

## **Rule on the marginal workload of academic staff**

### **Article 1. General Provisions**

The present rule regulates the marginal workload of academic personnel (professor/associate professor) during the academic year.

### **Article 2. The development of the basic principles of the marginal workload of academic staff**

1. The basic principles for developing the marginal workload of academic staff are:
  - a) Determining the workload of academic personnel openly and fairly by consulting with academic personnel;
  - b) Compatibility of load components/ activities with the mission of Teaching University mission, objectives, strategies, and management policy;
    1. Workload distribution of professor/associate professor have to reflect the activities performed by academic staff, including the development of teaching methods and curriculum, activities carried out in order to improve professional qualifications, scientific activities, participation in university activities or extensive public activities etc.

### **Article 3. Academic staff job descriptions according to the scheme of the marginal workload**

1. The marginal workload of academic staff is determined by:
  - a) 800 hours for affiliated academic personnel (Appendix 1)
  - b) 400 hours for the academic (not affiliated) personnel (Appendix 2)
  1. The main components of the affiliated academic staff are:
    - a) Teaching;
    - b) Research and professional development activities;
    - c) Administrative and public activities.
  
2. **The workload hours of academic staff/teaching component includes** Lecture-audit hours (lectures-seminars), preparation the topic for the lecture, elaboration of written queries (intermediate, final, additional), its revision. Preparation/modification of the educational program, preparation of new teaching course, syllabus, fulfillment of translation, management

of the theme of students for the scientific conference, management / Opposite/evaluation of Master and Bachelor's Thesis, management/ opinions/evaluation of master's degree/bachelor's work. Management of practice, consultation (individual work with the student). To provide program management / co-leading. Preparing online video lectures. Conducting the current, intermediate and final assessment, participation in the evaluation of the educational program, updating the educational program module, counseling students, non-interactive communication, etc.

3. **The component of facilitating scientific-research and professional development of academic staff workload includes:** Working on the manual (2 years), working on monographs (for three years) , fulfillment of translation (manuals / monographs, and / or other); Preparation / Publishing of scientific publication (Article) in the collection of Teaching University, preparation of a successful grant (university) project, participation in the implementation of the university research project, participation in International Conferences on behalf of Teaching University, Participation in Scientific Conference within Teaching University in Georgia.

1. **Component of administrative and public activity includes** Integration of administrative functions, integration of the functions of the management of the university, the function of the scientific supervisor of the library, membership of the faculty board.

#### **Article 4. The percentage distribution of the components on the marginal workload of academic staff**

1. The percentage distribution of the components on the marginal workload of academic staff is determined by:

a) From the minimum workload of 800 hours per year for the affiliated academic personnel/professors should be given 30% of contact hours/teaching; 40% should be given to research; 30% - teaching, other research, and activities should be determined at the discretion of academic personnel.

b) From the minimum workload of 800 hours per year to affiliated academic staff/associate professors should be given 35% of contact hours/training; 35% - study; 30% - teaching, research and other activities should be determined at the discretion of academic personnel.

c) The minimum workload of 400 hours per year for non-formal academic personnel is distributed on contact hours/training, administrative and public activities.

d) The weekly workload of the affiliated academic staff/professor is determined at least 18 hours.

e) The weekly workload of the affiliated academic staff/associate professors is determined at least 18 hours.

#### **Article 5. Rights and Obligations of Academic Personnel**

1. The week of academic personnel does not exceed 40 hours.
2. The annual working time of the academic staff is determined as 45 weeks
3. An hourly minimum (minimum week) of academic personnel envisages the first and second stages of higher education set by the scheme of workload.
4. Academic personnel should not be required to perform precisely every year the activities provided by the scheme, in order to avoid the limitation and restrictive circumstances in their professional and career advances. Academic personnel should be able to do some distribution according to working years;
5. Academic personnel is obliged to perform activities under the main components of the activity.
6. Reporting period (Annual Report) includes the academic year of study. The reports will be submitted to the academic council no later than the beginning of the new academic year by the head of the science department.

#### **Article 6. Final provisions**

Changes and amendments to this rule are made in accordance with the applicable legislation