

## Appendix 1:

### Glossary of terms for the Academic Workload Guidelines

<b>Administration / Service</b>	Administration and service refers to: <ul style="list-style-type: none"><li>• The carrying out of broad administrative functions to include regular contributions to the Department/School and or Faculty administration; active and constructive participation at meetings; administration, planning and/or committee work where appropriate.</li><li>• Contributions to or responsibility for programme coordination to include: programme initiation, development and administration; development of programme content including curriculum; development of online courses, where appropriate.</li><li>• Availability to advise and meet with students including maintaining regular office hours and Pastoral Care obligations.</li><li>• Regular contributions to appropriate professional and/or community/iwi groups and/or in a public service or University or national representation capacity.</li><li>• In respect of Māori staff, service in relation to marae, rituals, and provision of support for staff and students.</li><li>• University administration, such as membership on committees</li></ul>
<b>Teaching</b>	The act, process, or art of imparting knowledge and skill.  Teaching activities may reasonably include: <ul style="list-style-type: none"><li>• Delivery of lectures, workshops, laboratories and tutorials;</li><li>• Online delivery of papers and preparation time;</li><li>• Setting and marking of assessments, including examinations;</li><li>• Paper coordination</li><li>• Practicums</li><li>• Some postgraduate supervision.</li><li>• Maintaining regular office hours to meet with or otherwise communicate with undergraduate students.</li></ul>
<b>Research</b>	An inquiry of an investigative, experimental or critical nature which is driven by a question, hypothesis or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation; it includes any intellectual or creative work published, exhibited, presented or performed in a written, spoken, electronic, broadcasting, visual, performance or other medium.  Research activities may reasonably include: <ul style="list-style-type: none"><li>• Applying for external funding;</li><li>• Networking with other research organisations;</li><li>• Making connections with industry, policy makers and community;</li><li>• Developing new methodologies;</li><li>• Reading current literature to update own knowledge;</li><li>• Carrying out research programme;</li><li>• Reporting and managing research contracts and budget;</li><li>• Identifying and protecting IP through WaikatoLink;</li></ul>

	<ul style="list-style-type: none"> <li>• Postgraduate supervision which attracts Research Degree Completion funding.</li> </ul>
<b>Research Degree Completion</b>	Count of qualification completions with an externally assessed research component of greater than or equal to 0.75 EFTS, and which attract weightings determined by the TEC for subject, student ethnicity and the volume of research within the qualification.
<b>Postgraduate supervision</b>	Postgraduate supervision is a specialised form of teaching that is recognised by the University as being fundamental to its mission of enhancing research and scholarship. Effective supervision involves intellectual guidance, mentoring and support. The Guidelines recognise that the supervision of research-based postgraduate degrees varies across disciplines and subjects, as well as across different research projects. The determination as to where this work is to be allocated will rest with Chairperson/Heads of Departments/Schools on a case-by-case basis.