



# SOLOMON ISLANDS NATIONAL UNIVERSITY

## Academic Staff Workload Policy

### 1 Introduction

Solomon Islands National University is committed to adopting an equitable and transparent academic staff workload system. This policy sets out a rationale and formula for estimating academic staff workload which takes account of teaching and student numbers, and other related tasks. It is adapted from the Pacific Adventist University Academic Staff Workload Policy. These include the impact on marking, co-teaching arrangements, the expectation of engagement in research and scholarship, and professional development activities.

### 2 Workload formula

2.1 Because teaching and academic work involves a range of teaching and academic activities such as preparation, marking, advising, tutorials, laboratory teaching, teaching practicum and clinical supervision and subjects offered at different levels, equivalencies need to be established. A spreadsheet template (attached as appendix 1) is used to calculate and record workloads according to the formula set out in this policy.

2.2 Workload is calculated based on the expected real hours worked, not broad ranges, and is expressed as percentages of a full time equivalent (FTE).

2.3 The formula reflects the full year, which includes:

- 18 weeks Semester 1
- 18 weeks Semester 2
- 10 weeks Mid-Year and End-of-Year working time

6 weeks of annual leave is not included.

2.4 The formula includes all academic related activities including:

- Class teaching (including preparation and marking time)
- Laboratory supervision
- Practicum supervision
- Independent study
- Research
- Professional development/scholarship
- Mentoring
- Administration
- Assembly/colloquia
- Dean loading
- Programme coordinator loading
- Approved study
- Secretary

2.5 Preparation for class teaching is calculated as follows:

- If the academic staff member has taught the subject before, 1 hour of preparation for every hour taught is allocated

- If the academic staff member has not taught the subject before, 2.5 hours of preparation for every hour taught is allocated
- Deans should keep academic staff teaching subject changes to a minimum to reduce the costs of preparation time

2.6 Marking is calculated as follows:

- For certificate and first year courses, 70 minutes per student.
- For Diploma and second year courses, 90 minutes per student.
- For Degree and third year courses, 110 minutes per student.

2.7 Teaching is calculated as per the actual teaching time

2.8 A full workload assumes that academic staff will participate in 2-3 University committees as a member, secretary or chair and, in addition, will have some involvement in community or professional organisations and activities as relevant to the academic staff member's area of teaching and research.

2.9 Beyond lecture/class appointments, full time academic staff shall be expected to be available in their offices at published times for 8-10 hours per week and at other times by appointment for student consultation. Individual schedules of class appointments, office times and contact information shall be published on office doors or notice boards.

2.10 Loading for Deans is calculated as follows:

- 1-4 staff: 15%
- 5-9 staff: 30%
- 10+ staff: 40%
- 1 degree programme: 15%

For example, if a Dean who has 7 staff also coordinates three degree programmes, they would get 75% loading. In cases where programme coordination is delegated within the school, rather than the Dean assuming this role, 15% is allocated for each programme coordinator in line with the above. Taking the above example, the Dean would take 30% and allocate 15% to each of the three staff who coordinate degree programmes.

2.11 Where possible and resources allow, advanced study release time may be allowed for full-time academic faculty on approved advanced study programs. This will be expressed in actual hours and percentage of FTE in line with the workload framework.

2.12 Where possible and with prior approval, specific load release allowance may be approved by the Pro Vice Chancellor (Academic) for special projects such as organisation of major international conferences, research projects or other university assigned duties.

### **3 Teaching Overloads**

3.1 Teaching overload is not normally encouraged. Where such an overload is unavoidable, agreement must be obtained from the Pro VC (Academic).

### **4 Process for setting workloads**

4.1 Deans are responsible for negotiating workloads with each academic staff member in their school. The spreadsheet template (attached as appendix 1) should be utilised by Deans to calculate the overall school and individual academic staff workloads. This should be completed by end of October each year, for the following academic year, and submitted for approval to the PVC (Academic).