**Workload Model Classification of TRAC categories**

**Introduction**

Allocation of academic time is central to TRAC. The UWE workload model identifies eight separate areas for allocating academic bundles. Activity rows within each of these areas should be robustly allocated against one of the available fifteen TRAC categories.

WLM areas:-

1. Module Teaching
2. Serviced Modules (both inter department and inter school/faculty)
3. Post graduate Research Supervision
4. Other Teaching Related
5. Management, Coordination and Administration
6. Faculty Investment in Teaching, Research, KE, Development and Other Activities
7. External Funding of Research, KE, Development and Other Activities
8. TRAC Categories for Academics 5 + 2 weeks (104 bundles)

**Classification of Activities**

All allocations of bundles must be attributed to a TRAC category code which is prefixed by TT (Teaching), TR (Research), TO (Other) or TG (General Management).

TRAC categories codes:-

|  |  |
| --- | --- |
| TT-A1 | Publicly Funded Teaching |
| TT-A2 | Non Publicly Funded Teaching |
| TT-A3 | Support for Teaching |
| TR-B1 | Training & Supervision of PGR Students |
| TR-B2 | Institution Own Funded Research |
| TR-B3 | Research Councils Research |
| TR-B4 | UK Based Charities Research |
| TR-B5 | UK Govt/Local, Health and Hospital authorities Research |
| TR-B6 | UK Industry, Commerce, Public corporations Research |
| TR-B7 | European Government bodies including Commission Research |
| TR-B8 | EU Non Government Organisations & Other Overseas Research |
| TR-B9 | Support for Research |
| TO-C1 | Knowledge Exchange/Consultancy/Other Services Rendered |
| TO-C2 | Support for Other |
| TG-D1 | General Management & Committee work and Other |

1. **Module Teaching**

**TRAC category TT-A1:- Publicly Funded Teaching**

* All levels of teaching – sub-degree/degree/post-graduate taught (not PGR) for Higher education, further education, teacher training, NHS etc. A high level adjustment will be made centrally where overseas and privately funded students are a material proportion of the student population on UK based courses
* Includes:-
  + Holding lectures, seminars, tutorials
  + Project, workshop and laboratory supervision
  + Preparing materials for lectures, tutorials and laboratory classes
  + Editing and updating course materials
  + Supervision /contact time relating to projects, dissertations and assessment
  + Preparing and marking examination papers, including re-sits
  + Oral examination/viva
  + Mentee meetings
  + Reading and assessing student dissertations, reading and marking essays and other student work
  + Graduate development programme (GDP)/ Personal Tutor
  + Module leadership (note an adjustment will be made outside of the WLM to transfer the fixed allowance to Support for Teaching TT-A3)

1. **Serviced Modules (both inter department and inter school/faculty)**

Definitions as 1. above

1. **Postgraduate Research Supervision –**

**TRAC category TR-B1:- Post Graduate Research**

* Includes all training and supervision time relating to PGR students including external funded Studentships irrespective of their funding source

1. **Other Teaching Related**

**TRAC category TT-A1 :- Publicly Funded Teaching**

* Includes:-
  + Preparing materials for an agreed new course
  + Organising and visiting placements, fieldwork
  + Other student contact time relating to educational matters including remedial classes
  + Invigilation of examinations including external examinations
  + Outreach where teaching is the underlying activity
  + Academic personal tutor (APT) role

1. **Management, Coordination and Administration**

**TRAC category TG-D1:- General Management & Committee work and Other** (not attributable to Support for Teaching TT-A3, Support for research TR-B9 or Support for Other TO-C2 under categories 6 or 8 below)

* **Includes:-**
  + Management duties such as Executive & Associate Deans etc.
  + General management and administration including membership of/participation at faculty boards, committees etc .
  + Staff management, mentoring and appraisal
  + Publicity; representative work on behalf of the university or department
  + Information returns
  + Quality assurance
  + Contribution to sector wide committees
  + Academic Support (long term absence e.g. maternity & long term sickness etc.)

**TRAC category TT-A3:- Support for Teaching**

* Includes:-
  + Programme leadership

1. **Faculty Investment in Teaching, Research, KE, Development and Other Activities**

**TRAC category TR-B2:- Institution Own or HEFCE funded Research**

* Research where there is no external sponsor commissioning the work, including speculative research undertaken to investigate the potential of ideas before preparing grant or contract bids, or for publication, but there are research outputs (Note: if the Research is carried out primarily in Support of Teaching then code to A3)
* Research funded from QR (quality-related research funding) and SRDF (strategic research development fund) allocations

**TRAC category TT-A3 :- Support for Teaching**

Includes:-

* + Timetabling
  + Examination boards
  + Preparing prospectuses
  + Interviewing students, admissions and induction
  + Management & administration of teaching activities
  + Course and other committees relating to teaching
  + School liaison
  + Pastoral support (outside timetabled tutorials, counselling
  + Initial course development where the future of the course is not certain
  + Scholarship and professional development relating to teaching including reading literature, attending professional conferences, maintaining professional skills, acquiring new skills, writing books and other publications
  + Academic development programme (ADP)
  + Secondment to/academic exchanges with other universities for teaching activities
  + Publicity for teaching facilities and opportunities
  + Institutional own funded Research as defined above but which is carried out primarily in Support of Teaching

**TRAC category TR-B9 :- Support for Research**

Includes:-

* + Drafting and redrafting proposals for new work and supporting bids to external bodies
  + Refereeing papers
  + Maintenance and advancement of own personal knowledge and skills related to research (reading literature, attending professional conferences, maintaining professional skills, acquiring new skill for the purposes of research)
  + Unfunded work advising government departments or committees, professional bodies or agencies in relation to research matters
  + University and department committee work supporting research
  + Block time in other institutions on research exchange schemes
  + Publicity for research facilities and opportunities

**TRAC category TO-C2 :- Support for Other**

* Includes:-
  + Drafting and redrafting proposals for new work and supporting bids to external bodies for consultancy and other services rendered activities
  + Negotiating contract terms and conditions with external bodies for consultancy and other services rendered

1. **External Funding of Research, KE, Development and Other Activities**

With the exception of academic time in support of PGR students, which should be included under 3 above, **all** bundles should be identified under the applicable TRAC external sponsor category . If the project is held in PASS then the TRAC category can be determined using the mapping in [Appendix A](#PASSmapping) if the PASS Project Type and the Funding type are known

**TRAC categories TR-B3, TR-B4, TR-B5, TR-B6, TR-B7, TR-B8 (dependent upon external sponsor classification):- Research**

* Research and Experimental Development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of human knowledge, culture and society and the use of this stock of knowledge to devise new application. R&D includes basic research, applied research and experimental development. It excludes routine testing which should be included under Other.
* In addition research includes the following related activities
  + Fieldwork, laboratory, studio and classroom work
  + Management of projects, informal discussions, progress report etc
  + Recruitment and supervision of research staff
  + Attendance at conferences, seminar and society meetings that are directly connected with the specific research projects
  + Outreach where research is the underlying activity: knowledge transfer partnerships

**TRAC categories TT-A1, TT-A2 (dependent upon external sponsor classification, see Appendix A) :- Training & Education**

* Includes:-
  + Contracts for the provision of Training/Education
  + CPD/Short courses (full cost courses; non credit/award bearing; overseas courses and other NPF commercial training)
  + Teaching carried out through trading units/commercial companies

**TRAC categories Other TO-C1**

* Includes
  + Knowledge Exchange and Consultancy that is contracted to the university and carried out in institution time; including advisory work, journal editing, evaluation and feasibility studies
  + Other services rendered, including testing and non-research clinical trials
  + Work carried out through trading units/commercial companies that is not teaching or research
  + Outreach where the activity is not teaching or research

1. **TRAC categories for Academics 5 + 2 weeks (104 bundles)**

**TRAC categories TT-A3, TR-B9, TO-C2:- Support for Teaching, Research and Other**

* A full time member of academic staff is expected to engage in up to 5 weeks research and scholarly activity. The nature and extent of this will vary with the nature of the subject(s) they teach and the full range and balance of their duties and other commitments. Work which is ‘Scholarship’ is a Support activity that is supporting both Teaching and Research but is significantly a cost to Teaching.
* In addition 2 weeks are allocated to staff to be spent on teaching-related administration.
* These bundles are treated outside managed time and will be defaulted within the workload model as follows:-
  + Two weeks teaching administration shall be defaulted against support for teaching TT-A3
  + The remaining five weeks of scholarly activity will be attributed across support for teaching, support for research and support for other in proportion to the direct effort on teaching, research and other
  + As part of the year end validation review between the academic and his/her HoD, the academic will be requested to provide confirmation of the activities carried out during these periods of time.

**Other General guidance**

* **Maternity/Paternity and long term sick absence**

Normal periods of holiday, sickness and other leave are excluded from the time recorded. However, longer periods of sickness and leave (maternity/paternity) should be identified where cover is being provided. The general rule would be to ensure that an activity (Teaching, Research or Other) being undertaken is allocated against the time of the person carrying it out, if there is one. If cover can be identified and allocated to that activity - or no activity is being carried out (no cover) - then the time associated with the individual’s absence should be allocated to Support **(TG-D1)**. The time of cover would be allocated to the activity.

* **Travel**

Travel time should preferably be allocated in line with the purpose of the trip.  If the trip is necessary for work being carried out for a specific project or teaching programme then it should be directly attributed to Teaching, Research or Other as appropriate.  However, if work is being done during the travel that relates to another activity, then it should be charged to that other activity.  If neither of these applies, then the time should be attributed to Support for Teaching, Research or Other as applicable.

* **Non University Business Activities**

Non university business activity which is allocated bundles should be included as General Other **TG-D1** and If material a high level adjustment will be made centrally to exclude it from the TRAC analysis. Note in WAMS a new category for Non University Business will be created.

* Includes:-
  + Trade Union Representatives
  + Secondment to other organisations

**Appendix A PASS mapping**

|  |  |  |  |
| --- | --- | --- | --- |
| **WLM - Mapping of Externally Funded Projects from PASS** | | |  |
|  | **WAMS CODE** | | |
| **PASS funder\_type** | **PASS Project Type (see footnote 1)** | | |
| **name** | **R** | **E** | **O** |
|  |  |  |  |
| BBC - UK Based Charities | **TR-B4** | **TT-A2** | **TO-C1** |
| BGH - UK Central Government/Local and Health Authorities | **TR-B5** | **TT-A1** | **TO-C1** |
| BIC - UK Industry, Commerce and Public Corporations | **TR-B6** | **TT-A2** | **TO-C1** |
| ECF - European Commission | **TR-B7** | **TT-A1** | **TO-C1** |
| EUC - EU Industry, Commerce & Public Corporations | **TR-B8** | **TT-A2** | **TO-C1** |
| EUG - EU Government Bodies | **TR-B7** | **TT-A1** | **TO-C1** |
| EUO - EU Other | **TR-B8** | **TT-A2** | **TO-C1** |
| HEF - HEFCE Funding | **TR-B2** | **TT-A1** | **TO-C1** |
| KTP - Knowledge Transfer Partnership **(see footnote 2)** | **TR-B5** | **TT-A1** | **TO-C1** |
| OOV - Other Overseas | **TR-B8** | **TT-A2** | **TO-C1** |
| OTH - Other Sources | **TR-B6** | **TT-A2** | **TO-C1** |
|  |  |  |  |
| BBSRC - Biotechnology & Biological Sciences Research Council | **TR-B3** | **TT-A1** | **TO-C1** |
| MRC - Medical Research Council | **TR-B3** | **TT-A1** | **TO-C1** |
| NERC - Natural Environment Research Council | **TR-B3** | **TT-A1** | **TO-C1** |
| EPSRC - Engineering & Physical Sciences Research Council | **TR-B3** | **TT-A1** | **TO-C1** |
| ESRC - Economic & Social Science Research Council | **TR-B3** | **TT-A1** | **TO-C1** |
| AHRC - Arts & Humanities Research Council | **TR-B3** | **TT-A1** | **TO-C1** |
| STCF - Science & Technology Facilities Council | **TR-B3** | **TT-A1** | **TO-C1** |
| RSBA - Royal Society & British Academy | **TR-B3** | **TT-A1** | **TO-C1** |
|  |  |  |  |
|  |  |  |  |
| Supervision of PGR Project Students **(see footnote 3.)** | **TR-B1** | **TR-B1** | **TR-B1** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Footnotes** |  |  |  |  |
|  |  |  |  |  |
| **1. PASS Project Type/HESA category (prefix to funder\_type):-** |  |  |  |  |
| R = Research | **Example:-** |  |  |  |
| E = Education & Training | A research project funded by a UK based Charity is classed in PASS as **RBBC (WAMS conversion TR-B4**), whereas a consultancy for the same Charity would be classified **OBBC** in PASS **(WAMS conversion TO-C1**) and Educational Training **EBBC** **(WAMS conversion TT-A2**) | | | |
| O = Other i.e. KE, Consultancy, Development & Regeneration etc. |  | | | |
|  |  |  |  |  |
| **2. KTP - Knowledge Transfer Partnership** |  |  |  |  |
| KTP's have dual funders, therefore academic time should be split between the funder\_type on a proportionate basis to the funding. However, within the WLM all bundles should be treated as UK Govt funded. If material a high level adjustment will be made centrally. | | | | |
|  |  |  |  |  |
| **3. PGR Project Students** |  |  |  |  |
| The proportion of time that an Academic supports a PGR Studentship including those awarded as part of a Research Grant or Contract should be allocated to TR-B1 | | | |  |
| i.e. not the funder\_type |  |  |  |  |