Faculty of Medical Sciences
Workload Planning Model Guidance Notes

Context

- The University Think Tank on the Student Experience of Teaching and Learning in 2008 highlighted the need for all academic units to operate workload allocation models to facilitate workload planning and to inform performance management, including the PDR process. The academic job summary guidance, which was an action from the Think Tank, was approved by Senate and Council in 2008. It specifically highlights the responsibility heads of academic units have for workload allocation models which are intended to help academic staff to have time to engage in both teaching and research over the academic year, whilst recognising that the proportion of time allocated to different activities will differ depending on the strengths of the individual. At the same time, a Workload Planning Policy, which sets out a general framework within which models can be developed and operated, was agreed with UCU.

- The Faculty of Medical Sciences Executive Board approved a Workload Planning Model to be implemented across the Faculty from 2009/10. This was ratified by University Staff Committee.

- The attached Workload Planning Model lists “activities” which may be carried out by academic staff in the Faculty of Medical Sciences. These are listed under the generic headings of “research”, “teaching”, “administration” and “engagement”. A notional amount of time or “weighting” has been attributed to each activity.

- The model only includes activities that could be defined as “commitments”. It does not include activities that could be classed as “outputs” or “achievements” eg the submission of grant applications or writing papers.

- The intention is that the model will be self-populated during Term 1 by every member of academic staff (not honoraries) in order to ascertain their “committed time” over the course of the previous academic year (1st August – 31st July). It is anticipated that time other than “committed time” will be utilised for the purpose of teaching and/or research “scholarship”. This would include activities such as reading and thinking, preparation of grant applications, writing papers, attending conferences etc.

- The intention is that this information will be used by Heads of Academic Units to allocate duties appropriately whilst factoring in time for teaching and/or research scholarship. The specific role and relative seniority of staff will be taken into account when allocating such duties.

How to complete the spreadsheet

- Appropriate entries in relation to each activity should be entered in the “Answer” column. Answers will be either numerical or Yes/No. Where a Yes/No answer is required a dropdown menu is accessed by clicking in the appropriate cell in the answer column. Numerical answers can simply be entered directly in the answer column. Where an activity is not relevant the
answer column can be left blank. A weighting will be applied according to the answer given and the ‘total’ column will be automatically populated.

- The teaching activities listed include the supervision and assessment of projects/dissertations. The weighting attached to these activities relates to the size of the project/dissertation in terms of credits / word limit. Information regarding credits and word limits attached to particular projects/dissertations can be accessed by clicking in the appropriate cell in the “Activities” column on the spreadsheet. The activities listed are typical commitments within the Faculty of Medical Sciences. It is anticipated that staff may have other commitments that are not listed. The fact that an activity is not listed does not imply that it is not valued by the Faculty but rather that it may not be typical across the Faculty. In these circumstances the individual and Head of Academic Unit will agree upon a suitable weighting for the activity and record this as “Other activities agreed with the Head of Unit”.

- Heads of Academic Units may also be required to adjudicate in other circumstances as to the weighting that should be attached to a particular activity eg where the actual costed hours attached to a research project are unclear.

- Activities should not be double-counted. For example, where a member of staff carries out an overarching role such as Head of an Academic Unit, s/he may carry out other listed activities as part of that role eg attending Faculty Committees. In these circumstances time attached to those activities should not be counted.

**Annual review**

- The model will be reviewed by Faculty Executive Board on an annual basis.

Last updated 07/11/11
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