



M O N I T O R

UNIwersytetu Warszawskiego

Item 132

RESOLUTION NO 249 OF THE SENATE OF THE UNIVERSITY OF WARSAW

of 25 June 2014

on scheduling and setting the number, and rules of settlement of teaching hours (hourly requirement) of academic teachers at the University of Warsaw

Pursuant to Article 130 s. 2 of the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2012, item 572, as amended), hereinafter referred to as the “Act,” and § 105 s. 2 of the Statute on the University of Warsaw (consolidated text: UW Monitor of 2012 No 3A, item 76, as amended), hereinafter referred to as the “Statute,” the Senate of the University of Warsaw resolves as follows:

§ 1

Terms and definitions

1. Number of teaching hours – shall mean the obligatory number of teaching hours of an academic teacher, set proportionally to the working time amount. The number of teaching hours of an academic teacher shall depend on his/her position, and shall be:

- 1) on positions of *profesor zwyczajny* [full professor] and *profesor nadzwyczajny* [associate professor], *profesor wizytujący* [visiting professor], adjunct, assistant – 210 class hours;
- 2) on the position of docent – 270 class hours;
- 3) on positions of a senior lecturer and lecturer – 360 class hours;
- 4) on positions of a language teacher or an instructor – 540 class hours.

2. Class hour - shall be 45 minutes, subject to s. 4.

3. Dean – the term dean, as used in this resolution, with respect to matters subject to this resolution, shall mean a dean of a faculty, as well as a director/manager of a general-university unit or inter-faculty unit, where the educational process is implemented.

4. Conversion rate – a multiplier of teaching hours of 1.0 for all types of teaching workloads, provided that the dean, after seeking an opinion of the faculty council, may specify a conversion rate higher by 1.0, but not exceeding 1.5 in case of:

- 1) for classes with an exceptionally high level of difficulty – classes conducted in foreign languages other than foreign language classes, translation classes or classes in philology or cultural studies conducted in in foreign languages as standard (the conversion rate shall be used only when the classes are conducted in a foreign language that is not the mother tongue of the teacher);
- 2) classes conducted on Saturdays and statutory holidays;
- 3) classes conducted outside the premises of the University.

In case of the circumstances referred to in items 1-3 occurring simultaneously, the conversion rate cannot exceed 1.5.

5. Types of teaching workloads taken into consideration in the settlement of the number of teaching hours: regular hours and irregular hours (other teaching workloads).

6. Regular hours – educational classes meeting the following conditions:

- 1) entered into a study curriculum;
- 2) included in the weekly plan (schedule) of classes;
- 3) conducted for groups, the number of members of which is no less than the minimum number specified by the dean, after seeking an opinion of the faculty council.

Regular hours shall also include:

- 1) field courses and internships obligatory for the particular field of study, whereas the number taken into account in the number of teaching hours shall be equivalent to the number of teaching hours arising from the study curriculum;
- 2) other classes conducted continuously, but not meeting the conditions specified in this item due to non-standard teaching methods (e.g. Internet classes), to the extent specified by the dean, after seeking the opinion of a faculty council;
- 3) care over a student pursuing individual inter-area studies referred to in Article 8 s. 2 of the Act, up to no more than 15 hours per student and 60 hours per academic teacher a year.

7. Irregular hours – other teaching workloads that are not regular hours included in the number of teaching hours up to 60 hours a year. The Dean, after seeking an opinion of the faculty council:

- 1) shall draw up the list of teaching workloads that are not regular classes, taken into account in the number of teaching hours;
- 2) shall specify the maximum number of hours included in the number of teaching hours in case of conducting specific classes that are not regular classes, provided that the total number of such hours shall not exceed 60 hours a year.

8. Additional hours – teaching hours the number of which exceeds the annual number of teaching hours specified in this resolution, giving a right to the additional remuneration, provided that in case of:

- 1) reduction of the number of teaching hours – the remuneration for additional hours shall be due for teaching hours above the obligatory number of teaching hours (full) specified for the particular position, set in s. 1;
- 2) employment on a part-time basis – the remuneration for additional hours shall be due after exceeding the number of teaching hours set proportionally to the working time;
- 3) including in the hours worked, in line with § 4 s. 3 of this resolution, 1/30 of the annual number of teaching hours specified for the particular position, for each week of absence – this cannot provide a basis for recognising additional hours and payment of the remuneration for additional hours.

9. Period of settlement of the number of teaching hours – settlement period equivalent to one academic year.

10. Reduction of the number of teaching hours – reduction, by the Rector, of the obligatory annual number of teaching hours; it can be applied only to an academic teacher employed on a full-time basis, for whom the University is the primary place of work within the meaning of the Act.

11. Underload – a situation, when the number of teaching hours worked in the particular settlement period is less than the obligatory number of teaching hours set.

12. Home teaching unit – a faculty, general-university unit or an educational inter-faculty unit that settles the number of teaching hours for academic teachers employed. The settlement of the number of teaching hours of an academic teacher conducting classes at more than one unit at the University shall be carried out only by the home teaching unit.

§ 2

Stages of the implementation of the educational process

1. Obligatory stages of the implementation of the educational process include:

- 1) teaching workload scheduling completed no later than by the end of May of the academic year preceding the academic year for which the schedule is prepared;
- 2) allocation of educational classes to academic teachers;
- 3) monitoring of the status of the number of the teaching hours completed vs. the schedule, and potential correction of the schedule;
- 4) an academic teacher filing a final report on the number of teaching hours completed;
- 5) verification of the content, as well as formal and accounting verification of reports by the dean;
- 6) settlement of the number of teaching hours after the end of the academic year, but no later than by the end of October in the next academic year;

7) providing the Rector with summary information on the number of teaching hours completed after the annual settlement.

2. The USOS IT system (University Study Support System) shall support scheduling and settling the number of teaching hours.

§ 3

Scheduling and specifying the number of teaching hours

1. The dean shall be obliged to schedule the number of teaching hours, i.e. specify and allocate educational classes to academic teachers for the particular academic year, in particular aiming at:

- 1) ensuring the fulfilment of educational duties;
- 2) optimal use of HR resources in order to minimise both underloads and additional hours.

2. The number of academic hours shall be completed at the full time studies (1st cycle, 2nd cycle, 3rd cycle or uniform Master's studies). When necessary, the number of teaching hours shall be supplemented by hours completed as part of extramural studies.

3. When scheduling the number of teaching hours for academic teachers, the dean shall take into account conversion rates if applicable. The dean, after seeking an opinion of the faculty council, may set a minimum number of teaching hours that an academic teacher should complete without conversion rates.

4. The dean shall schedule educational classes in a manner ensuring a uniform load on academic teachers; no underloads should be scheduled.

5. The dean may request an academic teacher to conduct classes, within the framework of the number of teaching hours, in an organisational unit of the University other than the home unit, as well as in another university or school referred to in the Act of 7 September 1991 on the educational system (consolidated text: Journal of Laws of 2004 No 256, item 2572, as amended) under a contract concluded with such a school.

6. Upon consent of the dean, an academic teacher may complete the number of teaching hours, in whole or in part, in another organisational unit of the University.

7. In instances justified by the need to implement the study curriculum, the dean shall schedule and entrust the academic teacher with educational classes during additional hours, the number of which shall not exceed 1/4 of the number of teaching hours for teaching and research staff, and 1/2 of the number of teaching hours for teaching staff, provided that the number of additional hours set shall be rounded up to full hours.

8. The dean cannot schedule additional hours, referred to in s. 7, for pregnant academic teachers or academic teachers raising a child up to the age of one year without their consent.

9. The dean may entrust an academic teacher, upon his/her consent granted in written, with conducting educational classes during additional hours the number of which exceeds the number of additional hours specified in section 7.

10. When scheduling and setting the annual amount of educational classes, the dean shall take into account the reduction of the number of teaching hours applied for the particular academic teacher.

11. The Rector may reduce the annual amount of educational classes for the academic teacher to the amount specified in § 105 ss. 4 and 6 of the Statute, provided that the reduction of the number of teaching hours shall be applied:

- 1) at the request of the academic teacher, subject to an opinion of the faculty dean/manager of another organisational unit;
- 2) to the academic teacher employed on a full-time basis;
- 3) to the academic teacher for whom the University is the primary place of work;
- 4) once during the period not exceeding one academic year.

The number of teaching hours shall be reduced only subject to meeting all ground specified in items 1-4. Except for exceptional cases justified by an important interest of the University, the Rector shall not reduce the number of teaching hours for teachers carrying out additional employment (additional employment within the meaning of Article 129 of the Act) or conducting business activities.

12. The dean shall specify the number of students in student groups for particular types of educational classes in order to ensure their top quality, in particular taking into account the specifics of classes, number of staff, financial position of the unit.

13. Before the beginning of the academic year, the dean shall present to the academic teacher for signing the "Schedule of the allocation of educational classes for the academic year/semester."

14. The dean shall supervise the status of number of teaching hours completed vs. the schedule, and shall make necessary corrections to the teaching workload schedule resulting from circumstances influencing the number of teaching hours, including in particular a change of the position and/or employment time basis, reduction of the number of teaching hours, illness, after the preliminary settlement of the number of teaching hours after the end of the first semester.

§ 4

Settlement of the number of teaching hours

1. The settlement of the number of teaching hours shall mean the establishing, in accordance with the resolution, the number of teaching hours completed by the academic teacher during the particular settlement period, after taking into account:

- 1) the number of teaching hours set in accordance with § 3 of this resolution;
- 2) conversion rates;
- 3) reduction of the number of teaching hours;
- 4) principles for setting and settling the hours allocated to the period of justified absence from work, including hiring after the beginning of the academic year or expiration of the employment relationship before the end of the academic year.

2. During the period of illness or another unexpected justified absence of the academic teacher, for the purposes of setting the number of teaching hours, teaching hours in the number allocated in the schedule for the period of absence shall be classified as hours worked in accordance with the schedule.

3. 1/30 of the annual number of teaching hours specified for the particular position for each week of absence during the period of conducting the classes of the University shall be considered the hours worked if no teaching workload was scheduled for the academic teacher due to:

- 1) hiring after the beginning of the academic year;
- 2) scheduled absence from work, in particular due to sabbatical, long-term illness, unpaid leave or other exemption from work, military service, maternity leave, leave defined by the same rules as the maternity leave, additional maternity leave, additional leave defined by the same rules as maternity leave, paternity leave, parental leave;
- 3) expiration of the employment relationship before the end of the academic year.

4. Educational classes scheduled but uncompleted due cancelling the classes by the Rector or the dean shall be considered hours worked as scheduled.

5. Subject to provisions of § 1 s. 8 and § 3 s. 2 of this resolution, teaching workloads should be settled in the number of teaching hours in the following order:

- 1) regular hours completed at the full time studies;
- 2) irregular hours completed at the full time studies;
- 3) classes completed at the extramural studies.

6. Regular hours and irregular hours completed at the full time studies and extramural studies shall be separated in the settlement of the number of teaching hours of an academic teacher.

7. The dean shall determine the method of settling the classes conducted by more than one person.

8. When settling the number of teaching hours of an academic teacher, the dean shall establish the actual number of completed hours, including:

- 1) the number of regular hours completed at the full time studies and extramural studies;
- 2) the number of regular hours subject to the conversion rate completed at the full time studies and extramural studies, provided that partial hours shall be rounded up to full hours;
- 3) the number of irregular hours completed at the full time studies and extramural studies;
- 4) the number of hours completed outside the home teaching unit;
- 5) the number of additional hours completed at the full time studies and extramural studies.

9. The settlement of the number of teaching hours of an academic teacher may result in additional hours or underload.

10. The number of additional hours shall be established separately for full time studies and extramural studies.

11. In case of continuous underload of an academic teacher, the dean shall be obliged to take implement the following measures:

- 1) mandate classes at other organisational units of the University;
- 2) entrust tasks supporting the educational process (in case of periodic short-term underload);
- 3) reduce the employment basis of the academic teacher (in case of underload without clear prospects for their elimination).

12. The preliminary settlement of the number of teaching hours of academic teachers shall be carried out by the dean after the end of the first semester, and the ultimate one – after the end of the settlement period (academic year).

13. The dean shall be held liable for the correct settlement of the number of teaching hours, including the verification of the content, as well as formal and accounting verification of reports submitted by employees. Delegating a part of tasks related to scheduling and settling the number of teaching hours to organisational units of the faculty (institutes, sections) shall not exempt the dean from full liability for scheduling and settling the number of teaching hours.

14. The dean shall submit ordinances issued based on this resolution to the Rector, immediately after the issuance thereof.

§ 5

Report on the number of teaching hours completed

1. Reports on the number of teaching hours completed shall include the interim report (after the end of the first semester) and the final report (after the end of the settlement period).

2. The employee shall be obliged to submit the final report on the number of teaching hours completed to the home teaching unit, within the time frame set by the dean. The report shall include regular and irregular [hours] completed at all units of the University, both at full-time studies and extramural studies, included in the number of teaching hours.

3. No later than by the end of November each year, the dean shall submit to the Rector the annual report on the number of teaching hours completed by all employees.

4. The dean shall enclose a justification to the annual report if the settlement of the number of teaching hours of employees revealed significant differences vs. the number of teaching hours scheduled for the particular academic year.

§ 6

Interim and final provisions

1. The number of teaching hours for the 2015/2016 academic year shall be scheduled and set in line with the principles and the procedure established in this resolution.

2. Subject to s. 1, the following acts shall lose their binding force as of 30 September 2015:

- 1) resolution no 65 of the Senate of the University of Warsaw of 15 March 2006 on the introduction of "Principles for the settlement of the number of teaching hours for academic teachers and doctoral fellows" (UW Monitor of 2006 No 3, item 31);
- 2) resolution no 130 of the Senate of the University of Warsaw of 19 June 2013 on amendments to the resolution no 65 of the Senate of the University of Warsaw of 15 March 2006 on the introduction of "Principles for the settlement of the number of teaching hours for academic teachers and doctoral fellows" (UW Monitor of 2013 No 6, item 140);

- 3) resolution no 212 of the Senate of the University of Warsaw of 16 April 2014 on amendments to the resolution no 65 of the Senate of the University of Warsaw of 15 March 2006 on the introduction of “Principles for the settlement of the number of teaching hours for academic teachers and doctoral fellows” (UW Monitor of 2014, item 81).

3. The resolution shall enter into force on 1 October 2015, subject to s. 1.

Chairperson of the Senate
of the University of Warsaw
Rector: *M. Pałys*