

Academic Staff Work Norms and Workload

Academic year:

Semester:

Department:

Sheet No. 01 – Teaching & Student Supervision

	Name of the Staff Member	Grade	Academic Staff Work Norms and Workload				
			Minimum recommended student contact hours	1. Minimum recommended lecture hours	Actual lecture hours (Per Semester)	2. Minimum recommended individual research project supervision hours	Actual individual research project supervision hours (Per Semester)
1		Head of Department	180 hours/year (6h/ week)	120 (4h/week) x15 weeks		(2h/week/student) x 15 weeks	
2		Senior Professor/Professor	300 hours/year (10h/week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
3		Associate Professor	360hours/year (12h/week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
4		Senior Lecturer (Grade I/ II)	380 hours/year (13h/ week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
5		Lecturer/Lecturer (Probationary)	450 hours/year (15h/ week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
6		Instructor/Lecturer (Temporary)	480 hours/year (16h/ week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	

- These hours are for subjects with no practical

Guidelines for Sheet No.1

Teaching/Learning Activity	Number of Hours for the Activity	Explanations for the Parameters
Conducting lecture/tutorial/small group discussions	$15 \times m \times C \times AF$	m – number of offerings of the same course by the same teacher C- Number of credits or equivalent parts thereof AF – Adjustment factor for class size (see below)
Preparation for lectures/tutorial/group discussions	$15 \times k_1 \times C$	k_1 - number of hours required for preparation to conduct one-hour lecture/ tutorial ($k_1 = 1.5$ hrs.)
Setting examination papers	$k_2 \times C$	K_2 - constant time required for setting an examination paper for 1 credit course ($k=3$ hrs.)
Translating and/ or moderating examination papers	$k_3 \times C$	K_3 – time required for translation and/ or moderation of question paper of a 1 credit course ($k_3 = 1$ hr.)
Marking answer scripts	$n \times C/Z$	n - number of students following the course Assumption: time spent for marking essay-type questions is 20 mins. (Z– number of essay-type questions)
Evaluating tutorials and assignments	$n \times t$	t = number of tutorials/ assignments for course
Conducting practical sessions/fields works/lab sessions	$k_4 \times 15 \times 2$	K_4 – constant time for conducting practical/field/lab sessions ($k=3$)
Preparation of practical sessions/fieldworks/lab sessions	Actual time	
Setting practical/fieldwork/lab examinations	$K_5 \times g$	K_5 - time for setting a practical/ clinical/ fieldwork examination ($k= 1,2, ..n$) g = number of groups (if all groups are given the examination, then $g =1$)
Evaluation of practical/ lab work/ fieldwork reports	$K_6 \times n \times f$	K_6 - time required to grade a practical/ clinical/ fieldwork report ($k_6= 3$) f = number of reports in the course to be evaluated
Supervision of undergraduate research	$15 \times p \times k_7$	P - number of projects (individual or group) K_7 - time spent weekly on supervision per project ($k_7 = 1$)

		hr. for a general degree or 2 hrs. for special degree)
Evaluation of undergraduate project/ research reports (as a supervisor and/ or examiner)	$K_8 \times q$	K_8 – Time required to correct and evaluate a project report/dissertation ($k_8 = 4$) q – number of reports evaluated
Student presentations on training and/ or Viva-voce examination	$K_9 \times np$	np – Number of students examined $k_9 = 0.25$ Time spent for a student

Sheet No. 02 – Contribution to Research & Development

Activity	Time Per Activity (per Year)	Time per Activity (per month)
Research grants	50hrs/ grant	
Member of research consultants' team	20 hrs	
Research publications Refereed journal Non-refereed Journal Extended abstracts Abstracts	25hrs/per article 20hrs/per article 10 hrs/per e. abstract 05 hrs/ per abstract	
Editor of a journal or proceedings	50 hrs/per journal	
Associate Editor of a journal or proceedings	30 hrs/per journal	
Member of editorial board of a journal or proceedings	20 hrs/per journal	
Editing of collection of essays or books	40 hrs/per book	
Conference/symposium coordinator/secretary (national)	100 hrs/per event	
Conference/symposium coordinator/secretary (international)	150 hrs/ per event	
Workshop coordinator	10 hrs / per event	
Supervision of research (M Phil, Ph.D.) full time*	90 hrs / per project	
Supervision of research (M Phil, Ph.D.) part time*	30 hrs/ per project	
Supervision of research (PG Diploma)*	20 hrs/per project	
Coordinator of research programs*	1hrs/week	
Reviewer of research proposals and articles for publications	10 hrs/ per proposal or article	

Member of multidisciplinary research team	Time spent shall be decided at the Research and Publication Committee	
Member of team of Institutional linkage		
Member of projects of national relevance		
Author of books or chapters in books (international/national publisher)	100 hrs/ per book 50 hrs/ book chapter	
Author of Monographs	50 hrs/ per book	
Author of policy papers	50 hrs/ per policy paper	
Author of consultancy reports	50 hrs/ per report	
Software development	30 hours/ per one software	
Media projects and products	30 hours/ per project or product	
Translation and publication of books and scholarly work	25hrs/ per 100 pages	
Peer reviewed presentation at a conference	10 hrs/ per presentation	

Sheet No. 03 - Contribution to Institutional and National Development

Position	Workload	Time per Activity (per month)
Director External Affairs/ Career Guidance/ Welfare/ Computer unit/ Staff development/ IQAU and other similar*	50 hrs/ year	
Proctor	50 hrs/ year	
Deputy Proctor	45 hrs/ year	
Senior Student Counselor/ Warden	50 hrs/ year	
Student Counselor /Academic sub warden	45 hrs/ year	
Senior Treasurer of student societies		
Positions of VC, Deputy VC	Full time for three years	
Positions of Dean, Head of the departments	Full time for three years	

Positions of coordinators of Faculty/Units	50hrs/year	
Advisors of National Development projects	45 hrs/year	
TEC Participation	Paper ad – 3 hrs/ TEC Other – 1 hr/ TEC	
Duties provided by VC/ Senate	10 hrs/ activity	
Coordinating developing of new degree programme	100 hrs/ year	
Developing a new course	40 hrs/ course	
Infrastructure development at Department/Faculty/University	Actual time spent as per records	
Student advisory boards/disciplinary inquiry boards/ Boards of Examiners/ Boards of Study		
Department meetings/Faculty Boards/Senate sub- committees/ Boards of study		
Resource person - at curriculum development workshops and training programmes		
Country representative of regional/international bodies	50 hrs/year	
Members of formalized links in outreach activities with private organizations	50 hrs/year	
Contribution to Staff development	40 hrs/course	
Contribution to personal and professional development		
Contribution to advancement of the profession		
Any other activity in institutional and/ or national development	Allocation to be decided by an appropriate subcommittee of the faculty Board	

- Some of the fields may not be relevant to your discipline. Please fill accordingly.