# WAIFs for this academic year.

## First Census

The first census is on 20th November 2013. Please ensure that all WAIFs are complete by this date and that your Dean has reviewed and signed off your data.  
  
Individual staff should have received a copy of their WAIF. As the WAIF has now replaced the TAS returns, staff must also sign off their individual WAIFs; your Faculty Manager will be in touch to advise how the process will work for your Faculty.  
  
Can I please ask you to ensure that the WAIFs are as complete as possible, particularly in relation to:

* + Clearing warnings
  + Ensuring data has been provided for Collaborative and Research/Project (workorder code) activity
  + Data provided for PTHP contracts.

Please make use of the two reports, Assessment Allocated and No Time Allocated; these reports now include PTHP hours so will give you a clear indication where assessment time is over or under allocation or where you have modules where no time has been allocated.  
  
The data is used for a number of purposes and it is important that the data is as complete as possible.

**University of Gloucestershire**

**Workload Allocation Model 2013/14**

Changes to the approved model are in red

**Explanatory notes for completion**

1. The University’s Executive Team has agreed with UCU that this model is implemented across the University from the academic year 2011/12 and beyond with **no** local variations, unless agreed by the university scrutiny panel
2. In general, teaching contact (section 1) must be completed first to a maximum of 550 hours pa, with a maximum of 18 hours per week, to which preparation and assessment should be added. Where staff have a fractional role managers need to consider the effect on teaching contact time, and calculations should be on a pro-rata basis.
3. For staff not in post for the whole year, the Workload Allocation should be calculated on the relevant portion of a full-time equivalent post.
4. A 10% reduction in whole allocation for staff new to higher education will be applied when completing the WAIF. Heads of School will normally reflect the personal development needs of those new to teaching in their WAIFs.
5. All HoSs will receive a ‘real state’ position on FTE student numbers from F & P to enable them to allocate workload fairly and efficiently.
6. Deans are responsible for implementation and will put in place a process for ensuring Faculty-wide consistency of approach before final sign-off of the annual Workload Allocations.
7. ~~Course management hours are to be split between Course Leaders and Subject Group Leaders within the allocation specified, based on number of courses and students.~~
8. Where time is allocated specifically for research duties Heads of School and Deans need to identify the funding to cover this; this will have to be either externally via bids or internally from Faculty funds, where it is considered to be in line with School, Faculty and University strategic priorities. This also includes time to prepare bids, whether they are successful or not. Hours for research **must** fall into one of the following three categories:
   * As part of the normal allocation for Research and Scholarly Activity
   * Externally funded research and including RAE/REF
   * As part of a locally-agreed Faculty Research Strategy, in line with the University Research Strategy.
9. Professors are allocated 100 hours pa and readers 50 hours pa per FTE, any additional hours should be allocated in accordance with the WAM, see point 8 above. All professors and readers are expected to have a continuing record in leadership and to demonstrate a significant contribution to research.
10. Management and administration duties and tariffs except SGL are still under discussion as part of the ongoing Faculty Management review.

**The Workload Allocation Input Form**

* A Workload Allocation Input Form (WAIF) is to be completed for all academic staff. Heads of School/ Subject group Leaders must update this three times a year.
* It is recognised that individual WAIFs are likely to vary over the course of the academic year.
* All modules, including work based learning must be located on SITS.
* Each member of staff will be sent a copy of their WAIF after each census point.
* Availability of WAIF for following academic year to be available by 31st July of the preceding year.

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| **Activity** | **Allocation** |
| 1. **Teaching and Assessment**   ***Note: Teaching must be completed first on the Workload Allocation for all staff prior to allocation of other duties.*** | |
| **Teaching contact time** | * 1 hour for each taught contact hour (per 15 credit module) * Pro-rata change for larger/smaller credit modules. * Off-campus module delivery – plus travel time (see below). |
| **Preparation time** | * I hour preparation for each contact hour for first run. * 30 minutes preparation for each contact hour for subsequent runs in same academic year by same tutor. |
| **Assessment** | Per registered student, per 15 credit module (pro-rata for more or less) for first and second marking :   * 0-6 students: 3 hours minimum * 6 + students: 30 minutes per student unless assessment process doesn’t require this level of input. * Moderation by UoG staff for validated and franchised provision – 15 minutes per assessment * Re-assessment marking – 15 minutes per re-assessment |
| **Module leader hours including academic support for franchised modules** | * 10 hours per module leader role for all modules up to 50 students registered. * In addition for modules : * Over 50 students an additional 6 hours * 100 - 150 students an additional 12 hours * For modules over 150 students an additional 18 hours. |
| **Academic Review Tutor (UGT)** | Per Group:   * 3 hours per student for level 4 * 2 hour per student for level 5 * 1 hour student for level 6 * ~~Max of 15 students per group~~ * Normally a member of staff will have one ART group per Level with 15 students per group, additional students attract hours as per the allocation above. * ARTS of international students should receive an allocation of 1 additional hour per student on top of the hours above. * Top up and credit transfer students are classed as level 4 students. |
| **Induction** | * Level 4 induction - 20 hours per member of staff involved including ARTS * Split 10 hours contact and 10 hours prep. * Level 5 induction – 7 hours (spilt between contact and preparation) * Level 6 induction - 7 hours (spilt between contact and preparation) * Undergraduate student induction for franchised courses 14 hours: * Split 7 hours contact, and 7 hours preparation time (unless teaching materials already available) plus travelling time. |

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| **ART Postgraduate Taught** | * 3 hours per student for FT students * 1 .5 hours per student for PT students * ARTS of international students should receive an allocation of 1 additional hour per student on top of the hours above. |
| **UG Dissertation supervision** | Per Student:   * 15 hours total for 30 CAT points and pro-rata for fewer points * Includes student contact and first and second marking. * The teaching element to dissertation supervision should be included in the teaching contact hours in section 1. * 1st and 2nd marking needs to be on a reciprocal arrangement. |
| **PG(T) Dissertation supervision** | Per Student:   * 30 hours total: 15 hours contact, 15 hours marking for a 60 credit dissertation * Includes student contact and first and second marking * The teaching element of dissertation supervision should be included in the teaching contact hours in section 1. |
| **Independent Study Modules** | Per student:   * 6 hours total: 3 hours contact, 3 hours marking for a 15 CAT point module. |
| **Placement Tutor activities** | * Placement meetings of 2 hours plus travelling time. |
| **Field Trips** | * Actual time for trip at 7.5 hours per day x number of days. |
| 1. **Staff Development** | |
| **Staff development** | * 22.5 hours (3 days) * Monitor through line management and SDR process. * HELM programme 60 hours |
| **Research and scholarly activity** | * 185 hours (5 weeks) * Agree and Monitor through line management and SDR process * Includes: * Scholarship to support teaching * Peer review * Small pieces of non-funded research * Activities to support personal studies. |
| **Professional Development Group convenor/ membership** | * 12 hours - membership * 15 hours – convening : needs reviewing in line with RAPP developments |
| **Reflection on Academic and Professional Practice** | * ~~3 hours per person reviewed~~ * ~~One-off training allocation of 12 hours.~~ * New hours to be agreed |
| **Postgraduate Certificate in Academic Practice** | * 105 hours for each of the two modules (210 in total). |
| **Research Degrees** | * 100 hours per staff FTE. |
| 1. **Management and Administration** | |
| **Course Management Roles**   * Course Leaders | ~~Hours to be allocated across the course management roles (as appropriate to the Faculty structure) within the total hours derived from the following:~~  *Consider increasing standard allocations for course leaders* \*UGT Course  3 year Degree 80 hours (100 hours) 2 year course 70hours (90 hours) 1 year course 60 hours (80 hours)  Plus 1 hour ~~20 minutes~~ per total student FTE.  Fast Track Course  2 year course 80hrs (100 hours)  Plus 1 hour ~~20 minutes~~ per total student FTE.  PGT Course Masters 80 hours  PG Diploma 70 hours PG Certificate 60 hours Plus 1 hour ~~20 mins~~ per total student FTE.  \*Where a course leader is responsible for more than one cognate course, e.g. a 3year degree course and a fast track of the same title, or one that shares the majority of modules, an additional 30 hours will be allocated for the management of each additional course, plus 1 hour per total student FTE as above.  PR (R), DBA or Ed Doc (3 yrs)  80 hours plus 1 hour ~~20 mins~~ per total student FTE.  In addition a complexity tariff can be added, (e.g.PSRB requirements) as below to course management hours to account for professional body liaison and compliance.  UGT Course  ~~3 year course~~ Up to 360 CAT points 15 hours 30 hours ~~2 year course~~ Up to 240 CAT points 10hours 20 hours  ~~1 year course~~ Up to 120 CAT points 5 hours 10 hours  Plus attendance at meetings for professional body visits days allocated as actual hours per member of staff in attendance – where should this go? |
| **Subject Group Leader** | 20 minutes per total student FTE across the course group  ~~Addition of~~ 0.2 – 0.4 FTE for operational management and academic leadership responsibilities to members of the subject group team (responsibilities include workload planning, objective setting and undertaking Staff Development Reviews) ~~in addition to hours allocated from the subject group management duties above.~~  Fraction to be allocated for operational management and leadership responsibilities and in accordance with number of staff to be line managed as follows:  Staff calculation:   * up to 7 staff = 0.2FTE * 8-12 staff = 0.3FTE * more than 13 staff = 0.4 FTE. |
| **International collaborations and franchises – various roles** | * *~~Director of Studies - 0.5 fte~~* * *Partnership Co-ordinator – dependant on partnership* * *~~Course management support for academic franchises - 50 hours per partner during the first year of operation of the franchise and 30 hours thereafter~~ - replaced by PCO* * ILPP Co-ordinating Module Tutors – 20 hours * Staff induction for academic franchises - 7 hours plus preparation time (unless existing teaching materials are available), up to a maximum of 10.5 hours, plus travel. * PG Dissertation supervisor training day – 7 hours plus preparation time (unless existing teaching materials available) up to a maximum of 10.5 hours plus travel. * Delivery of postgraduate research methods for franchised courses, 28 hours plus preparation time (unless existing teaching materials are available) up to a maximum of 39 hours in total, plus travel time.   *~~Subject to review post collaborative partnership office review~~* |
| **Partnership co-ordinator -** still under review | Standard allocation:  Home 30 hours, International 50 hours  Plus the following hours allocation as follows  International students 30 hours, Home students 10 hours (irrespective of location of delivery)  New partnership 40 hours  Cross-faculty partnerships, across 2 Faculties 20 hours, across 3 Faculties 30 hours  Number of courses: 1 - 2 courses: 10 hours  3 - 4 courses: 15 hours  5 courses or more 20 hours  Number of module runs: 0-15 runs: 10 hours  16- 30 runs: 25 hours  31-50 runs: 35 hours  51 plus runs: 50 hours  Travelling time to be added separately under travel. |
| **Link Tutor** | 30 – 60 hours per partner institution as agreed by manager, as follows:  0-90 module runs: 30 hours  91-150 module runs: 45 hours  151 module runs plus: 60 hours  Travelling time to be added separately under travel. |
| **Administration: may be**  **Teaching- related** | 74 hours. Includes:   * student support * exam invigilation. * general administration. |
| **Admissions tutor** | For those courses who either interview individual students prior to entry and acceptance or have specific entry requirements requiring decisions:   * 20 hours for administration plus 15 minutes per applicant if interview/ audition required * (Work on previous year’s allocations and adjust as necessary throughout the year) |
| **Placement co-ordinator** | * 20 hours plus 15 minutes per student registered * (Work on previous year’s allocations and adjust as necessary throughout the year) |
| **Academic Conduct Officer** | * 1 hour per student – this needs monitoring * 10 hours per annum minimum allocation. * Work on previous year’s allocations and adjust as necessary throughout the year. |
| **APEL co-ordinator** | * 1 hour per student * 10 hours per annum minimum allocation. * Work on previous year’s allocations and adjust as necessary throughout the year. |
| **~~Co-ordinating senior tutor 1 per Faculty~~** | * ~~200 hours.~~ |
| **Senior tutor 1 per School** | * ~~100 hours.~~ * 125 hours or 15 minutes per student registered in the course group whichever is the greatest |
| **Student exchange** | * Erasmus and BCA administration. |
| **Faculty Management Roles (not included in the course management allocation)** | * FASQC Chair * Faculty Research Director * Any other roles, which are ***required*** by the University to be carried out at Faculty level. |
| **Open days/ Recruitment fairs/**  **Applicant days/Auditions/Interviews** | * Actual time at each event on site, including e.g. set-up. * Additional allocation for interviews not given to admissions tutor, for actual time spent interviewing/auditioning * Including marketing and recruitment |
| **Curriculum Development** | * 15 mins per CAT point across the team * Includes validations and PRR. |
| **Mentoring new staff** | * 15 hours. |
| **Attendance at Committees and Meetings** | * Committees: meeting time x 1.5 hours * Departmental meetings: 1:1. * Those not managed centrally but compulsory at Faculty level:   + FRDGs and FRDCs   + Assessment Offences Board   + Staff-Student Liaison Committee   + Faculty Research Ethics Committee.   + APEL committee. |
| **RESC and FREP** | * RESC chair – 40 hours * RESC members – 20 hours * FREP chairs - 60 hours * FREP members - 10 hours |
| **Travelling time** | * Local meetings within Gloucestershire: 1 hour * Regional meetings: 3-4 hours * International or long distance UK: 7 hours. * To be agreed in discussion with the line manager * Travel time can only be allocated once per visit, irrespective of the number of students seen on any one visit. |
| 1. **Research, Other Professional Duties and Separable Activities** | |
| **PG(R) Dissertation supervision** | Split across supervising team:   * ~~60~~ 75 hours per FT student * ~~30~~ 38 hours per PT student.   Plus additional hours per student as follows:   * Internal Viva examiner:   + MRes (25,000 word thesis) – 8 hours   + MA by Research (30,000 word thesis) – 10 hours   + MPhil (50,000 word thesis) – 15 hours   + PhD (80,000) word thesis – 20 hours * Chairing a viva – 3 hours * Research student support and development – should be included in overall allocation above. * Leading supervisor training sessions – 2 hours. |
| **Short Courses** | * Teaching hours associated with short courses for which target contribution rates should be set and monitored. |
| **Community and academic outreach activities** | * For extra-curricular activities which are beneficial to the University or the student experience. * Hours to be agreed as appropriate and noted to USP to ensure consistency |
| **Commercial/KT activity and income generation** | * Hours associated with relevant income generation activity, for which targets and contribution rates will be set and monitored. * Hours associated with income bids should be set against the funding stream for the activity, whether it is successful or not. If not funded externally, unsuccessful bids must be put against Faculty budgets. |
| **Research hours** | * Hours associated with relevant income generation activity, for which targets and contribution rates will be set and monitored, including REF hours, plus hours allocated from Faculty budgets where agreed. * Sitting on research panels/editorial boards hours to be given only with the agreement of the operational manager. |
| **Cross School/ Faculty /University duties** | Hours as agreed with manager for example:   * University Validations (including partner colleges) * AMR readers and panel attendance * Leading School /Faculty /Universityprojects * Change academy /Degree plus type projects |
| **Validation and review panels** | 10 hours to be added per validation or review to include preparation and attendance at the meeting. |
| **Teaching mobility exchanges** | * Actual time for trip at 7.5 hours per day x number of days. |