

College of Engineering, Mathematics and Physical Sciences

Workload Planning Policy and Implementation College of Engineering, Mathematics and Physical Sciences

You can access this document here:

<http://intranet.exeter.ac.uk/emps/staffinfo/planning/>

And here: <https://www.exeter.ac.uk/ppbi/workloadplanningteam/colleges/>

The University Academic Workload Policy here:

https://www.exeter.ac.uk/media/universityofexeter/securestaff/hr/Workload_Planning_Policy_Guidance.pdf

Purpose

- a. The CEMPs Workload Model aims to facilitate goals of fairness and transparency in the distribution of workload for E&S and E&R members of staff only.
- b. In its adherence to a currency of hours, the CEMPs Workload Model aims to reflect the common experience of particular tasks. It recognises, however:
 - i. that the apparent individual targets of 1650 hours per year for academics on E&R contracts and 1600 hours per year for academics on E&S contracts, are figures determined principally by external factors and stand as a proxy for standard academic workloads, and do not reflect the contractual arrangements for academic staff; and
 - ii. that different people will experience different tasks in different ways.
- c. Ensure the workload summary is presented to College Executive Group (CEG) in June/July for review/approval with due consideration of the health and safety of staff and equality and diversity issues.

Scope

The College currently uses the University workload planning tool, SWARM.

The College workload plan is based on annual contracted hours.

The workload planning process within the College is transparent; all College academic staff and consultants employed by the College are held on SWARM as 'users'. All College staff have access to view College-wide summary data.

Teaching, Research, Administrative Roles and Personal/Professional Development loads are included in SWARM for staff in the academic job families.

It is important to note that SWARM cannot be a dynamic system which is constantly updated. Instead it is used to inform planning, based on data available at the time. While it is important to recognise that it is a model and, therefore, a simplification, CEG and other college groups have ensured that parameters used are reasonable and that workload represented in SWARM should be broadly representative of workloads. The parameters used are under regular review and systematic errors or omissions will be corrected. The parameters are harmonised across the University to ensure equity and comparability. However, it is important to recognise that whilst the typical time taken for tasks can be estimated, the same task may take different people different amounts of time. -

Management

CEG have overall responsibility for the College workload plan. The Workload Planning Administrator for CEMPS has administrative responsibility for SWARM. The College ADE oversees the college SWARM on behalf of CEG.

The workload plan is developed in partnership with academic staff, particularly the Associate Deans of Education and Research, the Directors of Education and Research and the Heads of Discipline. Grant, PGR Supervision and staff data is updated at least monthly from University systems (i.e., T1, SITS and Trent HR). Staff should contact workload@emps.ex.ac.uk or, the CEMPS Workload Planning Administrator, at k.m.parr@exeter.ac.uk if a new grant, PhD student's supervision hours or new member of staff does not appear within this timescale.

Categories of Workload Hours

General

Part-time staff receive a pro-rata allocation of both target and actual workload hours. Staff in shared roles (i.e. joint supervision, joint teaching) receive a pro-rata allocation of workload hours.

Annual Workload Hours

The College workload plan is based on annual contracted hours. For E&R job family staff 1650 hours are used per FTE and for E&S job family staff 1600 hours are used.

Support and Scholarship (S&S)

Please see **Appendix 1** for more detail on the College-funded Research (QR) aspect of S&S.

All E&S and E&R staff are allocated a base level of Support and Scholarship (S&S) hours. New E&R and E&S staff, subject to the Professional Development Programme (PDP), receive an enhanced allocation of S&S hours in their first two years and the base level thereafter. New staff not on PDP may receive an enhanced allocation of S&S hours in their first year and the base level thereafter.

Proleptic staff will not be required to do more than 165 hours per year of non-research activity in the research phase of their appointment and will then receive the same enhanced allowance as new staff (see above), subject to PDP.

Support and Scholarship hours are designed to cover a base level of research, other time not covered by grants, supervision commitments, teaching etc. and to gradually increase the workload of new members of staff through their early years. Current S&S categories and their purpose are shown in the table below. Any hours allocated are on a pro-rata basis where there are part-time contracts and/or where contracts of employment start or end mid-year.

Staff whose time is wholly covered by research grant/grants will not receive the base-line allocation.

S&S Allowance Categories	Total Load (Hrs)	Allocated to:	Purpose
Basic Research & Scholarship	330	All E&R family staff.	One third of these hours are allocated for Research support activities, for example, grant writing, unpaid external commitments to research support including advisory work and journal/grant review/editorship, promotion of our research facilities and opportunities etc.; one third are allocated for Scholarship activities, for example, advancement of knowledge and skills related to research; and the remaining third are allocated for College funded research leading to an external output, for example, publication or conference paper.

Basic Scholarship	320	All E&S family staff.	This time allows for developing new research, keeping up-to-date, fulfilling other professional duties etc.
New Staff Year 1 (Lecturers)	757	All new E&R family staff at Lecturer level.	The additional S&S hours cease for the year following successful completion of the three year PDP targets.
New Staff Year 1 (Senior Lecturer and above)	537	All new E&R family staff at Senior Lecturer and above levels.	
New Staff Year 2	278	New E&R family Lecturers on PDP.	To support PDP. The additional S&S hours cease for the year following successful completion of the three year PDP targets.
Additional Research	330	E&R family staff as required.	This time allows for additional research activity approved by College Executive Group (CEG) on a case-by-case basis.
Additional Education	330	E&R or E&S family staff as required.	Hours allocated, for example, for developing new programmes/modules etc.
Additional Approved	330	E&R or E&S family staff as required.	Hours allocated, for example, to facilitate graduated return to work following maternity or long-term sick leave
Study Leave	1650	E&R or E&S family staff as required.	Hours allocated, for example, for study leave or sabbatical
Proleptic Allowance	1485	E&R family staff as required.	To provide protected time during the research phase of the appointment and to ensure no more than 165 hours are available for non-research activity.
Consultancy Research	330	E&R family staff as required.	Allows for approved consultancy relating to Research.
Consultancy Education	330	E&S family staff as required.	Allows for approved consultancy relating to Education.
ESI Research Allowance	330	All ESI staff.	Basic Research & Scholarship hours for academics involved in ESI
Admissions Duties	15	At discretion of HoD.	Attendance at Open Days and other student recruitment events.
Citizenship	20	All E&R and E&S staff, (who are not receiving New Staff Allowance Year 1 or Year 2)	For example, for attending meetings, undertaking small administration roles not included explicitly in 'Administration and Other Roles' etc. This is applied to all female staff receiving Basic S&S allowance at 200% (40h) and at 100% (20h) for all female staff receiving "New Staff Allowance" (Year 1 and/or Year 2) to reflect their additional work on panels etc. for gender equality reasons, Athena Swan initiative.

Academic Professional Programme (APP)

Many academics new to Exeter will need to complete the Academic Professional Programme (APP). This is the successor programme to PCAP (Postgraduate Certificate in Academic Practice), and while the outcomes are the same, including HEA Fellowship, the APP programme is structured as a degree apprenticeship over an 18-month period (from Sept 2019) with start dates in September or March of each year.

There are two WAM allowances for APP. The first is for actual APP activity (classes, training, and assignments) and counts towards annual workload (285 in total over the APP period). The second allocation of 210 is mapped against existing workload that helps toward the completion of the apprenticeship; in short it's learning a new skill, gaining knowledge, or putting either these into practice for the first time. At least 100 of the 210 must be teaching or teaching-related activity, thereby supporting the HEA Fellowship aspect of the APP programme. All necessary guidance will be provided to APP participants by the APP team.

Academic Professional Programme (Degree Apprenticeship)	
<p>Academic Professional Programme (20% OJT) – taught element 18 month programme: September start Year 1 – 243, Year 2 – 42</p> <p style="text-align: center;">March start Year 1 – 119, Year 2 – 166</p> <p>(2018-19, 24 month programme: Year 1 – 123, Year 2 – 162) (Where APP is being taken without the degree apprenticeship the number of hours allocated may be slightly lower than 285 as there is no End Point Assessment requirement. There may also be those taking only part of the APP and so hours may be reduced. See ADE.)</p>	<p>285 (Where APP is being taken without the degree apprenticeship the number of hours allocated may be slightly lower than 285 as there is no End Point Assessment. There may also be those taking only part of the APP and so hours may be reduced. See ADE.)</p>
<p>APP: Teaching or Research Learning Activity (20% OJT) – practice 18 month programme: 210 activity over the period (2018-19, 24 month programme: 371 activity over the period)</p>	<p>0</p>

Grant Writing in S&S

- Hours allocated for grant writing activity are included in the standard S&S allocation.
- Staff who plan to write and submit ambitious grant proposals for significant projects, typically for income to the UoE in excess of £2M (such as Program Grants etc.), are invited to apply for appropriate periods of Study Leave that would enable and support their preparation. This should be organised in sufficient time for organisation of appropriate teaching cover. Firstly, formal approval should be sought from HoD, DoE and DoR to support an application to CEG for Study Leave for large grant proposals preparation. CEG will consider these applications in line with the usual business case criteria associated with approval for Study Leave proposals.

Impact development as “Additional S&S”

- Support for genuine cases of development of 4* REF-able impact can be approved by CEG and can result in additional workload allowance that will be categorised under the “Additional S&S”. Please apply to the ADE for a specific application form.
- Support for impact activities (50-200 hours per high quality case study) will be allocated as agreed and approved by CEG.

Administrative Roles

There are a mixture of both Leadership Roles (Table 1) and discipline-specific roles (Table 2) to be allocated each year. These are assigned to individuals with associated loads (hours), which are allocated on a pro-rata basis where roles are shared. These loads are reviewed annually by CEG.

***** Please note that College discretion is used to determine higher or lower allocations than those shown in the tables below, based on the size of the discipline and whether it is spread across Penryn and Streatham campuses.**

Admin Roles – Leadership Roles
(these are shown in Swarm under Admin and Other roles)

Role name	Role load (Hours)	Notes
Discipline level Administration roles.		
Academic Lead	100-110	
Academic Misconduct Officer	20-60	
AccessAbility Liaison Officer	30-40	

Admissions & Outreach Officer	120	
Admissions Officer	300-480	
Aspire Mentor	30	
Assessment Officer	120-160	
Assistant Director (Education) for IDSAI	75	
Assistant Director of Education	330	
Associate Dean for Global	825	
Associate Dean of College (Education)	1200	
Associate Dean of College (Research and KT)	1200	
Associate Director (Research) (GSI)	50	
Athena SWAN Submission Author	26	
CEMPS University Leverhulme Strategy Group Chair	60	
Co-Director of the Joint Centre for Environmental Intelligence	825	
College Appeals/Complaints/Misconduct Coordinator	60	
College Director of Degree Apprenticeships	300	
College Director of Digitally Enhance Learning	600 300	
College Ethics Officer	30	
Deputy Associate Dean for Research	165-660	
Deputy Director of Education (Mathematics Cornwall)	100	
Deputy Director of Research (Mathematics)	100	
Deputy Director of Xat	240	
Deputy Head of Engineering	330	
Deputy Program Director (UG DTS)	165	
Director of Academic Misconduct, Assessment and Mitigation	165	
Director of Admissions	220-240	
Director of Data Science Institute	825	
Director of Education	990-1650	Variable
Director of Global Development	330-400	
Director of Impact	150-165	
Director of International and Development	330	
Director of Natural Sciences	330	

Director of PGT Studies	150	
Director of Research	395-495	
Director of Student Support (Natural Sciences)	120	
Director of Taught Programmes (Natural Sciences)	240	
Director Peninsula MR Centre	165	
Discipline Director for PGR	150-200	
Education Lead	50-200	
Education Service Lead	50	
Employability Officer	90-160	
Equality & Diversity Co-ordinator	60	
Equality & Diversity Officer	52	
Ethics Officer	30	
Head of Discipline	990	
Health and Safety Officer	104	
Inclusivity and Diversity formerly known as Athena Swan Working Group	10-20	
International Officer	90-160	
International Student Recruitment Officer (Natural Sciences)	10	
Ionising Radiation Safety/Protection Officer (Physics)	75	
Key Program Director	330-495	
Library Officer	60-80	
Mitigation Committee	100	
Non- ionising Radiation Safety Officer	15-60	
PGT Programme Lead	50-300	
Program Director	165	
Programme Lead (BSc Data Science Exeter College Degree Apprenticeship)	165	
PTA Co-ordinator	20-80	
PVC and Dean of College	1650	
Radiation Protection Supervisor (Harrison)	15	
REF2021 sub-panel 12 member	330	
Research lead	50	
Seminar Officer	52	

Senate Representative (Elected/Nominated)	30	
Senior Tutor	30-100	
UCU Rep	330	
UG Programme Lead	30-150	
Widening Participation Officer (Computer Science)	52	
Widening Participation Tutor (Engineering)	50	

Note: the list above is not exhaustive

***** Please note that College discretion is used to determine higher or lower allocations than those shown in the table below, based on the size of the discipline and whether it is spread across Penryn and Streattham campuses.**

**TABLE 2 – Discipline-specific roles
(these are shown in Swarm under S&S Admin and Other roles)**

Admin Roles [Non-Leadership Roles – S&S in SWARM]

Role name	Role load (Hours)	Notes
Academic Laboratory Coordinator	30-45	
Academic Liaison Officer (Engineering)	50	
Academic Mine Manager (Mining, Minerals & Geology)	165	
CDT - Metamaterials (Physics)	1650	Spilt Load
CDT - STREAM (Engineering)	100	
CDT - Sustainable Manufacturing (Engineering)	100	
CDT - WISE (Engineering)	100	
Centre/Institute Assistant Director (LSI)	38	
Chair of Board of Studies (Natural Sciences)	60	
Climate and Environment Emergency WG	26	
College Collaborative Provision Coordinator	90	
College Outreach & WP Coordinator	90	
College Student Engagement Coordinator	60	
Computing Lab Co-ordinator (Physics)	60	
Degree Apprenticeship Development	320	
EMPS NERC Science Board	120	
EMPS University Wide- NERC Strategy Group	20	
Engineering Laboratory Coordinator	165	

Engineering/RE/CSM Inclusivity Working Group	100	
ESI Associate Director	75	
External Relations Champion (Mining, Minerals & Geology)	15	
Faculty Sub-Board Committee	64	
HPC Strategy (Physics)	60	
IDSAI Activities (Mathematics Cornwall)	9	
IDSAI Assistant Director for Partnerships	75	
Industrial Advisory Group	50	
Mathematics Scrutiny Group	20	
Outreach and WP Activity	10-15	
Peer Review College (Internal)	60	
PGR Co-Ordinator	165	
PGR tutor (Engineering)	200	
Programme / Curriculum Development (Mathematics Cornwall)	100	
Programme and Industrial Link Development (Renewable Energy)	40	
PTA Co-ordinator	52-120	
REF Preparation	25	
ROM/REF Support	120	
Seminars	60-80	
Stage 1,2,3,4 Coordinator	80	Each stage
Summer Vacation Bursaries Coordinator (Physics)	25	
Taught Faculty Board	16	
UTC Co-ordinator	75	

Note: the list above is not exhaustive

Research Related Workload

Grants

Research grants are updated monthly from T1.

Staff time commitment to research grants (e.g. 10% on a project) will be multiplied by a College-agreed recovery rate and entered into staff workloads. At present the standard recovery rate used for all grants, regardless of funding body, is 100% and includes time spent Supervising RA's.

Mentoring/ RA Supervision

No RA/Postdoc hours are allocated for this in the 'Mentoring/RA Supervision' section as this is now accounted for in receiving 100% recovery rate of the research Grant funds (Previously awarded at

80%). However 10 hours are allocated for each member of an Academic Lead's (AL) group, as shown on the website [here](#). This does not apply to Engineering who have a different AL system.

PhD Supervision and Mentoring

PhD supervision is updated monthly from SITS.

PhD supervision is shown under 'PhD Supervision and Mentoring' on SWARM and currently 90 hours per year are allocated for supervision and normally 2 hours per year for mentoring. These hours are allocated on a pro-rata basis where the student is part-time, where start or end dates are mid-year and where there is shared supervision. Unless stated, the default split between the first and second supervisor is 80:20.

Hours are not allocated for the supervision of PhD students who have exceeded the maximum period of study.

An additional 50% workload hours will be allocated for PhD supervision of Externally Funded International Fee (EFIF) paying PGR students.

Teaching Related Workload

College Contacts for this data area are the Directors of Education via their University of Exeter email addresses.

Tutees

The workload for pastoral tutorial activity takes into account of the number of tutees supported and discipline-specific characteristics. Each tutee is automatically allocated 1.5 hours in SWARM.

Student Projects

The workload for projects is allocated according to the number of projects supervised, multiplied by a time per project and takes account of discipline-specific characteristics, such as lab supervision requirements, and the academic level of the module.

The template for project modules is similar to that for any other module. However, the workload for projects is allocated according to the number of projects supervised, multiplied by a time per project and takes account of discipline-specific characteristics and the academic level of the module.

Teaching

The delivery time for teaching is determined by the Directors of Education, subject to approval by the Associate Director of Education. The delivery time is input into SWARM using the format shown in the next section: "Module Teaching Allocation". There may be discipline-specific processes in addition to the example given.

Hours allocated to first time teaching on an existing module and teaching on a new module are increased by a weighting factor to allow for the additional preparation required. The weighting factors of both of these situations are reviewed annually by CEG, but are currently X2. Normally, only one of these weightings would be applied.

A new lecturer (E&R) could expect to only have 50% of a 'normal' teaching load in year 1 of employment but then no restrictions in year 2 and beyond.

Module Teaching Allocation

Allocation of module teaching, including projects, is under the control of the Directors of Education. Each module (including project modules) has a separate template containing individual, independent data relating to preparation, delivery and marking. Entries under these elements are made on the assumption that the module has been previously delivered, in essentially the same form, by the same lecturer. Where this is not the case, flags indicate whether the lecturer is new to delivering teaching on an existing module, or if the module is new. In both cases the preparation time is increased by a weighting factor, currently 2, to allow for preparation.

Module Leader hours are intended to include maintenance of the website, module review, curriculum review, co-ordination of the teaching team for the module etc. in line with the role description at: <http://intranet.exeter.ac.uk/emps/about/academicroles/moduleleader/>

Where teaching is shared, hours are allocated on a pro-rata basis; the percentage split is shown and the actual load hours.

Review

In spring each year, CEG reviews the range of workloads planned for the following academic year to identify those who are significantly over/under the 1650 hours (i.e. $\pm 10\%$). Individual cases are discussed by the Associate Deans (Education and Research) with Directors of Education, Heads of Department and/or Academic Leads and adjustments are made where possible/appropriate.

Appendix 1

College-funded Research (QR) time.

The College's approach to research time in workload planning is reflective of the discipline context. It is transparent to all members of the College and can differ at discipline level, where appropriate.

Staff on E&R contracts will be allocated 330 hours (20%) of their workload allocation internally-funded research time. This is referred to as the base-line allocation (S&S time). This is split into the categories of:

- 1) 110 hours (6.7%) on independent research, knowledge exchange and impact development activity which leads to an external output or outcome (e.g. a publication, product creation, engaged-research, research dissemination, collaborative partnership development, impact-focused activities with the private, public and third sectors or other publics, or evidence gathering to articulate impact)
- 2) 110 hours (6.7%) on research and innovation administration/support and grant writing or bid development.
- 3) 110 hours (6.7%) on research leadership and skills development including conference attendance and training.

Staff involved on research grants will have time funded by the research grants included in their workload allocation.

Based on the discipline context, the College has policies to reflect how grant-linked time may change the overall research allocation, as follows:

Where staff are involved with research grants with fully-funded research time, the College will consider the overall balance of research time, and will not adjust the overall S&S allocation.

CEG maintains the CEMPS' position that Workload allocation for personal extra-curricular activity is only available for funded activity. Unfunded extra-curricular activity should be drawn down from S&S allowances.

Where a colleague feels that their extra-curricular activity is beneficial to the college through the impact it generates, this colleague will be advised to prepare and submit an application for Impact Case Study workload allowance as described in the CEMPS Workload Policy.

Staff whose time is wholly covered by a research grant/grants will not receive the base-line allocation.

CEG agreed change to PhD mentoring time. PhD Supervision and Mentoring
PhD supervision is shown under 'PhD Supervision and Mentoring' on SWARM and currently **90 hours per year** (previously it has been 60hrs) Nicola King verified July 2021. KMP