



# Academic Workload Planning Framework

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## Policy control

Approved by	VCEG	
Contact/s	DVC(A)	
History/Revision dates	<p>2011, amended for 2015-16 for clarification and correspondence with online system, and one policy change, i.e. allocation of Account Manager workload</p> <p>Amended for 2016-17 to reflect changes in Course Enhancement Planning; addition of note on out-of-hours working, and additional minor changes</p> <p>Amended for 2017-18 to remove detail, to change level 4 marking to 20 mins per 1500 words; to explain added research detail and modified approval process; to add explanatory content and move some footnote material to core text.</p>	
Audience	Internal (Intranet only)	X
	External (Internet)	

# 1. Purpose

The University of Bedfordshire framework for planning academic workload is intended to provide an outline structure and a series of principles that will enable all academic staff to contribute equally and optimally to the sustainability and success of the institution, and ensure that managers are able to plan for the contribution of their departments and support the contribution of their staff, on the basis of an equitable, transparent and consistent approach to the allocation of duties.

To be effective, this framework must be

Supported by clear and frequent communication between Heads of Department and academic staff about any changes that impact on individual workplans;

Flexible enough to deal with change and the development of both the universities and its staff members;

Robust enough to support staff contributions in a time of changing and increasing demands on the income generating activities of universities;

Comprehensive enough to ensure that different activities are valued appropriately.

The total available working time on which this model is based is as follows

<b>Category</b>	<b>Calculation</b>	<b>Hours</b>
Total annual hours	52.14 weeks x 35 hours	1825
Annual leave	35 days	245
Public, Statutory days	8 days	56
University Closure Days	5 days	35
Total hours for workload plan		1489



within two weeks of their submission. Plans should be rejected or identified as requiring discussion. rather than remaining open and unresponded.

Work plans are now locked separately from approval, using a 'lock' button on the top right-hand corner of the screen.

An Excel version of the approved workplan will be available for update during the academic year and review at the end of that year as part of preparation for the following year's plan.

Once individual plans are completed, the Head of Department should discuss the outline allocations with the Department as a whole. Individual plans should be available for consultation by members of staff. The Faculty Executive Dean will then review departmental contributions and workload plans to confirm that all faculty and extra-faculty requirements have been incorporated and that parity exists across Departments.

The workload planning process will form an agenda item on an academic JNC each year.

This review completes the workload allocation process. However:

Because of the timing of workload planning and annual staff review, changes to workload plans, as an outcome of review, may need to be accommodated and agreed between a Head of Department and an individual staff member;

A cross-faculty review will be conducted annually, to monitor parity across faculties, and the outcomes of this review will be reported by Faculty Deans to Faculty Executive Groups.

Once

### **Finalizing individual work plans**

Note: it is

Early consideration of individual objectives within the University's annual staff review process should inform this stage of the processes.

From this discussion will emerge a draft overview of individual

***Stage three: Category C activities***

At this stage, specified time allocations associated with teaching and teaching-related activity should be determined. follow

The following

***(b) Non-unit activities***

Personal academic tutoring	1 hour per tutee
Invigilation	Estimated total
Committee membership	Scheduled hours
Inter-campus travel	Estimated total

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## **5. Links/Dependencies**

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This policy should be read and its use considered with reference to:

The online academic workload planning tool and associated guide  
staff review policy and process

The University's role profiles and grading structure

Quality Handbook information on key responsibilities of specified teaching roles