



UNISA ACADEMIC WORKLOAD MODELS

FACTS AND CONSIDERATIONS

Workload model considerations:

Before workload model can be implemented, you will be provided with a proposed model for your area for approval. This approval must be a consensus of a majority of those staff members whose workloads are to be determined by the model.

Before you offer your approval of a workload model, it is important that you check your model against the academic workload rights set out in the University of South Australia Enterprise Agreement 2023 (EA). The EA introduced very good new workload protections and your workload model should meet all the requirements of the EA.

Some key clauses are included below so that you can review a proposed workload model for your area. The italicised parts are direct extracts from the EA. These are some of the key EA requirements and some clauses are presented as excerpts for clarity and ease of use in this document. For full and complete details of each requirement, please see the EA or contact the NTEU: unisa@nteu.org.au

[BALANCE OF LOAD] Clause 35.5:

The three (3) academic career pathways are:

35.5a) Teaching and Research Academic who undertakes teaching, research/scholarship and administrative/engagement activities with a respective percentage allocation of 40:40:20.

35.5b) Research Academic who undertakes research and related activities and may also, by agreement, undertake activities related to teaching, administration/engagement and scholarship. Any teaching or teaching related activities will be recognised in a teaching workload allocation;

35.5c) Teaching Academic who undertakes teaching, scholarship and administrative/engagement activities with a respective percentage allocation of 60:20:20.

[ANNUAL HOURS OF WORK] Clause 35.8:

Annual hours of work for a full-time academic staff member are 1725.

* Explanatory note: The workload model is the compliance mechanism for clause 35.8 and must show a direct connection between workload allocations and the cap on annual hours of work.

WORK/LIFE BALANCE AND EMPLOYER DUTY OF CARE] Clause 35.10:

Allocation of workload will:

a) Be equitable, transparent, reasonable, and compliant with the University's duty of care for staff members; b) Recognise an appropriate balance between work and other parts of life.

[BUDGET DOES NOT PREVAIL OVER WORKLOAD RIGHTS] Clause 35.11:

The provisions prescribed in this clause take precedence over budget considerations.

[TEACHING/RELATED MEASURES MUST REFLECT THE TIME REQUIRED TO DO THE WORK] Clause 35.13:

Workload allocations for teaching-related activities will be based on hours-based units reflective of the time required to do the work. All academic staff members who teach will be provided with time required to undertake tasks including but not limited to:

- a) Preparation for delivery of teaching activities;*
- b) Updating of existing course materials;*
- c) Redevelopment of existing course materials;*
- d) Developing new courses and course materials;*
- e) Student consultation related to the delivery of teaching activities;*
- f) Student consultation related to course coordination;*
- g) Marking and associated administration;*

- h) Scholarship consistent with the obligations set out in the Higher Education Standards Framework (Threshold Standards) 2021 (as amended from time to time); and
- i) Teaching related administration.

[COURSE COORDINATION MEASURES MUST REFLECT THE TIME REQUIRED TO DO THE WORK] Clause 35.14:

Workload allocations for course coordination will be based on hours-based units reflective of the time required to do the work. All academic staff members who course coordinate will be provided with time required to undertake tasks including but not limited to:

- a) Reviewing, updating, and developing course learning materials, including assessment items and online assessment/feedback resources, to reflect advances in pedagogy, practices or changes in regulatory or accreditation requirements, and respond to student or peer review feedback;
- b) Updating the course learning management system site and course outline;
- c) Consultation with students related to the course;
- d) Online facilitation, including moderating discussion boards and responding to student queries;
- e) Coordinating marking activities and grade moderation;
- f) Overseeing the teaching activities of other staff members, including sessional staff members involved with teaching of the course; and
- g) Adapting courses in response to changes in related online systems and processes

[ADMINISTRATION/ENGAGEMENT ALLOCATIONS MUST BE SUFFICIENT] Clause 35.15:

Where an academic staff member is provided with a 20% allocation for administration/engagement as standard, and they are assigned additional activities, this administration/engagement component of workload will be increased as

necessary, with a commensurate reduction in teaching workload allocation.

[RESEARCH ALLOCATIONS MUST BE SUFFICIENT AND INCLUDE INPUTS AS WELL AS OUTPUTS]

Clause 35.16:

Research workload allocations will be sufficient for staff members to undertake all activities that may lead to research outcomes [emphasis added]. The research component of workload allocation will be allocated as a percentage of total workload in accordance with sub-clause 35.5 (Academic Career Pathways). Academic workload models will not determine time or express allocations as hours-based units for research activities other than for research degree supervisions.

[EMPLOYEE MAY REFUSE A WORKLOAD ALLOCATION IF THEY BELIEVE IT TO BE UNREASONABLE] Clause 35.18:

Where an academic staff member raises concerns about the reasonableness of their workload allocation, they will not be required to undertake the specific activities they have raised concern about while their concern is under review in accordance with sub-clauses 35.32 to 35.35 (Workload Review). An academic staff member may refuse a workload allocation if they believe it is unreasonable.

[RESEARCH DEGREE SUPERVISION MUST NOT IMPEDE OTHER RESEARCH] Clause 35.19:

Teaching and Research academic staff members who supervise research degree students will receive a research allocation proportionate to the number of students supervised. Where the requirement for Teaching and Research academic staff members to supervise research degree students limits the opportunity to undertake a balanced range of research activities, the staff member's workload profile will be adjusted through discussion between the staff member and supervisor to provide an increased allocation for research with a commensurate reduction in the time allocated to teaching and teaching-related activities.

[REDUCED TEACHING LOAD FOR TEACHING ACADEMICS WHO SUPERVISE RESEARCH DEGREES] Clause 35.20:



Teaching academic staff members who are required to supervise research degree students will receive an increased scholarship workload allocation proportionate to the number of students supervised, with a commensurate reduction in the proportion of time allocated to teaching and teaching-related activities.

[ALLOCATIONS FOR ONLINE WORK MUST BE SUFFICIENT] Clause 35.21:

Workload allocations for all online teaching and teaching-related activities will reflect the work associated with the development and delivery of online learning and will take sufficient account of the requirements of development and delivery of hybrid and asynchronous delivery.

[TRAVEL TIME MUST BE RECOGNISED] Clause 35.23:

Where academic staff members are required to travel between University campuses or to practicum placement locations, or for any other purpose in the course of their role, the travel time will be recognised in workload allocations.

[CANNOT BE LOADED UP WITH OTHER PEOPLE'S WORK] Clause 35.26:

When staff members are seconded to another position, are on leave, or participate in a flexible work arrangement (FWA), any residual unallocated work that is required to be performed will not remain unallocated or cause a consequential excess of workload for any staff member. For the avoidance of doubt, the unallocated work will not be assigned to a staff member who already has an agreed allocated workload of the maximum annual hours as set out in clause 35.8.

[PhD WORKLOAD ALLOCATION] Clause 35.27:

Staff members enrolled in higher degrees and making satisfactory progress will have this factored into their workload at no less than 20% of load unless otherwise agreed.

[CULTURAL WORKLOAD OF ABORIGINAL AND TORRES STRAIT ISLANDER STAFF] Clause 35.28:

The University recognises that some Aboriginal and Torres Strait Islander staff members make a contribution to the University beyond the formal responsibilities and duties of their position or allocated roles. Should they so choose, Aboriginal and Torres Strait Islander staff members will have this contribution recognised as part of their workload allocation.

[EACH AREA MUST HAVE A WORKLOAD MODEL COMPLIANT WITH THE EA] Clause 35.29:

Each Academic Unit (or equivalent) will develop and maintain a workload model consistent with the terms of this Agreement. Workload allocation models will:

- a) Be based on program and course requirements;*
- b) Be developed in collaboration with all staff members whose workloads are determined in accordance with this clause;*
- c) Set out a transparent correlation between clause 35.8 above and the hours of individual allocated workload;*
- d) Include all activities of academic work;*
- e) Accurately reflect the time required to do the work; and*
- f) Be reviewed in collaboration with staff members on an annual basis.*

[WORKLOAD MODELS MUST BE ENDORSED BY A MAJORITY OF STAFF PRIOR TO IMPLEMENTATION] Clause 35.30:

Proposed academic workload models developed and/or reviewed in accordance with clause 35.29 above will be provided to those staff members whose workloads are to be determined by the model for approval. Once consensus of a majority of those staff members has been reached, the workload model will be implemented and staff members will be provided with access to the model.

This is an overview of your rights in the EA. To ensure your workload model meets the requirements of the EA, we encourage you to thoroughly check it prior to voting. If you would like to discuss further, seek advice, or have the NTEU set up a meeting in your area, please contact us:

unisa@nteu.org.au