GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

POLICY ON ACADEMIC ACCOUNTABILITY

Contents

1. Introduction

General Sir John Kotelawala Defence University (hereinafter referred as to KDU) was initially established as the "General Sir John Kotelawala Defence Academy" by the Parliamentary Act No 68 of 1981 and subsequently it was elevated to University status by the amendment Act No 27 of 1988, thereby empowering it to award Bachelors' and Postgraduate degrees in Defence Studies. KDU is a member of the Association of Commonwealth Universities (United Kingdom) and maintains necessary standards for educating and grooming Officer Cadets to meet the challenges of modern defence management. KDU is now open for civil students who wish to continue their higher studies in various disciplines.

Academic accountability and work load norms for the academic staff of universities stand central not only in the quality assurance process of the university but also in academic process of the University. Most of the national universities in Sri Lanka have formulated a policy documents pertaining to academic accountability and workload for the academic staff of them. University Grant Commission (UGC) has issued the" Work load and Work Norms Model" (2016) as a guideline for preparing the academic accountability and work load norms for universities.

2. Scope

This policy on academic accountability is applicable for all academic staff of the Faculties of the KDU in quantifying their academic workload. This policy provides a broader foundation for the calculation of the workload of the academic staff. However, given that differences in some academic activities are observable faculty wise, this policy provides space for incorporating such faculty specific academic activities in calculating the workload provided that the key components of academic workload are not compromised.

3. Objectives of the Policy

- To establish accountable teaching learning process and environment in KDU
- To establish a mechanism for assessing the performance of academic staff more objectively
- To generate objective performance information on the academic staff for using in management and administration purposes.
- To provide a common platform for all academic staff so that they can assess their own performance themselves.
- To improve the performance management culture among the academic staff of the KDU.

4. **Principles and Values**

   Non –discrimination: The policy on academic workload is applicable for all academic staff of the KDU and it considers only academic related activities of the staff in calculating the work load.

Equality: The policy is applied for all academic staff on equal basis without any consideration for gender, race, religion or any other non-related factor.

Consistency: All workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies at all required governing levels.

Objectivity: The calculation of work load of the academic staff of the university should be totally objectives way as much as possible.

5. **Policy Statement**

The policy on academic accountability and work load norms of the KDU outlines the obligations and responsibilities of the academic staff in their academic engagements in KDU. This policy adheres to the basic norms and principles of the UGC prescribed model and is par with the such a policy of the other universities. This policy is aimed at setting the foundation for regulate, monitor and assess the academic contribution of the academic staff of KDU.

6. **Definition/s**

The work load of the academic staff of the KDU covers four areas of work endearments being in line with the UGC model

A. **Teaching Work Load**

Teaching is the central function of any academic staff irrespective of their grade and filed of specialty. However, it is noted that teaching involves a broader array of activities engaged by the academic staff in imparting the knowledge to the students. Therefore, taking time spend as the unit of measurement, this policy measures teaching work load in term of " **Student Contact Hours"(SCH).**

Students contact hour is defined as any academic activity in connection with the undergraduate learning process such as lecturing, clinical teaching, supervision of students' research and clinical work, academic guidance, mentoring and facilitating the students' learning activities.

B. **Academic Supervision**

Under this section, the activities to be considered is specified in the UGC model as

" **Supervision of undergraduate projects/ case studies/ research projects/ internship programs/ industrial/ professional training/ soft skill development programs"**

C. Academic Coordination and Support

The activities carried out by the academic staff for coordinating and supporting the running and maintain the smooth functioning of the teaching and learning process of the University.

D. Research and Development

All research and related activities carried out by the academic staff of the university in the respective year.

7. Responsibility

The following officers are responsible for implementation of the Academic workload policy.

1. Head of the Department
2. Dean of the Faculty
3. Deputy Vice- Chancellor (Academic)
4. Vice-Chancellor

8. Implementation

Workload

With 35 hours per week (7 Hours per day* five working days), following minimum number of students contact hours per academic years (Two Semesters) is needed to be covered by the academic staff of KDU.

Minimum Students Contact Hours

Head of Department/ Unit Coordinator	180 hours/year	(6h / week)
Senior Professor/ Professor	300 hours/year	(10h/ week)
Associate Professor	360 hours/year	(12h/ week)
Senior Lecturer Grade I and II	380 hours/year	(13h/ week)
Lecturer/ Lecturer (Probationary)	450 hours/year	(15h/ week)
Instructor /Temporary Lecturer	480 hours/year	(16h/ week)
Demonstrator/tutor	480 hours/year	(16h/ week)

Conditions

1. Academic activities pertaining only to undergraduate level will be considered for assessing the work load

2. At least, one third (1/3) of the total student contact hours should be in-class teaching/Clinical teaching activities under academic instruction category

Different types of work load

The Policy on workload and workload norms of KDU identifies three major areas of workload for academic staff.

1. Teaching

2. Research and Development

3. University and National Development

Teaching Work Load Calculation

As per the definition of student contact hours, the following categories of academic activities are taken for work load assessment

1. Academic Instruction

    1.1. Teaching and Learning

    1.2. Assessment

2. Academic Supervision

3. Academic coordination and Support

The calculation of academic work load will be based on these four academic activities.

A. Academic Instruction

Academic instruction work of academic varies in mode and time involved. Further, time for the preparation and the class size are needed to be considered. The involvement of another member for conducting academic instruction, the proportionate contribution is needed to considered. Lastly the assessment of subject/Module is also needed to take in to calculation. As a result, Academic instruction (A) is consisted of two parts

1. A1 (Teaching and Learning)

2. A2 (Assessment)

A1- Teaching and Learning

The workload for teaching shall depend on the teaching/learning method and the first or subsequent delivery of the session. Therefore, Student Contact Hours (SCH) for different teaching modes can be computed using the below formula

Student Contact Hours (SCH)= Student Contact Hours allocated for the module **(SCHM) x** Proportional Contribution Factor **(PCF) x** Adjustment Factor **(AF) x** Teaching Weight Modification Factor **(TWMF)**

Where:

- Student Contact Hours Allocated for the Module (SCHM) is the total number of hours allocated for the subject based on the credit vale.

- Proportional Contribution Factor (**PCF**) is the proportional contribution made by the academic as a percentage of student contact hours for module/ subject .eg, 50%, 60%, 80%etc

- Adjustment Factor (**AF**) is a multiplicative factor for equalizing workload differences dueto class size (number of students of the class).

  Eg . Accordingly, below equation can be applied for the calculation of SCH based on theclass size above 40 students.

  For class sizes less than 40 students, AF shall be considered as 1.0 and for studentsgreater than 40, AF shall be calculated as
  AF=0.005 x Class Size + 0.8

- Teaching Weight Modification Factor **(TWMF)** is to normalize the efforts in differentacademic instruction modes.

The TWMF table

Teaching Mode		TWMF
A1-1-Lectures	1.Conduct for the First Time	3
	2. Continuation from the Last Year	2
A1-2-Tutorials	1.By the Lecturer	1.5
	2. Tutor/ Temporary Lecturer	2.5
A1-3-Discussions	1.In class Group Discussion	2.0
	2.Field Discussion	2.5
A1-4-Practical Sessions	1.Lecturer in charge	1.5
	2.Tutor/ Temporary Lecturer	1.0
A1-5-Field Sessions	1.Within a Course Module	0.5
	2.Facilitating group projects	1.5

A2- Assessment

the work load of assessment is comprised of engagement in paper setting, moderation, and marking. However, using of different type of assessment methods and tools by Faculties is needed to be considered. However, as a base for calculation, the number of questions developed shall be used to determine the total time for setting up question and the number of students examined shall be used where relevant in calculating the total time duration for marking questions.

The base Model for assessment calculation

Assessment Mode		Calculation
A2.1Setting exam paper and answer script	MCQ	2h (for the whole paper of 30 questions), 4 h for 60 etc
	Essay Type	3 h for 1 h paper
	Case Based	4 h for 1 h paper
A2.2-Moderating exampaper	MCQ	1h (for the whole paper of 30 questions)
	Essay Type	1h for 1 h paper
	Case Based	2 h for 1 h paper
A2.3-Paper Markingand Finalizing	First Examiner	MCQ- 3 Hours Essay Type/ Case type-1 hour for 100 marks * total number of student
	Second Examiner	MCQ- 3 Hours Essay Type/ Case type- 1 hour for 100 marks * total number of student
A2.4-Assignment Preparation and Marking	Marking-Individual	15 m per Assignment * number of student
	Marking -Group	30m per group * number of Groups
	Preparation	2 hours per assignment *number ofassignment
A2.5-Dissertation Marking	1st Examiner	3 h per Dissertation
	2nd Examiner	3 h per Dissertation
A2.6-Viva	Internship	30m per student X number of students examined
	Dissertation	30m per student X number of students examined (number of viva conducted per semester can be considered.)

B. Academic Supervision

Under this section, the activities to be considered is specified in the UGC model as

" **Supervision of undergraduate projects/ case studies/ research projects/ internship programs/ industrial/ professional training/ soft skill development programs"**

The values for calculation of work load

Sub Category	Student Contact Hours
B1-Supervision of Undergraduate Research Projects/Case studies/ Research project	*(1h/week/student)x number of weeks*
B2-Supervision of Internship/Industrial/Professional Training	*(15m per week/student)X number of weeks*
B3-Supervision of Field Visit for a academic purpose	Residential- 10h/day Nonresidential-5h/day
B4-Supervision of a Group Projects/Skills development program	(2h/group)

C. Academic Coordination and Support

In calculating the Student Contact Hours for the above, the following main types and the allocated hours should be taken into account and the academic shall hold the positions in academic programmes, the respective faculty or at the university level to coordinate and support student learning.

Calculating workload for academic coordination and support

Type of Coordination	Student Contact Hours that shall be claimed
Department/ Programme level	
Subject Coordinator/ Course Convener	03 Student Contact Hours per subject/ module per full semester when Subject Coordinator involves in teaching part of the respective subject 03 Student Contact Hours per subject/ module per full semester -Course Convener 10 Student Contact Hours per subject/ module per full semester when visiting staff take all the lectures where the staff member does not earn credit for that subject
Academic Advisor-Department Level	10 hours per semester
Academic Mentor/ Guide	2 hours per week

Peer Evaluation	1h per course* number of evaluation
Degree Programme Coordinator	120 hours per year
Internship Coordinator	30 hours per year ((eg-30 h for 60 student, 60 h for 120 students)
Dissertation Coordinator	30 hours per year ((eg-30 h for 60 student, 60 h for 120 students)
Academic Event Coordinator/ Year Coordinator	Up to 10 student contact hours per event (Mx 30 per semester
Senior Treasurer/ Executive Secretary/Advisor of Faculty Board approved University recognized student and alumni associations	30 hours per year
Faculty level	
Official Position (e.g. chairperson, coordinator, director) of a Faculty levelunits/centers	2h per week (60 hours per year)
Member of a faculty level committee ^{(eg.} Curriculum Committee, FQAC, etc.	10 hours
Chairperson of a subcommittee appointed by the Dean / Faculty Board for a particular academic-related task	3 hours per sitting per subcommittee served (Maximum of 30 hours per subcommittee served per year)
Member of a subcommittee appointed by the Dean / Faculty Board for a particular academic-related task	2 hours per sitting per subcommittee served (Maximum of 20 hours per subcommittee served per year)
University level	
Student counsellor/ Personal Counsellor etc	30 hours per year (regardless of the number of students)
Academic Warden	30 Hours per year
Official Position (e.g. chairperson, coordinator, director) of a Universityunits/centers	20% of the hours defined in the work norm for the relevant grade in work norm.

Positions of Administrative/ StudentSupport at University (eg. Senior	20% of the hours defined in the work norm for the relevant grade in work norm.
Student Counsellor)	
Official of a University level committee appointed by the VC / Senate for a particular academic-related task	2 hours per meeting attended (Maximum of 40 hours per year)
Member of a University committee appointed by the VC / Senate for a particular academic-related task	2 hours per meeting attended (Maximum of 30 hours per year)
Senior Treasurer/ Executive Secretary/Advisor of Faculty Board approved University recognized student and alumni associations	30 hours per year

In addition to the **work norms** specified, it is necessary to consider the other duties and responsibilities of a university academic when calculating the **workloads** of the academic staff.

An academic staff member could use 7 hrs of the minimum weekly load for any pursuit of his/her choice, inclusive of pursuits that result in extra remuneration. Provided prior approval has been obtained from university authorities. In addition to that the work load as follows,

Research and Development Work Load Weights

In calculating the above, issues that would have to be considered are as follows

a. Research grants received - number of grants received, grant values, grant duration, nature of donor (national/international), number of research students/research assistants workingunder the project
b. Member of research consultants team
c. Research publications - refereed journals, non-refereed journals, extended abstracts,abstracts
d. Dissemination of research output - patents, products, innovations
e. Editor, associate editor, member of the editorial board of reputed journals and proceedings
f. Editing of collection of essays or books
g. Organization of research symposia, conferences, workshops etc
h. Supervision of research (M Phil, PhD) - full time – 90 hrs/project, part time- 30 hrs/project

i. Coordinator of research programs
j. Reviewer of research proposals and articles for publication
k. Member of multidisciplinary research team
I. Member of team of Institutional Linkages
m. Member of projects of national relevance
n. Author of books or chapters in books (international/national publisher)
o. Author of monographs
p. Author of policy papers
q. Author of consultancy reports
r. Software development
s. Media projects and products
t. Translation and publication of books and scholarly work
u. Peer reviewed presentations at national/international conferences

University and National Development Work Load Weights

a. Development of new courses and degree programs
b. Resource person at curriculum development workshops and training programs
c. Contribution to infrastructural development at Department;. Faculty, University - learningenvironment, student welfare facilities, staff welfare facilities.
d. Active engagement in Departmental meetings, Faculty Boards, Senate subcommittees
e. Contribution to student advisory boards, disciplinary inquiry boards
f. Senior treasurer of student societies
g. Positions of Vice Chancellor, Deputy Vice· Chancellor, Directors of Institutes
h. Positions of Dean, Head of the Departments
i. Positions of Directors of University Centers
j. Positions of administrative support - Proctor/Deputy Proctor/Chief studentcounselor/Student counselor/Warden/Sub warden
k. Positions of Coordinators of Faculty/University Units
l. Memberships of Boards of Study.
m. Coordinators of international /national conferences/congresses
n. Advisors of national development projects
o. Country representatives of regional/international bodies
p. Offices of professional bodies /societies
q. Members of formalized links in outreach activities with private organizations
r. Contribution to staff development
s. Contribution to personal professional development
t. Contribution to advancement of the profession