LECTURER WORKLOAD REPORT

STUDY PROGRAM
PANCASILA AND CIVIC EDUCATION
FACULTY OF TEACHING AND EDUCATION
UNIVERSITY LAMBUNG MANGKURAT

RATIFICATION SHEET FOR LECTURER WORKLOAD REPORT

Compiled by:

TEAM of Pancasila and Citizenship Education Study Program

This document has been approved and endorsed to be used as a form of document Type of Examination by Lecturers for Students in the Pancasila and Citizenship Education Study Program FKIP Lambung Mangkurat University.

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Lecturer Workload Report (BKD)

Pancasila and Citizenship Study Program

Faculty of Teacher Training and Education

Lambung Mangkurat University

A. General Description

Based on Government Regulation Number 37 of 2009 concerning Lecturers, every lecturer is required to compile and report Lecturer Workload every semester. The Lecturer Workload Report (BKD) of the Pancasila and Citizenship Study Program of the Faculty of Teacher Training and Education, Lambung Mangkurat University is a reporting document for the Tridharma of Higher Education activities which includes teaching, research, community service, and supporting tasks with a workload ranging from 12-16 credits equivalent to 19.2-25.6 ECTS.

At ULM, BKD reporting is carried out digitally and integrated to ensure accountability and transparency through SISTER (Integrated Resource Information System). BKD results become the basis for performance evaluation, allowance provision, and lecturer career development objectively. This report aims to evaluate academic performance, document academic activities, and become the basis for strategic planning of study program development.

B. ULM's Commitment to HR Development

ULM demonstrates a strong commitment to the management and development of professional, adaptive, and highly competitive human resources. This commitment is formally outlined in the ULM Human Resources Management Document which is authorized through the Rector Decree Number 1372/UN8/KP/2022. This document is the main reference in designing a systematic and sustainable development strategy for lecturers and education personnel. Human resource management in the PPKN Study Program of FKIP ULM is not only limited to administrative aspects and compliance with regulations, but is also directed at encouraging individual capacity building, achieving superior performance, and playing an active role in supporting the achievement of the institution's vision as a superior university in ULM.

support the achievement of the institution's vision as a superior university at the national and international levels.

Various efforts realized by the PPKN Study Program of FKIP ULM in HR development include improving academic qualifications through facilitating further studies for lecturers at S2 and S3 levels, supporting research and scientific publications, and partnerships with foreign universities. Professional competency development is carried out through pedagogic and andragogic training, professional lecturer certification, digital learning technology workshops, and training in the latest research methodologies. Research capacity building is supported by internal and external research grants, the formation of multidisciplinary research groups, reputable international journal publication facilities, and research partnerships with other institutions.

C. BKD Reporting System and Methodology

BKD reporting at ULM is carried out through SISTER which allows real-time monitoring of lecturer activities, data integration with other academic systems, transparency in the performance evaluation process, and ease of access and data verification. In accordance with PP No. 37 of 2009, BKD is compiled and reported every semester with clear and structured reporting deadlines.

The BKD report is done independently by each lecturer concerned, by applying the principle of accountability where each lecturer is fully responsible for the data and information reported. The principle of transparency ensures that all activities are openly documented and verifiable. Objectivity in assessment is based on clear and measurable criteria, while continuity ensures that reporting is carried out regularly and consistently. The BKD preparation process begins with data collection where lecturers collect all supporting documents for Tridharma activities. The analysis and evaluation stage involves an assessment of the achievement of workload targets, followed by documentation through the preparation of structured reports according to a set format. Verification is carried out through internal checks on the completeness and accuracy of the data.

D. Components of Lecturer Workload

The field of education and teaching includes learning planning in the form of preparation of RPS, syllabus, and teaching materials, implementation of learning in class and laboratory, evaluation and assessment of learning outcomes, academic guidance of students, guidance of final assignments / thesis / thesis, and development of curriculum and study programs. The field of research and development includes the implementation of independent and collaborative research, publication of scientific papers in national and international journals, preparation of research proposals and research reports, participation in scientific seminars and conferences, development of educational innovation and technology, and student research guidance.

The field of community service consists of implementing community service programs, counseling and training to the community, consulting and assisting community programs, developing partnerships with external stakeholders, transferring knowledge and technology, and empowering communities through education. Supporting fields include academic and administrative support activities, participation in professional organizations, involvement in institutional activities, and development of competence and self-capacity.

E. Standards and Achievement Results

In accordance with applicable regulations, the workload of lecturers in the FKIP ULM PPKN Study Program is set at a minimum of 12 credits (equivalent to 19.2 ECTS) per semester and a maximum of 16 credits (equivalent to 25.6 ECTS) per semester. The proportional distribution between education, research, community service, and supporting activities is adjusted based on the level of academic position and additional duties.

The evaluation results show that the implementation of **Lecturer Workload in the Pancasila and Citizenship Study Program has met the** established **BKD standards**. The achievement of quantitative targets shows the total workload in accordance with the provisions, the proportional distribution of workload according to the level of academic position, and the fulfillment of the ideal ratio between education, research, and community service. The quality of implementation is reflected in the achievement of learning targets with a high level of student satisfaction, research productivity that produces quality publications, and the positive impact of community service programs.

quality publications, and the positive impact of community service programs on the target community.

F. Conclusions and Recommendations

The Workload Report of Lecturers of the Pancasila and Citizenship Study Program of FKIP Lambung Mangkurat University shows adequate achievements in the implementation of the Tridharma of Higher Education. With a strong commitment from all lecturers and optimal institutional support, the study program is able to maintain the quality of sustainable higher education and contribute significantly to the development of science and community services.

Future improvement strategies include optimizing workload through adjusting task distribution to achieve maximum efficiency, improving quality through developing lecturer competencies with training and certification, and strengthening collaboration by increasing internal and external cooperation in the implementation of Tridharma. The development plan includes the implementation of a more comprehensive monitoring and evaluation system, development of more detailed standard operating procedures, and improvement of supporting facilities and infrastructure.