



Faculty of Architecture

University of Moratuwa

Academic Accountability and Workload Model

Academic Staff Work Norms

Following are the Academic Staff Work Norms approved by the Council (Council Memo No: 272.27) in Student Contact Hours per academic year.

• Head of Department/Division	180 hours
• Senior Professor/Professor	300 hours
• Associate Professor	360 hours
• Senior Lecturer Grade I and II	360 hours
• Lecturer/Probationary Lecturer	450 hours
• Senior ETA/ETA Grade I /Instructor Grade II	480 hours
• ETA Grade II /Instructor Grade II	510 hours

Student Contact Hours

Student Contact Hours be considered under three headings:

1. Academic Instruction

- Actual Lecture hours, Tutorial & Lab Class hours conducted by the staff member.
- Other academic programs such as Field Camps, may be calculated in terms of total hours spent up to a 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. For these and other academic programs that are not of full semester duration, each department could specify its own ratings which should be consistent with the overall rating of student contact hours and student credits.
- Undergraduate Research/Comprehensive Design Projects: For Research Projects and Comprehensive Design Projects which are delivered under the normal allocation of 10 credits provided in the curriculum, a department is entitled to distribute among its staff members, 15 student contact hours per student on account of supervision of Research/ Comprehensive Design Projects. A department may take in to account the level of effort taken in delivering these two subjects modules that make up the 10 credits allocated for this purpose. If however, the total number of credits is different from 10, the student contact hours may be prorated accordingly.
- Departments could also specify any other norms that are considered more appropriate to ensure equitable distribution of work loads, provided that such are generally consistent with the overall guidelines prescribed herein.

2. Research Supervision

- Post graduate research for which no extra payment is made and where staff member is the only supervisor, student contact hours given in the following table may apply. Where a staff member is a co-supervisor, only one half of the specified hours may be claimed.
- In order to encourage senior staff in undertaking more research, especially, research involving students, a minimum of 40 hours of research student contact is considered desirable for Senior Academic Staff.

Student Contact Hours for Research Supervision

Degree Program	Student Contact Hours that may be claimed <i>Per student per year</i>	Number of years for which claim can be made
PhD Full Time	90 hours	4 years
PhD Part Time	45 hours	8 years
M Phil Full Time	90 hours	2 years
MPhil Part Time	45 hours	4 years
MSc/MEng Full Time	60 hours	1 year
Course based MSc/MEng/MBA Part Time	20 hours	1 year
Research Projects which involve undergraduate students* (other than the Undergraduate <i>Research Dissertation/CDP/or research Project</i>)	20 hours <i>Max (10 per student)</i>	1 year

* This refers to a research which is currently carried out with the participation of undergraduate students for which no credit is earned by student.

3. Academic Coordination (per year unless stated otherwise)

- Faculty (Degree Program) coordination – Director, Undergraduate Studies- 120 hours, Director, Post Graduate studies – 60 hours.
- Level /Academic coordination – Academic Advisor 30 hours, Personal Mentor 30 hours, Academic Coordination - one Semester 30 hours, Training 30 hours.
- Academic subject coordination -10 student contact hours per subject/module per full semester where the staff member does not earn credit for that subject (e.g where visiting staff take all the lectures).
- Academic event coordination –up to 15 student contact hours per event (claimed in proportion to the work load - maximum 30 per semester)

Academic Accountability

On the basis that our degree programmes require students to earn 150 credits to graduate in four years and the Student: Staff ratio is maintained at ten, the average workload of a staff member works out to be 375 **Student Credits** (SC) per year.

Computation of Student Credits: Lectures/Tutorial

$$SC = SC_b \times AF \times CW \times P_c \quad \text{———— Formula 1}$$

Computation of Student Credits: Practical and Field Work, Project Supervision, CDP etc.

SC	=	Number of Students × CW × P_c
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Formula 2

Where:

SC = Student Credits

SC_b (Base Student Credits) = 50

CW (Credit Weighting of Lecture/Practical/Field Work/ Research component) = 1, 2, 3, 4, etc.

AF (Adjustment Factor) = a multiplicative factor for equalizing **workload differences** due to class size (**See Table attached**)

P_c = Proportional Contribution made by the staff member (1, ¼, ½, ¾, ⅓, ⅔ etc.)

Adjustment Factors for Class Size of Lectures

Class Size *	AF
15-24	0.6
25-34	0.7
35-39	0.8
40-44	0.9
45-54	1.0
55-64	1.1
65-74	1.2
75-84	1.3
85-94	1.4
95-104	1.5
105-114	1.6
115-124	1.7
125-134	1.8
135-144	1.9
145-154	2.0
155-164	2.1
165-174	2.2
175-184	2.3
185-194	2.4
195-204	2.5
205-214	2.6
215-224	2.7

225-234	2.8
235-249	2.9
≥ 250	3.0

* Lectures conducted for Class Sizes less than 15 will not be listed in Master Timetable and provision of resources will be Department’s responsibility

Examples

The *workload reporting form* (in Excel format) can be filled as shown in the end (see next page) for the following examples.

Example 1: For Level 1 course module XY1022 with total credit value of 3.0 (2 hours/week lectures, 3 hours/week labs/CA) and ≥ 750 students, lecturer PQR Silva contributes as follows:

- (a) Towards student credits: $P_c = \frac{1}{2}$ (or 50%) in terms of lectures, 50% in terms of labs/CA work.
- (b) Student contact hours: Due to 750 students in L1, he does a lecture 3 times/week, each 2 hours. For labs, he covers/is assigned an average 2 hours/week student contact hours. (Other staff conduct lab/CA sessions; he supervises, gives guidance, designs CA work and monitors evaluation).

Example 2: For Level 3 course module XY3042 with total credit value of 2.5 (2 hours/week lectures, 1.5 hours/week tutorials and CA work) and 90 students, lecturer PQR Silva contributes as follows: (a) Towards student credits: $P_c = 1$ (or 100%) in terms of lectures, 50% in terms of tutorials, CA.

- (b) Student contact hours: He lectures 2 hours/week. For tutorials and other CA work, he covers/is assigned an average 0.5 hour/week student contact hours. (An instructor helps him by supporting students, assessments; he supervises, gives guidance, designs CA work and monitors evaluation).

Example 3: For Level 4 Project XY4200 with total credit value of 10, lecturer PQR Silva contributes by supervising 8 students (2 groups x 4 students/group):

- (a) Towards student credits: $P_c = 1$ (or 100%) in terms of the 8 students supervised.
- (b) Student contact hours: According to guidelines on page 1, Section 1, “Academic Instruction”, 15 hours can be claimed for each student supervised, for the whole year; this means $15 \times 8 = 120$

The above can be entered into the workload reporting form as follows.

1	2	3	Lecture				Tutorial				Labs				Field Work/Projects/CDP				16	17				
			4	5	6	A	7	8	9	B	10	11	12	C	13	14	15	D						
Module Code	Total Credit Value	Intake & Semester	Proportional contribution (R)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 1)	Proportional contribution (R)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 1)	Proportional contribution (R)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 2)	Proportional contribution (R)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 2)	Total Student Contact Hrs (5*8*11+14)	Total Student Credits (A+B+C+D)
XY1022	3	2009, S1	0.5	42	750	2	150					0	0.5	30	750	1	375					0	72	525
XY3042	2.5	2006, L3S	1	30	90	2	140	0.5	7	91	0.5	17.5					0					0	37	157.5
XY4200	10	2006, L4					0					0					0	1	120	8	10	80	120	80
							0					0					0					0	0	0
							0					0					0					0	0	0
							0					0					0					0	0	0
							0					0					0					0	0	0
							0					0					0					0	0	0
							0					0					0					0	0	0
Sub Totals (Academic Instruction)				72			290		7			17.5		30			375		120			80	229	762.5