

Name of Policy	Interim - Academic Staff Workload Policy	
Description of Policy		
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Revision 27 October 2010	
Description of Revision	<i>This policy has been updated to remove the definition of Research Active and the associated 350 hours which was in effect for 2010 only.</i>	

Human Resources Directorate

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WORKLOAD POLICY

This Workload Policy takes into account the changing nature of academic work, including teaching and learning, research and scholarship, administration and professional activities. As professionals, most academic staff are employed on the basis of an annual salary and this policy takes that annual context into account. It is acknowledged that because of the differences between disciplines and the range of academic tasks involved in an academic's professional life, it is difficult to quantify precisely the work associated with a particular activity. However, as a means of supporting Heads of School in their responsibility of allocating workloads equitably and transparently certain aspects of academic work have been allocated notional hours and form the framework for the academic staff-Head of School workload discussion.

1. PRINCIPLES

The following principles provide the basis for workload allocation:

- a) Heads of School consult with staff about their workload allocation, and implement a transparent and equitable process for allocating workloads amongst staff in the School. A critical part of this transparent process includes full disclosure of academic workloads by staff to support reporting requirements and decision-making by the University.
- b) To achieve this end, and to monitor workloads of academic staff generally within the School, the Head of School will assign and confirm workloads in accordance with this Policy.
- c) The teaching requirements of all courses have to be met within the resources available to the University.
- d) Workload will be based on a notional hour.
- e) The workload of an academic staff member will normally include teaching and academic administration, research and scholarship, and other internal and external professional activity as required by the University. Australian Catholic University focuses its community engagement on staff expertise in teaching and research. Thus, community engagement will normally be embedded within a staff member's teaching and/or research workload although it may, in special circumstances, be reflected in the additional activities or special projects categories.
- f) Annually, teaching and research academic staff would normally be expected to spend approximately 1,000 hours of their time on teaching and academic administration and 500 hours on research and scholarship. The remainder of their time would be available to undertake other activities as required by their role.
- g) Teaching and academic administration may include activities such as teaching, assessment, consultation with students, administrative duties associated with a unit, development of unit materials, supervision of fieldwork, supervision of higher degree research students, course coordination, chairing major committees (such as for course development and review, and cross-campus course implementation and University, Faculty and School standing committees), timetabling or the role of Head or Assistant/Deputy Head of School.
- h) A range of research and scholarship activities and outputs are recognised under this policy (see Section 3).
- i) Where an academic staff member is allocated workload for a special project, the ratio of teaching to research should normally remain in proportion (2:1).
- j) Workload does not include private practice or personal community service.
- k) Staff shall not normally teach in more than four different units (excluding Field Experience and the same unit offered in alternative modes) in any one standard semester or other teaching period or pro-rata for fractional staff.
- l) Activities not specifically assigned a value in the workload policy may be given a workload value by the Head of School, but these must be approved by the Executive Dean and reported annually to the Deputy Vice-Chancellor (Academic). Workload variations outside the policy also need to be approved by the Executive Dean or nominee.

- m) Where activities undertaken by a staff member within a given required category (e.g. teaching and academic administration or research and scholarship) do not meet the relevant hours requirement under this policy, the staff member's Head of School, in consultation with the staff member, may allocate corresponding workload within another appropriate category to that staff member.
- n) In ensuring that the needs of University students and other relevant stakeholders are effectively met, Heads of School can expect staff generally to be available during the University's normal operating hours for student and other consultation and meetings concerning teaching, research and administration.
- o) In the determination of workload, Australian Catholic University needs to be mindful of its Mission and structure, and the proportion of annual budget spent on academic staffing.

In applying the above principles, workload may be allocated flexibly to meet the needs of the School or Faculty in response to changing circumstances and demands.

2. TEACHING AND ACADEMIC ADMINISTRATION (1,000 hours)

2.1 Teaching

- a) Hours allocated for face-to-face lectures and tutorials (Table 1 – A1-A4) include both the contact time and the preparation time.
- b) Teaching hours for a fully-online unit (Table 1) will be calculated as A6 plus the per-student rate in A7.
- c) Hours allocated as marking time will be shared between the academic staff in the unit as per A8.
- d) The Lecturer-in-Charge will be allocated A5 X number of students in the unit for administration and consultation time (This may be allocated pro-rata to different lecturers, if appropriate).
- e) 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 she/he will be allocated a higher allowance (A11).

A1	Time for 1 hour lecture including preparation	2 hours
A2	Time for 1 hour repeat lecture	1 hour
A3	Time for first 1 hour tutorial including preparation	2 hours
A4	Time for 1 hour repeat tutorial	1 hour
A5	Administration/contact time per student per unit (face-to-face)	0.25 hours
A6	Teaching time per fully-online unit (plus A7)	12 hours
A7	Teaching time per fully-online student per unit	1 hour
A8	Marking time per student per unit (face-to-face and fully-online)	1 hour
A9	Lecturer-in-Charge – fully-online or face-to-face	20 hours
A10	Lecturer-in-Charge – fully-online or face-to-face – with multiple tutors	30 hours
A11	Lecturer-in-Charge <u>and</u> Cross-campus Unit Coordinator (multiple Lecturers-in-Charge)	40 hours
A12	Lecturer-in-Charge <u>and</u> Cross-campus Unit Coordinator (multiple Lecturers-in-Charge) -- with multiple tutors	50 hours

See Appendix 1 for a description of responsibilities.

In addition to teaching time, hours will be allocated for the development of a new unit. The allocation will differ according to the type of unit (face-to-face or fully-online). These hours, which may be shared pro-rata if more than one person contributes to the development of a unit, are shown in Table 2A.

Fully distance units will be given the same development and teaching time as fully online units. Where units are offered in multi-mode, developers of the online/distance component will be allocated a suitable pro-rata amount of new fully-online/distance unit development (B2) and a pro-rata teaching allocation will be also given.

Table 2A: Other Teaching-related Workload		
B1	New face-to-face unit development approved by Executive Dean or nominee ¹	80 hours
B2	New fully-online/distance unit development (in the year/semester before offering)	200 hours
B3A	Significant revision of a fully online/distance unit in exceptional circumstances ² as approved by the Executive Dean or nominee	20-80 hours
B3B	Revision of an online unit (not under category B3A)	20 hours
B4	New lecturer in his/her first year at ACU or pro-rata for fractional staff	200 hours

See Appendix 1 for a description of responsibilities.

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:

- only offering the unit every second or third year;
- requesting students to consider undertaking a comparable unit at another university and seeking credit; or
- not offering the unit.

In cases where the unit is required and there are less than 15 students enrolled the following applies:

- The Lecturer-in-Charge allocation will remain 20 hours regardless of the number of students in the class;
- Marking (A8) and administrative hours (A5) will remain the same as for other classes;
- Table 2B will normally be used to determine the number of hours for lectures, tutorials and practicals in the unit. The Executive Dean's approval is required if more hours are needed due to accreditation requirements or the nature of the learning requirements of the unit. These hours should be reflected on the timetable.

Table 2B: Teaching Workload for Small Classes	
Number of Students	Percentage of Number of Hours Specified in Unit Outline
1 - 5	25%
6 - 10	50%
11-15	75%

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 In exceptional circumstances, significant revision of an online unit might be required – for example, if there is a problem with the unit. Time for significant unit revision will not normally be allocated when a lecturer takes over teaching a unit that has already been prepared.

2.2 Supervision

The allocation for supervision of research students and projects should be shared pro-rata, where applicable (principal [75%], co- [25%] or joint [50%] supervisor). Supervision of part-time higher degree research students will be allocated three quarters of the hours indicated in Table 3.

Table 3: Supervision of Research and Postgraduate Project Students		
Higher Degree by Research Student Supervision		
C1	Master of Philosophy or other research master's degree – per year (4 research terms)	72 hours
C2	Doctor of Philosophy or other research doctoral degree – per year (4 research terms)	96 hours
Honours Theses, Minor Theses and Projects for Postgraduate Courses		
C3	10 credit point project or research thesis/thesis proposal unit – per student	9 hours
C4	20 credit point project or research thesis/thesis proposal unit – per student	18 hours
C5	30 credit point research thesis unit – per student	27 hours
C6	40 credit point research thesis unit – per student	36 hours
C7	Examination of theses – internal marking allocation for 15,000-word Honours, Graduate Diploma in and Master of Psychology theses	6 hours

2.3 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 500.

Five types of field experience are identified in the table 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 4A: FIELD EXPERIENCE		
D1	Lecturer in Charge	20 hours
D2	Class contact time (counted as first tutorial rate) including case conferences, information sessions, seminars and focus groups	2 hours per hour of face-to-face contact
4A_1 Zero Credit Point Units including Learning in the Community and Community Engagement		
Pass/Fail units, students largely finding their own placements, no on-site visits, assessment of student reports and reflective journals		
D3	Assessment, problem-solving and consulting with students	0.3 hours per student
D4	Administration – coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support)	0.3 hours per student
4A_2 Internships – Finding Placements for Students (with or without on-site visits) including Placements are found for students. This role usually includes site visits, class contact		

TABLE 4A: FIELD EXPERIENCE		
time for seminars, focus groups and information meetings, students undertaking projects within placements, and assessment of proposals, interim and final reports.		
D3	Assessment, problem-solving and consulting with students	0.5 hours per student
D4	Administration – coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support)	0.5 hours per student
D5A	Site visits, including travel	1 hour per site
D5B	On-site student supervision	1 hour per student on-site
4A_3 Psychology, Counselling, Social Work including Psychology Practicum and Casework Counselling Practicum Social Work Field Placements 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.		
D3	Assessment, problem-solving and consulting with students	1 hour per student
D4	Administration – coordination, administration, helping students find placements and consultation (only allocated if there is NO administrative support)	0.5 hours per student
D5A	Site visit, including travel	1 hour per site
D5B	On-site student supervision (Note that amount allocated will depend on the staff member's involvement with clients and 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
4A_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.		
D4	Administration and consultation	0.25 hours per student per year
D5A	Site visit to school, including travel	1 hour per site
D5B	On-site visit – classroom observation and troubleshooting	1.5 hours per student
D5C	On-site visit – discussion with staff and pre-service teacher	0.5 hours per student
D6	Practicum coordination Where practicum coordination is undertaken by different people for different years, the practicum coordination rate should be divided among the coordinators at a rate of 50 hours each per year level. A rate of up to 200 hours for large cohorts may be allocated with the approval of the Executive Dean.	150 hours per year
4A_5 Field Experience – Nursing and Midwifery Coordinator will assess and approve placements, appoint and prepare student supervisors, monitor and evaluate placements, liaise with health agencies and Lecturers-in-Charge, and monitor quality		

TABLE 4A: FIELD EXPERIENCE		
processes.		
Lecturers-in-Charge will liaise with student supervisors, and health facilities, monitor student progress in collaboration with supervisors, monitor student completion of required hours and assessment, and review assessments and submit final grades.		
The workload of Student Supervisors, who complete the assessment of students and provide most of the support to them, is not covered by this policy.		
D3	Assessment monitoring and review	0.2 hours per student
D4	Administration and liaison	0.125 hours per student
D6	Field Experience Coordinator (may be increased to 500 hours in the case of complex courses and with the approval of the Executive Dean)	330 hours per year

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		
D8	Travel time Ballarat/Melbourne return	3 hours
D9	Travel time interstate	6 hours

2.5 Academic Administration

Allocations for academic administrative duties are shown in Tables 5A and 5B.

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 supervisor at the time of their performance review to determine the number of hours allocated to research and the number to teaching and academic administration.

Table 5A: Assigned Roles (Hours per year)			Teaching, Academic Administration and Research
E1	Head of School	850	650
E2	Assistant/Deputy 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	500-700	800-1,000

Course Coordinators will normally be allocated 100 hours as the base allocation in addition to an allocation per student (E5). However, if the role requires managing multiple and unrelated or complex courses the allocation may be increased to a maximum of 200 hours with the approval of the Executive Dean or, in the case of very small, non-complex courses, the allocation may be reduced to 50 hours. The per-student allocation may be shared with an Academic Course Advisor. Course Coordinators of large courses should not be allocated more than 700 hours in total for course

coordination. If more than 700 hours in total are required for a course, then a Course Advisor must be allocated.

E3	Course Coordinator (hours may be between 50 and 200 depending on the complexity of the course(s) and with the approval of the Executive Dean or nominee)	Normally 100 hours per year
E4	Course Advisor on another campus to Course Coordinator	Up to 50 hours per year
E5	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
E6	Timetable Liaison Officer	100-200 hours per year
E7	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 30 hours per year
E8	Chair, Course Development/Review Committee (hours may be modified by the Executive Dean for a very small or large role)	50 hours per development/review committee

Appendix 1 has additional information on the role of the Course Coordinator and Course Advisor (E3 and E4, respectively).

3. RESEARCH AND SCHOLARSHIP (500 hours)

Research hours will be allocated for staff achievements for the year N – 2 (validated through the Research Master database), completing a Doctor of Philosophy (or equivalent), publications, research grants and timely higher degree research student completions as per Table 6. These activities impact on the amount of funding the University receives externally for research. Where a staff member achieves more than 500 recognised hours for research activity, his/her allocation for teaching and academic administration will be reduced up to a maximum of an additional 500 hours. Appropriate workload adjustments for early career researchers may be recommended as a special project by the relevant Head of School and approved by the Executive Dean (see Section 5).

3.1 Research

Research Activity	
Undertaking a Doctor of Philosophy (or equivalent) with evidence of satisfactory progression from doctoral supervisor	In the case of enrolment in a Doctor of Philosophy (or equivalent), 350 hours per annum may be claimed for a maximum of 6 years (including any leave of absence granted for OSP or internal research secondment)
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 50 hours Doctoral degrees 100 hours Pro-rata according to type of supervision (principal [75%], co- [25%] or joint [50%] supervisor)
Academic staff member completing doctorate in the previous year in a timely manner	350 hours (excluding any leave of absence granted for OSP or internal research secondment)

Publications in the Previous Year according to the HERDC Categories	
Book A1	500 hours*
Book Chapter B1	150 hours*
Refereed journal article C1	150 hours*
Refereed conference paper E1	100 hours*
Research Grants	
External grants of \$10,000 or more received and managed by Research Services at ACU	100 hours for the first \$10,000 and 100 hours for every \$20,000 thereafter+
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+
Leading a successful grant of at least \$10,000 where a team is involved	100 hours

* pro-rata according to the number of authors

+ pro-rata according to the number of ACU investigators

It is desirable to retain blocks of time free from other activities for research. Such blocks of time should be recognised in the assessment of total workloads and timetables, and may be expressed, for example, as half-days per week or weeks per year.

3.2 Scholarship

The University recognises academics' contribution to scholarship. Scholarly activities contribute to the impact dimension of an academic. Such activities include publications related to the profession, and applying for and receiving teaching and learning grants. Table 7 summarises hours allocated for such scholarly activities.

Table 7: Hours allocated for Scholarly Activity per Year	
Scholarly Activity	Allocated hours
Studying Graduate Certificate in Higher Education	50 hours per unit studied
Studying at master's level	50 hours per 10 credit points
Related Publications in the Previous Year	
Book A2	100 hours*
Editing of a Research Book A3	100 hours*
Book Chapter B2	30 hours*
Non-refereed journal article C2	30 hours*
Non-refereed conference paper E2	20 hours*
Teaching and Learning Grants	
External grants of \$10,000 or more received and managed by the Learning and Teaching Centre	100 hours for the first \$10,000 and 100 hours for every \$20,000 thereafter+
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 (Academic) for submission	50 hours pro-rata+
Leading a successful grant of at least \$10,000 where a team is involved	100 hours

* pro-rata according to the number of authors + pro-rata according to the number of ACU investigators

Workload for scholarly activities such as editing journals, curating exhibitions and directing performances may be recognised as special projects with allocations approved by the Executive Dean.

4. ADDITIONAL ACTIVITIES

Academic staff are expected to take part in the life and operations of the University. This portion of the workload is not stipulated, but academic staff are expected to participate in activities such as student support, committees, course development and reviews, peer review and quality assurance of fully-online modules, independent moderation of assessment, mentoring, mandatory professional learning, graduations, orientation, open days and scholarly, administrative and other relevant activities that occur from time to time.

5. SPECIAL PROJECTS

Special Projects will be allocated a workload fraction requiring the approval of the Executive Dean. The academic staff member's remaining workload will normally be allocated in the ratio of 2:1 for teaching and administration, and research, respectively.

Examples of workload that may be allocated under Special Projects are editing of journals; non-traditional research outputs of original creative works, live performance of creative works, recorded rendered creative works and curated or produced substantial public exhibitions; and recognition of early career researchers.

6. CLARIFICATIONS

A staff member who wishes to apply for a period of long service leave is required to vary her/his teaching workload allocation in accordance with the "Formula for Variation to Workload for Academic Staff on Long Service Leave" as described in the University's Long Service Leave Policy. This formula has been developed to allow a staff member who applies for long service leave that would be taken during peak teaching periods (i.e. semester one or semester two) to receive a reduced teaching workload commensurate with, and pro-rata of, the amount of leave for which he/she is applying.

Appropriate adjustments will be made to the research hours allocated in Table 6 where the staff member has been granted leave of absence to undertake an Outside Studies Program or a period of internal research secondment. In such cases the research hours will normally be allocated on a pro-rata basis, consistent with the period of the Outside Studies Program and/or research secondment.

7. APPEALS

Any disagreement concerning workload which cannot be resolved through discussion between the staff member and the relevant Head of School will be resolved by referring the matter to the Executive Dean or nominee.

8. POLICY REVIEW

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward his/her suggestions to the Deputy Vice-Chancellor (Academic).

9. FURTHER ASSISTANCE

Any staff member who requires assistance in understanding this policy should first consult his/her nominated supervisor who is responsible for the implementation and operation of these arrangements in the work area. Should further advice be needed, the staff member should contact the Executive Dean.

Appendix 1

While not fully prescriptive, the following gives an indication of the types of activities for which workload may be given. More detail of the tasks and roles can be found in the policies and procedures given at the end of Appendix 1.

TEACHING (Table 1)

Lecturing (A1) includes activities such as:

- preparation for lecturing;
- actual contact hours for lecturing;
- liaison with tutors regarding tutorials;
- providing appropriate guidelines to lecturers, tutors and markers, where used in exceptional circumstances, on assessment criteria, assessment procedures and moderation;
- maintaining and collating records of each student's marks for all assessment components in accordance with the assessment schedule in the unit outline;
- maintenance and participation in the Blackboard website according to University policy;
- being available for student consultation on a regular basis and informing students of availability for consultations (both with and without appointments); and
- advising the Lecturer-in-Charge within a reasonable time of student progress and how effectively students are learning.

Repeat lecture (A2) includes activities such as:

- actual contact hours for lecturing.

First tutorial (A3) includes:

- preparation for the tutorial;
- liaison with Lecturer-in-Charge; and
- tutorial contact time.

Repeat tutorial (A4) includes:

- tutorial contact time.

Administration/contact time per student per unit (A5 face-to-face units), which may be shared, includes:

- answering student queries outside of class;
- being available for student consultation on a regular basis, and informing students of availability for consultations (both with and without appointments); and
- any associated administrative tasks.

Teaching time per fully-online unit (A6) includes:

- preparation for teaching online;
- liaison with any other staff teaching the same unit; and
- updating the unit week by week.

Teaching time per fully-online student per unit (A7) includes:

- monitoring the website at least twice a week;
- responding to queries from students; and
- monitoring and contributing to discussions, wikis or blogs to focus attention on particular aspects or to prompt further reflection.

Marking time (A8 – both fully-online and face-to-face units), which may be shared, includes:

- marking assessment tasks accurately, consistently and fairly, as guided by the Lecturer-in-Charge;
- moderation of assessment; and
- keeping a secure record of each student's results.

The Lecturer-in-Charge (fully-online or face-to-face) (A9) is allocated additional hours for:

- ensuring that the unit conforms to all University policies including the Assessment Policy and Procedures;
- preparing the unit outline;
- designing and specifying the number and type of assessment tasks, marking criteria and their weightings;
- submitting examination requests, if required, by the due date, and preparing and submitting the examination paper(s) for central examinations by the due date;
- allocating final result grades or interim results for ratification by the Head of School (by the date specified by the Head of School);
- providing appropriate guidelines to lecturers, tutors and markers, where used, on assessment criteria, assessment procedures, moderation and methods for calculating final results;
- ensuring appropriate provisions are made for students with disabilities;
- preparation of tutorials and liaison with other tutors;
- setting up and maintenance of the Blackboard website according to University policy; and
- reflecting and making recommendations on changes for the next delivery.

Cross-campus Unit Coordinator (multiple Lecturers-in-Charge) (A10) activities include:

- ensuring unit comparability over the campuses in accordance with the [Policy on Academic Programs offered across Australian Catholic University](#);
- ensuring that assessment tasks are equitable and comparable across campuses;
- providing reports and unit outlines to the relevant course implementation committee;
- overseeing cross-campus moderation when appropriate; and
- promoting the sharing of materials and resources across campuses to all staff teaching in the unit.

OTHER TEACHING-RELATED ACTIVITIES (Table 2)

New face-to-face unit development (B1) (in the year or semester before offering). This workload will not be given for all new face-to-face units: it will only be given after a course review where the unit is completely new and where unit materials are being set up in advance for use across campuses. This must be approved by the Executive Dean or nominee. The development team will share the hours which are allocated for:

- producing materials, web-based resources and notes for the unit including lectures, tutorial outlines and tutorial tasks;
- recommending readings and ensuring they are available to students; and
- ensuring all involved in teaching the unit have access to the materials produced.

New fully-online/distance unit development (B2) (in the year or semester before offering), which may be shared, includes:

- developing the unit outline and assessment tasks according to the policies of the University;
- liaising with the online developers throughout the design and production process;
- developing unit structure and web materials for all modules ensuring that copyright and accessibility issues are addressed;
- ensuring that other staff within the Faculty have access to and review the unit and provide feedback; and
- meeting timelines for quality review of unit.

ADMINISTRATIVE ROLES (Table 5B)

Course Coordinator (E3) includes:

- membership of Course Implementation Committee;

- response to administrative requirements and production of all materials in the appropriate time frame, e.g. Course Enrolment Guides, admission requirements, web information, etc;
- checking and providing information for timetables;
- providing lecturers with information required when appropriate, e.g. students at risk, changes to courses, etc;
- distribution of Education Inclusion Plans for students with a disability to Lecturers-in-Charge and tutors of the units in which the student is enrolled;
- responding to School and Faculty queries and, where necessary, ensuring any Course Advisors are kept informed; and
- assisting with selection processes.

Course Advisor on a different campus to the Course Coordinator (E4) includes:

- membership of Course Implementation Committee;
- adaption of the Course Enrolment Guide for the campus;
- checking and providing information for timetables;
- providing lecturers on the campus with information required when appropriate, e.g. students at risk;
- distribution of Education Inclusion Plans for students with a disability to Lecturers-in-Charge and tutors of the units in which the student is enrolled;
- assisting with selection processes for the campus.

Course Coordinator/Course Advisor (E5) includes:

- face-to-face contact with students;
- managing credit applications;
- managing students at risk;
- managing student completions; and
- supplying information on students to the School, Faculty and International Education Offices, as appropriate.

Related Policies

- Policy on Quality Teaching and Learning
- Policy on Quality Flexible Teaching and Learning
- [Policy on Academic Programs offered across Australian Catholic University](#)
- Assessment Policy and Procedures
- Timetabling Policy and Procedures