**Department of Physics Workload Model**

**Revised 10/05/19**

The Department’s workload model aims to ensure:

* a fair and reasonable distribution of activity among all academic staff
* that an appropriate balance of activities are assigned to staff, taking into account career stage and other factors
* a transparent process to inform staff of workload allocations
* staff are encouraged to manage their workload in a way that is effective for them and in support of the strategic priorities of the Department, Faculty and University.

The model has evolved to reflect changes in effort required for duties. Ensuring a fair allocation of work requires a notional figure for what constitutes total managed hours. This notional figure is 1635 hours per year and is based on 52 weeks at 37.5 hours with 31 days annual leave and 11 public holidays.

1. **Departmental Recovery Factor (DRF)**

Each member of academic staff is provided with a DRF to account for a fraction of salary recovered from sources outside of the Department (Faculty, University, recovered time on research grants, time paid by other Research Institutions or public bodies etc.). It also accounts for part time contracts. There is an expectation that the allocation of Departmental activities (Teaching, Administration and Citizenship, Knowledge Exchange and Research) should reflect the number of hours available after taking these external responsibilities into account.

1. **Teaching**
2. Standard classes (lectures, tutorials and labs):

* Timetabled hours carry the following weights to reflect time spent in preparing, delivering and administering classes:
* Lectures:
  + First year of teaching a new course: x8 hours per one hour lecture
  + Second year of teaching a course: x4 hours per one hour lecture
  + Third year onwards of teaching a course: x2 hours per one hour lecture
* Tutorials (if attended): x2 (one hour tutorial and one hour preparation per one hour tutorial)
* Lab sessions (if attended): number of hours taught and 2 hours marking per lab (e.g. a lab running for four hours twice a week constitutes two labs)
* Assessment:
* Standard Final Exam
  + Normal examination with exam books: 0.5 hour per student
* Multiple Choice: 1 hour preparation time plus 1 hour feedback (if given)
* Essays: 20 minutes per student
* Class Tests and Mock Exams (for written tests/exams): 20 minutes per student (up to a maximum of two class tests per 20 credit class)

1. Projects (PH450 and PH550):

* Course director: 2 hours per student assessed
* First supervisors: 30 hours supervision including administration
* Project Marking: 3 hours per project

Projects (MSc):

* Course director: w hours per student assessed
* First supervisors: 75 hrs per student
* Project Marking: 3 hours per project

1. CPD:

* CPD hours treated as standard classes above.

1. **PhD student supervision**

* First supervisor: 75 hours per year (~1.5 hours per week) for research, teaching and administration

per student.

* Second supervisor: 15 hours per year

1. **Administrative tasks**

* HoD (0.6 FTE from Faculty)
* Senior officer positions (DRF from University)
* Deputy HoD (0.1 FTE)
* Director of Research (0.2 FTE)
* Director of Teaching (0.2 FTE)
* Director of IOP (0.15 FTE)
* Director of KE (0.05 FTE)
* REF Coordinator (0.2 FTE)
* REF Impact Coordinator (0.05 FTE)
* REF Output Evaluator (0.05 FTE)
* Technical line manager (0.1 FTE)
* International Recruitment Coordinator (0.1 FTE)
* International Student Officer (25 hours per year)
* PGR Tutor (0.1 FTE)
* PGR Admissions (0.1 FTE)
* PGT Director (0.1 FTE)
* Colloquium Coordinator (1 hr per event)
* David Elder Coordinator (1 hour per event)
* Co-Director Archie West (1 hour per meeting)
* PGT Admissions (0.05 FTE)
* PGT Advisor of Studies (2 hours per student)
* UG Admissions (0.15 FTE)
* UG Summer Project Coordinator (25 hours per year)
* Advisor of Studies/Year Coordinator Y1 (2 hours per student)
* Adviser of Studies/Year Coordinator Y2 (1 hour per student)
* Adviser of Studies Y3-5 (0.5 hour per student)
* Departmental Lab Coordinators (25 hours per year)
* UG Assessments Officer Y1-5 (200 hours per year)
* Personal Development Advisor (1.5 hours per student)
* NSS Champion (20 hours per year)
* ADR Reviewers - for staff external to group (2 hrs per staff member)
* Safety Convener (0.1 FTE)
* Deputy Safety Officer (Laser) (0.05 FTE)
* Deputy Safety Officer (Ionising) (0.05 FTE)
* Equality and Diversity Coordinator (25 hours per year)
* Disability officer (25 hours per year)
* Outreach Coordinator (20 hours per year)
* Library Representative (10 hours per year)
* Open Access Champion (10 hours per year)

1. **Committees**

Membership of committees and meetings arising from the positions of responsibility or administrative duties listed above are covered by the given workload allocations. A separate allocation of 3 hours per meeting attended is applied for **elected members** of committees, such as Senate, Board of Study and FRAP.

1. **Remainder**

The ‘Remainder’ section of an individual’s workload distribution is for time available to other activities forming part of academic life. This includes (but is not limited to): unfunded research and external engagements (of significant value for REF!), research, administration and supervision funded by grants where investigator time is not chargeable (charities, some EU, etc.), writing and assessing research grants and papers, and staff development activities.

1. **Any other duties**

Any additional duties assigned by HoD will be allocated and appropriate load determined based on the duties undertaken.