

ACADEMIC WORKLOAD POLICY

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>

	<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	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	
Key Related Documents	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	
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	<div>Approved by Board of Directors</div> <div>27 October 2020</div>				

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