



FACULTY OF ENGINEERING WORKLOAD MODEL

1. PREAMBLE

The first version of the Faculty of Engineering Workload Model was developed in 2000. Data for that model was collected for teaching/research staff across the whole Faculty in 2004 and 2005 and summary data published as required by the UoW (Academic Staff) Enterprise Agreement (EA). During 2004 and 2005 considerable discussion of the model occurred within the Faculty and a more comprehensive model with revised workload ratings was agreed in September 2006. Until recently, the workload data collection adhered to the Faculty of Engineering Workload Model adopted on 10th November 2009.

The Workload Reference are now recommending some amendments to the workload model to reflect the changes and new trends that have occurred in the past two years in the areas of teaching, research and administration.

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2. PRINCIPLES

1. The faculty workload model will encompass the elements of teaching, research and scholarly activity, administration and University governance and be based on 46 weeks (ie 48 weeks minus public holidays and concessional days) out of 52 weeks per year (§24.4.2.1 of the 2005 EA).
2. A person in a full-time teaching/research position should have a minimum teaching load, not less than 75% of a “standard” teaching load (ie a minimum of 483 hours, where guidance on a “standard” workload is detailed in Section 4).
3. As stipulated in the EA, a full-time member of the teaching and research staff “would not normally be required to undertake more than 780 hours of teaching and teaching related hours per annum (averaged over a 2 year period without penalty for periods of approved leave) over a period of 26 to 32 weeks per annum.” (§24.3.2.3 of the EA).
4. The intent of the model is to achieve a fair workload distribution between academic staff in the Faculty.
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 cover every aspect of academic activity.
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 appropriately and in writing (eg on the Performance Enhancement & Career Development Record 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.
15. The Faculty of Engineering Workload model, as with virtually all such instruments, does not include measures of the *quality* of work carried out. The principal process for dealing with the quality of academic activities (both teaching and research) is through one-on-one discussions between the Head of School and a staff member, eg during annual “Performance Enhancement & Career Development” interviews.

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 (for example, if the marking of all assessments for a class of 300 students is distributed evenly between 5 full-time academics and 5 casual tutors, then each full-time academic will be allocated $300 \times 2 / 10 = 60$ hrs).

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.
- Staff can only count workload that they have personally carried out.

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	30hr/year
Undergraduate project	15hr/year
Undergraduate summer scholarship project or visiting practicum	15hr/year
ME Prac Dissertation	30hr/year
ME Hons/Physics honours (24cp)	50hr /year
ME Hons (48cp)	100hr/year
PhD	100hr/year

Notes: **A cap of a maximum of 800 hours/year will be applied to total supervision workload hours.**

3.2.2 Grant Applications (counted from previous year when grant application was *submitted*)

First Tier/ National Competitive Grant Applications

Examples include: ARC (DP, LP, LIEF, International), NHMRC, Cancer Inst., ACARP, New CRC Proposals, ALTC, etc: 100 hours

Second Tier/ External Grant Applications

Examples include: CRC Projects, State Government Funding, commercial research grants, etc: 50 hours

Third Tier/ Internal Grant Applications

Examples include: RIGB, URC (small and international), **ESDF**, etc: 25 hours

(Internal Faculty FRC Research Strength/Groups grant applications not included)

3.2.3 Grant management (active grants counted for the current year)

First Tier Grants	50 hours/year
Second Tier Grants	25 hours/year
Third Tier Grants	15 hours/year

(Note: “grant management” workload hours are a nominal number of hours to cover administrative functions required to be covered by the grant coordinator(s), i.e. activities such as financial management, staff recruitment, annual reporting to funding agencies, etc are included; but not attendance of research meetings, etc.)

3.2.4 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) and counted towards the following year’s workload (eg publications published in 2020 are counted towards the 2021 overall workload).

Book (A1)	1,000 hrs (hours could be spread over 2 or 3 years)
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)

Conferences - suggested maxima for travel/attendance: Overseas - 50hrs; interstate - 35hrs; local Wollongong/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 generally represent only a small fraction of an academic’s overall workload (eg ~5%) and will be allowed if the activity is 'approved' by the Head of School, eg a University consultancy or an approved professional practice. 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.

Professional practice includes activities such as: conference organization; contributions to Standards Committees; support of professional organization activities (eg Engineers Australia, Australian Institute of Physics, etc). Professional practice does not include normal internal activities within the Faculty/University such as: laboratory maintenance/development; attendance of research group meetings; etc.

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
Consulting and Professional Practice	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.
- Enhanced quality and number of research outputs by senior staff
- Leadership and mentoring in teaching and 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 644 hours 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 Tier 1 Grant Management	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	
Functions				
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				
Marketing				
Attend Illawarra Careers Fair	4			
Attend other Careers/Marketing Events (give details)				
School visits to Faculty				
Options Day (early January)				
Honeywell Summer School				
GESS (Guides into Engineering)				
Discovery Days				
Faculty Visits to Schools				
Others				
IT Administration				
University email maintenance, troubleshooting software/IT hardware issues	1h/wk			46
OH&S				
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)		805 h/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			
Thesis Coordinator (UG & PG)		30 + 1.0*no.Stud			
U/grad Project Coordinator		30 + 1.0*no.Stud			
Prof Exp/Opt Coordinator		30 + 1.0*no.Stud			
P/grad Coursework Coordinator (Faculty)		450			
P/grad Dissertation/Thesis Coordinator		100			
1st Year Coordinator		50			
HPS (Head Postgraduate Studies)		50+2*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 for U/Grad Projects		2hr/ report			
Second Reader on internal coursework thesis (for which staff member is not a supervisor) BE, MEPrac, 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			
External PhD/Masters thesis supervision					
External PhD/Masters thesis examination		10			
Editor of Journal					
Conference organizing committee (chair or member)					