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POLICY OF TEACHING LOAD ALLOCATION

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Introduction

The primary responsibilities of the academic staff are: education (teaching), research, consultancy and community service, for ensuring effective teaching and learning of high quality. Reasonable teaching load and module units are fairly distributed between lecturers in an open and consultative way. When any member of staff wishes to challenge and disputes the distribution or volume of work as unfair or unreasonable, this is discussed with the Head of Department (HoD) as soon as possible. Modules / Module units are allocated to each lecturer based on his / her academic field of studies (specialization), academic grade and experience.

1. Lecturers' qualification

To this point, lecturers are given the modules and units, with their credits, and hours corresponding to the credits taught in department which shows what modules matching with their qualification. In the case more than one lecturer has the same area of specialisation, they are allowed to sit together, and discuss themselves what module, unit, each and every one can teach and then calculate their teaching load, and submit it in department. HoD analyzes the submitted teaching load and correct it where he/she found a mistake and communicates them what modules and units changed.

- A module of 10 credits, has 36 hours face to face,
- A module of 15 credits has 54 hours
- A module of 20 credits has 72 hours

This is done following HEC principle where the module is allocated 36% face to face. Within those face to face contact hours, lecturers have to manage teaching and learning activities, including theory, practice where necessary, assignment and CAT. This is the frame of implementing the learner-centered approach.

As a full time lecturer belongs to UTAB rather than to Department or Faculty, some lecturers can be given modules or units from other departments in the case they are in line with their specialisation, in this case a lecturer can have more than expected hours.

2. Lectures' grade

Professors, senior lectures and lecturers are first given hours according to their specialisation, then assistant lecturers take modules and units, and have their completed teaching load. At the end tutorial assistant are given modules, units of level one if any. Department allocates modules and units to lecturers considering their academic grade, where tutorial assistant should not teach beyond level one.

If no modules of level one remain, tutorial assistants lack teaching load but they can teach modules of level one allocated to the above mentioned grades as support. In a special case, however, tutorial assistants can teach modules of higher level with the authorization of the Vice Chancellor and assist them in different teaching activities like in class practices, marking, and exams invigilation.

3. Teaching load allocation procedures to a newly appointed academic staff

For the newly appointed academic staff, the HoD examines his / her dossier and highlight his / her specialization and experience in order to give them modules / module units he/she can teach, either from the teaching load of other full time lecturers having a heavy teaching load and/or the modules / module units allocated to part-time lecturers.

4. Teaching load allocation to part time lectures.

Modules, that have been found to be out of specialisation of lecturers available in departments and even in other departments, are allocated to part-time lecturers. They mainly include modules in options where departments have no full time lecturers. As a result of implementation of the above explained procedures, the lecturers have their teaching load.

5. Review

The department monitors the operation of teaching load planning, implementation and evaluation on semester basis. The individual teaching load is not static but it is dynamic. When any lecturer has resigned, his / her teaching load is distributed to the remaining lecturers indeed taking into account their specific academic specialization and without forgetting equilibrium. In the beginning of every academic year, a review of teaching load allocation is made in departmental meeting. Then the teaching load for the whole department is given to the Dean of Faculty for approval.

6. Management for academic staff

The Head of Department ensures that each academic staff member has 45hrs/week and a balanced and reasonable workload in terms of activities (research, community service and teaching load). The Head of Department is aware of how the teaching process is running if there is any retard, an arrangement can be done peacefully between concerned module leaders so as to avoid the delivery delay of some modules/units in different options.

If any lecturer dismisses, the Head of the Department should redistribute his/her modules/units to the remaining lecturers of the same field. The teaching load to be considered for all academic staff is **1000 hours**. However even administrative staff who is qualified may be given a teaching load but this will be lower in order to facilitate him/her to fulfil other responsibilities. In case of failure to engage the research activities or community services, additional hours will be given to the lecturer in order to complete a work load of 1980 hours.

Done at UTAB, on 20th October 2016

Deputy Vice Chancellor of Academics and Research