SABARAGAMUWA UNIVERSITY OF SRI LANKA

Internal Circular No: 02 / 2021 of 22.02.2021

All Deans,
All Heads of the Departments,
Librarian, SUSL,
All Academic Staff Members,

INTERNAL CIRCULAR ON ACADEMIC ACCOUNTABILITY FOR ACADEMIC STAFF OF SABARAGAMUWA UNIVERSITY OF SRI LANKA

The use of academic freedom without forfeiting their primary commitments to the University is very essential. Therefore, as an academia, set of guidelines or procedures on calculating workload and work norms is compulsory to monitor the 'Academic Accountability'.

2. The Council of SUSL at its 268th meeting held on 22.02.2021 approved the "Operating Policy and Procedure for Academic Accountability and Workload Calculation for Academic Staff of Sabaragamuwa University of Sri Lanka".

3. This document is issued based on the UGC letter on Ethics and Academic Accountability for Academic Staff in the Sri Lankan University System dated on 07th May 2015. The Council of Sabaragamuwa University of Sri Lanka at its 257th meeting held on 24.02.2020 approved the Operating Policy and Procedure for Academic Accountability & Workload Calculation for Academic Staff of Sabaragamuwa University of Sri Lanka. The implementation process and the document for Academic Accountability & Workload calculation was approved at the 266th Council meeting held on 21.12.2020.

4. Your attention is expected to take necessary action to maintain academic accountability referring to the document as follows.

Operating Policy and Procedure for Academic Accountability and

Workload Calculation for Academic staff, Sabaragamuwa University of Sri Lanka -   Annex 1

Prof R.M.U.S.K. Rathnayake
Vice Chancellor
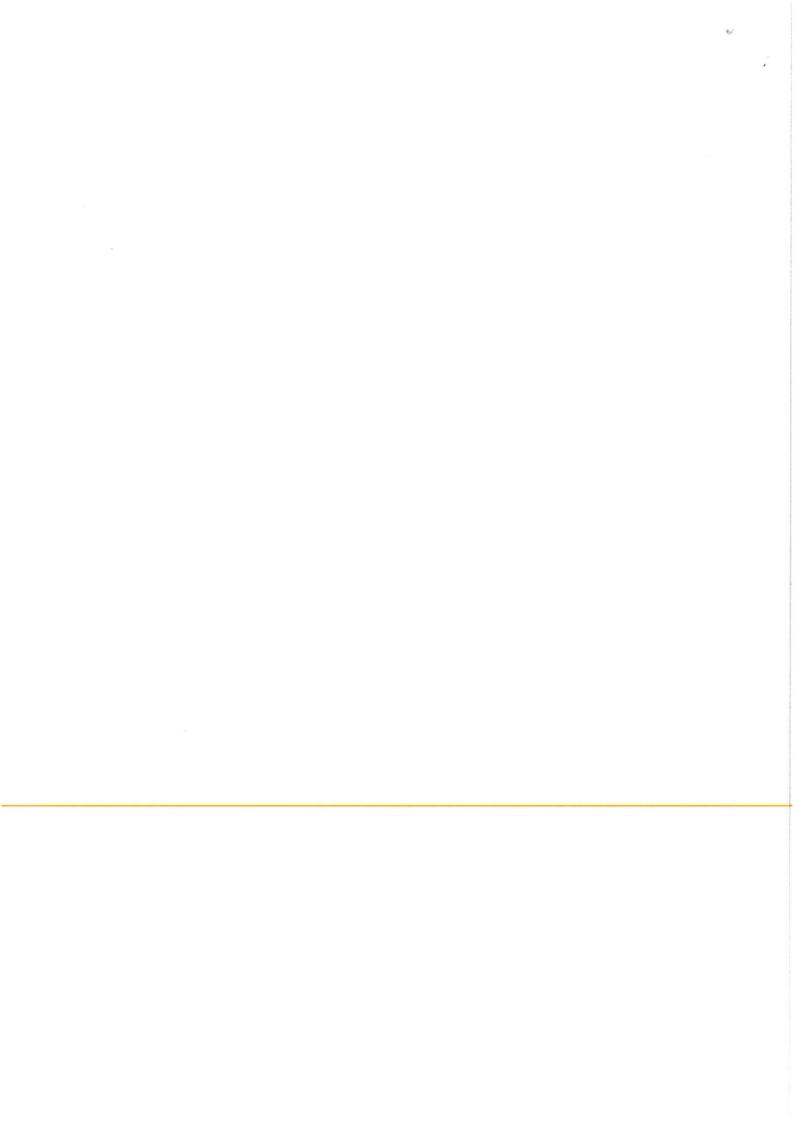
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	3. Director, Centre for Quality Assurance, SUSL	..	f.y.i.
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SABARAGAMUWA UNIVERSITY OF SRI LANKA

Operating Policy and Procedure for Academic Accountability and Workload Calculation for Academic staff, Sabaragamuwa University of Sri Lanka

Overview

It is recognized that University teachers should have 'Academic Freedom' to: teach and carry out research without any interference; be open and flexible in their academic activities; and undertake activities outside their employment that enhance their intellect and professional skills, without forfeiting their primary commitments to the University. Therefore, guidelines on workload and work norms for academics helps exercise the above mentioned academic freedom without affecting adversely on their 'Academic Accountability'. These guidelines take into account the complexities and diversities of activities performed by the academics, which include not only teaching and research work, but also contributions to university and national development.

Purpose

To establish rules for calculating the statutory workload of teaching staff of Sabaragamuwa University of Sri Lanka in compliance with "Ethics and Academic Accountability for Academic Staff in the Sri Lankan University System" prepared by Quality Assurance and Accreditation Council of the University Grants Commotion of Sri Lanka. This OP is a mechanism for ensuring that each faculty member meets the statutory workload minimum as stipulated in the above-mentioned document. This Policy also ensures distribution of fair and equitable work norms for all academic staff and ensure transparent, and quality academic contribution to university and other establishments when such needs arise.

Application

Academic Staff

Work norm and work load

Work norm:

Calculation of work norm of academic staff which is already adopted by the Sabaragamuwa University is continued to be adopted (Table 1). These working hours are computed after summation of the direct student contact hours reflected in the personal time table of each staff member.

Table 1. Work norm of academic staff

Position	Minimum student contact hours week
Head of Department	06
Senior Professor/Professor Associate Professor	08
Senior Lecturer Grade I and II	12
Lecturer/Probationary Lecturer/Temporary Lecturer	16
Tutors/Instructors/Teaching Assistants/Demonstrators	20

Work load calculation:

In calculating Workload, following principles shall be considered.

Time as a Unit of Measurement: It is possible that the formula considers hours/week for a particular activity as the unit of measurement. A Week can be defined as 5 working days and there would be 35 hours/week (7 hours/day x 5 days/week); an academic year would be 30 working weeks /year (with the balance left for examinations, marking and vacations).

Work load of academics are separately calculated and reported as follow,

(i) Workload related to Teaching

(ii) Workload related to Research and Development

(iii) Workload related to University and National Development

Workload related to teaching include any academic activity connected with (*1*) *Undergraduate teaching, (2) Supervision of postgraduate and undergraduate students' research and clinical work and (3) Academic guidance, mentoring and facilitating the students' learning activities.* Therefore, student contact hours related to teaching is computed from the following 3 categories;

A.   Academic Instruction
B.   Supervision of student research/industrial placements and clinical work
C.   Academic coordination

** In computation of student contact hours, following needs to be considered;

- *Any postgraduate teaching and/ or research which receive extra remuneration shall not be counted under teaching load.*

A) **Work load related to Academic Instructions**

Academic instructions are delivered in different modes and therefore different weightages have to be given to each mode considering, credit value time for preparation; mode of delivery, class size etc. In calculation of the above, the following methods should be followed.

Table 2. Computation of workload related to academic instructions

	Teaching Activity	Hours spent related Academic instructions	Explanation of parameters
1.	Lectures/Tutorials	$15 \times C \times k_1 \times k_2 \times AF$	C = credit value of the subject k_1 = number of offerings of the same subject k_2 = 3 hrs. (number of hours required for preparation to conduct 1 hr. lecture) ** in the case of multiple offerings of the same subject, $k_2 = 2$ hrs. AF = Adjustment Factor for class size

2.	Conducting practical classes/clinical	Number of actual time hrs.	
3.	Preparation of practical classes/clinical/field visits	5hrs./2hr practical class	
4.	Field visits	Max 10 hours per day for residential programs and up to a maximum of 5 hours per day for field trips of a non-residential nature.	
5.	Time spent on supervision of group project	1hr/project	
6.	Setting exam papers	$C \times k_3$	k_3= 3hrs (number of hours required for setting an exam paper for 1 credit course unit)
7.	Moderating /translating exam papers	$C \times K_4$	k_4= 1 hrs. (time required for Moderating /translating exam paper of 1 credit course unit)
8.	Marking exam papers	$N \times C/6$	N= number of students followed the exam of the course module C= no. of credits for the course unit ; 1/6 hr.=for marking question paper of 1 credit
9.	Evaluation of tutorials/assignments	$k_5 \times N \times t$	k_5=time taken to grade a tutorial/assignment (1/6hrs) N= number of students following the course t = number of tutorials/assignments per course unit
10.	Evaluating practical/clinical /field work /report	$k_6 \times N \times F$	k_6=time taken to grade a practical/field work/report (1/6hrs) N= no of students in the practical/field work

				F= no. of practical/field work in the course in which the reports are evaluated
11.	Evaluation of undergraduate research report (supervisor and /or examiner)	$k_7 \times q$		k_7= time spent in evaluating the report 4hrs/report q= no of reports corrected
12.	Student presentations on viva voce examination	$k_8 \times N$		k_8 = time taken for the presentation or viva voca N= No. of students

** In cases the teaching work of the module is conducted by more than one lecturers, the proportionate work hours must be distributed among lecturers in charge of the course module.

Adjustment factor (AF) for the class size

In different Faculties the class size varies and hence, when computing the workload related to Teaching hours for a particular course, an adjustment factor is introduced to compensate the additional workload due to the class size. AF should be considered for calculating workload under Item 1 in Table 2.

Table 3. Adjustment factor (AF) for class size

Class size	AF (hrs.)
<25	1
26-49	1.1
50-74	1.2
75-100	1.3
100-200	1.4
200-300	1.5
>300	1.6

B) **Workload related to supervision of student research/industrial training and clinical work**

Supervision of undergraduate and postgraduate research projects, supervision of internship programs/professional placements can be considered under this category.

Postgraduate research which **no extra payment** is made and where staff member is the only supervisor, workloads in the table 4. shall apply. In situations where there are co-supervisors are

involved in the research supervision, principal supervisor is eligible for one half of value specified in the table below, whilst rest is equally shared among the co-supervisors of the project.

Table 4. Computation of workload related to supervision of student research/industrial training and clinical work

	Supervision	Hours that shall be claimed per project (need to be divided among semesters fall within the total duration)	No of years for which claim shall be made
1.	PhD. Full Time	120	3.0
2.	PhD. Part Time	90	4.5
3.	MPhil. Full Time	90	2.0
4.	MPhil. Part Time	80	3.0
5.	MSc. /MBA. Full Time	60	Consider the duration of offering
6.	Course based MSc./MBA. Part Time	30	Consider the duration of offering
7.	Intern Medical Officers	30	1.0
8.	Undergraduate Research Project/Industrial training	4 hrs. per credit	1.0

Table 5. Computation of workload related to different categories of Clinical teaching/learning activities

	Activity	Credits (C) (to calculate teaching load C × 15hrs)
1.	Uninterrupted full clinical teaching	1.0
	Skill training under supervision	
	Small group case discussions	
	Demonstration and medical and surgical procedure/tasks	
	Medical and surgical interventions during emergencies	
2.	The period of teaching when attention is divided between patient and the students (ward rounds ,clinics)	0.8
	OPD cases with students, junior clinicians/internees	
	Short distance ambulatory and mobile clinics	

	Supervision and guidance of medical and surgical case handling	
3.	Clinical practice where students are only observers (during surgeries, endoscopies)	0.5
	Student supervision and training in lab setting (restorative, prosthetic skills lab, CPR, mock patient examination)	
	Long distance ambulatory and mobile clinics.	
4.	Clinical practice in hospital to generate teaching material only- without the presence of students (casualty service)	0.3
	Hospital services (clinics, theatre, ICU, Nuclear medicine unit work, diagnostic laboratory services)	

c) Academic coordination

Table 6. Computation of workload related to academic coordination

	Activity	Time
1.	Degree program coordination	60 hrs./year
2.	Subject coordination	15 hrs./subject/semester
3.	Project /industrial training coordinator	1 hr./student/inspection visit
4.	Clinical coordinator	30 hrs./year
5.	Academic event coordinator	10 hrs./event

Heads of Departments/ Units and Deans are responsible for assigning teaching duties equitably among staff members. The Internal Quality Assurance Unit (IQAU) of the University through Internal Quality Assurance Cells (IQAC) of the Faculties monitors these assignments for compliance and equity and provides appropriate reports to the Senate.

In recognition of the academic freedom, it is recommended that the members of academic staff are allowed to utilize 7 hours of the weekly work hours for any pursuit of their choice, inclusive of pursuits that result in extra remuneration.

Table 7. Computation of workload related to research other than undergraduate research supervision

	Activity	Time
1.	No of research grants received	50 hrs./grant/year
2.	Member of research team	20 hrs./year
3.	Research publications	
	Refereed journal	25 hrs./article
	Non-refereed journal	20 hrs./article
	Conference paper	15 hrs./article
	Extended abstract	10 hrs./abstract
	abstracts	05 hrs./abstract
4.	Author of books or chapters in books (international/national publisher)	100 hrs./book 50 hrs./chapter
5.	Author of monographs	50 hrs./monograph
6.	Author of policy papers	50 hrs./policy paper
7.	Author of consultancy report	50 hrs./report
8.	Software development	30 hrs./software
9.	Media projects and products	30 hrs./project/product
10.	Translation and publication of books and scholarly work	25 hrs./100pages
11.	Peer reviewed presentations at national/international conferences	10 hrs./presentation
12.	Editor of the reputed journals and proceedings	50 hrs./journal
13.	Associate editor, of reputed journals and proceedings	30 hrs./journal
14.	Member of the editorial board of reputed journal or proceeding	20 hrs. /journal
15.	Chairperson/Coordinator research symposia, conferences (national)	75 hrs./event
	Chairperson /Coordinator research symposia, conferences(international)	100 hrs./event
16.	Workshop coordinator	15 hrs./event
17.	Reviewer of research proposals and articles for publication	10 hrs./proposal/article

Table 8. Computation of workload related to administrative and national development activities

	Activity	Time
1	Development of new degree programs	100 hrs./program
	Development of new courses	20 hrs./course
2	Resource person at curriculum development workshops and training programs	20 hrs./program
3.	Contribution to infrastructure development at department, faculty and university	Actual time spent as per records
4.	Active engagement in departmental meetings, faculty boards, senate subcommittees	Actual time spent as per records
5.	Contribution to student advisory boards, disciplinary inquiry boards	Actual time spent as per records
6.	Members of board of studies	Actual time spent as per records
7.	Serving as Vice chancellor, Deputy Vice chancellor,	100 hrs./year
8.	Serving as deans, directors of institutes/centers, heads of departments	80 hrs./year
9.	Serving in positions of Proctor/deputy proctor/chief student counsellor/ warden	80 hrs./year
10.	student counselor/ sub warden	50 hrs./year
11.	Serving as coordinators of faculty/university units	50 hrs./year
12.	Senior treasurer of student societies	20 hrs./semester
13.	Serving as advisor of national development projects	20 hrs./project
14.	Serving as country representatives of regional/international bodies	30 hrs./project
15.	Contribution to professional development activities (participation for workshops/training programs etc.)	Actual time spent as per records
16.	Member of technical evaluation committee (TEC)	3 hrs. /TEC report
17.	Any other activity in institutional and/or national development	Allocation to be decided by the senate/faculty board

Mode of implementation

Computation of workload related Teaching (Section 1) shall be done according to the abovementioned methodology (Table 2, Table 3, Table 4, Table 5 and Table 6 where applicable and using the adjustment factor AF to compensate for class size) by the individual Faculty member as per records of teaching/ learning activities. The Faculty member submits a report at the end of each semester or on a date agreed upon by the Faculty to the relevant Head of the Department for validation. Any grievance shall be arbitrated by the Dean of the respective Faculty.

Workload related to research other than undergraduate research supervision (Section 2) shall also be computed by individual Faculty member according to the guidance given in Section 2 and shall be validated by the relevant Dean/Head of the Department/Chairman of the Board of study. Any grievance shall be arbitrated by the Dean of the respective Faculty. When the Faculty member is the Head of the Department the above workloads shall be validated by the Dean of the Faculty.

Workload for administrative and other activities (Section 3) shall be computed by the individual Faculty member and shall be validated by the Dean of the Faculty. The Dean of the Faculty may request certification by the respective authority who assigned the work/ task to the member or other proofs for claims by the Faculty member.

The above workload calculations are not applicable to Faculty members who hold fulltime administrative positions during the relevant period.

**This operating policy can be amended when the need arise over the time subjected to the Senate and council approval.