MEMORANDUM

Re: Faculty model for calculation of the full-time/part-time academic staff ratio and student FTE/full-time academic staff ratio

Case processor Andreas Fensholm

This memo describes the Faculty’s model for calculation of the full-time/part-time academic staff ratio and the student FTE/full-time academic staff ratio.

The memo includes information on:

1. Principles for calculating ratios at the Faculty
2. What activities are included in the teaching obligations at the Faculty?
3. UCPH’s common definitions
4. Teaching load per full-time academic staff category at the Faculty

Principles for calculating ratios at the Faculty

1. The head of department is responsible for determining the number of full-time and part-time academic staff FTEs per degree programme for each of the department’s degree programmes. The heads of the department at the Department of Economics and the Department of Anthropology are jointly responsible for determining the number of full-time and part-time academic staff FTEs on the MSc in Global Development.
2. The calculation of full-time and part-time academic staff FTEs is made as a summary of the actual time spent by full-time and part-time academic staff on teaching, examinations and supervision.
activities on the individual degree programmes, cf. curriculum and the specific range of courses.

3. Study activities which form part of several degree programmes (co-teaching) are counted 100% in the calculation of the full-time and part-time academic staff FTEs for all relevant degree programmes.

4. In addition, the total amount of time spent on administrative task etc. by full-time academic staff is calculated (see overview of what is included in the teaching requirement below). The calculation is carried out by making individual assessments of the time required for the individual tasks. In cases where the tasks are not linked to specific degree programmes, FTEs are distributed according to a simple distribution key on the basis of full-time academic staff FTEs for the individual degree programmes.

5. The departments will report full-time and part-time academic staff FTEs per degree programme to the Faculty Secretariat, which calculates the final ratios for full-time/part-time academic staff and student FTE/full-time academic staff per degree programme and enter these in the templates for programme evaluations and programme reports.

What activities are included in the teaching obligations at the Faculty? (Full-time academic staff tasks related to education)

When calculating the full-time academic staff FTE per degree programme at the Faculty, the following activities are included in the teaching obligations of full-time academic staff, to the extent that the activities occur in relation to the individual degree programme:

- teaching
- supervision
- preparation
- examination and assessment, including formulation of exam assignments and processing of examination appeals (external co-examination is not included)
- course management and administration (meeting activities, course coordination, course planning)
- Pedagogical/didactic skills development
- teaching portfolio and reflection on own teaching
- study and teaching-related management
- participation in committee work, including boards of study, teaching committees, educational councils, etc.
- participation in teaching team meetings
- coordination of international assignments/education cooperation, etc.
- coordination of internships and projects
- coordination of cross-disciplinary collaboration
UCPH’s common definitions (decided by the Rector on 20 September 2017)

Definitions of full-time and part-time academic staff:
UCPH uses the Ministry's definition of the employment categories of full-time and part-time academic staff.

Full-time academic staff covers:
professor with special responsibilities, professor, research professor, visiting professor, clinical professor, senior associate professor, associate professor, research associate professor (incl. temporary associate professors), visiting associate professor, assistant professor, research assistant professor, senior consultant, teaching associate professor, fixed-term lecturer, teaching assistant professor, research assistant, visiting associate professor (usually by the authorities abroad according to special agreement, usually fixed-term), teaching lecturer, researcher, senior researcher, project researcher, research assistant, clinical assistant, postgraduate fellow, research fellow (formerly senior research fellow), PhD fellow, postdoc, clinical associate professor, postgraduate in orthodontics, postgraduate fellow in psychology, lecturer in social theory and methodology (specific category for the social worker degree programme at Aalborg University), as well as lecturer on the diploma degree programme and the Global Business Engineering degree programme.

Part-time academic staff covers:
clinical supervisor (in hospital specializations, general medicine, chiropractor practice or odontology), senior clinical instructor in dentistry, external lecturer, assistant lecturer, guest lecturer (fee), as well as external clinical lecturer.

Student teachers and instructors are categorised as "Other lecturers/supervisors" and are, thus, not included in the calculation of full-time and part-time academic staff FTEs.

Period covered by the calculations:
The full-time/part-time academic staff ratio and the student FTE/full-time academic staff ratio are calculated by academic year, i.e. from 1 September to 31 August.

FTE
At UCPH, one FTE equals 1680 hours, not including vacation.
**Student FTE**

Student FTEs (student full-time equivalents) are calculated on the basis of study activities passed in the reporting year (including retrospective reporting and internship student FTEs) regardless of the source of funding. The number does not include Open University and part-time degree programmes. When determining the student FTE/full-time academic staff ratio, student FTEs include all of the study activities that are earned on the degree programme’s study activities, cf. the student FTE report.

**Lessons:**

At UCPH, a lesson equals 60 minutes.

**Planned/completed teaching:**

UCPH calculates full-time and part-time academic staff FTEs on the basis of planned teaching.

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**Teaching load per full-time academic staff category at the Faculty**

The overview shows how large a percentage share of the individual full-time academic staff categories’ time that is dedicated to teaching-related activities at the departments.

<table>
<thead>
<tr>
<th>Full-time academic staff category</th>
<th>Department of Psychology</th>
<th>Department of Political Science</th>
<th>Department of Economics</th>
<th>Department of Anthropology</th>
<th>Department of Sociology</th>
</tr>
</thead>
<tbody>
<tr>
<td>professor, professor with special responsibilities and associate professor</td>
<td>50</td>
<td>59</td>
<td>60</td>
<td>50</td>
<td>60</td>
</tr>
<tr>
<td>Assistant professor</td>
<td>40</td>
<td>54</td>
<td>60</td>
<td>50</td>
<td>60</td>
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<tr>
<td>Research assistant</td>
<td>30</td>
<td>78</td>
<td>60</td>
<td>0</td>
<td>0</td>
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<tr>
<td>PhD fellow</td>
<td>17</td>
<td>10</td>
<td>6</td>
<td>8,3</td>
<td>10</td>
</tr>
<tr>
<td>Postdoc</td>
<td>20</td>
<td>33</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>