

Re: Academic Workload – A Proposal

Different Universities and colleges use different systems to calculate academic workloads for various academic staff. Although, the actual hours of work associated with particular activities for academic staff is not always easy to quantify, we however, have a responsibility to ensure that, all our staff have a fair and equitable workload across disciplines or departments.

1. Guiding Principles

The proposal on teaching load for academic is based on the following principles:

1.1. The allocation of workload within schools, colleges and departments should be equitable. Equity does not imply that all staff performs the same tasks in the same proportions, but rather that a roughly equal load (taken across all areas of work and over a reasonable period of time) is allocated to, and undertaken by, each academic staff member in the University irrespective of discipline.

1.2. The teaching norm in the University should be based upon two main teaching periods that equate to approximately 37- 40 teaching and examinations or evaluation weeks per year [i.e. 17 - 20 weeks per semester]. Accordingly, a **full-time** staff member's allocated workload should be completed within a **40-hour per week** over this period.

2. The workload pattern for academic staff with administrative duties and those without administrative duties in the University is hereby proposed as follows:

2.1. Workload for Academic Staff with Administrative Duties

a) 30% teaching (about 12 hours per week),

1. Preparation and delivery of lectures
2. Preparation and conduct of tutorials
3. Preparation and supervision of practical classes
4. Course coordination
5. Clinical teaching and supervision

6. Supervision of research project of students
 7. Setting and marking of regular examinations and assignments
 8. Setting and marking of supplementary or special examinations
 9. Compilation and submission of examination results
 10. Student consultation (during semester and pre- and post-examinations)
- b) 40% research (about 14 hours)
1. Individual or team research in a variety of settings (office, laboratory, library, study, field, other institution)
 2. Preparation of grant submissions and funding proposals
 3. Writing and submission of monographs, journal articles etc.
 4. Supervision of research staff
 5. Research/academic leadership
 6. Attendance and presentations at conferences or Institutional seminars and workshops
- c) 30% (about 12 hours) community engagement and/or University service.
1. Administrative roles or duties at the department, faculty, school, college or University levels
 2. Membership of committees at the department, faculty, school, college or University levels
 3. Supervision or mentoring of other staff
 4. Membership of editorial boards or conference program committees

2.2. Workload for Academic Staff without Administrative Duties

- a) 45% teaching (about 18 hours per week),
 - b) 40% research (about 14 hours)
 - c) 15% (about 6 hours) community engagement and/or University service.
3. All full-time academic staff members at the University should be engaged on this normal workload pattern (either 2.1a-c or 2.2a-c).
 4. An academic staff member who is fully loaded may be asked but will not be required to contribute to the weekend teaching (if and when we start weekend programs) in accordance with standard workload arrangements. An academic staff that is otherwise fully committed may agree to undertake teaching during the weekend for additional remuneration.
 5. Part-time academic staff member will normally undertake a full range of duties as a full-time academic staff on a pro-rata basis, unless there is an agreement to the contrary reflected in the staff member's engagement profile from semester to semester.

I would be grateful for your comments on the proposal to enable prepare a final document to be approved by the University Senate and Management Committee in its first sitting.

Sadiq Yusuf, PhD

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