



RECTOR OF VILNIUS UNIVERSITY

ORDER ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR THE ACCOUNTING OF THE WORKING TIME OF TEACHING STAFF OF VILNIUS UNIVERSITY

No. R-175 of 8 May 2017
Vilnius

In accordance with Article 43(1)(22) of the Statute of Vilnius University, and to ensure the proper implementation of the Description of the Procedure for the Determination of Official Salaries, Allowances, and Other Remuneration and Incentives for Work and Achievements of Academic Staff of Vilnius University approved by Resolution of the Council of Vilnius University (hereinafter the 'Council') No. T-2017-2-1 of 29 March 2017, and the Vilnius University Strategic Plan for 2015–2017, approved by Resolution of the Council No. T-2016-2-4 of 3 February 2016, target project No. 5.2 'Remuneration System of Academic Staff' under the strategic direction 'Effective Management', and having taken into account the opinion of the Senate of Vilnius University (minutes of the meeting No. S-2017-4 of 24 April 2017),

I hereby approve the enclosed Description of the Procedure for the Accounting of the Working Time of Teaching Staff of Vilnius University.

Rector Prof. Artūras Žukauskas

Prepared by
Specialist of the Directorate of
Studies Andrius Uždanavičius

APPROVED

by Order No. R-175 of 8 May 2017
of the Rector of Vilnius University

DESCRIPTION OF THE PROCEDURE FOR THE ACCOUNTING OF THE WORKING TIME OF TEACHING STAFF OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Accounting of the Working Time of Teaching Staff of Vilnius University (hereinafter the 'Description') establishes the general principles for the planning and accounting of the working time of teaching staff at Vilnius University (hereinafter the 'University'), aimed at creating the conditions for the rational use of financial resources and the increase in the salaries of teaching staff, ensuring a uniform standard of contact work with students for corresponding positions in the core academic units (hereinafter the 'CAU'), and promoting the effective use of the intellectual potential of the University to strengthen the unity of science and studies.

2. The Description shall not apply to invited and visiting teaching staff, partnership professors, and partnership associate professors, as well as teaching staff paid per hour. The duration of their working time shall be established in hours.

CHAPTER II PROCEDURE FOR THE ACCOUNTING OF THE WORKING TIME OF TEACHING STAFF

3. The total workload of teaching staff whose working time is equivalent to one full-time post shall be 1,584 hours per year and 36 hours per week. Working time of teaching staff shall include research time (excluding lecturers), standard teaching time (including distance teaching), and other working time.

4. **Research time** shall be intended for the research and experimental (social, cultural) development work of teaching staff, excluding activities carried out and remunerated under contracts for tendering projects and outsourcing.

5. Research time shall be set at 528 hours per year for all teaching positions, with the exception of lecturers. The research time norm shall be deemed fulfilled if teaching staff meet the research activity requirements for the specific teaching staff position, as established by the Senate of the University, applicable for the position held and the full-time equivalent during the term of office.

6. **Standard teaching time** (including distance teaching) shall be intended for the contact work between teaching staff and students, and shall serve as the basis for determining the number of teaching staff positions and full-time posts. The standard teaching time shall consist of:

6.1. **lectures and seminars** – classes included in the academic schedule during which teaching staff communicate with students, either directly or via electronic means, by actively delivering knowledge, engaging students in discussions on scientific topics, or moderating such discussions;

6.2. **practical classes** – practical training sessions, consultations (including the provision of feedback), field practice or related discussions, laboratory and other practical work included in the academic schedule or in the descriptions of course units (modules) during which teaching staff communicate with students, either directly or via electronic means in real time, and coordinate students' independent performance of assignments;

6.3. **supervision of students in all cycles and professional studies** shall be considered part of the active work of teaching staff as thesis supervisors, encompassing the supervision of students preparing their final theses (projects) in professional studies, Bachelor, and Master study programmes, doctoral dissertations, or of those enrolled in residency studies.

7. The standard teaching time norm for each teaching staff position shall be accounted for in Standard Teaching Time units (STT units). STT units for lectures, seminars, and practical classes shall be calculated by applying a coefficient for contact work depending on the ratio between contact work and preparation for contact work. The coefficient shall be set at one when this ratio is 1:2 (two hours of preparation for every one hour of contact work). The standard teaching time shall be calculated as follows:

7.1. a coefficient approved by the CAU Council, determined by the number of students in the group and ranging from 1 to 1.5, shall be applied per hour of contact work for lectures delivered to students enrolled in Bachelor, Master, and integrated study programmes; a coefficient approved by the CAU Council, ranging from 0.8 to 1, shall be applied per hour of contact work for seminars; and a coefficient of 1.3 shall be applied for lectures and seminars conducted for doctoral students;

7.2. a coefficient approved by the CAU Council, determined on the basis of the time required for the preparation for practical classes, shall be applied per hour of such classes. This coefficient may not exceed 1;

7.3. from 0.4 to 0.8 STT units per week shall be allocated for the supervision of students enrolled in Bachelor, Master, and integrated study programmes and preparing their final theses, in accordance with the procedure approved by the CAU Council; 1 STT unit per week, calculated on the basis of a 32-week academic year, shall be allocated for the supervision of doctoral students preparing their doctoral dissertations. If a consultant has been officially appointed to a doctoral

student, STT units for the doctoral student and the consultant shall be calculated at a ratio of 1:2;

7.4. a standard teaching time established by the CAU Council not exceeding 0.6 STT units per week and calculated on the basis of a 32-week academic year, shall be allocated for the supervision of students enrolled in professional study programmes and preparing their final theses, as well as for the supervision of residents.

8. The standard teaching time norm for professors, associate professors, assistants, and teaching assistants shall be 288 STT units per year (or 9 STT units per week, calculated on the basis of a 32-week academic year), for lecturers – 416 STT units per year (or 13 STT units per week, calculated on the basis of a 32-week academic year). A standard teaching time norm not exceeding 64 STT units per year shall be included in the working time of researchers (research professors, senior researchers, researchers, research assistants) employed in these positions.

9. The standard teaching time of teaching staff shall be deemed to correspond to the established norm if the actual deviation does not exceed 16 STT units per year for teaching staff whose working time in the teaching position does not exceed the half-time equivalent of a full-time post, and 32 STT units per year for teaching staff whose working time in the teaching position exceeds the half-time equivalent of a full-time post. The CAU Council may decide to reduce the deviation from the standard teaching time norm.

10. The calculation of compliance with the standard teaching time norm for the term of office shall exclude any workload remunerated under the ‘Description of the Procedure for the Determination of Official Salaries, Allowances, and Other Remuneration and Incentives for Work and Achievements of Academic Staff’.

11. The Deputy Head of the CAU responsible for the organisation of studies shall organise the planning and accounting of the standard teaching time of the teaching staff.

12. **Other working time** – the time not included in the standard teaching time defined in Item 6 of the Description, which consists of:

12.1. **non-contact teaching time** – a time for teaching staff to individually consult students, check and evaluate the competencies acquired by students (by examination or other means) and provide feedback on the results of studies to them; to comment on students’ papers (term papers, research papers, final theses, and doctoral dissertations), to supervise students’ internships and independent work, to review final theses, to participate in examination and theses defence commissions and to implement other study activities;

12.2. **methodological work time** – time allocated for the preparation for teaching work: preparation for lectures, seminars, and practical classes; preparation of assignments for assessing and evaluating students’ acquired competencies; development of textbooks, methodological tools, and educational materials; and performance of other methodological activities;

12.3. **organisational work time** – time allocated to the organisational work related to research and studies at the University, excluding time allocated for activities for which allowances are paid in accordance with the Description of the Procedure for the Determination of Official Salaries, Allowances, and Other Remuneration and Incentives for Work and Achievements of Academic Staff of Vilnius University;

12.4. **working time for expert activities, science promotion, and representation of the University** – time for editing scientific publications, reviewing and performing expert evaluation of research papers, providing expert opinion to the public, participating in the media, writing articles promoting science, preparing and delivering lectures promoting science, presenting systematised science promotion material online or carrying out other activities of dissemination of scientific achievements to the public, representing the University and enhancing its visibility through activities provided without compensation in state and non-governmental structures, national and international cooperation networks, excluding time allocated for activities for which allowances are paid under the Description of the Procedure for the Determination of Official Salaries, Allowances, and Other Remuneration and Incentives for Work and Achievements of Academic Staff of Vilnius University.

13. The other working time of teaching staff per year shall be calculated by subtracting contact working time from 1,056 hours. Actual other working time is accounted for in accordance with the procedure established by the CAU Council, taking into account the norm for the preparation for contact work established in this Description.

14. The working time norm of teaching staff shall be reduced accordingly if, during the term of office, they participate in secondment abroad, take sabbatical leaves, or are granted other special leaves. In such a case, the required standard teaching time shall be calculated for the actual teaching period.

15. The working time norms for a specific teaching staff member shall be established in the Description by multiplying the norms by the full-time equivalent of the post of the teaching staff member.

CHAPTER III FINAL PROVISIONS

16. Until 1 September 2018, upon the proposal of the Head of the CAU, in agreement with the Rector, the CAU Council may, by a reasoned decision, for one academic year, establish a different scope of standard teaching time norms than specified in Item 8 of the Description; however, their increase or reduction shall apply equally to all CAU teaching staff – professors, associate professors, assistants, teaching assistants, and (in an appropriate proportion) lecturers.

17. As of 1 January 2018, competitions for teaching staff positions shall be published in

accordance with the standard workload norms provided for in the Description, which serve as the basis for determining the required number of teaching staff positions.