



STAFF WORKLOAD POLICY AND PROCEDURES

1. Purpose

- 1.1 This Policy establishes how LIHE allocates and manages academic staff workload, so that workloads are fair, transparent, sustainable, and sufficient to meet the educational and supervisory needs of students. It ensures that staff assigned to the Master of Information Technology (Research) have genuine, documented capacity to teach, supervise and support candidates.

2. Scope

- 2.1 This Policy applies to all academic staff, including full-time, fractional (part-time) and sessional staff, and to those who allocate and approve workload. It covers teaching, research, higher degree by research (HDR) supervision, scholarship, and academic service and governance.
- 2.2 Where a staff member holds duties at more than one institution, or across coursework and research courses, this Policy governs the total allocation of their LIHE workload and requires that external commitments be declared and taken into account.

3. Principles

- 3.1 Workload is allocated transparently, equitably and consistently, using a documented model (Section 5). No staff member is allocated a workload that exceeds a sustainable full-time equivalent, or that leaves them without genuine capacity for the duties assigned.
- 3.2 A staff member is assigned to teach or supervise on a course only where their workload allocation provides real capacity for that role. Nominal assignment without capacity is not permitted.
- 3.3 Research supervision is workload-bearing: supervising an HDR candidate is allocated time in the model, and is subject to the caseload cap in Section 6. A supervisor cannot be allocated candidates beyond their capacity or the cap.
- 3.4 External teaching or professional commitments are declared and counted, so that a staff member's total commitment is visible and their LIHE capacity is not overstated.
- 3.5 Teaching staff must retain capacity to be accessible to students for individual assistance and consultation (Standard 3.2.5).

4. Definitions

Term	Meaning
FTE (full-time equivalent)	A measure of a staff member's appointment fraction. FTE 1.0 is a full-time appointment; FTE 0.5 is half-time.
Standard annual workload	The total workload equivalent to one FTE for a full year, expressed as 100 workload points (or the hours defined in the enterprise agreement).
Teaching allocation	The portion of workload for subject coordination, teaching, assessment and marking.



Term	Meaning
Research allocation	The portion for the staff member's own research and scholarship.
Supervision allocation	The portion for HDR supervision, allocated per candidate per role (Section 6).
Service allocation	The portion for governance, committees, administration and leadership.
Course FTE fraction	The share of a staff member's total FTE dedicated to a particular course (e.g. the MIT (Research)).

5. Academic workload model

5.1 The 100-point model

5.1.1 A full-time (FTE 1.0) academic staff member has a standard annual workload of 100 workload points, allocated across four components. Fractional staff have a pro-rata total (e.g. FTE 0.5 = 50 points).

Component	Indicative range	What it covers
Teaching	30–60%	Subject coordination, teaching, assessment, marking, moderation, consultation.
Research & scholarship	20–40%	The staff member's own research, publication, grant activity, and the professional development required to maintain discipline and teaching currency.
HDR supervision	0–25%	Supervision of HDR candidates, allocated per candidate per role (Section 6).
Service & governance	10–20%	Committees, academic governance, administration, leadership roles.

5.1.2 The ranges are indicative; the actual mix is set for each staff member in their annual workload allocation, reflecting their role (e.g. a research-active supervisor carries more research and supervision; a teaching-focused staff member carries more teaching). The four components always sum to the staff member's FTE total.

5.2 Teaching allocation

5.2.1 Teaching is allocated by subject, distinguishing subject coordination (academic oversight of a subject) from teaching delivery. Each staff member's allocation names the subjects they coordinate and teach, so that oversight and delivery of every subject in a course are covered — addressing the gap TEQSA identified at para 118.

5.3 Course FTE fraction

5.3.1 For each staff member assigned to the MIT (Research), the workload allocation states the course FTE fraction — the share of their total FTE dedicated to this course across teaching, supervision and oversight. This is the figure recorded in the Staff Register and Qualification Audit, and it must



be genuine: the sum of a staff member's course fractions and other duties cannot exceed their FTE.

6. Research supervision capacity and caseload

6.1 Supervision is workload-bearing

- 6.1.1 Each HDR candidate is allocated supervision workload, apportioned between the Principal Supervisor and the Associate Supervisor(s). Indicatively, supervising one candidate is allocated the following, adjusted for the stage of candidature:

Role	Indicative supervision allocation per candidate
Principal Supervisor	Approximately 5–8 workload points per candidate per year (higher during Confirmation and thesis examination).
Associate Supervisor	Approximately 2–4 workload points per candidate per year.

6.2 Caseload cap

- 6.2.1 A staff member is allocated no more than three (3) concurrent HDR candidates as Principal Supervisor, consistent with the Higher Degree by Research Framework and the Supervisor Accreditation Policy. A staff member's combined supervision load (as Principal and Associate) must fit within their supervision allocation and must not compromise their capacity for teaching or their own research.
- 6.2.2 Before a candidate is admitted, the HDR Coordinator confirms that a proposed Principal Supervisor is within the caseload cap and has supervision capacity in their workload allocation, and that at least one Associate Supervisor with capacity is available. An offer is not made where supervisory capacity is unavailable (consistent with the Admissions Policy and Standard 4.2.2).

6.3 Accessibility

- 6.3.1 Workload allocations preserve time for staff to be accessible to students for individual assistance and consultation, including regular supervision meetings at the minimum frequencies set in the Higher Degree by Research Framework (Standard 3.2.5).

7. External and multi-institution commitments

- 7.1 A staff member with teaching, supervision or professional commitments at another institution, or in professional practice, must declare those commitments to their supervisor. The declared external load is recorded and taken into account so that the staff member's total commitment does not exceed a sustainable full-time load and their genuine LIHE capacity is not overstated.
- 7.2 Where a staff member's external commitments would leave insufficient capacity for their assigned LIHE duties, the allocation is adjusted or the assignment changed. This directly addresses the concern that some staff have limited capacity for the research course (para 115).

8. Allocation, approval and review

- 8.1 Each academic staff member receives a written workload allocation for the year (Appendix A), prepared by the Academic Dean (teaching and service) and the Dean (Research) (research and



supervision), and agreed with the staff member at the start of the year and at the annual performance review.

8.2 Allocations are reviewed each trimester and adjusted where duties change (for example, a new candidate, a subject reassignment, or a change in external commitments). Material changes require re-approval.

8.3 A staff member who considers their workload allocation unfair or unsustainable may raise it with their supervisor and, if unresolved, with the Academic Dean or Dean (Research). Workload disputes are handled under the applicable staff policy.

8.4 Aggregate workload data — including total supervision capacity and any staff at or over the caseload cap — is reported to the Research Committee each trimester and to the Academic Board annually, so the Board can assure itself that the course has sufficient teaching and supervisory capacity.

9. Roles and responsibilities

Role	Responsibility
Academic Board	Approves this Policy; receives annual capacity reporting; assures itself the course has sufficient teaching and supervision capacity.
Corporate Governance Board	Endorses the resourcing implications of workload (staffing budget, recruitment).
Academic Dean	Allocates teaching and service workload; approves teaching allocations; monitors accessibility.
Dean (Research)	Allocates research and supervision workload; enforces the caseload cap; confirms supervisory capacity before admission (with the HDR Coordinator).
HDR Coordinator	Confirms Principal Supervisor caseload and Associate availability before each admission; monitors supervision load across the cohort.
Academic staff	Declare external commitments; agree and deliver their allocation; raise capacity concerns early.
People & Culture	Maintains workload records; links allocations to the Staff Register FTE-to-course figures.

Appendix A — Annual Workload Allocation (template)

Completed for each academic staff member each year and reviewed each trimester. Points are based on the 100-point full-time model, pro-rated for fractional staff.

Staff member	
Appointment FTE	
Total workload points (FTE × 100)	



External commitments declared	[institution / role / indicative load]
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Workload allocation:

Component	Points	Detail (subjects / candidates / roles)
Teaching — coordination		Subjects coordinated: _____
Teaching — delivery		Subjects taught: _____
Research & scholarship		Own research; PD for currency
HDR supervision — Principal		Candidates (max 3): _____
HDR supervision — Associate		Candidates: _____
Service & governance		Committees / roles: _____
TOTAL		Must equal total workload points

Course FTE fraction dedicated to MIT (Research): _____

Caseload check — Principal candidates ≤ 3 : ☐ Confirmed

Accessibility — consultation/supervision time preserved: ☐ Confirmed

Agreed — staff member: _____ Date: _____

Approved — Academic Dean / Dean (Research): _____ Date: _____

Version History		
Version number:	Approved by:	Approval Date:
1.0	Academic Board	28/07/2026

*Policy review date is 3 years from date of approval

