

Dublin City University

Principles for Academic Workload Allocation

Introduction

Workload allocation for academic staff in Dublin City University adheres to the agreed framework of guiding principles set out in this document.

Purpose

The purpose of an **Academic Workload Allocation Scheme** is to ensure that:

1. Resources are allocated in a manner consistent with institutional priorities
2. There is an appropriate balance of activities assigned to staff
3. There is a transparent process of allocation with clear communication of the outcome
4. The need for efficiency of staff deployment is balanced with ensuring quality of research, teaching and service.

Scope

All academic staff, i.e. staff who undertake teaching, research, service and practice, will normally be included in a School's workload allocation scheme. Each school / faculty will have a documented workload allocation scheme that conforms to these principles.

Principles

- Workload is allocated in a manner that reflects the University's mission, vision, values and strategic priorities.
- The University encourages all staff to have a balanced workload and expects academic staff to be active researchers¹, to teach and to make a contribution to community and university service. However, where members of staff concentrate on one or two of these categories then that should be reflected in workload allocation to other categories.

¹

<http://www.dcu.ie/ovpli/policy/documents/Research%20Committee%20Report%20to%20AC%20May%202010.pdf>.

- Any model used to produce a workload allocation scheme (Workload Allocation Model) should be practical and should not require disproportionate effort to maintain.
- Any workload allocation model needs to be flexible to deal with internal and external changes that may necessitate changes in workloads in any particular semester/academic year.
- The responsibility for allocation of workload ultimately lies with the Head of School. In practical terms, workload allocation is a consultative process involving staff member and Head.
- While overall workload requirement is the same for all staff, staff workload is judged relative to staff with equivalent cohort experience. For example, workload for professors is assessed relative to the level expected from professors and that for lecturers relative to the level expected from lecturers.
- Where a member of staff is assigned research or administrative duties that require an exceptionally high commitment of time, teaching duties may be reduced commensurately.
- Workloads are compatible with reasonable expectations of work-life balance and facilitate a healthy working environment.
- The workload allocation takes into account all areas of activity that are expected of staff and allows appropriate flexibility for unscheduled activities.
- There must be transparency in the scheme, to aid equality and equity of treatment of staff, and a full understanding of the scheme by all staff.