

Workload Allocation Planning Framework (WLA)

2023-24



Teaching Intensive Research Informed

1.0 Workload Allocation Planning Framework

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 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 (non-apprenticeship); 0.7 per hr of teaching (apprenticeship)	Maximum of 385 hours*
D	Subject, professional and pedagogy updating, scholarly activity	Maximum of 135 hours*
E	Academic Leadership, Management, Administration, , Reach Out, Other Academic activity as directed by line manager	Maximum of 680 unless teaching remission is applied* (see following tables)
F	Research and Knowledge Exchange	Maximum of 680 unless teaching remission is applied* (see following tables)
Calculation of Total Hours		Total = B + C + D + E + F

(*Totals to be agreed with line manager)

2.0 Indicative List of Activities for Academic Workload Planning – to be agreed by line manager

ACADEMIC WORKLOAD PLANING	
(A) ANNUAL WORKING HOURS 1560 PER ACADEMIC YEAR	
<p><u>(B) Formal Scheduled Teaching</u></p> <p>As specified in contract and included within Key Information Set on Module Specification</p> <p>Maximum 550 hours</p>	<p>Taught sessions/activity (face to face or digital)*</p> <ul style="list-style-type: none"> Lectures* Seminars* Laboratory/practical* <p>Personal Academic Tutoring, formal group tutorials</p> <p>Scheduled supervision (undergraduate/postgraduate (MRes, MSc, MA, PgDip)/doctoral)*</p> <p>Placement visit</p> <p>Placement work-based learning visits – including Apprenticeships*</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>NOTE: Remission may be given from the maximum for Staff New to HE Teaching at the discretion of the line manager. Remission may also be given for activities in E and F, as detailed later in this table.</p>
<p><u>(C) Teaching Delivery Related Activity</u></p> <p><u>Non apprenticeship delivery</u></p> <p>An extra 0.6 hr for every hour of directly timetabled teaching (ie. those items marked with asterisk* in B above) is automatically added</p>	<p>Planning and preparation for sessions/classes/supervision/online activities</p> <p>Assessment preparation and marking</p> <p>Additional hrs for large groups, first time running of modules and additional preparation (See section 3.2)</p>

<p><u>Apprenticeship delivery</u></p> <p>An extra 0.7 hr for every hour of directly timetabled teaching</p> <p>Maximum of 385 hours</p>	
<p>(D) Subject, professional and pedagogy updating, scholarly activity</p> <p>A maximum of 200 hours</p>	<p>TIRI activity – updating subject or professional skills and knowledge</p> <p>Apprenticeships – keeping up to date with relevant standards</p> <p>Professional recognition awards</p> <p>Maintaining professional practice registration (hrs allocated against workload for non paid practice not for paid practice)</p> <p>Undertaking of PGCert</p> <p>Studying for Masters/Doctoral qualifications</p> <p>Professional updating/PRSB registration.</p> <p>Note, under the “UoB Knowledge Exchange, Professional Practice Engagement Framework” all academic staff are expected to undertake a minimum of 80 hours work in a practice/industry setting. This may be any activity in that setting including shadowing, work on projects, developing live briefs, developing placements, developing guest lectures, formal (but unpaid) KE work for a practice/industry partner.</p> <p>Keeping a record of CPD undertaken</p>
<p>(E) Academic Leadership, Management and Administration</p> <p>Example calculation for a colleague on full teaching timetable, maximum scholarly activity, not research active.</p> <p>E = A (1560) – (B (550) + C (330) + D (200) + F(0))</p> <p>E = 480 hrs</p>	<p><u>Activities qualifying for reduction in (B) Formal Scheduled Teaching</u></p> <ul style="list-style-type: none"> Academic Operations Lead Tiri Professor Academic Co-ordinator Recruitment and Retention (AC R&R) Academic Co-ordinator Standards Enhancement and Learner Experience (AC SELE) Programme leadership New to Higher Education Teaching

Non-remitting activities (maximum of 680hrs)

Module leadership (At the discretion of line managers, remission can be given where the role involves high student numbers, and/or a complex pattern of occurrences, locations and standardisation)

Induction preparation and delivery

Mentoring of PG Cert Recruitment and admissions related activities

Marketing Activities / Attending trade events / Preparing, attending and delivering Open Days, Outreach roles

Link tutor roles

Apprenticeships – Preparation for monthly performance boards (updating on student progress); SAF and QIP preparation and other OFSTED compliance related activity. Champion roles (e.g. Safeguarding, Content, TEF Lead) (At the discretion of line management, remission can be given where the role requires significant time that cannot be fulfilled without teaching remission)

QA activities (including internal moderation)

PSRB requirements including; maintaining professional status; Practice Support Visits;

NMC recommendation to enter register; Practice Learning Quality / reports

PSRB reporting and monitoring

Staff Development related to Academic Leadership, Management and Administration

Apprenticeships (Inter alia sign up process, student satisfaction surveys, SARs, QiPs, attendance at monthly Performance Boards)

Membership of boards and committees

General administration relating to the teaching duties

Recognised Trade Union duties in accordance with the “Framework for Employee Relations: Recognised procedure agreement between the University of Bolton, Unison and the University and College Union (UCU), December 2019” or equivalent successor agreement.

Approved external responsibilities

Work Placement Co-ordination

Programme leaders with larger groups

	Year tutors/Pathway leaders
(E) University wide responsibilities (Specific and agreed activity)	<p>Developing new income streams</p> <p>New programme development and approval (e.g. contribution to approval panels)</p> <p>Central University Working Groups</p> <p>Contributing to communities of practice e.g. Teaching Excellence Network, TIRI Conference organisation etc.</p> <p>IAB development</p> <p>Work placement co-ordination</p> <p>Approved external activities (e.g. EX EX)</p> <p>Staff Development related to University wide responsibilities</p>
(E) Other Faculty Specific	<p>At discretion of the Faculty, but must be clearly quantifiable</p> <p>(e.g. overseas –teaching, conference organisation).</p>
(F) Research and Knowledge Exchange (Readers would normally expect remission owing to significant portions of time in the tariff A, or at the discretion of line managers for Tarrif B)	<p><u>Activities qualifying for reduction in (B) Formal Scheduled Teaching (Research Tariff A – see section 3)</u></p> <p>Publicly funded enterprise/research</p> <p>Private funded enterprise/research</p> <p>Funded consultancy (where the University is paid in full)</p> <p>Funded projects working with business, public authorities, charities</p> <p>Knowledge Transfer Partnerships</p> <p>Funded public and community engagement activities</p> <p>Funded contract research, testing</p> <p>Funded Enterprise activities such as support for student start-ups, spinout companies</p> <p>Research Co-ordinator</p> <p>Knowledge Exchange co-ordinator</p>

Funded network building and capacity building activities

Delivering funded non-credit bearing CPD

Non-remitting activities (maximum of 680) (Research Tariff B – see section 3)

Writing funding bids (At the discretion of line managers, remission may be given if successful bid writing is a significant element of workload that cannot be incorporated without remission)

Building networks

Delivering non-funded (or internally funded) research and KE that contributes to the Research Excellence Framework (REF) and/or Knowledge Exchange Framework (KEF) (At the discretion of line managers, remission may be given if contributing activity is a significant element of workload that cannot be incorporated without remission)

Outputs that are eligible for the REF or KEF

Staff development related to Research, Knowledge Exchange and Enterprise

Organising or chairing internal and external conferences and workshops

Non-funded public research, exhibitions, networking events

Attending conferences

Attending internal and/or external research meetings

3. Guidance on Allocating Times

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.

3.1 Category B (Formal Scheduled Teaching)

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 Academic Tutor Scheduled Tutorial sessions	Up to 100 hrs	Remitted from 550 = actual scheduled (normally group) tutorial time. Individual 1-2-1 support is allowed for in the workload in (E). Determined by year of study and number of tutees. Minimum of 2hrs per student per academic year. Maximum of 50 students per tutor.
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	Normally 1 – 2 hrs per visit	Determined by type of programme, visit, distance, and number of students visited at one location.
Apprentice Review Visits	Normally 2 hours per visit	ESFA monitoring visit (compliance) of four per year.
NMC / HCPC required student visits and sign off (academic Assessor role)	Normally 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.
Academic Operations Lead	Normally Up to 275 hours	
Academic Co-ordinator (Standards, Enhancement and Learner Experience) & (Recruitment & Retention)	Normally Up to 275 hours	

3.2 Category C - Additional Teaching Preparation Allowance

For category (C) every hour of direct teaching a normal allocation of 0.6 of an hour will be automatically added to workload for preparation, assessment, marking 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.

3.3 Categories D E and F

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

Activity	Hours Allocated	Comments
Programme Leader	Normally 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	1 st year of operation of a partner programme (or group of related programmes) and/or first year a new link tutor takes on the role: 60 hours per programme (or group of related programmes) per semester.	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. The responsibilities of Link Tutors will expand in line with the roll out of responses to B conditions imperatives and will include e.g. attendance at steering group meetings, integrating and sharing good practice with partners and specific action planning for KPIs.

Activity	Hours Allocated	Comments
	<p>2nd and subsequent years of operation (<i>UK Partner</i>): 35 hours per programme (or group of related programmes) per semester.</p> <p>2nd and subsequent years of operation (<i>International Partner</i>): 40 hours per programme (or group of related programmes) per semester.</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. For entirely new international partners, Link Tutors may have additional duties in programme set up and supporting in creating and supplying sample materials etc.</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>
Research and Knowledge Exchange Tariff A	Remitted from teaching hrs in line with funding level.	Substantial research activity and on track for Research Excellence Framework (REF) submission and/or substantial contribution to Knowledge Exchange Framework (KEF), likely to have associated research/knowledge exchange management responsibilities and external research/knowledge exchange - related responsibilities, significant writing commitments and successful funding applications.
Research and Knowledge Exchange Tariff B	Allocated under Faculty hrs	On track for Research Excellence Framework submission or Knowledge Exchange Framework, significant writing commitments but unlikely to have management responsibilities. Research or KE projects that are approved by line manager which are not internally or externally funded but are likely to lead to REF or KEF submission and/or be eligible to count towards eligibility criteria for the Reader/Professor promotion scheme.

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. Where a member of staff is already scheduled to teach their agreed contracted hours, off campus flying faculty teaching hours will attract overtime and must take place during scheduled leave.
- **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.				