



# **Appendix 3 - 7 Calculation and Management Measures for Undergraduate Teaching Workload of Hunan City University**



# Measures for Calculating and Managing Teaching Workload at Hunan City University

Document No. 12, [2017] of Hunan City University

Teaching workload serves as a crucial basis for the school to conduct annual work evaluations of teachers, determine the staffing quotas of secondary colleges, and distribute performance - based salaries. To fully arouse the enthusiasm of teachers, continuously improve teaching quality, and make the calculation of teaching workload more scientific and reasonable, these measures are hereby formulated in light of the actual situation of our university.

## I. Scope and Work Content of Teaching Workload Calculation

**1. Theoretical Teaching:** It encompasses various teaching links such as lesson preparation, lecturing, assistant teaching, exercise classes, training sessions, classroom discussions, extracurricular tutoring, answering questions, correcting assignments, and marking examination papers.

### 2. Practical Teaching:

(1) Experimental Teaching: It includes experiment preparation, instrument and equipment debugging and simple maintenance, lesson preparation, lecturing, guidance, correcting experimental reports, assessment, etc.

(2) Teaching such as Internships (Practical Training): It involves internship preparation, inspection tours, lecturing during the internship, guidance, management, correcting internship reports, assessment, defense, etc.

(3) Design (Thesis): It consists of design (thesis) topic selection, design (thesis) assignment sheets, preparation, guidance, attendance checking, design review, thesis evaluation, defense, summary, etc.

3. Others: It includes the guidance of various subject competitions outside the teaching plan, the guidance of open - ended experiments, etc.

## II. Requirements for Teaching Work

1. Secondary colleges and the Academic Affairs Office shall arrange various teaching activities according to the training programs and teaching conditions.

2. Teachers and teaching assistants should fulfill the responsibilities stipulated by their corresponding professional and technical positions and relevant teaching management regulations.

3. Teachers should carefully and meticulously correct assignments, and the amount of assignments should meet the requirements of the courses.



4. For theoretical courses, the principle of combined - class teaching is as follows: According to teaching requirements, taking into account both efficiency and quality, the form of teaching classes, grouping, or combined - class teaching is determined. According to the types of courses: In principle, basic courses, professional basic courses, and specialized courses (except for specialized physical education, art, music, and foreign language courses, etc.) are taught in combined classes of two or more natural classes; ideological and political theory courses and psychological education courses are taught in combined classes of three or more natural classes or in classes with a reasonable size of over 100 people; courses such as Situation and Policy, Military Theory, Innovation, Entrepreneurship and Employment Guidance are taught in combined classes of five or more natural classes or in classes with a reasonable size of over 200 people; public elective courses with less than 50 students are, in principle, suspended.。

### III. Calculation Methods for Teaching Workload

#### 1. Theoretical Teaching

(1) Teaching workload = Scheduled class hours  $\times$  (K1 + K2)

When  $N \leq M$ ,  $K1 = 1.0$ .

When  $M < N \leq 90$ ,  $K1 = 1.0 + (N - M) \times 0.015$ .

When  $N > 90$ ,  $K1 = 1.6 + (N - 90) \times 0.005$ .

In the formulas: K1 is the coefficient for student number adjustment, K2 is the increment coefficient, N is the number of students in a class, and M is the number of students in a standard class.  $M = 50$ , except that for public physical education courses,  $M = 40$ ; for specialized physical education courses,  $M = 25$ ; and for specialized art, music, and foreign language courses,  $M = 35$ .

(2) For public courses such as drawing, mechanics, and mathematics,  $K2 = 0.1$ , and the assignment correction for these courses should be carried out once a week. For engineering surveying,  $K2 = 0.2$ , and the in - course experimental guidance should be completed as required. For architectural design,  $K2 = 0.6$ , and tutoring teachers should be arranged for in - class design guidance. For bilingual teaching and IELTS teaching,  $K2 = 0.2$ .

(3) Any guidance courses (such as drawing in - class practice guidance, art in - class practice guidance, in - class design guidance, computer - based practice guidance, calligraphy guidance, etc.) included in the class schedule shall calculate the teaching workload according to “theoretical teaching”.

(4) The in - class practical workload of ideological and political theory courses, Situation and Policy, etc. = Scheduled practical class hours  $\times$  K1  $\times$  0.5.

(5) 50% of the public physical education scheduled class hours for sophomores are taught in the form of large clubs. The workload = Scheduled class hours  $\times$   $[1.0 + (N - 80) \times 0.015]$ , and classes with N less than 80 people are not allowed to be opened.



(6) For the core compulsory examination courses of professional abilities in music (such as vocal music, piano, instrumental performance courses, etc.), the class hours = Scheduled class hours  $\times$  Number of students  $\times$  0.8.

## 2. Practical Teaching

### (1) Experimental Teaching

Teaching workload =  $K \times$  Scheduled class hours

K is the workload coefficient. For each standard class completed in 1 batch, 2 batches, 3 batches or more, K takes 1.0, 1.6, and 2.0 respectively. In principle, experimental batches not included in the experimental class schedule will not be recognized. The teaching hours in half a day shall not exceed 4 hours, and those in the evening shall not exceed 3 hours.

### (2) Internship (Practical Training)

Teaching workload =  $K_1 \times K_2 \times$  Scheduled weeks  $\times$  N  $\times$  0.35 standard hours / person - week

N is the number of internship students.

K<sub>1</sub> is the coefficient for guidance nature. For educational internships, off - campus art sketching, surveying internships, metalworking internships, and professional acquaintance internships (with the guidance of team - leading teachers), K<sub>1</sub> = 1.0. For other centralized internships, K<sub>1</sub> = 0.8. For decentralized internships (including school - enterprise cooperation training), K<sub>1</sub> = 0.5.

K<sub>2</sub> is the grouping coefficient. Only for educational internships and off - campus art sketching, K<sub>2</sub> = Number of students in the class / 15 (rounded). The quota for each group is 15 people. If the number is less than 15, it is calculated as 15 people. For other centralized internships, K<sub>2</sub> = 2. For decentralized internships, K<sub>2</sub> = 1.0. If the grouping does not follow this principle, the secondary college must report to the Academic Affairs Office for approval in advance.

The workload of internship defense (counted separately) = N (Number of internship defense students)  $\times$  0.15.

### (3) Music Professional Skills Practice Courses

Teaching workload =  $2 \times$  Scheduled weeks  $\times$  N / 5, where N is the number of students.

### (4) Course Design (Thesis)

Teaching workload =  $K \times$  Scheduled weeks  $\times$  N  $\times$  0.6 standard hours / person - week

K is the coefficient for guidance nature. For centralized guidance (included in the class schedule and with a relatively centralized place), K = 1.0. For decentralized guidance (not included in the class schedule and without a relatively centralized place), K = 0.8.

N is the actual number of students guided by the teacher. It is required that each standard class should have more than 1 guiding teacher, and the tutoring hours per week should not be less than 12 hours/week. The guiding time should be arranged in the class schedule in advance, be evenly and



reasonably distributed, and be guided strictly according to the class schedule. The number of students guided by each guiding teacher at the same time should not be more than 25 people.

(5) Graduation Design (Thesis), Graduation Design (Thesis) Defense

Teaching workload =  $K \times \text{Scheduled weeks} \times (M1 + M2) \times 1.0$  standard hours / person - week

K is the coefficient for guidance nature. For centralized design (thesis) or experiments,  $K = 1.0$ , and for others,  $K = 0.8$ .

M1 is the standard number of guided students: The standard number of students for liberal arts and science graduation (design) theses is 10 people, and the standard number of students for engineering and art graduation designs is 8 people. M2 is the repeated conversion number,  $M2 = (M - M1) \times 0.8$ , where M is the actual number of students guided by the teacher. If the number of guided students is lower than the standard number,  $M2 = 0$ .

The workload of graduation design (thesis) defense (counted separately) = Number of defense students  $\times 0.6$ .

### 3. Calculation of Other Workloads

(1) For college - student subject competitions organized by educational administrative departments (in principle, only basic skills competitions are recognized for music and sports majors), competitions organized by international authoritative organizations (limited to industry - based or academic organizations open to all global members), and competitions organized by non - government departments in China (i.e., various associations, societies, private institutions, or enterprises, etc.), each project should formulate a training plan and work plan before the competition and report it to the Academic Affairs Office. Each project is calculated according to the standard of 50 - 150 class hours, and the workload recognition of guiding teachers is reviewed and approved by the Academic Affairs Office.

(2) The teaching workload of open - ended experimental teaching = Scheduled experimental class hours  $\times 1.2$ . Relevant departments must report the fully open experimental projects and the list of teachers for the next semester to the Academic Affairs Office for review at the end of the semester.

(3) The teaching workload of course retakes shall be implemented according to relevant documents.

(4) In principle, other workloads not listed in these measures will not be recognized.

## IV. Management of Teaching Workload

1. Each secondary college can formulate specific workload distribution methods based on this measure under the premise of unchanged total workload according to the actual situation of the college, and report them to the Academic Affairs Office and the Personnel Office of the school for review and filing. The calculation and review of teaching workloads are the responsibility of each



secondary college. Except for the workloads in "Paragraph 3" of the teaching workload calculation method, other workloads are declared and calculated in the form of project management. The undertaking department shall conduct statistics and report to the Academic Affairs Office for review, and the vice president in charge of teaching shall approve. Then, it shall be reported to the Personnel Office for verification. The workloads obtained by relevant teachers shall be included in the scope of teaching workload assessment.

2. Each secondary college must report the teaching workload of each teacher in this college for the current semester within three working days after the end - of - semester vacation, and file it with the Academic Affairs Office as the basis for teachers' teaching work assessment.

## **V. Supplementary Provisions**

1. In case of any conflict between previous relevant documents and these measures, these measures shall prevail.

2. These measures shall come into effect in 2017 and are to be interpreted by the Academic Affairs Office.