

PROCEDURE FOR ACCOUNTING OF WORKING TIME OF VILNIUS UNIVERSITY TEACHERS

CHAPTER I GENERAL PROVISIONS

1. The Procedure for Accounting of Working Time of Vilnius University Teachers (hereinafter referred to as the procedure) established the general principles of planning and accounting of the working time of teachers of Vilnius University (hereinafter referred to as the University), the purpose of which is to assure the rational use of financial resources and the increase of teachers' salaries, as well as to form a unified standard of contact work with students for respective positions in core academic units (hereinafter referred to as the CAU), to effectively use the intellectual potential of the University seeking the unity of research and studies.

2. The Procedure shall not apply to invited and visiting teachers, partnership professors and partnership associated professors, as well as teachers, whose duration of work is recorded in hours.

CHAPTER II PROCEDURE FOR RECORDING OF WORKING TIME OF TEACHERS

3. The total workload of a teacher whose working time as is equal to one full-time teacher's position is 1584 hours per year and 36 hours per week. Teacher working hours include research time (excluding lecturers), standard teaching time (including distance learning) and other working time.

4. **Research time** is intended for the performance of the teacher's research and experimental (social, cultural) development works, except for activities performed and paid for in accordance with the standards of competitive projects and outsourcing contracts.

5. **Research time** is 528 hours per year for all teaching positions except lecturers. The norm of scientific working time is considered fulfilled if the lecturer satisfies the requirements set for the specific position of the lecturer for scientific activity during the term of office established by the Senate of the University.

6. **The standard teaching time** (including distance learning) is for the lecturer's contact work with students, and the number of teaching positions and posts is based on it. The standard teaching time includes:

6.1. **lectures and seminars** – classes specified in the schedules of academic classes, during which the lecturer communicates with students directly or by means of electronic communication tools, actively conveying knowledge to students, involving them in the discussion of scientific problems or moderating the discussion;

6.2. **practical classes** – exercises, consultations (including provision of feedback), field practice or internship discussions, laboratory and other practical work specified in the schedules of academic classes or subject (module) descriptions, when the teacher communicates with students in real time directly or through electronic means of communication and coordinates students' independent implementation of tasks;

6.3. **supervision for students of all levels and professional studies** is intended for active work of a teacher as a supervisor with students preparing theses of professional studies, bachelor's, master's theses (projects) and doctoral dissertations or studying at the residency.

7. The standard teaching time rate for each teaching position is calculated in standard teaching time units (hereinafter referred to as STT units). STT units for lectures, seminars and workshops are calculated by applying a coefficient to contact work depending on the ratio between contact work and the time required to prepare for contact work. The coefficient is equated to a unit

when this ratio is 1:2 (two hours of preparation are required for one hour of contact work). Standard teaching time is calculated:

7.1. for bachelor, master and full-time students – by applying to the contact work hour the coefficient approved by the CAU Council the size of which depends on the number of students in the group and may not be less than 1 and more than 1.5, for seminar contact work hour – by applying the coefficient approved by the CAU Council the size of which may not be less than 0.8 and more than 1, as per the coefficient approved by the CAU Council than 0.8 and greater than 1, for contact work hours of lectures and seminars for doctoral students – by applying a coefficient of 1.3;

7.2. for practical classes – by applying a coefficient approved by the CAU Council and based on the expenses of the time required for preparation for these classes of preparation time for these sessions. This coefficient may not exceed 1;

7.3. for supervising of a bachelor, master and integrated studies student preparing a final thesis, in accordance with the procedure approved by the CAU, allocating from 0.4 to 0.8 STT units per week, and for supervising a doctoral student preparing a doctoral dissertation – 1 STT unit per week, counting 32 learning weeks per year. If the doctoral student has an officially appointed consultant, the STT units are calculated for him and the supervisor in a ratio of 1:2;

7.4. for supervising a professional studies student writing a final thesis and for supervising a resident by establishing a learning period set by the CAU Council, which may not exceed 0.6 STT units per week, counting 32 learning weeks per year.

8. The standard training time rate for professors, associate professors, assistants and junior assistants is 288 STT units per year (or 9 STT units per week for 32 learning weeks per year), for lecturers – 416 STT units per year (or 13 STT units per week for 32 learning weeks per year). For researchers (chief researcher, senior researcher, researcher, junior researcher), the standard training time rate of no more than 64 STT units per year is included in the working time of the researcher in this position.

9. The teacher's standard teaching time corresponds to the established norm, if the actual deviation from it is not more than 16 STT units per year for teachers whose working hours do not exceed half of the post and not more than 32 STT units per year for teachers whose working hours exceed half of the post. By decision of the CAU Council, the deviation from the standard training time norm may be reduced.

10. When calculating compliance with the standard rate of standard teaching time during the term of office, the calculation shall not include the workload paid in accordance with the Procedure of assigning salary, bonuses, awards and other salaries and incentives for work and merits of the academic staff.

11. The planning and accounting of teachers' standard teaching time is organized by the Deputy Head of the CAU, who is responsible for organization of studies.

12. Other working time is time not included in the standard training time as defined in point 6 of the Description, which consists of:

12.1. **non-auditory teaching time** – the time for the teacher to individually consult students, check and evaluate the competencies acquired by students (by examination or in other ways) and provide them with feedback on study results; to comment to students on their written works (coursework, academic research, final theses and doctoral dissertations), to supervise students' internships and independent work, to review final theses, to participate in exam and final thesis defence commissions and to implement other study activities;

12.2. **methodological work time** – the time intended to prepare for the teaching work: to prepare for lectures, seminars, practical classes; to prepare tasks for testing and assessment of students' acquired competencies; to prepare textbooks, methodological tools and teaching materials and to perform other methodological activities;

12.3. **organizational work time** – the time intended for organisational work of research and studies at the University, except for the time intended for activities for which bonuses are granted according to the procedure for awarding salaries, bonuses, awards and other salaries and incentives for Vilnius University academic staff;

12.4. **working time for promotion of expert activities and representation of the University** – the time for editing scientific publications, reviewing and exporting scientific works, providing expert opinion to the public, participating in the media, writing science promotion articles, preparing and reading science promotion lectures, presenting systematic science promotion material on websites or performing other activities for the dissemination of research achievements to the public, representing the University and promoting it by acting gratuitously in state and non-governmental structures, national and international cooperation networks, including time allocated to activities for which bonuses are awarded in line with the procedure for awarding salaries, bonuses, awards and other salaries and incentives for Vilnius University academic staff for merits and work;

13. The teacher's other working time per year is calculated by subtracting the contact working time from 1056 hours. The actual other working hours shall be accounted for in accordance with the procedure established by the Council of CAU, taking into account the rate of preparation for contact work established in this Procedure.

14. The working time norm of a lecturer shall be reduced accordingly if, during that term of office, the lecturer goes on an internship abroad, is granted creative or other purposeful leave. In this case, the required standard teaching time is calculated for the actual training period.

15. The working time norms established in the procedure for a particular lecturer shall be accounted for by multiplying them by the part of the position occupied by the lecturer.

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 reasoned decision, set standard teaching time rates for one academic year other than those specified in paragraph 8 of the Procedure, but their increase or decrease shall apply equally to all associate professors, assistants, junior assistants and (appropriate proportion) lecturers.

17. As of 1 January 2018, competitions for the position of teachers are announced in accordance with the standard workload norms provided for in the Procedure, on which the need for the number of teacher positions is based.
