



ACADEMIC ACCOUNTABILITY & WORKLOAD POLICY 2018

On the recommendation of the Senate, the Council of the Wayamba University of Sri Lanka, as the governing authority of the Wayamba University of Sri Lanka, by resolution adopts the following policy.

Dated: 28.06.2018

Last amended: Not applicable

Signature: Signed

Position: Vice Chancellor, Wayamba University of Sri Lanka

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1 Name of the Policy

This is the Academic Accountability and Workload Policy 2018.

2 Commencement

This Policy commences on 01.10.2018.

3 Policy is binding

This Policy applies to academic staff.

4 Overview

It is recognized that University teachers should have 'Academic Freedom' to: teach and carry out research without any interference; be open and flexible in their academic activities; and undertake activities outside their employment that enhance their intellect and professional skills, without forfeiting their primary commitments to the University.

Therefore, guidelines on workload and work norms for academics have been developed so that they can exercise the above mentioned academic freedom without affecting adversely on their 'Academic Accountability'.

This Policy ensures fair and equitable work norms for all academic staff to ensure transparent, flexible and quality academic contribution to university and other establishments when such needs arise.

5 Application

This Policy applies to the Academic Staff.

6 Principles and Purpose

- (1) This Policy ensures academic staff of WUSL manage their workload in an effective way giving the benefit to their affiliated Academic Unit and the University as a whole, following the principles of equity, transparency, fairness and consistency.
- (2) It is recognised that individual staff at any one time, are at different stages of their careers, have different career objectives, have different research objectives and contribute to the University in a variety of ways.
- (3) This Policy ensures provisions for all academic staff to achieve required Work Norms through equitable and fair sharing of department and University teaching and other responsibilities
- (4) *This Policy facilitates to monitoring the Work Norms for the purpose of quality assurance of teaching and career advancement of the academic staff.*
- (5) *This Policy provides a Framework for the development of workload allocation arrangements at the department, Faculty and University level.*
- (6) Academic Availability: In ensuring that the needs of University students and other relevant stakeholders are effectively met, Deans and Heads of



Departments expect Academic Staff generally to be available during the University's normal operating hours for student and other consultation and meetings concerning teaching, research, administration and other activities.

- (7) Definition of academic work: Teaching, Research, Academic Leadership and Service, and other activities of an academic nature are either considered together as a group under the broad headings above or inserted in the relevant sections of Workload Allocations (see Sections 8, 9 & 10 below) as described which details the allocation of hours.
- (8) In calculating Workload, following principles shall be considered.
 - (a) **Time as a Unit of Measurement:** It is possible that the formula considers 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 examinations, marking and vacations). Accordingly, the number of annual hours of work would be 1400 hours/year (40 weeks/year x 35 hours/week).
 - (b) **Baseline Workload:** For the purpose of equity and fairness, all academic staff should carry a minimum workload. Hence, baseline workload for academic staff has been defined.
 - (c) **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 have been taken into account.

8 Teaching work norm and workload

The following should be used as guidelines for allocating teaching:

- (1) Staff should teach within areas in which they have ongoing research activity and/or recognised expertise.
- (2) Staff would normally complete a variety of teaching, such as lectures, tutorials, online teaching etc, in each semester and/or year.
- (3) Teaching workloads during teaching weeks of the year should not normally exceed the hours of a normal working week (35 hours / week).
- (4) An individual's teaching allocation should be discussed and negotiated with the relevant Head of Department / Unit.
- (5) This system is designed to recognise and promote the fact that students benefit from a diversity of well-designed and conducted learning experiences.
- (6) Expectations at different academic levels
 - Lecturer/Probationary Lecturer – This category of staff are developing their academic careers. They should not be expected to co-ordinate courses of study, nor be solely responsible for the delivery of any course of study. Staff at this level would be expected to deliver lectures, present tutorials, take responsibility for modules within a course of study, etc.
 - Senior Lecturer (Grade II) – These staff are expected to have diverse teaching portfolios, covering several units of study and sometimes over several courses. They can be expected to take on some co-ordination and curriculum responsibilities. It is likely that this level of staff will teach at both the undergraduate and postgraduate levels.



- Associate Professor / Senior Lecturer (Grade I) - Staff at this level are expected to demonstrate leadership in learning and teaching activities and have central roles in course and curriculum development, and peer mentoring. It is likely that this level of staff will teach at both the undergraduate and postgraduate levels.
 - Senior Professor / Professor – They are expected to provide strategic, farsighted leadership in the planning and delivery of curriculum, and to give students consistently excellent learning experiences. In addition to regular teaching duties, staff at this level should be able to provide a 'content specialist' role within the faculty, teaching in specialist areas across courses and disciplines as appropriate.
- (7) Since the universal practice adopted for expressing work norms of a university academic is by specification of **student contact hours**, within the maximum weekly workload of 35 hours, it is recommended that the minimum number of **student contact hours** per year is reflected in the personal timetable as follows.
- Head of Department / Unit 180 hours/year (6 h/ week)
 - Senior Professor/Professor 300 hours/year (10 h/ week)
 - Associate Professor 360 hours/year (12 h/ week)
 - Senior Lecturer Grade I and II 380 hours/year (13 h / week)
 - Lecturer/Probationary Lecturer 450 hours/year (15 h / week)
 - Senior / Grade I / Instructor Grade I / Temporary Lecturer 480 hours/year (16 h / week)
 - Grade II / Instructor Grade II / Demonstrator / Tutor 510 hours/year (17 h / week)

Student contact hours are defined as any academic activity connected with (1) undergraduate teaching and learning process such as lecturing, clinical teaching, (2) supervision of students' research and clinical work and (3) academic guidance, mentoring and facilitating the students' learning activities.

Note: It should be noted that lesser teaching work norms are expected from senior categories of staff allowing them adequate time for research, institutional and national development activities.

(8) Leadership activities in learning and teaching

Staff at various levels would be expected to take leadership roles in the delivery of high quality learning and teaching experiences. Faculties should take into account the workloads associated with these roles throughout the year.

This allocation of time should take recognise that the workload in some roles does not vary with the number of students, whilst others do.

- (9) **Workloads:** In addition to the work norms specified above, it is necessary to consider the other duties and responsibilities of a university academic when calculating the **workloads** of the academic staff.
- (10) In recognition of 'Academic Freedom', an academic staff member could use 7 hrs of the minimum weekly load for any pursuit of his/her choice, inclusive of pursuits that result in extra remuneration provided prior approval has been obtained from university authorities.
- (11) Teaching Load Weights: Weights assigned to the teaching workload should consider the credit value of each course offered by the Academic Department / Unit in a semester. In calculation the above, the following factors should be considered;
- Preparing teaching materials, materials for face to face, online and other modes of delivery;



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- Conducting lectures, tutorials, seminars, workshops, laboratory & field classes, clinical education;
- Teaching a subject with multiple offerings or parallel offerings;
- Coordinating a subject – less than 50 students, 50-100 students, 100-200 students, more than 200 students etc.;
- Marking tutorials, practical, clinical, field work, design classes;
- Setting of assignments and examinations and other assessment material;
- Marking answer scripts and submissions for practical/clinical/field work examinations and design reports;
- Student feedback;
- Assessment of student presentations, viva exams and supervision of undergraduate projects;
- Preparing and submitting learning and teaching grant applications;
- Developing innovations including the use of new technologies;
- Developing and implementing updated pedagogical methods;
- Student consultation/mentoring;

Along with the above issues that would contribute to the teaching workload, the following factors would have to be considered too:

- Number of offerings of the same course by the same teacher
- Number of hours spent on preparation for a 1 hour theory or tutorial class (3 hours)
- Time period spent on setting an exam paper for a 1 credit unit course (3 hours)
- Number of students following a given course/ number of students examined by the teacher
- Number of tutorials per course unit
- Number of students following the course with tutorials
- Number of hours spent on preparation of practicals etc. (5 hours per 2 hour practical class)
- Number of practicals etc. per course
- Time period spent on setting a practical/clinical/field work/ design examination (3 hours)
- Number of groups in such examinations
- Time spent on grading a practical/clinical/field work/design examination (1/2 hour per student)
- Number of students in such examinations as above
- Number of such examinations as above in a course
- Time spent on supervision of group projects (1 hour/project/week)
- Number of such group projects in a course
- Time spent on correcting projects report of undergraduate student (2 hours/student/week)



- Number of such project reports corrected
- Time spent on computation of course results (5 hour/50 students/course)
- Number of students in a course for which results have to be computed

Note: Teaching postgraduate students have not been taken into account since separate payment is done for these.

9 Research and Development Workload Weight

- (1) Research activities will vary depending on the discipline and the faculty. The University would expect staff to be allocated sufficient time to research.
- (2) Research may include:
 - supervising research higher degree students (M Phil, PhD) – full time – 90 hours/project, part time – 30 hours/project;
 - undertaking a master's qualification (SLQF 10 or 11);
 - undertaking a Doctor of Philosophy (or equivalent);
 - undertaking and publishing research;
 - writing articles and other works for publication;
 - preparing and submitting research grant applications;
 - conducting research activities following a successful grant;
 - coordinating research programmes
 - presenting scholarly papers, addresses to conferences etc and their subsequent publication;
 - dissemination of research output – patents, products, innovations;
 - organizing research symposia, conferences, workshops etc;
 - editing journals, collection of essays or books;
 - translation and publication of books and scholarly work;
 - reviewing research proposals and articles for publication
 - organizing exhibitions and directing performances other than those related to teaching responsibilities; and
 - relevant and approved professional development.

10 University and National Development Workload Weights

- (1) Staff at various levels would normally undertake leadership roles within their faculty or discipline and within the University. To recognise the workloads associated with these roles, an allocation of time should be made based on the extent of the role. These services are quantified using a numerical calculation similar to that of teaching.
- (2) It is important to differentiate between service that benefits the faculty or discipline within the boundaries of the University and service that has no direct benefit to the above. Service in a workload model should demonstrate a direct benefit to the unit or University. Other service (for example,



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organising a conference for a professional organisation) may be of benefit in terms of promotion but would not normally be considered part of a workload model.

(3) The following activities can be considered as a guide for University service in terms of workload allocation:

- Development of new courses and degree programs
- Resource person at curriculum development workshops and training programs
- Contribution to infrastructural development at Department, Faculty, University
- Active engagement in Departmental meetings, Faculty Boards, Senate sub-committees
- Contribution to student advisory boards, disciplinary inquiry boards
- Promoting the university in the community
- Senior treasurer of student societies
- Serving as the Vice Chancellor, Deputy Vice Chancellor, Directors of Institutes, Deans, Heads of Department
- Serving as Directors of University Centers
- Serving in any position of administrative support such as Proctor/Deputy Proctor/Chief student counselor/Student counselor/Warden/Sub warden
- Serving as Coordinators of Faculty/University Units
- Memberships of Boards of Study
- Serving as Coordinators of international/national conferences/congresses hosted or organized by the University.
- Serving as Advisors of national development projects
- Serving as Country representatives of regional/international bodies
- Serving in any Office of professional bodies /societies
- Serving as Members of formalized links in outreach activities with private organizations
- Contribution to staff development
- Contribution to personal and professional development
- Contribution to advancement of the profession
- Peer review and quality assurance activities
- Mandatory professional learning;
- Organizing and /or attending meeting s, forums and/or seminars
- Other administrative and relevant activities that occur from time to time such as participation in recruitment selection committees or academic promotion committees



11 Rescissions and replacements

Not applicable for this version

NOTES

Date adopted: 28.06.2018

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Administrator: Management responsibility: Vice Chancellor

Implementation responsibility: Dean

Review date: 30.09.2023

Rescinded documents: Not applicable

Related documents: Workload calculating Procedure & Guidelines