Academic Requirements and Workload Model

1. Purpose

The purpose of this document is to support EIA's commitment to academic staff career development and maintaining high academic standards. It sets the expectations of academic staff availability and duties and workload allocation.

EIA is committed to delivering teaching and learning that engages with advanced knowledge and inquiry. To this end EIA recognises the value of supporting the scholarly activities of academic staff and professional development that informs their teaching.

This document complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, in particular, Section 3.2 Staffing.

EIA will apply the principles of transparency, fairness, and equity when implementing the academic staff workload allocation and align it with the requirements to achieve a great scholarship and quality teaching and learning by students and staff:

- EIA will ensure that staffing strategy and approach are undertaken to fulfil the requirements of all courses regarding the educational, academic and student administrative support.
- EIA will provide an adequate and appropriate level of staff accessibility to students as required by their studies and curriculum design.

2. Scope

This workload model applies to all EIA staff involved in teaching or classified as an Academic.

3. Responsibility

The General Manager is responsible for the drafting and revision of this document, delegating the implementation of relevant procedures to appropriate responsible officers, obtaining feedback and data to perform periodic monitoring and review of the quality delivered against this policy.

All academic staff including the Academic Director, Course Coordinator, Unit Coordinator, lecturers, and tutors are covered by this model.

4. Definitions

Academic Duties: Academic duties include all activities conducted by academic staff to pursue excellence in teaching and learning, research and scholarship and student support and administrative work.

Extenuating Circumstance: An extenuating circumstance is a situation, related to but not limited to medical, family, work, or personal, that is unforeseen, unplanned and outside of a person's control which may affect his/her academic or professional performance.

5. Academic Availability Requirements

This policy document is aligned with the Scholarship and Professional Development Policy and Procedure.

5.1. EIA expects all academic staff to be available to undertake their academic duties including interactions and consultations with students and colleagues during normal business hours, including:

5.1.1. Teaching and learning activities including lectures, tutorials, developing and using the LMS, demonstrations, projects and other relevant activities according to the field of study;

5.1.2. Marking assignment and providing feedback to students;

5.1.3. Providing consultations and feedback sessions to students;

5.1.4. Performing teaching and learning associated duties and administrative work;

5.1.5. Attending meetings, seminars, workshops, and consultations with colleagues;

5.1.6. Undertaking scholarly activity and professional development activities;

5.1.7. Participating in any planning and development activities as required by EIA.

5.2. All staff must provide their staff contact details on the learning management system and communicate this information to students.

6. Academic Workload Activity Model

6.1. Teaching-focused Academic Workload Activity: Academic staff (this also applies to part-time academic staff on a pro-rate basis) under this pathway will focus the majority of his/her time on teaching and teaching related scholarship activities, and other activities. The weighting of the teaching and teaching related administrative work compared to research and other activities will be approximately 85%/10%/5% of the total workload allocation. Teaching and teaching related scholarship activities may include:

6.1.1. Developing and preparing teaching materials for face-to-face, online or blended learning mode;

6.1.2. Developing and updating course and unit curriculum, content and activities towards meeting compliance standards, excellence recognition, and industry accreditation;

6.1.3. Reviewing and updating course and/or unit outlines to maintain currency in the course development;

6.1.4. Delivering and supporting lectures, tutorials, demonstrations, projects, and other learning activities and instructions;

6.1.5. Designing and preparing student learning activities and assessment criteria and tasks;

6.1.6. Undertaking student assessments and assessment marking;

6.1.7. Administering and communicating assessment outcomes in a timely manner;

6.1.8. Providing timely, adequate and appropriate consultation and feedback to students;

6.1.9. Designing and developing innovative and up-to-date teaching pedagogy, approaches and technology;

6.1.10. Undertaking scholarly activity to maintain professional skills and discipline-based knowledge relevant to the field of study;

6.1.11. Seeking and applying for teaching related grants and funding.

6.2. Academic Leadership Workload Activity:

6.2.1. Academic staff in a leadership role will be given an allocation of time for this role.

6.2.2. This pathway includes leadership, executive and administrative roles and tasks that are determined and directed by the General Manager and may include tasks in 6.1.

6.3. Other Activities include but are not limited to:

6.3.1. Supervising a team of tutors or lecturers deemed appropriate at a staff's existing position level;

6.3.2. Preparing, moderating and recording assessment outcomes;

6.3.3. Developing, updating and reviewing learning management system;

6.3.4. Undertaking a leadership role such as a Course Coordinator or Unit Coordinator role;

6.3.5. Participating and contributing to teaching, research-related and other committees;

6.3.6. Scheduling, organising and contributing to meetings, seminars, and events such as Open Days and Graduation Ceremonies; engaging and liaising with relevant stakeholders including industry partners, professional bodies, regulatory bodies, governments, and community.

6.4. The calculations of hours for the academic workload activity is based on 227 working days in a year and eight working hours per day, totalling 1748 working hours per year.

6.5. The following table summarises the academic workload activity model. Note that different academics may have varying workload proportion (%) depending on their actual work allocation.

Activity	Workload Allocation (%)		
	Teaching and teaching relative administrative work	Research & Scholarship	Other Activities (Service to EIA)
Teaching-focused	85	10	5

7. Academic Workload Equivalent Allocation

7.1. Each full-time (FTE1.0) academic staff should not be allocated more than five different units per semester. The allocated units should be in related disciplines relevant to the teaching staff's qualifications, knowledge, and skills.

7.2. The consultation process for individual staff work allocation commences after the end-of-year staff performance review concludes between academic staff and their respective supervisor by December 15 each calendar year.

7.3. The consultation concludes, and the workload allocation will be finalised by respective supervisors by January 15 each calendar year.

7.4. Following this, academic staff and supervisors must complete the staff performance work plan by January 30 each calendar year.

7.5. The Workload Allocation is performed based on the nature of tasks and estimated hours required to complete them. The table below gives some guidelines which academic staff and supervisors use to negotiate and consult for their workload allocation.

7.6. With proper budget and resources allocation, EIA may assign a minimum of 10% weight on keeping knowledge up to date with teaching discipline in the following activities collectively for full-time teaching staff from Level B and above:

- Lecture preparation;
- Assessment design;
- Unit Coordination;
- Unit Development; and
- Unit Review.

Item No.	Activity	Time Allocation
Teaching and teaching related administrative work		
1	Lecture first delivery (2 hours delivery per week)	For every one hour of lecture delivery, EIA allocates 2.5 hours worth of work. That is, if a unit has 2 hours of lecture each week, then the

		staff member teaching that unit will be allocated 5 hours worth of work for that week, which comes to a total of 60 hours per term.
2	Tutorial first delivery (1 hour delivery per week)	For every one hour of tutorial delivery, EIA allocates 2 hours worth of work. That is, if a unit has 1 hour of tutorial each week, then the staff member teaching that unit will be allocated 2 hours worth of work for that week, which comes to a total of 24 hours per term.
3	Repeat lecture (2 hours delivery per week)	For every one hour of repeat lecture delivery, EIA allocates 1.5 hours worth of work. That is, if a unit has 2 hours of lecture each week, then the staff member teaching that unit will be allocated 3 hours worth of work for that week, which comes to a total of 36 hours per term.
4	Repeat tutorial (1 hour delivery per week	For every one hour of repeat lecture delivery, EIA allocates 1.5 hours worth of work. That is, if a unit has 1 hour of tutorial each week, then the staff member teaching that unit will be allocated 1.5 hours worth of work for that week, which comes to a total of 18 hours per term.
5	Marking (1 hour per students)	EIA allocate 1 hour per student for marking including all formative and summative assessments. Marking hours will be calculated categorically based on the size of the class. For large classes (39+ students), 45 hours are allocated for marking per large class; For medium classes (26 – 38 students), 32 hours are allocated for marking per medium class; For small classes (14 – 25 students), 20 hours are allocated for marking per small class; For extra small classes (6 – 13 students), 12 hours are allocated for marking per extra small class.
6	Reduced contact hour delivery mode (for classes less than 6 students)	Classes that contain less than 6 students may be delivered under reduced contact hour delivery mode. These classes must be opened because: (1) Graduating students requires that class to be offered; or (2) Students requires that class for enrolment purpose, and there is no other classes available for that students due to e.g. pre-req constraints. For delivery of such classes, 40 hours per class are allocated per term. This includes all delivery, teaching associated administrative work, and marking.
7	Unit Coordination	Staff will be allocated 38 hours per trimester for every unit allocated them to coordinate.
Service to EIA and other activities		
8	Membership of Course Advisory Committee, Course Development Working Parties, or other Acadmeic governance committees	Staff are allocated 4 hours associated work for every 1 hour of meeting they attend.
9	Faculty meetings (or other like meetings they are required to attend)	Staff are allocated 1 hour for every 1 hour of meeting they attend for a maximum of 13 hours per term.

10	Course Coordinator	Staff undertaken course coordination are allocated 160 hours worth of work per term.
11A	Level 1 Unit Development	For new unit development, if staff are required to develop all teaching material and assessments based on the Unit Outline, they are allocated 70 hours of work per unit development.
11B	Level 2 Unit Development	For units that are undergoing major revision, if staff are required to undertake major revision of an exisiting unit, including the re-development or update of exisiting teaching material and assessment, they are allocated a maximum of 30 hours of work per unit development.
12	Mentoring junior academic	Staff who are required to mentor junior academics are allocated 13 hour per junior academics per term.
Scholarly activities		
13	Scholarly activity	Depending on the level of scholarly activity, each staff is allocated a minimum of 3 and a maximum 58 hours per term.

8. Workload Dispute

8.1. Staff are entitled to lodge a formal grievance if they wish to dispute the principles or application of the Academic Workload Model by completing the Staff Grievance and Appeal form.

8.2. The academic workload dispute will be resolved promptly following the Staff Grievance and Appeal Policy and Procedure.

8.3. All information about the dispute will be treated as private and confidential.

Following the outcome of the grievance and appeal procedure and process, relevant staff and supervisor/manager will be advised to undertake appropriate actions to resolve the dispute, including but not limited to reviewing and revising staff work plan, review and workload allocation

Document Title	Academic Work Requirements and Workload Model
Date Created	20/05/2019
Created By	General Manager
Current Version	1.2
Last Approved Date	21/01/2020
Approval Authority	Academic Board
Custodian	Governance Officer
Responsible for Implementation	General Manager/Academic Director
Version History	
Version Number	Amendments
1.0 (approved on 23/05/2019)	
1.1 (approved on 21/01/2020)	Changed edit to review.
1.2	Change company name to Edvantage Institute Australia (EIA)