

School of English, Journalism and European Languages

Academic Staff Workload Model

Revised December 2008

Introduction

This Workload Model is intended to achieve fair, safe, healthy, and equitable workloads within the various disciplines across the School, while recognising that some variables might need to be incorporated to take account of, and fairly reflect, the differences between the three disciplinary areas (English; Journalism, Media and Communications; European Languages). The model aims to provide transparent workload measurements and equitable allocations. It is intended to be a full workload model rather than a teaching model, and thus attempts to take into account the full range of academic activities including research, teaching, and service to the University and to the discipline and/or community.

- The model is based upon hours with a base year of **1800 hours**.
- Staff on fractional appointments will be treated on a pro-rata basis.
- Staff with ARC or other grants that include a teaching relief component will have their workload adjusted accordingly.
- **Allocations of hours are indicative only**, and are given for particular tasks under three headings: Research; Teaching; Service to the University and to the Discipline and/or Community.

Research

The School recognises that all academic staff should have time to undertake quality research.

The research allocation has two components.

- An allocation of: 10% of total work hours for established academic staff (1800 x 10% = **180 hours**); 20% of total work hours for early-career researchers and staff completing doctorates (1800 x 20% = **360 hours**).
- An allocation based on average research outputs over the last 5 years using the points set out in the following table and the formula below.

Type of Research Output	Points
Book: Authored - research (B1)	5
Theses Accepted for Higher Degree: PhD (M3)	

Book: Authored – other (B2) Book: Edited (B3) Conference Publication: Edited volume of conference proceedings (F4) Major Creative Work: Published Work (K1) (includes novels and poetry/short story collections)	3
Journal Article: Refereed article in a scholarly journal (A1) Chapter in a B3 Book (C1) Conference Publication: Full written paper – refereed (F1) Book: Revision, new edition (B4) Journal Article: Edited journal (A6) Convened national/international conference Review: A substantial review of an entire field of study (D1)	1
Journal Article: Other refereed contribution to a scholarly journal (A5) Entry: In a dictionary, encyclopaedia, or the like (N) Plenary/Keynote conference address Other Creative Work: Minor Written or Recorded Work (L1) (includes short stories and poems) Other Public Output: Newspaper feature article (O1); Magazine feature article (O2) Review: A review of several works (D2); A review of a single work (D3); Any other published review (D4)	0.5
Journal Article: Letter or note (A4) Conference Presentation	0.25
Successful ARC or equivalent external grant application	1

- Formula: total points for last 5 years ÷ 5 x 100 = additional research hours allocated.

The maximum possible hours allocated for research (both components) will be 720 hours or 40% of total workload.

(Note: the research allocation for staff who opt to be classed as ‘Predominantly Teaching’ will comprise the second component only.)

Teaching

Allocations for teaching are set out in the following table.

Type of Teaching Activity	Hours
Supervision: PhD, Research MA (per student per year, pro-rata)	100
Supervision: Coursework MA dissertation, Honours research project, Directed Research Projects (per student per year)	

50% unit	25
25% unit	15
12.5% unit	10
Note: <ul style="list-style-type: none"> includes marking 	
Undergraduate lecture (developed) (per lecture hour)	8
Note: <ul style="list-style-type: none"> for newly taught lectures the hours are doubled 	
Undergraduate lecture (textbook based; technical) (per lecture hour)	4
Note: <ul style="list-style-type: none"> for newly taught lectures the hours are doubled 	
Undergraduate lecture (repeat) (per lecture hour)	2
Note: <ul style="list-style-type: none"> lecture repeated in same week 	
Undergraduate tutorial (developed) (per tutorial hour)	6
Notes: <ul style="list-style-type: none"> for newly taught tutorials the hours are doubled includes marking 	
Undergraduate tutorial (textbook based; technical) (per tutorial hour)	3
Notes: <ul style="list-style-type: none"> for newly taught tutorials the hours are doubled includes marking 	
Undergraduate tutorial (repeat) (per tutorial hour)	3
Note: <ul style="list-style-type: none"> tutorial repeated in same week includes marking 	
Technical support (Media Lab) (per hour)	1
Honours seminar, Postgraduate coursework seminar (per seminar)	12
Note: <ul style="list-style-type: none"> for newly taught seminars the hours are doubled 	
Web-Based and Distance Units	
Preparation of unit materials for new web/distance unit (per unit)	208
Substantial revision of materials for existing web/distance unit (per unit)	104
Study Schools (per session)	15
Marking	
<50 students	40
51-100 students	80
>100 students	120
Notes: <ul style="list-style-type: none"> Marking for web/distance units calculated at 2 	

essays per hour and 3 exam scripts per hour (approx)	
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Service to the University and to the Discipline and/or Community

The allocation for service to the University and to the discipline and/or community has two components: Service to the University; Service to the Discipline and/or Community.

Service to the University

- The first part of this component recognises that all academic staff are obliged to attend SEJEL staff meetings (say 10 per year x 1 hour) and discipline meetings (say 5 per year x 1 hour), and are expected to attend Faculty meetings. Staff are also required to perform a variety of other administrative activities (enrolment days, writing references, interviewing, etc). All staff will be allocated **25 hours** per year for administration.
- The second part of this component provides for other administrative duties as set out in the following table.

Type of Administrative Activity (Hours per year unless otherwise stated)	Hours
Deputy Head of School Graduate Research Coordinator	100
Member, School Research Committee Sub-Dean	25
Discipline Coordinator (including membership of School Executive Committee)	
HEF; HEG	25
HEA; HEJ	75
Major Coordinator (HES)	25
Undergraduate Unit Coordinator (per unit)	
<50 students	10
51-100 students	15
101-200 students	20
>200 students	25
Notes:	
<ul style="list-style-type: none"> • calculated @ 10 hours per unit + consultation @ 1 hour per 20 students (approx) • includes preparing outlines, setting essays and examinations, etc • an additional 10 hours for coordination will be allocated to each unit that is also video-linked or web-assisted 	10
Honours or Postgraduate Unit Coordinator	10

(per unit)	
Honours Coordinator (HEA; HEJ)	75
Postgraduate Coursework Coordinator (HEJ)	
Faculty Teaching and Learning Committee	
Academic Senate	30
Senior University Committee (UTLC, etc)	50
Library Liaison	20
Other Faculty Committee	
HEJ318 Professional Placement (industry liaison)	25
Media Lab Supervisor	25
Travel component for staff teaching or attending meetings on another campus (per visit)	5

Service to the Discipline and/or Community

- This component recognises that all staff should be involved in community-based activities, including membership of community boards/committees. Those staff involved in community-based activities will be allocated **25 hours** per year.

Note: As staff receive workload credit for committee membership, all staff should take their membership of committees seriously. Staff are expected to prepare for meetings (by reading minutes and other committee papers) and to attend all meetings. Apologies for absence should always give a reason for non-attendance.

Workload Allocation Process

1. Each March staff will be asked to specify their teaching preferences for the following year. Discipline Coordinators will then meet with the staff in their area and prepare
 - a. a provisional list of units to be taught
 - b. an Excel spreadsheet showing broad teaching allocations.
2. Staff (where necessary, in consultation with the HOS) will complete sections relating to research and administrative duties.
3. The HOS will attempt to equalise workloads (**ideally within a range of 1760–1800 hours**). Typically, this will involve one or more of the following:
 - a. providing teaching relief to staff with high workloads
 - b. reducing the number of units offered in a programme

- c. allocating staff with low workloads appropriate additional teaching (often 1st year tutorials)
 - d. adjusting administrative loads.
4. The Head of School will report on final workloads at a School meeting in the first quarter of each year.