

**School of Nursing and Midwifery - Draft Work Plan Metrics 2016 (v2 Dec 2015)**

	Policy Reference	% Allocation
Total Work Plan (pro rata work plan FTE)	2.3	100%
<b>4. Service on Behalf of the University</b>	Policy Reference	% Allocation
Admin & Governance allocation normally capped (a) includes Unit and Campus Coordination allocations (b) excludes staff with senior school governance roles and individuals in extenuating circumstances	8.5	Max 40%
<b>4.1 Programme Leadership</b>	Policy Reference	% Allocation
Director Academic Program (UG)	7	50%
Director Academic Program (Clinical)	7	40%
Director Academic Program (PG)	7	40%
Director Academic Program (Midwifery)	7	35%
Director Academic Program (International)	7	25%
<b>Academic Course Advisor</b>		
BN Campbelltown	7	40%
BN Hawkesbury + BNGE (4692)	7	40%
BN Parramatta (2 positions)	7	40%
BN (Hons, Advanced, Academy)	7	Sliding scale allocation under review
Graduate Diploma of Midwifery (4697)	7	
PG International	7	
PG Child and Family Health (Karitane) (4713-4715)	7	
PG Nursing (4722-4724)	7	
Master of Nursing (Professional Studies) (4735)	7	
PG Mental Health Nursing (4719-4721)	7	
PG Mental Health Nursing (Nurse Practitioner) (4673)	7	
PG Primary Health Care (4694-4696)	7	
<b>4.2 School Governance</b>	Policy Reference	
Deputy Dean	7	80%
Director Academic Workforce (one on each campus) (1) Parramatta (2) Hawkesbury/Campbelltown	7	(1) 35% (2) 30%
Director Casual Workforce & Program Resource Allocation:	7	30%
Director HDR	7	20%
Director Research	7	20%
Director Engagement & International	7	20%
Deputy Director Clinical Education CM	7	30%
Deputy Director Clinical Education PETL	7	30%
Deputy Director Clinical Education CPU	7	22.5%
Deputy Director Clinical BMid	7	25%
Deputy Director Engagement & International	7	10%
Deputy Director HDR	7	10%
Deputy Director PG Studies	7	10%
Deputy Director Research	7	10%
Deputy Coordinator Timetabling/Resources	7	10%
BN Campus Course Advisor (3 positions)	7.2	22%
Disability Liaison	7	5%
Indigenous Liaison	7	5%
Literacy Co-ordinator	7	10%
First Year Experience Co-ordinator	7	5%
First Year Experience Deputy	7	5%
First Aid Officers	7	1%
School Academic Committee (5 nominated ACAs)	8.3	2.5%
Undergraduate Committee (Staff Reps x2)	8.3	2%
Postgraduate Committee (Staff Reps x2)	8.3	2%
Research Committee (4 nominated Researchers)	8.3	2%
Work Plan Committee (Staff Reps x3)	8.3	2%
WHS Committee: (1) Chair (2) Academic Campus Representatives	8.3	(1) 3% (2) 2%
<b>4.3 WSU Governance</b>	Policy Reference	% Allocation
University Committee (see approved list Appendix D)	8.3	Appendix D
<b>4.4 General Administration</b>	Policy Reference	m
WSU Allocation to all School based staff to cover administrative tasks associated with email and School related activities. Excludes clinically based researchers (s6.4.5)	8.1	10% pro rata

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<b>3. Research Activities</b>	<b>Policy Reference</b>	<b>% Allocation</b>
<b>3.1 Research Activity Metrics</b> <i>Please refer attached Profile &amp; Research Activity definitions</i>	Policy Reference	Pro Rata FTE
Profile (1) Scholarship or Developing Research (Includes Early Career Researcher for first 5 years following PhD completion)	6.4.1	15%-20% (20%)
Profile (2) Substantial Research Profile	6.4.2	21%-40%
Profile (3) Research Leaders and Mentors	6.4.3	41%-60%
Career Development Fellowships: (1) Teaching CDF (2) Research CDF	6.4.4	(1) 30% (2) 70%
Research Fellow	6.4.4	70%
Research Focused Academics located in a clinical setting e.g. CNRPD, CANR, Joanna Briggs	6.4.5	80%
Staff Outside the Research Profiles above	6.5	up to 15%
<b>3.2 Hons and HDR Study</b>	Policy Reference	Pro Rata FTE
Hons Enrolment: Maximum of 2 years part-time study	6.6	Year 1 15% Year 2 22.5%
Higher Degree Enrolment (1) Maximum of 6 years part-time PhD study (2) Maximum of 4 years part-time research Masters study (3) In final year and to ensure thesis completion	6.6	(1) 15% (2) 15% (3) 22.5%
<b>2. Supervised Activity</b>	Policy Reference	% Allocation
Supervision Honours Student <b>(Under review - alignment with University Policy)</b>  Block of <b>9%</b> for Full Time study normally allocated as follows: (1) Principal Supervisor (2) Associate Supervisor <i>OR as agreed by the supervisory panel</i>  (3) <i>As part of School's strategy to build supervision capacity a 2nd Associate Supervisor with no prior experience may be appointed</i>	5.18	<b>(1) 6%</b> <b>(2) 3%</b>  <b>(3) 3%</b>
Supervision Higher Degree <b>(Under review - alignment with University Policy)</b>  Block of <b>12%</b> per annum for Full Time PhD study for 3 years and for Masters (Hons) for 2 years study normally allocated as follows: (1) Principal Supervisor (2) Associate Supervisor (x2) <i>OR as agreed by the supervisory panel</i>	5.18	<b>(1) 6%</b> <b>(2) 3%</b>
Supervision Masters Research <b>(as per University Draft Policy) To Be Confirmed</b>  (1) Year 1 (Mentoring) Block of <b>2.5%</b> per Full Time Student normally allocated as: (a) Principal (b) Associate Supervisor (x2)  (2) Year 2 (Supervision) Block of <b>5%</b> per Full Time Student normally allocated as: (a) Principal (b) Associate Supervisor (x2)	5.18	<b>(1a) 1.25%</b> <b>(1b) 0.62%</b>  <b>(2a) 2.50%</b> <b>(2b) 1.25%</b>
<b>5. Other Activities</b>	Policy Reference	% Allocation
Allocations for Other Activities are subject to conditions as laid out in Section 10 of the School Policy. Apart from program activities with defined allocations (e.g. FULT and Inspire), the total allocation for other activities is expected to remain within the normal range	10	up to 5%
Enrolment in Foundations of University Teaching Module (maximum 10% in total to complete)	10.1	up to 5% max pro rata FTE

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Professional Development		up to 8% max
Professional accreditation: (1) AHPRA registration - only if specifically required for teaching duties (a) Single Registration e.g Nurse (b) Double Registration e.g Nurse and Nurse Practitioner or Midwife (c) Triple Registration e.g Nurse and Nurse Practitioner and Midwife (2) Master Coursework (in related discipline) Max 2 units per annum  (3) Inspire Leadership Program  (4) Research Training	10.1	(1a) 2.0% (1b) 3.5% (1c) 5.0% (2) 3% per Unit  (3) 5% full program  (4) 2%
University Marketing and Engagement	10.2	up to 5% max pro rata FTE
Professional Governance e.g. Medicare Local, AMAC	10.2	up to 5% max pro rata FTE
Non-Research Publications	10.2	up to 2% max pro rata FTE
Special Projects	10.2	up to 20% max pro rata FTE
(1) Other  Including (2) BN Adv Student Mentor (3) New Staff Orientation (4) Academy Fellow (5) Travel between Campuses	8.4	(1) up to 5% max pro rata FTE  (2) 0.5% per student (3) 2% (4) 5% (5) 0.6 % max or as validated with supervisor
<b>University General Teaching Metrics</b>	<b>Policy Reference</b>	<b>% Allocation</b>
(a) All staff (except for Dean and Deputy Dean of School) teaching allocation as defined by Section 3.3 of University Work Plan Policy (Version 1)	5.3	20% Min <i>of which see (b)</i>
(b) All staff teaching undergraduate and/or postgraduate coursework students allocation as defined by Section Section 3.3 of University Work Plan Policy (Version 1)	5.3	10% Min <i>part of (a)</i>
(c) Annual class teaching allocations based the equivalent of up to 13 hours or 6-7 tutorial groups per week (as defined by broad teaching profiles). Up to 17 hours or 8-9 tutorial groups per week for Teaching Focused Roles	5.19	70% max (80% max. for TFR)
(d) Teaching normally within 2 units per semester for a standard teaching role. Higher teaching or Teaching Focused Roles to agree additional allocations with their work plan supervisor	5.6	
<b>1.1 Unit Related Allocations</b>		
<b>Unit Coordination</b>	<b>Policy Reference</b>	<b>% Allocation</b>
Based on unit enrolments and number of teaching staff <i>Please refer to Appendix C for indicative examples</i>	5.10	Min 1.5% < 31 students =1 staff +0.5% 60 students +0.5% 1 staff
PG Units: Combined annual allocation (1) Onshore - all modes and offerings (2) Offshore - all locations and offering		
3 Campus Unit Allocation; (1) Unit Coordinator (2) Campus Coordinator (allocated in proportion to campus enrolment statistics) Parr 20% Camp 10% Haw 10%	5.11	Proportion (1) 60% (2) 40%
<b>Unit Development (normally allocated to the Unit Coordinator)</b>	<b>Policy Reference</b>	<b>% Allocation</b>
UG Teaching & Assessment Materials	5.7 - 5.9	up to 5%
UG On-Line Unit/PG External Package	5.7 - 5.9	up to 5%
PG Teaching & Assessment Materials (per annum not per offering)	5.7 - 5.9	up to 2%
<b>Taught Activity</b>	<b>Policy Reference</b>	<b>% Allocation</b>
On Campus Teaching: (1) Per hour allocation with 1:1 class preparation allowance (2) CPU Units 0.6 class preparation allowance (1 CPU group = 2 Non CPU groups)	5.4	Per Hour (1) 0.12% (2) 0.10%

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External/Online Teaching: Per Student Allocation based on unit credit point value and delivery component (1) BN Elective (200 online students = 1 on campus class) (2) BN/Grad Dip (40% delivery component) (3) PG/Hons (45% delivery component)	5.5	Per Student 10 credit point unit (1) 0.016% (2) 0.105% (3) 0.079%
PG Offshore Units		0%
Clinical Communication Workshops ( <i>recorded under Other Teaching Activities</i> )		0.5% Per day/workshop
Skills Challenge Workshops ( <i>recorded under Other Teaching Activities</i> )		3% based on 3 groups
<b>Assessment</b>	<b>Policy Reference</b>	<b>Unit Assessment Component</b>
Per Student Allocation based on unit credit point value and assessment component. (1) UG/Grad Dip Non CPU (40%) (2) UG/Grad Dip CPU (20% excluding OSCA) + BN (Adv) (3) BN Elective (electronic marking 90%, remainder 10% of 40% = 4%) (4) PG/Hons (55%)	5.15 - 5.16	Per Student 10 credit point unit (1) 0.10% (2) 0.05% (3) 0.01% (4) 0.14%
OSCA Assessments & Reassessments ( <i>recorded under Other Teaching Activities and specified by program/session</i> )		0.5% per day
PG Offshore Unit (quality assurance review within unit coordination)		0%
<b>1.2 Curriculum Development</b>	<b>Policy Reference</b>	<b>% Allocation</b>
Pre-SAC new unit development (as approved by Deputy Dean)	5.7 - 5.9	up to 3.5%
New UG curriculum units with CPU	5.7 - 5.9	up to 20%
New UG curriculum blended units (no CPU)	5.7 - 5.9	up to 15%
New UG on-line units/PG external package	5.7 - 5.9	up to 15%
New PG curriculum blended learning workshops	5.7 - 5.9	up to 5%



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Appendix C Unit Coordination  
Indicative Allocations

Unit Type	No of Students	No of Teaching Staff	Allocation (%)	Unit Coordinator	Campus Coordinator PARR 20%	Campus Coordinator CAMP 10%
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(1) Undergraduate

3 Campus CPU/clinical:	1,100	40	30.0%	18.0%	6.0%	3.0%
3 Campus no CPU/clinical:	1,100	20	20.0%	12.0%	4.0%	2.0%
BNGE Summer school	140	20	11.9%	11.9%		
UG On-line Unit	350	1	2.9%	2.9%		
Summer School/Teach Out	80	2	2.4%	2.4%		
BMid CPU Unit	40	2	2.1%	2.1%		
BMid Unit	40	1	1.6%	1.6%		
BN (Advanced) Unit	27	1	1.5%	1.5%		
Honours Unit	5	1	1.5%	1.5%		

(2) Postgraduate: Annual Allocation

Onshore (all modes & offerings)	60	1	1.8%	1.8%		
Offshore (all locations & offerings)	100	1	2.1%	2.1%		



Campus  
Coordinator  
HAWK 10%

3.0%
2.0%

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Appendix D University Governance Roles

WSU Governance Roles	Category	Workplan Allocation
Aboriginal Board	Committee	5.0%
Academic Promotions Committee	Committee	5.0%
Academic Senate (including membership of SoNM SAC)	Committee	5.0%
Academic Senate Subcommittee - Academic Appeals and Integrity	Committee	5.0%
Academic Senate Subcommittee - Academic Literacy	Committee	5.0%
Academic Senate Subcommittee - Academic Planning and Course Approvals	Committee	5.0%
Academic Senate Subcommittee - Assessment	Committee	5.0%
Academic Senate Subcommittee - Bachelor (Honours)	Committee	5.0%
Academic Senate Subcommittee - Curriculum Quality	Committee	5.0%
Academic Senate Subcommittee - Education	Committee	5.0%
Academic Senate Subcommittee - Research	Committee	5.0%
Academic Senate Subcommittee - Research Studies	Committee	5.0%
Academic Senate Subcommittee - Senate Executive	Committee	5.0%
Academic Senate Subcommittee - Student Experience and Engagement	Committee	5.0%
Academic Workplan Committee	Committee	5.0%
Equity and Diversity Committee	Committee	5.0%
Research Governance Committee - Animal Care and Ethics	Committee	5.0%
Research Governance Committee - Biosafety and Radiation Safety	Committee	5.0%
Research Governance Committee - Human Research Ethics	Committee	5.0%
Research Governance Committee - Integrity in Research	Committee	5.0%
WHS Committee - WSU	Committee	2.0%
WHS Committee - Campus	Committee	2.0%
E Forms Working Party	Working Party	1.0%
Inclusive Decision Making Working Party	Working Party	1.0%
Learning Guide Working Party	Working Party	1.0%
My Voice Working Groups	Working Party	1.0%
SFU Working Party	Working Party	1.0%
Academic Policy Advisory Group - Education Committee	Other	1.0%
Campus Life	Other	1.0%
Graduate Project	Other	1.0%
Learning and Teaching Technologies Advisory Group (LATTE)	Other	1.0%
Literacy Advisory Group	Other	1.0%
RUOK and My Health Week	Other	1.0%