

# Time Allocation Schedule

## Guidance Notes

### Introduction

The University requires robust data on how staff time is allocated in order to inform the Full Economic Costing (FEC) of both Research and Teaching. Accuracy is important; while it is *hours worked* that you should record, it is the *percentage* of your working time spent on a given activity that feeds into the cost of that activity. So, overstating time on one category automatically results in an understatement of the cost of the others. For example, overstating time spent on “Own/Institutional Funded Research” or “Research Support” will result in an unjustifiable increase in your College’s indirect cost rates on research grants while, at the same time, diminishing the reported cost of teaching.

Detailed guidance, given below, is underpinned by a few overall principles:

- Time should be recorded as **Teaching** or **Research** and only if that is not suitable should time be recorded as **Other**.
- Similarly, time should be recorded as **Core** where possible and only if this is not suitable should it be recorded as **Support**.
- Don’t worry about minutiae; you are asked to record whole numbers of hours (no fractions).

As a general rule, Core activities are those that are directly funded; for example, Schools receive Teaching funding determined by the numbers of students registered for its courses and receive Research funding to undertake the activities identified in grant proposals. Support activities are those not directly funded such as Teaching Committees and refereeing papers and grant proposals.

### Teaching

Please record time by the category taught and, where there is a mix of students in a class, please split the time in proportion to the number of students. If the class is almost all from one category then please record all of the time against that category.

**CORE** – typically essential direct activities that relate to an individual course or module.

**CONTACT** - All UG (undergraduate) and PGT (postgraduate taught, including MRes) teaching activities with students present, [see under Research for PGR (postgraduate research students)] e.g.:

- Lectures, seminars, tutorials and *delivering* CPD.
- Laboratory, workshop, and fieldwork supervision.
- Supervision/contact time relating to projects and dissertations.
- Visiting placement students.
- Other student contact time relating to educational matters including oral examinations, giving formative feedback and remedial classes.

### NON-CONTACT

- Preparing and updating materials, e.g. for lectures, tutorials, and laboratory classes.
- Setting, checking and marking examination papers, including resits.
- Reading and marking student essays, dissertations, projects and other student work.
- Invigilation of examinations.

**SUPPORT** – activities in support of teaching; typically these relate to more than one course. Activities in support of student recruitment should be identified separately, as indicated.

- Administration of teaching. Course and other committees related to teaching.
- Examination boards including external examining.
- Interviewing students, admissions and induction.
- Advising, pastoral support and counselling.
- Timetabling.
- Writing books and other publications for teaching purposes.
- Refereeing papers and grant proposals and unpaid work advising SFC, government departments or committees, professional bodies or agencies in relation to teaching matters.
- Advancement of knowledge and skills and personal CPD related to teaching.
- Secondment to/academic exchanges with other universities for teaching activities.

### RECRUITMENT and OUTREACH

- All activity relating to the recruitment of students, including outreach (talks to schools, etc.).

## Research

**CORE** – typically essential direct activities that relate to an individual research project or projects.

- Office, laboratory, studio and field based research.
- Preparing research papers and books for publication.
- Management of projects, informal discussions, progress reports etc. .
- Research staff recruitment and supervision.
- Attendance at conferences, seminars and society meetings that are directly connected with specific research projects.
- Outreach where Research is the underlying activity, Teaching Company Scheme.
- Clinical trials.

### PGR Supervision

- Supervision and training of PGR students including training in research methodology, taught courses for PGR students, and review of drafts of thesis.

**SUPPORT** – activities in support of research; typically these do not relate to specific research projects.

- Drafting research proposals.
- Refereeing papers and grant proposals.
- Advancement of knowledge and skills and personal CPD related to research.
- Unpaid work advising research councils, government departments or committees, professional bodies or agencies in relation to research matters
- University/Faculty/Department committee work and other administration supporting research.

### PGR Supervision

- Recruitment, admission, monitoring and administration of PGR students.  
Typically activities where you are not the supervisor; e.g. internal or external examining.

### Funders of Research

- **Own/Institutional Funded** Where there is no external sponsor funding the work.
- **Research Councils** Research Councils, and SEHD (CSO ). The CSO, the British Academy, and the Royal Society, are treated like a Research Council because of their peer review award method.

- **UK Government** Government bodies, Local Authorities, NHS Trusts, Health Boards, and Government Agencies.
- **UK Other** Professional Bodies, Trade Associations, UK HEIs, UK Bequests, Learned Societies, Research Funds, and Other UK.
- **EU Other** European: Industry, Charities, HEIs, National Governments, and Others.
- **Overseas Government & Other** Overseas: Charities, HEIs, National Governments, and Others.

## Other

- **Clinical Services** Hours on clinical duties should be counted. Hours when available (on-call) should NOT be counted – except for hours actually worked when called out (including travelling time).
- **Consultancy** Consultancy that is contracted to the institution and carried out in institution time, including remunerated advisory work, journal editing, feasibility studies, etc. .
- **Conference organisation** This category is for time spent DELIVERING, or supporting, GU organised conferences.
- **Service Contracts** Other services rendered, e.g. analysis of samples and testing. Typically an activity that uses established methods (so doesn't develop new IP) and is carried out for financial gain.
- **University, College and School Support** Support activities that are neither specifically Teaching or Research related. Examples are School or College meetings, and Union duties.

### CORE OR SUPPORT?

**CORE** – where an activity is a DIRECT element of an activity then it should be counted as core.

**SUPPORT** – activities that have an INDIRECT relationship to individual courses or projects should be counted as support, e.g. management and administration of activities.

## Queries

Any queries to [tas@ gla .ac .uk](mailto:tas@ gla .ac .uk) .