

Allmøte om timeregnskapet

Information meeting on Work duty account

06 April 2022



For employees

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What is [timeregnskap](#)?

A way to allocate teaching duties in an even manner, and to keep track of these.

- Current rates established H18.
- Revision announced since early 2021.

Employment conditions

Working hours and absence

Working hours

Work duty accounts for academic employees

SV

▪ ECON

▪ ISS

▪ PSI

▪ SAI

Resources for hourly accounts at ISS

Norwegian

Work duties at ISS

- Hourly rates established by the Faculty of Social Sciences and department-specific supplements
- Rates for specific courses at ISS (Norwegian)
- Standardised rates for digital recordings that include or replace traditional lectures

Regarding reduction of work duties

- Absence due to illness
- Research and educational leave provides a deduction in the hourly accounts. More information regarding the guidelines and provisions for research leave.
- Additional information for **PhD research fellows** regarding reduction of work duties in connection with fieldwork.

Resources for when you have received your hourly accounts

- Confirm or report changes to your hourly accounts
- Information about hourly accounts for **temporary staff** at ISS
- Registration of hours related to supervision of candidates

Some reasons for having *timeregnskap*

- Fair distribution of work tasks between staff over time
 - Avoiding both overload and free-riding
- Tool for handling work across departments and for buy-outs (*frikjøp*)
- Monitor consistency between level of activity and available work force
 - Lots of surpluses indicate that the activity level is/has been too high given our resources.
 - Lots of deficits indicate that there is room for changes.
- Communicate expectations of time to be used for tasks that, in principle, can be without finish line.



Who decides what and how

- The Faculty Dean decides on *timeregnskap* – both system and rates.
 - Discusses with Heads of Department (who spend a lot of time speaking with staff about their work situation)
 - With unions at the [IDF-meeting](#)
 - Supplementary department rates – must also be approved
- Implemented at departmental level
 - Intensive follow up both administratively and on an individual basis
- Department board not responsible for rates, but for sensible use of resources/budget balance.



How it gets done

1. ISS administration registers **MANUALLY** all teaching activities listed in schedules, grading, supervision contracts, buy-outs, committees, etc.
2. Individual reports are produced and sent out for **YOUR quality check** within a deadline.
3. Clarifications, corrections, adjustments made before 'closing the books'.
4. The leadership team goes through the timeregnskap each semester to plan for necessary adjustments.



Revision 2022

- Administrative hours for everyone (30 hrs per semester)
- Phd fellows
 - New: additional 15% for all teaching tasks
 - Out: «additional 10 hours for new teaching duties (lectures, seminars)»
- Course convenors: + 10 hrs (from 10 to 20, 20 to 30)
- Rules for handling surpluses and relation to sabbatical terms.



	Før 2018	2018-2022	2022-
Forelesning	4,5, 5	5	5
Seminarer	3,50	3,5	3,5
Eksamensoppgave	Skole 2, andre 1, <u>kvalit 7, kvanti 20</u>	8, 12	8, 12
Sensorveiledning	BA 3, MA 5		
Sensur skoleeksamen	0,5-1	0,45 ¹	0,45
Sensur større eksamen	1,5	1,5	1,5
Muntlig MA oppgave	2	1	1
Sensur MA oppgave	8	30sp 5, 60sp 7	30sp 5, 60sp 7
Treffetid	20	20	20
<u>Adm-tid</u>	20	30 FVA, 0 MVA	30
<u>Emneansvar</u>	10, 20, 30	10, 20	20, 30
Vesentlig endringer emne	0	15	25
Pedagogisk <u>utv.arbeid</u>	0	0	Skjønnsmessig vurdering
Universitetspedagogikk	100	Medgått tid (200)	Medgått tid 200
Veil MA	60 ² (35-50)	40	40
Veil <u>PhD</u>	180	180	180
Behandling stillings-søknader	45-100, 25-80, 25-50, 10-40 totalt	20, 30	20, 30
Siling	0	0,5 per søker	0,5 per søker
Vurdering opprykk	30	10	10
<u>PhD bedømmelse</u>	30	20	20
Disputas	10 (kun leder)	8 (leder og andre)	8 (leder og andre)
Norsk opplæring	0	Medgått tid + 1	Medgått tid + 1

Zooming on PhDs

- Total duty work: 1695 hours
- 424 hours per year; 212 hours per semester x 8 semesters
- Reductions:
 - Admin-time 30 + Contact time 20 = 50 hours per semester
→ for a PhD starting H22 this would amount to up to 400 hours
 - Universitetspedagogikk: 200 hours
 - “Up to two teaching-exempt semesters may be granted for stays abroad, field work and similar, which means that the required duties may be reduced by up to 1272 hours.”
 - «Det kan gis inntil to semestres undervisningsfri for utenlandsopphold, feltarbeid og lignende, slik at arbeidsplikten reduseres inntil 1272 timer.»



PhDs: 10 hours vs 15%

- PhD candidates shall receive 15% additional credits for all teaching responsibilities (lectures, seminars, examinations, academic supervision and course responsibilities).

How much is this, actually? Up to 169 hours.

- Out: «additional 10 hours for new teaching duties (lectures, seminars)»

Why? Due to uneven practice across the faculty. Introduced to account for work at new lecture & seminar series, NOT for individual lectures/seminars. Source of confusion and frustration, both for staff and administration.

How much was this, actually? Between 30-60 hours in total for most.



	Work duty one term 2017	Work duty one term 2021	Work duty one term 2023
Contact hours	20	20	20
Admin hours	20	0	30
Grading 30 exams	30	22,5	22,5
2 lectures	18	20	20
Extra first time seminar series	0	10	0
Seminar 8x2 groups	112	112	112
15% undervisning			23,2
	200	184,5	227,7



Example: PhD started H20

	Vår		Høst	
2020			SGO1910, Uniped 100, SGO1003	381
2021	SGO2100, Uniped 50	217	SGO1910, Uniped 50, SGO1003	311
2022	SGO2100	157	SGO1910	256
2023	SGO2100	208	SGO1910	139
2024	admin	30		
	Sum	612		1087
	Sum 4 år			1699
	Total timer undervisningsplikt			1695
	Differanse			-4
	SGO1910-H20	209 = (2 seminargrupper x 77) + 25 sensur + 20 treffetid + 10 første gang		
	SGO2100-V21	167 = (2 seminargrupper x 56) + 25 sensur + 20 treffetid + 10 første gang		
	SGO1003-H20	72 = (1 seminargruppe x 49) + 13 sensur + 10 første gang		
	Uniped	200, complete course (100 + 50 + 50)		
	SGO1910-H22	256 = (2 seminargrupper x 77) + 25 sensur + (15% av 179) + 20 treffetid + 30 admin		
	SGO2100-V23	208 = (2 seminargrupper x 56) + 25 sensur + (15% av 137) + 20 treffetid + 30 admin		
	SGO1910-H23	139 = (1 seminargrupper x 77) + (15% av 77) + 20 treffetid + 30 admin		



Example: PhD starts H22

Undervisningsplikt ny <u>PhD</u> stipendiat 4 år, oppstart H22	Antall / timer
Total undervisningsplikt	1695
Antall semester med arbeidsplikt	8
Antall timer undervisningsplikt per semester	212
Reduksjon <u>admin</u> -tid: 30t x 8 semestre	240
Reduksjon treffetid: 20t x 8 semestre	160
Reduksjon <u>Uniped</u> : 200t	200
Undervisningsplikt etter reduksjon	1095
Reel tid	953
15% tillegg	142
Netto undervisningsplikt per semester (953/8)	119

Hva hvis ikke Uniped og underviser alle semestre?

→ $1695 \div 400 = 1295t$ (reel tid $1126t + \%15\ 169t$), dvs 141 per semester i 8 semestre.

Hva hvis ikke Uniped og øningen undervisning siste semester?

→ $1695 \div 380 = 1315t$ (reel tid $1144t + \%15\ 171t$), dvs 163t per semester i 7 semestre.



I've heard that...

- *If I don't complete my hours I will have to continue working for ISS for free.*
- *If I have a deficit I won't get sabbatical.*
- *I won't get a teaching-free semester because I am travelling within Norway, even when my fieldwork in [Alta, Ona Fyr, Svalbard] lasts for 5 months.*
- *To prepare a really good lecture you need a whole week.*
- *The only way students really get to learn anything is by writing an essay (not the exam) and get written feedback from me.*



Timeregnskap planning

- Best for all to identify the courses you can and would like to participate on – this is done in coordination with the Head of Studies.
- Different roles involve different activities and responsibilities: use available hours consciously – **avoid overload!**
- It is the Head of Studies responsibility to assign you with teaching responsibilities.
- It is your responsibility to keep track of your hours and inform the Head of Studies (and/or course convenor) in case changes in your availability the coming semesters.



Managing *timeregnskap* at ISS

- Supplementary department rates to be revised
- Work culture to support each other in finding coping strategies
 - ✓ How to prepare a good lecture in less than a week
 - ✓ How to write a good «begrunnelse» quickly
 - ✓ How to make good student-active seminars without overload
 - ✓ How to handle student demands
 - ✓ How to be clear about expectations - your own and others'
- Reach out, ask, ask again!
 - Keep a dialogue with Torbjørn, Jemima, Anniken.



Open discussion

