

SCHOOL OF ENVIRONMENTAL STUDIES
Departmental/Unit Workload
Version: August 12, 1997

This document defines the workload for faculty members seconded half-time to the School of Environmental Studies, in accordance with Article 34 of the 1997 Collective Agreement between the Queen's University Faculty Association and Queen's University. The workload was established by a 'Committee of the Whole', comprising each of the four faculty members appointed and seconded to the School by January 1, 1997.

The defined workload is not meant to be absolute; in some years, individual faculty members may assume greater or lesser loads than is described below. Over several years, the distribution of effort among teaching, research and administration should average about 40%, 40% and 20%, respectively. However, the intent is that over several years, the average load will correspond to the prescription, as shown by each faculty member's Annual Report to the Head of their Home Department, and will be roughly equal among faculty members. Some relief will be given to new faculty members in their first year to allow the development of a research program, and where possible, this relief will be extended through the initial appointment. The Director of the School has the same duties and responsibilities as the Head of a Department, and under the collective agreement (Article 35.7.2), "shall receive a reduction in other workload duties commensurate with his or her delegated administrative responsibilities".

Under Article 34.1.3, the workload for each faculty member includes the following:

a. Teaching (see attached policy document)

It is expected that each faculty member will contribute to teaching in their Home Department and in the School of Environmental Studies, provided that their total teaching load does not exceed the teaching load prescribed in their Home Department and that their load in the School is equivalent to that of other seconded faculty members in the School. Faculty members on a reduced term of appointment will carry a fractional teaching load in proportion to their appointment.

The normal expectation of the School is that each faculty member will teach 1.0 full course equivalent of ENSC or ENVS courses each year, comprised of some combination of lecture courses, field courses, supervision of ENSC Honours thesis projects, supervision of an interdisciplinary project, or an equivalent mutually acceptable to the faculty member and the Director of the School.

In assigning teaching loads, recognition will be given, where possible, to variations among courses in factors such as preparation time, class size, requirements for assistants and laboratory work, the location of the course, etc.

b. Scholarly/Academic/Research or other creative work

It is expected that faculty members will conduct a research program related to environmental issues. This research will be centred within their Home Departments and/or within the School

of Environmental Studies, depending on opportunities for funding, for other resources, and for interdisciplinary collaboration. This research should be used to sustain training of post-graduate students and senior undergraduates who qualify for undergraduate thesis research.

c. Normal administrative load

It is expected that faculty members will contribute to the normal administrative tasks of the School. This includes participation in the Committees of the School (currently a single 'Committee of the Whole'), responsibility for specific tasks (e.g. academic advisor), and responsibility for *ad-hoc* duties as they arise. Assignments may not be easily divisible among faculty members and may exceed the target of 20% of total time devoted to administrative tasks. Where the deviation from the target is substantial due to regular or *ad-hoc* assignments, release from teaching may be negotiated with the Director.