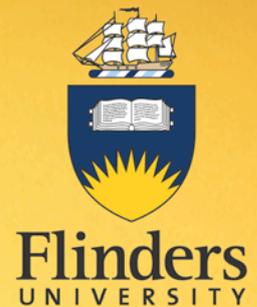


# INFORMATION SHEET

## Academic Workloads



inspiring achievement

Extract from *Flinders University Enterprise Agreement 2014 to 2017*

### C10 ACADEMIC WORKLOADS

**C10.1 [General principles]** The University and its staff recognise the importance of a balance between working life and family/social responsibilities. Academic staff members and their supervisors will use their best endeavours to ensure that academic workloads are equitable, transparent and manageable.

**C10.1.1** The workload distribution of an individual academic will be determined in accordance with the workload measurement and allocation scheme developed by the relevant School, in consultation with staff, consistent with the Academic Workload Equalisation Principles.

**C10.1.2** In general terms, there is an expectation that a full-time academic would be able to undertake her or his workload in 1725 hours per year (this figure incorporates an adjustment for four (4) weeks' annual leave and 10 public holidays).

**C10.1.3** If, during the life of this Agreement, the average workload increases for a particular School, as indicated in the formula for that School, the Dean of the School, in consultation with the Executive Dean and staff of the School will:

- analyse the reasons for the increase in workload; and
- implement suitable amelioration strategies such as examining staffing levels, teaching practices and/or programs.

**C10.1.4** The University is committed throughout the term of this Agreement, as part of its ongoing management strategies, to investigating and devising strategies for addressing workloads. Any resulting initiatives will seek to support and enhance the University's commitment to quality in teaching and research.

### C10.2 [Academic Workload Equalisation Principles]

**C10.2.1** There is a generic approach in the University to academic workloads which requires schools to develop workload measurement and allocation schemes that are inclusive of all workload associated with the Academic Profiles, transparent to staff and efficient to administer.

**C10.2.2** Aggregated measures of workload will be used in each of the four categories identified in the Academic Profiles: teaching, research and creative activity, administration (including service to the University) and professional performance (including service to the community). These categories are to be recognised as the basic components of the measured workload of academic staff. It is intended that an academic staff member's workload will comprise an appropriate mix of these components, taking account of the diversity of academic roles.

**C10.2.3** Workload relative weightings for these components will take account of the priorities for each School and the way in which the School is funded or generates income.

To provide clarity, it is recognised that:

Workload allocations for research and creative activity will have regard to the diversity of academic roles, the University's strategic priorities, a School's operational requirements and performance standards for research and creative activity. The workload model will take into account previous research performance, and will provide appropriate opportunity for research and creative activity. Research and creative activity outputs may be benchmarked to those in comparable discipline areas in other universities. Expected outputs will be reasonable and appropriate for the level of academic appointment and role.

- As teaching activities may vary across schools and academic groups, the aggregated measure of activities should encompass but not be limited to:
  - Preparation of teaching materials for all modes of delivery;
  - Delivery of teaching materials in all modes for undergraduate, honours and postgraduate coursework programs;
  - Supervision of undergraduate, honours and postgraduate coursework projects;
  - Preparing, marking and moderation of student assessment;
  - Student consultation related to learning.
- For the purpose of the administration of workload schemes, certain activities may be considered to be either of two areas of activity:
  - Topic and course co-ordination and administration, including the supervision of casual academic staff, may be considered either as teaching or as administration/service to the University.
  - Research Higher Degree supervision and coordination may be considered either as research/creative activity or teaching.

A School workload model may in the first instance determine in which area such activities are placed. This determination will not have any consequential impact on the appropriate mix of other workload components, which will be consonant with each individual staff member's academic role. If a School model stipulates that an activity may be placed in either area, the determination will be agreed between the staff member and his or her supervisor.

- C10.2.4** The operation of the agreed workload formula within each School will be consistently applied across all academic levels (A-E).
- C10.2.5** In order to calculate the total workload of each individual, each School will decide on a single basic unit of measurement or some other method of measuring staff members' activities across the areas.
- C10.2.6** Staff within each School, irrespective of level, are expected to have approximately the same overall total workload (quantitatively) while allowing for the distribution of total workload across the academic areas to vary between individuals.
- C10.2.7** In determining each annual workload, some account should be taken of individuals' workloads in previous and possibly future years.
- C10.2.8** Where individuals have the capacity to earn additional external income from academic-related activities (e.g. consultancy), there should be provision for a potential transfer of such income from these individuals to the School to compensate for teaching (or other activities) not being performed by them, subject to the approval of the Dean of the School.
- C10.2.9** The target workload expected of an academic staff member in any given year should be reduced on a pro rata basis to take account of approved periods of leave taken in that year. In this context, the University's working year should be taken as consisting of 46 weeks (this figure incorporates an adjustment for 4 weeks' annual leave and 10 public holidays).
- C10.2.10** The workload scheme within each School will be developed and applied by the Dean of the School in consultation with all staff and each of the schemes will be approved by the Executive Dean as being consistent with the above principles.
- C10.2.11** Deans of Schools will distribute each year to all academic members of their School a document setting out the details of the scheme referred to in clause C10.2.10 and the workload allocations for all of the academic staff within the School.
- C10.2.12** Deans of Schools will forward each year to their Executive Dean and the Deputy Vice-Chancellor (Academic) a document setting out the details of the scheme referred to in clause C10.2.10, details of the consultation process and the workload allocations for all of the staff within the School.
- C10.2.13** Where a staff member feels aggrieved about the application of the workload allocation scheme in respect of her or his own workload, the staff member should raise her or his concern with the Dean of the School in the first instance. If the matter is not resolved following consultation with the Dean of the School, the staff member should refer the matter to the Executive Dean.

## Operation of the Academic Workloads clause

- The new Agreement provides for school workload models to be evaluated and revised as necessary on an annual basis, as has been the case for a number of years and for the Academic Workload Equalisation Principles to continue to operate as they did under the previous Enterprise Agreement.
- This means that each School should continue to develop a workload measurement and allocation scheme, in consultation with staff, which meets the needs and priorities of the individual School.
- The new Enterprise Agreement continues to provide general principles, such as an expectation that a full-time academic would be able to undertake her or his workload in 1725 hours per year and also, there is an expectation that each School will develop their own workload measurement and allocation scheme. This has not materially changed from the previous Agreement.
- The new Enterprise Agreement provides further guidance (highlighted) on how particular activities may be counted in workload models but it is up to each individual School to determine this, using the Academic Workload Equalisation Principles.
- The new Enterprise Agreement does not include a 40 / 40 / 20 model.