

Principles

- 1.1. The main purpose of academic workload management is to enable Heads of Department and Deans to plan and manage workloads of academic staff. It aims to provide an equitable and transparent framework for the deployment of staff, and a way to monitor staff welfare and wellbeing. The University uses the web-based Workload Allocation Management System (WAMS) for academic workload management.
- 1.2. The agreed and verified workload should be a fair and reasonable reflection of the actual work of a member of staff.
- 1.3. Heads of Department are responsible for allocating and managing staff workloads. They may delegate the task to a workload allocator but retain ultimate responsibility. All workloads should be discussed and agreed with academic staff at the start of a new academic year, and then reviewed at the end of each year.
- 1.4. Heads of Department are also responsible for ensuring equitable workloads across their Department and should pay particular attention to cases where the workload is more than 10% above or below the notional hours per year.
- 1.5. The University recognises that the manner in which academics work is different to many other organisations. For many their work is more than a job and providing the freedom to pursue research and other interests is an important part of the academic 'psychological' contract.
- 1.6. It is appreciated that there will be occasions where an academic member of staff will take on a higher than usual workload for a period of time. If they do, the Head of Department and their work colleagues need to be alert to this extra pressure and ensure that appropriate support is provided. The Dean should be notified of such cases.
- 1.7. Workloads within a Department should be transparent to all members of the Department.
- 1.8. The University Framework will be shared with the UCU local branch.

2. Management and oversight

- 2.1. The provisional workload for each academic on WAMS should be agreed at the start of the academic year, and a final workload verified at the end of the academic year.
- 2.2. The standard working week for staff on a full-time contract is 36.5 hours, equating to a 1.0 FTE **notional** total of 1,613 hours per year, after taking account of holiday and

discretionary days. This is viewed as University-managed time. To ensure that workloads are equitable and balanced across a Department, 1,613 hours per year per 1.0 FTE is the planning target used for workload management.

- 2.3. If the accumulation of activities indicates a sustained workload above the notional 1,613 hours per year, by a margin of 10 percent or more, the Head of Department should explore measures by which the workload could be reduced, as agreed with the member of staff, such as by reassigning, postponing or ending activities. The flowchart at Annexe 1 is intended to help with this.
- 2.4. Similarly, if the sustained workload is below the notional 1,613 hours per year, by a margin of 10 percent or more, the Head of Department should explore why this is so, in order to ensure equitable workloads across the Department.

3. Operation of WAMS for Academic Workload Management

- 3.1. The Department of Human Resources are responsible for the technical operation and support of WAMS functions. This includes the import of relevant data from the University's central management systems, iTrent, SAMIS and Agresso.
- 3.2. The timetable for operation of WAMS in 2025/26 is given at Annexe 2. Particular attention is drawn to the 'positive final verification' required for the University's TRAC return to be compliant: verification of the final workload by **24 July 2026**. As noted above, verification is on the basis that the workload is a fair and reasonable reflection of the activities planned and then actually undertaken.
- 3.3. Detailed guides are available for Heads of Department and other nominated staff with responsibility for allocating workloads and for academic staff 'users'.
(<https://www.bath.ac.uk/publications/guidance-documents-for-academic-workload-management/>)
- 3.4. A plan of work has been agreed for the refinement of academic workload management during 2025/26. Input from Heads of Department/allocators will be crucial.

4. Data Uses and Security

- 4.1. The data produced from WAMS will be reviewed by Heads of Department, Deans and the Deputy Vice Chancellor to plan and manage workloads of academic staff. Other senior managers will have access to the data if required.
- 4.2. Aggregated data on the percentage of time spent on activities is extracted from the verified WAMS record of each Department at the end of the academic year to form the basis of the annual TRAC return. The University is obliged to submit the TRAC return to the OfS/UKRI as part of the accountability mechanism for the public funding it receives,

notably the Quality-Related research funding used to support the significant amount of institutionally funded research undertaken across the University.

- 4.3. Data from WAMS is also processed for other institutional purposes in which the University has a legitimate interest. It is a critical input for the Synergy course costing tool, given that academic staff time accounts for a major part of the overall cost of delivery, and is a source of information for departmental and University Athena SWAN submissions.
- 4.4. The University is Data Controller for WAMS and Simitive Limited is the Data Processor. Simitive Limited is a Private Limited Company registered in the United Kingdom.
- 4.5. In accordance with the GDPR, the University has published a Privacy Notice for WAMS: <http://www.bath.ac.uk/corporate-information/bath-workload-allocation-management-system-wams-privacy-notice/>.

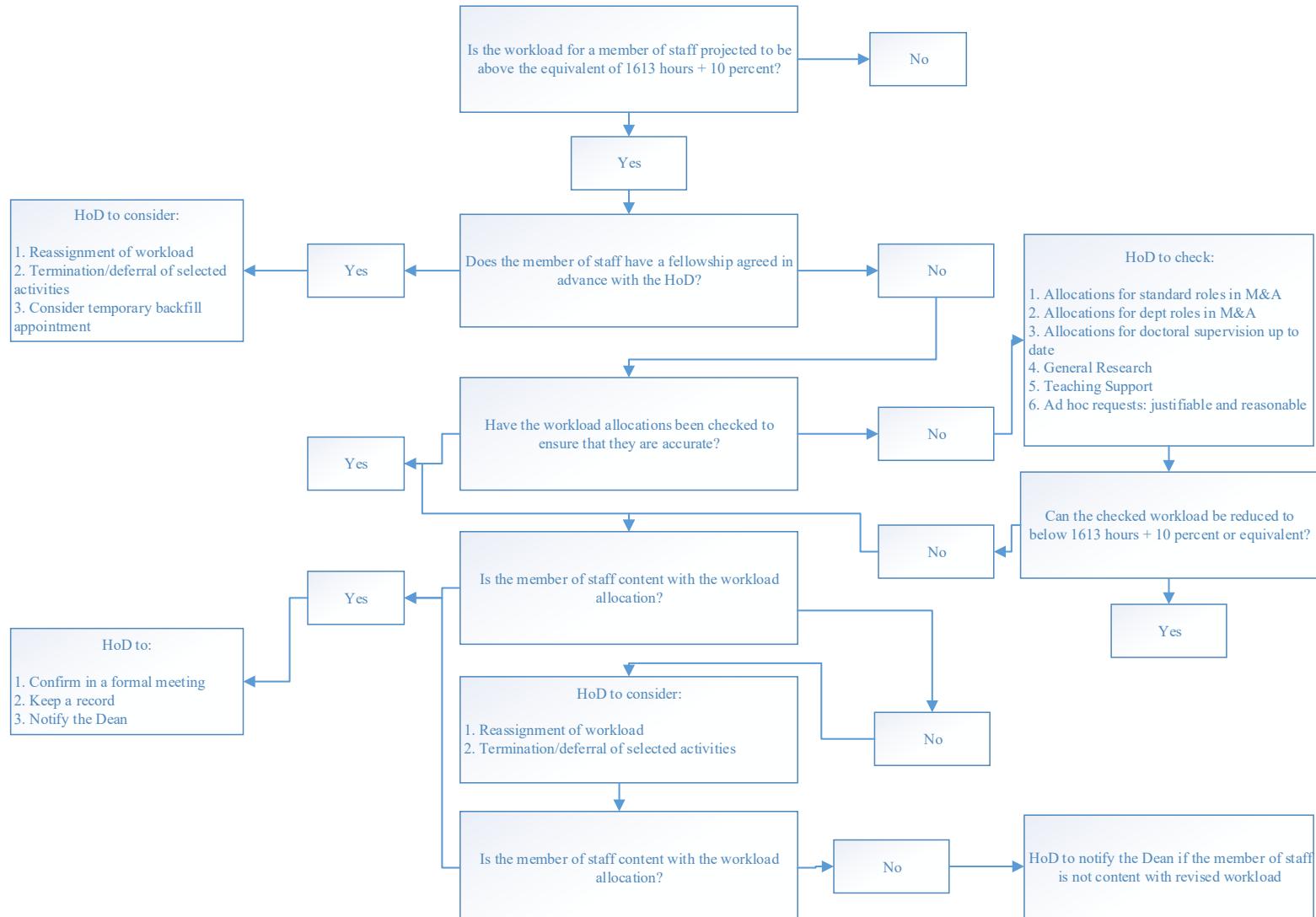
Department of Human Resources
September 2025

Annexes:

Annexe 1: Flowchart on managing academic workloads

Annexe 2: Bath WAMS Timetable for 2025/26

Annexe 1: Flowchart on managing academic workloads



Annexe 2: Provisional Bath WAMS Timetable for 2025/26

Stage 1:	HRWD/Finance pre-populates WAMS with core data from iTrent, SAMIS and Agresso by Friday, 7 November 2025 .
Stage 2:	Faculties/departments and the School will check the pre-populated data on WAMS and enter the departmental and group data on planned workloads for 2025/26.
Stage 3:	Publishing Deadline: Faculties/departments and the School to publish provisional workloads on WAMS by Friday, 12 December 2025. ¹ Provisional workloads are to be discussed and adjusted as necessary.
Stage 4:	HRWD/Finance to undertake mid-year update of WAMS with core data from iTrent, SAMIS and Agresso by Friday, 13 March 2026 .
Stage 5:	Faculties/departments and the School can update and republish workloads throughout the academic year.
Stage 6:	HRWD/Finance to undertake a final update of WAMS with core data from iTrent, SAMIS and Agresso by Friday, 1 May 2026 .
Stage 7:	Positive final verification: Faculties/departments and the School to update (where necessary) and publish workloads on WAMS by Friday, 22 May 2026 . Adjustments on WAMS are to be made and final workload allocations agreed by Friday, 24 July 2026 . TRAC GUIDANCE REQUIRES SIGN-OFF OF WORKLOADS WITHIN 8 WEEKS OF THE END OF THE COLLECTION PERIOD, I.E., 18 SEPTEMBER 2026.
Stage 8:	HRWD to create Planning Year in WAMS for 2026/27. WAMS structure and workload allocations (Teaching & Administration hours) to be rolled over for departments by end of July 2026.

1. This is the deadline for provisional/planned verification. Some departments may choose to publish provisional allocations earlier in the academic year or in the preceding summer, soon after final verification of the previous academic year.