

From: Freedom of Information

Sent: 19 November 2020 16:00

To:

Subject: Freedom of Information Response (Our Ref: K/20/450)

Dear

Freedom of Information Response (Our Ref: K/20/450)

Thank you for your Freedom of Information (FOI) request dated 2 November 2020, reference K/20/450.

Your request read:

“I am writing to you under the Freedom of Information Act 2000 to request the following information from the University regarding the workload allocation models and tariffs used to model the workload of your academic Chemistry staff:

1. What activities are recognised by the workload model for Chemistry staff?
2. What tariffs are associated with each activity (i.e. how much time is allocated for each activity) for Chemistry staff?
3. How is the total workload of a member of Chemistry staff modelled (i.e. what protocol is used to combine tariffs)?
4. What formal guidance is given to managers relating to the link between contracts of employment and the calculated workloads of Chemistry staff? In particular:
 - (a) What are the maximum and minimum permissible tariffed workloads for a member of staff in a full-time role?
 - (b) What are the broad subcategories of activity (such as Teaching or Research) recognised in academic roles?
 - (c) What is the division of total workload between these subcategories in contracts of employment (e.g. 40% Teaching, 60% Research)? How does this division relate to modelled workload?
 - (d) How are part-time contracts modelled differently to full-time contracts?
 - (e) What is the intended relationship between modelled workload and true workload? (e.g. modelled workload is expected to be 20% less than true workload, or to match true workload, or to exceed true workload by 20%)

Please provide information in the form of a Microsoft Word document in either the .doc or .docx format.”

The University of Leeds holds this information, which is set out in the attached Word document as per your request.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds