

NATIONAL ASSOCIATION OF TEACHERS IN FURTHER AND HIGHER EDUCATION

University of Wolverhampton

BANDING AND TIMETABLING OF ACADEMIC STAFF

The following paragraphs, agreed between the University Executive and NATFHE, should be read in conjunction with the relevant pages in the Staff Handbook; they do not replace any of the agreed principles and procedures stipulated by the 1990 National Staff Contract, but, rather, clarify and reiterate these in the light of experience since 1990.

1. Determination of Workloads

1.1 The guidelines within the Academic Staff Handbook provide that, by 30 June each year, and linked to the appraisal process, the basic workload for each member of staff should be determined for the year ahead, with final adjustment to take account of unavoidable and/or unforeseen developments, made in the following September where necessary, always providing that such adjustment is not unreasonable and has followed discussion with the individual lecturer.

1.2 The procedure for calculating individual workloads is that, firstly, an average teaching requirement per academic staff member is arrived at by dividing the total number of anticipated hours of teaching for the year ahead (taking into account hours necessarily to be taught by VLs) by the number of (full-time equivalent) staff. There is no reason why this average should not be made public within the School, to ensure transparency. Deans of School are then responsible for working up and down from

this average to assess the likely teaching hours for each individual, according to the weight of other duties that should be taken into account.

1.3 The constraints on this process are: - that teaching (as defined) should not exceed 550 hours in a year (and not be spread over more than 36 weeks) or, other than in exceptional circumstances by agreement, 18 hours in a week; - that the overall workload of a teacher is not unreasonable.

1.4 Clearly, not all teaching staff will be expected to teach for 550 hours; indeed, the contract and Handbook indicate that this will not be the norm. The fact that actual teaching hours generate a roughly equivalent amount of preparation and marking time (para 1.4.6), plus the explicit references to administrative duties, mean that it is unreasonable to expect a lecturer with 550 hours of teaching to be able to undertake major administrative or major research responsibilities; these administrative responsibilities should be defined clearly in each School and listed for each individual (in accordance with para 1.4.6 of the Staff Handbook), with the relative overall weighting of each individual's duties being acknowledged and allowed for in the final teaching allocations. Equally, however, there is a reasonable expectation that even a teacher on 550 hours of teaching will, in the course of his/her professional work, be involved in activities which are directly related to his/her teaching but separate from those identified as major tasks.

1.5 There is no reason why externally-funded activities should not form part of a teacher's planned workload, provided that these are included in the process of establishing the workload for the year ahead.

1.6 There is no reason why individual teachers should not have space left unspecified within their planned workload

but available to address new activities that were not quantifiable when the workload was set, or to allow for foreseen but not fully quantifiable developments. However, this should not be normal practice for all staff every year and should not constitute the typical pattern in a School.

1.7 Where a planned module or activity does not go ahead, it is reasonable for staff left with unused time within their planned workload to be asked to undertake a new activity; this, however, should follow discussions which have involved the Dean, the appropriate line manager, the lecturer concerned and his/her appraiser.

1.8 Individual teachers may be required to work overseas as part of their planned workload, provided that their personal circumstances have been reasonably taken into account.

1.9 There must be a clear, published statement within a School detailing individual bandings and other significant duties/activities that constitute the planned workload and the School average teaching hours requirement.

1.10 Planned workloads, and the means of arriving at these calculations, should be fair and equitable within a School, and, as far as possible, between Schools.

2. Self Managed Research & Scholarly Activity

2.1 Besides the definition of 'research and scholarly activity' given in para 1.4.9 (a) of the Staff Handbook, the term is also understood here to refer to those aspects of private study and research that arise from, and enhance and support the task of lecturing, ie. research, as commonly defined in HE (leading to publication or scholarly paper) and/or the updating and reading in a subject area which is essential to all teaching in Higher

Education. In these respects, the recognised time devoted to these activities (hereafter referred to as 'SMRSA time') is deemed to be the basic minimum which all HE lecturers need in order to be able to keep up with subject developments, enhance research and deliver high quality teaching; it is therefore an obligation on, as well as an entitlement of, all lecturing staff. In many cases, as the Handbook makes clear (1.4.5), it may be recognised that this basic entitlement may be insufficient in itself for staff to make significant progress in their research (eg. where lecturers are identified in a given School as actually or potentially 'research active', and/or involved in research to a significantly greater extent than the average); in such cases, it would therefore be expected that, when a School's teaching allocations are fixed for each year, these needs be recognised as a further factor to be taken into account.

2.2 Because SMRSA is agreed and monitored through the appraisal system and, thereafter, is primarily self-managed, and because it is so significant to the University's academic profile, the quality of the University's educational provision and to individual lecturers' career development, it is incumbent on all parties to respect this time and this activity. Therefore, it follows that it is normally inappropriate for anyone to insist on the precise ways in which, or place at which, SMRSA should be carried out, since such judgements are within the professional competence of the parties to the appraisal process and should be reached through agreement. Thus, for example, it may be deemed appropriate, in appraisal, that an individual lecturer attends a particular conference or undertakes other forms of staff development activities as part of SMRSA. However, conference attendance should not be restricted to SMRSA time only. Equally, if a School requires an individual lecturer to engage in staff development activity to enhance the School's academic provision, beyond what has already been agreed in

appraisal, it is incumbent on the School to ensure that adequate time, beyond SMRSA time, is allocated for this.

Similarly, while it may sometimes be agreed as appropriate to use SMRSA time for academic preparation of new modules, it should be remembered that such preparation is one of the factors which should be taken into account when allocating a lecturer's teaching hours for the following year [Staff Handbook para 1.4.2 (a) (viii)].

2.3 It is in the nature of SMRSA that, if this time is to be properly used, SMRSA time should, wherever possible and justifiable, be allowed in sustained periods rather than individual days throughout an academic year.

2.4 It is recognised that Deans of School, through appraisers, exercise ultimate oversight of targets set for SMRSA time and are entitled, through appraisers and/or, where relevant, through the appropriate committee, to review how well appraisal objectives are satisfied by individual members of staff.

3. Calendar for Teaching, Research, & Scholarly Activity, and Annual Leave

3.1 The Dean should establish a general calendar for the forthcoming year. The School's calendar is designed as a guideline for staff in the School when making their applications for Annual Leave and SMRSA time.

3.2 When the calendar is published, the Dean will notify staff who will be required to vary this calendar and discuss these individual requirements with them. Staff who are not required for activities which mean that their dates of leave or SMRSA time must differ from these guidelines may simply inform the Dean that they wish to adhere to this calendar, or may request a variation which will not be refused without reason. It will be assumed, unless they have requested otherwise, that their leave/SMRSA pattern

for the year is as shown in the School calendar. This, however, does not remove their right to request variations subsequently, in the light of later developments. It is expected that a significant proportion of staff in the School will have no problem in working within this calendar.

3.3 In all cases, any subsequent request, from Dean or lecturer, for variation from the calendar should respect the need for adequate notice (see below).

3.4 It is expected, that this calendar will be published within a School by 30 June. Therefore, any request for significant variations (ie. those involving periods of two weeks or over) should normally be made by early October.

3.5 Once these major variations have been taken into account, any lecturer is entitled to request variations from the calendar of periods up to two weeks, providing that:

a) such requests are reasonable (ie. taking into account the School's teaching commitments and colleagues' work patterns);

b) two months notice is normally given in the case of Annual Leave;

c) two weeks notice is normally given in the case of SMRSA.

Such requests shall not be refused unreasonably by the Dean.

3.6 Given the increasing significance of part-time modes of attendance, external income generation and other factors that cannot be predicted at the beginning of the academic year, it is expected that there may, where appropriate, be a review of any individuals calendar at the end of the first Semester.

3.7 A Dean who, in the light of developments during the course of the academic year, wishes a particular lecturer's previously agreed calendar to deviate from these guidelines, should ensure that adequate notice is given (three months in the case of Annual Leave, and two weeks in the case of SMRSA) and that the matter is fully discussed with the lecturer concerned and his/her line manager, and that the suggested alternative arrangements are reasonable.

OUTLINE OF POSSIBLE STANDARD CALENDAR FOR A SCHOOL

TEACHING, RESEARCH AND SCHOLARLY ACTIVITY, AND ANNUAL LEAVE 1996-1997

NOTE: While this calendar is a basis, which may operate for many academic staff in the School, the Dean may suggest or require variations in any individual case. Individual members of staff may request variations in their own case, and these will not be refused without reason.

Week Beg. M 2 Sept SMRSA : 5 days M 9 Sept
Teaching/Admin/Other Duties M 16 Sept
Teaching/Admin/Other Duties M 23 Sept
Teaching/Admin/Other Duties M 30 Sept
Teaching/Admin/Other Duties M 7 Oct
Teaching/Admin/Other Duties M 14 Oct
Teaching/Admin/Other Duties M 21 Oct
Teaching/Admin/Other Duties M 28 Oct
Teaching/Admin/Other Duties M 4 Nov
Teaching/Admin/Other Duties M 11 Nov
Teaching/Admin/Other Duties M 18 Nov
Teaching/Admin/Other Duties M 25 Nov
Teaching/Admin/Other Duties M 2 Dec
Teaching/Admin/Other Duties M 9 Dec
Teaching/Admin/Other Duties M 16 Dec SMRSA: 5
days M 23 Dec Leave: 2 days; University closed: 3 days M

30 Dec Leave: 2 days; University closed: 3 days M 6 Jan
 Teaching/Admin/Other Duties M 13 Jan
 Teaching/Admin/Other Duties M 20 Jan
 Teaching/Admin/Other Duties M 27 Jan
 Teaching/Admin/Other Duties (Exam Week 1) M 3 Feb
 Teaching/Admin/Other Duties (Exam Week 2) M 10 Feb
 Teaching/Admin/Other Duties M 17 Feb
 Teaching/Admin/Other Duties M 24 Feb
 Teaching/Admin/Other Duties M 3 Mar
 Teaching/Admin/Other Duties M 10 Mar
 Teaching/Admin/Other Duties M 17 Mar
 Teaching/Admin/Other Duties M 24 Mar T/A/OD: 1 day;
 Leave: 3 days; University closed: 1 day M 31 Mar Leave:
 3 days; University closed 2 days M 7 Apr Leave: 5 days M
 14 Apr Teaching/Admin/Other Duties M 21 Apr
 Teaching/Admin/Other Duties M 28 Apr
 Teaching/Admin/Other Duties M 5 May University closed:
 1 day; T/A/OD : 4 days M 12 May Teaching/Admin/Other
 Duties M 19 May Teaching/Admin/Other Duties M 26
 May University closed: 1 day; T/A/OD : 4 days M 2 June
 Teaching/Admin/Other Duties M 9 June
 Teaching/Admin/Other Duties (Exam Week) M 16 June
 Teaching/Admin/Other Duties (Exam Week) M 23 June
 Teaching/Admin/Other Duties M 30 June
 Teaching/Admin/Other Duties M 7 July
 Teaching/Admin/Other Duties M 14 July T/A/OD: 1 day;
 SMRSA 4 days M 21 July SMRSA : 5 days M 28 July
 Leave : 5 days M 4 Aug Leave : 5 days M 11 Aug Leave
 : 5 days M 18 Aug Leave : 5 days M 25 Aug University
 closed: 1 day; SMRSA: 4 days M 1 Sept SMRSA: 1 day
 (Monday only) - to complete the year (alternatively may
 effectively be combined into one week in those years
 when there is a week 53 in the University calendar
 (approximately once every 5 years))

TOTALS: 2 x Weekends 104 days T/A/OD 190
 days SMRSA 24 days Leave 35 days Univ. closed 12
 days ----- 365 days

Note Under teaching/admin/other duties, teaching should occupy no more than 36 weeks.

If School NATFHE reps need any help in translating this calendar into one for 2001-2002, please contact [Penny Welch](#), HLSS (W'ton)

4. Availability

4.1 Whilst the contract does not stipulate the time that must be spent on University premises or the overall workload of academic staff, the University requires staff to be in attendance for those periods necessary to enable them to fulfil their full range of duties, including reasonable availability for meetings and student consultation.

4.2 It is recognised that the nature of academic work and the commitment of academic staff are such that lecturers often work well outside normal 'office hours' in carrying out the full range of their professional duties and this should always be taken into account. There are clearly activities at certain times of year when some staff will be required to be in attendance outside the hours when the University is normally open for teaching. In other circumstances, attendance may not need to be a requirement throughout the whole of two consecutive sessions. In all cases, however, availability (ie where staff are contactable and available to attend at reasonably short notice) is a requirement on those days when staff are not on leave or undertaking agreed SMRSA activities; and contactability is a requirement during SMRSA time (ie where staff can reasonably be contacted within 24 hours and asked for urgent information/advice on an issue, the resolution of which cannot wait until the individual is back on University premises).

5. Application of the Above Provision

5.1 The determination of workloads; the allocation of duties; variations from standard calendars; and requirements for attendance and availability are premised on managers acting reasonably, bearing in mind the professional character of academic work. Academic staff have recourse to the Grievance Procedure if they conside