

Annex 1:

Measures for the Calculation of Undergraduate Teaching Workload of Kunming University (Trial)

To further improve the incentive mechanism for teachers' performance-based salary distribution, enhance teachers' awareness of post responsibilities, mobilize and stimulate the enthusiasm of all teachers, ensure the effective implementation of all links in talent training and continuously improve the quality of education, these Measures are formulated in accordance with the distribution principle of "more pay for more work, better pay for better performance" and in combination with the actual situation of the university.

I. Scope of Teaching Workload Calculation

The scope of teaching workload calculation consists of six parts: theoretical course teaching and practical teaching required by the graduation credits specified in the specialty talent training program, as well as extracurricular guidance carried out to improve the quality of talent training, educational and teaching reform and research projects, various teaching award projects at all levels, and workload adjustment based on course evaluation grades.

II. Calculation Methods of Teaching Workload

The annual total teaching workload of each school refers to the sum of the converted total hours of courses offered and completed by each school each academic year, plus the actual workload of extracurricular guidance, educational and teaching reform and research projects, various teaching award projects at all levels, and workload adjustment based on course evaluation grades. The total course hours are calculated based on the total credits required for graduation of each specialty.

The formula for total teaching workload is: **Tb = Tb1 + Tb2 + Tb3 + Tb4 + Tb5 + Tb6**

Where:

Tb1: Total workload of theoretical course teaching, including course teaching workload and teachers' invigilation workload.

Tb2: Total workload of practical teaching, including experimental course teaching workload, workload of centralized course design and practical training sessions, workload of guiding graduation practice and social practice, and workload of guiding graduation thesis (design).

Tb3: Total workload of extracurricular guidance, including guiding innovation and entrepreneurship projects, guiding academic competitions, guiding students for postgraduate entrance examinations, student guidance and management (academic advisors, class tutors), Party School teaching, college students' physical health tests, guiding university sports teams in competitions, guiding student associations and art troupes, and workload of teaching and research office directors.

Tb4: Total workload of educational and teaching reform and research projects, including textbook compilation, textbook construction, and teaching reform research projects.

Tb5: Total workload of teaching awards, including teaching achievement awards, specialty construction awards, course construction awards, and teachers' teaching competence awards.

Tb6: Workload adjustment based on course evaluation grades.

(I) Theoretical Course Teaching Workload (Tb1)

Theoretical course teaching workload includes course teaching workload and teachers' invigilation workload.

1. Course Teaching Workload

It refers to the workload of lesson preparation, lecturing, tutoring and Q&A, class discussion, assignment grading, and examination proposition in accordance with the requirements of the syllabus of each course.

Course teaching workload = Actual teaching hours $\times k_1 \times k_2 \times k_3$

Where:

k_1 — Course category coefficient

k_2 — Class size coefficient

k_3 — Comprehensive specialty evaluation coefficient

(1) Course Category Coefficient (k_1)

① Basic courses and specialty courses: coefficient 1.0

② Bilingual courses (non-language courses taught in two languages): coefficient 1.8

③ Courses for international student classes (separately organized classes taught in foreign languages): coefficient 2.0

④ Specialty courses for innovative talent training classes (including innovative talent base classes, Nieer Conservatory of Music): coefficient 1.6

⑤ Online courses and the online part of blended courses: coefficient 0.7

(2) Class Size Coefficient (k_2)

The class size coefficient is determined by converting the actual number of students in class based on the standard class size. The standard class size for various courses is shown in Table 1.

Table 1 Class Size Coefficient

Course Category	Standard Class Size	Additional Calculation for Excess Students	Remarks
Ideological and Political Theory Courses, College Chinese, Public Courses	70 students	0.01 per student	/
Computer-related Public Courses	70 students	0.01 per student	/
Public Innovation and Entrepreneurship Courses	70 students	0.01 per student	/
Specialty Courses	50 students	0.01 per student	/
College English (Public Course)	50 students	0.01 per student	/
College Physical Education (Public Course)	30 students	0.01 per student	/
Regular Skill-based Courses of Physical Education and Art	25 students	0.01 per student	/
Special Skill-based Courses of Art	2-5 students	0.01 per student for $5 < \text{student number} \leq 10$	/

Public Elective Courses	50 students	Coefficient 1.1 for $50 \leq$ student number ≤ 80 Coefficient 1.2 for $80 <$ student number ≤ 120 Coefficient 1.3 for $120 <$ student number ≤ 150	Classes with fewer than 50 students will not be offered
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Notes:

- ① If the actual number of students is less than the standard class size, the workload is calculated based on one standard class.
- ② For standard class size $<$ actual student number ≤ 120 , the teaching workload increases by 0.01 for each additional student.
- ③ If the actual student number exceeds 120, the student number is uniformly counted as 120.
- ④ For student number ≥ 150 , the class size coefficient is 1.5, with no additional calculation.

(3) Comprehensive Specialty Evaluation Coefficient (k3)

The comprehensive specialty evaluation coefficient is determined based on the previous year's results of the comprehensive evaluation of undergraduate specialties in Yunnan Province: Grade A: 2.0, Grade B: 1.2, Grade C: 1.0, Grade D: 0.9.

Note: Public courses undertaken by schools are not included in the calculation of the comprehensive specialty evaluation coefficient.

2. Course Invigilation

(1) Invigilation of on-campus courses: Workload = Number of invigilation sessions $\times$ 1.2 units

(2) CET-4 and CET-6 invigilation:

Invigilating teachers: Workload = Number of invigilation sessions $\times$ 1.5 units

Examination affairs team: Workload = Number of invigilation sessions $\times$ 3 units

(3) National Computer Rank Examination (NCRE):

Invigilating teachers: Workload = Number of invigilation sessions $\times$ 1.5 units

(II) Practical Teaching Workload (Tb2)

Practical teaching workload covers work in preparation, experimental and practical sessions (practical training, internship, graduation thesis/design, course design) including guidance, grading of experiment/internship reports, summary, defense and assessment. It specifically consists of four parts: experimental course teaching workload, workload of centralized course design and practical training, workload of guiding graduation practice and social practice, and workload of guiding graduation thesis (design).

Practical teaching workload of each specialty = Practical teaching workload $\times$ Comprehensive specialty evaluation coefficient k3 (the value of k3 is the same as above)

1. Experimental Course Teaching Workload

Experimental course teaching includes lecturing, experiment guidance, grading of experiment reports, tutoring and Q&A, and assessment.

(1) Planned experiments are calculated based on 25 students per group; the number of students exceeding the standard is counted as additional repeated experiment groups.

Experimental teaching workload = Experiment hours $\times$ Number of students / 25

(2) For the general education course Fundamentals of College Computer, the workload is capped at 50 devices in the computer classroom.

Workload = Experiment hours $\times$ Number of students / 50

2. Workload of Centralized Course Design and Practical Training

It is calculated at 16 workload units per week for each teaching class (based on 25 students per group; less than 25 students are counted as 25). The weekly workload of each teacher for guiding course design is capped at 16 units.

3. Guiding Graduation Practice and Social Practice

It is calculated at 16 workload units per week for each class. In principle, the weekly workload of each teacher is capped at 16 units.

4. Guiding Graduation Thesis (Design)

In principle, each teacher shall guide no more than 10 students.

Science and engineering (including medicine and agriculture): Workload = 12 units
× Number of guided students

Liberal arts: Workload = 10 units × Number of guided students

Note: The practical teaching workload of public courses undertaken by each school is not included in the calculation of the comprehensive specialty evaluation coefficient.

(III) Extracurricular Guidance Workload (Tb3)

Extracurricular guidance includes guiding innovation and entrepreneurship projects, guiding students in academic and skill competitions, guiding students for postgraduate entrance examinations, student guidance and management (academic advisors, class tutors), Party School teaching, college students' physical health tests, guiding university sports teams in competitions, guiding student associations and art troupes, and workload of teaching and research office directors.

1. Guiding Student Innovation and Entrepreneurship Projects

Guiding student innovation and entrepreneurship projects covers links such as project application, research, final report writing and thesis defense. The workload reward is calculated in the year of project completion, as shown in Table 2.

**Table 2 Workload Rewards for Innovation and Entrepreneurship Projects
(Unit: units)**

Reward Recipient	Project Level			
	National		Provincial	
	Key Projects	National Ordinary Projects	Key Projects	National Ordinary Projects
Supervising Teachers	60	50	30	20

2. Awards for Guiding Students in Academic and Skill Competitions

For teachers guiding students to win awards in academic (skill) competitions, the university converts the awards into workload based on the award level. For students winning multiple awards in the same competition, the reward is calculated based on the highest award level, without duplicate calculation. The workload reward for teacher teams shall be distributed by the team leader, subject to the review and approval of the school leadership. The reward workload is shown in Table 3.

Table 3 Workload Rewards for Academic and Skill Competition Projects (Unit: units)

Reward Recipient	Key Projects									
	National				Provincial			University		
	First Prize (Special Prize)	Second Prize	Third Prize	Excellent Award	First Prize (Special Prize)	Second Prize	Third Prize	First Prize	Second Prize	Third Prize

Supervising Teachers	200	100	50	20	50	20	15	10	7	5
Reward Recipient	Ordinary Projects									
	First Prize (Special Prize)		Second Prize			Third Prize		Excellence Award		
Supervising Teachers	20		15			10		5		
Reward Recipient	Art & PE Projects									
	National					Provincial				
	First Prize (Special Prize)	Second Prize		Third Prize		First Prize (Special Prize)	Second Prize		Third Prize	
Supervising Teachers	20	15		10		15		10		5

Pre-competition training workload: 2 units per day, with a total capped at 20 units.

Workload for teachers guiding key projects during the competition: 4 units per day.

Workload for teachers guiding ordinary projects during the competition: 2 units per day.

3. Guiding Students for Postgraduate Entrance Examinations

(1) Workload rewards for public courses (English, Politics, Mathematics)

Performance rewards are given to course teachers based on students' examination results: Single-subject pass rate $\geq 30\%$: course coefficient 1.3; Single-subject pass rate $\geq 50\%$: course coefficient 1.5; Single-subject pass rate $\geq 80\%$: course coefficient 2.0

(2) School-level workload rewards

The university organizes teams to guide students for postgraduate entrance examinations, and comprehensively evaluates the work effectiveness based on the application rate, pass rate of the national cutoff line, and admission rate. Workload rewards are given to the top 6 schools in the comprehensive ranking, as shown in Table 4.

Table 4 Workload Rewards for Postgraduate Entrance Examination Guidance (Unit: units)

Reward Recipient	Comprehensive Ranking					
	1	2	3	4	5	6
Teaching Schools	1000	800	600	400	300	200

Note: score of postgraduate entrance examination work = (Application rate $\times 20\%$ + Pass rate of national cutoff line $\times 30\%$ + Admission rate $\times 50\%$) $\times 100$

4. Student Guidance and Management (Academic Advisors + Class Tutors)

Workload = Number of students $\times 2$ units per academic year

5. Party School Teaching Workload

100 units per academic year

6. College Students' Physical Health Test

Workload = Number of students $\times 0.1$ units per academic year

7. Guiding University Sports Teams in Competitions

200 units per academic year

Note: The workload refers to the workload of coaches guiding university team athletes to participate in various competitions.

8. Guiding Student Associations and Art Troupes

300 units per academic year

9. Teaching and Research Office Director

For approved teaching and research office director positions, the teaching workload is 120 units per academic year.

(IV) Educational and Teaching Reform and Research Projects (T_{b4})

Educational and teaching reform and research projects include textbook compilation, textbook construction, and teaching reform research projects. Projects with duplicate approvals are calculated based on the highest level. Textbook compilation is calculated in the year of publication; teaching projects and research topics are calculated in the year of completion.

1. Workload of Textbook Compilation

Textbook compilation workload refers to the workload of completing the compilation or revision of planned textbooks at all levels (national, provincial/ministerial, university) (including experiment guides, internship manuals, exercise collections). The workload rewards are shown in Table 5.

Table 5 Workload Rewards for Textbook Compilation (Unit: units)

Level	Role	Standard (units per project)
National Planned Textbooks	Editor-in-Chief	1200
	Other Editors-in-Chief	800
	Associate Editor-in-Chief	500
	Other Associate Editors-in-Chief	300
	Contributing Author	100
Provincial/Ministerial Planned Textbooks, Planned Textbooks of National Class A/B Publishing Houses	Editor-in-Chief	500
	Other Editors-in-Chief	300
	Associate Editor-in-Chief	100
	Other Associate Editors-in-Chief	80
	Contributing Author	50
Planned Textbooks of National Class C Publishing Houses	Editor-in-Chief	300
	Other Editors-in-Chief	150
	Associate Editor-in-Chief	50
	Other Associate Editors-in-Chief	30
	Contributing Author	20
School-based Textbooks Approved by the University		50

Note: For textbooks with more than 2 contributing authors, the number is capped at 2.

2. Workload of Textbook Construction

Rewards are given to officially published textbooks that have won national or provincial excellent textbook awards. National Excellent Textbook Award: 1000 workload units. Provincial Excellent Textbook Award: 500 workload units.

3. Teaching Reform Research Projects

Including national educational and teaching reform projects, virtual simulation experiment teaching projects, high-quality ideological and political work projects in universities; Ministry of Education industry-university cooperative education projects, provincial higher education teaching reform projects, virtual simulation experiment teaching projects, high-quality ideological and political work projects in universities, teaching reform projects of the teacher education alliance; university-level applied demonstration university construction projects, teaching achievement cultivation projects, educational and teaching reform projects, etc. The workload rewards are shown in Table 6.

Table 6 Workload Rewards for Teaching Reform Projects (Unit: units)

Project Category & Level	Workload
National educational and teaching reform projects, virtual simulation experiment teaching projects, high-quality ideological and political work projects in universities	300
Ministry of Education industry-university cooperative education projects; provincial higher education teaching reform projects, virtual simulation experiment teaching projects; teaching reform projects of the teacher education alliance; provincial high-quality ideological and political work projects in universities	100
University-level applied demonstration university construction projects, teaching achievement cultivation projects, educational and teaching reform projects	50

(V) Teaching Award Workload (Tb5)

Teaching awards are categorized into teaching achievement awards, specialty construction awards, course construction awards, and teachers' teaching competence awards. Teaching awards are calculated in the year of winning the award.

1. Teaching Achievement Awards

Including national, provincial and university-level teaching achievement awards. The workload rewards are shown in Table 7.

Table 7 Workload Rewards for Teaching Achievement Awards (Unit: units)

Award Category	Application Workload	Grade & Workload			
		Special Prize	First Prize	Second Prize	Third Prize
National Teaching Achievement Award	60	15000	6000	4000	/
Provincial Teaching Achievement Award	40	4000	2000	800	/
University-level Teaching Achievement Award	/	/	200	100	50

2. Specialty Construction Awards

Including national and provincial excellent talent training programs, "Four New" projects (New Engineering, New Medicine, New Agriculture, New Liberal Arts); international, national, provincial and university-level first-class specialty construction projects; specialties that have passed professional accreditation. The workload rewards are shown in Table 8.

Table 8 Specialty Construction Awards (Unit: units)

Award Category	Workload		
	Approval (20%)	Acceptance Completion	Total

			(80%)	
Excellent Talent Training Programs, "Four New" Programs	National	200	800	1000
	Provincial	120	480	600
First-class Specialty	International	4000	16000	20000
	National	1200	4800	6000
	Provincial	400	1600	2000
Professional Accreditation (Level 2+ teacher education)		1000		

3. Course Construction Awards

Including national and provincial top-quality online open courses, offline first-class courses, online-offline blended first-class courses, virtual simulation experiment first-class courses, social practice first-class courses, curriculum ideology and politics courses; national and provincial curriculum ideology and politics demonstration courses. The workload rewards are shown in Table 9.

Table 9 Course Construction Awards (Unit: units)

Award Category	Level	Workload
First-class Courses	National	600
	Provincial	200
Curriculum Ideology and Politics Demonstration Courses	National	300
	Provincial	100

4. Teachers' Teaching Competence Awards

Including award-winning projects of various teacher teaching skill competitions organized by educational administrative departments and industry organizations at or above the university level; award-winning projects of teaching technology competitions such as provincial and above micro-lessons and multimedia courseware. The workload rewards are shown in Table 10.

Table 10 Teachers' Teaching Competence Awards (Unit: units)

Award Category			Workload					Remark
			Special Prize	First Prize	Second Prize	Third Prize	Excellent Award	
Teaching Skill Competitions	National	National	500	300	150	80	30	Including classroom teaching skill competitions; award-winning projects of micro-lessons, multimedia courseware and other teaching technology competitions
	Educational Administrative Department	Provincial	150	100	50	30	10	
		University	-	40	20	10	-	
	Industry Competition	-	50	40	20	10	-	
Other Teaching Skill & Technology Projects		National/Provincial	50	40	30	10	-	

Teaching Team (Research Center) Awards	National	1000	
	Provincial	500	

(VI) Workload Adjustment Based on Course Evaluation Grades (T_{b6})

According to the course evaluation results from the Course Center, the workload is adjusted according to four grades: A, B, C, D.

$$T_{b6} = \sum S \times k_4$$

Where:

S — Actual teaching hours of evaluated courses

k₄ — Adjustment coefficient corresponding to the course evaluation grade (values: Grade A: 0.2, Grade B: 0.1, Grade C: 0, Grade D: -0.2)