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| Z:\HEReview\Logos\new logo Hope_Crest_CMYK_081116 (2).jpg | **WORKLOAD MODEL**  **18 October 2022** |

Following extensive discussions between the University and UCU via the formal mechanism of JCNC, the agreed workload model for academic staff is set out below. This model will be reviewed in June 2023 and annually thereafter to ensure that it remains fit for purpose.

**Basic Principles**

1. It is noted that the National Contract does not stipulate a precise number of hours to be allocated. However, a figure is needed if this model is to work. It is agreed that for the purposes of the allocation of work, the number of hours is 1500.
2. 1500 is the number of hours of actual work to be allocated via the workload model. Annual Leave, Bank Holidays, Liturgical Days and Graduation Days are not included in these hours.
3. It is agreed that the 1500 hours are “*notional*” and as such cannot be taken as anything other than a guideline; they are not intended to be precise and should not be understood as such.
4. In any given year, a member of staff will be allocated up to the 1500 notional hours via this model. It is accepted that the number of actual hours worked may be more or fewer than 1500 depending upon factors such as student numbers, the time taken by an individual member of staff to complete a task (for example marking or preparation of lectures) or individual research deadlines.
5. To ensure cross-University consistency relative to ‘4’ above, typical tariffs for a range of activities are set out in the appendices. These tariffs form an integral part of this workload allocation model, without which this workload model is incomplete. There has been an agreement in good faith that the notional hours indicated in these tariffs reasonably reflect the average time taken to complete the listed tasks and roles. The tariffs document remains under review and is subject to change through the appropriate negotiating mechanism of JCNC.
6. It is agreed that, providing the overall 1500 notional hours is not exceeded, Heads may allocate any under-allocated hours in one area to another.
7. Given the present priorities of the University, these 1500 notional hours are currently divided into what is set out below. The details of this division may, however, change where the business interests of the University so require.
8. For those on contracts which include research, and for all grades (7,8,9,10),[[1]](#footnote-1) the divisions are:
   1. A notional 800 hours for ‘teaching-related activities’
   2. A notional 450 hours for ‘research’
   3. A notional 200 hours for ‘administration and other responsibilities’
   4. A notional 50 ‘flexible hours’, which may be allocated by the Head of School for ‘research’ or ‘administration and other responsibilities’. They may also be allocated for ‘teaching-related activities’, though *not* to increase the number of “formal, scheduled teaching hours” detailed in ‘9’ below.
9. For the purposes of allocating the notional 800 hours for ‘teaching-related activities’, the precise wording is “800 hours of teaching-relating activities, of which up to a maximum of 300 hours shall be formal, scheduled contact teaching hours”.
10. ‘Teaching-related activities’ is a broad category. It includes not only face-to-face teaching but also preparation, marking, individual support for students, student-focused “office hours”, the setting of examinations, the upkeep of Moodles and many other things.
11. ‘Teaching-related activities’ includes dissertation supervision at both UG and PGT level. While not included in ‘formal, scheduled teaching’ hours, these activities are included in the total of a notional 800 hours.
12. Network of Hope teaching is counted as ‘formal, scheduled teaching hours’ where actual teaching is taking place, be that face-to-face or online.
13. ‘Teaching-related activities’ also includes PGR supervision. No member of staff should normally be involved in any capacity with more than three supervisions. Exceptions to this rule can be granted only by the PVC Research. It is for the Head of School to factor PGR supervision into the workload, but normally this will not exceed a notional 100 hours in total. PGR supervision is counted as part of the notional 800 hours for ‘teaching-related activities’. In addition, the notional 50 ‘flexible hours’ may, in exceptional circumstances, and if the Head of School so determines, also be used for PGR supervision.[[2]](#footnote-2) PGR hours do not count as ‘formal, scheduled contact teaching hours’.
14. In determining the range of activity that comprises the notional 800 hours, and the relative weighting of ‘formal, scheduled teaching hours’ and other teaching-related activity, Heads will take into account such things as the size of classes, assessment, PGR, PGT and UG supervision, and the extent to which the material taught is relatively new and hence needs higher levels of preparation.
15. For those on Professional Tutor or Teaching and Scholarship contracts, the division of the notional 1500 hours will be as follows:
    1. A notional 1000 hours for ‘teaching-related activities’
    2. A notional 150 hours for ‘scholarship’
    3. A notional 300 hours for ‘administration and other responsibilities’ (to include interviewing in the case of ITT)
    4. A notional 50 flexible hours which may be allocated by the Head of School for ‘scholarship’ or ‘administration and other responsibilities’. They may also be allocated for ‘teaching-related activities’, though *not* to increase the number of “formal, scheduled teaching hours” detailed in ‘16’ below. Where approved by the Head of School these notional 50 flexible hours may be used for personal development, for example working towards a directly relevant professional qualification such as (S)FHEA, an NPQ or a further degree, or participation in, for example, Aurora.
16. For the purposes of allocating the notional 1000 hours for ‘teaching-related activities’, the precise wording is “1000 hours of teaching-relating activities, of which up to 450 may be formal, scheduled contact teaching hours”.
17. ‘Teaching-related activities’ is a broad category. It includes not only face-to-face teaching but also preparation, marking, individual support for students, student-focused “office hours”, the setting of examinations and the upkeep of Moodles. For professional tutors in ITT and Social Work the notional 1000 hours also includes School-based Teaching/Placement Teaching including travel time.
18. In determining the range of activity that comprises the notional 1000 hours for professional tutors and teaching and scholarship colleagues, and the relative weighting of ‘formal, scheduled teaching’ and other teaching-related activity, Heads of School will take into account such things as the size of classes, assessment, PGT and UG supervision, the extent to which the material taught is relatively new and hence needs higher levels of preparation, and travel time required for, in particular, school-based or other placement-based teaching.
19. It is the Head of School who has responsibility for the application of this workload model. Subject leads may advise and assist, and the Head of School is encouraged to take advice from the leads. However, it is the Head of School who has the final say and it is the Head of School who will be held accountable by the DVC for the fair application of the principles set out above.
20. Where a particular member of staff has a concern relating to the application of this model in his/her individual case, this would normally be resolved by the Head of School. Where this cannot be achieved, the individual member of staff may ask the DVC to review the member of staff’s individual workload. Where the case appears complex and needs full investigation, the DVC may ask a member of Personnel and a senior colleague, normally another Head of School, to advise. If this fails to bring about a resolution the member of staff has access to the standard personnel procedures including grievance proceedings.

**Flexible Hours**

For the avoidance of doubt, the notional 50 hours will in all cases be allocated by the Head of School to a suitable activity and are designed principally to allow the staff member and Head of School to prioritise activity. The staff member may request to have these hours allocated in a particular way, for example for CPD, PGR supervision, research or scholarship, but it is the Head of School who makes the decision. The clear intention is to use these hours to enable colleagues to ‘play to their strengths’, but this cannot always be guaranteed as the hours may be required for strategic or operational priorities.

**Trade Union Facility Time**

Facilities time for recognised trade union activities will be allocated on annual basis in line with agreed Facilities time agreement and UCU confirmation of those appointed to the recognised roles. When this information is passed onto us, those colleagues will have their hours reduced for union work as per negotiated agreement.

**Tariffs**

To follow

1. For core academic staff, any SPOT colleagues are also covered by this workload allocation model. [↑](#footnote-ref-1)
2. For example, where ‘teaching-related activities’ totalling 800 hours have already been assigned and further opportunities have arisen and the member of staff wishes to undertake them. [↑](#footnote-ref-2)