Dear Applicant,

**Freedom of Information request reference K/20/103**

Thank you for your Freedom of Information (FOI) request dated 26 February 2020, reference K/20/103.

Your request read:

“We are interested in teaching allocations for 2018/19 for the Physics department at your university. The information we are seeking may already have been collected as part of the department’s ‘workload model’…

…For each individual who undertook teaching in 2018/19 in the department we would like:

a) Their grade (e.g. Grade 8)

b) Which activities are they contracted to undertake (i.e. teaching, research, both). If the teacher is a casual hourly paid worker (e.g. a PhD student) this should be noted here.

c) The hours they taught. These hours should be ‘unweighted’ – so one hour represents one hour in front of the student (e.g. not including an allocation for prep, or marking). ‘Other’ teaching should include teaching on foundation programmes and teaching given outside of department.”

The University of Leeds may hold some of this information.

However, we unfortunately remain unable to provide this information within the appropriate limit of 18 hours, as set out at section 12(1) of the Freedom of Information Act. Section 12(1) states that a public authority can refuse a request if complying with it would exceed the appropriate limit of £450. For the purposes of FOI, time spent on the permitted activities is calculated at the flat rate of £25 per person, per hour. The appropriate limit therefore represents the estimated cost of one person spending 18 hours to determine whether the information is held, and to locate, retrieve and extract the information. We have outlined the reasons for invoking Section 12(1) below.

The workload model is built around aggregated hours (contact, preparation, updating and marking time). As such, the information you have requested would need to be collated in full. All teaching data in the School of Physics and Astronomy is weighted – workload hours are given on the basis of a fixed number of (aggregated) hours per module. Contact hours and hours taught by PGR demonstrators are not recorded separately; the hours paid to them include preparation time, marking and also holiday pay. There is no business need for the University to record the number of contact hours, and as such this information is not separately recorded. As such, the only means of establishing the information you have requested would be via extensive manual review. We estimate that this would take far in excess of 18 hours. As per our section 16 duty to advise and assist, we can confirm that the information requested at parts a) and b) of your request could be provided within 18 hours, should you wish to submit a revised 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