SCHOOL OF INFORMATICS

Strategy Committee

Wednesday 14 December 2016

Subject: Allocation of Duties Policy and Workload Model

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Background
The School's 2016-19 planning submission included an action to review the School workload allocation model. Following initial discussion at Strategy Committee, a group comprising Bjoern Franke, Michael Rovatsos, Don Sannella and Martin Wright met to undertake an initial review. Models used by other Schools within the College of Science and Engineering were reviewed as well as feedback on their operation. The general consensus was that more granular, numerically based systems, allocating points or time to each individual duty, were more difficult to implement and led to greater likelihood of disputes.

The group brought a paper to Strategy Committee recommending a review of the current School workload model (rather than a new model), including greater transparency in the allocations and explanation of the reasons for outliers. This approach was endorsed by Strategy Committee.

Further development of the model was undertaken by Bjoern Franke (as Director of Teaching) and Martin Wright (Director of Professional Services). This resulted in a draft 'Allocation of Duties Policy and Workload Model' which was discussed by the School's Exec Group and which, following further minor amendment, is presented here as Appendix A.

Action requested from the committee
Strategy Committee is asked to consider the appended Allocation of Duties Policy and Workload Model and comment upon it, suggesting any further amendments or clarifications, prior to a wider consultation with all academic staff.

Discussion
The appended Allocation of Duties Policy and Workload Model is largely a re-statement of the current 'Allocation of Duties Process' (which may be found at: http://web.inf.ed.ac.uk/infweb/admin/allocation-duties/allocation-of-duties-process) with additional clarifications.

For the reasons stated above, it is not recommended to move away from the current high-level workload allocation model. Specifically, a model that relies on point scores for all duties (including admin) or specific time allocations, is not seen to be appropriate or desirable.

As an aid to enhanced transparency in workload allocation, an additional Theon report has been created which combines teaching and admin duties by staff member, in one screen. This also includes the provision for textual comments, which may be used to explain the reasons for variations to the standard allocation. The report may be found at:
https://portal.theon.inf.ed.ac.uk/reports/duties/now/TP261_Duties_By_Person.shtml .

Additional duties have been created for Honours and Masters project supervision, both to aid the process of allocation of those duties and to provide greater transparency of workload.

It may be that additional duties currently undertaken by individual staff should be recognised and included in the workload model. It is intended to include consideration of this as part of the wider consultation with staff.

It is proposed that, following discussion by Strategy Committee, and any subsequent amendment, that the revised Allocation of Duties Policy and Workload Model should be opened up for consultation with all academic staff, with any proposed further changes and the final iteration brought back to Strategy Committee at its February meeting, for endorsement and implementation.

Equality and diversity implications
Increased transparency in duty allocation will help to highlight and thereby address any potential equality and diversity issues within the workload allocation process.

Resource implications (staff, space, budget)
The revisions to the workload model are resource neutral in terms of implementation and administration.