

# School of Computer, Data and Mathematical Sciences

## Work Plan Policy 2024<sup>1</sup>

Version 1.1

Approved by the School Work Plan Committee on 16/11/2023; minor edits approved on 11/12/2023  
Endorsed by the University Work Plan Committee on 06/12/2023

### 1 Preamble

- 1.1. The purpose of the School Work Plan Policy is to provide a framework for measuring academic workloads in the School in a transparent and equitable manner.

It is recognised that circumstances may differ between individuals and that some flexibility is required in negotiating the Individual Work Agreements between a staff member and their supervisor. On the other hand, it is important that staff undertaking similar tasks receive comparable workload allocations for those tasks in their Individual Work Agreements.

The School Work Plan Policy establishes expectations; if a staff member seeks to vary from these expectations, the staff member should demonstrate why the expectations set out in the policy are not appropriate in the particular case.

- 1.2. As far as is possible, teaching workload allocations should be discussed and finalised in teaching teams with the assistance of the relevant Director of Academic Programme (DAP). Similarly, research workload allocations should be discussed and finalised, as far as is possible, within research groups or centres.

### 2 School of Computer, Data and Mathematical Sciences (SCDMS) Work Plan Committee

- 2.1. The SCDMS Work Plan Committee must consist of:
  - (a) a Chair appointed by the Dean;
  - (b) at least two employees appointed by the Dean; and
  - (c) elected employees equal in number to those appointed by the Dean under [Clause 2.1 \(b\)](#).
- 2.2. A quorate meeting requires attendance of four members, including the Chair (or nominee) and at least one elected representative.
- 2.3. The SCDMS Work Plan Committee must:
  - (a) annually review this School Work Plan Policy;
  - (b) monitor the equitable distribution of workloads in accordance with this Work Plan Policy; and
  - (c) report to the University Work Plan Committee on an annual basis.

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<sup>1</sup>This document should be read in conjunction with the [Academic Staff Agreement 2022, Part F – Workloads and Career Development](#) and the [University Work Plan Policy](#).

- 2.4. The SCDMS 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.
- 2.5. 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 SCDMS Work Plan Policy, the policy document will prevail.

## 3 Definitions

### General Definitions

- 3.1. **Academic unit** means a School or Institute.
- 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 Academic Staff Agreement 2022:.
- 3.3. **Supervisor** means the person nominated by the University to whom an employee reports, whether directly or indirectly.
- 3.4. **Publication** means a research output that would be eligible for inclusion in the University's ERA portfolio under the relevant FoR code as per ARC rules.
- 3.5. **Grant** means an externally (government or industry) funded project that would be eligible for inclusion in the University's ERA portfolio under the relevant FoR code as per ARC rules.
- 3.6. **Non-conventional research output** means an output that would be eligible for inclusion as non-traditional research output in the University's ERA portfolio as per ARC rules.
- 3.7. **HDR student** means a student enrolled in a PhD, MPhil, MRes, MICT Res, or MAI Res.

### Academic Work Definitions

As set out in Clauses 23.22-23.26 of the Academic Staff Agreement 2022, academic work comprises teaching; research and development; administration and governance; and approved service to the community.

- 3.8. **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 curriculum delivery modes;
  - (c) delivery of lectures, tutorials, laboratory classes, seminars, workshops, practica, clinical education, and blended learning;
  - (d) development and/or delivery of non-award short courses and programmes including preparatory, supplementary, and Continuing Education programmes;
  - (e) supervision of postgraduate coursework and honours students, research higher degree students and student placements, clinical learning, and practica;
  - (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.

- 3.9. **Research and development** includes:
- (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.
- 3.10. **Administration and governance** includes:
- (a) programme and subject coordination, including new and existing programme 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, programmes, 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.
- 3.11. 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.

- 4.1. The aim of this policy is to measure academic workloads in a realistic, accurate, and equitable manner, thus supporting the career development aspirations of academic staff.
- 4.2. In this policy, workload allocations are expressed as percentages; a workload of 100% equates roughly to 1610 hours (46 weeks [taking into account 20 days of leave and 10 public holidays] at 35 hours per week).
- 4.3. Duties should be planned in a way that achieves a workload of 100%  $\pm$  5% for full-time staff, or *pro-rata* for staff who are on a fractional appointment or take ADP Leave, Banked Additional Leave, Long Service Leave, or Leave Without Pay at any time during the year. At their sole discretion, staff may choose to perform duties in excess of a workload of 105%, or *pro-rata*.

4.4. To accommodate the diverse nature of the teaching in the School, workloads for subject based teaching are modelled as follows:

- The total teaching workload for a lecture based subject is computed taking into account (a) fixed costs; (b) costs incurred by each delivery; (c) costs incurred by each student; and (d) costs incurred by each small group class.

These allocations are explained in detail in [Clause 6.10](#).

- The total teaching workload for a project based coursework subject is computed taking into account (a) fixed costs; and (b) costs incurred by each separate project group.

These allocations are explained in detail in [Clause 6.11](#).

- Best estimates of the post HECS Census date figures should be used for the number of students and the number of small group classes or project groups. Normally, the numbers from the same term in the previous year should be used, unless there is a good reason why these numbers are not appropriate.

- The total subject workload is distributed to all members of the teaching team, including sessional staff, according to the actual duties performed.<sup>2</sup> The distribution of duties and workload should be agreed upon by the members of the teaching team; once agreed, it constitutes a part of the Individual Work Agreement of each member of the teaching team.

A spreadsheet facilitating the calculation of the total subject workload and the distribution onto the members of the teaching team is provided as part of the School Work Plan Policy; this spreadsheet is to be completed once per teaching period for each subject by the subject co-ordinator in consultation with the teaching team. The use of this subject workload spreadsheet is mandatory.

4.5. Workload allocations relating to the supervision of HDR and Honours students are detailed in [Clause 6.12](#). The maximum workload allocation that can be claimed under this Policy for the supervision of HDR and Honours students is 25%. A higher allocation, for a limited time, may only be approved by the Dean on advice from the School Research Committee.

This clause does not deal with HDR or Honours students taking subjects as part of a coursework component of their degree; such coursework components constitute subject based teaching and are covered by [Clause 4.4](#) if a subject is owned by SCDMS. Supervisors marking assessments for master's degree students in the (non-SCDMS) subjects HUMN4001 Researcher Development 1 or HUMN4002 Researcher Development 2 receive an allocation of 0.5% per student and subject.

4.6. Workload allocations for moderating subjects offered by third-party providers are detailed in [Clause 6.13](#).

4.7. Allocations for research are detailed in [Section 7](#).

4.8. Allocations for administration and governance are detailed in [Section 8](#).

4.9. Allocations for service to the community are detailed in [Section 9](#).

4.10. Where this policy specifies annual workload allocations, these annual allocations must be applied *pro-rata* if staff are on a fractional appointment or take ADP Leave, Banked Additional Leave, Long Service Leave, or Leave Without Pay at any time during the year.

4.11. Workload allocations for any significant duties not covered by this policy may be negotiated as a special project; examples of situations where such an allocation may be appropriate include the development of a new programme or an entirely new subject, the conversion of an existing subject for online or blended delivery, or teaching and/or curriculum development for another academic unit (for example, in cross-unit collaborations and multidisciplinary subjects).

Any allocation under this clause requires prior approval by the Dean or Deputy Dean and the relevant DAP.

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<sup>2</sup>While sessional staff are not covered by this Policy, allocations for work that is undertaken by sessional staff must not be claimed in the Individual Work Agreement of any other member of the teaching team. It is emphasised that there is no suggestion to link the payment of sessional staff to workloads computed under this Policy.

## 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, the University Work Plan Policy, and this School Work Plan Policy.
- 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.
- 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 upon in writing.
- 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 change substantially after the date on which the Individual Work Agreement was agreed upon.
- 5.7. In addition to the content requirements of clause 23.28 of the Academic Staff Agreement 2022, Individual Work Agreements must make allocations as required by Sections 6-8 below.
- 5.8. If the workload for planned duties exceeds 105%, or *pro-rata* (cf. [Clause 4.3](#)), a staff member can choose to either (a) agree to a workload exceeding 105%; or (b) request a reduction of the planned duties, if there is agreement on the actual calculation of the workload for the planned duties; or (c) raise a dispute.
- 5.9. The workload for all planned duties must be included in a staff member's Individual Work Agreement. This applies even if a staff member chooses to take on work in excess of 105%, or *pro-rata* (cf. [Clause 4.3](#) and [Clause 5.8](#)).
- 5.10. The handling of disputes about Individual Work Agreements is outlined in [Section 10](#).

## 6 Teaching

### Standard Principles

- 6.1. Apart from Deans, Deputy Deans, Directors, Deputy 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 of 5% a year (to a maximum of 10%) to enable participation in Foundations of University Learning and Teaching (FULT).
- 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 (corresponding to 1.5% for weekly travel over a 13-week term, or *pro-rata*) is allocated for employees required to teach on more than one campus in a single day under [Clause 8.6](#). This allocation may be varied if a reason is specified in an Individual Work Agreement.

Workload allocations for inter-campus travel are shown in the administration and governance section of the Individual Work Agreement.

- 6.6. Subject to the operational requirements of the School, employees may concentrate their teaching to manage their research.

## School of Computer, Data and Mathematical Sciences Principles

### 6.7. Teaching load

Workloads for subject based teaching are modelled as detailed in Clauses 6.10 and 6.11. An academic should expect to cover 15-45 EFTSL each year, depending on their research and administration workloads, and the size and nature of the subjects they are involved in.

### 6.8. Number and type of subjects

Workloads for subject based teaching are modelled as detailed in Clauses 6.10 and 6.11. An academic should expect to coordinate 1-3 subjects and to contribute to 2-4 subjects each year, depending on their research and administration workloads, and the size and nature of the subjects they are involved in.

On the basis of Autumn, Spring, and Summer terms, staff will not be required to teach more than two consecutive terms.

### 6.9. Subject coordination

Workloads for subject based teaching are modelled as detailed in Clauses 6.10 and 6.11; the total workload allocation for each subject includes a standardised subject coordination allowance which is adjusted for subject size. An academic should expect to coordinate 1-3 subjects each year, depending on their research and administration workloads, and the size and nature of the subjects they coordinate.

Workload allocations for subject coordination are shown in the administration and governance section of the Individual Work Agreement.

### 6.10. Lecture Based Subjects

The following additive workload allocations, covering subject coordination, teaching, and marking, are made for lecture based subjects:

- (a) A base allocation of 3% for the subject.

The base allocation covers subject coordination and teaching tasks that are independent of the number of deliveries and the number of students: (i) preparation of the Learning Guide; (ii) managing the vUWS site; (iii) preparation of assessment items and tutorial/lab/practical tasks; (iv) keeping current in the relevant discipline area; (v) teaching team and assessment meetings; and (vi) any other tasks that are independent of the number of deliveries and the number of students.

If in a subject taught on campus, the School or the University requires special arrangements for offshore or online students to be made that result in substantial additional workload (e.g. creating online versions for in-class assessments), an administrative loading of up to 2% to the base allocation applies.

- (b) A per-delivery allocation of 1% for each delivery (defined in Note (i) below), plus the following allocation for each large group hour delivered per week over 13 weeks or *pro-rata*:

Situation	Allocation per Large Group Hour
First delivery of the subject in the calendar year coordinated by the same staff member	2.0%
Second or later delivery of the subject in the calendar year coordinated by the same staff member	1.0%

The per-delivery allocation covers tasks at the large group level: (i) preparation of teaching materials for lectures or large group workshops [first delivery only]; (ii) lecture or large group workshop delivery; (iii) subject coordination tasks that depend only on the number of deliveries, for instance, timetabling matters or campus coordination of lecturers and tutors; and (iv) any other matters arising from delivering the subject for a separate student cohort.

#### Notes:

- (i) Any particular student cohort requiring separate arrangements for lectures, workshops or tutorials is considered as a separate delivery; normally, separate deliveries correspond to separate cohorts in Banner.



In particular, separate cohorts of students who register in the subject as external or online constitute a delivery. Similarly, for a subject that is taught across multiple campuses via Zoom, there is one delivery per campus. On the other hand, the recording of live lectures, for instance in Panopto or Zoom, does NOT constitute a separate delivery.

- (ii) Where an external delivery or a blended delivery in which all content is delivered through vUWS is the ONLY delivery of the subject in the given semester, that delivery is considered to be equivalent to a 1 hour large group class per week.

In all other situations, large group classes are counted as they are actually taught:

- For a subject that has an external or blended delivery in addition to a live delivery (on campus or via Zoom), the external or blended delivery is counted without any large group class associated with it.
- For a subject that has live lectures taught across multiple campuses via Zoom, there is only one large group class that is shared by all deliveries.

- (iii) The situation of undergraduate and postgraduate students taught together should be catered for using the principles of this clause: In such cases, there will be two separate subjects (and two subject workload spreadsheets), but one of these subjects will not have any large group classes. Marking, consultation, tutorials and/or labs and student numbers should be handled in the respective subject workload spreadsheet.

- (iv) An academic of less than 5 years standing (not necessarily at Western Sydney University) lecturing a subject for the first time receives an additional allocation of

- 4% if no materials are provided;
- 3% if materials are provided that need major rewriting;
- 2% if materials are provided that can be used without major rewriting.

- (c) A per-student allocation of 0.12% for each student (or 3% per 25 students, *pro-rata*).

The per-student allocation covers tasks at the student level: (i) marking; (ii) consultation; (iii) subject coordination tasks that are proportional to the number of students; and (iv) any other matters that are proportional to the number of students in the subject.

If assessment arrangements made by the University result in substantial additional workload (e.g. staff having to spend more time on organising or supervising assessment items than what would be expected given the approved assessment items and University policies, or staff ending up spending excessive time in misconduct proceedings), an administrative loading of up to 0.04% per student (or 1% per 25 students, *pro-rata*) to the per-student allocation applies.

The per-student allocation can be split among the individual tasks as appropriate for the subject. The breakdown of the per-student allocation onto tasks should be agreed upon by the members of the teaching team.

As a rough guide, the normal allocation of 3% per 25 students may for a typical subject comprise (i) 2% (roughly 32 hours) of marking / assessment, including final exam marking if applicable; (ii) 0.5% (roughly 8 hours) of consultation; and (iii) 0.5% (roughly 8 hours) of coordination.

The distribution of marking duties among the members of the teaching team must take into account the limits on the marking load per teaching period as specified in [Clause 6.4](#); if these limits are exceeded, marking duties should at the staff member's request be reassigned to other members of the teaching team who have spare capacity in their workload, or to additional sessional staff members.

Assuming typical subjects where marking accounts for  $\frac{2}{3}$  of the per-student allocation, a staff member can request marking duties to be reassigned if the total marking workload for ALL the subjects in which they are involved in a given teaching period exceeds 12% ( $= \frac{2}{3} * 0.12% * 150$ ).

- (d) A per-small-class-hour allocation of 1.25% for each small group hour per week over 12 weeks or *pro-rata*.

The per-small-class-hour allocation covers tasks such as (i) the setup and supervision of computer lab classes; (ii) the teaching of tutorials or small group workshops; or (iii) any similar small group teaching.

The number of classes for any small group teaching should be consistent with the total number of students and the class sizes specified in the official documents during curriculum approval. Where discrepancies arise, these will have to be justified to the satisfaction of the relevant DAP.

The total workload allocation for the subject is to be distributed among ALL members of the teaching team, including sessional staff, according to the actual duties they perform.

The workload allocations made under this clause include the normal upkeep of the subject, such as maintaining its currency and updating teaching materials; this includes amendments to a subject that are slight to moderate changes to topics and emphasis. Major changes to a subject, or the development of a new subject, should be negotiated as a special project under [Clause 4.11](#).

### 6.11. Project Based Coursework Subjects

The following additive workload allocations, covering subject coordination, sourcing of projects, project supervision, and marking, are made for project based coursework subjects:

- (a) A base allocation of 3% for the subject.
- (b) An allocation per project group as follows:

Nature of Project Subject	Base Allocation per Project Group
Coursework, 20 CP over 2 semesters	4.0%
Coursework, 20 CP over 1 semester	3.0%
Coursework, 10 CP over 1 semester	2.0%

Where projects are undertaken by groups of more than one student, the above base allocation per project group is increased by 0.5% for each additional student in a typical group. For example, in a 10 CP subject over 1 semester where a typical project group contains 2 students, the allocation per project group is 2.5%.

The total workload allocation for the subject should be distributed among the members of the teaching team according to the actual duties they perform.

### 6.12. Supervision

- (a) The annual workload allocated to a full time HDR or Honours project is 8% per EFTSL. For an M Res or Honours project, the EFTSL load is the fraction of 80 CP that is accounted for by the thesis. Projects of part time students are counted *pro-rata*.
- (b) **Ph D and MPhil projects only** attract an additional allocation of 1% in the year in which confirmation of candidature is undertaken. This allocation can only be claimed once for each student.
- (c) **Ph D and MPhil projects only** attract an additional allocation of 2% in the year in which the thesis is planned to be submitted. This allocation can only be claimed once for each student.
- (d) In the case of joint supervision, the above workload allocations will be split between supervisors according to the proportion of their supervision. Where a panel includes external supervisors, the proportion of supervision of each supervisor should be estimated; otherwise the proportions as per official records should be used.
- (e) In the case of projects that are marked internally, the above workload allocations will be split between the supervisor(s) and the marker(s).
- (f) The School encourages interdisciplinary supervision. However, supervision or joint supervision of students from other Schools by SCDMS academics must provide SCDMS with reasonable resources for the supervision the School is providing.

Thus, supervision of students outside SCDMS must be accompanied by an appropriate funding agreement between the student's host School and SCDMS; any such agreement is subject to approval by the Dean. As the funding of research students is based on completions, such agreements may be based on allocating to SCDMS an appropriate proportion of the funding which eventually comes to the student's host School.



- (g) This clause does not deal with HDR or Honours students taking subjects as part of a coursework component of their degree; such coursework components constitute subject based teaching and are covered by [Clause 6.10](#) or [Clause 6.11](#) if a subject is owned by SCDMS. Supervisors marking assessments for master's degree students in the (non-SCDMS) subjects HUMN4001 Researcher Development 1 or HUMN4002 Researcher Development 2 receive an allocation of 0.5% per student and subject.
- (h) Where HDR or Honours supervision results in research output for the supervisor, that output should be appropriately discounted or excluded for the purpose of determining the supervisor's research workload allocation (cf. [Clause 7.5 \(b\)](#)).

### 6.13. Subject Moderation

Where academics are involved in quality assurance, moderation, or the preparation of materials for subjects offered by third-party providers, workload should be claimed according to the actual work performed.

Normal ranges for the allocation per subject and term are as follows:

Provider	Range for the Workload Allocation
Western Sydney – The College	0-1.5%
Sydney City Campus	0-1.5%
Vietnam Campus	0-1.5%
Western Sydney Online	0-3%
Australian Technical and Management College	0-1.5%

## e-Learning Principles

- 6.14. The conversion of an existing subject for online or blended delivery, or the development of a new subject using online or blended delivery, will attract a developmental workload which should be negotiated as a special project; cf. [Clause 4.11](#).

Workload allocations for subject development should take into account

- (a) learning design and technologies used;
- (b) the nature and amount of development work required; and
- (c) the level of technical support provided for the development and testing.

- 6.15. Workload allocations for the coordination and teaching of an existing subject that employs online or blended delivery are covered by [Clause 6.10](#); note in particular [Clause 6.10 \(b\) \(ii\)](#).

## 7 Research

Allocation of research time to staff in the School of Computer, Data and Mathematical Sciences 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:** 20% research workload allocation

This profile is characterised by few, if any, recognised high-order publications over the previous three years. 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. A workload allocation for a research higher degree (HDR) enrolment may be granted for this profile, subject to satisfactory annual HDR progress.

- 7.2. **Substantial Research:** 20-40% research workload 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.

### 7.3. **Research Leaders and Mentors:** 40-60% research workload 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. 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 concentration, and/or guiding and supporting the research efforts of less experienced researchers.

In addition, the following category is recognised:

### 7.4. **Research-only Scholars:** 70-100% research workload

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.

Allocation to this profile is made only on the basis of the terms of a staff member’s employment.

### 7.5. **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) Since appropriate metrics and thresholds for measuring research output vary significantly between the disciplines represented in the School, the allocation of a research profile and a research workload should be agreed upon by the staff member and their supervisor using suitable discipline specific reference data:
  - Normally, the most recent **ERA data** for the relevant (sub-) field should be used as a benchmark for evaluating a staff member’s research output against the definitions of the research profiles in Clauses 7.1 to 7.3.
  - Non-conventional research outputs will be considered in this context using the ERA eligibility requirements; that is, a non-conventional research output is relevant for the allocation of a research profile and a research workload if and only if it is reportable under ERA.
  - Workload allocations for research grants or consultancy are limited to the amounts that were approved by the University in the application process.
  - Where a research grant includes HDR supervision, that HDR supervision should be accounted for under **Clause 6.12** and deducted from the research workload for the grant.
  - Where HDR supervision results in research output for the supervisor, that output should be appropriately discounted or excluded for the purpose of determining the supervisor’s research workload allocation.
  - For staff who are members of a Discipline Group or University Research Centre, the Leader of the Discipline Group or the Director of the University Research Centre will inform the allocation of a research profile and a research workload.
  - If an agreement on a research profile and a research workload cannot be reached between the staff member and their supervisor, and the Leader of the Discipline Group or the Director of the University Research Centre if applicable, this should be handled as a dispute following the provisions in **Section 10**.

All staff covered by this policy have the right to negotiate a workload allocation for research based either on their past research performance relative to opportunity, or on a research plan submitted in the Academic Career Development, Planning and Review process.

- (c) 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.
- (d) 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.

## 8 Administration and Governance

8.1. A standard administration and governance workload of 10% is allocated to academic staff to cover administrative duties and collegial responsibilities such as Open Day, careers markets, academic advising (not covering formal academic programme advice as provided by appointed Academic Programme Advisors) and graduations.

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

Position	Workload Allocation
Dean	80%
Deputy Dean	80%
Associate Deans	as specified in the contract
Directors of Academic Programme (DAPs)	as specified in the contract
Academic Programme Advisors (APAs)	as specified in the contract

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 programme.

8.4. University-agreed Administration and Governance Allocations

University-Wide Administrative Activity	Source of Allocation	Time %	Days per Week	Hours per Week
Disability Coordinators	UWPP cl 67.a	5%	0.25	1.75
University Governance Committees	UWPP cl 67.b	5%	0.25	1.75
Human Research Ethics Committee (HREC)	UWPP cl 67.c, also refer to <b>HREC Terms of Reference</b>	5%, 10% or 20%	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 67.d, also refer to <b>LNR HREC Terms of Reference</b>	5%, 10% or 20%	0.25, 0.5 or 1.0	1.75, 3.5 or 7
School Work Plan Committee Members	UWPP cl 67.e	3%	0.15	1.05
School Work Plan Committee Chair	UWPP cl 67.e	5%	0.25	1.75
Senate-mandated School committee or sub-committee Members	UWPP cl 67.f	3%	0.15	1.05
Senate-mandated School committee or sub-committee Chairs	UWPP cl 67.f	5%	0.25	1.75
Health and Safety Representative	UWPP cl 67.g	2%	0.1	0.7
Health and Safety Deputy	UWPP cl 67.h	1%	0.05	0.35

University-Wide Administrative Activity	Source of Allocation	Time %	Days per Week	Hours per Week
Equity and Diversity Working Party Members	UWPP cl 67.i.i	1%	0.05	0.35
Equity and Diversity Working Party Dual SAGE – Self-Assessment Team Members	UWPP cl 67.i.ii	2%	0.1	0.7
Equity and Diversity Working Party Chairs	UWPP cl 67.i.iii	3%	0.14	1
For further guidance please see Administration and Governance Allocations (UWPP cll. 66-71), that discuss the University-wide allocations for these responsibilities. Workloads for Health and Safety representatives have been developed in consultation with relevant Health and Safety Committees and Campus Provosts.				

#### 8.5. School-based responsibilities

Ongoing official School working parties or committees other than those listed in [Clause 8.4](#) attract a basic workload allocation of 1%.

A higher workload allocation may be approved by the Dean or Deputy Dean, if warranted by the demands of the particular working party or committee.

#### 8.6. Inter-campus travel

Travel time of 2 hours (corresponding to 1.5% for weekly travel over a 13-week term, or *pro-rata*) is allocated for employees who are engaged in official University business on more than one campus in a single day.

#### 8.7. *Ex officio* committee membership

Workload for committee membership cannot be claimed by staff whose committee membership is implied by other roles for which they receive a workload allocation. For instance, DAPs cannot claim a separate workload allocation for being on SAC.

## 9 Service to the Community

- 9.1. A workload allocation of up to 5% may be agreed for service to the community or the academic discipline (including refereeing or the organisation of conferences), or for professional engagement (including leadership roles in professional bodies such as board membership).

In exceptional circumstances, the Dean or Deputy Dean may approve a higher allocation, but this would only be in situations where the service is absolutely necessary and is of clear benefit to the School and/or the University; the latter may, for instance, apply to staff organising a major international conference in their field.

- 9.2. **Refereeing:** It is recognised that refereeing is an important scholarly task, supporting a staff member's wider academic community. A workload allocation for refereeing will be given subject to substantiation (for instance, membership of editorial boards, requests for refereeing, and the like). Higher allocations for refereeing (for instance, for a journal editor, an editor of a special edition of a journal, or other heavy demands to act as a referee) which would take the staff member above a 5% allocation for service to the community or the academic discipline should be approved in advance by the Dean or Deputy Dean under the provisions of [Clause 9.1](#).
- 9.3. All allocations for service to the community or the academic discipline require justification. Such justification may, for instance, consist of details of service provided over the last years.

## 10 Dispute Resolution

- 10.1. Disputes about Individual Work Agreements must be referred to either the Dean or the School Work Plan Committee for resolution in the first instance.
- 10.2. The School Work Plan Committee must either attempt to resolve the dispute or escalate the dispute to the Dean.
- 10.3. The Dean must attempt to resolve any dispute referred to them.
- 10.4. If the dispute remains unresolved, either person may refer the dispute to the University Work Plan Committee.
- 10.5. The University Work Plan Committee will determine if the workload allocation process has complied with the Academic Staff Agreement 2022, the University Work Plan Policy, and the Academic Unit Work Plan Policy.
- 10.6. Decisions of the University Work Plan Committee will be binding and final.

## 11 Consultation

Clause 24.10 of the Academic Staff Agreement 2022 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	Date of Consultation
All Academic Staff in SCDMS	18-22 October 2021 (initial consultation)
All Academic Staff in SCDMS	Ongoing. Staff are invited to send feedback at any time, either to the Chair of the School Work Plan Committee, or (anonymously if they want) to any of the elected staff representatives.