

FBMH Teaching Allocation Process for cross Division/School teaching – 20/21

Key Principles

Process is for programmes delivered and managed by staff across more than one Division/School. Where programmes are delivered and managed exclusively by staff within a single Division, the teaching allocations for those staff are to be managed by the Division.

Process covers contributions by academic members of staff (including those on research-focussed contracts) to UG, PGT and CPD teaching, learning and student support. Out of scope is PGR supervision, *ad hoc* CPD, teaching on PGR programmes (except DCLinSci), MBChB teaching in the NHS and non-teaching related leadership roles.

Heads of Division (with the Divisional Teaching Contribution Leads and line managers) are to ensure that there is a fair distribution of teaching contribution across their academic staff that optimises teaching capacity and quality.

Teaching allocations proposed by Heads of Division/line managers for individual staff members for consideration at the School teaching allocation meetings should be balanced against the broader academic profile of each member of staff including their measurable (not aspirational) contributions to research and social responsibility and other *major* and measurable (in terms of specified FTE) leadership roles at University, Faculty, School or Divisional levels.

This process for 20/21 teaching allocations is to be completed by 30 June 2020. This is prior to P&DRs taking place over the summer and so no changes to 20/21 teaching allocations should be made as part of the summer 2020 P&DR process.

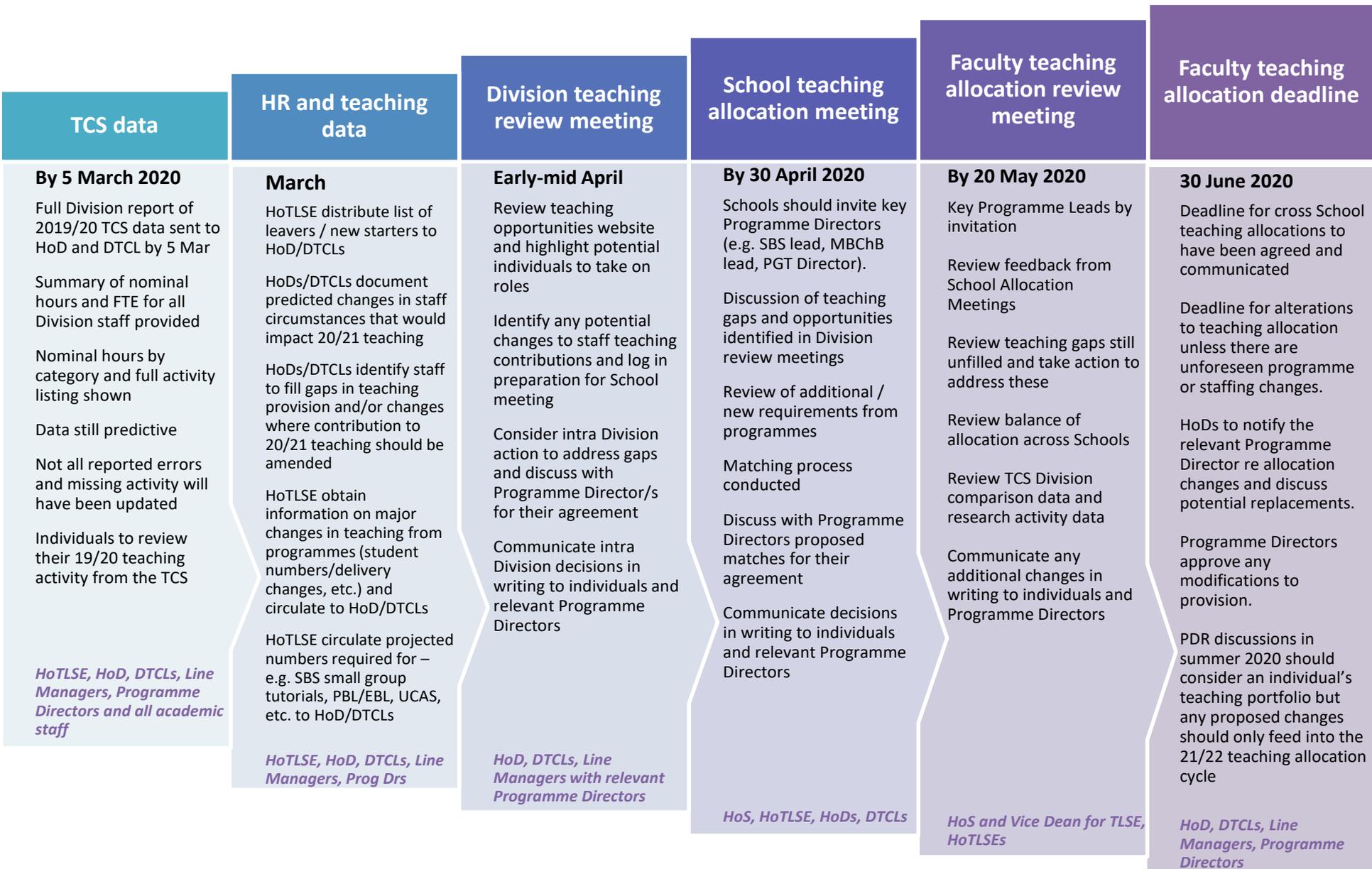
Teaching may be reallocated throughout the academic year to accommodate unforeseen staff or programme circumstances that occur after the conclusion of the 20/21 allocation process. The immediate communication of such changes and actions proposed to fill the resulting teaching gaps is to be coordinated by the Division with the relevant Programme Directors / Unit Leads on an ongoing basis. No assumption should be made or guarantee given that any proposed change can be accommodated until full and appropriate arrangements are confirmed to address fully the impact/s on programme delivery

Individuals should meet the expectations for teaching and supervision as set out in the [Faculty guidance](#) [LINK] including that, once allocated, teaching should be prioritised.

TCS 19/20 Reports

- TCS reports of predictive 19/20 data to be circulated to HoDs and DTCLs by the **5th March 2020**.
- Not all reported changes to TCS data will have been made at this stage.
- Hence hours and FTE for individual staff should be viewed as indicative (not absolute) for the purposes of the 20/21 teaching allocations.
- Staff can report changes and amendments will be made until **July 2020**.

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