This document describes duties that are expected of academic professionals at Taylor's University College/Taylor's College, as well as their position-specific duties with total workload computed as per the expectations set by their superior. These may change with each year, through discussions between the staff and the Department Head, Programme Director, Dean and/or Provost. All staff workload will be reviewed and evaluated annually on the basis of how well he/she performs these duties. It is agreed that a workload is manageable if it can be reasonably undertaken by a full time academic staff member who possesses the relevant knowledge and abilities in no more than 1,800 hours per annum (see Appendix for breakdown).

The responsibilities for a full-time academic staff member will include some or all of the following:

A. Teaching
B. Teaching related duties
C. Student consultation & advising
D. Research and/or consultancy
E. Community extension, social outreach and/or college-related activities
F. Professional development and/or scholarly activities
G. Administrative duties

The guidelines below outline the responsibilities appropriate to each type of academic workload. These responsibilities may include involvement in off-campus, evening and weekend duties, as well as student recruitment, retention and placement efforts. Because each School/Programme employs somewhat different descriptions of some of these elements, the Department Head, Programme Director, Dean and/or Provost will supply with job-related information specific to the School/Programme or administrative unit.

Staff carrying out research or consultancy work (only approved work by RSDC) and those undertaking higher degree by research (Masters & PhD) will only be required to undertake 14 hours of teaching per week. All arrangements must be made with the Head of Department/Programme Director to free up one day in a week (subject to timetable constraint) for the staff concerned to undertake uninterrupted research work. The following conditions must be adhered before the staff can apply for this reduction in hours:

1. **Staff doing research/consultancy:** At the end of the pre-defined period, there must be a research outcome in the form of at least one refereed article in a national or international journal within two years or present a refereed research paper at a national of international conference where the paper is published in the proceedings with ISBN/ISSN numbered.

2. **Staff undertaking higher degree by research (Masters & PhD):** Staff concerned must provide periodic progress report on the study to the Head of Department/Programme Director, at least once a year.