

# PAS2. Policy on Academic Staff Obligations, Rights and Workload

## 1. Scope

This policy defines the academic staff obligations, rights and workload in terms of time allocated for Teaching & Scholarship, Research, and Education Management, depending on the contractual arrangements made for each individual. Academic staff stands for both Teaching & Research Staff (TR Staff) and Teaching Specialist Staff (TS Staff).

Academic Staff members have all the obligations described in the relevant Regulations and Policies provisions to the Code of Ethics and Good Practice, as well as the obligation to provide teaching and scholarship, research, and administrative work in accordance with their title and position.

## 2. Academic Staff Rights

Every academic staff member fully enjoys academic freedom in research and teaching and has the right to participate in decision-making processes regarding these matters as well as in the general operation and administration of CITY ULE, its Schools and Departments where they serve.

CITY ULE academic staff members are entitled to use the CITY ULE's facilities, equipment, and services (libraries, laboratories, network services, electronic communication services, etc.). CITY ULE must provide all faculty members with every necessary facility for the efficient and safe fulfillment of their duties (office space and equipment, heating and cooling, internet connection, etc.).

CITY ULE full-time academic staff members have the right to be informed of CITY ULE Boards and Committees decisions and to participate, when appointed or elected as described by the Ordinances and Regulations, in the collective decision making bodies of the Department, School, and Institution, and, if they are full-time employees.

CITY ULE full-time academic staff have the right to be facilitated by CITY ULE in conducting scientific research and in their professional development through the provision of educational leaves and leaves for participation in scientific conferences, training programs, and/or other related activities, provided that the educational process is not hindered and their total absence duration does not exceed the limitations specified by the Regulations.

## 3. Full-Time Academic Staff: Obligations and Workload

### 3.1 FT Staff

A full time member of academic staff is employed by CITY ULE and signs a contractual agreement with the CITY ULE. Staff who signed a contract with the CITY ULE are not by default employees of the University of York.

The workload of a full time member of academic staff normally amounts to physical presence at the CITY ULE's premises of 30 hours per week, at least 4 days per week, and includes teaching

related tasks, administrative tasks, activities related to research, participation in meetings, committees and boards, contact with students etc. Unless with the permission of the Executive Board, a full time member of academic staff should not be partially or fully self-employed or employed at another institution, enterprise, organisation, public body, etc. In such a case, the Executive Board has agreed that the academic staff will be susceptible to a reduction of 30% of their salary.

### 3.2 FT Academic Staff Obligations

All tasks performed within the CITY ULE academic environment are classified into three major categories:

- Teaching & Scholarship,
- Research, and
- Education Management.

Each member of academic staff is expected to be active in all tasks, although someone may be specialising in any of them.

Teaching & Scholarship includes:

- lecturing at all levels and programmes of study (Bachelors, Masters, Doctorate, either FT or PT mode of delivery);
- tutorials;
- preparation of notes, presentations, audio-visual material etc.;
- uploading and maintaining all module material on-line into the designated Virtual Learning Environment;
- monitoring of student submission to plagiarism prevention system;
- moderation and marking and 2nd marking (where applicable) of assessment components, etc.;
- assessment setting & internal moderation;
- student contact hours (physical or online advising, coaching, e-communication etc);
- textbook or book chapters (related to teaching) editing & publishing;
- supervision of undergraduate and postgraduate projects and dissertations;
- supervision of PhD candidates;
- personal development in teaching related issues;
- academic citizenship activities (see relevant section); etc.

Research includes:

- be involved in pure & applied research within or across disciplines (including teaching and learning research);
- publish in conferences and journals;
- participate in established research groups;
- participate in bidding for funded projects;
- participate in carrying out projects and activities of Research Centers;
- other personal development in research related issues; etc.

There are various types of Education Management tasks specified as roles, such as:

- Head of Department;
- Academic Programme Director;
- Research Director;
- Programme Lead;
- Project/Dissertation Coordinator;
- Ethics Coordinator;
- Tutoring Coordinator;

- Industrial Link Coordinator;
- Membership in Departmental, CITY ULE or University of York Boards and Committees;
- Other engagement with CITY ULE related activities (e.g. organisation of events, public engagement, etc.)

These do not necessarily correspond to different people but in principle they are quite independent and could be combined or undertaken by different members of academic staff, whenever deemed appropriate.

### 3.3 FT Academic Staff Workload Distribution

As a consequent of the CITY ULE's Mission Statement "... to maintain the highest standards of quality as a Higher Education Institution employing staff who work at the frontiers of academic enquiry...", members of academic staff are normally expected to distribute their workload into two main tasks, (a) Teaching and Education Management and (b) Research. However, depending on the individual competencies and from time to time needs of the Academic Departments and Research Centers, the distribution of workload is determined by the individual contractual arrangements.

Tasks are not evenly distributed throughout the year. For example, time devoted to research is normally less during 30 of the 52 weeks per year since the two semesters are occupied mostly by teaching (as defined in the R2.Academic Calendar). It is therefore advised to the members of academic staff to pay more attention to time management and schedule their time appropriately.

For example, the following table shows how the different focus on individual members of academic staff affects the workload distribution and how it is mapped into teaching hours per week. Different (more or less) intermediate workload distributions can exist as agreed in the contractual arrangements.

<b>Academic Staff focus more on...</b>	<b>Teaching &amp; Scholarship and Educational Management</b>	<b>Teaching Hours per Week</b>	<b>Research</b>
<b>Teaching &amp; Research</b>	50%	9	50%
<b>Teaching</b>	90%	15	10%
<b>Research</b>	10%	3	90%

Some members of academic staff hold educational management positions. The overhead of any education management activity varies, it is determined by the Executive Board on an individual and annual basis and it is not accumulative. Based on that, the Executive Board agrees to award an Educational Management allowance for each individual. This is normally expressed in Teaching Hours per week and included in the default Teaching Hours per week load.

### 3.4 Supervision of Capstone Projects

A member of academic staff should undertake supervision of five capstone projects (e.g. final year projects, dissertations, practicum etc.)

### 3.5 Additional Teaching Hours

Under particular circumstances which are determined by the needs of the Department and only with the agreement of the member of the academic staff, this member can undertake more

teaching for a specific period of time with remuneration approved by the Vice-President & Principal (CEO).

### 3.6 Equivalences of Teaching Related Tasks

Due to the nature of classes, mode of delivery of programmes etc. (see Academic Calendar), not all teaching carries the same weight. One class hour on modules by a module leader (assessor) that are conducted weekly in a semester programme is counted by default as one teaching hour. However, the following equivalences for other types of classes and special cases apply:

<b>Special Cases</b>	<b>Teaching Hour</b>
1 hour of class in modules that do not include assessment	0.75
1 hour of class in non-credit classes with no assessment	0.5
1 supervision of Capstone Project (additional to the number imposed by the contract)	0.2
1 supervision of Doctoral candidate	0.4
1 hour of class in modules taught in block teaching (weekends) as a Module Leader (with a co-lecturer)	0.75
1 hour of class in modules taught in block teaching (weekends) as a Module Leader (without a co-lecturer)	1
1 hour if class in module taught in block teaching (weekends) as a co-lecturer	0.75

The total teaching hours above are normally equally split among semesters. Other arrangements may be made according to the needs of each Department and this is only decided on an individual basis by the Head of the Department.

## 4. Full-Time Adjunct Academic Staff

Adjunct Position is an academic appointment awarded to a person who is not employed on a tenure basis by the institution but is assigned with teaching, research and/or other educational management tasks at the CITY ULE. Such adjunct appointments are normally full-time, they start and end at a specific date and generally bear contractual, financial and security arrangements that are agreed at the beginning of the specified period.

Adjunct full-time academic staff are employed by the CITY ULE on contractual arrangements that are made on the basis of their teaching hours and/or other research and educational management tasks assigned by the Departments. Staff is appointed in any of the academic positions described in the relevant Regulations for staffing.

Adjunct academic staff are evaluated with the same annual review process and promotion procedures as the Full-Time academic staff, bearing in mind all the contractual arrangements made for teaching, administration and research.

## 5. Part-Time Staff

Part-Time academic staff are employed by the CITY ULE on contractual arrangements that are made on the basis of their teaching hours.

In relation to the duties that the remuneration in the signed contract includes, the employed PT academic staff member is expected to:

- deliver a number of teaching hours per week indicated in the contract distributed over the working days of the week and/or during the weekends when the programme is offered in such mode;
- perform all those tasks related to semester as well as resit period teaching, such as lecturing, preparation and maintenance of material, marking and 2nd marking, coursework and exam setting, internal moderation, invigilation, other quality assurance processes and procedures etc.;
- advise students and provide constant pastoral support;
- supervise student coursework and projects related to the courses undertaken to teach;
- maintain face to face as well as virtual/electronic accessibility in addition to the pre-identified office hours for students and comply with the established response policy;
- participate in Departmental Committees and Boards (upon request);
- participate in CITY ULE and Departmental staff development seminars;
- contribute to the development of the Department with ideas, proposals, implementation of goals and strategies etc.;
- attend the Department's events;
- participate (when feasible) in publishing, research groups, projects and other activities; please note that any publications that may be generated in collaboration or support by the CITY ULE should be authored under the affiliation of "CITY ULE" (unless otherwise permitted);
- work on any other task discussed and agreed on between the employed academic member and the Head of Department.

## 6. Tutors

The Departments may employ PhD candidates registered as University of York Research Students as staff, who will be referred to as Tutors. Staffing policies and contractual arrangements will be made on an individual basis.