



Academic Staff Workload Allocation Policy

1. Policy Overview

This policy is designed to guide the Programme Manager who has responsibility for the management of Teachers at the College. This policy helps to ensure a fair allocation of workload among the teaching staff as captured and displayed via a weekly timetable.

2. Policy Statement

This policy has been formulated according to the following principles:

- Staff have a balanced workload with the expectation that academic staff will both teach as their main role and that they will perform administrative duties as required.
- Workload allocation must be flexible to deal with any extra internal and external demands that may arise during an academic term or year.
- Workload allocation approaches need to be practical and easy to implement.
- The workload envisaged must reflect a reasonable work-life balance and be compatible with a healthy working environment.
- Workload management approaches will be transparent, easy to comprehend and reflect equity of treatment in the management of staff.

Academic workload encompasses a broad range of components that have been categorised under the headings of teaching, administration, and scholarship.

3. Roles and Responsibilities

This policy applies to Teachers, full-time and part-time, temporary, and permanent. The Programme Manager allocates workload according to this policy. The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for



purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/qqi review and reporting process.

4. Policy

Teaching Activities

Teaching activities include contact hours with students, whether in class, tutorials, workshops, or other types of situations where the teacher is delivering module content to students and/or guiding student discussion, presentation, or other activities. Teaching activities also include the time spent in the preparation of classes. Teachers are expected to keep up to date with developments in the area(s) in which they teach and to incorporate new material or approaches into their classes, including

- Changes to national and international policies.
- Any change to QQI requirements in response to the College's annual reporting and revalidation activity as directed by the Academic Director/Programme Manager.
- Improvements in blended learning and online technology approaches.

Teachers are also encouraged to spend time reflecting and reviewing the content of their classes and how the material is delivered and assessed.

Academic assessment workloads can vary greatly depending on class size and because of all identified enhancements in teaching and learning. This includes the correction of essays, exams, supervising projects and other continuous assessment pieces, and the delivery of feedback to students. The delivery of timely and effective feedback to students is essential to the delivery of effective teaching and the successful progression of students and such time will be made available in the weekly timetables.



General Administration Activities

The College is committed to ensuring that essential general administration activities fulfilled by Teachers are catered for in the weekly timetables in an equitable, transparent, and flexible manner. Administration activities are those activities that are related to teaching but also include activities necessitated by the Programme Manager role. They include but are not limited to:

- IT-related administration.
- Student attendance monitoring and recording.
- Examination and assessment planning, coordination and marking.
- Contributing to social activities and events.
- Ordering books, supplies, and stationery
- Office design/layout input.
- Members of one or more boards and committees. Examples include being a member of a AC, Programme Board, Exam Board, Student Disciplinary Committee, Student Appeals Committee, and so on.

Scholarship Activities

While not a research institution, the College does encourage scholarship in the context of meeting staff learning and development aims and the aims of the College as an international and multicultural education institution. Teachers are encouraged to make time for scholarship activity in agreement with the Programme Manager in advance of the timetable being finalised and with the aims of such activity being agreed between Teachers and the Programme Manager in advance.

Workload Allocation

The allocation of academic work activities –teaching, administration, and scholarship – is done at the discretion of the Programme Manager. The Programme Manager will prepare weekly timetables that reflect a fair and balanced approach to the allocation of weekly activities with time for learning and development activities included.

No Teacher will be asked to teach more than 25 contact hours a week at a maximum. The actual number of hours per Teacher will depend on class sizes and subjects being taught. With our blended learning approach to teaching, we envisage Teachers striking a healthy balance between live taught classes and both tutorial support classes/activities and teaching-related time that students spend on materials that students will access themselves in the form of pre-class work or post-class work.

The College commits to recognising that an administration workload to include the teaching and general administration activities described above is necessary for any Teacher to undertake in addition to any Teacher’s teaching workload. From researching comparable institutions’ approaches for administration workload estimates for Teachers who teach foundation or equivalent programmes, the College estimates that over the entire teaching year, a Teacher’s administration workload will be at a ratio of 0.5 hours for every four hours taught. The College, therefore, will pay every Teacher 0.5 hour’s administration work for every four hours of teaching that they do which it believes is in line with other Irish higher education environments. This will include the teaching administration described above and to include any other form of administration required as part of their role, to include meetings attendance. This will be an all-inclusive rate to cater for the fact that some weeks will have heavier administration workloads than others (i.e., during assessments and exam periods) while other weeks will have much less administration duties. The intention is that teachers will complete their administration requirements and activities knowing that they are being fairly compensated for doing so. Furthermore, that teachers are compensated for the entirety of the work they do at the UniHaven College knowing that the extent of their teaching and other administration activities is duly recognised.



The Programme Manager will consider each of the following in preparing a timetable that works well both for Teachers and students and agrees on it with Teachers before implementation:

- Teacher workload – preparation, teaching, tutoring, assessment, and exam activities.
- Student learning demands – preparation, in class, tutorials, assessment activities, revision etc.
- Module hours required as informed by our programme and module requirements.
- Equity of allocation among Teachers where two or more Teachers can teach the same modules.
- Progression-related spread of workload to facilitate programme completion and to comply with partner university timelines by which they need information and/or grade submissions.
- Administration and social activities.
- Scholarship, learning and development activities.
- Any other salient issue that can impinge on the timetable for a given week.

Should any unplanned absence occur, the Programme Manager will choose an alternative Teacher from a list of suitable contract/part-time staff that can be called on in such circumstance or will allocate an existing Teacher to cover the absence where such Teachers are qualified to teach more than one subject.

5. Procedures and Forms

Stall Leave Procedure

This procedure outlines how staff leave will be requested and approved at the College. This procedure applies to all staff who wish to take leave of the types described in this procedure and is the responsibility of Line Managers to implement in conjunction with the People Officer.



UFORM019 UniHaven Leave Request Form in the Appendix or online alternative be used by all staff when they wish to request leave. The People Officer stores the forms in line with UPOL023 UniHaven Data Retention Policy Rev 1. The procedure is outlined below.

1. Any staff seeking discretionary leave should first evaluate their workload and plan around key work, dates, deadlines, examinations, classes, tutorials, financial year-ends, and other key activities that are essential to the successful running of the College. Once they have satisfied themselves that leave will not interrupt key activities that they have a role in they should seek leave from their Line Manager. Where leave exceeds 3 days, the relevant senior manager should be emailed to inform him/her before leave being approved. This is especially important in the early days of the life of the college when any staff member is on leave will have a disproportionate impact in contrast to when greater staff numbers are employed as student numbers grow. For non-discretionary leave such as compassionate, jury duty, or sick leave, staff should contact their Line Manager as soon as they become aware of the need to take leave.
2. Complete UFORM019 UniHaven Leave Request Form Rev 1 or online alternative for the Line Manager to sign.
3. The Line Manager's responsibility is to assess the leave request objectively, consistently, and fairly such that the request can be accommodated, if possible, as long as staff respect the leave policy as set out on the employee handbook, especially concerning Teachers avoiding leave where possible during term time.
4. Leave requests will also be assessed against the number of leave days remaining in the calendar year in which they are being sought. Leave cannot be transferred from one calendar year to another.
5. Once the line manager is satisfied that the leave can be approved, s/he informs the staff member and sends the approved form to the People Officer for storage.
6. Should the leave request not be approved, the line manager should communicate the rationale for the decision promptly to the leave requestor and do their best to accommodate alternative leave as much as possible. Unapproved leave request forms are forwarded to the People Officer.



APPENDIX

UFORM019 Leave Request Form Rev 1

Notes:

- The policy for all leave types is outlined in the UniHaven Employee Handbook Rev 1.
- All leave is reported to the Finance Officer to ensure correct salary payments and to the People Officer who stores all completed request forms.
- All leave of more than 3 days duration must be reported to the relevant department's Senior Manager before line manager signoff.

Requested By: _____ Request Date: _____

Nature of the Leave Requested - Tick the relevant box.

<p>Annual Leave</p> <p>Leave From: _____ Leave To: _____</p> <p>Total Days Requested: _____ Total Days Remaining: _____</p>	
<p>Sick Leave <i>(Attach medical certificates where longer than 3 consecutive days)</i></p> <p>Leave From: _____ Leave To: _____</p>	
<p>Professional Travel/Learning & Development/Leave <i>(Attach approved Learning and Development Request Form)</i></p> <p>Leave From: _____ Leave To: _____</p>	
<p>Jury Duty <i>(Attach a copy of the court's service attendance request to this form to verify requirement)</i></p> <p>Leave From: _____ Leave To: _____</p>	
<p>Other Authorized Leave</p> <p>Leave From: _____ Leave To: _____</p>	
<p>Leave Without Pay <i>(Complete the Leave Without Pay section below)</i></p> <p>Leave From: _____ Leave To: _____</p>	

Leave Requestor Signature: _____ Date: _____

Line Manager: _____ Department: _____

If leave duration exceeds 3 days, please email your Senior Manager before approving the staff leave request

Senior Manager Email Sent: Yes / No Date: _____

Quality Assurance Manual (QAM) Chapter 5

Document Name	Academic Staff Workload Allocation Policy
Procedure Document Number	UPOL011
Version Reference	Rev.2
Document Owner	Academic Director
Roles with Aligned Responsibility	Managers, Staff, People Officer
Approved By	Academic Council (AC)
Approval Date	2.3.2023
Date Policy Becomes Active	1.4.2023
Revision Cycle	Annually
Revision History/Amalgamation History	Revised for text errors post programme validation
Additional Information	N/A
References/ Supporting Documentation	UDOC000 UniHaven Quality Assurance Manual Rev 2 Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (2016) Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis (2016) UPOL023 UniHaven Data Retention Policy Code of Practice for Provision of Programmes of Education and Training to International Learners