

Points System for Teaching/Administrative Activity
(Basic SoSS Work Allocation Model - may be flexed by Departments)

Activity	UG-points	PGT-points	PGR-points	Remarks
Teaching-related				
Preparation of new Course Unit	10	10	10	Only entirely new course units, Established Staff only.
Delivery of Lectures	WAM points = Number of contact hours			Departments to specify any limit on student numbers below which credit may be reduced or withdrawn
Convening of courses	0/5/10/15/20	0/5/10	NA	UG: 0 if student numbers on unit are below 100; 5 if stud no. between 100-250; 10 if student numbers between 250-500; 15 if student numbers between 500-750; 20 if student numbers above 750. PGT: 0 if student numbers on unit are below 30; 5 if stud no. between 30-60; 10 if student numbers between 60-100, 15 if student numbers above 100.
Delivery of Tutorials, Example Classes or Feedback Sessions.	WAM points = no. of hours for group 1; (1/2)*no of hours for any subsequent group.	WAM points = no. of hours for group 1; (1/2)*no of hours for any subsequent group.	WAM points = no. of hours for group 1; (1/2)*no of hours for any subsequent group.	
Academic Advising	5 WAM pts per group of 10 advisees			Max. number of advisees per Advisor is 20(TBC), split into two groups of 10(TBC) or less.
Other teaching				DAs to recognize other teaching (e.g., official short courses) proportionately within the WAM
Dissertation supervision	2(3)	4	N/A	UG Level 3 Diss - 2 points for 20 credit diss; 3 points for 40 credit. MA Diss - 4 points. DAs to recognize other supervisory work proportionately.
Examinations	N/A	N/A	N/A	Marking to be allocated by separate means, on presumption of equal marking loads
Supervision				
PhD/MPhil-supervision	N/A	N/A	12*	12 points per FTE student for each of three years of the "Research Programme" - may be shared between supervisors. *Normal limit of 48 points from PhD supervision per member of staff.
Leave and Buy-outs				
Research buy-out	1.0FTE, or 1.33FTE, multiplied by % TOTAL buy-out			Please refer to SoSS Buy-out policy
Paid Leave (sabbatical)	50% of 1.0FTE, or 1.33FTE, WAM load			
Leadership & Administration - tasks will absorb any work allocated under "adminisitration"				
SoSS-Directors	T&L: 80% full 1.0FTE WAM load R & ER/SR: 50% full 1.0FTE WAM load PGR: 40% full 1.0FTE WAM load			In this section, the % WAM relief is based on a nominal 1.0FTE WAM commitment. The % relief should be subtracted from either 1.0FTE, or 1.33FTE, to give a FTE WAM commitment. E.g., 15% WAM relief would imply a 0.85FTE WAM commitment forT&R staff, and a 1.33-0.15=1.18 FTE WAM for T&S Staff. This means that the nominal time (hours) commitments remain the same for T&R staff and T&S Staff (in this case 3-4 hours per week, averaged over the year).
School Leads:				
BAEcon Director	25% full 1.0FTE WAM load			e.g., 5-6 hrs per week on average over the year
BASS Director	15% full 1.0FTE WAM load			e.g., 3-4 hrs per week on average over the year
PPE Director	15% full 1.0FTE WAM load			
TA Co-ordinator	10% full 1.0FTE WAM load			e.g., 2-3 hrs per week on average over the year
Bus. Engagement	15% full 1.0FTE WAM load			
Internationalisation	15% full 1.0FTE WAM load			
Employability	10% full 1.0FTE WAM load			
E-Learning Lead	10% full 1.0FTE WAM load			
Env & Sustainability	5% full 1.0FTE WAM load			e.g., 1-1.5 hrs per week
Other School Roles:	By Agreement			
FPRT	2 WAM pts per review			Dept or School Reviewer: max of 5 reviews per staff reviewer
HoD	Full 1.0FTE WAM Load/ 80% full 1.0FTE WAM load			These are shown as examples for 'large' Depts / 'small' Deptss: Large Depts: Econ, Law, Pol, Soc Small Depts: Crim, Phil, SA, SS T&L Role: Depts can apportion the 40%/30% to UG and PGT roles according to local implementation. Depts to define and recognize other major admin roles proportionately
Dept T&L Director	40% / 30% full 1.0FTE WAM load			
Dept PGR Director	20% / 15% full 1.0FTE WAM load			
Dept Research Director	25% / 20% full 1.0FTE WAM load			
Other Dept Activities	As Approved by HoD / Dept Leadership team			
New Appointments				
New Junior Staff	Year 1: 30-40% full 1.0FTE WAM load Year 2: 15-20% full 1.0FTE WAM load			Probationary staff. To accommodate H NAP, and preserve research time. See attached details.
New Senior Staff	Year 1: 25% full 1.0FTE WAM load			Only non-probationary staff

NB - 'Full WAM Load' relates to the average or target load per full time member of staff on 'standard' contract, and covers Teaching and Administration only (that is, excluding research activity). Therefore, assuming a "nominal" 40:40:20 allocation of time (R:T:A), a full WAM load notionally accounts for 60% of a Staff member's full-time commitment and of an allocation 50% full WAM load (e.g., School Director of Research) implies a notional 30% total work commitment, whilst preserving a notional 40% time commitment to Research.

**Teaching focussed members of staff to be allocated a target load of 1.33x 'Full WAM load', which derives from a "nominal" 20:80 split between "Scholarship Research" and "Teaching, Leadership and Administration"; thus a full WAM load notionally accounts for 80% = 60% x (4/3) of a Staff member's full-time commitment.

Teaching and Service Relief on Workload Allocation Model for Staff in the Probationary Period.

University Policy: Probationary Arrangements for Newly Appointed Staff

The policy states:

5b The Head of School will also agree with the probationer, on an annual basis, an appropriate allocation of time and duties between research, teaching, academic enterprise and service, which will normally include reduced loads, in the early stages of probation, for teaching and service by reference to the School's normal academic workload management procedures. 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. This will vary if the probation period is likely to be much shorter than four

5d Each probationer should attend the New Academics Programme (see section 8) normally in year 1. The Vice-President/Dean should ensure that there are no impediments put in the way of an individual satisfactorily attending and completing the New Academics Programme. The New Academics Programme is designed to give flexibility of delivery and much of it is based within each Faculty. In appropriate cases, the Head of School may make recommendations to the appropriate Associate Dean for a probationer to be exempted from part of the programme or for an individual to undertake additional development tasks as part of the programme.

8 The University operates a New Academics Programme. Satisfactory completion of this programme is normally required as part of the probationary process. The allocation of duties and time referred to in paragraph 5(b) should ensure that the probationer has time to participate in the New Academics Programme.

SoSS current WAM adjustments (revised for 2016/17)

New Junior Staff	Year 1: 50% full WAM load Year 2 : 20% full WAM load	Probationary staff: To accommodate HNAP
New Senior Staff	Year 1: 25% full WAM load	Only non-probationary staff

The Probationary policy indicates an adjustment of up to 50% for teaching and service in Year 1 and up to 33% in Year 2. As the Service expectations in the first two years are not significant the recommendation is that SoSS should adjust this down to a maximum of 40% in year 1 for permanent teaching and research staff and 20% in year 2. See section on fixed term for recommended reductions.

HNAP

The programme has been mapped with the length of the sessions and if an assessment is required for the unit in terms of time. If a new member of staff has to complete the whole programme and assessment as part of their probation, then this would equate to 25% reduction in workload which it is suggested is split over two years. Increasingly new lecturers are joining us with HEA Fellowship/ other recognised qualifications and receive exemptions. For those staff who do not have to complete the whole programme it is proposed that HNAP reductions should be adjusted accordingly.

Please see Appendix A, which shows the SoSS proposed models depending on contract type and length.

Fixed Term Appointments

The School employs a number of staff on fixed term contracts (teaching focussed) to cover research buy-outs/ maternity leave etc. It is often the case that these contracts are renewed and the School had already taken the decision for 2016/17 to adopt the following practice with regard to fixed term contracts and HNAP:

- If employed on a one year contract then HNAP would not be part of the probationary requirements. However, if the contract is renewed then HNAP should be attended in the second year;
- If employed on a two or more year contract HNAP would form part of the probationary requirement and the lecturer should be enrolled on the programme.

This was to guard against being in the position of a fixed term contract being renewed year on year and the probationary period coming to an end without the lecturer attending HNAP. It is also supportive to those employed on fixed term contracts in terms of development and HEA fellowship is a portable qualification and valued by academic institutions.

It is recommended that some workload adjustment should be made for those employed on a one year fixed term appointment to take account of a settling in period and taking account of the fact that they are employed on teaching focused or teaching and scholarship contracts and therefore have a higher teaching load, roughly one third more teaching than those on a teaching and research contract. However previous experience should be taken into account in any adjustment and the following is recommended:

- First role since PhD 20% relief:
- 1-2 years' experience - 10% relief
- 2+ years' experience - no relief

Under the proposal they would have capacity to cover the full teaching load of a permanent teaching and research lecturer.

Senior Lecturer Appointments

Senior lecturers also come under the probationary policy but SoSS in line with most of the other Schools in the Faculty do not require HNAP attendance. However, newly appointed SLs still need to go through a probationary review.

It is recommended that a more nuanced approach is taken when appointing at SL level - for example a reduction to two years' probation from the standard four with 25% reduction in year 1 in line with other new senior staff.

Appendix A Permanent Teaching and Research, Teaching & Scholarship, Teaching Focused (Original)

		HNAP Relief	Probationary Teaching and Service relief	Total Relief
No prior qualification	Year 1	15%	25%	40%
	Year 2	10%	10%	20%
	Total	25%	35%	60%
HEA Fellow	Year 1	10%	20%	30%
	Year 2	5%	10%	15%
	Total	15%	30%	45%
PG Cert/ MA Education	Year 1	10%	20%	30%
	Year 2	10%	10%	20%
	Total	20%	30%	50%
HEA Associate Fellow	Depends on strand calculated when known			

Fixed Term Teaching Focused

		HNAP Relief	Probationary Teaching and Service relief	Total Relief
1 year contract	Year 1	No HNAP	20%/ 10%/ 0%	20%/ 10%/ 0%
2/3 year or greater length contract				
No prior qualification	Year 1	15%	25%	40%
	Year 2	10%	10%	20%
	Total	25%	35%	60%
HEA Fellow	Year 1	10%	20%	30%
	Year 2	5%	10%	15%
	Total	15%	30%	45%
PG Cert/ MA Education	Year 1	10%	20%	30%
	Year 2	10%	10%	20%
	Total	20%	30%	50%
HEA Associate Fellow	Depends on strand calculated when known			

1 year contract renewed				
No prior qualification	Year 1	No HNAP	20%/ 10%/ 0%	20%/ 10%/ 0%
	Year 2	15%	10%	25%
	Year 3	10%	5%	15%
	Total	25%	35%/25%/15%	60%/50%/40%
HEA Fellow	Year 1	No HNAP	20%/ 10%/ 0%	20%/ 10%/ 0%
	Year 2	10%	10%	20%
	Year 3	5%		5%
	Total	15%	30%/20%/10%	45%/35%/25%
PG Cert/ MA Education	Year 1	No HNAP	20%/ 10%/ 0%	20%/ 10%/ 0%
	Year 2	10%	10%	20%
	Year 3	10%		10%
	Total	20%	30%/20%/10%	50%/40%/30%
HEA Associate Fellow	Depends on strand calculated when known			