

Hours of Duty Policy: Academic Staff

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Introduction

This policy sets out the University's position on hours of duty worked by Academic staff.

1. Hours of duty

The hours of duty in the Contract of Employment are 37 per week, and these may be worked flexibly. The pattern of work is agreed between a staff member and the Dean or Head of School (if delegated). The 37 hours per week are distributed, under the contract, between three types of activity:

- Self-Managed time
- Student contact time
- Other duties

Self-managed time

Personal development time, which is self-managed, accounts for 20% of time (the equivalent of approximately 7 hours per week).

Student contact time

The standard maximum scheduled student contact time is 18 hours per week (approximately 50% of a teaching week) within the context of a standard maximum scheduled student contact time of 550 hours per year. This is standard, but there may be exceptions to this, either on an individual basis or due to particular requirements. Scheduled student contact is intended to be only that time when a lecturer is timetabled to be in direct contact with students, e.g., lectures, tutorials, seminars, etc.

Other duties

The remaining time (approximately 30%, or 12 hours in a normal teaching week) is for a range of duties associated with subject delivery and operation, including preparation, and marking, routine administration and committee work.

There are several other activities which are a vital part of School and course administration and management. These include course leadership, class tutorship, admissions, industrial placement, recruitment, schools' liaison activities, timetabling and appraisal as an appraiser. This is not an exhaustive list, and the range of tasks will vary within each School.

It is important that staff members taking on these roles are not overburdened and that their workload is balanced, given the need for flexibility in a professional setting. The normal practice is to give a time allowance for such work directly exchangeable against scheduled student contact. Each Faculty/School has local arrangements for this trade-off of time which has been established by practice over many years.

Research

Where a staff member carries out substantial amounts of research then consideration will be given to allowing an element of student contact time to be devoted to research where this is beneficial to the staff member and the work and reputation of the school. In the case of Readers, this is normal practice.

Flexibility

The flexibility written into the contract allows staff members, by arrangement, to displace some of their activities to periods outside the normal teaching terms, allowing an expansion of activities other than student contact within this period. There is, for example, provision for the blocking of professional development self-managed time. Other duties are continuous and ongoing and cannot be displaced.