WEEKLY TEACHING AND WORK LOADS POLICY

MAY 2022

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Teaching Load and Workload Policy

1.0 Introduction

Pentecost University (PU) is committed to academic excellence, institutional efficiency, and equitable workload distribution. This policy has been developed to establish clear guidelines for teaching loads and workload allocation, ensuring alignment with international best practices, the regulations of the Ghana Tertiary Education Commission (GTEC), and the University's strategic objectives.

This policy aims to:

- Promote fair and transparent workload distribution among faculty members.
- Enhance the quality of teaching, research, and service delivery.
- Optimize staff utilization while ensuring work-life balance.
- Address concerns regarding absenteeism from university meetings, claims for additional remuneration, and the effective participation of faculty in academic and administrative responsibilities.

The policy was developed through a participatory, bottom-up approach, involving consultations with Lecturers, Heads of Departments (HoDs), Deans, Key Officers, the Executive Management Team, and the Academic Board. After incorporating relevant feedback, the policy was approved by the Academic Board for implementation.

2.0 Purpose

The purpose of this policy is to:

- Provide clear guidelines on faculty teaching loads and associated responsibilities.
- Ensure that workload distribution supports the University's mission and A+ vision.
- Establish a structured framework for managing extra workload claims.
- Encourage faculty engagement in research, service, and administrative duties.

3.0 Policy Statement

Pentecost University requires all faculty members to meet the minimum teaching load requirements while actively participating in research, academic service, and institutional activities. The policy ensures that faculty workload is distributed equitably to maintain high-quality teaching and learning standards.

4.0 Policy Objectives

The objectives of this policy are to:

- Ensure that faculty members meet GTEC's standard teaching load requirements.
- Ensure that faculty members fulfill PU's minimum credit hour obligations.
- Prevent teaching load imbalances across faculties.

- Encourage active faculty participation in university meetings and academic programmes.
- Optimise staff utilisation to prevent underemployment or excessive workloads.
- Establish a transparent and fair system for additional workload remuneration.

5.0 Policy Scope

This policy applies to all faculty members at Pentecost University, including Deans, Professors, Heads of Departments, Programme Coordinators, and Lecturers.

6.0 Procedures Governing the Teaching Load Policy

a) Teaching Load Distribution

- The maximum teaching load considers all certificate, undergraduate and postgraduate courses across faculties and schools.
- Faculty members may take an extra three (3) credit hours beyond their required teaching load for additional compensation.
- Professors not serving as Deans or HoDs are granted honorary HoD status under this policy.
- Pastors from the Church of Pentecost who teach at PU will be granted honorary Coordinator status in recognition of their pastoral duties.
- Administrative staff with relevant qualifications and experience may teach up to three (3) credit hours, subject to prior approval from the Supervising Officer and eligibility for compensation.

b) Research Expectations

- Lecturers, HoDs, and Programme Coordinators must publish at least one (1) academic paper within two years or be engaged in PhD research (with a progress report submitted annually).
- Deans must publish at least one (1) academic paper every two years.
- Faculty research contributions will be accounted for as six (6) credit hours per week towards workload distribution.

c) Student Engagement and Mentorship

- Faculty members must maintain at least three (3) office hours per week for student consultations and academic support.
- Deans are expected to offer four (4) office hours per week.
- Faculty must attend University Assembly programmes, totalling two (2) hours per week, to fulfill their academic citizenship obligations.

d) Administrative and Institutional Responsibilities

- Deans, HoDs, and Programme Coordinators must engage in four (4) credit hours of administrative duties per week, including attending scheduled meetings and academic planning sessions.
- Lecturers will have minimal administrative responsibilities, totalling one (1) credit hour per week.

e) Course Preparation and Teaching Effectiveness

- Course preparation is allocated six (6) credit hours per week for revision and lesson planning.
- Supervision duties for student projects, dissertations, and long essays will require:
    - Six (6) credit hours per week for Deans.
    - Four (4) credit hours per week for other faculty members.
- Faculty members must adhere to GTEC workload norms, as detailed in Table 1.1.

f) University Meetings and Assemblies

- Faculty members must attend all scheduled meetings and assemblies, unless prior approval for absence is granted.
- Attendance records will be maintained and reviewed as part of faculty performance evaluations.
- Persistent absenteeism may result in disciplinary action under PU's performance review policies.

g) Additional Workload and Remuneration

- Requests for extra remuneration for additional teaching or administrative workload must be pre-approved by Management.
- A verification and approval mechanism will be established to ensure fair and consistent compensation.
- Faculty members with credit hours below the required minimum will be assigned additional responsibilities, including:
    - Committee work
    - Student mentorship
    - Special academic projects
    - Or their contract of appointment reviewed

Table 1.1: GTEC Teaching Load Requirement

No.	Position	Credit Hours	
		Min	Max
1.	Lecturer	12	21
2.	Head of Department	9	18
3.	Dean	6	15

Table 1.2 provides details of the new weekly teaching load for full time faculty members.

Table 1.2: Weekly Teaching Load / Credit Hour Requirement for Faculty

Workload Per Week (hrs.)	Dean	HoD/Prof	Coordinator/Pastor Lecturer	Lecturer
Teaching **(a)**	12	15	15	18
Preparation	6	6	6	6
Supervision	6	4	4	4
Research	6	6	6	6
Office Hours	4	3	3	3
Academic Citizenship	2	2	2	2
Administrative Duties	4	4	4	1
Total	**40**	**40**	**40**	**40**
Part-Time Hours **(b)**	3	3	3	3
Total Lecture Hours **(a)+(b)**	15	18	18	21

7.0 Implementation and Compliance

- The Academic Board will oversee the implementation and enforcement of this policy.
- Faculty workload will be reviewed annually (if necessary) to ensure compliance with GTEC standards and University objectives.
- Adjustments will be made as necessary to reflect institutional priorities and faculty workload balance.

7.1 Teaching Load and Credit Hour Implementation Guidelines

i. Full-time faculty members who are Deans shall teach **12 credit hours per week**.

ii. Full-time faculty members who are Heads of Departments, Professors, or Coordinators shall teach **15 credit hours per week**.

iii. Full-time Lecturers shall teach **18 credit hours per week**.

iv. Teaching loads shall be distributed across all postgraduate, undergraduate, and short courses to ensure balanced workload allocation.

v. Priority shall be given to postgraduate programmes when distributing teaching loads each semester or term. Faculty members who do not meet the required credit hours from

postgraduate programmes will be assigned additional hours from undergraduate and certificate courses.

vi. Teaching assignments beyond the required load shall attract additional remuneration at the adjunct teaching rate approved by Management. Faculty members shall only be eligible for extra teaching allowances after fully meeting their required credit hours across all assigned courses (undergraduate, postgraduate, and short programmes).

vii. All short programmes conducted outside the required credit hours shall attract the adjunct teaching rate.

viii. In cases where a faculty member has not met the required teaching hours, earnings from short programmes shall be used to compensate for the shortfall before additional payments are made.

ix. Generic classes with small enrollments shall be merged to ensure optimal resource utilisation.

x. Faculty members shall only be eligible for additional remuneration if their primary teaching loads have been fulfilled. Payments for additional teaching loads will not be honoured unless teaching load requirements are met.

xi. Teaching load expectations shall be clearly communicated to all newly appointed lecturers before they complete their appointment acceptance forms.

xii. Requests for additional teaching remuneration shall be processed and paid at the end of each semester, following the submission of results. Exceptions may be made under special circumstances as determined by Management.

xiii. Persistent non-compliance with assigned teaching or administrative duties may lead to disciplinary actions or revisions to employment contracts.

xiv. This policy shall be reviewed periodically by Management to ensure continuous alignment with institutional goals and international best practices.

8.0   Review and Amendments

This policy will be reviewed **biennially** (if the need arises) to ensure that it remains aligned with:

- National regulatory frameworks (e.g., GTEC requirements)
- Institutional growth and changing academic demands
- Best practices in faculty workload management

Amendments will be subject to **approval by the Academic Board acting on behalf of the Governing Council**.

9.0 Policy Implementation

The **Pro Vice-Chancellor** shall be responsible for overseeing the implementation of this policy and ensuring its **effective execution across all faculties**.

10.0 Policy Rationale

This policy aims to:

i. Enhance efficiency in teaching and learning.
ii. Reduce part-time teaching costs and strengthen the University's cost-containment measures.
iii. Improve financial sustainability and ensure prudent cash flow management.
iv. Serve as a benchmark for future policy development and refinement.
v. Eliminate redundancy in additional claims for teaching overloads.
vi. Enhance financial planning by reducing waste and inefficiencies.
vii. Encourage faculty participation in university activities to foster a collaborative academic environment.
viii. Ensure optimal staff utilization by equitably distributing workloads across faculty members.
ix. Streamline remuneration processes for additional workloads to minimize disputes and promote transparency.

11.0 Compliance

i. Persistent absenteeism from university meetings and programmes, or failure to meet minimum credit hour requirements without justification, shall result in corrective action, including formal warnings, salary deductions or a revision of the nature of contract awarded.

ii. Faculty members with underutilized workloads shall be assigned additional responsibilities by the Deans or Pro-Vice-Chancellor to align their workload with institutional priorities.

iii. Deans shall ensure strict compliance with this policy within their faculties.

iv. The Pro-Vice-Chancellor, Registrar, and Deans shall monitor and address non-compliance through performance reviews and corrective measures.

12.0 Effective Date

This policy shall take effect from May 01, 2022, and remain in force until revised by Management.