

Summary of standard and School specific workload allowances

Activity	Sub-activities	Standard Allowance	SHSC	SAS	SACI	BS
TEACHING						
T.1 Contact	Lectures, labs, seminars and tutorials Honours Project Supervision (includes assessment) and MSc Project Supervision (includes assessment)	Normally 1 unit per taught hour Projects will be designated as requiring one of four bands of input of supervision. The units allocated should cover all the work of the supervisory team. Band One: six units Band Two: ten units Band Three: twenty units Band Four: thirty units		60 credit module (Band 4) - 30 units 40 credit module (Band 3) – 20 units 20/40 credit Independent study module (Band 4 equivalent) – 30 units. Assessment attributed including second marking.	UG dissertation / project 20 for 60 credit; 15 for 40 credit; 10 for 20 credit PG dissertation / project 10 = 20 credit; 15 = 40 credit; 20 = 60 credit	
T.2 Preparation and support		Normally 1 unit per contact hour For repeat tutorials the allowance is a total for the module: 1 tutorial – 1 unit for the tutorial 2 tutorials – 1.5 units in total 3 tutorials – 1.5 units in total 4 tutorials – 2.0 units in total 5-9 tutorials – 3 units in total 10 or more tutorials – 4 units in total		1 tutorial – 1 unit for the tutorial 2 tutorials – 1.5 units in total 3 tutorials – 1.75 units in total 4 tutorials – 2.0 units in total 5-9 tutorials – 3 units in total		
T.3 Assessment and feedback		The allowance shall normally be 1 unit per student per 20 credits. (The same allowance should be made to assessment on flexible learning modules.) The total units of assessment on a module shall then be allocated to staff in proportion to their input to the module's marking load.	For practice assessment book, processing the allowance should be equivalent to time taken i.e. 1 day = 7 units			
T.4 Module leadership		15 units plus 0.1 unit per student				Where there is a module which covers more than one subject discipline, the Module Leadership allowance can be divided between the two staff members. This is in agreement with the HoSG.
T.4						Module Leadership for the same module but separate occurrence, delivered in the trimester within same academic year. Module Leadership is given once, with 0.1 units per student. This local change recognises the repeat deliver within the business school carried out within the academic year.
T.5 Personal Development Tutorials		2 units per student				
T.6 Placement visits		Normally 5 units per placement student on non-co-located placements				

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T.7 Module and Programme Development		Subject to negotiation with Dean of School and the degree of innovation required.	For new Programme/Module/CPD developments for 1st year of development 1 unit=1 hr contact time: 2hrs preparation for each hour of teaching.	200 per module for transformation for overseas teaching or for online delivery (Global online); 200 per module development of 20 credit new module from scratch; 36 units overhaul of module (Equivalent of 12 weeks, 3hrs per week)	To be negotiated – dependent on work needed. Typically: 20-30 for new module development, 35-40 for new programme.	Up to 50 units for the introduction and development of new materials for a module. 80 for programme information including approval documentation. Updates to existing modules remains part of the Module Leader allowance. Major module revisions – 10 units. Module Development – New Mode of Delivery - 25 units New Module Development – 50 units for new module materials (as current practice). This can be increased to 60 units for TNE modules where additional student texts are being developed..
T.8 Scholarship		65units (5%)				
T.9 Programme or School Teaching Admin (non-module)		According to size of cohort and complexity of task.	Programme Leadership: 650 units for PL BN and DPL 650 units Adult 325 units: MN, MM, BM, PT, OT, SW, BSc Sing, MSc HCM, MSc AP 325 units: Field Lead (CH, MH, LD + Deputy adult FL) 110 units: PG Certs, Grad Cert, NMP, Mentorship, BSc Nursing (Hm), Global Online & Cohort Leads + Field Lead deputies (CH, LD + MH) + SAL deputies *ACO, FtP, Disability Contact, Student 75 units).	ACO (36 units), SDC (36 units) & Mobility co-ordinator (72 units) Department roles: UG PL (325 units), Deputy Admission tutor (50 units) – Deputy (s) PL role additional when a programme has large numbers (+50 units) TPG, PL or top up programme (130 units) Deputies for the School/departmental ACO (36 units), SDC (36 units), employer & mobility contacts (36 units) Banding: What the banding would look like (400 vs 30 students) all UG PLs should receive standard allocation of 325 units, however as the programmes get bigger e.g. 400 students plus we would add a fixed unit for deputies (e.g. + 50 units) etc. + 50 units for professional body liaison.	Programme Leader BA(Hons) English 325 (320 minus Study Abroad Co-ordinator) BA(Hons) English and Film 325 (320 minus Study Abroad Co-ordinator) BA(Hons) Acting for Stage and Screen 175 BA(Hons) Acting and English 175 (currently 325 for both combined) BA(Hons) Journalism 325 BA(Hons) Film 325 BA(Hons) Television 175 BA(Hons) Photography 325 BA(Hons) Mass Communications 200 (for first year, to increase in second year of delivery) BA(Hons) CAPR 175 BA(Hons) Popular Music 325 (split between PL and Deputy/and other admin roles such as Admissions [65 for Admissions Convenor across both Music programmes]) BMus (Hons) Music 325 (split between PL and Deputy/and other admin roles such as Admissions)	UG Programme Leader: 100 units for up to 50 students 150 units for up to 150 students 200 units for up to 300 students 225 units for up to 500 students 250 units for over 500 students PG Programme Leader 125 units for up to 50 students 175 units for up to 150 students 225 units for up to 300 students 250 units for up to 500 students 275 units for over 500 students UG Year Tutor 20 - 50 units per year DBA/PhD Programme Leader 100 units for up to 50 students 150 units for up to 150 students Academic Learning Support – School Disability Co-ordinator Max 50 units. Academic Conduct Officer Max 70 units.

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					BDes (Hons) Graphic Design 300 BDes (Hons) Interior and Spatial design 300 BDes (Hons) Product Design 300 BDes (Hons) Design 175 MA/MFA Design 225 MA Creative Advertising 175 MA Journalism 175 MA Publishing 175 MA Creative Writing 175 MA Screenwriting 175 MA Film 175 MA International Journalism for MP 175 MFA Directing 75 MFA Playwriting 75 MFA Advanced Film Practice 75 MA/MFA Photography 75 MA Digital and Public Humanities 75 Academic Conduct Officer 35 Disability contact 10 Admissions Convenor 65 (coming out of overall PL allowance).	Dissertation Co-ordinator 0.2 units per student (separate from the Module Leader allowance).
T.10 Professional Teaching and Research Development		Up to 130 units (10%)	School funded programme development/CPD time.	All new staff should get 130 units induction time for 1 year. This should be considered for those staff returning to work after e.g. long term sickness or a period of MAT leave. Within this allocation 36 units for Enroute or 130 units for PGCert. Discretionary use for staff re-training e.g. teaching on a new programme		
T.11 Off campus Teaching and Programme moderation, including Overseas Delivery			Based on Business Cases (SAL International)	Allocated time in Business Plan. Resource made with agreement from TNE PL.	Delivery and preparation time as per framework / to be negotiated with Dean depending on requirements	
T.12 Other Teaching			1 unit = 1 hour time (online based on old framework for PVA, CPR etc). Note no WAMS allocation for external examining as payment made.	e.g. summer schools, employability workshops. To report module activity if the system does not have modules records available e.g. Phantom modules etc...	Week one / Induction week: Allowance only if something extra is delivered in addition to usual programme-related activities (e.g. involving overnight stay) Study Abroad Co-ordinator English: 10 (to come off PL allowance). Degree Show: 10 – 20	

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					Open Days: up to 10 Recruitment interviews / auditions: to be agreed locally in subjects, depending on programme requirements but needs to be kept under review at school.	
RESEARCH						
R.1 Research Support		According to complexity of the task and degree of external funding.	REF Lead= 1 day per week PGR Lead = 1 day per week Grant and Paper Writing Workshops/CARL: 1 unit per 1 hour and 1 hour for preparation.	Research leaders, UoA Champions, Lead Research Students	REF Coordinator: 260 REF Impact Case Study 130 Centre Director: 130	
R.2 Edinburgh Napier University Funded Research		Normally no individual should have more than 325 units of Edinburgh Napier University funded research	School Funded Research Time Process (1 hour=1 unit)	Costs should the rules of R4) apply in R1) we want to allocate the hours applied for internally not the sum. + RIO funding. Folio D230-00 This will need to align with expectations of the University Code of Practice as time allocation within this category will determine automatic selection to the REF. Staff allocated time in this category will be expected to be following the research pathway.	Research / KE / Commercial 260 (pro rata) if REFable. Otherwise an allocation of up to 130 supported by defined My Contribution outcomes and alignment with objectives. Or as stipulated by a grant award. A research plan must be in place to support the 130 allocation. Professional Practice can also be allocated up to 130, with the same requirements.	Professors actively engaged in research and publishing towards REF 325 units. Staff actively engaged in research and publishing towards REF 260 units. Early Career Researcher (or a newer researcher) 130 units.
R.3 PGR Supervision		PhD/DBA, 65 units per student per year for a maximum of 3 years full time, a total allowance of 195 units per student. Where a student is part-time the total allowance may be spread over the normal period of study of 5 years. PhD by publication, 40 units in total for the year. MPhil 65 units per student per year for a maximum of 2 years full time, a total allowance of 130 units per student. Where a student is part-time the total allowance may be spread over the normal period of study of 40 months. Masters by research 65 units per student for the year. Where a student is part-time the total allowance may be spread over the normal period of study of 2 years.		DoS to agree the split of allocation with all parties on the supervisory team before the programme of study begins. Allowances (as per core framework) include that for the Panel Chair, normally 5 units	Research supervision at other institutions: give usual research supervision allowance.	

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R.4 Funded Research		For fEC ¹ funded research, the allocation is calculated using the formula (1300/1650 x hours funded by research grant). Staff must contribute at least 20% of their time to teaching except where explicitly on a research contract				
R.5 KTP Research		130 units (KTP 1/2day)				
O.1 Commercial Support		Varies according to extent of the task and degree to which the activity is externally funded.				Staff involved in commercial and enterprise developments, including generating new business, contributing towards CPD/Consultancy targets 20 - 260 units
O.2 Commercial Delivery		Where commercial work is performed as part of the basic contract, the units should reflect the basis used in pricing the contract.	School funded CPD development time (1 hr=1 unit)			
O.3 Target						
SUPPORT						
S.1 Cross activity Management Roles and special allocations for School management projects.		This should not normally be more than 25% of any individual allocation	Heads of Theme and SAL roles are allocated equivalent of 2 days per week. Staff with a disability will be allocated a WAM allowance on an individual basis by the DoS. This will be recorded in the miscellaneous column so to maintain confidentiality.	Heads of Subject, SALs and other School Academic Citizen / leadership roles Line management 10 units per staff and 5 units for meeting at forums See table below * for other leadership roles	HoS support c. 120 (totalling no more than 650 for HoS) Line management 10 per person (ZHL to be agreed locally: typically 3 hours per person) HOS and SAL roles: To be agreed with Dean as work involved varies	Quality/LTA/Stu Exp/Int'l/Online Champions 40 Units Line Management 10 per direct report
S.2 University Committee work		15 units for Convening and 10 units for membership	Chair Research Integrity Committee, practice placements committee etc. 30 for convening / 20 membership per year.	Committees 15 units for Convening and 10 units for membership Ethics should have increased time... to be discussed post pilot data collection.	Quality Committee 50 Other committees 10 (as per AWF) (unless it's part of the role, e.g. SAL) Committee Convenorship 5 Athena Swan group/ report writing 10 School Research Ethics Gatekeeper 10	
S.3 Personal Allowances		Normally no more than 75units		Personal allowances PG Cert (Fellowship) – ENroute only if T10 is full.	HEA Fellowship / ENRoute application: Round personal allowance (30.5) up to 35 (pro rata) PGCert: Round up to 75 for Personal Allowance (pro rata) Staff doing PhD: 130 (pro rata)	DBA/ PhD personal allowance 390 units over the length of the award. E.g. 130 units per year for a maximum of 3 years

¹ Full economic cost

SAS - Principals for academic citizen roles:

All roles should have an allocated time appropriate to its function and should be in part commensurate with the level of responsibility. SAL roles and Heads of should all be comparable 520 units (2 days per week). Roles beyond these need to be looked at for consistency and comparability with the SLT (School Leadership Team) role functions and allocations.

For example the table below populated to exemplify time allocated and what this means in practice:

Role	Units allocated	Equivalence in days per week	Equivalence in days per year	Weeks allocated out of 46 weeks
Head of Subject	520	2	92	18.4
School Academic Lead	520	2	92	18.4
Maximum Napier Funded Research Time	325	1.25	57.5	11.5
Programme Leader	325	1.25	57.5	11.5
Global Online Lead	25	0.1	4.6	0.9
Department Mobility Champion	72	0.27	12.8	2.56
Athena Swan	130	0.5	23	4.6
School Mobility Lead	130	0.5	23	4.6
Please add other examples ...				

Role Units allocated

Equivalence in days per week

Equivalence in days per year

weeks allocated out of 46 weeks Head of Subject 520 2 92 18.4 School Academic Lead 520 2 92 18.4 Max Napier Research Time 325 1.25 57.5 11.5 UG Programme Leader 325 1.25 57.5 11.5 Global Online Lead 25 0.1 4.4 0.9 Department Mobility Champion 72 0.27 12.8 2.56 Athena Swan Lead 130 0.5 23 4.6 School Mobility Lead 130 0.5 23 4.6