**Summary of Changes**

The College of Humanities workload policy document has been updated to incorporate the changes agreed at the Workload Allocation and Advisory Group (WAAG) on 02/03/2022:

* Added a new role to S&S Admin & Other Roles: VIU Participant with 396 hours (page 4);

This policy document will be reviewed at each WAAG per term, with recommendations made to the CEG.

**Humanities Workload Model 2020/21 – Implementation**

**Total hours per full-time E&R academic: 1650. Total hours per full-time E&S academic: 1600**

**SWARM Year: 20th September 2021 – 18th September 2022**

**Support & Scholarship (S&S)**

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| Citizenship | 50 hours |
| E & R Research & Scholarship support | 412.5 hours (330 hours + 82.5 hours) |
| E & S Scholarship support | 100 hours |
| Strategic Research Leave | 742.5 hours |
| First year new starter allowance | 82.5 hours (to be allocated to academics with a contract of over 1 year) |
| Academic Professional Programme (20% Off the Job) – taught element 18-month programme: September start Year 1 – 250, Year 2 – 35March start Year 1 – 120, Year 2 – 165 | 285 hours in total  |
| APP: Teaching or Research Learning Activity (20% On the Job) – practice 18-month programme: 210 activity over the period | 0 |
| Planned Long Term Leave (inc. Parental Leave) | Variable |
| Discretionary and other | Awarded on a case-by-case basis |
| Executive Discretionary Allowance | 500 hours |
| COVID-19 Affected Workload Time: Education/Research/Other | Variable |

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| **Discipline-level**  | **Base hours (less than 20 FTE)** | **Base hours + 20% (20-29 FTE)** | **Base hours + 30% (30-39 FTE)** | **Base hours + 40% (40 - 49 FTE)** | **Base hours + 50% (50+ FTE)** |
| HoD Discretionary AllowanceMinimum allocation 5 hours | 620 hours | 745 hours | 810 hours | 875 hours | 940 hours |
| Impact Case Study PI (where case study has been designated as a prospective REF submission) | 20 hours | No hours in 2021 except with the agreement of HoDs in consultation with DoRs (up to 100hrs available for strategic new activity). |

**Scholarship Template**

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| The College’s approach to research time in workload planning is transparent to all members of the College. Base-line allocation Staff on E&R contracts will be allocated **20**% of their workload for internally funded research time. This is referred to as the base-line allocation. This is split into the categories of: 1. independent research, knowledge exchange and impact development activity which leads to an external output or outcome (e.g., a publication, product creation, engaged-research, research dissemination, collaborative partnership development, impact-focused activities with the private, public and third sectors or other publics, or evidence gathering to articulate impact) - **10%** 2. research and innovation administration/support and grant writing or bid development - **7%** 3. research leadership and skills development including conference attendance and training - **3%** Please note: The percentages listed against 1 – 3 above are intended to be indicative only. Research grants Staff involved on research grants will have time funded by the research grants included in their workload allocation. The College has policies to reflect how grant-linked time may change the overall research allocation, as follows: 1. Where staff are involved with research grants that are costed on an FEC basis, or which include teaching replacement, the College will consider the overall balance of research time and **will not** adjust the overall allocation for research. Therefore, staff will receive the allocation of in-year grant time in addition to the base-line allocation for research (detailed above). 2. Where staff are involved with research grants that are **not** costed on an FEC basis and which **do not** include teaching replacement, the College will consider the overall balance of research time and **will** adjust the overall allocation for research. Therefore, the base-line allocation (detailed above) will be adjusted to deduct the in-year grant time allocation. This reflects the College’s expectation that unfunded research time is managed within the base-line allocation for research. 3. Staff whose time is wholly covered by a research grant/grants will not receive the base-line allocation.  |

**Admin Roles [Non-Leadership Roles – S&S in SWARM]**

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| College-level | Academic Director of Special Collections  | 100 hours |
| College-level | Academic Co-Leads for Student Support (Race Equality & Inclusion) | 100 hours |
| College-level | Anti-Racism Co-ordinator | 100 hours |
| College-level | Climate Change Advocate | 165 hours |
| College-level | Deputy Director of Language Teaching | 400 hours |
| College-level | Director of Creative Industry Practice and Partnership | 100 hours |
| College-level | Director of Global Strategy Delivery | 200 hours |
| College-level | Director of Language Teaching | 1200 hours |
| College-level | Director of Online Learning | 400 hours |
| College-level | FLC Language Programme Co-ordinator (Evening) | 240 hours |
| College-level | FLC Language Programme Co-ordinator (Asian Languages) | 240 hours |
| College-level | FLC Language Programme Co-ordinator (French) | 480 hours |
| College-level | FLC Language Programme Co-ordinator (German) | 240 hours |
| College-level | FLC Language Programme Co-ordinator (Italian) | 240 hours |
| College-level | FLC Language Programme Co-ordinator (Penryn) | 320 hours |
| College-level | FLC Language Programme Co-ordinator (Spanish) | 480 hours |
| College-level | Leading 21st Century Library Initiative | 80 hours |
| College-level | Head Of Subject - AHVC | 100 hours |
| College-level | Head Of Subject - Film | 200 hours |
| College-level | New Programme Development (to be allocated on a case-by-case basis subject to approval by PVC) | 25-100 hours |
| College-level | Programme Link Manager for the London Film School partnership | 50 hours |
| College-level | Race Equality Coordinator | 100 hours |
| College-level | Subject Lead for ESRC DTP for Economic History Consortium | 43 hours |
| College-level | Support to Director of Language Teaching and Director of FLC | 320 hours |
| College-level | Transition and Induction Co-Ordinator | 100 hours |
| University-level | Council Membership | 50 hours |
| University-level | Heritage Strategy Chair | 50 hours |
| University-level | REF Panel | 450 hours |
| University-level | VIU (Venice International University) Participant | 396 hours |

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| **Discipline-level Admin roles** **(roles in italics are cross-campus)** | **Base hours (less than 20 FTE)** | **Base hours + 20% (20-29 FTE)** | **Base hours + 30% (30-39 FTE)** | **Base hours + 40% (40 - 49 FTE)** | **Base hours + 50% (50+ FTE)** |
| *Director of Global* | 35 hours | 42 hours | 45.5 hours | 49 hours | 52.5 hours |
| *Website & ELE Coordinator*  | 25 hours | 30 hours | 32.5 hours | 35 hours | 37.5 hours |

**Teaching**

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| **Delivery of a new module that has not run before** | Additional 50% loading on prep hours |
| **Delivery of an existing module for the first time**  | Additional 25% loading on prep hours |

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| **NON-INTENSIVE TEACHING PREPARATION AND DELIVERY ALLOCATIONS – no preparation given for repeats** |
| **Description**  | **Prep hours** | **Delivery hours** |
| Contact hour | 3 | 1 |

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| **INTENSIVE TEACHING PREPARATION AND DELIVERY ALLOCATIONS – preparation given for repeats** |
| **Description**  | **Prep hours** | **Delivery hours** |
| Contact hour | 1 | 1 |

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| **CONVENING & LEADERSHIP HOURS** | **15 credit module** | **30 credit module** | **60 credit module** |
| Module leadership |  10 hours |
| Convening hours (if more than one academic is delivering the module) |  0.1 hours per student |

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| **ASSESSMENT & FEEDBACK (per student)** | **15 credit module** | **30 credit module** | **60 credit module** |
| Assessment & feedback  | 1.5 hours | 3 hours | 6 hours |
| Intensive assessment & feedback  | 2 hours | 4 hours | 8 hours |
| Dissertation 1st marker  |  | 10 hours | 20 hours |
| Dissertation 2nd marker  |  | 1 hour | 2 hours |

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| **FIELD TRIP HOURS** |
| 7.3 hours per day (or pro-rata equivalent) per academic on field trip. |

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| **DIGITAL HUMANITIES WORKSHOP** |
| Delivery of workshop 2-4 hours |
| Preparation for workshop (first year only for new contributors) 7.5 hours |
| Preparation for workshop (subsequent years for contributors to refresh offering) 2 hours |
| **PGR CAREER DEVELOPMENT WORKSHOP** |
| Delivery of workshop 3 hours per session |

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| **PhD Supervision & Mentoring**  | PGR supervision: first supervisor | 48 hours |
| PGR supervisor: second supervisor | 12 hours |
| PGR supervisor: co supervisor (i.e., 50%) | 30 hours |
| PGR mentor | 1.5 hours |
| Continuation hours | 30 hours |
| **Tutees** | 3 hours per student |
| **Grants** | Allocated at 100% of in-year grant time |

**Leadership Roles**

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| College-level | Academic Lead  | 100 hours |
| College-level | ASPIRE Mentor | 30 hours |
| College-level | Associate Dean of College (Education) ADE | 1200 hours |
| College-level | Associate Dean of College (Research) ADR | 1200 hours |
| College-level | Associate Dean of Global  | 825 hours |
| College-level | Athena SWAN Submission Author | 200 hours |
| College-level | Centre/Institute Director | 50 hours |
| College-level | Chair of Ethics | 110 hours |
| College-level | Deputy Director of Academic Misconduct, Assessment and Mitigation | 50 hours |
| College-level | Deputy Programme Director – FCH (Penryn) | 40 hours |
| College-level | Deputy Programme Director – FCH (Streatham) | 200 hours |
| College-level | Director of Academic Misconduct, Assessment and Mitigation | 100 hours |
| College-level | Director of a Cross-Disciplinary UG Programme | 200 hours |
| College-level | Director of Doctoral Studies | 400 hours |
| College-level | Director of Postgraduate Taught Studies | 250 hours |
| College-level | Director of Student Support | 150 hours |
| College-level | Director of Taught Programmes | 400 hours |
| College-level | Equality and Diversity Officer | 100 hours |
| College-level | Grand Challenges Academic Anchor | 120 hours |
| College-level | Grand Challenges Academic Lead | 30 hours |
| College-level | Key Programme Director – Arts and Culture | 300 hours |
| College-level | Key Programme Director - Cross-Disciplinary PGT Programme | 25 hours |
| College-level | Key Programme Director – Digital Humanities | 165 hours |
| College-level | Key Programme Director – FCH  | 825 hours |
| College-level | Key Programme Director – Liberal Arts | 350 hours |
| College-level | Key Programme Director – MA Creativity: Innovation and Business Strategy | 75 hours |
| College-level | Key Programme Director - MA International Film Business  | 75 hours |
| College-level | Liberal Arts Academic Advisor | 75 hours |
| College-level | Programme Director (for the initial setting up and operation of a new programme in its first year) | Up to 75 hours |
| College-level | Programme Director – Student Experience (Liberal Arts) | 250 hours |
| College-level | Pro-Vice Chancellor and Executive Dean | 1200 hours |
| College-level | Summer School Lead/China Strategic Activity | 200 hours |
| College-level | Year Abroad Co-ordinator  | 330 hours |
| University-level | Centre/Institute Director | 75 hours |
| University-level | Dignity and Respect Advisor (Formerly Network Harassment Advisor) | 25 hours |
| University-level | Public Engagement Champion | 50 hours |
| University-level | PVC and Executive Dean – Dean of Doctoral College | 825 hours |
| University-level | Senate Member | 30 hours |

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| **Discipline-level leadership roles** **(roles in italics are cross-campus)** | **Base hours (less than 20 FTE)** | **Base hours + 20% (20-29 FTE)** | **Base hours + 30% (30-39 FTE)** | **Base hours + 40% (40 - 49 FTE)** | **Base hours + 50% (50+ FTE)** |
| Assessment Officer (incl. Academic Misconduct) | 175 hours | 210 hours | 227.5 hours | 245 hours | 262.5 hours |
| Director of Admissions | 75 hours | 90 hours | 97.5 hours | 105 hours | 112.5 hours |
| Director of Education (DOE)  | 500 hours | 600 hours | 650 hours | 700 hours | 750 hours |
| Director of Impact (25H increments not % increase) | 50 hours | 75 hours | 100 hours | 125 hours | 150 hours |
| *Director of PGT Studies*  | 75 hours | 90 hours | 97.5 hours | 105 hours | 112.5 hours |
| *Director of Research (DOR)* | 400 hours | 480 hours | 520 hours | 560 hours | 600 hours |
| *DOR in REF-preparation year(s) i.e., 2019/2020* | 500 hours | 600 hours | 650 hours | 700 hours | 750 hours |
| Employability Officer  | 50 hours | 60 hours | 65 hours | 70 hours | 75 hours |
| Equality, Diversity, and Inclusion Officer | 25 hours | 30 hours | 32.5 hours | 35 hours | 37.5 hours |
| *Ethics Officer* | 55 hours | 55 hours | 55 hours | 55 hours | 55 hours |
| *FCH Coordinator and Accreditation Officer* | 25 hours | 30 hours | 32.5 hours | 35 hours | 37.5 hours |
| Library Officer | 25 hours | 30 hours | 32.5 hours | 35 hours | 37.5 hours |
| PGR Coordinator | 75 hours | 90 hours | 97.5 hours | 105 hours | 112.5 hours |
| Senior Tutor  | 150 hours | 180 hours | 195 hours | 210 hours | 225 hours |
| Widening Participation Officer  | 25 hours | 30 hours | 32.5 hours | 35 hours | 37.5 hours |
| **Discipline-level leadership role** | **Base hours** **(less than 20 FTE)** | **Base hours + 25%** **(20-49 FTE)** | **Base hours + 50% (50+ FTE)** |
| Head of Discipline (incl. Academic Lead responsibilities) | 500 hours | 625 hours | 750 hours |

**Humanities Workload Model 2021/22 – Introductory Notes:**

**The 2021/22 model was approved at the College Executive Meeting on 19/07/2021.**

**Workloads in SWARM for 2021/22 have been calculated using the 2021/22 model.**

1. **Principles**
2. The Humanities Workload Model aims to facilitate goals of fairness and transparency in the distribution of workload for E&S and E&R members of staff only.
3. In its adherence to a currency of hours, the Humanities Workload Model aims to reflect the common experience of particular tasks. It recognises, however:
4. that the apparent individual targets of 1650 hours per year for academics on E&R contracts and 1600 hours per year for academics on E&S contracts, are figures determined principally by external factors and stand as a proxy for standard academic workloads, and do not reflect the contractual arrangements for academic staff; and
5. that different people will experience different tasks in different ways.
6. **Management of the workload model**

The workload model is based on the accumulation of points over a twelve-month period (20th September 2021 – 18th September 2022).

1. Every effort will be made to use the most current data; however, in some instances it may be more practical and reliable to use data from the previous year.
2. Oversight of the workload model remains with the Dean; however, much of the management will in practice be devolved to discipline strategy groups.
3. The workload model will assist the Dean and respective heads of discipline in making decisions that will ensure, within reasonable limits, equality of workloads.
4. While the fundamental goal of the workload model is to ensure roughly equivalent workloads within any one academic year, the Dean and respective heads of discipline will be guided in their decisions by projected three-year averages (i.e., on the basis of confirmed figures for the preceding years and projected figures for the coming year).
5. Access levels in SWARM (as approved by CEG) are as follows:
	1. Each academic in the College has access to view their own workload, but doesn’t have permission to view other academics’ workloads;
	2. Members of the College Executive Group have access to all workloads across the College;
	3. Directors of Education have access to all workloads within their Discipline;
	4. The College SWARM administrator has access to all workloads across the College.
6. In its initial years of operation, the workload model will be reviewed yearly.
7. A Workload Action and Advisory Group (WAAG) has been set up to review the application of the workload model within the College to ensure central policies, procedures and systems are fit for purpose and to raise issues and concerns at the appropriate level within central University administration.
8. **Support & Scholarship**
9. All colleagues in the Education & Research job family operating as researchers to the College’s required standards will receive the same base level of research support (20% of a full-time load; 330 hours) and the same base level of support for scholarship (5% of a full-time load; 82.5 hours). The total amount shown under this category will therefore be 412.5 hours.
10. All colleagues in the Education & Scholarship job family involved in teaching will receive the same base level of support for scholarship; 82.5 hours.
11. Research leave will continue to be allocated competitively and strategically. It will be recognised on the workload model by the allocation of up to half a year’s workload; 45% (742.5 hours), the further 5% (82.5 hours) being reserved in recognition of the convention that PGR supervision will continue through a period of leave. Accordingly, those on Strategic Research Leave of up to half a year's workload will receive a proportionate reduction in their Citizenship (a percentage of 50 hours) & T&R allowances (413 hours) pro rata e.g., a colleague with a 45% leave + 5% PGR allocation, as above, would have 25 hours for citizenship (50%) and 206.5 hours for T&R allowance. A colleague with a 30% leave (495 hours) would have a 30% reduction in their Citizenship and T&R allowance. Similarly, a colleague with a 12.5% leave (206 hours) would have a 12.5% reduction in their Citizenship and T&R allowance
12. All staff will receive a 50-hour allocation for Citizenship. Citizenship time is intended to allow staff to contribute to the successful management and delivery of their department’s strategic aims. This part of an academic role encompasses aspects of work not substantive enough to form a leadership role. The below list of inclusions is indicative and not exhaustive with staff and HoDs encouraged to use judgement if other activities are being discussed.
	* Attendance at departmental seminars, employability events, graduation ceremonies, and internal examinations
	* Mandatory training, such as Health and Safety, Equality and Diversity, and Information Governance
	* 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
13. First Year Allowance – this allowance should only be allocated to an Academic with a contract of over a year i.e., 1 year 1 day plus. First Year allowances should also be given to someone beginning a permanent E&R job regardless of their employment history.
14. In addition, they will be eligible for the loadings for teaching new modules.
15. Many academics new to Exeter will need to complete the Academic Professional Programme (APP). This is the successor programme to PCAP (Postgraduate Certificate in Academic Practice), and while the outcomes are the same, including HEA Fellowship, APP is structured as a degree apprenticeship over an 18-month period (from September 2019) with start dates in September or March of each year.

There are two workload model allowances for APP. The first is for direct engagement with the programme (classes, training, and assignments) and appears in the workload model as 285 hours in total for the APP period. The second allocation of 210 is mapped against existing workload that helps toward the completion of the apprenticeship; in short, it’s learning a new skill, gaining knowledge, or putting either these into practice for the first time. At least 100 of the 210 must be teaching or teaching-related activity, thereby supporting the HEA Fellowship aspect of the APP programme. All necessary guidance will be provided to APP participants by the APP team.

1. Discretionary hours will be awarded on a case-by-case basis. HoDs can make requests for additional SWARM hours from the PVC for significant strategic purposes if a significant number of staff in a department take on additional Education responsibilities or leadership roles in the sector.
2. ‘Covid-19 Affected’ Category in SWARM – this is a temporary S&S category to acknowledge time lost because of the coronavirus pandemic. This category has been added in response to TRAC regulator requirements for information to help assess pandemic impacts on the sector. As guidance, it is proposed that only circumstances outlined in the category description is used to consider workload appropriate for recording in SWARM. This list of inclusions is indicative and not exhaustive of all activities to be recorded under this category. Such workloads are to be agreed by the Head of Department prior to allocation of hours in SWARM.

**COVID-19 Affected Workload Time: Education/Research/Other**

Hours recorded under this category indicate staff were unable to undertake any university work due to the impacts of the pandemic. Examples would include:

* + Furlough
	+ Caring Responsibilities that preclude working on university activities1
	+ COVID-19 related illness
	+ Self-isolation if that means university work cannot be continued
	+ Inability to undertake work due to travel restrictions/transport cancellations (where online or distance working was unsuitable or impossible) e.g.: lockdown on a field trip without network access.2

**As guidance, it is proposed that only circumstances which had a material effect beyond 5 days, or one working week (pro rata) are captured.**

 This does not include where staff have reduced their FTE to undertake caring, as the University is no longer funding this time.

2 Where staff could not undertake planned activities, but undertook other activities instead, this would not be included under these Covid-affected categories. For instance, if a field trip were cancelled, and the member of staff picked up additional teaching responsibilities instead no time would be allocated under the Covid-affected heading as alternative activity was undertaken.

1. **Administration & Other Roles**
2. Colleagues in senior roles (e.g., Academic Lead, Director of Education, Director of Research, and Head of Discipline) will be expected, as a normal part of their positions, to serve on occasion on University-level and/or College-level working groups, task-and-finish groups, etc.
3. Hours for discipline-level administrative roles will be calculated on the basis of: basic rate + percentage loading for bigger disciplines.
4. The College Executive will reserve 500 hours per year, for distribution according to strategic priorities, ADE/ADR to submit applications to WAAG for approval.
5. In recognition of entirely legitimate decisions at discipline level about administrative arrangements, heads of discipline will be invited to allocate to staff a further 620 hours per year (plus loading for bigger disciplines).
6. Disciplines may aggregate or disaggregate particular administrative roles but may not add hours to the overall workload model.
7. E.g., a discipline may choose to add the role of Director of Education [500 hours] to that of Senior Tutor [150 hours] and create a single role at 650 hours.
8. E.g., a discipline may choose to allocate a portion of the overall Director of Research hours to a colleague to lead on impact activities.
9. **Teaching**
10. Hours for module delivery will be allocated by classroom hours with a factor for preparation. Any decision to define a module as ‘intensive’ must be approved by the Associate Dean for Education.
11. Delivery of a new module that has not run before will attract 50% loading on preparation and delivery.
12. Delivery of an existing module for the first time will attract a 25% loading on preparation and delivery. This loading cannot be used in conjunction with the 50% loading for new modules that have not run before.
13. **Grants**

Hours for research will be allocated at 100% of in-year grant time and will appear in the ‘red’ research category. However, it is the College’s expectation that time allocated to grants that are not costed on an FEC basis, and which also do not include teaching replacement, should be managed within an individual’s 500 hours [or pro-rata equivalent] of (QR funded) research time. Therefore, any time allocated to non-FEC/non-teaching replacement grants will be deducted like-for-like from the 500 hours of (QR funded) research time.

1. **Unallocated time**

If a member of staff has a proportion of hours otherwise unallocated, demands may reasonably be made upon this time over a year.

If you have any teaching specific concerns, please contact your Director of Education and other queries should be addressed to your Head of Discipline.

If following discussion with your Director of Education or Head of Discipline it is agreed there is an error in your SWARM workload you should email swarm-hums@exeter.ac.uk with details.