THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Distributed to:	School Managers	FEMs

Feedback request: CAHP Features

Dear Colleagues,

The CAHP project team is evaluating additional features for the CAHP system for development in 2019. The features under consideration are:

1. Integrated Casual Academic budget with variance reporting
2. Integrate Continuing and Fixed-Term academic staff in School-based teaching allocation.

Before committing to delivery of these proposed features we are seeking your feedback on the useability of the idea. We understand that a full design process would be a next step to ensure long term viability of these features.

>>> Could you please advise via return email the following by 12pm on Friday 30 November:

Question	Yes/No	Comment (optional)
1. Would the ability to view teaching activities for Casual, Fixed-Term and Continuing staff assist in your budgeting process for Casual Academics?		
2. Would you use a CAHP budget and variance report to support your School administration?		
3. If an export was available to automate entry into the UQ Workload tool for teaching activities, would you use this solution? (for those Schools currently using or wishing to use the UQ workload tool).		

For your information, a more detailed description of the proposed features and benefits are included below.

Feature 1: Integrated Casual Academic budget with variance reporting

The CAHP system contains detailed information about Casual Academic staff allocation to teaching activities. To enhance school budget planning processes, a budget feature could be developed which will allow School administration to calculate planned Casual Academic expenditure.

Additional value

To support real-time decision making a variance report could be delivered as by combining actual time worked from the CAHP Timesheet (Go Live date 4 January 2019) and the proposed budget feature above. The report will provide granular information detailing where variances have occurred.

Feature 2: Integration of Continuing and Fixed-Term academic staff

The CAHP System currently imports each of the teaching activities for each Semester from Syllabus+ as soon as the timetable is finalised. To assist with effective budgeting, it is proposed that the CAHP system would import all staff allocated to teaching activities in Syllabus+

regardless of whether they are Casual, Fixed-Term or Continuing. This holistic view of the data could also be exported into the Workload tool to decrease current manual data entry requirements.

Benefits of Proposal

The benefits of additional CAHP features:

- **Creating a single 'source of truth'** for teaching allocations for both Casual and Continuing academic staff at UQ.
- **Saving time on re-entering teaching data** into other tools / reports by prepopulating the timetabling data in the UQ Academic Workload Tool and making it available in the Reportal and as a downloadable file.
- **Creating reports** for total teaching effort or costing by course, discipline or program; this information is increasingly required for University reporting purposes.
- **Capture accurate and real-time data on staff teaching workloads** which are otherwise often calculated only at the beginning of the year / semester and do not reflect later changes to the allocation.

Thank you for your ongoing support to the development of CAHP. If you have any questions about the above, please contact us.
- Email: CAHP_Support@uq.edu.au
- Phone: (336) 54967

The CAHP Project Team