Sultanate of Oman
Ministry of Manpower
Shinas College of Technology

Academic Course Allocation Policy

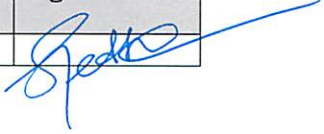| Policy No.	ShCT.Col.16.SCAP.001	Version Number	1
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Version Control

A. Feedback and amendments

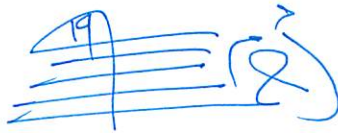| Version	Author	Date (dd/mm/yyyy)	Summary of Revisions	Contributed by
0.1	Dr. Syed	18/10/2016	First Draft	Based on the existing procedures of the College Units
0.2	Dr. Syed	23/10/2016	Second Draft	Minor feedback from QAU members
0.3	Dr. Syed		Third Draft	College Dean
0.4	Dr. Syed	26/9/2017	Revised based on the Comments of PMT	PMT members
0.5	Dr. Joef	15/10/2018	Minor changes suggested in CC meeting	Dr. Joef and his team based on the feedback of CC and information from the D&C
0.6	Dr. Syed	25/10/2018	Minor changes updated as per the ELC feedback	ELC QAC
0.7	Dr. Syed	12/02/2019	Feedback from CC (refer CC No. 09/2018-19)	CC members
1.0		12/02/2019	Approved	

B. Plagiarism verification

Version	Team/committee/person	Date (dd/mm/yyyy)	% of Plagiarism	Signature
Final draft	QAD	06/02/2019	8%	

C. Document proofread by:

Version	Team/committee/person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	signature
Final draft	QAD (E-Rater Technology)	06/02/2019	Good	

Approval Authorities Signature/Date:

ShCT_AcademicWorkLoadAllocation_Policy_12Feb2018_Ver0.7

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ShCT_AcademicWorkLoadAllocation_Policy_12Feb2018_Ver0.7

1. Purpose

The purpose of this policy is to ensure the fair distribution of teaching load to all its staff depending on their positions, qualifications, expertise, and other responsibilities assigned by the college and its units. The College, through the implementation of this policy, ensures effective utilization of its human resources in all its units.

2. Scope

The document provides a common procedure to its department/center councils in allocating teaching load to its staff. It also includes guidelines to be followed while allocating teaching load to its staff. This policy applies to all its academic Departments and English Language Center (ELC).

3. Definitions

Acronyms
ACC: Academic Center Council
ADC: Academic Department Council
CC: College Council
ELC: English Language Center
GFP: General Foundation program
GFPMC: General Foundation Program Management Committee
HoC: Head of the Center
HoD: Head of the Department
HoS: Head of the Section
HRD: Human Resource Department
Definitions:

Compulsory courses: It specifies those courses that students need to register to complete their program/level and/or is a prerequisite to another course/s.

Course: It is the unit of a curriculum or the subject with a fixed number of course teaching hours and credits.

Department Course Plan: It specifies the list of courses that are offered by the department and center during a semester.

Optional Courses: It specifies those courses which students could delay studying them till moving to next semester.

Skills: It specifies the various skills taught under the Foundation Program in the ELC.

Teaching Sessions: It specifies the different teaching schedules in a day, like an afternoon and evening sessions for different levels under the foundation program in the ELC.

Probationary Lecturer/Staff: A newly joined staff within the first three months of service in the college, is being tested to enable the college to ascertain the suitability of the employee and meet the set standards of the college.

Probationary Period: The period to see whether the newly joined staff is a suitable match for their skills and abilities. The probationary period allows the college to see the new academic staff is a 'good fit.'

4. Policy Statement

4.1: The allocation of course to a lecturer during any semester shall be based on the following
>   1. Specialization
>   2. Teaching experience
>   3. Industrial experience

4.2: The teaching load distribution for the staff of the department/center will depend on the number of courses offered, the number of students, and the number of staff available.

a. Therefore, while allocating the load to staff, the interest of the section/level is given preference. The department/center will ensure a fair distribution of the load.

b. The Department could also approve the allocation of teaching load to technicians (Master degree holders only) based on the approval of the Department Council.

The decision to assign the teaching load to technicians will only happen if the section is understaffed and the qualification and experience of the technician matches with the requirement. This arrangement will be purely temporary with the equivalent teaching-support load reduction and without any additional remuneration.

4.3: The course allocated to a Post Foundation department lecturer can also be based on his/her choice. If a course assignment is not from his specialization, then the Head of Section (HoS) needs to discuss the selection of the lecturer before allocating the course. In case two or more lecturers choose the same course, then the interest of the section and specialization will be given preference based on the approval of the Academic Department Council (ADC).

4.4: The allocation of English Language skills and Post Foundation courses to staff under the General Foundation Program (GFP) are approved by the Academic Center Council (ACC) of ELC. The IT and Math HoS will allocate GFP IT and Math teaching load respectively based on the endorsement of ADC of IT department.

4.5: If there is a new course/s with no lecturer with the specialization available in the department, then the concerned department needs to update the HRD for recruitment. The HRD could identify either part-time staff from the local community or industry to fill the vacant position. Meanwhile, the delivery of the concerned course/s will be delayed until a lecturer is available. Note this is not applicable for GFP courses.

4.6: The number of weekly teaching load allotted to staff will be based on his/her position. The number of weekly teaching load will be within the range specified in the Bylaws of CTs for various positions (refer Bylaws article 47). The weekly teaching load will not exceed 18 hours. The weekly load to technicians in the Engineering will not exceed 35 hours.

5. Course Allocation Guidelines

5.1. Academic Departments

5.1.1 The student course project is a course and the number of contact hours per week for a course project is based on the respective ADC decision.

5.1.2 The class size can vary depending on the nature of the course, resources and so on. The class size has to be decided by the ADC.

5.1.3 Regarding the maximum teaching load of 18 hours, the allocation of the load shall be balanced depending on the number of courses, sections, and the number of students. It is preferable not to allocate more than two new courses to any lecturer in a semester.

5.1.4 A Probationary Lecturer/Staff shall be given two courses unless it is necessary to increase based on the ADC recommendations.

5.1.5 While allotting a course, preference should be given to the lecturer who has taught the course earlier.

5.1.6 Teaching schedule allocation shall be balanced according to the requirements of the department, section/specialization, concerned staff, and students.

5.1.7 Teaching schedule allocation will be decided and approved by the ADC.

5.1.8 While allocating courses to staff, other administrative responsibilities will be given consideration based on the approval of ADC for an appropriate de-loading of teaching assignment.

5.1.9 While scheduling allotted courses, the department registrars in consultation with the HoS will ensure the proper distribution of load over the week such that time is given to staff for other academic preparatory responsibilities like class preparation, marking, and course-related responsibilities.

5.2. English Language Center

5.2.1 The number of skills taught by an ELC lecturer in General Foundation Program (GFP) in any semester shall be between 2 to 4 skills and not more than three different courses in Post Foundation based on the ACC decision.

5.2.2 Staff preference is also considered in the allocation of teaching load.

5.2.3 Staff allocation of foundation courses is primarily based on teaching performance evaluated from classroom observation and student evaluation of teaching in the courses previously handled and Staff relevant experience is considered in allocating post-foundation courses.

5.2.4 While allocating the teaching load to staff, other administrative responsibilities will be given consideration based on the approval of ACC for an appropriate de-loading of teaching assignment.

5.2.5 A staff continuously teaching for two semesters during the same session will be given preference when considering for a rotation of schedule/timing. Allocation of skilled courses are done on a rotational basis

6. Responsibilities

Department Registrar:

a) Update the HoS with the student intake for each level
b) Update the HoS with the list of courses to be offered
c) Upload the approved department timetable in the CIMS

HoS:

a) To decide the number of courses to be offered based on the available HR and Physical resources.
b) To decide and approve the number of sections to be opened for each course.
c) To collect and study the staff course preference.
d) To allocate the staff teaching load based on the specialization and section needs.

HoD & HoC:

a) To study and approve the staff load as per the Bylaws of CT, and the policy.
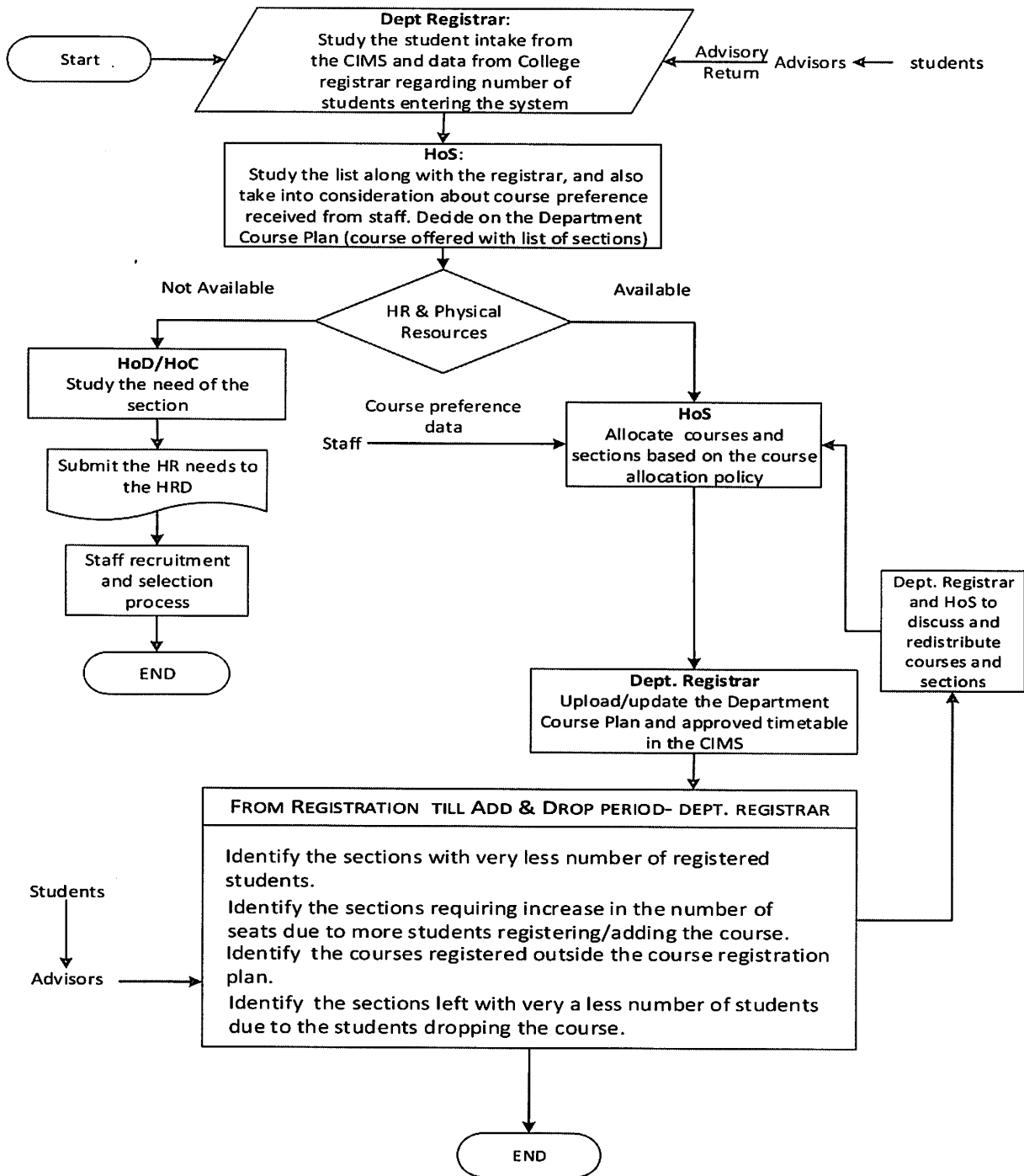b) Study the HR needs submitted by sections and forward to CC.

7. Procedure

Start

Dept Registrar:
Study the student intake from the CIMS and data from College registrar regarding number of students entering the system

Advisory Return → Advisors ← students

HoS:
Study the list along with the registrar, and also take into consideration about course preference received from staff. Decide on the Department Course Plan (course offered with list of sections)

Not Available ← **HR & Physical Resources** → Available

HoD/HoC
Study the need of the section

Course preference data
Staff →

HoS
Allocate courses and sections based on the course allocation policy

Submit the HR needs to the HRD

Staff recruitment and selection process

Dept. Registrar and HoS to discuss and redistribute courses and sections

END

Dept. Registrar
Upload/update the Department Course Plan and approved timetable in the CIMS

FROM REGISTRATION TILL ADD & DROP PERIOD– DEPT. REGISTRAR

Students

Advisors →

Identify the sections with very less number of registered students.
Identify the sections requiring increase in the number of seats due to more students registering/adding the course.
Identify the courses registered outside the course registration plan.
Identify the sections left with very a less number of students due to the students dropping the course.

END

Figure 1: Staff course allocation process

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