

UNIVERSITI TEKNOLOGI MARA

TECHNICAL REPORT

**MODELLING OF ACADEMIC TEACHING
WORKLOAD IN UITM USING EQUATION OF
STRAIGHT LINE**

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ABSTRACT

Currently, there are three significant categories of lecturer workload at a university that can be classified as teaching, research and services. These workloads were set by the university's administrations. As for Universiti Teknologi Mara (UiTM), teaching, supervising, publishing and student's consultation are the essential workloads for each lecturer. This project focuses on the teaching workload among the UiTM's lecturers. Teaching workload is defined as material preparation and actual teaching. The workload is affected by various elements such as level taught courses, number of students per class, subject's credit and contact hour and off campus or on campus course design. In UiTM, a lecturer needs to fulfil 39 hours of Amanah Tugas Pensyarah (ATP) per week. Some lecturers have problem to fulfil this requirement as some of their work-related time spent does not being considered as workload in the system. Hence, a lecturer could spend more time than the predefined workloads. As for the preparation time before teaching, lecturers are given a minimum of 30 minutes before a hour lecture. A structured questionnaire was conducted focuses on 'Modelling Lecturers' Workload' for UiTM lecturers. The survey was sent to 5 campuses which is UiTM Shah Alam, UiTM Sabah, UiTM Melaka UiTM Johor and UiTM Pulau Pinang. Through this survey, the amount of preparation time for a lecturer before teaching and the time taken for a lecturer to achieve the standard time of 30 minutes preparation time can be identified.