



# GUIDELINES ON ACADEMIC STAFF WORK NORMS AND WORKLOADS

Faculty of Humanities

University of Kelaniya



## **Guidelines on Academic Staff Work Norms and Workloads**

### **Faculty of Humanities - University of Kelaniya**

#### **Introduction**

The quality of the programmes and courses of a higher education institute depends on the academics that plan the programmes, develop the curricula, deliver and manage the courses/programmes and other university administrative functions. In addition, their involvement in research also contributes to academic programmes and national development.

Since the role of an academic is not restricted to regular office hours, it is necessary to recognise academic freedom, which is crucial for the person's as well as University's academic achievements. The work of an academic is quantitative as well as qualitative in nature and can be of a broad spectrum. However, oftentimes it is not well showcased. University academics, like any other government servant, should be accountable, and therefore, Academic Staff Workloads' documentation is prepared in order to record one's activities, obligations and responsibilities.

Therefore, the guideline given below was developed to facilitate academic freedom and disclose workload in a transparent manner. It will provide a fair, transparent and effective framework for the allocation and distribution of academic workloads at the Department/Faculty level. The five key elements considered when preparing this document are:

- Teaching
- Academic guidance, counselling, and coordination
- Research and development
- University development
- National development

#### **Aim and Implementation**

The aim of this document is to give guidelines on allocating times for activities of the academic staff members. Academic staff members could fill the workload record at the end of each academic year. For some activities, a norm could be given, while in some activities, actual time spent could significantly vary. In such instances, an academic staff member could record the actual time spent on the activity. It should be understood that at different stages of the career,

academics have different career and research objectives and different levels of contribution to the University and to the Nation. The ultimate goal is to achieve full transparency of the workloads across the Faculty/University.

The following two documents were used as guidance for preparing this document.

1. UGC circular of 7 May 2015 on "Ethics and Academic Accountability for Academic Staff in the Sri Lankan University System."
2. "Academic Staff Work Norms and Work Loads" - University of Kelaniya

*Note: UGC circular of 7th May 2015 on "Ethics and Academic Accountability for Academic Staff in the Sri Lankan University System" had defined work norms for different categories of academic staff members, which is reproduced below for information and compliance.*

Since the universal practice adopted for expressing work norms of a university academic is by the specification of student contact hours, within the minimum 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/Division	180 hours/year (6 hours/weeks)
Senior Professor/Professor	300 hours/year (10 hours /weeks)
Associate Professor	360 hours/year (12 hours /weeks)
Senior Lecturer Grade I and II	380 hours/year (13 hours /weeks)
Lecture/Lecturer (Unconfirmed)/Lecturer (Probationary)	450 hours/year (15 hours /weeks)
Temporary Assistant Lecturer	480 hours/year (16 hours /weeks)
Junior Fellow	300 hours/year (10 hours /3 days/week)

*"Student contact hours are defined as any academic activity in connection with the undergraduate learning process, such as lecturing, supervision of students' research, academic guidance, mentoring, and facilitating the students' learning activities."*

*Definition of Workload: Taking time 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).*

*For fairness, it is expected that all staff should carry a roughly minimum equal workload. The work norms for interaction with students shall be viewed in the backdrop of 1400 hours of work per year; e.g., the minimum hours for academic contact with a student for a Senior Lecturer shall be 380 out of 1400 hours. The rest of the hours shall be accounted for supervision of postgraduate students/trainees, research, provision of services and administrative work.*

## **1. Teaching Workloads**

### **1.1 Lectures**

The lectures can be delivered through either physical or online modes. The number of hours spent on the preparation of a 1-hour theory class for the first time or after a major revision is 3 hours. (Actual time spent on preparing and delivering a 1-hour lecture for the first time or after a major revision is 4 hours). If the lectures are repeated, the preparation time for 1-hour theory class will be 2 hours (Actual time spent on preparing and delivering a 1-hour lecture which is repeated by the Lecturer is 3 hours).

### **1.2 Tutorials/Discussions**

The tutorials/discussions can be delivered through either physical or online modes. The number of hours spent on the preparation of a 1-hour tutorial/discussion class is 3 hours. (Actual time spent on the preparation and conducting a 1-hour tutorial/discussion class is 4 hours).

### **1.3 Practical Classes**

- The number of hours spent on preparation for a 2-hour practical class is 5 hours. (Actual time spent on preparing and conducting a 2-hour practical class is 7 hours).
- Grading the practical - 0.75 hours/student.

*Note: If the Temporary Assistant Lecturers/Junior Fellows are doing the grading under the guidance of the Lecturer, 1 hour/50 students per practical should be considered as the lecturer-in-charge's workload.*

### **1.4 Field Visits/ Industrial Visits/Workshops for Students**

- Actual time spent on the visit - 10 hours per residential workshop and 5 hours per non-residential workshop.
- Time spent on preparation and coordination of the visit - 5 hours/visit.

### **1.5 Supervision (Supervisor/Co-Supervisors) of Undergraduate Dissertations/ Projects/ Case Studies**

- Supervision of BA students - 1 hour/student/ week
- Supervision of BA Honours students - 2 hours/student/ week
- Supervision of group projects - 1 hour/week/group
- Supervision of Individual Projects - 1 hour/student/week

### **1.6 Seminars (Given in a Course Module) - Guiding and supervising the students - 5 hours/student**

### **1.7 Supervision of Internship/Industrial/Professional Training**

- Guidance and supervision of internship/industrial/professional training - 2 hours/student
- Coordination of internship/industrial/professional training programmes - 10 hours/academic year
- Guidance and supervision of internship/industrial/professional training programme presentations - 12 hours/academic year.
- Evaluation of internship/industrial/professional training programme presentations - 5 hours/student

### **1.8 Coordinating Subject/ Course Modules - Coordinating a subject/course module - 3 hours/subject or course module**

### **1.9 Assessments**

- Preparation for formative assessment - 2 hours/assessment (for 1 credit course)
- Grading/evaluation of formative assessment - 1 hour/5 students (for 1 credit course). If the evaluation is done by Temporary Assistant Lecturers/ Junior Fellows - 2 hours/assessment
- Preparation for summative assessment (continuous) - 2 hours/assessment (for 1 credit course)
- Grading/evaluation of summative assessment (continuous) - 0.5 hours/student (for 1 credit course). If the evaluation is done by Temporary Assistant Lecturers/ Junior Fellows - 2 hours/assessment

- Preparation for summative assessment (end semester) - 3 hours/assessment (for 1 credit course)
- Moderation of summative assessment (end semester) - 3 hours/assessment (for 1 credit course)
- Preparation for practical/fieldwork/design assessment - 3 hours/assessment
- Translation of a question paper of summative assessment (end semester) - 1 hours/paper
- Grading/evaluation of summative assessment (end semester) - 0.5 hours/student (for 1 credit course)
- Computation of results - 5 hours/50 students/course
- Evaluation of undergraduate dissertation/portfolios/productions - 5 hours/dissertation
- Evaluation of students' seminars/presentations/viva-voce examinations - 2 hours/student
- Evaluation of students' project reports/translation projects/reports of industrial visits/field visits - 2 hours/student
- Evaluation of extended essays - 2 hours/student
- Evaluation of research reports - 2 hours/student
- Evaluation of assignments - 0.5 hours/student
- Evaluation of student discussions - 0.5 hours/student
- Evaluation of non-paid exams - Specify the actual time spent

**1.10 Continuous Professional Development** - Attending workshops, courses, and conferences etc., that promote the development of skills for both teaching and research. Actual time spent per event could be recorded.

**1.11 Any Other** - If you have carried out any other activities related to teaching that do not fall into the above categories, please specify them, and give the actual time spent on them.

*Note: When the teaching of a particular course is shared by more than one lecturer, only the portion of the workload allocated should be recorded.*

## **2. Academic Guidance, Counselling and Coordination Workload**

**2.1 Guidance on Course Units Offered by the Staff Member** - 3 hours/week

**2.2 Personal Tutoring** -1 hour/week

### **2.3 Academic Counselling/Coordination**

- Senior Academic Advisor - 15 hours/week
- Academic Advisor of a Department/Unit/Subject - 10 hours/week

### **2.4 Positions of Directors of University Centres - 5 hours/week**

### **2.5 Positions of Administrative Support - 1 hour/week**

### **2.6 Positions of Coordinators (Faculty/University) - 2 hours/week**

**2.7 Student Welfare and CSR Projects** - Time spent could vary depending on the nature of the project. Actual time spent could be recorded.

**2.8 Any Other** - If you have carried out any other activities related to academic guidance, counselling and coordination that do not fall into the above categories, please specify them and give the actual time spent on them.

## **3. Research and Development Workload**

### **3.1 Supervision (Supervisor/Co-Supervisors) of Research Projects**

- MPhil/PhD (full time) - Maximum 90 hours/project or student/year
- MPhil/PhD/MA (part-time) - Maximum 30 hours/project or student/year

*Note: The number of Co-Supervisors of each project/student and their contribution should be considered, and the actual time spent might be lower than the values given.*

**3.2 Research Development** - Engagement in research development or similar activities where a student is not involved. The actual number of hours spent could be given.

### **3.3 Research Grant Preparation and Management**

- Principal Investigator (PT) of the grant - Maximum 50 hours/ grant/year
- Co-Investigator of the grant - Maximum 30 hours/ grant/year

*Note: The number of co-supervisors of each project/student and their contribution should be considered and the actual time spent might be lower than the values given.*

### **3.4 Serving as a Reviewer**

- Reviewing of research articles abstracts for publications or reviewing graduate theses/ research grant proposals etc. - Maximum 20 hours/year
- Editing of collection of essays or books - 50 hours/item
- Editor/Associate Editor/Member of the Editorial Boards of reputed journals and proceedings - Actual time spent could be given

### **3.5 Scholarly Work/ Publications/Reports**

- Original research article/review article/book chapter - maximum 15 hours/item
- Books/monographs - Maximum 100 hours/item
- Policy papers - Actual time spent could be given
- Consultancy reports - Actual time spent could be given
- Translation and publication of books/scholarly work - maximum 50 hours/item
- Media projects and products - Actual time spent could be given

*Note: The number of co-authors of each item and the contribution should be considered and the actual time spent could be lower than the values given. The allocated value can be increased with strong justifications.*

### **3.6 Other Modes of Dissemination of Research Outcomes**

- Resource person in public seminars/ webinars/ feature articles in newspapers or magazines etc. - 4 hours/ activity
- Dissemination of information on patents/products/innovations etc. - 4hours/activity
- Organisation of research symposia/conferences/workshops etc. - Actual time spent could be given

### **3.7 Research Consultancies**

- Research consultancies - Actual time spent could be given
- Member of a research consultancy team - Actual time spent could be given

**3.8 Any Other** - If you have carried out any other activities related to research and development that do not fall into the above categories, please specify them and give the actual time spent on them.



## **4. University Development Workload**

**4.1 Development of New Courses and Degree Programmes** - 120 hours/programme

**4.2 Revision of Existing Courses and Degree Programmes** - 30 hours/ programme

**4.3 Resource Person at Curriculum Development Workshops and Training Programmes**  
- 4 hours/activity

**4.4 Contribution to Infrastructural Development at Department/ Faculty/ University** -  
Actual time spent could be recorded

**4.5 Active Engagement in Departmental Meetings/ Faculty Boards/ Senate Subcommittees and Other Relevant Meetings** - Actual time spent could be recorded

**4.6 Contribution to Student Advisory Boards, Disciplinary Inquiry Boards** - Actual time spent could be recorded

**4.7 Senior Treasurer of Student Societies** - Actual time spent could be recorded

**4.8 Serving as VC/DVC/Director of an Institute/Dean/HoD** - Actual time spent could be recorded

**4.9 Serving as Director of University Centre** - Actual time spent could be recorded

**4.10 Serving in Any Position of Administrative Support such as Proctor/ Deputy Proctor/ Chief Student Counsellor/ Student Counsellor/ Warden/ Sub warden** - Actual time spent could be recorded

**4.11 Serving as Coordinators of Faculty/ University Units** - Actual time spent could be recorded

**4.12 Memberships of Boards of Study** - Actual time spent could be recorded

**4.13 Contribution to Staff Development** - Actual time spent could be recorded

**4.14 Contribution to Personal and Professional Development** - Actual time spent could be recorded

**4.15 Contribution to Advancement of Profession** - Actual time spent could be recorded

**4.16 Member of a Faculty Level Committee** - Actual time spent could be recorded

**4.17 Chairperson/Member of a Subcommittee Appointed by Dean/ Faculty Board for a Particular Academic-related Task** - Actual time spent could be recorded

**4.18 An Official/ Member of a University Level Committee Appointed by VC/ Senate for a Particular Academic-related Task** - Actual time spent could be recorded

**4.19 Any Other** - If you have carried out any other activities related to university development that do not fall into the above categories, please specify them and give the actual time spent on them.

## **5. National Development Workload**

**5.1 Serving as Coordinators of International/National Conferences/Congresses** - Actual time spent could be recorded

**5.2 Serving as Advisors of National Development Projects** - Actual time spent could be recorded

**5.3 Serving as a Country Representative of Regional/International Bodies** - Actual time spent could be recorded

**5.4 Serving in Any Office of Professional Bodies/Societies** - Actual time spent could be recorded

**5.5 Serving as Members of Formalised Links in Outreach Activities with Private Organisations and Recognised Local or International HEI-** Actual time spent could be recorded

**5.6 Contribution to National Level Examinations** - Actual time spent could be recorded

**5.7 International/National Consultancies** - Actual time spent could be recorded

**5.8 Any Other** - If you have carried out any other activities related to National development that do not fall into the above categories, please specify them and give the actual time spent on them.