

UNIVERSITY OF KELANIYA FRAMEWORK FOR ACADEMIC ACCOUNTABILITY

Purpose

This framework is meant to provide a fairer and more transparent basis for the estimation of the workload of individual academic staff members, across all Faculties of the University of Kelaniya.

Individual Faculties have the freedom to further expand on the activities covered by this framework according to their specific needs. However, the categorization of activities, the staff categories, and the definitions adopted by each Faculty should conform with those set out below.

It should be noted that the work norms specified below are those specified in the relevant UGC Circular. Faculty Boards may decide on their own norms, provided they are higher than these minimum hours.

Activities covered by framework

1. Academic instruction
 - a. Teaching and learning activities of undergraduates
 - b. Assessment and examination of undergraduates
 - c. Supervision of undergraduate research projects and field work
 - d. Coordination of undergraduate academic programmes
2. Research and development
 - a. Supervision of postgraduate research students
 - b. Research grants and projects
 - c. Publication, review and editing of scholarly work
 - d. Expert consultancies for external entities
3. University development
4. National development

Staff categories covered by framework

1. Head of Department of Study / Academic Unit
2. Senior Professors and Professors
3. Associate Professors
4. Senior Lecturers (Grades I and II)
5. Lecturers (unconfirmed, confirmed and probationary)
6. Instructors Gr I and Temporary Lecturers
7. Instructors Gr II, Temporary Demonstrators and Tutors

Definitions for workload calculation

- **A week** is defined as 35 hours of work (7 h / day x 5 days / week).
- **An academic year** is defined as 1400 hours of work (40 weeks / year x 35 h / week)
- **Student contact hours** are defined as the time spent for any academic activity in connection with undergraduate programmes of study, i.e., categories 1(a) – (d) above.

Work norms

	Staff category	Minimum student contact hours required as per UGC Circular	
		Per academic year	Per week
1	Head of Department of Study / Unit	180	4.5
2	Senior Professor / Professor	300	7.5
3	Associate Professor	360	9.0
4	Senior Lecturer Gr I / II	380	9.5
5	Lecturer (confirmed / unconfirmed / probationary)	450	11.25
6	Instructor Gr I / Temporary Lecturer	480	12
7	Instructor Gr II / Temporary Demonstrator / Tutor	510	12.75

Appraisal of workload

All academic staff members are required to calculate their workloads for the year at the beginning of each academic year (or calendar year) in consultation with the Head of Department / Unit. The Head of Department / Unit is expected to ensure that the calculations have been made according to the criteria accepted by the Faculty Board, and forward them to the Dean within 2 weeks of commencement of the academic / calendar year.