36  ACADEMIC WORKLOAD ALLOCATION

36.1 The objective of this clause is to provide a framework for ensuring that academic workloads are equitable, transparent, and manageable. This clause does not apply to the allocation of workloads for casual staff.

36.2 The Dean (or equivalent) is responsible for the development and review of academic workload guidelines within the Faculty. Academic workload guidelines will be developed and/or reviewed through an open, transparent and consultative process in which all full-time, part-time and sessional academic staff of the Faculty have the opportunity to participate and comment on proposed workload guidelines. Workload guidelines may include any weighting formulae relevant to workload allocation within the Faculty.

36.3 Workload guidelines will be provided to the Senior Deputy Vice-Chancellor who may require that the Dean revise them to ensure that they are consistent with this clause and/or the strategic objectives of the University.

36.4 Following approval of the workload guidelines by the Senior Deputy Vice-Chancellor, copies will be made available to all staff to whom the guidelines apply.

Principles of assigning academic workloads

36.5 Academic staff shall be consulted on workload which will be allocated fairly and equitably. To achieve this end, and to monitor workloads of academic staff generally within the academic unit in which they work, workloads will be assigned in accordance with the principles for allocating workloads set out in sub-clause 36.7 and the Faculty workload guidelines.

36.6 Academic workload will normally embrace the full range of academic responsibilities which may include, but is not limited to, teaching and teaching-related activities, subject and/or course co-ordination, educational development, research, scholarship, research degree supervision, UTS consulting, CPE, entrepreneurial activities, University service to the community, leadership and administration (exceptions include academic staff employed on a casual, sessional or research only basis).

36.7 Workload will be allocated in accordance with the following principles:

(a) total workload allocated to each staff member in a Faculty (or equivalent) will be broadly equivalent

(b) an academic staff member’s workload should reflect their stage of career development, recognising that the emphasis between the different areas of academic work may shift during a staff member’s career at UTS. At various times during a staff member’s career, workload may be allocated to give particular emphasis to teaching, to research, to other activities or to allow a balance across these three areas.

(c) the allocation and recognition of academic workloads shall reflect the range of career paths of academic staff and support the strategic directions of the University

(d) the maximum teaching requirement will be stated within the Faculty workload guidelines. This should reflect the following:
   (i) different modes of delivery and assessment
   (ii) preparation for teaching, curriculum development and the development of course materials
   (iii) the number of students taught.

(e) the appropriate mix of activities will be determined through consultation between the supervisor and the staff member and will recognise opportunities for staff to participate in, develop and balance their expertise in areas of academic activity

(f) individual workloads and the mix of activities and responsibilities may vary from semester to semester, but will balance out over time

(g) staff who teach on weekends or public holidays will take the equivalent period of time
off at a time agreed between the staff member and their supervisor

(h) a staff member will not experience an increase in annual workload in relation to teaching by reason of teaching in summer session. The teaching load undertaken in summer session will be balanced by an equivalent continuous teaching-free period the duration of which will be determined on the basis of the method of delivery of the same or similar subject in an orthodox semester. This teaching free period is provided to permit the staff member to take annual leave and to pursue research, scholarship, and the advancement of knowledge and to make other contributions to the University and the community. A staff member will not be scheduled to teach in summer session for more than two consecutive years without the agreement of the staff member

(h) the personal and family and carer’s responsibilities of staff where these have been disclosed to the supervisor will, wherever possible, be taken into consideration in determining workload schedules

(i) the annual and other leave plans of staff as set out in the planning and review report will be taken into consideration in allocating workload

(j) a staff member required to travel for eight hours or more to work offshore will be entitled to 24 hours free of allocated duties prior to travel and 24 hours free of allocated duties upon his/her return. These arrangements also apply to a staff member who agrees to teach offshore where the teaching is above their normal workload. These arrangements do not apply when a staff member elects to attend conferences or undertake other activities of their own volition, that is not at the direction of the University

(k) a staff member will not be required to:

- teach after 9.30pm on week days without agreement with the staff member
- teach on more than two evenings on a weekly basis during any semester
- teach for longer than four hours without a break of at least 30 minutes, and for no longer than seven hours in one day
- commence teaching within ten hours of the conclusion of a teaching session conducted on the previous day.

Nothing in this sub-clause prevents a staff member from teaching outside the parameters specified if agreed between the staff member and supervisor.

36.8 Staff will be consulted on their workload allocation by their supervisor as part of the planning and review and workplanning processes [refer refer Clause 32, Supervision and Performance Development] in accordance with the principles expressed in this Clause and their Faculty workload guidelines.

36.9 An academic staff member’s allocated workload will be such that it can be undertaken within an average of 35 hours per week (pro-rata for part-time and sessional staff). The normal pattern of academic workload is 40% teaching, 40% research and 20% other activities. The majority of continuing and fixed-term academic staff will be engaged on the normal workload pattern. The current teaching norm is based upon a model of two main teaching periods that equate to 28 teaching weeks per year, although it is recognised other models may apply across the University.

36.10 Staff will not be required to work more than 1610 hours per year (pro-rata for part-time and sessional staff), which allows for 140 hours of annual leave to be taken each year and for University/ public holidays. Workload will be adjusted to take into account of any additional or lesser amount of annual leave and/or for any long service leave planned to be taken each year. Where, prior to the approval of this Agreement, the basis for calculating an academic’s workload is greater or less than 35 hours per week (on average), the Faculty will implement a transitional process so that by January 2012 35 hours per week (on average) is the basis for calculating all academic staff workloads at UTS.

36.11 Staff with concerns about their workload allocation should first approach their supervisor. Staff with unresolved workload allocation issues should be referred to the Dean for
resolution. If the staff member’s concerns are not resolved, the staff member may seek to resolve them using the disputes resolution process in this Agreement.

36.12 Review of Workload Policies

36.12.1 Within six months of the approval of this Agreement the University will establish a Workload Policy Review Committee. The Workload Policy Review Committee will meet twice-yearly to ensure that Faculty workload policies comply with this clause.

36.12.2 The Workload Policy Review Committee will comprise the following:

- The Senior Deputy Vice-Chancellor or nominee
- Two academic staff nominated by the Senior Deputy Vice-Chancellor
- Three academic staff nominated by the NTEU.

36.12.3 The Workload Policy Review Committee will be responsible for reviewing and approving proposed Faculty workload guidelines to ensure these are consistent with this clause. If the Workload Policy Review Committee is unable to reach agreement on the proposed Faculty workload guidelines, then the guidelines will be referred to the Senior Deputy Vice-Chancellor for determination.

36.12.4 Prior to making a determination under sub-clause 36.12.3 above, the Senior Deputy Vice-Chancellor will seek advice from the relevant Dean and invite submissions from interested staff within the relevant Faculty.