

ACADEMIC WORKLOAD POLICY



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| Policy Name | Academic Workload Policy |
| Policy Number | A009 |
| Approval Authority | Board of Directors Academic Board |
| Responsible Officer | Dean and Principal |
| Operational Responsibility | Academic Manager |
| Purpose | <p>LCI Melbourne's Academic Workload Policy provides a framework for workload allocation for higher education academic (teaching) staff.</p> <p>The objective of the Academic Workload Policy is to establish a working environment that is both manageable and equitable and to ensure that roles and expectations are clearly defined. Employees are made aware of the quantity and content of the work they are required to undertake.</p> <p>The terms outlined in this policy ensure that the Academic Workload procedure is carried out on a fair, transparent and consultative basis taking into consideration the level of appointment and total responsibilities of the staff member.</p> |
| Scope | This policy applies to all academic staff engaged in the delivery of higher education programs at LCI Melbourne. |
| Policy Statement | <p>LCI Melbourne acknowledges that academic workload for permanent academic (teaching) staff consists of the following major components.</p> <ul style="list-style-type: none"> ▪ Teaching, curriculum development and assessment ▪ Unit or program co-ordination and academic administration ▪ Scholarship research, and development of expertise in the field ▪ Creative achievement, industry engagement and professional activity and; ▪ Service, and administration to the operations of LCI Melbourne and the LCI Education Network <p>Permanently employed academic team members have an entitlement to a balance of work across these functions in the context of the requirements of LCI Melbourne, the broader LCI Education Network and their own career development. It is the expectation of LCI Melbourne that academics will carry out these activities.</p> <p>The allocation of academic workload for all academic employees will be fair and reasonable, with consideration given to the relevant position, academic level and whether full-time, probationary, part time and sessional/casual employees. Workloads will also have due regard to Leave entitlements.</p> |

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| | <p>LCI Melbourne will take reasonable steps to ensure that employees are not allocated a workload which requires excessive or unreasonable hours. The Academic Manager and Dean and Principal aim to apply workload for all staff which is equitable across all study areas, based on teaching, related industry and strategic or commercial activities which service the specialisation/unit, consistent with the Performance Reviews and other development activity undertaken throughout the course of an academic year.</p> <p>Academic workloads can be allocated on an annual/trimester basis, in collaboration with each staff member as part of the structured performance review process.</p> <p>Workloads will be tailored to each individual with consideration to the staff member's Performance Plan. Each staff member may have different proportions of activities to undertake, dependent on the varying requirements of the specialisation/unit, the activities scheduled for that academic year, the staff members expertise and contribution and any specific LCI Melbourne foci at the time. Workloads will follow a standard and a consultative process will take place between academic staff and line managers to establish any alternate arrangements to the standard that is reasonable.</p> | |
| | Academic Workload | A term to describe teaching allocations and other duties carried out by academic staff members. |
| | Permanent Academic Staff | An academic staff member who is employed on a permanent ongoing basis on a permanent ongoing employment contract |
| | Sessional/Casual Academic Staff | An academic staff member who is employed on a sessional basis on a casual/sessional employment contract |
| Relevant Legislation | <p>Higher Education Standards Framework (Threshold Standards) 2015 Educational Services (Post-Secondary Education) Award 2010 2020 Higher Education Support Act 2003 Australian Qualifications Framework Education Services for Overseas Students Act 2000 (ESOS) Commonwealth Register of Institutions and Courses for Overseas Students</p> | |
| Key Related Documents | <p>Academic Workload Procedure Learning and Teaching Policy Learning and Teaching Procedure Assessment Policy Assessment Procedure Program Development and Curriculum Review Policy Program Development and Curriculum Review Procedure Staff employment, Induction and Leave Policy Staff employment, Induction and Leave Procedure Staff Grievance and Complaint Resolution Policy Staff Grievance and Complaint Resolution Procedure</p> | |
| Date Approved | 27 October 2020 | |

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| Date of Commencement | | | | | |
| Date for Review | Q3 2022 | | | | |
| Documents superseded by this Procedure | Academic Workload Policy Version 1.0 | | | | |
| Amendment History | Version | Authored by | Description of changes | Date Approved | Effective Date |
| | 1.0 | Academic Dean | Minor editorial changes | Sept 2016 | Sept 2016 |
| | 2.1 | Academic Manager | New policy and procedure | | |
| Signed and dated for LCI Melbourne | Approved by Board of Directors | | | 27 October 2020 | |

| INFORMATION FOR PUBLISHING ON POLICY REGISTER | |
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| Category | Academic |
| Stakeholders | Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Dean and Principal Academic Manager Director of Operations |