

DETERMINATION OF LECTURER'S DUTIES

The following is the negotiated agreement between NATFHE/UCU and LSBU which constitutes your current contractual rights and obligations

SOUTH BANK AGREEMENT

Introduction

- 1.13 These guidelines should be read in conjunction with section I of the agreed national text of the staff handbook. They are intended to assist the institution and staff to arrive at sensible and sustainable work-loads for staff whilst maintaining the highest standards of academic quality. The operation of the process of workload determination will be monitored by management and NATFHE, and modifications will be agreed to reflect the changing nature of teaching and learning activities in higher education.
- 1.14 To aid the process of monitoring and to encourage the exchange of good educational practice within the University, the agreed outcome of the process of the allocation of duties will be made available to all members of staff in each department, to NATFHE, and to the appropriate committees of Academic Board.

Overall Parameters

- 1.15 The essence of a professional contract is that staff and management develop an agreed programme of work which will enable staff to achieve the highest academic and professional standards. Although the professional goals of academic staff can be diverse, reflecting the wide variety of University activities and enabling individual staff to perform quite different roles in the institution, the basic activity of most staff will continue to be scheduled teaching activities and direct teaching-related activities for students on University courses.
- 1.16 Scheduled teaching activities shall not exceed 550 hours per year. Notwithstanding this, it is an objective of the University to maintain, wherever possible, scheduled teaching activities below the maximum level. In addition, it is agreed that scheduled teaching activities will take place during a teaching year comprising no more than 36 weeks, with terms normally of 12 weeks and no more than 14 weeks, separated from each other by at least 3 weeks.
- 1.17 Scheduled teaching activities will normally be up to 15 hours per week with a maximum of 18 hours in any one week (Monday to Friday). Staff will work flexibly over the week in a range of morning, afternoon and evening sessions, and sessions of scheduled teaching activities will not normally exceed 3 hours within a 4-hour block with a minimum of 1 hour between sessions.
- 1.18 Staff will not be expected to teach (a) in the morning and evening sessions on the same day, except with the prior agreement of the member of staff concerned; (b) more than two evenings a week.

Balanced Programme

- 1.19 The overall aim is to meet the commitments of each School whilst retaining equity and reasonableness in distributing workloads. To avoid lecturers undertaking unreasonable workloads, the Head of School shall allocate a balanced programme of teaching activities designed to maintain academic vibrancy and personal professional development. Factors to be taken into account in determining a balanced programme are those listed in section 1.10 above.
- 1.20 Where a member of staff's teaching programme is unbalanced, a lower than maximum programme of scheduled teaching activities shall be allocated. Factors which might lead to an unbalanced programme include large class sizes or teaching over a wide range of subjects. Members of staff

would not normally be expected to teach on more than three different lecture programmes in one week.

- 1.21 To sustain a full and balanced programme of formal teaching will involve staff in a range of additional direct teaching-related activities which are expected to utilise fully the member of staff's available working time. These activities necessarily involve preparation, and the maintenance of academic and professional expertise in the particular disciplines of the staff member.

Working Week and Working Year

- 1.22 Staff are only required to be present at the University for teaching and those aspects of the duties set out below which can only be undertaken effectively at the institution.
- 1.23 The workload will need to meet identified staff development needs arising from the staff development and appraisal process.
- 1.24 During the 36 teaching weeks, normally up to 15 hours (with a maximum of 18 in any one week) of the staff member's time will be spent on Scheduled Teaching Activities, and may also include some Academic Management and Planning, Staff and Institutional Development activities. The rest of staff member's time will be spent on Direct Teaching- Related Activities, including scholarly updating. Two further weeks will be available for teaching-related administration, normally at the beginning and the end of the academic year.
- 1.25 The holidays are :-
- a) 35 days, plus
 - b) statutory Bank Holidays, plus
 - c) local discretionary days, plus
 - d) days when the University is closed in the interests of efficiency.

Local discretionary days are usually the Tuesday after Easter Monday plus the four days after the Spring Bank Holiday.

- 1.26 Outside clauses 1.24 and 1.25 the remainder of the Lecturer's working time will be spent on self-managed scholarly activity which will not necessarily require attendance at the University.

Overtime

- 1.27 All teaching activity over 550 hours per year and 18 hours per week, or outside the University terms, is voluntary and will be counted as overtime. It will be paid for either:
- (a) at the appropriate part-time hourly rate; or
 - (b) by time off in lieu, whichever the lecturer prefers.

Weekend working is voluntary and may only occur with the prior agreement of the staff member concerned, and will be treated as overtime.

Self Managed Scholarly Activity

- 1.28 Maintenance of professional expertise is becoming increasingly complex and exhaustive of staff time, particularly as the range and level of courses offered by the University is enhanced. At least part of the time required for this activity is identified in the contract by self supervised scholarly activity. The appropriate activities to be engaged in under this heading will be initiated by individual members of staff.

- 1.29 Research and scholarly activity will be principally self-managed. In addition, these activities and their relationship with other duties will be considered as part of the staff appraisal and development system.

Academic Management and Planning

- 1.30 In developing the general academic mission of the University it is desirable that most, if not all, staff have a pattern of activities different from that implied by a "full scheduled teaching programme". Again, the principle of a sustainable balanced programme of activities befitting a professional person would dictate the involvement of all staff in activities beyond scheduled teaching.
- 1.31 It is regarded as an important principle that all staff who wish to should have the opportunities to gain some experience of course management and course development, and that all staff should be afforded opportunities for self development through specific programmes of staff development, research and consultancy, and participation in the academically related activities of the University. To complete these successfully it will normally be necessary to allocate a less than full programme of formal scheduled teaching activities and this would be taken into account when workloads are allocated to staff.
- 1.32 Most staff, with the possible exception of staff new to higher education, may well take minor management roles. However, some roles involve considerable responsibility and are likely to demand a significant commitment of staff time. The same can be said of staff development and course development activities. Major roles in each of these areas may well involve in excess of the equivalent of a third of a full teaching programme.

The Activities of Staff

- 1.33 The activities of staff are divided into the following categories:
- a) Scheduled Teaching Activities
 - b) Direct Teaching Related Activities
 - c) Academic Management and Planning
 - d) Staff and Institutional Development Activities.

- a) and b) are the basic expectations of a lecturing post.
c) and d) would be undertaken by agreement.

(a) Scheduled Teaching Activities

Include all activities involving contact with students formally identified as part of their programme of study, and includes assessment of students' work. This will be decided by Heads of Schools, with a provisional allocation in July for the forthcoming year, taking into account approved course documents or as agreed with external examiners.

Activities include:

Lectures

Research supervision

Seminars, Tutorials, Laboratory, workshop and studio sessions.

Recognition for the requirements for the assessment and marking of student assignments and examinations.

Supervision of projects, dissertations, field study visits, industrial placements, teaching practice, clinical practice, distance learning,

Invigilation and revision sessions

Feedback in relation to student assignments

Pastoral tutorials of students.

(b) Direct Teaching Related Activities

Includes all activities necessary to enable staff to deliver quality courses successfully.

Activities include:

Preparation

Setting and marking of examinations and assignments

Preparation of individual course unit documentation

Liaising with colleagues on course delivery

Maintaining course and subject records

Preparation of student reports

Maintaining scholarship by appropriate subject updating related to assigned teaching duties

Interviewing prospective students

Attending course boards and examination boards

Attending appropriate short courses and conferences.

(c) Academic Management and Planning

Includes all activities necessary for the smooth operation of current courses and the design and development of new ones.

Major roles in these areas involving significant staff time commitments might change the nature of staff duties sufficiently to be dealt with outside these procedures by an appropriate appointment procedure. Such roles are identified by*

Activities include:

Course Director *

Subject Leader *

Unit co-ordinator

Year tutor

Participation in quality assurance procedures

Industrial placement co-ordinator *

Admissions tutor *

Head of School responsibilities delegated to staff

Participation in course planning including CPC chairperson and participation in validation procedures

Mounting exhibitions and displays

(d) Staff and Institutional Development Activities

Includes all activities which are not directly related to the achievement of the objectives set for current teaching activities.

Activities include:

Approved research

Approved staff development

Sabbatical leave

Attendance at long and short courses, and conferences

Relevant consultancy

On-going development of course content and teaching methods

Developing innovative teaching materials and methods

Secondment and industrial attachment

Writing books, articles and conference papers

Participation in income-generating activities of the University

Participation in staff induction programmes

Participation in University training programmes (eg Health & Safety, equal opportunities, appointment and appraisal of staff, management training)

Membership of University committees and advisory groups.