

STAFF WORKLOAD SURVEY 2018

ASSOCIATE LECTURER HEADLINES

EXECUTIVE SUMMARY

OU ASSOCIATE LECTURERS REPORT SIGNIFICANT WORKLOAD ISSUES IN UCU SURVEY

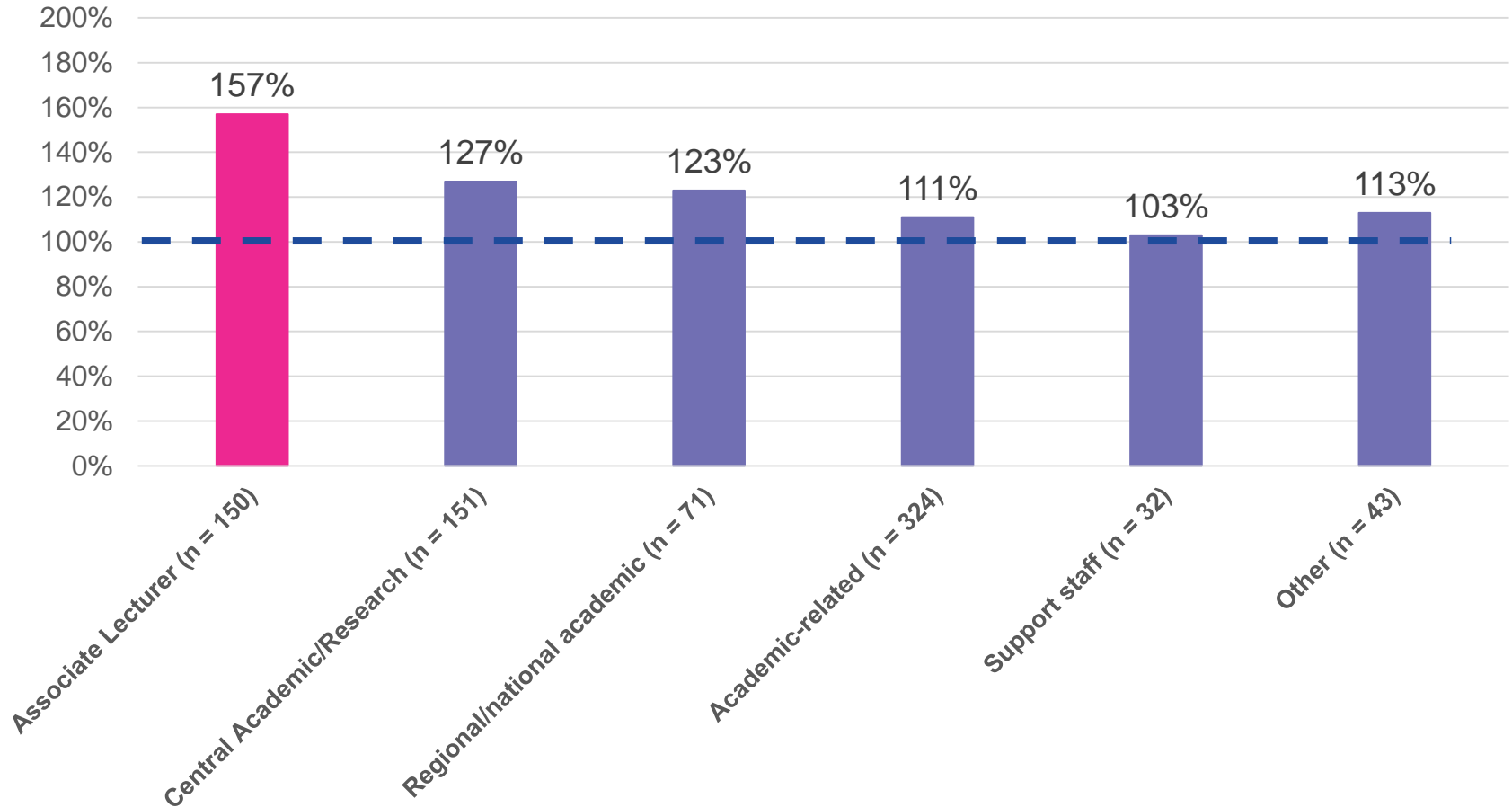
- This report analyses the responses from the 195 **Associate Lecturers (ALs)** who took part in the Autumn 2018 UCU Workload survey. A separate report is available for other staff categories.
- Respondents told us about their hours worked, vs. hours contracted. ALs reported working an average of **157% of their contracted hours in a typical week** (i.e. +57% over and above the hours they are contracted for).
- This is a good deal higher than the equivalent figures for any other OU staff category (which range from 103% for Support staff to 128% for Central Academic staff). There was little variation within the Associate Lecturer base by Faculty, or by demographic variables such as age or sex. Union members and non-members were equally affected.
- In the past six months, **69%** of Associate Lecturers said they had often or very often found it **difficult to complete their workload** within their contracted hours. Additionally, **80%** of Associate Lecturers said their workload was **heavier than they would like**. Both of these figures are at a similar level to the proportions reported by other staff categories.
- 48% of Associate Lecturers expected their workload to **increase** in the next 12 months, and 36% felt they had capacity for such an increase (NB given the high reported workload in other questions, this is likely to refer to having capacity for additional paid hours, not to complete additional work within their current arrangements).
- For those who had found it difficult to complete their workload within their contracted hours, by far the most common response was to **work longer hours** (86% had done so). Around a fifth of Associate Lecturers had taken steps such as working more quickly, taking less care over checking their work, or leaving less important parts of the role undone.
- It was notable that Associate Lecturers were much less likely than other staff categories to seek **support from managers** (8% vs. 28%) **or colleagues** (3% vs. 32%). ALs were also much less likely to report leaving work undone than other staff categories, resulting in ALs being more likely to work long hours to deal with workload problems.
- Associate Lecturers who found it difficult to complete their workload were likely to reduce or stop **personal development** activities related to their current role (48%), and to reduce **annual leave** (46%). Compared to central academic staff, ALs were less likely to report an impact on research time.
- Of those Associate Lecturers who found it difficult to complete their workload, 88% reported a **negative impact** on their personal life, 73% on their morale, 72% on their physical or mental health and 63% on their relationship with family and friends. Impact on personal life was higher for ALs than for other staff categories (88% vs. 76%) . Compared to other staff categories, slightly fewer AL staff reported an impact on the **quality of their work** or their **productivity**.

METHODOLOGY

- The proposal to create a workload survey was raised by UCU at a Joint Negotiating Committee.
- Survey data are one tool to allow health and safety representatives to identify areas for further workload investigation. They sit alongside casework statistics, informal feedback and through a process of local review or 'inspection' to gain additional evidence and work with managers to develop a local plan to address workload issues.
- The online survey was made available to all OU staff in Autumn 2018 using the SurveyMonkey tool.
- People Services publicised the UCU Workload survey, using OU News on the intranet. A link to the survey was also sent directly to UCU and Unison members by email.
- Reminders were issued to all staff groups, including a reminder on the OU intranet, before the survey closed on 3rd December 2018.
- The questionnaire was developed by the OU branch of UCU, in conjunction with UCU regional office, in order to benefit from best practice in collecting data on workload. The coverage of the questionnaire includes some direct and indirect measures of workload.
- The questionnaire consisted of 43 questions [see copy in the appendix]. The majority of these were closed questions with a small number permitting open-ended responses. Some questions were optional, so base sizes vary according to which question is being analysed.
- A total of 195 Associate Lecturers (ALs) and 641 other staff took part. Although this is a good number of responses, the response rate to this survey was not as high as the regular Staff Engagement Survey run by People Services on behalf of the University. The survey data are therefore indicative rather than conclusive, and further work will allow greater understanding of issues.
- Analysis for this report has been carried out by members of the UCU Exec Committee, using Excel. Data for Associate Lecturers have been compared to data for other staff categories throughout the report.
- A set of conclusions and recommendations has been developed as a result of the survey, aimed at generating prompt action on workload issues at a University-wide level, as well as proposals for developing more long term strategies to better monitor and address this issue. These were included in the separate report of findings for categories of staff other than ALs.

AVERAGE PROPORTION OF CONTRACTED HOURS ACTUALLY WORKED IN LAST WEEK

Base: all respondents giving valid answers to all question parts, includes staff who worked the same or less than their contracted hours

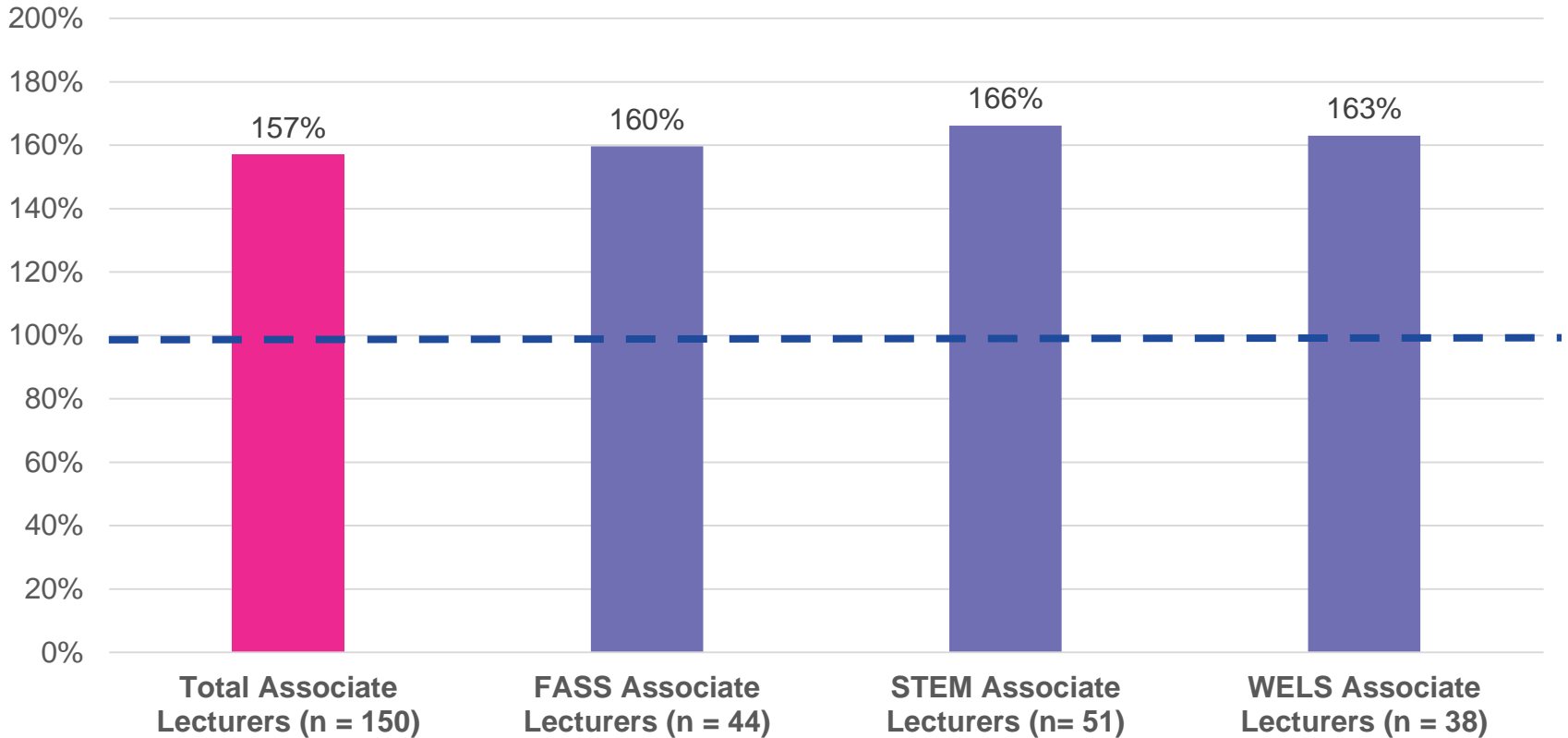


In addition to the above calculations, please note that there were 14 ALs in the survey who were not contracted to work ANY hours in the week but in fact worked an average of 12.2 hours in that week. This includes one AL who worked 50 hours. These cannot be included in the calculations above since they do not have a base line of contracted hours.

AVERAGE PROPORTION OF CONTRACTED HOURS ACTUALLY WORKED IN LAST WEEK

ASSOCIATE LECTURER STAFF, BY FACULTY

Base: all respondents giving valid answers to all question parts, includes staff who worked the same or less than their contracted hours



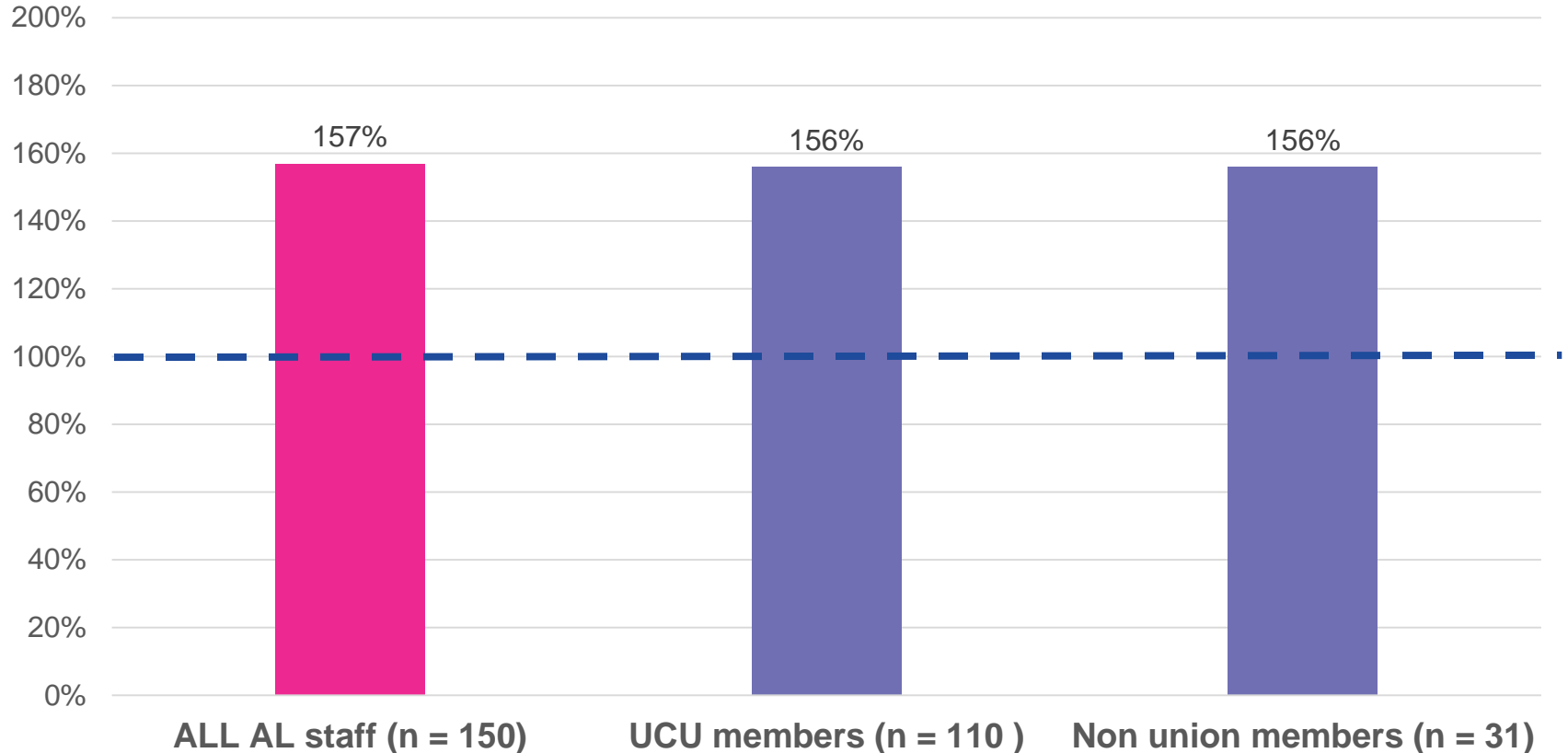
Only categories with at least 30 respondents are shown separately. FBL and LTI did not have enough respondents to report either separately or as a combined 'other'.

In addition to the above calculations, please note that there were 14 ALs in the survey who were not contracted to work ANY hours in the week but in fact worked an average of 12.2 hours in that week. This includes one AL who worked 50 hours. These cannot be included in the calculations above since they do not have a base line of contracted hours.

AVERAGE PROPORTION OF CONTRACTED HOURS ACTUALLY WORKED IN LAST WEEK

ASSOCIATE LECTURER STAFF, BY UNION MEMBERSHIP

Base: all respondents giving valid answers to all question parts, includes staff who worked the same or less than their contracted hours

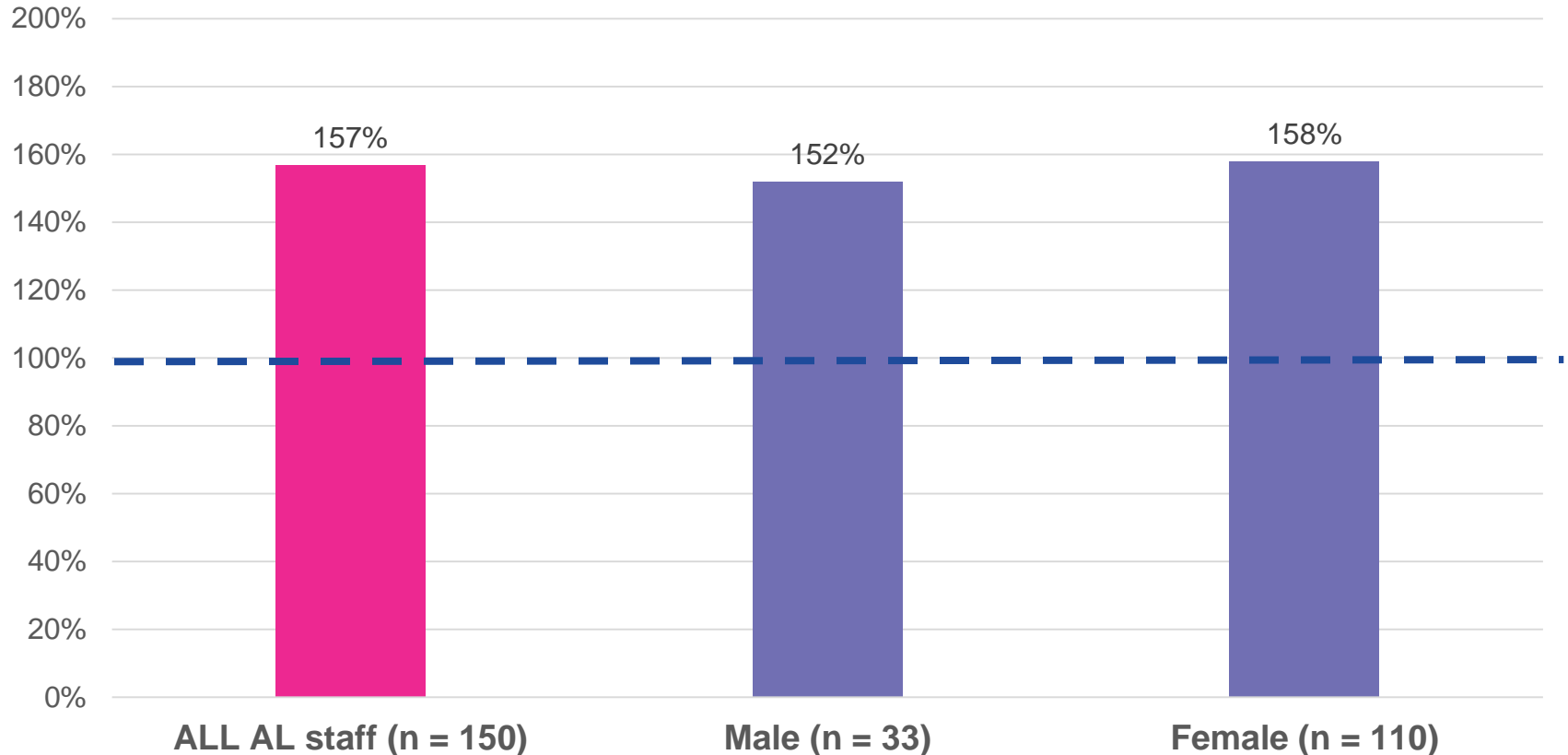


Some respondents preferred not to give their union membership status but are included in the ALL AL staff column

AVERAGE PROPORTION OF CONTRACTED HOURS ACTUALLY WORKED IN LAST WEEK

ASSOCIATE LECTURER STAFF, BY GENDER

Base: all respondents giving valid answers to all question parts, includes staff who worked the same or less than their contracted hours

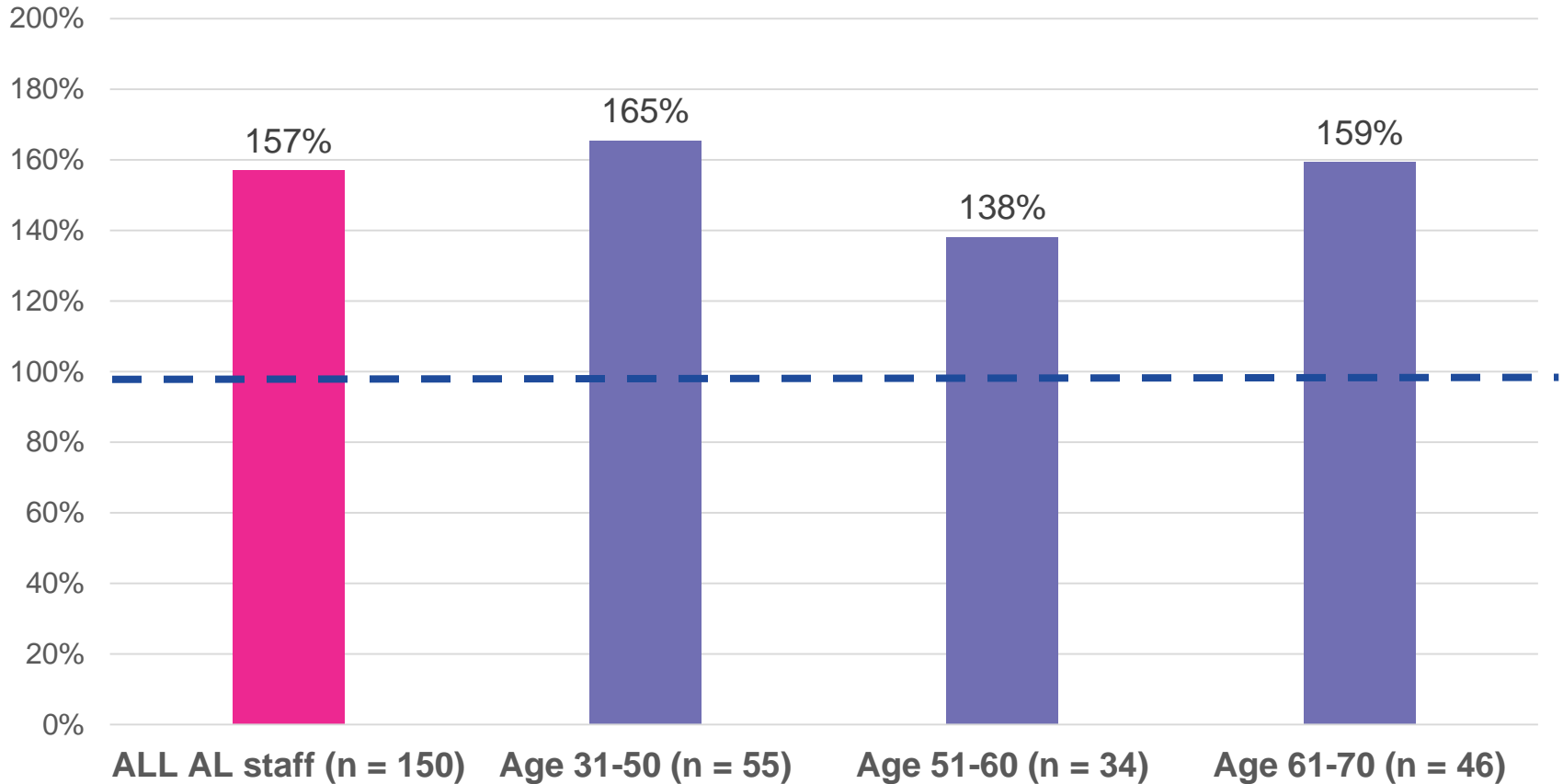


Some respondents preferred not to give their gender but are included in the ALL AL staff column.

AVERAGE PROPORTION OF CONTRACTED HOURS ACTUALLY WORKED IN LAST WEEK

ASSOCIATE LECTURER STAFF, BY AGE

Base: all respondents giving valid answers to all question parts, includes staff who worked the same or less than their contracted hours

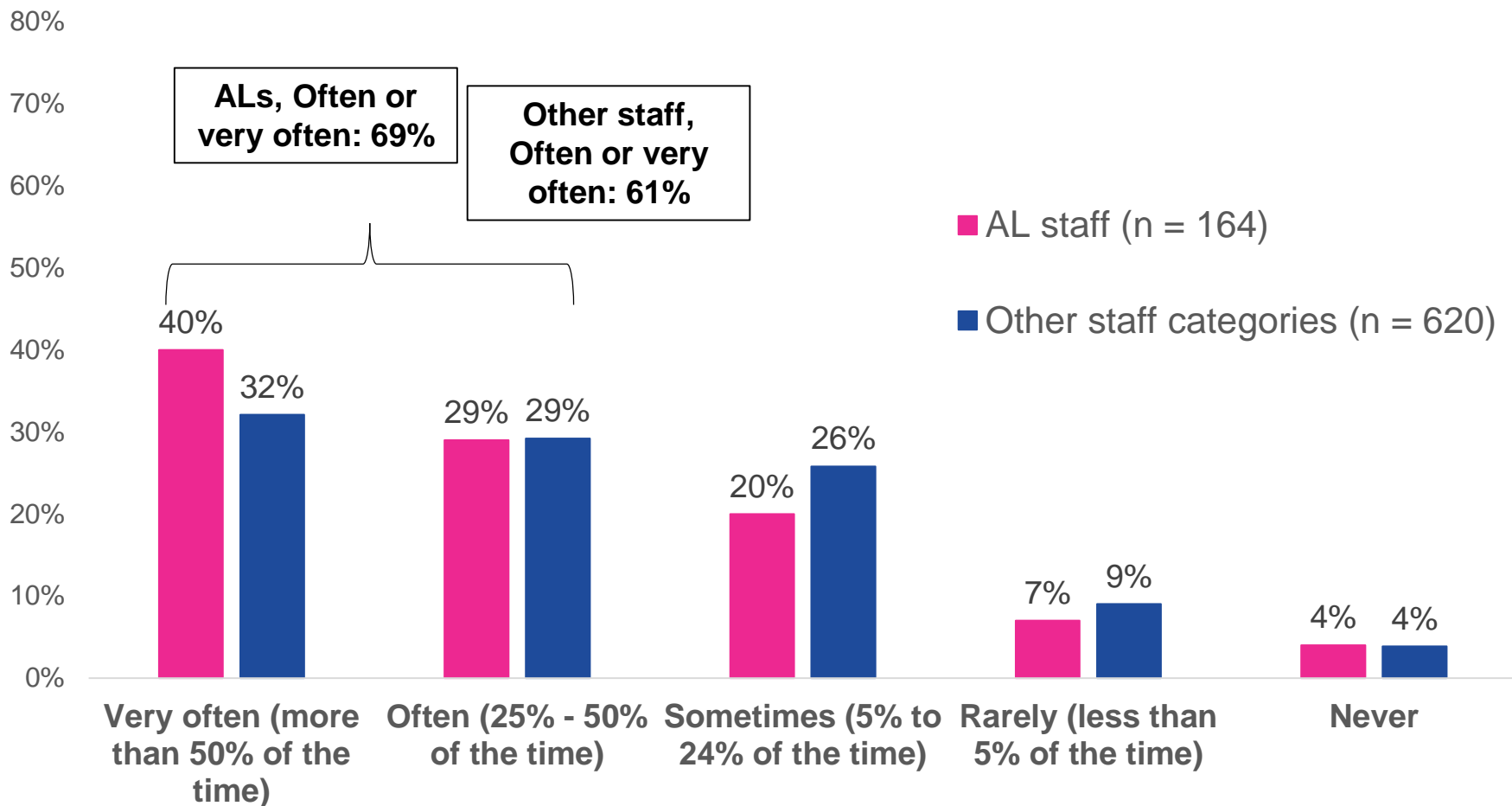


Only categories with at least 30 responses are shown. There are smaller categories which are not shown individually, but are included in the ALL AL staff category.

Q19: IN THE PAST 6 MONTHS, HAVE YOU FOUND IT DIFFICULT TO COMPLETE YOUR WORKLOAD WITHIN YOUR CONTRACTED HOURS?

ASSOCIATE LECTURER STAFF, COMPARED TO OTHER STAFF CATEGORIES

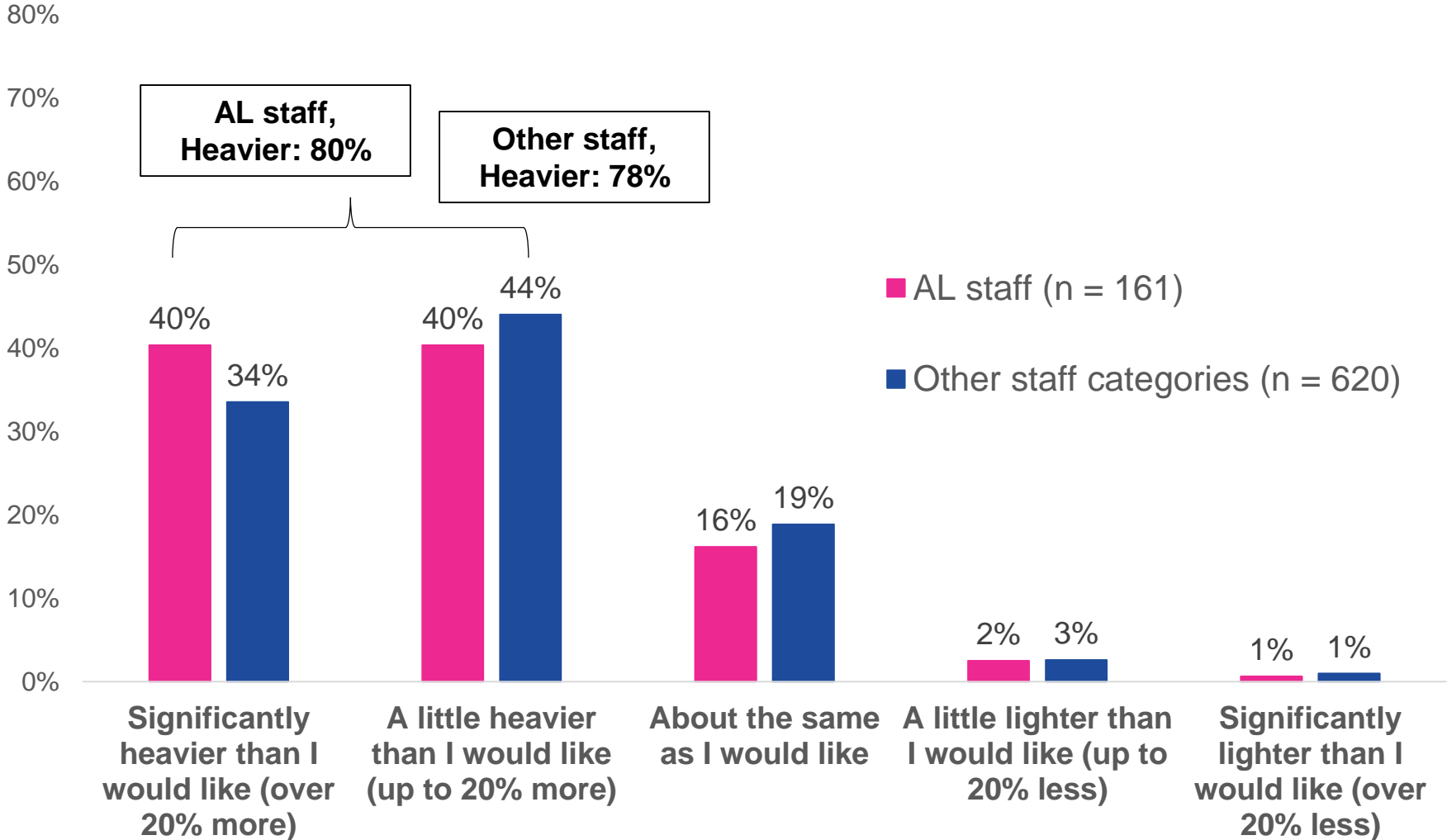
Base: all respondents giving valid answers to all question parts (n = 164)



Q20: HOW DOES YOUR WORKLOAD COMPARE TO WHAT YOU WOULD LIKE IT TO BE?

ASSOCIATE LECTURER STAFF, COMPARED TO OTHER STAFF CATEGORIES

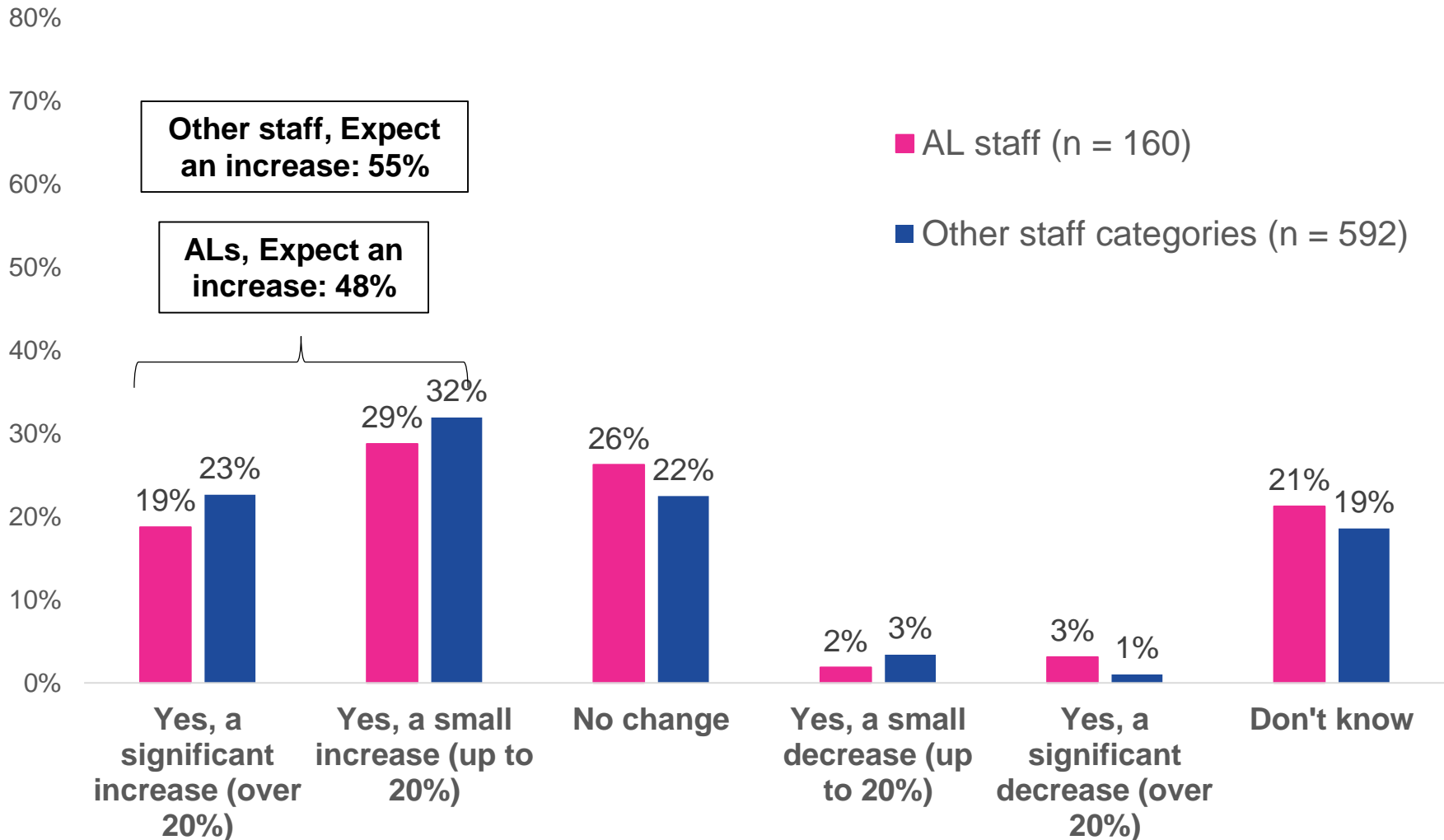
Base: all respondents giving valid answers to all question parts



Q25: DO YOU THINK THERE WILL BE CHANGES TO YOUR WORKLOAD IN THE NEXT 12 MONTHS?

ASSOCIATE LECTURER STAFF, COMPARED OTHER STAFF CATEGORIES

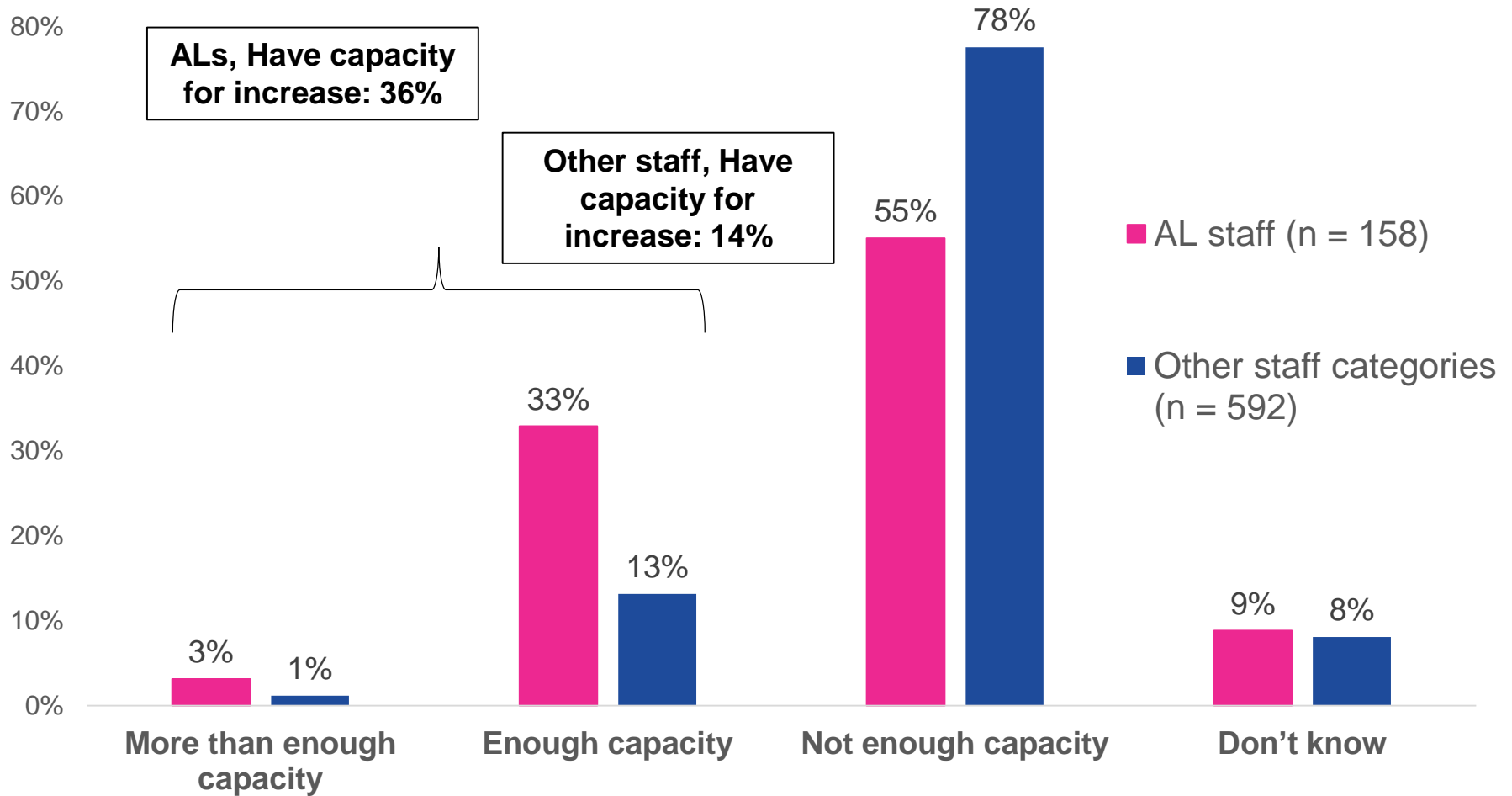
Base: all respondents giving valid answers to all question parts (n = 160)



Q26: HOW MUCH CAPACITY DO YOU HAVE TO ABSORB ANY FUTURE CHANGES TO YOUR WORKLOAD?

ASSOCIATE LECTURER STAFF, COMPARED TO OTHER STAFF CATEGORIES

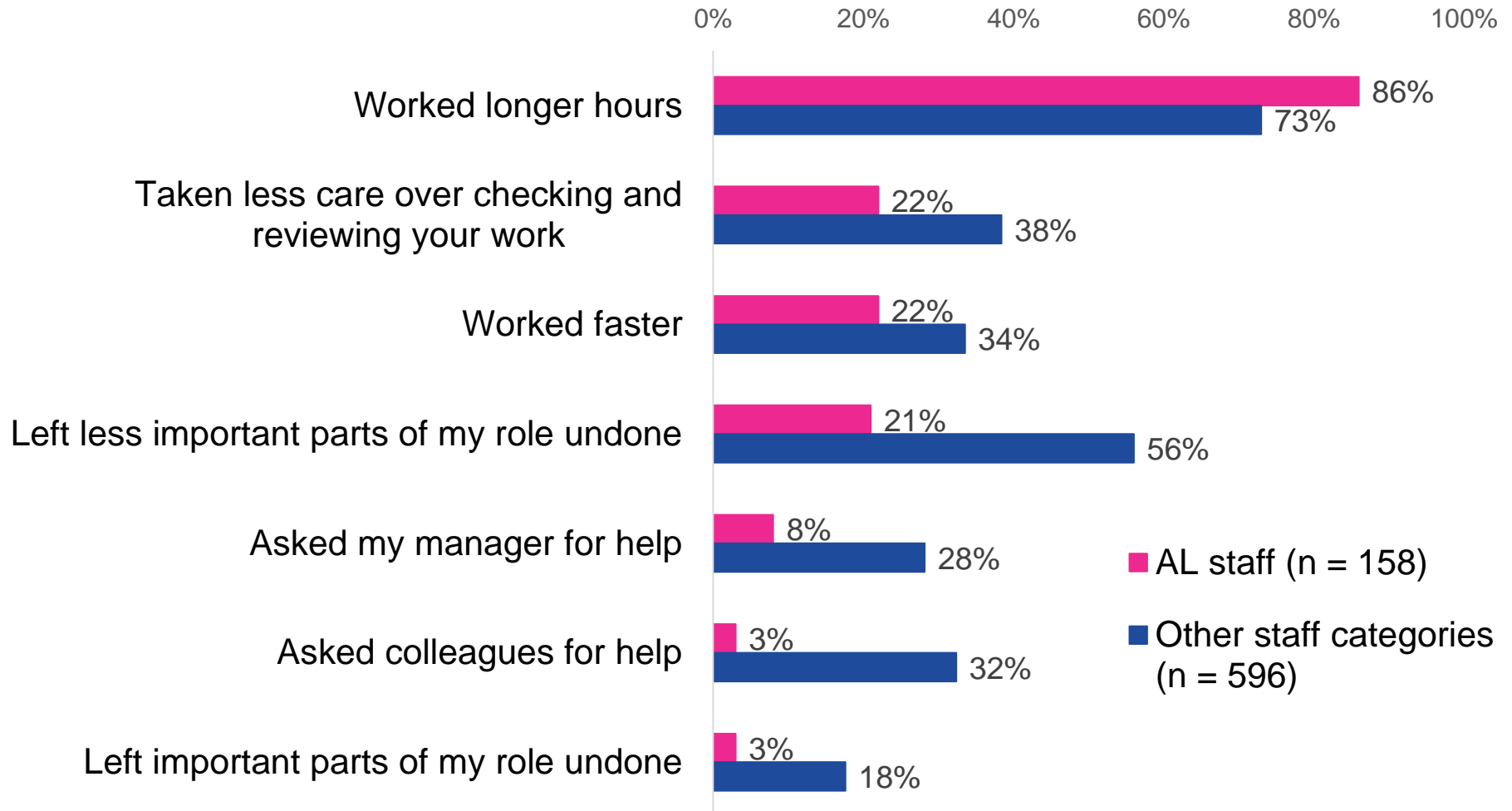
Base: all respondents giving valid answers to all question parts (n = 158)



Q27: IF HAVE YOU FOUND YOUR WORKLOAD TOO HEAVY TO COMPLETE IN YOUR CONTRACTED HOURS, WHAT HAVE YOU DONE TO COPE?

ASSOCIATE LECTURER STAFF, COMPARED TO OTHER STAFF CATEGORIES

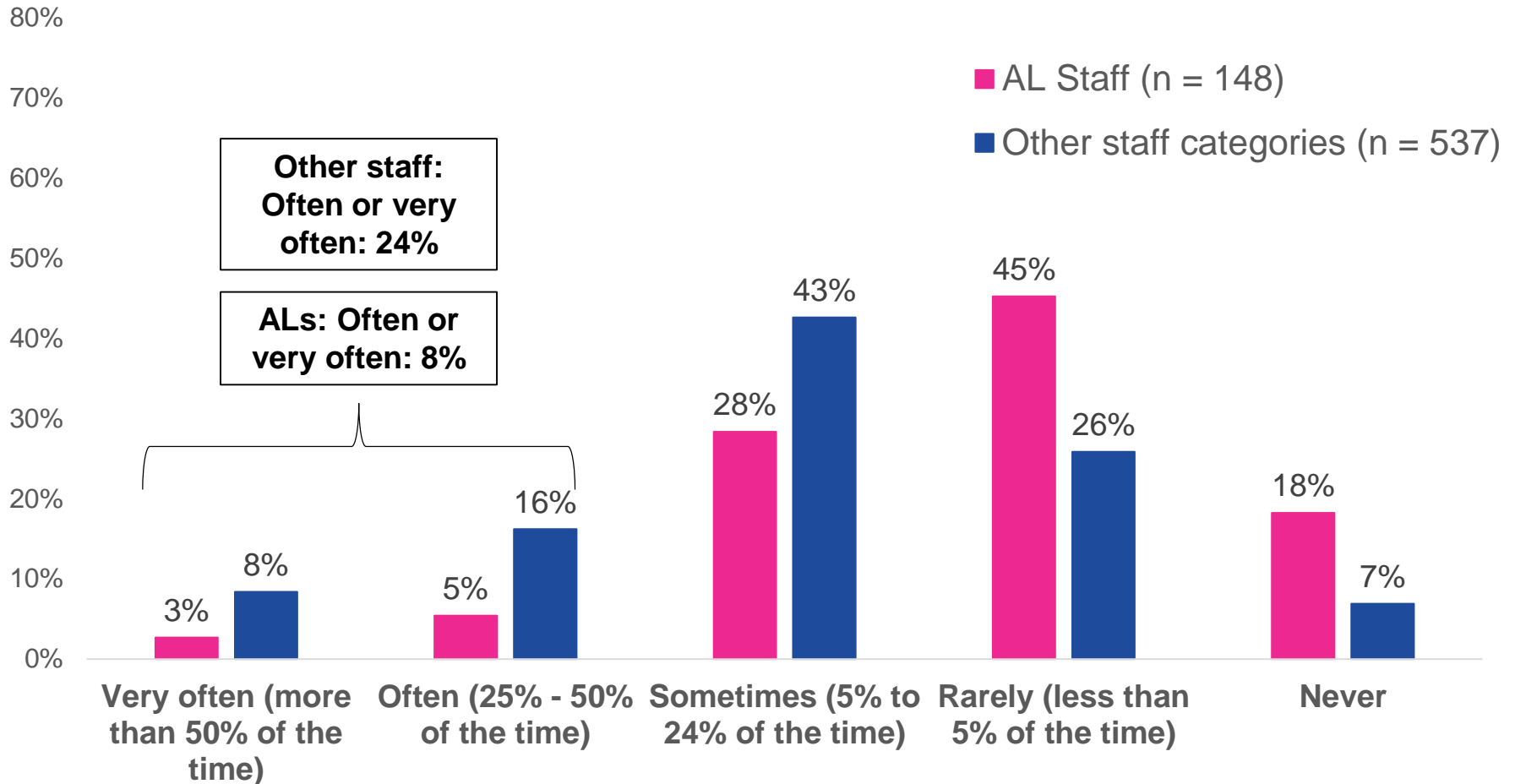
Base: all respondents who found it difficult to complete their workload, and gave valid answers to all question parts



Q28: AFTER TAKING ACTION, DO YOU FIND YOUR WORKLOAD UNMANAGEABLE (HAVE TO LEAVE WORK UNDONE)?

ASSOCIATE LECTURER STAFF, COMPARED TO OTHER STAFF CATEGORIES

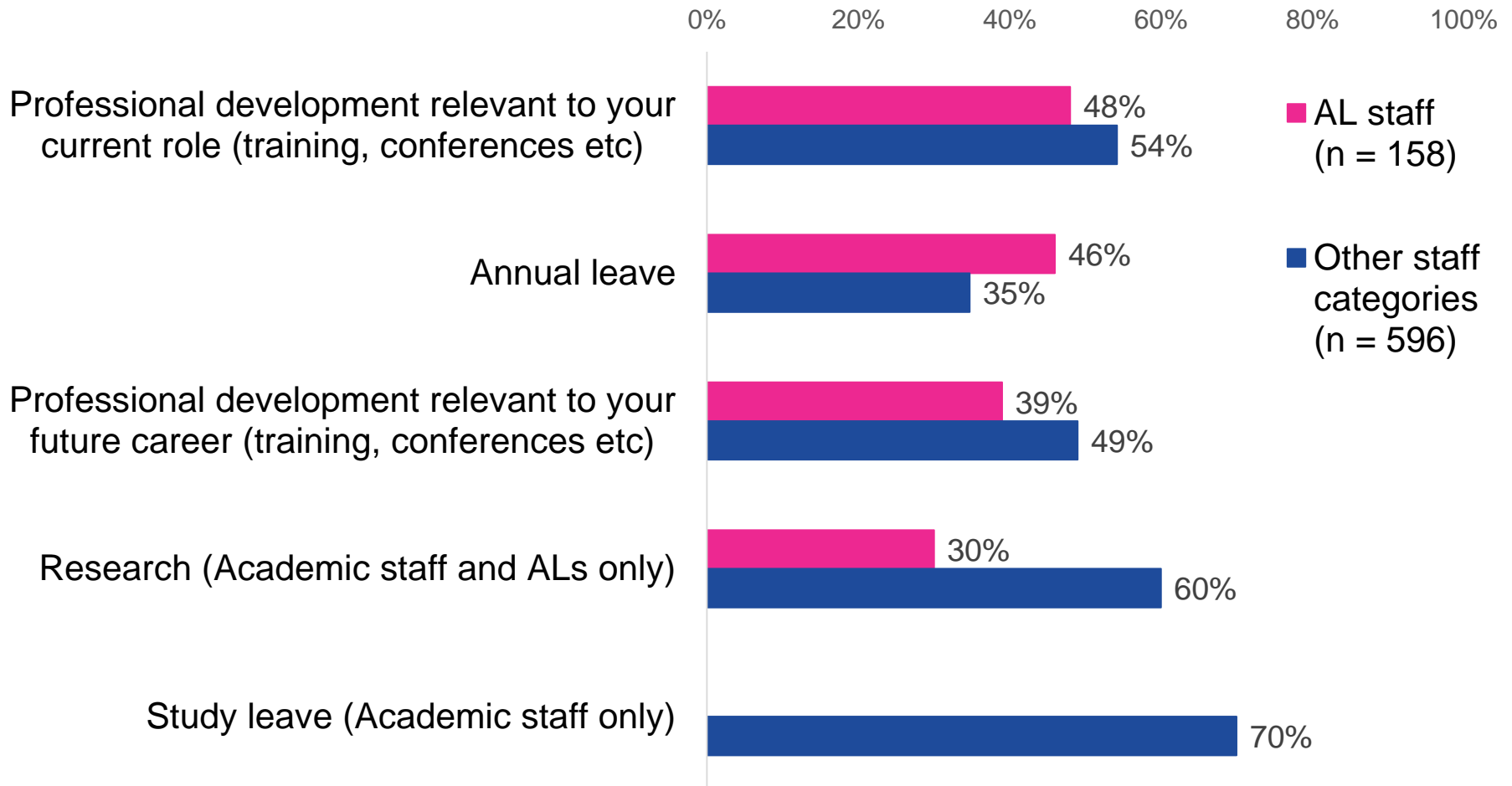
Base: all respondents who found it difficult to complete their workload, and gave valid answers to all question parts



Q29: HAVE YOU REDUCED OR STOPPED DOING ANY OF THE FOLLOWING OVER THE LAST 6 MONTHS, BECAUSE OF A HEAVY WORKLOAD?

ASSOCIATE LECTURER STAFF, COMPARED TO OTHER STAFF CATEGORIES

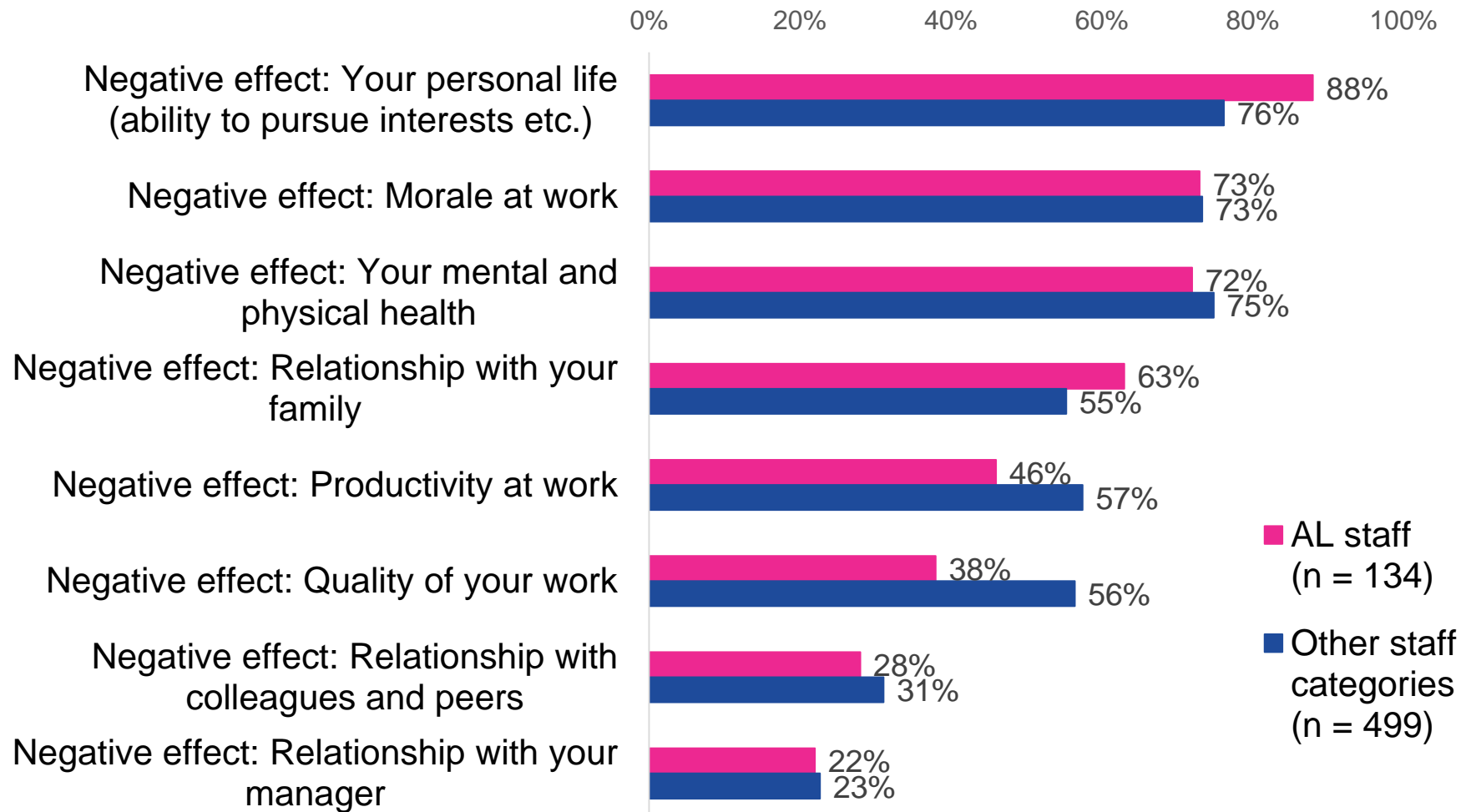
Base: all respondents who found it difficult to complete their workload, and gave valid answers to all question parts



Q30: HOW HAS YOUR WORKLOAD AFFECTED EACH OF THE FOLLOWING (POSITIVELY, NEGATIVELY, NOT AT ALL)?

ASSOCIATE LECTURER STAFF, COMPARED TO OTHER STAFF CATEGORIES

Base: all respondents who found it difficult to complete their workload, and gave valid answers to all question parts (bases vary for each question part, lowest bases are shown)



**APPENDIX: QUESTIONNAIRE
IN PDF FORM**