

REVISED JUNE 18, 1997

## TEACHING ASSIGNMENT WORKLOAD DOCUMENT

### DEPARTMENT OF ANATOMY AND CELL BIOLOGY

1. A faculty member's workload shall be assigned by the department head. After consultation with the member, the member shall be offered an initial workload proposal in writing by April 15<sup>th</sup>. The department head and the member shall use their best efforts to reach an agreement on the workload assignment. The department head shall provide the member with the member's workload in writing for the September 1<sup>st</sup> to August 31<sup>st</sup> period normally by May 30<sup>th</sup> in the previous academic year.

When unforeseen events occur after the workloads have been assigned which require alterations in assigned workloads to meet the obligations of the department, the department head shall make all reasonable efforts to rearrange workloads with the consent of the members. If the department head cannot make such a rearrangement, the workload assignment of a member may be altered without the member's consent, so long as the department head makes a reasonable choice from the pool of qualified members, with due regard to the circumstances and commitments of those members.

2. To ensure an equitable allocation of teaching assignments, the following factors which influence the effort required to carry out a given teaching assignment shall be considered by the Department Head when determining teaching workload:
  - (a) course directorship
  - (b) expected course enrollment
  - (c) requirements for supervision of laboratory work
  - (d) additional preparation required for courses that are new to a member, substantially revised or outside a member's expertise
  - (e) availability of markers or teaching assistants
  - (f) the level and type of course
  - (g) special features pertaining to the course
  - (h) the nature of the subject
  - (i) teaching and evaluation methods

It is recognized that preparation of a new course or a course given by the member for the first time requires more work, while teaching the same course more than once requires less work.

The normal workload standard will be determined by dividing the total number of departmental teaching hours by the number of tenure/tenure track operating budget positions. However, because of specific individual circumstances including an individual's current commitment to research, and creative or scholarly work this standard could be adjusted. Factors which could modify the normal workload would include:

a) **External Salary Support**

A member who receives salary support from a scholarship awarded by a recognized funding agency will be assigned a reduced workload.

b) **New Appointees**

**Junior Investigator** A member who has not previously held a comparable university level research and teaching position and is not established in the academic profession shall have a reduced workload during the first year of appointment. In subsequent years, until the awarding of tenure, the workload would be expected to increase, but be less than the normal workload.

**Senior Investigator** A member who has held a comparable university level research and teaching position and who is established in the academic profession will have a workload comparable to those in the department at a similar level.

c) **Research/Teaching Ratio**

A higher involvement in scholarly work and service activities may result in a lesser quantity of assigned teaching duties, provided that the overall quantity of duties which the department must carry out can still be accomplished without placing undue burden on the other members. Conversely, a lesser involvement in scholarly work will usually result in an increased teaching workload.

d) **Adjuncts**

Adjunct members would be expected to carry significant teaching responsibilities. The appointment of adjunct members will affect the "normal workload" for other members.

4. Members may request or agree to teach in courses outside of the department in addition to their appropriate teaching load within the department. Normally, they would not be entitled to a reduction in their teaching load.
5. Although undergraduate/graduate student and post-doctoral supervision take a significant amount of time, this is usually repaid by increased productivity and publications which benefit the member's career. Therefore, reduction in assigned teaching will not automatically follow as a result of student supervision.
6. All reasonable efforts shall be made to ensure that workloads are equitable and just, it being understood that circumstances such as unexpected unavailability of colleagues may impose a short-term imbalance of workloads.