

Suggested Teaching values		Lecturing	Setters	Checkers	Markers	Class Tutor	Supervising Diss	Add	Mark Diss	Add	Exam Board
		Hrs	Hrs	Hrs	Hrs	Hrs	Hrs		Exam B Member		
Prelims		L 40	Ex 40	Ex 10	Ex 40			AM ?		NA NA	Ex B
Part A	Core	L 40	Ex 12	Ex 3	Ex 24						Ex B
	LO	L 40	L 12	Ex 3	L 18						
	SO	L 20	L 4	Ex 1	L 9						
Part B		L 40	L 12	L 3	L 18	12	9 each		1.5 each	NA AM	1.5 Ex b
Part C & OMMS		L 40	L 12	L 3	L 9	12	6 each		1.5 each	NA AM	1.5 Ex b Ex B
MMSC		L 40	L 16	L 4	L 9	12	20 each		3 each	3 NA NA	Ex b
MFOCS		L 40	L 8	L 2	L 6	12	20 each		3 each	NA AM	3 Ex b
MCF		L 40	L 12	L 3	L 12	12	9 each		1.5 each	1.5 NA NA	Ex b
MTP		L 40	L 12	L 3	L 9	12	9 each		1.5 each	NA AM	1.5 Ex b
BSPs							9		2	AM	2
CDTs		40									

**CONSIDERATIONS FOR ABOVE TIME FACTORS:**

**Prelims** Setting 1 question takes 4 hours (e.g. Prelim examiners set 10 questions)

**Part A** Checking: This is about right for the lecturer checking questions. When an examiner checks questions, not necessarily being an expert in the field to check the technical details, the time involved would be closer to 1/2 an hour per question  
Marking: There is an overhead getting started here. Once you get going its about 5-10 minutes per question, but double that for the first 10 scripts. Being a supervisor at Part B means 6 hours of meeting with the student, then being one of the assessors. The college pays the supervisor for the 6 hours, and the university pays some exam rate for the assessment. None of this currently counts against departmental stint at all. Numbers doing the Part B extended essay are also rather small

**Part B** 7,500/9 hours = 50 minutes per 1000 words

**Part C & OMMS** 54 pages \* 250 words pp = 13,500 words/9 hours = 90 minutes per 1000 words (54 pages includes figures and tables)

**MMSC** Average 50 pages = 12,500 words/6 hours = approx 30 minutes per 1000 words

**MFOCS** 40 pages \* 250 words = 10000 words/12 hours = approx 80 minutes per 1000 words

**MCF** 30 pages \* 250 words = 75000 words/9 = 50 minutes per 1000 words. 4-5 hours meetings and 3-4 hours organising, reading draft and oral presentation.

**MTP** Supervising and marking dissertation same as Part B.

**BSPs**

Activity	Classes/lectures factor	Notes from working groups
<b>Teaching</b>		
Preparation for teaching	2.5 hours per hour of teaching	An experienced teacher = 1 hour, an inexperienced teacher = 4 hours, average of both
Lecturing	40 hours	16 hour lecture x 2.5 hours of preparation (based on average of 1 hour/4 hours depending on experience)
Lecture course:classes	1 lecture course = 5 sets of classes	
Classes:lectures	3:1 ratio	8 sets of classes = 1 lecture course – a 3:1 ratio. The focus group suggested that a 1:2 ratio presented a fair balance as long as examining is separated
	16 hour lecture = 48 classes	
Class Tutors	1:1 ratio classes:preparation	
Classes to consultation sessions	conversion 1:1	
CDT lecturing	40 hours	May only relate to v small number - use same scaling factor

**Broadening** To confirm 4 hours is set for students but this is variable depending on supervisor, need clarity on what is reasonable

<b>Examinations</b>	(see table above)	
Setters	4 hours per question	
Exam Board member:		Separate attendance at panel meetings (participant/Chair) from exam setting and include as a 'Service in Dept' function
Prelims	(16.5 hours)	3 x 3 hourly meetings (total 9) plus 1 final full day meeting (7.5 hours) - time factor does not include the 'checking' element
Part A	(16.5 hours)	3 x 3 hourly meetings (total 9) plus 1 final full day meeting (7.5 hours). Part A would be a bigger responsibility than Part B or C which should be reflected in the hours factor
Part B&C	(13.5 hours)	3 x 2 hourly meetings (total 6) plus 1 final full day meeting (7.5 hours)
MMSC & MFOCS	(13.5 hours)	3 x 2 hourly meetings (total 6) plus 1 final full day meeting (7.5 hours)
Exam Board Chair	15 hours	2 days administration/preparation for meetings would be reasonable
MTP Supervising Dissertation	9 hours	
Exam Board member		Exam Board member has role of marking an MSc, both markers are examiners. Split the role under Mark Dissertations to include Exam Board member for the MMSc.
Transfers and confirmations	5 hours	per activity, per student
Dphil vivas (internal)	15 hours	
Marking dissertations	Per 1,000 words	Part B - 1.5 hours, Part C - 1.5 hours, MSc - 3 hours, MFOCS - 3 hours, MTP and MCF both 1.5 hours.
Part C & OMMS	50 mins	7,500/9 hours = 50 minutes per 1000 words. Part C is the same as OMMS, with larger groups
MMSC	90 mins	54 pages * 250 words pp = 13,500 words/9 hours = 90 minutes per 1000 words (54 pages includes figures and tables)
MFOCS	30 mins	Average 50 pages = 12,500 words/6 hours = approx 30 minutes per 1000 words
MCF	80 mins	40 pages * 250 words = 10000 words/12 hours = approx 80 minutes per 1000 words
MTP	50 mins	30 pages * 250 words = 75000 words/9 = 50 minutes per 1000 words. 4-5 hours meetings and 3-4 hours organising, reading draft and oral presentation.

**Supervision** (See table above)

**Dphil Supervision** 30 hours per year per student  
If there are 40-50 contact hours per Dphil student per year, safe to assume that at least half will be for research, not supervision. Guidance suggests once every two weeks throughout the year (or once a week in term time). Discussed whether this is duty or part of research but group agreed that we'd start with an annual average of 30 hours of contact time per student, per year.

		Based on approximate number of 1 hourly meetings through the year year
		University guidance/MPLS documentation states that supervision is up to 6 PGRs and Stat Profs would be expected to do more
Co-supervision of DPhil students – whilst it is counted as half formally, so that it is representative of more accurate workload time, suggested this be counted as each supervisor has 20 hours each if shared between 2 students.	20 hours per supervisor	if 2:1
	15 hours per supervisor	if 3:1
Project Supervision	6 hours	The Focus Group identified that there is an initial meeting with students as a group, then individual meetings, once or twice (sometimes 4). Number of hours should add to same as a class. Classes 6 hours preparation time.

<b>Postgraduate Admissions</b>		<b>See Graduate Admissions tab</b>
MSc admissions	TBC	
Dphil admissions		
Research Group Dphil admissions co-ordinator roles		
Admissions panel	To confirm factors for:	
	Interviewers	
	Res Group admissions co-ordinator	
	MSc Admissions panel member	

<b>Service in Dept</b>		
Involved on recruitment and selection panel (staff)	2 days	Includes time to read applications, short list, complete paperwork pls 1 day to interview, typically.
Department offices		<b>See Department offices tab</b>
Large research centres within dept		1) to agree value for notable research grants
Committees		
Participant	Total hours per year (see table)	1.5 multiplier Including time for reading, actions
Committee Chair	Total hours per year (see table)	2.5 multiplier Including time for Agenda prep, reading, actions

Committee	Frequency of Meetings	Length of Meetings (Hrs)	Total Commitment (hours/year)	Participant time factor	Chair time factor
Access Committee	At least once annually	1.5	1.5	2.25	3.75
Admissions Committee	At least twice annually	2	4	6	10
Art Committee	Meets at least termly	1	3	4.5	7.5
Committee for the Nomination of Examiners	Once annually (early TT)	2	2	3	5
Consultative Committee for Graduates	Once termly (2pm Tuesday week 4)	3	9	13.5	22.5
Department Committee	Twice termly (11am Wednesday weeks 1 & 4)	2	12	18	30
ECR Committee	at least once termly	2	6	9	15
EDI	Twice termly (11am Wednesday week 4 & 7)	2	12	18	30
Examinations Committee	Twice annually (week1 MT, week 4 HT)	2	4	6	10
Executive Committee	Weekly in term time (10am Mondays)	1	24	36	60
External Relations Committee	At least once annually (12-1pm Friday v)	1	2	3	5
Finance Committee	Once monthly (9.30am, 3rd Wednesday)	1.5	18	27	45
Graduate Admissions and Awards Committee	Meets 1-1.5 months after admissions d	3.5	3.5	5.25	8.75
Graduate Studies Committee	Once termly (week 5)	2	6	9	15
Health and Safety Committee	Once annually (HT)	1.5	1.5	2.25	3.75
Joint Committee for Mathematics and Philosophy	Once termly (2pm Tuesday week 5)	2	6	9	15
Joint Consultative Committee for Undergraduates	Once termly (Friday week 3)	1.5	4.5	6.75	11.25
Joint Supervisory Committee for the MSc in Mathematical and Theoretical Physics	Once termly	2	6	9	15
<b>MSc Supervisory Committees:</b>					
Nominations Committee	Once termly	1.5	4.5	6.75	11.25
Oxford Masters of Mathematical Science (OMMS) Supervisory Committee	Once Termly (Tuesday week 4)	2	6	9	15
Projects Committee	Three times a year (summer hol, week 1, 4, 7)	1	3	4.5	7.5
Research Committee	Twice termly	2	12	18	30
Supervisory Committee for the MSc in Mathematical and Computational Finance	Once termly	2	6	9	15
Supervisory Committee for the MSc in Mathematical Finance	Twice annually	2	4	6	10
Supervisory Committee for the MSc in Mathematical Modelling and Scientific Computing	Once termly	2	6	9	15
Supervisory Committee for the MSc in Mathematics and the Foundations of Physics	Twice annually (week 7 MT, week 4 TT)	2.5	5	7.5	12.5
Teaching Committee	Twice termly (11am Wednesday week 2 & 5)	2	14	21	35
Whitehead Library Committee	Once annually (TT)	1	1	1.5	2.5

Committees - ex-officio	AHoD (Planning)	AHoD (Research)	AHoD (Career Dev)	Dir External Relations	Dir UG Studies	DGS(T)	DGS(R.)	Chair of Faculty	Whitehead Librarian	Course Directors*	Advisor for ECRs	Fac Teaching Advisor	Colloquia co-ordinator	Taught Course Director	Observatory Director	Chair of Finance Committee
Access					2.25							2.25				
Admissions					6											
Art				4.5												
Nom of Examiners	5				3	3										
Consultative Committee for Graduates						13.5	22.5									
Departmental	18	18	18		18	18	18	18								18
Early Career Researchers										15		9				
Equality, Diversity & Inclusion			18		18		18					18				
Examinations					10											
Executive	36	36	36	36	36	36	36	36								36
External Relations		3		5												
Finance																45
Graduate Admissions & Awards						9	15									
Graduate Studies					9	15	9			9				9		
H&S															2.25	
Joint Maths & Philosophy					15											
JCCU					6.75							6.8				
MSc MFOCS						7.5				12.5						
MSc MMSC						9				9						
MSc MCF						9				9						
MSc MTP										9						
MSc OMMS					9	9				9						
Nominations	11.25		6.75		6.75	6.75		6.75								
Oxford Mathematical Institute Fund Mgmt Board		1					1									
Projects					7.5											
Research		30				18	18									
Teaching					35			21			21					
Whitehead Library									2.5							
<b>Total ex-officio time</b>	<b>70.25</b>	<b>88</b>	<b>78.75</b>	<b>45.5</b>	<b>182.25</b>	<b>153.75</b>	<b>137.5</b>	<b>81.75</b>	<b>2.5</b>	<b>57.5</b>	<b>15</b>	<b>48</b>	<b>9</b>	<b>9</b>	<b>2.25</b>	<b>99</b>
<b>High/Med/Low time factor by office</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>30</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>60</b>	<b>60</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Rounded/averaged similar offices</b>	<b>170</b>	<b>170</b>	<b>170</b>	<b>75</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>115</b>	<b>35</b>	<b>90</b>	<b>75</b>	<b>110</b>	<b>40</b>	<b>40</b>	<b>35</b>	<b>130</b>

**\*Course Directors Factors**

MFOCS	55 (Chair of Supv Cttee)
MMSc	50
MCF	50
MTP	50
OMMS	50

	High Med Low	Time factor applied for non-committee work
AHoD (Academic Planning)	H	90
AHoD (Career Development)	H	90
AHoD (Research)	H	90
DGS(R)	H	90
DGS(T)	H	90
DUS	H	90
HoD	H	90
MSc MCF Course Director	H	90
MSc MFOCS Course Director	H	90
MSc MMSC / OMMS Course Director	H	90
MSc MTP Course Director	H	90
Advisor to Early Career Researchers	M	60
ATI Liaison Lead	M	60
Faculty Teaching Advisor	M	60
Chair of Finance Committee	L	30
Colloquium Coordinator	L	30
Dir. Extl Relations & Public Engagement	L	30
Director of Observatory	L	30
Faculty Chair	L	30
Fridays@2 Coordinator	L	30
Fridays@4 Coordinator	L	30
Harassment Advisor	L	30
MSc MCF Admissions Director	L	30
MSc MF Course Director	L	30
Open Access Coordinator	L	30
Taught Course Centre Director	L	30
Whitehead Librarian	L	30

Research Group	If involved in DPhil admissions (not LEAD)					Res Group DPhil admissions LEAD				
	Reviewing shortlisted applications @ 15mins each (total hours)	# interviews @1 hour each	Reviewing + interviewing (total hours)	Consolidation (discussion and recommendations)	Total time commitment per person (days)	Total Apps received by Res Group (Average of 2018+2019)	Reviewing ALL applications @ 15 mins per app (total hours rounded up)	# interviews @1 hour each	Total time commitment per person	#Days
History of Maths	1	1	2	0.5	0	1	1	1	3	0
Functional Analysis	1	2	3	0.5	0	2	1	2	3	0
Logic	1	2	3	0.5	0	11	3	2	5	1
Data Science	1	4	5	1	1	16	4	4	9	1
Numerical Analysis	2	6	8	1	1	24	6	6	13	2
Stochastic Analysis*	2	7	9	1	1	26	7	7	15	2
Combinatorics	3	11	14	2	2	24	6	11	19	3
Math Phys	3	12	15	2	2	32	8	12	22	3
Algebra	4	15	19	3	3	23	6	15	24	3
OCIAM	3	13	16	2	2	44	11	13	26	3
Math Finance*	4	15	19	3	3	41	10	15	28	4
Number Theory	3	13	16	2	2	49	12	13	27	4
Topology	4	16	20	3	3	48	12	16	31	4
OxPDE	5	19	24	3	4	39	10	19	32	4
WCMB	5	20	25	3	4	77	19	20	42	6
Geometry	7	26	33	3	5	55	14	26	43	10
	46	182		228			512			
*Some combined activity with Stochastic Analysis and MCF with the MRS CDT. Some students apply for the Dphil as well as a place on the MRS CDT. This data believed to be singular applications to MCF/SA										
MRS CDT	15	59	74	7.5	11	211	53	60	121	16

Research Group	Involved	Lead
History of Maths	LOW	LOW
Functional Analysis	LOW	LOW
Logic	LOW	LOW
Data Science	LOW	LOW
Numerical Analysis	LOW	MEDIUM
Stochastic Analysis*	LOW	MEDIUM
Combinatorics	MEDIUM	MEDIUM
Math Phys	MEDIUM	MEDIUM
Algebra	MEDIUM	MEDIUM
OCIAM	MEDIUM	MEDIUM
Math Finance*	MEDIUM	MEDIUM
Number Theory	MEDIUM	MEDIUM
Topology	MEDIUM	MEDIUM
OxPDE	HIGH	MEDIUM
WCMB	HIGH	HIGH
Geometry	HIGH	HIGH

Involved	Average (hours)
Low	7.5
Medium	22.5
High	30

  

Lead	Average (hours)
Low	7.5
Medium	22.5
High	45

**PGT admissions factor calculations - MSc admissions panels**

2020-2021 data	Applications	% of total applications by MSc	Time to review applications (hours per person)	Time to interview (hours) + consolidation and admin (3 hours)	Total time commitment (per person on MSc admissions)	Course Dir
MFOCS	117	9%	29	9	41	
MMSc	206	17%	52	17	72	
MTP	260	21%	65	0	8	35
MCF	280	23%	70	22	95	
OMMS	378	30%	3	3	6	7.5
	1241					

Admissions panel member:  
**Low = 41 hours per person, Medium = ? hours per person, High = ? hours per person**

MFOCS = low, MMSc/MTP = medium, MCF/OMMS = high  
MFOCS = 30 hours reviewing. MMSc/MTP/MCF = ave. 60 hours reviewing, OMMS = 92 hours reviewing  
Interview numbers are based on 8% of applicants being interviewed. This is broad brush % across the different courses (based on appx 50 interviews from 117+206+280 MFOCS/MMSc/MCF applications)  
MTP and OMMS do not interview - requested info from Kathryn and Lionel wrt time taken to consolidate review of applications to make offers  
MTP - members review 25 applications each, takes about 6 hours per person. 260 (apps) / 25 applications each = ~10 people. Each person takes 6 hours or so - 60 hours overall. Course Director then review 100 applications each. 100\*0.25 = 25 hours plus write ups  
**OMMS Admissions - carried out by OMMS reps on research groups except MCF and MTP who have their own MScs. 13 OMMS reps in total**  
OMMS - applications are reviewed by 2 OMMS reps.

OMMS - Admissions	# of applications per OMMS rep (2 reviewers)	Review time pp (hrs)	Admin/Cons	Subject Group Mtg	Admissions mtg	Total time pp	Course Dir (additional checks/offers)
Algebra, Geometry, Number Theory, Topology and Logic: 151	15	4	1	1	1	7	
Analysis, Stochastic Analysis, Combinatorics: 38	6	2	1	1	1	5	
Applied Mathematics, Numerical Analysis and Computing: 63	11	3	1	1	1	6	
Average hours:		3				6	7.5
Statistics, Probability, Data Science and Machine Learning: 126 (assessed solely by Dept of Statistics)							

and consolidation (35 hours) - from Lionel.