FBMH Teaching Allocation Process (19/20 teaching)

Key Principles

No promises regarding changes to teaching load should be made during P&DR conversations.

Heads of Division should seek to ensure that there is fair contribution to teaching activity across all members of staff in line with their broader academic profile with the overall aim of maximising teaching capacity.

Individuals should meet the minimum expectations for teaching and supervision as set out in the Faculty guidance.
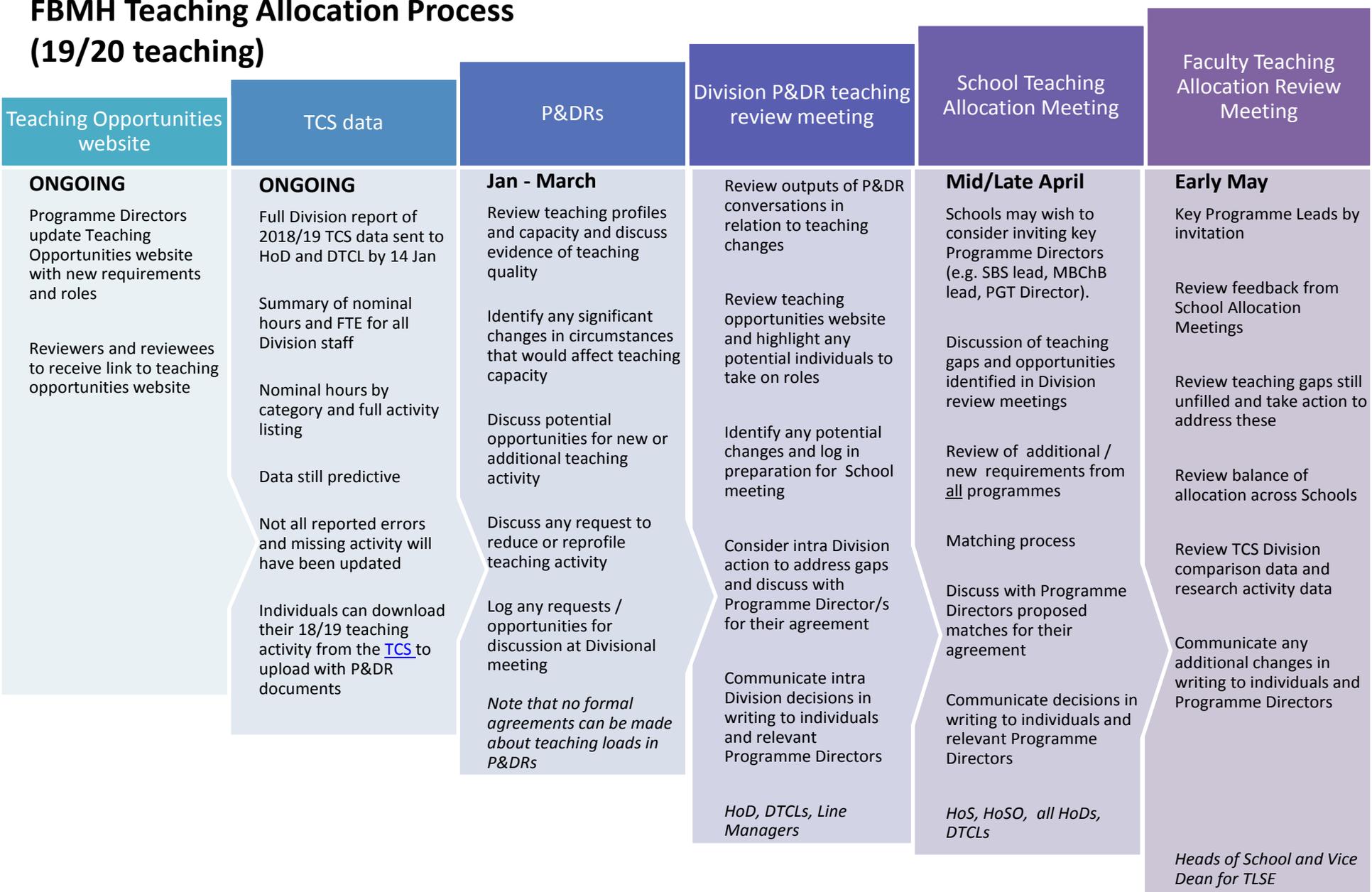
The expectation is that where a change in staffing creates a gap in teaching, the responsibility to identify a replacement will fall initially to the Division responsible for that individual and then to the School. Changes should be discussed and agreed with the relevant Programme Director/s.

New teaching roles or additional requirements will be logged on the Faculty Teaching Opportunities website.

The communication of changes in circumstances (leavers, maternity, sabbaticals, etc.) and actions proposed to fill the resulting teaching gaps need to be coordinated by the Division with the relevant Programme Directors / Unit Leads.

Activity	Dates
Predictive data provided for P&DRs	14 Jan 2019
P&DRs	Mid Jan – end Mar 2019
Division P&DR teaching review meeting	Early April
School teaching allocation meetings	Mid-Late April 2019
Faculty teaching allocation review meeting	May 2019
Notification of changes in circumstances / leavers	Ongoing

TCS Data

Individual data available to download from the TCS site

Data for 18/19 is still predictive and will be updated through the remainder of the year

Hours and FTE are indicative

Not all reported changes to the data will have been completed prior to the P&DR period

PGR supervision, ad hoc CPD, teaching on PGR programmes (except the DClinSci) and MBChB teaching on NHS time are out of scope.

FBMH Teaching Allocation Process (19/20 teaching)

Teaching Opportunities website	TCS data	P&DRs	Division P&DR teaching review meeting	School Teaching Allocation Meeting	Faculty Teaching Allocation Review Meeting
ONGOING Programme Directors update Teaching Opportunities website with new requirements and roles Reviewers and reviewees to receive link to teaching opportunities website	**ONGOING** Full Division report of 2018/19 TCS data sent to HoD and DTCL by 14 Jan Summary of nominal hours and FTE for all Division staff Nominal hours by category and full activity listing Data still predictive Not all reported errors and missing activity will have been updated Individuals can download their 18/19 teaching activity from the TCS to upload with P&DR documents	**Jan - March** Review teaching profiles and capacity and discuss evidence of teaching quality Identify any significant changes in circumstances that would affect teaching capacity Discuss potential opportunities for new or additional teaching activity Discuss any request to reduce or reprofile teaching activity Log any requests / opportunities for discussion at Divisional meeting *Note that no formal agreements can be made about teaching loads in P&DRs*	Review outputs of P&DR conversations in relation to teaching changes Review teaching opportunities website and highlight any potential individuals to take on roles Identify any potential changes and log in preparation for School meeting Consider intra Division action to address gaps and discuss with Programme Director/s for their agreement Communicate intra Division decisions in writing to individuals and relevant Programme Directors *HoD, DTCLs, Line Managers*	**Mid/Late April** Schools may wish to consider inviting key Programme Directors (e.g. SBS lead, MBChB lead, PGT Director). Discussion of teaching gaps and opportunities identified in Division review meetings Review of additional / new requirements from all programmes Matching process Discuss with Programme Directors proposed matches for their agreement Communicate decisions in writing to individuals and relevant Programme Directors *HoS, HoSO, all HoDs, DTCLs*	**Early May** Key Programme Leads by invitation Review feedback from School Allocation Meetings Review teaching gaps still unfilled and take action to address these Review balance of allocation across Schools Review TCS Division comparison data and research activity data Communicate any additional changes in writing to individuals and Programme Directors *Heads of School and Vice Dean for TLSE*

Management of changes in circumstances ongoing throughout year – by HoD/DTCL in liaison with Programme Directors