

THE ROWETT INSTITUTE

FRAMEWORK OF ACADEMIC EXPECTATIONS AND WORKLOAD MODEL

2019

The Framework of Academic Expectations (FAE) draws from the academic role descriptions developed through the Higher Education Role Analysis. The FAE for the Rowett Institute are based on the University of Aberdeen template, which has been modified to reflect School and Institute expectations. The FAE applies to all staff at Grade 7 and above.

Entries for the workload model have been agreed on the School and Institute level. The model assumes an annual workload of 1650 hours. This is 1320 hours for research (80%) and 330 hours for teaching and administration (20%: 160 hours for teaching plus 160 hours for administration).

Research:

- For those on RESAS contracts, 70%, or 1155 hours, has been allocated to RESAS, and 10%, or 165 hours, to research and scholarship. For those not on RESAS contracts, 80%, or 1280 hours, has been allocated to research and scholarship. This percentage is not dependent on a PI's grant income (which is measured as part of the FAE).

Teaching:

- In the future, teaching contact hours (delivered in our School) will be collected centrally. This year the data are retrieved from self-reported entries. For face-to-face teaching, for each lecture, an additional hour is given for preparation and an additional 2 hours is given for marking. This model works well for the majority of staff. For on-line teaching,
- Supervision of UGT/PGT projects: 10 hrs for an UGT project and 30 hours for a PGT project
- PGT programme coordination: 320 hrs; course coordination: 160 hrs
- All staff receive 20 hours for personal tutoring

Administration:

- Institute management: 480 hrs for (deputy) directorship, 50 hrs for ALMs; 40 hrs for research programme lead; 320 hrs for institute PGR lead.
- Athena Swan coordination: 160 hrs; Athena Swan committee members: 40 hrs
- Internal/external examiner of PhD thesis: 20 hrs
- Biological/GMO safety officer: 40 hrs
- Institute/University committee member (Senate), or external professional body committee member: 160 hours for chairing committees with regulatory remit, 20 hrs for committee members
- External major grant funding committee members (RCUK, international): 50 hrs

Publications: Info on 3* and 4* REF papers are collected from PURE and internally assessed. For this, the number of papers reviewed along with the ratings. As this is a rolling process it could be that some people have submitted papers that have not yet been reviewed, or that staff have not yet submitted eligible papers to PURE. The REF scores are based on the internal review along with the scoring of external reviewers of selected papers.

Research grant income: Info on PI shares obtained from the past 5 years from R&I.

PGRs: In the future, the number of PGR students per PI will be collected centrally. This year, the data are retrieved from self-reported entries.

Below is a summary of summary of the Rowett FAE for Grades 7 to 9

Grade	Research (80%)			Teaching and Administration (20%)	
	PGRs	Papers published	External grants awarded	Total teaching hours	Administration
7	1	4 REF 3* papers	£150K	165	165
8	1.5	4 REF 3* papers	£250K	165	165
9	2	4 REF 3* papers	£300K	165	165
	Shares to be divided when student has more than one supervisor	Over a 5 year rolling period As co-author for grade 7, as principal author for grades 8 and 9	Over a 5 year rolling period	Course and Programme coordination, teaching, marking, supervision of UGT/PGT projects	Course development, Athena Swan, Academic Line Management, Graduate School coordination, chairing committees, KE

The colour coding of individual FAE tables is explained below:

Grade	Research (80%)		Teaching and Administration (20%)	
	PGR fte	External grants awarded	Total teaching hours	Administration
7	Amber <0.5	Amber <£100K	Amber <100	Amber <100
	Grey 0.5-1.5	Grey £100-200K	Grey 100-200	Grey 100-200
	Green >1.5	Green >£200K	Green >200	Green >200
8	Amber <1	Amber <£150K	Amber <100	Amber <100
	Grey 1-2	Grey £150-350K	Grey 100-200	Grey 100-200
	Green >2	Green >£350K	Green >200	Green >200
9	Amber <1	Amber <£200K	Amber <100	Amber <100
	Grey 1-3	Grey £200-400K	Grey 100-200	Grey 100-200
	Green >3	Green >£400K	Green >200	Green >200

Amber: below expectations / Grey: according to expectations / Green: above expectations