

# ACADEMIC WORKLOAD PROCEDURE

<b>Procedure Name</b>	<b>Academic Workload Procedure</b>
<b>Procedure Number</b>	A009
<b>Approval Authority</b>	Academic Board Board of Directors
<b>Responsible Officer</b>	Dean and Principal
<b>Operational Responsibility</b>	Academic Manager
<b>Purpose</b>	The purpose of this procedure is to guide the Academic Leadership with respect to the delegation of duties and classes for Academic (Teaching) staff at LCI Melbourne
<b>Scope</b>	This policy applies to all academic staff engaged in the delivery of higher education programs at LCI Melbourne
<b>Procedure</b>	<p>The following procedure requires actions by the following parties who have rights and responsibilities under the terms of this procedure:</p> <ul style="list-style-type: none"> <li>• Academic staff – Full-time, Part-time and Sessional/Casual</li> <li>• Unit Coordinators</li> <li>• Academic Manager</li> <li>• Dean and Principal</li> </ul> <p>As part of the annual planning cycle the process of academic workload allocation is informed by strategic planning and is applied as follows:</p> <ul style="list-style-type: none"> <li>• staff are invited to a workshop, chaired by the Academic Manager, to discuss workload policy, strategic priorities and community engagement for the following trimester/academic year, and professional development activities proposed or in process</li> <li>• staff enter into individual discussions with the Dean and Principal related to Performance Planning, Performance Planning and Staff Appraisal</li> <li>• the Dean and Principal and Academic Manager will determine teaching allocations informed by these discussions and workload factors identified in the relevant Award</li> </ul>

	<ul style="list-style-type: none"> <li>• Unit Coordinators will consult with the Academic Manager prior to final sign off of allocations</li> <li>• actual workloads are reviewed and amended where necessary by Academic Manager and Dean and Principal (prior to each Study Period)</li> <li>• updates of workload allocation and output are reviewed by the Academic Manager prior to each study period, by interview and progress report</li> <li>• decisions on workload ratio will be negotiated in reference to Annual Hours, with the Academic Manager. These decisions will be agreed and be consistent with the Academic Workload Policy and the relevant Award</li> <li>• Talled Workload will be monitored against Annual Hours. A full time teaching workload equates to 15 delivery hours per week in class with an additional 15 hours per week (pro-rated) for delivery development and the administration of assessment(s). A part time teaching workload is pro-rated with consideration of relevant FTE (Full time employee) load related to the individual employee. Sessional/Casual teaching loads are negotiated on an individual basis prior to each teaching period.</li> </ul>
Relevant Legislation	<p><a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a>  <a href="#">Educational Services (Post-Secondary Education) Award 2010</a>  <a href="#">2020 Higher Education Support Act 2003</a>  <a href="#">Australian Qualifications Framework</a>  <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a>  <a href="#">Commonwealth Register of Institutions and Courses for Overseas Students</a></p>
Key Related Documents	<p>Academic Workload Policy  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				
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 Q3 2020			27 October 2020	

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