



### Guidelines for Annual Workload Norms, School of Languages, Literatures and Cultures

The School of Languages, Literatures and Cultures is engaged in teaching and research across six academic disciplines and two additional subject areas (Classics, French, Gaeilge, German, Italian, Spanish; Celtic Civilisation and Children’s Studies). The School has a multilingual and intercultural ethos, with a strong commitment to student-centred and research-led teaching. Staff are involved in civic and community engagement at all levels, local, national and international, and students are encouraged to share this ethos. Workload norms are informed by the key categories of Teaching, Research and Contribution, with different norms for Lecturer A and Lecturer B staff.

#### TEACHING

Lecturer A: 60%	Lecturer B: 40%
Class contact hours up to a maximum of 15 hours per week (UG and PG teaching with associated admin). MA supervision.	Class contact hours as per discipline norms, and based around the university norm of 174 hours (UG and PG teaching with associated admin). MA supervision.

#### RESEARCH

Lecturer A: 20%	Lecturer B: 40%
The primary responsibility of Lecturer A staff is to keep up to date with research in teaching area(s). [Additional activities that may align with this requirement include: attending, organising and presenting at conferences, seminars, workshops; developing and publishing relevant materials; attracting funding to develop teaching materials, to complete research projects; publications in individual research area, where appropriate.]  Research graduate supervision (MA/MLitt, PhD) commensurate with post (and as appropriate). Service on PhD GRCs; service as internal reader (as appropriate).	3 quality publications every 5 years (e.g. publication of peer-reviewed articles, essays in edited volumes, edited volumes, monographs).  Attending, organising and presenting at conferences, seminars, workshops.  Funding (making funding applications; winning research funding; postgraduate funding)  Research graduate supervision (MA/MLitt, PhD)  Service on PhD GRCs; service as internal reader

#### CONTRIBUTION: 20%

- Representation of discipline or school at regional, national and international levels
- Civic engagement /public outreach (see separate Metrics)
- Service within NUIG
  - Programme directorship or year coordinator
  - Membership on a discipline and/or School committee
  - Membership of college/university committee or other contributions at the college/university level
- Leadership in teaching, research and the collegiate commensurate with academic post