

## French Studies Workload Document

### Normal Teaching Load

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The normal annual teaching load will be 2.5 full courses or their equivalent in half-courses. Normally, one half-course of the 2.5 course total will be taught at the graduate level.

Regular tasks associated with teaching include course preparation, academic counselling, and evaluation. Faculty members are expected to be available to answer questions during tests and exams.

A number of administrative positions will entail a reduction in teaching load, as follows:

Task	Annual reduction
Chair of Undergraduate Studies	one half-course
Coordinator of Graduate Studies	one half-course
Coordinator of Communication and Culture program	one half-course
Director of French Centre	one half-course
Head of Department	1.25 courses

Coordination of multi-section courses will entail no reduction in teaching load.

It is expected that instructors and course coordinators will supervise graduate teaching assistants according to their needs. This will entail no reduction in teaching load.

Any faculty member may propose new courses or new course materials. This will entail no reduction in teaching load.

### Thesis Supervision

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To the extent that their workload permits, it is expected that faculty members will agree to direct theses and to participate in thesis and examination committees.

The following formula will apply to requests for relief from teaching for direction of theses.

- PhD theses will have a weight of 2 units for the first four years of the student's registration, and a weight of 0 units thereafter.
- MA theses will have a weight of 1 unit for the first two years of the student's registration, and a weight of 0 units thereafter.
- Co-directed theses will have a weight set at one-half their regular weight.
- A faculty member with a total weight of 8 units or more in a given year may approach the Head of Department to request a one-half course reduction in teaching load. The decision of the Head shall take account

of the staffing needs of the Department and the availability of resources. Where, in the Head's opinion, loss of an undergraduate half-course would have a detrimental effect on the operation of the Department or resources do not permit the replacement of the faculty member at the undergraduate level, the faculty member will have the option of taking the half-course relief at the graduate level.

- A thesis that has been counted once towards a faculty member's reduction in course load cannot be counted a second time to this end.
- Requests for relief from teaching on this basis may be presented at most every second year.

#### Research

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It is expected that faculty members will maintain an active research profile.

The research expectations for adjunct faculty will be specified in their contract.

#### Administration

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It is expected that faculty members will make themselves available to serve on the administrative committees of the Department, and to participate in academic advising, SOAR, preregistration, and similar activities. Participation in Faculty, University or other committees will be recognized as part of the administrative responsibility.

#### Distribution of Workload

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Faculty members have the option of discussing with the Head of Department the distribution of their teaching load across the three terms. The decision of the Head will take account of the faculty member's request and the needs of the Department.

#### Course Offerings

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The range and number of courses offered in any academic year must be sufficient to fulfill requirements for the following degree programs:

- BA Minor
- BA Honours (Major, Medial)
- Special Field Concentration in Language and Linguistics (French)
- Special Field Concentration in Canadian Studies (French)
- MA and PhD programs

It is the responsibility of the Head, in consultation with the Chair of Undergraduate Studies and the Coordinator of Graduate studies, to ensure that these needs are met.

#### Evaluation

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The Department Head shall take account of exceptional research, teaching or administrative work in evaluating faculty members and duly note such factors in the annual evaluation.

Non-tenured faculty members will not normally be assigned major administrative functions (Chair of Undergraduate Studies, Coordinator of Graduate Studies, Director of the French Centre, or the equivalent). Where this does occur, it will be clearly recognized in the annual evaluation.