

SALC WAM Policy and Procedures

This document is intended to stand as a permanent record of agreements reached about the nature of the WAM and its implementation. If any changes are agreed in the parameters, this document must be updated.

- WAMs need to be the responsibility of Heads of Divisions rather than this role being delegated
- DSAs have a major role in populating the spreadsheets

General

1. The amount protected for research in the WAM in any given year is 30%. (The previously-mentioned 30-40% was misleading, because 40% applies to the whole four-year period, including institutional leave.)
2. The teaching and scholarship workload level includes 10% for scholarship.
3. The reduction for probationary staff (in first three years) is:
 - a) Permanent teaching and research contract: 25/20/15 of total WAM hours.¹
 - b) Permanent teaching and scholarship contract: 20/15/0 of total WAM hours.
 - c) Fixed-term teaching and scholarship contract: 0.

UG and PGT Teaching

- **Lectures:** each hour in class x3
- **new courses:** each hour in class x6, but note that the "new course" provision is to be used very sparingly, only for important courses the design and teaching of which is undertaken at the request of the head of division
- **first UG and PGT Seminars/Tutorials (including language classes):** each hour in class x2
- **repeat UG and PGT Seminars/Tutorials (including language classes):** each hour in class x1.5
- **new seminar/language class:** each hour in class x4, but repeats are credited at x1.5. Note again that the "new course" provision is to be used very sparingly,

¹ The University guideline on probationary reduction is that "typically the teaching and service duties will be approximately half the normal load in the first year, rising to two thirds in the second year". Given that the WAM grants substantial additional credit to new courses, such that all teaching except repeat seminars is double weighted in its first year of operation, it is agreed that this policy is consistent with the University guideline.

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- **course unit direction:** 15 hours per course, plus: For each teaching GTA, 1.5 hours to cover for the observation and report on the GTA's teaching; for each inexperienced marker (GTA or marker in their first year at Manchester, this being the school definition), two hours per group taken; for each seminar group, one additional hour. (See also additional document, CUD proposal.) There is the facility for additional CUD credit for new courses, when no materials have been inherited from a previous version. This is only to be used exceptionally, and only for important courses undertaken at the request of the head of division.
- **UG dissertation (40 credit):** number of students x5
- **Long essay supervision/UG dissertation (20 credit):** number of students x2.5
- **UG + PGT assessment:** 20 credit course = 2 hours per student (and others in proportion to credit); divided into two columns in the spreadsheet, so that it can be shared between seminar leaders and exam markers
- **UG assessment moderation:** two hours per course unit, plus a formula based on the level of the course and the number of candidates. (See also additional document, WAM credit for exam moderation.)
- Note the need for additional moderation of new markers, credited in the same way as other moderation.
- **Dissertation assessment:** 20-credit dissertation, 1.5 hours per student; 40-credit dissertation, three hours per student; 60-credit dissertation, 4.5 hours per student
- **Dissertation second marking:** 20-credit dissertation, 1.5 hours per student; others in proportion
- **long essay/dissertation moderation**, if this happens (as opposed to second marking): the same as for other courses of the relevant credit rating.
- **PGT assessment moderation/second marking** depends on decisions to be made by the assessment committee, but should be in proportion by credit
- **Formative assessment of language work.** 10 min per student-work per week.

Postgraduate Research

1. **PGR supervision:** FT student, 100% = 52 hours; PT student, 100% = 30 hours (this is in proportion, since credit for a part-time student lasts for seven years rather than eight)
2. **PGR Independent Reviewer:** number of FT students x6; number of PT students x3.5
3. PGR supervision should be counted for 4 years full-time/7 years part-time (though no more than 4 years/7 years, even if interruptions/extensions occur, unless there has been a period of interruption in which WAM credit was not given).
4. The WAM should count PGR supervision during periods of institutional leave. This means that colleagues on institutional leave for one semester of the year will have their contribution to PGR supervision counted against their load for the other semester. With regard to colleagues on research leave for a whole year or more, each case must be considered on its merits. In some cases, it may be most appropriate to arrange alternative

supervision/panel involvement, while in others it may be appropriate to grant credit to the supervisor to be carried over to the following year. The primary issue should be the interests of the student. Where those are best supported by continuing research supervision during extended leave, credit will be given on return.

5. **PGR internal examining:** number of theses x20
6. **Mock viva NOT led by supervisors:** number of theses x8

Advising and Related

1. Mentoring new permanent staff:15, per mentee
2. mentoring temporary staff: 7, per mentee
3. Conducting PDRs: 2 per person
4. conducting peer review of teaching: 3 per person
5. academic advising: 1 per student

Administration

Administration WAM tariffs are different in different divisions, but must be broadly comparable and all divisional administration tariffs must be approved by the Head of School.

In addition to the normal administrative duties, there may be some cases where it is appropriate for the division to allocate credit for other tasks.

1. Staff on teaching-and-scholarship contracts of more than 10 months' duration are unlikely to have their WAM entirely filled by activity within semester time. They may therefore be allocated additional tasks by the head of division, especially over the summer vacation, which are accounted for in the admin tab but should not be included in comparisons with other divisions. This is especially the case where permanent teaching-and-research staff are replaced by temporary teaching-and-scholarship staff.
2. There may be some occasions when colleagues are involved in major external (or even internal) activities which go beyond what can be allocated to the collegiality pot. Large-scale outreach programmes would be one such example. These may also be accounted for in the administration tab, but again should not be included in comparisons with other divisions. Any such arrangements must be approved by the Head of School.

The collegiality pot

Each colleague is credited with 80 WAM hours (40 for those on leave for one semester; reduced pro rata where appropriate) each year, to cover the following items:

1. attendance at general meetings (department, division, school, i.e. those meetings which are not included in one of the admin roles)

2. regular office hours
3. general contribution to admissions (such as interviewing, managing visit days, and related activity: this is for those other than admissions officers)
4. occasional external activities like schools talks
5. other one-off activities

Research buyout

Buy-outs are expressed in the WAM as they are in the grants themselves: eg. a 0.3 funded buy-out from a FeC grant equates to a 30% reduction in overall workload.