

**School of GeoSciences
Teaching Organisation
Workload Model timeline (2012-2015)**

Month	2012/13		2013/14		2014/15		2015/16		
	Actions for current session (2012/13)	Actions for current session + 1 (2013/14)	Actions for current session - 1 (2012/13)	Actions for current session (2013/14)	Actions for current session + 1 (2014/15)	Actions for current session - 1 (2013/14)	Actions for current Session + 1 (2014/15)	Actions for current session + 1 (2015/16)	Actions for current session - 1 (2014/15)
June	Transfer of Teaching Load data from previous TO system			TO request to HoRI/DPC for solutions to any outstanding 2013/14 data					
July	HoRI meetings with TO mgmt and WLM coordinator to review 2012/13 data			TO updates to outstanding 2013/14 data.		2013/14 marking data from SMART recording system uploaded to WLM database.			2014/15 marking data from SMART recording system uploaded to WLM database.
						2013/14 Teaching Allocation finalised			2014/15 Teaching Allocation finalised
August	TO update 2012/13 data from previous Teaching Load model in TWLM database		2012/13 marking data from SMART recording system uploaded to WLM database.	Final 2013/14 teaching details circulated to GeoSciences staff.					
	School administrator updated 2012/13 roles and research adjustment data in WLM		2012/13 Teaching Allocation finalised.						
September	CO's asked to review 2012/13 data				Start of 2014/15 allocation			Start of 2015/16 allocation	
	TO updates to 2012/13 teaching data following CO review.				Upload of course and timetable information from SWS timetabling system to WLM database			Upload of course and timetable information from SWS timetabling system to WLM database	
	HoRI meetings with TO mgmt and WLM coordinator to review 2012/13 CO data.				Updated roles and Research Adjustment data entered in WLM database by School Administrator			Updated roles and Research Adjustment data entered in WLM database by School Administrator	
October	TO updates to 2012/13 data following CO data review.	Start of 2013/14 Allocation		Current year T&D data uploaded to WLM database*	Email to Course Organisers asking for changes to details of staff allocation on courses		Current year T&D data uploaded to WLM database*	Email to Course Organisers asking for changes to details of staff allocation on courses	
	Current year T&D data uploaded to WLM database*	Upload of course and timetable information from DRPS on EUCLID reporting system to WLM database			TO Deputy Manager records data from CO emails in WLM database			TO Deputy Manager records data from CO emails in WLM database	

		Email to Course Organisers asking for details of staff allocation on courses							
		TO Deputy Manager records data from CO emails in WLM database							
November	CO 2012/13 data final review.	CO data reviewed by HoRI's and DPC's			HoRI's and DPC's in each Institute meet to review CO data and discuss teaching gaps			HoRI's and DPC's in each Institute meet to review CO data and discuss teaching gaps	
	TO updates to any further outstanding reported 2012/13 data.	Roles data agreed at SPARC and entered in WLM database by School Administrator		Board of Studies			Board of Studies		
	Board of Studies	HoRI's and DPC's in each Institute meet to discuss teaching gaps							
		Research Institute teaching allocation meetings to discuss teaching gaps and allocations. Attended by HoRI's, DPC's, DoT, TO mgmt.							
December	TO updates to any further outstanding reported 2012/13 data.	TO Deputy Manager models data from RI Teaching Allocation meetings and sends data to HoRI's		UG dissertation supervision data for current year entered by TO deputy manager	Research Institute teaching allocation meetings to discuss teaching gaps and allocations. Attended by HoRI's, DPC's, DoT, TO mgmt.		UG dissertation supervision/marketing data for current year entered by TO deputy manager	Research Institute teaching allocation meetings to discuss teaching gaps and allocations. Attended by HoRI's, DPC's, DoT, TO mgmt.	
	UG dissertation supervision data for current year (12/13) entered by TO deputy manager	Capacity Reports created by TO mgmt			TO Deputy Manager models data from RI Teaching Allocation meetings and sends data to HoRI's			TO Deputy Manager models data from RI Teaching Allocation meetings and sends data to HoRI's	
					Capacity Reports created by TO mgmt			Capacity Reports created by TO mgmt	
January	Final HoRI/DPC review of 2012/13 data.	TO meeting with HoRI's to review modelled data and capacity reports and finalise future allocation planning			TO meeting with HoRI's to review modelled data and capacity reports and finalise future allocation planning			TO meeting with HoRI's to review modelled data and capacity reports and finalise future allocation planning	

		HoRI meetings with academic staff to discuss allocations and finalise course teaching teams for 2013/14			HoRI's meet with individual institute staff to discuss provisional teaching allocation			HoRI's meet with individual institute staff to discuss provisional teaching allocation	
					TO data modelling (where necessary)			TO data modelling (where necessary)	
February		Meeting with HoRI's, DoT and TO mgmt to discuss final allocations and teaching gaps			Final HoRI/DPC review of provisional teaching allocation data			Final HoRI/DPC review of provisional teaching allocation data	
		More database modelling by TO			2014/15 provisional allocation data details circulated to academic staff via WLM database			2015/16 provisional allocation data details circulated to academic staff via WLM database	
March	Board of Studies	Further meeting with HoRI's, DoT and TO mgmt to discuss final allocations and teaching gaps		Board of Studies	TO mgmt meet with DPC's and HoRI's to discuss teaching allocations for new courses following BoS		Board of Studies	TO mgmt meet with DPC's and HoRI's to discuss teaching allocations for new courses following BoS	
		Final database entry by TO of pre-BoS data			TO models latest teaching allocation data including new courses from BoS			TO models latest teaching allocation data including new courses from BoS	
		TO mgmt meet with DPC's and HoRI's to discuss teaching allocations for new courses following BoS							
		Final teaching allocation meeting followed by entry of BoS information into WLM database							
April		All teaching allocation data entered in WLM database, including new data from courses introduced at BoS			Final teaching allocation review meeting			Final teaching allocation review meeting	
May	Enter PGT Dissertations for current year			Enter PGT Dissertations for current year			Enter PGT Dissertations for current year		
					Final teaching details circulated to GeoSciences staff			Final teaching details circulated to GeoSciences staff	

* T&D data is only available for current year. Future T&D contribution will be an estimate based on current year data.