

# Teaching Load Calculation for TRF

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## A. Annual Teaching Load (TL) for Resident Faculty (TRF)\*

Total working time in a year(according to UoL HR): 1,704 hours

### 1. Conventional Course Delivery

- a) For Contracts with: 30% teaching :  $1704 \times 0.30 = 511$  hours
- 5 UG courses /year (**OR** 6 PG courses/year)
  - Class contact time:  $5 \times 36 = 180$  hours (**OR**  $6 \times 28 = 168$  hours)
  - Preparation time: 168-180 hours
  - Grading time: 168-180 hours
  - Total teaching load/year: 516-540 hours
- b) For Contracts with: 25% teaching :  $1704 \times 0.25 = 426$  hours
- 4 UG courses/year (**OR** 5 PG courses/year)
  - Class contact time:  $2 \times 36 \times 2 = 144$  hours (**OR**  $5 \times 28 = 140$  hours)
  - Preparation time: 140-144 hours
  - Grading time: 140-144 hours
  - Total teaching load/year: 420-432 hours
- c) For Contracts with: 20% teaching:  $1704 \times 0.20 = 340$  hours
- 3 UG courses (**OR** 4 PG courses/year)
  - Class contact time:  $3 \times 36 = 108$  hours (**OR**  $4 \times 28 = 112$  hours)
  - Preparation time: 108-112 hours
  - Grading time: 108-112 hours
  - Total teaching load/year: 324-336 hours

Note: development & delivery of a new course (not previously taught): equivalent to 1.5 course (162 hours of teaching load).

### 2. Supervision of Final Projects, Theses, and Dissertations

- **Final Project supervision:** 7 hours/project (12 projects equivalent to a 28-contact-hour PG course i.e. 84 hours of teaching load).
- **Bachelor or Master Thesis supervision:** 12 hours/thesis (9 theses equivalent to a 36-contact-hour-UG course, i.e. 108 hours of teaching load).
- **DBA/PhD Dissertation supervision:** 36 hours/dissertation/ year for two years (3 dissertations equivalent to a 36-contact-hour UG course i.e. 108 hours of teaching load/year. (A senior faculty member may take up to a maximum of 3 dissertations at a time, as a primary or secondary supervisor. A junior faculty might be assigned one dissertation at a time, as a secondary advisor, equivalent to one third (1/3) of

a 36-contact-hour UG course i.e. 36 hours of teaching load/year). In both cases, the faculty member receives commensurate teaching load reduction or 5 research points per dissertation towards their annual research publications points.

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## **2. Distance-Learning Course Delivery\*\***

- Slide preparation out of the Study Guide:  $12\text{wks} \times 2 = 24\text{hrs}$
- Six live sessions (synchronous): preparation & delivery:  $6 \times 2\text{hrs} \times 2 = 24\text{ hrs}$
- Office hours:  $16\text{wks} \times 2\text{hrs} \times 0.5 = 16\text{hrs}$  for cohorts up to 10 students. The weight of 0.5 increases by 0.025 for each additional student. For example:
  - for 20 students:  $16\text{wks} \times 2\text{hrs} \times 0.75 = 24\text{hrs}$
  - for 30 students:  $16\text{wks} \times 2\text{hrs} \times 1.0 = 32\text{hrs}$
- Assessment: 20hrs for cohorts up to 10 students; plus 2hrs per additional student; for example:
  - for 20 students:  $20\text{hrs} + (10 \times 2) = 40\text{hrs}$
  - for 30 students:  $30\text{hrs} + (20 \times 2) = 60\text{hrs}$

### **Equivalence between distant learning (DL) and-face to-face (F2F) for TRF:**

- Up to 10 students:  $0.6 \times 10\text{DL ECTS} = 6\text{ F2F ECTS}$
- Each additional student: 0.2 of F2F ECTS; for example:
  - 20 students:  $6 + (10 \times 0.2) = 8\text{ F2F ECTS}$
  - 30 students:  $6 + (20 \times 0.2) = 10\text{ F2F ECTS}$

In addition (1) to facilitate preparation of new courses, instructors assigned to teach a course for the first time will have access to any material developed in the previous year(s) by other colleagues for that specific course, (2) when there are two (or more) cohorts of students for the same course, these will be preferably assigned to the same instructor and count as independent courses as far as teaching load calculations are concerned-this action will essentially reduce preparation time.

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### **\* Teaching Time Reduction to Focus on Research, Pursue a Major Research Grant, or assume a senior leadership post:**

Resident faculty (TRF) can request reduction of their teaching load to pursue a major multi-PI research grant or focus on a major research program or project. The faculty member must apply to the School Dean in writing for teaching (and/or administrative) load reduction during an academic year or semester, with full documentation of the research project under way or the research grant being pursued. The teaching load reduction is limited to one course per semester and is subject to Department needs and resource availability.

Resident Faculty (TRF) assuming a senior leadership position at the University receive a reduction in their teaching load as follows: Vice Rectors & Deans reduction of teaching load by

one course per semester; Vice Deans, Department Chairs and Vice Chairs reduction of teaching load by one course per year.

**\*\* Distant Learning Live sessions & assessment:**

Meeting 1, Week 1: Remember, this is not lecturing per se. The instructor also introduces students to the course, on key concepts and how to study for the course, do the activities, etc.

Meeting 2, Week 3: The instructor and students will discuss the material of weeks 1, 2, and 3 and the interactive activities of weeks 1 and 2 answering student questions.

Meeting 3, Week 6: The instructor and students will discuss the material of weeks 4, 5, and 6 and the interactive activities of weeks 3, 4, 5 and 6 answering student questions.

Meeting 4, Week 9: The instructor and students will discuss the material of weeks 7, 8, and 9 and the interactive activities of weeks 7 and 8 answering student questions.

Meeting 5, Week 12: The instructor and students will discuss the material of weeks 10, 11, and 12 and the interactive activities of weeks 9, 10, 11, and 12 answering student questions.

Meeting 6, Week 14: The instructor will do an overview of the course, answering student questions, and provide guidelines for the final exam.

Week 15 &16 preparation & sitting of final exam or assignment and grading by the instructor