

Terms of reference

The purpose of this committee is to deliver a workload model for University Teaching Officers in the Department of Computer Science and Technology. The model needs to fulfil departmental needs for the purposes of allocating roles but should also be sympathetic to the requirements of UTOs. Therefore the committee will also consult and co-opt members as required. Once a model begins to be established this committee will also be the point of contact for issues, refinements and modifications to the model. It is not expected that this committee will be responsible for the maintenance of workload data although they might be involved in its initial collection.

Composition

Membership shall be drawn so as to include:

1. A diversity of UTO experiences (such as early career vs later-career)
2. Experience with role allocation from a departmental perspective
3. A member of the sys-admin team to offer guidance on technical delivery and to ensure long-term ownership of anything that is developed.

Membership will rotate, with no member serving more than 3 years.

Celia Burns (administrative support, from Oct 2019)

Alice Hutchings (UTO, from Oct 2019)

Larry Paulson (UTO, from Oct 2019)

Andrew Rice (chair, UTO, from Oct 2019)

Malcolm Scott (sys-admin, from Oct 2019)

Caroline Stewart (department administration, from Oct 2019)

Expectations on committee members

No member should spend more than one hour per week (on average) on work for this committee. The committee will meet no more than twice a term.