

# Workload Allocation Planning Framework

## 2022-23



## 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	Maximum of 330 hours
D	Scholarly Activity (pattern of SA to be agreed with line manager)	Maximum of 135 hours (3 per week for 45 weeks)
E	Academic Leadership, Management, Administration, Research and Knowledge Exchange, Reach Out, Other Academic activity as directed by line manager	$E = A \text{ minus } (B^* + C^* + D^*)$
<b>Calculation of Total Hours</b>		<b>Total = B + C + D + E</b>

(\*Totals to be agreed with line manager)

## 2.0 Indicative List of Activities for Academic Workload Planning – to be agreed during the Academic Performance Review

<b>ACADEMIC WORKLOAD PLANING</b>	
<b>(A) ANNUAL WORKING HOURS 1560 PER ACADEMIC YEAR</b>	
<p><b><u>(B) Formal Scheduled Teaching</u></b> As specified in contract and included within Key Information Set on Module Specification  <b>Maximum 550 hours</b></p>	<p>Taught sessions/activity (face to face or digital)* Lectures* Seminars* Tutorials Personal Tutoring Scheduled supervision (undergraduate/postgraduate/doctoral)* Placement visit Placement development Placement work-based learning visits – including Apprenticeships* NMC / HCPC required student visits and sign off (academic Assessor role) Other timetabled student <i>contact</i> (e.g. digital/web-based)</p>
<p><b><u>(C) Teaching Delivery Related Activity</u></b> An extra 0.6 hr for every hour of directly timetabled teaching (ie. those items marked with asterisk* in B above) is automatically added  <b>Maximum of 330 hours</b></p>	<p>Planning and preparation for sessions/classes/supervision/online activities Assessment preparation and marking Additional hrs for large groups, first time running of modules and additional preparation (See section 3.2)</p>

<p><b>(D) Scholarly Activity and Professional Practice</b></p> <p>A maximum of 135 hours (3 hours per week for 45 weeks per year)</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> <p>Mentoring of PGCert</p> <p>Undertaking of PGCert</p> <p>New to HE staff member</p> <p>Studying for Masters/Doctoral qualifications</p> <p>Contributions to books, articles and conference papers</p> <p>Creative and original work in all media.</p> <p>Professional updating/PRSB registration.</p>
<p><b>(E) Academic Leadership, Management and Administration</b></p> <p>Example calculation for a colleague on full teaching timetable and maximum scholarly activity</p> <p><b>E = A (1560) – (B (550) + C (330) + D (135))</b></p> <p><b>= 545 hrs</b></p>	<p>Academic Co-ordinator Recruitment and Retention (AC R&amp;R)</p> <p>Academic Co-ordinator Standards Enhancement and Learner Experience (AC SELE)</p> <p>Research Co-ordinator</p> <p>Programme leadership</p> <p>Module leadership</p> <p>Personal Tutoring</p> <p>Induction preparation and delivery</p> <p>Recruitment and admissions related activities</p> <p>Marketing Activities / Attending trade events / Preparing, attending and delivering Open Days</p> <p>Link tutor roles</p> <p>Outreach roles</p> <p>Developing links with employers for live project briefs, guest lectures, curriculum updating</p>

	<p>Champion roles (e.g. Safeguarding, Content, TEF Lead)</p> <p>QA activities (including internal moderation)</p> <p><b>PSRB requirements including;</b> 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>Staff Development related to Academic Leadership, Management and Administration</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 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.</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><b>(E) University wide responsibilities</b> <b>(Specific and agreed activity)</b></p>	<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>

	Staff Development related to University wide responsibilities
<b>(E) Research, Knowledge Exchange and Enterprise</b>	<p>Consultancy</p> <p>Funded projects working with business, public authorities, charities</p> <p>Knowledge Transfer Partnerships</p> <p>Public and Community Engagement activities such as pro-bono clinics</p> <p>Publicly funded research (remitted from teaching in line with funds in)</p> <p>Private funded/Enterprise research</p> <p>Enterprise activities such as support for student start-ups, spinout companies</p> <p>Outputs that are eligible for the Research Excellence Framework (REF) or Knowledge Exchange Framework (KEF)</p> <p>Staff development related to Research, Knowledge Exchange and Enterprise</p>
<b>(E) Other Faculty Specific</b>	<p>At discretion of the Faculty, but must be clearly quantifiable</p> <p>(e.g. overseas –teaching, conference organisation).</p>

### 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 Tutor/EPT	Up to 100 hrs	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	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 <sup>st</sup> academic year. To include PGCert studies
MPhil/PhD Supervision/Thesis	24hrs F/T DoS 12 HRS F/T 2 <sup>nd</sup> Supervisor	24hrs allocated to direct teaching. Equivalent hours allocated to teaching related activity Part-time students allocated in line.

## 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 and E

### 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	1 <sup>st</sup> year of operation of a partner programme (or group of related programmes) and/or first year a new link tutor takes on the role: <b>40 hours per programme (or group of related programmes) per semester.</b>	<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>

Activity	Hours Allocated	Comments
	<p>2<sup>nd</sup> and subsequent years of operation (<i>UK Partner</i>): <b>25 hours per programme (or group of related programmes) per semester.</b></p> <p>2<sup>nd</sup> and subsequent years of operation (<i>International Partner</i>): <b>30 hours per programme (or group of related programmes) per semester.</b></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>
<p align="center"><b>Note: All research tariff allocations will be based on TAS categories (Time Allocation Survey (TAS) - an annual survey of working time by each member of academic staff engaged in research and teaching – co-ordinated by the University’s finance office)</b></p>		
<p>Research and Knowledge Exchange Tariff A -</p>	<p>Remitted from teaching hrs in line with funding level.</p>	<p>Substantial research activity and on track for Research Excellence Framework submission and/or substantial contribution to Knowledge Exchange Framework, likely to have associated research/knowledge exchange management responsibilities and external research/knowledge exchange - related responsibilities, significant writing commitments and successful funding applications.</p> <p>And/Or other Knowledge Exchange or Enterprise projects on track for Knowledge Exchange Framework submission</p>
<p>Research and Knowledge Exchange Tariff B</p>	<p>Allocated under Faculty hrs</p>	<p>On track for Research Excellence Framework submission, significant writing commitments but unlikely to have management responsibilities</p>



# 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.				