

## UNIVERSITY WORKLOAD PLANNING FRAMEWORK: TARIFFS FOR 2025-2026

### 1. The contractual context

1.1 The academic contract does not specify hours of work. However, formal scheduled teaching activities 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 make these limits inappropriate, such as aspects of teacher education, art, design, performing arts and music.

1.2 Formal scheduled teaching includes lectures, tutorials, seminars, practicals, workshops, laboratory work, studio work, other formal pedagogic work, and the direct supervision of projects, dissertations and higher degrees. Formal scheduled teaching does **not** include assessment or marking, pastoral care, research, knowledge exchange, other scholarly activity, curriculum development, management and administration, quality assurance processes, committee work, the recruitment and admission of students, or staff development and training.

1.3 In order to secure greater consistency in managing workloads the University has adopted a notional 1600-hour working year for the calculation of the time to be allocated to formal scheduled teaching and to the wider range of workload activities listed in paragraph 1.3. The 1600-hour year is not a contractual term since the academic working year is contractually unregulated beyond the 550-hour limit on formal scheduled teaching, and the 48-hour maximum imposed by the Working Time Directive (from which individuals are statutorily permitted to opt out). For the purposes of operational planning, a standard working day on an annualised basis is taken to be 320 hours.

1.4 The WLP tariffs and their application are overseen by a central committee, chaired by the Vice-Chancellor and comprising the Pro Vice-Chancellor Research and Innovation, the Pro Vice-Chancellor for Education, the Deputy Pro Vice-Chancellor for each faculty, a further representative from each faculty, two members of UCU, a representative from FLS, and the Chief People Officer.

1.5 Formal responsibility for the application of the WLP framework within each faculty rests with the Faculty Pro Vice-Chancellor, although operational decisions will be taken by the Head of School/Department.

1.6 In accordance with the University's commitment to equality, diversity and inclusion, faculties are asked to exercise appropriate discretion in applying these tariffs to support colleagues returning from a break for family/caring responsibilities or other long-term absence.

1.7 Workload Plans will be shared across Schools/Departments to aid transparency and consistency of application.

1.8 This framework of tariffs has been approved by the Workload Planning Committee for full-time staff.

1.9 Further guidance is available on the Workload Planning webpages and will be periodically updated.

## 2. The Tariff Framework

Activity	Allowance
1. Scheduled teaching activities	Actual hours as timetabled.
2. Preparation for teaching	<p>Actual hours as timetabled x 1.5 for each presentation of the module/course/unit.</p> <p>Faculty PVCs have discretion to increase the allocation where a new lecturer is in the first or second year of teaching, where an established lecturer takes over an existing module or where modules are required to be remodelled and/or re-purposed to reflect externally driven changes (e.g. digital accessibility).</p> <p>Repeated sessions (e.g. seminars) will not attract this allocation within the same run of the module/course/unit.</p> <p>For large lectures some colleagues may need to spend time on Panopto edits and transcriptions - this needs to come out of preparation time and should be a maximum of 3 hours per semester.</p>

3. Assessment	<p>An allocation of 0.8 or 1.0 hours per student; assessed on module size, and the nature and complexity of assessment requirements.</p> <p><i>For 2025/26 only: Programme Leads / Module Leaders may make adjustments to tariffs where previous tariffs were substantially higher in previous years, in agreement with the relevant Deputy PVC.</i></p> <p>For double modules, a 100% increase is applied to the basic tariff value.</p> <p>For triple modules, a 150% increase is applied to the basic tariff value.</p>
4. Dissertation/Thesis supervision	<p>Undergraduate dissertation or equivalent supervised assessment - 10 hrs per student.</p> <p>Postgraduate (taught) dissertation or equivalent supervised assessment - 15 hrs per student.</p> <p>Postgraduate Research - full-time study, 75 hours shared amongst the supervisory team; part-time study, 40 hours shared amongst the supervisory team.</p> <p>Post-viva support falling into a new academic year can accrue a workload tariff, pro rata for that part of the year. Faculty PVCs or nominated alternatives have discretion to vary this.</p> <p>Assessment of dissertations or capstone projects is reflected under 3 above.</p> <p>Local discretion may be applied to PGR allocations depending on the stage of study. Please refer to guidance.</p>
5. Fieldwork/studies, work placements, other aspects of teaching and learning not covered elsewhere	<p>As appropriate to the workload involved; to be determined by Faculty PVC or appropriate alternate.</p>

6. New module/programme development	Hours to support the development of new programmes or modules, substantial change to existing programmes, or substantial activity to support PSRB accreditation or re-accreditation, to be agreed by line manager and Deputy PVC (or appropriate alternative) on behalf of Faculty PVC.
7. Programme Leadership	<p>320-480 hours, subject to the number of programmes, students, and number of staff line managed.</p> <p>Occasionally some programmes have non-standard features that might impact on time needed (e.g. delivery requirements or ongoing demands of PSRB accreditation). These will be treated as exceptions on an ad hoc basis to reflect additional demands of the role, above and beyond standard requirements of programme leadership. These additional demands will be reviewed on an annual basis. Please refer to guidance notes.</p> <p>Other Principal Lecturer roles with specialist functions will be eligible for equivalent allocations.</p>
8. Subject Co-ordinators	80-320 hours subject to the number of programmes and students overseen. Please refer to guidance notes.
9. Module Leadership	<p>For 10, 15 and 20 credit modules, 12 hours standard, plus:</p> <ul style="list-style-type: none"> <li>• 0.5 hours per student up to 200 students</li> <li>• 0.3 hours per student over 200</li> </ul> <p>Modules of larger credit volume, including dissertation or project modules, attract double the above per student allocation.</p> <p>The activities expected by module leaders include, but are not limited to, the following: creation of and regular updating of all module teaching materials, development and updating of module assessment, oversight of the assessment process (e.g. preparation of marking guidelines, sample marking to establish consistency across teaching teams), population and management of Moodle, mark upload, dealing with module-specific student queries, overseeing and conducting resit marking, managing module teaching teams, supporting the arrangement of teaching cover, and attendance at relevant committees.</p>
10. Academic Advisers	2 hours per student per year. Please refer to guidance notes.

11. Associate Professors (former PLESEs)	As appropriate to the workload involved in specific projects or initiatives to be determined by Deans for Education by reference to the Faculty Workload Planning Committee. <a href="#">Refer to guidance notes.</a>
12. Newly appointed Lecturers and Senior Lecturers (L/SLs)	As part of the University's First Three Years commitment to newly appointed staff on a research trajectory, new L/SLs will receive a research or knowledge exchange allowance. This allocation will be informed by Faculty needs and will not exceed 480 hours in years 1 and 2, excluding the prescribed hours to complete the EXPLORE programme (see 14 below). Allocation of these hours to be agreed by the Faculty Pro Vice-Chancellor or delegate. The use of these allocations, associated mentoring and guidance provisions, and output objectives will be built into individual Research Plans and PDRs.

13. Citizenship	<p><b>Administration</b></p> <p>Baseline: 45 hours. Maximum: 90 hours.</p> <p><b>Recruitment</b></p> <p>Baseline: 15 hours. Maximum: 30 hours for non-interviewing programmes (additional maximum 30 hours for those involved in interviewing programmes).</p> <p>Citizenship hours reflect hours for ad hoc academic administration and contribution to activity and initiatives to support marketing and student recruitment. The tasks below are examples of the types of activities that would fall under the heading of citizenship but are not intended to be exhaustive.</p> <p>Indicative administrative activity might include attendance at meetings, committees, or steering groups, contributing to quality-assurance, provision of student references, contributing towards University or Faculty initiatives (such as accreditation or professional recognition), tasks associated with timetabling and/or room booking, and tasks associated with student records.</p> <p>Indicative recruitment activity might include attendance at University open days or promotional, recruitment and conversion events (both online and in person), contributing</p>
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	to University or Faculty promotional material, supporting Clearing, liaising with colleagues in MRE and representatives of the University.
14. Professional and Scholarly Development (including the EXPLORE Academic Development Programme)	<p>All academic staff receive 160 hours (pro rata) for Professional and Scholarly Development. This allocation is to support activity that ensures the currency of professional, disciplinary and pedagogic expertise to ensure high-quality, contemporary and impactful scholarship in the related domains of teaching, research and knowledge exchange.</p> <p>Indicative activities might include continuous professional development to (a) extend skills and competencies (b) maintain professional registration (c) undertake mandatory OBU training, and (d) attend seminars, conferences or workshops related to teaching and learning, research and knowledge exchange.</p> <p>Academic staff (0.5FTE or more) new to OBU are allocated 240 hours to complete the EXPLORE programme, to be split as 100 hours in each of the first and second years and 40 hours for year three. This should be pro rata'd for part-time staff at less than 0.5FTE. These hours are to be drawn from the Professional and Scholarly Development allowance of hours.</p>
15. Doctoral/Level 8 Study	Staff may receive up to a further 160 hours (pro rata) per year for up to 5 years to complete a PhD, professional doctorate, or other level 8 qualification – directly relevant to their substantive post – as determined by the Faculty PVC (or delegate). This allocation is subject to satisfactory progress as assessed annually.

16. Research	<p>There are two levels of tariff to support research activity, output, and impact. Allocations are to be agreed annually via the PDR process, in conjunction with review of the Personal Research Plans, School/Departmental and Faculty Research Plans and priorities.</p> <p>Allocations are established relative to the satisfactory fulfilment of the activity and output outlined in the previous year's PDR/PRP. Allocation of research hours is set in the context of wider Faculty and University strategic priorities.</p> <p>Decisions regarding the allocation of research hours will take into account the following areas of activity: outputs, research management, external engagement, external research funding, contributions to research leadership and the research environment, research engagement and impact. Evaluation of peer-esteem and research leadership should be made in the context of career stage.</p> <p>To ensure the fair and equitable allocation of research hours across all our disciplines and to acknowledge differences in career stage, please refer to the more detailed guidance presented separately. It should be noted that according to OBU REF Code of Practice, all academic staff (over the census period) with a WLP allocation for research are deemed to be making a 'significant contribution to research' and will therefore be returned to the next REF.</p> <p><b><i>Tier RT1: 400 hours - Substantial and sustained research activity with outstanding high-quality outputs</i></b></p> <p>Individuals allocated RT1 will need to provide evidence of delivering world-leading or internationally excellent research, producing multiple outputs at the highest level, securing externally funded research and/or KE activity, generating impact with significance and reach, and evidencing peer-esteem and leadership in a disciplinary field. (The accompanying guidance covers expectations relating to peer-esteem and leadership according to career stage).</p> <p><b><i>RT2: 200 hours - Sustained research activity with high-quality outputs</i></b></p> <p>Individuals allocated RT2 will need to provide evidence of delivering multiple high-quality outputs some of which are internationally excellent, contributing to or working towards securing externally funded research and/or KE activity,</p>
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	<p>generating impact with nascent significance and reach, and evidencing growing peer-esteem and leadership in a disciplinary field. Career stage will be taken into account as outlined in section 12 of the university workload planning framework.</p> <p>Further details around Tiers RT1 and RT2 are available on the Workload Planning webpages and in the associated guidance.</p>
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17. Knowledge Exchange (KE)	<p>There are two levels of allocation to support impactful KE, and external and professional engagement. Allocations are to be agreed annually via the PDR process, in conjunction with review of KE Plans, School, departmental and Faculty KE Plans and priorities. Allocations are established relative to the satisfactory achievement of the activity and output outlined in the previous year's PDR process, and in the context of wider Faculty and University strategic priorities.</p> <p>Individuals receiving KE allocations are likely to have associated management responsibilities, ongoing external commitments (e.g. membership of advisory boards), leadership of income generation activities, demonstrable evidence of impact, and significant activity relating to external funding of KE.</p>
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(a)	<p><b>(a) 320 hours - Substantial and sustained KE activity</b></p> <p>Individuals receiving KE allocations are likely to have associated management responsibilities, ongoing external commitments (e.g. membership of advisory boards), leadership of income generation activities, demonstrable evidence of impact, and significant activity relating to external funding of KE.</p>
b)	<p><b>(b) 160 hours - Significant and sustained KE activity</b></p> <p>The same exemplar criteria apply as in 18 (a) above but will be reduced in terms of time/outcomes or in terms of management needed.</p>
18. Research Leads	320 hours
19. Postgraduate Tutors for PhD programmes	80-320 hours depending on the size and complexity of the programme, as determined by the Faculty PVC (or delegate).



20. UoA Co-ordinators	<p>Where Research Leads are co-ordinating UoA submissions this activity will ordinarily be covered within the 320-hour allocation. Where this is judged to be insufficient because of the size and complexity of the UoA, a small supplementary allocation may be made at the discretion of the Faculty PVC or delegate.</p> <p>Where a UoA Coordinator is not a Research Lead, an allocation may be made to accommodate the time required for the role which will depend on the size and complexity of the UoA.</p>
21. University Research Ethics Committee	<p>Chair: 480 hours</p> <p>Committee members: Up to 240 hours</p>
22. Collaborative Provision Liaison Activity	To be determined by Deputy PVC (or equivalent alternative) as appropriate to the extent and complexity of responsibilities. Please refer to guidance.
23. Staff Diversity Network Leadership	Hours commensurate with the demands of the role to be agreed annually with the Director of EDI.