1. **What activities are recognised by the workload model for Chemistry staff?**

Lecturing, tutoring, lab demonstrating, project supervision, PhD supervision, School funded research, line management, externally funded research, grant applications, administrative roles, citizenship

2. **What tariffs are associated with each activity (i.e. how much time is allocated for each activity) for Chemistry staff?**

- Lecturing – 60 hours per 10 credits plus 0.2-0.4 hours per student per 10 credits depending on the precise assessment method – where lecture courses are shared the allocation is shared based on the fraction taught. Allocation is doubled where new material is taught to reflect preparation time
- Academic tutorials – 3 hours per tutorial per tutorial group per 1-hour tutorial
- Personal tutorials – 3 hours per tutee per year
- Final year project supervision – 40 hours per student
- Lab demonstrating – hours spent in the lab
- PhD student supervision 100 hours per student per year.
- Research Grant Leadership – Time allocated as recovered from the research councils
- Research grant writing 0.18 hours per £1k value up to £350k then 0.6 hours per £1k thereafter. With co-applications, time is allocated as per the internal financial split.
- Researchers receive up to 165 hours of research scholarship time per year, depending on role and time funded on research grant.

3. **How is the total workload of a member of Chemistry staff modelled (i.e. what protocol is used to combine tariffs)?**

We use an hours-based model to calculate the tariff for individual activities and these Are combined to give a workload total.

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?

There is no formal maximum and minimum permissible workload, some activities can be redistributed across staff to balance out inconsistencies.

   (b) What are the broad subcategories of activity (such as Teaching or Research) recognised in academic roles?

Teaching, Research, Administration

   (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?

Modelled workload is approx. 40% teaching, 40% research, 20% admin

(d)   How are part-time contracts modelled differently to full-time contracts?

Part time staff have a reduced, prorated workload target according to their FTE. Individual activities attract the same number of hours as full-time staff, but certain general allocations (such as personal research allowance and citizenship) are prorated by FTE.

(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%)

Match true workload – tariffs for activities are calculated to reflect how long activities are expected to take to complete.