

Mr O'Neill  
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1 December 2020  
Our Ref: FOI/2021/082

Dear Mr O'Neill

### **Your Freedom of Information Request**

Thank you for your email, which was received by the University on 3 November 2020. The University's response is set out in the enclosed document.

### **Your right to seek a review**

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the General Counsel, Aston University, Birmingham, B4 7ET or e-mail: [foi\\_requests@aston.ac.uk](mailto:foi_requests@aston.ac.uk) within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted at:

Address: Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 0303 123 1113 / 01625 545 745 (+44 1625 545 745 if calling from overseas)  
Fax: 01625 524 510

E-mail: [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk)  
Website: <http://www.ico.gov.uk/>

Yours sincerely

**Alice Mineyko**  
Counsel

Your request	Our response
1. What activities are recognised by the workload model for Chemistry staff?	All non-research activities.
2. What tariffs are associated with each activity (i.e. how much time is allocated for each activity) for Chemistry staff?	<p>The workload model is split into a number of sections.</p> <ul style="list-style-type: none"> <li>(1) Teaching of modules, to include not only hours delivering lectures, practicals, tutorials etc but also other tasks including preparation time each year and the time spent handling student emails and concerns, time spent marking coursework, time spent setting and marking examinations, and handling of module administration such as updates of module specifications and evaluation/feedback.</li> <li>(2) Common teaching administrative tasks, to include, e.g. module boards, programme boards (both departmental and those involving the external examiners), programme committees, staff meetings, examination moderation boards, personal tutees and personal tutor meetings, individual placements students and their visits, outreach, and access.</li> <li>(3) Individual teaching and administrative tasks, to include appointed roles, such as head of department, programme director etc, and to reflect administrative roles such as examinations and assessments officer, timetabling, placements officer, year tutors. This also includes college-level roles, such as attendance at Learning &amp; Teaching, Curriculum Design and TEF committees.</li> </ul> <p>The lists above are not exhaustive but intend to give an idea of the range of roles and tasks that the workload model captures.</p>
3. How is the total workload of a member of Chemistry staff modelled (i.e. what protocol is used to combine tariffs)?	Each of the tasks in the model has been allocated a number of hours duration per year and these totals are summed for each academic based on what modules they teach, the regular administrative jobs every member of Chemical Engineering & Applied Chemistry ("CEAC") must complete each year and also the individual jobs and roles that each member of CEAC contributes.

Your request	Our response
<p>4. What formal guidance is given to managers relating to the link between contracts of employment and the calculated workloads of Chemistry staff?</p> <p>In particular:</p> <p>(a) What are the maximum and minimum permissible tariffed workloads for a member of staff in a full-time role?</p>	<p>We work on a proportion of contracted hours given to non-research activities. The guidelines aim for equity across the College of Engineering &amp; Physical Sciences based on a 60% model of total hours for non-research activity. There is no hard maximum or minimum because each case is different based on the needs of the Department, College and wider University and the professional obligations of the individual. The workload model is a basis for a discussion between the individual and their line manager and the detailed split between research and non-research activities may change year on year.</p>
<p>(b) What are the broad subcategories of activity (such as Teaching or Research) recognised in academic roles?</p>	<p>The model aims to reflect all non-research activities.</p>
<p>(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?</p>	<p>Please see 4(a) above.</p>
<p>(d) How are part-time contracts modelled differently to full-time contracts?</p>	<p>They are modelled proportionately.</p>
<p>(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%)</p>	<p>The model is intended to be as accurate as possible. There will undoubtedly be some tasks year on year that are not captured, which is why we ask managers to bear this in mind and to feed back to the model authority to improve the model year on year.</p>