

Workload Distribution Policy Statement

(Accepted and amended in Academic Council Meeting dated 03.03.2020)

Introduction

This policy has been prepared to provide general guidelines related to work and teaching load distribution among academic members of Bangladesh University of Business and Technology (BUBT). It also facilitates required consistency across all the departments of the university. The other purpose of the policy includes maintaining a balance between teaching loads and other special duties such as academic, administrative, internal or external research, project works, external laboratory tests and project/design consultation and any pre-approved tasks. The policy aims at providing adequate time to the faculty members for facilitating a teaching-learning environment and enabling them to accomplish the vision-mission of the University as well as vision-mission of the concerned program.

General Guidelines:

1. Vice-chancellor and Pro-Vice-chancellor of the university are not usually assigned with any teaching loads; however, they may take any course/courses of their choice in order to continue teaching practice. No remuneration will be allotted for such course/courses.
2. Teaching loads assigned to the other faculty members are highlighted in Clause 1 for trimester system and Clause 2 for bi-semester system.
3. Load credit may be earned for administrative duties at the department, or university level. These duties involve program coordination, course coordination, or more formal appointments (e.g. Chair, Assistant Chair, Director, Assistant/Joint Director, Dean, Assistant Dean, Proctor, and Assistant Proctor). Three-contact-hour (theory or sessional) course load will be credited for the duties of a Dean, Chair, Proctor and Director and three-contact-hour (preferably sessional) course load will be credited for the duties of an Assistant Dean, Assistant Chair/Coordinator replacing Chairman, Assistant Proctor and Assistant/Joint Director based on the decision of the Academic Committee of a particular program.
4. Although faculty participation in committee activities within the department or university is expected as a part of one's job responsibility as an academic, load credit may be obtained for roles and responsibilities at the department or university level that involve significant commitment of time throughout the academic year. Credit for these duties will be decided in advance at the department level. Departments should distribute committee duties among faculty members so that these responsibilities do not impose excessive load to maintain expected quality of teaching-learning process.

5. The total weekly workload of academic staff for all positions are shown in Tables 1 during regular class days of trimester system and Table 2 at the time of regular class days for bi-semester systems as well as Table 3 during the inter-semester breaks based on contact hours. To distribute workload uniformly throughout the five working days of a week, an academic staff should maintain **at least four-hour-workload** in a day.

Table 1: Typical weekly workload distribution shown in contact hours for academic staff during the regular class days of trimester system

Faculty Category	TH h:min	RH h:min	CH/T uH h:min	AH h:mi n	SpH h:min	Total h:min
1. Vice-Chancellor	-	-	-	30:00	10:00	40:00
2. Pro-Vice-Chancellor	-	-	-	30:00	10:00	40:00
3. Treasurer	-	-	-	30:00	10:00	40:00
4. Dean	6:00	4:00	4:00	11:00	10:00	35:00
5. Professor & Chair	6:00	4:00	4:00	15:00	6:00	35:00
6. Professor	9:00	4:30	6:00	12:00	3:30	35:00
7. Visiting Professor	9:00	-	6:00	-	-	15:00
8. Associate Professor & Chair	9:00	4:30	6:00	12:00	3:30	35:00
9. Associate Professor	9:00	9:00	8:00	6:00	3:00	35:00
10. Assistant Professor & Chair	9:00	4:30	6:00	12:00	3:30	35:00
11. Assistant Professor	12:00	9:00	8:00	6:00	-	35:00
12. Lecturer	12:00	7:30	10:00	5:30	-	35:00

Table 2: Typical weekly workload distribution shown in contact hours for academic staff during the regular class days of a bi-semester system

Faculty Category	TH h:min	RH h:min	CH/T uH h:min	AH h:mi n	SpH h:min	Total h:min
1. Vice-chancellor	-	-	-	30:00	10:00	40:00
2. Pro-vice-chancellor	-	-	-	30:00	10:00	40:00
3. Treasurer	-	-	-	30:00	10:00	40:00
4. Dean	6:00	3:00	6:00	12:00	8:00	35:00
5. Professor & Chair	6:00	3:00	6:00	12:00	8:00	35:00
6. Professor	9:00	6:00	8:00	7:00	5:00	35:00
7. Visiting Professor	9:00	-	6:00	-	-	15:00
8. Associate Professor & Chair	9:00	6:00	8:00	7:00	5:50	35:00
9. Associate Professor	12:00	6:30	10:00	6:30	-	35:00
10. Assistant Professor & Chair	12:00	4:30	8:00	7:00	3:30	35:00
11. Assistant Professor	15:00	4:30	10:00	5:30	-	35:00
12. Lecturer	15:00	4:30	12:00	5:00	-	35:00

N.B: During inter-semester break, faculty members are encouraged to take leave if required. Some of the faculties may offer remedial courses for backlog students with the proper approval of respective chairman, dean and Pro-VC/VC.

- **TH – Teaching hours:** Weekly teaching hours that are assigned to a faculty member as Teaching Load in a trimester/bi-semester.
- **RH – Research hours:** All faculty members (except Deans and Chairs) are obligated to conduct research on their areas of specialization to keep the trend of advancement of the societal development. The production and publication of research work will be recorded in their Annual Credential Report (updated by faculty members on their own) once in a year. This record will be acknowledged by the Chair of the respective department, approved by the Dean of the Faculty and then preserved in the office of the Registrar. Later, the ACR will be used for promotion purposes of the respective faculty member. Research publications in reputed indexed journals, international conferences and book chapters will only be considered for promotion purposes. BUBT is expected to publish at least one research article in an indexed journal, an international conference proceedings or a book chapter for each 4.5-hour weekly research load shown in Table 1 in a year.
- **CH/TuH – Counseling hours/Tutoring hours:** All faculty members who are assigned courses to teach must counsel/provide tutoring to respective students at a preset routine schedule. The schedule must be displayed in front of the faculty room.
- **AH – Administrative duty hours:** General office management, answering phones, speaking with clients, assisting program coordinators and directors, producing committee work for smooth execution of daily office work and management of development works in order to create better teaching-learning environment in the premises of the university.
- **SpH – Special duty hours:** Meeting with external delegates, board of trustees, Syndicates, members of Academic Council and Committee, Advisors, Chairs of the departments, faculties and staffs to meet mandates of the university.

Common Rules for Teaching Load Distribution:

1. Courses will be distributed with respect to seniority i.e., course distribution starts from the senior most teacher and continue sequentially for next senior most teacher among the rest.
2. A faculty can take maximum two sets of similar courses (theory and/or sessional).
3. No faculty member can take 2 courses in a particular batch without special consideration of departmental Academic Committee.
4. Course/courses distributed to a faculty member could be changed through approval from the Academic Committee to meet departmental necessity.
5. Extra course may be assigned (only one) as per departmental necessity and with respect to seniority. Maximum two extra courses may be allowed for Professors, Associate Professors, Assistant Professors and Lecturer with special recommendation of the

departmental Chairman and approved by the Dean of the relevant Faculty or the Pro-VC of the university.

6. If extra courses are declared earlier by the department, then faculty member can choose an extra course along with the regular courses following the general rules 2 & 3.

The standard teaching load distribution that is associated with teaching across one trimester or bi-semester period is described below.

Clause 1: Teaching Course Load distribution in a trimester

Professor: A Professor is assigned with nine-contact-hour course load equivalent to three theory courses. During the course distribution in a semester, preference will be given to the professors for the selection of his/her courses.

Associate Professor: An Associate Professor is assigned with nine-contact-hour course load. He/she must take at least three theory courses.

Assistant Professor: An Assistant Professor is assigned with twelve-contact-hour course load. He/she must take at least two theory courses.

Lecturer: A Lecturer is assigned with fifteen-contact-hour course load. He/she takes one theory course and remaining sessional/lab courses (where applicable).

Clause 2: Teaching Course Load distribution in a bi-semester

Professor: A Professor is assigned with **nine-contact-hour** course load. He/she takes at least three theory courses. During the course distribution in a semester, preference will be given to the professors for the selection of his/her courses.

Associate Professor: An Associate Professor is assigned with **twelve-contact-hour** course load. He/she takes at least four theory courses.

Assistant Professor: An Assistant Professor is assigned with **fifteen-contact-hour** course load. He/she must take at least three theory courses (9.0 contact hours).

Lecturer: A Lecturer is assigned with **fifteen-contact-hour** course load. He/she must take one theory course.