

## Workload Calculation for Academic Staff

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It is recognized that the time spent and the effort made by a teacher on teaching-learning activities depend on the individual teacher. However, it is difficult to develop a formula to accommodate all these differences which are oftentimes not easily measurable. Hence, in developing the formula for computing the workload, we have considered only average values rather than the precise values for the parameters in the formula.

The main categories of activities that have been recognized for the workload calculation are as follows:

- (i) Contribution to teaching,
- (ii) Contribution to Research and development,
- (iii) Contribution to University and national development.

In principle, the activities for which the teacher is paid a significant allowance is not considered for his/her workload calculation under Category (i). However, these may be considered under Category (ii) or (iii). For example, postgraduate teaching where a teacher is paid is not considered for his/her workload calculation under Category (i); but may be considered under Category (ii) or (iii).

### (i) Contribution to Teaching

- There are 12 categories of teaching/learning activities that have been identified and a formula to calculate each of these components are given in the following table:

	Teaching/Learning Activity	Number of hours for the activity	Explanations for the Parameters
1	Conducting Lecture/ tutorial/ small group discussions	$15 \cdot m \cdot C$	$m$ - number of offerings of the same course by the same teacher
2	Preparation of Lectures/ tutorials/ small group discussions	$15 \cdot k_1 \cdot C$	$k_1$ - number of preparation hours for a 1 hour lecture/ tutorials ( $k_1 = 1.5$ hrs)
3	Setting Examination papers	$k_2 \cdot C$	$k_2$ - constant time period for setting Exam papers for a 1 credit unit course. ( $k_2 = 3$ hrs)
4	Marking Examination Answer Scripts	$n \cdot C / 6$	$n$ - number of students following a given course/ number of students examined by the teacher.
5	Translation of Examination papers	$k_3 \cdot C$	$k_3$ - Time spent on translation of question paper of 1 credit unit ( $k_3 = 2/3$ hrs)
6	Evaluation of tutorials/ assignments	$n \cdot t / 6$	$t$ - number of tutorials per course unit $n$ - number of students following the course
7	Conducting practicals/clinicals/ fieldwork/design labs	<b>Actual number of hours spent</b>	
8	Preparation of practicals/ fieldwork/design labs	$w \cdot C / 3$	$w$ - hour equivalent of respective activity per credit
9	Setting practicals/fieldwork/design examinations	$k_4 \cdot g_2$	$k_4$ -constant time period for setting a practical/fieldwork/design examination (3 hrs) $g_2$ - no. of groups in the practical/ fieldwork/design examination (if all the groups are given the same exam, then $g_2=1$ )

10	Evaluation of practical/fieldwork/design reports	$k_5 \cdot n \cdot f$	$k_5$ - time taken to grade a practical/fieldwork/design lab report ( $k_5 = 1/6$ hr) $n$ - no. of students in the practical/fieldwork/design lab course $f$ - no. of practical/fieldwork/design labs in the course where the reports are evaluated.
11	Supervision of Undergraduate projects	$15 \cdot p \cdot k_6$	$p$ - number of project groups $k_6$ - time spent weekly on supervision per project group (30min/group/week)
12	Evaluation of Undergraduate project reports (as a supervisor or examiner)	$q \cdot k_7$	$k_7$ - constant time spent correcting and evaluating a project report (3hrs/report) $q$ - number of reports corrected

C- number of credit units (or fraction) contributed by the teacher on the activity  
(Refer to Table 3 for necessary conversions.)

**Table 1** Formulae to compute the workload (in hours) for different teaching/learning activities

- There are 7 categories of Industrial Training activities that have been identified and a formula to calculate each of these components are given in the following table:

	Activity	No. of hours for the activity	Explanations parameters
1	Liaising with outside organizations prior to assigning students for training	$n \cdot k_8$	$n$ - No. of students assigned for training $k_8$ - Average time spent for one student (1/6 hrs)
2	Assigning students for training and related documentary work	$n \cdot k_9$	$n$ - No. of students assigned for training $k_9$ - Average time spent for one student (1/6 hrs)
3	Follow up work (attending to students problems etc.)	$n \cdot k_{10}$	$n$ - No. of students assigned for training $k_{10}$ - Average time spent for one student (1/6 hrs)
4	Supervision of trainees	$n_v \cdot k_{11}$	$n_v$ - No. of visits made $k_{11}$ - No. of hours per visit (16 hrs)
5	Correction of Industrial training reports	$q \cdot k_{12}$	$q$ - No. of reports corrected $k_{12}$ - Constant time spent for correcting a training report (3hrs)
6	Preparatory work related with training assessments	$v \cdot k_{13}$	$v$ - No. of viva groups $k_{13}$ - Constant time spent for one group (1.5 hrs)
7	Final Assessment of training	$n \cdot k_{14}$	$n$ - No. of students assessed $k_{14}$ - Constant time spent per student (1/3 hrs)

**Table 2** Formulae to compute the workload (in hours) for different Industrial Training activities

**The final workload of a teacher is computed by taking the sum of each of the components the teacher has contributed.**

**(ii) Contribution to Research and Development\***

The Contribution to Research will be evaluated by taking the following into consideration:

- a. Research grants received - number of grants received, grant values, grant duration, nature of donor (national/international), number of research students/research assistants working under the project
- b. Member of research consultants team
- c. Research publications - refereed journals, non-refereed journals, extended abstracts, abstracts
- d. Dissemination of research output - patents, products, innovations
- e. Editor, associate editor, member of the editorial board of reputed journals and proceedings
- f. Editing of collection of essays or books
- g. Organization of research symposia, conferences, workshops etc.
- h. Supervision of research (M Phil, PhD) - full time - 90 hrs/project, part time - 30 hrs/project
- i. Coordinator of research programmes
- j. Reviewer of research proposals and articles for publication
- k. Member of multidisciplinary research team
- l. Member of team of Institutional Linkages
- m. Member of projects of national relevance
- n. Author of books or chapters in books (international/national publisher)
- o. Author of monographs
- p. Author of policy papers
- q. Author of consultancy reports
- r. Software development
- s. Media projects and products
- t. Translation and publication of books and scholarly work
- u. Peer reviewed presentations at national/international conferences

**Faculty Research Committees shall evaluate the contributions made by a teacher.**

**(iii) Contribution to University and National Development\***

The contribution to university and national development will be evaluated by taking the following into consideration:

- a. Development of new courses and degree programmes
- b. Resource person at curriculum development workshops and training programmes
- c. Contribution to infrastructural development at Department, Faculty, University – learning environment, student welfare facilities, staff welfare facilities
- d. Active engagement in Departmental meetings, Faculty Boards, Senate sub-committees
- e. Contribution to student advisory boards, disciplinary inquiry boards and any other special committees
- f. Senior treasurer of student societies
- g. Positions of Vice Chancellor, Deputy Vice Chancellor, Directors of Institutes and Deans of Faculties
- h. Positions of Heads of Departments
- i. Positions of Directors of University Centres
- j. Positions of administrative support – Proctor/Deputy Proctor/Chief student counselor/Student counselor/ Warden/Sub warden
- k. Positions of Coordinators of Faculty/University Units
- l. Memberships of Boards of Study
- m. Coordinators of international/national conferences/congresses
- n. Advisors of national development projects
- o. Country representatives of regional/international bodies
- p. Offices of professional bodies/societies
- q. Members of formalized links in outreach activities with private organizations
- r. Contribution to staff development
- s. Contribution of personal professional development
- t. Contribution to advancement of the profession

**Faculties are expected to assign a work load equivalent to these aspects.**

**Annexure I: Conversion Tables**

A formula for the calculation of the workload under Category (i) is developed in this document for Faculties that have adopted the course unit system in the undergraduate curriculum. However, the following table provides a mechanism to convert the other systems to compute the credit equivalent of courses:

No.	Activity	No. of hours/credit
1	Lectures	15
2	Tutorials	15
3	Practical classes/Design Classes	30
4	Demonstrations	30
5	Small group discussions	15
6	Field Work	45
7	Industrial Training	See Table 2
8	Clinical Teaching	See Table 4

**Table 3** Time equivalent for a credit unit in different teaching-learning activities

- There are 4 categories of clinical teaching/learning activities that have been identified for the calculation of “student credits”:

Category	Teaching/Learning Activity	Credits/ 15 hours
1	<ul style="list-style-type: none"> <li>♦ Uninterrupted full attention clinical teaching</li> <li>♦ Skill training under supervision (Student clinics, Suturing, catheterization, episiotomy, cardiopulmonary resuscitation, clinical examination)</li> <li>♦ Small group case discussions</li> <li>♦ Demonstration of Medical and surgical procedures/ tasks</li> <li>♦ Medical and Surgical interventions during emergencies</li> <li>♦ Teaching Postgraduate students (of the PGIM) without remuneration</li> </ul>	1.0
2	<ul style="list-style-type: none"> <li>♦ The periods of teaching when attention is divided between the patient the apprentices (ward rounds, clinics)</li> <li>♦ OPD cases with students, junior clinicians/internees</li> <li>♦ Short distance Ambulatory and Mobile Clinics</li> <li>♦ Supervision and guidance of Medical and Surgical case handling</li> </ul>	0.8
3	<ul style="list-style-type: none"> <li>♦ Clinical practice where apprentices (students) are only observers (during surgeries, endoscopies)</li> <li>♦ Student supervision and training in lab setting (Restorative, prosthetic Skills labs, CPR, mock patient examination)</li> <li>♦ Long distance Ambulatory and Mobile Clinics</li> </ul>	0.5

4	<ul style="list-style-type: none"> <li>♦ Clinical practice in hospital to generate teaching material only- without apprentices present (casualty service)</li> <li>♦ Hospital services (Clinics, theatre, ICU, Nuclear Medicine Unit work, Diagnostic Laboratory Services)</li> <li>♦ Guidance and Supervision of Seminar/Case presentations by students</li> </ul>	0.3
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**Table 4** Formulae to compute the credits for different clinical teaching/learning activities

**Annexure II: Members of the ADPC Subcommittee Appointed to Formulate the Workload Calculation for Academic Staff**

1. Prof. K.S. Walgama (Chairman) – Faculty of Engineering
2. Prof. R.O. Thattil– Faculty of Agriculture
3. Dr. Ranil Abeysekara– Faculty of Arts
4. Dr. Nilmini Wanigasooriya– Faculty of Dental Sciences
5. Dr. W.A.T.A. Jayalath– Faculty of Medicine
6. Dr. A.A.S. Perera– Faculty of Science
7. Dr. A. Dangolla– Faculty of Veterinary Medicine & Animal Science

**Note:**

- Items given under *Contribution to Teaching* are based on the final document prepared by the above ADPC subcommittee and subsequent discussions at the ADPC meetings.
- Items given under *Contribution to Research and Development\** and *Contribution to University and National Development\** are essentially from *Codes of Practice on Academic Accountability for Academic Staff in Sri Lankan University System* prepared by the QAA Council, UGC, Sri Lanka.\*