APPENDIX A: TEACHING-RELATED ACTIVITY

**Teaching and Research**

All members of staff receive a block allocation of **100 notional hours** of teaching-related duties which includes time for direct student support, scheduled weekly student drop-in hours, writing references, moderation processes, attending exam boards, and other teaching-related activities that may arise. For new staff this allocation may be increased to **150 notional hours** depending on the precise circumstances.

**Teaching and Scholarship/Professional Tutors**

All members of staff receive a block allocation of **150 notional hours** of teaching-related duties which includes time for direct student support, scheduled weekly student drop-in hours, writing references, moderation processes, attending exam boards, and other teaching-related activities that may arise. For new staff this allocation may be increased to **200 notional hours** depending on the precise circumstances.

**Marking and Supervision**

| **Area** | **Hours** | **Notes** |
| --- | --- | --- |
| Core UG  | 3 per FTE per 60 credits | This is a radical departure from what has been in place previously. Its principal strength is that it allows the cohort size to be taken into account, which is one of the main points where discrepancies in workload arise. Each student is allocated 3 hours of assessment time per 60 credits (not including dissertation/project) to be shared out among those teaching that student in a way determined by the Head of School.  |
| Level H Core | 2 hours per 45 credits | At level H Core is 45 credits. There is 2 hours of marking allocated. On top of this is marking for dissertations and Research projects (see below) |
| Core PG | 1.5 per FTE per 30 credits. 1 per FTE per 20 credit module | As above, but time per 30 credit block is 1.5 hours. If it is a 20 credit module then its 1 hour per FTE |
| UG Dissertations | 5 hours | The hours are per student FTE and cover marking and supervision.  |
| UG Research Projects | 3 hours | As above. The hours are per student FTE and cover marking and supervision. Each supervisor of an integrated dissertation should receive 3 hours allocation. |
| PGT Dissertations | 6 hours  | The hours are per student FTE and cover marking and supervision. |
| PGR Supervision | 60 hours | This is for supervision time as well as reading and feedback on drafts. The hours are per student FTE and if there is joint supervision the hours are shared in line with the team responsibility percentages. Please note also point 13 in the workload model.  |

**Preparation**

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| --- | --- | --- |
| **Area** | **Hours** | **Notes** |
| Standard preparation time | 1 hour per scheduled hour | This is for standard format teaching (lectures, seminars and tutorials) where both the preparation and the delivery falls to the same member of staff. Where the material is prepared by a member of staff but delivered by another colleague, the Head will allocate preparation time accordingly.  |
| Higher preparation time | 2 hours(+) per scheduled hour | This is for material that is new and/or requires extra preparation and may be increased further at the discretion of the Head of School. |
| Other Preparation Time | Flexible | For all other forms of teaching not listed above (e.g. performances, fieldwork, teaching of material prepared by others, duplicate teaching, asynchronous on-line delivery and, in ITE, in-School teaching). To be determined by the Head as appropriate. In some cases, preparation time may be zero. |

**Teaching-related Travel, Field Trips and Events**

Heads should allocate appropriate notional hours for any staff member travelling to another location for teaching and for the running of field trips or on-campus student events such as conferences, exhibitions or performances (where those events are part of the curriculum and assessment and where they over-run scheduled teaching hours).

APPENDIX B: ADMINISTRATIVE AND OTHER RESPONSIBILITIES

The table below details some examples of major administrative responsibilities and allocates suggested notional allocation in four categories. Where indicated, heads should reflect on whether these allocations are appropriate for the needs of their individual Schools or Departments and adjust the time allocation for roles where necessary. They should also capture any additional roles that are undertaken in their teams and determine an appropriate allocation of notional hours. These appendices will be updated as the model is reviewed.

All members of staff receive a block allocation of **100 notional hours** of general administrative duties which includes attendance at foundation day, Learning and Teaching Days, student recruitment events, compulsory training, Subject or Department meetings, School Fora, Reflective Days, Co-Design events and administrative tasks such as attendance monitoring. For new staff this allocation may be increased to **150 notional hours** depending on the precise circumstances.

|  |  |  |
| --- | --- | --- |
| Category A (100+ hours) | Hours | Notes |
| Head of School/Department | 200 | May be increased in conversation with the DVC dependent upon other commitments for the year and/or to reflect the overall size and/or complexity of the School’s provision. |
| Foundation Year Lead | 150 |  |
| Deputy Head of School | 100 | May be increased in conversation with the Head, dependent upon the size of the provision. |
| Assistant Head of School/Department | 100 | May be increased in conversation with the Head, dependent upon the size of the provision. |
| Deputy Registrar | 100 | Currently only at the Creative Campus |
| School Senior Academic Advisor | 100 | May be increased in conversation with the Head, dependent upon the size of the provision. |
| Subject Lead | 100 | May be increased in conversation with the Head, dependent upon the size of the provision. |
| Assistant Subject Lead | 100 | May be increased in conversation with the Head, dependent upon precise levels of responsibility. |
| Category B (50+ hours) | Hours | Notes |
| Professional Placement Lead | 50 | May be increased in conversation with the Head. |
| ITE Program Lead (BAQTS, PGCEs) | 50 | May be increased in conversation with the Head. |
| PGR: Professional Doctorate Coordinator | 50 | For each programme, for each part (Taught Phase; Dissertation Phase). |
| Recruitment Coordinator  | 50  | CAPA Specific |
| Category C (15+ hours) |  |  |
| Director of Research Centre | 25 | It is recognised that this role can be much heavier in some years than in others. Heads will determine the allocation on a year-by-year basis depending upon such things as conferences to be run, funding bids to be submitted and similar. |
| REF UoA Coordinator | 25 | It is recognised that this role increases as the REF cycle progresses. Heads will determine the allocation on a year-by-year basis.  |
| PGR: Validated Partners Link Tutor | 25 | May be increased depending on precise level of responsibility in conversation with the Head |
| Chair of Student Voice Committee | 25 |  |
| School Assessment Lead | 25 |  |
| Subject assessment coordinator | 25 |  |
| Network of Hope Coordinator | 25 | May be increased in conversation with the Head for areas which have larger provision.  |
| PGT Coordinator | 25 | May be increased in conversation with the Head for areas which have larger provision.  |
| Head of Level/Year Block (e.g. Level H Core 1) | 25  |  |
| Programme Lead (e.g. Single Hons, Major, MA) | 25  |  |
| Chair of School-level Committee | 25 | May be increased in conversation with the Head |
| School LSP coordinator | 25 |  |
| Employability coordinator | 20 |  |
| Study Abroad Lead | 25 |  |
| CoP Lead | 25 |  |
| Interviews and Auditions (Professional Courses Social Sciences, CAPA, Education) | 25+ | May be increased in conversation with the Head, particularly where there is significant interviewing and auditioning (e.g. ITT, CAPA, Social Work).  |
| Responsibilities related to External Audit | 25 |  |
| Research Mentor | 25 |  |
| Foundation Year Coordinator  | 35 | CAPA Specific |
| Category D (10+ hours) | Hours | Notes |
| Member of School or University level Committee | 10  | May be increased in conversation with the Head.  |
| Member of University Council | 10 |  |
| Health and Safety Representative | 10 |  |
| Member of Senate | 10 |  |
| Masters Module Lead (30 credits) | 10 |  |
| PGR Director of Studies | 10 | Per student |
| Service to external bodies, advisory committees, or external examinerships | 10 |  |
| Additional Recruitment Activity | 10 | May be increased at Discretion of Head of School. Includes recruitment fairs, visits to Schools |
| Access and Participation Lead | 10 | May be increased at Discretion of Head of School. |