

Workload Allocation for Academic Staff Policy

Section 1 - Purpose and Scope

(1) This Policy outlines the University's commitment to set and maintain requirements relating to the allocation of workload for academic staff and applies in accordance with the [Enterprise Agreement](#).

Section 2 - Principles and Key Requirements

(2) This Policy applies to schools, institutes and centres and other organisational units involved in the allocation of workload for academic staff. The Policy does not apply to casual academic staff.

(3) The [Academic Workload Allocation Model](#) for an organisational unit is required to be developed in accordance with the [University of Queensland Enterprise Agreement 2021-2026](#) (clause 15) for the purposes of overseeing workloads of academic staff generally within an organisational unit.

Section 3 - Roles, Responsibilities and Accountabilities

(4) The Head of Unit is the owner of the unit's Academic Workload Allocation Model and the decision maker for individual workload allocations.

(5) The academic staff member is responsible for engaging in an active and positive manner with the process of workload allocation.

Section 4 - Monitoring, Review and Assurance

(6) Where an individual has concerns about the workload that has been assigned to them, they can discuss these concerns this initially with their supervisor. If the matter is not resolved by these discussions, the individual may refer the matter to their Head of School/Centre Director/Institute Director/Executive Dean (as applicable) for resolution.

(7) Pathways to resolution may include clarifying expectations of the allocated workload relative to time provisioned; support from a supervisor, mentor, learning designer or other relevant person to assist in developing more efficient ways of delivering the allocated work; and/or adjustment to the individual workload allocations. The University expects that individuals will attempt to resolve their concerns through the mechanisms outlined in clause 6 above before notifying a dispute under clause 8 below.

(8) If after following the process in clauses 6 and 7 above the workload concerns are not resolved, the individual may notify a dispute in accordance with the dispute settlement procedure contained in the [University of Queensland Enterprise Agreement 2021-2026](#) (clause 15.12).

(9) Faculties are required to undertake a process of review and oversight of the academic workload allocation models and data for their relevant schools on a regular basis. This will assure consistency of approach where appropriate

across similar disciplines and adherence to this Policy and associated [Workload Allocation for Academic Staff Procedure](#).

Status and Details

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Effective Date	18th July 2024
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Approval Date	18th July 2024
Expiry Date	Not Applicable
Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division