

## Appendix 1

# Framework for the development of Academic Workload Models



# Introduction and purpose

The [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#) (the Enterprise Agreement) requires each faculty and/or academic unit to develop and maintain (or review, as appropriate) an academic workload model. Academic workload models are developed through a collegial process and provide for the equitable and transparent allocation of workload with respect to teaching and other activities within the faculty or academic unit.

The purpose of this framework is to provide academic units with consistent principles to reference in the planning, development and revision of academic workload models at the University's Australian campuses.

Recognising that academic workload models will vary depending on disciplinary and operational context, the principles are designed to promote excellence, collegiality, transparency, leadership and collaboration, flexibility and effectiveness in academic workload models.

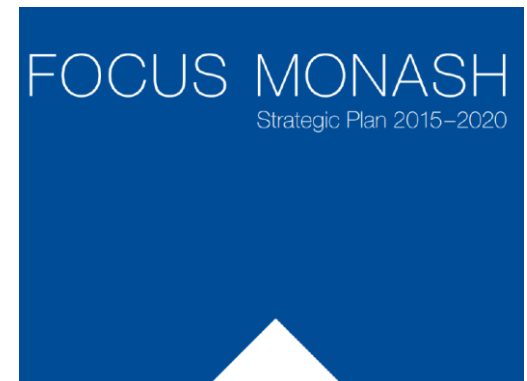
The principles are also designed to enable academic units to develop academic workload models that support the University's strategic goals to be:

**Excellent:** by enabling staff to undertake research and education of the highest international quality that addresses the great challenges of the age.

**International:** by enabling staff to build the strength, networks and scale of our international research and education across campuses and faculties to ensure they respond to the issues and opportunities of our region and the world.

**Enterprising:** by enabling staff to build enduring partnerships with industry, government and other organisations that will enrich our ability to innovate, to infuse our students and staff with enterprising capabilities and provide opportunities to apply our research to make a significant impact for the betterment of our communities.

**Inclusive:** by building a connected community of students and staff in a diverse University that is deeply engaged with the wider community.



# Guiding principles of academic workload models at Monash University

## Excellence

- Academic workload models will enable academic staff to undertake research and education of the highest quality and will support the continuous development of academic staff.

## Collegiality

- Academic workload models will be developed in consultation with academic staff within the academic unit.
- A collegial approach to the development of academic workload models will ensure staff have contributed to the establishment of fair and reasonable workload allocations.
- Faculty deans are responsible and accountable for workload allocation (Monash University (Vice-Chancellor) Regulations 6 (1)(a))

## Transparency

- Academic workload models will be accessible to relevant academic staff and will reflect a transparent and equitable distribution of workload, with respect to teaching, research and other activities undertaken by academic staff.
- Academic workload models will facilitate a balance between allocated work and self-directed work.

## Leadership and collaboration

- Academic workload models will contribute to a workplace culture of generosity and supportive collegiality, by enabling staff to engage in leadership and encouraging collaboration.

## Flexibility

- The starting point for discussions regarding academic workload allocation is 40% research, 40% education and 20% other activities. Variation in these proportions is expected depending on academic level, area of academic focus and the operational needs of the unit.
- Academic workload allocations will be consistent with the general standard, specific duties and skill level of an academic's level of appointment (as outlined in the [teaching and research position descriptors](#) and [research-only position descriptors](#))

## Effectiveness

- Academic workload models will reflect the discipline and operational context of academic units so they function effectively.
- Academic workload models will be consistent with the University's occupational health and safety and equal opportunity principles.

# Monash Context

In order to ensure academic workload models reflect a uniquely Monash context, academic units are encouraged to apply this framework in a way that supports the following elements:



Teaching  
Research  
Other activities

The [Focus Monash Strategic Plan \(2015-2020\)](#)

The [Monash Academic Plan \(2015-2020\)](#)

Individual staff performance, including the [academic performance development process](#)

University, faculty and academic unit-specific objectives, consistent with the expectations in the [Academic Performance Framework](#)



Excellent

The [Teaching and Research Descriptors](#)

The provisions and academic activities as articulated in the [Enterprise Agreement](#)