

TEACHING

Where do I allocate time spent developing teaching materials?

If the material is course development or proposals relating to a potential new course that has not yet been approved, this should be allocated to **Teaching Support**.

If the material is for an approved new course or an existing course, this should be allocated to the relevant teaching category (Undergraduate, Taught Postgraduate or **Other Teaching**).

RESEARCH

How do I assign time spent refereeing papers or editing and reviewing journals?

Time spent refereeing research papers should be assigned to **Research Support**. Reading general literature with the aim of updating or maintaining knowledge should be assigned to **Scholarship/CPD**, depending on whether it's teaching or research related.

Editing and reviewing journals that relate to an academic's research area can be considered **Research Support**.

Do I allocate time spent teaching Post Graduate Research Students in Teaching or Research?

It should be allocated to **Research under PhD supervision**, as should any preparation for the activity.

My research has more than one source of funding. Which category do I put the time in?

Research activities need to be split into the categories shown on the time allocation survey. If there is more than one source of funding for the research being conducted, **pro rata** the hours against the appropriate activities. Projects that are partly funded by an external sponsor and partly from internal funds should have all their time allocated to the external sponsor. The "unfunded (institution / own funded)" activity category should only be used when there is no external funding.

Does time on all EU funded research projects go in the "European Union (EU) government bodies, including the European Commission (EC)" category?

No, the "European Union (EU) government bodies, including the European Commission (EC)" category is just for projects funded by EU government bodies. Any projects funded by EU industry or EU Charities should be allocated to "Other Funders".

How do I allocate time spent on Conferences?

Time spent giving a paper (and preparing it) should be allocated to the **research** category under the activity heading which correlates with **the principal source of funding**.

Time spent during the conference listening to other speakers and attending workshops should be allocated to **Research Support**, unless one of the sessions relates directly to your research area, in which case it should be allocated to research as above.

Social time outside of sessions would be assigned to 'Non College-Related Activities'.

Conferences that do not relate to teaching or research, for example professional conferences, would be allocated to **Scholarship/CPD**.

GENERAL

Where do I allocate time spent on E-mail or composing letters?

This time should be allocated according to the subject of the communication. For example, if it relates to a teaching programme or course then it should be allocated to that **teaching category**. If it involves general undergraduate student matters it should generally be allocated to **Teaching Support** (this includes admissions work and pastoral care outside tutorials). If the e-mail or letter relates to quality assurance it can be assigned to **Teaching Support** or **Research Support** as appropriate. Other information returns should be allocated to **Internal College/Departmental/Divisional Management** (category General Support).

What about time spent on telephone calls or discussions with Colleagues or students?

This time should be allocated in the same way as e-mail or letter writing i.e. it should be allocated according to the subject being discussed - are you dealing with a query about a specific research project (**Research**) or just discussing general developments in your field (**Scholarship/CPD**)? Please try and keep the allocation as accurate as possible.

Where do I allocate office based activities such as photocopying, reading, thinking or searching for literature or references?

This time should be allocated according to the purposes for which you are carrying out the activity. For example, if you are photocopying material for an existing undergraduate course, this should be allocated to **Undergraduate Teaching** (category Teaching). If you are reading, thinking about or trying to find references to write a proposal for a research project your activities should be allocated to **Research Support**. If you are undertaking these same activities, but this time with the purpose of appointing research staff to an EPSRC funded project, this should be allocated to **Research Councils** (category Research).

How do I allocate time spent on consultancy work?

This depends on who benefits from the consultancy. There are three options;

- (1) The consultancy work is private (no contract with the College) and carried out in an individual's own time. This should be allocated to "**Non College-Related Activities**".
- (2) The consultancy is private (no contract with the College) but carried out during normal working hours with the College's agreement. This should be allocated to "**Scholarship/Continuing Professional Development**".
- (3) The consultancy is on behalf of the College. This should be allocated to "**Commercial Activities**".

How do I assign time spent travelling?

The time should be directly assigned to **Teaching, Research, NHS Activities** or **Commercial Activities** according to the purpose of the trip. This includes inter-campus travel. For example, if the trip is being carried out as part of a research project then it would be assigned to the relevant research category (e.g. Research Councils). However, if work is being done during the trip that relates to another activity, e.g. marking undergraduate course work, then it should be allocated to this activity.

If the purpose of the trip cannot be directly related to Teaching, Research, NHS Activities or Commercial Activities, then it should be allocated to the **Support Related Travel** category.

How do I allocate time spent on-call?

Government guidelines state that time spent on-call should be assigned as follows:

- (1) If on-call and called: allocate directly to the activity i.e. **Professional activities - NHS clinical activities**
- (2) If not called but otherwise working: allocate according to the activity undertaken (e.g. **Research**)
- (3) If not called and not otherwise working: allocate to "**Non College-Related activities**"