

## SERVICE WORKLOAD METRICS

### School of Economics, Faculty of Business, Economics, and Law, UQ

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This document describes the allocated loads to each formal service role within the School of Economics. The expectation is that this document will be revised annually to reflect changes in the governance structure and in the loads.

**1.1** All academics within the School are expected to generally attend and participate in School, Faculty and UQ events (examples are Graduations, Open Days, one UQ activities, School and Faculty meetings, staff supervision, teaching mentoring, ad hoc committees etc.; see also points 1.7 and 1.8 below). For those activities, 0.75 of a block is allocated to all T&R and TF academic staff members.

Role	Load Allocated
General Citizenship	0.75 blocks

**1.2** Service Blocks for Leadership Roles within the School are as follows:

Role	Load Allocated
Head of School	7.25 blocks
Deputy Head of School	3.75 blocks
Director of Education	3.75 blocks
Director of Research	2.25 blocks

**1.3** Service Blocks for Other Education Related Roles within the School are:

Role	Load Allocated
Undergraduate Coordinator	1.5 blocks
Course Credit Officer	1 blocks
Postgraduate Coordinator	1 block
Exam Paper Approver	1.5 block
Student Initiatives Advisor	1.0 blocks
Chair of Tutor & PASS Selection Panel	0.75 blocks
Tutor & PASS Selection Panel Officer	0.6 blocks
Program Leader - PPE	0.75 blocks
Program Leader - BEcon	0.5 blocks
Dual Degree Coordinator	0.35 blocks
Program Rep	0.25 blocks

**1.4 Service Blocks for Other Research Related Roles within the School are given by:**

<b>Role</b>	<b>Load Allocated</b>
HDR Coordinator	2.1 blocks
Deputy Director of Research	1.0 blocks
Research Impact Officer	1.0 blocks
HDR & MAE Panel Member	0.6 blocks
Experimental Lab Manager	0.5 blocks
CEPA Director	0.5 blocks
BESC Director	0.5 blocks
PhD Colloquium Coordinator	0.25 blocks
Super Seminar Coordinator	0.25 blocks
Seminar Coordinator	0.25 blocks

**1.5 Service Blocks for External Engagement Roles within the School are:**

<b>Role</b>	<b>Load Allocated</b>
Admissions and International Partnerships Lead	1.0 blocks
Admissions and International Partnerships Advisor	0.6 blocks
Corporate Engagement Adviser	0.75 blocks
Employability Officer	0.75 blocks
Advancement Officer	0.5 blocks
Chair of Visitors Committee	0.5 blocks
Member of Visitors Committee	0.25 blocks

**1.6 Service Blocks for Other Roles within the School are:**

<b>Role</b>	<b>Load Allocated</b>
Project Advisor	Up to 1.25 blocks
Chair of Faculty Ethics Committee	1.0 blocks
Member of Faculty Ethics Committee	0.25 blocks
AEA Selection Panel Member	1.0 blocks
Academic Integrity Officer	0.75 blocks
School Leadership Team Advisor	0.6 blocks
New Staff Induction Officer	0.5 blocks
Diversity, Inclusion and Wellness Officer	0.5 blocks
Workload Allocation Support Officer	0.5 blocks
Executive Committee Reps	0.25 blocks

**1.7** Substantial UQ-wide and Faculty Service roles will be given a weight within the School's workload. A substantial role would be one that demands more than 0.75 block within a year and would require Head of School approval. Up to 0.75 block of time, the role will be recognised as part of the activities within general citizenship.

**1.8** There is an expectation that, where not connected to service roles, engagement activities

naturally tie to education and research activities. That said, substantial external engagement roles may be given a weight within the School's workload if they demand more than 0.75 block within a year, if undertaken in compliance with University policies and procedures and if approved by the Head of School before applying for or accepting the role.