

5. It is recognised that workload may not be even in any session or year and that balancing may occur over a three year period.
6. It is recognised that many staff will voluntarily contribute beyond expectation and should have no impediment to doing so. However, workload measured by the model is not intended to be ‘competitive’.
7. The Faculty will maintain workload records which will be available to staff.
8. At the end of each year a “Workload Allocation” for the coming year will be agreed between each member of staff and their supervisor (usually the Head of School) and recorded on the Faculty Workload Allocation form.
9. This workload allocation may be adjusted at the start of each session in the light of changes to student numbers, resources available, etc.
10. Staff may have some flexibility and choice in achieving a target workload. For example, staff not active in research may seek a higher teaching or administrative load.
11. Disputes regarding workload will be considered and resolved by the Workload Reference Group. If resolution is not achieved then the matter will be referred for resolution to mechanisms established under the enterprise agreement.
12. Annual Leave and short periods of Sick Leave are included. Longer periods of Sick Leave will be considered on a case by case basis.
13. Long Service Leave entitles a staff member to a pro-rata reduction in workload. The components to be reduced are a matter for negotiation with the Supervisor.
14. Study Leave is work but a re-arrangement of workload allows a staff member time to concentrate on research and scholarship.

3. WORKLOAD COMPONENTS

3.1 TEACHING

Teaching comprises subject development, subject delivery, student assessment and subject coordination. The workload weightings relative to contact hours are taken to be averages in that staff may put in more workload effort to a particular activity on some occasions and less on others. Calculations are based on face-to-face teaching and associated activities. It is expected that staff members will provide accurate information for each subject. The hourly norms are difficult to apply to flexible delivery. It is assumed that overall flexible delivery workloads are similar to conventional face-to-face teaching and some accounting for workload will be expected of staff teaching by alternate methods.

The workload model provides *3.0hrs of load for each 1.0hr of Lecture* contact. The lecture activity is taken to cover all activities associated with being a lecturer in a given subject (eg

preparation of lecture notes, development of tutorial questions/assignments/exam questions, etc). The weighting assumes that lecturers continue to strive to achieve high standards of teaching throughout their career and that they enhance and undertake updates/development of their subjects every year as a matter of course.

Extra weighting is granted for subjects that are taught for the first time by a given staff member. This also applies to very substantial subject revision/development, however, such development must have prior approval from the Head of School in the Annual Workload Allocation.

Three different categories of subject development are given for guidance:

- a) Innovative new subject, without the availability of a suitable text book, no previous notes or materials available to lecturer = 5 hours per hour of lecture time.
- b) Standard subject with useful text but not taught before by the staff member concerned = 3 hours per hour of lecture time.
- c) Standard subject with access to someone else's resources (notes or slides etc) but not taught before by the staff member concerned = 2 hours per hour of lecture time.

Note: These times are *in addition* to the standard multiplier of 3.0hr for each hour of lectures taught.

The *weighting for tutorials is 2.0hrs* for each tutorial contact hour. This effectively includes approximately two hours of preparation and consultation with students.

The *weighting for laboratories is 1.5hrs* for each hour of Lab contact. Implicit in this weighting is the fact that staff need some time to familiarise themselves with a given lab the first time they are involved and there may be some set up time required for some labs.

3.1.1 Marking

Student assessment is an important part of the education process and is time-consuming. Total marking time is generally in direct proportion to the number of students in a class and a weighting of 2hrs for each student in each subject for marking and student consultation is provided. The 2hrs is to be distributed appropriately amongst those actually doing the work.

3.1.2 Subject Coordination

The formation of tutorial and lab groups, compilation of marks, organising demonstrators and support staff etc. is set at a baseload of 7.5 hours plus 0.25hrs per student per subject. This load may be split appropriately between those carrying major coordination roles in a given subject.

3.1.3 Other Teaching Issues

- ESDF and FSA (Faculty Service Agreement) time included.
- Teaching for other organizations not included.
- Industry/site visits hours included.
- ITT included, approx. 35contact hrs per module.
- Travel time for teaching off-campus included.
- Only "in-load" teaching counted.

3.2 RESEARCH

Research is an increasingly important activity. The performance of the University and Faculty is increasingly measured against research outputs (including national competitive grant success, postgraduate research student completion rates, number and quality of publications, etc). Hence, the Faculty of Engineering Workload Model is based predominantly on outputs. Research workload comprises student supervision (including undergraduate thesis), grant application and management, publication and the generation of intellectual property. However, it is recognised that time allowances for each of these tasks are highly variable and difficult to measure.

3.2.1 Supervision

The following weightings are for a full-time equivalent student and the workload allocation may be split *pro rata* between co-supervisors where appropriate.

Undergraduate thesis/Physics honours	30hr/year
ME Prac Dissertation	30hr/year
ME Hons (24cp)	50hr /year
ME Hons (48cp)	100hr/year
PhD	100hr/year

3.2.2 Grants

First tier grant applications

National Competitive Grants (e.g. ARC, NHMRC, ACARP)	100 hours
Resubmission of a previously unsuccessful grant	50 hours

Second tier grant applications

University Grants (eg URC, RIGB, State Government Funding, etc) (Internal Faculty FRC Research Strength/Groups grant applications not included)	25 hours
--	----------

Grant management (all grants)	50 hours/year
--------------------------------------	---------------

3.2.3 Publications

Only DEST specified research publications recorded in the annual inventory of research publications collected by the University will be counted. Such research publications must meet the DEST specifications. Textbooks written for teaching purposes are counted as teaching development and must be previously agreed to by the HoS in the Workload Allocation. The following workload allocations will be divided between authors as per contributions recorded in the UoW Research Information System (RIS).

Book (A1)	1,000 hrs
Book Chapter (B)	300 hrs
Refereed Journal Article (C1)	300 hrs
Refereed Conference (E1)	100 hrs
Unrefereed Conference paper/poster (E2)	50 hrs
Patent (I)	300 hrs

The workload model allows time for conference attendance where a staff member is presenting one or more papers (as detailed in Section 5)

Conference Travel - suggested Maxima for travel/attendance: Overseas - 50hrs; interstate - 35hrs; local W’gong/Sydney 25hrs.

3.3 UNIVERSITY GOVERNANCE, ADMINISTRATION AND MANAGEMENT

A wide range of such tasks are carried out by many staff. A number of significant management and administration tasks have been allocated particular weightings as detailed in Section 5. Any staff who feel they are carrying out significant tasks not listed in table in Section 5 are welcome to record their estimated time spent on a particular activity in their annual Workload Data return.

3.4 CONSULTING AND PROFESSIONAL PRACTICE

Activities under this category will be allowed if the activity is 'approved', eg the consultancy must be a University consultancy or it is an approved professional practice (eg conference organization, Standards Committees etc). Consultancy workload hours will be taken to be equal to the number of hours of the staff member’s time charged through the University to external clients.

4. GUIDANCE ON A “STANDARD” WORKLOAD FOR ACADEMICS IN FACULTY OF ENGINEERING

This is based on 46 weeks at 35hr/wk = 1610 hr/yr. The balance between the four categories of workload is consistent with historical workload data across the whole Faculty for 2004 and 2005 and consistent with EA requirements.

Activity	Standard % of total workload	Nominal Hours per year
Research and scholarly activity	40	644
Teaching	40	644
Administration and University Governance	15	242
Professional Activities	5	80

4.1 EXPECTATION AND LEVEL OF APPOINTMENT

Seniority brings greater responsibilities and greater expectations of quality outcomes. Such expectations include:

- Leadership in policy development and governance is expected of senior staff
- Chairing of committees by senior staff.
- Enhancing quality of research outputs by senior staff
- Leadership and mentoring in teaching in research by senior staff.

4.2 TEACHING

Factors to be considered when allocating teaching:

- Overall workload allocation
- Number of subjects taught.

A reduced teaching load may be considered in the following circumstances:

- Staff member new to the University
- Staff member undertaking ITT
- Staff member teaching/developing a new subject as agreed with the HoS.

4.3 RESEARCH AND SCHOLARLY ACTIVITY STANDARD EXPECTATION

An example of an annual research load close to the “standard” load of 644hours is as follows.

Item	Number	Hours per item	Total hours
Postgrad research students	1	100	100
BE thesis/BSc (Hons)/MEPrac students	2	30	60
Journal Papers (book chaps, patent, etc)	1	300	300
Conference papers	1	100	100
Grant Application (First Tier)	0.5	50	50
Active grant or industry funded project	1	50	50
Total			660

(Note some or all the above hours might potentially come from activities/responsibilities shared with other staff).

5. ADMINISTRATION/GOVERNANCE CHECKLIST FOR ALL STAFF

Task	Nominal Hours per Task	No. of times attended/completed	Max hrs	Total hours allocated
Attendance of School Meetings	2		8	
Attendance of Eng. Faculty meetings	2		8	
Attendance of meetings in other Faculties	2		8	
Attendance of School Subject outline meetings	2		4	
Attendance of School Exam Paper meetings	2		4	
Attendance of School Exam Assessment meetings	4		8	
<i>Functions</i>				
Student Farewell/Graduation Dinner	3		3	
First Year Design Competition Finals	3		3	
Professional Seminars/events held on campus (eg EA, AIP, AusIMM Functions, etc)	2			
School/Uni Research Seminars	1			
Faculty Prize Evening	2		2	
Graduation Ceremonies	4		8	
School/Faculty Planning Days (inc. preparation	8		16	
Other university related functions				
<i>Marketing</i>				
Attend Illawarra Careers Fair	4			
Attend other Careers/Marketing Events (give details)				
<i>School visits to Faculty</i>				
Options Day (early January)				
Honeywell Summer School				
GESS (Guides into Engineering)				
Discovery Days				
Faculty Visits to Schools				
Others				
<i>IT Administration</i>				
University email maintenance, troubleshooting software/IT hardware issues	1h/wk			46
<i>OH&S</i>				
Attendance of training courses (give details)				
Lab “Academic In Charge” name lab(s) on basis that required inspections (two per year) are completed.	20h/yr			
Risk assessment meetings				
Incident Reports				
School Safety Meetings	20h/yr			
WAC membership	15h/yr			

Formal Positions within Faculty (based on 46 weeks at 35hr/wk = 1610 hr/yr)					
Head of School		700 h/y			
Sub-Dean (half-time position)		805h/y			
Discipline Advisor		325			
Faculty Research Council	Chair	100			
	Member	30			
Fac. Education Committee	Chair	100			
	Member	30			
Workload Reference Group	Chair	40			
	Member	30			
Member of Ranking Committee Member (eg URC small grants, APA, etc)		12			
U/grad Thesis Coordinator		30 + 1.0*no.Stud			
Prof Exp/Opt Coordinator		30 + 1.0*no.Stud			
P/grad Coursework Coordinator		450			
HPS (Head Postgraduate Studies)		50+4*no. studs			
Faculty Rep on Thesis Examination Comm. (TEC)		100			
Committees external to Faculty		15h/yr			
Senate Rep		15h/yr			

Loads For Inclusion in Other Sections of Workload Data Sheet

Marking (outside of normal subjects/thesis)					
Professional Option/Experience Reports		1hr/ report			
Second Reader on internal coursework thesis (for which staff member is not a supervisor) BE, MEProac, MRadPhys, etc)		3hr/ thesis			

Research/Journal administration (tasks not covered under the Publications and Grants section of Workload Model)					
Acting as Referee for Journal Article		5			
Acting as Referee for Conference Paper		2			
Acting as Referee for Grant Application		2			
Editor of Journal					
Conference organizing committee (chair or member)					