

## Policies and Procedures

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### Academic Staff Workload Policy

Policy Number: 1.6.2.36

Responsibility: DVC LTSS

Date approved: 12 November 2015

Date for next review: November 2018

Policy Approved by: The Senate

#### 1.0 Overview

The academic staff workload policy seeks to help HoS, Deans and the University ensure that staff are equitably treated in terms of their workload. The model also is intended to assist academic and resource planning.

#### 2.0 Total Work Hours, and Staff Research Profile

The total available hours of work for an academic staff shall be 1666 hours pa.<sup>1</sup>

Academic staff adjudged by the QoR measures as research active and meeting expectations to the extent that they are considered 'satisfactory' or who 'exceeds expectations' for their level of appointment, shall engage in teaching, research and community/professional contributions, in the proportions of 60: 30 : 10 on an annualised basis (allows for heavier teaching in one semester and lighter in another if academic and operational needs necessitate this). Such staff are classified as *Normal Academic* staff, that is, normal appointments, who are expected to do research and teaching in the agreed proportions, and contribute to the community.

Academic staff who are classified as non-research active, as adjudged by the QoR measures, but who just fail to meet the QoR criteria shall be classified as *Teaching Intensive* staff and engage in teaching, research and community/professional contributions, in the proportions of 75: 15 : 10 on an annualised basis (allows for heavier teaching in one semester and lighter in another if academic and operational needs necessitate this).

Academic staff adjudged by the QoR measures as non-research active for their level of appointment such that it is considered they 'do not meet expectations' or 'development is required', and Exceeds Expectations or is Excellent on the QoT criteria, shall be classified as *Teaching Only* staff and engage in teaching, and community/professional contributions, in the proportions of 90 : 10 on an annualised basis (allows for heavier teaching in one semester and lighter in another if academic and operational needs necessitate this).

Academic staff adjudged by the QoR measures as highly research active and exceeding expectations to the extent they are considered 'excellent' for their level of appointment, shall be classified as *Research Intensive* staff, and shall engage in teaching, research and

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<sup>1</sup> Calculated from total annual working hours for which the University pays a staff member his/her salary less annual leave, public holidays and University closure

community/professional contributions, in the proportions of 30 : 60 : 10 on an annualised basis (allows for heavier teaching in one semester and lighter in another if academic and operational needs necessitate this).

Academic staff shall engage in an average face-to-face contact of contact hours per week for the teaching times (viz., 28 weeks pa), in either blended or online modes (see 3.0) as follows:

1. *Normal Academic Staff* 14 contact hours
2. *Teaching Intensive* staff 17 contact hours
3. *Teaching Only* staff 21 contact hours
4. *Research Intensive* staff 7 contact hours

Staff may achieve these averages by teaching a flexi school course.

Academic staff who are non-research active, as adjudged by the QoR measures, but who are enrolled in a University-approved PhD, shall engage in teaching research and community/professional contributions in the proportions of 60 : 30 : 10 on an annualised basis, with the intention that they spend the 30% of time allocated for research on their PhD studies.

### **3.0 Contact Hours**

Contact hours per course shall be calculated as follows:

- Blended: the timetabled hours that the staff member actually spends in assigned duties, lectures, tutorials, and other face-to-face activities such as practicals, and field trips;
- Online: 3 hours per week.<sup>2</sup>

### **4.0 Class Sizes**

No allowance shall be made for large class sizes in an individual staff member's *contact hours*. Staff teaching large classes shall incorporate their actual 'contact hours' specified in 3.0, in their individual workloads, and any work associated with marking that they do themselves shall be incorporated in the points-based component of the workload model (Appendix).

### **5.0 Preparation for Classes, Postgraduate Supervision & Other Contributions**

Workload associated with the preparation of material for blended and online modes shall be captured in the points-based component of the workload model (appendix).

That postgraduate supervision for full time research masters and PhD students shall not be taken into account when computing contact hours detailed above (3.0); this shall be captured in the points-based component of the workload model.

No staff member shall serve as chief supervisor for more than 4 full time equivalent research postgraduate students, without the approval of the Dean.

That no staff member deemed non-research active, as adjudged by the QoR measures, be allowed to supervise research postgraduate students without the approval of the Dean.

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<sup>2</sup> As per "The Flexible Learning Programme Design & Development Quality Assurance Framework.

That other workload activities be calculated using the points-based component of the workload model (see attached spreadsheet), and that each staff member shall have a reasonably equitable on an annualised basis workload in both contact hours and other workload activities - evaluated by comparison of their workload points and contact hours (ca.  $\pm 10\%$ ).

Staff that employ TAs to mark assignments or for supervision of practical classes, shall not claim for marking as part of their workload or contact hours, and only complete the points-based workload model for assessment activities *they themselves engage in* (e.g., when they do 'sample marking' as part of moderation of assessment).

That each course shall have University-stipulated, financially-viable, numbers. EFTS in a course or program shall therefore not feature directly, but the workload associated with large classes shall be captured in the workload model for activities that are linked to larger numbers (e.g., marking).

Staff identified by HoS from application of the Workload Policy as overloaded, may have their workload adjusted by reallocation of duties, or may be financially compensated as approved by the Dean.

## **Appendix** **Points-Base Component of Staff Workload**

**(See Attached Spreadsheet)**

<b>USP STAFF WORKLOAD MODEL</b>				
A points system based on relative weightings of various contributions				
	<b>Points for each Contribution</b>	<b>Number Lects/students etc.</b>		<b>Points</b>
<b>1) Undergraduate teaching</b>				
<b>Lectures/Practical/Tutorial</b>				
		No. of lects/pracs etc		
Preparation and delivery of a <u>new</u> lecture	<b>15</b>			0
Preparation and supervision of a <u>new</u> practical class (3 hr)	<b>15</b>			0
Preparation of course materials for blended or online mode	<b>100</b>			0
<b>Internships/Practicum</b>				
		No. of internships/practica		
Internships ( <i>points/internship or practicum- supervision</i> )	<b>25</b>			0
<b>Assessment</b>				
		No. of students		
Laboratory reports (3 hour practical) - <i>points/student</i>	<b>0.33</b>			0
Tests & Minor assignments (30 minute test) - <i>points/student</i>	<b>0.20</b>			0
Major assignments/essays (2-4,000 words) - <i>points/student</i>	<b>1.00</b>			0
Field report (major) - <i>points/student</i>	<b>1.00</b>			0
Field report (minor)- <i>points/student</i>	<b>0.30</b>			0
Examination (3 hour) Assessment & Setting - <i>points/student</i>	<b>1.00</b>			0
<b>Subtotal Undergraduate</b>				
				<b>0</b>
<b>2) Postgraduate teaching and supervision</b>				
<b>Lectures/Practicals/Tutorials</b>				
		No. of lectures/practicals		
Preparation and delivery of a <u>new</u> lecture	<b>15</b>			0
Preparation and supervision of a <u>new</u> practical class (3 hr)	<b>15</b>			0
<b>Supervision</b>				
		No. of students		
Dip/PgDip/Directed Study (project design and supervision) - <i>points/student</i>	<b>20</b>			0
Masters thesis supervision (principal supervisor)- <i>points/student</i>	<b>80</b>			0
Masters thesis supervision (second supervisor)- <i>points/student</i>	<b>20</b>			0
PhD/MPhil supervision (principal supervisor)- <i>points/student</i>	<b>100</b>			0
PhD/MPhil supervision (second supervisor)- <i>points/student</i>	<b>20</b>			0
<b>Assessment</b>				
		No. of students		
Masters thesis examination	25			
PhD thesis examination	75			
Laboratory reports (3 hour practical) - <i>points/student</i>	<b>0.33</b>			0
Tests & minor assignments (30 minute test) - <i>points/student</i>	<b>0.20</b>			0
Major assignments/essays (2-4,000 words) - <i>points/student</i>	<b>1.00</b>			0
Field report (major)- <i>points/student</i>	<b>1.00</b>			0
Field report (minor)- <i>points/student</i>	<b>0.30</b>			0
Examination (3 hour) Assessment & Setting - <i>points/student</i>	<b>1.00</b>			0
Dip/ PgDip project- <i>points/student</i>	<b>5.00</b>			0

<b>Subtotal Postgraduate</b>				<b>0</b>
<b>3) Administration</b>				
<b>School administration</b>			Number	
Head of a School (includes committee work)				0
Large School	<b>800</b>			
Medium School	<b>600</b>			
Small School	<b>400</b>			
Deputy Head of School	<b>200</b>			0
Associate Dean L&T	<b>400</b>			0
Associate Dean Research	<b>400</b>			0
School Board	<b>40</b>			0
Postgraduate or undergraduate coordinator/advisor for the School	<b>50</b>			0
Coordinating a course, programme or paper	<b>50</b>			0
Other	<b>25</b>			0
<b>School administration*</b>			Number	
Member of School Committee (e.g. OSH, PR/Marketing, etc)	<b>25</b>			0
Chair of a School Committee	<b>50</b>			0
<b>University administration*</b>				
Senate	<b>40</b>			0
Other University Committee	<b>20</b>			0
<b>Subtotal Administration</b>				<b>0</b>
*(credit for HOS/DHO/AD duties above already includes committee work - don't repeat here)				
<b>4) External activities</b>				
<b>External committees (national and international)</b>				
Major national or international review panel	<b>50</b>			0
Editorial committee	<b>50</b>			0
National professional body (holding a position of responsibility)	<b>25</b>			0
Other	<b>25</b>			0
<b>Community contributions, University PR contributions</b>				
P/R Marketing contribution (teacher info nights etc)	<b>10</b>			0
Open days/information days/field days ( <i>per day</i> )	<b>10</b>			0
Career days/expos/ /visits to local schools ( <i>per day</i> )	<b>10</b>			0
Other	<b>10</b>			0
<b>Subtotal external</b>				<b>0</b>
<b>TOTAL POINTS</b>				<b>0</b>
FTE ( Adjust for FTE assigned to other areas, periods of study leave etc)*				1
<b>TOTAL POINTS (FTE adjusted)</b>				<b>0</b>
* Do not adjust for FTE income associated with external research contracts				