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	Policy	% Allocation	
Total World Diagrams and a consideration ETE)	Reference		
Total Work Plan (pro rata work plan FTE)	2.3 Policy	100%	
4. Service on Behalf of the University	Reference	% Allocation	
Admin & Governance allocation normally capped	Reference		
(a) includes Unit and Campus Coordination allocations	8.5	Max 40%	
(b) excludes staff with senior school governance roles and individuals in extenuating	0.5	Wax 4070	
circumstances	Deller		
4.1 Programme Leadership	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) Academic Course Advisor	,	25%	
BN Campbelltown	7	40%	
BN Hawkesbury + BNGE (4692)	7	40%	
BN Parramatta (2 positions)	7	40%	
BN (Hons, Advanced, Academy)	7		
Graduate Diploma of Midwifery (4697)	7		
PG International PG Child and Family Health (Karitane) (4713-4715)	7	}	
PG Nursing (4722-4724)	7	Sliding scale allocation	
Master of Nursing (Professional Studies) (4735)	7	under review	
PG Mental Health Nursing (4719-4721)	7		
PG Mental Health Nursing (Nurse Practioner) (4673)	7		
PG Primary Health Care (4694-4696)	7		
4.2 School Governance	Policy Reference	% Allocation	
Deputy Dean	7	80%	
Director Academic Workforce (one on each campus)			
(1) Parramatta	7	(1) 35%	
(2) Hawkesbury/Campbelltown		(2) 30%	
Director Casual Workforce & Program Resource Allocation: Director HDR	7	30% 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 Deputy Director Engagement & International	7	25% 10%	
Deputy Director Engagement & International 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 7	22%	
Disability Liaison Indigenous Liaison	7	5% 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) Undergraduate Committee (Staff Reps x2)	8.3 8.3	2.5% 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	8.3	(1) 3% (2) 2%	
(2) Academic Campus Representatives	Policy	, ,	
4.3 WSU Governance	Reference	% Allocation	
University Committee (see approved list Appendix D)	8.3 Policy	Appendix D	
4.4 General Administration	Reference	m	
WSU Allocation to all School based staff to cover administrative tasks associated with email and School related activities. <i>Excludes clinically based researchers</i> (s6.4.5)	8.1	10% pro rata	
<u> </u>	<u> </u>	<u> </u>	

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3. Research Activities	Policy Reference	% Allocation
3.1 Research Activity Metrics	Policy	Pro Rata FTE
Please refer attached Profile & Research Activity definitions Profile (1) Scholarship or Developing Research	Reference	15%-20%
(Includes Early Career Researcher for first 5 years following PhD completion)	6.4.1	(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	6.4.4	(1) 30%
(2) Research CDF		(2) 70%
Research Fellow	6.4.4	70%
Research Focused Academics located in a clinical setting	6.4.5	80%
e.g. CNRPD, CANR, Joanna Briggs	0.4.5	0070
Staff Outside the Research Profiles above	6.5	up to 15%
3.2 Hons and HDR Study	Policy	Pro Rata FTE
	Reference	Year 1 15%
Hons Enrolment: Maximum of 2 years part-time study	6.6	Year 2 22.5%
Higher Degree Enrolment		
(1) Maximum of 6 years part-time PhD study	6.6	(1) 15%
(2) Maximum of 4 years part-time research Masters study (3) In final year and to ensure thesis completion		(2) 15% (3) 22.5%
2. Supervised Activity	Policy	% Allocation
Supervision Honours Student (Under review - alignment with University Policy)	Reference	70 7 WOCATION
Block of 9% for Full Time study normally allocated as follows: (1) Principal Supervisor (2) Associate Supervisor OR as agreed by the supervisory panel	5.18	(1) 6% (2) 3%
(3) As part of School's strategy to build supervision capacity a 2nd Associate Supervisor with no prior experience may be appointed Supervision Higher Degree (Under review - alignment with University Policy)		(3) 3%
Supervision Higher Degree (Under review - alignment with University Policy)		
Block of 12% 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) OR as agreed by the supervisory panel	5.18	(1) 6% (2) 3%
Supervision Masters Research (as per University Draft Policy) To Be Confirmed		
(1) Year 1 (Mentoring) Block of 2.5% per Full Time Student normally allocated as: (a) Principal (b) Associate Supervisor (x2)	5.18	(1a) 1.25% (1b) 0.62%
(2) Year 2 (Supervision) Block of <mark>5%</mark> per Full Time Student normally allocated as: (a) Principal (b) Associate Supervisor (x2)		(2a) 2.50% (2b) 1.25%
5. Other Activities	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	10.1	up to 5% max
(maximum 10% in total to complete)		pro rata FTE

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Professional Development		up to 8% max
Professional accreditation: (1) AHPRA registration - only if specifially required for teaching duties (a) Single Registration e.g Nurse (b) Double Registration e.g Nurse and Nurse Practioner or Midwife (c) Triple Registration e.g Nurse and Nurse Practioner and Midwife (2) Master Coursework (in related discipline) Max 2 units per annum (3) Inspire Leadership Program	10.1	(1a) 2.0% (1b) 3.5% (1c) 5.0% (2) 3% per Unit (3) 5% full program
(4) Descerch Training	10.2	up to 5% max
University Marketing and Engagement	10.2	pro rata FTE up to 5% max
Professional Governance e.g. Medicare Local, AMAC	10.2	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
University General Teaching Metrics	Policy Reference	% Allocation
(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 of which see (b)
(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 part of (a)
(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	
1.1 Unit Related Allocations		
Unit Coordination	Policy Reference	% Allocation
Based on unit enrolments and number of teaching staff Please refer to Appendix C for indicative examples PG Units: Combined annual allocation (1) Onshore - all modes and offerings (2) Offshore - all locations and offerning	5.10	Min 1.5% < 31 students =1 staff +0.5% 60 students +0.5% 1 staff
 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%
Unit Development (normally allocated to the Unit Coordinator)	Policy Reference	% Allocation
UG Teaching & Assessment Materials	5.7 - 5.9	up to 5%
UG On-Line Unit/PG External Package PG Teaching & Assessment Materials	5.7 - 5.9 5.7 - 5.9	up to 5% up to 2%
(per annum not per offering)	Policy	·
Taught Activity On Campus Teaching:	Reference	% Allocation Per Hour
(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	(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 (recorded under Other Teaching Activities)	nical Communication Workshops (recorded under Other Teaching Activities)		
xills Challenge Workshops (recorded under Other Teaching Activities)		3% based on 3 groups	
Assessment	Policy Reference	Unit Assessment Component	
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% exclucing 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 (recorded under Other Teaching Activities and specified by program/session)		0.5% per day	
PG Offshore Unit (quality assurance review within unit coordination)		0%	
1.2 Curriculum Development	Policy Reference	% Allocation	
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%	

School of Nursing and Midwifery - Draft Work Plan Metrics 2016 (v2 Dec 2015) Appendix B - Research Profiles Profile 1 (1) Profile 2 (1) Profile 3 (1) Clinical (5) ECR Research Fellows Outside Profile Developing Developing Substantial Substantial Senior Clinically Research Research Associate Early Career Research Health Related Research Activities Research Research Research Research Leader Leader Research Research Based Researcher Fellow Example (i) Example (ii) Example (i) Example (i) Example (ii) Example (ii) Fellow Fellow Research Standard Allocation for the first 5 years of completion 1. Publications (in preceding year) Development plan prepared through Con Workload Superviso Minimum number of peer review journal articles in high impact See Note (2) See Note (2) factor journal or highly cited journals below below . Submitted 5 1 2 3 4 5 6 4 6 2. Published or in press 3 4 5 3 4 Publication completion - one year only following graduation 2. Research Mentor for early career researchers Yes Yes Yes Yes Yes g (completed structured program when available) 3. Grant Applications (in preceding year) Minimum number of applications (a) UWS Internal 1 1 (b) Non NCG (e.g. Rotary, Buppa) or equivalent 2 2 used See Note (3) | See Note (3) Compass and 2 2 (c) NCG (e.g. NHMRC, ARC Discovery) or equivalent employment following PhD below below (d) Personal Applications (Decra, Fellowships etc.) (see Note 4 below) located 4. Research Projects agreed Member of a UWS Research Team Yes Yes ⊒. CI on large competitive grant Non NCG NCG Ф CI1 on large competitive grant Non NCG NCG Non NCG NCG with 16-20% 20% 21-30% 80% 15% 31-40% 41-50% 51-60% 70% 70% 70% % Allocation Range up to 15% Research Activity Definition as provided by WSU WPP undertaking a Doctor of Philosophy (or equivalent) undertaking and publishing research writing articles and other works for publication preparing research grant proposals and submitting research grant applications conducting research activities following a successful grant presenting scholarly papers, addresses to conferences and the like and their subsequent publication scholarly activity to maintain professional currency in the discipline area editing journals editorial boards international collaboration curating exhibitions and directing performances other than those relating to teaching responsibilities, and planning and organisation of conferences Notes: (1) The above profiles provide indicative activity measures on which to base discussions with your workload supervisor (2) Allocations will reflect the additional workload required to submit NCG applications concurrent with roles on existing NCG projects (3) Decra applications are relevant for Profiles 1&2, Associate Fellows and Research Fellows. Fellowship applications are relevant for Research Leaders and Senior Research Fellows (4) Career Development Fellowship (Research) positions will fall between the expectations of a Research Fellow and a Senior Research Fellow (5) Senior Research Focused Academics located in a clinical setting e.g. clinical chairs. Maybe conjoined appointments

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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%
(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%	