strategic priorities.

(3) 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.

Section 3 - Application of Policy

(4) 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 of School, Deputy Head of School, and all other equivalent academic assignments.

Section 4 - Academic Availability

(5) In ensuring that the needs of the University's 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 Availability of Academic Staff Policy).

Section 5 - Broad Definition of Academic Work

(6) 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.

(7) Teaching and Scholarship of Teaching may include:

a. preparing teaching materials for face-to-face, online and other modes of delivery;

b. developing units and courses, including online, off-campus and off-shore learning materials and obtaining professional accreditations;

c. conducting lectures, laboratory classes, tutorials, seminars, workshops, field or practicum supervision or clinical education;

d. developing and / or delivering online learning;

e. supervising honours year and postgraduate coursework students' projects;

f. scholarly activity to maintain professional currency in the discipline area;

g. designing and preparing student assessment;

h. developing innovations including the use of new technologies;

i. developing and implementing updated pedagogical methods;

j. preparing and submitting learning and teaching grant applications;

k. marking and student feedback; and

l. student consultation.

(8) Research may include:

a. supervising research higher degree students;

b. undertaking a Master's qualification (normally an initial master's in an approved area of expertise when required by the role);

c. undertaking a Doctor of Philosophy (or equivalent);

d. undertaking and publishing research;

e. writing articles and other works for publication;

f. preparing and submitting research grant applications;

g. conducting research activities following a successful grant;

h. presenting scholarly papers, addresses to conferences and the like and their subsequent publication;

i. scholarly activity to maintain professional currency in the discipline area;

j. editing journals;

k. curating exhibitions and directing performances other than those related to teaching responsibilities; and

l. relevant and approved professional development.

(9) Other Activities including administration and / or University service may include:

a. 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 of School, Deputy Head of School, Associate Dean or Director of an Academy / Institute);

b. undertaking a role such as:
   i. Course Coordinator or Course Advisor;
   ii. Timetable Liaison Officer;
   iii. Chair of a Course Monitoring Committee, Faculty or School Standing Committee, University Committee, Course Development Committee / Course Review Committee (other than as a Deputy Dean, National Head of School, State Head of School, Deputy Head of School or Associate Dean).

c. contributing to committees such as course development and review committees;

d. organising and / or attending meetings, forums and / or seminars;

e. peer review and quality assurance activities;

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f. independent moderation of assessment;

g. mentoring;

h. mandatory professional learning;

i. attending graduations, orientation, open days and the like;

j. other administrative and relevant activities that occur from time to time;

k. contributing to and involvement with professional associations, business, industry and unions;

l. contributing to and involvement with relevant government and community bodies and associations, consistent with the University's engagement strategy; and

m. promoting of the University in the community.

(10) 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.

(11) 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 Tables 1-3 will be reviewed to include workload allocation for the new activities.

Section 6 - Academic Career Pathways

(12) ACU has five Academic Career Pathways:

a. Teaching-focussed;

b. Teaching and Research;

c. Research-focussed;

d. Research-only; and

e. Academic Leadership and Service.

(13) 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.

(14) 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.

(15) The Teaching-focussed academic career pathway involves a more significant focus on teaching and scholarship of teaching than other pathways, 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 than other pathways, as outlined in this Policy.

(16) 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.

(17) 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.

(18) 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

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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.

Section 7 - Principles for Allocating Academic Workload

(19) 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 may be 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 1595 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.

Section 8 - Broad Workload Activity by Academic Career Pathway

Teaching and Research Academic Career Pathway

(20) 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 (or equivalent delivery) 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.

Teaching-focussed Academic Career Pathway

(21) 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 (or equivalent delivery) will not exceed 480 hours. Other activities will not normally exceed 30% of the total workload allocation.

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Research-focussed Academic Career Pathway

(22) 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 (or equivalent delivery) will not exceed 168 hours. Other activities will not normally exceed 30% of the total workload allocation.

Research-only Academic Career Pathway

(23) 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 (or equivalent delivery) will not exceed 96 hours.

Academic Leadership / Service Academic Career Pathway

(24) 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 (or equivalent delivery) will not exceed 168 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.

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

	Teaching and Scholarship of Teaching		Research		Other Activities	
Research-only	Teaching and Scholarship of Teaching Up to 20%	Teaching and Scholarship of Teaching Up to 319 hours [up to 96 hours face-to-face (or equivalent) contact time]	Research Range 80%-100%	Research Range 1276 - 1595 hours	Other Activities Range 10% - 30%	Other Activities Range 159- 478 hours
Academic Leadership/Service	Teaching and Scholarship of Teaching Range 20% - 40%	Teaching and Scholarship of Teaching Range 319 – 638 hours [up to 168 hours face-to-face (or equivalent) contact time]	Research Range 20% - 40%	Research Range 319-638 hours	Other Activities Range 60% - 80%	Other Activities Range 957-1276 hours

Section 9 - Workload Activity Calculations and / or Tolerances

(26) The maximum academic workload allocation is 1,595 hours per annum. Supervisors and staff will make all reasonable efforts to allocate a 100% workload. Academic staff members must work with their nominated supervisor to achieve a full annual 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.

(27) For more information on consultation on Annual Workload, see clauses 72-76 below.

(28) 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.

(29) 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.

(30) 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.

(31) 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.

(32) 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.

Section 10 - Workload Allocation

Teaching and Scholarship of Teaching Workload Allocation

(33) 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.

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(34) A6 Student Consultation involves contact between the staff member and student, which may be in person, via email, phone, group situations and / or LEO. Student Consultation may involve but is not limited to: queries around academic content; queries around policy and procedure; general advice around the relevant unit, assessments etc; and general initial advice, guidance and referral for students in distress.

(35) A6 hours can be shared across academic staff, including sessional staff, following a discussion with the nominated supervisor.

(36) Hours allocated as marking time can be shared between the Academic Staff in the unit as per A7.

(37) The Lecturer in Charge (LIC) plays a key role in the development, implementation, administration, internal compliance and evaluation of units at the campus level. On their campus they are also responsible for any sessional and continuing staff teaching into the unit, and coordination with Professional staff as required.

(38) A National Lecturer in Charge (NLIC) is usually designated for units running on more than one campus, and leads the national development, implementation, administration, internal compliance and evaluation of the unit; and may also have a campus specific LIC role.

(39) Special consideration for additional hours for new unit development and / or revision (A10 and A11) may be made by the National Head of School.

(40) In circumstances where more than one person is developing or revising a unit, the workload allocation should be distributed on a pro-rata basis according to the contribution of each developer.

(41) 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.

(42) 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 and have stated objectives with key deliverables. The staff member would need to have the capacity to undertake the project demonstrated through past performance.

(43) 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 (or equivalent delivery) – including preparation, delivery and associated in-class activities, with all resources uploaded and available, and associated in-class/online feedback	2.50 hours
A2.	Additional time for first time taught unit (existing staff member)	1 hour per 1-hour lecture
A3.	Time for 1 hour repeat lecture (or equivalent delivery)	1.25 hour
A4.	Time for first 1-hour tutorial (or equivalent delivery) – including preparation, delivery and associated in-class activities, with all resources uploaded and available, and associated in-class/online feedback	2.50 hours
A5.	Time for 1 hour repeat tutorial (or equivalent delivery)	1.25 hour

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	Table 1: Preparation, Teaching and Assessment		
A6.	Student Consultation – time per student enrolled at each Semester Census date Up to 25 students 26 to 50 students 51 to 75 students 76 to 100 students 101 to 200 students 201 to 300 students 301 to 500 students 501 to 800 students 801 to 1100 students 1101 to 1400 students	0.25 hours per student 9 hours 14 hours 21 hours 35 hours 56 hours 84 hours 133 hours 175 hours 210 hours
A7.	Assessment - time per student per unit	1 hour
A8.	Lecturer in Charge	18 hours (up to 75 students). For each additional 50 students, or part thereof, a further 2 hours is allocated
A9.	National Lecturer in Charge – only allocated when there is more than one LIC for the unit. Relevant campus LIC hours are to be entered at A8 above. NLIC leadership hours are based on the number of LICs, excluding their own LIC role, and given in addition to A8 at 17 hours for the first LIC, plus 3 hours each for additional other LIC.	17 hours for the first other LIC; plus 3 hours each for additional other LICs
Teaching-related Workload		
A10.	Development of new unit [1] – with all resources uploaded and available.[2] The upper and lower range will depend on aspects such as number of staff involved, number of modules within the unit, and the type of resources being prepared.	Normally up to 70 hours
A11.	Revision of a unit [3] – with all resources uploaded and available (minor or major updating). The upper and lower range will depend on aspects such as number of staff involved, number of modules within the unit, and the type of resources being prepared.	Normally between 18 - 53 hours
A12.	One-off time allowance for a new academic in their first year of teaching or pro-rata for fractional staff. May be allocated concurrently with A13, where relevant. This allocation may be divided across two years for those staff who commence after the start of the calendar year.	140 hours
A13.	One-off time allowance for an academic new to ACU in their first year of teaching at ACU or pro-rata for fractional staff. May be allocated concurrently with A12, where relevant. This allocation may be divided across two years for those staff who commence after the start of the calendar year.	35 hours

Table 1: Preparation, Teaching and Assessment		
A14.	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 All other staff –1 to 70 hours face-to-face or equivalent contact time – 7 hours per year – 71 to 168 hours face-to-face or equivalent contact time – 10 hours per year > 168 hours face-to-face or equivalent contact time – 21 hours per year
A15.	Teaching and Scholarship of Teaching Project	Approved by Executive Dean
Honours Theses, Minor Theses and Projects Supervision for Postgraduate Courses [4]		
A16.	10 credit point project or research thesis/thesis proposal unit – per student	12 hours
A17.	20 credit point project or research thesis/thesis proposal unit – per student	22 hours
A18.	30 credit point research thesis unit – per student	32 hours
A19.	40 credit point research thesis unit – per student	43 hours
A20.	Examination of theses – internal marking allocation for Honours, Graduate Diploma in and Master of Psychology theses	6 hours

[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.

[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).

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

a. The total number of calculated hours for A1-A5 will normally be reduced to a percentage of 75 per cent of the total.

b. The National Head of School may modify hours based on the organisation of the unit.

Research Workload Allocations

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

(46) An X2 allocation will occur in line with the following procedures:

a. The staff member is identified as an Early Career Researcher (ECR) (subject to extension for career interruption); and is on a Career Pathway other than teaching focussed. [5]

b. The staff member will receive an X2 allocation in year 1.

c. In years 2 to 5, X2 allocations are approved by the relevant Associate Dean, Research (ADR).

d. Year 2: a research plan is developed in consultation with the ADR or their nominee. The ADR (or nominee) affirms the quality of the research (e.g. usually working toward 1 'output' using the Research Quality Review Measures by Discipline / FoR Code in the RPRP Guidelines Appendix 3; or demonstrated achievement against research plan objectives).

e. Years 3 and 4: there is a research plan review in consultation with the ADR or their nominee who affirms the quality of the research (e.g. usually 1 'output' per year as outlined in Year 2 and / or demonstrated progress).

f. Year 5: there is a research plan review in consultation with ADR or their nominee including feedback about research performance and a preliminary assessment of what an RQR rating and workload allocation may be through an RPRP process; ADR affirms the quality of the research (e.g. usually 1 'output' per year as outlined in years 2-4 and / or demonstrated progress); applying for an X3 allocation through the RPRP process for the 6th year.

> [5] Teaching-focussed staff seeking to transition to a teaching and research pathway should discuss this with their supervisor, and initial support may be available through applying for 'X6 Project – other'.

(47) An X3 Research workload allocation will occur in line with the following procedures:

a. A staff member will submit a rolling three-year plan in consultation with the staff member's supervisor, NHoS or ADR, 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. Research workload allocations will be based on the quality as well as the quantity of publications (refer to clause 48 below).

c. 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.

d. 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.

e. 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.

f. All submissions for a Research workload allocation will be assessed by a Faculty Research Workload Review Panel or the Associate Dean, Research (ADR) as outlined in the Research Performance Review and Plan Guidelines. These will be recommended to the Deputy Vice-Chancellor (Research and Enterprise) who will review the Faculty Panel's or ADR 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 or to the ADR.

    g. The Deputy Vice-Chancellor may approve a multi-year X3 allocation, up to three (3) years.

    h. A staff member will need to submit an annual progress report of their research plan as outlined in the Research Performance Review and Plan Guidelines.

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

    a. Below benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report – up to 180 hours.

    b. Meets benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report - range 200 – 640 hours.

    c. Exceeds benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report - range 680 – 800 hours.

    d. Outstanding benchmark comparison with the data on sector performance, which is publicly available in the latest ERA report - greater than 800 hours.

(49) 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 clause 25 of this Policy.

(50) To be accepted as the supervisor of a research higher degree the Academic Staff member must meet the University's requirements for classification as "research-active". [6]

> [6] 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.

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

Table 2: Research		
Research Study and enabling research activity		
X1.	Undertaking a Doctor of Philosophy (or equivalent) where it is a Probationary criteria, or with the agreed support of the staff member's supervisor and National Head of School and with evidence of satisfactory progression from doctoral supervisor. 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. This allocation does not apply if it is replaced by an approved Research Study Program.	Normally 200 hours per annum (pro-rated to fraction of appointment) capped at a maximum of 1000 hours
X2.	Enabling research activity workload allocation (pro-rated to fraction of appointment) for identified Early Career Researchers. [7] This allocation is for up to five years. Year two allocation and beyond is dependent upon: the development of a research plan in consultation with the ADR or their nominee; and demonstrated progress towards quality research outcomes (see clause 47 above for further details). Where a staff member receives an X3 allocation greater than 200 hours, the total hours will be allocated under X3. An X2 allocation will not apply during this period.	200 hours each eligible year (approved by Associate Dean, Research)
X3.	Individual staff Research allocation – 3 Year Plan submitted through the Faculty Research Workload Panel.	Approved by Deputy Vice-Chancellor (Research and Enterprise)

Table 2: Research		
Supervision of Research Students [8]		
X4.	Master of Philosophy or other research master's degree – per year (4 research terms).	100 hours (pro rata for student's enrolment status)
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 [9] (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.)	20 hours (pro rata for student's enrolment status)
Research Project		
X6.	Project - Other	Approved by Executive Dean

[7] Early Career Researcher is defined by the Australian Research Council (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.

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

[9] For explanation of responsibilities of Assistant Research supervisor please refer to the Code of Practice Higher Degree Research Supervision.

Other Activities (including Academic Leadership / Service) Workload Allocations

(52) Allocations for academic administrative duties are shown in the Tables below.

(53) The roles of Deputy Dean, National Head of School, State Head of School, 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.

(54) Deputy Deans, Associate Deans, National Head of School, State Head of School 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.

(55) Each Faculty will implement the titles below in-line with their organisational structure.

(56) The National Head of School (Nat HOS) is responsible for the performance and management of the National School across all campuses; this includes the School budget, staff and student welfare and staff supervision, ensuring compliance with University and National accreditation processes, quality of teaching and research, and oversight of the operational management of each campus.

(57) The State Head of School (SHoS) has responsibility for all aspects of the operation of the School at the State level,

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working with the National Head of School to ensure coherence with national University priorities; this includes staff and student welfare and staff supervision. They are the State representative for their School with external bodies.

(58) The Deputy Head of School (DHoS) assists the State Head of School and / or National Head of School in the day to day management of the School at their campus; this includes staff supervision and input into staff and student welfare, compliance with University and National accreditation processes, quality of teaching and research, local responsiveness to external communities and stakeholders, and input into the operational management of the campus.

(59) The Assistant Deputy Head of School (ADHoS) may be appointed for large schools and supports the DHoS on their campus; they will act in selected roles of a DHoS, as discussed with their HOS.

(60) 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.

(61) The National Course Coordinator leads course design, development, and implementation across campuses; they lead course related committees and processes such as formal reviews. They may also act as Course Coordinator for students enrolled on their campus.

(62) The Course Coordinator assists the National Course Coordinator in relation to curriculum development, learning and teaching, and oversight of processes which contribute to course implementation nationally and locally. The Course Coordinator is responsible for administering the course on their campus.

(63) The Course Advisor shares the Course Coordinator role in a subsidiary fashion; they may be discipline based, and / or be required when the total workload associated with the course on that campus exceeds 525 hours.

(64) The Head of Discipline has overarching responsibility for discipline specific leadership, academic standards and course accreditation. They provide leadership and make outstanding and original contributions to research, and / or scholarship and teaching in this discipline, as well as enhance the student experience.

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

(66) An allocated amount of 10% of workload (159 hours; refer to D14) 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; participate in approved Community Engagement Time Release activities not embedded within the staff member's academic role, usually up to the maximum allowed in the Community Engagement Time Release Policy; and participate in orientation and open day activities. Evidence of this participation will be required for the Progress Plan feedback and development conversations.

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 of School, Deputy Head of School, 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 – 1595 hours

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	Table 3: Other Activities including Administration / University Service Assigned Roles	
D2.	State 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 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.	Assistant 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 1 120 to 200 hours Range 2 200 to 319 hours
D5.	Head of Discipline [depending on the size and complexity of the Discipline]. The workload allocation is confirmed by the Executive Dean following discussion with the Provost	Range 1 60 to 150 hours Range 2 150 to 320 hours
D6.	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
D7.	Deputy Dean	1115 hours
Administrative Roles		
D8.	National Course Coordinator (hours are usually 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). Course complexity increases with number of campuses, enrolments, complexity of course map and number of electives.	105-210 hours per year
D9.	Course Coordinator (hours are usually 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). Course complexity increases with enrolments, complexity of course map and number of electives.	53 - 210 hours per year
D10.	Course Advisor	18 - 53 hours per year
D11.	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)
D12.	Chair, cross-campus Course Monitoring Committee or Faculty or School Standing Committee (and not Associate Dean, Head of School 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
D13.	Chair, Course Development Committee / Course 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		

	Table 3: Other Activities including Administration / University Service Assigned Roles	
D14	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 Progress Plan process. Where a staff member takes substantial additional leave, they may have a reduced capacity to fulfil this allocation. Under these circumstances this allocation may be reduced, if mutually agreed to after a discussion between staff member and supervisor. The ongoing Progress Plan 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 Managing Unsatisfactory Performance Policy.	159 hours pro rata May be reduced with substantial additional leave (approved by Exec Dean)
D15	Studying Graduate Certificate in Higher Education where this is a Probationary criteria and/or for teaching-focussed pathway staff.	25 hours per 5 credit points
D16	Project - Other	Approved by Executive Dean
D17	Small Project - Other	Up to 35 hours, approved by Head of School

Travel

(67) 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.

	Table 4: Travel Time	
E1.	Travel time Ballarat / Melbourne return	3 hours
E2.	Travel time interstate	6 hours
E3	Travel between Strathfield / North Sydney / Blacktown where there is a requirement to teach on both campuses on any one day.	30 minutes

Field Experience

(68) 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.

(69) 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.

	Table 5: Field Experience	
Faculty of Health Sciences		
F1.	On-site, hospital or equivalent, clinical teaching.	1 hour per student per day
F2.	Monitoring and review of student clinical placement, including responding to student clinical placement issues as they arise.	0.25 hours per student per unit
F3.	Administration and oversight of clinical placement assessment.	0.125 hours per student per unit
F4.	Field Experience Coordinator: responsibility for discipline specific internal professional practice, and/or external engagement placement (may be increased to 500 hours in the case of complex courses with the approval of the Executive Dean)	Up to 280 hours per year

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Table 5: Field Experience		
Faculty of Education and Arts		
F5.	On-site visit – classroom observation, troubleshooting and discussion with school staff and pre-service teachers. It may include planning and follow up calls.	1.5 hours per student as needed
F6.	Administration – special professional placement coordination to provide additional support beyond the Professional Experience Unit, subject to approval by the Executive Dean.	Up to 0.25 hours per student (ED approval)
Other / General		
F7.	Lecturer in Charge (either: where workload is not already allocated from Table 1; or, in addition to Table 1, where the staff member is Lecturer in Charge as a part component of a unit).	20 hours
F8.	Class contact time including case conferences, information sessions, seminars and focus groups.	2 hours per hour of face-to-face contact
F9.	Assessing student placements and problem-solving placement issues: a) Zero credit point units: pass/fail units, students largely find own placements, no on-site visits. b) Internships: placements found for students, may be site visits.	Hours per student per unit: a) 0.25 hours b) 0.5 hours
F10.	Administration – coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support): a) students find placements b) placements found for students	Hours per student per unit: a) 0.25 hours b) 0.5 hours
F11.	Site visits as needed.	1 hour per site
F12.	On-site student supervision.	1 hour per student on-site
F13.	Weekly on-site face to face supervision of clinical students and associated work.	2 hours per student session
F14.	On-site formal assessment of student's professional practice on clinical placement, when required for accreditation.	2 hours per student assessment session

Section 11 - Consultation (plus Reasonable Adjustment)

(70) In the normal course of Progress Plan conversations, 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.

(71) The University's definition of consultation is in clause 1.3 of the ACU Staff Enterprise Agreement 2017-2021. [10]

> [10] 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.

Initial Consultation

(72) 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.

(73) The consultation between the supervisor and staff member includes all reasonable efforts to allocate a 100%

workload.

(74) Automatic workload allocations occur for:

    a. A14. 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;

    b. X3. Individual staff Research allocation – 3 Year Plan submitted through the Faculty Research Workload Review Panel;

    c. D14. 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 ongoing Progress Plan process.

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

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

    a. projects which a staff member can competently perform and contribute to a strategic need; and / or

    b. teaching into other programs; and / or

    c. a temporary reduction of fraction; and / or

    d. utilisation of leave entitlements.

(77) The overall consultation on academic workload should include the staff member's progress towards achieving their 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.

Evaluation of Consultation Outcomes

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

Allocation of Workloads

(79) 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.

(80) 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).

Discussion at Progress Plan meetings

(81) The discussions about workload allocation are part of the ongoing Progress Plan 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 Progress Plan for Academic Staff Conversation Guide for Staff. 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.

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Section 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)

(82) Disputes that arise out of the implementation of the [ACU Staff Enterprise Agreement 2017-2021](#) shall be dealt with in accordance with Clause 5.2.7 of the Agreement and this section of the Policy.

WAC Review

(83) 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.

(84) Disputes that arise out of the implementation or the application of this Policy shall be dealt with in accordance with this section of the Policy.

Staff Complaints Management Policy

(85) If a staff member disputes the application of this Policy (ie: they disagree with a relevant and specific workload allocation) they are entitled to lodge a complaint in accordance with the University's [Staff Complaints Management Policy](#). These matters are not subject to the application of clause 5.2.7 of the [ACU Staff Enterprise Agreement 2017-2021](#).

(86) Under the [Staff Complaints Management Policy](#), a complaint means "a complaint from a staff member about a problem, concern or grievance about work or the workplace. It may be about treatment in a particular workplace that is perceived to be inequitable or procedurally unfair; or a complaint that arises from perceived personal concerns relating to one or more work-related interpersonal relationships."

(87) A disputed workload allocation will be resolved and, if relevant, investigated in accordance with the [Staff Complaints Management Policy](#) and will not be subject to review of the Workloads Advisory Committee or any other University process or procedure.

Section 13 - Privacy

(88) 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 People and Capability to support reporting requirements and decision making by the University.

Section 14 - Revisions Made to this Policy

(89) This Policy will remain in place until the nominal expiry date of the [ACU Staff Enterprise Agreement 2017-2021](#). Notwithstanding that this Policy at clause 11 provides for the circumstance of the creation of new academic activity.

(90) Any changes to this Policy will be agreed between the parties to the [ACU Staff Enterprise Agreement 2017-2021](#).

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(91) Any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

(92) Unless otherwise indicated, this Policy will still apply beyond the review date.

(93) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
27 April 2015	Major	Research workload allocations have been re-coded from 'C' to 'X' to avoid possible confusion with research outcome classification types - e.g. C1. 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. 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.
1 July 2019	Major	Updated to incorporate the provisions of the ACU Staff Enterprise Agreement 2017-2021.
17 July 2020	Major	Reviewed and updated as per the Heads of Agreement to support the finalisation of the ACU Staff Enterprise Agreement 2017-2021.
22 Sept 2020	Editorial	Item 12.2 Staff Complaints Management Policy amended to include updated definition of a staff complaint as per the university's Staff Complaints Management Policy.
20 Jan 2021	Minor	Policy has been reviewed and updated to reflect the Progress Plan process, the University's new performance review and planning process.

Section 15 - Further Assistance

(94) 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.

Section 16 - Associated Information

(95) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	8th February 2024
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	8th February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability