Points System for Teaching/Administrative Activity

(Basic SoSS Work Allocation Model – may be flexed by Departments)

Activity	WAM Points	Remarks
Teaching – Related Activities		
Course Development	10	WAM hours are allocated to staff who undertake major development work on course units or programmes. Major development work does not encompass refreshing or updating course units on an annual basis which is covered by the normal teaching allocation. Hours will be available for new course units or for a transfer of materials to on-line delivery methods. Recommendations on the hours to be allocated for these activities are shown below, with Departments given the flexibility to reduce or increase these depending on the individual circumstances.
Course Unit Co-ordination	Up to 100 students: 5 WAM. Then, 1 WAM point for every additional 50 students.	The WAM points under the Course Unit Coordination category are allocated for assessment setting, and any other coordination activities that are required, amongst others communicating with students, markers and with PS staff.
Delivery of Lectures	Number of contact hours. * For repeat lectures ½ number of contact hours	This includes preparation time, delivery time, as well as the time it takes to correspond with students about course content (e.g. via emails, office hours or discussion boards).
Delivery of Small group teaching e.g. Tutorials/seminars/workshops/learning sets/lab sessions/on-line sessions	Number of hours for group 1 and ½ number of hours for any subsequent group.	This includes preparation time, delivery time, as well as the time it takes to correspond with students about course content (e.g. via emails, office hours or discussion boards).
Assessment	* In school template calculation is as follows this can be flexed by departments to suit. **number of students/ student division number** (50 for 1st year ,40 for 2nd year),30 for 3rd & 4th year, 15 for PG) **x credit multiplication factor** (1 for <20credit, 1.5 for >=20 credit) **x marking scale** (1 for standard assessment, 0.5 for multiple choice, or manual scale determined by course.)	Marking to be allocated by separate means, on presumption of equal marking loads. Assessment WAM hours are an allowance per student based on the Faculty assessment guidelines for maximum summative assessment.
Moderation	1 WAM point per module regardless of size and credits, since policy identifies a maximum number of scripts to be moderated.	The moderations allowances as the same irrespective of the type of assessment and are based on the following assumptions: · 10% sample (with a minimum of 10 and maximum of 50 scripts) · The allowance includes BOTH checking the assessments tasks before they are sent to the external for approval AND checking the marking of exam scripts/ assignments/ projects. · Moderation is carried out in full accordance with the moderation policy (including that all work in the moderated sample is read in full, and that that individual comments are placed on all scripts/ assignments/ projects that have been moderated).
Other Teaching		Departments to recognise other teaching (e.g. official short course) proportionately within the WAM
Supervision		
Dissertation and Project Supervision	UG: 3 WAM points PGT 4 WAM points	PGT supervision takes place in Semester 2 and over the summer and requires a level of engagement with more advanced topics, techniques and methodologies compared to UG supervision. Workloads may have to be adjusted to include the possibility of group supervision.
Academic Advising	5 WAM points per group of 10 students	Max number of advisees per Advisor is 20.
PGR Supervision	12*	12 points per FTE Student for each of the three years of the "Research Programme" – may be shared between supervisors. * Normal limit of 48 points from PhD supervision per member of staff

Activity	WAM Relief	Remarks
Buy Outs, Leave and Probation		
Research buy-out	1.0 FTE or 1.33 FTE multiplied by Total buy-out.	Buy out is of whole WAM Load. For example, 50% buyout T&R 1 -(1*0.5) = 0.5 FTE T&S 1.33- (1.33*0.5) = 0.67 FTE
Academic Leave, Maternity/Paternity, and Long-Term Absence	1.0 FTE or 1.33 FTE multiples by Total % leave.	Leave is of whole WAM Load
Probationer's Allowance	Y1: 25% 1.0 FTE Teaching and Service Load Y2: 20% 1.0 FTE Teaching and Service Load	Relief is from 1.0FTE Teaching and Service Load. Does not impact Research/ Scholarship time which is protected. For example, year 1 probation attract 25% discount. T&R 1.0FTE - 0.25 = 0.75FTE T&S 1.33FTE - 0.25 = 1.08 FTE
Leadership & Administration In this section, the % WAM relief is based on the nominal 1.0FTE Teaching and Service Load. The % relief should be subtracted from either 1.0FTE or 1.33 FTE to give an FTE WAM teaching and service commitment. This means the nominal time (hours) commitments remain the same for T&R and T&S staff. For example, a 15% relief would be. T&R 1-0.15 = 0.85 FTE T&S 1.33 -0.15 = 1.18FTE		
School		
Head of School	100%	
Deputy Head of School	50%	
Director of Research	100%	
Director of Teaching Learning and Student Experience	50%	
Director of Postgraduate Studies (PGR)	40%	
Director of Social Responsibility and EDI	50%	
Deputy Director of Research: People Culture and Environment	20%	
Deputy Director of Social Responsibility: Service Learning	20%	
BAEcon Director	30%	
BASS Director	30%	
PPE Director	30%	
TA Co-ordinator	10%	
Business Engagement and Employability Lead	20%	
E-Learning Lead	10%	
Environment & Sustainability Lead	15%	
Knowledge Exchange & Impact Lead	20%	
UoA Leads	20%	
Other School Roles	By Agreement	Increases to 30% in 26/27, increased to 50% in 27/28
Department 'Large' Departments: Economics, Law, Politics, Sociology 'Small' Departments: Criminology, Philosophy, Social Anthropology, Social Statistics		
Head of Department	Large: 100% Small 80%	
Department Teaching and Learning Director	Large: 40% Small: 30%	
Department PGR Director	Large: 20% Small: 15%	
Department Research Director	Large: 25% Small: 20%	
Other Department Activities	As approved by HoD / Department Leadership Team	* Minimum relief is 5%. For smaller tasks this is absorbed in normal administrative duties.
Peer Review College		
School College Reviewer	5	5 WAM points. Faculty Guidance 'It is estimated that each review will take approximately 5-6 hours and that each School College reviewer will be asked to undertake about 5 reviews per year. This will be included in workload models.' Policy