

**STANDARD OF WORKLOAD POLICY  
FACULTY OF EDUCATION  
QUEEN'S UNIVERSITY**

**June 2011 [submitted to the Office of the Dean July 21, 2011]**

Workload Committee: Magda Lewis (chair), Maria Myers, John Kirby, Geoff Roulet, Joan McDuff

**A. PREAMBLE**

All Members are advised to read the Collective Agreement Between Queen's University Faculty Association and Queen's University, hereafter referred to as the Agreement. The Collective Agreement is available at:  
<http://www.queensu.ca/vpac/FacultyRelations/CollectiveAgreements/CAFinalEditsDec2008.pdf>  
and also at: <http://www.qufa.ca/>

The Agreement is the default document in governing the Standard of Workload. The Standard of Workload is intended to be consistent with relevant Articles in the Agreement.

1. **Governing Principle**: just and equitable distribution of Workload—teaching, research and service—as guaranteed by the terms of the Agreement takes precedence in decision making and will guide the assignment of Workload.
2. **Distribution**: The Standard of Workload Policy document shall be distributed (electronically or hard-copy) by the Unit Head to all Members each year prior to the beginning of the negotiations of workload assignment for the following academic year.
3. **Member**: As per Article 37.1.1, throughout this document, the term “Member” means “Non-renewable, Special, Continuing Adjunct, Tenure-Track, and Tenured Members”<sup>1</sup>.
4. **Purpose of the Standard of Workload**: as required by the Agreement, to serve as the operational reference point for the yearly assignment of workload for Members.
5. **Functions and goals of the Standard of Workload**: to allow Members to arrange their responsibilities in the most efficient allocation of work and time, given the academic obligations of the Unit; to provide transparency by allowing Members to see and understand the calculation of their own responsibilities and those of their colleagues; to distribute responsibilities equitably; to accommodate teaching and research; to define teaching loads in a manner that encompasses all teaching responsibilities giving credit, over and above classroom teaching, to such activities as supervision, labs, coaching and other activities that constitute programme delivery; and to achieve a reasonable work/life balance<sup>2</sup>.
6. **Transparency**: As per Article 37.1.5.b, “the Unit Head shall make available a list of teaching and service duties of all Members as they are being formulated for the following

---

<sup>1</sup> For definition of Member see Article 1.3. Note: Re. “Term Adjunct” Workload and Reappointment and Promotion of Adjunct Members see Article 37 and Article 32 respectively.

<sup>2</sup> QUFA. (2008). Know Your CA. Issue 5. 28, October. Accessed at [http://www.qufa.ca/publications/know\\_your\\_ca\\_2008/KYCA-5-Workload\\_Standards.pdf](http://www.qufa.ca/publications/know_your_ca_2008/KYCA-5-Workload_Standards.pdf)

academic year, and a summary list of the final allocations in the fall for that year". The summary shall be provided in a timely fashion and listed by Member.<sup>3</sup>

#### B. OPERATING PRINCIPLES:

1. The Faculty of Education is responsible for the delivery of undergraduate (BEd/Dip Ed), and graduate (MEd and PhD) programmes. These are offered and administered over three academic semesters designated as **Fall, Winter and Summer**
2. Tenure-Track and Tenured Members will receive an annual teaching assignment not exceeding 2.5 courses<sup>4</sup> per academic year and this will constitute 100% of their **teaching** load. The typical arrangement among Teaching, Scholarship and Service components is 40%, 40% and 20% respectively. **Exception:** As per Article 37.2.6.a, "the Unit Head shall assign a less-than-typical load of both teaching and service duties during the first year of a Member's Initial Tenure-track appointment". A "less-than-typical load" of teaching will constitute course assignment not exceeding 2.0. As per Article 37.2.6.a, "Normally, a less than-typical combined load of teaching and service duties should continue for the entire Initial Tenure-track appointment".<sup>5</sup>
3. Non-renewable and Special Members are full-responsibility appointments, will be treated in the same manner as Tenure-Track and Tenured Members, and will be compensated accordingly.
4. Continuing Adjunct Members will receive an annual teaching and service assignment negotiated between the Member and the Unit Head. Compensation for teaching and service will be governed as per the Collective Agreement (Article 42.3.2). Service will be negotiated with the Unit Head on an annual basis. Any change in a Member's % FTE must be agreed upon by both the Member and the Unit Head.
5. As per Article 37.2.4 Members may carry a "credit" or "debit" balance in teaching duties by teaching more or less than the normal load described in this Standard of Workload Policy as long as the total load over a five-year period is consistent with the Standard of Workload. The Unit Head is to maintain and make available a list of the running balances of Members in the Unit.
6. Regarding Article 37.2.5 "[c]reative ways to arrange teaching assignments...": Request for clarification of this Article by the Joint Committee for the Administration of the Agreement (JCAA), revealed that there is no agreed upon definition. Hence, this Article a) will not be operationalized in the Faculty of Education until such time as the Article achieves an agreed upon definition published in the CA, or b) if removed from the CA, will become mute.
7. As per Article 37.2.6.b "the Unit Head shall only assign teaching duties to Members for **two (2) four-month (4-month)** periods during each academic year, except in the event of an unforeseen and urgent situation, in which case Members may agree to accept additional teaching duties for which the Members shall be compensated by either an

<sup>3</sup> Please note: this Article, required by the Collective Agreement, refers to making available a list of assigned Teaching and Service duties only. It does not include personal information regarding negotiated release time and leaves.

<sup>4</sup> For definition of "course" see C.1.b and C.2.b below

<sup>5</sup> The term "normally" refers to "standard practice". Practices other than those undertaken "normally" will constitute, and must be justified as, exceptional cases.

overload payment or a corresponding reduction of workload in a following academic year". However, by the terms of this Standard of Workload, individual Members may voluntarily distribute their teaching component across three consecutive semesters. In such case, the distribution of teaching across three semesters will reflect negotiations between the Member and the Unit Head, will not be considered the normal pattern, will not be the cause for extraordinary merit considerations, and will be subject to the written agreement of the Faculty Member. Unless specifically contracted to do so, no Member may be required to teach in all three semesters except as covered by Article 37.

8. As per Article 37.2.10 "[t]he University will make a reasonable effort to assign and schedule teaching responsibilities in a manner that provides each Member with **one (1) day each week** during the teaching term that is free of teaching and administrative responsibilities in order to be able to concentrate on research activities". However, by the terms of this Standard of Workload, individual Members may voluntarily distribute their teaching component across five consecutive days. In such cases, the distribution of teaching across five days of the week will reflect negotiations between the Member and the Unit Head, will not be considered the normal pattern, will not be the cause for extraordinary merit considerations, and will be subject to the written agreement of the Faculty Member.

### C. ELEMENTS OF WORKLOAD RELEVANT TO PROGRAMME DELIVERY AND QUALITY

#### *1) Bachelor of Education/Diploma in Education Programme:*

- a. All Members shall contribute to the delivery of the BEd/Dip Ed programme within their field(s) of expertise.
- b. Normally, courses in this programme are i) weighted at 0.5; ii) will have an enrollment of ~ 22 to ~ 40 students; and iii) will be limited to ~ 36 instructional hours per 0.5 course. (Multiples of these components will be prorated: eg 1.0, 1.5 etc). TA support will be provided upon request and assigned as available.
- c. Large Lecture Instructional Courses: Under extraordinary circumstances, and justified using Faculty Board processes (e.g. by motions of Standing Committees), programme components may be delivered in formats not conforming to the above outlined course delivery template. This would arise, for example, when it is agreed, using Faculty Board processes, that components of the programme are best delivered in a fashion tailored to entire Divisional Panels (ie. P/J and/or I/S).

Such cases notwithstanding, the driving principles of course delivery remain: i) to maintain the intellectual quality, cohesiveness, and integrated quality of the academic programme, ii) to meet the intellectual needs of the students, and iii) to respect the intellectual work of Members.

The weighting for courses that do not fit within the normal parameters as described in C.1.b shall be based on ~ 350 students<sup>6</sup>, and ~ 36 instructional hours, in the following way: ~ 350 students and ~ 36 instructional hours = 1.0.<sup>7</sup>

<sup>6</sup> Given the intention of the Large Lecture Instructional Courses "~350" refers to an entire Divisional Panel that may, in any given year, fluctuate between 300 to 400 students. Workload will not be prorated in such cases. However, TA support will increase or decrease accordingly.

<sup>7</sup> Eg. ~350 students and ~9 instructional hours = .25

TA support for large instructional courses will be prorated as per: ~ 350 students @ ~ 36 instructional hrs = 8 half time<sup>8</sup> TAs.

- d. PRAC 190/191(Practicum Supervision) is: weighted at 1.0; will have an enrolment of ~22 students; will include field based academic instruction and practicum supervision in 3-4 schools.

**2) Graduate Programme (MEd and PhD):**

- a. All Graduate Faculty shall contribute to the delivery of the graduate programme within their field(s) of expertise.
- b. Normally, courses in the MEd programme i) are weighted at 0.5; ii) will be limited to ~36 instructional hours per 0.5 course.
- c. Normally:  
**Required courses** in the PhD programme: i) are weighted at 0.5; ii) will be limited to ~36 instructional hours per course.  
**Non-required** courses in the PhD programme: i) are weighted at 0.5; ii) will have an enrolment of no less than 3 students; iii) will be limited to ~36 instructional hours per course.
- d. Besides course teaching responsibilities, workload in the graduate programmes also includes programme supervision, thesis committee membership, dissertation committee membership, project reading, comprehensive examination committee membership, colloquium chair, Unit Head's delegate for oral examinations, external examiner for oral examinations, and any other requirements of graduate programme delivery.
- e. Some components of graduate supervision are given Graduate Supervision Units. GSU is defined as points earned for contribution to the successful completion of components of graduate supervision.
- f. GSUs are given the following points:

Independent Study Supervision = total 1.0

MEd Project Supervision = total 2.0

MEd Thesis Supervision = total 4.0

Suggested distribution: MEd Thesis Supervisor = 3.5

MEd Thesis Supervisory Committee Member = 0.5

PhD Dissertation Supervision = total 8.0

Suggested distribution: PhD Dissertation Supervisor = 6.0

PhD Dissertation Supervisory Committee Member = 1.0

- g. When a Member accumulates 12 GSU points they are eligible for a 0.5 workload credit or its equivalent.
- h. GSUs are accumulated using a running total<sup>9</sup>.

<sup>8</sup> Full-time TA = 200 hrs over two semesters. Half-time TAs = 100 hrs and may be completed over one or two semesters.

<sup>9</sup> When this Workload Agreement comes into effect, Members' existing GSU totals must be revalued (ie. multiplied by 4) in order to conform to the new formula.

- i. The Unit Head is responsible for maintaining a list of running totals of GSU credits for each Member.
- j. The maximum workload credit that can be claimed in any one academic year is 0.5.

**3) On-line and Blended Courses:**

Normally, courses in this format are weighted at 0.5, will have an enrollment of no more than ~15 students, and will be limited to ~36 instructional hours per course. (Multiples of these components will be prorated, eg. when the course enrollment is more than 15 students).

**4) Course Programme Development**


All Members are responsible for managing the implementation of their courses and maintaining the records necessary to report on student progress and achievement. Members will also maintain current course outlines describing expectations, assignments and grading procedures. Course outlines are to be submitted promptly to the Unit Head upon request. For additional workload credit beyond this common responsibility Members may request consideration for primary responsibility for course development, organization and delivery which will be considered in a fair and equitable manner.

**5) Administration**

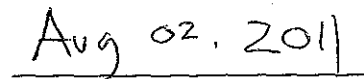
Opportunity for administrative duties over and above typical service contributions, will be advertised and follow a transparent and democratic process. Such assignments may comprise part of the Workload. In the case of onerous administrative duties, such as programme coordination, directorships where applicable, group coordination (eg. MSTE Coordinator), discussions and consultations between the Unit Head and the Member will determine the appropriate level and form of compensation. Such agreements will be dealt with fairly across Members.

Ratified by the members of Faculty Board, Faculty of Education on June 30, 2011.

Accepted by:



Stephen Elliott, PhD  
Dean



Date

cc. Chair, Faculty Board  
Chair, Standard of Workload Policy Committee  
QUFA