**New role with insufficient Workload Allocation**

Dear HOD

Hope this email will find you well.

I am contacting you to share some concerns regarding the workload allocation associated with the role of ……..

You may be dismayed to hear that after xxx weeks into the role, the allocation provided has already been spent and as such is not reflective of the practice associated with the role implementation.

Please note that the academic workload system is a metric based approach and as such needs to be aligned with staff outputs.

In light of this information, it would be advisable to review and readjust the academic workload allocation accordingly.

Please do not hesitate to share your thoughts on this.

Kind Regards

Signature