Council Memo Number:208.1907

Date: 01.11.2016

Operating Policy and Procedure for Calculation of Workload of Academic Staff

Rajarata University of Sri Lanka

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish rules for calculating the statutory workload of teaching staff of Rajarata University of Sri Lanka in compliance with "Ethics and Academic Accountability for Academic Staff in the Sri Lankan University System" prepared by Quality Assurance and Accreditation Council of the University Grants Commotion of Sri Lanka. This OP is a mechanism for ensuring thateach faculty member meets the statutory workload minimum as stipulated in the above-mentioned document (see below).

REVIEW: This OP will be reviewed in January of odd-numbered years by a Committee appointed for this purpose by the Senate of the University. The Committee shall present the revisions to the Senate at its meeting in March of the same year.

POLICY/PROCEDURE

1. The workload of teaching staff encompasses a variety of teaching, research, technology transfer and contribution to University and national development. Teaching load, which includes the number of credit hours taught and supervision of research at both undergraduate and postgraduate levels equivalentduties assigned to a faculty member, is one aspect of faculty workload. In carrying out theirresponsibility to distribute workload, Heads of Departments/ Units (or comparable academicadministrators) and Deans must assign teaching loads such that:

a. overall workloads are distributed as equitably as possible and in keepingwith framework of the Department/ Unit;

b. the University meets its instructional obligations for both undergraduate and postgraduateprograms;

c. each teaching staff meets statutory minimum teaching load requirements as specified for each category of staff in QAAC document stated above (listed below for easy reference); and

d. participation of teaching staff in research, technology transfer and university and national development is accommodated.

Minimum Number of Student Contact hours specified by QAAC for Different Categories of Teaching Staff

Head of the Department / Division	- 180 hours/year
Senior Professor/Professor	- 300 hours/year
Associate Professor/ Professor	- 360 hours/year
Senior Lecturer Grade I and II	- 380 hours/year
Lecturer/Probationary Lecturer	- 450 hours/year
Senior ETA/ETA Grade I/Instructor Grade I	- 480 hours/year
ETA Grade II/Instructor Grade II	- 510 hours/year

As per the guidelines given therein the minimum workload of a teaching staff is calculated as (35 hrs (= 7 hrs/ day X 5 days a week) – 7 hrs (= hrs/ week that can be used for other activities in terms of academic freedom) X 30 weeks = 28 hrs X 30 weeks = 840 hrs.

2. Any postgraduate teaching and/ or research which receive extra remuneration shall not be counted under teaching load. These may, however, be considered under technology transfer/ research and/ or university and national development activities.

3. A reduced teaching load may be granted if classes do not materialize because of insufficientenrollment and when additional classes or equivalent academic work cannot be assigned to thefaculty member. This exception will not be made for any particular faculty member in successiveyears.

4. Heads of Departments/ Units and Deans are responsible for assigning teaching duties equitably. If a teaching staff member considers that she/ he has been treated in otherwise in allocation of teaching duties, she/ he can report such incidents to the Vice Chancellor. The Internal Quality Assurance Unit (IQAU)of the University through Internal Quality Assurance Cells (IQAC) of the Faculties monitors these assignments for compliance and equity and provides appropriate reportsto the Senate.

5. Computation of teaching workload

In computing teaching workload, in equivalence of student contact hours, various aspects of teaching and training. These are identified in to 12 categories of teaching, learning activities & assessments and seven categories of industrial training process. The multiple offerings of the same course by the same teacher, time required in preparation of lectures, tutorial/ practical classes, time allocation for setting/ moderation, translation, setting of practical, clinical, fieldwork examinations considering the number of groups of students, marking of answer scripts in function of credits and student numbers, evaluation of practical/ clinical/ field work reports, supervision and evaluations of undergraduate research/ projects shall be taken into account in formulae to calculate student contact hours. Time spent for liaising with institutes/ industries, documentary work related to assigning of students for training, follow-up work, supervision of trainees, guiding students to write of industrial training reports, evaluation of presentations/ viva voce examinations, assessment of training shall also be used in computation of students contact hours.

The method of calculation of student contact hours in each of those categories of leaching/ learning/ assessment activities and industrial training activities are presented in following tables (Table 1 and Table 2).Table 3 is used to calculate the teaching load in conjunction with clinical teaching/ learning activities. In addition, workload related to academic coordination at various levels is also taken into account.

Table 1. Formulae to compute student contact hours for different categories of teaching/ learning/ assessment activities (including undergraduate research)

	Teaching/ learning/ assessment activity	Student contact hours	Explanation of parameters (these parameters are used in spreadsheet calculation of final workload)
1	Conducting lectures/ tutorials/ small group discussions	15 x m x C X AF	m – number of offerings of the same course by the same teacher C- Number of credits or equivalent parts thereof

			AF – Adjustment factor for class size (see below)
2	Preparation of lectures/ tutorials/ small group discussions	$15 \times k_1 \times C$	$k_1 = 2$ – number of hours required for preparation to conduct one-hour lecture/ tutorial
3	Setting examination papers (including mid-semester exams)	$k_2 \times C$	$K_2 = 3$ – time required for setting an examination paper for 1 credit course
4	Translation and/ or moderationof examination papers	$k_3 \times C$	$K_3 = 0.25$ – time required for translation and/ or moderation of question paper of a 1 credit course
5	Marking examination answer scripts	$n \times C/3$	n = number of students following course Assumption – time spent for marking 2 essay type questions is 20 mins.
6	Evaluation of tutorial/ assignments	$n \times t/6$	t = number of tutorials/ assignments for course
7	Conducting practical classes/ clinical/ fieldwork/ field visits	actual number hrs/ year	
8	Preparation of practical classes/ clinical/ fieldwork/ field visits	actual number hrs/ year	
9	Setting a practical/ clinical/ fieldwork examination	$k_4 \times g$	$k_4 = 3$ – time for setting a practical/ clinical/ fieldwork examination g = number of groups (if all groups are given the examination, then $g = 1$)
10	Evaluation of practical/ clinical/ fieldwork reports	$k_5 \times n \times f$	$k_5 = 0.25$ time required to grade a practical/ clinical/ fieldwork report f = number of reports in the course to be evaluated
11	Supervision of undergraduate research	$15 \times p \times k_6$	p = number of projects (individual or group) $k_6 = 1$-time spent weekly on supervision per project
12	Evaluation of undergraduate project/ research reports (as supervisor and/ or examiner)	$q \times k_7$	$k_7 = 5$ – Time required to correct and evaluate a project report q – number of reports evaluated
13	Student presentations on training and/ or Viva voce examination	$n_p \times k_{11}$	n_p – Number of students examined $k_{11} = 0.25$ Time spent for a student

Table 2. Formulae to compute student contact hours for different categories of Industrial Training activities

	Activity	Time Spent (hr)	Explanation of parameters (these parameters are used in spreadsheet calculation of final workload)
1	Prior preparation for assigning students for training (liaising with industry and related documentary work)	$n \times k_8$	n – Number of students assigned for training k_8 - Average time spent for one student

2	Supervision of Trainees (including attending to problems etc.)	$n_v \times K_9$	n_v – Number of industries/ institutes visited k_9 - Average time per visit
3	Correction and evaluation of industrial/ institute training report	$q \times k_{10}$	q = Number of reports corrected and marked k_{10} = 3 hrs – Time spent for activity
4	Student presentations on training and/ or Viva voce examination	$n_t \times k_{11}$	n_t – Number of trainee students examined k_{11} = 0.25 Time spent for a student
5	Final evaluation of training	$n \times k_{12}$	k_{12} = 0.3 hr – Time spent per student

Table 3. Computation of teaching load for different categories of clinical teaching/ learning activities

	Activity	Credits per 15 hrs. (to calculate no. of teaching load, hrs X C)
1	Uninterrupted full clinical teaching Skill training under supervision Small group case discussions Demonstration and medical and surgical procedure/ tasks Medical and surgical interventions during emergencies	1.0
2	The periods of teaching when attention is divided between the patient and the students (ward rounds, clinics) OPD cases with students, junior clinicians/ internees Short distance ambulatory and mobile clinics Supervision and guidance of medical and surgical case handling	0.8
3	Clinical practice where students are only observers (during surgeries, endoscopies) Student supervision and training n lab setting (restorative, prosthetic skills lab, CPR, mock patient examination) Long distance ambulatory and mobile clinics	0.5
4	Clinical practice in hospital to generate teaching material only – without the presence of students (casualty service) Hospital services (clinics, theatre, ICU, nuclear medicine unit work, diagnostic laboratory services)	0.3

Adjustment factor (AF) for the class size

In different Faculties the class size varies and hence, when computing the total student contact hours for a particular course, an adjustment factor is introduced to compensate the additional workload due the class size. AF should be considered in conjunction with Item 1 in Table 1.

Class Size	*AF (hrs)*
<25	1
26-49	1.1
50-74	1.2
75-100	1.3
100-200	1.4
200-300	1.5
> 300	1.6

The Heads of the Department/ Units shall consider multiple offering of the same course, if the number of students is higher than a certain norm accepted by the Department/ Unit.

Academic Coordination (per year unless stated otherwise)

• Faculty (Degree Program) coordination –   Undergraduate Studies – 120 hours,
                                                 Postgraduate studies   – 60 hours.

• Academic subject coordination -10 student contact hours per subject/module per full semester where the staff member does not earn credit for that subject (e.g. where visiting staff take all the lectures).

• Academic event coordination –up to 15 student contact hours per event (claimed in proportion to the workload - maximum 30 per semester)

Electronic Delivery of Courses

Faculty members developing courses primarily for electronic delivery, as part of the normal teaching load, will be granted teaching workload credit equal to the course semester credit hoursfor one semester before the course is to be delivered. The first semester the course is taughtby electronic means, faculty members will receive teaching load credit that is 1.5 times thesemester credit hours of the course. Faculty will receive normal workload credits for thesecond and subsequent offerings of these courses.

Developing a new course

When a faculty member is responsible for developing a new course (lecture, laboratory,etc.), one additional teaching load credit will be assigned in the first semester thecourse is taught. Additional teaching load credits, up to a total of two, may be granted uponapproval of the Head of the Department/ Unit head.

When a faculty member is teaching a course (lecture etc.) that the he or she has nottaught in the last five years, 0.5 additional teaching load credits will be assigned in thesemester that the faculty member resumes teaching the course.

6. **Computation of workload related to research other than undergraduate research supervision**

Activity	Time per activity
Research grants	50hrs/ grant
Member of research consultants team	20 hrs
Research publications	
Refereed journal	25hrs/per article
Non-refereed Journal	20hrs/per article
Extended abstracts	10 hrs/per e. abstract
Abstracts	05 hrs/ per abstract
Editor of a journal or proceedings	50 hrs/per journal
Associate Editor of a journal or proceedings	30 hrs/per journal
Member of editorial board of a journal or proceedings	20 hrs/per journal
Editing of collection of essays or books	40 hrs/per book
Conference/symposium coordinator/secretary (national)	100 hrs/per event
Conference/symposium coordinator/secretary (international)	150 hrs/ per event

Workshop coordinator	10 hrs / per event
Supervision of research (M Phil, Ph.D.) full time*	90 hrs / perproject
Supervision of research (M Phil, Ph.D.) part time*	45 hrs/ per project
Supervision of research (PG Diploma)*	20 hrs/per project
Coordinator of research programs*	50hrs
Reviewer of research proposals and articles for publications	10 hrs/ per proposal or article
Member of multidisciplinary research team	Time spent shall be decided at the Research and Publication Committee
Member of team of Institutional linkage	
Member of projects of national relevance	
Author of books or chapters in books (international/national publisher)	100 hrs/ per book 50 hrs/ book chapter
Author of Monographs	50 hrs/ per book
Author of policy papers	50 hrs/ per policy paper
Author of consultancy reports	50 hrs/ per report
Software development	30 hours/ per one software
Media projects and products	30 hours/ per project or product
Translation and publication of books and scholarly work	25hrs/ per 100 pages
Peer reviewed presentation at a conference	10 hrs/ per presentation

* Activities with extra remuneration shall not be considered. However, the Faculty Research and Publication Committees may consider the contribution of the staff to the research and development and allocate credit for such activities. The actual student contact hours cannot be considered in such cases.

7. **Computation of the workload for administrative and other activities**

It was further suggested to give accountability for the administrative services attended by the academic staff members. Followings are the contact hours for different positions/ activities.

Position	Workload
Director External Affairs/ Career Guidance/ Welfare/ Computer unit/ Staff development/ IQAU and other similar*	50 hrs/ year
Proctor	50 hrs/ year
Deputy Proctor	45 hrs/ year
Senior Student Counselor/ Warden	50 hrs/ year
Student Counselor /Academic sub warden	45 hrs/ year
TEC Participation	Paper ad – 3 hrs/ TEC Other – 1 hr/ TEC
Duties provided by VC/ Senate	10 hrs/ activity
Coordinating developing of new degree programme	100 hrs/ year
Developing a new course	40 hrs/ course
Infrastructure development at Department/Faculty/University	Actual time spent as per records
Student advisory boards/disciplinary inquiry boards/ Boards of Examiners	
Department meetings/Faculty Boards/Senate sub-committees/ Boards of study	
Resource person - curriculum development workshops and training programmes	
Any other activity in institutional and/ or national development	Allocation to be decided by an appropriate subcommittee of the faculty Board

* The total number of hours, if such workload is stipulated in the letter of appointment

8. **Mode of implementation**

Computation of Teaching Workload (Section 5 above) shall be done according to the above-mentioned methodology (Table 1, Table 2 and Table 3 where applicable and using the adjustment factor – AF- to compensate for class size) by the individual Faculty member as per records of teaching/ learning activities. The Faculty member submits a report at the end of each semester or on a date agreed upon by the Faculty to the relevant Head of the Department forvalidation. Any grievance shall be arbitrated by the Dean of the respective Faculty.

Workload related to research other than undergraduate research supervision(Section 6 above)shall also be computed by individual Faculty member according to the guidance given in Section 6 above and shall be validated by the relevant Head of the Department. Any grievance shall be arbitrated by the Dean of the respective Faculty.

When the Faculty member is the Head of the Department the above workloads shall be validated by the Dean of the Faculty.

Workload for administrative and other activities(Section 7 above) shall be computed by the individual Faculty member and shall be validated by the Dean of the Faculty. The Dean of the Faculty may request certification by the respective authority who assigned the work/ task to the member or other proofs for claims by the Faculty member.

The above workload calculations are not applicable to Faculty members who hold fulltime administrative positions during the relevant period.

A softcopy of a spreadsheet template shall be made available to each Faculty member to ensure easy and uniform computation.