

Procedure for allocation of teaching resources on CAE

Responsibilities:

Management of teaching tasks (requesting resources):

- Karsten (BEng) and Johan (BSc and MSc)

Management of staff (allocating resources):

- Heads of Section (HoS)

Support with entering hours in the “timeregnskab”:

- Coordinators

Clarification:

- In general, teaching tasks should be coordinated and discussed between the HoS and employees.
- The HoS should discuss teaching responsibilities with each employee during MUS/SDD, but such discussions can take place at any time throughout the year.
- Each employee is responsible for communicating their teaching preferences to their HoS.
- It is HoS's responsibility to inform coordinators of employees' teaching preferences.
- The HoS should have knowledge of their staff's areas of expertise and the types of teaching they can cover.
- Any discussions or disagreements regarding teaching tasks should be addressed with the HoS, not the coordinators.

What is the “timeregnskab”:

The tool that is used for planning and allocating teaching tasks on BEng, MSc, and BSc programs. It provides an overview of all tasks, the associated hours, and who the tasks are assigned to. The tool differs for BEng and BSc/MSc programs.

The processes involved in planning each new semester:

1. The coming fall/spring semester is planned based on last fall/spring semester.
2. HoS can use coordinators to help fill in the “timeregnskab” on BEng.
3. Johan fills in the “timeregnskab” on BSc and MSc.
4. Specialisations/sections/groups will have workshops to discuss and inform about “who teaches what”.
5. When first draft of the “timeregnskab” is made, the HoS coordinates with Johan and Karsten. At this stage, the “timeregnskab” may have “blanks” that Karsten and Johan need to help fill in (for example with externals).
6. The “timeregnskab” is published for all staff. If employees have any comments these should be directed to HoS.

Timeline for planning of the fall semester		
Time	Task	Responsible
Primo November	Starting the draft of the “timeregnskab”	Karsten and Johan
During November	Optional meetings in specialisations/sections/groups	HoS
Primo December	Coordinators hand in draft of “timeregnskab” to HoS	Coordinators
Mid December	Deadline for first version of ”timeregnskab”	HoS
Mid-end December	Coordination with Karsten and Johan	HoS, Karsten and Johan
1. January	Final deadline for publishing to all staff and reporting to the planners	Karsten and Johan
1. April	The planners publish the teaching and exam plans for commenting	Planners
Primo Feb.	Staff reports back to HoS if they have any additional comments to the previous fall semester’s “timeregnskab”	Staff
Primo Feb.	The additional comments are registered in the “timeregnskab”	HoS/Coordinators
Primo March	The number of hours assigned to teaching tasks for <u>spring</u> semester may be adjusted based on the actual number of enrolled students in courses and projects	Karsten and Johan

Timeline for planning of the spring semester		
Time	Task	Responsible
Primo May	Starting the draft of the “timeregnskab”	Karsten and Johan
During May	Optional meetings in specialisations/sections/groups	HoS
Primo June	Coordinators hand in draft of “timeregnskab” to HoS	Coordinators
Mid June	Deadline for first version of ”timeregnskab”	HoS
Mid-end June	Coordination with Karsten and Johan	HoS, Karsten and Johan
1. July	Final deadline for publishing to all staff and reporting to the planners	Karsten and Johan
1. November	The planners publish the teaching and exam plans for commenting.	Planners
Primo September	Staff reports back to HoS if they have any additional comments to the previous fall semester’s “timeregnskab”	Staff
Primo September	The additional comments are registered in the “timeregnskab”	HoS/Coordinators
Primo October	The number of hours assigned to teaching tasks for fall semester may be adjusted based on the actual number of enrolled students in courses and projects	Karsten and Johan

Coordinators

BSc and MSc: Johan

BEng - Urban Water: Kristian

BEng - Structural Engineering: Annette

BEng – Infrastructure: Annette

BEng - Building Science: Lisbet

BEng – Geostatic: Bent

BEng – Construction and sustainability: Lisbet

BEng – Construction Management: Annette

Course Responsible

When there is more than one lecturer on a course the course responsible is in charge of the overall planning and coordination of the lectures/content.