ABSTRAK

Beban Kerja Dosen (BKD) merupakan representasi kegiatan dosen dalam melaksanakan Tridharma Perguruan Tinggi yang didukung oleh penunjang. Untuk menjamin pelaksanaan tugas dosen berjalan, maka Universitas Telkom membuat kontrak manajemen yang berisi target untuk setiap dosen dalam melaksanakan Tridharma Perguruan Tinggi yang didukung oleh penunjang. Perhitungan BKD dimulai dengan mengidentifikasi data dosen di bidang pendidikan, penelitian, pengabdian masyarakat dan penunjang. Data tersebut dikonversi menjadi informasi menggunakan metode *knowledge conversion* 5C. Hasil informasi tersebut dikonversi menjadi *knowledge* menggunakan metode *knowledge conversion* 4C. Aktivitas penilaian kinerja dosen belum didokumentasikan ke suatu proses bisnis dan masih menjadi *tacit knowledge* dapat dikonversi menggunakan *knowledge conversion* SECI. Berdasarkan hasil penelitian dihasilkan informasi berupa nilai BKD di semester genap berada di rentang nilai antara 3.3 SKS sampai dengan 54.8 SKS dan rentang nilai di semester ganjil antara 0.5 SKS sampai dengan 37.2 SKS. Konversi informasi menjadi *knowledge* menghasilkan *knowledge* berupa komposisi beban kerja bidang pendidikan yang paling besar mempengaruhi nilai akhir BKD dan tidak ada pengaruh antara semakin besar atau semakin kecil beban kerja dosen di bidang pendidikan dengan jumlah publikasi penelitian dosen dan pelaksanaan pengabdian masyarakat. Perbedaan nilai BKD tiap dosen sesuai dengan performansi kinerja dosen di tiap semester. Aktivitas penilaian kinerja dosen yang dikonversi menggunakan metode *knowledge conversion* SECI menghasilkan proses bisnis penilaian kinerja dosen dengan sub proses bisnis penilaian kinerja dosen sebanyak sembilan sub proses.

Kata Kunci: Beban Kerja Dosen, Kontrak Manajemen, *Knowledge Conversion*, 5C, 4C, SECI, Proses Bisnis.

ABSTRACT

Beban Kerja Dosen (BKD) is a representation of lecturer activities in performing Tridharma University that supported by support. In order to ensure the implementation of the lecturer's task doing well, Telkom University make a management contract which contains a target of each lecturer in performing Tridharma University. The calculation of BKD begin with identify lecturer's data in education aspect, research aspect, community service aspect and support aspect. The data is converted to information using method of knowledge conversion 5C. The result of information is converted to knowledge using method of knowledge conversion 4C. Performance assessment of lecturer's activity has not been documented to a business process and still be a tacit knowledge, It can be converted using the knowledge conversion SECI. Based on result of research, It is produced an information such as BKD value in even semester are in the range of values between 3.3 SKS of up to 54.8 SKS and range of value between 0.5 SKS of up to 37.2 SKS in odd semester. Converting information into knowledge produced a knowledge such as the biggest composition of the workload in education aspect that influence the final value of BKD and there is no influence of the larger or the smaller workload of lecturer in education aspect with a number of research publications and implementation of community service. The difference of BKD value according to a performance of each lecturer in each semester. Performance assessment of lecturer's activity that converted using method of knowledge conversion SECI produced a business process of assessment lecture's performance with nine sub process.

Keywords: Beban Kerja Dosen (BKD), Management Contract, Knowledge Conversion, 5C, 4C, SECI, Business Process.