

# TEACHING SECTION 1

## **Teaching (Section 1.1, 1.2, 1.3)**

The percentage of time spent on teaching activities should be split between London-based MSc courses, distance learning courses and short-courses in sub-sections 1.1, 1.2 and 1.3 of the survey form. *Please note that this section is not intended for any research degree activity, which, should be included in Section 2.*

- ✓ supervising laboratory classes, workshop, or student or class projects;
- ✓ preparing materials for lectures, seminars, workshops, tutorials and laboratory classes or projects;
- ✓ preparing materials for an agreed new course;
- ✓ editing and updating course materials;
- ✓ preparing distance-learning materials;
- ✓ organising projects, fieldwork, or external placements for students;
- ✓ other contact time with students on educational matters, such as counselling, visiting students on external placements, attendance at fieldwork activities;
- ✓ providing formal courses at other Higher Education Institutions where these are part of the normal teaching programme;
- ✓ assessment work, including setting and marking examination papers, assessing student theses, essays and project work;
- ✓ invigilation of examinations including external examining (both at own and other institutions);
- ✓ writing text books and similar publications intended primarily for teaching purposes
- ✓ delivering lectures, seminars, workshops and tutorials;

## **Support for Teaching (Section 1.4)**

- ✓ administrative and organisational work associated with the roles of Teaching Programme Director, Taught Course Director, Course or Module Organiser;
- ✓ administrative work relevant to teaching, such as timetabling, examination boards, preparing course prospectuses, student recruitment, interviewing prospective students;
- ✓ School and Faculty committee work related to teaching;
- ✓ academic exchanges involving block time in other institutions, for example relating to development of teaching materials or skills, potential collaboration on syllabus content or student exchanges;
- ✓ scholarly work undertaken in keeping up to date in your field or to explore new areas for the benefit of teaching;
- ✓ advancement of personal knowledge and skills related to teaching, through training courses, professional development courses, for example, applying for membership of the ILT.

## RESEARCH SECTION 2

### Research Activities (Section 2.1, 2.2, 2.3)

The percentage of time spent on research activities should be divided between:

#### School-funded (2.1):

School-funded research includes work on any speculative preliminary research to investigate the potential of a new idea prior to preparing a grant or contract bid to a sponsor.

#### Externally sponsored (2.2)

Externally funded research involves work on distinct research projects where an external sponsor (e.g. a Research Council or a charity) is associated with the work and funding the costs of the project.

The percentage of time spent on externally sponsored research (2.2) requires further sub-division into the type of research engaged in. For example, the percentage of time spent undertaking research activity sponsored by UK Research Councils should be returned in section 2.2a and the percentage of time spent undertaking research activity sponsored by UK Charities should be returned in section 2.2d

#### Training and supervision of research students (2.3)

Training and supervision of research students (section 2.3) includes: supervisory sessions and advisory committee meetings; advice on the planning, preparation and conduct of research programmes; training in research methodology; and review of written work, experimental results and thesis drafts; other contact time with students on educational matters, such as counselling, visiting students on external placements, attendance at fieldwork activities.

#### Research activities include:

- ✓ developments and innovation relating to theory or methodology;
- ✓ planning, preparation and undertaking of data collection, fieldwork, laboratory and experimental work; the analysis of such work and the discoveries, insights and developments deriving from it;
- ✓ production of research papers and books and their preparation for publication;
- ✓ production of required project progress and final reports;
- ✓ management of projects;
- ✓ recruitment, supervision and training of research staff;
- ✓ participation in conferences, seminars and academic meetings for the benefit of research;

- ✓ students on external placements, attendance at fieldwork activities

### Support for Research (Section 2.4)

- ✓ drafting proposals for bids to external bodies; negotiating resulting contracts;
- ✓ scholarly work and development of personal knowledge and acquisition of new skills in relation to research;
- ✓ refereeing papers;
- ✓ unpaid advisory work for Government departments or committees where it enhances or potentially benefits your research work;

## OTHER ACTIVITIES SECTION 3 & 4

### 3. Not Teaching or Research (Section 3.1, 3.2, 3.3)

#### Clinical Services (3.1)

The purpose of this section is to allow those members of staff providing clinical services to the NHS to allocate time to this activity if it is conducted as part of a "knock-for-knock" arrangement, rather than through a separate contract of employment with the NHS.

As part of the Transparency Review all Medical Schools are collecting such data. However, the "knock-for-knock" concept is far more typical of undergraduate medical institutions and may be applicable to only a few of the School's clinical staff.

#### Consultancy & Other Services Rendered (3.2)

- ✓ Consultancy Projects.
- ✓ Other funded grants awarded, which are not considered to be research under the definition above.  
It also covers activities which are conducted in School time and have an identifiable income stream but do not fall into the category of teaching or research, such as:
  - ✓ Laboratory testing for outside bodies;
  - ✓ Remunerated advisory work for government departments or committees;
  - ✓ Commissioned professional work or advice involving payments to the School.

#### Support for Other Activities (Section 3.3)

- ✓ Drafting bids and negotiating contracts for consultancy and other services rendered;
- ✓ Scholarly work and development of personal knowledge and acquisition of new skills in relation to consultancy.

### 4. Not Covered Elsewhere (Section 4.1, 4.2)

#### Professional Development & Scholarship (4.1)

Scholarly work and advancement of personal knowledge and skills which is of a general nature not supporting specific teaching (1.4), research (2.4) or consultancy (3.3) activities.

#### Management & Administration (4.2)

This section covers time spent on support activities which cannot be attributed to 1.4 or 2.4 or 3.3. This includes:

- ✓ Administrative work associated with the roles of Dean of Faculty or Head of Department;
- ✓ Work on Faculty or School strategic reviews; Faculty and Departmental retreats;
- ✓ Committee work which is not specific to teaching or research, for example the Management Board, School Governance Committees, including Council, Senior Leadership Team;
- ✓ Faculty committee work which is not specific to teaching or research;
- ✓ Unpaid advisory work for Government departments or committees not related specifically to research.
- ✓ Staff recruitment (where this is not related to research projects) and appraisal