

### 2.1. Policy for Academic Accountability

		Content
2.1.1	Name of the policy	
2.1.2	Introduction	
2.1.3	Principles of the policy	
2.1.4	Objectives of the policy	
2.1.5	Policy on work norms	
2.1.6	Policy on work load	
2.1.7	Guidelines for implementation	
2.1.8	Responsibility	
2.1.1	This policy shall be named the "academic accountability policy" at the Faculty of Social Sciences and Humanities of the Rajarata University of Sri Lanka and it shall be abbreviated as the Academic Accountability Policy/FSSH/RUSL.	<b>Name of the policy</b>
2.1.2	It is recognized that University lecturers should have academic freedom to teach and carry out research without any interference, be open and flexible in their academic activities, and undertake activities outside their employment that enhance their intellect and professional skills without forfeiting their primary commitments to the University. Therefore, guidelines on workload and work norms for academics helps exercise the above-mentioned academic freedom without affecting adversely on their academic accountability. These guidelines take into account the complexities and diversities of activities performed by the academics, which include not only teaching and research work, but also contributions to university and national development. This policy document is prepared considering the workloads and work norms for all academic staff in the faculty to capture all the above parameters.	<b>Introduction</b>
2.1.3	1. This Policy ensures academic staff of the Faculty to manage their workload in an effective way giving the benefit to their affiliated department/unit, faculty and the University as a	<b>Principles of the policy</b>

	<p>whole, following the principles of equity, transparency, fairness and consistency.</p> <p>2. This Policy ensures provisions for all academic staff to achieve required Work Norms through equitable and fair sharing of teaching and other responsibilities</p> <p>3. This Policy facilitates to monitoring the Work Norms for the purpose of quality assurance of teaching and career advancement of the academic staff.</p>															
<b>2.1.4</b>	<p>The key objectives of the academic accountability policy of the faculty shall be:</p> <p>01. to ensure distribution of fair and equitable work norms for all academic staff of the Faculty.</p> <p>02. to ensure calculation and validation of the statutory workload of academic staff of the Faculty.</p> <p>03. to ensure transparent, and quality academic contribution to the faculty and other establishments when such needs arise.</p>	<b>Objectives of the policy</b>														
<b>2.1.5</b>	<p>Since the universal practice adopted for expressing work norms of a university lecturer is by specification of student contact hours, within the maximum weekly workload of 35 hours, it is recommended that the minimum number of student contact hours per year is reflected in the personal timetable as follows.</p> <table border="1" data-bbox="316 1462 1177 1952"> <tr> <td>Head of Department / Unit</td> <td>180 hours/year (6 h / week)</td> </tr> <tr> <td>Senior Professor/Professor</td> <td>300 hours/year (10 h / week)</td> </tr> <tr> <td>Associate Professor</td> <td>360 hours/year (12 h / week)</td> </tr> <tr> <td>Senior Lecturer Grade I and II</td> <td>380 hours/year (13 h / week)</td> </tr> <tr> <td>Lecturer/Probationary Lecturer</td> <td>450 hours/year (15 h / week)</td> </tr> <tr> <td>Senior / Grade I / Instructor Grade I / Temporary Lecturer</td> <td>480 hours/year (16 h / week)</td> </tr> <tr> <td>Grade II / Instructor Grade II / Demonstrator / Tutor</td> <td>510 hours/year (17 h / week)</td> </tr> </table>	Head of Department / Unit	180 hours/year (6 h / week)	Senior Professor/Professor	300 hours/year (10 h / week)	Associate Professor	360 hours/year (12 h / week)	Senior Lecturer Grade I and II	380 hours/year (13 h / week)	Lecturer/Probationary Lecturer	450 hours/year (15 h / week)	Senior / Grade I / Instructor Grade I / Temporary Lecturer	480 hours/year (16 h / week)	Grade II / Instructor Grade II / Demonstrator / Tutor	510 hours/year (17 h / week)	<b>Policy on Work Norms</b>
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	Student contact hours are defined as any academic activity connected															

	<p>with undergraduate/ postgraduate teaching and learning process such as lecturing, supervision of students' research, field work, academic guidance, mentoring and facilitating the students' learning activities.</p> <p>Note: It should be noted that lesser teaching work norms are expected from senior categories of staff allowing them adequate time for research, institutional and national development activities.</p>	
2.1.6	<p>In calculating Workload, following principles shall be considered.</p> <p>Time as a Unit of Measurement: It is possible that the formula considers hours/week for a particular activity as the unit of measurement. A week can be defined as 5 working days and there would be 35 hours/week (7 hours /day x 5 days/week); an academic year would be 30 working weeks /year (with the balance left for examinations, marking and vacations).</p> <p>Work load of academics shall be separately calculated and reported as follow,</p> <ol style="list-style-type: none"> <li>01. Computation of workload related to teaching/learning/assessment activities (including undergraduate research).</li> <li>02. Computation of workload related to research other than undergraduate research supervision.</li> <li>03. Computation of workload related to administrative and national development activities.</li> </ol> <p>The faculty shall follow the RUSL criteria on "Operating Policy and Procedure for calculation of workload of academic staff" to perform above calculations.</p>	<b>Policy on Work Load</b>
2.1.7	<ol style="list-style-type: none"> <li>1. All academic staff (permanent and temporary lecturers) shall calculate the work load and submit at the end of each semester to the relevant head of the department for validation. Head of the department workloads shall be validated by the Dean.</li> <li>2. Workload related to research other than undergraduate research supervision shall also be computed by individual lecturer according to the senate approved criteria.</li> </ol>	<b>Guidelines for implementation</b>

	<p>3. Workload for administrative and other activities shall be calculated by the individual lecturer according to the senate approved criteria and shall be validated by the Dean. The dean may request certification by the respective authority who assigned the work to the member or other proof for claims.</p> <p>4. A softcopy of a spreadsheet template shall be made available to the faculty to ensure easy computation.</p>	
<b>2.1.8</b>	Responsibility for implementing this policy lies with the Dean of the faculty, Heads of Departments, and individual lecturers.	<b>Responsibility</b>

## 2.2 Policy of Awarding Gold Medals

		<b>Content</b>
	2.2.1	Name of the policy
	2.2.2	Introduction
	2.2.3	Principles of the policy
	2.2.4	Policy statement
	2.2.5	Objectives of the policy
	2.2.6	Objectives of awarding Gold Medal
	2.2.7	Naming of the Gold Medal
	2.2.8	Criteria for awarding Gold Medals
	2.2.9	General Conditions for awarding Gold Medal and Cash Prizes
	2.2.10	Ethical aspect of the policy
	2.2.11	Scope of the policy
	2.2.12	Governance
	2.2.13	Review
	2.2.14	Responsibilities
	2.2.15	Selection Committee
	2.2.16	Definition and Keywords
<b>2.2.1</b>	This policy shall be named " <b>Policy of Awarding Gold Medals</b> " at the Faculty of Social Sciences and Humanities of Rajarata University of Sri Lanka and it shall be abbreviated as the GM Policy/FSSH/RUSL.	
<b>2.2.2</b>	The Award of Gold medal is a distinction for the outstanding performance	
		<b>Name of the policy</b>
		<b>Introduction</b>