

Academic Workload Allocation Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Curtin University Academic, Professional and General Staff Enterprise Agreement 2022 - 2025 \(Curtin EA, 2022– 2025\)](#).

2. PROCEDURAL DETAILS

Workload will be allocated to each academic staff member in accordance with the set of principles for the allocation of:

- Teaching Delivery
- Teaching-Related Duties
- Research
- Innovation and Scholarship of Learning and Teaching (ISoLT);
- Leadership; and
- Engagement activities.

Duties will be applied across the University, with consideration of academic level (A to E), academic role type (Teaching Academics, Teaching and Research Academics, Research Academics) and academic contract type (Continuing, Fixed-Term).

2.1. General Principles

- Academic workload allocation will be aligned with the relevant clauses of the Curtin University Academic, Professional and General Staff Enterprise Agreement 2022 – 2025 (Curtin EA, 2022 – 2025) and with the Academic Capability Framework.
- Academic workload will be allocated within the parameters in the Academic Workload Management System.
- The Academic Workload Management System and parameters will be reviewed annually through the Office of the Provost. Staff will provide comments to their Head of School, who will forward recommendations on proposed changes for endorsement by the Pro Vice-Chancellors. Changes will be approved by the Provost in consultation with the Implementation and Monitoring Consultative Committee (IMCC).
- The Head of School is accountable for all academic workload allocations, which will be published and made transparent to all academic staff in the School. Within this accountability, the Head of School has discretion to allocate workload to meet the strategic and operational needs of the School in accordance with the parameters approved by the Provost.
- Staff will be given the opportunity to review their academic workload allocation with their line manager, and if dissatisfied may seek a review by the Pro Vice-Chancellor (as per the Curtin EA, 2022-2025).
- Allocated work hours will adhere as closely as possible to 100% of the staff member's available hours. It is not expected that staff work outside of their available hours, but may volunteer to conduct activities outside of these allocated hours at their own discretion. Voluntary activities should be recorded as part of the Performance and Career Planning conversation.
- Academic workload will be allocated relative to the opportunities available to the staff member, with consideration of issues such as part-time status and periods of significant extra leave.
- The Academic Workload Management System support team will provide ongoing assistance and training in the understanding and use of the Academic Workload Management System by academic staff and managers as well as relevant professional staff.

2.2. Performance and Career Planning

- Academic workload allocation will be reflected in the Work Plan section of the Performance and Career Plan for each individual staff member.
- The Performance and Career Planning conversation should ideally be held separately to the workload allocation discussion.

2.3 Research

- (a) Research workload will be aligned with the Research Plan agreed between the staff member and their line manager, and with the research outcomes obtained by the staff member over the previous three years (or since appointment at Curtin if less than three years) as well as the planned research activities over the coming year.
- (b) As per the Curtin EA (2022-2025), a Research Academic will be focussed on research, but will be expected to undertake some Teaching Delivery ideally aligned to the research area of expertise.

2.4 Teaching

- (a) Unit and course coordination will be allocated to Continuing and Fixed - Term academic staff unless exceptional circumstances exist in which case approval must be sought from the Head of School before an alternate unit or course coordinator is appointed.
- (b) Innovation and Scholarship of Learning and Teaching (ISoLT) workload will be allocated to all Teaching Academic staff and will align with an ISoLT Plan including anticipated outcomes, agreed between the staff member and their line manager.

3. RESPONSIBILITIES

Responsibilities are as set out in Section 2.

4. SCOPE OF PROCEDURES

These procedures apply to Continuing and Fixed -Term academic staff who are employees of Curtin University.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Academic Employee as per the Curtin EA (2022 – 2025), an employee employed by the University in a classification listed in Schedule 2 or 7 of the Agreement unless otherwise excluded from the Agreement.

Academic Workload as per the Curtin EA (2022 - 2025), includes any duties relating to teaching delivery and teaching-related duties, research, innovation and scholarship of learning and teaching (ISoLT), creative production, leadership, administration, and engagement with the University, broader community and industry.

Academic Workload Management System (AWMS) is a planning tool and recording system that has been implemented to support the process of workload allocation, and to provide Heads of School and academic staff with reports on allocations.

Engagement as per the Curtin EA (2022 – 2025), means the delivery of Curtin values-based service and leadership, fostering a positive and inclusive workplace environment engaging with professions, discipline, external stakeholders, global partners, and campuses. Including, but not limited to, the various administrative tasks academic staff are required to complete throughout the year.

Innovation and Scholarship of Learning and Teaching (ISoLT) as per the Curtin EA (2022 - 2025), means the development and implementation of innovative approaches to learning and teaching at the University, and systematic evidence-based scholarly enquiry into learning and teaching.

Teaching includes teaching delivery and teaching related duties.

Teaching Delivery as per the Curtin EA (2022 - 2025), means the provision of education via any (or combination of) face-to-face, online (whether synchronous or asynchronous), or distributed means which may include collaborative teaching, seminars, lectures, workshops, tutorials, demonstrations, laboratory sessions, clinical/practicum sessions, studios, fieldwork, supervision (other than Higher Degree by Research HDR supervision), and other pedagogy-based teaching methods which may be specific and/or unique to a discipline.

Teaching Related Duties as per the Curtin EA (2022 - 2025), includes curriculum development; unit coordination; preparation of materials; consultation; assessment and feedback; higher degree by research supervision; and training in new modes of teaching delivery.

Voluntary Activities are activities which are not recorded as part of a staff member's workload allocation and are not required to meet the strategic and operational needs of the School. They are carried out at the discretion of the academic staff member.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Academic Capability Framework](#)

[Academic Promotions](#)

[Enterprise Agreements](#)

[Performance and Career Planning](#)

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Policy Manager	Provost
Approval Authority	Provost
Review Date	1 April 2026

REVISION HISTORY *(filled out by Compliance Services)*

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	08/09/2022	Provost	EM2222	