



ACADEMIC STAFF WORKLOAD POLICY

For those involved in a University of Notre Dame Australia (UNDA) degree or course, UNDA policies and procedures also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose

To ensure that academic workload duties for lecturers are allocated in a manner that is fair, reasonable, and transparent.

Scope

This policy applies to permanent and fixed term academic staff with teaching duties (including sessional or contract lecturers).

Guidelines

1. An Academic Workload Guide will be used to ensure that appropriate time allocations are made to the varying academic responsibilities, and that these are comparable to other, similar institutions.
2. Academic staff may have time allocated for research. For those granted research time, there is an expectation that this will result in peer-reviewed, published work. The granting of research time for each staff member will be reviewed annually by the Director and Deans.
3. All staff have general administrative and community service responsibilities aligned with their teaching and faculty membership, for which a general time allowance is included. Staff are expected to contribute to the faculty by accepting a fair allocation of any of the following: committee membership duties, membership of the pastoral care team, facilitating and participating in academic seminars, developing and presenting lay formation seminars, organising or contributing to liturgies, public speaking engagements, contributing written articles for publication.
4. Extra time allowances may be given for management and other responsibilities, including paper development and revision, and first-time of teaching a paper.
5. The workload of any lecturer in any semester is proposed by the Deans and finalised in consultation with the Director of Catholic Theological College. Special circumstances may influence allocations on occasions (eg, the number of students enrolled in courses). The Director and Deans will also need some flexibility to manage timetabling issues.

Review and approval

The Academic Staff Workload Policy is subject to the normal three-year review cycle. The Academic Advisory Board should be consulted, with approval by the Te Kupenga Governance Board.

Approved: December 2023

Next review: December 2026



CATHOLIC THEOLOGICAL COLLEGE - ACADEMIC WORKLOAD GUIDE

Hours per year

Based on 37.5 hours per week.

4 weeks (20 days) allowed for annual leave.

3 weeks (15 days) allowed for statutory days.

45 weeks x 37.5 hours = 1687.5 hours per year.

87.5 hours allowed for staff functions, masses, and contributions to other projects.

Total = 1600 hours per year.

Research time (if granted)

Based on 20% of available time = 20% of 1600 = 320 hours per year for fulltime lecturer.

Administration time

Based on 20% of available time = 20% of 1600 = 320 hours per year for fulltime lecturer.

Hours per paper (Level 7)

Time allocated for 1 hour lecture – preparation, delivery, resources uploaded	4 hours 39 hours paper = 156 hours
Time allocated for student consultation	1 hour per student Average of 10 students = 10 hours
Marking assessments	3 hours per student Average of 10 students = 30 hours
Allowance for multiple delivery modes (both lecture and online)	39 hours
Estimated total	235 hours
Allowance for first time taught	39 hours

Hours per paper (Level 5 and 6)

Time allocated for 1 hour lecture – preparation, delivery	3 hours 18 hours paper = 54 hours
Time allocated for student consultation	0.5 hours per student Average of 10 students = 5 hours Average of 20 students = 10 hours
Marking assessments	1.5 hours per student Average of 10 students = 15 hours Average of 20 students = 30 hours
Estimated total	94 hours
Allowance for first time taught	18 hours

Time Allowances

Management Time	0.5 FTE = 800 hours
(New) Paper Development	70 hours
(Existing) Paper Revision (major)	40 hours
First year of lecturing (one-off)	140 hours (pro-rata)
First year of lecturing at CTC	35 hours (pro-rata)

In general, a fulltime load in any one year equates to:

- 4 x Level 7 courses (4 x 235 = 940 hours), or
- 10 x Level 5/6 courses (10 x 94 = 940 hours)

Combinations are possible, for example:

- 3 x Level 7 courses + 2.5 x Level 5/6 courses
- 2 x Level 7 courses + 5 x Level 5/6 courses
- 1 x Level 7 course + 7.5 x Level 5/6 courses

Management team – equates to half loads of any of the above