

Workload Allocation Planning Framework

2020-21



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Please Note: This document should be read in conjunction with the Guidance - Workload Allocation Planning, the clauses relating to workload, annual leave, research and scholarly activity in the University of Bolton Academic Handbook and the Terms and Conditions of Employment for Academic Staff.

Item	Activity	Number of Hours per Year
A	Academic Year - Total hours in working year	1560 hours
B	Formal Scheduled Teaching	Maximum of 550 hours
C	Teaching Delivery Related Activity Calculated in line with teaching hours at 0.6 per hr of teaching	Maximum of 330 hours
D	Scholarly Activity (pattern of SA to be agreed with line manager)	Maximum of 3 hrs per week
E	Academic Leadership, Management, Administration, Research, Reach Out, Other Academic activity as directed by line manager	Minimum of 526 hours E= the balance of hrs after BC and D totalled.
Calculation of Total Hours		550 teaching hours/1010 teaching related activity

Indicative List of Activities for Academic Workload Planning

(to be considered during PDP)

ACADEMIC WORKLOAD PLANING	
ANNUAL WORKING HOURS 1560 PER ACADEMIC YEAR	
<p>Formal Scheduled Teaching</p> <p>As specified in contract (and included within KIS)</p> <p>(B)</p>	<p>Activities face to face or digital</p> <p>Taught sessions/activity</p> <p>Lectures</p> <p>Seminars</p> <p>Tutorials PT and EPT</p> <p>Scheduled supervision (undergraduate/postgraduate/doctoral)</p> <p>Placement visit</p> <p>Placement development</p> <p>Placement work-based learning visits</p> <p>NMC / HCPC required student visits and sign off (academic Assessor role)</p> <p>Other timetabled student <i>contact</i> (e.g. digital/web-based)</p> <p>** 0.6hrs allocated below the line for allocated teaching</p>
<p>Teaching Delivery Related Activity</p> <p>(C)</p>	<p>Planning and preparation for sessions/classes/supervision</p> <p>Additional hrs for first time delivery of course where appropriate</p> <p>Additional hrs for large groups (up to 30% for marking and prep)</p> <p>Planning for online courses</p>

<p>Academic Leadership, Management and Administration</p> <p>(E)</p>	<p>Recruitment and admissions related activities</p> <p>Induction</p> <p>PT/EPT activity</p> <p>Module leadership</p> <p>Programme leadership</p> <p>AGC roles</p> <p>Link tutor roles</p> <p>Outreach roles</p> <p>Champion roles</p> <p>Open days</p> <p>Marketing Activities / Attending trade events</p> <p>QA activities</p> <p>PSRB requirements including; maintaining professional status; Practice Support Visits;</p> <p>NMC recommendation to enter register; Practice Learning Quality / reports</p> <p>PSRB reporting and monitoring;</p> <p>Apprenticeships (Inter alia sign up process, student satisfaction surveys, SARs, QiPs , attendance at monthly Performance Boards)</p> <p>Membership of boards and committees</p> <p>General administration relating to the teaching duties</p> <p>Recognised Trade Union duties</p> <p>Approved external responsibilities</p>

	<p>Work Placement Co-ordination</p> <p>Programme leaders with larger groups</p> <p>Year tutors/Pathway leaders</p>
<p>University wide responsibilities (Specific and agreed activity) (E)</p>	<p>Developing new income streams</p> <p>New programme development</p> <p>Consultancy</p> <p>Funded projects</p> <p>KTPs</p> <p>IAB development</p> <p>Work placement co-ordination</p> <p>Approved external activities (e.g. EX EX)</p>
<p>Research and Enterprise (E)</p>	<p>Publicly funded research (remitted from teaching in line with funds in)</p> <p>Private funded/Enterprise research</p> <p>Outputs that are eligible for the REF</p>
<p>Other Faculty Specific (E)</p>	<p>At discretion of the Faculty, but must be clearly quantifiable (e.g. overseas –teaching, conference organisation).</p>
<p>Scholarly Activity/Professional Practice (D)</p>	<p>TIRI activity – updating subject skills and knowledge</p> <p>Professional Recognition awards</p> <p>Maintaining professional practice registration (hrs allocated against workload for non paid practice not for paid practice)</p>

Mentoring of PGCert
 Undertaking of PGCert
 New to HE staff member
 Studying for Masters/Doctoral qualifications
 Contributions to books, articles and conference papers
 Creative and original work in all media.
 Professional updating/PRSB registration.

Allocations in relation to particular activities

For every hour of direct teaching an allocation of 0.6 of an hour will be given for preparation, assessment and pastoral guidance. The Faculty will have scope to vary this allocation up to a maximum of 1.2 hours for every hour of direct teaching taking into account factors such as:

- Unusually high numbers of students registered on a module;
- The relative experience and/or expertise of the member of staff delivering the module;
- Additional workload demands on module tutors pertaining to the “bedding in” of new modules during the first year of delivery.

The following allocations are to be used for guidance purposes. However, reasons for allocations being outside of these tolerances may need to be justified to achieve a reasonable level of transparency across faculties and the University.

Activity Allocated (Included within the 550 hours)

Activity	Hours Allocated	Comments
Module teaching hours	Allocated as per module specification	When modules are shared – allocation should be in line with the shared hours.
Personal Tutor/EPT	Up to 100 hrs	Determined by year of study and number of tutees. Minimum of 2hrs per student per academic year.

Activity	Hours Allocated	Comments
		Maximum of 50 students per tutor.
Large group allocation	Up to +30% teaching hrs for each multiple of 30 students	This applies to specific operational areas and is dependent on the demands placed on staff by particular assessment methods.
UG/MSc Dissertation Supervision	10 hrs per student	Hrs to be recorded through tutorial system. Staff to schedule hrs on weekly timetables.
Work Placement Assessor	1 – 2 hrs per visit	Determined by type of programme, visit, distance, and number of students visited at one location.
Apprentice Review Visits	2 hours per visit	ESFA monitoring visit (compliance) of four per year.
NMC / HCPC required student visits and sign off (academic Assessor role)	1 per student per placement block	Determined by type of programme, visit, distance, and number of students visited at one location
New to HE Staff Member	Up to 100 hrs	To be agreed at induction. Over 1 st academic year. To include PGCert studies
MPhil/PhD Supervision/Thesis	24hrs F/T DoS 12 HRS F/T 2 nd Supervisor	24hrs allocated to direct teaching. Equivalent hours allocated to teaching related activity Part-time students allocated in line.

Activity Allocated (remitted hours to be agreed with line manager)

Activity	Hours Allocated	Comments
Programme Leader	50 -100 hrs calculated on number of students and complexity of programme	It is not expected that an individual would programme lead more than 2 programmes unless they are linked.
Undertaking PgCTLHE	42	To be agreed at induction/through. Per semester of study.
Practice Learning lead	20 hours	Determined by type of programme, visit, distance, and number of Practice areas visited per year
Link Tutor Role	<p>1st year of operation of a partner programme (or group of related programmes) and/or first year a new link tutor takes on the role: 40 hours per programme (or group of related programmes) per semester.</p> <p>2nd and subsequent years of operation (<i>UK Partner</i>): 25 hours per programme (or group of related programmes) per semester.</p> <p>2nd and subsequent years of operation (<i>International Partner</i>): 30 hours per programme (or group of related programmes) per semester.</p>	<p>Link tutoring is a prestige role which can be performed by programme leaders or those moving towards programme leadership roles. Co-ordination between the partner programme managers and the UoB programme team is required to check that the partner quality monitoring takes place satisfactorily and that the programme is being run in an equivalent way.</p> <p>Link tutors would expect to spend more time working with the partner during the first year of operation where there is a training and mentoring expectation. After the first year the role becomes more routine and therefore less hours are required.</p> <p>For validation partners (where the programmes are devised and fully run by partner teams – e.g. Bradford College) the role usually applies to a wider group of programme within a subject area – the role becomes more sample based – creating link tutor reports by sampling module boxes from across the subject area.</p>
Note: All research tariff allocations will be based on TAS categories		

Activity	Hours Allocated	Comments
Research Tariff A -	Remitted from teaching hrs in line with funding level.	Substantial research activity and on track for REF submission, likely to have associated research management responsibilities and external research- related responsibilities, significant writing commitments and successful funding applications. Enterprise projects.
Research Tariff B	Allocated under Faculty hrs	On track for REF submission, significant writing commitments but unlikely to have management responsibilities

Schedule for Off – Campus Teaching and/or Teaching Support Activities using Flying Faculty (‘Allowance’)

Principle:

The Schedule will apply to staff undertaking off-campus teaching and/or teaching support activities. Flying faculty teaching is defined as teaching where the staff member travels to an approved delivery location other than the main Bolton Campus to conduct face to face teaching with students.

Schedule:

- **Teaching Hours:** Teaching Hours, as agreed with the relevant line manager, will be set against the agreed contracted 550 hours of teaching duties for the relevant full-time permanent member of staff, as outlined in **Table A** in line with the main University Agreement. It should be noted that 550 hours is the maximum and all endeavours will be taken to ensure equity across the University.
- **Workload:** In assessing and agreeing a reasonable workload for an individual, the number and distribution of consecutive formal scheduled teaching hours being undertaken in any one day should be considered, ensuring staff can take necessary breaks within normal meal time patterns. Workload planning also needs to consider off campus delivery, where travel and recovery time after long journeys has to be factored into the total workload of 1560 hours. The full workload scale of 1560 hours will also be used in line with the academic contract for allocation of other duties such as Link Tutor, Programme Leader, Examinations Coordinator etc.
- **Scheduling:** Flying faculty teaching as agreed with the relevant line manager must not disrupt on-campus teaching.

Table A: Off–Campus Teaching Activities: Allowance against 550 hours

S. No.	Activity Description	Overseas and Off-Campus-UK Teaching Allowances			
		Load 1: UoB UK on-Campus Allowance (8)	Load 2: With NO Local Tutor Support (N) N=B (100%)	Load 3: With Minimum Level Local Tutor Support (M) M = 0.75 x B	Load 4: With Substantial Level Local Tutor Support (S) S = 0.60 x B (60%)
A1	Undergraduate Module 20 Credits - Per Cohort*1	40	40	30	24
A2	Postgraduate Module 20 Credits - Per Cohort*1	40	40	30	24
A3	Undergraduate Dissertation (e.g. BA BM) Supervision 40 Credits - per student	10	10	8	6
A4	MBA - Dissertation supervision 40 credits - per student	10	10	8	6
A5	Postgraduate Dissertation (e.g. MSc SCM) supervision 60 credits - per student	10	10	8	6
NOTES:	Cohort Size – please refer to the main document.				