

WORKLOAD STANDARD
for the
DEPARTMENT OF CIVIL ENGINEERING

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civ eng 1029

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WORKLOAD STANDARD FOR THE DEPARTMENT OF CIVIL ENGINEERING

1. INTRODUCTION

According to the collective agreement between Queen's University and the Queen's University Faculty Association, each department has to establish a workload standard within six months of the ratification of the collective agreement, i.e. by early July 1997.

This process involves three steps:

1. Development of a method of measuring the workload.
2. Establishing a workload standard.
3. Placing restraints on the way in which the workload requirement is satisfied.

The method of assessing the workload in terms of the teaching, research and administration components of a faculty member's responsibilities is discussed in Section 2.

The standard recommended workload for the Department of Civil Engineering is described in Section 3.

The restraints on the blend of teaching, research, administration and service are described in Section 4.

2. DEFINITION OF WORKLOAD UNIT

It is one of the strengths of the university that individual faculty members enjoy the freedom (within limits) of tailoring the mix of teaching, research and administration to coincide with their own particular interests.

In developing the workload standard for Civil Engineering, the Department has attempted to maintain this flexibility, while at the same time devising a system which assesses the contributions made to the total workload by the individual's blend of teaching, research and administration in an equitable and impartial manner.

Accordingly, the workload associated with as many as possible of the activities in which faculty are engaged has been evaluated in terms of a quantity referred to as a workload unit (WLU).

The number of WLUs assigned to a wide range of activities is given in the attached table. Some explanation of the entries in this table is provided in sections 2.1 to 2.6.

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2.1 Teaching

The work involved in teaching a course is dependent on the amount of lecture, laboratory, tutorial and marking time and the number of students taking the course.

The weight for each course is given by the equation

$$WLU = 1.0 * \left(\frac{Units}{9} \right)^{0.5} * (0.75 + 0.004N)$$

where Units = number of Applied Science units for given course
N = number of students in course.

According to this equation, the weights for courses given in Civil Engineering range from 0.8 to 1.4 WLU.

This equation applies to both undergraduate and graduate courses.

Note: All short courses are assigned a weight of 0.5 WLU.

The workload associated with a non-standard course such as CIVL 466 is treated as a special assignment.

2.2 Research

The base weight given to an M.Sc. (Pattern I) or Ph.D. student is 1.0 WLU, the weight given to an M.Sc. project student is 0.3 WLU.

Supervision of M.Sc. (Pattern I) and Ph.D. students contributes to an individual's total workload in accordance with the following relationship:-

Contribution to workload = $(1.0 \text{ WLU}) (0.960^{N-1})N$ where N = number of research students supervised by the faculty member

Thus, a faculty member supervising one research student would be credited with 1.0 WLU, a faculty member supervising two research students would be credited with 1.92 WLU and so on.

M.Sc. students are counted for load for 2 years and Ph.D. students for 4 years with the load prorated for the portion of the year the student is being supervised.

2.3 Departmental Administrative Duties

The ratings for departmental administrative duties shown in the table, are as follows:

Head 5.0 WLU

Chair of Undergraduate Studies 1.5 WLU

Coordinator of Graduate Studies 1.0 WLU

4th Year Coordinator 0.5 WLU

2nd and 3rd Year Coordinators 0.4 WLU

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2.4 Committee Work

The Head in conjunction with the faculty member will decide the weight to be given to committee work and special departmental assignments. Credit will only be given for committee responsibilities approved by the Head.

2.5 Adjustments

A line for adjustments is shown in the table. This is for unusual conditions, e.g. for sharing a course with a teaching apprentice, delivering a new course. The allowance for teaching a course for the first time is 0.5 WLU.

2.6 Service

There are other activities in which all faculty members are expected to participate:

Examples of these are:-

- Departmental meetings, internal and external thesis examination committees, Ph.D. comprehensive examinations, seminars, Faculty Board meetings, Division III meetings, supervising 4th Year reports,
- First year orientation, Departmental retreats, open house, open forum, alumni weekend, annual banquet, iron ring ceremony, Advisory Council on Engineering, Departmental newsletter, Dean's scholar reception, NSERC site visit, convocation ceremonies, Science Quest, QPID, science fairs, Departmental events,
- Review of research and scholarly material, conference organisation, participation in professional organizations.

The extent to which faculty participate in these activities obviously varies from individual to individual. It is suggested that a load of 0.5 WLU would be typical, but that variations from this norm would be entertained at the Head's discretion.

3. STANDARD WORKLOAD

A standard workload will be in the range of 8 to 10 WLU. This range and the WLU assigned to various activities may be reviewed by the Department at any time.

The Head will allocate workload so that all faculty members have approximately the same workload based on a three year rolling average.

The year for which the load is determined is from July 1st to June 30th.

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4. RESTRAINTS

Every faculty member is expected to participate in teaching, research, administration and service. The generally accepted proportions are 40% teaching, 40% research and 20% administration and service.

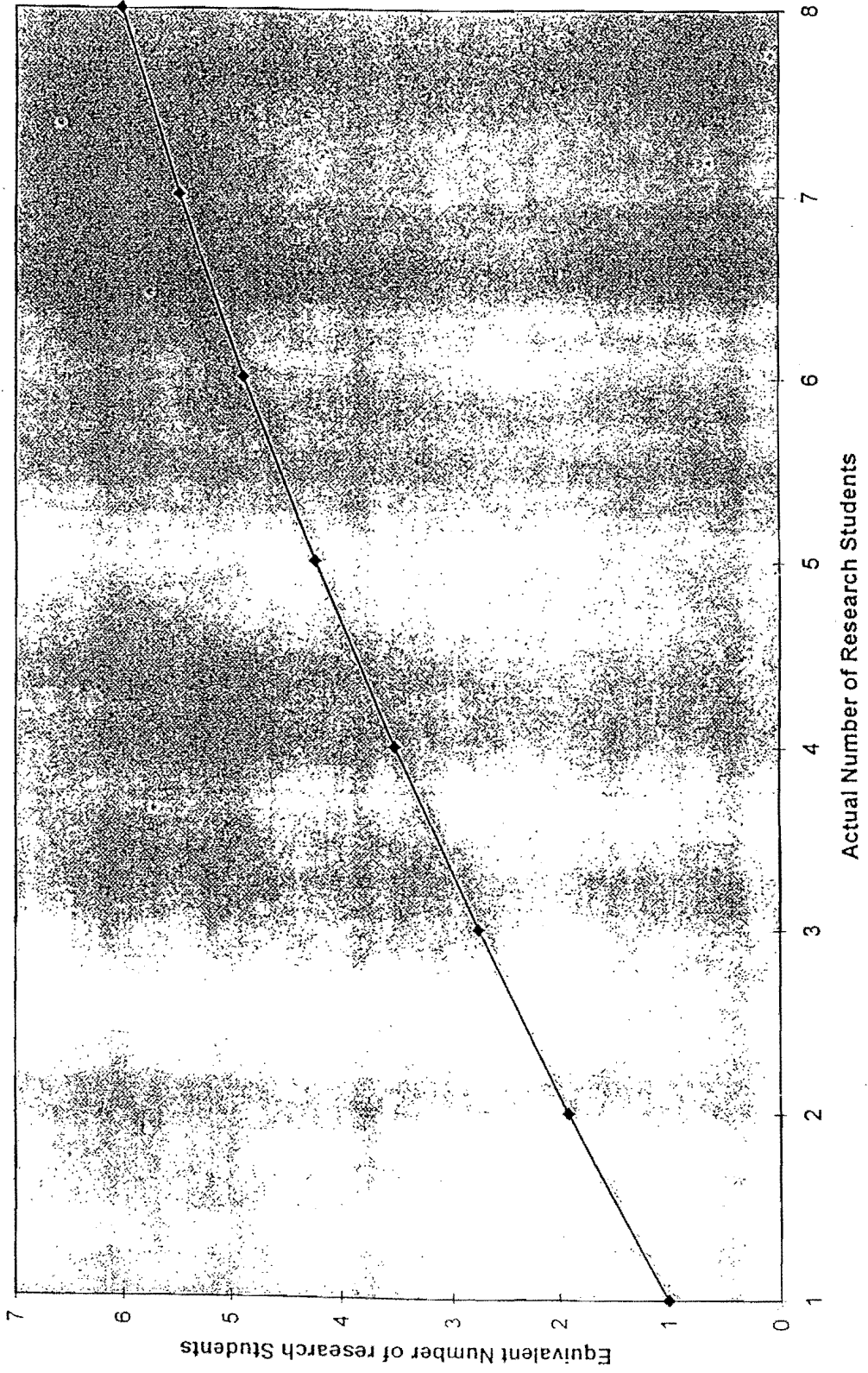
Faculty members may choose different percentages during their careers with the Head's approval subject to the constraint that an individual must teach at least two courses, one of which must be a core undergraduate course.

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Activity	Work Load Units						
Undergraduate or Graduate Course	*						
Short Course	0.5						
Special Teaching Assignment	+						
Adjustments e.g. teaching apprentice, new course	+						
Supervision of Doctoral Student	#						
Supervision of MSc Pattern I Student	#						
Mentor for MSc Pattern II Student	0.3						
Research Assistant	1.0						
Other Research Activity	+						
Department Head	5.0						
Coordinator of Graduate Studies	1.0						
Chair of Undergraduate Studies	1.5						
4th Year Coordinator	0.5						
2nd or 3d Year Coordinator	0.4						
Approved Committee Responsibilities	+						
Special Assignment	+						
General Service	+						
* WLU = $1.0 \cdot (\text{Appl. Science course units}/9)^{0.5} (0.75 + 0.004N)$ where N=number of students in course							
# WLU = $1.0 \cdot (0.96^{n-1})n$ where n=total number of PhD and Research MSc supervised by faculty member							
* WLU to be decided by Head in conjunction with faculty member							

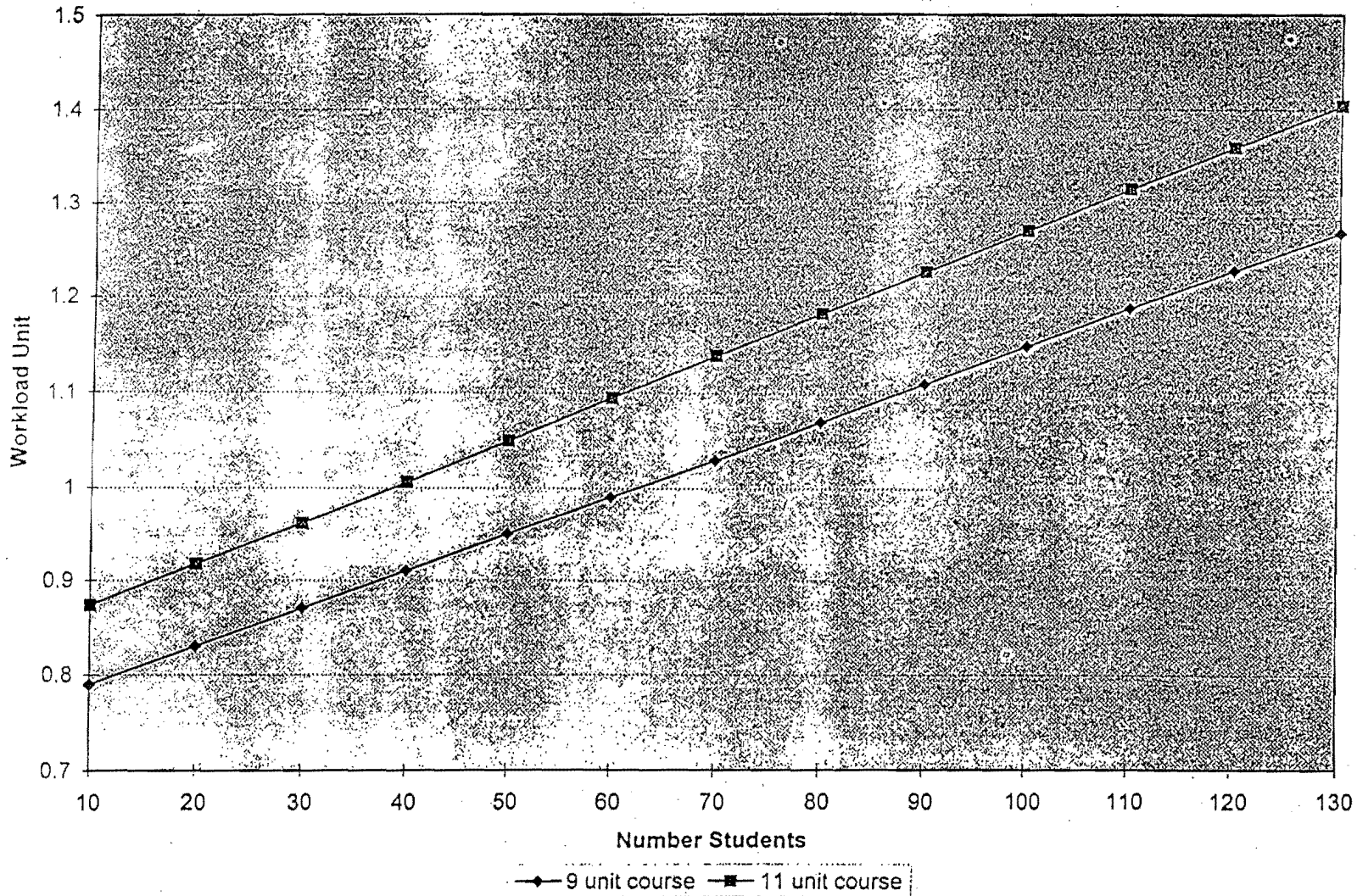
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Research Students



6/8/89

Course Weight



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