



ST. PAUL'S UNIVERSITY

POLICY ON WORKLOAD OF ACADEMIC STAFF

ACADEMIC POLICY NO. 010 OF 2011

2011

1. Preamble

St. Paul's University, in pursuance of its Strategic Plan, is keen on creating a motivated working environment for its academic staff to enable them offer their best to the University and also realize their own professional development. Hence the current policy.

2. Name

The name of the policy shall be "Policy on the Workload of Academic Staff" (Hereinafter "the Policy").

3. Definitions

Within the context of this policy:

The term "Academic Staff" shall designate all academic staff in all cadres employed on permanent and contract terms in all departments and faculties of St. Paul's University.

The term "workload" shall be defined by the following:

- 3.1 Minimum Required Teaching (inclusive of undergraduate research supervision, academic responsibilities and PhD work) (Non-Remunerative)
- 3.2 M-Level Research Supervision (Remunerative)
- 3.3 Extra teaching (Remunerative)
- 3.4 Research and Publications (Non-Remunerative)

4. Exemptions

The following categories of academic staff shall be exempt from this policy:

- 4.1 Adjunct staff
- 4.2 Staff on attachment
- 4.3 Research fellows from other universities
- 4.4 Graduate Assistants
- 4.5 Staff on residencies and other tours of duty from other universities
- 4.6 Any other staff whom the University Senate wishes to exempt

5. Principles Governing the Policy

The Policy shall be governed by the following principles:

- 5.1 The principle of minimum workload to ensure quality service to the University
- 5.2 The principle of maximum workload to ensure leisure for academic staff

6. Definition of an Academic Workweek

Based on the principle of the current timetabling of allocating 6 hours per day over a workweek of 5 days, an Academic Workweek shall be deemed to constitute 30 work hours.

7. Workload Equations

Work other than teaching shall be equated to academic workload as follows:

- 7.1 Undergraduate Research Supervision: 1 hour per week per student (Hence, research supervision of 3 undergraduate students shall be deemed equal to teaching one course of 3 hours per week)
- 7.2 M-Level Research Supervision: 1 hour per week per student

7.3 Academic Responsibilities (Headships, Deanships, etc): 3 hour per week

7.4 PhD work (only for registered candidates): 3 hours per week

7.5 Research and Publications: 6 hours per week

8. Distribution of Academic Workload over the Academic Work Week

Academic workload shall be distributed over the academic workweek as per the following table:

Table 1

Work Ranks ↓	Required Teaching (Inclusive of Post-graduate, Undergraduate & Diploma, Research Supervision, Academic Responsibilities and PhD Work) (Normal load)	PhD & M-Level Research Supervision (Remunerative)	Extra teaching outside the minimum workload (Remunerative)	Exam setting, marking, Tutorials, preparation, supervision, Mentoring and Administrative work	Research and Publication (Non-remunerative)	Total Work Hours Per Academic Week
Assistant Lecturer	12 (minimum) 1 st Priority Undergraduate, 2 nd Priority Diploma		06 (maximum) Subject to need for extra teaching	10	12 (minimum)	40 (Maximum)
Lecturer	12 (minimum) 1 st Priority Undergraduate, 2 nd Priority Diploma	05 (maximum) Subject to appointment as a Research Supervisor for M-level only	06 (maximum) Subject to need for extra teaching	10	07 (minimum)	40 (Maximum)
Lecturer With PhD	12 (minimum) 1 st priority Masters, 2 nd Priority Undergraduate for all Hours	05 (maximum) Subject to appointment as a Research Supervisor	06 (maximum) Subject to need for extra teaching	10	07 (minimum)	40 (Maximum)
Senior Lecturer	12 (minimum) 1 st priority	05 (maximum)	06 (maximum)	10	07 (minimum)	40 (Maximum)

	Senior Lecturer	Masters, 2 nd Priority Undergraduate for all Hours	Subject to appointment as a Research Supervisor	Subject to need for extra teaching			
	Senior Lecturer With PhD	12 (minimum) 1 st priority Masters, 2 nd Priority Undergraduate for all Hours	05 (maximum) Subject to appointment as a Research Supervisor (Priority PhD)	06 (maximum) Subject to need for extra teaching	10	07 (minimum)	40 (Maximum)
	Associate Professor	12 (minimum) 1 st priority Masters, 2 nd Priority Undergraduate for all Hours	05 (maximum) Subject to appointment as a Research Supervisor (Priority PhD)	06 (maximum) Subject to need for extra teaching	10	07 (minimum)	40 (Maximum)
	Professor	12 (minimum) 1 st priority Masters, 2 nd Priority Undergraduate for all Hours	05 (maximum) Subject to appointment as a Research Supervisor (Priority PhD)	06 (maximum) Subject to need for extra teaching	10	07 (minimum)	40 (Maximum)
		Results and Evaluation	BOE Minutes	Results and Evaluation		Annual output of academic publications	

9. Interpretation of Table 1

The above table means that:

9.1 Undergraduate research supervision, academic responsibilities, and PhD studies shall be counted towards the normal, non-remunerative, minimum workload of 12 academic work hours per academic workweek, to the advantage of academic staff.

9.2 Normally, no academic staff shall take more than 5 (five) PhD and or M-level research supervision within 1 academic year (Maximum 3 for PhD and 5 for M-level).

- 9.3 Normally, no academic staff shall take more than 6 hours of remunerative extra teaching per academic workweek (or two courses per semester)
- 9.4 Assistant Lecturers do not qualify for PhD and M-level research supervision.
- 9.5 Assistant Lecturers qualify for 12 hours Research and publication (Non-remunerative) hours for PhD studies.
- 9.6 Senior Lecturers without PhD and Lecturers qualify for M-level research supervision only.
- 9.7 Senior Lecturers with PhD, Associate Professors and Professors qualify for PhD and M-level research supervision. First priority for the three levels should be given to PhD research supervision.
- 9.8 Finally, under this policy, out of a total of 30 work hours per academic workweek, 18-19 hours (60-63%) of work qualifies for normal duty (covered under salary), whereas 11- 12 hours (37-40%) of work qualifies for extra remuneration in excess of the salary as per the academic staff level.

The amendments are based on the Commission for University Education –Universities Standards & Guidelines June 2014 Human Resource Section (INST/STD04- Table 1 and Management and Administration of Academic Programmes –PROG/STD/17 Section 6 & 7)

10. Compensation for under-working

In as much as the University shall compensate the academic staff for academic work done in excess of the required minimum, non-remunerative 12 academic work hours per academic work week, where for any reason the workload of any academic staff falls short of the required minimum, non-remunerative 12 academic work hours per academic workweek, such staff shall compensate for the under-working in one or more of the following ways:

- 10.1 Extra Teaching outside the regular time table on a non-remunerative basis
- 10.2 Teaching in the Third Semester on a non-remunerative basis
- 10.3 Undertaking undergraduate level research supervisions
- 10.4 Offering to undertake research and publication work evidenced by academic publications in the relevant media

11. Implementation of the Policy

The Policy shall be implemented on behalf of the University Senate by all the faculties of the University through their departments.

12. Disputes, Arbitrations, and Appeals

For all disputes arising out of the Policy, the Faculty Boards of the concerned academic staff shall make a decision. An academic staff aggrieved by the decision of the Faculty Board, shall be entitled to appeal to the University Senate against such decision. The decision of the Senate shall be final and binding on all parties concerned.

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 5th May 2011, the 29th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp