

SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 002/R/SK/ACD/III/2021
NUMBER: 002/R/SK/ACD/III/2021

TENTANG
CONCERNING

MANAJEMEN BEBAN KERJA DOSEN
LECTURER WORKLOAD MANAGEMENT

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : 1. Bahwa dalam pelaksanaan tugas utama dosen di Universitas Sampoerna perlu ditetapkan besarnya beban kerja dosen;

That in carrying out the primary duties of a lecturer at Sampoerna University, it is necessary to determine the amount of workload of the lecturers;

2. Bahwa Senat Universitas Sampoerna telah menyetujui Kebijakan Manajemen Beban Kerja Dosen melalui *Circular Resolution* Tahun Akademik 2021-2022 pada tanggal 19 Februari 2021;

That the Sampoerna University Senate has approved the Lecturer Workload Management on the Circular Resolution of Academic Year of 2021-2022 on 19 February 2021;

3. Bahwa berdasarkan angka 1 (satu) dan 2 (dua) di atas, perlu ditetapkan Surat Keputusan Rektor tentang Manajemen Beban Kerja Dosen

That based on numbers 1 (one) and 2 (two) above, it is required to stipulate a Rector's Decree on Lecturer Workload Management.

Mengingat
In view of

- : 1. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Tahun 2003 Nomor 4301);

*Law Number 20 of 2003 on National Education System
(Statute Book of 2003 No. 78, Supplement No. 4301);*

2. Undang-Undang Republik Indonesia Nomor 14 tahun 2005 tentang Guru dan Dosen. (Lembaran Negara Republik Indonesia Tahun 2005 Nomor 157, Tambahan Lembaran Negara Nomor 4586);

*Law Number 14 of 2005 on Teacher and Lecturer
(Statute Book of 2005 No. 157, Supplement No. 4586);*

3. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

Law Number 12 of 2012 on Higher Education (Statute Book of 2012 No. 158, Supplement No. 5336);

4. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

*Government Regulation Number 4 of 2014 on
Organization and Governance of Higher Education
(Statute Book of 2014 No. 16, Supplement No. 5500);*

5. Peraturan Pemerintah Nomor 13 Tahun 2015 tentang Perubahan Kedua atas Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 45, Tambahan Lembaran Negara Republik Indonesia Nomor 5670);

*Government Regulation Nomor 13 of 2015 on “Second
Amendment on Government Regulation Nomor 19 of
2005 on Education National Standard (Statute Book of
2015 No. 45, Supplement No. 5670);*

6. Peraturan Menteri Pendidikan dan Kebudayaan No 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia tahun 2020 nomor 47);

Regulation of the Minister of Education and Culture No 3 of 2020 National Standard of Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);

7. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

Decision of the Minister of National Education and Culture of the Republic of Indonesia Nomor 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional juncto Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated 10 March 2016 regarding the Change of Name of Universitas Siswa Bangsa Internasional of South Jakarta Municipality to Universitas Sampoerna of South Jakarta Municipality;

8. Statuta Universitas Sampoerna;

Sampoerna University Statute;

9. Anggaran Rumah Tangga Senat Universitas;

University Senate By-Laws;

10. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor : 1466/PSF-HRS/XI/2019 tanggal 22 November 2019;

Appointment Letter of the Rector of Universitas Sampoerna Number: 1466/PSF-HRS/XI/2019 dated November 22, 2019;

MEMUTUSKAN:
DECIDED

Menetapkan
To enact : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
TENTANG KEBIJAKAN MANAJEMEN BEBAN KERJA
DOSEN.

*DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY
CONCERNING LECTURER WORKLOAD MANAGEMENT.*

Kesatu
Firstly : Kebijakan Manajemen Beban Kerja sebagaimana
tercantum dalam lampiran keputusan ini, berlaku untuk
semua Dosen Tetap Aktif di Universitas Sampoerna.

*The Lecturer Workload Management as attached, will be
applied to all active full-time lecturers in Sampoerna
University.*

Kedua
Secondly : Surat Keputusan ini berlaku sejak 19 Februari 2021
sampai dengan 18 Februari 2024 dan apabila di kemudian
hari terdapat perubahan dan/atau hal-hal yang belum
diatur, maka akan dilakukan perbaikan sebagaimana
mestinya.

*This Decree is valid from 19 February 2021 to 18 February
2024. If there are matters that are not provided in this
Decree, it shall be added, amended, and stipulated
accordingly.*

Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 8 Maret 2021 / *On 8 March 2021*

Rektor / *Rector*



Drs. Wahdi Salasi April Yudhi, M.Dev.Admin., Ph.D.
NIDK 8813120016

Tembusan:

Copy:

1. Para Wakil Rektor, Universitas Sampoerna;
Vice Rectors, Universitas Sampoerna;
2. Para Dekan, Universitas Sampoerna;
Deans, Universitas Sampoerna;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Universitas Sampoerna;
4. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Universitas Sampoerna.

LECTURER WORKLOAD MANAGEMENT

Policy Number:	1.4.300	Date Approved:	February 19, 2021
Approving Authority:	University Senate	Effective Date:	February 19, 2021
Responsible Executive:	Vice Rector of Academic Affairs Vice Rector of Administrative, Resources, and Operation	Next Review:	February 19, 2024

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	
1	Part E, point 3, 4, 6, 7, 8, 9, 10, 11, 12, and 13.	December 14, 2020

**explain which part and article have been changed*

A. Purpose

The Lecturer Management Workload Policy aims to regulate the minimum total work hours required for Lecturers in performing institutional duties at Sampoerna University. The workload of the lecturer includes teaching planning, carrying out the teaching process, teaching evaluation, guiding, conducting research, carrying out community service, and doing additional tasks. Therefore, the workload of lecturers must be distributed proportionally and measurably in all areas of higher education *TriDharma* activities.

B. Scope

The Lecturer Management Workload Policy will be applied to all active full-time lecturers in Sampoerna University.

C. Definitions

These definitions apply to these terms as they are used in this policy.

Lecturer	are professional educators with the main tasks of informing, developing, disseminating knowledge and technology through education, research, and community service.
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Faculty	A collection of supporting resources, that is grouped according to study programs, that holds and manages academic, vocational, or professional education embodies under the disciplines.
Full-Time Lecturer	is an academic staff member who is required to work a minimum five (5) working days per week. This status can only be terminated by resignation, retirement, or other actions compliant with applicable laws and policies.
Workload for Lecturer	As defined below

E. Policy Statement

1. The **Workload for Lecturer** shall be the minimum total work hours required for Lecturers in performing institutional duties at Sampoerna University.
2. Institutional duties shall be the duties within the higher education functions which will be carried out in a scheduled or unscheduled manner by the Lecturer that is categorized as follows:
 - a. assigned by the Rector to be carried out at university level, center, study program and laboratory or studio;
 - b. conducted based on personal or group's initiative, approved, registered, and reported to the Rector for peer review,
 - c. cooperation with any third party as approved, registered and reported to the Rector.
3. The Workload for Lecturer of Sampoerna University for Full-time Teaching Equivalence (FTE/EWMP) is stipulated at the minimum of 30 (thirty-hour) Satuan Kredit Semester (Credits) and maximum addition 36 (thirty-six) Credits per year. The required teaching load is 24 (twenty-four) Satuan Kredit Semester (Credits) per year, provided that 1 credit shall be deemed as 170 (one hundred seventy) minutes per week per semester, which is divided into (based Permendikbud No.3/2020 article 19);
 - a. 1 Credit in the form of lecture, response and tutorial consisting of:
 - i. Face-to-face activities 50 (fifty) minutes per week per semester
 - ii. Structured assignment 60 (sixty) minutes per week per semester
 - iii. Independent learning 60 (sixty) minutes per week per semester
 - b. 1 Credit in the form of seminar or other similar activities:
 - i. Face-to-face activities 100 (one hundred) minutes per week per semester
 - ii. Independent learning 70 (seventy) minutes per week per semester
 - c. 1 Credit in the form of practicum, studio or workshop work, field practice, research, community service, and/or other learning form that is equal to 170 (one hundred seventy) minutes per week per semester.
4. The additional maximum 6 (six-hours) Credits per year is counted as teaching overload.
5. Lecturers should support interfaculty initiatives to deliver the university's General Education curriculum. Each Study Program will optimize teaching loads by consolidating Study Programs, courses, and learning objectives. Lecturers should take responsibility for working across faculties to ensure the efficient delivery of courses and to take on an optimal workload.
6. Each Lecturer is expected to perform the University *Tridharma* with the distribution of maximum Credits/semester equivalence for each component as follows:
 - a. Teaching: Maximum 15 Credits (includes addition max 3 credits/semester)
 - b. Research: Maximum 3 Credits

- c. Community Service: Maximum 3 Credits
- d. Professional Development: Maximum 6 Credits
- e. Structural and Non-Structural Position: Maximum 6 Credits
- f. Permanent Committee Membership: Maximum 1 Credits

7. Teaching

Activities	Credits/semester	Student	Remarks
1. Course Lecturing	If a lecturer teaches one course, it will be calculated as credits x 100%	1-40 students/class for social sciences 1-30 students/class for sciences (Surat Edaran Kemenristek DIKTI No. 100/2016)	
	If a lecturer teaches one course as team teaching, it will be calculated as:		
	Total meetings of the said lecturer credits ----- Total meetings for all course in 1 semester		
	If the number of students exceed from max class size, it will be calculated:		
	<p><u>Social Sciences</u> :</p> $1 \text{ credit} + \left[\frac{(\text{total students in one class} - 40)}{40 \text{ students}} \times 1 \text{ credit} \right]$ <p><u>Sciences</u>:</p> $1 \text{ credit} + \left[\frac{(\text{total students in one class} - 30)}{30 \text{ students}} \times 1 \text{ credit} \right]$ <ul style="list-style-type: none"> • For parallel classes for the same course will be calculated as actual credits of the said course. • Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the credits as 100%. If it is less than 10 students, then the Lecturer cannot calculate the credits. 		
2. Practicum Lecturing	If a lecturer teaches one course, it will be calculated as credits x 100%.	max student per class will depends to Lab capacity	

Activities	Credits/semester	Student	Remarks
	<p>If a lecturer teaches one course as team teaching, it will be calculated as:</p> <p>Total meetings of the said lecturer credits ----- Total meetings for all course in 1 semester</p>		
	<p>If the number of students exceed from max class size, it will be calculated:</p> $1 \text{ credit} + \frac{\# \text{students in one class} - \text{max. lab capacity} \times 1}{\text{max. lab capacity}} \text{ credit}$		
	<ul style="list-style-type: none"> • For parallel classes for the same course will be calculated as actual credits of the said course. • Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the credits as 100%. If it is less than 10 students, then the Lecturer cannot calculate the credits. 		
3. Thesis Adviser	<p>Number of students ----- x 1 credit 4</p>	Max 6 students	If more than 4 students, it shall be deemed proportionally.
4. Thesis Examiner	<p>Number of students ----- x 1 credit 8</p>	Max 8 students	If less than 8 students, it shall be deemed proportionally.
5. Guiding KKN / Job Training / Internship	<p>Number of students ----- x 1 credit 6</p>	Max 6 students	If less than 6 students, it shall be deemed proportionally.

Activities	Credits/semester	Student	Remarks
6. Developing modules for courses & practicum	<ul style="list-style-type: none"> - New module: 1 credit/product - Revision module: 0.5 credit/product (based on agreement with HoD) 		Max 2 product per semester

8. Research

Activities	Credits/semester	Student	Remarks
A. Research with publication			
1. Book			
a. Reference Book	<ul style="list-style-type: none"> • Outline -25% • Book content -50% • Finished Draft - 15% • Publisher Approval - 5% • Book printed - 5% 	1.25 credits/product 2.5 credits/product 0.75 credit/product 0.25 credit/product 0.25 credit/product	5 credits/books with max 4 semesters until publication
b. Monograph	<ul style="list-style-type: none"> • Outline -25% • Book content -50% • Finished Draft - 15% • Publisher Approval - 5% • Book printed - 5% 	0.75 credit/product 1.5 credits/product 0.45 credit/product 0.15 credit/product 0.15 credit/product	3 credits/books with max 4 semesters until publication
c. Book Chapter			
1) International	<ul style="list-style-type: none"> • Acceptance Letter from Author/Editor -40% • Content - 40% • Finished Draft & Printed - 20% 	1 credit/product 1 credit/product 0.5 credit/product	2.5 credits/chapter
2) National	<ul style="list-style-type: none"> • Acceptance Letter from Author/Editor -40% • Content - 40% • Finished Draft & Printed - 20% 	0.7 credit/product 0.7 credit/product 0.35 credit/product	1.75 credits/chapter
2. Journal			
a. Reputable Indexed International Journal	Submission and accepted for review - 50% Revision - 40%	2.5 credits/product 2 credits/product	5 credits/research with max 4

If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows:
 '- Lead researcher 60% of credits
 '- Member researchers 40 % of credits.

Activities		Credits/semester		Remarks
	Publication -10%	0.5 credit/product	semester until publication	lecturer is involved in group research, then the calculation shall be as follows: '- Lead researcher 60% of credits '- Member researchers 40 % of credits.
b. Indexed International Journal	Submission and accepted for review - 50%	2 credits/product	4	
	Revision - 40%	1.6 credits/product	credits/research with max 4	
	Publication -10%	0.4 credit/product	semesters until publication	
c. Un-Indexed International Journal	Submission and accepted for review - 50%	1.5 credits/product	3	
	Revision - 40%	1.2 credits/product	credits/research with max 4	
	Publication -10%	0.3 credit/product	semesters until publication	
d. Accredited National Journal	Submission and accepted for review - 50%	1.5 credits/product	3	
	Revision - 40%	1.2 credits/product	credits/research with max 4	
	Publication -10%	0.3 credit/product	semester until publication	
d. Un-accredited National Journal	Submission and accepted for review - 50%	1 credit/product	2	
	Revision - 40%	0.8 credit/product		
	Publication -10%	0.2 credit/product		
3. Research with Dissemination				
a. Proceeding Paper + Presentation				
1) International		3 credits/product		
2) National		2 credits/product		
b. Proceeding Paper				
1) International		2 credits/product		
2) National		1.5 credits/product		
c. Presentation in conference/seminar/symposium/forum				
1) International		1 credit/product		
2) National		0.5 credit/product		

Activities		Credits/semester		Remarks
d. Popular Magazine or Newspaper		0.25 credit/product		max 1 publication/semester
B. Research without publication				
		0.5 credit/ product		Research result is kept in SU library
C. Others				
1. Book Translation		2 credits/book		Reference Book with ISBN 1 title to be Translated/edited by more than 1 person: Lead Translator = 60% Member = 40%
2. Book Editing		1 credit/book		
3. Invention (patent/copyright/HAKI) :				The result must be presented in a scheduled forum
a) Patented				
1) Internationally patented recognized in 4 states		10 credits/product		
2) Nationally patented		5 credits/product		
b) Non-patented				
1) Internationally presented		3 credits/product		
2) Nationally presented		2 credits/product		

9. Community Service

Activities	Credits/semester	Remarks
1. Provides training/ consultation/seminar to community as facilitator: a. Scheduled b. Incidental	1 credit/activity 0.25 credit/activity	
2. Published in Community Services Journal	1 credit/product	
3. Journal reviewer a. International b. National Journal	0.25 credit/product 0.125 credit/product	

10. Structural Position

Item	Credits/semester	Remarks
1. Rector	6 credits	Based on applicable SU organizational structure and appointment by the Provider Agency
2. Vice Rector	5 credits	Based on applicable SU organizational structure and appointment by Rector's Decree
3. Dean	5 credits	
4. Head of Study Program/Centre/Unit/Institute	3 credits	
5. Head of Laboratory/ Studio	2 credits	

11. Supporting Activity

Item	Credits/semester	Remarks
1. Academic Adviser	1 credit for every 12 students	Maximum 2 credits/semester, if there are more than 25 students, it will be deemed as 2 credits.
2. Students' Club Activities Advisor	0.5 credit/activities	One activity equals to 50 work hours per semester
3. Internship Coordinator	1 credit	

12. Member of University/Faculty Body, Committee, and Assessor

Item	Credits/semester	Remarks
1. Chair of Senate University	4 credits	
2. Vice Chair of Senate University	1 credit	

Item	Credits/semester	Remarks
3. Secretary of University Senate	1 credit	Based on applicable SU organizational structure and appointment by Rector's Decree
4. Member of University Senate	0.75 credit	
5. Chair of Faculty Council	0.5 credit	
6. Secretary of Faculty Council	0.25 credit	
7. Member of Faculty Council	0.25 credit	
8. Chair of Committee/Coordinator	0.5 credit/committee	
9. Member of Committee	0.25/committee	
10. Membership of BKD/JJA Assessor	0.5 credit	

13. Professional Development

Activities	Credits/semester	Remarks
1. Pursuing Doctoral Study	max 6 credits	Based on the Rector's Approval
2. Certification of Competence and Profession:		
a. International Certification	1.5 credits	Priority for PhD holders
b. National Certification	0.5 credit	

F. Related Policies and Procedures

List of related policies, associated guidelines and/or procedures