

# New Clause 23 vs Old Clause 24\*

- A workload formula that measures **work allocated** by UNSW in hours
- **Work allocated** means teaching activity, administration, external work, SSP
- Allocated workload will be such that it can be undertaken in an average of 35 hours per week (1610 hours per annum)
- Allocated *teaching activity* hours will be approximately 644 hours (teaching and research) and 1288 hours (education focused)
- In any calendar year an EF employee may request for up to 322 hours (20% FTE) of their 1288 (80% FTE) teaching activity hours to be allocated to pedagogical innovation, discipline related education research and scholarship, and/or professional development of teaching, education technologies and related skills
- **Practical class:** Workshops, demos, labs, studios, supervision, etc. **A class held in a lab room can be a tutorial.** (Clause 18)

\*All subject to approval of EA by Fair Work Commission

# Proposed Changes to CSE Workload Formula

- Leadership/service
  - Revised loads based on current position descriptions, roles shared whenever possible
- UNSW Online & Cyber Security Masters courses
  - Essentially CSE courses but fewer lectures, tut-labs in “streams”, more consultation
- Very small courses (< 50 students)
  - Now allocated smaller load, but may not be offered (or if so, out of load)
- Course sharing
  - Academic in charge load given to two (or three) lecturers sharing a course equally
- Fellowships
  - Research fellowship holders expected to teach 15%, should not hold major admin role
- Secondments
  - Typically treated as fractional-time staff, but can be exceptions
- Early Career Academics
  - Reduced teaching load now applies for 2 years post award of PhD

# Major School Management Roles

Head of School	0.80
Deputy Head of School (Education)	<b>0.50</b>
Associate Head of School (Education)	<b>0.50</b>
Deputy Head of School (Research)	0.10
Associate Head of School (Research)	0.10
Associate Head of School (External Engagement)	0.20
UG CS Director of Studies	<b>0.30</b>
UG CS (Hons/Advanced) Director of Studies	0.10
UG SENG Director of Studies	<b>0.15</b>
UG COMPENG Director of Studies	0.10
UG BINF Director of Studies	0.10
UG Thesis Coordinator	0.10
PG Coursework Director of Studies	<b>0.30</b>
Director Online Education	<b>0.20</b>
Director Online Cyber Security Masters	0.15
PG Research Coordinator (Candidature)	0.15
PG Research Coordinator (Admissions and Scholarships)	0.10

# UNSW Online & Cyber Security Masters

UNSW Online: 90 + 18L + 5S hours [L = lecture/webinars per week, S = streams]

Cyber Security Masters: 80 + 18L + 5S hours

- Lectures – 18L hours
- Academic in Charge + Course Administration – 50 + 5S hours
- Course update – 20 hours (UNSW Online); 10 hours (Cyber Security Masters)
- Assessment – 20 hours

## **Example 1: 6 streams, 4 Lectures per week**

### **Convenor**

Lectures: 72 hours  
Course Update: 20 hours  
LiC + Course Admin: 80 hours  
Assessment: 20 hours  
**TOTAL: 192 hours**

### **Tutor (takes 2 streams)**

Tut-Labs: 36 hours  
Consultation: 48 hours  
**TOTAL: 84 hours**

## **Example 2: 2 streams, 1 Lecture per week**

### **Convenor**

Lectures: 18 hours  
Course Update: 20 hours  
LiC + Course Admin: 60 hours  
Assessment: 20 hours  
**TOTAL: 118 hours**

### **Tutor (takes 1 stream)**

Tut-Labs: 24 hours  
Consultation: 24 hours  
**TOTAL: 48 hours**

# Examples for 644 hours (40%)

1. 1 large course, 401 students (328)  
1 small course, 51 students (258)  
2 thesis students (60) = 646
2. 1 large course, 501 students (348)  
1 shared large course (1/2 lectures), 501 students (200)  
3 thesis students (90) = 638
3. 1 large course, 501 students (348)  
1 shared large course (1/3 lectures), 601 students (160)  
4 thesis students (120) = 628
4. 3 shared large courses (1/2 lectures), 501 students (600)  
1 thesis student (30) = 630
5. 3 large UNSW Online large courses (4 lectures), 180 students (576 + marking)  
2 thesis students (60) = 636 + marking

Note: COMP1511 is 32 hrs/week

Note: 27 hrs/week for 21 wks

EF: Any of these plus one additional large course, 351 students (318)

# Next Steps

Feedback -> Committee Meeting (Oct 31) -> Final Document -> Vote  
[Assumes FWC approves the new EA]

## Other Things

1. 2024 Allocation ... Still working on it
2. New staff ... Starting soon (may be same as existing people)
3. Casual conversions to Continuing/CTT and T&R/EF... coming soon