

THE UNIVERSITY OF NEWCASTLE
ACADEMIC STAFF CONSULTATIVE COMMITTEE (ASCC)

Notes of a meeting of the **Academic Staff Consultative Committee** held at 3:00pm on Thursday 17 November 2016 in The Canberra Room (CH210), The Chancellery.

PRESENT:

University – Professor Andrew Parfitt and Mark Kelly

NTEU – Associate Professor Tom Griffiths, Associate Professor Suzanne Ryan and Lance Dale

APOLOGIES:

NTEU – Dr Ros Larkin and Dr Jenny Whittard

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. TIMETABLE PROJECT

David Donnelly, Associate Director, Student and Academic Business attended for this item and reported that presentations on the Timetable Project had been made to various committees and at School and Faculty meetings. Mr Donnelly advised that the current approach to timetabling is a rollover of the previous year's timetable being the starting point for the next year. The project involves a move to constraint based timetabling. A Working Party of academic staff with representatives from every Faculty and ELFS was recently established by Professor Liz Burd and Sharon Champness to provide advice on how to engage with staff about their availability for teaching duties. The aim is to produce model draft timetables for semester 2 and trimester 3 for review in the early months of next year. Mr Donnelly noted that for 2017, students will only be able to enrol for courses per half year rather than a full year.

Committee members requested information on the project be provided at future meetings.

Action 1: (i) University – invite David Donnelly to future ASCC meeting to discuss Timetable project.
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2. REVIEW OF POLICIES AND PROCEDURES

2.1 SPACE MANAGEMENT POLICY

Responding to the NTEU request for information regarding re-location of staff to the Social Sciences building, the Deputy Vice-Chancellor (Academic), Andrew Parfitt explained that the business case is still being developed and a decision had not yet been made on what option for the move would be progressed.

Following up on discussions regarding the Space Management Guidelines, Professor Parfitt noted that the Guidelines would be applied tangibly to projects and consultation would occur in respect of each project.

NTEU representatives, noted that Professor Parfitt at the September 2016 ASCC meeting had undertaken to discuss an open-discussion approach to the Guidelines with the Vice-Chancellor.

2.2 ETHICAL DECISION MAKING FRAMEWORK

As requested by the NTEU a link to the Ethical Decision Making Framework was forwarded to representatives prior to the meeting.

With respect to recommendations to the procurement and investment policies made by NTEU representatives, Mark Kelly, Associate Director, ER and HR Business Partnering explained that the NTEU submissions had been forwarded to the relevant policy owner but the policies were not due for review. Mr Kelly noted that procurement and other relevant decisions were now being made using the Ethical Decision Making Framework.

2.3 TRAVEL POLICY

The Associate Director, Finance Process, Natalia Cowley attended for this item on UON's revised Travel Policy specifically to discuss the 'private time/days' component for staff travelling for work. Ms Cowley reported that the policy was revised in May 2016 following sector benchmarking and allows for up to 49% of work travel to be spent on private time. If 50% or more is private the FBT requirement is that this component must be paid. Ms Cowley explained that the policy requires staff travelling to account for 3 hours (i.e. 43% of one work day) of location specific collaborative or face to face work. If the work is not location specific staff would be expected to complete 7 hours of work that may include other research and emails. The travel approver for each area has full discretion as to whether these principles are satisfied.

3. EA IMPLEMENTATION – ACADEMIC SPECIFIC

3.1 SCHOLARLY TEACHING FELLOWS (STF)

The Associate Director, ER and HR Partnering, Mark Kelly provided an update on STFs as follows:

- 1 x STF appointment in the School of Humanities and Social Science (HASS);
- 2 x STF positions in HASS advertised and candidates being shortlisted;
- 2 x STF positions in Business and Law advertised and selection in progress;
- 2 x STF in Business and Law being considered;
- 2 x STF in School of Mathematical and Physical Sciences being considered;
- 1 x STF in School of Environmental and Life Sciences being considered; and
- 1 x STF in School of Psychology being considered.

Mr Kelly noted that the School of Nursing and Midwifery had expressed interest in 2 x STF appointments, however, as casual and fixed-term staff in the cohort do not typically hold PhDs, the positions would not strictly meet the requirements for STFs under the enterprise agreement. Exceptions to this were being considered. Mr Kelly also explained a proposal was being developed for staff teaching in the Newstep program currently covered by the Teachers Enterprise Agreement to be appointed to STF positions under the Academic Staff Enterprise Agreement.

Discussion followed regarding workload for STF appointments specifically allocation for service and engagement. University representatives commented that during enterprise agreement negotiations the intent for the STF positions was to be teaching focused but with 20% research allocation that would otherwise not available for casual appointments. However, it is likely that STFs would have allocation for teaching related service.

Action 3: University – forward information on Newstep STF proposal to NTEU representatives when available.

4. ACADEMIC STAFF PROFILE

NTEU representatives commented that the Future Workforce paper proposed a shift in academic staff profile from levels B and C to D and E.

The Deputy Vice-Chancellor, Andrew Parfitt, responded that it is identified that UON has insufficient Level D and E appointments. He was of the view that the proposed approach was about adding senior academics not systematically reducing lower levels.

5. BUDGET – FACULTY OF BUSINESS AND LAW

NTEU representatives reported that staff in the Faculty of Business and Law had received advice regarding budgeting issues for ‘flipped classrooms’ and the move to NeWSpace.

The Deputy Vice-Chancellor (Academic), Andrew Parfitt noted that the Pro Vice-Chancellor Learning & Teaching, Liz Burd is working with staff on Faculty requirements.

6. ACADEMIC WORKLOAD – STANDING ITEM

6.1 STAFF WORKLOAD PLANNER (SWP)

Mark Kelly, Associate Director, Employee Relations and HR Partnering reported that a technical issue with UON implementation of SWP had been resolved. Discussions are being held with the vendor regarding a training program to improve utilisation and support a relaunch of SWP. Mr Kelly expected that meaningful SWP reports on workload data would be available by mid-2017.

6.2 REVIEW OF ACADEMIC WORKLOAD ALLOCATION MODELS (AWAM)

Associate Director, Employee Relations and HR Partnering, Mark Kelly noted that an extraordinary ASCC meeting was held on 2 November 2016 to consider revised AWAMs. Recommendations for each AWAM were made by the ASCC and NTEU representatives.

University representatives proposed that the 8 AWAMs that had either not been further amended since approval in 2015, or had not undergone substantial change since approval in 2015, would be forwarded to the Deputy Vice-Chancellor (Academic) for approval subject to the recommendations made by the ASCC and NTEU being considered by the relevant School of Faculty. The final version of the AWAMs would be returned to the Deputy Vice-Chancellor (Academic) with details of any changes implemented. Copies of the final version would then be circulated to respective Faculty/School staff.

Mr. Kelly proposed that the recommendations made by the ASCC and NTEU regarding the proposed AWAMs for the School of Architecture and Built Environment, the Faculty of Education and Arts, and the School of Nursing and Midwifery be forwarded to the PVC/HOS of the relevant School/Faculty for consideration. The final version of the AWAMs would be circulated to staff and NTEU representatives with details of any changes implemented prior to be forwarded to the Deputy Vice-Chancellor (Academic) for approval to trial the models in 2017 with a mid-year review to occur in 2017.

NTEU representatives agreed with the above processes proposed by the University.

<p>Action 6: (i) University – forward 8 AWAMs to DVC (A) for approval subject to recommendations being considered by relevant Faculty/School, final AWAMs forwarded to DVC (A) and circulated to staff (ii) University– forward ASCC/NTEU recommendations to SABE, FEDUA and School of Nursing and Midwifery for consideration. Final models circulated to staff and NTEU and forwarded to DVC (A) for approval to trial in 2017</p>

7. ANY OTHER BUSINESS

NTEU representative, Lance Dale expressed his disappointment with professional staff review announced this week. While the review involved professional staff positions, Mr Dale commented that Academic staff may be affected and should also be consulted. Mr Dale noted he would request an extraordinary Professional Staff Consultative Committee be convened to discuss the review.

Meeting closed approx. 5pm.
