

ACADEMIC LOADINGS POLICY 2023

The Provost and Deputy Vice-Chancellor as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 16 January 2023

Last amended: 4 October 2023 (administrative amendment only)
3 April 2024 (administrative amendment only)

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1 Name of policy

This is the Academic Loadings Policy 2023.

2 Commencement

This policy commences on 1 May 2023.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Statement of intent

This policy:

- (a) provides for setting, reviewing and communicating information about discretionary and clinical loadings for academic staff;
- (b) provides a consistent method for valuing discretionary loadings against internal and external benchmarks to:
 - (i) facilitate pay decisions that reward staff fairly and equitably, including gender pay equity and other diversity groups;
 - (ii) manage loading anomalies;
 - (iii) facilitate attraction and retention of high-value academic staff; and
 - (iv) review loadings annually;
- (c) specifies criteria for awarding a clinical loading in recognition of an academic staff member's:
 - (i) medical, dental or veterinary qualification and registration to practice in Australia; and
 - (ii) engagement in clinical care in relevant clinical practice; and
- (d) supports the University's:
 - (i) strategy to attract and retain high performing academic staff to meet its teaching and research aspirations; and
 - (ii) values of respect and integrity, and inclusion and diversity.

5 Application

This policy applies to:

- (a) academic staff employed on a fixed-term or continuing basis in Levels A – E:
 - (i) including staff who hold academic leadership positions; and
 - (ii) whether or not their employment is subject to or exempt from the [Enterprise Agreement](#).
- (b) Where this policy is inconsistent with an individual's existing contract of employment, the contract will apply.

- (c) For non-exempt staff, where this policy is inconsistent with the [Enterprise Agreement](#), the [Enterprise Agreement](#) will apply.

6 Definitions

academic staff	has the meaning given in the University of Sydney (Delegations of Authority) Rule . As at the date of this policy, this is: <p style="margin-left: 40px;">includes:</p> <ul style="list-style-type: none"> • teaching and research staff; • research only staff; and • teaching focused staff. <p style="margin-left: 40px;">It does not include English Language Teaching staff..</p>
academic staff planning and development (“AP&D”)	has the meaning given in the Performance Planning and Development Policy . As at the date of this policy, this is: <p style="margin-left: 40px;">means the process of performance review, planning and development, and evaluation for academic staff.</p>
AHPRA	means the Australian Health Practitioner Regulation Agency .
base salary	means the annual rate of payment that a staff member receives excluding any performance payments, loadings, allowances or superannuation contributions.
clinical loading	means a loading provided in accordance with this policy to academic staff in: <ul style="list-style-type: none"> • the Faculty of Medicine and Health; or • the Sydney School of Veterinary Science in the Faculty of Science.
Dean	means, as applicable, any of: <ul style="list-style-type: none"> • an Executive Dean of a faculty; • a Dean of a faculty; or • a Head of School and Dean of a University school.
delegate	has the meaning given in the University of Sydney (Delegations of Authority) Rule . As at the date of this policy, this is: <p style="margin-left: 40px;">any person or entity to whom, or to which, a delegation has been made by Senate.</p>
discretionary loading	means a loading provided to an academic staff member in accordance with this policy which is: <ul style="list-style-type: none"> • not a category of loading included in the Enterprise Agreement; and • provided for a fixed period of time.

DMD	means Doctor of Medicine in Dentistry
Enterprise Agreement	means the University of Sydney Enterprise Agreement 2023-26 or any successor or replacement Agreement.
exempt	has the meaning given in the University of Sydney (Delegations of Authority) Rule . As at the date of this policy, this is: refers to staff or positions to whom, or to which, the Enterprise Agreement does not apply.
faculty	means, as appropriate, a faculty or a University school.
fixed package	means the sum of: <ul style="list-style-type: none"> • base salary; • loadings and allowances; and • employer superannuation provisions.
HR Partner	means a member of the Human Resources Partnering team.
loading	means a cash allowance provided to University staff where specific criteria are met.
key performance indicators	means the relevant performance measures agreed between a staff member and their supervisor in the annual performance planning and review process.
MD	means Doctor of Medicine.
MBBS	means Bachelor of Medicine and Bachelor of Surgery.
review period	has the meaning given in the Performance Planning and Review Policy . As at the date of this policy this is: means the period, no longer than 12 months, during which a staff member's performance is assessed.
university market benchmarking	means using remuneration surveys of disclosed remuneration practices and data from the Australian university sector.

7 Principles

- (1) The University may add a discretionary loading to the fixed package of an academic staff member to:
 - (a) recognise additional management responsibilities associated with certain academic leadership positions;
 - (b) provide additional competitive pay to match the Australian university sector market, while differentiating:
 - (i) the staff member's level of experience;
 - (ii) the size and complexity of the role; and
 - (iii) in comparison with peers in other faculties;



- (c) allow the University to attract and retain academic staff who are outstanding in their field and whose specialisation is in high demand domestically or internationally; or
 - (d) allow the University to recognise and reward academic staff for the achievement of specific performance outcomes in excess of the expectations of their role.
- (2) The University will add a clinical loading to the fixed package of academic staff who:
- (a) meet the eligibility criteria in clause 17; and
 - (b) are employed:
 - (i) in the Faculty of Medicine and Health, with responsibility for patient care; or
 - (ii) Sydney School of Veterinary Science, with responsibility for animal patient care.

PART 1 - DISCRETIONARY LOADINGS

8 Discretionary loading types

- (1) The following types of discretionary loading may be added to the fixed package of academic staff:
- (a) **responsibility loading:** applying to academic leadership roles specified in the [Appointment of Academic Leaders Procedures](#);
 - (b) **performance loading:** for delivering agreed performance outcomes beyond role requirements, based on individual key performance indicators, goals and objectives, and any other applicable performance criteria set by the relevant delegate;
Note: See the [University of Sydney \(Delegations of Authority\) Rule](#)
 - (c) **market loading:** to attract staff by providing competitive pay in relation to peers in other Australian universities;
Note: See subclause 7(1)(b).
 - (d) **premium market loading:** a supplementary payment to align with the University's retention framework, which is available for a limited period with the approval of the relevant delegate.
Note: See subclause 7(1)(c) and the [University of Sydney \(Delegations of Authority\) Rule](#).

9 Payment of discretionary loadings

- (1) Discretionary loadings will be calculated and paid to staff as either:
- (a) a fixed dollar amount, which will not change over the relevant period; or
- Note:** Examples include a responsibility loading or an externally funded loading.



- (b) a percentage of base salary, where the percentage will not change over the relevant period.

Note: The value of the amount may change if the base salary changes. Examples include a market loading or a performance loading.

- (2) Discretionary loadings will only apply for a fixed period and will be considered for renewal at the end of the review period.
- (3) All discretionary loadings will be non-superannuable.
 - (a) Any superannuable discretionary loading in place at the date of commencement of this policy will be converted to a non-superannuable loading, without decreasing the overall value of the fixed package.
 - (b) A staff member may consider a voluntary contribution to their superannuation fund to maintain the same value of their superannuation contribution prior to conversion.
- (4) Loadings will be paid through payroll and will be subject to any relevant income tax withholding.
- (5) Loadings may not be directed towards research support or funding.

10 Recruitment

- (1) When recruiting or appointing an academic staff member to a new role, any proposed discretionary loading must comply with this policy.
- (2) Contract renewal and loading end dates will be set to correspond with the annual discretionary loadings review timetable established in accordance with clause 11 of this policy.

11 Annual review of discretionary loadings

- (1) The Chief Human Resources Officer will determine the timetable and process for the annual review and will inform academic staff in writing, no later than the end of April of each year.
- (2) Before commencement of the annual review of discretionary loadings the Chief Human Resources Officer and the Provost will jointly determine the following:
 - (a) the academic leadership roles which will attract responsibility loadings;
 - (b) the bases upon which performance loadings will be paid;
 - (c) the positions which will attract market loading;
 - (d) amount ranges for all loading payments; and

Note: See clause 7.

- (e) the manner in which loading anomalies will be addressed.

Note: See clause 14.

- (3) The relevant Dean or Deputy Vice-Chancellor will:
 - (a) conduct the review process in their faculty or portfolio in consultation with Human Resources, Heads of School and any other stakeholder nominated by the relevant delegate; and

- (b) make a recommendation to the relevant delegate about each proposed discretionary loading for the next year.

Note: See the [University of Sydney \(Delegations of Authority\) Rule](#).

- (4) When recommending the allocation and amount of discretionary loadings the Dean or Deputy Vice-Chancellor must consider:
 - (a) academic leadership responsibilities;
 - (b) external university market benchmarking;
 - (c) internal remuneration benchmarks such as fixed package bands and loading ranges;
 - (d) pay equity for gender and other diversity groups;
 - (e) the individual staff member's performance and conduct;
 - (f) the experience and impact of the individual in the role; and
 - (g) the size and complexity of the school, discipline or other relevant organisational unit, including consideration of leadership challenges.

12 Out-of-cycle reviews of discretionary loadings

Increases to, or allocation of, new discretionary loadings outside of the annual review process will only be permitted:

- (a) for the purpose of contract renewal; or
- (b) to retain key staff where an additional market loading can be considered (e.g. premium market loading); and
- (c) with approval of the Chief Human Resources Officer and the Provost.

Note: See the [University of Sydney \(Delegations of Authority\) Rule](#)

13 Funding for discretionary loadings

- (1) The renewal of discretionary loadings and provision of new loadings will depend on the University's ability to fund them.
- (2) Loadings that are dependent on external funding may only be provided if the external funding arrangements remain in place.
- (3) The Provost, Deputy Vice-Chancellors and relevant Deans for each faculty or portfolio will work with the University's finance and human resources teams to determine the available budget for the academic loadings.
- (4) The total loadings paid by each faculty or portfolio must not exceed the allocated budget.

14 Managing loading anomalies

- (1) A loading anomaly occurs if a loading provided to an academic staff member is inconsistent with:
 - (a) this policy; or
 - (b) their performance, conduct, experience and capabilities.

- (2) If a manager believes a loading anomaly may exist, they must obtain advice from human resources before discussing the matter with the relevant delegate or staff member.
- (3) If a loading anomaly is identified, the staff member's manager and the HR Partner will:
 - (a) develop a plan to address it;
 - (b) obtain expert advice where appropriate; and
 - (c) make recommendations to the relevant delegate.

Note: Depending on the advice, approval of multiple delegates may be required. See the [University of Sydney \(Delegations of Authority\) Rule](#).

- (4) Loading adjustments will be made only:
 - (a) during the annual discretionary loading review process; and
 - (b) with the approval of the relevant delegate.

15 Transitional provisions

- (1) The Chief Human Resources Officer and the Provost are responsible for communicating to academic staff:
 - (a) the changes to be made to the University's approach to discretionary loadings; and
 - (b) the way in which anomalies will be managed.
- (2) Discretionary loadings which are being provided at the date of commencement of this policy will continue without change until at least the date of the next review undertaken in accordance with clause 11.
 - (a) After that date, all discretionary loadings must be provided consistently with this policy.

PART 2 – CLINICAL LOADINGS

16 Clinical loading types

The following types of clinical loading may be added to the fixed packages of academic staff.

- (a) In the Faculty of Medicine and Health:
 - (i) full clinical loading;
 - (ii) para-clinical loading;
 - (iii) dental clinical loading;

Note: Clinical and dental loadings for academic staff are specified in [Schedule 1](#) of the [Enterprise Agreement](#).

- (b) In the Sydney School of Veterinary Science, the veterinary clinical specialist loading.

Note: The veterinary clinical specialist loading is not covered by the [Enterprise Agreement](#).

17 Eligibility criteria for clinical loadings

- (1) In the Faculty of Medicine and Health, clinical and dental loadings are payable to academic staff who:
 - (a) are employed by the University;
 - (b) occupy positions that specifically require them to hold medical or dental qualifications; and
 - (c) meet the criteria for the applicable loading as specified in this clause.
- (2) **Full clinical loading criteria:**
 - (a) medically qualified (MD, MBBS or equivalent);
 - (b) registered to practice in Australia as recorded by AHPRA; and
 - (c) engaged in patient care in:
 - (i) a University of Sydney affiliated health care institution; or
 - (ii) a clinical practice recognised as equivalent for the purposes of this policy by the Executive Dean or their nominee.
- (3) **Para-clinical loading criteria:**
 - (a) medically qualified (MD, MBBS or equivalent);
 - (b) registered to practice in Australia as recorded by AHPRA; and
 - (c) employed by the Faculty of Medicine and Health.
- (4) **Dental clinical loading criteria:**
 - (a) qualified dental practitioner (DMD or equivalent);
 - (b) registered to practice in Australia as recorded by AHPRA; and
 - (c) engaged in patient care in:
 - (i) a University of Sydney affiliated health care institution; or
 - (ii) a clinical practice recognised as equivalent for the purposes of this policy by the Executive Dean or their nominee.
- (5) In the Sydney School of Veterinary Science, the **veterinary clinical specialist loading** is payable to academic staff employed by the University and who:
 - (a) hold a Fellowship of the Australian and New Zealand College of Veterinary Scientists or Diplomate of an American or European speciality Veterinarian College;
 - (b) have a minimum of two years advanced training;
 - (c) are currently registered with the NSW Veterinary Practitioner's Board as a specialist; and
 - (d) are engaged in animal patient care.

18 Payment of clinical loadings

- (1) All clinical loadings are superannuable.
- (2) In the Faculty of Medicine and Health, an approved clinical loading will be paid at the appropriate rate set out in [Schedule 1](#) of the [Enterprise Agreement](#).
- (3) The veterinary clinical specialist loading will be paid at 15% of base salary.
- (4) The hiring manager must make recommendations for payment of clinical loadings at the time of appointment, and the loading must be approved by the relevant delegate.

Note: See [University of Sydney \(Delegations of Authority\) Rule](#).

- (5) Clinical loadings may be paid to staff who do not meet the criteria specified in clause 17:
 - (a) in exceptional circumstances; and
 - (b) with the approval of the relevant Dean.
- (6) The relevant Dean may remove a clinical loading if the academic staff member ceases to meet the eligibility criteria.
- (7) Clinical loadings will be paid in full to staff during periods of leave taken at full pay. If leave is taken at less than full pay, clinical loadings will be paid on a pro rata basis.
- (8) Clinical loadings will be paid to staff on fractional appointments on a pro rata basis.

19 Insurance

- (1) Where an academic staff member in the Faculty of Medicine and Health has responsibility for human or animal patient care and carries out University approved activities, the University's professional indemnity insurance will cover the staff member's activity.
- (2) Where an academic staff member in the Sydney School of Veterinary Science has responsibility for animal patient care in a veterinary teaching hospital, the hospital's professional indemnity insurance will cover the staff member's activity.
- (3) In all other cases, the staff member must obtain their own appropriate professional indemnity insurance.

Note: University approved activities include, for example, teaching or supervising students working with patients.

20 Rescissions and replacements

This policy replaces the following, which are rescinded as from the date of commencement of this document:

- (a) Guide to the Application of Discretionary Loadings (March 2016)
- (b) Clinical and Dental Loadings Policy (March 2010)

NOTES

Academic Loadings Policy 2023

Date adopted:	16 January 2023
Date commenced:	1 May 2023
Date amended:	4 October 2023 (administrative amendment only) 3 April 2024 (administrative amendment only)
Document owner:	Chief Human Resources Officer
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Rescinded documents:	Clinical and Dental Loadings Policy 2010
Related documents:	University of Sydney (Governance of Faculties and University Schools) Rule University of Sydney (Delegations of Authority) Rule Enterprise Agreement 2023-2026 Appointment of Academic Leaders Procedures Executive and Senior Professional Staff Remuneration Policy Performance Planning and Development Policy Recruitment and Appointment Policy

AMENDMENT HISTORY

Provision	Amendment	Commencing
5(a)(ii); 5(c); 6; 16(1)(a); 18(2)	References and links to the Enterprise Agreement updated to be consistent with the Enterprise Agreement 2023-26	4 October 2023
Throughout	Administrative amendments to remove the year in policy references	2 April 2024
6	Definition of 'academic staff' amended	2 April 2024