Procedure Name	ACADEMIC WORKLOAD PROCEDURE
Procedure Number	**A014_PR_HE (Academic)**
Purpose	The purpose of the procedure is to provide a framework for workload allocation to higher education academic staff at the Whitehouse Institute of Design, Australia (Whitehouse).
Scope	This policy applies to all academic staff engaged to deliver and assess accredited higher education courses at Whitehouse.
Procedure	This procedure relates to the following staff: • academic staff – Full-time and Part-time • course leaders • academic director. As part of the annual planning cycle the process of academic workload allocation is informed by strategic planning and is applied as follows: • staff are invited to a workshop, chaired by the Academic Director, to discuss workload policy, strategic priorities and community engagement for the following year, and professional development activities proposed or in process • staff enter into individual discussions with their course leader or the Academic Director related to Performance Planning and Staff Appraisal • the Line Manager will determine work allocations / programs informed by these discussions and workload factors identified in the relevant Awards • course leaders will consult with the Academic Director prior to final sign off of programs • actual workloads are reviewed and amended where necessary by course leaders and Academic Director (prior to each Study Period) • updates of workload allocation and output are reviewed by Academic Director twice yearly, by interview and progress report • decisions on workload ratio will be negotiated in reference to Annual Hours, with the Academic Director. These decisions will be agreed and be consistent with the Academic Workload Policy and the relevant Award • tallied Workload will be monitored against Annual Hours. • Workload is based on a 38-hour week with a ratio of Teaching hours : Other Duties hours of 3 : 1, and will be calculated as follows for those working a permanent part-time load:

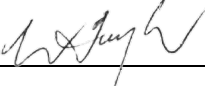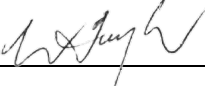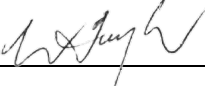| Days per week	Working hrs per week	Teaching hrs per week	Other Duties hrs per week	Annual teaching hrs – 36 weeks per year	Annual Other Duties hrs – 36 weeks per year	Total Annual Hours – 36 teaching weeks per year	Hours for 12 non-teaching weeks per year	Grand total Annual Hours
5	38	25 hrs & 30 min	12 hrs & 30 min	918 hrs & 0 min	450 hrs & 0 min	1368 hrs & 0 min	456 hrs 0 min	1824 hrs & 0 min
4	30 hrs 24 min	20 hrs & 24 min	10 hrs & 0 min	734 hrs 24 min	360 hrs & 0 min	1184 hrs & 24 min	364 hrs & 48 min	1549 hrs &12 min
3	22 hrs & 18 min	15 hrs 18 min	7 hrs & 30 min	550 hrs & 48 min	270 hrs & 0 min	820 hrs & 48 min	267 hrs & 36 min	1088 hrs & 30 min
2	15 hrs & 12 min	10 hrs & 12 min	5 hrs & 0 min	367 hrs & 12 min	180 hrs & 0 min	547 hrs & 12 min	182 hrs & 24 min	729 hrs & 30 min
1	7 hrs & 36 min	5 hrs & 6 min	2 hrs & 30 min	183 hrs & 36 min	90 hrs & 0 min	273 & 36 min	91 hrs & 12 min	364 hr & 48 min

Summaries of work allocation are collected annually by the Academic Director. Summaries are available to all academic staff and reviewed by the Learning and Teaching, Academic Curriculum Committee (LTACC) to ensure transparent and equitable allocation of workload across all full-time and part-time Academic staff according to the Award.

Relevant Legislation	[The Educational Services (Post-Secondary Education) Award 2010](#) [Higher Education Standards Framework (Threshold Standards) 2015](#) [2016 Higher Education Support Act (2003](#)) [Australia Qualifications Framework (AQF)](#) [Education Services for Overseas Students Act 2000 (ESOS)](#) [Commonwealth Register of International Courses for Overseas Students (CRICOS)](#)
Key Related Documents	Academic Workload Policy - HE Learning and Teaching Policy - HE Learning and Teaching Procedure - HE Code of Conduct Assessment Policy - HE Assessment Procedure - HE Course Review Policy -HE Course Review Procedure - HE Curriculum and Assessment Review Policy -HE Curriculum and Assessment Review Procedure -HE Free Intellectual Inquiry Policy - HE Access and Equity Policy Access and Equity Procedure Employment Policy Employment Procedure Professional Development Policy Professional Development Procedure

	Academic Staff Handbook Job Descriptions - Academic
Responsible Officer	Academic Director
Approval Authority/ Authorities	Executive Directors Academic Board
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020
Documents superseded by this Procedure	Academic Workload Policy and Procedure November 2012
Amendment History	05/2018 Re-branding – Header & Footer only 11/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments
Signed and dated for Whitehouse Pty Ltd	_____　　　　____Les Taylor____　　　____30/05/2018____ 　　Signature　　　　　　　　　　　Name　　　　　　　　　　Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff