

**EDUCATION WORKLOAD METRICS**  
**School of Economics, Faculty of Business, Economics and Law, UQ**

**1. EDUCATION ACTIVITIES IN THE WORKLOAD**

Within Education, academic staff undertake a wide range of activities. According to the UQ PPL (<https://ppl.app.uq.edu.au/content/5.41.07-workload-allocation-academic-staff>), these activities include, but are not restricted to:

- *Preparation and delivery of lectures*
- *Preparation and conduct of tutorials*
- *Preparation and supervision of practical classes*
- *Course coordination*
- *Clinical teaching and supervision*
- *Supervision of honours, masters and research students*
- *Marking of examinations and assignments*
- *Compilation and submission of examination results*
- *Student consultation (during semester and pre- and post-examinations)*
- *Preparation and delivery of material in flexible mode*
- *Teaching in summer sessions (which may involve any of the above activities)*
- *Teaching in weekend seminars or inter-semester periods*
- *Teaching in intensive mode (e.g. one week professional education courses)*
- *Cross-campus teaching*
- *Off-shore teaching*

The SoE Education Workload Metric will measure the following activities:

1. Course Coordination, with special consideration for
  - Number of contact hours (lectures)
  - Number of Co-badged Courses
  - Predicted Enrolments
  - Admin Support
2. Tutorial Coordination, with additional consideration for
  - First Time teaching the course
  - Predicted Enrolments
  - Admin Support
3. Lecture Preparation, with additional consideration for
  - First Time Teaching
  - First Time Flexible Delivery (UQ2U courses or equivalent)

4. Tutorial Preparation
5. Consultation and Communication, with additional consideration for
  - Number of contact hours (original lectures and tutorials)
  - Predicted Enrolments
  - Admin Support
6. Preparation of Assessment, with additional consideration for
  - Number of contact hours (original lectures and tutorials)
  - First Time Preparation
  - Co-badged Courses
7. Marking of Course Assessment, with special consideration for
  - Predicted Enrolments
8. Total Teaching Hours (hours in the classroom plus the sum of items 1 to 7)
9. Supervision
10. Thesis Marking

The following section describes in detail the measurement of each of these activities. The variables described in this section are formally defined and summarised for easy reference in Appendix 1. Associated weights are presented in Appendix 2.

## **2. MEASURING EDUCATION ACTIVITIES**

When measuring education activities:

- An original (resp. repeat) lecture or tutorial is defined as the first (resp. subsequent) lecture or tutorial delivered within the last 7 days by a lecturer.
- The term lecture is used to refer to both traditional and blended learning approaches to teaching, such as workshops and seminars, but does not include tutorials.
- There is a default requirement for academic staff is to teach a minimum of 75 students per year.
- A course allocation is deemed to be a **First Time (FT)** allocation if the course has not been taught by the academic staff member in the previous 2 years.

### **2.1 Course Coordination**

The activities involved in course coordination normally include, but are not restricted to, the following (if a course receives admin assistance, then professional staff will normally take responsibility for items marked as AA):

- timely preparation and submission of the ECP;
- communication with the bookshop and publishers (AA);

- liaise with admin support for timetable finalisation and room bookings (AA);
- development and publication of the BB site;
- coordinate the overall delivery of lectures;
- compilation and submission of assignment and exam marks (AA);
- compilation and submission of exam papers;
- grade finalisation and associated paper work submission;
- arrange student feedback sessions (AA);
- be initial contact for both student and admin enquires regarding the course (AA);
- address feedback forms and assist with re-marks for this or other courses within the School (as appropriate); and
- take overall responsibility for the administration and delivery of the course.

The expected hours of course co-ordination per original lecture hour is **wCCH1**. Additional consideration will be given to:

- **Co-badged Courses:** course co-ordination of a co-badged course is expected to involve an additional **wCCH2** hours per original lecture hour due to the fact that, among other things, the ECP and grade finalisation must be different across the different courses.
- **Enrolments and Admin Support:** course co-ordination is expected to involve **wCCH4** (resp. **wCCH3**) additional hours per predicted number of enrolments when admin support is provided (resp. not provided), up to a maximum of **maxCCH** hours (i.e. hours above **maxCCH** are not counted as workload).

Course Co-ordination Hours (**CCH**) are calculated as follows:

$$\text{CCH} = (\text{wCCH1} + \text{wCCH2} * \text{NCC}) * \text{WL} * \text{LD} + (1 - \text{AA}) * \text{MIN}(\text{wCCH3} * \text{PE}, \text{maxCCH}) + \text{AA} * \text{MIN}(\text{wCCH4} * \text{PE}, \text{maxCCH})$$

where **NCC** denotes the **Number of Co-badged of Courses**, **WL** denotes the number of **Weeks of Lectures**, **LD** denotes the **Lecture Duration**, **AA** is a zero-one variable indicating whether or not the course receives **Administrative Assistance**, and **PE** is the **Predicted number of Enrolments**.

## 2.2 Tutorial Coordination

The activities involved in tutorial coordination normally include, but are not restricted to, the following (if a course receives admin assistance, then professional staff will normally take responsibility for items marked as AA):

- prepare all tutorial questions and associated solution guides;

- upload tutorial material to the course Blackboard site;
- distribute tutorial questions, solutions and associated material to tutors;
- coordinate the overall delivery of tutorials ;
- compile marks for tutorial assessment items (AA);
- prepare tutor consultation rosters if needed (AA); and
- monitor the Blackboard discussion board.

The expected hours of tutorial co-ordination per original tutorial hour is **wTCH1**. Additional consideration will be given to:

- **First Time Teaching:** tutorial co-ordination is expected to involve an additional **wTCH2** hours per original tutorial hour if, and only if, the course has not been taught by the staff member in the previous 2 years.
- **Enrolments and Admin Support:** tutorial co-ordination is expected to involve an additional **wTCH4** (resp. **wTCH3**) hours per enrolled student when admin support is provided (resp. not provided), up to a maximum of **maxTCH** hours (i.e. hours above **maxTCH** are not counted as workload).

Tutorial Co-ordination Hours (**TCH**) are calculated as follows:

$$\text{TCH} = (\text{wTCH1} + \text{wTCH2} * \text{FT}) * \text{WT} * \text{TD} + (1 - \text{AA}) * \text{MIN}(\text{wTCH3} * \text{PE}, \text{maxTCH}) + \text{AA} * \text{MIN}(\text{wTCH4} * \text{PE}, \text{maxTCH})$$

where **FT** is a zero-one variable indicating whether or not the the course has been taught by the staff member in the previous 2 years, **WT** denotes the number of **Weeks of Tutorials** and **TD** denotes the **Tutorial Duration**.

### 2.3 Lecture Preparation

Lecture preparation normally includes, but is not limited to, the following:

- writing and/or reviewing lecture slides/notes; and
- uploading lecture material to the course Blackboard site.

The expected number of hours involved in preparing an original one-hour lecture is **wOLH**; this includes an allowance for basic innovation of lecture materials. Additional consideration will be given to:

- **First Time Teaching:** lecture preparation is expected to involve an additional **wOLH2** hours per original lecture hour if the course has not been taught by the staff member in the previous 2 years.
- **First Time Flexible Delivery:** lecture preparation is expected to involve an additional **wOLH3** hours per original lecture hour if the course is being offered for the first time as a **UQ2U** course or in an equivalent flexible delivery mode. **If more than one member of staff is involved in the preparation, the credit may be shared proportionally.**

Lecture Preparation Hours (**LPH**) are calculated as follows:

$$\text{LPH} = (\text{wOLH1} + \text{wOLH2} * \text{FT} + \text{wOLH3} * \text{UQ2U}) * \text{OLH} + \text{wRLH} * \text{RLH}$$

where **OLH** is the **O**riginal **L**ecture **H**ours delivered, **UQ2U** is a variable indicating whether or not the course is being offered for the first time as a **UQ2U** course or in an equivalent flexible delivery mode, **wRLH** is the expected number of hours involved in preparing for a repeat one-hour lecture, and **RLH** is the **R**epeat **L**ecture **H**ours delivered.

#### 2.4 Tutorial Preparation

Tutorial preparation normally involves reviewing tutorial questions and solutions that have been prepared by the Tutorial Coordinator. Tutorial Preparation Hours (**TPH**) are calculated as follows:

$$\text{TPH} = \text{wOTH} * \text{OTH} + \text{wRTH} * \text{RTH}$$

where **wOTH** is the expected number of hours involved in preparing for an original one-hour tutorial, **OTH** is the **O**riginal **T**utorial **H**ours delivered, **wRTH** is the expected number of hours involved in preparing for a repeat one-hour tutorial, and **RTH** is the **R**epeat **T**utorial **H**ours delivered.

#### 2.5 Consultation and Communication

Consultation and communication with students typically varies with the number of contact hours and the number of students enrolled. It is understood that some of this consultation and communication may take place outside the official start and end dates of the semester. The expected hours of consultation and communication per original contact hour is **wCACH1**. Additional consideration will be given to:

- **Enrolments and Admin Support:** consultation and communication is expected to involve an additional **wCACH3** (resp. **wCACH2**) hours per predicted number of enrolments when

admin support is provided (resp. not provided), up to a maximum of **maxCACH** hours (i.e., hours above maxCACH are not counted as workload).

- **Shared Teaching:** when a course is co-taught, the consultation and communication hours associated with enrolments will be split on a pro-rata basis according to the proportion of lectures delivered.

Consultation And Communication Hours (**CACH**) are calculated as follows:

$$\text{CACH} = \text{wCACH1} * (\text{OLH} + \text{OTH}) + ((1 - \text{AA}) * \text{MIN}(\text{wCACH2} * \text{PE}, \text{maxCACH}) + \text{AA} * \text{MIN}(\text{wCACH3} * \text{PE}, \text{maxCACH})) * \text{AWL} / \text{WL}$$

where **AWL** is the Allocated Weeks of Lectures and **WL** is the total number of Weeks of Lectures.

## 2.6 Preparation of Assessment

Assessment preparation normally includes, but is not limited to, the following:

- timely development, revision and final submission of all forms of assessment, including associated marking guides;
- development of sample assessment items and associated marking guides;
- being contactable during exams; and
- assisting in reviewing other examinations for other courses offered by the School.

The expected number of hours involved in preparing assessment is **wAPH1**. Additional consideration will be given to:

- **First Time Teaching:** assessment preparation is expected to involve an additional **wAPH2** hours if the course has not been taught by the staff member in the previous 2 years.
- **Co-badged Courses:** assessment preparation of a co-badged course is expected to involve an additional **wAPH3** hours due to the fact that assessment is required to be different across the different codes.
- **Shared Teaching:** when a course is co-taught, assessment preparation hours will be split on a pro-rata basis according to the proportion of lectures delivered.

Assessment Preparation Hours (**APH**) are calculated as follows:

$$\text{APH} = (\text{wAPH1} + \text{wAPH2} * \text{FT} + \text{wAPH3} * \text{NCC}) * \text{AWL} / \text{WL}$$

## 2.7 Marking of Assessment

The expected number of hours involved in standard marking of one student over all forms of assessment in a standard course is **wCMH**. Additional consideration will be given to:

- **Enrolments:** lecturers in courses with less than 15 enrolments are normally expected to mark all forms of assessment for all students; for quality assurance purposes, lecturers in courses with more than 15 enrolments are normally expected to mark all forms of assessment for 15 students only (tutors are normally expected to mark the work of the remaining students).
- **Shared Teaching:** when a course is co-taught, marking hours will be split on a pro-rata basis according to the proportion of lectures delivered.

Course **Marking Hours (CMH)** are calculated as follows:

$$\text{CMH} = \text{wCMH} * \min(\text{PE}, 15) * \text{AWL} / \text{WL}$$

## 2.8 Total Teaching Hours

Total Teaching Hours (**TTH**) are calculated as follows:

$$\text{TTH} = (\text{OLH} + \text{RLH} + \text{OTH} + \text{RTH}) + (\text{CCH} + \text{TCH} + \text{LPH} + \text{TPH} + \text{CACH} + \text{APH} + \text{CMH})$$

i.e. the hours spent actually delivering original and repeat lectures and tutorials, plus the workload hours computed in the previous sections.

## 2.9 Supervision

Workload allocations related to supervision of PhD, Honours and Masters students in a given year will be ex-ante predictions based on the average supervisory loads over the previous three years. The actual supervisory loads will be calculated ex-post. Provisional supervisory teams appointed for the 1<sup>st</sup> year of the PhD will not count towards the workloads of those provisional supervisors, but will count towards good citizenship in the service allocation.

The workload of a given staff member in supervising a given student will be calculated in a way that gives consideration to the following:

- the full-time or part-time status of the student;
- the staff member's share of the supervisory load;

- the number of weeks of the staff member has been on the supervisory team;
- the fact that different types of PhD, Masters and Honours students require different amounts of supervision (e.g., supervising a student who is completing the PhD coursework probably involves only half the work involved in supervising a student who is writing a PhD thesis);
- that some of the time dedicated to supervision may also have research benefits; and
- the view that dissertation supervision that counts towards education activities should involve no more than 172.5 hours per year (i.e., 1 block), and that any supervisory load above 1 block should be regarded as a research benefit.

The **Total Supervision Hours (TSH)** involved in supervising a given student is calculated as follows:

$$\text{TSH} = (1 \text{ if student enrolled full-time; } 0.5 \text{ otherwise}) * (\text{Share}) * (\text{No. of Weeks}) * (\text{wPC} * \text{PC} + \text{wPT} * \text{PT} + \text{wMT} * \text{MT} + \text{wHT} * \text{HT})$$

where **wPC** is the expected number of hours per week involved in supervising a student who is still completing the **PhD Coursework**; **wPT** is the expected number of hours per week involved in supervising a student who has completed the **PhD coursework** and is writing the **Thesis** (and is generally = 2\*wPC); **wMT** is the expected number of hours per week involved in supervising a student who is writing a **Masters Thesis**; **wHT** is the expected hours per week involved in supervising a student who is writing an **Honours Thesis**; and **PC**, **PT**, **MT** and **HT** are zero-one variables indicating the student type.

## 2.10 Thesis Marking

Workload allocation related to the marking of Honours and Master theses of UQ students in a given year will be an ex-ante prediction based on the average marking loads over the previous three years. The actual marking load will be calculated ex-post.

Total Thesis **Marking Hours (TTMH)** are calculated as follows:

$$\text{TTMH} = \text{wTM} * \text{TM}$$

where **wTM** is the expected number of hours involved in marking a Masters or Honours thesis and **TM** is the predicted number of **Theses Marked**.



### **3. OTHER OPERATIONAL MATTERS**

- Consideration of special circumstances beyond those recognised in the above metrics will be minimal and will require Head of School approval.
- Whenever possible and requested, T&R academic staff will be given the opportunity to deliver education activities (not including short-notice teaching opportunities and dissertation supervision and marking) within one regular semester.
- Unless agreed, academic staff will not normally be required to teach in more than two consecutive semesters out of three (Semester 1, Semester 2, Summer).
- Whenever possible and requested, and subject to performance, staff will be given the opportunity to continue delivering the same course for at least three consecutive teaching years.
- Courses will normally only be split/shared if there are academic reasons for doing so.
- The workload associated with delivery of online Professional Certificates will be assigned by designating the staff member as Tutorial Coordinator. All instances of a given Professional Certificate delivered within a semester will be treated as one course, even if taught multiple times.

## Appendix 1: Variables and Associated Formulas

| Variable | Description  | Formula   |
|----------|--|---|
| AA       | = Y if course receives <b>Administrative Assistance</b> ; blank otherwise  | formulas treat Y = 1 and blank = 0  |
| AL       | <b>Allocated Lectures per Week</b>   |   |
| APH      | <b>Assessment Preparation Hours</b>  | $= (wAPH1+wAPH2*FT+wAPH3*NCC)*AWL/WL$   |
| AT       | <b>Allocated Tutorials per Week</b>  |   |
| AWL      | <b>Allocated Weeks of Lectures</b>   |   |
| AWT      | <b>Allocated Weeks of Tutorials</b>  |   |
| CACH     | <b>Consultation And Communication Hours</b>  | $= wCACH1*(OLH+OTH) + ((1-AA)*MIN(wCACH2*PE,maxCACH) + AA*MIN(wCACH3*PE,maxCACH))*AWL/WL$                                     |
| CC       | = Y if staff member is the <b>Course Co-ordinator</b> ; blank otherwise  | formulas treat Y = 1 and blank = 0  |
| CCH      | <b>Course Co-ordination Hours</b>  | if CC = Y then CCH = $(wCCH1 + wCCH2*NCC)*WL*LD + (1-AA)*MIN(wCCH3*PE,maxCCH) + AA*MIN(wCCH4*PE,maxCCH)$ ; = 0 otherwise      |
| CMH      | <b>Course Marking Hours</b>  | $= wCMH*\min(PE,15)*AWL/WL$   |
| FT       | = Y if the staff member has not taught the course within the last two years (i.e. is teaching the course for the " <b>First Time</b> "); blank otherwise | formulas treat Y = 1 and blank = 0  |
| HT       | = Y if the student is completing an <b>Honours Thesis</b> ; blank otherwise  | formulas treat Y = 1 and blank = 0  |
| Lcap     | <b>Lecture capacity</b>  | if predicted enrolments exceed Lcap, then a repeat lecture is timetabled.   |
| LD       | <b>Lecture Duration in Hours</b>   |   |
| LPH      | <b>Lecture Preparation Hours</b>   | $= (wOLH1+wOLH2*FT+wOLH3*UQ2U)*OLH + wRLH*RLH$  |
| MT       | = Y if the student is completing a <b>Masters Thesis</b> ; blank otherwise   | formulas treat Y = 1 and blank = 0  |
| NCC      | <b>Number of Co-badged Courses</b>   | = no. of badges - 1   |
| OLH      | <b>Original Lecture Hours delivered</b>  | if AL > 0, then OLH = AWL*LD; = 0 otherwise   |
| OTH      | <b>Original Tutorial Hours delivered</b>   | if AT > 0, then OTH = AWT*TD; = 0 otherwise   |
| PC       | = Y if the student is completing <b>PhD Coursework</b> ; blank otherwise   | formulas treat Y = 1 and blank = 0  |
| PE       | <b>Predicted Enrolments</b>  |   |
| PT       | = Y if the student has completed all <b>PhD coursework</b> and is writing the <b>Thesis</b> ; blank otherwise  | formulas treat Y = 1 and blank = 0  |
| RL       | No. of <b>Repeat Lectures per Week</b>   | if PE > Lcap, then RL = 1; = 0 otherwise  |
| RLH      | <b>Repeat Lecture Hours delivered</b>  | if AL > 1, then RLH = $(AL - 1)*AWL*LD$ ; = 0 otherwise   |
| RTH      | <b>Repeat Tutorial Hours delivered</b>   | if AT > 1, then RTH = $(AT - 1)*AWT*TD$ ; = 0 otherwise   |
| TC       | = Y if staff member is the <b>Tutorial Co-ordinator</b> ; blank otherwise  | formulas treat Y = 1 and blank = 0  |
| Tcap     | <b>Tutorial capacity</b>   | the number of tutorial groups is determined by dividing predicted enrolments by Tcap then rounding up to the nearest integer. |

|      |   |   |
|------|---|---|
| TCH  | <b>Tutorial Co-ordination Hours</b>                               | if TC = Y, then TCH = (wTCH1+ wTCH2*FT )*WT*TD + (1-AA)*MIN(wTCH3*PE, maxTCH) + AA*MIN(wTCH4*PE, maxTCH); = 0 otherwise |
| TD   | <b>Tutorial Duration in Hours</b>                                 |   |
| TG   | <b>No. of Tutorial Groups</b>                                     | = roundup (PE/Tcap,0)   |
| TM   | <b>No. of Masters or Honours Theses Marked</b>                    |   |
| TPH  | <b>Tutorial Preparation Hours</b>                                 | = wOTH*OTH + wRTH*RTH   |
| TSB  | <b>Total Supervision Blocks</b>                                   | = TSH/172.5 rounded to 2 decimal places   |
| TSH  | <b>Total Supervision Hours</b>                                    | = (1 if student enrolled full-time; 0.5 otherwise)*(Share)*(No. of Weeks)*(wPC*PC + wPT*PT + wMT*MT + wHT*HT)           |
| TTB  | <b>Total Teaching Blocks</b>                                      | = TTH/172.5 rounded to 2 decimal places   |
| TTH  | <b>Total Teaching Hours</b>                                       | = (OLH+RLH+OTH+RTH) + (CCH+TCH+LPH+TPH+CACH+APH+CMH)  |
| TTMB | <b>Total Thesis Marking Blocks</b>                                | =TTMH/172.5 rounded to 2 decimal places   |
| TTMH | <b>Total Thesis Marking Hours</b>                                 | =wTM*TM   |
| UQ2U | = Y if course is a new UQ2U course or equivalent; blank otherwise | formulas treat Y = 1 and blank = 0  |
| WL   | <b>Weeks of Lectures</b>  |   |
| WT   | <b>Weeks of Tutorials</b>   |   |

## Appendix 2: Weights

| Variable | Description  | Weight |
|----------|--|--------|
| maxCACH  | maximum Consultation And Communication Hours directly related to enrolments; hours above maxCACH are not counted as workload         | 35     |
| maxCCH   | maximum Course Co-ordination Hours directly related to enrolments; hours above maxCCH are not counted as workload                    | 35     |
| maxCMH   | maximum Course Marking Hours; hours above maxCMH are not counted as workload   | 15     |
| maxTCH   | maximum Tutorial Co-ordination Hours directly related to enrolments; hours above maxTCH are not counted as workload                  | 16.25  |
| wAPH1    | Hours involved in preparing the assessment   | 50     |
| wAPH2    | Extra hours involved in preparing the assessment when FT = Y   | 20     |
| wAPH3    | Extra hours involved in preparing the assessment in a co-badged course   | 6.25   |
| wCACH1   | Hours of consultation and communication for each original contact hour   | 1      |
| wCACH2   | Consultation and communication hours per student when the course does not have admin assistance; $wCACH2 * PE$ cannot exceed maxCACH | 0.135  |
| wCACH3   | Consultation and communication hours per student when the course does have admin assistance; $wCACH3 * PE$ cannot exceed maxCACH     | 0.045  |
| wCCH1    | Hours of course co-ordination per original lecture hour  | 1      |
| wCCH2    | Extra hours of course co-ordination per original contact hour for each co-badged course  | 0.25   |
| wCCH3    | Course co-ordination hours per student when the course does not have admin assistance; total hours per course cannot exceed maxCCH   | 0.135  |
| wCCH4    | Course co-ordination hours per student when the course DOES have admin assistance; total hours per course cannot exceed maxCCH       | 0.045  |
| wCMH     | Hours involved in marking all the assessment for one student for one course  | 1      |
| wHT      | Hours per week involves in supervising a student who is completing an Honours thesis   | 0.6    |
| wMT      | Hours per week involves in supervising a student who is completing a Masters thesis  | 0.6    |
| wOLH1    | Hours involved in preparing an original one-hour lecture   | 3      |
| wOLH2    | Extra hours involved in preparing an original one-hour lecture when FT = Y   | 2      |
| wOLH3    | Extra hours involved in preparing an original one-hour lecture in a UQ2U or equivalent course  | 4      |
| wOTH     | Hours involved in preparing for an original one-hour tutorial  | 1      |
| wPC      | Hours per week involved in supervising a student completing PhD coursework   | 0.6    |
| wPT      | Hours per week involved in supervising a student who has completed all PhD coursework and is writing the thesis                      | 1.2    |
| wRLH     | Hours involved in preparing for a repeat one-hour lecture  | 1      |
| wRTH     | Hours involved in preparing for a repeat one-hour tutorial   | 0      |
| wTCH1    | Hours of tutorial co-ordination per original tutorial hour   | 1      |
| wTCH2    | Extra hours of tutorial co-ordination per original tutorial hour when FT = Y   | 1      |
| wTCH3    | Tutorial co-ordination hours per student when the course does not have admin assistance; total hours per course cannot exceed maxTCH | 0.0625 |
| wTCH4    | Tutorial co-ordination hours per student when the course DOES have admin assistance; total hours per course cannot exceed maxTCH     | 0.0208 |
| wTM      | Hours involved in marking an Honours or Masters thesis   | 8      |