TRAC- TIME ALLOCATION- GUIDANCE ON CLASSIFICATION OF TIME

For the Time Allocation Survey you are asked to record the time that you spend on University work during a 7 day sample week against the categories listed below. Examples of the types of activity this would include and further notes are provided below. We acknowledge that your working week may substantially exceed the length of time your contract requires. Please record ALL the hours that you spend on University work.

If you have any further queries, please email the School's TRAC helpdesk at trac@lse.ac.uk

Category	Activities to be included under this heading
TEACHING	
Undergraduate Teaching OR Postgraduate Teaching	Holding Lectures, seminars and tutorials and project/workshop supervision Preparing materials for lectures and tutorials. Preparing materials for an agreed new course. Editing and updating course materials. Organising and visiting placements, fieldwork Supervision / contact time relating to projects and dissertations. Other student contact time relating to educational matters, including remedial classes. Preparing and marking examination papers, including re-sits, oral examinations, reading and assessing student dissertations, reading and marking essays and other student work. Invigilation of examinations including external examining (both at own and other institutions). Mentor meetings. *Note: Any of the above duties relating to PhD students should be under PGR student activity in the Research category.*
Extended Education- Summer School, Short Courses, Online Courses, University of London & TRIUM program	Holding and/or recording Lectures, seminars and tutorials. Preparing materials for lectures and tutorials. Preparing materials for an agreed new course. Editing and updating course materials. Preparing and marking examination papers. Invigilation of examinations including external examining. Appointing class teachers. Sitting on boards or committees.
Support for Teaching	Timetabling. Examination boards. Preparing prospectuses. Interviewing students, admissions and induction and provision of careers advice for taught students Course and other committees related to teaching. Schools liaison. Pastoral support (outside timetabled tutorials), counselling. Initial course development (where the future of the course is not certain; preparing materials for an agreed new course is included in the relevant Teaching categories above). Module reviews (but subsequent updated and editing etc. is Teaching). Quality assurance (e.g. QAA reviews). Publicity for teaching facilities and opportunities. Scholarship to support teaching such as: - writing books and other publications for teaching purposes - advancement of knowledge and skills related to teaching - professional development related to teaching (reading literature, attending professional conferences related to teaching) - secondment to/academic exchanges with other universities for teaching activities.
RESEARCH	
External Sponsor Funded Research OR School Funded Research	Time should be recorded against the sponsor who is funding the Research project (listed in the 5 external sponsors below or if not externally sponsored then under "School Funded Research"). Research time includes time spent on- Fieldwork, studio, desk/library work Management of projects, informal discussions, progress reports Recruitment & supervision of research staff Production of research reports and papers under the terms of the grant/contract Attendance at conferences, seminars and/or society meetings (including preparation of papers for these) that are <u>directly connected to specific research projects</u> The external sponsor categories are- - **UK Research Councils** (AHRC, ESRC, EPSRC, MRC, NERC, STFC, UKRI and British Academy grants) - **UK Charities** (e.g. Leverhulme Trust, Wellcome Trust, Nuffield Foundation...) - **European Union (EU) Government bodies** (e.g. European Commission, European Research Council...) - **Other Government Departments** (i.e. UK central government bodies/local authorities such as NIHR, FCDO, BEIS, Dept of Health) - **Industry** (i.e. all other organisations including UK/EU/Overseas industry, EU/Overseas charities and other sources) **School Funded Research**- This means there is no external sponsor of a research project but there are expected to be research outputs (publication, conference, presentation) and includes speculative research (i.e. prior to preparing a grant/contract bid). This would also include research related sabbaticals
Postgraduate Research (PGR) student activity (PhD students)	Any time spent training and supervising postgraduate research students including training in research methodology, review of drafts and preparation of thesis, viva and external examining.
Support for Research	Drafting and redrafting proposals for new work and supporting bids to external bodies (where bids involve a significant amount of speculative research, that can be attributed to "School Funded Research" above) Quality assurance e.g. relating to the REF Peer review Advancement of knowledge and skills that directly contribute to research work Refereeing papers
OTHER SERVICES RENDERED	
Consultancy and other income generating activities - Academic	Time spent on work related to activities that generate or could potentially generate income, but are not Teaching or Research such as- Consultancy, Technology transfer and clinical services. Consultancy and similar contracted to LSE or LSE Enterprise / LSE Consulting. *Note this should not include any private/personal consultancy work undertaken.* Other services rendered including work undertaken on behalf of Residences or Catering Negotiation of contract terms and conditions on Other Service contracts and time spent on abortive and speculative bids for work.
Consultancy and other income generating activities - Non-Academic	Drafting and negotiating contracts for Other Activities (but not for research contracts which should be recorded under under Research). Time assisting on philanthropic & gift agreements (that are general in nature and not related to Teaching or Research)
Support for Other Services	Drafting and re-drafting proposals for new work and supporting bids to external bodies for consultancy and other services rendered Negotiating contract terms and conditions with external bodies
SUPPORT	
General support and administration	Management and administration (not specifically related to Teaching or Research) Participation at Council and other LSE committees. Management duties such as Head of Department, Deputy Head of Department Staff management, appraisal, department meetings, team briefing (if not related to Teaching or Research). Publicity, Fundraising, representative work on behalf of LSE, department or centre. Careers advice. Information returns. Quality assurance contribution to sector e.g. on (unpaid) committees. Where QA relates to teaching or research then it should be allocated to Support for Teaching or Support for Research respectively
Holiday, sickness, parental & other leave	Holiday, Sickness, Parental leave, Jury service