

**WORKLOAD PLANNING FOR ACADEMIC STAFF 2011/12**

**1. The Contractual position:**

- 1.1 Staff on academic contracts have no specified hours of work; “formal scheduled teaching responsibilities” should not exceed 18 hours in any week or a total of 550 hours per year, except in “subject areas where the nature of the curriculum and teaching style made it inappropriate such as aspects of teacher education, art, design, performing arts and music”.
- 1.2 “Formal scheduled teaching responsibilities” are defined to include lectures, tutorials, seminars, practicals, workshops, laboratory work, studio work, fieldwork, professional practice, other formal pedagogic work and direct supervision of projects, dissertations and higher degrees.
- 1.3 “Formal scheduled teaching” does not include assessment or marking, pastoral care, research, other scholarly activity, curriculum development, educational management and administration, quality assurance procedures, committee work, recruitment and admission of students, staff development and training.
- 1.4 In order to secure consistency in managing workloads between academic staff, the University has adopted a notional 1600-hour working year for the calculation of the time to be allocated to both ‘formal scheduled teaching’ and the wider range of workload activities listed in para 1.3. The 1600 figure is not a contractual term since the academic working year is contractually unregulated beyond the 550 hour limit placed on “formal scheduled teaching”, and the 48 hour maximum imposed by the Working Time Directive (from which individuals are statutorily able to opt out).

**2. Guideline Tariffs 2011/12:**

- 2.1 The SMT has approved the use of this tariff framework for workload planning in 2011/12. The Workload Planning Review Group will be reviewing this framework for 2012/13.

These tariffs are for full-time staff. Local tariffs may be established for activities not covered in this grid.

<b>Activity</b>	<b>Allowance</b>
1 Formal scheduled teaching responsibilities (para 1.2 above), excluding those elements covered by sections 9-11 below	Up to 2 hours will be given for each hour of actual student contact time to allow for preparation, assessment and attendance at course meetings. Repeated sessions (e.g. seminars) may not be allocated preparation time, and some contact hours may not attract an assessment supplement
2 Research, knowledge transfer and scholarship	See SMT approved tariffs framework. ( <a href="http://www.brookes.ac.uk/services/hr/handbook/workinghours/workload_planning_2011_12_smt_final.pdf">http://www.brookes.ac.uk/services/hr/handbook/workinghours/workload_planning_2011_12_smt_final.pdf</a> )
3 Staff development activities	Up to a maximum of 90 hours
4 Academic advisors	Up to 2 hours per student per annum
5 General administration and faculty activities, membership of committees, etc	Baseline of 60 notional hours up to a maximum of 120 notional hours
6 Postgraduate research student supervision	Up to a maximum of 75 hours per ft student (divided amongst the supervisory team)
7 Postgraduate taught programme dissertations	Up to a maximum of 20 hours per student to include supervision and assessment

8 Undergraduate dissertations	Up to a maximum of 6 hours for a combined honours single dissertation and up to 12 hours for a combined honours double dissertation or single honours dissertation, to include supervision and assessment
9 Union duties	As determined by the facilities agreement and individually agreed.
10 ACO duties	2 hours per case plus a 20 hour baseline allocation

**Notes:**

- 1. Variations in tariffs between Faculties may occur due to economic viability of activities in relation to budgets, student price bands and business plans.**
- 2. These provisions do not cover individually-negotiated and job-defined leadership, management and administrative roles.**
- 3. Additional allowances may be agreed to cover exceptionally large assessment workloads**
- 4. Variations for types of formal scheduled teaching responsibilities (lectures, tutorials, seminars, practicals, workshops, laboratory work, studio work, fieldwork, professional practice, etc) should be defined by local agreement in the School concerned.**

## **GUIDELINES FOR WORKLOAD PLANNING**

### **1. Introduction**

1.1 These guidelines are designed to provide a common framework for the planning of workloads of academic staff across the University, and to ensure a measure of consistency, while recognising that the diversity in the organisation and structure of teaching, learning and research across the Faculties makes it impractical to achieve total uniformity of practice.

### **2. Principles and Process**

2.1 The following principles underpin the University's corporate approach to workload planning, and the allocation of responsibilities to individual members of academic staff.

- a) Each Faculty will have a workload planning scheme which should take into account these guidelines and which will be applied flexibly to individual circumstances and to the circumstances of each Faculty.
- b) The planning scheme adopted by each Faculty will be published. Individual workload plans will be drawn up in consultation with individual members of academic staff and agreed as far as possible. Changes in plans in the course of a year should be agreed and recorded.
- c) All academic staff should have an individual workload plan which is calculated to achieve workloads which are broadly equitable taking account all the circumstances of the members of staff and the Faculty's and University's objectives.
- d) All workload plans for the forthcoming academic year should be agreed by the end of semester 2 each year.
- e) The working year is taken to be 1600 hours and will be used only as a guideline figure for the calculation of academic workloads. The contract of employment for academic members of staff does not provide any limitations on the level or distribution of working hours for staff except as agreed locally, and in relation to formal scheduled teaching hours.

2.2 In calculating workloads for staff in the early part of their academic careers, the balance of work between teaching, research and administration should be carefully considered so that the member of staff has sufficient time to develop their research and teaching roles, and should also benefit from support and mentoring from a more senior colleague.

2.3 Individual plans should encompass all significant roles and responsibilities to be undertaken throughout the year. Changes may be made to the agreed workload plan as the year progresses. These changes may include additional responsibilities and/or the substitution of one set of responsibilities for another. They should be discussed, recorded and as far as possible agreed, with the member of staff concerned.

2.4 Consultancy or external work undertaken on behalf of or through the University may either be included as part of the annual workload allocation or as an addition. In this latter case, a personal fee is given and no allowance is made in the workload plan.

### **3. Responsibilities which can be included in workload plans.**

3.1 The following is an indicative list of the responsibilities which are likely to be included in individual workload plan. The tariff frameworks approved by SMT and the Faculty Executives will regulate the allocation of time to these responsibilities.

- Formal scheduled teaching as defined in the contract of employment
- Supervision of higher degrees
- Tutorial guidance to students' learning
- Research and knowledge transfer
- Curriculum development
- Management and administration
- Participation in committees, working groups and similar bodies

- Participation in quality assurance procedures
- Recruitment and admission of students
- Staff development and review procedures
- Staff development and in-service training
- Income generating activities
- Representing the institution on or to external bodies
- Invigilating, assessment and feedback
- Pastoral care of students such as counselling, welfare, and guidance
- Scholarly activity related to teaching