

WESTERN SYDNEY
UNIVERSITY



School of Nursing and Midwifery 2024 Work Plan Policy & Summary

Version 1.0

Approved by SoNM Work Plan Committee

This document should be read in conjunction with the University Work Plan Policy and *Part F – Workloads and Career Development* of the Academic Staff Agreement 2022-2025.

School of Nursing and Midwifery

Work Plan Policy 2024¹

Version 1.0

To be Approved by School of Nursing and Midwifery Work Plan Committee

1. Preamble

- 1.1 This policy document has been developed by the School of Nursing and Midwifery Work Plan Committee and is guided by principles contained within the Academic Staff Agreement 2022-2025 and University Work Plan Policy 2023.

[Academic Staff Agreement 2022-2025](#)

[University Work Plan Policy 2023](#)

- 1.2 In addition, the SoNM policy has been framed to support the Strategic goals of the School, specifically:
- To enhance the School's research culture and increase high quality research output and research partnerships.
 - To support effective, innovative, and engaged teaching and learning.

2. School of Nursing & Midwifery Work Plan Committee

- 2.1 The School of Nursing and Midwifery Work Plan Committee must consist of:
- A Chair appointed by the Dean;
 - At least two employees appointed by the Dean; and
 - Elected employees equal in number to those appointed by the Dean.
- 2.2 A quorate meeting requires attendance of four members, including the Chair (or nominee) and at least one elected representative.
- 2.3 The School of Nursing and Midwifery Work Plan Committee must:
- annually review this Work Plan Policy;
 - monitor the equitable distribution of workloads in accordance with this Work Plan Policy; and
 - report to the University Work Plan Committee on an annual basis.
- 2.3.1 The SoNM Work Plan Committee determines detailed work plan allocations across the range of School activities to operationalize the UWPP requirements. These are provided in the attached **2024 SoNM Work Plan Metrics**. For the

¹ This document should be read in conjunction with the University Workplan Policy 2023 and Part F – Workloads and Career Development of the Academic Staff Agreement 2022-2025.

purposes of comparison across the University, broad measures of workload have also been provided below for teaching and research.

- 2.4 The School of Nursing and Midwifery Work Plan Committee may choose to summarise this policy in a table or spreadsheet, which may act as a numeric workload calculator to total up different policy elements.
- 2.4.1 In addition to the Academic Staff Performance Review documentation provided by the WSU Compass Program, an annual SoNM Academic Work Plan Form provides the basis for discussions between the academic and their work plan supervisor.
- 2.5 Any workload calculator used must be consistent with the requirements of this policy.
- 2.6 If disparity arises between the numeric workload calculator and the School of Nursing and Midwifery Work Plan Policy, the policy document will prevail.

3. Definitions

General Definitions

- 3.1 **Academic Unit** refers to School of Nursing and Midwifery.
- 3.2 **Employee** means an academic staff member of the University employed on an ongoing, fixed term, or casual basis who is covered by the Western Sydney University Academic Staff Agreement 2022-2025.
- 3.3 **Supervisor** means the person nominated by the University to whom an employee reports to whether directly or indirectly.

Academic Work Definitions

As set out in clauses 23.22-23.26 of the Academic Staff Agreement, academic work is comprised of teaching; research and development; administration and governance; and approved service to the community.

- 3.4 **Teaching** includes:
- a) scholarly activities of acquisition, aggregation, and synthesis of knowledge in the preparation of teaching materials;
 - b) design and/or delivery of face-to-face, online, blended learning, and other subject/program delivery modes;
 - c) delivery of lectures, tutorials, laboratory classes, seminars, workshops, practicum, clinical education, and blended learning;
 - d) development and/or delivery of non-award short courses and programs including preparatory, supplementary, and Continuing Education programs;
 - e) supervision of postgraduate coursework and honours students, research higher degree students and student placements, clinical learning, and practicums;

- f) design and preparation of student assessment;
- g) marking and student feedback;
- h) availability for student consultation relating to an individual's own teaching;
- i) scholarly and professional engagement to maintain currency in a discipline and professional area; and
- j) scholarly activity to develop and maintain teaching skills and understanding of pedagogy.

3.5 Research and development include:

- a) scholarly activities of acquisition, aggregation, and synthesis of knowledge in the preparation of research projects and associated activities;
- b) planning, constructing, undertaking, analysing, and publishing research;
- c) writing articles and other works for publication;
- d) preparing and submitting external research grant proposals;
- e) developing collaborative research networks both nationally and internationally;
- f) presenting and/or publishing scholarly papers, addresses to conferences, and the like;
- g) approved consultancy research and associated work; and
- h) development of intellectual property, patents, and commercialisation.

3.6 Administration and governance include:

- a) program and subject coordination, including new and existing program and subject development, development, and evaluation of materials, benchmarking curriculum and learning outcomes, and obtaining professional accreditations;
- b) management or coordination of centres, units, and/or academic organisational sub-units or functions;
- c) contributions to committees;
- d) formal Employee supervision;
- e) management, coordination, development, or promotion of University enterprises, programs, or commercial activities;
- f) general administration of policies and work of the Employee's academic unit; and
- g) contribution to institutional leadership and/or governance at the University.

- 3.7 Where relevance to the work of the University can be demonstrated, **approved service to the community** includes:
- a) contributions to, and involvement with, professional or academic associations, business, unions, and industry;
 - b) contributions to, and involvement with, government and community bodies and associations relevant to the University's engagement strategy;
 - c) involvement in academic publishing through refereeing articles, editing journals, and participating in editorial boards; and
 - d) promotion of the University in the community.

4. Principles

This document provides principles and procedures in relation to managing these areas of academic work, including how the unit's policy guides the development of Individual Work Agreements.

- Principle 1.** The Work Plan process will be equitable, transparent, and collegial.
- Principle 2.** There will be a reasonable and equitable distribution of work plans amongst employees with flexibility in the proportion of time allocated to the wide range of academic work.
- Principle 3.** The Work Plan process will take account of and positively promote quality educational experiences for students and the career aspirations of academics.
- Principle 4.** The Work Plan allocations will consistently reflect factors which impact on the complexity, intensity, and level of the work plan element.
- Principle 5.** The Individual Work Plans will be capable of being compared against each other, as well as against the previous Individual Work Plans of the academic concerned.

5. Individual Work Agreements

- 5.1 Individual Work Agreements are negotiated on an annual basis between an employee and their supervisor, who should be familiar with the Academic Staff Agreement 2022-2025, the University Work Plan Policy, and this work plan policy.
- 5.1.1 SoNM work plan is based on the Academic Staff Agreement 2022-2025 clause 23.9 which requires a full time academic to work an average of 35 hours per week over a one-year period or pro rata for part-time engagements.
- 5.1.2 SoNM work plan allocations are expressed in percentages (%) and each academic will normally develop an FTE adjusted annual work plan of 100%.
- 5.1.3 SoNM negotiated plan will include an appropriate mix of activities and will consider opportunities for academics to participate in, develop and balance their expertise across the range of academic areas.

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- 5.2 Supervisors must then recommend the signed Individual Work Agreement for approval by the Dean, as per clause 23.34 of the Academic Staff Agreement 2022-2025.
 - 5.2.1 SoNM work plans must fit with the expectations of the school in terms of work allocation. Work plans are a contractual agreement where both parties (school and individual) benefit from the contract and academics simply cannot determine independently what they will and will not do.
 - 5.3 Individual Work Agreements are agreed through a process of negotiation. This is distinct from the leadership and support provided during Academic Career Development, Planning and Review.
 - 5.4 Individual Work Agreements must be collegially negotiated and agreed in writing.
 - 5.4.1 SoNM agreed plans are stored securely within the School's digital repository and academics are provided with copies of any agreed changes made during the year.
 - 5.4.2 Details of each Individual Work Plan are entered into a SoNM Work Plan Database to provide full transparency and comparison of work plans across the School.
 - 5.4.3 A repository of approved Individual Work Plans will be available to SoNM Academics.
 - 5.4.4 Due to the significant practical considerations of teaching in a multi-campus environment, the SoNM manages on-campus teaching responsibilities based on a campus structure, currently at Campbelltown, Hawkesbury, Parramatta, and Liverpool. Specific positions have been created around this structure including Academic Program Advisors for each campus. Each academic will be allocated a work plan supervisor and will work with that work plan supervisor to develop an appropriate work plan.
 - 5.4.5 While this division into campus groups is useful to make the work plan discussions more manageable, all academics belong to the School and work for the good for the School as a whole.
 - 5.5 Individual Work Agreements must be approved by the Dean by 31 March each year.
 - 5.6 Individual Work Agreements are subject to renegotiation if circumstances substantially change after the date they are agreed.
 - 5.7 In addition to the content requirements of clause 23.28 of the Academic Staff Agreement 2022-2025, Individual Work Agreements must make allocations as required by clauses 6-8 below.
 - 5.8 SoNM accepts that there may be circumstances where an academic wishes to take on roles and responsibilities above work plan. In the interests of equity and staff wellbeing these instances will be strictly monitored.

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- 5.9 Appropriate mechanisms are provided where conflicts arise between academics and their work plan supervisors (see Section 9 below).

6. Teaching

Standard Principles

- 6.1 Apart from Deans, Deputy Deans, Associate Deans, Directors, and research only academics, all staff have a minimum 20% teaching allocation, with at least 10% allocated to coursework teaching.
- 6.2 There is a maximum teaching load of 50 EFTSL per year or 12 hours per week (unless the teaching has minimal or no preparation).
- 6.3 There is a possible teaching allocation to enable participation in Foundations of University Learning and Teaching (FULT) of a 5% a year (to a maximum of 10%), Research Accelerator Program (RAP) of 2% a year (to a maximum of 4%) and Special Projects in Teaching, Research or Governance. Research Accelerator Program (RAP) is only available for Decasualisation Staff.
- 6.4 Staff are eligible for marking relief if they are responsible for more than 150 students in a teaching period.
- 6.5 Travel time of 2 hours is allocated for employees required to teach on more than one campus in a single day. This allocation may be varied if a reason is specified in an Individual Work Agreement.
- 6.6 Subject to the operational requirements of the School of Nursing and Midwifery, employees may concentrate their teaching to manage their research.

School of Nursing and Midwifery Principles

6.7 Teaching Load

- 6.7.1 The School will determine annually the allocation for each type of teaching activity based on the need to support effective, innovative, and engaged teaching and learning.
- 6.7.2 In addition, allocations reflect the distribution of activities across different modes and methods of delivery. Equivalence in total workload (e.g., taking account of the upfront development of subjects fully online in delivery and assessment) will be provided for the same subject taught in different modes.
- 6.7.3 Where the School requests an academic to take on a governance role in addition to their existing research and supervision commitments, the Dean may request a specific exemption to the 20% teaching load from the DVCA. This will not apply where the academic has chosen to take on the role, in which case the academic will be required to fulfil their 20% teaching commitment before other allocations such as research are negotiated.
- 6.7.4 The Dean may also approve exceptions to the minimum 10% coursework component in exceptional circumstances.

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- 6.7.5 The School will continue to use a full EFTSL based model for the allocation of teaching workload. This allows the School's curricula and teaching patterns to be accommodated more effectively than an hours-based model.
 - 6.7.6 Each subject is allocated a standard subject preparation allowance (see 6.10 below – 5.0%), subject coordination allocation is then based on projected enrolment numbers and finalised after census (1 x EFTSL = 8 enrolled students).
 - 6.7.7 The EFTSL component elements for delivery and marking may vary by program to accommodate curriculum requirements.
 - 6.7.8 The EFTSL value of subjects that extensively use e-learning e.g., BN Strength subjects may be weighted to reflect the learning design and technologies used.
 - 6.7.9 Marking and assessment activities are recognised as an essential element of high-quality teaching and there is an expectation that each academic will undertake both delivery and marking for their subject or assigned student groups.
 - 6.7.10 The School will allocate academics a portfolio of teaching subjects which provide a reasonable balance between delivery and marking activities based on their experience and expertise.
 - 6.7.11 For each subject, marking activities will as far as possible, take place during non-teaching weeks and will be capped at 90 students for theory subjects where a 3-week turnaround is required.
 - 6.7.12 Teaching delivery for theory subject coordinators and deputy coordinators in the BN program will include shared responsibility for the delivery of large group classes. Their marking activities will be limited to shared responsibility for moderation.
 - 6.7.13 Allocations for Clinical Facilitation are available where other appropriate teaching activities are not available.
- 6.8 Number and type of subjects (SoNM Teaching Profiles)**
- 6.8.1 Most academics are expected to teach in three subjects per year. One subject in the semester in which they are coordinating and two in the other semester.
 - 6.8.2 Academics who have completed their PhD will be eligible to coordinate and teach in the Masters in Nursing Practice (Preregistration) and PG programs. Coordinators will be expected to prioritise delivery and assessment in their own subject before undertaking other teaching activities.
 - 6.8.3 Where a PG subject has more than 90 enrolments per session, it is expected that additional resources will be required to support the subject coordinator with delivery and/or assessment activities.
 - 6.8.4 Most PG subjects are multimodal offerings and some also have an offshore offering.

6.8.5 Academics without a PhD or equivalency will normally only teach in UG programs where they will normally be allocated 3 tutorial groups per subject.

6.8.6 Participation will be based on academic profile, experience, and Recency of Practice (NMBA) or discipline equivalence.

The following broad profiles may be indicative of the work plans which represent most academics in the School. References to groups are based on a class size of 30 students (3.75 EFTSL).

6.8.7 **Minimum Teaching Allocation** 20 percent

Academics with this profile will be research leaders within the School who supervise considerable numbers of HDR students. Their coursework teaching load is however kept to the minimum 10% (2-4 groups per year) at either UG or PG level and should be related to their area of research.

6.8.8 **Lower Teaching Allocation** 20-40 percent

Academics with this profile will have an established to substantial research allocation. Their teaching allocation (5-7 groups per year) will be at either UG or PG level and may include higher degree supervision. Academics with this profile are also likely to have a more senior School Governance Role.

6.8.9 **Standard Teaching Allocation** 40-50 percent

This is a balanced profile in the sense that it caters for the all-rounder with significant teaching responsibilities (8-9 groups per year), a developing or established research profile and a reasonable subject coordination or School Governance load.

6.8.10 **Higher Teaching Allocation** 50-60 percent

Early careers academics or academics undertaking HDR study are expected to take on at least a UG deputy coordinator role with teaching duties (9-10 groups per year).

6.8.11 **Maximum Teaching Allocation** 60-75 percent

Where an academic receives no research allocation (as per section 7.7 d below) they may be required to take on additional coordination-or teaching duties up to the WSU maximum of 50 EFTSL. This is likely to include delivery in periods other than the two standard semesters such as Summer School or WSU Online residential.

6.8.12 Where an academic takes on teaching or supervision activities beyond expectation, their allocation for these activities will be capped at the upper limit of their teaching profile.

6.9 **Subject coordination**

6.9.1 A three-year term will be offered on the appointment of a subject coordinator to promote subject development and administrative expertise. The role is normally expected to include responsibility for each cohort of students up until the next academic session (up to 12 months). For subjects running in the second half of the year this role may extend to the following Autumn session.

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- 6.9.2 Allowances for subject coordination are sliding scale within the extended EFTSL model based on forecast subject enrolments. The coordination weighting within the EFTSL model may vary slightly by program but is around 0.5% per EFTSL (minimum 1.5%)
- 6.9.3 For subjects delivered across 3 or more campuses a portion of the coordination allowance is provided for a deputy coordinator, reflecting the distribution of responsibilities between the two roles.
- 6.9.4 The role of multi-campus coordinator is limited to one per semester and is not normally undertaken by an academic with a substantial school governance role.
- 6.9.5 Subject and deputy coordinator roles would not usually be allocated to academics that have a fractional appointment of less than 0.6.
- 6.9.6 Where subject coordinators (or other members of the subject team) are involved in miscellaneous student activities (for example change of grade or review of grade) in excess of the normal subject coordinator role, as evidenced by diarised entries, appropriate adjustments to their work plan will normally be agreed with their work plan supervisor for the following semester. There is however an expectation that the academic will consult with their work plan supervisor prior to these activities being undertaken.
- 6.9.7 With the exception of Research Leaders and staff with Senior School Governance roles, all academics are expected to take on a subject coordinator or deputy coordinator role within the School.
- 6.10 **Subject Preparation**
- 6.10.1 Allowance of 5% is given to the subject coordinator for the setup of all subjects, with an exception to Honours subjects, allocation of 1% is given. This includes vUWS setup, Learning Guides, Content, Exam and Assessment preparation for all modes and sessions.
- 6.10.2 For subjects delivered across multiple campuses a portion of the subject preparation allowance is provided for a deputy coordinator, reflecting the distribution of responsibilities between the two roles.
- 6.11 **Subject Development**
- 6.11.1 Allowances are provided for the preparation and update of UG and PG teaching materials, taking into account both scale and complexity of work undertaken. They are contingent on DAP approval and satisfactory feedback on the quality of preparation work.
- 6.11.2 For existing materials, these metrics are based on a shelf life of approximately 3 years that is normally no more than one third being redeveloped in any one year.
- 6.11.3 Allowances are normally allocated to the subject coordinator (and the deputy coordinator for multi-campus subjects see (6.93 above)

6.12 HDR Supervision

- 6.12.1 Allocations are provided for the Supervision of Higher Degree Research and Honours Students.
- 6.12.2 Allocations are normally 50% to the Principal Supervisor and 25% to each Associate Supervisor.
- 6.12.3 Allocations across the supervisory team are based on full time students (pro-rata for part-time study)
- 6.12.4 Allocations are based on the credit point value of the thesis component (pro-rata adjustment where lower than 80 credit points).

As part of the School's strategy to build supervision capacity, the following specific principles will apply:

- 6.12.5 Where a co-supervisor member of the panel is external to the School but a staff member of Western Sydney University, they will be apportioned the same workload as a co-supervisor in the SONM (25%). If a co-supervisor is external to the University, they will be apportioned 25% if there are only 2 SONM panel members and 0% if the external researcher is the fourth member of the panel.
- 6.12.6 Co-supervising students in other Schools/Universities will be capped at 20% for other Schools and 0% for other Universities (maximum 2 panels)
- 6.12.7 Supervisory panels are encouraged to include at least one School based Early Career Researcher.
- 6.12.8 Each ECR should normally have a maximum of 2 PhD and 1 Honours supervisory roles.
- 6.12.9 Senior researchers are reminded that the University policy on supervision specifies the maximum number of supervisory roles.
<https://policies.westernsydney.edu.au/document/view.current.php?id=239>
- 6.12.10 An additional allocation may be approved for the appointment for an Associate Supervisor, with no prior supervision experience, to the supervisory panel of an Honours student.

7. Research

Allocation of research time to staff in School of Nursing and Midwifery aligns to the research profiles and percentage ranges of the University Research Profiles.

The research profiles relevant to Schools are as follows:

7.1 **Scholarship or Developing Research Profile 1:** 20 percent research allocation.

- This profile is characterised by at least two Q1 publication over the previous three years as 1st, 2nd, last author (10% per publication). If a staff member is on a Q1 publication but not in 1st, 2nd, or last position as an author they will be eligible for 5% towards the 20% allocation. Any external research income will be assessed as per the research apportioned income metric. 5% towards the total 20% can be obtained for grant success internal to the school or WSU, such as seed grants or teaching and learning grants, conference presentations, publication in a professional journal, coursework masters. Employees in this profile may be early career academics, developing their research profile, or returning to more active research. Supervisors and academic group colleagues should assist research development by encouraging teaching and research synergies, and by allocating workloads accordingly.
- All staff members must be actively engaged in a relevant research theme and have a designated research mentor/s. As a minimum standard for an academic in SoNM, All academic staff members are required to complete their Research Development Plan each year and provide evidence that goals have been met in the past three years to continue to be allocated a minimum 20.% research in their workload. Any workload beyond 20% needs to meet the requirements of Profile 2 (see below).
- A workload allocation of 20% for a HDR (higher degree research) or Hons enrolment may be granted for this profile, subject to satisfactory annual RHD progress.
 - Max of 6 years PT for PhD, 4 years PT for Research Masters Study and 2 years PT for Hons.
 - Eligibility is dependent on a strong rate of progress sufficient for academics to complete within the on-time completion period. Once the maximum years of study have passed, and if the degree has not been completed, then the staff member will revert to assessment under the minimum 20.0% research allocation to all staff in Profile 1.
 - Academics receiving a PhD Scholarship will not normally be eligible to receive an HDR work plan allowance. They would usually be expected to focus on teaching related activities, especially where their fractional appointment is limited to one or two days per week.

- Additional allocation for publications will not be available until ECR status has been achieved.
- SONM Early Career Researchers are eligible for but not limited to a 20% allocation for the first 5 years following completion of a PhD provided that evidence of quality research outcomes can be demonstrated including at least 4 Q1 publications by the end of the 3rd year. If an ECR achieves the points for Profile 2 they must be allowed to increase their workload beyond 20% before the end of the 5 years.
- For SoNM Profiles ECR, Profile 2 and Profile 3, other non-conventional research which demonstrate significant citation and impact including commentaries in media, publications in The Conversation and government publications, Impact stories/Competition, greater than 20% publications in Top 10% journals worldwide are eligible (up to a maximum 5%) to be included as evidence of research output. In Profile 1 ONLY 5% can be obtained for grant success internal to presentation, publication in a professional journal, coursework masters.

7.2 Substantial Research Profile 2: 20–40 percent research allocation

- Employees in this profile will have substantial research standing in their discipline and, depending on the character and methods of their research, will generally aspire to achieve national and/or international publication as well as competitive external funding.
- SoNM Substantial Researchers have achieved publication in Q1 journals (4 x Q1 publications² = 10% in this profile to max of 40% = i.e., 16 publications) and have been successful in attracting research funding (apportioned funds). Researchers in this category must provide mentorship for at least 2 developing and early career researchers within the School. Substantial researchers are actively engaged and collaborate in national research networks. If a researcher has submitted a Category 1 grant at WSU as CIA (lead investigator) in the past 3 years they can receive 5% workload regardless of the success of that grant. They will need to have followed university processes and submitted an EOI to the Research office and a clearance form.

7.3 Research Leaders and Mentors Profile 3: 40–60 percent research allocation

- Academic staff in this profile will have an advanced research output in their discipline area, usually including significant external income and a well above average publication output (5 x Q1 publications² = 10% in this profile to max of 40% = i.e., 20 publications). They will be required to play a research leadership and/or mentoring role for staff in the other profiles. Leadership and mentoring may include being the head of a recognised research program or subject, and/or guiding and supporting the research efforts of less experienced researchers. If a researcher has submitted a

² Q1 publications 1st, 2nd, or last author only.

category 1 grant at WSU as CIA (lead investigator) in the past 3 years they can receive 5% workload regardless of the success of that grant. They will need to have followed university processes and submitted an EOI to the Research Officer and a clearance form.

- SoNM Research Leaders and Mentors have achieved above average publication output in quality journals and have been successful in attracting external funding. They demonstrate research leadership and mentoring for academics in other profiles and collaborate in national and international research networks, with industry partners and presenting at conferences.
- For SoNM, other non-conventional research which demonstrate significant citation and impact including commentaries in media, publications in *The Conversation* and government publications, Impact stories/Competition, greater than 20% publications in Top 10% journals worldwide are eligible (up to a maximum 5%) to be included as evidence of research output
- For SoNM, leadership may include being the head of a recognised research program or subject, and mentoring may include guiding and supporting the research efforts of less experienced academics (3-4 staff mentored).

The research profile relevant to Institutes is as follows:

7.4 **Research Intensive Scholars Profile 4:** 60–70 percent research allocation

- This profile relates to academic staff in University-designated Institutes, where competitively appointed RIF-funded scholars from Levels A to E are expected to have advanced research standing relative to their colleagues at the same level, and where their primary role is to advance the research standing of the University.
- This profile is not applicable to SoNM.

7.4.1 **Exemplary Researcher:** 60–70 percent research allocation

- Academic staff in this profile will have outstanding research output and income in their discipline area, usually including significant external income and a well above average publication output (5 x Q1 publications = 10% in this profile to max of 40% = i.e., 20 publications). They will need to also have research income of over \$1 million over three years to gain the full 70%. They will be required to play a substantial role in research leadership in the SoNM and lead major programs of work with significant national and international collaborations. Leadership and mentoring may include being the head of a recognised research program or subject and guiding and supporting the research efforts of teams of less experienced researchers.

In addition, the following category is recognised:

7.5 **Research-Only Scholars:** 70–100 percent research

- Clause 23.1 of the Enterprise Agreement exempts ‘research-only academics’ from academic workloads. Research-only academics include those employed on research contracts of five years or less which may include positions funded by external grants or fellowships (such as DECRA and Laureate Fellows). Such scholars can take on administration and teaching, including HDR supervision, at their own discretion.
- SoNM cojoint research appointments, located in a clinical setting, will be treated as ‘research-only academics’ and will be exempt from the work planning process.
- Work plans for SoNM researchers appointed to positions designated as Research Fellow will be negotiated individually and will include a minimum of 20% teaching as is required of all academics.

7.6 **Research Profile Allocation Process**

- a) Allocations to research profiles will be made on a triennial basis, taking into account reasonable breaks in research activity for parental leave, illness, or other valid reasons.
- b) The SoNM Work Plan Committee will determine research outcomes targets annually for the purpose of allocating scholarship and research work plans, enhancing the School’s research culture and increasing high quality research outputs and research partnerships.
- c) Points will be awarded for (1) Q1 publications (2) Research Grant Income (apportioned) and (3) Engagement/Impact as detailed in the attached **2023 SoNM AWP Metrics Appendix B Summary** using research performance data from the University’s Researcher Portal for the previous 3 years. The Associate Dean of Research will meet with the Directors of Academic Workforce to review and discuss the data prior to individual negotiations taking place.
- d) An employee’s entire workload may be allocated to activity other than research if:
 - i. the employee has had opportunities to produce research outcomes; and
 - ii. in the preceding 3 years, without good reason, has consistently not produced evidence of reasonably productive engagement in research consistent with the employee’s academic level, discipline, and personal career plans.
 - iii. SoNM Academics may also opt voluntarily to be placed in this category.
- e) The Academic Career Development, Planning and Review Process is the ongoing reference point for expected research outcomes. If an employee has shown signs of positive research engagement, they will be invited to

submit a research plan which may inform their forthcoming research allocation (up to 20.0%).

7.7 **JBI Institute** 3-5 percent

- To continue to achieve JBI centre status allocate 5% to director of JBI and 3% to deputy director. Systematic/meta synthesis reviews in JBI considered as a Q1 publication and come under the same rules of points being allocated for 1st, 2nd or last author.

7.8 **Research Theme Leadership** 5 percent

- Allocate 5% to the leader/s of each of the 9 Research themes in the SoNM. The 5% can be split between more than one staff member as a leadership team but this workload cannot add up to more than 5%.

8. Administration and Governance

8.1 In the School of Nursing and Midwifery a standard administration and governance allocation of 10% (pro rata for employees with fractional appointments) is allocated to academic staff to cover administrative duties and collegial responsibilities such as Open Day, careers markets, academic advising (not covering formal academic program advice as provided by appointed Academic Program Advisors) and graduations.

8.1.1 It is an expectation that:

- All academics will attend School meetings, graduation ceremonies and participate in as well as attend the school research seminar series, with the exception of academics on approved annual or other leave, or where there is conflict due to a teaching or other committee work.
- All academics will attend at least one assigned marketing event such as open days, information evenings and program decision days.

8.1.2 It is a further expectation that senior level academics will all participate in the governance of the School and/or University.

8.2 Academic leadership positions attract the following administration and governance allocations:

- Dean and Deputy Dean - 80%
- Other - Please refer to the attached **2024 SoNM AWP Metrics Appendix A Summary**

8.3 Administration and governance allocations for leadership roles consider the following factors:

- a) The nature of the work;
- b) The number of staff-members being supervised; and
- c) The student load in a program.

8.4 University-Agreed Administration and Governance Allocations

Figure 1: University Governance Allocations

University-Wide Administrative Activity	Source of Allocation	Time %	Days per Week	Hours per Week
Disability Coordinators	UWPP cl 68.a	5.0%	0.25	1.75
University Governance Committees	UWPP cl 68.b	5.0%	0.25	1.75
Human Research Ethics Committee (HREC)	UWPP cl 68.c, also refer to HREC Terms of Reference	5.0%, 10.0% or 20.0%	0.25, 0.5 or 1.0	1.75, 3.5 or 7
Low and Negligible Risk Human Research Ethics Committee (LNR HREC)	UWPP cl 68.d, also refer to LNR HREC Terms of Reference	5.0%, 10.0% or 20.0%	0.25, 0.5 or 1.0	1.75, 3.5 or 7
Academic Unit Work Plan Committees	UWPP cl 68.e	2.0%	0.1	0.7
Senate-mandated academic unit committees or sub-committees	UWPP cl 68.f	5.0%	0.25	1.75
Equity and Diversity Working Party Members	UWPP cl 68.i.i	1.0%	0.05	0.35
Work Health & Safety Representative	UWPP cl.68.g	5.0%	0.25	1.75
Equity and Diversity Working Party Dual SAGE – Self-Assessment Team Members	UWPP cl 68.i.ii	2.0%	0.1	0.7
Equity and Diversity Working Party Allocations Chairs	UWPP cl 68.i.iii	3.0%	0.14	1.0

For further guidance please see Administration and Governance Allocations (UWPP cl. 67-72 - 2022), that discuss the University-wide allocations for these responsibilities.

Academics appointed to a School Governance or Leadership position are not eligible for additional committee membership allocations where the activity falls within the remit of their role.

Where the UWPP provides particular requirements relating to Committee membership, the School has determined allocations within the mandated range taking into account the specific duties of members.

Workload for Work Health & Safety Representative in School of Nursing and Midwifery has been developed in consultation with relevant Health and Safety Committees and Campus Provosts. This is incorporated in the Simulation Coordinator allocation for 2024.

8.5 School-based responsibilities

8.5.1 A list of other School-based responsibilities with a recognised administration and governance allocation is provided on the attached **2024 SoNM AWP Metrics Appendix A Summary**.

- 8.5.2 Travel between campuses is broadly discouraged and video conferencing; teleconferencing and other communication methods are expected to be used as a first preference. A limited allowance is provided for essential intra campus travel.
- 8.5.3 Where an academic takes on governance or coordination roles beyond expectation, they will not be eligible for an allocation for the additional roles.

9. Dispute Resolution

- 9.1 Disputes about Individual Work Agreements must be referred to either the Dean or the School of Nursing and Midwifery Work Plan Committee for resolution in the first instance.
- 9.2 The School of Nursing and Midwifery Work Plan Committee must either attempt to resolve the dispute or escalate the dispute to the Dean.
- 9.3 The Dean must attempt to resolve any dispute referred to them.
- 9.4 If the dispute remains unresolved, either person may refer the dispute to the University Work Plan Committee.
- 9.5 The University Work Plan Committee will determine if the workload allocation process has complied with the Academic Staff Agreement 2022-2025, the University Work Plan Policy, and the Academic Unit Work Plan Policy.
- 9.6 Decisions of the University Work Plan Committee will be binding and final.

10. Consultation

Clause 24.10 of the Academic Staff Agreement 2022-2025 requires Academic Unit Work Plan Committees to seek and take account of feedback from employees within the Academic Unit on the Academic Unit Work Plan Policy. The following groups were consulted in the development of this policy:

Group Consulted in Policy Development	Date of Consultation
School Work Plan Committee	25th October 2023
Staff Forum- <i>preceded by 10-day circulation of relevant documentation</i>	16 th November 2023
Staff Campus Forums facilitated by Staff Reps	All staff invited to online forum 16 th November 2023

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School Work Plan Policy Appendix A

	Pro-Forma Reference	% Allocation
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Total Work Plan (pro rata work plan FTE)	5.1	100%
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University General Teaching Metrics	Pro-Forma Reference	% Allocation
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(a) All staff (except as approved by UWPP or DVCA) teaching allocation as defined by Section 5 Allocations - Teaching Allocations from University Work Plan Policy (UWPP 58)	6.1	20% Min of which (b)
(b) All staff teaching UG and/or PG coursework students allocation as defined by Section 5 Allocations - Teaching Allocations from University Work Plan Policy (UWPP 58)	6.1	10% Min part of (a)
(c) The WSU upper limit of 50 EFTSL will be equivalent to 90% workplan NOTE: Per EFTSL value encompasses all coordination, delivery and assessment activities	6.7.6	1.8% per EFTSL*
(d) Annual class teaching allocations up to 12 tutorial groups per annum(as defined by broad teaching profiles).	6.2	Max per Annum 50 EFTSL
(e) Teaching normally within 3 subjects per year for a standard teaching role. Higher teaching to agree additional allocations with their work plan supervisor	6.8	

1. Subject Related Allocations	Pro-Forma Reference	% Allocation
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EFTSL Weightings	Pro-Forma Reference	% Allocation
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The EFTSL weightings have been revised to reflect the School's decision to incorporate Subject Coordination into the calculation as a core activity for permanent staff members, which includes Marking Moderation, and Subject Preparation for all subjects.	6.7.6	See Table A
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The weightings for all subjects reflect marking moderation within Coordination	6.7.6	See Table A
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Table A: EFTSL Weightings by Program

Program	Coordination	Subject Preparation	Delivery	Marking	Total
Nursing UG Theory	0.20	0.05	0.40	0.35	1.0
Nursing UG CPU	0.20	0.05	0.70	0.05	1.0
Nursing PG Theory	0.20	0.05	0.30	0.45	1.0
Nursing PG CPU	0.20	0.05	0.70	0.05	1.0
Midwifery Theory	0.20	0.05	0.40	0.35	1.0
Midwifery CPU	0.20	0.05	0.70	0.05	1.0
Grad Dip Theory	0.20	0.05	0.40	0.35	1.0
Grad Dip CPU	0.20	0.05	0.70	0.05	1.0
Honours	0.20	0.01	0.40	0.39	1.0
<i>*Subject Preparation new addition for 2024, not EFTSL based*</i>					

Table B: Example Metrics by Program

Program	Enrolments	Coordination & Moderation (Sc & DSC)	Subject Preparation	Group Size	Delivery	Marking
Nursing UG Theory	1200	54.0%	5.0%	30	2.5%	2.5%
Nursing UG CPU	1200	54.0%	5.0%	18	3.0%	0.5%
Nursing PG	120	5.5%	5.0%	30	2.0%	3.0%
Masters Theory	216	9.5%	5.0%	30	2.0%	3.0%
Masters CPU	216	9.5%	5.0%	18	3.0%	0.5%
Midwifery Theory	65	3.0%	5.0%	30	2.5%	2.5%
Midwifery CPU	65	3.0%	5.0%	18	3.0%	0.5%
Grad Dip Theory	60	2.5%	5.0%	30	2.0%	2.5%
Grad Dip CPU	60	2.5%	5.0%	18	3.0%	0.5%
Honours	5	0.5%	1.0%	5	1.0%	1.0%
<i>*All subjects receive Subject Preparation, this is NOT EFTSL based*</i>						

1.1 - Subject Coordination	Pro-Forma Reference	% Allocation
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Sliding scale Allocation based on forecast subject enrolments. For multi-mode or multi session subjects this will be calculated for the whole year	6.9.2	As per Table B
Multi Campus SC: Deputy share allocation 60:40 reflecting the responsibilities of roles	6.9.3	
PG Offshore - all locations and offerings (includes quality assurance review)		2.0%

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1.2 - Subject Preparation (normally allocated to the Subject Coordinator)	Pro-Forma Reference	% Allocation																								
All Subjects will be allocated 5.0%, except Honours subjects will be allocated 1.0%. This includes vUWS setup, Learning Guides, Content, Exams and Assessment preparation for all modes and sessions (includes Offshore and OES) - Honours - Other Subjects	6.10	1.0% 5.0%																								
1.3 - Subject/Curriculum Development (normally allocated to the Subject Coordinator)	Pro-Forma Reference	% Allocation																								
Table C: Development of Teaching and Assessment Materials as approved by the DAP	6.11	As per Table C																								
<table border="1"> <thead> <tr> <th>Program</th> <th>Annual Renewal</th> <th>New Subject Day Mode</th> <th>New Subject Online Mode</th> </tr> </thead> <tbody> <tr> <td>UG/BMID/Grad Dip CPU</td> <td align="center">5.0%</td> <td align="center">Up to 15.0%</td> <td></td> </tr> <tr> <td>UG/BMID/Grad Dip Theory</td> <td align="center">5.0%</td> <td align="center">Up to 15.0%</td> <td align="center">Up to 15.0%</td> </tr> <tr> <td>PG/Masters Workshops</td> <td align="center">2.0%</td> <td align="center">Up to 4.0%</td> <td></td> </tr> <tr> <td>PG Online</td> <td align="center">2.0%</td> <td></td> <td align="center">Up to 15.0%</td> </tr> <tr> <td>BN WSU Online</td> <td align="center">1.5%</td> <td align="center">Up to 5.0%</td> <td></td> </tr> </tbody> </table>			Program	Annual Renewal	New Subject Day Mode	New Subject Online Mode	UG/BMID/Grad Dip CPU	5.0%	Up to 15.0%		UG/BMID/Grad Dip Theory	5.0%	Up to 15.0%	Up to 15.0%	PG/Masters Workshops	2.0%	Up to 4.0%		PG Online	2.0%		Up to 15.0%	BN WSU Online	1.5%	Up to 5.0%	
Program			Annual Renewal	New Subject Day Mode	New Subject Online Mode																					
UG/BMID/Grad Dip CPU			5.0%	Up to 15.0%																						
UG/BMID/Grad Dip Theory			5.0%	Up to 15.0%	Up to 15.0%																					
PG/Masters Workshops			2.0%	Up to 4.0%																						
PG Online	2.0%		Up to 15.0%																							
BN WSU Online	1.5%	Up to 5.0%																								
1.4 to 1.6 - Delivery and Assessment	Pro-Forma Reference	% Allocation																								
Subjects will be allocated a metric for delivery and assessment based on class size and EFTSL weighting by program.	6.7.7	As per Table B																								
Responsibility for the marking moderation in the BN theory subjects will be shared equally by the SC and the DSC	6.7.12	As per Table B																								
In the BN PPE/PEP subjects, skills classes (18 students) will be allocated in multiples of 2 and will include responsibility for the Workshop component which will be timetabled for 2 combined skills classes (36 students)		2.5% skills class																								
For student based subjects (PG, BN Elective, BN Hons and BN Adv) the EFTSL metric will be calculated based on forecast enrolments		1.8% = 1 EFTSL																								
For multi-mode or multi session subjects the EFTSL metric is calculated for the whole year.		1.8% = 1 EFTSL																								
Per Day Rate Teaching Activities (list subject to change during the academic year) - BN WSU Online Residentials - BN/MNP Practical Exams - Midwifery Practical Exams (BMid and Grad Dip) - Vive Voce - All Programs Teaching Replacements		0.5%																								

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2. Supervision	Pro-Forma Reference	% Allocation
2. Supervised Activity (including BN Advanced Mentoring)	Pro-Forma Reference	% Allocation
Supervision Honours Student Block of 6% for Full Time study normally allocated as follows: (1) Principal Supervisor (2) Associate Supervisor <i>OR as agreed by the supervisory panel</i> <i>Where a 3rd supervisor is requested the 6% will be reallocated prorata</i>	6.12	(1) 3.5% (2) 2.5%
Master of Research Block of 4% per annum for Full Time study for 2 years study normally allocated as follows: (1) Principal Supervisor (2) Associate Supervisor <i>OR as agreed by the supervisory panel</i> <i>Where a 3rd supervisor is requested the 4% will be reallocated prorata</i>	6.12	(1) 2.5% (2) 1.5%
Supervision Higher Degree Block of 8% per annum for Full Time PhD study for 3 years and for Masters (Hons) for 2 years study normally allocated as follows: (1) Principal Supervisor (2) Associate Supervisor (x2) <i>OR as agreed by the supervisory panel</i>	6.12	(1) 4.0% (2) 2.0%
Other HDR Supervision Student from another School	6.12.6	Max 2 Panels Max 20% role
Hons Theses Marking (60 credit points) per student		1.0%
3. Research & Development	Pro-Forma Reference	% Allocation
3.1 Research Activity Metrics - Please refer attached Profile & Research Activity definitions	Pro-Forma Reference	Pro Rata FTE
Profile (1) Scholarship or Developing Research	7.1	20%
Profile (2) Substantial Research	7.2	20%-40%
Profile (3) Research Leaders and Mentors	7.3	40%-60%
Profile (4) Research Intensive Scholars	7.4	60%-70%
Exemplary Researcher	7.4	60%-70%
Research-Only Scholars	7.5	70%-100%
JBI Director (Joanna Briggs Institute)	7.7	5%
JBI Deputy Director (Joanna Briggs Institute)	7.7	3%
3.2 Early Career Researches	Pro-Forma Reference	Pro Rata FTE
Early Career Researcher (for first 5 years following PhD graduation) Allocation for 4th and 5th Year conditional on achieving target outcomes	7.1	20%
3.3 Hons and HDR Study	Pro-Forma Reference	Pro Rata FTE
Hons Enrolment: Maximum of 2 years part-time study	7.1	20%
Higher Degree Enrolment (1) Maximum of 6 years part-time PhD study (2) Maximum of 4 years part-time research Masters/MRes study	7.1	20%

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4. Service on Behalf of the University	Pro-Forma Reference	% Allocation
4.1 Programme Leadership	Pro-Forma Reference	% Allocation
Dean (<i>does not take precedence over Dean's contract</i>)	8.2	80%
Deputy Dean	8.2	80%
Director Academic Programs		
Director Academic Program Nursing (Preregistration)	8.2	60%
Deputy Director Academic Program Nursing (Preregistration)	8.2	40%
Director Clinical	8.2	60%
Director Academic Program Nursing (PG)	8.2	40%
Director Academic Program (Midwifery)	8.2	40%
Academic Program Advisors		
Pre-registration Nursing (5 positions)	8.2	40%
Karitane C & FH	8.2	30%
Postgraduate Nursing (PG)	8.2	30%
Midwifery (BMid)	8.2	15%
Graduate Diploma Midwifery (Grad Dip)	8.2	15%
4.2 School Governance	Pro-Forma Reference	% Allocation
Associate Dean Learning and Teaching	8.2	40%
Associate Dean International & Engagement	8.2	40%
Associate Dean Research and HDR	8.2	40%
Director Academic Career Development Pre-registration Nursing (3 positions)	8.2	20%
Director Academic Career Development Midwifery	8.2	10%
Director Academic Career Development Postgraduate	8.2	15%
Director Academic Career Development Sessional	8.2	50%
Director School Engagement	8.2	20%
Director HDR & Hons	8.2	30%
Director International Programs & Engagement	8.2	20%
Director School Research	8.2	20%
Deputy Director Clinical Midwifery	8.2	20%
Deputy Director Clinical	8.2	40%
Deputy Director Clinical, Student Management - Nursing	8.2	30%
Deputy Director Academic Career Development Sessional	8.2	25%
School Engagement Facilitators (2 positions)	8.2	10%
Simulation Co-ordinator (15.0%)+ Work Health & Safety Representative (5.0%)	8.2	15%
Indigenous Liaison	8.2	10%
4.3 WSU Mandated Governance	Pro-Forma Reference	% Allocation
School Disability Coordinator	8.4	5%
University Governance & Ethics Committees (higher allocations available for Ethics Committee Chair and Deputy Chair if required)	8.4	5%
Equity and Diversity Working Party: (1) Chair (2) Members	8.4	(1) 3% (2) 1%
Work Health & Safety Representative (Incorporated in School Simulation Coordinator allocation above)	8.4	5%
Academic Work Plan Committee (Staff Reps x2)	8.4	2%
Travel time for employees required to teach on more than one campus in a single day	6.5	0.5%
4.4 New Staff Orientation	Pro-Forma Reference	% Allocation
New Staff Orientation	8.2	2.5%
4.5 General Administration	Pro-Forma Reference	% Allocation

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WSU Allocation to all School based staff to cover administrative tasks associated with email and School related activities.	8.1	10% pro rata
5. Other Activities	Pro-Forma Reference	% Allocation
5.1 WSU Professional Development Programs	Pro-Forma Reference	% Allocation
Specific Professional Development Programs (1) Enrolment in Foundations of University Learning and Teaching Module (FULT) (max 10% to complete) (2) Research Accelerator Program (RAP) (max 4% to complete - decasualisation staff only) (2.0% over 2 x years)	6.3	Max pro rata FTE (1) 5.0% (2) 2.0%
5.2 Special Projects	Pro-Forma Reference	% Allocation
Special Projects in Teaching, Research and Governance including: (1) Research Grant buy outs (as per grant award) (2) Teaching Award Submissions	6.3	by negotiation up to 20% max pro rata FTE

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Research Profiles

Points allocation 1 point = 10% (Max 60%)	Profile 1	ECR	Profile 2	Profile 3	Profile 4	
Indicative Point Range	up to 2	2	up to 4	up to 6	up to 7	
Indicative Work Plan Range	15%-20%	20%	20%-40%	40%-60%	60%-70%	
1. Research Apportioned Income (max 6 points)						
Last 3 Years as per Research Portal	1 point	2 points	3 points	4 points	5 points	6 points
Range Lower Target	\$1	\$40,000	\$100,000	\$200,000	\$1,000,000	\$2,000,000
Range Upper Target	\$39,999	\$99,999	\$199,999	\$999,999	\$1,999,999	
2. Research Q1 Publications (max 4 points)						
No of Publications	1 point	1 point	1 point	1 point	1 point	
Previous 3 years First, second or Last Author	1	2	4	5	5	
Maximum allocation in this profile	20%	20%	40%	40%	40%	
3. Citations and Impact (Other than PHD)						
Demonstrated by either:	0.5 point	0.5 point	0.5 point	0.5 point	0.5 point	
The Conversation Articles/commnetaries/media						
Impact Stories/Competition						
>20% Publications in Top 10% Journals (for more than 10 publications)						
Government publications						
4. Engagement and Mentoring						
Evidence of Mentorship	Required	Required			Required	
Evidence of Mentoring			2	3-4	4-5	
Collaboration with Industry Partners	Encouraged	Encouraged	Encouraged	Required	Required	
Professional/discipline engagement	Required	Required	Required	Required	Required	
Interational authors on papers	Encouraged	Encouraged	Encouraged	Required	Required	
Presentations at conferences	Encouraged	Encouraged	Encouraged	Required	Required	

