

Bartësi Privat i Arsimit të Lartë  
Private Bearer of Higher Education



ALMA MATER EUROPAEA  
CAMPUS COLLEGE "REZONANCA"

Tel.+383 38 544-754

URL: <http://www.rezonanca-rks.com>

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## Internal Regulations on Staff Workload

### 1. Purpose

The purpose of these regulations is to establish a clear framework for the fair and transparent allocation of workload among academic staff, ensuring balance across teaching, research, and administrative responsibilities, while supporting institutional goals and maintaining high standards.

### 2. Scope

These regulations apply to all categories of academic staff employed at Alma Mater Europaea Campus College Rezonanca, including full-time, part-time, and adjunct faculty members.

### 3. Principles of Workload Allocation

#### 1. Fairness and Equity

- Workloads are distributed equitably based on staff qualifications, expertise, and assigned roles.
- Clear criteria are used to allocate workload, ensuring transparency and fairness.

#### 2. Alignment with Institutional Goals

- Responsibilities align with the mission, strategic objectives, and accreditation requirements of the institution.

#### 3. Flexibility and Adaptability

- Adjustments to workloads are allowed to respond to program changes, institutional priorities, or staff-specific circumstances.

### 4. Components of Workload

#### 4.1 Teaching Responsibilities

##### • Teaching Hours:

- Full-time staff: 6–16 hours of contact teaching per week.

- Part-time staff: 3–8 hours of contact teaching per week.

Academic Title	Contact teaching per week
Prof.	6-8 hours/week
Prof.asoc.	7-8 hours/week
Prof.ass.	7-8 hours/week
Lecturer	11-15 hours/week
Assistant	13-16 hours/week
Clinical Mentor	13-16 hours/week

- **Course Preparation and Assessment:**

- Time is allocated for the preparation of lectures, assignments, and evaluations.
- The total workload for full-time academic staff includes 6 to 16 contact hours per week, with an additional allocation for preparation, bringing the total to 24 hours per week.

- **Supervision:**

- Academic staff are assigned hours for supervising student theses, research projects, and internships.

- **Elective Courses:**

- Elective course workloads are calculated based on the ECTS credit value and student enrollment.

#### 4.2 Research Activities

- **Full-time staff** are required to dedicate the following hours per week to research activities:

- **Assistants:** 6 hours
- **Lecturers:** 8 hours
- **Professors:** 12 hours

These activities include:

- Conducting research projects aligned with institutional objectives.
- Publishing findings in peer-reviewed journals or presenting at conferences.
- Mentoring research students or junior faculty members.

#### 4.3 Administrative and Service Duties

- **Administrative Roles:**

- Staff serving as department heads, committee members, or program coordinators are assigned specific hours.
- Hours allocated: 4 hours per week based on the role.

- **Community Engagement:**

- Participation in outreach programs, professional associations, or institutional events.

#### 4.4 Additional Responsibilities

- Participation in quality assurance processes, curriculum reviews, or program accreditation activities.
- Contributing to institutional strategic planning or governance initiatives.

## **5. Workload Limits and Compensation**

### **1. Maximum Weekly Hours**

- Total workload, including teaching, research, and administrative duties, should not exceed 40 hours per week.

### **2. Overload Compensation**

- Staff who exceed their assigned workload due to institutional needs are eligible for additional remuneration or adjustments in the subsequent academic year.

## **6. Monitoring and Evaluation**

### **1. Annual Workload Review**

- The academic council conducts an annual review of workload assignments to ensure fairness and alignment with institutional needs.

### **2. Feedback Mechanisms**

- Staff can provide feedback on their workload through surveys or meetings with department heads.

### **3. Conflict Resolution**

- Disputes regarding workload allocation are addressed through a formal review by the Academic Council.

## **7. Policy Updates**

These regulations are subject to review every two years or as needed to adapt to institutional changes, accreditation standards, or new strategic objectives.

## **8. Effective Date and Approval**

These regulations take effect on 31.01.2023 and have been approved by Senate of College.

RECTOR

Akad. Prof. Dr. Arain R. Idrizaj, MD, PhD

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