English Department

Departmental Workload Standard

In accordance with Collective Agreement article 34.1, the Department agreed unanimously at a meeting on April 8, 1997, that the following should be its workload standard.

(1) Teaching load

The standard teaching load is 2.5 courses per academic year. The normal distribution of these courses is one at the 100-200 level, one at the 300-level, and one half at the graduate level. Teaching is understood to include the preparation and presentation of courses, evaluation, academic counselling, curriculum development, and the supervision of academic assistants.

(2) Supervision

All members are expected to be active in supervising or assisting in the supervision of graduate dissertations and theses and undergraduate honours theses in their respective fields.

(3) Research

All members are expected to be active in academic research in their respective fields and to disseminate the findings of their research primarily in publication but also, when appropriate, in conference presentations, colloquia, public lectures, etc. Although the Department is principally engaged in academic research, it fully recognizes the value of creative writing.

Members are encouraged to play an active role in the profession.

(4) Administration or Service

All members are expected to be active in administration or service both at the Departmental and Faculty/University levels.

(5) Changing Distribution of Workload over a Member's Career

While subscribing to the 40/40/20 formula as an approximate guide, the Department recognizes that the distribution of a member's work may change over the course of his or her career.

(6) Extraordinary Administrative Tasks

The Department recognizes that the extraordinary administrative tasks of Departmental officers warrant a reduction in their teaching load, viz. a 1.5 course reduction for the Head, and 1.0 for both Graduate and Undergraduate Chairs.

(7) Diversity of Appointments

The only type of renewable appointment the Department makes other than tenure-track/tenured professors is that of adjunct professors, groups II-III. The expectations for this position are indicated in article 1 of this document, save that the number and distribution of courses may vary.

(8) Changing the Workload Standard

In accordance with Collective Agreement article 34.1.7, the Department wishes to emphasize that the above workload standard may change as the Department considers necessary.

April 8, 1997