

Department of Microbiology and Immunology Workload Standard

General Comments

The mandate of the Department of Microbiology and Immunology is to promote and enhance learning and scholarship in the fields of microbiology and immunology. All faculty members appointed to the Department are expected to contribute to this mandate through effective participation in

- a. teaching,
- b. original scholarly inquiry that merits publication,
- c. the operation of the Department, Faculties and University, and
- d. professional and community organizations that promote and enhance the disciplines of microbiology and immunology.

Throughout an academic career it is anticipated that an individual's workload will change to reflect the changing needs of the department and the university, as well as changes in an individual's career goals and career opportunities. Therefore, this document provides a flexible workload standard that can accommodate change while meeting the Department's teaching, research and service needs.

Teaching

The Department provides courses and research training for undergraduate students in Faculties of Arts and Science, Applied Science, Health Sciences and for graduate students in microbiology and immunology and other Life Sciences disciplines. There is wide diversity in the teaching and learning methods used in these courses and programmes. Actual contact hours between faculty members and students do not necessarily reflect the amount of effort or the degree of responsibilities e.g. supervision, curricula development, marking, and counselling.

To meet the various needs of the Department it is expected that full-time Associate and Full-Professors will normally spend about 40% of their time in the process of teaching and learning. Faculty members at earlier stages in their career e.g. up to the renewal of their initial appointment, will have reduced teaching loads in order to develop their research programmes. Among these duties should be a commitment to the training of undergraduate and graduate research students. The extent of student supervision will depend upon the ability to support research training. It is also recognized that it is impossible to dissociate teaching from scholastic inquiry.

Scholarship

Academic freedom must be respected. Thus, members are free to pursue any area of research in microbiology and immunology, including research in education. They should be allowed to devote as much time and effort as they wish to this activity as long as teaching and service commitments are met. While workloads in this area cannot be defined with precision, it is expected that this would be a major activity of most Department members. There is an expectation that members will attempt to obtain funding for their scholastic activities and attempt to publish their findings in peer

reviewed, good quality journals.

Service

All faculty members are expected to contribute to service duties with a priority to departmental responsibilities. Service duties include:

Departmental responsibilities: Departmental committees, course and programme coordination, etc.

Faculty responsibilities: Service on committees of the Faculties of Health Sciences and Arts and Science, and of the School of Graduate Studies, block coordinators in the medical curriculum, etc.

University responsibilities: Senate, senate committees and various university committees.

External responsibilities: editorial boards, grant review panels, scientific society executives etc.

Other Considerations

The determination of the annual work load of a faculty member will take into consideration a number of factors, which will include:

Nature of salary support

The workload of faculty members who receive salary support from sources other than the Departmental budget will take into account the expectations of the other supporting organization.

Initial appointment

Unless specifically hired for a teaching function, faculty members will normally be assigned reduced teaching loads prior to the first renewal of their appointment.

Research funding

Members without support for research activities will be allocated time to prepare and to apply for research funding. The workload of these individuals will be adjusted to accommodate more non-research activities that will benefit the Department as a whole.

Career goals

Department members may elect to alter the relative emphasis placed on teaching and research provided that this benefits the Department.

Course sizes, objectives and topics

The assignment of a teaching workload will take into consideration factors which influence the time and effort required to meet the responsibilities. Large courses may require more management time than smaller courses, advanced laboratory courses may require more supervision etc.

Since the Department of Microbiology and Immunology is a multidisciplinary unit, all members should be able to contribute to basic level courses. In advanced courses members will be assigned teaching duties in their broad area of specialization. Occasionally, a member may be required to teach at an advanced level outside his or her

area of specialization and so the extra time required for preparation will be taken into account.

Graduate and undergraduate student supervision

All members of the Department will participate in the graduate training programme in the Department. This will include direct or co-supervision of M.Sc. and Ph.D. students and service on advisory and examining committees. The number of students supervised will depend upon the members ability to provide financial support for their training programme. Faculty with active research programmes are also expected to participate in the supervision of undergraduates in their final-year research projects.

Sabbaticals

On occasion it may be necessary for a member to accept an overload in order for a colleague to take a sabbatical leave.

Relief of departmental duties

A member who wishes to change substantially his or her total responsibilities must obtain the approval of the Department Head. This will include portions of time spent outside the Department e.g. Associate Deanships.

Seniority

In cases where a teaching overload is necessary, such overloads will normally be distributed among the more senior members of the Department who have already established a reputation for scholarship and have received tenure.

Summary

The standard work load for a tenured faculty member in the Department of Microbiology and Immunology shall be

- a) Teaching: approximately 40% of time available
- b) Service: approximately 20% of time available
- c) Scholarship: No limits are set on time allocation, provided teaching and service assignments are effectively completed.

Workload Standard Committee:

P. Aston
E. Carstens
A. Kropinski