

To: Faculty, Department of Chemistry

From: Workload Committee (Mike Baird, Warren Baker, Axel Becke, Al Norris,  
Jeff Wan, Suning Wang, David Wardlaw)

Date: 1997.05.02

Re: Recommendations re normal workload (for consideration in faculty meeting of May 8).

## RECOMMENDATIONS

### Teaching.

We recommend that the "normal" teaching load will include one term of a "service" course (defined as including all first and second year courses except for Chem 210, 244 and 120/1J), a one term 3rd or 4th year course (or Chem 210, 244, 120/1J) and one graduate module. A member of faculty who is demonstrably active with respect to administrative and research activities (see below) would not normally be expected to, for instance, teach more than one term of a "service" course in any academic year. If program requirements are such that one or more faculty must teach more than one term of such a course, then faculty who are relatively inactive with respect to administrative and research activities should be considered first. Since the identities of the "service" courses may change on occasion, the above definition should be reconsidered as necessary.

### Administration.

We recommend that an average administrative load, involving committees which meet regularly or the equivalent, be determined and used as a basis for establishing a norm. Also to be considered are major departmental responsibilities such as headship, undergraduate chairs, position of coordinator of graduate studies and the inevitable external activities such as editorships or service on NSERC grant selection committees. The implications of these should be settled via direct negotiations with the Head.

### Research

We recommend use of the criteria listed below in no particular order. All are reasonable and useful indicators of the time a member of faculty has spent or is spending on research-related activities. Important in use of the criteria, of course, are both the extent and the quality of the work being done, and assessment of the extent factor should be based on departmental norms established on the basis of three-year rolling averages of data which are available in our annual reports to the Dean.

- service on thesis and comprehensive committees and as 4th year project judges.
- research personnel being trained.
- refereed papers.
- invited conference presentations.
- contributed conference presentations and departmental seminars.
- professional service (refereeing, reviewing).
- research funding.
- contract funding.
- patents for work done at Queen's.
- external awards.

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