

# Academic Workload – Process for Resolution of Workload Concerns

The University will allocate academic workloads in accordance with the Academic Workload Framework and the requirements of the University's Enterprise Agreement. Workload allocations should be included in regular discussions between the academic staff member and their supervisor about work and leave related matters.

Where a staff member has an issue with their current workload allocation, they should initially raise those concerns informally with their supervisor.

Where a staff member has raised a current workload issue with their supervisor, and the issue has not been resolved, the below process may commence.

This process for resolution applies workload allocations for the current or upcoming year.

## Step 1

### **SUBMIT CONCERNS IN WRITING**

Staff shall identify the current workload allocation issue and the resolution they are seeking in writing to their supervisor, carbon copying in their Dean and where appropriate, the Dean's nominated workload allocator.

Upon receipt of the issues, the supervisor will take appropriate steps to consider (including requesting a meeting to discuss the issue) and where possible resolve the issue or advise of an outcome. Any decision will usually be advised within 10 working days subject to reasonable delay.

Where the issue is not resolved, the academic employee can elect to escalate their issue as set out in Step 2.

## Step 2

### **RESOLUTION AT WORK UNIT LEVEL**

Where a workload issue has not been sufficiently resolved following the completion of Step 1, the Dean will consider the issue and consult to determine if the resolution sought or some other solution can resolve the issue. The Dean will aim to have considered, consulted and provide the employee with a written outcome within 10 working days.

## Step 3

### **REVIEW BY CHAIR OF THE ACADEMIC WORKLOAD COMMITTEE**

Where a workload allocation issue has not been adequately resolved in accordance with Steps 1 and 2, the matter may be escalated by either the Dean, or the staff member, to the Chair of the Academic Workload Committee.

The Chair of the Academic Workload Committee will take appropriate steps such as consulting with both the academic staff member and the Dean prior to giving a written determination.

## Step 4

### **Dispute Resolution**

Where the issue remains unresolved, where permitted by the Enterprise Agreement, the staff member may follow the dispute resolution procedures set out in Part 14 the Enterprise Agreement for resolving issues in accordance with those provisions.

The University will not unreasonably refuse a request to expedite that process, by agreement, where the above steps have been undertaken.