

TRAC Activity Examples and Definitions

Teaching comprises:

- holding lectures, seminars and tutorials;
- project, workshop and laboratory supervision;
- preparing materials for lectures, tutorials and laboratory classes;
- preparing materials for an agreed new course and editing and updating course materials;
- organising and visiting placements, fieldwork;
- supervision / contact time relating to projects and dissertations, and their assessment;
- other student contact time relating to educational matters including remedial classes;
- preparing and marking examination papers, including resits, plus oral exams/ vivas;
- reading and assessing/ marking student dissertations, essays and other student work;
- invigilation of examinations including external examining (both at own and other institutions);
- mentee meetings;
- outreach where teaching is the underlying activity (i.e. Teaching funded through a Teaching Company Scheme or Knowledge Transfer Partnership).

Time spent on Teaching should be analysed between:

- **UK credit/ award bearing courses** and courses fundable by public bodies;
- **Non-credit/ award bearing and short courses.**

Research comprises:

- creative work undertaken on a systematic basis in order to increase the stock of knowledge of man, culture and society and the use of this stock of knowledge to devise new applications;
- fieldwork, laboratory, studio, desk/library work;
- management of projects, informal discussions, progress reports etc;
- recruitment and supervision of research staff;
- attendance at conferences, seminars and society meetings that are directly connected with specific research projects;
- production of research reports, papers, books;
- collaboration with other academic departments or institutions in any of the above;
- outreach where research is the underlying activity (i.e. research carried out through a Teaching Company Scheme or Knowledge Transfer Partnership).

Time spent on Research should be analysed between:

- **externally funded research grants and contracts;**
- **internally funded research leading to an external output** (publication, conference paper, etc) – this does **NOT** include time spent on grant writing prior to application or professional development which should instead be recorded as Support for Research or Support for Teaching. It should also **NOT** include the unfunded portion of time spent on externally funded research grants and contracts (eg RCUK 20%) which should instead be recorded under the externally funded research grants and contracts heading;
- **training and supervision of PGR students** including training in research methodology, review of drafts and preparation of thesis, and external examining.

Other (income-generating activity) comprises:

- consultancy that is contracted to the institution and carried out during institution time, including advisory work, journal editing and feasibility studies;
- other services rendered, including routine testing and non-research clinical trials;
- work carried out through trading/commercial companies that is not teaching or research;
- technology transfer work if remunerated through the institution (e.g. directorships of start-up companies and/or consultancy contracts for the companies) – if it is not remunerated then it should be categorised as Support for Other;
- outreach (where the outreach activity is not teaching or research);
- clinical services provided to the NHS.

Time spent on Other should be analysed between:

- **clinical services to the NHS** (services provided to the NHS by clinical academics whilst their salary is being paid by or charged to the university);
- **consultancy and all other services rendered.**

Support activities are categorised into 4 areas:

- **Support for Teaching** includes:
 - timetabling, examination boards;
 - preparing prospectuses;
 - interviewing taught students, admissions and induction;
 - committees related to teaching;
 - careers advice for taught students;
 - schools liaison;
 - academic mentoring (outside timetabled tutorials), counselling;
 - initial course development (where the future of the course is not certain; preparing materials for an agreed new course is Teaching);
 - module reviews (but subsequent updates and editing etc is Teaching);
 - quality assurance (e.g. Quality Assurance Agency for Higher Education reviews);
 - publicity for teaching facilities and opportunities;
 - writing books and other publications for teaching purposes;
 - maintenance and advancement of knowledge and skills related to teaching (professional development/ scholarship – reading literature, attending professional conferences, etc);
 - secondment to / academic exchanges with other institutions for teaching activities.
- **Support for Research** includes:
 - drafting and redrafting proposals for new work and supporting bids to external bodies;
 - impact work and case studies
 - quality assurance and peer review;
 - refereeing papers;
 - publicity for research facilities and opportunities;
 - maintenance and advancement of knowledge and related skills which directly contribute to the academic's research work (professional development/ scholarship – reading literature, attending professional conferences, etc);
 - unpaid work advising government departments or committees;

- unpaid work for professional bodies or agencies in relation to research matters;
- institute and academic department committee work supporting Research;
- blocks of time in other institutions on research exchange schemes.

- **Support for Other** includes:

- drafting proposals for new work and supporting bids to external bodies for consultancy and other services rendered;
- negotiating contract terms and conditions with external bodies;
- technology transfer work that is not private, nor undertaken commercially by the institution (e.g. supporting patent applications, licence negotiations, formation of start-up companies).

- **Central Support** includes:

- management and administration not related to Teaching, Research or Other;
- membership of / participation at faculty boards, senate, institution committees etc. (where these relate to Teaching or Research this time could alternatively be recorded as Support for Teaching or Support for Research);
- management duties such as deans, head of admissions, assistant deans;
- staff management; appraisal etc;
- publicity; representative work on behalf of the institution or College;
- careers advice;
- information returns;
- quality assurance contribution to sector e.g. on (unpaid) committees or secondments to panels (where the quality assurance activity relates to teaching or research, then it should be charged to Support for Teaching and Support for Research, respectively);
- secondments, exchanges, all other tasks not attributable to other categories.