

ACADEMIC WORKLOADS

Academic Workload Model

TEACHING

1.1 Teaching (638 hours)

- a) Hours allocated for face-to-face lectures and tutorials (Table 1 – A1-A4) include contact time, preparation time and feedback.
- b) Teaching hours for a fully-online unit (Table 1) will be calculated as A5 plus the per-student rate in A6.
- c) Hours allocated as marking time can be shared between the academic staff in the unit as per A7.
- d) The Lecturer-in-Charge will normally be allocated preparation time (A9). If the Lecturer-in-Charge is also coordinating a unit across campuses with other Lecturers-in-Charge on the different campuses then he/she will be allocated a higher allowance (A10).
- e) Special consideration for additional hours to the Lecturer-in-Charge (A9-A12) may be made by the Head of School.
- f) Special consideration for additional hours for unit development and/or revision (A13-15) may be made by the Head of School.
- g) In circumstances where more than one person is developing or revising the unit, the workload allocation should be distributed on a pro-rata basis according to the contribution of each developer.
- h) The Head of School may allocate a Special Project – Teaching and provide a workload allocation.
- i) In circumstances where a Head of School allocates additional hours, or special project, these are reported to the Executive Dean.

Preparation, Teaching and Assessment		
A1.	Time for 1 hour lecture (contact, preparation and feedback)	2.5 hours
A2.	Time for 1 hour repeat lecture	1.25 hour
A3.	Time for first 1 hour tutorial including preparation	2.5 hours
A4.	Time for 1 hour repeat tutorial	1.25 hour
A5.	Time for each fully-online unit (plus A7)	18 hours
A6.	Time to support, consult and provide feedback per each fully-online student per unit	1 hour
A7.	Marking and feedback time per student per unit (face-to-face and fully-online)	1 hour
A8.	Administration / consultation time for large classes >50. Allocated following discussions with Head of School and in context of complexity: (a) Class size between 50 and 200: (b) Class size between 200 and 500: (c) Class size of 500 and above:	(a) up to 18 hours (b) up to 35 hours (c) up to 70 hours
A9.	Lecturer-in-Charge – fully-online or face-to-face	18 hours
A10.	Lecturer-in-Charge – fully-online or face-to-face – with greater than 3 tutors [depending on the size and complexity of student enrolments, the Head of School may allocate an additional 18 hours]	26 hours
A11.	Lecturer-in-Charge <u>and</u> Cross-campus Unit Coordinator (multiple Lecturers-in-Charge) [depending on the size and complexity of student enrolments, the Head of School may allocate an additional 18 hours]	35 hours
A12.	Lecturer-in-Charge <u>and</u> Cross-campus Unit Coordinator (multiple Lecturers-in-Charge) – with multiple tutors [depending on the size and complexity of student enrolments, the Head of School may allocate an additional 18 hours]	53 hours

Table 1: Preparation, Teaching, Assessment, Teaching-related Administration and Supervision		
Preparation, Teaching and Assessment		
Teaching-related Workload		
A13.	New face-to-face unit development ¹	Normally up to 70 hours
A14.	New fully-online/distance unit development (normally in the year/semester before offering) ²	Normally up to 105 hours
A15.	Revision of an online unit (minor or major updating)	Normally between 35-70 hours
A16.	One-off time allowance for a new academic in his/her first year of teaching or pro-rata for fractional staff	140 hours
A17.	One-off time allowance for an academic new to ACU in his/her first year of teaching at ACU or pro-rata for fractional staff	35 hours
Honours Theses, Minor Theses and Projects for Postgraduate Courses³		
A18.	10 credit point project or research thesis/thesis proposal unit – per student	9 hours
A19.	20 credit point project or research thesis/thesis proposal unit – per student	18 hours
A20.	30 credit point research thesis unit – per student	26 hours
A21.	40 credit point research thesis unit – per student	35 hours
A22.	Examination of theses – internal marking allocation for Honours, Graduate Diploma in and Master of Psychology theses	6 hours

Normally units will only be run if there are more than 20 students enrolled. Where there are less than 20 students enrolled, options for the School include:

- Alternative mode of delivery;
- Only offering the unit every second or third year; or
- Not offering the unit.

In cases where the unit is required and there are less than 20 students enrolled the following applies:

- The total number of calculated hours for A1-A4 will normally be reduced to a percentage of 75 percent of the total.
- The Head of School may modify hours based on mode of delivery.

1.2 Field Experience

Workload for field experience will differ depending on the level of involvement in finding placements, whether there is administrative support and whether the academic is expected to undertake on-site visits. The maximum number of hours for an academic field experience coordinator will be 525 hours.

Five types of field experience are identified in Table 2 below. In all cases where there are site visits, the amount of time allocated is 1 hour for the site visit plus the number of hours allocated per student at the site.

Table 2: Field Experience		
B1.	Lecturer in Charge	20 hours

¹ Time for development of a new unit will only be allocated once per unit across the University. If more than one person is developing the unit, the time should be allocated on a pro-rata basis according to the contribution of each developer.

² Same as footnote 1.

³ The allocation for supervision of projects should be shared pro-rata, normally in the following distribution (principal [75%], co- [25%] or joint [50%] supervisor).

Table 2: Field Experience		
B2.	Class contact time including case conferences, information sessions, seminars and focus groups	2 hours per hour of face-to-face contact
1. Zero Credit Point Units including Volunteer Experience and Community Engagement Pass/Fail units, students largely finding their own placements, no on-site visits, assessment of student reports and reflective journals		
B3.	Assessment, problem-solving and consulting with students	0.25 hours per student
B4.	Administration – coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support)	0.25 hours per student
2. Internships – Finding Placements for Students (with or without on-site visits) including ARTS326, BIPX301, BIPX302, TECO307 and THCP207 Placements are found for students. This role usually includes site visits, class contact time for seminars, focus groups and information meetings, students undertaking projects within placements, and assessment of proposals, interim and final reports.		
B5.	Assessment, problem-solving and consulting with students	0.5 hours per student
B6.	Administration – coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support)	0.5 hours per student
B7.	Site visits, including travel	1 hour per site
B8.	On-site student supervision	1 hour per student on-site
3. Psychology, Counselling, Social Work and Youth Studies including Psychology Practicum and Casework, Counselling Practicum, Social Work Field Placements and Youth Work Field Placements Placements are found for students. This role also involves site visits that may include clinical supervision of the student, class contact time for seminars, case conferences and information meetings, and assessment of proposals, presentations and portfolios.		
B9.	Assessment, problem-solving and consulting with students	1 hour per student
B10.	Administration – coordination, administration, helping students find placements and consultation (only allocated if there is NO administrative support)	0.5 hours per student
B11.	Site visit, including travel	1 hour per site
B12.	On-site student supervision (Note that the amount allocated will depend on the staff member's involvement with clients and the number of site visits. Where supervision of postgraduate Psychology students is undertaken in the ACU clinic or Social Work students require one-to-one supervision, the actual hours of supervision should be allocated)	Between 1 and 8 hours per semester per student
4. Professional Experience – Education Coordinator will liaise with schools and systems, liaise with administrative assistants, prepare documentation, monitor and evaluate placements, monitor quality processes, implement strategies for students at risk, and ensure students receive appropriate preparation prior to placements.		
B13.	Administration and consultation	0.25 hours per student per year
B14.	Site visit to school, including travel	1 hour per site
B15.	On-site visit – classroom observation and troubleshooting	1.5 hours per student
B16.	On-site visit – discussion with staff and pre-service teacher or Telephone follow up	0.25 hours per student
B17.	Professional Experience coordination Where Professional Experience coordination is undertaken by different people for different years, the practicum coordination rate should be divided among the coordinators at a rate of 52.5 hours each per year	140 hours per year

Table 2: Field Experience

	level. A rate of up to 175 hours for large cohorts may be allocated with the approval of the Executive Dean	
<p>5. Field Experience – Health</p> <p>Coordinator will assess and approve placements, appoint and prepare Clinical Facilitator / Teacher, monitor and evaluate placements, liaise with health agencies and Lecturers-in-Charge, and monitor quality processes.</p> <p>Lecturers-in-Charge will liaise with Clinical Facilitator / Teacher and health facilities, monitor student progress in collaboration with clinical facilitator / teacher, monitor student completion of required hours and assessment, and review assessments and submit final grades.</p> <p>Clinical Facilitator/Teacher completes the assessment of students and provides most of the support to them.</p>		
B18.	On-site, hospital or equivalent, clinical teaching	1 hour per student per day
B19.	Assessment monitoring and review	0.25 hours per student
B20.	Administration and liaison	0.125 hours per student
B21.	Field Experience Coordinator (may be increased to 500 hours in the case of complex courses with the approval of the Executive Dean)	280 hours per year
<p>6. Field Experience – Theology</p> <p>Lecturer-in-Charge will assess the tasks for this unit on a pass or fail basis. Students for this unit find their own placements after consultation with the Lecturer-in-Charge. Supervising lecturer must be available to meet regularly with the students in the placement, usually on a single occasion. Lecturer-in-Charge will discuss an appropriate workload allocation with the Head of School.</p>		
B22.	Assessment, administration and liaison	Up to 10 hours

RESEARCH AND SCHOLARSHIP

2.1 RESEARCH AND SCHOLARSHIP (638 hours)

Research hours for all staff will be allocated for activities that impact on the amount of funding the University receives externally for research.

Where a staff member:

1. Achieves more than 638 recognised hours for research activity, his/her allocation for teaching and other activities will be evenly reduced, however minimum teaching activity is required, normally up to 96 face-to-face hours or at minimum one unit per semester: or
2. Achieves less than 638 recognised hours for research activity, his/her allocation for teaching and other activities will be evenly increased having regard to maximum face to face (or equivalent) contact time.

For research grants or learning and teaching grants (C13 and C25) workload allocations are capped at a maximum of 525 hours. If more than 525 hours in total are required for a grant, the normal expectation would be that workload is allocated to other named researchers. In exceptional circumstances, the cap may be exceeded as approved by the Executive Dean in consultation with the Deputy Vice-Chancellor (Research).

The University recognises academics' contribution to scholarship. Scholarship means the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines. An allocated amount of up to 10% (159 hours refer C16) is provided to all staff to undertake scholarly activities to maintain the teaching-research nexus. Scholarly activities are critical to the impact dimension of an academic. Such activities may include publications related to the profession, and applying for and receiving teaching and learning grants.

The Head of School may allocate a Special Project – Research and provide a workload allocation. In circumstances where a Head of School allocates additional hours, or special project, these are reported to the Executive Dean.

Research Study and enabling research activity		
C1.	Undertaking a Doctor of Philosophy (or equivalent) with evidence of satisfactory progression from doctoral supervisor. A lesser number of years can be applied in circumstances where a new ACU staff member has partial PhD completion. In the event an Outside Studies Program or Internal Research Secondment is awarded, it replaces this annual workload allocation	350 hours per annum (pro-rated to fraction of appointment) may be claimed for a maximum of 6 years
C2.	One-off enabling research activity workload allocation (pro-rated to fraction of appointment). <ol style="list-style-type: none"> a) Academic staff who complete a doctorate in the previous year in a timely manner are eligible for the allocation for up to two years (year two allocation is dependent upon one HERDC recognised output⁴ either individually or collaboratively in year one). Year three and thereafter is based on actual research output; or, b) Identified Early Career Researchers⁵ are eligible for the allocation for up to two years (year two allocation is dependent upon one HERDC recognised output⁶ either individually or collaboratively in year one). Year three and thereafter is based on actual research output; or, c) Transitioning to Teaching and Research (normally unpublished in recent years) academics are eligible for a workload allocation. The workload allocation is 	300 hours

⁴ Method of recognition includes acceptance of a publication or notification of a successful grant.

⁵ Early Career Researcher is defined by the ARC as a researcher who is within five years of the start of their research careers when they submit their applications. This normally means that they have to be awarded a PhD or equivalent research doctorate within five years; however, an extension to this limit may be approved owing to significant career interruptions.

⁶ Same as footnote 4.

Table 3: Research and Scholarship		
	dependent upon the development and submission of a Research Plan to the relevant ADR, and, attendance at Research Training Courses identified by the Deputy Vice-Chancellor, Research. Year two allocation is dependent upon achievement of the Research Plan and one HERDC recognised output ⁷ either individually or collaboratively in year one. Year three and thereafter is based on actual research output.	
Supervision of Research Students⁸		
C3.	Master of Philosophy or other research master's degree – per year (4 research terms)	88 hours (pro rata for student's enrolment status)
C4.	Doctor of Philosophy or other research doctoral degree – per year (4 research terms)	105 hours (pro rata for student's enrolment status)
C5.	Timely completion of a higher degree research student in the previous year with evidence from Research Services that the completion was timely	Master's degrees 53 hours Doctoral degrees 105 hours
Publications in Line with HERDC-recognised Categories⁹ (with Workload Allocated for Verified Outputs via Research Master data in Year N-2)		
C6.	Commercial book A1	600 hours
C7.	Commercial book chapter B1	200 hours
C8.	Refereed journal article (single author) C1	200 hours
C9.	Refereed journal article (multiple authors) C1 (if C8 claimed, no allocation from C9 for same article)	300 hours (distributed equally by number of authors)
C10.	Refereed and published conference paper E1	70 hours
ERA Non-Traditional Research Outputs		
C11.	The University recognises the relevance and importance of non-traditional outputs categories as defined by the HERDC collection process. The research outputs must fall into one of the following categories (1) Original Creative Work; (2) Curated or Produced Substantial Public Exhibitions or Events; (3) Live Performance of Creative Works; and (4) Recorded/Rendered Creative Works.	Workload will be allocated in consultation with the Faculty Policy and Head of School.
Research Grants		
C12.	External grants of \$10,000 - \$20,000 and managed by Research Services at ACU (or block funding of equivalent value in agreement with other Administering organisation)	One off 70 hours ¹⁰ may be distributed over years
C13.	External grants of \$20,000 or more received and managed by Research Services at ACU	140 hours ¹¹ for the first \$20,000 and 140 hours for every \$50,000 thereafter which may be distributed over

⁷ Same as footnote 4.

⁸ Hours split by supervision role and allocated by Head of School.

⁹ Pro-rata according to the number of authors (for publications) or the number of ACU investigators (for grants).

For information on HERDC-recognised categories, see

<http://www.innovation.gov.au/Section/Research/Pages/highereducationresearchdatacollection.aspx>.

¹⁰ Same as footnote 9.

¹¹ Same as footnote 9.

Table 3: Research and Scholarship		
		years
C14.	Submission of external competitive grants where the grant has been submitted through Research Services with approval of the Deputy Vice-Chancellor (Research) for submission	50 hours ¹²
C15.	Leading a successful grant of at least \$50,000 where a team is involved	One off 105 hours may be distributed.
Scholarly Activity		
C16.	Annual (pro-rated to fraction of appointment) workload allocation for all staff to undertake scholarly activities to maintain the teaching-research nexus. Allocation varies relative to Teaching responsibilities. (a) Teaching-focussed: (b) Teaching and Research: (c) Research-focussed/Research Only/Academic Leadership/Service:	(a) 159 hours (b) 40 – 159hours (c) 25 - 159 hours
C17.	Studying Graduate Certificate in Higher Education	50 hours per 10 credit points
C18.	Studying at master's or honours level (relevant to the needs of the Faculty)	50 hours per 10 credit points
C19.	Book A2	105 hours ¹³
C20.	Editing of a research book A3	88 hours ¹⁴
C21.	Book chapter B2	35 hours ¹⁵
C22.	Unrefereed journal article C2	18 hours ¹⁶
C23.	Unrefereed published conference paper E2	9 hours ¹⁷
Teaching and Learning Grants		
C24.	External grants of \$10,000 - \$20,000 and managed by the Learning and Teaching Centre (or block funding of equivalent value in agreement with other Administering organisation)	One off 70 hours ¹⁸ may be distributed over years
C25.	External grants of \$20,000 or more received and managed by the Learning and Teaching Centre	140 hours ¹⁹ for the first \$20,000 and 140 hours for every \$50,000 thereafter which may be distributed over years
C26.	Submission of external competitive grants where the grant has been submitted through the Learning and Teaching Centre with the approval of the Deputy Vice-Chancellor (Students, Learning and Teaching) for submission	50 hours ²⁰
C27.	Leading a successful grant of at least \$50,000 where a team is involved	One off 105 hours and may be distributed
Other Research Activity		

¹² Pro-rata according to the number of authors (for publications) or the number of ACU investigators (for grants).

¹³ Same as footnote 12.

¹⁴ Same as footnote 12.

¹⁵ Same as footnote 12.

¹⁶ Same as footnote 12.

¹⁷ Same as footnote 12.

¹⁸ Same as footnote 12.

¹⁹ Same as footnote 12.

²⁰ Same as footnote 12.

Table 3: Research and Scholarship

C28.	Research Support Team Leadership	200 hours
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OTHER ACTIVITIES

3.1 Other Activities including Leadership and/or University Service (319 hours)

Allocations for academic administrative duties are shown in Tables 4.

The roles of Head of School, Assistant/Deputy Head of School, Course Coordinator and Course Advisor are specified in the position descriptions. The role of the Timetabling Liaison Officer is specified in the Timetable Policy and Procedures.

Heads of School and Assistant/Deputy Heads of School should consult with their Executive Dean annually to determine the number of hours of their workload allocated to research and scholarship and to teaching.

The Head of School may allocate a Special Project – Other Activities and provide a workload allocation. In circumstances where a Head of School allocates additional hours, or special project, these are reported to the Executive Dean.

Table 4: Other Activities including Administration and/or University Service

Assigned Roles		
D1.	Head of School [depending on the size and complexity of the School as approved by the Deputy Vice-Chancellor (Academic)]	650-800-950 hours
D2.	Deputy Head of School	550-800 hours
D3.	Assistant Head of School [depending on the size and complexity of the School as approved by the Deputy Vice-Chancellor (Academic)] – these hours may be allocated pro-rata	250-400-550 hours
Administrative Roles		
D4.	National Undergraduate Course Coordinator (hours may be between 105 and 210 depending on the size, complexity and administrative support provided to the National Undergraduate Course Coordinator of the course(s) and with the approval of the Executive Dean or nominee)	105-210 hours per year
D5.	Course Coordinator (hours may be between 53 and 210 depending on the size, complexity and administrative support provided to the Course Coordinator of the course(s) and with the approval of the Executive Dean or nominee)	Normally 105 hours per year
D6.	Course Advisor on another campus to Course Coordinator	Up to 53 hours per year
D7.	Course coordination/academic advising (hours may be shared between the Course Coordinator and any Course Advisors; the amount allocated will depend on the degree of administrative support provided)	Up to 1 hour per year per student
D8.	Timetable Liaison Officer	105-210 hours per year
D9.	Chair, cross-campus Course Implementation Committee or Faculty or School Standing Committee (and not Associate Dean, Head or Assistant/Deputy Head of School) with approval of Executive Dean or nominee Chair, University committee with approval of relevant Deputy Vice-Chancellor	Normally 35 hours per year
D10.	Chair, Course Development/Review Committee (hours may be modified by the Executive Dean for a very small or large role)	53 hours per develop-

		ment/review committee
Other University Activity		
D11.	Annual (pro-rated to fraction of appointment) workload allocation for all staff to undertake other University activities and as required to be reported as part of the annual Performance Review	159 hours

Course Coordinators will normally be allocated 105 hours as the base allocation in addition to an allocation per student (D7) capped at a maximum of 525 hours. Course Coordinators of large courses should not be allocated more than 525 hours in total for course coordination. If more than 525 hours in total are required for a course, then a Course Advisor must be allocated.

If the role requires managing multiple and/or complex courses the base allocation may be increased to a maximum of 210 hours with the approval of the Executive Dean or, in the case of very small, non-complex courses, the allocation may be reduced to 53 hours. The per-student allocation may be shared with an Academic Course Advisor.

An allocated amount of 10% of workload (159 hours refer D11) is provided to academic staff to participate in, for example, a range of School and/or Faculty committees; organise and/or attend all meetings, forums and seminars (as approved); contribute to professional associations relevant to the discipline; participate in moderation (where required); prepare and assess deferred exams or supplementary assessment; mentor early career staff; complete mandatory performance learning; attend graduation/graduation mass; and participate in orientation and open day activities. Evidence of this participation will be required for the annual Performance Review and Planning Program.

Where a staff member:

1. achieves more than 319 recognised hours for other activities, his/her allocation for Teaching and, Research and Scholarship will be evenly reduced, however minimum teaching activity is required, normally up to 96 face-to-face hours or at minimum one unit per semester; or
2. achieves less than 319 recognised hours for other activities, his/her allocation for Teaching and, Research and Scholarship will be evenly increased having regard to maximum face to face (or equivalent) contact time.

2.4 Travel

Allocation of hours for travel only applies for academic staff who are required to travel for teaching purposes. Travel time will be calculated by multiplying the number of trips by the hours travelled according to the allocations in Table 4.

Table 4: Travel Time		
E1.	Travel time Ballarat/Melbourne return	3 hours
E2.	Travel time interstate	6 hours