

## ACADEMIC STAFF WORKLOAD SCHEME

In order to facilitate discussion about workload and to ensure fairness, quality and transparency the following baseline indicators will be used. These are indicative and where there is a deviation from these guidelines this deviation must be clearly explained.

**Name:**

**FTE:**

(Any allocation should be pro-rata for part-time staff)

**School:**

### 1. Face-to-Face Teaching including Distance Learning (Formal Scheduled Teaching – FST)

This is defined as any direct teaching which is specific requirement of a course or programme and is comprised of: Lectures, group tutorials, seminars, workshops, laboratory or studio sessions, individual tutorials, project supervision, tutoring students on placement and field course teaching; Supervision of UG and PG dissertations; Supervision of Doctoral research students; Teaching off-campus, holding revision sessions and induction activities.

= 1 hour per 1 hour of delivery.

Module	Hours	Comments/ Any variation

### 2. Preparation for FST

For each hour of FST academic staff will be allocated hours for duties related to formal scheduled teaching. In normal circumstances this will be one hour for each hour of FST, the actual number of hours allocated will take into consideration the following key factors:

- Module complexity e.g. size and level
- new/existing/distance learning module
- new/experienced member of staff
- where teaching sessions are repeated there will be no repeat allowance for preparation.

Module	Level: i.e., new, review /update	Hours Allocated	Comments/ Any variation

### 3. Marking

It must be absolutely clear the numbers of assessment components a staff member will be responsible for marking including second and third marking. Consideration should also be given to the amount of online marking a staff member has to undertake, especially when marking online for the first time.

Each module should be noted and student numbers should be clear in the table below, along with an indication of how long a staff member is to be given for each piece of assessment.

Module Code	Number of students marking	Assessment method i.e., 1000 word essay, presentation, project, placement visit	Time allocated per component	Total allocation of time for marking
Any comments on allocation:				

### 4. Academic Advice and Guidance including Personal Tutoring and 'Student' Hours.

Role	Number of hours allocated	Any comments on allocation

Other factors to be taken into account for 1-4:  
Teaching experience, differing subject needs or differing teaching methods. An explanation should be offered in relation to the hours allocated to each of these factors, where appropriate.

**5. Academic Leadership: to include module and programme leadership**

Module or Programme Leadership	Total number of students	Number of hours per student	Total	Any comments or variations:

**6. Wider Internal and External Responsibilities:**

For example: Attendance at school or university meetings; Programme and university developments, peer observation, school or university-specific roles, union remission; Income generation, research activities or external examining; Quality assurance processes i.e. curriculum updating; Liaison with external partners.

Activity	Hours allocated	Any comments or variations:

**7. Personal Development Needs**

For example: Personal Development Needs as a teacher and a subject specialist and in relation to undertaking research and other scholarly activity as well as overall career development. To facilitate this, the remainder of the year (i.e. outside the teaching year and annual leave, usually one to five weeks) will be spent on self-managed research and other scholarly activity.

Activity:	Total hours allocated

<b>Indicative Total hours:</b>	
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The total should provide a clear contingency for additional duties to be agreed from time to time. A reasonable indicative figure would be in the region of 1600 hours per annum. It should be noted that the framework does not account for all academic staff duties; time is not explicitly allocated for activities such as travel to and from classes, email correspondence, printing, taking part in staff discussions etc.

This workload allocation description will be published in a 'read- only' format and - after taking into account any data protection issues - across the University for transparency and comparability purposes.

### **Disputes:**

If a staff member has a concern about his or her workload that is not resolved with his or her Head of Subject this will be referred for informal discussion with the Associate Dean or Dean. At the staff member's request, their UCU representative will be involved in the discussions with Associate Dean or Dean. Where any disagreement cannot be resolved through informal discussions at this level, the member of staff may subsequently choose to invoke the University's Grievance Procedure.

Please see UEL's Academic Workload Policy, which should be followed in conjunction with the above.