

Work Allocation for Academic Employees Schedule



1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline the standards of reasonable work allocation for academic Employees.

2 Scope

This schedule must be read in conjunction with the Work Allocation Procedure and is subordinate to it.

This schedule applies to all academic Employees.

3 Schedule

3.1 Introduction

This schedule should be read in conjunction with Clause 41 of the Enterprise Agreement.

3.2 Standards of reasonable work allocation for individual academic Employees

To ensure that the work expected and required of academic Employees is fair and reasonable, the annual work allocation for full-time academic Employees will not exceed 1702.5 hours (based on a notional 37.5 hours per week less four weeks of annual leave, public holidays and the three day end of year closedown). The allocation is made for a calendar year and will be reduced for any other leave which is taken or planned.

The work required of, and allocated to, academic Employees, which includes an allocation for intercampus travel, must also be reasonable, and Supervisors and managers must take all reasonable steps to ensure the Employees are not normally required to work unreasonable or excessive hours for extended periods of time.

An academic Employee will not normally be required to work on weekends or public holidays without their agreement.

An academic Employee will not normally be required to teach or undertake activities directly

related to teaching in more than two full Semesters in one calendar year.

It is recognised that the nature of academic work is cyclical and that an academic Employee may be required to work additional unscheduled hours to meet unforeseen work allocation demands. Where an academic Employee agrees to work additional unscheduled hours, their work allocation for the year will be reviewed and adjusted accordingly by the Head of the relevant organisational unit, or nominee.

3.3 Factors to be included in divisional work allocation for academic Employees

Work allocation and formulas will take into account a range of factors including, but not limited to:

- level of appointment and experience of staff members;
- work practices of the relevant organisational unit;
- other duties or expectation of Employees, including higher degree study, required training in software and administrative roles;
- the opportunity for academic Employees to engage in teaching, research and associated professional work;
- staff development needs;
- equal opportunity policies;
- travel between campuses;
- managing Student expectations in relation to communication and consultation;
- all forms of teaching and preparation and related matters including, but not limited to:
 - preparation and maintenance of teaching materials for face to face, online and other modes of delivery;
 - delivery of lectures, tutorials, seminars, laboratory classes, workshops and clinical education and equivalent online delivery;
 - clinical placement management and Student supervision, field trip supervision and the supervision of Students in applied settings;
 - the number of Students in a unit and course;
 - supporting Students;

- the assessment load and methods of assessment including appropriate time allocations for all types of assessment and moderation;
- level of the course;
- involvement in, or offering of, a course or program for the first time;
- mode of delivery including the use of new modes for the first time;
- course and program coordination responsibilities and other administration activities related to teaching;
- supervision of Employees including casuals;
- development of new material and revision and updating of other materials;
- postgraduate supervision and coursework theses examination;
- involvement in quality assurance initiatives and course and program reviews;
- scholarly activities to support teaching, contributions as a member of University and external teaching practice groups/committees, conducting scholarly projects relating to the development, implementation and evaluation of teaching initiatives;
- professional development related to learning and teaching;
- administrative and committee responsibilities in the school, faculty, section or University and other teaching leadership activities.

In setting times for teaching and teaching related activities, the models will include and distinguish between those activities where the time taken to undertake an activity is largely independent of the number of Students enrolled in a course, and those activities where the time required is directly related to the number of Students enrolled.

- all forms of required research and professional activity including, but not limited to:
 - individual and team research;
 - industry collaborative research;
 - preparation of grant submissions and funding proposals;
 - attendance and presentations at conferences, performances or seminars;

- preparation and writing of publications;
 - practice and critique of creative works and design, including public exhibition;
 - applications for awards and fellowships;
 - editorships of research journals and/or peer reviewing of research journal articles or national/state competitive grant schemes;
 - supervision of research Employees and research projects, research centre/program administration, supervision of expenditure from research grants, leadership of research teams;
 - examination of research theses;
 - mentoring of early career colleagues;
 - research commercialisation and knowledge transfer activities.
- all forms of required service activity including but not limited to:
 - participation in administrative duties and responsibilities and Policy development;
 - supervision and mentoring of Employees;
 - attendance at school, faculty, section and major University meetings;
 - involvement at Open Day and other promotional activities;
 - membership of committees and/or administrative roles at school, faculty or Salary Level;
 - membership of committee for local professional bodies or community organisations, contribution to professional body or community organisations;
 - Union activities and roles;
 - approved Employee representative roles;
 - representing the University during official visits and exchanges;
 - supporting the Student experience such as administration of year level coordination, Student advising, coordinating Student work based placements, coordinating Student mentoring programs;
 - involvement with Student recruitment and graduation activities.

3.4 Division work allocation models for academic Employees

Each division which employs academic Employees will develop a work allocation model that recognises the nature of academic work within the relevant organisational unit, and covers the factors listed in 3.3 above and includes a mechanism for work allocation in accordance with the standards of reasonable work allocation in 3.2 above.

The work allocation model will be developed or reviewed in consultation with academic Employees in the Division. The consultation will include a meeting to which all academic Employees are invited, but is not confined to this. An Employee may be assisted by a Nominated Representative during this consultation process. Consultation will also occur with the NTEU, through the Staff Consultative Committee, on the development or review of each Work Allocation Model.

Copies of each of the work allocation models will be provided to the Staff Consultative Committee on a regular basis for review with the requirements of this Policy and Clause 41 of the Enterprise Agreement. The Staff Consultative Committee may seek further information and clarification and can provide comments and advice to a Divisional Head or nominee about the Model.

3.5 Individual work allocations for academic Employees

Individual work allocations within the respective Division will be determined by the Head of the relevant organisational unit, or nominee, in consultation with the Employee. Individual work allocations will be transparent, equitable and consistent with the Work Allocation Model of the respective Division. The Supervisor and the Employee will discuss and agree on an appropriate allocation of teaching and teaching related activities, and scholarship, research and service, as appropriate.

To ensure that the work expected and required of academic Employees is fair and reasonable, the work allocation across the three areas for individual academic Employees will not exceed the standards of reasonable work allocation set out in 3.2 above and will be consistent with a fair average assessment of the time required to perform the work to a professional standard.

Work allocation will be allocated by the Head of the relevant organisational unit or nominee on a yearly basis following consultation with each Employee and in accordance with the Divisional Work Allocation Model, and may be reviewed if necessary.

In allocating work to each Employee in the organisational unit, the Head or nominee will take into account the teaching, research, professional and administrative requirements of the department and University; and ensure that work allocations are distributed equitably and consistently amongst staff and that Employees do not have an unreasonable work allocation.

The maximum typical teaching allocation for teaching and research focused Employees is 70%. The allocation for teaching will be determined after the allocations for research, scholarship, and service have been agreed. The maximum typical teaching allocation for teaching focused Employees is 90%.

Normally, by the end of October each year, the Heads will provide each academic Employee with an indicative high level work allocation for the following year. The work allocation will indicate the proposed allocation for teaching and teaching related activities, and scholarship, research and service. The Employee will be provided with the opportunity to respond to the proposed work allocation to ensure that the allocation is fair and reasonable.

Normally, by the middle of February, the Head or nominee is to provide a complete initial annual work allocation for all Employees. The Head or nominee will ensure that discussions occur with individual Employees and that they are provided with an opportunity to raise issues for consideration. An Employee may discuss and request variations to their work allocation prior to the work allocation being finalised.

Once confirmed, individual work allocations will normally only be amended where there are significant changes to Student numbers or where exceptional or unforeseen circumstances arise.

The work allocation for each Division will be available in writing to all academic Employees in the relevant organisational unit.

Work allocations may be varied to allow Employees to specialise their duties over a year or such longer period as may be agreed with the relevant Head or nominee. The Category 4 Delegate will consider such requests having regard to the Division work allocation model, the impact the request may have on work allocation distribution for other academic Employees in the relevant organisational unit and organisational priorities.

4 Delegated Responsibilities

Approver	Level of Delegation
Category 2 Delegate	Approval of Divisional Academic Work Allocation Model.
Category 4 Delegate	Approval of claims for financial assistance. Approval of work allocation for academic Employees.

5 References

Nil.

6 Schedule Information

Accountable Officer	Chief People Officer
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Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Working Hours and Arrangements Policy
Approved Date	17/8/2022
Effective Date	17/8/2022
Review Date	3/4/2024
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Leave Procedure Work Allocation Procedure
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>Student</p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the</p>

University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

[University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

[Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2023-2026.

Definitions that relate to this schedule only

Nominated Representative

Means in relation to an Employee, a person selected by the Employee to assist or represent the Employee. The person may be an officer or Employee of the relevant Union, or any other person chosen by the Employee. In relation to the University, it means a person selected by the University to assist or represent the University. The person may be an Employee of the University, or an officer or Employee of AHEIA, or any other person selected by the University. The Nominated Representative must not be a practising barrister or solicitor and must not present a Conflict of Interest.

Supervisor

Any person responsible for leading the activities of others. In the context of this schedule, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.

Keywords

Work allocation, workload, model

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