

New Staff Teaching Duty Allocation

It is assumed that offers are made/accepted in spring and the staff member's start date will be within the same calendar year.

University Teachers and Grade 8 Academic Staff

- New University Teachers and Grade 8 academic staff members will generally be allocated roughly half a standard teaching load in their first year however that will vary depending on their start date.
- Deferred starts (where the start date is the calendar year after offer) will have slightly higher loads in their first year given the period of time between offer and start.

Start Date	Teaching Duty	Non-deferred start		Deferred start	
		<i>Start Date same calendar year as offer</i>		<i>Start date the calendar year after offer</i>	
		AY in which Start Date occurs	Following AY (first full AY)	AY in which Start Date occurs	Following AY (first full AY)
1 May to 31 July Slightly under half load in first full year, unless a deferred start	Teaching	<i>Unavailable for duties, given start date near end of AY</i>	Half load ¹	<i>Unavailable for duties, given start date near end of AY</i>	Half load
	Tutorials		Half load ¹		Standard load
	Personal tutees		Half load		Half load
	Honours projects		None ²		None ²
	Masters projects		Half load		Standard load
	Admin duty		None		None
1 Aug to 31 Dec Less than half load first 9-12 months; Balanced by more than half load in first full academic year, unless a deferred start	Teaching	Half load ¹	Standard load	Half load	Standard load
	Tutorials	Half load ¹	Standard load	Half load	Standard load
	Personal tutees	None ⁵	Half load	None ⁵	Standard load
	Honours projects	None	Standard load	Marking ³	Standard load
	Masters projects	Half load	Standard load	Standard load	Standard load
	Admin duty	None	Light	None	Light
1 Jan to 30 Apr Limited duties for first 4-8 months; Balanced by more than half load in first full academic year, unless a deferred start	Teaching	<i>Not applicable (start date is the calendar year after offer)</i>		None	Half load
	Tutorials			None	Half load
	Personal tutees			None	Half load
	Honours projects			Marking ³	Standard load ⁴
	Masters projects			Half load ⁴	Standard load ⁴
	Admin duty			None	None

¹ These staff should ideally undertake a half teaching load, however they will have missed allocation of duties so there may not be an appropriate teaching gap. Where there is no appropriate teaching gap they will do a double load of tutorials and either a full load of Masters projects or a full load of personal tutees or some UG project marking – wherever there is a greater need.

² These staff will have missed UG project allocations so cannot undertake supervision and will also not be able to contribute to project marking which is due early May.

³ These staff will have missed UG project allocations so cannot undertake supervision, but will be able to contribute to project marking.

⁴ These staff will need to be contacted prior to starting to ensure they are in the DPMT system for the current year's MSc and following year's Honours projects. If start date is after the project allocation phase (ie they will miss IPP) then MSc projects are replaced by extra 2nd marking duty.

⁵ PT duties are generally allocated early in September.

Grade 9 Academic Staff

- New Grade 9 academic staff members will be provided with some teaching relief in their first year however that will vary depending on their start date.
- Deferred starts (where the start date is the calendar year after offer) will transition to standard loads more quickly given the period of time between offer and start.

Start Date	Teaching Duty	Non-deferred start		Deferred start	
		<i>Start Date same calendar year as offer</i>		<i>Start date the calendar year after offer</i>	
		AY in which Start Date occurs	Following AY (first full AY)	AY in which Start Date occurs	Following AY (first full AY)
1 May to 31 Jul Slightly lighter teaching load in first full year, unless a deferred start	Teaching	<i>Unavailable for duties, given start date near end of AY</i>	Half load ¹	<i>Unavailable for duties, given start date near end of AY</i>	Standard load
	Tutorials		Standard load ¹		Standard load
	Personal tutees		Standard load		Standard load
	Honours projects		None ²		None ²
	Masters projects		Standard load		Standard load
	Admin duty		None		None
1 Aug to 31 Dec Slightly less than half load first 9-12 months; Balanced by standard load with no admin in first full academic year, unless a deferred start	Teaching	Half load ¹	Standard load	Half load	Standard load
	Tutorials	Half load ¹	Standard load	Standard load	Standard load
	Personal tutees	None ⁵	Standard load	None ⁵	Standard load
	Honours projects	Marking ³	Standard load	Marking ³	Standard load
	Masters projects	Standard load	Standard load	Standard load	Standard load
	Admin duty	None	Light	None	Light
1 Jan to 30 Apr Limited duties for first 4-8 months; Balanced by standard load with light admin in first full academic year	Teaching	<i>Not applicable (start date is the calendar year after offer)</i>		None	Standard load
	Tutorials			None	Standard load
	Personal tutees			None	Standard load
	Honours projects			Marking ³	Standard load ⁴
	Masters projects			Standard load ⁴	Standard load ⁴
	Admin duty			None	Light

¹ These staff should ideally undertake a half teaching load, however they will have missed allocation of duties so there may not be an appropriate teaching gap. If there is not an appropriate teaching gap they will do a double load of tutorials.

² These staff will have missed UG project allocations so cannot undertake supervision and will also not be able to contribute to project marking which is due early May.

³ These staff will have missed UG project allocations so cannot undertake supervision, but will be able to contribute to project marking.

⁴ These staff will need to be contacted prior to starting to ensure they are in the DPMT system for the current year's MSc and following year's Honours projects. If start date is after the project allocation phase (ie they will miss IPP) then MSc projects are replaced by extra 2nd marking duty.

⁵ Pt duties are generally allocated early in September.

Grade 10 Academic Staff

- Teaching relief is not generally provided to new Grade 10 staff, however the allocation of specific duties will be considered on a case by case basis based on their start date.

Chancellor's Fellows

- Chancellor's Fellows are provided with a longer period of teaching relief, given the nature of their fellowships.

	Year 1	Year 2	Year 3	Year 4	Year 5
Teaching duty	<i>No teaching, teaching support or admin duties</i>	<i>Half load – aligned with new academic staff member</i>	<i>60% of a standard academic load</i>	<i>80% of a standard academic load</i>	<i>Standard academic load</i>
Teaching		Half load ⁴	Half load	Half load	
Tutorials		Half load	Half load	Standard load	
Personal tutees		Half load	Half load	Standard load	
Honours projects		None	Half load	Standard load	
Masters projects		Half load	Half load	Standard load	
Admin duty		None	None	None	