OXFORD BROOKES UNIVERSITY

UNIVERSITY WORKLOAD PLANNING FRAMEWORK: TARIFFS FOR 2024-2025

1. The contractual context

1.1 The academic contract does not specify hours of work. However, formal scheduled teaching activities should not exceed 18 hours in any week, or a total of 550 hours per year, except in subject areas where the nature of the curriculum and teaching style make these limits inappropriate, such as aspects of teacher education, art, design, performing arts and music.

1.2 **Formal scheduled teaching** includes lectures, tutorials, seminars, practicals, workshops, laboratory work, studio work, other formal pedagogic work, and the direct supervision of projects, dissertations and higher degrees.

1.3 Formal scheduled teaching does **not** include assessment or marking, pastoral care, research, knowledge exchange, other scholarly activity, curriculum development, management and administration, quality assurance processes, committee work, the recruitment and admission of students, or staff development and training.

1.4 In order to secure greater consistency in managing workloads the University has adopted a notional 1600-hour working year for the calculation of the time to be allocated to formal scheduled teaching and to the wider range of workload activities listed in paragraph 1.3. The 1600-hour year is not a contractual term since the academic working year is contractually unregulated beyond the 550-hour limit on formal scheduled teaching, and the 48-hour maximum imposed by the Working Time Directive (from which individuals are statutorily permitted to opt out). For the purposes of operational planning, a standard working day on an annualised basis is taken to be 320 hours.

1.5 The WLP tariffs and their application are overseen by a central committee, chaired by the Vice-Chancellor and comprising the Pro Vice-Chancellor Research and Global Partnerships, the Pro Vice-Chancellor Education, the Associate Dean Strategy and Development for each faculty, two members of UCU, a representative from F&LS, and the Chief People Officer.

1.6 Formal responsibility for the application of the WLP framework within each faculty rests with the PVC Dean, although operational decisions will be taken by the Head of School/Department.

1.7 In accordance with the University's commitment to equality, diversity and inclusion, faculties are asked to exercise appropriate discretion in applying these tariffs to support colleagues returning from a break for family/caring responsibilities or other long-term absence, e.g. those on a research trajectory returning from maternity leave.

1.8 Workload Plans will be shared across Schools/Departments to aid transparency and consistency of application.

1.9 This framework of tariffs has been approved by the Workload Planning Committee for full-time staff.

2. The Tariff Framework

Activity	Allowance
1. Scheduled teaching activities	Actual hours as timetabled.
2. Preparation for teaching	Actual hours as timetabled x 1.5 for each presentation of the module/course/unit. PVC Deans have discretion to increase the allocation where a new lecturer is in the first or second year of teaching, where an established lecturer takes over an existing module or where modules are required to be remodelled and/or re-purposed to reflect externally driven changes (e.g. digital accessibility). Repeated sessions (e.g. seminars) will not attract this allocation within the same run of the module/course/unit. For large lectures some colleagues may need to spend time on Panopto edits and transcriptions - this needs to come out of preparation time and should be a maximum of 3 hours per semester.
3. Assessment	An allocation of 0.8, 1.0, 1.2, 1.6 or 2.0 hours per student; assessed on module size, and the nature and complexity of assessment requirements. For double modules, a 100% increase is applied to the basic tariff value. For triple modules, a 150% increase is applied to the basic tariff value.
4. Dissertation/Thesis supervision	Undergraduate dissertation or equivalent supervised assessment - 10 hrs per student. Postgraduate (taught) dissertation or equivalent supervised assessment - 15 hrs per student. Postgraduate Research - full-time study, 75 hours shared amongst the supervisory team; part-time study, 40 hours shared amongst the supervisory team. Post-viva support falling into a new academic year can accrue a workload tariff, pro rata for that part of the year. PVC Deans have discretion to vary this. Assessment of dissertations or capstone projects is reflected under 3 above. Local discretion may be applied to PGR allocations depending on the stage of study. Please refer to guidance.
5. Fieldwork/studies, work placements and any other aspects of teaching and learning not covered elsewhere	As appropriate to the workload involved; to be determined by PVC Dean or appropriate alternate.

6. New module/programme development	Hours to support the development of new programmes or modules, substantial change to existing programmes, or substantial activity to support PSRB accreditation or re-accreditation, to be agreed by line manager and ADSD (or appropriate alternative) on behalf of PVC Dean.
7. Programme Leadership	320-480 hours, subject to the number of programmes, students, and number of staff line managed. Occasionally some programmes have non-standard features that might impact on time needed (e.g. delivery requirements or ongoing demands of PSRB accreditation). These will be treated as exceptions on an ad hoc basis to reflect additional demands of the role, above and beyond standard requirements of programme leadership. These additional demands will be reviewed on an annual basis. Please refer to guidance notes. Other Principal Lecturer roles with specialist functions will be eligible for equivalent allocations.
8. Subject Co-ordinators	80-320 hours subject to the number of programmes and students overseen. Please refer to guidance notes.
9. Module Leadership	For 10, 15 and 20 credit modules, 12 hours standard, plus: ● 0.5 hours per student up to 200 students ● 0.3 hours per student over 200 Modules of larger credit volume, including dissertation or project modules, attract double the above per student allocation. The activities expected by module leaders include, but are not limited to, the following: creation of and regular updating of all module teaching materials, development and updating of module assessment, oversight of the assessment process (e.g. preparation of marking guidelines, sample marking to establish consistency across teaching teams), population and management of Moodle, mark upload, dealing with module-specific student queries, overseeing and conducting resit marking, managing module teaching teams, supporting the arrangement of teaching cover, and attendance at relevant committees.
10. Academic Advisers	2 hours per student per year. Please refer to guidance notes.
11. Principal Lecturer (Education and Student Experience)	As appropriate to the workload involved in specific projects or initiatives to be determined by ADESE by reference to the Faculty Workload Planning Committee. Please refer to guidance notes.
12. Newly appointed Lecturers and Senior Lecturers (L/SLs)	As part of the University's First Three Years commitment to newly appointed staff on a research trajectory, new L/SLs will receive a research or knowledge exchange allowance. This allocation will be informed by Faculty needs and will not exceed 480 hours in years 1 and 2, including the prescribed hours to complete the EXPLORE programme (see 14 below). Allocation of these hours to be agreed by the PVC Dean or appropriate delegate. The use of these allocations, the associated mentoring and guidance provisions, and output objectives will be built into individual Research Plans and PDRs.

13. Citizenship	**Administration**
	Baseline: 45 hours. Maximum: 90 hours.
	Recruitment
	Baseline: 15 hours. Maximum: 30 hours for non-interviewing programmes (additional maximum 30 hours for those involved in interviewing programmes).
	Citizenship hours reflect hours for ad hoc academic administration and contribution to activity and initiatives to support marketing and student recruitment. The tasks below are examples of the types of activities that would fall under the heading of citizenship but are not intended to be exhaustive.
	Indicative administrative activity might include attendance at meetings, committees, or steering groups, contributing to quality-assurance, provision of student references, contributing towards University or Faculty initiatives (such as accreditation or professional recognition), tasks associated with timetabling and/or room booking, and tasks associated with student records.
	Indicative recruitment activity might include attendance at University open days or promotional, recruitment and conversion events (both online and in person), contributing to University or Faculty promotional material, supporting Clearing, liaising with colleagues in MRE and representatives of the University.
14. EXPLORE Academic Development Programme	All academic staff (0.5 FTE or above) new to OBU are allocated 240 hours to complete the EXPLORE programme to be split as 100 hours in each of the first and second years and 40 hours for year three.
15. Professional and Scholarly Development	All academic staff receive 160 hours (pro rata) for Professional and Scholarly Development. This allocation is to support activity that ensures the currency of professional, disciplinary and pedagogic expertise to ensure high-quality, contemporary and impactful scholarship in the related domains of teaching, research and knowledge exchange.
	Indicative activities might include continuous professional development to (a) extend skills and competencies (b) maintain professional registration (c) undertake mandatory OBU training, and (d) attend seminars, conferences or workshops related to teaching and learning, research and knowledge exchange.
16. Doctoral/Level 8 Study	Staff may receive up to a further 160 hours (pro rata) per year for up to 5 years to complete a PhD, professional doctorate, or other level 8 qualification – directly relevant to their substantive post – as determined by the PVC Dean (or delegate). This allocation is subject to satisfactory progress as assessed annually.
17. Research	There are three levels of tariff to support research activity, output, and impact. Allocations are to be agreed annually via the PDR process, in conjunction with review of the Personal Research Plans, School/Departmental and Faculty Research Plans and priorities. Allocations are established relative to the satisfactory fulfilment of the activity and output outlined in the previous year's PDR/PRP. Allocation of research hours is set in the context of wider Faculty and

	University strategic priorities. Decisions regarding the allocation of research hours will take into account the following areas of activity: outputs, research management, external engagement, external research funding, contributions to research leadership and the research environment, research engagement and impact. Evaluation of peer-esteem and research leadership should be made in the context of career stage. To ensure the fair and equitable allocation of research hours across all our disciplines and to acknowledge differences in career stage, please refer to the more detailed guidance presented separately. It should be noted that according to OBU REF Code of Practice, all academic staff (over the census period) with a WLP allocation for research are deemed to be making a 'significant contribution to research' and will therefore be returned to the next REF.
(a)	**(a) 480 hours - Substantial and sustained research activity.** High-quality, world-leading or internationally excellent research, producing multiple outputs, securing externally funded research and/or KE activity, generating impact of significance and reach, and evidencing peer-esteem and leadership in a disciplinary field.[1] **ACTIVITY** The previous year's agreed research plan has been fulfilled and an ambitious and proactive research plan appropriate to the profile above, and with SMART, in-year deliverables, is in place for the coming year. This plan should include activity and output associated with the following areas: **Outputs** Multiple outputs, including but not limited to peer-reviewed journal articles, monographs, book chapters, exhibitions, performances and artefacts that evidence world-leading and/or internationally excellent research. **Research Management** Substantial research management responsibilities, including but not limited to the supervision of research students as Director of Studies, the line management of contract research staff funded on external income, and being PI of externally funded projects or Co-PI of large collaborative projects. Evidence of commitment to the career development of research students and contract researchers. **External Engagement** Significant external research-related commitments (e.g. peer review committees, advisory boards, professional bodies, editorial boards, invited talks, external collaborations with industry, third sector or international partners). This may include KE activity connected to the field of research including, for example, the generation of KE income (e.g. consultancy, CPD and collaborative research), the commercialisation of research, and Knowledge Transfer Partnerships.

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[1] The guidance on what is expected of peer-esteem and leadership is according to career stage.

	External Research Funding Sustained and ambitious bidding for significant fEC external funding as appropriate to discipline, some of which has been successful. Where unsuccessful, there is evidence of high quality submission (e.g. reaching the latter stages of consideration, or high peer-review scores). **Research Leadership and Environment** Prominent, sustained and proactive role in research leadership and development of the research culture and environment in a faculty/school/department or across the university, within the research WLP allocation and appropriate to career stage, and over and above otherwise resourced formal leadership roles (such as Research Centre Director, Impact Champion or Research Lead), including but not limited to: • mentoring of less experienced colleagues (e.g in preparing research outputs or bids for funding, career development) • internal review of funding applications • peer review of outputs for REF submission. **Research Engagement and Impact** Demonstrable evidence of significance and reach of research impact, with potential for a REF impact case study. Evidence of public engagement with research according to discipline.
(b)	**(b) 320 hours - Significant and sustained research activity** High-quality internationally excellent or emerging world-leading research, producing multiple outputs, securing externally funded research and/or KE activity, generating impact with nascent significance and reach, and evidencing growing peer-esteem and leadership in a disciplinary field. **ACTIVITY** The previous year's agreed research plan has been fulfilled and an ambitious and proactive research plan appropriate to the profile above, and with SMART, in-year deliverables, is in place for the coming year. This plan should include activity and output associated with the following areas: **Outputs** Generation of research outputs including but not limited to peer-reviewed journal articles, monographs, book chapters, exhibitions, performances and artefacts that evidence internationally excellent or emerging world-leading research. **Research Management** Research management responsibilities, including but not limited to the supervision of research students, where appropriate the line management of contract research staff funded on external income, and being PI or CoI on externally funded projects. Evidence of

	commitment to the career development of research students and/or contract researchers. **External Engagement** External research-related commitments (e.g. peer review committees, advisory boards, professional bodies, editorial boards, invited talks, external collaborations with industry, third sector or international partners). This may include knowledge exchange activity connected to the field of research including, for example, the generation of KE income (e.g. consultancy, CPD and collaborative research), the commercialisation of research, and Knowledge Transfer Partnerships. **External Research Funding** Bidding for fEC external funding appropriate to discipline, some of which has been successful as Co-I or PI. Where unsuccessful, there is evidence of good quality submission (e.g. reaching the latter stages of consideration, or strong peer-review scores).[2] **Research Leadership and Environment** Proactive in research leadership, supporting the research culture and environment in a faculty/school/department, within the research WLP allocation and career stage, and over and above otherwise resourced formal leadership roles (such as Research Centre Director, Impact Champion, or Research Lead), including but not limited to: ● mentoring of less experienced colleagues (e.g in preparing research outputs or bids for funding, career development) ● internal review of funding applications ● peer review of outputs for REF submission. **Research Engagement and Impact** Evidence of emerging reach and significance of research impact with the potential for a future REF impact case study. Evidence of public engagement with research.
(c)	**(c) 160 hours - Developing Research activity** A developing research profile evidencing outputs that are working towards internationally excellent standards, bidding for internal pump-prime and/or externally funded research and/or KE activity, demonstrating potential for impact generation, and developing peer-esteem and leadership in a disciplinary field. **ACTIVITY** The previous year's agreed research plan has been fulfilled and an ambitious and proactive research plan appropriate to the profile above, and with SMART, in-year deliverables, is in place for the coming year. This plan should include activity and output associated with the following areas: **Outputs** Generation of research outputs including but not limited to

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[2] See n. 1 above.

peer-reviewed journal articles, monographs, book chapters, exhibitions, performances and artefacts, some of which are at a level that evidences, or evidences the potential for, internationally excellent research.

Research Management

Nascent research management responsibilities (e.g. oversight of aspects of externally or internally funded projects) or demonstrable ability to manage one's own projects.

External Engagement

Emerging external research-related activity (e.g. early-stage external research collaboration, active engagement with external academic or professional network). This may include knowledge exchange activity connected to the field of research including, for example, the generation of KE income (e.g. consultancy, CPD and collaborative research), the commercialisation of research, and Knowledge Transfer Partnerships.

External Research Funding

Contributing to fEC funding applications, some of which are successful and/or reach the latter stages of consideration, and/or using internal funding to support development of external bids.

Research Leadership and Environment

Proactive in the development of their research career and supporting a positive research culture and environment within a faculty/school/department within the research tariff, but over and above otherwise resourced roles, including but not limited to:

- internal review of funding grant applications

- peer review of outputs for REF submission.

- taking part in career development activities as a mentee, for example.

Research Engagement and Impact

Demonstrable evidence of emerging public engagement and or impact activity with potential for further development according to discipline.

18. Knowledge Exchange (KE)	There are two levels of allocation to support impactful KE, and external and professional engagement. Allocations are to be agreed annually via the PDR process, in conjunction with review of KE Plans, School, departmental and Faculty KE Plans and priorities. Allocations are established relative to the satisfactory achievement of the activity and output outlined in the previous year's PDR process, and in the context of wider Faculty and University strategic priorities. Individuals receiving KE allocations are likely to have associated management responsibilities, ongoing external commitments (e.g. membership of advisory boards), leadership of income generation activities, demonstrable evidence of impact, and significant activity relating to external funding of KE.

(a)	**(a) 320 hours - Substantial and sustained KE activity**
	Individuals receiving KE allocations are likely to have associated management responsibilities, ongoing external commitments (e.g. membership of advisory boards), leadership of income generation activities, demonstrable evidence of impact, and significant activity relating to external funding of KE.
b)	**(b) 160 hours - Significant and sustained KE activity**
	The same exemplar criteria apply as in 18 (a) above but will be reduced in terms of time/outcomes or in terms of management needed.
19. Research Leads	320 hours
20. Postgraduate Tutors for PhD programmes	80-320 hours depending on the size and complexity of the programme, as determined by the PVC Dean (or delegate).
21. UoA Co-ordinators	Where Research Leads are co-ordinating UoA submissions this activity will ordinarily be covered within the 320-hour allocation. Where this is judged to be insufficient because of the size and complexity of the UoA, a small supplementary allocation may be made at the discretion of the PVC Dean or delegate.
	Where a UoA Coordinator is not a Research Lead, an allocation may be made to accommodate the time required for the role which will depend on the size and complexity of the UoA.
22. University Research Ethics Committee	Chair: 480 hours
	Committee members: Up to 240 hours
23. Collaborative Provision Liaison Activity	To be determined by ADSD (or equivalent alternative) as appropriate to the extent and complexity of responsibilities. Please refer to guidance.
24. Staff Diversity Network Leadership	Hours commensurate with the demands of the role to be agreed annually with the Director of EDI.