



ACADEMIC WORKLOAD ALLOCATION POLICY UB-PO-AC-004/0

1. Background and Purpose

The University of Belize recognizes that academic work encompasses diverse responsibilities, including teaching, research, service, and administration. Traditional approaches to workload management have often lacked standardization and transparency, creating challenges in ensuring equitable distribution of responsibilities across faculty members. This situation has highlighted the need for a structured and comprehensive workload policy that can address these challenges while respecting the unique characteristics of different academic disciplines.

The Academic Workload Policy establishes a point-based framework for allocating and managing faculty workload across all academic departments. It aims to ensure fair and transparent distribution of academic responsibilities while maintaining high standards in teaching, research, and service. The policy provides objective criteria for workload assessment, supports faculty development, and aligns with the University's strategic goals while accommodating discipline-specific needs.

2. Scope/Users

The Academic Workload Policy encompasses all academic activities within the University of Belize and applies across its entire academic community. The policy governs workload allocation for all faculty members, whether full-time or part-time, and provides guidance to academic leadership at all levels. This includes academic department chairs, program coordinators, faculty deans, and campus directors who are responsible for implementing and managing workload distributions. The policy also extends to administrative staff involved in workload management and applies uniformly across all University of Belize campuses and academic units. Through its comprehensive scope, the policy ensures consistency in workload management while recognizing the diverse nature of academic work across different disciplines and departments.

3. Definitions/Terms/Acronyms

Academic Program

A coherent set of courses designed to provide students with a well-rounded education in a specific field of study, leading to a credential (degree, diploma, or certificate) awarded by the University of Belize.

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Contact Hours	Actual time spent in direct instruction of students.
Knowledge Exchange	Activities sharing academic expertise with external partners.
Office Hours	Designated times for student consultation outside regular class time.
Preparation Time	Time spent preparing for classes, including creating lesson plans and materials.
Professional Development	Activities enhancing skills, knowledge, or effectiveness.
Research-Active Faculty	Faculty members regularly engaging in research activities.
Service	Activities contributing to the university, profession, or community.
Workload Point	Unit of measurement for quantifying academic activities.
Workload	The total amount of work assigned to or expected from a faculty member, measured in points or percentages of total working time.

4. Policy Statement

The University of Belize adopts a comprehensive point-based system for academic workload allocation based on the following principles:

4.1 General Framework

The University establishes a standard workload framework based on 1,738 working hours per year for full-time faculty members. Within this framework, workload is measured using a standardized system of 100 points per semester, providing a clear metric for workload allocation and assessment. This comprehensive system encompasses all aspects of academic work, including teaching, research, service, and professional development activities. For part-time faculty members, these workload allocations are adjusted proportionately based on their contracted hours and responsibilities.

4.2 Workload Categories

The University structures faculty workload across four essential categories with defined allocation ranges. Teaching and Related Activities constitute the primary component, ranging from 35-80% of the total workload depending on faculty classification and role. Research and Knowledge Exchange activities may comprise 0-45% of workload, reflecting varying research expectations across different positions. Service and Administration duties account for 5-20% of faculty

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workload, while Professional Development activities are allocated 5-10% to ensure ongoing growth and skill enhancement.

4.3 Faculty Categories

The workload allocation model recognizes four distinct faculty classifications, each with specific workload expectations and distributions. These categories include Tenured Faculty, who maintain a balanced portfolio of teaching, research, and service; Tenure-Track Faculty, who focus on establishing their academic careers across all areas; Non-Tenure-Track Faculty, who primarily emphasize teaching and service; and Part-Time Faculty, whose responsibilities are scaled according to their appointment terms.

4.4 Quality Assurance

The University implements comprehensive quality assurance measures to maintain the integrity and effectiveness of the workload allocation system. These measures include regular monitoring of workload distribution across departments and faculty members, an established annual review process, and integration with faculty performance evaluations. The system emphasizes transparency in allocation procedures, ensuring all faculty members understand their workload assignments and the criteria used for distribution.

4.5 Implementation Requirements

Implementation of the workload policy is supported by a robust infrastructure that includes a comprehensive digital workload management system for tracking and reporting. This is complemented by standardized documentation procedures that ensure consistency across all academic units. Regular review meetings are scheduled to assess the effectiveness of workload distribution, and a clear reporting structure maintains accountability at all levels of academic administration.

4.6 Appeals Process

Faculty members who wish to contest their workload allocation may request a review by the Workload Review Committee, chaired by the Vice President of Academics. If further resolution is needed, the matter may be referred to the President's Office.

5. Relevant Legislation

University of Belize Act

National Accreditation Requirements

6. Key Related Documents

UB Strategic Plan

UB Academic Workload Model

Faculty and Staff Handbook



Academic Workload Allocation Policy

Performance Evaluation Policy and Procedure

Faculty Performance Evaluation Instruments and Guidelines

Department-Specific Workload Guidelines

Program Monitoring Manual

7. Policy Approval and Review

This policy will be approved by the Board of Trustees and will normally be subjected to a five-year review. Amendments to the policy may be recommended by the President from time to time, and these will also require the approval of the Board of Trustees.

8. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not Applicable	Same as Initial Release