

GUIDELINES FOR IMPLEMENTING THE FRAMEWORK FOR THE DEVELOPMENT OF ACADEMIC WORKLOAD MODELS

1. INTRODUCTION

The Academic Workloads Advisory Committee (AWAC) is a joint committee of the University and the NTEU established under the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (the “Enterprise Agreement”).

Under clause 59.20 of the Enterprise Agreement, AWAC:

- a) may issue reports on workload trends and the operation of workload models; and
- b) may make recommendations about these matters to the University.

A Framework for the Development of Academic Workload Models has been prepared by AWAC with the endorsement of Major Initiatives Implementation and Oversight (MIIO) for the assistance of Faculties and academic units in the development, maintenance, and review of their workload models. That Framework is published at:

https://www.monash.edu/_data/assets/pdf_file/0020/1156601/Framework-for-Academic-Workload-models-13.11.17.pdf

The following guidelines have also been issued by Monash HR on behalf of AWAC for the assistance of Faculties and academic units in applying that Framework.

2. HDR SUPERVISION

Clause 59.11 of the Enterprise Agreement provides that the allocation of teaching activities under the workload models of Faculties and academic units may include the supervision of honours year and post-graduate students.

The supervision of post-graduate students includes both the supervision of students undertaking post-graduate degrees by coursework and students undertaking Higher Degree by Research (HDR) courses. HDR supervision encompasses the supervision of PhD and Masters by research students, but does not include the supervision of students undertaking post-graduate degrees by coursework.

The allocation of HDR supervision as either teaching and/or research will be determined through a collegial process in each Faculty or academic unit. Without limiting that position:

- a) to the extent that it is not directed to producing material for publication that will count as research for the supervising academic staff member, HDR supervision would generally be included in the allocation of teaching activities under the workload models of Faculties and academic units; and
- b) to the extent that it is directed to producing material for publication that will count as research for the supervising academic staff member, HDR supervision would generally be considered research for the purposes of the workload models of Faculties and academic units.

3. CONTINUING EDUCATION EXCELLENCE DEVELOPMENT (CEED) FRAMEWORK

An academic staff member’s annual workload allocation will include an allowance to undertake CEED Framework modules where the completion of those modules is a compulsory requirement of the University, Faculty or academic unit and the module is to be undertaken in that year.

In the development and maintenance of their workload models, it will be a matter for Faculties and academic units to determine through a collegial process whether undertaking CEED modules is to be allocated as “Teaching” or “Other activities” under clause 59.11 of the Enterprise Agreement.

4. INDICATIVE TEACHING LOAD

4.1 Clause 59.12 of the Enterprise Agreement provides as follows:

For all teaching and teaching related duties allocated to a staff member, the anticipated duties encompassed will normally be advised to the staff member and an allocation of hours will normally be made for those teaching and teaching related duties. This allocation of hours will represent an estimate of the time that a competent academic of the staff member's level and experience would be expected to take to perform those teaching and teaching related duties within the Faculty or academic unit.

In addition, clause 59.10 of the Enterprise Agreement provides that “[a] staff member’s annual allocation of workload and any allocated duties under clause 59.12 will be subject to discussion between the staff member and his/her supervisor prior to finalisation.”

- 4.2 The annual allocation of an academic staff member’s teaching and teaching related duties is required to take into account the factors listed at paragraphs (a)-(e) of clause 59.12. Prior to finalisation, that annual allocation should also take into consideration the indicative teaching load for the Faculty or academic unit.
- 4.3 The indicative teaching load for the Faculty or academic unit will be determined through a collegial consultative process and should be published for the assistance of academic staff and their supervisors in the annual allocation of the staff member’s teaching and teaching related duties, in particular when estimating the time that a competent academic of the staff member’s level and experience would be expected to take to perform those teaching and related duties.
- 4.4 The recommended template for publication of the indicative teaching load either within or attached to the workload model of the Faculty or academic unit is provided at Attachment 1. Where determined by the collegial process of the Faculty or academic unit, there may be provision for differential teaching loads according to academic level and experience.

5. COLLEGIAL PROCESS

Clause 59.14 of the Enterprise Agreement provides that “[e]ach Faculty and/or academic unit will develop and maintain (or review, as appropriate) a Workload Model, through a collegial process”.

For the avoidance of doubt, it is recommended that Faculties and academic units should include a description of the collegial process undertaken in the development, maintenance, and review of their workload models.

1. INDICATIVE TEACHING LOAD

The indicative teaching load for the **[insert name of Faculty or academic unit]** will be **[insert number of contact teaching hours per week]** contact teaching hours per week in Semester.

The above contact teaching hours per week indicate the expected teaching load for experienced full-time teaching and research staff and assume a 40% allocation of the maximum annual allocated hours of 1,645 hours to teaching and teaching and related duties. Where that percentage allocation varies in an individual staff member's engagement profile, the expected teaching load for that staff member will vary also.

2. CONSIDERATION OF INDICATIVE TEACHING LOAD

- 2.1 Clause 59.12 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (the "Enterprise Agreement") provides as follows:

For all teaching and teaching related duties allocated to a staff member, the anticipated duties encompassed will normally be advised to the staff member and an allocation of hours will normally be made for those teaching and teaching related duties. This allocation of hours will represent an estimate of the time that a competent academic of the staff member's level and experience would be expected to take to perform those teaching and teaching related duties within the Faculty or academic unit.

In addition, clause 59.10 of the Enterprise Agreement provides that "[a] staff member's annual allocation of workload and any allocated duties under clause 59.12 will be subject to discussion between the staff member and his/her supervisor prior to finalisation."

- 2.2 The annual allocation of a staff member's teaching and teaching related duties is required to take into account the factors listed at paragraphs (a)-(e) of clause 59.12. Prior to finalisation, that annual allocation should also take into consideration the indicative teaching load for the **[insert name of Faculty or academic unit]** set out above, in particular when estimating the time that a competent academic of the staff member's level and experience would be expected to take to perform those teaching and teaching related duties.
- 2.3 Other factors to be taken into consideration in determining the annual allocation of a staff member's teaching and teaching related duties are:
- the staff member's academic level and experience; and

[Insert list of other relevant factors identified for consideration in the workload model of the Faculty or academic unit. This may include factors set out at clause 59.15 of the Enterprise Agreement as well as other relevant factors, such as:

- **clause 59.16 and pro rata allocations for part-time staff; and**
- **teaching in new or substantially redeveloped units.]**