

School of Business

Work Plan Policy 2024¹

Version 3

Date Approved by School of Business Work Plan Committee: 04122023

1. Preamble

1.1 This preamble provides context to the School of Business Work Plan implementation as prescribed in Clause 23.11 of the Academic Agreement.

1.2 The School mission:

We are committed to producing graduates who are prepared for enterprise futures. We secure success by:

- Being distinctively **student-centred**.
- **Engaging with enterprises** across Greater Sydney and economies internationally.
- Conducting **applied research** relevant to enterprise.

1.3 The School of Business offers both undergraduate and postgraduate programs. Between 10 per cent and 15 per cent of the School's teaching is in postgraduate program work programs that are taught in quarters. Undergraduate programs are delivered in three semesters (including summer). The School also delivers teaching to HDR students in the Master of Research and PhD.

1.4 Most teaching is on-campus in blended format however the School also delivers a number of fully online programs at both undergraduate and postgraduate level, as well as a mixed mode program to a cohort of external undergraduate property students. The School delivers programs across five campuses. Both undergraduate and postgraduate offerings are also taught off-shore at the University of Economics, Ho Chi Minh City (UEH) and on-shore with a local partner at Sydney City Campus. The School also provides fully online delivery of the Bachelor of Business with an online partner, OES.

1.5 A key factor impacting work within the School is the number of teaching sessions and calendars in which the school is delivering its programs. In 2023, the School will be teaching at least 26 different teaching sessions.

1.6 From 2016 on-campus delivery increasingly focused on collaborative and high engagement learning models. Asynchronous online activities and online lectures (lecture pods) are now the primary form of delivery. These primary delivery modes are supplemented by face-to-face tutorials or additional online activities that provide

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

opportunities for enrichment, clarification and elaboration.

1.7 This mix of delivery formats and substantial shift in delivery has increased the requirement to provide quality assurance for all programs (including local partners). This increase in work, along with the multiple teaching sessions, is recognised in the work plan.

1.8 The School has set ambitious objectives to improve its research profile and to develop stronger links with industry. Consequently, this is reflected in the research plan which focuses on achieving quality outputs that have impact. The various ways that research impact is recognised has been articulated and considered along with the quantum of research.

1.9 The School also values engagement with the wider communities of which it is a part. The importance of engagement with various stakeholders is reflected in our mission and consequently engagement activities have also been recognised in the School research plan.

1.10 This document aims to assist in the implementation of the University Work Plan Policy. The document should be read in conjunction with Clause 23, Workloads, of the University's Academic Staff Agreement 2022

2. School of Business Work Plan Committee

2.1. The School of Business 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.
- d. The School Work Plan Committee has the following membership as at 26 January 2023:
 - Professor Meg Smith (Dean's designate and Chair)
 - Professor Suzan Burton (elected representative)
 - Dr Sarah Duffy (elected representative)
 - Associate Professor Michelle Cull (Dean's appointee)
 - Associate Professor Neil Perry (Dean's appointee)

2.2. A quorate meeting requires attendance of four members, including the Chair (or nominee) and at least one elected representative. The Committee will meet at least twice a year.

2.3. The School of Business Work Plan Committee must:

- a. annually review this Work Plan Policy;
- b. monitor the equitable distribution of workloads in accordance with this Work Plan Policy;

- c. report to the University Work Plan Committee on an annual basis;
- d. ensure the Academic Unit has a workload policy that reflects the principles of the University Work Plan Policy;
- e. seek and take account of feedback from Employees within the Academic Unit on the Academic Unit Work Plan Policy;
- f. monitor implementation of the Academic Unit Work Plan Policy;
- g. resolve disputes about Individual Work Agreements under subclause 23.35 [of the Academic Staff Agreement].

2.4. The School of Business 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 School of Business Work Plan Policy, the policy document will prevail.

2.7 The School Work Plan Committee will meet to review the application of the School Work Plan Policy, and to report on implementation issues, including any modifications. Following consultation with Committee members, the Chair will submit an annual report on any implementation issues to the University Work Plan Policy Committee.

2.8 A summary of all Individual Work Agreements will be prepared for the consideration of the School Work Plan Committee. The summary will include the following minimum information:

- a. For each individual: Work Plan Profile; percent allocation to research, teaching, administration governance and service to the community
- b. For each academic discipline: the number of academic staff; number of Individual Work Plan Agreements submitted, approved and not approved

2.9 The School Work Plan Committee will distribute a report to the School on the application of the School Work Plan Policy by 1 December each year. This report will include an aggregated summary of the allocations to research, teaching, administration governance and service.

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 Western Sydney University Academic Staff Agreement 2022.

3.3. **Supervisor** means the person nominated by the University to whom an employee reports, 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** 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.

3.6. **Administration and governance** includes:

- 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 – this includes the development of materials and quality assurance, potentially for multiple formats, locations and/or partner institutions;
- 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 but noting also the requirements of 7.3(d); 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. This policy aims to positively promote quality educational experiences for students and support the career development aspirations of academic staff.
- Principle 2. Academic work should be primarily aimed at excellence, not at increasing numbers and meeting targets.
- Principle 3. Workload allocations should be transparent, fair and effective.
- Principle 4. Work planning should be based on supporting aspirations. Specified thresholds for research productivity, although important, should be considered to be guiding expectations and assessed on a three-year rolling average.
- Principle 5. Staff should have opportunities to develop scholarship as a part of their professional development.

4.1 As directed by the University Work Plan Policy, Clause 23, the intent of the present policy is to avoid "micro-counting". However, some guidance on nominal hours is given in this document to assist equity in work plan allocations.

4.2 A full-time academic staff member is required to work an average of 35 hours per week averaged over a one-year period. Where a staff member is employed on a fractional basis, on Academic Development Leave, Long Service or other extended leave, the annual workload allocation will apply pro-rata. Leave will be recorded in the Leave/Fractional Details section of the School of Business template, and a note recorded of the pro-rata impact on the general governance allocation, and research allocation and other matters as relevant. In circumstances where an academic staff member takes approved leave that had not been foreshadowed, workload allocations within their Individual Work Agreement will be adjusted accordingly.

(Source: Academic Staff Agreement, Clauses 23.9, 23.10; **UWPP cl 28**)

4.3 The School Work Plan Policy is to be employed for an equitable distribution of workloads amongst School academic staff and flexibility in proportion of time allocated to the wide range of academic work. The workload distribution should assist staff members to achieve successful academic outcomes consistent with their goals and career aspirations and should be consistent with the mission of the School.

5. Individual Work Agreements

5.1. Individual Work Agreements are negotiated on an annual basis between an ongoing or fixed term 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. Individual work Agreements for academic staff employed in positions created under the Academic Decasualisation Program will be consistent with the framework in clause 16.13 of the Academic Staff Agreement.

- (a) an allocation of at least 10% for research, scholarship, and maintenance of disciplinary currency during the first year of appointment;
- (b) an allocation of 10% to 20% for research, scholarship, and maintenance of disciplinary currency during the second year of appointment;
- (c) an allocation of 10% to 30% for research, scholarship, and maintenance of disciplinary currency during the third year of appointment; and
- (d) thereafter in accordance with *Academic Workloads policies*.

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.

5.3. 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.

5.5. 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, Individual Work Agreements must make allocations as required by clauses 6-8 below.

5.8 Each academic staff member's workload will be summarised in an annual written Individual Work Agreement. It must include an annual leave plan, any approved long service leave, and where applicable, a Professional Development Program and Research Plan for the academic

staff member. The Professional Development Program will address opportunities for academic staff to develop their scholarship.

(Source: Academic Staff Agreement, Clauses 23.10, University Work Plan Policy, Clauses 19, 20)

5.9. Where there is more work to be done than in the agreed Individual Work Agreements, this should be brought to the attention of the Dean.

5.10 An academic staff member's Individual Work Agreement will contain an appropriate mix of activities to develop and balance their expertise in a range of areas. The major areas of academic work will be teaching, research and development, administration and governance and approved service to the community.

5.11 An academic staff member's Individual Work Agreement will:

- a. include, from the major areas of academic work, some elements of teaching including face-to-face teaching, and research or scholarly activity, unless otherwise approved by the head of the Employee's academic unit;
- b. allocate a minimum of 20% to research
- c. not require an Employee to have a break of less than 12-hours between teaching commitments on consecutive days, unless the Employee agrees otherwise;
- d. specify its date of commencement and period of operation;
- e. specify how it may be varied;
- f. enable the Employee to have a sustained period(s) of scholarly or other activity, of a total of not less than 12 weeks in any one year:
 - (i) at a time(s) when the Employee is not teaching timetabled classes;
 - (ii) in addition to opportunities to take annual leave; and
 - (iii) including intra-session teaching breaks if appropriate;
- g. contain work that is consistent with the Employee's level of appointment, as described in the position classification standards in Schedule 4; and
- h. be consistent with equal opportunity principles, policies, and practices, including any reasonable adjustments regarding the Employee's medical restrictions, or approved rehabilitation plans.

(Source: Academic Staff Agreement, Clause 23.28)

5.12 All academic staff will have a right to negotiate some research duties as part of their Individual Work Agreements, however an individual's entire workload may be allocated to activities other than research where the individual has had opportunities to produce research outcomes and in the preceding three years, without good reason, has consistently not produced evidence of reasonable productive engagement in research consistent with the expected outcomes for their academic level, discipline and personal career plans.

(Source: Academic Staff Agreement, Clause 23.16)

5.13 In the School, Individual Work Agreements are specified broadly in percentages with

an hours-based work allocation used to specify teaching work (see clause 6.8 for further information).

5.14 Prior to the commencement of the year, the School will issue draft workload allocations for the following year to academic staff and their supervisors. Draft allocations will be based on allocations for the present year, but with research allocations and work plan profile adjusted as necessary for research performance in the most recent three-year period, as defined in clause 7.6(e), but recognising the provisions of clause 7.6(b.)

5.15 Allocation of teaching among staff in specific teaching areas should include collegial discussion within teaching groups to ensure equitable and realistic workloads across the School.
(Source: Academic Staff Agreement, Clause 23.8)

5.16 The Dean may require revision of any Individual Work Agreement that does not comply with the University Work Plan Policy and/or the School Work Plan Policy.

6. Teaching

Standard Principles

6.1. Apart from Deans, Deputy Deans, Directors, Deputy Directors, and research-only academics, all staff have a minimum 20 percent teaching allocation, with at least 10 percent allocated to coursework teaching. (UWPP cl 58).

6.2. There is a maximum teaching load of 50 EFSL per year or 12 hours per week (unless the teaching has minimal or no preparation). (UWPP cl 61)

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). (UWPP cl 66; 24.g.iii).

6.4. Staff are eligible for marking relief if they are responsible for more than 150 students in a teaching period. (UWPP cl 63).

6.5. Travel time of 2 hours is allocated for employees required to teach on more than one campus in a single day. (UWPP cl 65).

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

School Principles

6.7 *Teaching Load* Consistent with the decision that the global limit on teaching is 12 hours per week, 12 hours of face-to-face teaching per week (or equivalent) represents approximately 70 per cent of total work plan. This is based on the notion that if 10 per cent is the minimum allocation for administration or governance and 20 per cent is the minimum allocation for research, then 70 per cent must represent that maximum allocation for teaching (where staff are demonstrably research active).

(see also Source: Academic Staff Agreement 23.28)

- a. The following table shows the approximate teaching hours for different percentage teaching allocations per half year. The number of subjects and teaching academic staff would generally be expected to teach in a year take into account the considerations detailed in 6.7(b).

Table 1 Teaching hours and percentage work plan allocation per half year

Teaching Allocation	Weekly Hours
90%	17
75%	13
70%	12
65%	11
60%	10
55%	9
50%	8
45%	7
40%	6
35%	5
30%	5
25%	4
20%	4
15%	3
10%	2

- b. Weekly teaching allocations will normally be up to 12 hours, although higher allocations may be required in some circumstances for a limited number of staff whose modes of teaching, by their nature, involve minimal or no preparation. In recognition that the School teaches in multiple overlapping teaching sessions this upper limit is to be considered in half year blocks. Summer A and B, Quarters 1 and 2, Research 1H, Term 1 and Autumn teaching sessions are included in the first half year block. Quarters 3 and 4, Research 2H, Term 2 and 3, and Spring teaching sessions are included in the second half year block. The allocation of teaching across these teaching periods and across undergraduate and postgraduate teaching units will be identified in the Individual Work Agreement.

(Source: University Work Plan Policy, Clause 24(e))

- c. The majority of the School's undergraduate subjects follow a flipped delivery model. Through this model, students work asynchronously with existing digital resources presented through the learning management system. The work engaged with developing and the sustained renewal of these resources, for subject coordinators, is addressed at 6.14. Two-hour tutorials, in a 14 week semester model, are represented in the School of Business Work Plan template as 2.0 hours.
- d. The majority of the School's postgraduate subjects follow a flipped delivery model. Through this model, students work asynchronously with existing digital resources presented through the learning management system. The work engaged with developing and the sustained renewal of these resources, for subject coordinators, is

addressed at 6.14. Three-hour tutorials, in a 10 week quarter model, are represented in the School of Business Work Plan template as 2.3 hours.

- e. Where subjects do not deploy flipped delivery, they will be addressed on a case-by-case basis. It will be usually the case that the record of teaching hours will reflect timetabled hours, for example a three-hour class will be recorded as 3.0 hours.

6.8 Number and type of subjects The number and type of subjects (undergraduate, postgraduate) will reflect the requirements of clause 5.11, the applicable teaching allocation limit and eligibility for teaching. Eligibility for postgraduate teaching and also for research supervision will be guided by the School of Business qualification standards.

6.9 Subject coordination Subject coordination allowances are addressed at 8.5 and in Appendix C. The teaching period referred to in 6.4 is calculated over a half year block given the nature of the School of Business teaching calendar.

6.10 Research Supervision will attract an allowance of one hour per EFTSL per week, up to a maximum of three EFTSL. Full-time research students attract one EFTSL load and part-time students 0.5 EFTSL. Supervision allowances are calculated as a weighted measure according to the respective supervisory contribution of panel members as advised to the Research Office. Loads in excess of this may be granted at the discretion of the Dean acting on advice from the Associate Dean (HDR) and the relevant supervisor.

6.11 The marking work identified in 6.4 may include activities associated with quality assurance where that marking exceeds the cross marking and marking reviews required of quality assurance. A specific allowance for quality assurance is included in subject coordination provisions.

6.12 Ideally staff will not be required to teach on more than one campus on the same day. The travel allocation provided in clause 6.5 does not refer to teaching hours and will be represented in a distinct section in the Individual Work Agreement. This allocation will be halved where the two campuses are Parramatta South and Parramatta City.

(Source: University Work Plan Policy, Clauses 21e, 53)

6.13 The exemptions set out in clause 6.1 may be extended to staff who have an 80 per cent administration/governance allocation attached to their role subject to approval by the Dean.

6.14 The School encourages the development of blended learning, flipped delivery and fully online modes that may reduce face-to-face hours. The work associated with developing and curating online resources for blended and flipped delivery of units will be addressed consistent with the following (UWPP cII 73-76):

Sustained development and curation of asynchronous resources (for example learning pods, videos, case studies) (3% per teaching period) – this allocation recognises the development and curation of resources by the subject coordinator and made available to students through the e-learning system, and

which form the basis of student engagement with the subject learning outcomes, self-paced learning and to support student engagement with, and preparation for class/tutorial activity

Sustained curation of engagement activities (2% per teaching period) – *this allocation recognises subject coordinator curation and involvement in activities such as blogs, discussion boards, non-assessable quizzes*

6.15 When fully-online delivery modes are approved the teaching hours will be calculated by including face-to-face hours replaced by fully-online delivery (**UWPP cll 73-76**).

6.16 The workload allocation for enrolment in the Foundations of University Teaching module addressed in clause 6.3 may be divided over two years.

6.17 Academic supervision of postgraduate internship students will be addressed on the basis of 0.5 hours per week to a maximum of six students.

6.18 Challenge units are addressed through provision for subject coordination (at 1%) with marking undertaken recorded within the teaching provisions of an individual work plan agreement.

7. Research

Allocation of research time to staff in the School of Business aligns to the research profiles and percentage ranges of the University Research Profiles (**UWPP cll 48-5**).

The research profiles relevant to Schools are as follows:

7.1. **Scholarship or Developing Research Profile:** 20 percent research 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 (RHD) enrolment may be granted for this profile, subject to satisfactory annual RHD progress.
- a. The intellectual contributions recognised by the School of Business are set out in Table 5 in clause 7.6.
 - b. Staff in this profile will be allocated a scholarship/research work plan of 20 per cent, as detailed in Table 2 below.

Table 2 Research allocations for Scholarship or Developing Research Profiles

Allocation	Research activity and outputs in the period 2020-2022
20%	<p>Three outputs from Schedule 1 or 2 (Table 5)</p> <p>OR</p> <p>Early career researchers as defined by the Australian Research Council unless a higher allocation is merited or the provisions of 7.1.c. are invoked.</p> <p>OR</p> <p>Employees enrolled in a higher research degree with at least satisfactory progress as assessed in Annual Progress Reports. A HDR allowance is available to colleagues for a maximum period of six years. A lower allowance may be awarded where milestones have not been met and following assessment of a development plan.</p>

- c. Where an Early Career Researcher has not produced any outputs after three years of classification as an ECR (from either schedule 1 or 2 in Table 5), their research allocation will be 15 per cent for the balance of the ECR term.
- d. Staff in this profile may make a case for including outputs from the most recent calendar year, taking into account the provisions of clause 7.6(e).
- e. Academic staff not meeting the criteria for the Scholarship or Developing Research Profile allocation, nor the criteria for the following profiles, may have a research allocation of up to 20 per cent workload with the approval of the Dean. For these staff members, a Research Plan will be required with milestones to be reviewed in August by the academic staff member’s supervisor and the Associate Dean (Research). In making a submission for a research allocation up to 20 per cent academic staff may reference those circumstances that have impacted upon their research engagement. Academic staff not meeting their research milestones, without mitigating circumstances, will not maintain their research allocation at the same level for the following year.

(Source: Academic Staff Agreement 23.16, University Work Plan Policy, Clauses 43-45)

7.2. Substantial Research: 22–40 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.

- a. The intellectual contributions recognised by the School of Business are set out in Table 5 in clause 7.6.
- b. Staff in this profile will be allocated a research work plan of between 22 per cent and 40 per cent.
- c. Given the increasing focus on impact, and the different measures of quality of output, judgments of what is “substantial” research activity will be made on a case-by-case basis, and a staff member wishing to be classified at this level should make a specific case for that classification. As a general rule, however, the School of Business defines “substantial” to mean a level of research activity where an individual has at least three research outputs from schedule 1, table 5 in the most recent three-year period, as defined in clause 7.6(e) (e.g. for 2024 in the three-year period 2020-2022). Research output at this level will be characterised by quality and by impact, as well as by quantity.
- d. While staff can make a case to be classified as having achieved a “Substantial research profile” based on other combinations of output and impact, general guidelines for what would be classified as substantial research are shown in Table 3

Table 3: Research allocations for Substantial Research Profiles

Allocation	Research Activity and Outputs in the period 2020-2022
22-25%	Three or more research outputs from schedule 1 (Table 5) OR two or more research outputs from schedule 1 (Table 5) and a PRJ article with an ABDC ranking of B or higher. Researchers in this category who demonstrate a portfolio of impacts as set out in Table 5 will generally receive the higher allocation in this band.
25-30%	Three or more research outputs from schedule 1 (Table 5). At least one of the research outputs should be a PRJ article as defined in schedule 1. Researchers in this category who demonstrate a portfolio of impacts as set out in Table 5 will generally receive the higher allocation in this band.
35-40%	Four or more research outputs, from schedule 1 (Table 5), and a portfolio of impacts as set out in Table 5. At least two of the research outputs should be PRJ articles as defined in schedule 1. Researchers in this category who demonstrate a portfolio of impacts as set out in Table 5 will generally receive the higher allocation in this band.

7.3. **Research Leaders and Mentors:** 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. 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 unit, and/or guiding and supporting the research efforts of less experienced researchers.

- a. The intellectual contributions recognised by the School of Business are set out in Table 5 in clause 7.6.
- b. Staff in this profile will be allocated a research work plan of between 40 per cent and 60 per cent noting the requirements of this clause including Table 4 and the provisions of 7.3(d).
- c. The School of Business recognises that publishing in high impact peer reviewed journals is a significant undertaking and at the discretion of the Dean the threshold requirements for outputs may be varied where articles are published in internationally recognised high impact peer reviewed journals. Similarly, the threshold requirements may be varied for a research monograph.
- d. Research leaders and mentors are those who demonstrate a high level of research performance and leadership, as detailed in the following discussion and in Table 4. Judgments of who is a research leader or mentor will be made on a case-by-case basis, and a staff member wishing to be classified at this level should make a specific application to the Dean for this classification addressing their research leadership and mentorship. A template for this application is set out at Appendix E. It would be expected that evidence of mentoring/leadership has been sustained over a period of at least five years and be in addition to the requirements of Table 4. Leadership and mentoring may include being the head of a recognised research program or unit, maintaining research links with the wider University research community or external research groups, and/or guiding and supporting the research efforts of less experienced researchers (i.e. those with a Developing Research Profile), including sessional colleagues, for example by co-publications with those researchers and colleagues. Other examples of mentoring include formal mentoring arrangements, co-supervision and coaching new research supervisors, providing sustained advice on publication and grant development, and providing peer review support for junior researchers. Where a colleague is acknowledged as a research leader or mentor it is anticipated that research engagement activities including peer review, editorial board membership and related work, and engagement with industry and academic associations, would be part of the routine work undertaken by a research leader and mentor.

Table 4: Research allocations for Research Leaders and Mentor Profiles

Allocation	Research Activity and Outputs in the period 2020-2022
40-50%	<p>Meets the “leadership/mentoring” criteria and has:</p> <ul style="list-style-type: none"> - Six or more research outputs from schedule 1 (Table 5), including grants providing a total of at least \$100,000 external funding income for Western Sydney University, <i>and</i> a portfolio of impacts as set out in Table 5. Three of the research outputs should be PRJ articles as defined in schedule 1. <p><i>OR</i></p> <ul style="list-style-type: none"> - Eight or more research outputs from schedule 1 (Table 5), <i>and</i> a portfolio of impacts as set out in Table 5. Five of the research outputs should be PRJ articles as defined in schedule 1. <p>Researchers in this category who demonstrate a portfolio of impacts as set out in Table 5 and commensurate with this profile will generally receive the higher allocation in this band.</p>
55-60%	<p>Meets the “leadership/mentoring” criteria and has:</p> <ul style="list-style-type: none"> - Six or more research outputs from schedule 1 (Table 5), including grants providing a total of at least \$150,000 external funding income for Western Sydney University, <i>and</i> a portfolio of impacts as set out in Table 5. At least four of the research outputs should be PRJ articles as defined in schedule 1. <p><i>OR</i></p> <ul style="list-style-type: none"> - Eight or more research outputs from schedule 1 (Table 5), <i>and</i> a portfolio of impacts as set out in Table 5. At least six of the research outputs should be PRJ articles as defined in schedule 1. <p>Researchers in this category who demonstrate a portfolio of impacts as set out in Table 5 and commensurate with this profile will generally receive the higher allocation in this band.</p>

7.4 Research Intensive Scholars

This sub-clause is not applicable to the School of Business.

7.5 Research-Only Scholars

This sub-clause is not applicable to the School of Business

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. **(UWPP cl 55)**
- b. Allocations to research profiles will be determined through discussion between academic staff and their supervisor. Research allocations will be based on data from the University Researcher Portal, evidence provided by academic staff, and advice from the academic supervisor, advice from the Deputy Dean and the relevant Director of Academic Program (DAP) where the academic supervisor is not the Director of Academic Program. Publication and grant data will generally be based on the most recent three-year period, as defined in clause 7.6(e), though contributions that are not yet included in data on the University Researcher Portal may, where appropriate, be used to justify an updated research allocation. In the case of Research Leaders and Mentors, a case is submitted to the Dean for this classification consistent with the requirements of 7.3.
- 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. **(UWPP cl 56)**
 - iii. The provisions of this sub-clause will take into account the provisions of 7.1(d).
- 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. **(UWPP cl 57)**
- e. The reference to 'triennial basis' in 7.6(a) means that research allocation will take into account data on research activity in the most recent completed three-year calendar period. For example, 2024 individual work agreements will take into account research data for the period 2020-2022.
- f. The implementation of 7.6(a) will include staff who have been working part-time during the previous three-year period (i.e. during the period over which research activity is assessed). The determination of research profiles will be assessed relative to the proportion of full-time hours that they have worked **(UWPP cl 28)**.
- g. The School of Business recognises intellectual contributions as set out in Table 5.
- h. The incentives built into the research allocations are aimed at encouraging high-quality research and generating the outputs in Schedule 1 of Table 5. While those items listed in

Schedule 2 are valued, they should not be viewed as either equivalent to or substituting for Schedule 1 items. The trajectory towards higher quality publications that is contained within the Substantial Research profile and the Research Leaders and Mentors profile aligns these incentives to the School's ERA and AACSB objectives.

i.

Table 5: Intellectual Contributions

OUTPUTS	IMPACTS
<p>Schedule 1</p> <ul style="list-style-type: none"> • Peer reviewed journal article (PRJ)* (C1) that meets two of the following three criteria: rates as A or A* on the ABDC Journal Ranking List, a journal impact factor (5YR) of >1, ranked as either Q1 by SCImago (in any discipline) or JCR (in the period 2020-2022). • Research book (A1)** • Research book chapter (B1)*** • Research Grant (HERDC Category 1, 2, 3 or 4) (including consultancy income with a research component) <p>Schedule 2</p> <ul style="list-style-type: none"> • Peer Review Journal (PRJ) article that falls outside the criteria for a PRJ established in Schedule 1* • Conference attendance and co-authored presentation • Article in independent news and commentary (e.g. <i>The Conversation</i>) • Research or consultancy report 	<ul style="list-style-type: none"> • Citations • Citation indices (e.g. h-index, five-year h-index, and/or i10-index) • Editorial board membership of a peer reviewed journal with evidence of substantive engagement in the work of the editorial board • Keynote/invited address • Reviews for quality journals with evidence to be provided of journal quality and review completion • Media mentions (e.g. <i>press coverage, radio, social media</i>) • Articles in practitioner journals • Impact as defined by the ARC as appropriate (e.g. evidence of research impacting policy and practice, evidence of research entering discourse and debate outside academia, commercialisation of research initiatives) • Other quality indicators as appropriate and noting also the provisions for particular research profiles (e.g. ABDC ranking, journal impact factor, SCImago and JCR journal ranking and/or Altmetrics score) • Thesis examination

* In order to exclude predatory journals, reference to a PRJ article implies that the journal is either ranked in the journal list published by the Australian Business Deans Council, OR is ranked by SCImago or included in the JCR OR has a published impact factor, or for a new journal, included in a reputable journal ranking list.

** The requirements of A1 must be met, including that the book is an authored or co-authored scholarly monograph, published by a commercial publisher and presenting new research and ideas.

*** The requirements of B1 must be met, including that the chapter must be a major work of scholarship and meet the definition of research. The book must have an ISBN and be published by a commercial or University publisher.

- j. Staff who receive external funding for research projects that is not immediately recognised by this policy may receive a research allocation for the project. This provision recognises that the research allocation processes recognises a stated triennium (for example for 2024, 2020-2022) and that competitive research income may have been awarded following the triennium. The amount of the allocation will depend on the level of funding (with a minimum of \$30,000), whether the funding is allocated in whole or in part to Western Sydney University, the current research profile of the recipient/s and the nature and purpose of the funding. Such research allocations will therefore be negotiated with staff on a case-by-case basis. This noted, it is likely that such allocations will be more likely for colleagues in the Scholarship and Developing Profile and Substantial Research Profile. Where funding arises after an Individual Work Agreement has been signed, refer to clause 5.6. A research allocation will also be allocated to staff members who receive funding from a competitive University research funding scheme such as the University Researcher Development Funding Program.
- k. Staff with a research allocation at or below 30% may be considered for an additional workload allocation up to 10% for the preparation of large grant applications (HERDC Category 1 or other nominated scheme). This will only be provided following confirmation of an approved EOI from REDI, and will be negotiated with staff on a case-by-case basis. Where approval arises after an Individual Work Agreement has been signed, refer to 5.6.
- l. Academic staff appointed to positions which define specific research responsibilities and/or research work plan allocations, such as those usually found in the employment contracts of Research Lecturers and Postdoctoral Research Fellows, will have these responsibilities and work plan allocations recognised in their Individual Work Agreements.

8. Administration and Governance

8.1. In School of Business a standard administration and governance allocation 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 program advice as provided by appointed Academic Program Advisors) and graduations. **(UWPP cl 67)**

8.2. Academic leadership positions attract the following administration and governance allocations as set out in Appendix B:

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. (**UWPP cl 72**)

8.4. University-Agreed Administration and Governance Allocations (**UWPP cll 24.g; 67**)

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 <u>HREC Terms of Reference</u>	5%	0.25	1.75
Low and Negligible Risk Human Research Ethics Committee (LNR HREC)	UWPP cl 67.d, also refer to <u>LNR HREC Terms of Reference</u>	5%	0.25	1.75
Academic Unit Work Plan Committees	UWPP cl 67.e	5%	0.25	1.75
Senate-mandated academic unit committees or sub-committees	UWPP cl 67.f	5%	0.25	1.75
Health and Safety Representative	UWPP cl 67.g	5%	0.25	1.75
Health and Safety Deputy	UWPP cl 67.h	3%	0.14	1
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 Allocations 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 in the School of Business have been developed in consultation with relevant Health and Safety Committees and Campus Provosts.

School-based responsibilities

8.5 A subject coordination allowance may be included in an academic staff member's Individual Work Agreement. The allowance includes recognition of the additional work associated with quality assurance and benchmarking where units are delivered by third-parties and across multiple campuses, additional work associated with units that have engaged delivery, and the work embodied in coordinating any subject. The allowance also makes provision for the size of subject, and the number of staff supervised. A subject coordination calculator is provided in Appendix C.

8.6 At the discretion of the Dean, acting on advice from the Deputy Dean and the relevant supervisor, the teaching allocation may include an allowance for curriculum projects such as the development of a new subject or the major redesign of a subject for blended or fully online delivery. This allocation for a subject may be up to 10 per cent depending on the complexity of the change and recognising that this allowance is an annual allowance, unlike learning and teaching allocations and subject coordination which are calculated on a biannual basis. Individuals would not usually undertake more than two curriculum projects in a year.

8.7 An allocation for academic colleagues who are "authorised nominees" to deal with inappropriate behaviour matters, as per the Student Misconduct Rule, may also be provided. The allowance is 5-10% depending on the volume of work.

8.8 An allocation for academic leads of assurance of learning may also be provided. The allowance is 5-10% depending on the volume of work. The address of assurance of learning data collection is detailed in Appendix C.

8.9 Academic staff may request a workload allocation for university committees other than those outlined in clause 8.4. This request is to be supported by detail of the extent of committee responsibilities. Requests will be addressed on a case by case basis and allocations granted will utilise as guidance the workload allocation provided by clause 8.4.

8.10 An allocation not normally exceeding 10 per cent of the total annual workload may be included for activities related to professional development, including but not limited to continuing professional development required by professional associations. This is at the discretion of the Dean acting on advice from the Deputy Dean and where relevant the relevant supervisor, and requires a professional development plan with clearly articulated outcomes.

8.11 An allocation not normally exceeding 10 per cent of the total annual workload may be included for engagement activities. Engagement activities must provide demonstrable outcomes and be consistent with the strategic goals and directions of the University and the School (see Academic Staff Agreement, Clause 23.26). Workload allocations are at the discretion of the Dean acting on advice from the Deputy Deans, and where appropriate the relevant supervisor. Examples of engagement activity can be found at Appendix D.

8.12 The total allocation for professional development and engagement activities will not normally exceed 20 per cent in total. Higher allocations may be considered on a case by case

basis

8.13 Academic staff requesting an engagement allowance (including allowances for New Colombo Plan activities) are required to prepare an engagement plan with milestones to be reviewed in August and February by the academic staff member's supervisor and the Deputy Dean.

8.14 The standard governance allowance referred to in 8.1 is incorporated within the work plan allowances for Dean, Deputy Dean and Directors of Academic Programs and Portfolios. This is set out in detail in Appendix B.

8.15 The workload allocations set out in clause 8.4 do not apply to those academic staff whose committee membership is ex officio or part of an administration/governance role for which an allocation has been provided.

9. Dispute Resolution

9.1. Disputes about Individual Work Agreements must be referred to either the Dean or the School of Business Work Plan Committee for resolution in the first instance.

9.2. The School of Business 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.

9.7 Where there is disagreement about Individual Work Agreements, individuals and their supervisors are encouraged to discuss the issue collegially in the first instance to informally resolve the issue. Individuals may provide additional information in support of their work plan request. Where this is not successful the matter will be referred to the School Work Plan Committee through the Chair in writing.

9.8 The School Work Plan Committee, acting in its role set out in the Academic Staff Agreement, will be convened within 10 working days of the notification. The Committee may make recommendations on how to resolve the dispute and will inform the staff member and their supervisor in writing of those recommendations.

(Source: Academic Staff Agreement, Clause 23.35)

9.9 If no agreement is reached between the academic staff member and their supervisor, or the Individual Work Agreement is not approved by the relevant Dean by the date specified in the Policy, and if the matters are too significant to be handled by the School Work Plan Committee, the matter in dispute will be referred to the Dean to determine in accordance with the terms of the Policy and this clause. The Dean will make their determination within 10 working days of the date of referral.

(Based on: Academic Staff Agreement, Clause 23.36)

10. Consultation

Clause 22.10 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
Work Plan Committee	18 April 2023 – Review of interim 2023 policy, finalisation of 2023 policy. 11 October 2023 – Draft of Annual report to the University Work Plan Committee Analysis of 2023 Individual work Agreement data Draft changes 2024 School of Business Work Plan Policy 16 October 2023 - Draft changes 2024 School of Business Work Plan Policy 10 November 2023 – Circulation of and consideration of feedback from the School 15 November 2023 – Finalisation of draft for consideration of UWPC 1 December 2023 – Consideration of feedback by the UWPC
School of Business Academic Colleagues (Fixed-Term and Continuing)	18 October 2023 - Distribution of tracked changes draft 2024 policy and provision for consultation and feedback.

APPENDIX A: SCHOLARSHIP OR RESEARCH PLAN

A scholarship or research plan will answer one or more of the following questions:

1. What is their publication plan? Do they have publications under review? If so, where and at what stage?
2. What other scholarly activities do they have planned?
3. Where the academic staff member does not hold a higher degree, how do they intend to complete such a qualification in an area that is relevant to their area of specialism?
4. Where they hold a doctoral qualification, but are not on the Graduate Supervisor Register, how do they intend to be admitted to the Register?
5. Where they hold a doctoral qualification and are on the Graduate Supervision Register, but are not supervising, how do they intend to start supervision?
6. Where they are active supervisors, what is the status of any current supervision and how do they intend to help achieve on-time completion?
7. Where they are current grant holders, what is the status of any projects and their plan for completion?
8. Where they are a recent grant holder, what is their plan for publication of the project?
9. Where they do not hold a grant, what is their plan for seeking research funding?

APPENDIX B: GOVERNANCE ROLES, WORKLOAD AND RESPONSIBILITIES

The table below provides guidance on workload allocations for key governance roles within the School. Academic Program Advisor role work load allocations have been included.

Role	WL	General Allocation	Responsibilities
Dean	80% or as advised	NIL	
Deputy Dean	80% or as advised	NIL	
Associate Dean (Learning and Teaching)	50%	10%	
Associate Dean (Research)	50%	10%	
Associate Dean (HDR)	40%	10%	
Associate Dean (Engagement)	40%	10%	
Associate Dean (International)	40%	10%	
Director Postgraduate Education	50%	10%	Postgraduate Student Experience and Programs, Core subjects in the MBA
Director Undergraduate Education	50%	10%	Undergraduate Student Experience and Programs, Core subjects in the B Bus core
DAP Accounting	70%	10%	Accounting programs and academic supervision
DAP Economics, Finance and Property	70%	10%	Economics, Finance and Property programs and academic supervision
DAP Marketing, International Business and Sport Management	70%	10%	Marketing, International Business and Sport Management programs and academic supervision
DAP Human Resources and Management	70%	10%	Human Resources and Management programs and academic supervision
APA Accounting (three	40% Accounting UG	10%	Program advice to

positions)	40% Accounting UG 30% Accounting PG	10% 10%	undergraduate and postgraduate students
APA Economics, Finance and Property (three positions)	30% Economics and Finance UG 30% Economics and Finance PG 30% Property UG and PG	10% 10% 10%	Program advice to undergraduate and postgraduate students
APA Marketing, International Business and Sport Management (three positions)	40% Marketing UG 35% International Business and Marketing PG 20% Sport Management UG	10% 10% 10%	Program advice to undergraduate and postgraduate students
APA Human Resources and Management (three positions)	40% Human Resources UG 40% Management UG 40% Human Resources, Management and Business Analytics PG	10% 10% 10%	Program advice to undergraduate and postgraduate students
APA HDR and Research Pathways	40%	10%	Program advice to research pathways and HDR students
APA International Offshore ²	60%	10%	Program operations and course advising

² Role presently suspended..

APA MQP and Postgraduate Pathways	20%	10%	Program operations and program advising
APA Postgraduate	40%	10%	Program advice to postgraduate students
APA ABL and Academy ³	20%	10%	Program advice to ABL and academy students
APA Undergraduate (two positions)	30% First Year Undergraduate and Students at Risk 30% The College and International Students	10% 10%	Program advice and support to undergraduate students in first year, students at risk, international students
APA (Assurance of Learning)	30%		School of Business Assurance of Learning lead

³ Role suspended in 2024 noting the suspension of the ABL program

The administrative and governance allocations for workload positions in the School take into account the nature of the work, the number of staff being supervised, the student load and the number of teaching periods.

In determining final administrative and governance workload allocations for School ACAs it is noted that in recognition of substantial work undertaken by ACAs an additional allocation is included in work load allocations to cover the additional ongoing work involving student consultation in the delivery of at least 25 teaching sessions as well as two research teaching sessions as well as undertaking student-focused activities in connection with three external partnerships including associated support of quality assurance processes.

Basis for determining DAP work load allocations (based on allocated points) as endorsed Executive Meeting 2 September 2013

Activity	Allocated points	
Total load managed	< 200	2
	200-500	4
	500-1000	6
	> 1000	8
Number of academic staff supervised	<10	2
	10-20	4
	> 20	6
Number of campuses coordinated	One	1
	Two	2
	Three	3
	More	4
Number of programs coordinated	Two	1
	Three	2
	More	3

Total Points	Workload %
5 or less	20%
6	20%
7	25%
8	30%
9	30%
10	35%
11	40%
12	40%
13	45%
14	45%
15	50%
16	50%
17	55%
18	60%

In determining final administrative and governance workload allocations for School DAPs it is noted that all DAPs have maximum work load allocation of 60%. In recognition of substantial additional work undertaken by DAPs an additional 10% allocation is included in work load allocations to cover the additional ongoing work that includes external program accreditation, business school accreditation, , delivery in 25 coursework teaching sessions as well as two research teaching sessions, managing activities with three external partnerships including associated oversight of quality assurance process.

Note: School APA workload allocations also reflect this additional impost.

APPENDIX C: SUBJECT COORDINATION CALCULATOR

The following table summarises the subject coordination allocation increments for various aspects of subject coordination work.

Base allocation	2%
Plus, if appropriate:	
Engaged, Project or Internship subject	4%
AoL allowance of 2% will be provided where subject coordinators are required to generate AoL data for multiple CLOs within a single subject. This allowance is not inclusive of Third Party Providers	2%
Third-party Quality Assurance	2% per third-party offering
Supervising staff	Varies by number of staff supervised per half year
	≥ 1 1%
	≥ 3 2%
	≥ 7 5%
	≥ 13 8%
Subject enrolment	Varies by subject enrolment per half year
	≥ 100 2%
	≥ 200 3%
	≥ 400 6%
	≥ 750 10
	≥ 1200 15
≥ 1700 20	

The table on the following page provides a number of illustrations of load in practice. To determine the final coordination allowance for each half year individual subject coordination allowances in the relevant half year block are totalled. For example, a staff member coordinating a first-year subject (11%) and undertaking QA activities for another subject (2%) would have a total coordination allocation of 13% for the half year.

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SUBJECT COORDINATION

	Base Allocation		Engaged, Project or Internship*		Third-Party QA		Staff		Enrolments		Coordination
	Yes/No		Yes/No		Number		Number		Number		
Large core subject	Yes	2%	No	0%	2	4%	10	5%	1700	20%	31%
First year UG subject	Yes	2%	No	0%	0	0%	3	2%	262	3%	7%
Third year UG subject	Yes	2%	No	0%	0	0%	2	1%	180	2%	5%
UG project subject	Yes	2%	Yes	4%	0	0%	1	1%	210	2%	9%
PG subject with QA	Yes	2%	No	0%	1	2%	0	0%	28	0%	4%
PG subject	Yes	2%	No	0%	0	0%	0	0%	35	0%	2%
PG internship subject	Yes	2%	Yes	4%	0	0%	0	0%	40	0%	6%
Fully online subject	Yes	2%	No	0%	0	0%	0	0%	25	0%	2%
Fully online subject	Yes	2%	No	0%	0	0%	2	1%	180	2%	5%
Supervising coordinator	No	0%	No	0%	0	0%	1	1%	0	0%	1%
QA only	No	0%	No	0%	1	2%	0	0%	0	0%	2%
casual											

Subject Coordination

***Engaged/Project/Internship subjects (including New Colombo Plan subjects)**

Undergraduate

MKTG 3009 Marketing Planning Project

MGMT 3001 Property Project

ECON 3007 Economics and Finance Engagement Project

BUSM 3004 Contemporary Management Issues

SPRT 3014 Sport Management Applied Project

BUSM 3059 Processes and Evaluation in Employment Relations

BUSM 3030 International Business Project

BUSM 3009 Enterprise Internship

BUSM 3008 Developing Sport Professionals

BUSM 2041 Working in Professions

BUSM 2040 The Service Enterprise

BUSM 2030 Managing and Developing Careers

ACCT 3011 The Accountant as a Consultant

ACCT 7002 Accounting Professional Engagement

*Also designated New Colombo Plan or international mobility subjects on a year to year basis

Postgraduate

BUSM7008 Business Internship

BUSM 7055 Internship

BUSM 7084 Start up

** Staff may apply to have a subject that is not listed recognised as an engaged/project/internship subject

APPENDIX D: EXAMPLES OF ENGAGEMENT ACTIVITIES

The table below provides examples of engagement activities. Workload allocations may be negotiated with the staff member's supervisor with reference to the Agreement clause 23.26.

- Working with industry/business to:
 - Develop Internship programs
 - Create collaborative research partnerships
- Involvement in New Colombo Plan and student mobility projects, supported through other means, but noting this work should be represented either through the representation of engagement work in the determination of subject coordination work plan allowances, or separately through an engagement project.
- Participation in programs as a mentor such as the Lucy Program:
- Engagement with Professional Industry bodies such as:
 - Board member
 - Professional speaker
 - Conference Organising Committee
 - Working groups/ Special Interest Groups
- External Curriculum Review Panels
- International academic leads

Other engagement activities will be considered on a case-by-case basis with individual staff members and work plan supervisors.

APPENDIX E: RESEARCH LEADER AND MENTOR APPLICATION TEMPLATE

Name:
Program:
Level:
Previous Year Research Allocation:

Part 1

Please address the research output requirements for an allowance of this nature as set down in Table 4 in the policy for the period 2020-2022. For peer reviewed journal publications, journal metric requirements should be completed as indicated in the following table.

	<i>Schedule 1 Research Output (see Table 5) - <u>Peer Reviewed Journal Articles (C1)</u></i>			
		ABDC	SCImago	5YRIF
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	<i>Schedule 1 Research Output (see Table 5) – <u>Research Book (A1)</u></i>			
1				
2				
3				
4				
5				

	<i>Schedule 1 Research Output (see Table 5) – Research Book Chapter (B1)</i>			
1				
2				
3				
4				
5				
	<i>Schedule 1 Research Output (see Table 5) – Research Grant (HERDC Category 1, 2, 3 or 4) (including consultancy income with a research component)</i>			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Part 2

Please address specifically the requirement for a portfolio of impacts as set out in Table 5 of the policy (one page).

Part 3

Please address specifically the research leadership and mentorship requirements as set down in 7.3(d) noting that it is expected that evidence of mentoring/leadership has been sustained over a period of at least five years and be in addition to the requirements of Table 4 (one page).

Additional Comments

Please outline any further material important to the consideration of this application. This may include for example career interruptions.