

## UNIVERSITY WORKLOAD PLANNING FRAMEWORK: TARIFFS FOR 2019-2020

### 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.
- 1.3 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.
- 1.4 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.
- 1.5 The WLP tariffs and their application are overseen by a central committee, chaired by a PVC and comprising the Associate Dean Strategy and Development for each faculty, a representative from OBI, members of UCU and members of HR.
- 1.6 Formal responsibility for the application of the WLP framework within each faculty rests with the PVC Dean, although operational decisions will be taken by the head of School/Department.
- 1.7 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, e.g. those on a research trajectory returning from maternity leave.
- 1.8 Workload Plans will be shared across Schools/Departments to aid transparency and consistency of application.
- 1.9 In accordance with the University's commitment to equality, diversity and inclusion and the University Code of Practice, Faculties will continue to have due regard for equality considerations in the application of WLP tariffs (e.g. to support colleagues returning from a break for family/caring responsibility, maternity leave, long-term absence due to illness etc.). The University is fully committed to providing appropriate training and advice to all staff making decisions about Workload Planning.
- 1.10 This framework of tariffs has been approved by the Vice-Chancellor's Group for full-time staff.

## 2. The Tariff Framework

Activity	Allowance
1. Formal scheduled teaching activities (para. 1.2 above)	Actual hours as timetabled.
2. Preparation (and other activities related to the preparation of teaching materials)	<p>Actual hours as timetabled x 1.5 for each presentation of the module/course/unit.</p> <p>PVC Deans have discretion to increase the allocation where a new lecturer is in the first or second year of teaching, or where an established lecturer takes over an existing module.</p> <p>Repeated sessions (e.g. seminars) will not attract this allocation within the same run of the module/course/unit.</p>
3. Assessment (formative and summative), marking (and double-marking) and student evaluation (UG and PG)	<p>An allocation of 0.8, 1.0, 1.2, 1.6 or 2.0 hours per student; assessed on module size, and the nature and complexity of assessment requirements.</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 supervision (assessment of dissertations should be reflected under 3 above)	<p>UG – 10 hours</p> <p>PGT – 15 hours</p> <p>PGR – 75 hours (full-time) shared amongst the supervisory team 40 hours (part-time) shared amongst the supervisory team</p>
5. New Programme Development	<p>Hours to be determined by the PVC Dean.</p> <p>Includes development of new programmes or modules, substantial change to existing programmes, accreditation, and professional statutory re-accreditation.</p>
6. Newly-appointed Lecturers and Senior Lecturers	<p>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 allowance of up to 640 hours in years 1 and 2, including 120 hours (overall) to complete the PCTHE.</p> <p>In exceptional cases, this allocation may be increased to maximum of 800 hours (0.5 FTE).</p> <p>The use of these allocations, the associated mentoring and guidance provisions, and output objectives will be built into individual Research Plans and PDRs.</p>
6.1 PCTHE	120 hours to complete the programme.
7. Scholarship	All academic staff receive 160 hours (0.1 FTE) for teaching-related scholarship activities. This is included within the tariffs (see below) for research and knowledge exchange.
8. Doctoral research	Staff reading for a PhD or equivalent may receive up to 320 hours per year for up to 5 years to complete a PhD, as determined by the PVC Dean, and subject to satisfactory progress assessed annually (as part of normal Research Degree monitoring processes). The 320 includes 160 hours for scholarship.

9. Research	There are three tariff levels: tariffs (a) to (c) below are all inclusive of scholarship time (160 hours). Career and promotion routes would be expected to follow the research pathway to Reader and Professor.
	<p><b>(a) 640 hours (0.4 FTE)</b> Substantial research activity and submission to REF. The research plan set out last year has been fulfilled. Likely to have associated research management responsibilities (e.g. supervision of contract research staff funded on external income, PI or co-PI on externally-funded projects); external research-related commitments (e.g. peer review committees, advisory boards, invited talks, international collaborations); significant writing and funding applications; taking a full part in research impact process; contributing to research leadership within a School/Department (e.g. mentoring less experienced colleagues, internal review of grant applications and/or peer review of outputs for REF submission). May include some related KE activities (e.g. commercialisation of research, KTPs).</p> <p><b>(b) 480 hours (0.3 FTE)</b> Significant level of research activity and submission to REF but volume of research/impact activity lower than in category (a). The research plan set out last year has largely been fulfilled.</p> <p><b>(c) 320 hours (0.2 FTE)</b> Good level of research/impact contributions and submission to REF but not at the quality or volume of categories (a) and (b).</p> <ul style="list-style-type: none"> <li>● PVC Deans may agree an allocation of additional hours beyond the levels in the tariff framework where there is demonstrable project or commercial income to cover the staff member's full salary costs.</li> </ul>
	<ul style="list-style-type: none"> <li>● Leaders of research groups may receive an allocation of additional hours to reflect a higher than normal level of research management, project management or stakeholder interaction within categories (a) or (b) above.</li> </ul>
	<ul style="list-style-type: none"> <li>● The allocation for research will be agreed as part of the annual PDR round and must be clearly linked with Personal Research Plans, with School/Departmental and Faculty Research Plans, and delivery of the expected outputs.</li> </ul>

10. Knowledge Exchange	There are two tariff levels: tariffs (a) to (b) below are all inclusive of scholarship time (160 hours). Career and promotion routes would be expected to follow the KE pathway to Reader and Professor.
	<p><b>(a) 480 hours (0.3 FTE)</b> Substantial KE activity: likely to have associated management responsibilities, external commitments (e.g. advisory boards, invited talks) and income generation activities; significant writing and funding applications. The KE plan set out last year has been fulfilled.</p> <p><b>(b) 320 hours (0.2 FTE)</b> Significant KE/impact contributions but not at the quality or volume of category (a). The KE plan set out last year has been fulfilled.</p> <ul style="list-style-type: none"> <li>● PVC Deans may agree an allocation of additional hours beyond the levels in the tariff framework where there is demonstrable KE/commercial income to cover the staff member's full salary costs.</li> </ul>
	<ul style="list-style-type: none"> <li>● Leaders of KE groups may receive an allocation of additional hours to reflect a higher than normal level of KE management, project management or stakeholder interaction within categories (a) or (b) above</li> </ul>
	<ul style="list-style-type: none"> <li>● Allocation for KE will be agreed as part of the annual PDR round and must be clearly linked with personal KE plans, with School/Departmental and faculty plans, and the expected outputs/income generation targets.</li> </ul>
11. Programme Leads	<p>Undergraduate: minimum allocation: 320 hours (2 - 4 programmes and approx. 350 students); maximum allocation: 480 hours (6 programmes or more than approx. 1100 students)</p> <p>Postgraduate: minimum allocation: 200 hours (1 - 2 programme at less than 100 students); maximum allocation: 480 hours (3 - 5 programmes and more than 150 students)</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● The allocation should reflect the number of staff line managed including ALs.</li> <li>● Non-standard programmes (e.g. Global MBA and BSc Applied Accounting) will be treated as exceptions on an <i>ad hoc</i> basis.</li> <li>● Where Programme Leads are responsible for both undergraduate and postgraduate programmes, the maximum tariff level is 800 hours (0.5 FTE).</li> <li>● Other Principal Lecturer roles with specialist functions will be eligible for equivalent allocations.</li> </ul>
12. Principal Lecturer (Student Experience)	320 hours for work to enhance the student experience, including activities/projects/initiatives at University and/or faculty level linked to the TEF and NSS
13. Subject Co-ordinators	80 – 320 hours related to size of the subject area.
14. Research Leads	320 hours.

15. Postgraduate Tutors for PhD programmes	80 – 320 hours depending on the size and complexity of the programme, as determined by the PVC Dean.
16. UoA Co-ordinators	Where Research Leads are co-ordinating UoA submissions and the 320-hour allocation is judged to be insufficient, a small supplementary allocation may be made. Where a UoA Co-ordinator is not a Research Lead, an allocation may be made to accommodate the time required for the role which will depend of the size and complexity of the UoA.
17. University Research Ethics Committee	Chair: 480 hours Committee members: up to 240 hours
18. Academic Advisers	2 hours per student per year.
19. Academic Conduct Officers	Academic Conduct Officers Forum: Chair 140 hours. 20-hour basic allocation plus 2 hours per case.
20. Module Leaders	As appropriate to the workload involved in coordinating module teaching team including ALs (if relevant); to be determined by PVC Deans
21. Mitigating Circumstance Panel	Chair: 240 hours Members: 40 hours
22. Interviewing student applicants	As appropriate to the workload involved; to be determined by PVC Dean.
23. Fieldwork/studies, work placements and any other aspects of teaching and learning not covered elsewhere	As appropriate to the workload involved; to be determined by PVC Dean.
24. Collaborative Provision Liaison Manager	Up to 160 hours per partnership, or higher if complex and/overseas programme as determined by PVC Dean.
25. General administrative duties	Baseline: 60 hours; maximum 120 hours  Identify any hours for recruitment activity (e.g. open days marketing, conversion, etc.) separately within this total