

Academic Workload Policy



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Academic Workload Policy
Brief Description	This Policy outlines the hours of duty for Ongoing Academic Staff in line with the QIBT Employee Collective Agreement.
Responsibility	College Director and Principal
Initial Issue Date	19/11/2008
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
30/01/2019	3	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
QIBT Employee Collective Agreement	Policy HUB
Performance Planning and Review Policy	Policy HUB
Timetabling Policy	Policy HUB
Teaching Staff Roles and Responsibilities	PDF

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1 Purpose and Scope

This policy outlines the hours of duty for Ongoing Academic Staff in line with the QIBT Employee Collective Agreement.

1.1 Introduction

This Academic Workload Policy sets out the work patterns as guided by the strategic objectives of Griffith College.

1.2 Purpose

The purpose of this Policy is to ensure that the workloads are fair and reasonable and take sufficient account of changing circumstances

1.3 Scope

This Policy has been prepared in accordance with the QIBT Employee Collective Agreement.

2 Policy Statement

2.1 Ongoing Academic Staff

The hours of duty for ongoing academic staff are in line with the [QIBT Employee Collective Agreement](#).

2.2 Academic Work

Roles of academic staff incorporate teaching, administration, ongoing engagement in scholarship and other creative activity.

Work patterns are guided by the strategic objectives of the College; however, every attempt is made to ensure staff have adequate and appropriate opportunities to perform in all of these areas.

The objective of this policy is to ensure that the workloads are fair and reasonable and take sufficient account of changing circumstances.

2.3 Workloads of Individual Staff

Workload allocation will be determined by the Academic Director, or the Deputy Academic Director, following adequate and proper consultation with the academic staff member. This will take place during [Performance Planning and Review](#) discussions. Additionally, a staff member may discuss and request variations to their workload prior to finalisation of the workload allocation each Trimester.

In allocating workload, the Academic Director, or the Deputy Academic Director, will ensure that:

- staff are allocated no more than 8-10 contact hours of teaching each week (out of the 37.5 ordinary hours of work); and
- staff members do not have an unreasonable workload taking into account their teaching and administrative responsibilities.

2.4 Workload Review

In the first instance, staff should raise any concerns regarding workload with their supervisor. Options and strategies to vary workload should be discussed and where agreed, implemented and monitored. Where discussions with the supervisor fail to resolve workload concerns, the staff member should follow the grievance process outlined in the QIBT Employee Collective Agreement.

2.5 Casual Academic Staff

In allocating workload to casual academic staff, the Director or Deputy Academic Director will ensure that:

There is normally an upper limit of 20 contact hours of teaching each week allocated to individual staff members. This limit is to allow staff sufficient time to adequately complete the duties associated with each contact hour of teaching. Teaching staff will not normally be allocated more than eight hours of teaching contact hours in any 24 hour period, to ensure maximum effectiveness of delivery.

Refer to the [Teaching Staff Roles and Responsibilities](#) document and the [Timetabling Policy](#) for further details