



Al-Hadba University, Mosul

Academic Staff Workload Policy

Office of the Vice President for Scientific Affairs

Policy code	AHU-55
Version	1.0
Policy owner	Vice President for Scientific Affairs
Approving body	University Council
Effective from	Academic year 2026–2027
Next review	Two academic years after approval

1 Purpose

This policy sets out how the workload of academic staff at Al-Hadba University is defined, allocated, reduced and monitored. It aims to:

1. distribute teaching duties fairly and transparently across colleges and departments;
2. recognize that senior academic titles and administrative posts carry responsibilities that justify a lower teaching load;
3. reward research productivity, particularly publication in high-quartile indexed journals, with a tangible reduction in teaching load;
4. give colleges a single, auditable reference for preparing semester timetables and staff assignments.

2 Scope

The policy applies to all full-time academic staff of the University in every college and department, whatever their academic title, including those holding the posts of Department Rapporteur, Head of Department, Vice Dean and Dean. Part-time and visiting lecturers are governed by their contracts and are outside the scope of this policy.

3 Definitions

Workload	The full set of duties an academic staff member carries out for the University: teaching, administrative work and research.
Teaching load	The number of weekly teaching hours a staff member is required to deliver in a semester, as set in Section 7.

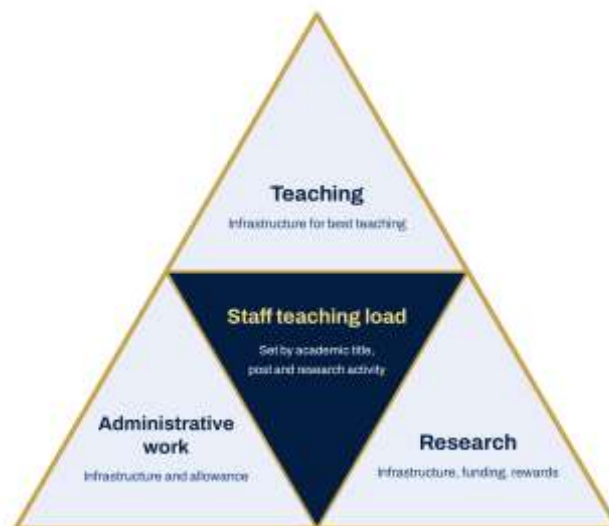
Academic title	Assistant Lecturer, Lecturer, Assistant Professor or Professor, as conferred under MoHESR promotion regulations.
Post	An administrative position held in addition to the academic title: Department Rapporteur (مقرر القسم), Head of Department, Vice Dean or Dean. Staff holding no such post are referred to as teaching staff.
Q1, Q2, Q3	The quartile ranking of the journal in which an article is published, according to Scopus (SJR) or Clarivate (JCR) in the year of publication.
Preceding semester	The semester immediately before the one for which the teaching load is being calculated.

4 The Workload Triangle

The workload of every academic staff member has three sides: teaching, administrative work and research.

Teaching The University provides the infrastructure for best teaching	Administrative work The University provides infrastructure and an allowance for smooth, efficient administration	Research The University provides infrastructure, funding and intensive reward for research and publication
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The three sides are complementary. A staff member who carries more weight on one side, through an administrative post or through demonstrated research output, carries proportionately less on the teaching side. No side may be reduced to zero: every academic, including a Dean, teaches; every academic is expected to contribute to research and to the administrative life of the department.



5 University Commitments

In return for the workload it requires, the University undertakes to provide:

1. **For teaching**, the infrastructure needed for high-quality teaching, including classrooms, laboratories, digital learning platforms and library resources.

2. **For administrative work**, the infrastructure, and an allowance for post holders, needed for smooth and efficient administrative work.
3. **For research**, infrastructure, funding and an intensive reward scheme for research and publication, of which the teaching-load reduction in Section 8 forms part.

6 Determinants of Workload

A staff member's teaching load is determined by three factors, applied in this order:

1. **Academic title.** The load decreases as the title rises.
2. **Post.** The load decreases with the level of administrative responsibility.
3. **Research activity.** The load decreases further where the staff member has published in a Q1, Q2 or Q3 journal in the preceding semester.

7 Standard Teaching Load

Table 1. Standard teaching load (hours per week): academic title versus post

Academic title	Teaching staff*	Dept. Rapporteur (مقرر)	Head of Department	Vice Dean	Dean
Assistant Lecturer	20	18	18	—	—
Lecturer	18	16	16	—	—
Assistant Professor	16	14	14	14	12
Professor	14	12	12	12	10

Hours per week. Darker cells indicate a heavier teaching load.

*Teaching staff carry administrative duties in the form of membership of scientific and administrative committees, in addition to other duties assigned to them.

-2 h for each step up in academic title	-2 h for Rapporteur, Head of Department or Vice Dean	-4 h for Dean
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A dash indicates that the post is not normally held at that academic title. Should a Lecturer or Assistant Lecturer be assigned as acting Vice Dean or Dean by exception, the same reduction rule (2 or 4 hours from the teaching-staff load for their title) applies.

A staff member who holds more than one post receives the reduction of the most senior post only.

8 Research-Based Reduction of Teaching Load

8.1 Entitlement

A staff member who published in an indexed journal during the preceding semester is entitled to a reduced teaching load in the current semester: **1 hour** per week for a Q2 or Q3 publication (Table 2) and **2 hours** per week for a Q1 publication (Table 3).

Table 2. Teaching load with a Q2 or Q3 publication in the preceding semester

Academic title	Teaching staff	Dept. Rapporteur (مقرر)	Head of Department	Vice Dean	Dean
Assistant Lecturer	19	17	17	—	—
Lecturer	17	15	15	—	—
Assistant Professor	15	13	13	13	11
Professor	13	11	11	11	9

Hours per week. Darker cells indicate a heavier teaching load.

Table 3. Teaching load with a Q1 publication in the preceding semester

Academic title	Teaching staff	Dept. Rapporteur (مقرر)	Head of Department	Vice Dean	Dean
Assistant Lecturer	18	16	16	—	—
Lecturer	16	14	14	—	—
Assistant Professor	14	12	12	12	10
Professor	12	10	10	10	8

Hours per week. Darker cells indicate a heavier teaching load.

8.2 Conditions

1. The article must be published (assigned to a volume/issue or available online with a DOI) within the preceding semester; acceptance letters alone do not qualify.
2. The article must carry **Al-Hadba University** as the author's affiliation.
3. The journal must be indexed in Scopus or Clarivate Web of Science at the time of publication, and must not appear on any MoHESR list of predatory or discontinued journals.
4. The reduction lasts for **one semester**. It is renewed only by a new qualifying publication.
5. Reductions are **not cumulative**. A staff member with several qualifying publications in the same semester receives the single highest reduction (2 hours for Q1).
6. Every AHU-affiliated co-author of a qualifying article is entitled to the reduction.

8.3 Verification

The staff member submits the publication details to the Head of Department before the timetable is finalised. The Department of Scientific Affairs verifies indexing and quartile and confirms the entitlement to the Dean in writing.

9 Allocating and Accounting for the Load

1. **Responsibility.** The Head of Department prepares the workload distribution for each semester, the Dean approves it, and the Office of the Vice President for Scientific Affairs audits it.
2. **What counts.** Theoretical lectures, practical/laboratory sessions and tutorials listed in the approved timetable count toward the teaching load. The hour-equivalents for supervising graduation projects, postgraduate supervision and large-class teaching are set out in instructions issued under this policy. *[To be drafted; see Section 12.]*
3. **Overload.** Teaching hours assigned above the required load are treated as additional lectures and paid in the form of a reward (mukafa'a) according to the University's financial regulations. Overload should be the exception; departments should first balance loads among staff.
4. **Underload.** Where a department cannot assign a staff member their full load, the Head of Department assigns equivalent duties (e.g. teaching in another department, curriculum development, quality assurance or student academic advising) and records them on the workload form.
5. **Equity.** Within the same title and post, loads should be comparable in number of distinct modules, class sizes and timetable spread.
6. **Record.** Each staff member signs a Semester Workload Form (Annex A), which is kept in the department and copied to the college's Quality Assurance unit.

10 Administrative and Research Sides of the Triangle

Administrative work. All academic staff take part in department and college committees, examination duties, student advising and quality assurance activities. These ordinary duties do not reduce the teaching load; only the posts in Table 1 do. Post holders receive the allowance referred to in Section 5.

Research. The reduced teaching loads of higher titles presuppose an active research profile. Every staff member is expected to maintain up-to-date researcher profiles (Scopus, ORCID, Google Scholar) under the AHU affiliation and to meet the research expectations set in the annual performance evaluation. Financial rewards for publication are governed by the University's research incentive instructions and are additional to the load reduction in Section 8.

11 Grievances

A staff member who considers their allocated load inconsistent with this policy may raise the matter in writing with the Head of Department, then the Dean. Unresolved cases are referred to the Vice President for Scientific Affairs, whose decision is final.

12 Implementation, Monitoring and Review

1. The Vice President for Scientific Affairs issues any detailed instructions needed to implement this policy.
2. Each college submits its approved workload distribution to the Office of the Vice President for Scientific Affairs within *[two]* weeks of the start of each semester.
3. The Office reports annually to the University Council on load distribution, overload hours and the number of research-based reductions granted.
4. The policy is reviewed every two academic years, or earlier if MoHESR instructions change.
5. All academic staff must record their teaching load in the electronic Quality Management System (QMS).

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A Annex: Semester Workload Form

Name	
College / Department	
Academic title	
Post (if any)	
Academic year / Semester	
Standard load (Table 1)	hours
Qualifying publication in the semester (DOI)	
Research-based reduction (0 / 1 / 2)	hours
Required load	hours

Module	Stage / Level	Theory hrs	Practical hrs	Tutorial hrs	Total
Total assigned					

Overload (+) / Underload (-): ____ hours. Equivalent duties assigned (if underload): _____

Staff member

Head of Department

Dean