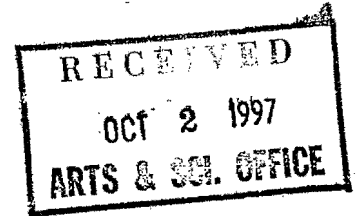


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Department of Film Studies  
Workload Standard

1. Normal Teaching Load

The normal teaching load for regular faculty is 2.5 courses, undertaken during Fall and Winter Terms. The Department Head's normal teaching load is 1.0 courses, during Fall and Winter Terms. Teaching is understood to include preparation and presentation of courses, counselling and evaluation of students, and curriculum development.

In making individual teaching assignments, consideration must be given not only to the number of courses, but also to the total number of students for which the instructor is responsible, to supervisory or other responsibilities specific to different courses, and to any other relevant considerations. When a faculty member's course or student load exceeds departmental norms, account should be taken when the member's workload is negotiated in succeeding years. Consideration must be taken as well of the time and effort involved in new course preparations and in teaching a large number of different courses in the same academic year.

2. Normal Supervisory Load

Faculty members supervise undergraduate independent study projects and directed studies courses in their areas of expertise. Responsibility for such projects is shared equitably among faculty members, and determined by rate of application and acceptance by a committee of the whole.

Supervision may also involve teaching assistants or graders in courses where enrolments warrant or research assistants.

From time to time, faculty members may also be invited to participate extradepartmentally in advising or examination of undergraduate or graduate students.

3. Normal Commitment to Scholarly and Academic Research or Creative Work

Faculty members are committed to produce evidence of recently completed research and/or creative work and an ongoing program of such work. The proportion of a faculty member's work that this represents may vary from year to year.

4. Normal Administrative Load

Faculty members participate regularly in administrative service to the department, faculty and university. Departmental positions currently include: Department Head; Chair of Undergraduate Studies; Academic Advisers; counsellors for Special Field Concentrations; University Library Representative; Women's Studies Liaison; responsibility for departmental film and video collections; Departmental Computing Representative. Departmental committees include Appointments; Renewal, Tenure, and Promotion; Curriculum; Visitors; Equipment; Space Planning.

5. Changing Distribution of Workload Components Over Career

A faculty member's commitment to the components of work continue throughout a career, though the weight accorded to each component will change. This represents a particular concern in the case of new faculty.

Teaching represents a more time-consuming priority in the first few years of a new, entry-level appointment. New faculty members are thus offered a reduction in course requirements, normally 0.5, in their first year. A faculty member's service to the faculty and university are limited in the

first few years of appointment, though s/he participates regularly in service at a departmental level. Research and creative work increase proportionally after the first few years of an appointment.

Innovation in teaching, including the modification of courses and the development of new courses, continues throughout a faculty member's career.

6. Diversity of Appointments and Specialised Functions Within Department

Adjunct faculty are appointed to specific course assignments. Initial adjuncts may be invited to participate in departmental services as appropriate, but are not required to do so. Renewable adjuncts may undertake service to the department, faculty, and university. Cross-appointed faculty are invited to participate in the activities of the department.

7. Past Practices in the Department

When not specifically addressed by the collective agreement, and subject to the provisions of this workload statement, past practices of the department remain in effect.

8. Academic Program Obligations

The department has an obligation to schedule on a regular basis courses required for students to complete the programs of study in which it participates, including FIILM concentrations and Special Field Concentrations.

9. Mechanisms for Dealing with Extraordinary Tasks Accompanying Administrative or Other Work

Generally with prior agreement, the department may endeavour to provide compensation to a faculty member for extraordinary administrative or other tasks through such means as teaching relief or research assistance. A record of such compensation and the reasons for granting it shall be kept on file in the departmental office.

September 1997