MELBOURNE GRADUATE SCHOOL OF EDUCATION

TEACHING WORKLOAD TASKFORCE

TERMS OF REFERENCE
17 April 2019

1. Context

The establishment of the MGSE Teaching Workload Taskforce is at the request of the Dean following the introduction of the new teaching workload model first introduced in the 2017 academic year and then modified for 2018.

The scope of the work of the Taskforce will be confined to these terms of reference.

It is anticipated that the work of the Taskforce will be completed by 30 June 2019, after which time the Taskforce will submit its report and recommendations to the Dean.

It is not intended that the Taskforce will continue beyond 30 June 2019.

2. Terms of Reference

2.1 Taskforce Membership

- David Gurr, Associate Dean (Staffing) - Chair
- Larissa McLean Davies, Associate Dean (Learning and Teaching)
- Jan van Driel, Associate Dean (Research)
- Keryn Negri, Executive Director

2.2 Purpose

The purpose of the Teaching Workload Taskforce is to examine the current application of the teaching workload model to determine the impacts, both positive and negative, on staff and students and to provide recommendations directly to the Dean.

The Taskforce's recommendations will need to be sustainable, recognising MGSE's current and long-term financial position and will inform the application of the teaching workload model for the 2020 academic year.

2.3 Process

In examining the impacts of the new workforce model, the Taskforce will

- Engage an independent facilitator to create opportunities for staff consultation and engagement in the review
- Conduct a comparative analysis with other teaching workload models at UoM faculties and other Australian universities
- Examine processes for better managing leave arrangements

- Examine processes for releasing staff from teaching duties to participate in business development and research opportunities as they arise
- Prepare a report outlining key findings and recommendations on ways to improve the teaching workload model to ensure future sustainability

3. Critical timeframes

The Taskforce will meet at a minimum on a fortnightly basis.

The Taskforce will produce a report for the consideration of the Dean and MGSE Executive by 30 June 2019.

The timeframe for responding to the recommendations will be dependent on the recommendations themselves but every effort will be made to address immediate issues where it is feasible to do so.

4. Secretariat

The Taskforce will be supported by BA Learning and Teaching and the EA to the Executive Director.

Written By: Keryn Negri
Authorised By: Jim Watterston, Dean
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