

## Academic Staff Work Norms and Work Loads – University of Kelaniya

Within academic load of 35 hours per week, the following minimum number of student contact hours per academic year (two semesters - 30 weeks) for each as reflected in the personal time table is recommended.

### Minimum recommended student contact hours

<b>Head of Department/ Unit Coordinator</b>	<i>180 hours/year (6h / week)</i>
<b>Senior Professor/ Professor</b>	<i>300 hours/year (10h/ week)</i>
<b>Associate Professor</b>	<i>360 hours/year (12h/ week)</i>
<b>Senior Lecturer Grade I and II</b>	<i>380 hours/year (13h/ week)</i>
<b>Lecturer/ Lecturer (Probationary)</b>	<i>450 hours/year (15h/ week)</i>
<b>Instructor /Temporary Lecturer</b>	<i>480 hours/year (16h/ week)</i>
<b>Demonstrator/tutor</b>	

Student contact hours are defined as any academic activity in connection with the undergraduate learning process such as lecturing, clinical teaching, supervision of students' research and clinical work, academic guidance, mentoring and facilitating the students' learning activities.

Student contact hours per academic year are considered under three categories given below. Of the recommended minimum student contact hours, at least  $\frac{1}{3}$  of the student contact hours should be utilized for in-class teaching/clinical teaching activities specified under the Academic Instruction category.

#### 1. Academic Instruction (undergraduate lectures, tutorial, seminars, practical work) / clinical teaching

- Actual lecture hours conducted by the staff member - Teaching
  - Minimum for practical based subjects-90h (excluding Head/ Department)  
*i.e. (3h/week)x 15 weeksx2 semesters*
  - Minimum for practical based subjects-60h (Head/ Department)  
*i.e. (2h/week)x 15 weeksx2 semesters*
  - Minimum for subjects with no practical-180h (excluding Head/ Department)  
*i.e. (6h/week)x 15 weeksx2 semesters*
  - Minimum for subjects with no practical-120h (Head/ Department)  
*i.e. (4h/week)x 15 weeksx2 semesters*
- Actual tutorial hours conducted by the staff member  
*i.e (4h/week) x 15 weeks x2 semesters*

- Actual tutorial/ presentations/ assignment hours conducted by the temporary lecturers or demonstrators

*i.e Tutorial (8h/week) x 15 weeks x2 semesters*

*Assignment marking (4h/week) x 15 weeks x2 semesters*

*Presentations (4h/week) x 15 weeks x2 semesters*

*Any exceptions to the above should be approved at Faculty level, with strong justification on the grounds of limited subject-related student contact hours*

- Actual contact hours spent for guiding the student for credit based seminar course units
  - *(0.5h/week/student)x number of weeks*
- Actual practical hours spent (in class or in the field/[clinical](#)s) for giving instructions and supervising the student's practical work
  - Minimum for laboratory/field practical based subjects-90h (excluding Head/ Department)
 

*i.e. (3h/week)x 15 weeksx2 semesters*
  - Minimum for laboratory/field practical based subjects-60h (Head/ Department)
 

*i.e. (2h/week)x 15 weeksx2 semesters*

## **2. Supervision of undergraduate projects/ case studies/ research projects/ internship programs/ industrial/ professional training/ soft skill development programs**

- Supervision of individual projects (for the general degree)
 

*(1h/week/student)x number of weeks*
- Supervision of group projects (for the general degree)
 

*(1h/week/group)x number of weeks*
- Supervision of individual research projects (for the special degree)
 

*(2h/week/student)x number of weeks*
- Supervision of internship programme/ professional placement
 

*(2h/student/week);maximum 3 students/ semester)*
- Supervision of vacation training presentations
 

*(12h/year)*
- Supervision of field visits for academic purposes
  - *Residential*                    *-(10h/day)*
  - *Nonresidential*                *-(5h/day)*

### 3. Academic guidance, counseling and coordination and university development work load

- Academic guidance office hours spent for providing academic guidance to the undergraduates in relation to the course units offered by the academic staff member
  - *3h/week (on three separate days)x number of weeks*
- Personal tutoring by the academic staff member
  - *(1h/week)x number of weeks*
- Academic counseling/coordination by Senior Academic Advisors-*30h/year*
- Academic counseling/coordination by Department level Academic Advisors - *10h/year*
- Positions of directors of university centers – *5h/ week*
- Positions of administrative support – *1h/week*
- Positions of coordinators faculty/ university – *1h/week*

#### **Work norms and Workloads:**

In addition to the **work norms** specified, it is necessary to consider the other duties and responsibilities of a university academic when calculating the **workloads** of the academic staff.

An academic staff member could use 7 hrs of the minimum weekly load for any pursuit of his/her choice, inclusive of pursuits that result in extra remuneration. Provided prior approval has been obtained from university authorities. In addition to that the work load as follows,

#### **Work Loads**

#### **Teaching Load weights**

In calculating the above, some issues that would have to be considered are as follows. The teaching load weights would also have to consider the credit value of each course offered in a semester.

- a. teach (theory) a new subject/course
- b. teach a subject with revision
- c. teach a subject with multiple offerings or parallel offerings
- d. teach a subject run mostly as seminars
- e. teach a subject in the undergraduate program
- f. coordinate a subject - less than 50 students, 50-100 students, 100-200 students, more than 200 students etc.
- g. conduct tutorials/practical (lab or field), design classes, demonstrations, clinical teaching, discussions,
- h. preparation, marking and consultation of tutorials
- i. preparation, marking and consultation of practicals, clinicals, field work, design classes
- j. preparation of lecture material including electronic course material
- k. setting of assignments and examinations and other assessment material
- l. translation of examination papers

- m. marking answer scripts and submissions for practical/clinical/field work examinations and design reports
- n. assessment of student presentations, viva exams
- o. supervision of undergraduate projects
- p. assessment of undergraduate projects as a supervisor or examiner

In considering the above issues that would contribute to the teaching load, the following would have to be considered too.

- a. number of offerings of the same course by the same teacher
- b. number of hrs spent on preparation for a 1 hr theory or tutorial class (3 hrs )
- c. time period spent on setting an exam paper for a 1 credit unit course ( 3 hrs)
- d. number of students following a given course/ number of students examined by the teacher
- e. number of questions marked by the teacher
- f. time spent on translation of question paper of I credit unit ( 1 hr)
- g. number of tutorials per course unit
- h. number of students following the course with tutorials
- i. number of hrs spent on preparation of practicals etc (5 hrs /2 hr practical class)
- j. number of practicals etc per course
- k. time period spent on setting a practical/clinical/field work/ design examination (3 hrs)
- l. number of groups in such examinations
- m. time spent on grading a practical/clinical/field work/design examination (1/2 hr per student)
- n. number of students in such examinations. as above
- o. number of such examinations as above in a course
- p. time spent on supervision of group projects (1 hr/project/week)
- q. number of such group projects in a course
- r. time spent on correcting projects report of undergraduate student (2 hrs/student/week)
- s. number of such project reports corrected
- t. time spent on computation of course results (5 hrs/50 students/course)
- u. Number of students in a course for which results have to be computed

(Teaching postgraduate students have not been taken m to account since separate payment is done for these)

### **Research and Development Work Load Weights**

In calculating the above, issues that would have to be considered are as follows

- a. Research grants received - number of grants received, grant values, grant duration, nature of donor (national/international), number of research students/research assistants working under the project
- b. Member of research consultants team
- c. Research publications - refereed journals, non-refereed journals, extended abstracts, abstracts
- d. Dissemination of research output - patents, products, innovations
- e. Editor, associate editor, member of the editorial board of reputed journals and proceedings
- f. Editing of collection of essays or books
- g. Organization of research symposia, conferences, workshops etc
- h. Supervision of research (M Phil, PhD) - full time – 90 hrs/project, part time- 30 hrs/project

- i. Coordinator of research programs
- j. Reviewer of research proposals and articles for publication
- k. Member of multidisciplinary research team
- l. Member of team of Institutional Linkages
- m. Member of projects of national relevance
- n. Author of books or chapters in books (international/national publisher)
- o. Author of monographs
- p. Author of policy papers
- q. Author of consultancy reports
- r. Software development
- s. Media projects and products
- t. Translation and publication of books and scholarly work
- u. Peer reviewed presentations at national/international conferences

### **University and National Development Work Load Weights**

In calculating the above, issues that would have to be considered are as follows.

- a. Development of new courses and degree programs
- b. Resource person at curriculum development workshops and training programs
- c. Contribution to infrastructural development at Department;. Faculty, University - learning environment, student welfare facilities, staff welfare facilities.
- d. Active engagement in Departmental meetings, Faculty Boards, Senate subcommittees
- e. Contribution to student advisory boards, disciplinary inquiry boards
- f. Senior treasurer of student societies
- g. Positions of Vice Chancellor, Deputy Vice· Chancellor, Directors of Institutes
- h. Positions of Dean, Head of the Departments
- i. Positions of Directors of University Centers
- j. Positions of administrative support - Proctor/Deputy Proctor/Chief student counselor/Student counselor/Warden/Sub warden
- k. Positions of Coordinators of Faculty/University Units
- l. Memberships of Boards of Study.
- m. Coordinators of international /national conferences/congresses
- n. Advisors of national development projects
- o. Country representatives of regional/international bodies
- p. Offices of professional bodies /societies
- q. Members of formalized links in outreach activities with private organizations
- r. Contribution to staff development
- s. Contribution to personal professional development
- t. Contribution to advancement of the profession

In recognition of the academic freedom, an academic member could use 7 hours of the minimum weekly load for any pursuit of his /her choice, inclusive of pursuits that result in extra remuneration.

### **The committee consists of:**

Professor A.H.M.H. Abayarathna - Dean/ Faculty of Social Sciences

Professor Manique Gunsekera - **Dean**/Faculty of Graduate Studies

Professor. Lakshman Senevirathne - Dean/Faculty of Humanities

Dr. D.M. Semasinghe - Dean/ Faculty of Commerce and Management Studies

Senior Professor (Mrs.) N.R. De Silva - Dean/ Faculty of Medicine

Professor N.A.K.P.J. Seneviratne - Dean/ Faculty of Science

Professor R.M.W. Rajapakse - Dept. of Linguistics

Professor R.K.L.M. Dharmasiri - Dept. of Geography

Professor (Mrs.) S.A.J. De Hewavisenthi - Dept. of Pathology

Senior Professor (Mrs.) Ashoka Pathirathne - Dept. of Zoology

Mr. D. Wasantha Kumara - Dept. of Marketing Management Studies