

Workload Allocation Planning Framework (WLA)

2025-26 (Stored on HR A-Z under W)



1.0 Workload Allocation Planning Framework

Item	Activity	Number of Hours per Year
A	Academic Year - Total hours in working year	1560 hours
B	Formal Scheduled Teaching	Maximum of 550 hours*
C	Teaching Delivery Related Activity Calculated in line with teaching hours at: 0.6 per hr of teaching (non-apprenticeship); 0.7 per hr of teaching (apprenticeship)	Maximum of 385 hours*
D	Subject, professional and pedagogy updating, scholarly activity	Maximum of 135 hours*
E	Academic Leadership, Management, Administration, Reach Out, Other Academic activity as directed by line manager	Maximum of 680 unless teaching remission is applied* (see following tables)
F	Research and Knowledge Exchange	Maximum of 680 unless teaching remission is applied* (see following tables)
Calculation of Total Hours		Total = B + C + D + E + F

(*Totals to be agreed with line manager)

2.0 Indicative List of Activities for Academic Workload Planning – to be agreed by line manager

ACADEMIC WORKLOAD PLANING	
(A) ANNUAL WORKING HOURS 1560 PER ACADEMIC YEAR	
<p>(B) <u>Formal Scheduled Teaching</u></p> <p>As specified in contract and included within Key Information Set on Module Specification</p> <p>Maximum 550 hours</p>	<p>Taught sessions/activity (face to face or digital)*</p> <p>Lectures*</p> <p>Seminars*</p> <p>Laboratory/practical*</p> <p>Personal Academic Tutoring, formal group tutorials</p> <p>Scheduled supervision (undergraduate/postgraduate (MRes, MSc, MA, PgDip)/doctoral)*</p> <p>Placement visit</p> <p>Placement work-based learning visits – including Apprenticeships*</p> <p>NMC / HCPC required student visits and sign off (Academic Assessor role)</p> <p>Other timetabled student <i>contact</i> (e.g. digital/web-based)</p> <p>NOTE: Remission may be given from the maximum for Staff New to HE Teaching at the discretion of the line manager. Remission may also be given for activities in E and F, as detailed later in this table.</p>
<p>(C) <u>Teaching Delivery Related Activity</u></p> <p><u>Non apprenticeship delivery</u></p> <p>An extra 0.6 hr for every hour of directly timetabled teaching (i.e. those items marked with asterisk* in B above) is automatically added</p>	<p>Planning and preparation for sessions/classes/supervision/online activities</p> <p>Assessment preparation and marking</p> <p>Additional hours for large groups, first time running of modules and additional preparation (See section 3.2)</p>

<p><u>Apprenticeship delivery</u></p> <p>An extra 0.7 hr for every hour of directly timetabled teaching</p> <p>Maximum of 385 hours</p>	
<p>(D) Subject, professional and pedagogy updating, scholarly activity</p> <p>A maximum of 200 hours</p>	<p>TIRIAE activity – updating subject or professional skills and knowledge</p> <p>Apprenticeships – keeping up to date with relevant standards</p> <p>Professional recognition awards</p> <p>Maintaining professional practice registration (hours allocated against workload for non-paid practice not for paid practice)</p> <p>Undertaking PGCert</p> <p>Studying for Masters/Doctoral qualifications that are approved as part of professional development by line manager.</p> <p>Professional updating/PSRB registration.</p> <p>Note, under the “UoB Knowledge Exchange, Professional Practice Engagement Framework” all academic staff are expected to undertake a minimum of 80 hours work in a practice/industry setting. This may be any activity in that setting including shadowing, work on projects, developing live briefs, developing placements, developing guest lectures, formal (but unpaid) KE work for a practice/industry partner.</p> <p>Keeping a record of CPD undertaken</p>
<p>(E) Academic Leadership, Management and Administration</p> <p>E = A-(B+C+D+F)</p> <p>Example calculation for a colleague on full teaching timetable, maximum scholarly activity, not research active.</p> <p>E = A (1560) – (B (550) + C (330) + D (200) + F(0))</p>	<p><u>Activities qualifying for reduction in (B) Formal Scheduled Teaching</u></p> <ul style="list-style-type: none"> Academic Operations Lead TIRIAE Professor Academic Co-ordinator Recruitment and Retention (AC R&R) School Quality Lead Programme leadership New to Higher Education Teaching <p><u>Activities NOT qualifying for reduction in (B) Formal Scheduled Teaching (Maximum 680 hours)</u></p>

E = 480 hours

Module leadership (At the discretion of line managers, remission can be given where the role involves high student numbers, and/or a complex pattern of occurrences, locations and standardisation) (Max 10 hours)

Induction preparation and delivery Recruitment and admissions related activities

Marketing Activities / Attending trade events / Preparing, attending and delivering Open Days, Outreach roles

Link tutor roles

Apprenticeships – Preparation for monthly performance boards (updating on student progress); SAF and QIP preparation and other OFSTED compliance related activity. Champion roles (e.g. Safeguarding, TEF Lead) (At the discretion of line management, remission can be given where the role requires significant time that cannot be fulfilled without teaching remission)

QA activities (including internal moderation)

PSRB requirements including; maintaining professional status; Practice Support Visits;

NMC recommendation to enter register; Practice Learning Quality / reports

PSRB reporting and monitoring

Staff Development related to Academic Leadership, Management and Administration

Apprenticeships (Inter alia sign up process, student satisfaction surveys, SARs, QiPs , attendance at monthly Performance Boards)

Membership of boards and committees

General administration relating to the teaching duties

Recognised Trade Union duties in accordance with the “Framework for Employee Relations: Recognised procedure agreement between the University of Bolton, Unison and the University and College Union (UCU), December 2019” or equivalent successor agreement.

Approved external responsibilities

Work Placement Co-ordination

Programme leaders with larger groups

Year tutors/Pathway leaders

<p>(E) University wide responsibilities</p> <p>(Specific and agreed activity)</p>	<p>Developing new income streams</p> <p>New programme development and approval (e.g. contribution to approval panels)</p> <p>Central University Working Groups</p> <p>Contributing to communities of practice e.g. Teaching Excellence Network etc.</p> <p>IAB development</p> <p>Work placement co-ordination</p> <p>Approved external activities (e.g. EX EX)</p> <p>Staff Development related to university wide responsibilities</p>
<p>(E) Other School Specific</p>	<p>At discretion of the School Head, but must be clearly quantifiable (e.g. overseas –teaching, conference organisation).</p>
<p>(F) Research and Knowledge Exchange</p> <p>(Readers would normally expect remission owing to significant portions of time in the tariff A, or at the discretion of line managers for Tariff B)</p>	<p><u>Activities qualifying for reduction in (B) Formal Scheduled Teaching (Research Tariff A – see section 3)</u></p> <p>Publicly funded enterprise/research</p> <p>Private funded enterprise/research</p> <p>Funded consultancy (where the University is paid in full)</p> <p>Funded projects working with business, public authorities, charities</p> <p>Knowledge Transfer Partnerships</p> <p>Funded public and community engagement activities</p> <p>Funded contract research, testing</p> <p>Funded Enterprise activities such as support for student start-ups, spinout companies</p> <p>Research Co-ordinator</p> <p>Knowledge Exchange co-ordinator</p>

	<p>Funded network building and capacity building activities</p> <p>Delivering funded non-credit bearing CPD</p> <p><u>Non-remitting activities (maximum of 680) (Research Tariff B – see section 3)</u></p> <p>Writing funding bids (At the discretion of line managers, remission may be given if successful bid writing is a significant element of workload that cannot be incorporated without remission)</p> <p>Building networks</p> <p>Delivering non-funded (or internally funded) research and KE that contributes to the Research Excellence Framework (REF) and/or Knowledge Exchange Framework (KEF) (At the discretion of line managers, remission may be given if contributing activity is a significant element of workload that cannot be incorporated without remission)</p> <p>Outputs that are eligible for the REF or KEF</p> <p>Staff development related to Research, Knowledge Exchange and Enterprise</p> <p>Organising or chairing internal and external conferences and workshops</p> <p>Non-funded public research, exhibitions, networking events</p> <p>Attending conferences</p> <p>Attending internal and/or external research meetings</p>
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3. Guidance on Allocating Times

The following allocations are to be used for guidance purposes. However, reasons for allocations being outside of these tolerances may need to be justified to achieve a reasonable level of transparency across faculties and the University.

3.1 Category B (Formal Scheduled Teaching)

Activity Allocated (Included within the 550 hours)

Activity	Hours Allocated	Comments
Module teaching hours	Allocated as per module specification	When modules are shared – allocation should be in line with the shared hours.
Personal Academic Tutor Scheduled Tutorial sessions	Up to 100 hours	Remitted from 550 = actual scheduled (normally group) tutorial time. Individual 1-2-1 support is allowed for in the workload in (E). Determined by year of study and number of tutees. Minimum of 2 hours per student per academic yearMaximum of 50 students per tutor.
UG/MSc Dissertation Supervision	10 hours per student	Hours to be recorded by the supervisor and student and records kept by the supervisor.
MRes Dissertation supervision (MRS7015 120 credit)	15 hours per student individual supervision (Plus 30 hours of seminars for the cohort)	
Work Placement Assessor	Normally (maximum)1 – 2 hours per visit	Determined by type of programme, visit, distance, and number of students visited at one location.
Apprentice Review Visits	Normally (maximum) 2 hours per visit	ESFA monitoring visit (compliance) of four per year.
NMC / HCPC required student visits and sign off (Academic Assessor role)	Normally 1 per student per placement block	Determined by type of programme, visit, distance, and number of students visited at one location
New to HE Staff Member	Up to 100 hours	To be agreed at induction. Over 1 st academic year. 100 maximum over the year, to include PGCert studies.
MPhil/PhD Supervision/Thesis	24 hours F/T DoS 12 hours HOURSF/T 2 nd Supervisor	24hours allocated to direct teaching. Equivalent hours allocated to teaching related activity Part-time students allocated pro rata.
Academic Operations Lead	Normally Up to 275 hours	

Activity	Hours Allocated	Comments
School Quality Lead & Academic Co-ordinator Recruitment & Retention)	Normally Up to 275 hours	

3.2 Category C - Additional Teaching Preparation Allowance

For category (C) every hour of direct teaching a normal allocation of 0.6 of an hour will automatically be added to workload for preparation, assessment, marking and pastoral guidance. The School will have scope to vary this allocation up to a maximum of 1.2 hours for every hour of direct teaching taking into account factors such as:

- Unusually high numbers of students registered on a module;
- The relative experience and/or expertise of the member of staff delivering the module;
- Additional workload demands on module tutors pertaining to the “bedding in” of new modules during the first year of delivery.(guideline for Heads – an additional 0.1 x module hours on top of the normal 0.6 (or 0.7 for apprenticeships)

3.3 Categories D E and F

Activity Allocated (remitted hours to be agreed with line manager)

Activity	Hours Allocated	Comments
Programme Leader	Normally 50 -100 hours calculated on number of students and complexity of programme	It is not expected that an individual would programme lead more than 2 programmes unless they are linked.
Undertaking PgCertLHE	42	To be agreed at induction/through. Per semester of study.
Practice Learning lead	20 hours	Determined by type of programme, visit, distance, and number of Practice areas visited per year

Activity	Hours Allocated	Comments
Link Tutor Role	<p>1st year of operation of a partner programme (or group of related programmes) and/or first year a new link tutor takes on the role: 60 hours per programme (or group of related programmes) per semester.</p> <p>2nd and subsequent years of operation (<i>UK Partner</i>): 35 hours per programme (or group of related programmes) per semester.</p> <p>2nd and subsequent years of operation (<i>International Partner</i>): 40 hours per programme (or group of related programmes) per semester.</p>	<p>Link tutoring is a prestige role which can be performed by programme leaders or those moving towards programme leadership roles. Co-ordination between the partner programme managers and the UoGM programme team is required to check that the partner quality monitoring takes place satisfactorily and that the programme is being run in an equivalent way. The responsibilities of Link Tutors will expand in line with the roll out of responses to B conditions imperatives and will include e.g. attendance at steering group meetings, integrating and sharing good practice with partners and specific action planning for KPIs.</p> <p>Link tutors would expect to spend more time working with the partner during the first year of operation where there is a training and mentoring expectation. After the first year the role becomes more routine and therefore less hours are required. For entirely new international partners, Link Tutors may have additional duties in programme set up and supporting in creating and supplying sample materials etc.</p> <p>For validation partners (where the programmes are devised and fully run by partner teams – e.g., Bradford College) the role usually applies to a wider group of programmes within a subject area – the role becomes more sample based – creating link tutor reports by sampling module boxes from across the subject area.</p>
Research and Knowledge Exchange Tariff A	Remitted from teaching hours in line with funding level.	Substantial research activity and on track for Research Excellence Framework (REF) submission and/or substantial contribution to Knowledge Exchange Framework (KEF), likely to have associated research/knowledge exchange management responsibilities and external research/knowledge exchange - related responsibilities, significant writing commitments and successful funding applications.
Research and Knowledge Exchange Tariff B	Allocated under School hours	On track for Research Excellence Framework submission or Knowledge Exchange Framework, significant writing commitments but unlikely to have management responsibilities. Research or KE projects that are approved by line manager which are not internally or externally funded but are

Activity	Hours Allocated	Comments
		likely to lead to REF or KEF submission and/or be eligible to count towards eligibility criteria for the Reader/Professor promotion scheme.

Schedule for Off – Campus Teaching and/or Teaching Support Activities using Flying School (‘Allowance’)

Principle:

The Schedule will apply to staff undertaking off-campus teaching and/or teaching support activities. Flying School teaching is defined as teaching where the staff member travels to an approved delivery location other than the main Bolton Campus to conduct face to face teaching with students.

Schedule:

- **Teaching Hours:** Teaching Hours, as agreed with the relevant line manager, will be set against the agreed contracted 550 hours of teaching duties for the relevant full-time permanent member of staff, as outlined in **Table A** in line with the main University Agreement. It should be noted that 550 hours is the maximum and all endeavours will be taken to ensure equity across the University. Where a member of staff is already scheduled to teach their agreed contracted hours, off campus flying School teaching hours will attract overtime and must take place during scheduled leave.
- **Workload:** In assessing and agreeing a reasonable workload for an individual, the number and distribution of consecutive formal scheduled teaching hours being undertaken in any one day should be considered, ensuring staff can take necessary breaks within normal meal time patterns. Workload planning also needs to consider off campus delivery, where travel and recovery time after long journeys has to be factored into the total workload of 1560 hours. The full workload scale of 1560 hours will also be used in line with the academic contract for allocation of other duties such as Link Tutor, Programme Leader, Examinations Coordinator etc.
- **Scheduling:** Flying School teaching as agreed with the relevant line manager must not disrupt on-campus teaching.

Table A: Off–Campus Teaching Activities: Allowance against 550 hours

S. No.	Activity Description	Overseas and Off-Campus-UK Teaching Allowances			
		Load 1: UoB UK on-Campus Allowance (8)	Load 2: With NO Local Tutor Support (N) $N=B$ (100%)	Load 3: With Minimum Level Local Tutor Support (M) $M = 0.75 \times B$	Load 4: With Substantial Level Local Tutor Support (S) $S = 0.60 \times B$ (60%)
A1	Undergraduate Module 20 Credits - Per Cohort*1	40	40	30	24
A2	Postgraduate Module 20 Credits - Per Cohort*1	40	40	30	24
A3	Undergraduate Dissertation (e.g. BA BM) Supervision 40 Credits - per student	10	10	8	6
A4	MBA - Dissertation supervision 40 credits - per student	10	10	8	6
A5	Postgraduate Dissertation (e.g. MSc SCM) supervision 60 credits - per student	10	10	8	6
NOTES:	Cohort Size – please refer to the main document.				