



POLICY ON ACADEMIC ACCOUNTABILITY

BHIKSU UNIVERSITY OF SRI LANKA

Approval authority:	The Council of the Bhikshu University of Sri Lanka, on the recommendation of the Senate
Policy Number:	05/2025
Date of Approval:	
Date of Revision:	
Description in Brief:	This Policy ensures fair and equitable work norms for all academic staff to ensure transparent, flexible, and quality academic contribution to the university.

SECTION 1

Rationale

The Bhikshu University of Sri Lanka (BUSL) is committed to fostering a diverse and inclusive work environment that promotes a culture of mutual respect with integrity, transparency, and accountability. Academic accountability emphasizes the duty of educational institutions and educators to deliver quality education, ensuring student success by maintaining high standards and transparent practices in their educational processes and outcomes. It is recognized that University teachers should have "Academic Freedom" to teach and carry out research without any interference. Also, Academic staff members have three primary objectives: teaching and evaluation, generating new knowledge through research, and disseminating knowledge for university and national development. As a result, academic positions are classified as "full-time" roles. These staff members are permitted to work outside the university with appropriate approval, without compromising their main responsibilities to the university. Therefore, it is essential to establish guidelines on

workload and work norms for academic staff, enabling them to engage in the aforementioned activities without negatively impacting their academic accountability.

SECTION 2

Scope

The policy applies to all academic staff of the BUSL.

SECTION 3

Definitions

A week means 35 hours of work (7 hrs. day x 5 days/week).

Academic accountability means the obligation of individuals, institutions, and systems to be responsible for providing and achieving quality education.

An academic year means 1400 hours of work (40 weeks/year x 35 h/week)

Student contact hours mean the time spent for any academic activity in connection with undergraduate programmes of study, i.e., categories 1(a) – (d) above.

Workload means the amount of work to be done by someone

Work norms mean the unwritten rules and expected behaviors that dictate how people interact and work together within a specific environment

University means the Bhiksu University of Sri Lanka (BUSL).

SECTION 4

Purpose and Objectives

Purpose

The purpose of this policy is to establish a procedure 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 the Quality Assurance and Accreditation Council (QAAC) of the University Grants Commission of

Sri Lanka. This policy enables academics to exercise academic freedom without compromising their academic accountability. This policy takes into account the complexities and diversities of activities performed by the academics, which include not only teaching and research but also contributions to the University and national development. This document is prepared considering the workloads and work norms for all academic staff in the University.

Objectives

1. To ensure Transparency in Teaching and Learning
2. To promote High-Quality Instruction
3. To maintain Fair and Consistent Assessment
4. To uphold Academic Integrity
5. To support Equitable Learning Opportunities
6. To align Teaching with Institutional and Programme Goals
7. To engage in Continuous Professional Growth
8. To document and Report Teaching Effectiveness

SECTION 5

Principles of Academic Accountability

Non-discrimination: The policy on academic workload applies to all academic staff at the University and considers only activities related to their academic duties when calculating their workload.

Equality: The policy is applied equally to all academic staff, regardless of gender, race, religion, or any other unrelated factors.

Consistency: All workload assignments must align with the standard instructional requirements of the University, along with the relevant guidelines, procedures, and policies set forth by all governing authorities.

Objectivity: The workload calculation of the university's academic staff should be as objective as possible.

SECTION 6

Policy Procedure

6.1 The workload of teaching staff includes a range of responsibilities, such as teaching,

conducting research, transferring technology, and contributing to both university and national development. One aspect of faculty workload is the teaching load, which consists of the number of credit hours taught and the supervision of research at both undergraduate and postgraduate levels, along with any equivalent duties assigned to a faculty member. When distributing workload, Heads of Departments/Units and Deans should assign teaching loads in a balanced manner so that:

- a. Workloads are distributed as equitably as possible according to the framework of the Department/Unit.
- b. The university fulfills its teaching responsibilities for both undergraduate and postgraduate programmes.
- c. Each teaching staff member meets the minimum teaching load requirements as specified for each category of staff in the IQAC (2015) document below. and
- d. Participation of teaching staff in research, technology transfer, and university and national development is encouraged.

6.2 Any postgraduate teaching and/or research that receives extra remuneration shall not be counted towards the teaching load. However, these activities may be considered under technology transfer, research, or university and national development activities.

6.3 A reduced teaching load may be granted if classes do not occur due to insufficient enrollment and if additional classes or equivalent academic responsibilities cannot be assigned to the faculty member. This exception will not apply to any individual faculty member for consecutive years.

6.4 Heads of Departments, Units, and Deans are responsible for fairly assigning teaching duties. If a teaching staff member believes they have been treated unfairly in the allocation of these duties, they can report the matter to the Vice Chancellor. The Internal Centre for Quality Assurance (CQA) of the University, along with the Internal Quality Assurance Cells (IQAC) in the Faculties, monitors these assignments to ensure compliance and equity. They should provide an appropriate report to the Senate.

SECTION 7

Minimum Work Norms

7.1 Following the minimum number of student contact hours per academic year (two semesters - **30 weeks**) for each, as reflected in the personal timetable, is recommended.

Table 1. Minimum recommended student contact hours

Position	Minimum recommended student contact hours/academic year
Head of Department/Director / Unit Coordinator	<i>180 hours/year (6h / week)</i>
Senior Professor/ Professor	<i>300 hours/year (10h/ week)</i>
Associate Professor	<i>360 hours/year (12h/ week)</i>
Senior Lecturer Grade I and II	<i>380 hours/year (13h/ week)</i>
Lecturer/ Lecturer (Probationary)	<i>450 hours/year (15h/ week)</i>
Instructor Grade I and II/Temporary Lecturer	<i>480 hours/year (16h/ week)</i>
Instructor Grade III/Tutor	<i>510 hours/year (17h/ week)</i>

7.2 Student contact hours refer to any academic activity related to the undergraduate learning process, such as lecturing, supervising students' research, providing academic guidance, mentoring, and facilitating students' learning activities.

7.3 Student contact hours for each academic year are divided into three categories. At least one-third of these contact hours must be dedicated to in-class teaching activities, as outlined in the **Academic Instruction category**, based on the recommended minimum student contact hour guidelines.

Part 1: Academic Instruction (undergraduate lectures, tutorials, seminars, practical work)

Table 2. Academic Instruction

Activity		Time
Lecture hours conducted by the staff member – Teaching	Excluding Head/ Department	Actual
	Minimum for practical based subjects-90h Minimum for subjects with no practical-180h	<i>i.e. (3hrs./week) x 15 weeks x 2 semesters</i> <i>i.e. (6hrs./week) x 15 weeks x 2 semesters</i>
	Head/ Department)	Actual

	<p>Minimum for practical-based subjects</p> <p>Minimum for subjects with no practical-120h (Head/Department)</p>	<p><i>i.e. (2hrs./week) x 15 weeks x 2 semesters</i></p> <p><i>i.e. (4hrs./week) x 15 weeks x 2 semesters</i></p>
tutorial hours	conducted by the staff member	<p>Actual</p> <p><i>i.e (4hrs./week) x 15 weeks x2 semesters</i></p>
tutorial/ presentations/ assignment hours	Conducted by the temporary lecturers or demonstrators	<p><i>i.e Tutorial (8hrs./week) x 15 weeks x2 semesters</i></p> <p><i>Assignment marking (4hrs./week) x 15 weeks x2 semesters</i></p> <p><i>Presentations (4hrs./week) x 15 weeks x2 semesters</i></p> <p><i>Any exceptions to the above should be approved at the Faculty level, with strong justification on the grounds of limited subject-related student contact hours</i></p>
contact hours spent guiding the student for credit-based seminar course units		<p>Actual</p> <p><i>i.e (0.5hrs./week/student) x number of weeks</i></p>
practical hours spent (in class or in the field) for giving instructions and supervising the student's practical work	<p>Minimum for laboratory/field practical-based subjects-90h (excluding Head/ Department)</p> <p>Minimum for laboratory/field practical-based subjects-60h (Head/ Department)</p>	<p>Actual</p> <p><i>i.e. (3hrs./week) x 15 weeks x 2 semesters</i></p> <p>Actual</p> <p><i>i.e. (2hrs./week) x 15 weeks x 2 semesters</i></p>

Part 2: Supervision of undergraduate projects/ case studies/ research projects/ internship/ industrial/ professional training/ soft skill development programmes.

Table 3. Supervision

Activity	Time
Supervision of individual projects (for the SLQF 5 degree)	1hr/week/student) x number of weeks
Supervision of group projects (for the SLQF 5 degree)	1hr/week/group) x number of weeks
Supervision of individual research projects (for the SLQF 6 degree)	2hrs./week/student) x number of weeks
Supervision of internship programme/ professional placement	2hrs./student/week); maximum 3 students/ semester - Average time spent for one visit/ industries/ institutes visited
Supervision of field visits for academic purposes	Residential (10hrs./day) Nonresidential (5hrs./day)

Part 3: Academic guidance, counseling, and coordination, and university development workload

Table 4. Academic guidance

Activity	Time
Academic guidance office hours spent on providing academic	3 hrs./week (on three separate days) x number of weeks
Guidance to the undergraduates in relation to the course units offered by the academic staff member	
Personal tutoring by the academic staff member	1 hr/week) x number of weeks
Academic counseling/coordination by Senior Academic Advisors	30 hrs./year
Positions of directors of university centers	5 hrs./ week

Positions of administrative support	1 hr/week
Positions of coordinators faculty/ university	1 hr/week

Section 8

Workload

Workload formula

Time as a Unit of Measurement: It is possible that the formula considered hours/week for a particular activity as the unit of measurement. A week can be defined as 5 working days, and there would be 35 hours/week (7 hours/day x 5 days/week); an academic year would be 40 working weeks/year (with the balance left for examination, marking, and vacation). Accordingly, the number of annual hours of work would be 1400 hours/year (40 weeks/year x 35 hours/week).

Baseline Workload: For the purpose of equity and fairness, all academic staff should carry a minimum workload. Hence, baseline workload for academic staff should be defined.

Actual Workload vs Workload Agreed: It is possible that some staff would work more than the load agreed for them. In such a situation, it is necessary to know how the additional work would be taken into account.

Calculation of workload weights related to teaching

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

The method of the calculation of student contact hours in each of those categories of teaching/ learning/ assessment activities and training activities is presented in the following tables (Table 5 and Table 6) are used to calculate the teaching workload in conjunction with teaching/ learning/ training activities. In addition, workload related to academic coordination at various levels is also taken into account.

Table - 5. 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 the spreadsheet calculation of the final workload)
01	Conducting lectures/ tutorials/small discussions group	$15 \times M \times C \times AF$	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 a 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 the question paper of a 3 credit unit
05	Marking first/second examination answer scripts	$N \times C / 3$	N = number of students following the course Assumption – time spent for marking 2 essay-type questions is 20 minutes.
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	$K_4 \times G$	<p>$K_4 = 3$ - time for setting a practical/ fieldwork examination</p> <p>$G =$ number of groups (if all groups are given the examination, then $G = 1$)</p>
10	Evaluation of practical/ training/ fieldwork/ field visit reports	$K_5 \times N \times F$	<p>$K_5 = 15$ min. time required to grade a practical/ fieldwork report</p> <p>$F =$ number of reports in the course to be evaluated</p>
11	Supervision of undergraduate research	$15 \times P \times K_6$	<p>$P =$ number of projects (individual or group)</p> <p>$K_6 = 1$-time spent weekly on supervision per project</p>
12	Evaluation of undergraduate project/ research reports (as supervisor and/ or first/second examiner)	$Q \times K_7$	<p>$K_7 = 5$ - Time required to correct and evaluate a project report</p> <p>$Q =$ number of reports evaluated</p>
13	Student presentations on training and/ or Viva voce examination	$NP \times K_{11}$	<p>$NP =$ Number of students examined</p> <p>$K_{11} = 15$ min. Time spent for a student</p>
14	Observation of student-teacher training sessions	Actual number	

		of hours/y ear as per records	
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Table 6. 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 the 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 (AF) for the class size

In different faculties, the class size varies, and hence, when computing the workload related to Teaching hours for a particular course, an adjustment factor (Table 7) is introduced to compensate for the additional workload due to the class size. AF should be considered for calculating the workload for Lectures and Tutorials.

Table 7. Adjustment factor

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

If the number of students is higher than a certain norm accepted by the Department/Unit, the Heads of the Departments/Units, and Unit Coordinators/Directors shall consider multiple offerings of the same course.

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.

Table 7. 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	Chief 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 an 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/s / Treasurer/ coordinator/committee member other than editorial committee (national)	100 hrs/per event
09	Conference/symposium Chair/ Secretary/s / Treasurer/ coordinator/committee member other than editorial committee (international)	150 hrs/ per event
10	Workshop Coordinator/ Resource person	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 programmes*	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
17	Member of team of Institutional linkage	

18	Member of projects of national relevance	Publication Committee
19	Author of books or chapters in books (international/national publisher)	100 hrs/ per book 50 hrs/ book chapter
20	Author of Monographs	50 hrs/ per book
21	Author of policy papers	50 hrs/ per policy paper
22	Author of consultancy reports	50 hrs/ per report
23	Software development	30 hours/ per one software
24	Media projects	30 hours/ per project
25	Translation and publication of books and scholarly work	25 hrs/ per 100 pages
26	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.

Table 8. 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/ Proctor and other similar*	50 hrs/ year
02	Warden	50 hrs/ year
04	Senior Student Counselor / Counsellor / 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/ Council /Senate/ FB	10 hrs/ activity
07	Coordinating development of a new degree program	100 hrs/ year
08	Coordinating revision of an existing degree programme	75 hrs/year
09	Revision of an existing course	20 hours/course
10	Developing a new course	40 hrs/ course

11	Infrastructure development at Department/Faculty/University	Actual time spent as per records
12	Student Advisory Boards/ Disciplinary Inquiry Boards/ Boards of Examiners	10 hrs Activity
13	Department meetings/ Faculty Boards/ Senate sub-committees/Boards of Study/Council sub committees	Actual time spent as per records
14	Resource Person - curriculum development workshops and training programmes	Allocation to be decided by an appropriate subcommittee of the Faculty Board
15	Any other activity in institutional and/ or national development	

8. Mode of Implementation

- **Calculation of Teaching Workload** (Section 8 above) shall be done according to the above-mentioned methodology (Table 5 and Table 6) 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** shall also be calculated by individual Faculty member according to the guidance given in Table 7 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** (Table 7) 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.

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