

WORK LOAD GUIDELINES & STANDARDS FOR FACULTY MEMBERS

In order to get best performance out of academic and non academic staffs we need to have a clear description of work load as far as possible (job classification and description) at various academic and non-academic levels. As in the case of academic work major responsibilities of any faculty members are three distinctive jobs:

Teaching

Research, and

Educational management services

The weight-age and criteria has been defined as per the academic position of faculty below. Following will be the *practice percentage of weight-age* for the faculty in three different areas.

Standards*

Activities/Position	Professor & Associate Professor	Assistant Professor	Lecturers and other (TA)
Teaching	50%	70%	80%
Research	30%	20%	10%
Service	20%	10%	10%

*As per above categorization, workload of each position in terms of numbers of courses and hours have been calculated in [Annex 1](#). This table along with Annex 1 should be used as a guideline for setting Annual Performance Targets jointly with the supervisors every year.

ACTIVITIES AND STANDARD CRITERIA:

Below is the brief list and description of activities and standard criteria for the purpose of measuring three areas of academic jobs.

Activities	Standard criteria
Teaching	Contact hour, timely completion of courses, exam result, tutorials, laboratory, student-faculty interaction, student evaluation, time table, internal & project evaluation laboratory, development of teaching methods and contents including lab manuals, supervisors' subjective judgments, curriculum, student counseling, student internship, end-semester examination invigilation etc.
Research	Number and quality as determined by peer evaluation, publications, project guidance
Service	Fund raising (resource generation), coordination of training programs, workshops, seminars and departmental activities assigned by HOD, Dean, tool & accessories management, inventory, designing of web-page, seminar-talk program, involvement in task force, internal committee, events of students, events organized by university, professional services outside KU approved by the Dean etc.

DESCRIPTION OF STANDARDS CRITERIA:

Activities	Description						
Teaching:	<p>For the didactic teaching following criteria will be applicable for work load calculation (Annex 1). <i>One 3 credit course theory is equivalent to 3 contact hours/week.</i></p> <p>For lab based courses <i>1 credit is equivalent to 3 contact hours/week.</i></p> <p>Depending upon the involvement of a faculty member in academic programs (level) following will be the preparation hours (course related activities) to be counted in his/her work load.</p>						
*							
	<table border="1"> <thead> <tr> <th>Level</th> <th>Contact Hours</th> <th>Course Related Activities Hours*</th> </tr> </thead> <tbody> <tr> <td>Graduate (theory)</td> <td>1</td> <td>3</td> </tr> </tbody> </table>	Level	Contact Hours	Course Related Activities Hours*	Graduate (theory)	1	3
Level	Contact Hours	Course Related Activities Hours*					
Graduate (theory)	1	3					

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Undergraduate (theory)	1	2
Lab based course in all levels	3	1

Course related activities includes developing instructional materials and methods, updating existing courses, guidance, student-faculty interaction, student evaluation, time table, internal & project evaluation, supervisors' subjective judgments, curriculum, student

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	counseling, student internship, end-semester examination, invigilation etc
Research	Accomplishment of guided PhD, M Phil, Masters thesis and dissertation and other research reports Accomplishment of guided research by the students Publications of refereed and non refereed research papers in national and international research journals
Services	Fund Raising (Resource generation), Coordination of training programs, workshops, seminars, departmental activities assigned by HOD, Dean Involvement in Task Force, Internal Committees, Events of Students, special events organized by the university. Professional Services outside KU approved by the Dean. The appraisal of the service component will be made by HOD or dean as specified in annual performance appraisal report.

The above mentioned descriptions are the general guidelines only, each school has been recommended to:

- Further elaborate above criteria for making more transparent and objective in the context of individual schools (disciplines).
- As for research criteria individual schools has been advised to develop additional research criteria (if needed) without any contradiction with the existing KU Anusandhan Sambandi Niyamawali (Research Committee Regulations).

ANNEX -1

Total working days in a year: 240 days
 Total working hours in a day: 6 hours+ 1 hours lunch break= 7 hours
 Total working hours in one year: 1440 hours (6 hrs* 240 days)

Activities/ Position	Professor & Associate Professor (%)	Hours	Assistant Professor (%)	Hours	Lecturers & TA (%)	Hours
Teaching	50	720	70	1008	80	1152
Research	30	432	20	288	10	144
Service	20	288	10	144	10	144
Total Hours	100	1440	100	1440	100	1440

TEACHING

Example of *Total Numbers of Courses to be taken by each academic post* for teaching activity in a year considering one 3 credit course (theory) as standard:

A) No. of 3 credit course to be taken by *Professor and Associate Professor*: 3.75 courses in a year.

Calculation of total number of courses for teaching activity:

Considering *one 3 credit theory course* as standard we have, as per our definition:

- i) 1 credit hours theory course = 1 contact hour per week i.e. 3 contact hours per week for 3 credit theory course)
- ii) Preparation hours for 1 contact hours = 2 hr for UNG and 3 hr for graduate
- iii) Considering 1 semester = 16 weeks
- iv) Total weeks in a year = 32 weeks

So for one 3 credit course;

(a) Total numbers of contact hours for didactic teaching in a semester = 3 x 16 wks= 48 hr.

(b) Total preparation hour for the course in a semester = $3 \times 3 \text{ hrs} = 9 \text{ hr/wk} \times 16 \text{ wks} = 144 \text{ hr}$

Total hours for that course in a semester = $48 + 144 = 192 \text{ hr}$

So Total Number of 3 credit course (theory) to be taken in a year

= Total Teaching Hours / Total hours required to complete that course = $720 / 192 = 3.75$ courses.

B) Assistant Professor:

Number of 3 credit theory courses to be taken in a year = $1008 / 192 = 5.25$ courses

C) Lecturer and Teaching Assistants:

Number of 3 credit theory course to be taken in a year = $1152 / 192 = 6$ courses

Note: Alternatively allocated hours can be adjusted for various theory based and lab based courses as per above criteria.

RESEARCH

In case of research accomplishment of faculties the following weightage will be used for performance evaluation

1. Accomplishment of guided PhD, M Phil, Masters Thesis and dissertation and other research reports
2. Supervision of graduate research students and undergraduate group project
3. Publications of refereed and non refereed research papers in national and international research journals or publication based on strengths of impact of the research as determined by peer reviewers or use of international formula.