

Academic Accountability and Model for Computation of Workload

Faculty of Commerce and Management Studies

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1. Academic Accountability

'Academic Accountability' can be identified as the obligation of an individual academic to account for his/her activities and responsibilities (UGC,2016). Since the work of an academic is quantitative as well as qualitative, it is important to capture all the activities undertaken by them. Further, the role of an academic is not restricted to regular office hours. Academic contacts with students, research, administration and provision of services can be considered as primary components of academic accountability (UGC , 2016).

2. Workloads and Work Norms

Academics of the University are permitted to pursue activities that improve their intellect and be flexible in their academic activities. It is necessary to recognize that academic freedom, which is crucial for the person's as well as University's academic achievements because there are certain duties and responsibilities to be fulfilled by the academics(UGC,2016)

3. Definition of workload and norms

Taking time as the unit of measurement, a week can be define as 35 hours of work (7 hrs./day* 5/week) and year would be 1400 hours (40 week/ year* 35 hrs./Week). Leaving out 12 weeks for vacation leave.

The norms denote the minimum number of academic contact hours.

e.g. the minimum hours for academic contact with a student for a Senior Professor/ Professor shall be 300 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.

Following are the academic Staff work norms approved by the Quality Assurance Council, University of Kelaniya (QAC- UOK document) based on the work norms developed by Quality Assurance and Accreditation Council (QAAC), Sri Lanka.

Table 1: Minimum recommended student contact hours

Head of Department/ Unit Coordinator	180 hours/year	(6h / week)
Senior Professor/ Professor	300 hours/year	(10h/ week)
Associate Professor	360 hours/year	(12h/ week)
Senior Lecturer Grade I and II	380 hours/year	(13h/ week)
Lecturer/ Lecturer (Probationary)	450 hours/year	(15h/ week)
Instructor /Temporary Lecturer	480 hours/year	(16h/ week)
Demonstrator/tutor	480 hours/year	(16h/ week)

Out of the total work load, Teaching Load Weight is measured by Student Contact Hours(SCH) per academic year and is defined as the time spent for any academic activity in connection with undergraduate or unpaid postgraduate learning processes.

Therefore, Workload per academic year are considered under three categories given below.

Category A: Academic instruction

A1- Teaching and Learning

A2- Assessment

Category B: Academic supervision

Category C: Academic coordination and support

Recommended minimum student contact hours by QAC UOK- at least 1/3 of the student contact hours should be utilized for in-class teaching activities specified under the Academic Instruction category.

e.g. the minimum hours for in-class teaching activities specified under the Academic Instruction category for a Senior Professor/ Professor shall be 100 out of 300 hours. The rest of the hours shall be accounted for academic supervision of undergraduate students/trainees, academic coordination and support.

4. The Work Load Formula

A- Academic Instruction Category

Academic Instructions are considered in different modes and therefore different weightages have to be given for each mode. Also, the time for preparation has to be considered based on the mode of teaching and class size. When conducting a module/subject by more than one-member proportional contribution by each academic is also taken.

This category again divided into two parts: Teaching and Learning (A-1), Assessments (A-2)

A-1 Teaching and Learning

The workload for teaching shall depend on the teaching/learning method and the first or subsequent delivery of the session. Therefore, Student Contact Hours (SCH) for different teaching modes can be computed using the below formula

Student Contact Hours (SCH)= Student Contact Hours allocated for the module (SCHM) x Proportional Contribution Factor (PCF)x Adjustment Factor (AF)x Teaching Weight Modification Factor (TWMF)

Where:

- Proportional Contribution Factor (**PCF**) is the proportional contribution made by the academic as a percentage of student contact hours for module/ subject .eg, 50%, 60%, 80% etc
- Adjustment Factor (**AF**) is a multiplicative factor for equalizing workload differences due to class size (number of students of the class).

Eg . Accordingly, below equation can be applied for the calculation of SCH based on the class size above 40 students.

For class sizes less than 40 students, AF shall be considered as 1.0 and for students greater than 40, AF shall be calculated as

$$\mathbf{AF=0.005 \times Class \ Size + 0.8}$$

- Teaching Weight Modification Factor (**TWMF**) is to normalize the efforts in different academic instruction modes.

Teaching Mode		TWMF
A1-1-Lectures	1.Conduct for the First Time	3
	2. Continuation from the Last Year	2
A1-2-Tutorials	1.By the Lecturer	1.5
	2. Tutor/ Temporary Lecturer	2.5
A1-3-Discussions	1.In class Group Discussion	2.0
	2.Field Discussion	2.5
A1-4-Practical Sessions	1.Lecturer in charge	1.5
	2.Tutor/ Temporary Lecturer	1.0
A1-5-Field Sessions	1.Within a Course Module	0.5
	2.Facilitating group projects	1.5

A.2- Assessment

The workload for assessments shall be calculated for setting up, moderating and marking of different types of assessments, and questions etc. The number of questions developed shall be used to determine the total time for setting up questions. The number of students examined shall be used where relevant in calculating the total time duration for marking questions.

Assessment Mode		Calculation
A2.1 Setting exam paper and answer script	MCQ	2h (for the whole paper of 30 questions), 4 h for 60 etc
	Essay Type	3 h for 1 h paper
	Case Based	4 h for 1 h paper
A2.2-Moderating exam paper	MCQ	1h (for the whole paper of 30 questions)
	Essay Type	1h for 1 h paper
	Case Based	2 h for 1 h paper
A2.3-Paper Marking and Finalizing	First Examiner	MCQ- 3 Hours Essay Type/ Case type-1 hour for 100 marks * total number of student
	Second Examiner	MCQ- 3 Hours Essay Type/ Case type- 1 hour for 100 marks * total number of student
A2.4-Assignment Preparation and Marking	Marking-Individual	15 m per Assignment * number of student
	Marking-Group	30m per group * number of Groups
	Preparation	2 hours per assignment *number of assignment
A2.5-Dissertation Marking	1 st Examiner	3 h per Dissertation
	2 nd Examiner	3 h per Dissertation
A2.6-Viva	Internship	30m per student X number of students examined
	Dissertation	30m per student X number of students examined (number of viva conducted per semester can be considered.)

B: Academic Supervision Category

Supervision of undergraduate projects /case studies/research projects/ internship programmes/professional placements/Skill development program can be considered under this category.

In order to encourage senior academics in undertaking more research, specially involving students in research, a minimum of 40 hours of student contact is considered desirable for positions Senior Lecturer and above.

Calculating workload for academic supervision

Sub Category	Student Contact Hours
B1-Supervision of Undergraduate Research Projects	$(1h/week/student) \times \text{number of weeks}$
B2-Supervision of Internship	$(15m \text{ per week/student}) \times \text{number of weeks}$
B3-Supervision of Field Visit for a academic purpose	Residential- 10h/day Nonresidential-5h/day
B4-Supervision of a Group Projects/Skills development program	(2h/group)
B5-Engage in Department/Faculty Level/ University level research activities/ Journal paper review etc.(non-Paid)	40 hours per year (Secretary/ Chair/Editor in Chief) -10 Hours per year Others- eg paper review...etc

C: Academic Coordination and Support Category

In calculating the Student Contact Hours for the above, the following main types and the allocated hours should be taken into account and the academic shall hold the positions in academic programmes, the respective faculty or at the university level to coordinate and support student learning.

Calculating workload for academic coordination and support

Type of Coordination	Student Contact Hours that shall be claimed
Department/ Programme level	
Subject Coordinator/ Course Convener	03 Student Contact Hours per subject/ module per full semester when Subject Coordinator involves in teaching part of the respective subject 03 Student Contact Hours per subject/ module per full semester -Course Convener 10 Student Contact Hours per subject/ module per full semester when visiting staff take all the lectures where the staff member does not earn credit for that subject
Academic Advisor-Department Level	10 hours per semester
Academic Mentor/ Guide	2 hours per week

Peer Evaluation	1h per course* number of evaluation
Degree Programme Coordinator	120 hours per year
Internship Coordinator	30 hours per year ((eg-30 h for 60 student, 60 h for 120 students)
Dissertation Coordinator	30 hours per year ((eg-30 h for 60 student, 60 h for 120 students)
Academic Event Coordinator/ Year Coordinator	Up to 10 student contact hours per event (Mx 30 per semester
Senior Treasurer/ Executive Secretary/Advisor of Faculty Board approved University recognized student and alumni associations	30 hours per year
Faculty level	
Official Position (e.g. chairperson, coordinator, director) of a Faculty level units/centers	2h per week (60 hours per year)
Member of a faculty level committee (eg. Curriculum Committee, FQAC, etc.	10 hours
Chairperson of a subcommittee appointed by the Dean / Faculty Board for a particular academic-related task	3 hours per sitting per subcommittee served (Maximum of 30 hours per subcommittee served per year)
Member of a subcommittee appointed by the Dean / Faculty Board for a particular academic-related task	2 hours per sitting per subcommittee served (Maximum of 20 hours per subcommittee served per year)
University level	
Student counsellor/ Personal Counsellor etc	30 hours per year (regardless of the number of students)
Academic Warden	30 Hours per year
Official Position (e.g. chairperson, coordinator, director) of a University units/centers	20% of the hours defined in the work norm for the relevant grade in work norm.
Positions of Administrative/ Student Support at University (eg. Senior	20% of the hours defined in the work norm for the relevant grade in work norm.

Student Counsellor)	
Official of a University level committee appointed by the VC / Senate for a particular academic-related task	2 hours per meeting attended (Maximum of 40 hours per year)
Member of a University committee appointed by the VC / Senate for a particular academic-related task	2 hours per meeting attended (Maximum of 30 hours per year)
Senior Treasurer/ Executive Secretary/Advisor of Faculty Board approved University recognized student and alumni associations	30 hours per year

5. Implementation Process

Step	Tasks to be done	Responsibility
01	Calculation of Workload (End of the academic Year) and submit the Workload form within two weeks to Head of the Department	Academic Staff Members
02	Verify the calculation/ make required decision on next year work allocation and workload at department level. Forward to Dean	Head of the Department
03	Use of Decision making/ Quality enhancement activities keep the record at Faculty Quality Assurance cell.	Dean/ Director FQAC

References used

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Lankan University System. Colombo: UGC, Sri Lanka; 2016.

4. University of Ruhuna. Academic Accountability and Model for Computation of Workload; Circular No.03/2016. Matara: University of Ruhuna, Sri Lanka; 2016