

TITLE: BAW2 - Staff Briefing
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PURPOSE: The aim of this document is to encourage academic staff to become more familiar with their workload allocations (the Balanced Academic Workload Model 2) and to be able to support their workload allocator ensure that they receive proper and adequate workload points for planned work.

SUMMARY

Your contract is based on working 35 hours per week for 38 weeks (including 2 weeks of admin), holiday leave 7 weeks and RSA approximately 5 weeks. The remainder is taken up by bank holidays and university closures.

Each working day equates to approx. 5 points and each point is worth 1.5 hours.

The BAW2 is calculated on a full working year equalling 1000 but line managers should not load new members of staff more than 900 points. If you are loaded more than 1000 points then note that every point is 1.5 hours of unpaid overtime which you do not have to do. If you are asked to do more than 1000 points then request in writing that next year your maximum points allocation will be reduced below 1000 to match the extra points expected this year.

Check the BAW2 Report to ensure that your workload allocator includes every element of your job. Highlight missing items and ask for them to be added to the calculation. If the allocator refuses then contact HR or your UCU representative.

MAIN CONCERNS and ISSUE

- More expected for the same number of hours
- Work overload – particularly those with mostly teaching responsibilities

- Anxiety and Stress
- Teaching work encroaching RSA

The review undertaken by your Branch identified the main area of the model which created the above concerns was marking points. The BAW2's default is low marking points which equates to approximately 10-14 minutes per item on average. However, most staff have marking taking much longer than 10-14 minutes and the University's Education and Development Unit (EDU) expects staff to take 35 minutes on average to mark a 2000 word essay.

BAW2 considers that marking points also include:

- sample marking standardisation meetings for multiple tutors on large course
- plagiarism checking, case submissions and special student meetings
- difficult cases requiring extensive feedback
- extenuating circumstances marking and submission of grades/reporting.

Table 1. BAW2 Marking Points Summary – Examples by size of course and number of assessments

This table details how many minutes staff are allocated to mark assessments depending on whether they teach 15 credit modules or 30 credit modules.

Course Credits	15 cr	15 cr	30 cr	30 cr
Number of Assessments	1 item	2 items	2 items	3 items
BAW2 Marking Points	mins/item	mins/item	mins/item	mins/item
0.015 (Standard)	21	10	21	14
0.0275 (High)	38	19	38	25
0.04 (Highest)	55	28	55	37

E.g. if you run a 30 credit course with 3 items of assessment taking you on average 25 mins each to mark then please request *0.0275 High* level marking points for that course.

UCU has proposed that the level *0.04 Highest* be set as the default and that two higher categories be added to reflect time consuming innovative assessments and large portfolios. However, due to a lack of HR leadership since mid-December, no changes have been made to this year's model.

Therefore, we recommend that you familiarise yourself with the **BAW2 Report** (login required), which details the points that are allocated for the various activities you do, and support your workload allocator to ensure your workload is correct. We suggest the following approach.

WORKING SOLUTION – See screenshots on Pages 4 & 5

1. Ensure colleagues are informed on the amount of points allocated for marking for each course on BAW2
 - a. The model has 3 levels for marking points (highlighted grey in Table 1) so request the relevant level.
 - b. If you are marking pieces of work taking longer than the *Highest* points (not including dissertations/final year projects which have different points allocation) then ask your HoD to add support time or add development time.
2. Access is available to the BAW2 all year round and you can review your previous year's allocations –see <https://baw2.gre.ac.uk/>
3. Claim back missing points. If you have been allocated low marking points this year for a course that you to spend more than the time allocated in Table 1. then ask your HoD to take this into account for 2018-19 BAW2. HoDs did not know how little time the “Standard” marking points provided.
4. Ensure the number of small groups (AKA as seminars/tutorials) is correct. Your HoD can set the number of tutorials (irrespective of the total number of students used for marking calculations). You may have to use estimate numbers and these can be updated in September.
5. Ensure the proportion of lecture to small groups is correct. One of the *Teaching Course Attributes* questions requires you to provide detail on how much of the course is delivered in small groups. The question is: *What proportion (%) of the KIS hours will be delivered in small groups?*
 - a. KIS is the number of contact hours each student gets – this is provided in the course specification document that was submitted in the programme review/validation. If the KIS data is wrong then highlight this to your HoD.
 - i. E.g. 3 hours per week - 1hr lecture and 2hr tutorials. Here you would request that 67% is recorded.
 - ii. E.g. 3 hours per week - 2hr lecture and 1hr tutorials. Here you would request that 33% is recorded.
 - iii. E.g. 3 hours per week - 3hr workshop. Here you would request that 100% is recorded.

EXAMPLE BAW2 – LANDING PAGE BAW2 - UCU Member Guidance- Sept 2019


BAW2

Year: 201700
Org Unit: Accountancy & Finance

My workload **Named headlines**
Download PDF

Show percentages
 Show chart
Table size
FTE: 1

Name	PC	RSA	TOO	Total
▲ A - Teaching & Learning	0	0	477.14	477.14
▲ A - Course Teaching	0	0	457.14	457.14
[ACCO1124] Financial Accounting (Standard Double Term, Greenwich Maritime Campus)	0	0	107.45	107.45
[COMP1236] Computing & Financial Appls (Standard Double Term, Greenwich Maritime Campus)	0	0	162.57	162.57
[COMP1238] Financial Business Intel (Standard Double Term, Greenwich Maritime Campus)	0	0	187.12	187.12
▼ C - Other Teaching Related Activity	0	0	20	20
▼ B - Research & Enterprise	0	110	0	110
▼ C - Academic Citizenship	25	0	417	442
Totals	25	110	894.14	1029.14

You can change the year to review previous

You can download a summary PDF of your workload

You can view the totals for your colleagues in your department here

BAW2 Course Teaching Attributes Example

This screen appears when you select one of your courses in Section A *Teaching and Learning* of the *My Workload*

Question	Value
What proportion (%) of the small group scheduled contact hours will they be allocated?	33
What proportion (%) of the marking will they undertake?	40
What proportion (%) of the course leadership allowance should be allocated?	33
Where course development is required, how many additional contact hours per scheduled contact hour should be applied?	0
Do you want to override the student numbers?	NO
If so, please enter the student numbers to be used here	0
What is the rate which should apply for course leadership?	Standard (0.005 points)
What is the rate which should apply to the marking effort?	Standard (0.015 points)
What proportion (%) of the KIS hours will be delivered in small groups?	34
How many small groups will be held?	6
If the scheduled contact hours are 0, please enter the number of contact hours here? (Click on "i" for more information)	48
What proportion (%) of the whole cohort scheduled contact hours will they be allocated?	33

Student numbers are shown in the additional information – please check and ensure they are correct.

What proportion of all the seminars/tutorials do you do?

Ensure you request the correct marking points level as per Table 1. above.

For simple examples where the lecture is 2 hours and the seminar is 1 hour each week then 33%. Here seminars do not run every week and the number had to be calculated

How many seminars/tutorials run on this course each week?

This number comes from your Course Specification submitted in the validation/review. E.g. 2 hours per week for 24 weeks (i.e. 2 terms)

What proportion of the course do you do you do? E.g. a 12 week course and you do 6 weeks of it on your own = 50%