



ACADEMIC WORKLOAD POLICY

Authorised By:	Academic Board	Revision: 1.15
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Related Documents	Student Workload Guidelines	
Responsible Officer:	Academic Director	
Review:	Academic Quality Assurance Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

Tabor seeks to encourage quality teaching, continuous scholarship, innovative research, and community engagement amongst its academic staff. The College also recognises the need for staff to find a suitable and healthy work/life balance.

2. Scope and Applications

This policy will be used by the Deans of Faculty in negotiating appropriate academic responsibilities with academic staff and by the college administration in assigning teaching resources to a Faculty.

3. Policy Principles

3.1. This policy must:

- 3.1.1. Comply with relevant Commonwealth and State legislation, regulations and guidelines
- 3.1.2. Comply with the agreed EA
- 3.1.3. Provide sufficient direction to Deans of Faculty to allow:
 - 3.1.3.1. An equitable distribution of academic responsibilities
 - 3.1.3.2. A realistic assessment of the amount of academic resources required within a Faculty

4. Procedures

4.1. Hours of Employment

- 4.1.1. An Academic staff member is employed for 48 working weeks with an average of 37.5 hours per week. (1800 hours)
- 4.1.2. It is not uncommon that during the weeks of actual lecturing and the subsequent grading period that a lecturer will need to work more than 75 hours in any single fortnight period. This should be accounted for by a lesser expectation of actual work hours during the non-lecturing period. See **EA** for detailed information.

4.2. Workload tasks and nominated work hours

- 4.2.1. Workload is divided between teaching, scholarship, research, community engagement, and college/faculty/administrative tasks.
- 4.2.2. See **Academic Workload Calculator** for the currently agreed estimates of hours per task.
- 4.2.3. Teaching staff must be accessible for students seeking individual assistance with their studies, at a level consistent with the learning needs of the student cohort.
- 4.2.4. Teaching staff are provided an allocation of at least 10% (and up to 20%) of their workload to engage in scholarship / research activities.

5. Definitions

See [Global Definitions](#)

6. Communication and Training

- 6.1. Training in this policy and any subsequent amendments to the policy will be provided by the President to the Board of Governors and the members of the Senior Executive and published in the Tabor Policy Repository.

Appendix A - Academic Workload Figures

Activity	Time Allocation	
	<i>Repeat Subject</i>	<i>New Subject</i>
<i>Teaching subjects within the program in the area/s of their specialisation and expertise</i>		
Initial preparation / review of subject description	7.5	22.5
Lecture preparation (weekly) - hours per one hour of delivery	1.67	3.33
Lecture delivery (including 15 mins set up per weekly lecture)	43	43
Tabor Online subject site (initial set up and weekly updating)	10	13.75
Assessment/marking (approx. 4000 words per hour) - per 6 cps student	1.5	
Engagement with students (outside of lectures) - per student	0.5	
Subject closure (finalising grades, responding to SSEs)	3.75	3.75

<i>Course coordination activities</i>	
Supervision of adjuncts (recruitment, assistance & moderation) - per adjunct per semester	5
Required participation in relevant team/faculty/organisational meetings - hours per week	1-2
Membership of Tabor academic committees – per meeting	7.5
New student enquiries, applications and enrolment - per student	2.5
Re-enrolment and pastoral care of continuing students	2
Administration of program timetable in liaison with the Faculty Administrator	0
External networking and community engagement relevant to the program (both academic and industry) - per week	1.5
Strategic thinking and planning with a view to enhancing the health and growth of the course – per week	2

<i>Participation and/or leadership in relation to course reviews, compliance and accreditation</i>	
Minor review	100-150
Major review	200-250
New course	300-350

<i>Tabor community engagement</i>	
Participation in specific community building and promotional events - per faculty expo	5
Encouraged attendance at community worship	20

<i>Scholarship / research</i>	
Undertake professional development related to learning and teaching	36
Pursue ongoing scholarship / research in their academic discipline (minimum of 10%, maximum of 20%) - to be negotiated with Dean of Faculty	180-360
Maintain professional accreditation (where relevant)	TBN with Dean
Supervision of research students	TBN with Dean

N.B. It is acceptable for faculty members to be 5% over or under their specified workload

Please take note: Once PRINTED, this is an UNCONTROLLED DOCUMENT. The current version of this document is kept on the Tabor Policy Repository.