

DEPARTMENT OF BIOCHEMISTRY

WORKLOAD DOCUMENT

Introduction

Article 6 of the Collective Agreement states:

The parties recognize that the nature of the University gives rise to academic responsibilities. The academic responsibilities of Members arise from their involvement in an appropriate combination of:

- a) undergraduate and graduate teaching, counselling, and supervision; or professional practice of Librarians and Archivists;
- b) research, scholarly, and creative activities; and
- c) academic, professional and University community service.

The exact distribution of these duties may vary among disciplines and may vary among individuals and with type of appointment, in accord with the relevant provisions of this Agreement.

Article 34 of the Collective Agreement requires each department to establish a workload standard for its members "which shall be a balance of commitments to teaching, research, and service."

A member's workload is assigned by the Head of the Department, who will make all reasonable efforts to achieve an equitable distribution, and should take into account:

- a) the normal workload standard of the dept.
- b) the member's current commitment to research.
- c) any restrictions imposed by the external funding of members' salaries.
- d) the career development of the member; initial tenure track appointments should have less teaching and service for the first year and normally throughout the initial appointment.
- e) a higher load in one area may result in a lesser load in another.

Research

It is recognised that research and scholarly activity are major priorities for the academic staff and for the University. However, research and scholarly activities are, by their nature, not

assignable duties. The level of an individual's activity in these areas must be taken into consideration when duties such as teaching, administration and university service are assigned. The quality of faculty which the university is able to attract depends, to a great extent, on the University's ability to provide an environment conducive to the successful pursuit of research and the maintenance of external research grants. The best graduate students, post-doctoral fellows and sabbaticants will only be attracted to a university department renowned for its research activity and the quality of laboratory facilities, graduate courses and supervision available. Therefore, by the nature of **experimental** research, the **greater** part of a Biochemistry Department faculty member's time is devoted to research. This has to be balanced however with the responsibilities of the Department to provide undergraduate teaching (to both Faculty of Arts and Science students and to medical and nursing students), and to participate in the governance, administration and service of the University.

Service

The major Departmental service requirements are:

- a) participation in the ongoing governance and business of the department (e.g. curriculum and policy decisions) by attendance at the regular Departmental meetings
- b) the Graduate Program Committee
- c) the Personnel and Appointments Committee
- d) academic advisory positions to the Honours Biochemistry and the Life Science students.
- e) co-ordination of the Co-op Degree Program

Other Departmental committees tend to be ad hoc and limited in duration. Faculty members are also expected to contribute in other service areas, most commonly Faculty and University Committees, granting agencies and editorial boards. Some of these may involve many hours per annum. A member's service expectation should take account of both internal and external service commitments but not to the total exclusion of any internal service commitment.

Other external commitments

A member may engage in consultative work and research based activities with external agencies as long as his does not interfere with academic, teaching and university service duties. Normally such external commitments should not exceed 25% of a members **time**.