

## Faculty of Natural and Agricultural Sciences (FNAS)

### WORK ALLOCATION MODEL

Masters Supervisor	Maximum of 60 hours per year per student for a maximum of three years
Masters Co-supervisor	Maximum of 40 hours per year per student for a maximum of three years
Masters Assistant-supervisor	Maximum of 30 hours per year per student for a maximum of three years
PhD Promotor	Maximum of 80 hours per year per student for a maximum of four years
PhD Co-Promotor	Maximum of 60 hours per year per student for a maximum of four years
PhD Assistant-Promotor	Maximum of 40 hours per year per student for a maximum of four years
Subsidy bearing articles	Single author: 150 hours for ISI journal and 100 hours for DHE journal. One of two authors: 75 hours for ISI journal and 50 hours for DHE journal. One of three authors: 50 hours for ISI journal and 35 hours for DHE journal More than three authors – first author: 30 hours for ISI journal and 20 hours for DHE journal More than three authors – not first author: 20 hours for ISI journal and 15 hours for DHE journal
Project leader of a research project	Research project leader (no funding = 50 hours; under R20 000 = 80 hours; R20 001—R50 000 = 100 hours; R50 001—R100 000 = 150 hours; R100 001—R500 000 = 200 hours; more than R500 001 = 300 hours).
Research project participant	Research project participant (1 TO 5 PARTICIPANTS) (no funding = 10 hours; under R20 000 = 30 hours; R20 001—R50 000 = 60 hours; R50 001—R100 000 = 80 hours; R100 001—R500 000 = 100 hours; more than R500 000 = 200 hours).
Research project participant	Research project participant (MORE THAN 5 PARTICIPANTS) (no funding = 8 hours; under R20 000 = 20 hours; R20 001—R50 000 = 30 hours; R50 001—R100 000 = 60 hours; R100 001—R500 000 = 80 hours; more than R500 000 = 120 hours).
Conference attendance and paper presentation	Papers to be presented. 50 hours per paper
Selection and examination of articles and projects	Maximum of 5 hours per item up to a maximum of 30 hours per year
Examination of PhD and master's studies	Maximum of 30 hours per PhD and 20 hours per MSc
Mentorship	20 hours per mentee.

Contribution to academic books	Only chapters in subsidy-bearing books to be submitted in the following year, calculated as follows: Single author: 100 hours. One of two authors: 50 hours. One of three or more authors: 35 hours.
Editor or sub-editor	Subsidy-bearing books = 50—100 hours
Honours Module	Maximum of 160 hours per module.
Supervision of Honours project	32 hours per project
Undergraduate module	8 credit module – 80 hours 12 credit module - 120 hours 16 credit module – 160 hours 32 credit module – 320 hours
WIL/Practical Teaching	Maximum of 80 hours per year for WIL, 20 hours for excursion
Practical component	50 hours
Study guide development: New guides / MOD's	8-credit study guide = 45 hours. 16 and more credits study guide = 90 hours.
Setting of exam papers	An additional 14 hours per exam paper (besides hours already allocated). List modules below.
Marking of exam papers	15 minutes per script e.g. class of 100 student = 25 hours Class of 200 students = 50 hours
Moderation: Examination scripts	10 minutes per examination script to be moderated, internally and externally. List modules, institution and number below.
Moderation: Question papers	30 minutes per paper to be moderated, internally and externally. List modules/papers and institution below.
Teaching administration	10 hours per module
Dealing with student enquiries	10 minutes per student (e.g. 16 hours for 100 student module)
Prepare for IPE/EPE (lecturers)	40 hours
Community Engagement	From 20 – 50 hours per project
Meetings and committee work	20 additional hours if you are a committee chair. Faculty Board: 12 hours Teaching and Learning Committee: 40 hours Research and Innovation Committee: 40 hours Faculty Management Committee: 16 hours Scientific Committee meetings: 55 hours per entity Entity Exco meetings: 30 hours Ethics Committee: 55 hours Research focus area/unit management committee meetings: Maximum of 20 hours Research focus area/entity meetings: Maximum of 10 hours Mentorship meetings: 20 hours Subject group meetings: 22 hours Academic programme committee meetings: 12 hours School meetings and functions: 10 hours OHS Committee: 12 hours OHS Safety representative: 40 hours Faculty forums: Maximum of 20 hours

	Attendance of colloquiums, writing schools, workshops: Maximum of 20 hours Senate Member: 20 hours ITEA panel member: 20 hours
School Director, Research Director, Centre Director	900 hours
Deputy Director	700 hours
Subject group leaders and deputies	Leaders: up to a maximum of 200 hours; Deputies: up to a maximum of 150 hours.
Programme leaders and coordinators	Leaders: up to a maximum of 200 hours ; Coordinators: Up to a maximum of 150 hours
Member of academic panel or committee (e.g. NRF rating panel, national subject committee, Department of Education advisory committee, committee member of academic association, etc.).	Maximum of 3 with 30 hours per committee per year
Furthering own qualification	Master's: 300 hours per year (for a maximum of 3 years). PhD: 300 hours per year (for a maximum of 4 years).
ITEA participation	Faculty TEA – 50 hours, UTEA 50 hours