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UNIVERSITY OF RUHUNA

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MATARA, SRI LANKA.

30.12.2016

Internal Circular No: 03/2016

To all academic staff members,

**Academic Accountability and Model for Computation of Workload
University of Ruhuna**

The Council of the University of Ruhuna at its 361st meeting held on 10th September 2016 accepted the Academic Accountability and Model for Computation of Workload prepared by Internal Quality Assurance Unit in accordance with the instructions issued by the University Grants Commission on 07th May 2015.

1. Work Loads and Work Norms

Academics of the University are permitted to pursue activities that improve their intellect and be flexible in their academic activities. It is necessary to recognize that academic freedom, which is crucial for the person's as well as University's academic achievements because there are certain duties and responsibilities to be fulfilled by the academics.

2. Academic Accountability

'*Academic Accountability*' can be identified as the obligation of an individual academic to account for his/her activities and responsibilities. Since the work of an academic is quantitative as well as qualitative, it is important to capture all the activities undertaken by them. Further, the role of an academic is not restricted to regular office hours. Therefore, below guideline was developed in order to facilitate academic freedom and disclose workload in a transparent manner.

3. The Load Formula

Taking time as the unit of measurement, a week can be defined as 35 hours of work (7 hrs./day x 5 days/week) and year would be 1400 hours (40 week/year x 35 hrs./week), leaving out 12 weeks for vacation leave. For fairness, it is expected that all staff should carry a roughly minimum equal work load.

4. Teaching Load Weights

4.1 Out of the total work load, Teaching Load Weight is measured by Student Contact Hours per academic year and is defined as the time spent for any academic activity in connection with undergraduate or postgraduate learning process.

- 4.2 Work Norms given in the “Code of Practice on Academic Accountability for Academic Staff in Sri Lanka” published by the Quality Assurance and Accreditation Council (QAAC) per academic year are given below. Within the minimum weekly load of the 35 hrs, the following minimum number of student contact hours per week in the personal timetable is recommended.

Head of Department / Unit Coordinator	180 hrs./year (06hrs./week)
Senior Professor / Professor	300 hrs./year (10hrs./week)
Associate Professor	360 hrs./year (12hrs./week)
Senior Lecturer Gr. I and II	380 hrs./year (13hrs./week)
Lecturer / Lecturer (Probationary)	450 hrs./year (15hrs./week)
Instructor / Temporary Lecturer	480 hrs./year (16hrs./week)
Demonstrator / Tutor	480 hrs./year (16hrs./week)

Student Contact Hours are considered under three categories, namely Academic Instruction, Supervision of Research and Academic Coordination. Of the recommended minimum Student Contact Hours assigned to each position, at least one third should be utilized for Academic Instruction category. If any academic who has not allocated sufficient hours of teaching and involved in other service functions, particularly in Medical Faculty shall be exempted from the one third requirement with the approval of the Faculty Board and Senate through IQAU.

5. Academic Instruction Category

- 5.1 Academic Instructions are considered in different modes and therefore different weightages have to be given for each mode. Also, the time for preparation has to be considered based on the mode of teaching and class size. When conducting a module by more than one-member proportional contribution by each academic is also taken.
- 5.2 Therefore, based on Student Contact Hours another parameter was defined as **Equivalent Student Contact Hours (ESCH)** as follows. The Student Contact Hours defined by QAAC in work norms are equal to the ESCH defined in the below equation by IQAU.
- 5.3 ESCH for different teaching modes are computed respectively using the below formula.

$$\text{ESCH} = \text{SCHM} \times \text{PCF} \times \text{AF} \times \text{TWMF}$$

where,

- ESCH** - Equivalent Student Contact Hours
SCHM - Student Contact Hours allocated for the module
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PCF - Proportional Contribution Factor
AF - Adjustment Factor
TWMF - Teaching Weight Modification Factor

- 5.4 Proportional Contribution Factor (**PCF**) is the proportional contribution made by the academic as a percentage of SCHM. For example, 50%, 60%, 80% etc.

5.5 Adjustment Factor (AF) is a multiplicative factor for equalizing workload differences due to class size (number of students of the class). Accordingly, below equation can be applied for the calculation of ESCH based on the class size above 40 students. For class sizes less than 40 students, AF shall be considered as 1.0 and for students greater than 40, AF shall be calculated as

$$AF=0.005 \times \text{Class Size} + 0.8$$

5.6 Teaching Weight Modification Factor (TWMF) is to normalize the efforts in different academic instruction modes. TWMF values given in the below table is for prominent teaching modes identified among the faculties.

Teaching Mode	TWMF	
Lectures	Conduct for the first time	3.0
	Continuation from the next year	2.5
Tutorials	Lecturer himself	2.5
	Tutor / Demonstrator	1.5
Discussions	In class group discussions	2.0
	Field discussions	2.5
Practical Sessions / Farm Training	Lecturer in charge	1.5
	Tutor / Demonstrator	1.0
Field Sessions	Within a Course Module	0.5
	Project	1.5
Student Evaluations	Presentations	1.0
	Viva-voce	1.0
	Non-paid Examinations	1.0

5.7 Any other teaching mode that are different form the above can be defined and TMWF can be given ensuring the weight given is consistent with the other defined values. In such cases proposed TWMF values shall forwarded to the Senate through IQAU for the approval.

6. Supervision of Research / Industrial Training Category

6.1 Supervision of undergraduate and postgraduate research projects, supervision of internship programmes/professional placements can be considered under this category. In order to encourage senior academics in undertaking more research, specially involving students in research, a minimum of 40 hours of student contact is considered desirable for positions Senior Lecturer and above.

6.2 Postgraduate research for which no extra payment is made and where staff member is the only Supervisor, student contact hours given in the following table shall apply. In the case there are co-supervisor/s involved in the research supervision, principal supervisor is eligible for one half of the values specified in the below table, whilst rest is equally shared between the Co-supervisor/s of the research project.

Degree Programme	Student Contact Hours that shall be claimed per student per year	Number of years for which claim shall be made
PhD Full Time	120	3.0
PhD Part Time	80	4.5
M.Phil. Full Time	120	2.0
M.Phil. Part Time	80	3.0
M.Sc. Full Time	60	1.0
Course based MSc. /MBA Part Time	30	1.0
PGIM Trainee	30	2.0
Intern Medical Officers	60	1.0
	when credit value is not defined, maximum 20 hours per student or	1.0
Undergraduate Research Projects / Industrial Training	when credit value is define for the module 4 hours per credit	1.0

- 6.3 In case of design projects, academic is entitled to claim 20 Student Contact Hours per student on account of supervision.

7. Academic Coordination Category

In calculating the Student Contact Hours for the above, the following main types and the allocated hours should be taken into account.

Type of Coordination	Student Contact Hours that shall be claimed
Academic Advisor	5 hours per student per year
Personal Mentor	30 hours per year (regardless of the number of students)
Module Coordinator	20% of the total SCHM of the module or maximum number of 10 hours.
Subject Coordinator	03 Student Contact Hours per subject/ module per full semester when Subject Coordinator involves in teaching part of the respective subject.
	10 Student Contact Hours per subject/ module per full semester when visiting staff take all the lectures where the staff member does not earn credit for that subject
Degree Programme Coordinator	120 hours per year
Industrial Training Coordinator	1 hour per student per inspection visit
Academic Event Coordinator	up to 10 student contact hours per event (claimed in proportion to the work load - max 30 per semester)

Clinical Coordinator	30 hours per year (regardless of the number of students)
Industrial Placement Coordinator	30 hours per year (regardless of the number of students)
IT Coordinator	30 hours per year (regardless of the number of students)

8. Institutional Development Workload Weights Category (per year unless stated otherwise)

In addition to the activities other than the work norms following positions shall be considered under Institutional Development category in demonstration of accountability.

8.1 Positions in the University

Positions of Directors of University Centers/Units	60 hrs.
Position of Administrative Support at University level (e.g. Senior Student Counsellor / Proctor)	120 hrs.
Chair Sports Advisory Board	60 hrs.

8.2 Positions in the Faculty (Coordinators/ Member of Units/ Centers etc.)

Engineering Education Coordinator	120 hours
Education Centers	60 hours
Deputy Proctor	45 hours
Industrial Placement Officer	45 hours
Deputy Senior Student Counselor	45 hours
Academic Warden	30 hours
Student Counselor	30 hours
Sports Advisory Board	30 hours
Career Guidance Unit	30 hours
Clinical Coordinator	30 hours
Staff Development Centre	30 hours
Center for Modern Language	30 hours
Conflict Resources Center	30 hours
Cultural Center	30 hours
Internal Quality Assurance Cell	30 hours
Academic Sub-warden	30 hours
Senior Treasurer/ Executive Secretary/Advisor of Faculty Board approved University recognized student and alumni associations	30 hours

8.3 University level and Faculty level Committees

Serving in curriculum development committees	10 hours
Serving in any committee appointed by the Faculty /Senate / Council / Vice Chancellor	05 hours per assignment

9. Medical Related Services

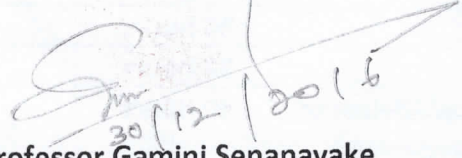
Medical services provided by the Academic Staff members of the Medical Faculty can be considered under three following categories. Their involvement under the three categories can vary according to their expertise in the field of Medicine. Therefore, the numbers given here are nominal values and any deviation from those can be considered with the approval of the Head of the Department.

	Service Category	Nature of the Service	No. of hours per year
9.1	Clinical Services	In-patient care	60 hours
		Outpatient clinics	
		Operations and other procedures	
		Other services related to patient care	
9.2	Clinical Supportive Services	Investigations, procedures and reporting	60 hours
		Other clinical supportive services	
9.3	Community Services	Community clinics	60 hours
		Filed visits	
		Other community-related services	

10. Remarks

- 10.1 Requirement of Compliance - all permanent academic staff members shall calculate Student Contact Hours based on the criterion above at the end of each academic year and submit it to the Head of the Department. Head of the Department shall ensure that the calculations are done according to the criterion above and shall be forwarded to the IQAU through IQAC. This information will be used to evaluation of performance of the academic.
- 10.2 Additions, Omissions and Alterations of Calculating the Work Norms - while additions, omissions and alterations to above criteria from time to time are considered inevitable, this shall only be done on the recommendation of the Faculty Board subjected to the approval of the Senate and the Council of the University of Ruhuna.

Provisions of this circular are implemented with immediate effect.


30/12/2016
Professor Gamini Senanayake
Vice Chancellor

Cc: Deputy Vice Chancellor
All Deans
Registrar
Librarian
Senior Assistant Registrar/Academic Establishment
Senior Assistant Internal Auditor
Audit Superintendent/Government Audit Branch