

Framework – Workload Allocation Planning

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

A	Total hours in working year	1560 hours per year
B	Formal Scheduled Teaching	Maximum of 550 hours per year
C	Teaching Delivery Related Activity	Maximum of 330 hours per year
D	Scholarly Activity	Maximum of 154 hours per year
E	Academic leadership, Management, Administration, Research, Reach Out, Other Academic Groups Specific Activity	Minimum of 526 hours per year $E = A - (B+C+D)$

Indicative List of Activities for Academic Workload Planning to be considered during PDP

Annual available working time is 1560						
Formal Scheduled Teaching As specified in contract as follows: (all included within KIS)	Teaching Delivery Related Activity	Academic Leadership, Management and Administration	Widening Participation, Reach Out, Consultancy and Business Development	Research	Other Faculty Specific	Scholarly Activity
<ul style="list-style-type: none"> Lectures Seminars Tutorials including placement tutorials Scheduled teaching on residential courses, including field trips Teaching in labs, studios, workshops and other specialist rooms Scheduled Supervision and scheduled contact with research students Scheduled supervision and scheduled contact with students on project work Scheduled work based learning activities Other <u>timetabled student contact</u> (e.g. web-based) 	<ul style="list-style-type: none"> Preparation for teaching duties including allowances for first time delivery of a module, large groups on module (based on assessment demand) and staff new to HE. Assessment 	<ul style="list-style-type: none"> Programme leadership QA Activities including completion of PQEPs, DARs, SASERs Membership of Boards of Studies and Examiners Invigilation Personal guidance duties Gradual ongoing development of teaching and learning methods Personal subject updating related to the teaching duties General administration relating to the teaching duties Faculty wide responsibilities University wide responsibilities; Recognised Trade Union duties Admissions related activities including admissions interviews Approved external responsibilities Project Co-ordination Work Placement Co-ordination Specialist Careers advice Specialist lab resource consultancy Mentoring of PgCTLHE course member New to HE staff member support Link Tutor 	<ul style="list-style-type: none"> Developing new income streams Subject and curriculum development Consultancy Recruitment activity Placements development Funded reach out projects Attending non-teaching events overseas eg graduation ceremony KTPs Widening participation activity 	<ul style="list-style-type: none"> Publicly and non-publicly funded research with outputs that are eligible for REF Studying for a PhD 	At discretion of Faculty but must be clearly quantifiable eg overseas teaching including RAK	<p>Scholarly activity includes:</p> <ul style="list-style-type: none"> Upgrading qualifications, fulfilling CPD requirements; Working towards HEA membership; External examining; Membership of subject networks/committee; Internal/external validation/ review panel membership; External reviewer/auditor; The production of books; Contributions to books articles and conference papers; Creative and original work in all media; Professional updating; Personal academic development New to HE staff member undertaking PgCTLHE

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 Hours	Comment
Included within 550 hours	Personal Tutor	Max 48	Per group of tutees – determined by year of study and number of tutees. These should be scheduled sessions so that they are included within the KIS
	Module Teaching Large Group Allocation	+30% for each multiple of 30	This applies to specific operational areas and is dependent on the demands placed on staff by particular assessment methods.
	UG/MSc Dissertation Supervision	10	Per student. Scheduled time slot is required so that they are included within the KIS
	Work Placement Assessor	1 – 2	per student determined by type of visit, distance and number of students visited at one location
	New to HE staff member	100	In first semester of employment
Not included within 550 hours	Programme Leader	50 per programme to a maximum of 200 for 4 programmes	The allocation encompasses all programmes for which the individual is responsible. One individual would provide programme leadership for four programmes in exceptional circumstances only.
	Undertaking PgCTLHE	42	Per semester of study
	MPhil/PhD Supervision/Thesis	78 ¹	Per student allocated for distribution across the supervisory team
	Research Tariff A 0.4 fte (Allocations will be based on TAS categories)	620	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
	Research Tariff B 0.3 fte (Allocations will be based on TAS categories)	464	On track for REF submission, significant writing commitments and successful funding applications but unlikely to have management responsibilities
	Research Tariff C 0.2 fte (Allocations will be based on TAS categories)	310	On track for REF submission and some funding applications
	Research Tariff D (Allocations will be based on TAS categories)	141	The basic level of allocation for teaching related research activity with an expectation that outcomes will be eligible for REF submission

¹ See “PROPOSALS FOR UNIVERSITY MINIMUM WORKLOAD ALLOCATIONS FOR THE SUPERVISION OF POSTGRADUATE RESEARCH STUDENTS”

Note: Exceptional or emergency situations which informed greater teaching remission will be dealt with on an exceptional basis outside the provisions of the standard framework.

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

The Schedule is valid from 1st August 2012.

Principle:

- The Schedule will apply to staff undertaking off-campus teaching and/or teaching support activities.

Schedule:

- Expenses:
Expenses will only normally be paid against receipts. Line managers will be responsible for monitoring and approving expense forms.
- Teaching Hours:
Teaching Hours, as agreed with the relevant line manager, will be set against the agreed contracted 550 hrs 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 taken into account, 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 be used in line with the academic contract for allocation of other duties such as Link Tutor, Programme Leader, Examinations Coordinator etc.

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

S.No	Activity Description	Load 1: UoB UK on-Campus Allowance (B)	Overseas and Off-campus-UK Teaching Allowances (Rounded up)		
			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 (75%)	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	
N1	Cohort size – please refer to main document

Specification for Off Campus Delivery

The Module Leader is to ensure that the following are completed for the activities A1 – A5 (detailed in Table A above):

1. Full marking and feedback of all formative and summative assessments for the whole of the cohort. For Load 3 and Load 4 allowances, it is expected that Local Tutors at partner institutions will undertake the majority of first marking work but under the guidance and monitoring of the Module Leader.
2. Generation of all formative and summative assessments including examination papers. Again for Load 3 and Load 4 allowances it is expected that the Local Tutor at partner institutions will assist in delivering and contextualising the majority of assessments.
3. Full internal moderation of all summative assessments using the procedures and processes as defined by UoB.
4. External moderation of all summative assessments via Link Tutor or Programme Leader.
5. Assisting the Local Tutor in obtaining Module Feedback.
6. Completing and submitting the Module Evaluation Report.
7. Supplying the relevant summative assessment marks for consideration at the examination boards.
8. Attending the relevant examination boards to present the module marks.
9. Generating, administering and marking refer, defer and retake work.
10. Complying with internal and external moderation process of refer, defer and retake assessments.
11. Attending relevant course team and course committee meetings.
12. Attending relevant refer or re-sit examination boards.