

Policy Title: Academic Workloads
Policy Owner: Director, Human Resources Services Centre
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1. INTENT

To ensure the total workload allocated to an academic employee is fair and reasonable, and to provide details of processes to be followed where an academic employee seeks a review of their allocated workload.

2. ORGANISATIONAL SCOPE

ECU Academic employees working within Academic Units, excluding casuals.

3. DEFINITIONS

TERM	DEFINITION
Academic Unit	A School, Institute, Centre or other academic organisational unit.
Employee Representative	A person nominated by an employee to act on their behalf. An employee representative cannot be a person who is currently a practicing solicitor or barrister.
Equitable	Means employees with comparable academic roles, level and responsibilities should have comparable workloads, but not necessarily the same type of workload. Casual, part-time and fixed-term employees should have workloads that are equitable relative to full-time employees in the same area of work.
Head of Work Unit	The delegated position with the authority to act on the matter at hand.
Line Manager	The person with managerial responsibility for the employee.
Transparent	Means the mechanism for the allocation of workload is clear and open to scrutiny.

4. POLICY CONTENT

- 4.1 Those responsible for the allocation of workloads must ensure the distribution of workload across a discipline is safe and reasonable, and is allocated in a fair, equitable and transparent manner, and meet the teaching, research, and leadership and service needs of the academic unit.
- 4.2 As academic work consists of both assigned and self-directed tasks, an individual is expected to have a flexible approach in order to meet changing and fluctuating demands, and take full responsibility for organising their own time in order to satisfactorily complete their allocated tasks and any other required activities.

For the purposes of workload allocation:

- a. “*Teaching delivery*” will mean – the delivery of education through activities such as lectures, tutorials, seminars, workshops, demonstrations, laboratory sessions, field trips and practicums, class supervision and other teaching methods that are technology based.
- b. “*Teaching-related duties*” include activities such as curriculum development, unit co-ordination, preparation of materials, consultation, assessment and feedback, pedagogical innovation including training in new modes of teaching delivery.

4.3 Workload Model

- 4.3.1 The key elements of a workload model will be focussed on primary activities (e.g. teaching, research and service) and tasks associated with those activities.
- 4.3.2 An academic unit will establish a common workload model which will provide parameters and guidance to academic employees and the line manager on the allocation of workload across a discipline. A common model will be developed in consultation with academic employees in an equitable and transparent manner, and will reflect the needs of the academic unit.
- 4.3.3 The academic unit will provide a mechanism whereby academic employees will be able to compare their workload allocation against the other allocations approved within the school.
- 4.3.4 The workload model should acknowledge the maximum allocated hours for full-time academic employees is 1695 hours per annum (pro-rata for part-time employees), however this maximum may vary subject to approved leave. With allocated hours being the hours the employee is required to work, including hours the employee would undertake research or scholarly activity related to their University appointment.
- 4.3.5 The common workload model to be used or those developed for a specific discipline will be approved by the Head of Work Unit or their nominee.
- 4.3.6 The method for allocating workloads will be reviewed from time to time and where necessary amended. Reviews may occur annually or at least every 2 years and this will be carried out by the relevant line manager after consultation with employees. Where a workload model is changed the revised model must be approved by the Head of Work Unit or their nominee prior to implementation.

4.4 Workload Allocation

- 4.4.1 Individual workload allocation, or changes to that allocation will be carried out in a consultative manner, and the line manager and the employee will endeavour to reach agreement. Consultation does not mean having to reach agreement.
- 4.4.2 The line manager when allocating workloads will as far as practicable take into account the performance expectations for each academic level, and the expectations of those levels with regards to teaching, research and service.
- 4.4.3 At the commencement of each year employees must submit their leave plans to their line manager so leave can be adequately accommodated within their workload. Employees are expected to take regular breaks, and apply to take their annual leave.

4.5 Workload Review

- 4.5.1 An employee may seek a review of their workload allocation, or changes to that allocation. A workload review request must be made within 2 weeks of the employee being allocated the workload by the line manager.
- 4.5.2 The employee must make their workload review request to the Head of Work Unit (e.g. Executive Dean of the School). The request must be in writing and identify the reasons or concerns into why the allocated workload is unreasonable, and state the outcome being sought.
- 4.5.3 The Head of Work Unit will consider the matter within 5 working days, and may before making a decision, satisfy themselves that an opportunity was provided to the employee for consultation into the agreed workload model, that the agreed model has been appropriately applied, and if the allocated workload is reasonable.
- 4.5.4 During the workload review the employee will carry out the allocated workload until a decision is made.
- 4.5.5 The Head of Work Unit may determine the workload is reasonable, amend the workload, or refer the matter back to the line manager identifying the concerns to be addressed. The decision and reasons will be notified in writing to the employee and line manager.
- 4.5.6 Where the employee is dissatisfied with the Dean's findings into their workload they may appeal the decision to the Senior Deputy Vice-Chancellor. An appeal must:
 - (a) be in writing and within 5 working days of the Dean delivering their written decision at Clause 4.5.5; and
 - (b) specify the reasons as to why the finding(s) made by the Dean is incorrect.The Senior Deputy Vice-Chancellor will determine the matter, and their decision will be final.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

The Director, Human Resources Services Centre has overall responsibility for the content of this policy and its operation in ECU.

Academic employees in academic units are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [ECU Enterprise Agreement](#)
- [ECU Code of Conduct](#)
- ECU [ASPEO](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Human Resources Services Centre
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8. APPROVAL HISTORY

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