

Mr O'Neill
By email: request-704007-5cbcffc6@whatdotheyknow.com

28 April 2021

Dear Mr O'Neill,

G00234: Freedom of Information Request (RITM0340462)

We refer to your request for information dated 05/11/2020 under the Freedom of Information Act 2000 (the "Act").

Please find below your question, with the University's corresponding response. We apologise for our delayed response on this matter.

Question

Dear University of Southampton,

I am writing to you under the Freedom of Information Act 2000 to request the following information from the University regarding the workload allocation models and tariffs used to model the workload of your academic Chemistry staff:

1. What activities are recognised by the workload model for Chemistry staff?
2. What tariffs are associated with each activity (i.e. how much time is allocated for each activity) for Chemistry staff?
3. How is the total workload of a member of Chemistry staff modelled (i.e. what protocol is used to combine tariffs)?
4. What formal guidance is given to managers relating to the link between contracts of employment and the calculated workloads of Chemistry staff? In particular:
 - (a) What are the maximum and minimum permissible tariffed workloads for a member of staff in a full-time role?
 - (b) What are the broad subcategories of activity (such as Teaching or Research) recognised in academic roles?
 - (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?

(d) How are part-time contracts modelled differently to full-time contracts?

(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%)

Please provide information in the form of a Microsoft Word document in either the .doc or .docx format.

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance – under your Section 16 obligations – as to how I can refine my request to be included within the scope of the Act.

In any case, if you can identify ways that my request could be refined please provide further advice and assistance to indicate this.

I look forward to your response within 20 working days, as stipulated by the Act.

If you have any further queries please don't hesitate to contact me, and I will be happy to clarify what I am asking for.

Yours faithfully,

Mr O'Neill

Please use this email address for all replies to this request:

request-704007-5cbcffc6@whatdotheyknow.com

Answer

1. What activities are recognised by the workload model for Chemistry staff?

Only departmental roles and teaching are formally modelled, although other activities are part of the appraisal system and the balance between them should be discussed with line managers then.

2. What tariffs are associated with each activity (i.e. how much time is allocated for each activity) for Chemistry staff?

Departmental roles have a time allocation expressed as a %FTE and then in hours calculated as $(1750 \times \%FTE / 100)$. The time taken to carry out the role is estimated by the School management team then discussed with staff when they are asked to take on a role.

3. How is the total workload of a member of Chemistry staff modelled (i.e. what protocol is used to combine tariffs)?

Most full time mixed role staff start with a 450 h teaching tariff allocation and a 100 h School roles allocation. The teaching allocation is then reduced by half of the time expected in their School roles beyond the initial allocation, with everyone keeping at least a 200 h teaching tariff target.

4. What formal guidance is given to managers relating to the link between contracts of employment and the calculated workloads of Chemistry staff? In particular:

(a) What are the maximum and minimum permissible tariffed workloads for a member of staff in a full-time role?

The maximum (for the Head of School) is a 60% FTE School role and 200 h teaching tariff. The smallest numbers are for part time staff, as the tariff scales with their contracted roles.

(b) What are the broad subcategories of activity (such as Teaching or Research) recognised in academic roles?

We only model School roles and teaching, but research, enterprise and engagement (e.g. outreach) are also valued and often noted in appraisals.

(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?

These are not specified in employment contracts. However, the university's career pathways do set expectations, for example ERE staff must be at least 20% education and 20% research.

(d) How are part-time contracts modelled differently to full-time contracts?

The School role and initial School roles allocations are scaled based on the %FTE in a staff member's contract.

(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%)

We endeavour to model a realistic amount of time to carry out the tasks.

If you do not feel that we have dealt with your request in accordance with the requirements of [Part I](#) of the Act, you may request a review. Your request for a review should specify in what respect you consider that the requirements of [Part I](#) have not been met. Please address your request for a review by completing the [form](#) and selecting FoI Review.

In accordance with section 5.3 of the [Code of Practice](#), a request for a review must be sent within 40 working days of the date of this letter. The University is not obliged to accept any requests for a review beyond 40 working days. We will acknowledge your request for a review and endeavour to respond within 20 working days of its receipt but please note that a deadline for a review response is not prescribed by the Act.

The Information Commissioner is responsible for enforcing rights of access to information and the operation of the publication scheme. You may apply to the Information Commissioner in writing (FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF) or [electronically](#) for a decision whether, in any specified respect, your request for information has been dealt with by the University in accordance with the requirements of [Part I](#) of the Act. The Information Commissioner will not normally take action unless they are satisfied that the University's review procedure has been exhausted.

Yours sincerely,

for

FREEDOM OF INFORMATION ACT 2000
INFORMATION REQUESTED BY MR O'NEILL
INFORMATION PROVIDED BY UNIVERSITY OF SOUTHAMPTON
LS REF G00234