

TrAC – TIME ALLOCATION SURVEY (TAS) 2018-19

GUIDANCE FOR COMPLETION OF THE WEB BASED DIARY

- Complete daily for each survey week. Totals populate automatically as you enter the number of hours for activities each day.
- Please tick the **leave box** if you are on annual leave, maternity / paternity leave or on sick leave during the survey week.
- Check that overall total hours do not exceed the max 168.0 hours per week
- Before starting the web diary please read the notes below - they give illustrative examples of TRAC definitions and of how to allocate time to T, R, O and S.
- A link to all current research grants will be provided to help you identify the Research funding source.
- If an activity is split across categories, where possible proportionally allocate this to each relevant category e.g. a research meeting with RA's, PGR's and UG may require to be split across the 3 categories of TCH, RPG plus the relevant funded grant.

TCH - TEACHING: From Undergraduate to Postgraduate Taught Masters (PGT), including non-credit bearing classes and Evening Degree. Do not include training of Research Postgraduates (PGRs)

- Holding lectures, seminars, tutorials and laboratory classes, and preparing/updating materials for these teaching activities. Preparation and design of approved new courses and modules.
- Reading and assessing student dissertations, reading and marking essays, exam scripts, invigilation of examinations, including external examining (both at own and other institutions), but excluding Research Postgraduate vivas.
- Student contact time for teaching purposes, e.g. supervision of projects, dissertations and remedial classes, organising and visiting placements, supervising fieldwork, mentee meetings,
- Miscellaneous activity that **directly** relates to teaching, including travel to events related to Teaching, Outreach or Knowledge Exchange where Teaching is the underlying activity.

TSUP - SUPPORT TO TEACHING: Administration and tasks which indirectly relate to Teaching

- Timetabling, examination boards, preparing prospectuses, module reviews (subsequent updates and editing etc. is Teaching), general administration related to Teaching,
- Interviewing undergraduate and taught postgraduate students, admissions and induction, pastoral support/mentoring (outside timetabled tutorials), and counseling of students and schools liaison.
- Writing books etc. for teaching purposes, preparation and initial course development - where the future of the course is not certain or has not been approved. Preparation for approved courses counts under Teaching.
- Attending courses, committees, quality assurance related to teaching, e.g. QAA. Continued Professional Development, advancement of knowledge and skills related directly to teaching, secondment to/academic exchanges with other universities for teaching activities.
- Publicity for teaching facilities and opportunities.

RPG to ROO -RESEARCH: For the purposes of TRAC research should have a source of funding (Institutional, Research Council or any other external source), and/or should potentially lead to the production of outputs and/or should relate to training and supervision of PGR students

- Basic, or applied research - undertaken to acquire new knowledge, or towards a specific practical

- aim, within this institution or in collaboration with other institutions.
- Fieldwork, laboratory, studio, desk/library work related to an output or research project.
 - Clinical trials, where the NHS considers them to be Research, otherwise they are to be recorded as Other Clinical Services.
 - For the purposes of TAS, Routine Testing is **not** considered to be Research and should be classified as Other.
 - Writing journal articles, chapters, books etc. directly related to your research.
 - Writing impact case studies directly related to your research.
 - Time on research sabbatical or research leave.
 - Management of research projects, informal discussions, progress reports etc. including recruitment and supervision of research staff.
 - All training and supervision of research students (PGR) including training in research methodology, review of drafts and preparation of thesis, and external examining.
 - Attendance at conferences, seminars and society meetings that are directly connected with specific research projects, including travel to these events.
 - Engagement, Impact or Knowledge Exchange where Research is the underlying activity.

RSUP - SUPPORT TO RESEARCH: Administration and tasks which indirectly relate to research and impact

- Writing grant applications and proposals.
- Refereeing papers.
- Research assessment e.g. panel membership related to the RAE/REF.
- Unpaid work advising government departments or committees professional bodies or agencies in relation to research matters.
- Peer Review.
- School research committee work.
- Time in other institutions on research exchange schemes, external liaison or publicity for research facilities and opportunities.
- Publicity for research facilities and opportunities.

SUP - GENERAL SUPPORT AND SCHOLARSHIP: Administration and tasks which cannot be linked specifically to your research or teaching, but which are of value to your personal development and/or to the functioning of the institution. Scholarship, under this category relates to: maintenance and advancement of own personal knowledge and skills. This activity does not relate to support "student Scholarships"

- Membership of/participation at faculty boards, senate etc. institution committees etc. (where these relate to Teaching or Research this time could alternatively be recorded as Support for Teaching or Support for Research.)
- General management and administration e.g. Admissions officer, Head of School, Faculty, Senate meetings, institutional committees.
- Management of staff, not specifically related to teaching or research including careers advice.
- Publicity or representative work on behalf of the University.
- Information returns e.g. HESA.
- Continued Professional Development (CPD) - courses or training which adds to your general skills and experience, unrelated to Teaching or Research. Secondment, exchanges etc. not attributable to either Teaching or Research.

OCS – OTHER CLINICAL SERVICES: Sessions in which clinical academics in the HEI provide services under contract to the NHS or sessions in which clinicians in NHS Trusts provide teaching to the HEI

- Clinical trials, where the NHS considers them not to be Research.
- Knock for knock time for time spent in NHS sessions.

OTH - OTHER (income generating): Please note this has a specific meaning under TRAC. It does not mean 'other' as in 'miscellaneous' but refers to activity which is not Teaching or Research but generates, or could potentially generate income for the Institution as described below

- Consultancy (excluding private) i.e. that is contracted to the institution and carried out during institution time, including advisory work, journal editing, feasibility studies.
- Other Services rendered, including non-research routine testing or clinical trials. i.e. work carried out through trading/commercial companies that is not Teaching or Research.
- Technology transfer work if remunerated through the institution (e.g. directorships of start-up companies).
- Engagement, impact and knowledge exchange where the work is not related to Teaching or Research.

OSUP – OTHER SUPPORT: Administration related to consultancy, routine testing, clinical trials or technology transfer

- Drafting proposals for new work and supporting bids to external bodies for consultancy and other services rendered (where bids involve a significant amount of speculative research, that element can be attributed to institution own-funded R).
- Negotiating contract terms and conditions with external bodies.
- Technology transfer work that is not remunerated through the Institution (e.g. supporting patent applications, license negotiations, formation of start-up companies).

Guidelines and information on activities that may be difficult to classify

HOW WILL THE INFORMATION I PROVIDE THROUGH THE TAS EXERCISE BE USED? - It will be used solely for the purposes of the TRAC return and financial planning. It will assist the University to allocate costs to a range of University activities (teaching, research, and other). The information will never be used at an individual level; it will be aggregated and anonymised at School level.

THE SURVEY ASKS FOR ALL TIME TO BE RECORDED, INCLUDING EVENINGS AND WEEKENDS, WHY? Most people recognise that the reality for many people working for the University means that work is spread outside what could be deemed "office hours" and in any case, the academic contract does not specify set hours. In terms of determining the proportion of time spent on all activities, and therefore the cost, this will be calculated in each case from the total time that is spent on work. **We will not gather data on private or free time.**

HOW WILL ANONYMITY AND CONFIDENTIALITY BE PROTECTED? - Any information supplied by you in the survey will be treated confidentially and will only be used to produce the aggregated data on departmental, school and university time and cost proportions. Heads of School, of course, have been briefed about the survey and have been asked to stress the importance of it to their staff, they will be informed if you do not complete the survey but they will not see your individual data.

TRAVEL – **this should be allocated according to the reason for the travel**, e.g. if it is to a meeting related to a research project then travel is included under Research. If it is to attend a conference of general interest not related to either teaching or research then this should be included under general support.

CONFERENCE ATTENDANCE – **this should be allocated according to the main reason for attending the conference**. If you are presenting a research paper at a conference then it is classified as Research. See also guidelines for Travel.

ABSENCE FROM WORK - 'Normal' (i.e. not long term) periods of absence due to illness, holidays and other leave are excluded from the time recorded in the Survey. Where you are on leave, please can you tick the leave box for each of the survey days if you are on leave.

DO I HAVE TO COMPLETE IT IF I AM ON MATERNITY LEAVE? - If you are on maternity leave you do not have to complete the survey. If you contact the team with the dates of your leave TAS emails can be suspended for the duration of your maternity leave. Any surveys you complete before or after your maternity leave will be included in the final results.

PART-TIME - If you work part-time, then days when you are not scheduled to work (with the exception of those taken on annual leave where there is an explicit option) can simply be left blank.

CONSULTANCY – Private work which does not bring income to the University is excluded from the Survey. If it is undertaken formally on behalf of the institution and brings in income then it is recorded under OTHER.