

**SCHOOL OF INFORMATICS****Strategy Committee – 27 January 2016****School workload model**

A group comprising Bjoern Franke, Michael Rovatsos, Don Sannella and Martin Wright met on 9 December 2015 to discuss potential changes to the above.

It was agreed to put a series of high level proposals to Strategy Committee for discussion and agreement, before working up a detailed model.

The group considered a range of models operated in other Schools, including ones based on detailed points or time allocations for individual duties (both teaching and administrative). Feedback from Schools operating such models was that they were problematic and that there was a move towards higher level allocation models, such as that operated by Informatics.

The group felt that refining the current model should be the preferred approach, rather than seeking to over complicate the process.

There was general consensus amongst the group around the following high level proposals, recognising that these would require wider discussion and more detailed development, prior to any introduction.

***Current issues***

- Resourcing
- Transparency
- Compliance

***Principles***

- By default, all staff contribute both to teaching and to admin.
- It is the collective responsibility of the body of academic staff to carry the teaching and admin load of the School in any year.

***Standard allocation is:***

- Two courses
- Two tutorials
- Three Honours projects
- Three Masters projects
- One significant (medium?) admin duty

Admin duties and teaching duties (courses) to be classified as low/medium/high load. This will allow balancing between duties, where required.

Above standard allocation applies under normal circumstances.

All staff to be required to accept unallocated duties if not already carrying a full load.

An 'exceptions group' (Head of School or deputy, Director of Teaching, Director of Research and Director of Professional Services) to agree any exceptional circumstances justifying variances to standard duty allocation.

**Changes to Theon**

- Include FTE for those on fractional contracts.
- Identify Chancellor's Fellows by cohort (start year).
- Provide additional field for narrative comments (eg research load, cross year balance).
- Add extra report combining admin and teaching load by member of staff, on one screen.

*Martin J Wright*

*Director of Professional Services*

*22 January 2016*