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College of Medicine and Health Workload Planning Policy Document 2021/2022

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# Policy Introduction

## Purpose of the Document and Scope of the Policy

This document describes the principles and processes, which will be used by the College of Medicine and Health (CMH) for workload planning during the academic year 2021/22. This document also includes some of the specific allowances (hours) for different types of teaching and other activities that are captured by the University’s main tool for summarising staff workload (the SWARM database).

The SWARM database captures the annual total hours as well as the planned hours and allowances for different activities for all E&R and E&S staff (lecturers, senior lecturers, professors, and associate professors) and any Research-only staff who contribute to teaching and/or who do PhD supervision and mentoring.

##  Aims of the Policy

CMH takes it responsibilities to staff very seriously in regards to workloads and the potential for excessive work demands. CMH are committed to the health and wellbeing of all staff.

We have designed these principles to promote equity and transparency in determining workload.

The main activities of CMH academic staff include, not exclusively, teaching, research, collegiality and leadership, administration, regional, national and international collaboration, roles in, or contributions to national and international organisations and/or bodies, ambassadorial and policy activities, consultancy, clinical service and clinical activities.

Understanding the workload of CMH staff will enable the college to ensure staff are not overburdened, assess the feasibility and cost of creating additional courses, assist the senior team in both planning new activities and facilitating staff to make the changes to their portfolio that they request.

Any specific HR or Occupational Health recommendations and guidance relating to adjustments for individual cases will be followed where reasonable and practical.

# Workload Principles

1. It is anticipated all academics will contribute towards education and scholarship or research and scholarship at a level appropriate to their post and specialisation.
2. Inclusion of all activity. To enable a full appreciation of the commitments of an academic all elements of work should be recorded.
3. Transparent. The process of determining workload should be as transparent as possible. All CMH academics will be able to access Workload Principles, the menu of roles, process and policy through the CMH Workload Intranet pages. CMH will regularly review the principles underlying the workload model and endeavour to capture the reality of workload.
4. Fair and equitable. CMH Workload planning is informed and underpinned by the University Equality and Diversity policy and guidelines.
5. Indicative. The CMH Workload Principles will be reviewed annually by a cross-section of CMH academics at all levels. The results of the review will be reviewed and assessed by the Workload Planning Group and Dean’s Executive Group. All academics will have the opportunity to discuss their contributions to CMH teaching and research missions through the PDR process as well as having access to appropriate line managers.
6. Utilise appropriate software. CMH will utilise the University approved software SWARM.

# Parameters

The SWARM workload management tool will be used according to the above principles to display individual workloads which have been discussed between staff and their academic lead[[1]](#footnote-2). The goal is that all staff have manageable and equitable workloads informed by individual circumstances, capacity and plans. It is important to note that SWARM is not a dynamic system that can be constantly updated but is used by academic leads to plan workload across the year that will give a broad brush representation of workload based on the parameters set out here. It is not to be used for performance management, but can provide a helpful starting point for discussions about workload during PDR meetings. As stated in the CMH Workload Principles above these parameters will be under regular review.

# Workload Hours

* The annual total hours used within SWARM by the University for 1FTE are 1650h for staff within the Education and Research and Research only job families, and 1600h for staff within the Education and Scholarship job family.[[2]](#footnote-3)
* Part-time staff receive a pro-rata allocation, as do staff in shared roles (e.g. module co-leads, joint supervision, joint teaching). Planned Workloads are to be reviewed once planned hours reach 1,815 for E&R staff or 1,760 for E&S staff (110% nominal working hours) and to be reviewed if workloads do not reach 1,485 for E&R staff or 1,440 for E&S staff (90% nominal working hours).
* A variance of ±10% of nominal workload hours will trigger a conversation between the academic and their academic lead to ascertain that the staff member is content with the level of work.
* The College Executive Group must be given assurance that the academic lead has spoken to any individual whose workload is ±10% and that any continuing variance has been agreed or otherwise addressed.
* It is incumbent on the Head of Discipline or their equivalent in CMH e.g. Institute Director or Programme Director to consider peak periods when allocating workload. If more than 50% of staff in a unit have an allocated workload in excess of 100%, the Head of Discipline must draw this to the attention of the Pro-Vice-Chancellor and Executive Dean.
* When planning and managing workload, it should be remembered that work conducted by full-time PhD students must not exceed 180 hours per year pro rata. Similarly, teaching activities conducted by staff on a Research-only contract should not exceed 264 hours per year pro rata. For clarity, part-time Research-only staff will receive a pro-rata teaching allowance within their existing part-time hours and will not be paid to undertake teaching activity in addition to their part-time hours.

Workload is recorded in SWARM in six main categories according to the following parameters:

## Grants

* Staff will be allocated 100% of the hours included for them within the Full Economic Cost of awarded grants, both Directly Incurred and Directly Allocated, whether or not the hours are funded by the funding body.
* Grant data is uploaded into SWARM from the PAC (Projects and Contacts) and T1 database, which records details of all grant applications and awards.

## PhD Supervision & Mentoring

* The allowance for PhD student supervision per annum is 150h per full time student (pro-rata for part-time students), with the percentage split to be determined by the supervisory team. There is no allowance for supervision of students that have exceeded the maximum period of study.
* The time given for mentoring a PhD student is normally equivalent to 2h per student, per year.
* MbyRes student supervision will be given the same time as PhD student supervision but other Masters level student supervision will be included as teaching activities.
* PhD Supervision and Mentoring is counted as a research, not teaching, activity.
* PhD student data is uploaded into SWARM from the SITS student record system.

## Line Management, Supervision, and Mentoring (Mentoring/RA Supervision)

* Line management, supervision, and mentoring appears on SWARM under S&S Admin Role as ‘Line Management’. The “Mentoring/RA Supervision” category on SWARM is not used other than to list reportees. Line managers are allocated 8 hours per member of staff who they line-manage and 4h for BMBS Clinical staff employed on fractional teaching contracts (i.e PDG Tutors, PBL Tutors, SSU Theme Leads etc.) to account for their not requiring PDRs to be conducted.
* Project supervision of research staff is covered in either Principal Investigator’s research grant hours or College-funded research time.
* Line Management of staff (career planning and PDR) is covered by the Line Management Allocation.
* Line management data is uploaded into SWARM from the Trent HR system.

## Support and Scholarship (S&S)

* Annualised Support and Scholarship (S&S) time is allocated pro-rata to all staff in the E&S and E&R job families through the categories shown below.
* Additional S&S hours for a range of activities, for example study leave, parental leave, conference organisation, involvement in external committees / editorial boards among others, can be considered on a case by case basis subject to the strategic requirements of the College and/or recommendations from Academic Leads and Programme Directors.
* Those on a 0.2FTE or less contract do not receive Basic Research Allowance / Support & Scholarship Allowance, or Citizenship allowance.  This includes active clinicians on a fractional E&S contract of 0.2FTE or less, e.g. Small Group Facilitators, PDG Tutors, PBL Tutors etc, who are employed for very specific teaching activity and are considered to be maintaining their clinical knowledge as part of their substantive NHS role.
* Active clinicians on a fractional E&S contract (anything less than 1.0FTE but greater than 0.2FTE) do not receive the Support & Scholarship allowance (for the reasons given above) but **do** receive a Citizenship allowance, as they will be expected to participate in citizenship-related activities.

S&S categories with set time allocations are:

| **Activity** | **CMH Time Commitment** | **Notes***(any examples are given as such and are not an exhaustive list of everything in this category)* |
| --- | --- | --- |
| Basic Research Allowance (E&R) | 20% of workload allocation internally-funded research 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 **20** % of their workload allocation internally-funded research time. This is referred to as the base-line allocation. This is split into the categories of:- Independent research, knowledge exchange and impact development activity which leads to an external output or outcome (e.g. a publication/impact case study evidence)- Research administration/support and grant writing-leadership and skills development including conference attendance and trainingStaff involved on research grants will have time committed to research with an external sponsor 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 research time **to honour the time allocated on the grant and support the recipient**.Where staff are involved with research grants with partially-funded or unfunded research time, the College will consider the overall balance of research time, and ***will*** adjust the overall research time **by process of a review of excessive unfunded time**.Staff whose time is wholly covered by research grant/grants will not receive the base-line allocation. |
| Support & Scholarship Allowance (E&S) | 264 h (pro-rata) | For activities such as maintaining and updating knowledge and skills through literature, professional conferences etc., or acquiring new professional skills; CPD; reflection on fields of expertise and peer support and review |
| Citizenship | 75 h (pro-rata) | Intended to allow staff to contribute to the successful management and delivery of the department’s strategic aims. This part of an academic role encompasses aspects of work not substantive enough to form another role. (The below list of inclusions is indicative and not exhaustive with staff encouraged to use judgement if other activities are being discussed.)Attendance at departmental seminars. Employability events. Graduation ceremonies. Internal examinations. Mandatory training. Open days and other student recruitment events. Staff meetings and college fora. Staff recruitment events (panels and presentations). Widening participation events. Writing references for current and past staff and students. Other administrative and ambassadorial duties.  |
| APP (formerly PCAP) | 285 h ‘Off the Job Training’ in a classroom learning environment over 2 years. Hours split 50:50. 210 h ‘On the Job Training’ through education delivery. (Weighted 0 in SWARM) | September CohortsYear 1 (12 months) 243 h direct programme activity.Year 2 (first 6 months) 42 hours direct programme activity.March CohortsYear 1 (last 6 months) 119 h direct programme activity.Year 2 (12 months) 166 h direct programme activity. |
| Developing Research Portfolio[[3]](#footnote-4) | Variable between 330 h and up to 750 h (pro-rata) | For new E&R staff for the first 5yrs of service (or 2yrs of service for those appointed at Senior Lecturer or higher). Variable allowance, based on Grants, PhD Supervision, Admin Roles and all S&S Categories totalling no more than 1155hrs pro rata. This allowance is in place of the Basic Research Allowance and from 2019/20 onwards will not be granted in conjunction with the Basic Research Allowance. |
| PVC’s Discretionary Allowance | Variable | For E&R or E&S Staff. Allocated by the PVC on a pro-rata basis to individual members of staff undertaking discretionary activities which contribute to the strategic development or positioning of the college. |
| Clinical Time | Variable | Variable depending on the individual |

S&S time is manually entered into SWARM by the SWARM Administrator.

# Teaching

The parameters for modelling teaching activity have been determined through consultation with Programme Directors and other members of the Workload Action Group (WAG) using the well-established menu of roles for the separate CMH education programmes. Programme Directors will have discretion to alter parameters as required to fit certain unique requirements of programmes as necessary. However it is important to note that the model can achieve a broad plan of the workload for modules rather than an exact plan to the fraction of an hour and aims to achieve a representative allowance of workload for a wide range of different modules across different programmes for management planning for delivery of educational programmes. It is also important to note that there are activities listed that are not relevant to all CMH programmes.

For a one-off CPD event, the academic input is seen as part of ‘Citizenship’ (in the same way that open days and Widening Participation events are). However if College Executive Group give agreement that the one-off event can become an ongoing annual event/course, then a time allocation would be built into SWARM, using the equivalent hours to PGT teaching and prep. Wherever possible we would joint deliver any annual CPD event/course with a PGT module, in which case the SWARM hours would only be allocated once (for the PGT module) rather than double counting (for PGT module and CPD course). The time allocation would be agreed by the ADE and Director of Postgraduate Education (PGT & CPD), since this will require a degree of tailoring, since it depends on whether it is joint delivered with a PGT module and the number of students on the CPD course.

EWoC (Education Workload Committee) uses these parameters when reviewing teaching allocations. EWoC is a sub-group of WAG comprised of the ADE, BMBS Academic Programme Director, Medical Sciences Programme and Deputy Programme Directors, PGT Programme Director and Neurosciences Programme Director supported by the Executive Officer and Workload Planning Administrator.

Teaching data is manually entered into SWARM by the SWARM Administrator.

| **Activity** | **CMH Time Commitment**  | **Notes** |
| --- | --- | --- |
| Teaching Delivery and Preparation |
| Preparation of a lecture, workshop, or seminar (preparing content that the provider is familiar with, or that is their own content) | 2 hours | Per hour of delivery |
| Preparation of a lecture, workshop, or seminar (preparing content using another provider’s materials) | 6 hours | Per hour of delivery |
| Preparation of a lecture, workshop, or seminar (creating brand new content that needs to be created, or revised content, if the provider is an expert in, or familiar with, the field). | 6 hours | Per hour of delivery |
| Preparation of a lecture, workshop, or seminar (creating and preparing brand new content, if the provider is not an expert in, or familiar with, the field). | 15 hours | Per hour of delivery |
| Preparation of lab based sessions, including both dry and wet lab sessions. |  8h (40 h if first time taught and requires designing from scratch) | Per session delivered |
| Medical Sciences Structured Small Group Learning (SSGL) question setting sessions | 0.5 hours | Per hour facilitated |
| Medical Sciences Structured Small Group Learning (SSGL) workshops (Supergroup Feedback) | 2 hours | Per hour facilitated |
| Communities of Practice (COP) | 1 hour | Per hour facilitated |
| Preparation of Problem-Based Learning (PBL) sessions | 0.5 hours | Per hour facilitated |
| Preparation of Life Sciences Resource Centre (LSRC)  | 2 hours (or 3 hours if first time taught of existing material, or 6 hours if first time taught and requires designing from scratch) | Per session delivered for the first delivery per year and are not multiplied if replicated sessions are delivered. |
| Preparation of Life Sciences Resource Centre (LSRC) Case Based Discussion (CBD) Sessions | 1 hour | Per session delivered for the first delivery per year and are not multiplied if replicated sessions are delivered. |
| Preparation of Clinical Skills Resource Centre (CSRC) sessions | 2 hours (or 6hours for new module or first time taught) | Per session delivered |
| Special Study Unit (SSU) Delivery Hours (including Prep) | 27 hours (BS, HC, GPH, R, DaT, MHL, and RiA), or 36 hours (HP and IH).34 hours for 1 group or 48 hours for 2 groups (SSU1). | Per iteration for all except SSU1 which is per annum. |
| Final Year Project Supervision (large wet lab equivalent projects) | 40 hours  | 40 hours is for the first student, 20 hours per additional student on the same project |
| Final Year Project Supervision (Literature Review projects) | 20 hours per project |  |
| Final Year Project Supervision (Medical Imaging) | 25 hours per group | MI final year projects are undertaken in groups of 3-4. Marking time additional. |
| Personal/Academic Tutor (BMBS Yr 5) | 10.5 hours  | Per student |
| Personal/Academic Tutor Medical Sciences PTY | 4hrs plus 8hrs if student is elsewhere in UK for a visit | Per student |
| Personal/Academic Tutor training  | 4 hours enhanced/2 hours update (BMBS); 2 hours (Medical Sciences) | Enhanced training is for non CMH staff |
| Personal/Academic Tutor Group | 45 hours per tutor group | BSc Medical Sciences Year 1, 2 & final year |
| Personal/Academic Tutor Group | 40 hours per tutor group | Medical Imaging  |
| Undergraduate Module Convenor/Lead (≥80% lecture based modules) | 50 hours for 15 credit module / 100 hours for 30 credit module |  |
| Undergraduate Module Convenor/Lead (≥80% Complex small group learning modules) | 50 hours for 15 credit module / 100 hours for 30 credit module. For modules over 50 students, an additional 1 hour per 10 students should be given. |  |
| Medical Sciences Undergraduate Module Convenor/Lead | 20 hours baseline plus 20 hours per 15 credits, based on up to 50 students, with an additional hour per 10 students above that.  | i.e 15 credits, 40 hours; 30 credits, 60 hours; 45 credits 80 hours; 120 credits 180 hours.These are the default hours but there is flexibility within the total package of assigned hours for reallocation of specific tasks (and consequently hours) should both staff members be in agreement.  |
| Medical Sciences Undergraduate Module Deputy Convenor/Lead | 5 hours baseline plus 5 hours per 15 credits, based on up to 50 students, with an additional hour per 10 students above that.  | i.e 15 credits, 10 hours; 30 credits, 15 hours |
| Medical Sciences Undergraduate Module Co-Leads PTY, Research Project | PTY: 360 hours Research Project: 160 hoursPlus add-ons based on up to 50 students with an additional hour per 10 students above that.  | Student numbers on these complex modules are calculated as the total of Yr1/Yr2/PTY for CSC3003 and Yr 2/PTY/Final Yr for Research Project modules.For SWARM purposes, the two Research Project modules (CSC4028 and CSC4029) are treated as a single module for leadership hours, with hours divided equally between the two leads and the two modules. |
| Professional Training Year Placement Supervision | 60 hours per 1 student / 90 hours for 2 students on the same project |  |
| Field trips (for UG / PGT students) | Equating to a normal working day (7.3 hours) for each day away | Prep time 2 h per 1 h of field trip, per group for the first time delivered, up to a maximum of 14.6 h for trips lasting up to a week |
| Travel time between campuses (for teaching, PhD supervision etc) | At the discretion of the Head of Discipline |  |
| Assessment |
| Assignment Marking  | 1 hour per 1500 words |  Includes SSU assignments |
| SAQ Marking | 0.5 hours per student per 1 h paper |  |
| Long Answer Question Marking | 0.75 hours per student per 1 h paper | Not for single question essays, but for papers asking a number of LAQs |
| Posters / Flashcards | 0.5 hours per student |  |
| Essay Exam Preparation | 2 hours per exam | N/A for CMH programmes at present |
| Assessment Question Writing (BMBS) | 40 hours | For 10 items accepted for use  |
| Assessment Question Writing (Medical Sciences) | Discretionary | This allowance will be agreed upon by the Director and Deputy Director  |
| Benchmarking essays and assessments | As per appropriate assessment type above, plus 2 hours for discussion and/or feedback among staff | Generally occurs every 2-3 years on any given module |
| Exam paper preparation, with question selection, validation and governance (includes MCQs) | 20 hours per theme or module | Setting and reviewing formative or summative assessment questions prior to external review (includes BMBS) |
| SSU Assessment | 1.33 hours (SSU1), 1.5 hours (BS, HC, HP), 0.75 hours (GPH), 0.5h (MH) (RiA), or 1.25 hour (DaT).  | Per student |
| SSU Abstracts, oral presentations, and posters. | 0.5 hours (IH and R) | Per student |
| PGT Allocations[[4]](#footnote-5) |
| Module lead | 50 hours for 15 credit module75 hours for 30 credit module | For the development of new modules a discretionary allowance can be applied  |
| Module Lead (Online) | 10 hours | For each additional iteration (i.e. assuming there is also a face-to-face version) to include monitoring discussion boards |
| Module Lead (Online) | 20 hours | Generating new content each year.  |
| Dissertation/research project module lead | 50 hours for module with 10 or fewer students, irrespective of number of credits. An additional 4 hours per student thereafter |  |
| Programme lead | 215 hours for programmes with 10 or fewer students plus an additional 50 hours for every additional 10 students (i.e 265 hrs/20 students, 315 hrs/30 students) | These numbers are based on registrants rather than FTE. Where there are co-leads or deputy leads, these hours are allocated by mutual agreement |
| Dissertation/project supervisor | 30 hours total for 60 or 90 credit projects; 20 hours for 30 credit projects | Per student for supervision. To be split across more than one supervisor if deemed beneficial |
| Dissertation/project report marking | 10 hours per student (5 hours each marker) for a longer dissertation e.g 15,000 words;5 hours per student (2.5 hours per marker) for a journal style publication report e.g 5000 words. | Per student |
| Preparation of lectures, seminars and workshops | As per college teaching delivery guidelines above | Per hour of delivery |
| Facilitation | 0.5 hours | Per hour of facilitation |
| Moderation | 2 hours |  |
| PGT Academic Tutor | 3 hours (Home/EU student)6 hours (International student) | One student for one academic year |
| Nursing Allocations |
| OSCE Preparation for new OSCEs | Background reading | Discretionary |
| Outlining and a strategy and designing a blueprint | Formative 10 hoursSummative 15 hours |
| Designing a marking plan | Formative stations 10 hoursSummative stations 12 hours |
| Working with OSCE coordinator staff so that exams run smoothly – i.e. timings, circuits (timetabling for staff and students) | 4 hours |
| Examiner training material | 2 hours per exam |
| Student material, ELE prep material, reading | Formative 2 hoursSummative 3 hours |
| Sourcing equipment for OSCE, lesson plans for clinical skills, liaising with technical team, station requirements, label design | 5 hours |

SSU Key:

BS = Biomedical Sciences
HC = Healthcare

GPH = Global and Planetary Health
R = Research
DaT = Doctors as Teachers
MHL = Medical Humanities Longitudinal
RiA = Research in Action
HP = Healthcare in Practice
IH = Improving Healthcare

# Appendix 1

## Summary of changes for 2021/22

* Project Enhance Citizenship removed and ordinary Citizenship reinstated.
* The S&S category for COVID-19 Affected Workload Time retained in case needed.
* Education Point of Contact allowance discontinued (agreed by EWoC 15/04/21).
* External Examiner Allowance discontinued as the individual is paid by the external institution, therefore is being paid by both institutions for their time (agreed by WAAG 10/06/21).
* Clarification that part-time Research-only staff will receive a pro-rata teaching allowance within their existing part-time hours and will not be paid to undertake teaching activity in addition to their part-time hours (agreed by WAAG 10/06/21).
* Clarification of no allocation for one-off CPD events (agreed by WAAG 10/06/21).
* “Academic Lead (MSc xxx)” to be changed to “PGT Programme Lead (MSc xx)” (agreed by WAAG 10/06/21).
* PhD mentoring hours changed from “1.5 to 2 hours” to 2 hours. (agreed by WAAG 21/03/22)
* PhDs extra 25% for candidates with English as a second language removed. (agreed by WAAG 21/03/22)
* Nursing Allocations added for preparation of a new OSCE. (agreed by WAAG (22/06/22)

# Appendix 2

## Approved leadership roles in SWARM

These roles are subject to change as central guidance is updated by the university steering group. Allowances may change by approval of WAG.

|  |  |  |
| --- | --- | --- |
| Academic Assessor Nursing | Nursing | 120 |
| Academic Lead (BMBS Psychology) | BMBS | 83 |
| Academic Lead (BMBS SSU R Theme Lead) | BMBS | 64 |
| Academic Lead (Making Sense of Evidence) | BMBS | 165 |
| Academic Lead (SSU Academic) | BMBS | 330 |
| Academic Lead (SSU Biomedical Sciences) | BMBS | 54 |
| Academic Lead (SSU Doctors as Teachers) | BMBS | 50 |
| Academic Lead (SSU Global and Planetary Health Lead - Truro) | BMBS | 48 |
| Academic Lead (SSU Healthcare) | BMBS | 60 |
| Academic Lead (SSU Improving Healthcare) | BMBS | 64 |
| Academic Lead (SSU Medical Humanities Longitudinal) | BMBS | 50 |
| Academic Lead (SSU1) | BMBS | 54 |
| Academic Lead for International Student Support | The College of Medicine & Health (CMH) | 80 |
| Academic Lead for Mature Student Support | The College of Medicine & Health (CMH) | 80 |
| Academic Misconduct Officer | The College of Medicine & Health (CMH) | 30 |
| ASPIRE Mentor | The College of Medicine & Health (CMH) | 30 |
| Associate Academic Dean for Students (Racial Equality and Inclusion) | The College of Medicine & Health (CMH) | 800 |
| Associate Dean Commercial Research and Innovation  | The College of Medicine & Health (CMH) | 660 |
| Associate Dean of College (Education) ADE | The College of Medicine & Health (CMH) | 1600 |
| Associate Dean of College (Research) ADR | The College of Medicine & Health (CMH) | 1200 |
| Associate Dean of Global | The College of Medicine & Health (CMH) | 660 |
| Associate Dean of Research (REF) | The College of Medicine & Health (CMH) | 660 |
| BMBS Clinical Director | BMBS | 480 |
| BMBS Deputy Academic Director of Medicine | BMBS | 480 |
| BMBS Deputy Clinical Director | BMBS | 480 |
| BMBS Senior PBL Tutor Year 1 | BMBS | 80 |
| BMBS Senior PBL Tutor Year 2 | BMBS | 80 |
| Centre/Institute Assistant Director (LSI) | The College of Medicine & Health (CMH) | 38 |
|  |  |  |
| Chair of Ethics | The College of Medicine & Health (CMH) | 165 |
| Chair of Mitigation Committee | The College of Medicine & Health (CMH) | 100 |
| Clinical Lead (Educator Development) | The College of Medicine & Health (CMH) | 160 |
| Clinical Lead (Nursing) | Nursing | 330 |
| Clinical Lead (SSU Clinical) | BMBS | 330 |
| Deputy Director of Postgraduate Education (PGT & CPD) | PGT | 320 |
| Deputy Programme Director Medical Sciences  | Medical Sciences | 480 |
| Deputy PVC | The College of Medicine & Health (CMH) | 1200 |
| Director of Education (Medical Imaging) | Medical Imaging | 990 |
| Director of Exams and Assessment | The College of Medicine & Health (CMH) | 800 |
| Director of Impact | The College of Medicine & Health (CMH) | 100 |
| Director of Postgraduate Education (PGT & CPD) | PGT | 660 |
| Director of Professional Development | The College of Medicine & Health (CMH) | 320 |
| Director of Research - Medical Imaging | Medical Imaging | 200 |
| Director of Research (REF) | The College of Medicine & Health (CMH) | 100 |
| Employability Officer | Medical Sciences | 320 |
| Ethics Officer (PGT Ethics Lead) | PGT | 50 |
| FCH Co-ordinator and Accreditation Officer | Medical Sciences | 20 |
| Fitness to Practice Officer | The College of Medicine & Health (CMH) | 160 |
| Grand Challenges Academic Lead | The College of Medicine & Health (CMH) | 150 |
| Head of Medical Imaging | Medical Imaging | 660 |
| Head of Nursing | Nursing | 850 |
| Institute Director | The College of Medicine & Health (CMH) | 825 |
| International Student Recruitment Officer | Medical Imaging | 30 |
| Lead Academic Tutor (Neuroscience) | Neurosciences | 50 |
| Lead Academic Tutor (PGT) | PGT | 50 |
| Lead Academic Tutor Year 1  | Medical Sciences | 50 |
| Lead Academic Tutor Year 2 | Medical Sciences | 50 |
| Lead Academic Tutor Year 3 | Medical Sciences | 50 |
| Lead Academic Tutor Year 4 | Medical Sciences | 50 |
| Library Officer | The College of Medicine & Health (CMH) | 25 |
| Library Officer (Medical Imaging) | Medical Imaging | 15 |
| Med Sci Study Abroad | Medical Sciences | 50 |
| Medical Sciences Curriculum Review | Medical Sciences | 100 |
| PGT Deputy Programme Lead (MSc Healthcare Leadership and Management) | PGT | 200 |
| PGT Programme Lead (MSc Advanced Clinical Practice) | PGT | 215 |
| PGT Programme Lead (MSc Clinical Education) | PGT | 315 |
| PGT Programme Lead (MSc Clinical Pharmacy) | PGT | 265 |
| PGT Programme Lead (MSc Environment and Human Health) | PGT | 215 |
| PGT Programme Lead (MSc Extreme Medicine) | PGT | 415 |
| PGT Programme Lead (MSc Genomics) | PGT | 315 |
| PGT Programme Lead (MSc Health Data Science) | PGT | 215 |
| PGT Programme Lead (MSc Health Research Methods) | PGT | 215 |
| PGT Programme Lead (MSc Healthcare Leadership and Management) | PGT | 265 |
| PGT Programme Lead (MSc Public Health) | PGT | 215 |
| Placement Co-ordinator (Medical Imaging) | Medical Imaging | 660 |
| Programme Co-Director (BMBS Academic) | BMBS | 990 |
| Programme Co-Director (BMBS Clinical) | BMBS | 990 |
| Programme Director of Medical Sciences | Medical Sciences | 800 |
| Programme Director of Neuroscience | Neurosciences | 640 |
| Programme Director of Nursing | Nursing | 990 |
| Programme Lead Nursing | Nursing | 815 |
| Programme Lead Sport and Exercise Medicine | The College of Medicine & Health (CMH) | 165 |
| Public Engagement Champion | The College of Medicine & Health (CMH) | 80 |
| PVC and Executive Dean | The College of Medicine & Health (CMH) | 1650 |
| Radiation Protection Officer | Medical Imaging | 50 |
| Radiation Protection Officer (Deputy) | Medical Imaging | 25 |
| Radiation Protection Supervisor | Medical Imaging | 120 |
| Senate Member | The College of Medicine & Health (CMH) | 30 |
| Senior Academic Misconduct Officer | The College of Medicine & Health (CMH) | 50 |
| Senior Clinical Skills Tutor | BMBS | 0 |
| Senior Personal Tutor | Medical Sciences | 50 |
| Senior Tutor (Medical Imaging) | Medical Imaging | 60 |
| Staff Mentor | The College of Medicine & Health (CMH) | 4 |
| Vice Chair of Ethics (Research Committee) | The College of Medicine & Health (CMH) | 60 |
| Widening Participation Officer | The College of Medicine & Health (CMH) | 330 |
| Widening Participation Officer Neurosciences | Neurosciences | 50 |

## CMH specific admin roles under S&S in SWARM

These roles are subject to change as central guidance is updated by the university steering group. Allowances may be changed after approval by WAG.

|  |  |  |
| --- | --- | --- |
| Academic Clinical Fellow Supervisor (ACF/ACL) | The College of Medicine & Health (CMH) | 50 |
| Academic Foundation Doctor Supervisor | The College of Medicine & Health (CMH) | 20 |
| Academic Foundation Trainees | The College of Medicine & Health (CMH) | 50 |
| Academic Lead for Equality, Diversity and Inclusivity | The College of Medicine & Health (CMH) | 80 |
| Academic Mentor | Medical Imaging | 80 |
| Admissions Duties | The College of Medicine & Health (CMH) | 60 |
| Admissions Duties (Medical Imaging) | Medical Imaging | 15 |
| Admissions Officer  | Nursing | 160 |
| APP - Module PTP | The College of Medicine & Health (CMH) | 150 |
| APP-210 Hours on the Job Training | The College of Medicine & Health (CMH) | 0 |
| Apprenticeships Admissions Tutor | Medical Imaging | 40 |
| Assessment Lead | Medical Sciences | 83 |
| Assessment Officer (Medical Imaging)  | Medical Imaging | 60 |
| Associate Director of Postgraduate Research | The College of Medicine & Health (CMH) | 165 |
| BMBS Accelerate Lead | BMBS | 30 |
| BMBS Communities of Practice Lead | BMBS | 160 |
| BMBS Director of Assessment | The College of Medicine & Health (CMH) | 320 |
| BMBS Director of Student Support | BMBS | 640 |
| BMBS Healthcare in Practice SSU Theme Lead | BMBS | 48 |
| BMBS Histology Lead | BMBS | 160 |
| BMBS Lead for Consolidation / WRAPs | BMBS | 80 |
| BMBS PBL Co-Lead | BMBS | 160 |
| BMBS Progress Support Lead SSU | BMBS | 0 |
| BMBS Sociology Lead | BMBS | 165 |
| BMBS Term Leads | BMBS | 60 |
| BMBS Year 1 Medical Knowledge Assessment Lead | BMBS | 100 |
| Citizenship | The College of Medicine & Health (CMH) | 75 |
| Clinical Research Methodology; Health Economics Lead | The College of Medicine & Health (CMH) | 330 |
| Clinical Skills Admin Truro  | The College of Medicine & Health (CMH) | 300 |
| Clinical Time | The College of Medicine & Health (CMH) | 1650 |
| CMH Climate Advocate | The College of Medicine & Health (CMH) | 165 |
| CMH Director of Student Support | The College of Medicine & Health (CMH) | 640 |
| CMH Wellbeing Champion | The College of Medicine & Health (CMH) | 50 |
| Commercial Activity | The College of Medicine & Health (CMH) | 330 |
| Consultancy & Secondments | The College of Medicine & Health (CMH) | 0 |
| Contribution to European Centre for Environment and Human Health (ECEHH) Project | The College of Medicine & Health (CMH) | 100 |
| COVID-19 Affected Workload Time: Education/Research/Other | The College of Medicine & Health (CMH) | 0 |
| Degree Apprenticeship Programme Lead | Medical Imaging | 640 |
| Deputy Academic Director of Medicine | The College of Medicine & Health (CMH) | 480 |
| Devon Healthcare Hub | The College of Medicine & Health (CMH) | 150 |
| Director for the Clinical Trials Unit (Co-Directors) | The College of Medicine & Health (CMH) | 990 |
| Director of Faculty Development | The College of Medicine & Health (CMH) | 160 |
| Director of Online Learning  | Neurosciences | 75 |
| Director of Postgraduate Research | The College of Medicine & Health (CMH) | 330 |
| Director of Quality | The College of Medicine & Health (CMH) | 640 |
| DTC Director | The College of Medicine & Health (CMH) | 165 |
| ECEHH (European Centre for Environment and Human Health) Co-Director | The College of Medicine & Health (CMH) | 330 |
| Education Incubator Fellowship | The College of Medicine & Health (CMH) | 165 |
| Education Mentor | The College of Medicine & Health (CMH) | 5 |
| Education Scholarship Lead | The College of Medicine & Health (CMH) | 160 |
| Electives Lead | BMBS | 80 |
| Employability Lead | The College of Medicine & Health (CMH) | 60 |
| EWoC | The College of Medicine & Health (CMH) | 60 |
| Exams Officer | Medical Sciences | 50 |
| Exams Officer (Neurosciences) | Neurosciences | 50 |
| Fitness to Practice Responsible Person | Medical Imaging | 75 |
| HTA Designated Individual | The College of Medicine & Health (CMH) | 660 |
| Human Tissue Officer | BMBS | 80 |
| IAT Lead | The College of Medicine & Health (CMH) | 70 |
| Impact Case Study | The College of Medicine & Health (CMH) | 50 |
| Integrated Academic Training Lead | The College of Medicine & Health (CMH) | 80 |
| Integrated Learning Group Chair | The College of Medicine & Health (CMH) | 83 |
| Interprofessional Learning Lead | The College of Medicine & Health (CMH) | 60 |
| Japanese Collaborations | The College of Medicine & Health (CMH) | 75 |
| Lab Practical Re-boot | The College of Medicine & Health (CMH) | 75 |
| Lead for Clinical Assessment | The College of Medicine & Health (CMH) | 480 |
| Lead for Clinical Practice & Clinical Practice Assessment Lead | BMBS | 380 |
| Lead for Clinical Skills | The College of Medicine & Health (CMH) | 320 |
| Lead for Formative Assessment | BMBS | 20 |
| Lead for Intercalated Degree | BMBS | 330 |
| Lead for Mid/End of Year1 | BMBS | 160 |
| Lead for OSCE | BMBS | 90 |
| Lead for Pastoral Tutor | The College of Medicine & Health (CMH) | 330 |
| Lead for Preparation for Practice | BMBS | 400 |
| Lead for Problem Based Learning | BMBS | 330 |
| Lead for Professional Development Groups | BMBS | 320 |
| Lead for Progress Support | BMBS | 320 |
| Lead for Technology Enhanced Learning | The College of Medicine & Health (CMH) | 495 |
| Lecturer Practitioner 1 - Medical Imaging | Medical Imaging | 800 |
| Line Management of Staff | The College of Medicine & Health (CMH) | 8 |
| Medical Sciences and Neurosciences Assessments | The College of Medicine & Health (CMH) | 100 |
| Medical Sciences Checkpoint Project Development | Medical Sciences | 100 |
| Medical Sciences Project Work | Medical Sciences | 100 |
| MK Assessment Lead | BMBS | 200 |
| MSc Neuroscience Development | The College of Medicine & Health (CMH) | 105 |
| Neurosciences Q&A | Neurosciences | 80 |
| Neurosciences Tutoring | Neurosciences | 100 |
| NIHR Exeter CRF Clinical Lead | The College of Medicine & Health (CMH) | 248 |
| NIHR Exeter CRF Scientific Director  | The College of Medicine & Health (CMH) | 660 |
| Nursing Curriculum Development | Nursing | 0 |
| OSCE Planning Stage 1 | Nursing | 100 |
| OSCE Planning Stage 2 | Nursing | 100 |
| OSCE Planning Stage 3 | Nursing | 36 |
| Outreach and WP Activity (Medical Imaging) | Medical Imaging | 20 |
| PAL Lead | The College of Medicine & Health (CMH) | 40 |
| Pathway Lead | Medical Sciences | 100 |
| Pillar Guardian | Nursing | 50 |
| Planned Long Term Leave (including Parental Leave) | The College of Medicine & Health (CMH) | 0 |
| Progress Support Tutor | BMBS | 45 |
| Psychology Secondment | Medical Imaging | 165 |
| Public Health Speciality Registrar Contract: Academic Supervision | The College of Medicine & Health (CMH) | 50 |
| Public Health Speciality Registrar Contract: Speciality Tutor | The College of Medicine & Health (CMH) | 70 |
| PVC's Discretionary Allowance | The College of Medicine & Health (CMH) | 30 |
| Quality Assurance Lead (Neuroscience) | Neurosciences | 45 |
| Question Writing | The College of Medicine & Health (CMH) | 60 |
| Race Equality Resource Officer | The College of Medicine & Health (CMH) | 640 |
| Raising Concerns Lead | Medical Imaging | 50 |
| Raising Concerns Lead | Medical Sciences | 50 |
| REF Panel Member | The College of Medicine & Health (CMH) | 275 |
| Research Lead | Nursing | 25 |
| Seminars (Medical Imaging) | Medical Imaging | 10 |
| Senior Problem Based Learning Tutor | BMBS | 84 |
| Senior Professional Development Group Tutor Year 1-2 | BMBS | 84 |
| Senior Professional Development Group Tutor Year 3-5 | BMBS | 80 |
| Senior Professionalism Tutor Year 1&2 | BMBS | 160 |
| Senior Professionalism Tutor Yr3 to Yr5 | BMBS | 160 |
| Senior Statistical Advisor for the Clinical Trials Unit | The College of Medicine & Health (CMH) | 825 |
| Small Group Lead (Torbay) | BMBS | 100 |
| SS UEMS APP Allowance | The College of Medicine & Health (CMH) | 285 |
| SS UEMS Basic Research Allowance | The College of Medicine & Health (CMH) | 330 |
| SS UEMS Developing Research Portfolio | The College of Medicine & Health (CMH) | 750 |
| SS UEMS Exploring and Developing an Apprenticeship route for Diagnostic Radiography  | Medical Imaging | 50 |
| SS UEMS External Examiner Allowance | The College of Medicine & Health (CMH) | 20 |
| SS UEMS Study Leave Allowance | The College of Medicine & Health (CMH) | 330 |
| SS UEMS Support & Scholarship Allowance | The College of Medicine & Health (CMH) | 264 |
| Stage 1 Coordinator | Nursing | 150 |
| Stage 1 Coordinator (Medical Imaging) | Medical Imaging | 75 |
| Stage 2 Coordinator | Nursing | 150 |
| Stage 2 Coordinator (Medical Imaging) | Medical Imaging | 75 |
| Stage 3 Coordinator | Nursing | 150 |
| Stage 3 Coordinator (Medical Imaging) | Medical Imaging | 75 |
| Stage 4 Coordinator | Nursing | 150 |
| Stage Coordinator 1 (Degree Apprenticeship) | Medical Imaging | 75 |
| Stage Coordinator 2 (Degree Apprenticeship) | Medical Imaging | 75 |
| Statistical Support for the Clinical Research Facility | The College of Medicine & Health (CMH) | 330 |
| STEM Insight Champion and Placement Co-ordinator | The College of Medicine & Health (CMH) | 50 |
| Sub-Dean (Clinical) Barnstaple | BMBS | 320 |
| Sub-Dean (Clinical) Cornwall | BMBS | 480 |
| Sub-Dean (Clinical) Exeter | BMBS | 480 |
| Sub-Dean (Clinical) Torbay | BMBS | 480 |
| Sub-Dean (Community) Barnstaple | BMBS | 160 |
| Sub-Dean (Community) Cornwall | BMBS | 480 |
| Sub-Dean (Community) Exeter | BMBS | 480 |
| Theme Lead | Nursing | 50 |
| University Lead for Mature Students | The College of Medicine & Health (CMH) | 160 |
| Workshop mapping | The College of Medicine & Health (CMH) | 100 |
| XRay Room Supervisor | Medical Imaging | 50 |
| Year Lead Neuroscience | Neurosciences | 80 |

1. Academic Leads within CMH are the Directors of the Research Institutes and the Vice-Dean of Education with Line Management responsibilities delegated to staff as appropriate. [↑](#footnote-ref-2)
2. The 1650h figure for Education and Research (E&R) target hours in SWARM is based on the RCUK calculation for financial sustainability, the basis of which is 1650 hrs/yr at 100% full economic cost (fEC). [↑](#footnote-ref-3)
3. This allowance is to recognise that new E&R staff joining the institution will need time to dedicate to working on and submitting grant proposals/applications etc. to set-up their Research portfolio. The maximum figure, including all the categories mentioned, is designed such that up to 70% of their time will be available for research and other administrative and S&S activities, however 30% of their time will be available to support and provide teaching. [↑](#footnote-ref-4)
4. These allowances are to be reviewed [↑](#footnote-ref-5)