



Bhiksu University of Sri Lanka

INTERNAL QUALITY ASSURANCE UNIT

Operating Procedure for Calculation of Workload of Academic Staff

PURPOSE

The purpose of this Operating Procedure (OP) is to establish rules for calculating the statutory workload of teaching staff of Bhiksu 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 (QAAC) of the University Grants Commission of Sri Lanka. This OP is a mechanism for ensuring that each faculty member meets the statutory workload minimum as stipulated in the above-mentioned document.

PROCEDURE

01. 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 equivalent duties assigned to a faculty member, is one aspect of faculty workload. In carrying out their responsibility to distribute workload, Heads of Departments/ Units (or comparable academic administrators) and Deans must assign teaching loads such that:

- a) overall workloads are distributed as equitably as possible and in keeping with framework of the Department/ Unit;
- b) the University meets its instructional obligations for both undergraduate and postgraduate programs;
- 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 Department or Unit/ Unit Coordinator/ Director	180 hours/year	06 hours/week
Senior Professor/Professor	300 hours/year	10 hours/week
Associate Professor	360 hours/year	12 hours/week
Senior Lecturer Grade I and II	380 hours/year	13 hours/week
Lecturer/Probationary Lecturer	450 hours/year	15 hours/week
Temporary Lecturer I/Instructor Grade I and II	480 hours/year	16 hours/week
Instructor Grade III/ Tutor	510 hours/year	17 hours/week

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= 420 Per Semester.

02. 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**.

03. A reduced teaching load may be granted if classes do not materialize because of insufficient enrollment or with good reasoning and when additional classes or equivalent academic work cannot be assigned to the faculty member.

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

05. Calculation of Teaching Workload

In calculating teaching workload, in equivalence of **student contact hours**, various aspects of teaching and training. These are identified in to **13 categories of teaching/ learning activities & assessments** and **five categories of training process**.

Student Contact Hours	
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, training, fieldwork examinations considering the number of groups of students, marking of answer scripts in function of credits and student numbers, evaluation of practical/ training/ field work reports, supervision and evaluations of undergraduate research/ projects	Time spent for coordinating institutes/ 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

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

Table – 01. Formulae to calculate 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)
01	Conducting lectures/ tutorials/ small group discussions	$15 \times M \times C \times AF$	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)
02	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
03	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
04	Translation and/ or Moderation of examination papers	$K_3 \times C$	$K_3 = 1$ – time required for translation and/ or moderation of question paper of a 3 credit Units
05	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.
06	Evaluation of tutorial/ assignments	$N \times T / 6$	T = number of tutorials/ assignments for course
07	Conducting practical classes/ training/ fieldwork/ field visits	Actual number hrs/ year	
08	Preparation of practical classes/ training/ fieldwork/ field visits	Actual number hrs/ year	
09	Setting a practical/ training/ fieldwork examination	$K_4 \times G$	$K_4 = 3$ – time for setting a practical/ fieldwork examination G = number of groups (if all groups are given the examination, then $G = 1$)
10	Evaluation of practical/ training/ fieldwork reports	$K_5 \times N \times F$	$K_5 = 15$ min. time required to grade a practical/ 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	$NP \times K_{11}$	NP – Number of students examined $K_{11} = 15$ min. Time spent for a student

Table 02. Formulae to calculate student contact hours for different categories of Training activities

	Activity	Time Spent (hr)	Explanation of parameters (these parameters are used in spreadsheet calculation of final workload)
01	Prior preparation for assigning students for training (coordinating institutions and related documentary work)	$N \times K_8$	N – Number of students assigned for training K_8 - Average time spent for one student
02	Supervision of Trainees (including attending to problems etc.)	$NV \times K_9$	NV – Number of industries/ institutes visited K_9 - Average time per visit
03	Correction and evaluation of institute training report	$Q \times K_{10}$	Q = Number of reports corrected and marked $K_{10} = 3$ hrs – Time spent for activity
04	Student presentations on training and/ or Viva voce examination	$NT \times K_{11}$	NT – Number of trainee students examined $K_{11} = 15$ min. Time spent for a student
05	Final evaluation of training	$N \times K_{12}$	$K_{12} = 20$ min. Time spent per student

Adjustment Factor (A F) for the class size

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

Class Size	AF (hrs)
<25	1
26-49	2
50-74	3
75-100	4
100-200	5
200-300	6
> 300	7

The Heads of the Departments/ Units, and Unit Coordinators/ Directors 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)

- **Undergraduate Degree Program Coordination** - 120 hours. (60 hrs per Semester)
- **Postgraduate Degree Program Coordination** - 60 hours. (30 hrs per Semester)
- **Diploma Course Coordination** - 40 hours. (20 hrs per Semester)
- **Certificate Course Coordination** - 30 hours. (15 hrs per Semester)
- **Foundation Course Coordination** - 20 hours. (10 hrs per Semester)
- **Academic Subject Coordination** -10 student contact hours per subject per 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 45 per semester).

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 the course is taught. Additional teaching load credits, up to a total of two, may be granted upon approval of the Head of the Department/ Unit head/ Unit Coordinator/ Director.

When a faculty member is teaching a course (lecture etc.) that he has not taught in the last five years, 30 min. additional teaching load credits will be assigned in the semester that the faculty member resumes teaching the course.

6. Calculation of workload related to research other than undergraduate research supervision.

	Activity	Time per Activity
01	Research grants	50hrs/ grant
02	Member of research consultants team	20 hrs
03	Research Publications	
	Refereed Journal	25 hrs/ per article
	Non-refereed Journal	20 hrs/ per article
	Extended abstracts	10 hrs/ per abstract
	Abstracts	05 hrs/ per abstract
04	Editor of a journal or proceedings	50 hrs/ per journal
05	Associate Editor of a journal or proceedings	30 hrs/ per journal
06	Member of editorial board of a journal or proceedings/ Newsletter	20 hrs/ per journal
07	Editing of collection of essays or books	40 hrs/per book
08	Conference/symposium Chair/ Secretary (national)	100 hrs/per event
09	Conference/symposium Chair/Secretary (international)	150 hrs/ per event
10	Workshop Coordinator	10 hrs / per event
11	Supervision of research (M. Phil, Ph.D.) full time*	90 hrs / per project
12	Supervision of research (M Phil, Ph.D.) part time*	45 hrs/ per project
13	Supervision of research (PG Diploma)*	20 hrs/per project
14	Coordinator of research programs*	50 hrs
15	Reviewer of research proposals and articles for publications	10 hrs/ per proposal or article
16	Member of multidisciplinary research team	Time spent shall be decided at the Research and Publication Committee
17	Member of team of Institutional linkage	
18	Member of projects of national relevance	
20	Author of books or chapters in books (international/ national publisher)	100 hrs/ per book 50 hrs/ book chapter
21	Author of Monographs	50 hrs/ per book
22	Author of policy papers	50 hrs/ per policy paper
23	Author of consultancy reports	50 hrs/ per report
24	Software development	30 hours/ per one software
25	Media projects	30 hours/ per project
26	Translation and publication of books and scholarly work	25 hrs/ per 100 pages
27	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. Calculation 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
01	Head/ Director/ Unit Head/ and other similar*	50 hrs/ year
02	Warden	50 hrs/ year
04	Student Counselor /Academic Sub-Warden	45 hrs/ year
05	TEC Participation and Procurement Committee	Paper ad – 3 hrs/ TEC Other – 1 hr/ TEC
06	Duties provided by VC/ Senate	10 hrs/ activity
07	Coordinating developing of new degree program	100 hrs/ year
08	Developing a new course	40 hrs/ course
	Infrastructure development at Department/Faculty/University	Actual time spent as per records
11	Student Advisory Boards/ Disciplinary Inquiry Boards/ Boards of Examiners	10 hrs Activity
12	Department meetings/ Faculty Boards/ Senate sub-committees/Boards of Study/Council sub committees	
13	Resource Person - curriculum development workshops and training programmes	Allocation to be decided by an appropriate subcommittee of the Faculty Board
14	Any other activity in institutional and/ or national development	

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

8. Mode of Implementation

- **Calculation of Teaching Workload** (Section 5 above) shall be done according to the above-mentioned methodology (Table 1 and Table 2) 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 for validation. 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 calculated 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 calculated 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 calculation.