

## CASP019- WORKLOAD POLICY

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STATUS	<input checked="" type="checkbox"/> New Policy
	<input type="checkbox"/> Continuation of Existing Policy
	<input type="checkbox"/> Revised Policy
SCOPE	<input checked="" type="checkbox"/> All CAS
	<input type="checkbox"/> Some CAS (.....)
	<input type="checkbox"/> One CAS (.....)
TARGET AUDIENCE	<input checked="" type="checkbox"/> Staff: <input type="checkbox"/> All <input checked="" type="checkbox"/> Academic staff <input type="checkbox"/> Non-academic staff
	<input type="checkbox"/> Students: <input type="checkbox"/> All levels <input type="checkbox"/> UG <input type="checkbox"/> PG
	<input type="checkbox"/> All specialisations <input type="checkbox"/> Some (.....)

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### 1. Rationale and Purpose

It is recognised that staff have stages within their careers, have different career and research objectives, and can contribute to CAS in a variety of ways. The application of this policy should be on consultative basis, taking into account these factors along with curriculum and other fundamental academic needs, including financial directions, staff and student profiles, and professional development. Consideration should be given to new and early career staff.

The purpose of this policy is to establish a framework to distribute academic work in an equitable, transparent, and flexible manner. It is meant to encourage staff to work in a way that is most effective for them, and for the benefit of their department and the college. The policy will serve as a guide for administrators when calculating staffing numbers, for HoDs in the supervision of their staff, and for academics when planning their own time. However, the policy recognises the need for flexibility in workload procedures and practices in order to meet changing circumstances.

### 2. Definitions

- a. Workload: The number of the working hours a CAS academic staff member has during the whole year. The associated procedures also define the type of work to be carried out by those of different academic rank.

### **3. Policy Content and Principles**

- 3.1. A full-time staff member should complete the required hours of work per annum as detailed in the associated procedures.
- 3.2. Time allocations for work must be fair and realistic and reflect international standards, leading to quality work within the Colleges. Staff should be able to negotiate a reasonable allocation of the activities they undertake during the academic year.
- 3.3. All work-related activities must be counted as part of the workload allocation.
- 3.4. It is recognised that unexpected circumstances may result in uneven work distributions, and staff may be required to work more than normal hours per week. However, staff should not be required to do this for any prolonged period
- 3.5. Workload agreements must incorporate the principle of prioritisation. If these workload agreements cannot be implemented for any reason, an appropriate decision shall be made by the Dean and HoD.
- 3.6. Faculty workload should be reviewed annually, balancing the distribution and priorities associated with the department workload; taking into account the experiences of the previous year, strategic planning, and anticipated resources for the forthcoming year.
- 3.7. The overall workload distribution calculations for CAS academic staff are detailed in the procedures associated with this policy.

### **4. Legislative Compliance**

There is no specific legislation directing this policy

### **5. Supporting Materials**

Acknowledgement to the Academic workload policy, Sydney University, Australia

### **6. Appendices**

- Appendix A: Academic Staff Workload Procedures
- Appendix B: Academic Staff Workload Form

**7. Approval Agency:** Board of Trustees

**8. Approval Dates**

This policy was originally approved on: [ ]

This version was approved on: [ ]

This version takes effect from: [ ]

This policy will be reviewed by: [ ]

**9. Policy Sponsor:** Director General of CAS

**10. Contact:** Directorate General of CAS