UNIVERSITY WORKLOADS POLICY

Purpose:

To ensure the total workload allocated to individual members of staff is reasonable, safe and equitable.

Policy:

Staff members will be allocated equitable, reasonable and safe workloads through a mechanism that is comprehensive and transparent, that takes account of work requirements of the department and contributes to the efficient and effective application of its resources and those of the University as a whole.

It is recognised that individual staff at any one time are at different stages of their careers, have different career and/or research objectives, and contribute to the University in a variety of ways. The application of this policy should be based on consultation with staff and take account of these factors along with the needs of the department, including financial directions, staff and student profiles, and development needs. Special consideration should be given to new and early career staff.

Definitions:

Equitable: means that staff members with comparable levels of appointment and responsibilities should have similar workloads. Casual, part-time and fixed-term staff members shall have workloads that are equitable relative to full-time staff in the same area of work.

Reasonable: means that in allocating the workload all practical steps were taken to facilitate career progression; that the workloads so allocated can be managed within the timeframes and deadlines set for the performance of the duties, and will allow staff to maintain a reasonable balance between their professional and personal life.

Safe: means that all practical steps will be taken to minimise the hazards which could cause physical or mental harm to staff.

Department: c@Ác^¦{ Á¼à^]æàç ^}c¼å̃Á•^åÁ̂^}^¦æ̂¦|^Áç̧ Áæ̃]]¦Á̂Ác@Ác^¦{ æ̃][*̂Á•^åÁ̂Áå̂•¤}æ^Áæà{ æ̃æ̃c̄æ̂^Á units in the Colleges, and Services.

Transparent:

Policy Requirements:

The Pro Vice-Chancellors and Deputy Vice-Chancellors/Provost will ensure that mechanisms for the allocation of workloads are implemented in the departments of the Colleges and Services for which they are responsible. Following consultation with affected staff the heads of departments in the Colleges and Services will ensure that staff members are allocated workloads through an appropriate mechanism that is comprehensive and transparent.

For academic staff, the mix of research, teaching and academic citizenship may vary between and across schools/institutes/Colleges and for individual academic staff, recognising that a wide variety of proportions of these academic duties may be agreed and changed from time to time over the course of a career. Indicative parameters, ¸ã©å¸ @R@å¸ ¸åãã㨠æ¥å&ãæå^{ 㸠[¦\¦[ææå¥[&ææ} ¸[¨å¨}^¦æ¦ly be allocated, are set out in the procedures document.

In terms of workload allocation:

The head of a department/school is responsible for:
- Discussing with staff workload allocation within the school, the setting of work priorities and strategic goals;
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- Consulting with staff in respect of the allocation of duties;
- Monitoring changes in workload and ongoing evaluation of the impact of workload;
- Taking all reasonable attempts to reach agreement with staff on their workload;
- Making the workload allocation and mechanism available to staff.

The staff member is responsible for:
- Working effectively within their allocation and working towards individual and department/university goals;
- Participating in discussions concerning workloads with the aim of reaching a common understanding of the issues;
- Reporting any workload difficulties and variations to their manager.

The allocation of work to T [¦ãstaff must recognise, and take account of, the specific skills and expertise which these members of staff apply to their place of employment and their community. This recognition should also include the diverse [à|ã æ溸•Á ¸ ã�æ¸ Áæ¸ åÁ @æ¸ ã̃Áæ¸ åÁ 涸å^[¸¸&[å^Á@¸ã̃Á¸ç[|ç^{ ^}̃¸Á&[}¸ |ææ¸^Á¦[&^••^•Á ̨å©¸ÁÑ¸ã¸ersity in relation to the fulfilment of its obligations under Te Tiriti o Waitangi and involvement and participation in formal ceremonies æ ¸ Á^¨ ̃ã^åÁã^Áã ã} *æ¸T [¦ãã} åÁ̃ &¸ å^Áã ^Á^¨ ̃ã^åÁ¦ Áå^|ㆦ¦Ê¸ ãã̃ã æ^ Á¸åæ¸ åÐ¸¦Á̈]][¦ʼ¸ }æ¸*ææ̃æ¸ Á㸸^*¦æä part of Massey academic programme.

The workload allocation mechanisms used by the department will be ratified by the relevant senior manager (Pro Vice-Chancellor, Deputy Vice-Chancellor, or their nominee) who will then ensure that a copy of the document describing the mechanism for each department for which they are responsible is filed with the Office of the respective Pro Vice-Chancellor or Deputy Vice-Chancellor/Provost.

The mechanism for allocating workloads should be reviewed from time to time and will be reviewed at least once every three 4d23 24Mfo 841.8 reW*n9.4 841.8 reW*nB/F1 10 Tf1 0 0 1 7.825 3721(s)20(h)1seniorcoucoMy1(se)16(o6(n)16(i)22(o)16(