
ST. AUGUSTINE INTERNATIONAL UNIVERSITY



Academic Workload Allocation Policy and Procedures

AUGUST 2016

1. Introduction

Different Universities and colleges use different systems to calculate academic workloads for various academic staff. Although, the actual hours of work associated with particular activities for academic staff is not always easy to quantify, we however, have a responsibility to ensure that, all our staff have a fair and equitable workload across disciplines or departments.

It is intended that this policy will provide Heads of Department and Deans with a framework within which models for workload planning will be developed and operated.

2. Purpose and Objectives

The purpose of this policy is to ensure that every academic staff of the University has an equitable and reasonable workload which shall regularly be reviewed by the Head of Department in consultation with the concerned staff.

3. Guiding Principles

The University expects Heads of Department and Deans/Principals to endeavour to apply the following principles when managing workload;

- 3.1. When managing workloads, Heads of Department should take account of the need to provide the opportunity, during reasonable working hours, for academic staff to engage in the broad spectrum of academic work.
- 3.2. The allocation of workload within schools, colleges and departments shall be equitable. Equity does not imply that all staff performs the same tasks in the same proportions, but rather that a roughly equal load (taken across all areas of work and over a reasonable period of time) is allocated to, and undertaken by, each academic staff member in the University irrespective of discipline.
- 3.3. The teaching norm in the University shall be based upon two main teaching periods that equate to approximately 37- 40 teaching and examinations or evaluation weeks per year [i.e. 17 - 20 weeks per semester]. Accordingly, a **full-time** staff member's allocated workload should be completed within a **40-hour per week**

over this period.

4. Workload Pattern for Academic Staff

4.1. Workload for Academic Staff with Administrative Duties

4.1.1. 30% teaching (about 12 hours per week) which shall consist of the following:

- 4.1.1.1. Preparation and delivery of lectures
- 4.1.1.2. Preparation and conduct of tutorials
- 4.1.1.3. Preparation and supervision of practical classes
- 4.1.1.4. Course coordination
- 4.1.1.5. Clinical teaching and supervision
- 4.1.1.6. Supervision of research project of students
- 4.1.1.7. Setting and marking of regular examinations and assignments
- 4.1.1.8. Setting and marking of supplementary or special examinations
- 4.1.1.9. Compilation and submission of examination results
- 4.1.1.10. Student consultation (during semester and pre- and post-examinations)

4.1.2. 40% research (about 14 hours) which shall consist of the following:

- 4.1.2.1. Individual or team research in a variety of settings (office, laboratory, library, study, field, other institution)
- 4.1.2.2. Preparation of grant submissions and funding proposals
- 4.1.2.3. Writing and submission of monographs, journal articles etc.
- 4.1.2.4. Supervision of research staff
- 4.1.2.5. Research/academic leadership
- 4.1.2.6. Attendance and presentations at conferences or Institutional seminars and workshops

4.1.3. 30% (about 12 hours) community engagement and/or University service.

- 4.1.3.1. Administrative roles or duties at the department, faculty, school, college or University levels.
- 4.1.3.2. Membership of committees at the department, faculty, school, college or University levels
- 4.1.3.3. Supervision or mentoring of other staff
- 4.1.3.4. Membership of editorial boards or conference program committees

4.2. Workload for Academic Staff without Administrative Duties

4.2.1. 45% teaching (about 18 hours per week)

4.2.2. 40% research (about 14 hours)

4.2.3. 15% (about 6 hours) community engagement and/or University service.

4.3. It is important to note that not all the activities listed above would necessarily form part of allocated workloads within a University, depending on the school, institute or college and its strategic objectives, there could be others included.

4.4. An academic staff member who is fully loaded may be asked but will not be required to contribute to the weekend teaching in accordance with standard workload arrangements. An academic staff that is otherwise fully committed may agree to undertake teaching during the weekend for additional remuneration.

4.5. Part-time academic staff member will normally undertake a full range of duties as a full-time academic staff on a pro-rata basis, unless there is an agreement to the contrary reflected in the staff member's engagement profile from semester to semester.

4.6. Mechanism of allocation workloads shall be reviewed from time to time and at least once every five years, where necessary, amended.

5. Management of the Policy

5.1. Should a staff member have concerns about the workload that has been allocated to them by their supervisor or Head of Department, the staff member may raise the matter in the first instance by approaching their supervisor or Head of Department.

5.2. Should the matter not be resolved by the Head of Department, the staff member may choose to move the matter to the DVC AA through the College Principal.

5.3. Changes to these guidelines will be subject to consultation with the Academic Staff Consultative Committee and affected academic staff.