



AFRICA COLLEGE OF THEOLOGY-ACT
Training Redemptive Servant Leaders

ACADEMIC WORKLOAD POLICY

AUGUST 2023

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PREAMBLE

It is the responsibility of the Deputy Principal Academics, under the supervision of the Principal, to establish workload assignments for faculty members. These assignments shall advance the missions of Africa College of Theology and be in compliance with the Rwandan Higher Education Council, Academic Workload Planning, and National Policy and Practice Workload Policy.

While this policy identifies some equivalencies for a range of faculty activities, the mere completion of such work does not guarantee an equivalence. In keeping with the college's emphasis on the *quality* of a faculty member's performance as outlined in its Rank and Tenure Statement, determining the exemplary character of the faculty member's activity is a central consideration in determining whether an equivalence has been merited. It is thus the ultimate responsibility of the Deputy Principal Academics to evaluate and determine whether faculty members' activities warrant the equivalencies listed below. As such, these workload equivalencies are designed to guide the Deputy Principal Academics, and are not guarantees or entitlements regarding workload assignments. Faculty are encouraged to consult the College's Workload Policy for further elaboration on this document.

1.0 DEFINITIONS

1.1 Research: The college recognizes a wide range of scholarly publications, though it prioritizes academic monographs published with reputable college presses or presses of similar stature with verifiable peer review. Full-time faculty are also expected to publish peer-reviewed essays in prestigious academic journals. However, the College acknowledges other scholarly contributions such as chapters in high-quality and peer-reviewed edited volumes and translations of foundational texts. Other types of scholarly writing are desirable (such as co-authored books, edited or co-edited volumes, review

articles, book

reviews, and contributions to reference works), but they are not substitutes for the types of publications listed above.

1.2 Teaching: The college teaches modules across all module curricula, that is: Diploma in Bible and Theology, Bachelor of Arts in Theology and Christian Leadership, Post Graduate Diploma in Theology and Leadership, and Master of Arts in Theology. In addition to classroom instruction, teaching includes supervisory work, such as directing dissertations at the undergraduate and ministry projects for the Postgraduate Diploma, supervising internships and independent studies, and running exams. Teaching also entails Contact-teaching time per module, Preparation time per module, and the number of students taking a module. Supervision time per student mentoring, such as writing letters of recommendation and providing guidance for module scheduling.

1.3 Service: The college understands service to include attendance at departmental meetings and regular presence at academic and social events sponsored by the College, and New LifeBible Church. Service also entails committee responsibilities within the College and various professional contributions beyond the College.

2.0 STANDARD ANNUAL FACULTY WORKLOADS

2.1 Allocation of Hours

Academic Rank	Research Proportion Time (hrs.)	Teaching Proportion Time (hrs.)	Academic Administration Proportion Time (hrs.)	Community Engagement Proportion Time (hrs.)	Total
Assistant Lecturer	610	970	90	90	1760 ¹
Lecturer, Senior Lecturer	700	880	90	90	1760
Associate Professor, Professor	920	660	90	90	1760

¹ The total number of working hours per year for academic staff is 1760 exclusive of 1 lunch hour per day (8 hours x 5 days x 44 weeks) instead of the normal 1980 hours per year inclusive of 1 lunch hour per day (9 hours x 5 days x 44 weeks).

2.2 Faculty Staff Engaged in Administration

For faculty staff engaged in administration, a percentage is reduced from the teaching proportion time as follows:

Position	Reduced percentage
Principal	80%
Deputy Principal	60%
Director, Registrar, Coordinator, Dean, HoD, Programme Leader	40%

3.0 TEACHING WORKLOAD DETERMINATION

3.1 There are diverse activities in teaching, the four include:

- a) Contact teaching time per module
- b) Preparation time per module
- c) Assessment, consultation, administration per student
- d) Supervision per student

3.2 Teaching and preparation times will depend on the credit weighting of the module and the level of complexity (Undergraduate vs Postgraduate)

3.3. The assessment time will depend on the number of students, level, and type of module.

3.4 The fourth main driver of teaching time is supervision. Research supervision is regarded as research teaching and counts within the teaching time category. Each academic at the senior lecturer level and above is expected to supervise at least 6 postgraduate students. The ratio of supervision time to the other categories of teaching time may, therefore, vary according to individual staff's academic rankings.

4.0 TEACHING COMPONENTS ALLOCATED TIME PER SEMESTER

Table 3: Teaching components allocated time for an Assistant Lecturer

Component	Allocation	Alternative(1)	Alternative (2)
Teaching	Sole teacher: 5 days x 3 hr. lectures per week for 12- weeksemester: 180 hrs.		
Preparation	1 hr. per 1 hr. of contactteaching time (CTT): 180 hours per semester	0.5 hr. per Hire of CTT(UG) 1.5 hrs. per 1 hr. ofCTT(PG)	1 hr. per 1 hr. of CTT (Lecture) 0.2 hr. per 1 hr. CTT (Tutorial) 0.3 hr. per 1 hr. CTT (Practical)
Assessment (also for consultations and admin)	1 hr. per student per module: 20 students x 4 modules= 80 hours per semester	1 hr. per student per module(UG) 1.5 hr. per student permodule (PG)	
Supervision of professional practice	Compensated extra-time		
Thesis supervision	3 students x 15 hours= 45 hours		
Total	485 hours per semester		

Table 4: Teaching components allocated time for Lecturer and Senior Lecturer

Component	Allocation	Alternative(1)	Alternative (2)
Teaching	Sole teacher: 5 days x 3 hr. lectures per week for 12-week semester: 180 hrs.		
Preparation	1 hr. per 1 hr. of contactteaching time (CTT): 180 hours per semester	0.5 hr. per Hire of CTT(UG) 1.5 hrs. per 1 hr. of CTT(PG)	1 hr. per 1 hr. of CTT (Lecture) 0.4 hr. per 1 hr. CTT (Tutorial) hr. per 1 hr. CTT (Practical)
Assessment (also for consultations and administratio n)	1 hr. per student per module: 20 students x 4 modules= 80 hours per semester	1 hr. per student per module(UG) 1.5 hr. per student permodule (PG)	

Supervision of professional practice	Compensated extra-time		
Thesis supervision	Compensated extra-time		
Total	440 hours per semester		

Table 5: Teaching components allocated times for Associate Professor and Professor

Component	Allocation	Alternative(1)	Alternative (2)
Teaching	Sole teacher: 5 days x 3 hr. lectures per week for 9-week semester: 135 hrs.		
Preparation	1 hr. per 1 hr. of contactteaching time (CTT): 135 hours per semester	0.5 hr. per Hire of CTT(UG) 1.5 hrs. per 1 hr. ofCTT(PG)	1 hr. per 1 hr. of CTT (Lecture) 0.5 hr. per 1 hr. CTT (Tutorial) 0.6 hr. per 1 hr. CTT (Practical)
Assessment (also for consultations and admin)	1 hr. per student per module: 20 students x 3 modules= 60 hours per semester	1 hr. per student per module(UG) 1.5 hr. per student permodule (PG)	
Supervision of professional practice	Compensated extra-time		
Thesis supervision	Compensated extra-time		
Total	330 hours per semester		

APPROVAL

This policy is duly approved by

THE SENATE AND THE SENIOR MANAGEMENT COMMITTEE

AUGUST 2023