

EXTRACT

32. Allocation of duties and associated hours

- 32.1 Within a calendar year, Employees are accountable for 1748 hours of teaching and other duties.
- 32.3 Employees should have the opportunity to perform all of their duties within a reasonable timeframe and have fair and reasonable conditions and students should have ready access to their teachers. In this context, the work allocated to an Employee should, as far as practicable, provide for an equitable distribution of work across all Employees.
- 32.3 Duties and associated hours will be allocated in an annual work plan which is:
- a) Determined by consultation and agreement in writing between the University and the Employee;
 - b) Inclusive of annual leave to be taken within the period of the annual work plan with addition to or subtraction from accountable hours where the period of leave to be taken is less than or more than 20 days;
 - c) Varied as agreed and signed off accordingly;
 - d) Within the parameters of this Agreement;
 - e) Finalised by 1 March of the year to which it applies.
- 32.4 To inform the preparation of the work plan, the University will provide each Employee with relevant information including:
- a) The Institute's and the work area's overall strategic priorities;
 - b) Anticipated student enrolments in the Employee's program area;
 - c) Any anticipated changes in program delivery, including new programs.
- 32.5 Employee work is made up of various components that fall within 2 categories:
- a) Teaching duties directly related to the teaching and learning program of the employee's students and or classes to an annual maximum of 1200 hours of:
 - (i) Teaching delivery face to face, online or by other means; and supervision of students to a maximum of 800 hours annually;
 - (ii) Preparation, planning, curriculum development and assessment undertaken prior to, during and at the completion of a student's course of study.

For each hour of teaching that an Employee is allocated under clause 32.5a)(i), the Employee, will be allocated half an hour for the purpose of sub-clauses 32.5(a)(ii).

Note that the annual cap under this clause is subject to reduction through credits accrued under clause 28. (Teaching Unsociable Hours).

- b) Teaching related duties:
 - (i) Institute and regulator compliance;
 - (ii) Industry and community engagement;
 - (iii) Planning and curriculum development;
 - (iv) Maintaining teaching and vocational currency;
 - (v) Program related applied research and innovation,
 - (vi) Other duties including relevant travel and meetings.

- 32.6 An agreed work plan may be varied at any time by agreement of the employee and University.

- 32.7 The allocation of work must not provide for more than an average of 21 hours of teaching delivery per week over each 21-week teaching period.
- 32.8 In agreeing to the work plan, the University and Employee must consider the following factors as they apply to each type of work outlined in clauses 32.5:
- (i) the equitable distribution of work within the program area;
 - (ii) the relative importance of the various types of work to be undertaken;
 - (iii) the time required to do the work;
 - (iv) the range and frequency of the tasks to be performed;
 - (v) the classification, qualifications, training and experience of the Employee;
 - (vi) the work required under clause 32.5 (a)(ii).
- 32.9 Senior Educators and Education Managers who are engaged under this Agreement and are not required to teach are entitled to an agreed work plan.
- 32.10 Where the University and Employee cannot complete an agreed work plan under clause 32.3 a default work plan will be set by the University that conforms to the following:
- a) Duties directly related to the teaching and learning program of the employee's students and or classes to an annual maximum of 1200 hours of:
 - (i) Teaching delivery face to face, online or by other means; and supervision of students to a maximum of 800 hours annually;
 - (ii) Preparation, planning, curriculum development and assessment undertaken prior to, during and at the completion of a student's course of study.

For each hour of teaching that an Employee is allocated under clause 32.10(a)(i), the Employee, the Employee will be allocated half an hour for the purpose of sub-clauses 32.10(a)(ii).
 - b) Teaching related duties:
 - (i) Institute and regulator compliance;
 - (ii) Industry and community engagement;
 - (iii) Planning and curriculum development;
 - (iv) Maintaining teaching and vocational currency;
 - (v) Program related applied research and innovation,
 - (vi) Support of student learning that is necessary to meet regulatory requirements and learning outcomes.
 - c) Other duties including relevant travel and meetings to a maximum of 160 hours (other than Senior Educators and Education Managers).
- 32.11 Under clause 32.10(a)(i) the allocation of teaching delivery hours must not provide for more than 21 hours per week, except by consultation and agreement between the University and Employee, when teaching delivery may be allocated provided that there is not more than an average of 21 teaching delivery hours per week over 21 teaching weeks.
- 32.12 Under subclause 32.10, the University will demonstrate in writing through the Employee's work plan that the following elements have been considered in allocating the Employee's work:
- a) The experience of the Employee and their teaching and vocational developmental needs;
 - b) The number, level and timing of programs in which the Employee teaches and their preparation requirements;
 - c) The nature of the student cohort(s);

- d) The stakeholder consultation and travel requirements of the work; and
- e) The administrative requirements of the work.

32.13. An employee will have access to a work load review process provided in clause 10.15 to clause 10.20.

32.14 Where an Employee takes approved leave (other than up to 4 weeks of annual leave in a year), the duties allocated to the employee during the Employee's leave will be deemed to have been done.

~ end of extract ~