TEACHING WORKLOAD SYSTEM (TWL)

USER GUIDE

11/2020 **V 1.3 IP**

UNIVERSITY OF KWAZULU-NATAL
INYUVESI YAKWAZULU-NATALI

TEACHING WORKLOAD (TWL) USER GUIDE

INTRODUCTION

The Teaching Workload Framework (TWF) was developed and approved by Senate on 10 August 2011.

The TWL only quantifies the core large main drivers of teaching; it cannot (and nor does it attempt to) quantify every aspect of teaching;

The TWL is not a prescription but a tool for the management of teaching workloads that makes it possible to be open and transparent and allows for comparisons of the workloads of individual academics;

Schools and Colleges need to continue to exercise their leadership and discretion in the allocation of teaching workloads in ways that take account of the circumstances in different disciplines, programmes, schools and in ways that are fair, equitable and allows the career advancement of each academic

TEACHING WORKLOADS

The Teaching Workload Framework provides a guide for academics to undertake the planning, auditing and reporting of teaching workloads. Teaching Workload may be categorised as follows:

Contact teaching time per module - the time spent by an academic in actual interaction with students providing direct instruction

Preparation time per module - proportional to contact teaching time and calculated per hour of contact teaching time

Number of students taking a module - to determine a value for the time spent by an academic for assessment (marking tests, examinations, assignments, etc.) and consultation per student.

Some Useful Tips

- Always click on “SAVE ALL” when entering, changing or deleting data
- Always click on the “BACK” button to exit the screen you are on.
- Whilst logged into the TWL System, NEVER use the ←arrow on the browser, you will get an error
- Clicking “recalc prep time” will automatically calculate the maximum preparation hours.

Driver as in Teaching Workload Framework	Norms and Values within the TWF
A - Contact time teaching	As per approved MODULE templates and actual sole/shared teaching
B – Preparation time[1] (for the contact time in A)	Lectures/seminars: **1.5 hour / contact hr**
C – Assessment, Consultation and Module Administration – driven by total number of students registered in a module	**UG MODULE: 16cps: 1.5 hrs / student** 8cps: 0.5 hrs /student 32cps: 2 hrs/ student **PG MODULE 16cps: 2.5 hrs /student** 32cps: 3 hrs /student
D- Research Supervision	**For Honours/4th year: Projects for 15 wk semester** For **32cps** modules: 15 hrs/student (1 hr/wk) For **48cps** modules: 19 hrs/student (1.25 hrs/wk) For modules **greater than 48cps:** 23 hrs/student (1.5 hrs/wk) (To be applied across supervision approaches: individual or group project) **For Masters and Doctorates** Full-time; Part-time; and Co-supervision Maximum per Student and per Qualification **Coursework Masters** - 50% Thesis 96cp: 90 hrs/student max in 4 semesters and with 45 hrs max/yr **Research Masters** - 100% Thesis M 184cp: 136 hrs/student max in 6 semesters and with 68 hrs max/yr **PhD** - 360 hrs/student max in 10 semesters and with 90 hrs max/yr Note: Co-supervision sharing to be agreed by supervisors

[1] **Preparation time** refers to all aspects of preparation for contact/instruction – each year all academics engage in updating, revising module outlines and content; preparing lecture notes; developing assessments and examinations, etc.
Example of preparation time for 16cps semester module with typical 4 lectures per week over 13 weeks is allocated 39 X 1.5 = 58.5hrs (7.3 days preparation time)

ACCESSING THE TWL SYSTEM

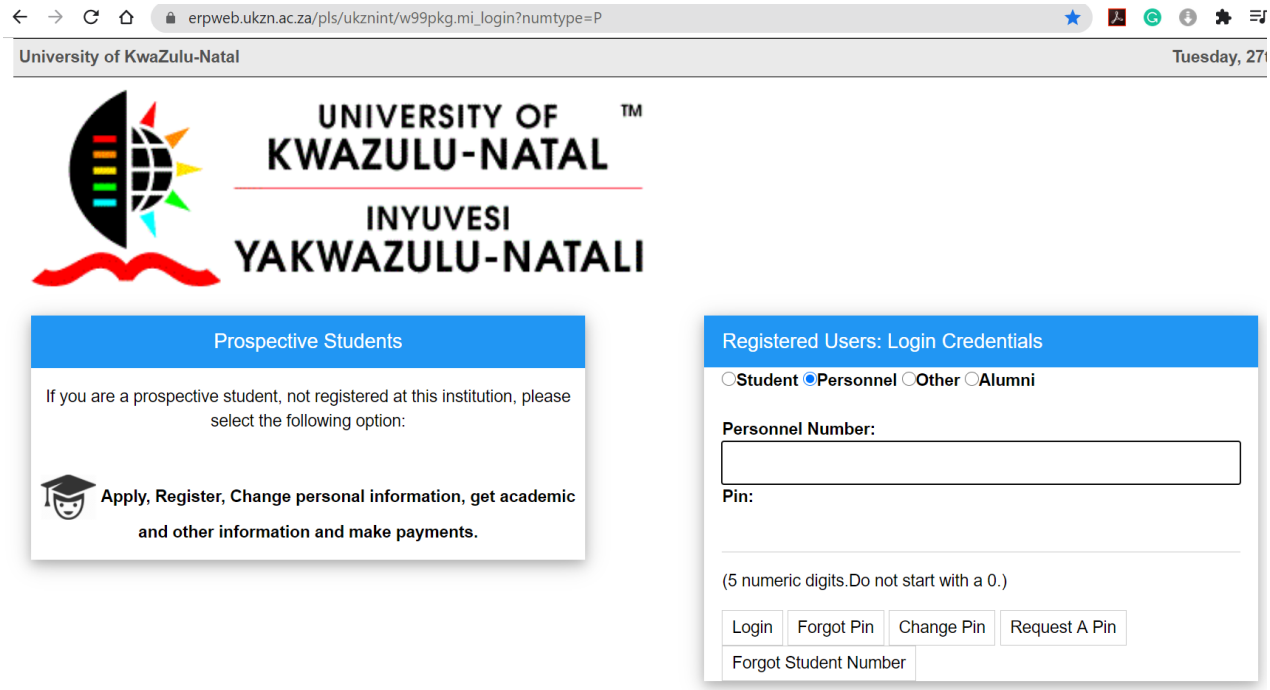
Step 1: How to Login to Teaching Workload (TWL) System

Fig.1

The ITS integrator icon is setup on your desktop (this is the same icon you click to access the University Web leave system).

Double – click this icon…

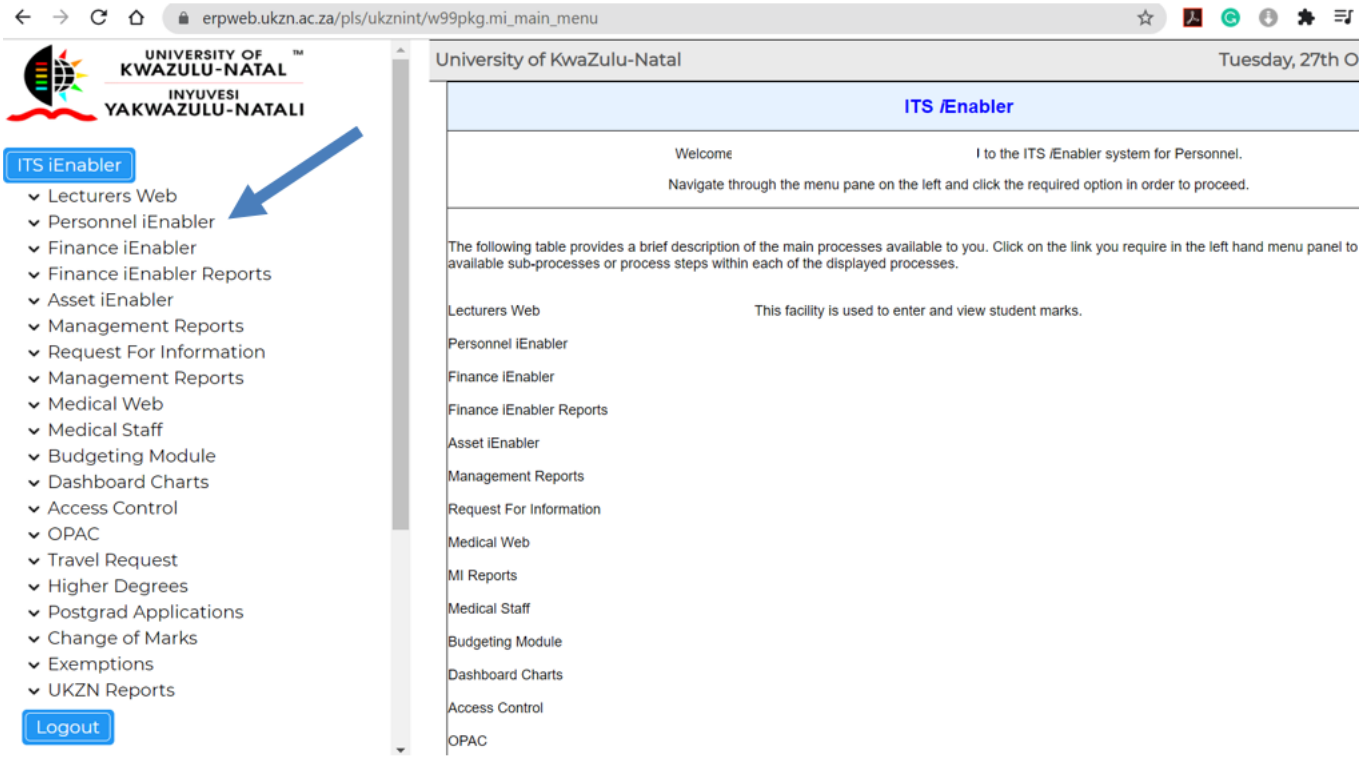
Fig.2



PROCEDURE

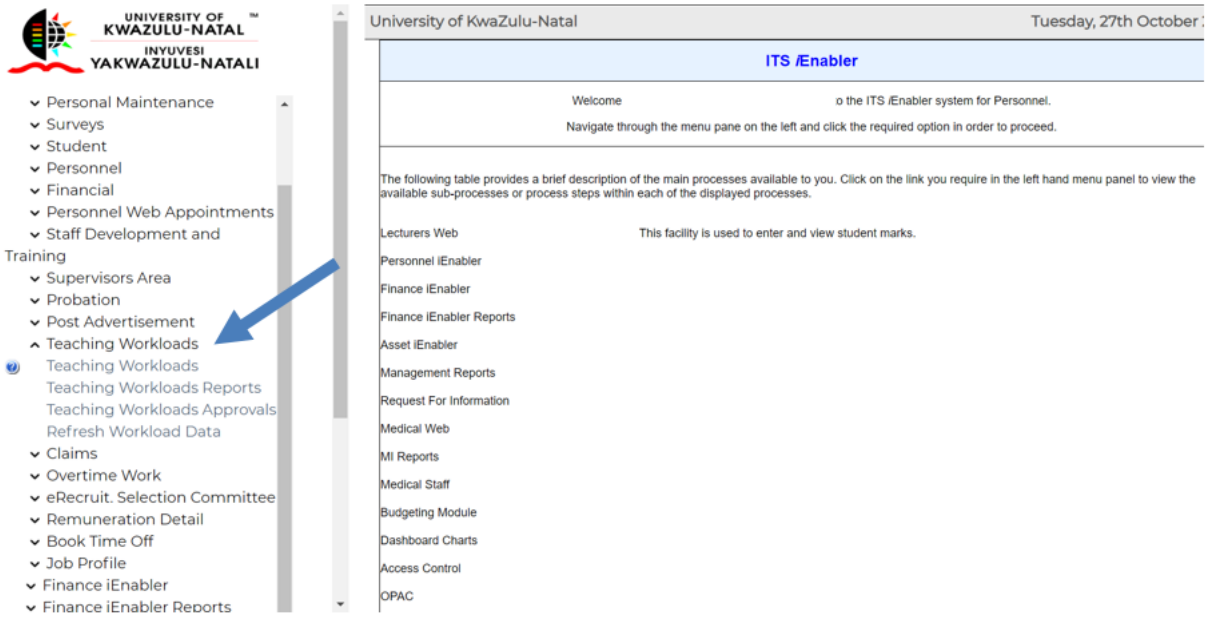
- Log on with your own staff number and pin and click on login…
- If you don't have a pin click on "Request Pin"
- If you have forgotten your pin click on "Forgot Pin", your pin will be sent to your UKZN email address.

Fig.3



Click on 'Personnel iEnabler'.

Fig.4



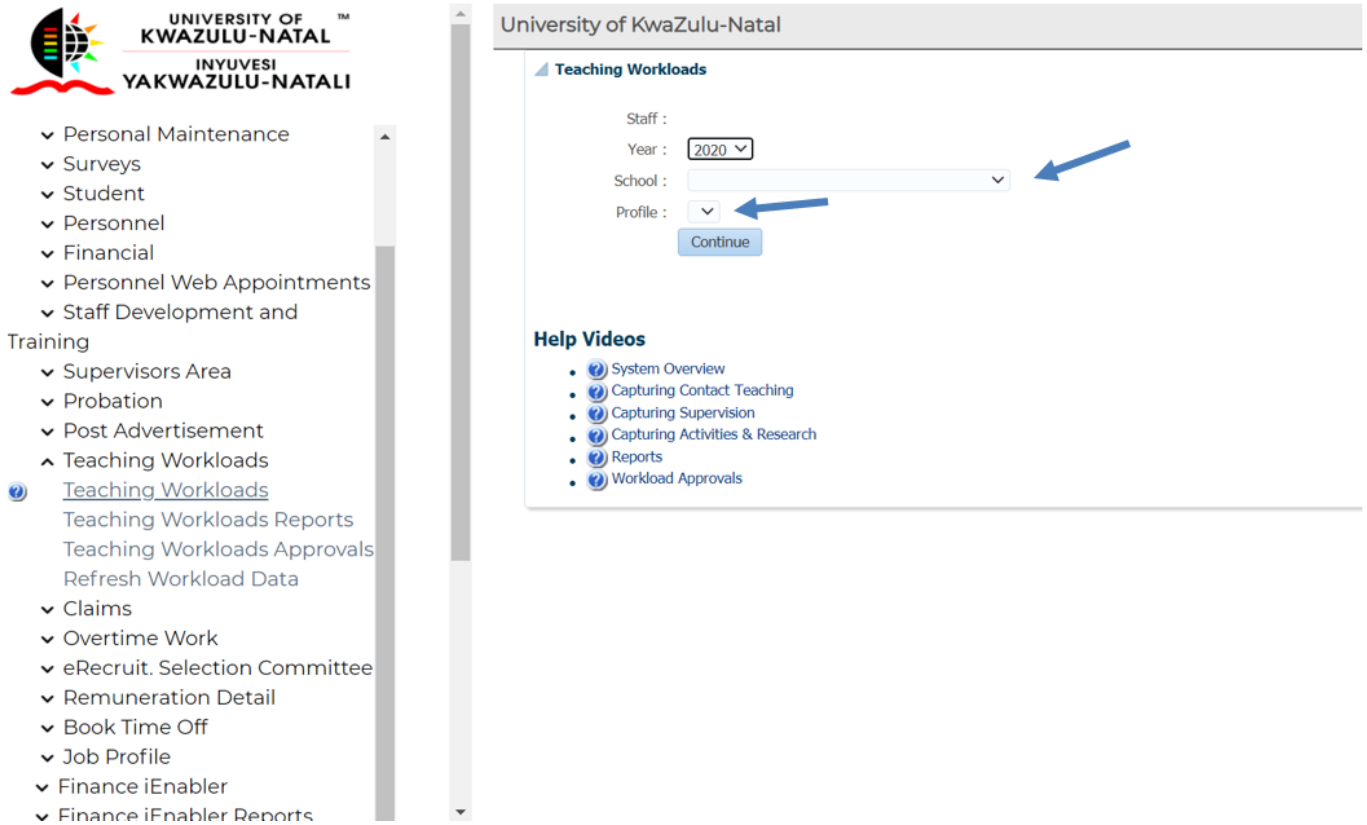
Click on 'Teaching Workloads

You may then choose to:

- Enter teaching or supervision information: click on Teaching Workloads
- Generate /view or print reports: click on Teaching Workloads Reports
- Approve or Reject a workload: click on Teaching Workload Approvals.

If you click on Teaching Workloads to enter teaching or supervision information you will see the following screen….

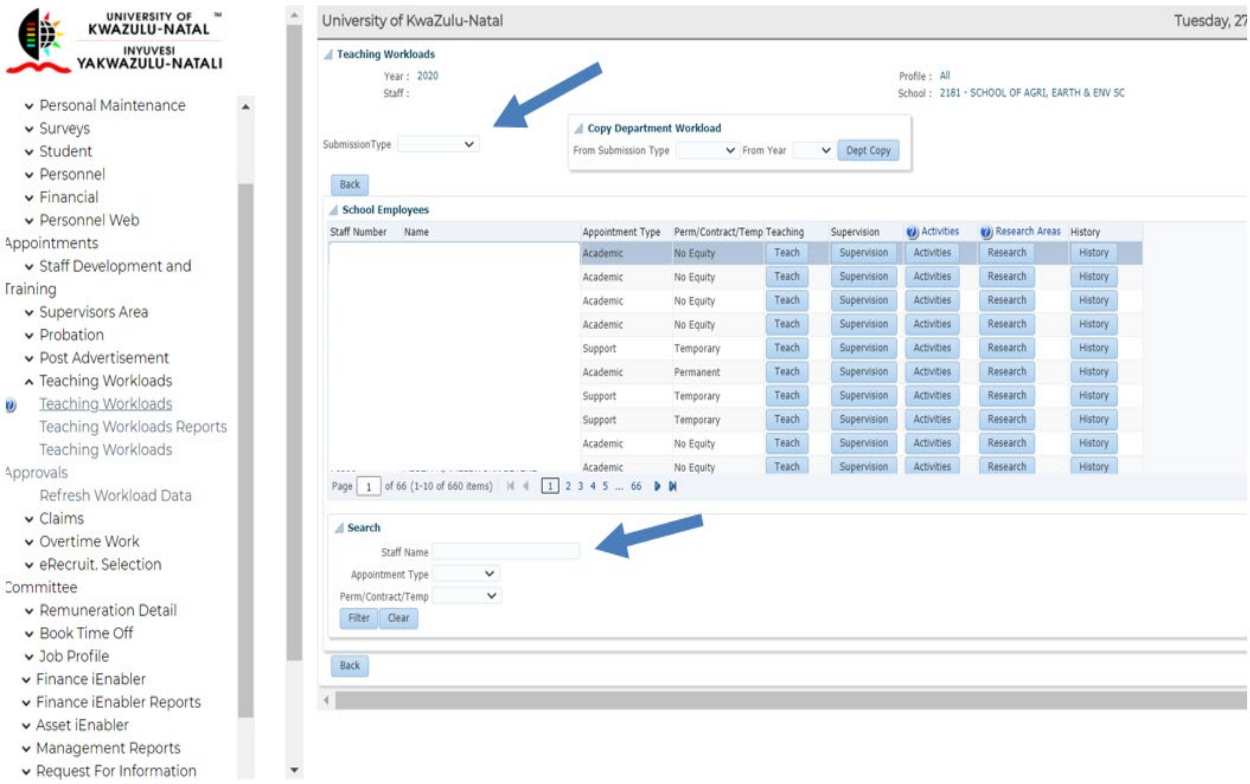
Fig.5



- Choose the year for which you want to enter data
- Choose your school from the drop-down menu
- Administrators who have been nominated to capture workloads for academics must choose “All” profile
- Academics may choose “Self” profile
- Click “Continue”

SUBMISSION TYPES/CYCLES

Fig.6



- Ensure that the “Submission Type” is always selected.
- You may choose from the ACTUAL or PLANNED submission.

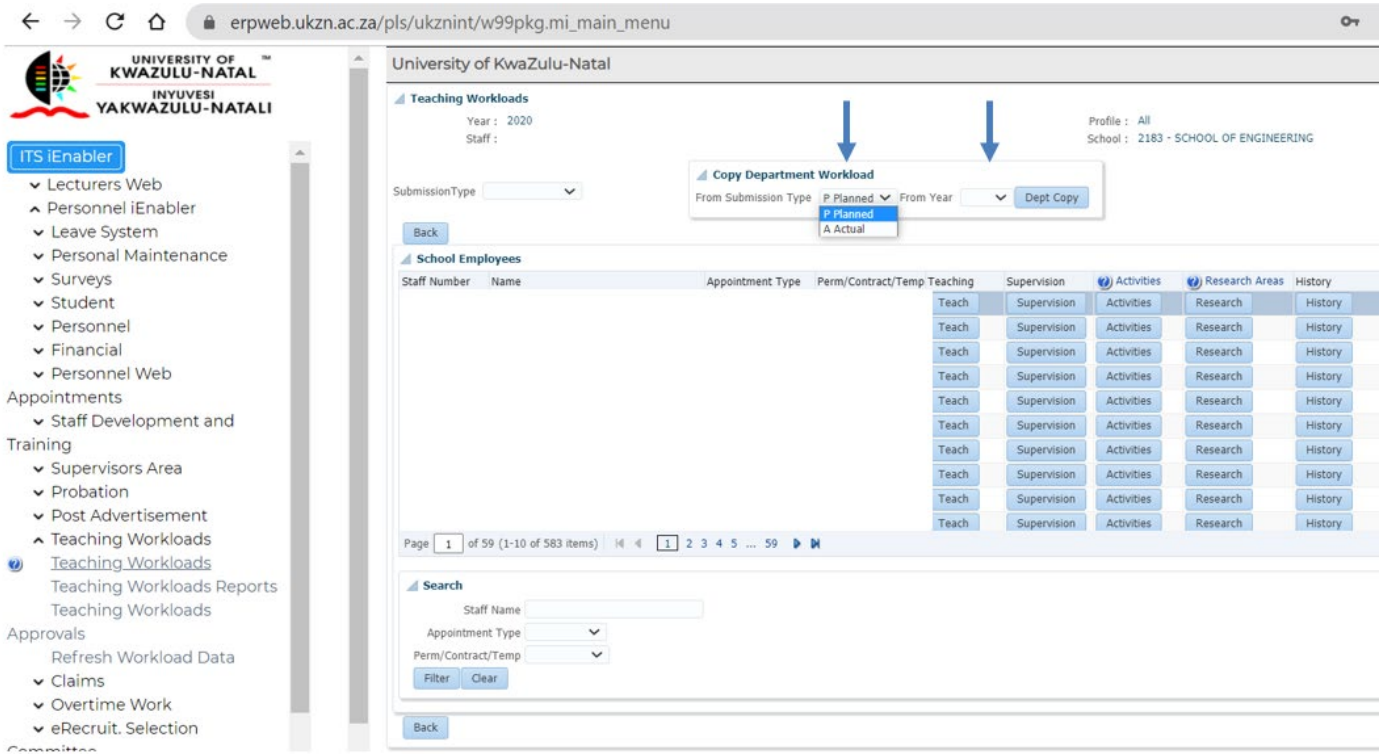
- ACTUAL : Enter the actual data

- PLANNED: Enter the teaching data that you plan to undertake. You may alter the number of students registered for modules since workloads may be planned before student registrations.

- When searching for staff you may search by name (using the first few letters of the name or surname) and then click “Filter”
- Alternatively you may filter on a group of staff by choosing the “Appointment Type” or “Permanent / Contract” staff and then clicking on “Filter”.
- Click on Teaching (see fig 10) or Supervision to capture data

COPYING DATA FROM PREVIOUS CYCLES

Fig. 7



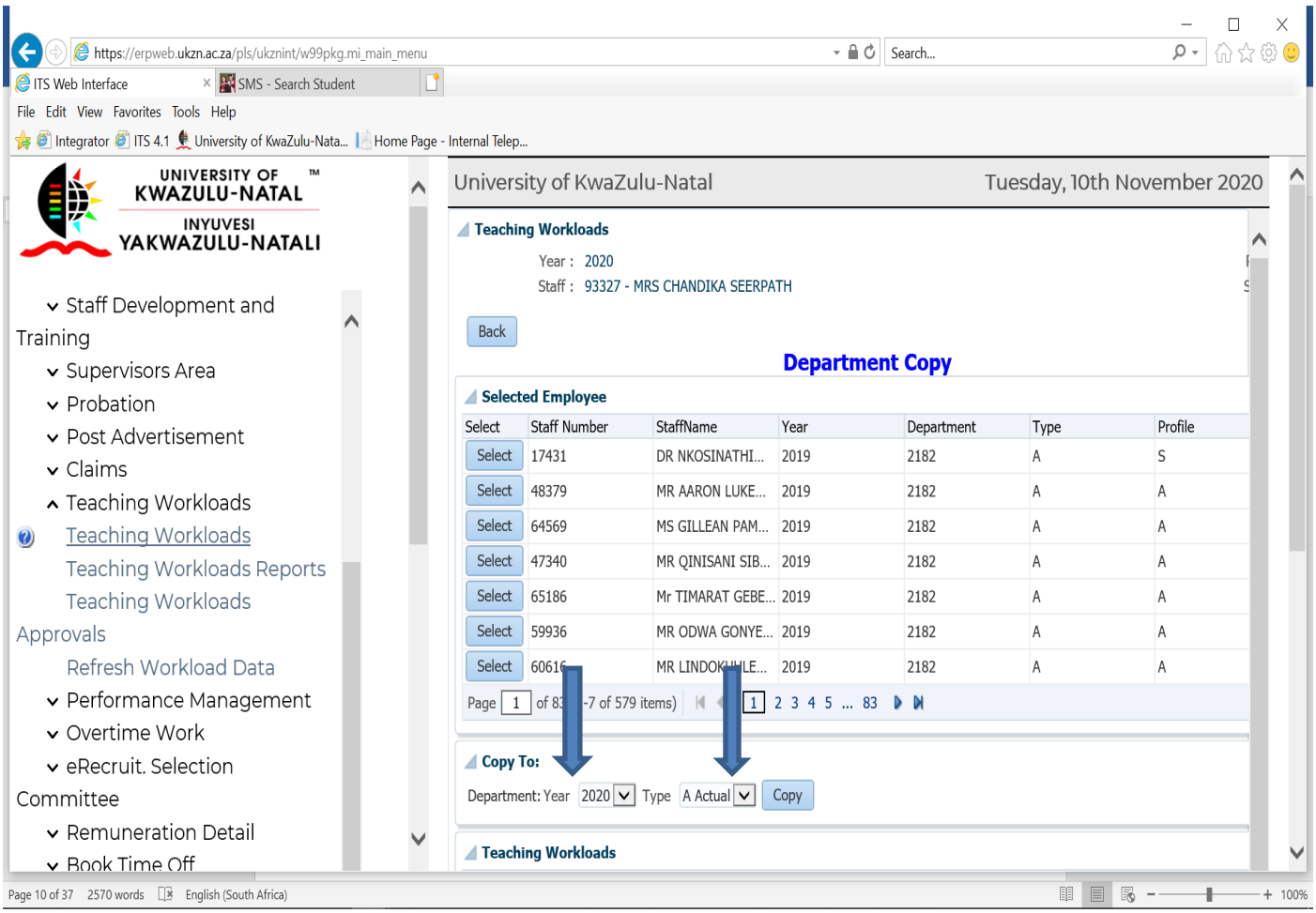
School Copy Function:

This facility allows you to copy **ALL** of the teaching and supervision information for **ALL** staff from one year/type to another year/type.

e.g. Copy 2015 **PLANNED** data to 2015 **ACTUAL**

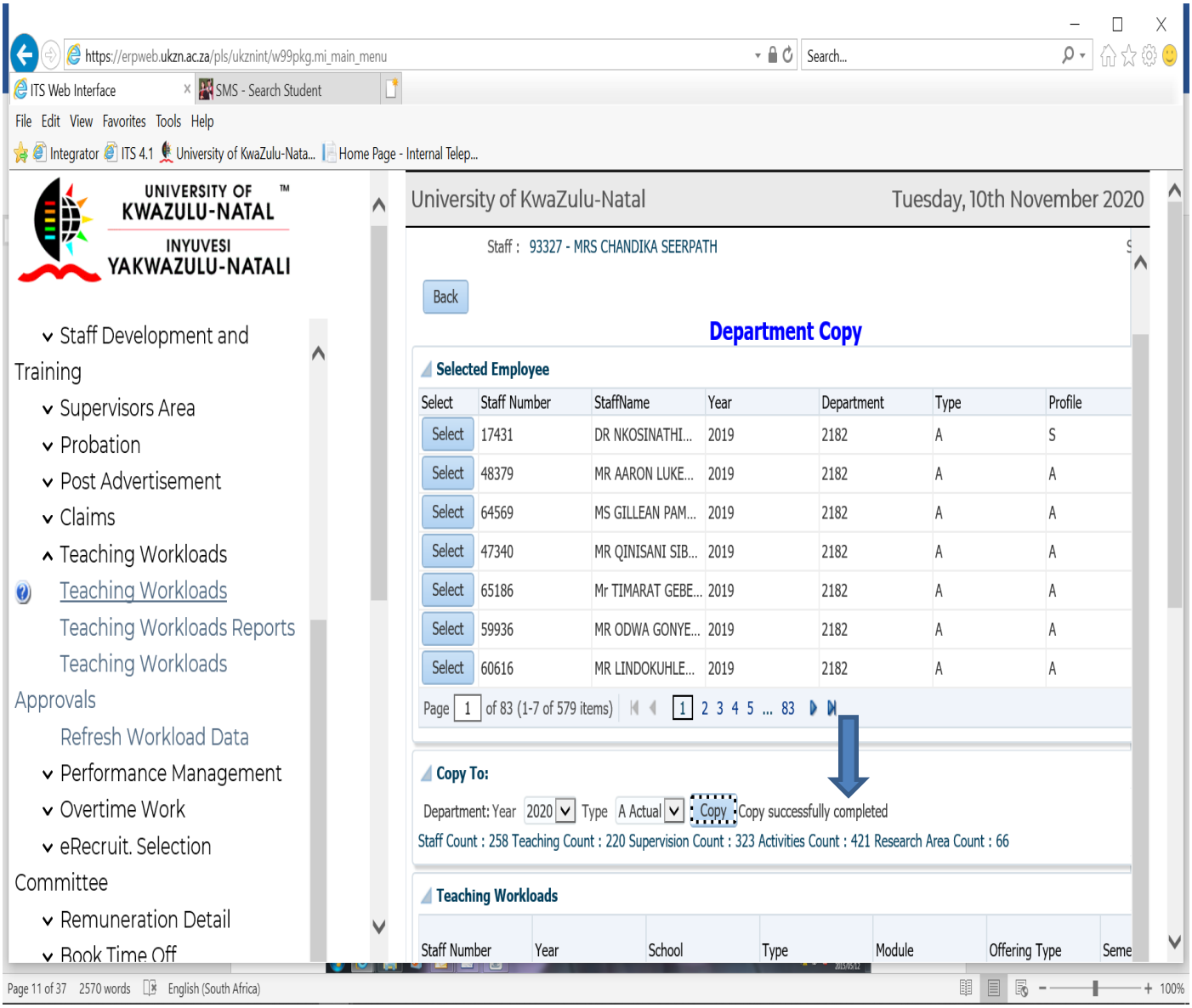
- First enter the submission type & year you would like to copy from
- CLICK on DEPT copy
- You will then see the following screen (FIG 8)

Fig. 8



- This copies the data for **ALL** the staff in your school.
- You need to enter the Year & the Type you want to copy to. E.g. Select 2015 Actual
- Then click “COPY” you will see a display message that advises you as to the details that have been copied successfully **(Fig. 9**)

Fig.9



Select	Staff Number	StaffName	Year	Department	Type	Profile
Select	17431	DR NKOSINATHI...	2019	2182	A	S
Select	48379	MR AARON LUKE...	2019	2182	A	A
Select	64569	MS GILLEAN PAM...	2019	2182	A	A
Select	47340	MR QINISANI SIB...	2019	2182	A	A
Select	65186	Mr TIMARAT GEBE...	2019	2182	A	A
Select	59936	MR ODWA GONYE...	2019	2182	A	A
Select	60616	MR LINDOKUHLE...	2019	2182	A	A

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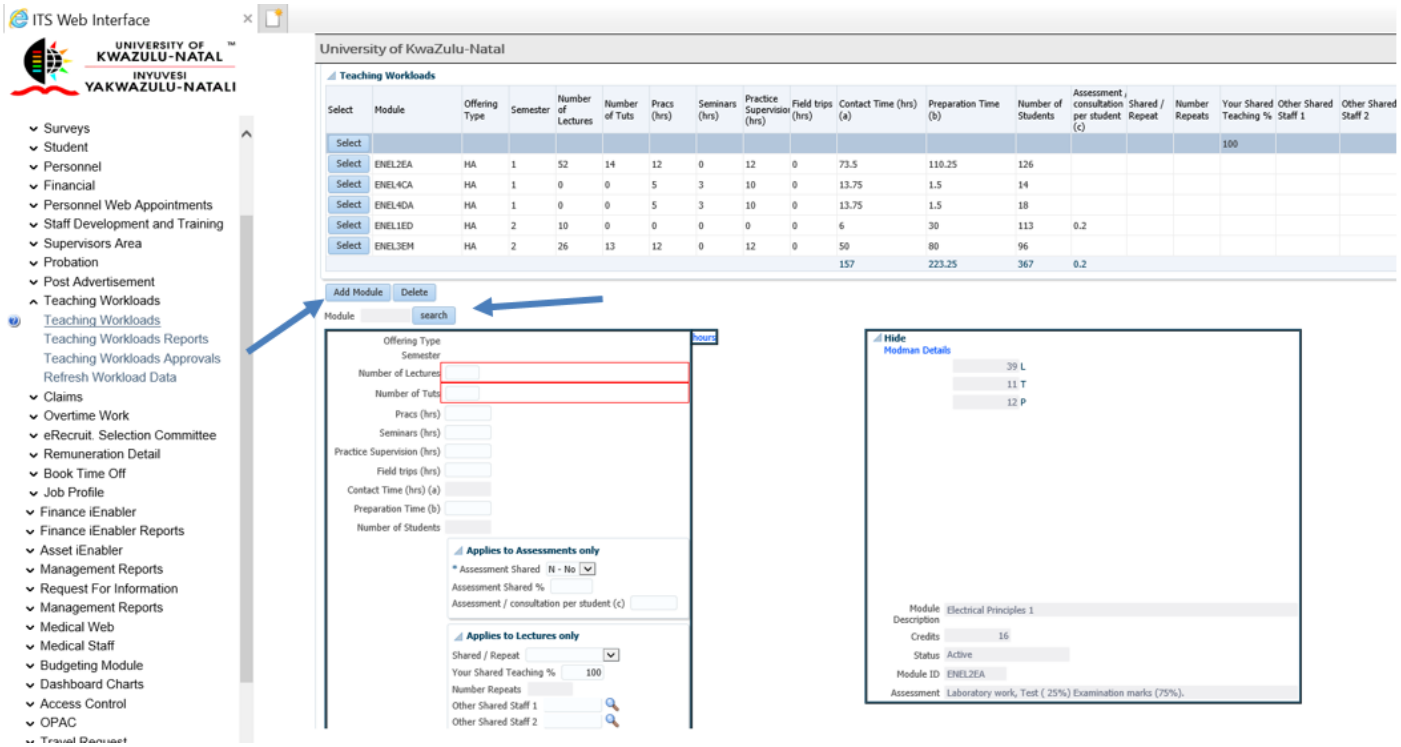
Staff Number	Year	School	Type	Module	Offering Type	Seme

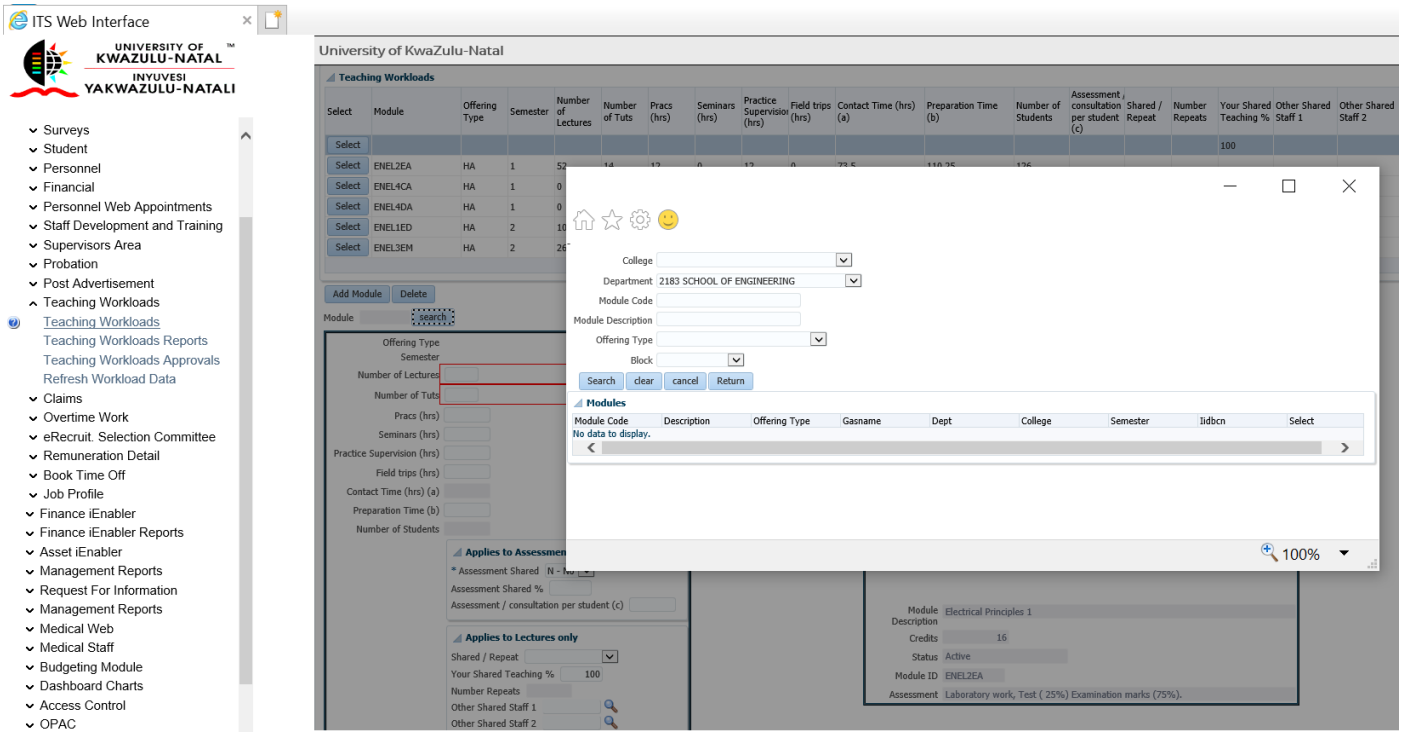
CAPTURING CONTACT TEACHING

Fig.10



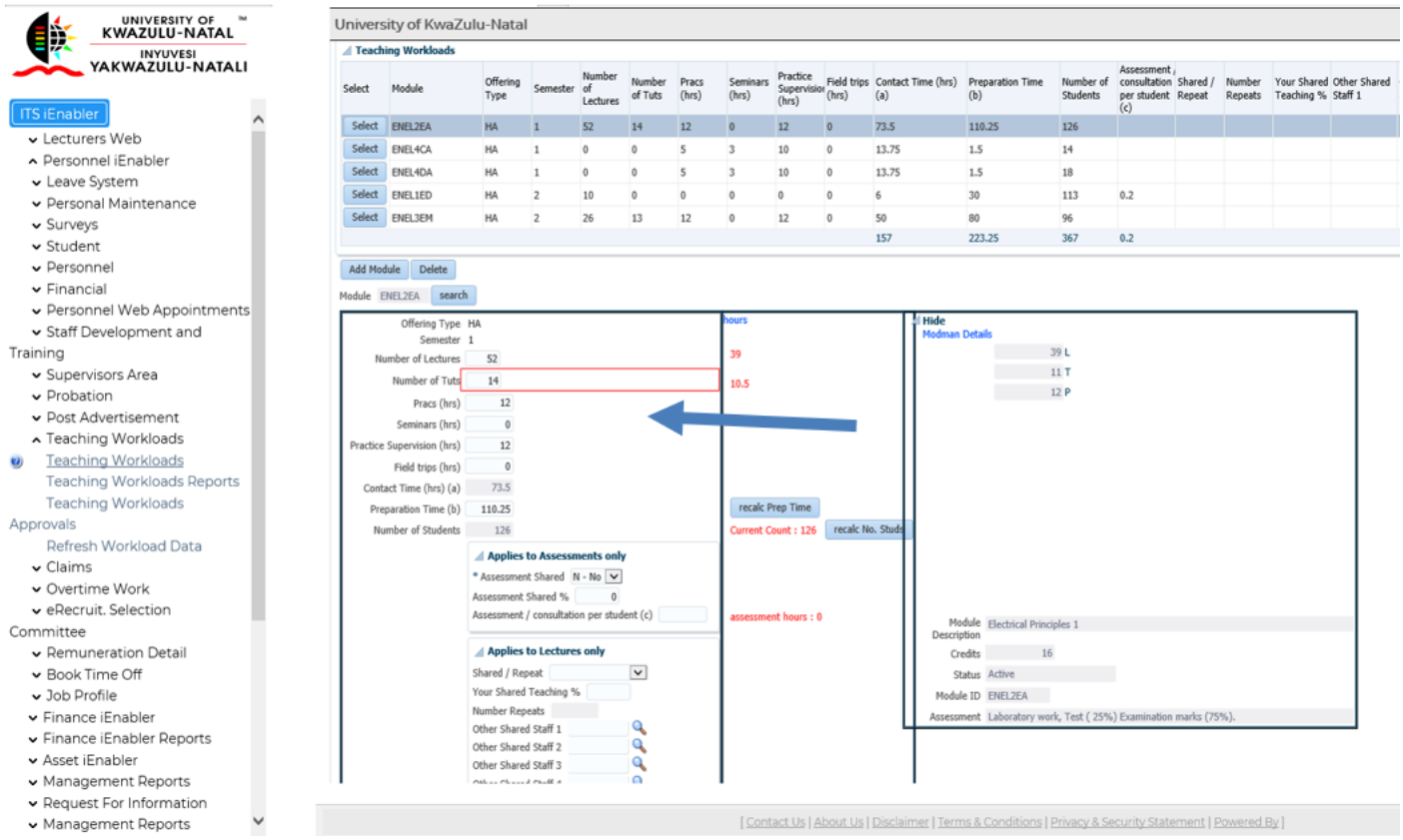
- To capture data for a module click on “Add Module” then “Search” **(see fig.11)**. Enter the data in the fields below.
- **PLEASE NOTE:** you need to enter the actual **NUMBER** of Lectures &/or Tutorials you teach.
- All other fields are in HOURS.
- The contact time is a sum of the hours of the fields above it.
- Preparation is allocated at 1.5 hours PER HOUR OF CONTACT TIME.
- To calculate the maximum PREP TIME click on recalc PREP TIME
- To capture an amount of PREP TIME that is less than the maximum, manually enter the value In the ‘Preparation Time’ field.

Fig. 11



- Enter part of the module code or the module description
- Select the module from the drop down menu
- Ensure that you choose the module with the correct offering type
- If the module is taught in both semesters etc., then the code will specify that; capture all lect, tuts etc. taught throughout the year.
- You may click on search **without** selecting any module details but by selecting the school, you will see all the modules owned by that school.
- You may also select modules based on their offering types.

Fig 12



- Capture the number of lectures, tutorials etc. The system will then automatically convert the numbers to hours
  Eg. 26 lectures = 19.5 hrs
  9 tutorials = 6.75 hrs
- Always recalculate prep time > max hours x contact time = prep time
- e.g. 1.5 hrs x20 hrs=30hrs
- To delete a module: select the module; click “Delete”, click “Save” at the bottom of the screen then “Save All” to ensure the module has been deleted.

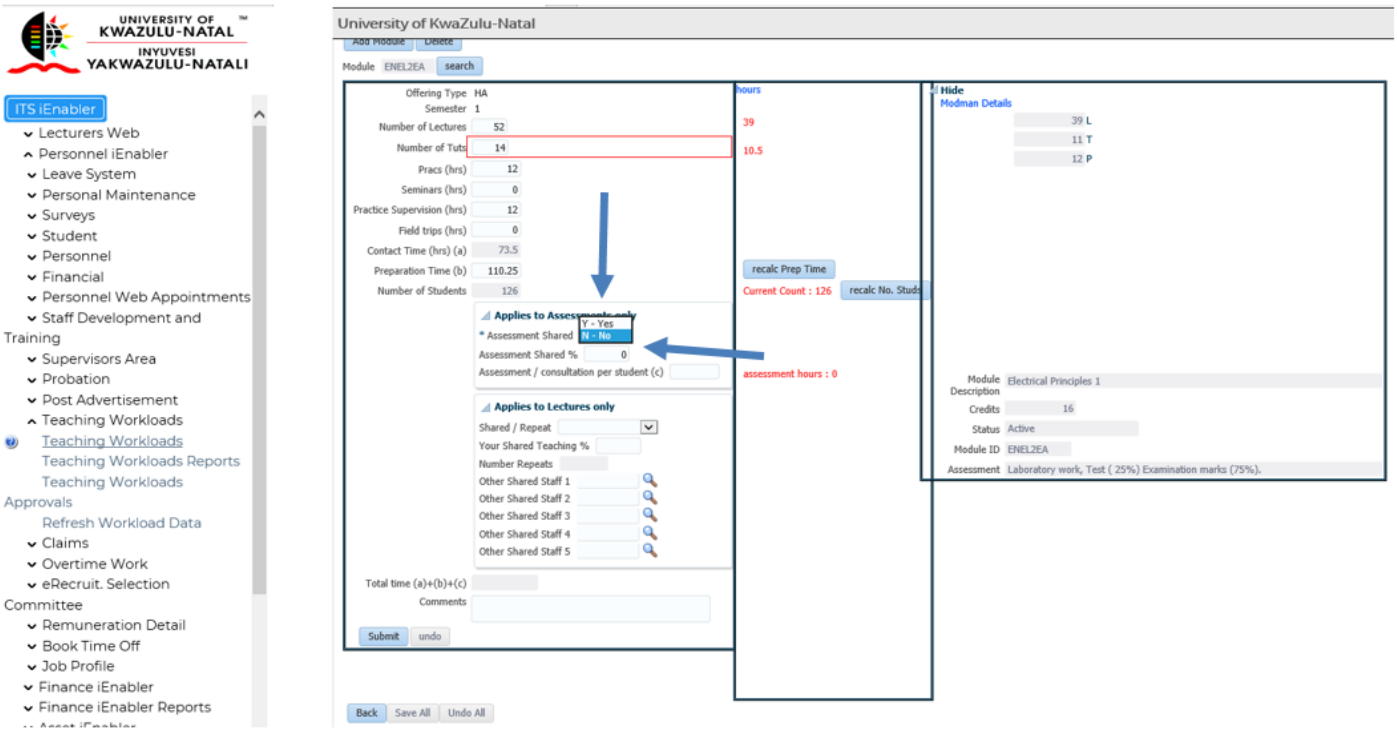
Practice supervision. Schools most likely to have practice supervision would be Health Sciences, Clinical Medicine and Education.

An example of practice supervision

1. Student nurses being supervised while they undertake practical training in the hospital

2. An Audiology student who is assessing the hearing of a patient whilst being observed/ supervised by the lecturer.

Fig 13



Assessments are calculated per student: If for example, 2 people teach a module (with 100 lectures) and one (person A) is teaching 25% and the other (person B) is teaching 75%, all that needs to be entered is click " Assessment Shared" " YES". Enter the percentage of sharing. e.g. 75% click "SAVE"
The system will automatically calculate the assessment hrs.

The example below indicates the calculation of the total teaching time:

Person A entry:

100 lectures x 25% = 25 lectures =18.75 hrs

Prep: 1.5hrs x 18.75 = 28.13hrs

Assessment 300 students at 0.5hr assessment per student: 25% x (300students @ 0.5) hrs = 0.25 x 150hr= 37.5 hrs for assessment

Hence, total contact time for person A = lectures + prep + assessment = 18.75hrs + 28.13hrs + 37.5hrs

= 84.38hrs

For person B entry:

100 lectures x 75% = 75 lectures =56.25 hrs

Prep: 1.5hrs x 56.25 = 84.38hrs

See Appendix A for allocation of assessment values per modules

If you are not undertaking any assessments for the modules, e.g. MCQ's, then click on "ASSESSMENT SHARED" "YES" & enter "1%"

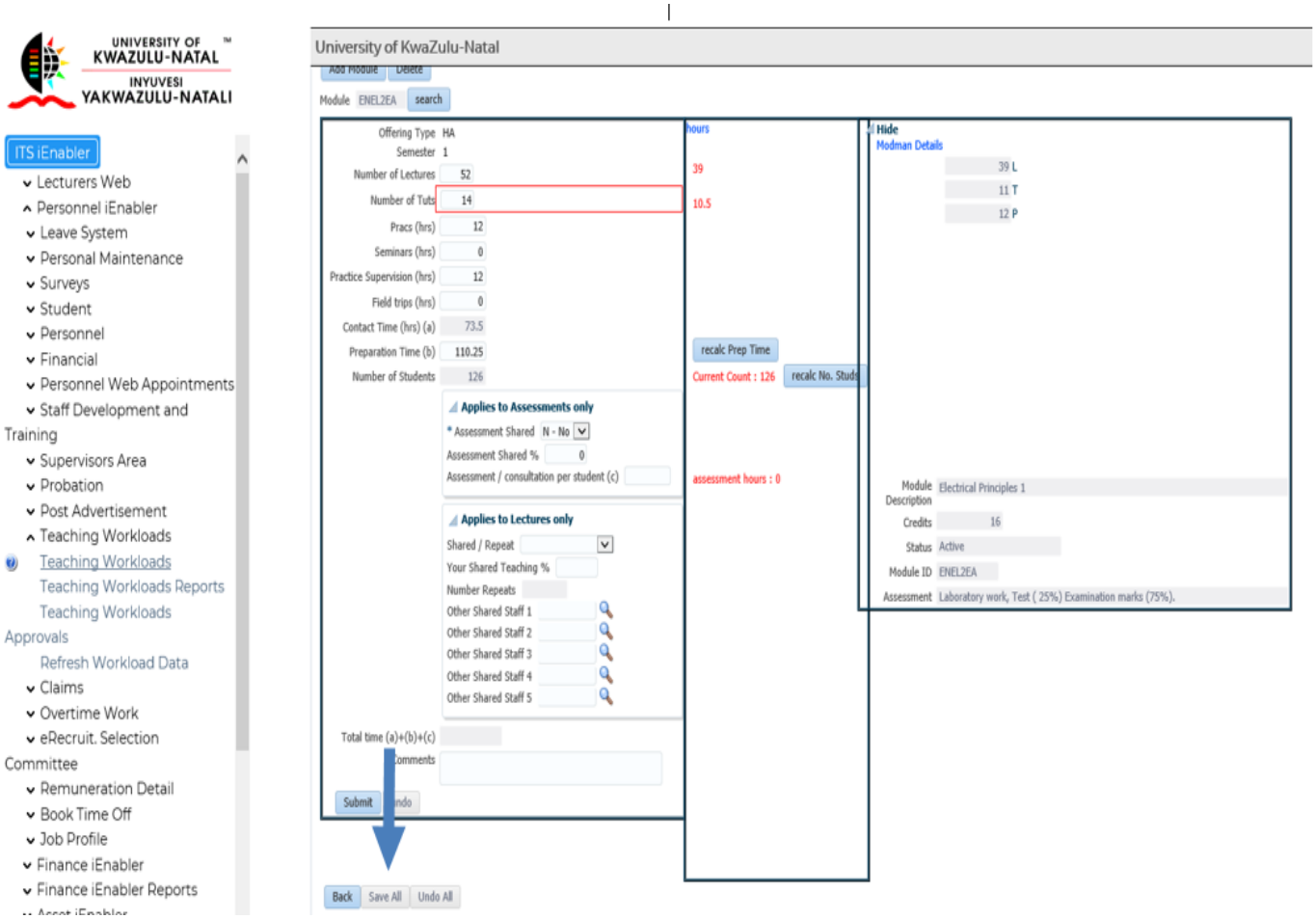
Assessment 300 students at 0.5hr assessment per student: 75% x (300students @ 0.5) hrs = 0.75 x 150hr = 112.5 hrs for assessment

Hence, total contact time for person B = lectures + prep + assessment = 56.25hrs + 84.38hrs + 112.5hrs

= **253.13hrs**

Therefore total teaching hours for this module is the total time for person A + total time for person B = 84.38hrs + 253.13hrs = **337.51hrs**

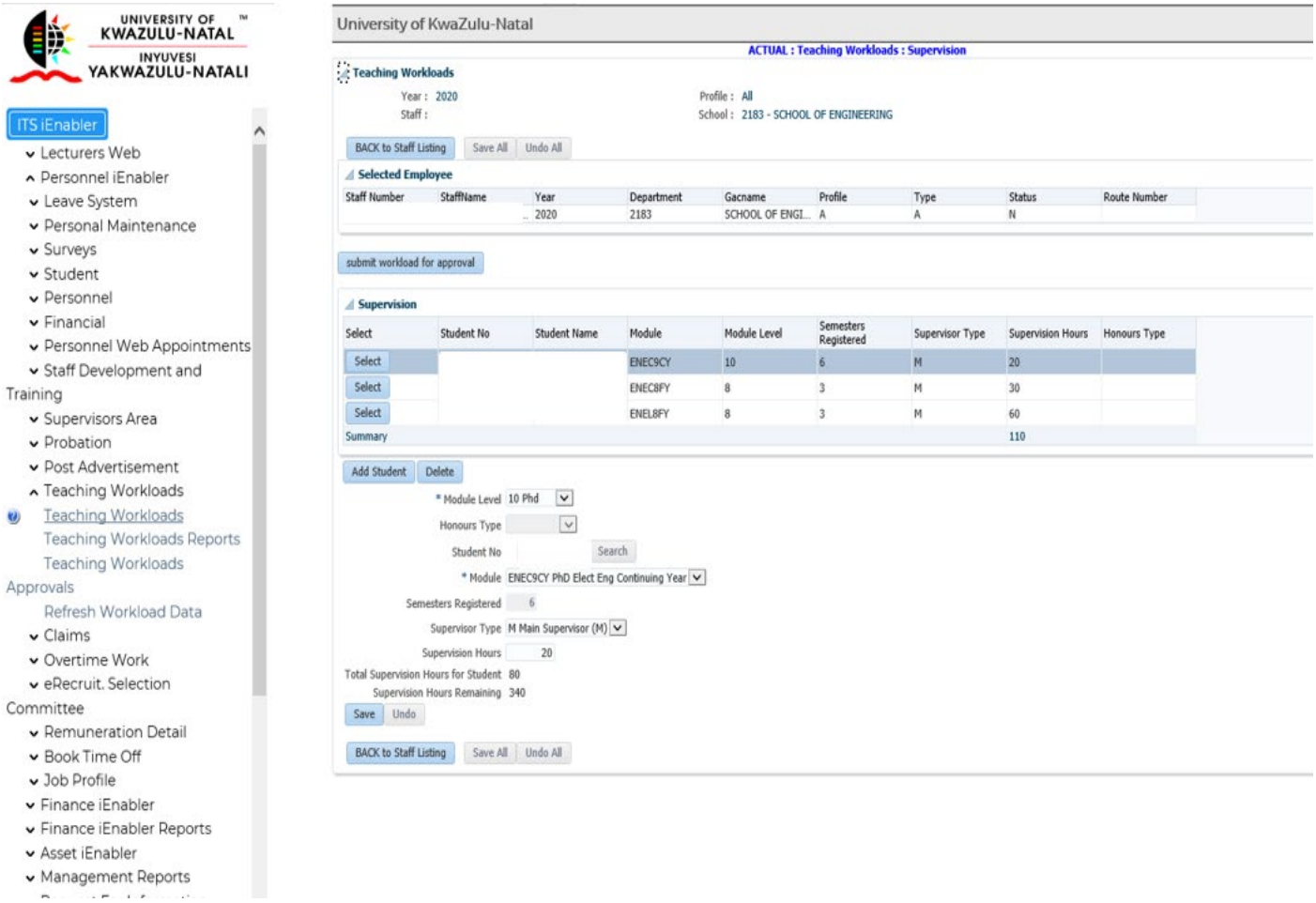
Fig.14



Once all the contact teaching information is captured click on “SAVE ALL”

CAPTURING OF SUPERVISION

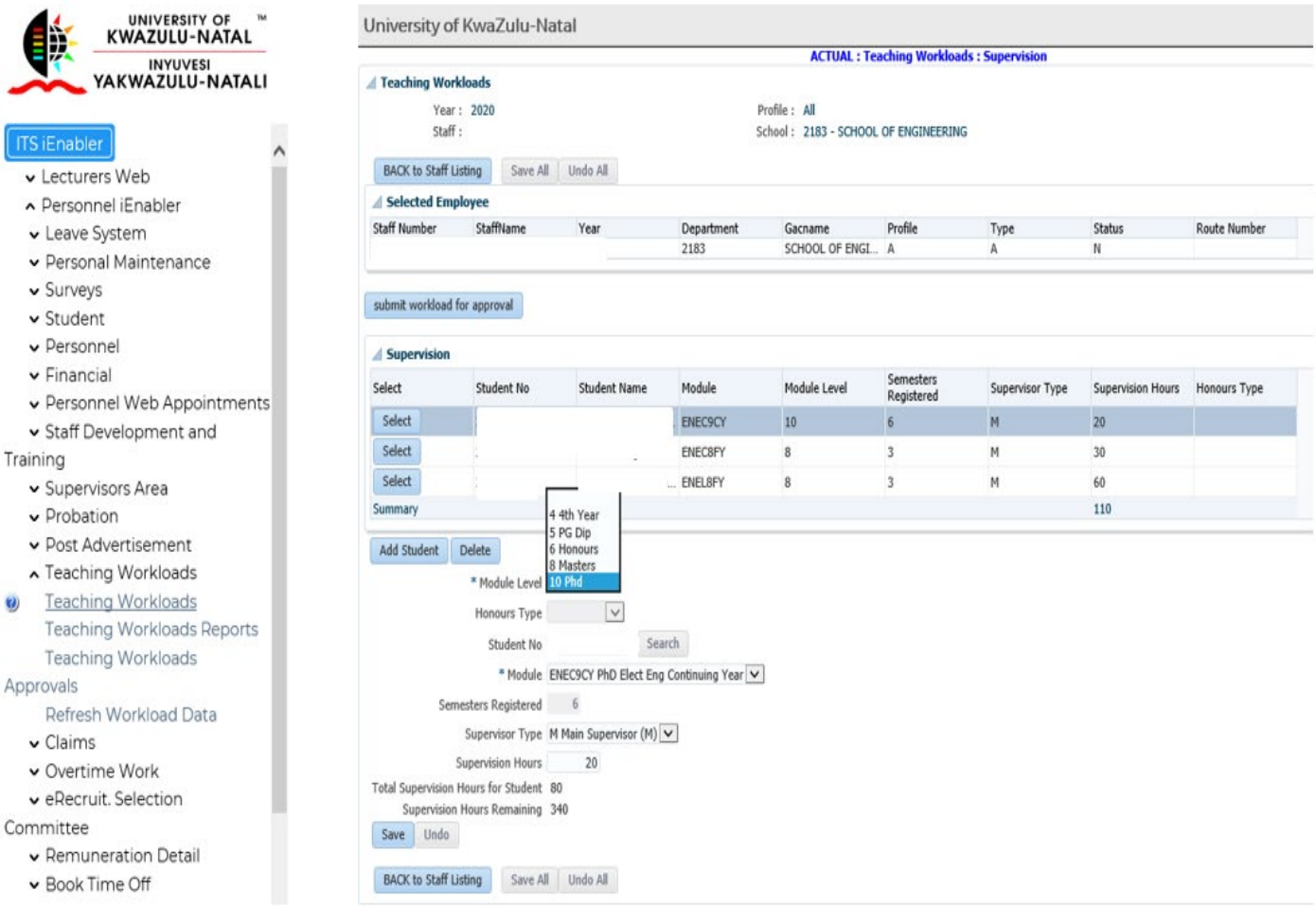
Fig.15



Supervision:

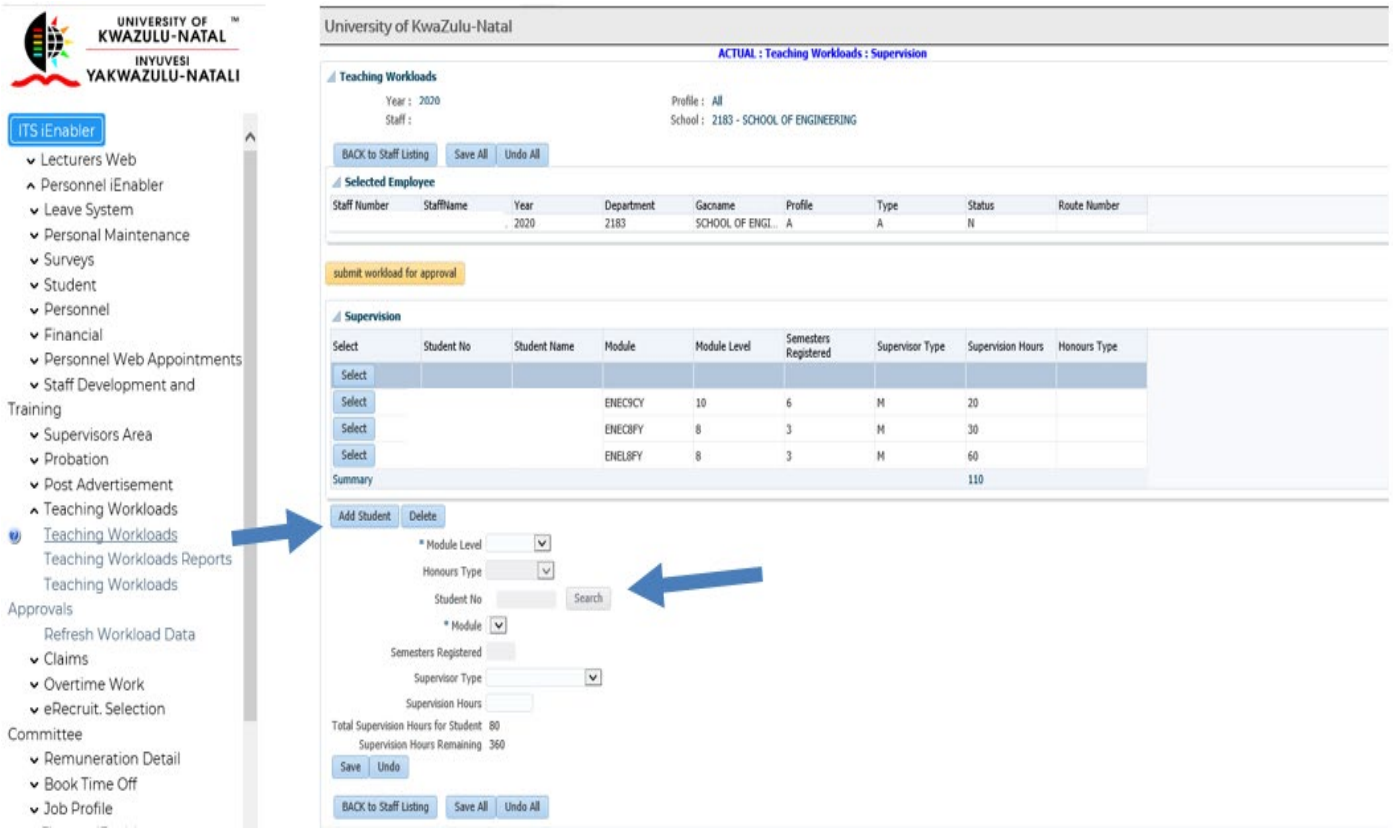
This is driven by students and qualification type; student details such as the student number, module level are required.

Fig.16



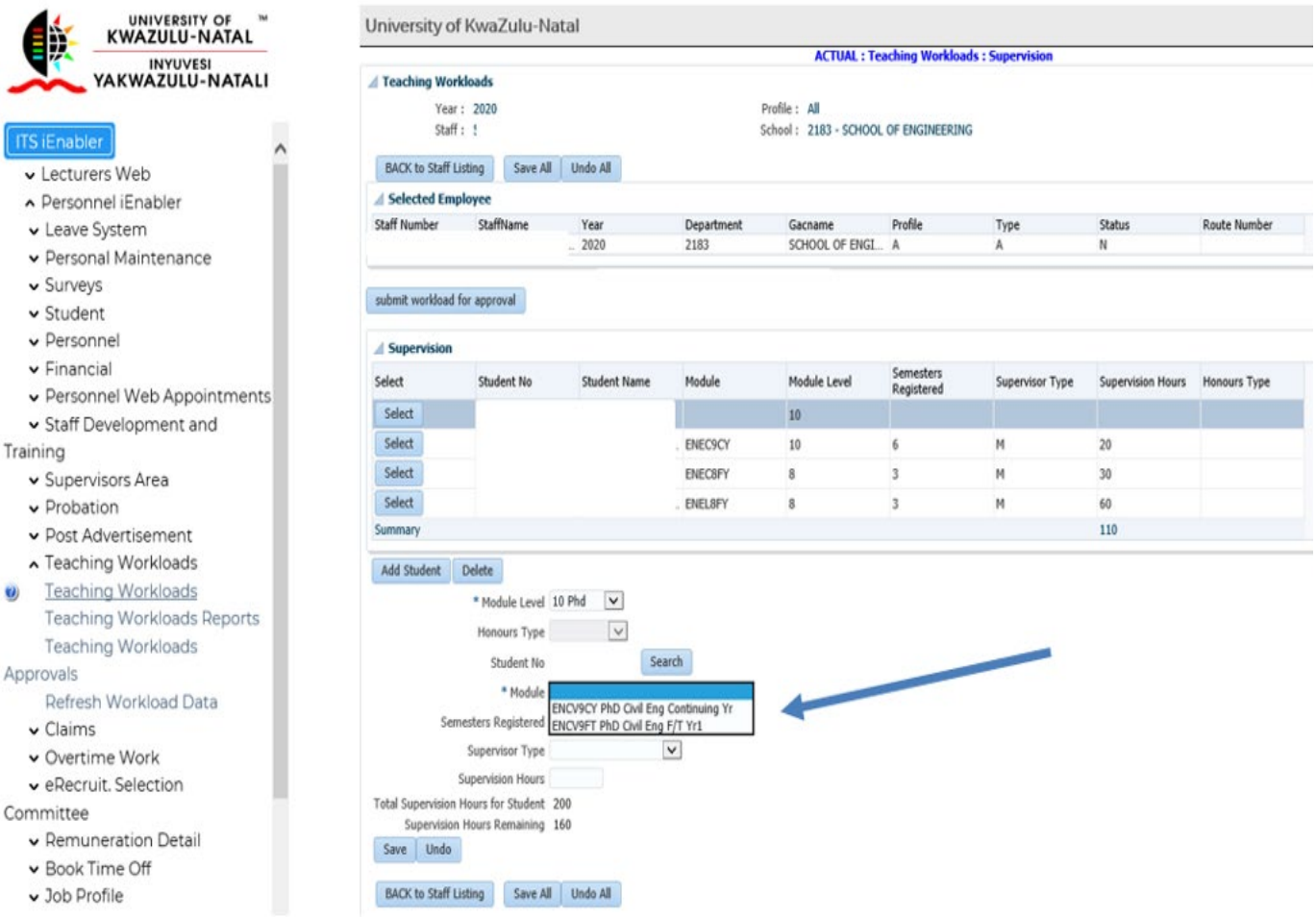
- Select “Module Level” that is Honours, Masters, etc.

Fig.17



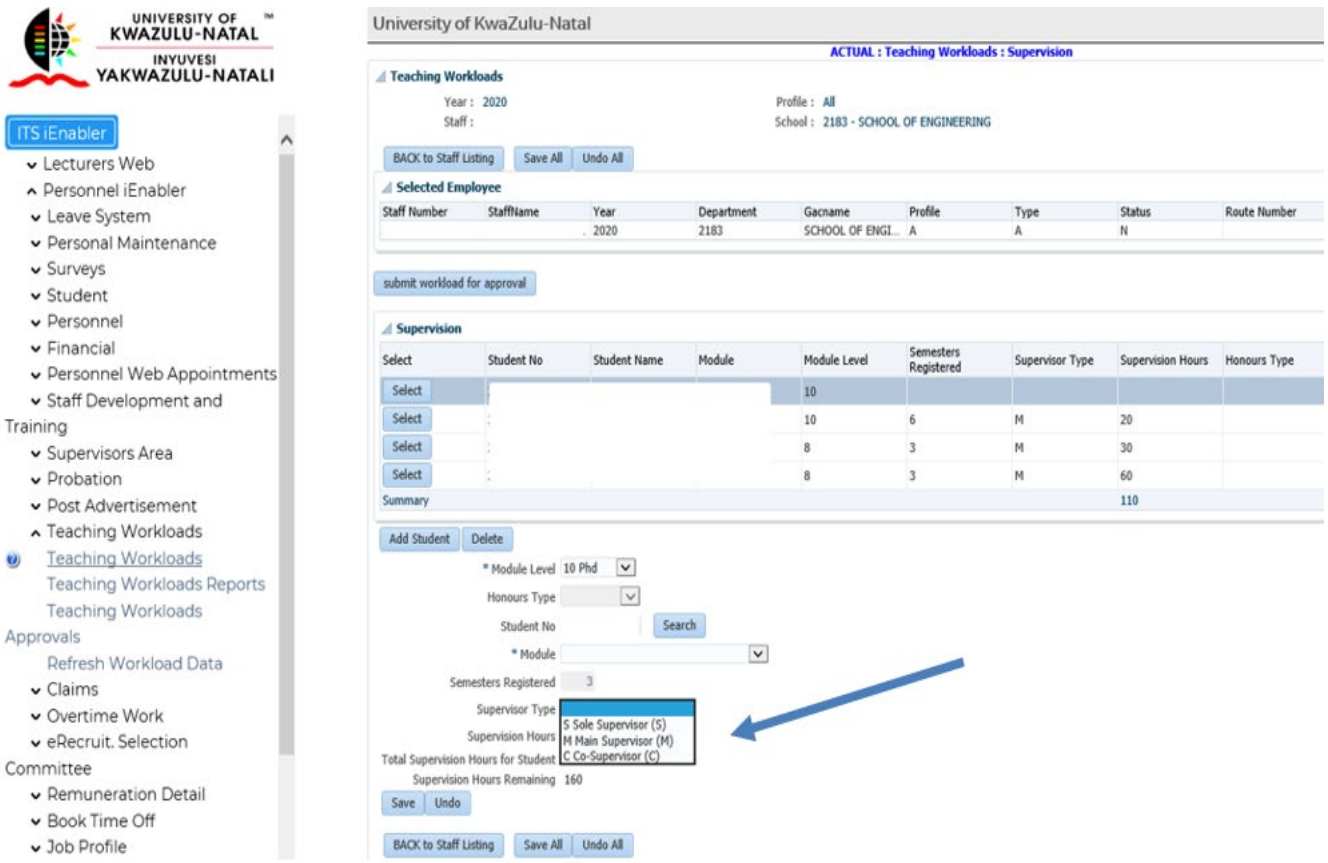
- Search for the student by student number, and/or the student name
- If the student does not appear, either he/she is not registered or is not linked/captured in this department. If the Student is registered in another department then, when searching for the student leave both College and Department blank to locate the student.
- Select module type: Note that students registered for course work modules will not appear under supervision.
- The full name of the student will display after you have chosen the student number

Fig.19



- Only modules which the student is registered for will appear in the drop down list of modules.

Fig.20



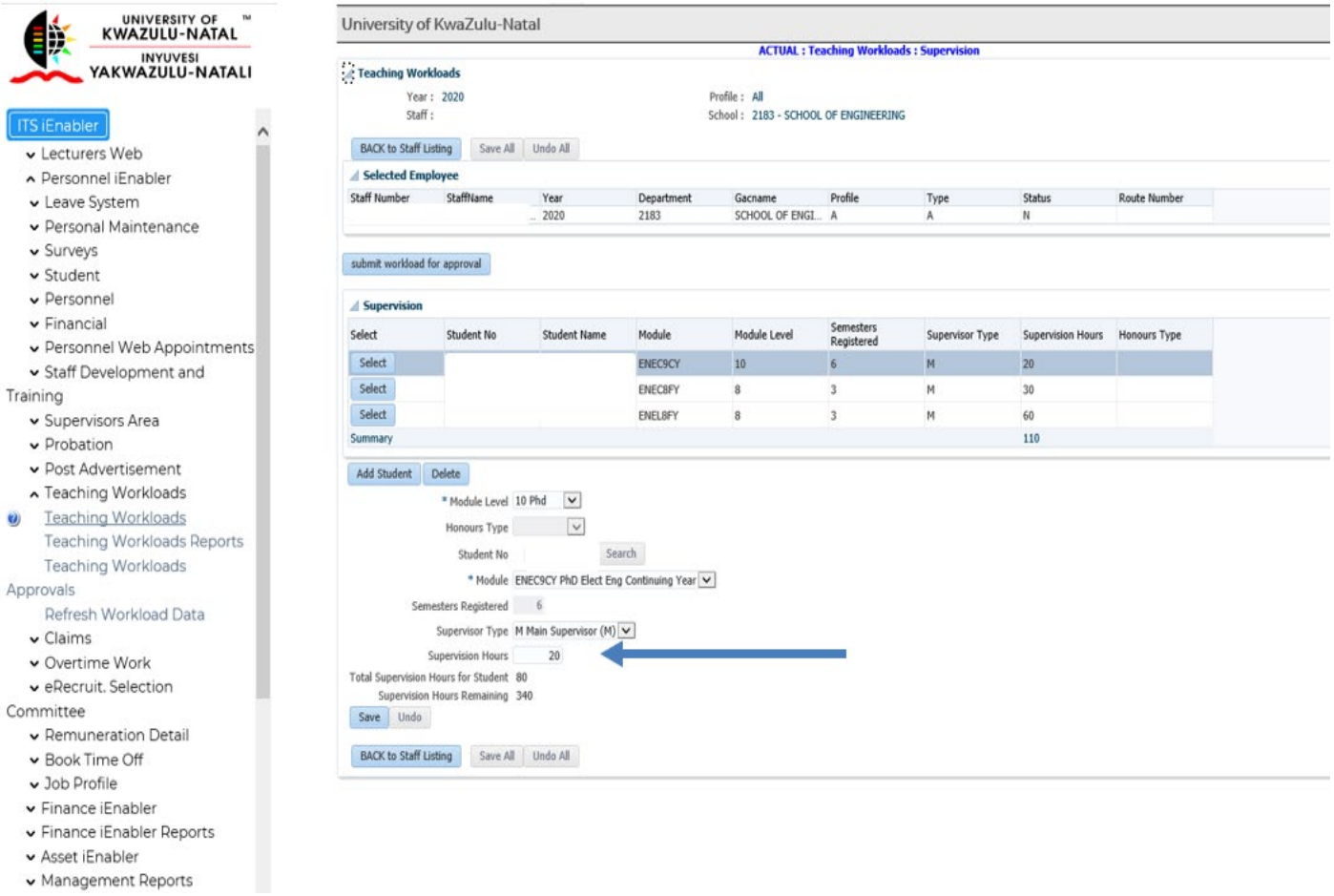
- Select the supervisor type

    - Sole Supervisor (S): If this is chosen for a particular student and module, then no other staff will be able to enter supervision data for this student and module. There can only be 1 sole supervisor.

    - Main Supervisor (M): If this is chosen for a particular student and module, then other staff may only enter supervision data for this student and module as a Co-Supervisor (C). There can only be 1 main supervisor.

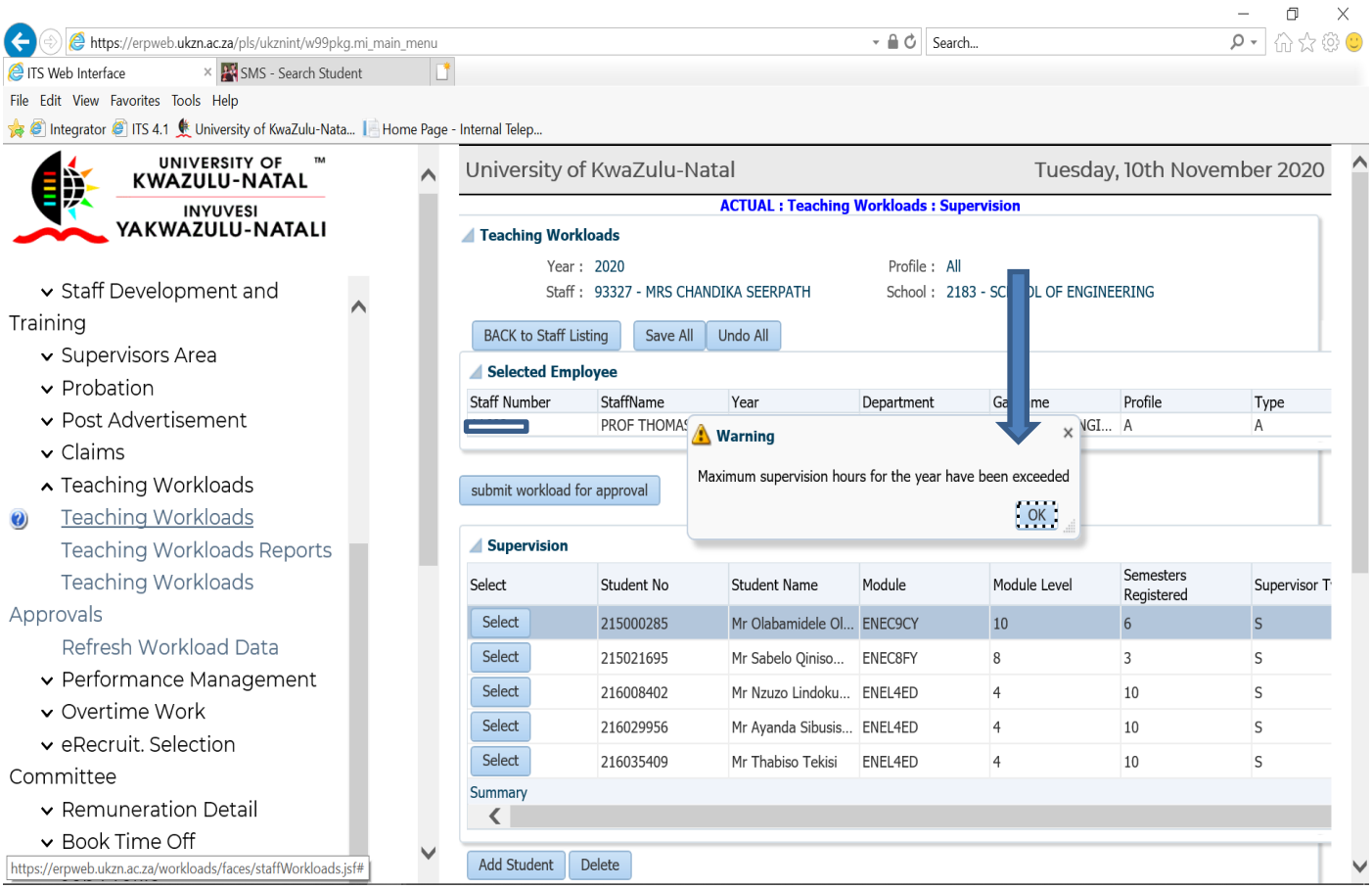
    - Co-Supervisor (C): If this is chosen for a particular student and module, then ANY other staff may enter supervision data for this student and module as main- or co- supervisors. There can be multiple co-supervisors

Fig.21



- Enter the supervision hours

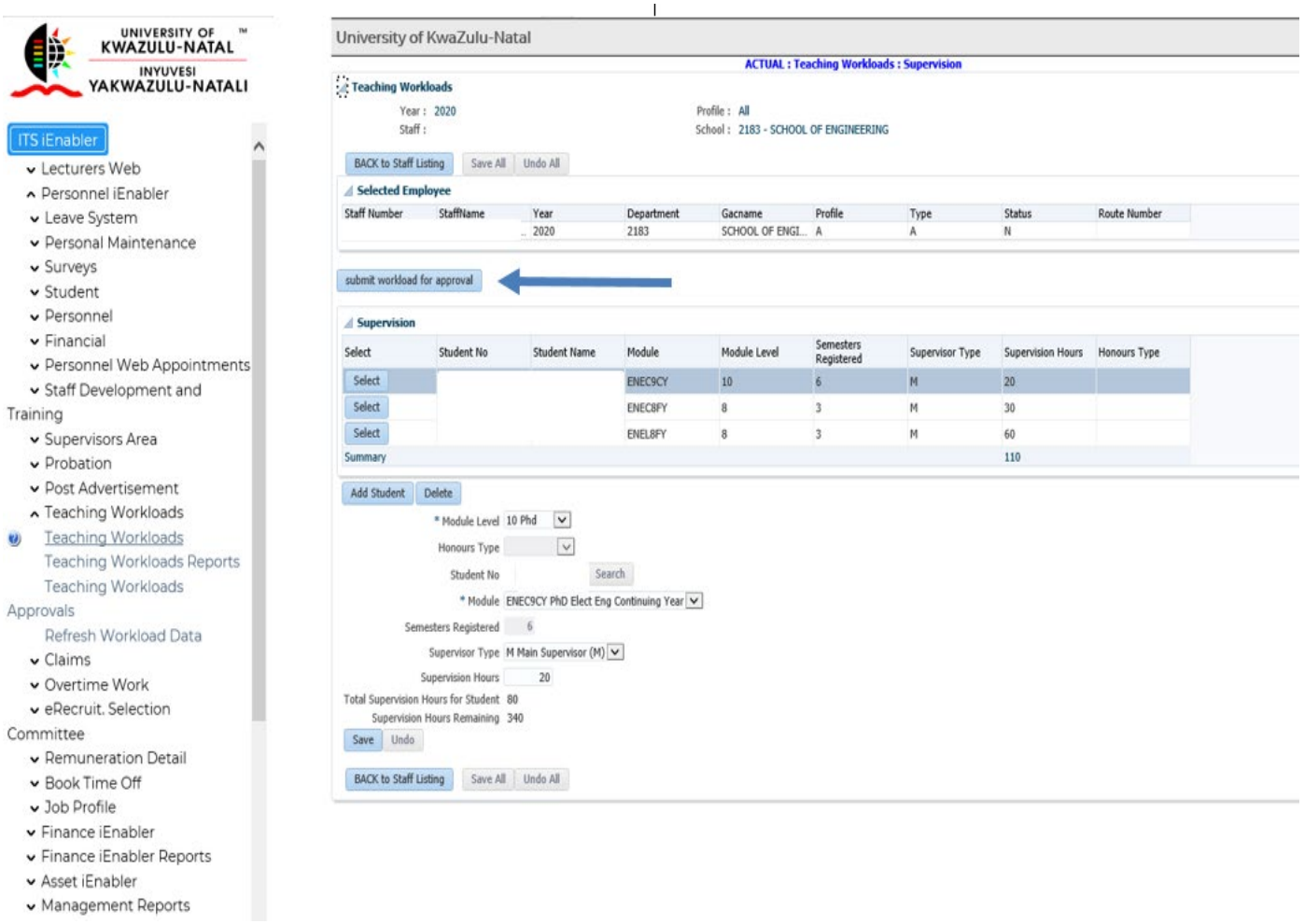
Fig.22



- When the hours of supervision are exceeded the system will “Warn” you. Please see the “”Supervision Norms and Values” (page 2) for further details on these values.
- You may still continue to enter and save your data, as it is just a warning and not an error.
- You should note that any exceeded hours will not be added to your total workload as per the “Supervision Norms and Values” (page 2) section of the manual.

After clicking on “Save” and then “Save All” the supervision is saved to the table above. Thereafter, the system will allow for a new student to be added.

Fig.24

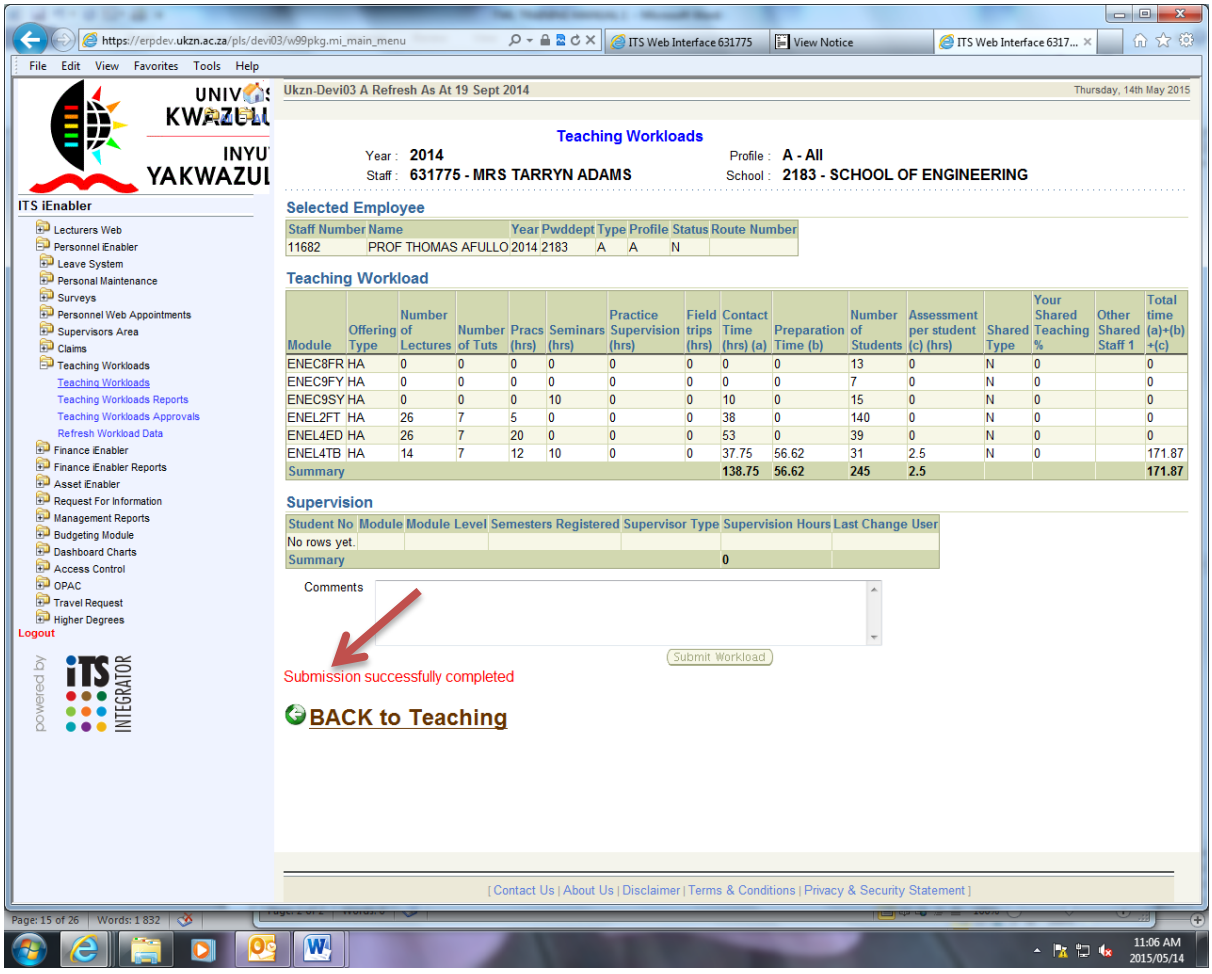


- If you have completed capturing all of the teaching and supervision information for the staff member, then generate a report for the academic to check that you have captured the information correctly (for more information see page 30: Reports).

- Once the academic that all of the captured information is correct, you may submit the workload for approval, by clicking “Submit Workload”.

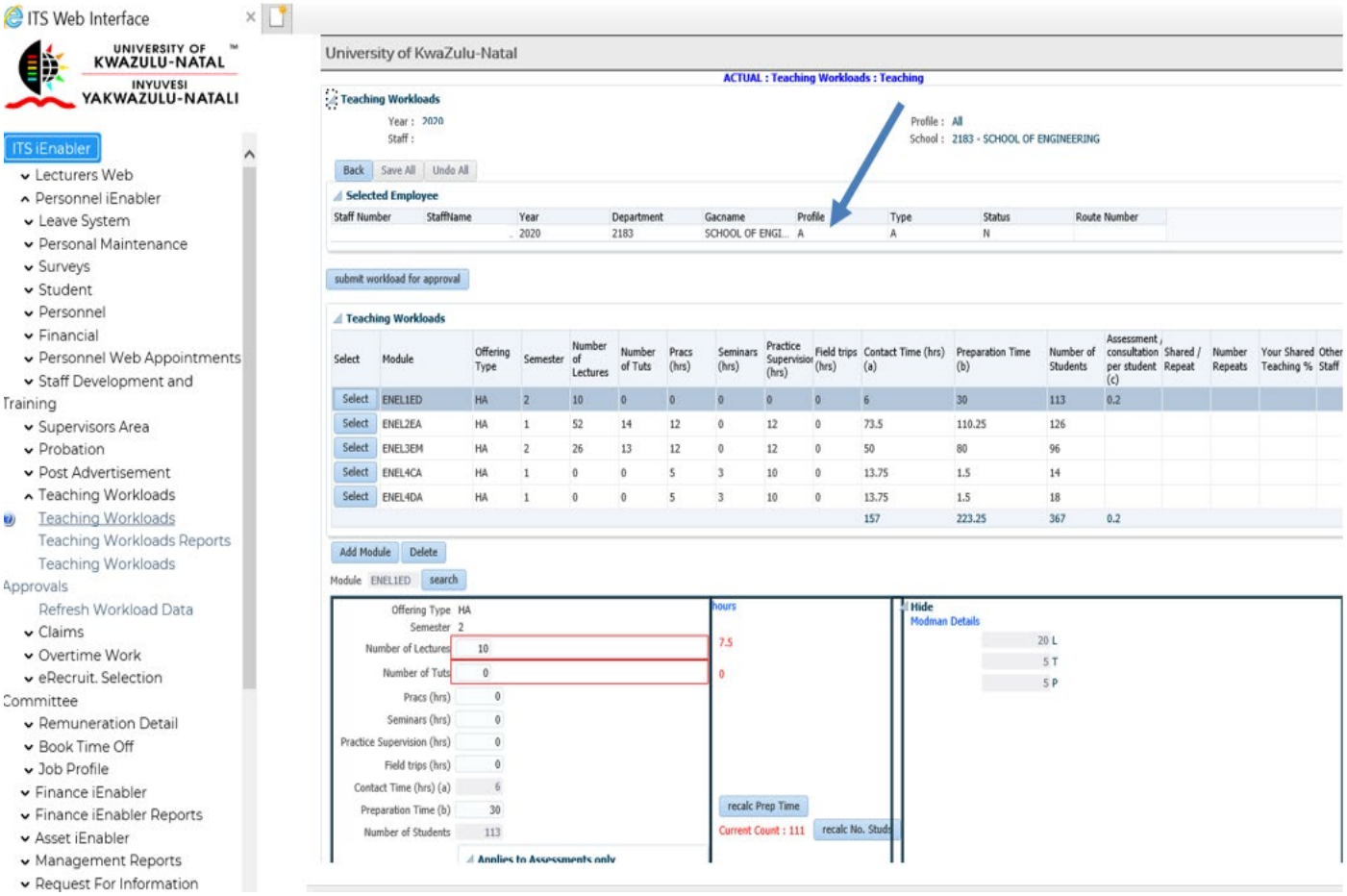
- Once a workload has been submitted for approval, NO CHANGES TO THE WORKLOAD WILL BE POSSIBLE. The workload will have to be rejected before any further changes are possible.

Fig.25



Only once the workload has been successfully submitted for approval will you see the message above.

Fig.26



After submitting the workload for approval the system generates a routing request number. An email is also generated to the Academic to inform him/her that their workloads have been captured and is ready for them to approve.

<u>The approval process is as follows</u>:

- Academic to approve
- Once approved an email is then generated informing the Academic's leader/line manager to approved the workload.
- Once approved by the Academic leader/line manager an email is generated to the Head of School informing them the workload is ready for approval.
- The Head of School approver's final/last email is generated informing the administrator that the workload has been successfully approved.

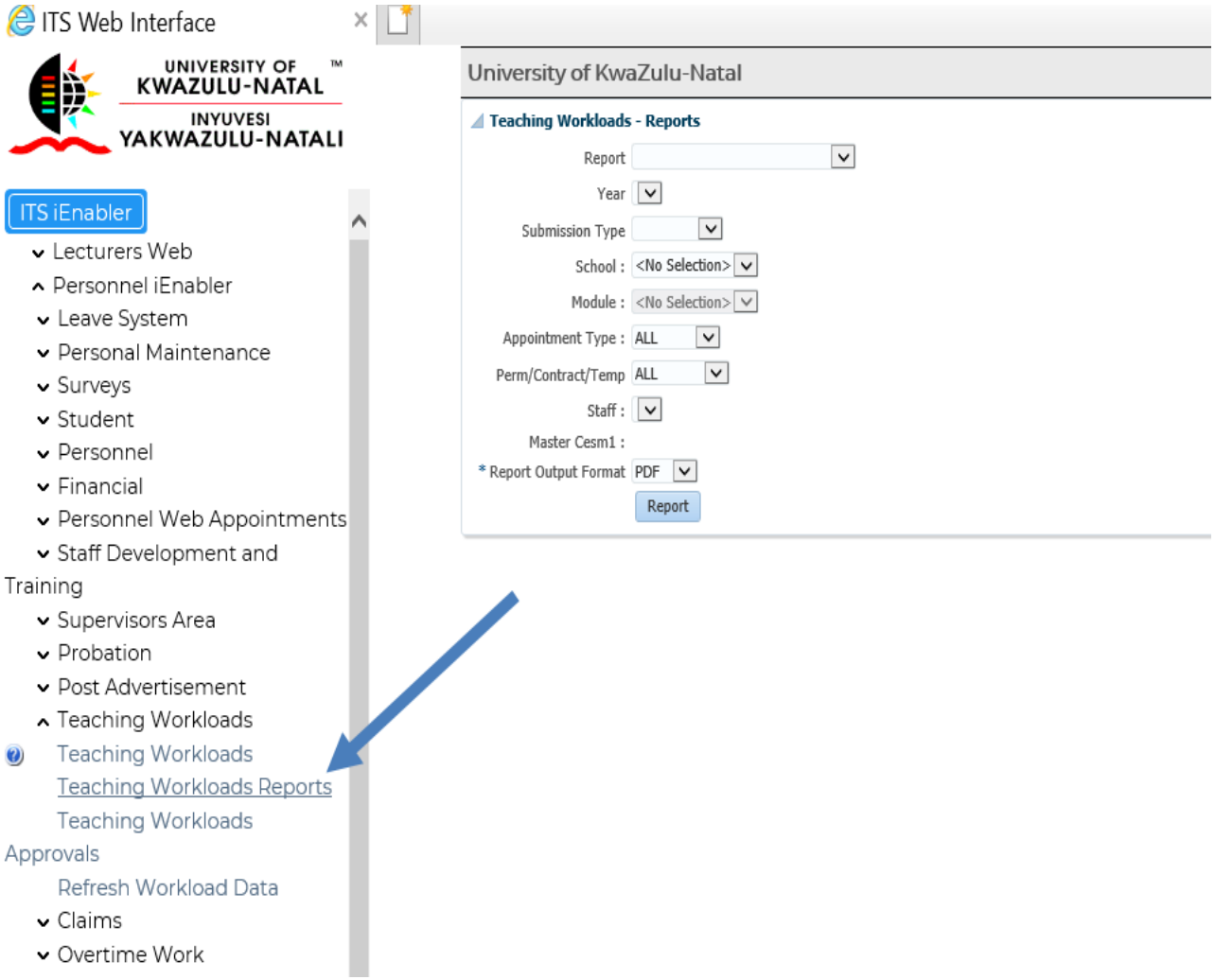
<u>The rejection of a teaching:</u>

- If the workload is rejected at any stage of approval an email is generated to the Administration, who captured the workload informing him/her that the workload has been rejected.

Once a workload has been submitted for approval, NO CHANGES TO THE WORKLOAD WILL BE POSSIBLE. The workload will have to be rejected before any further changes are possible

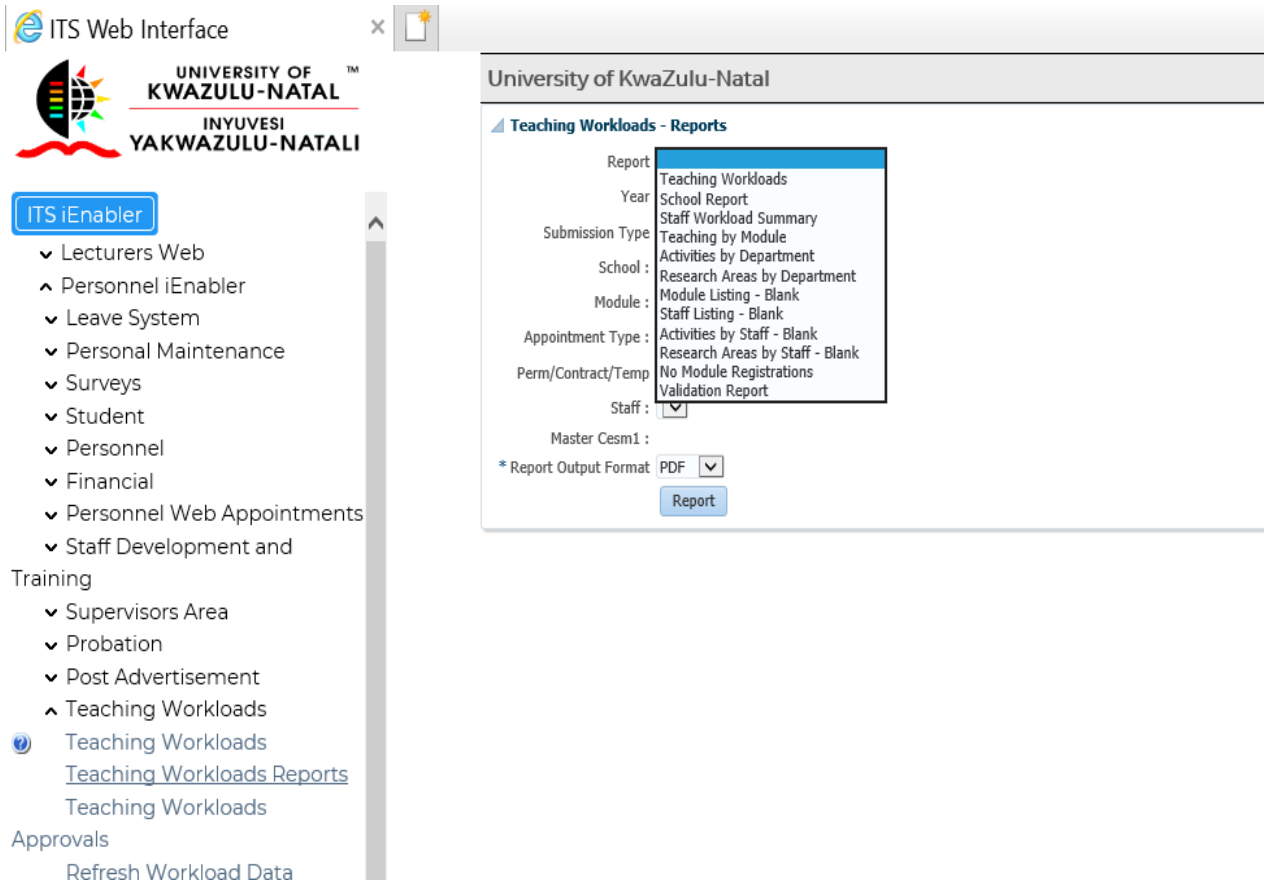
REPORTS

Fig.27



Choose reports from drop-down list that would appear (see below for reports list).

Fig.28



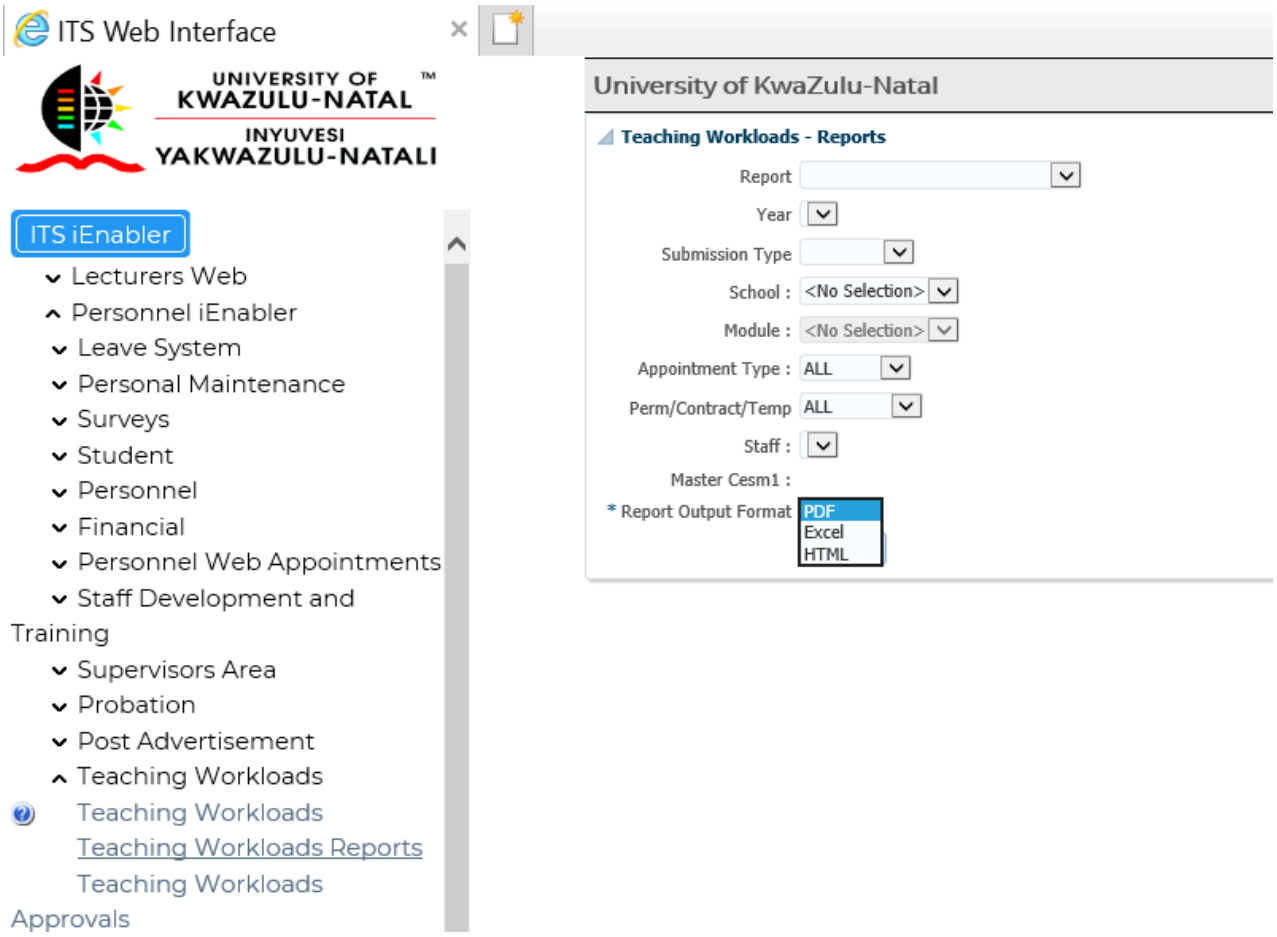
Select the report required…

<u>Teaching Workloads:</u> Detailed workloads of 1, multiple or all staff

- Enter the year, submission type & school
- If you are running the report for a group of staff (e.g. Permanent Academic) then you may use the appointment type & Perm/Temp/Contract filter to make your choice.
- Alternatively, you may leave it on “ALL”.

You may then select an individual staff member or leave it on “BLANK” to choose generate a report that will display the details of all of the staff in the school.

Fig.29



The report format may be run in **PDF, HTML and Excel** (Excel reports, allows you to enable edit so that blank report may be printed for staff to fill in and hand to you for checking and capturing).

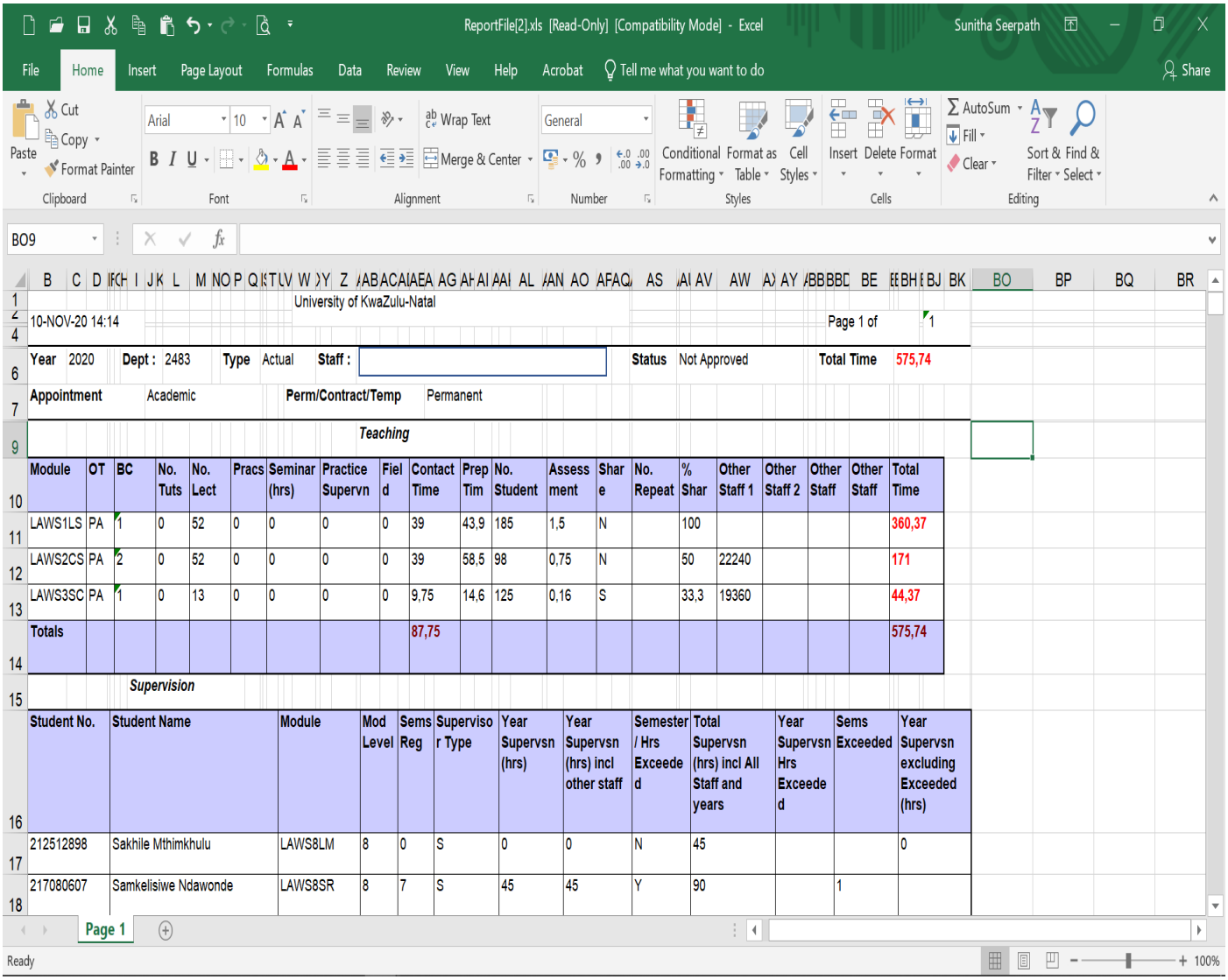
Once the report has been generated **save** it if it is what you require or close it before you can generate a new report.

Once the report is generated it can be saved and sent to the academics to input the workloads (for editing purposes it best to save the report in excel)

Different Types of Reports;

- **Teaching Workload Report**- detailed report of all TWL captured per person (teaching and supervision data). This report may be generated for 1 or all employees.
- This report may be generated and sent to academics to check their workloads.

Fig.31



ReportFile[2].xls [Read-Only] [Compatibility Mode] - Excel — Sunitha Seerpath

University of KwaZulu-Natal

10-NOV-20 14:14 — Page 1 of 1

Year 2020 | Dept : 2483 | Type Actual | Staff : | Status Not Approved | Total Time 575,74

Appointment Academic | Perm/Contract/Temp Permanent

Teaching

Module	OT	BC	No. Tuts	No. Lect	Pracs	Seminar (hrs)	Practice Supervn	Field	Contact Time	Prep Tim	No. Student	Assessment	Share	No. Repeat	% Shar	Other Staff 1	Other Staff 2	Other Staff	Other Staff	Total Time
LAWS1LS	PA	1	0	52	0	0	0	0	39	43,9	185	1,5	N		100					360,37
LAWS2CS	PA	2	0	52	0	0	0	0	39	58,5	98	0,75	N		50	22240				171
LAWS3SC	PA	1	0	13	0	0	0	0	9,75	14,6	125	0,16	S		33,3	19360				44,37
Totals									87,75											575,74

Supervision

Student No.	Student Name	Module	Mod Level	Sems Reg	Supervisor Type	Year Supervsn (hrs)	Year Supervsn (hrs) incl other staff	Semester / Hrs Exceeded	Total Supervsn (hrs) incl All Staff and years	Year Supervsn Hrs Exceeded	Sems Exceeded	Year Supervsn excluding Exceeded (hrs)
212512898	Sakhile Mthimkhulu	LAWS8LM	8	0	S	0	0	N	45			0
217080607	Samkelisiwe Ndawonde	LAWS8SR	8	7	S	45	45	Y	90		1	

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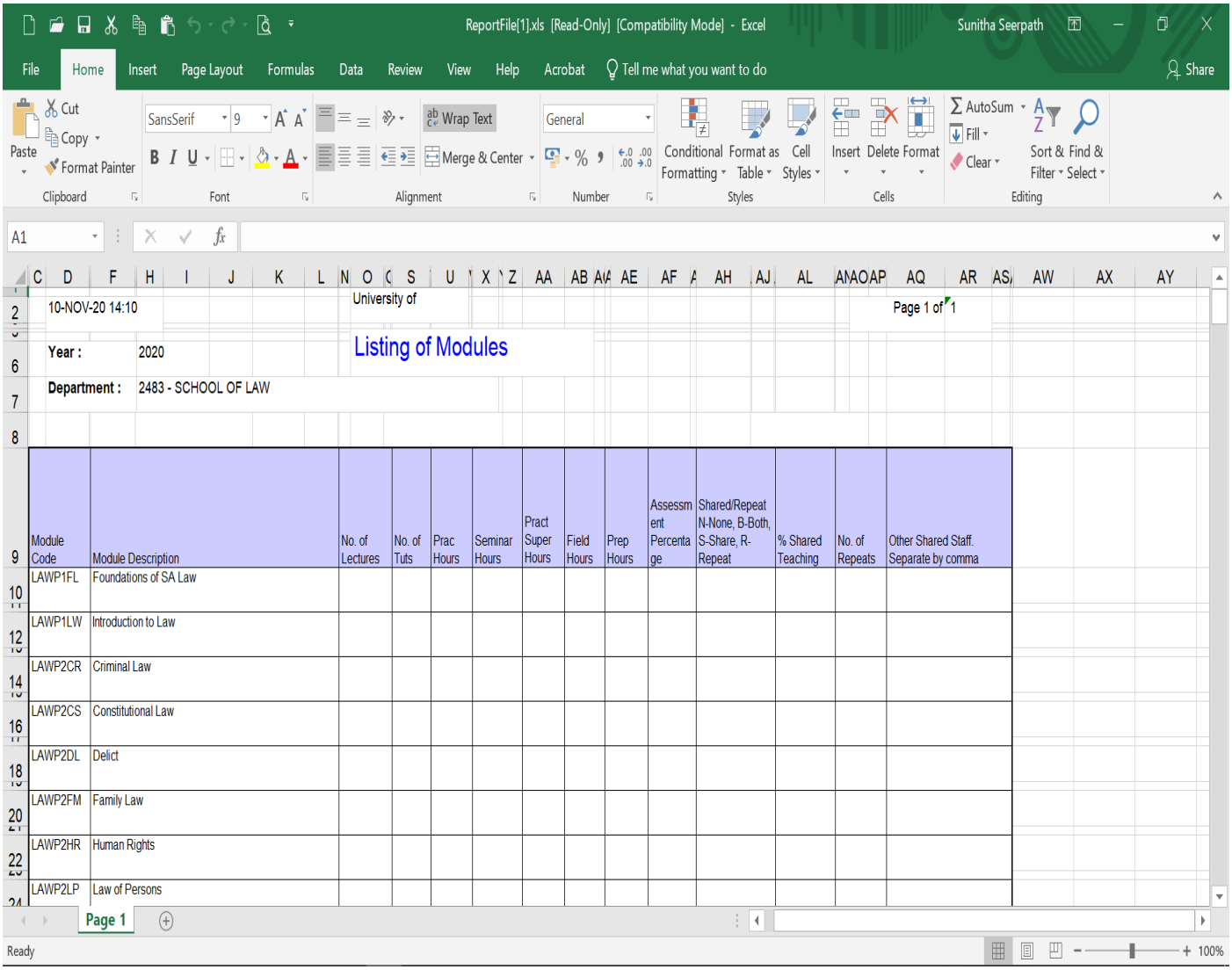
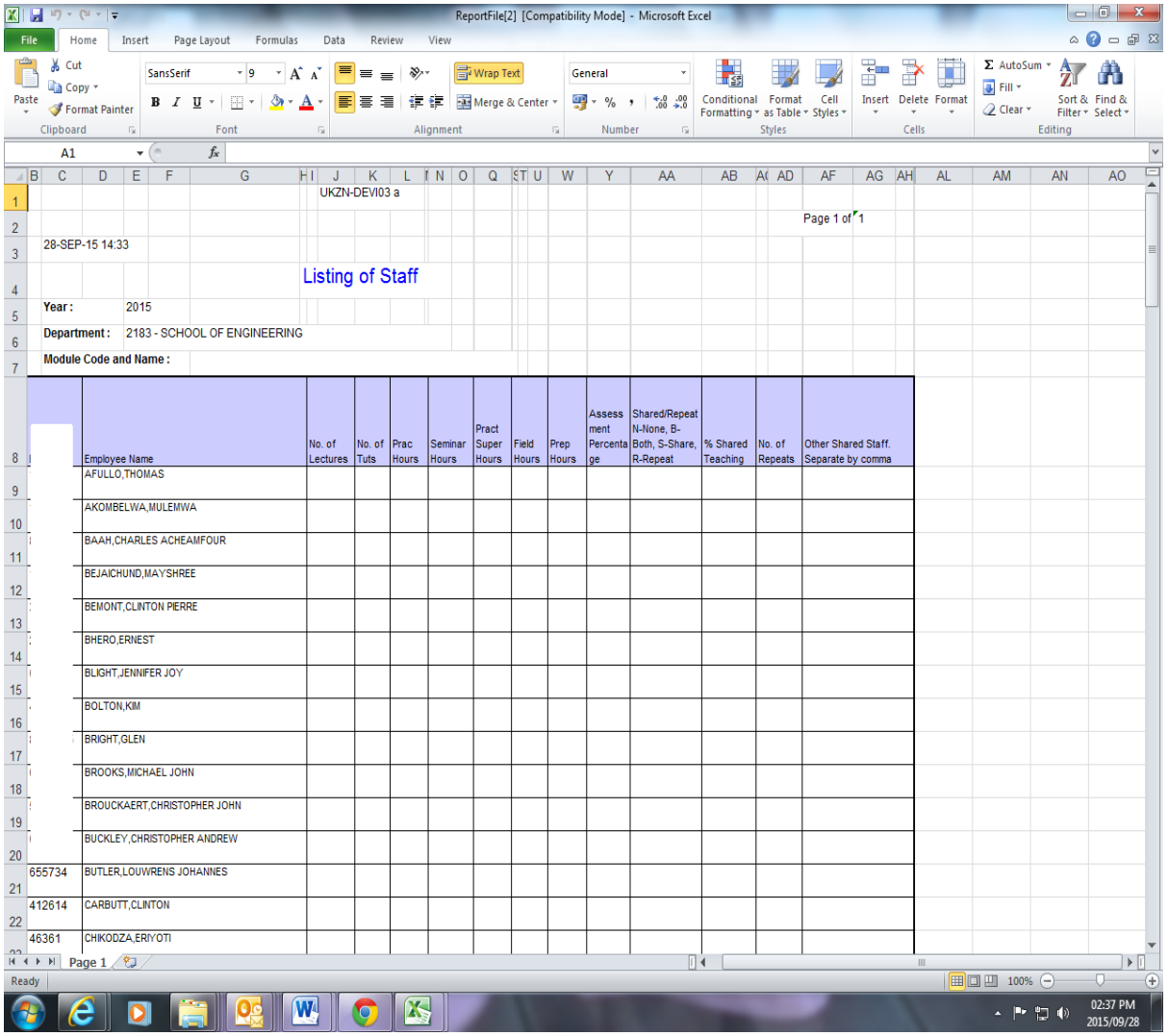
Module Listing Report- Listing of modules within the school.

Fig.32



Staff Listing Report- listing of all staff members within the school.

Fig.34



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Listing of Staff

Year : 2015

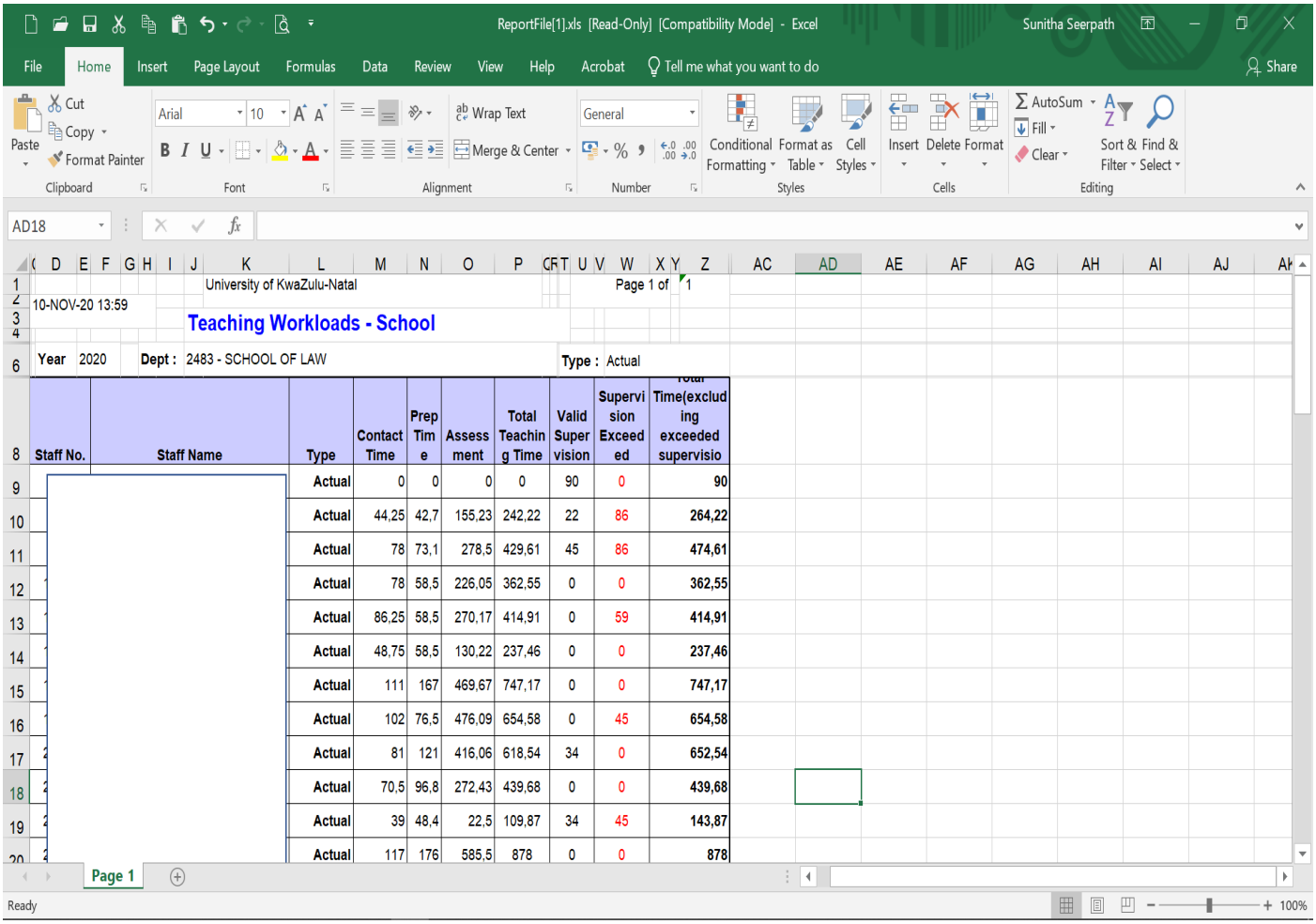
Department : 2183 - SCHOOL OF ENGINEERING

Module Code and Name :

	Employee Name	No. of Lectures	No. of Tuts	Prac Hours	Seminar Hours	Pract Super Hours	Field Hours	Prep Hours	Assessment Percentage	Shared/Repeat N-None, B-Both, S-Share, R-Repeat	% Shared Teaching	No. of Repeats	Other Shared Staff. Separate by comma
	AFULLO,THOMAS												
	AKOMBELWA,MULEMWA												
	BAAH,CHARLES ACHEAMFOUR												
	BEJAICHUND,MAYSHREE												
	BEMONT,CLINTON PIERRE												
	BHERO,ERNEST												
	BLIGHT,JENNIFER JOY												
	BOLTON,KIM												
	BRIGHT,GLEN												
	BROOKS,MICHAEL JOHN												
	BROUCKAERT,CHRISTOPHER JOHN												
	BUCKLEY,CHRISTOPHER ANDREW												
655734	BUTLER,LOUWRENS JOHANNES												
412614	CARBUTT,CLINTON												
46361	CHIKODZA,ERIYOTI												

School Report - A **summary** report of all TWL captured within the school.

Fig.35



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Teaching Workloads - School

Year 2020 **Dept :** 2483 - SCHOOL OF LAW **Type :** Actual

Staff No.	Staff Name	Type	Contact Time	Prep Time	Assessment	Total Teaching Time	Valid Supervision	Supervision Exceeded	Total Time(excluding exceeded supervisio
		Actual	0	0	0	0	90	0	90
		Actual	44,25	42,7	155,23	242,22	22	86	264,22
		Actual	78	73,1	278,5	429,61	45	86	474,61
		Actual	78	58,5	226,05	362,55	0	0	362,55
		Actual	86,25	58,5	270,17	414,91	0	59	414,91
		Actual	48,75	58,5	130,22	237,46	0	0	237,46
		Actual	111	167	469,67	747,17	0	0	747,17
		Actual	102	76,5	476,09	654,58	0	45	654,58
		Actual	81	121	416,06	618,54	34	0	652,54
		Actual	70,5	96,8	272,43	439,68	0	0	439,68
		Actual	39	48,4	22,5	109,87	34	45	143,87
		Actual	117	176	585,5	878	0	0	878

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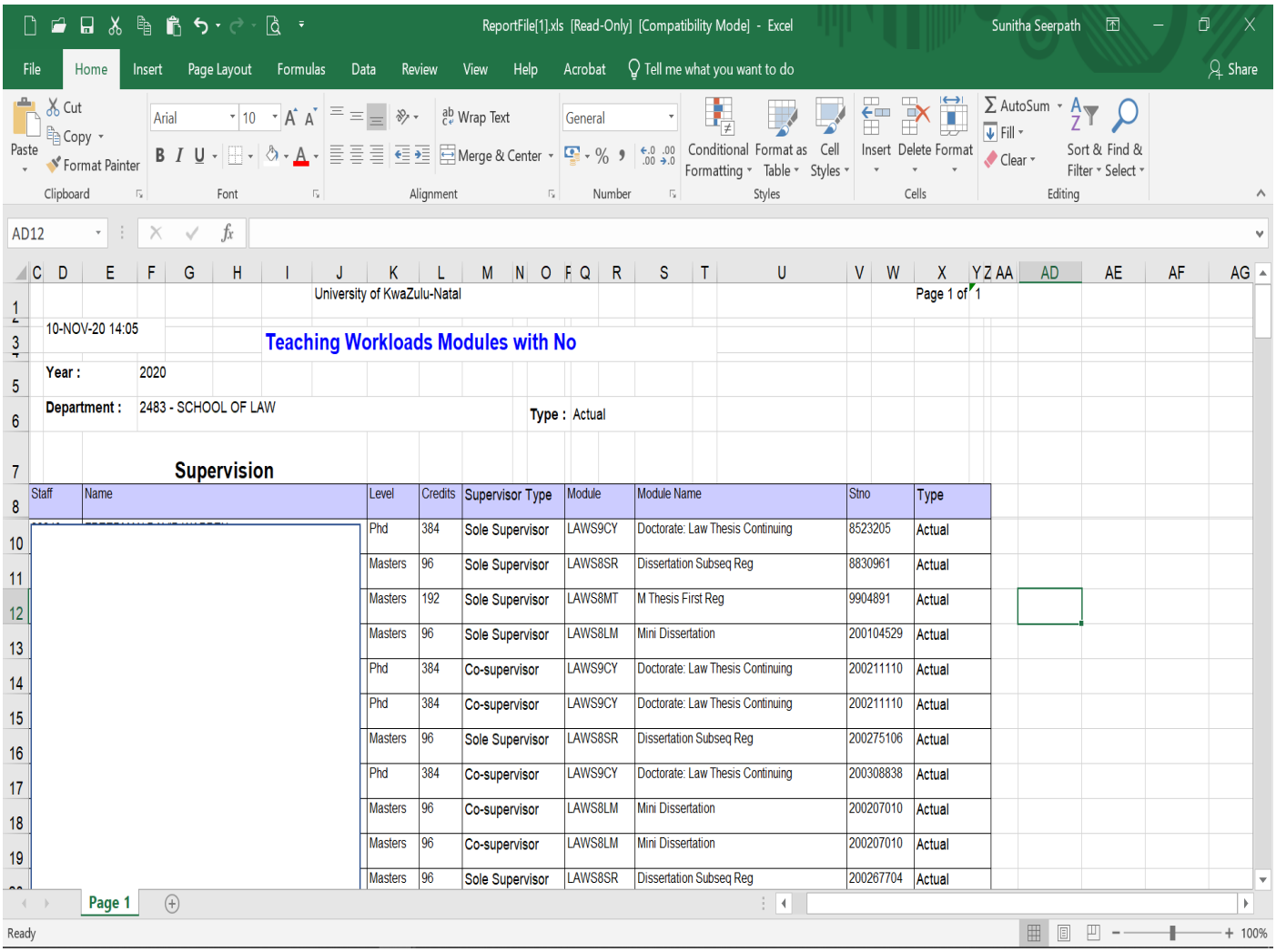
No Module Registration – summary report of modules with no registrations.

Fig.36



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Teaching Workloads Modules with No

Year : 2020

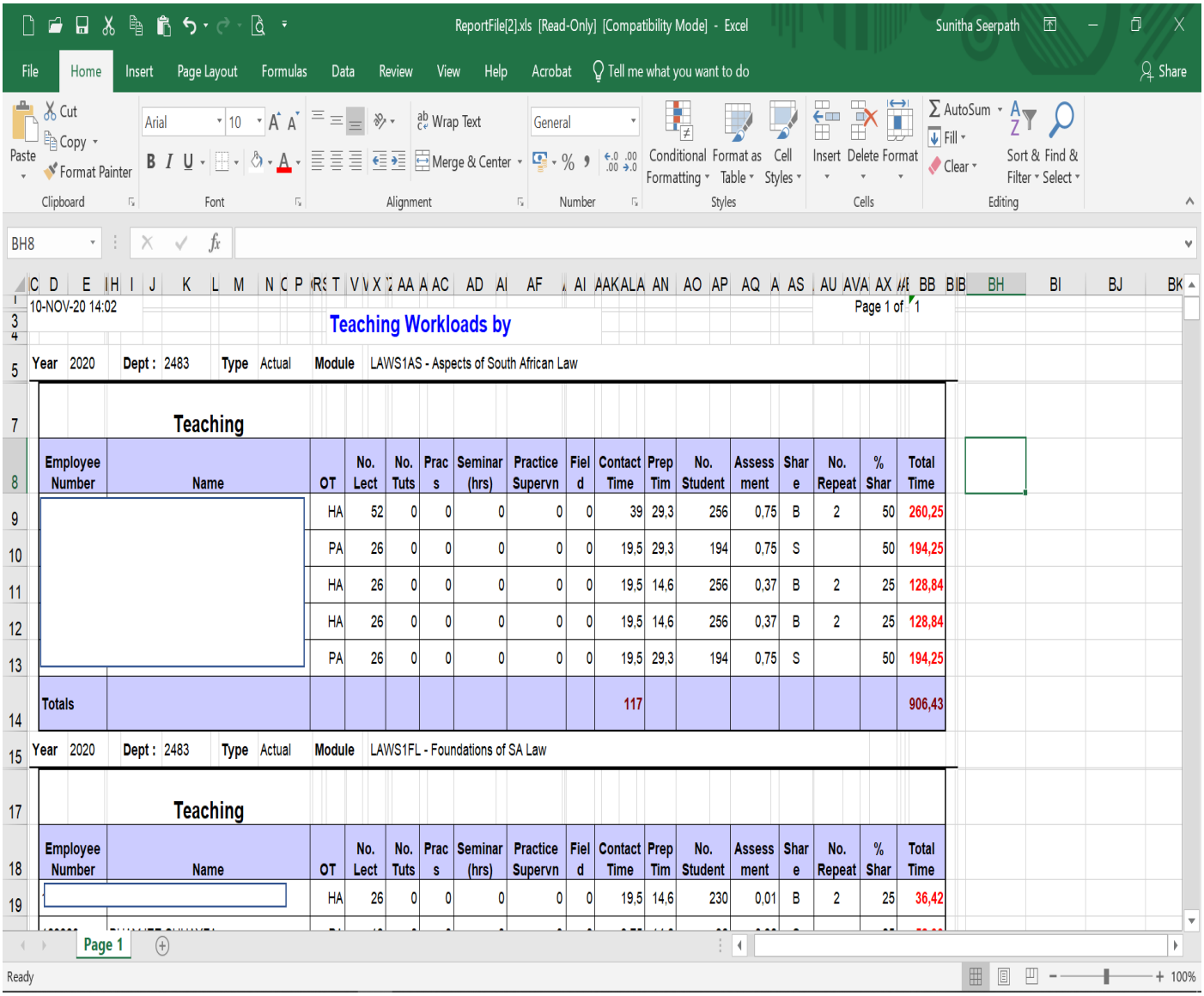
Department : 2483 - SCHOOL OF LAW **Type :** Actual

Supervision

Staff	Name	Level	Credits	Supervisor Type	Module	Module Name	Stno	Type
		Phd	384	Sole Supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	8523205	Actual
		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	8830961	Actual
		Masters	192	Sole Supervisor	LAWS8MT	M Thesis First Reg	9904891	Actual
		Masters	96	Sole Supervisor	LAWS8LM	Mini Dissertation	200104529	Actual
		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200211110	Actual
		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200211110	Actual
		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	200275106	Actual
		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200308838	Actual
		Masters	96	Co-supervisor	LAWS8LM	Mini Dissertation	200207010	Actual
		Masters	96	Co-supervisor	LAWS8LM	Mini Dissertation	200207010	Actual
		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	200267704	Actual

Teaching By Module Report - detailed report of Teaching Workloads captured per module which can be generated for 1 or more modules.

Fig.37



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Teaching Workloads by

Year 2020 Dept : 2483 Type Actual Module LAWS1AS - Aspects of South African Law

Teaching

Employee Number	Name	OT	No. Lect	No. Tuts	Pracs	Seminar (hrs)	Practice Supervn	Field	Contact Time	Prep Tim	No. Student	Assessment	Share	No. Repeat	% Shar	Total Time
		HA	52	0	0	0	0	0	39	29,3	256	0,75	B	2	50	260,25
		PA	26	0	0	0	0	0	19,5	29,3	194	0,75	S		50	194,25
		HA	26	0	0	0	0	0	19,5	14,6	256	0,37	B	2	25	128,84
		HA	26	0	0	0	0	0	19,5	14,6	256	0,37	B	2	25	128,84
		PA	26	0	0	0	0	0	19,5	29,3	194	0,75	S		50	194,25
Totals									117							906,43

Year 2020 Dept : 2483 Type Actual Module LAWS1FL - Foundations of SA Law

Teaching

Employee Number	Name	OT	No. Lect	No. Tuts	Pracs	Seminar (hrs)	Practice Supervn	Field	Contact Time	Prep Tim	No. Student	Assessment	Share	No. Repeat	% Shar	Total Time
		HA	26	0	0	0	0	0	19,5	14,6	230	0,01	B	2	25	36,42

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Teaching Workload Deadlines (probable deadlines)

Opening of Planned Cycle:	01 October
Closing of Planned Cycle:	30 March of the following year
Approval of Planned Workloads:	01 to 30 March
Opening of Actual Cycle:	01 April
Close of Actual Cycle:	15 December of the following year
Approval of Actual Workloads:	01 November to 15 December

User Guide was updated by Renita Maduramuthu and Sunitha Seerpath