

<b>Policy Name</b>	<b>ACADEMIC WORKLOAD POLICY</b>
<b>Policy Number</b>	<b>A014_PO_HE (Academic)</b>
<b>Purpose</b>	The purpose of the policy is to provide a framework for workload allocation for higher education academic (teaching) staff.
<b>Scope</b>	This policy applies to all academic staff engaged to deliver higher education courses at Whitehouse Institute of Design, Australia (Whitehouse).
<b>Policy Statement</b>	<p>The allocation of workload for academic staff at Whitehouse is based on:</p> <ul style="list-style-type: none"> <li>• the Educational Services (Post-Secondary Education) Award 2010</li> <li>• the capacity to balance workload across teaching, industry and community service and strategic or commercial activities</li> <li>• flexibility to prioritise activities aligned to strategic goals</li> <li>• career promotion and work/life balance</li> <li>• expectations across the range of academic appointments and</li> <li>• availability of resources.</li> </ul> <p>Whitehouse Academic Workload Policy is used by the Academic Director and course leaders in planning staff workloads. Workload can be allocated on an annual basis in consultation with each staff as part of the structured performance review process. Workloads will be manageable and equitable and will be determined on a fair, transparent and consultative basis taking into consideration the level of appointment and total responsibilities of the staff member. While recognising the complex nature of academic workloads, Whitehouse acknowledges that academic workload consists of three major components:</p> <ul style="list-style-type: none"> <li>• teaching, curriculum development and assessment</li> <li>• scholarship, creative achievement, industry engagement and professional activity and</li> <li>• service and administration to operations of Whitehouse.</li> </ul> <p>Employees have an entitlement to a balance of work across those three functions in the context of the requirements of Whitehouse and their own career development. It is the expectation of Whitehouse that academics will carry out all three activities.</p> <p>Determination and allocation of academic workload for all employees will be fair and reasonable, with consideration given to the relevant position, job description responsibilities and whether full-time, probationary, part time and casual. Workloads will also have due regard to Leave entitlements. Whitehouse will take reasonable steps to ensure that employees are not allocated a workload which requires excessive or unreasonable hours.</p> <p>The Academic Director and course leaders aim to apply workload for all staff which is equitable across all specialisations/ courses, based on teaching, related industry and strategic or commercial activities which service the specialisation/course, consistent with the Performance Reviews which are conducted twice yearly. Workloads will be tailored to each individual with consideration to the staff member's Performance Plan. Each staff member may have differing proportions of activities to undertake, dependant on the varying requirements of the specialisation/course, the activities scheduled for that calendar year, the staff members expertise and contribution and any specific Whitehouse foci at the time. Workloads will follow</p>

a standard and a consultative process will take place between academic staff and line managers to establish any alternate arrangement to the standard that is reasonable.

### **Standard Workloads**

At Whitehouse within the Higher Education sector, the standard full-time trimester workload is three study periods per year based on 12 weeks of face to face teaching. Additional to this commitment an academic should have allocated reasonable time for continuing assessment where required, reporting and recording of grades, moderation processes, curriculum and course review, preparation of materials and other academic organisation.

### **Standard Duties**

The following activities are regarded as teaching load for the purposes of this policy (although not limited to):

- subject development
- subject coordination
- preparation of teaching materials
- delivery of classes, lectures, tutorials, seminars, studio sessions and workshops
- student consultation
- supervision of students undertaking excursions, placements or external projects
- supervision of Masters projects by course-work
- preparing and assessment and/or moderation of student assessment, including checking for plagiarism
- briefing casual staff on subjects
- participation in the Learning and Teaching Academic Curriculum Committee (LTACC)
- other approved means of supporting student learning which are given a contact hour equivalent by the course leader or Academic Director.

### **Full-time Academic – Higher Education Guidelines for Workload**

1. Academics will be expected to engage in teaching load up to 75% of their workload (pro rated according to fraction and period of employment) over the year. An employee may be required to teach additional hours per year (pro rata) if the teaching is exclusively studios or workshop classes and where they require minimal preparation (as in the delivery of repeated subject outlines) and shared student assessment.
2. An academic will not be required to undertake teaching duties over a span of greater than eight (8) hours in any one day. This requirement may be varied by agreement between an employee and the Academic Director.
3. An academic will only teach on weekends or public holidays where there is mutual agreement. Such agreements will include arrangements to take time-off-in-lieu.
4. Academics assigned to introduce new subjects or extend modes of delivery of existing subjects will be provided with adequate notice and consulted and will be supported by adequate resources and training.

*NOTE FROM RESEARCHING OTHER UNIVERSITIES/INSTITUTES – POLICIES*

### ***For Consideration***

5. Academics with course leadership responsibility and academic directors will not be required to teach any more than 2 out of 3 trimesters per annum.

6. General academic staff may be required to teach up to 5 out of 6 trimesters over a two-year period.
7. In a situation where there are multiple and overlapping arrangements (for example 5 or more teaching sessions), no employee will be required to work more than 3 out of 5 overlapping sessions or to work in a pattern that would prevent the use of 12 weeks per annum free from teaching responsibilities.

This is to enable staff to research ideas for curriculum, undertake professional development, fulfill community and administration duties and take leave.

A full-time academic workload should be achievable in 1725 hours over the course of a service year. The total of allocated activities should not exceed, or be significantly under 1725 hours. A part-time staff member will be allocated work commensurate with their pro-rata hour's equivalent to their employment fraction.

Academic staff members are expected to manage their own hours and it is recognised that there may be a fluctuation in hours worked each week. During Whitehouse's normal operating hours (9.00am to 5.00pm weekdays), academics are to spend most of their working time on campus, or make other arrangements to ensure accountability and encourage student interaction.

The standard teaching workload for Permanent Staff either on a full time or Part-time (pro rata) basis is:

- higher-education staff members teaching load cannot be more than 75% of their entire workload (pro-rated). (Based on a 38 hour week this would be a total of 28.5 hours per week). Teaching load includes (and is not limited to):
  - course development
  - course coordination
  - preparation of teaching materials
  - delivery of classes, lectures, tutorials, seminars, studio sessions and workshops
  - student consultation
  - supervision of students undertaking excursions, placements or external project
  - supervision of Master of Design projects by course-work
  - preparing and marking and/or moderation of student assessment, including checking for plagiarism
  - briefing Casual staff on subjects.

Different delivery modes require diverse time allocations, as a guide the following can be used. These will vary depending on whether curriculum is new, has minor amendments or repeated from previous study periods:

- lecture and Seminars– 1 hour delivery + 3 hours preparation per hour
- tutorial and Seminars 1 hour delivery + 2 hour prep for first hour and 1 hour prep every consequent hour
- studio - 2 hour prep for first hour and 0.5 hour prep every consequent hour
- workshop - 1 hour prep for first hour and 0.5 hour prep every consequent hour.

Assessment allocation will be based on the nature of the project briefs:

- portfolio and creative assessment – 15 minutes per student
- panel assessment – 20 minutes per student
- written reports/essay assessment – 30 – 45 minutes per student

- thesis/dissertation assessment between 60 and 90 minutes per student.

As a general principle, assessment is allocated proportionally among all teaching staff who have taught the component of the unit.

The standard teaching workload for course leaders and Executive Management team is based on 50% of total teaching load. This however also requires that managerial staff undertake additional to their teaching load:

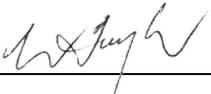
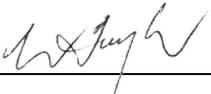
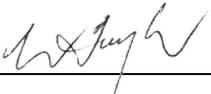
- subject coordination
- management of staff
- curriculum and course development
- preparation of course materials
- participation in QA committees
- being available for face-to-face student consultation for an additional timetabled two hours each week during trimester.

### **Non Teaching and Learning Duties**

The remaining workload is allocated to Administration and Engagement activities:

- attending and/or chairing LTACC, EMC or Quality meetings
- conducting student and staff orientation
- coordination of and involvement in graduation, open days and graduate showcase activities
- engaging with work placement/internship partners, sourcing and securing internships and industry projects
- active engagement with recruitment and selection of course applicants
- major program reviews – internal/external
- participating on advisory boards
- participating in planning days
- peer teaching review
- public relations and marketing, including: promotion of Whitehouse courses
- quality assurance (e.g. accreditation and benchmarking)
- recruiting, training and coordination of staff
- contributing to the delivery of courses
- running of student exchanges/field excursions/study tours
- undertaking directed training
- industry liaison including media engagement
- travel between campuses
- research and Related Activities (including Scholarship)
- conference presentations
- professional development activities including those required to maintain professional registration
- attendance at approved conferences, seminar and lectures
- keeping up to date with developments in the relevant disciplinary field
- interface with national and/or international colleagues

	<ul style="list-style-type: none"> <li>• developing professional networks</li> <li>• creating publications – scholarly book, scholarly book chapters, refereed journal articles, referee conference papers</li> <li>• undertaking a higher degree by research (to enable qualifications compliance).</li> </ul> <p>Staff undertaking approved Higher Education Degree (HED) study may request a portion of their annual workload be committed to their HED study. Such an allocation will be tied to milestones related to completion, alignment of the study to Whitehouse strategic objectives and the length of enrolment and time to completion. Two hours per week is suggested as a nominal provision and up to four hours per week as Higher Education Study Leave allocated per staff member to enable 'Plus One' qualifications.</p> <p><b>Commercialisation and Community</b></p> <p>With the agreement of the Executive Management Committee, a staff member may have a commercialisation focus, with an associated reduction in their workload in other areas, provided that commercialisation activities are conducted with academic merit in accordance with relevant Whitehouse policies. Reduction will be negotiated on a case by case basis. Before there can be any adjustment to workload in the areas of teaching, industry and community service, the income from commercial work must cover the full salary costs (including on-costs) of all Whitehouse staff involved, overheads and other expenses associated with the work and an approved profit margin. These duties will be undertaken as part of the administration.</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a></li> <li>• <a href="#">Educational Services (Post-Secondary Education) Award 2010</a></li> <li>• <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>• <a href="#">Australia Qualifications Framework (AQF)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> </ul>
<p><b>Key Related Documents</b></p>	<p>Academic Workload Procedure</p> <p>Learning and Teaching Policy</p> <p>Learning and Teaching Procedure</p> <p>Code of Conduct</p> <p>Assessment Policy</p> <p>Assessment Procedure</p> <p>Course Review Policy</p> <p>Course Review Procedure</p> <p>Curriculum and Assessment Review Policy</p> <p>Curriculum and Assessment Review Procedure</p> <p>Free Intellectual Inquiry Policy</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Employment Policy</p> <p>Academic Staff Handbook</p>

<b>Responsible Officer</b>	Academic Director								
<b>Approval Authority/ Authorities</b>	Executive Directors Academic Board								
<b>Date Approved</b>	10/04/2017								
<b>Date of Commencement</b>	11/04/2017								
<b>Date for Review</b>	11/04/2020								
<b>Documents superseded by this Procedure</b>	Academic Workload Policy November 2012								
<b>Amendment History</b>	<p>05/2018 Re-branding – Header &amp; Footer only</p> <p>12/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p>								
<b>Signed and dated for Whitehouse Pty Ltd</b>	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"><b>Les Taylor</b></td> <td style="width: 33%;"><b>30/05/2018</b></td> </tr> <tr> <td><b>Signature</b></td> <td><b>Name</b></td> <td><b>Date</b></td> </tr> </table>				<b>Les Taylor</b>	<b>30/05/2018</b>	<b>Signature</b>	<b>Name</b>	<b>Date</b>
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INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
<b>Category</b>	Academic
<b>Stakeholders</b>	Academic Board Executive Management LTACC Academic Staff Administration Staff