

Queen's University
Department of Mining Engineering

Workload Standard

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prepared by the departmental workload committee

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1. Teaching

1.1 Rationale

The Faculty of Applied Science's submission to CEAB in September 1993 stated that the "average number of sections taught by a full-time faculty member in the Faculty of Applied Science ... is 3 undergraduate courses and one graduate course" (CEAB-Q-1992-9, Section 1B.10, page 19).

The undergraduate calendar for 1996-7 lists 39 undergraduate courses offered by this department. Of these, 3 are taught by adjunct faculty members (104 & 452, 462), 2 are subsets of other courses (441/442, 444/446), 1 is the final year thesis (434), and 3 appear to be taught infrequently if at all (456, 460, 463). Hence the full-time faculty members of the department must teach a total of 30 undergraduate courses per academic year, each one term (12 weeks) in duration.

The graduate calendar for 1996-97 lists 20 graduate courses offered by this department. All are taught by full-time faculty members. Assuming that some courses are only offered in alternate years, this results in approximately 15 graduate courses per academic year, each one term (12 weeks) in duration.

There are 9 full-time faculty members in the department, and two teaching adjunct faculty members. The department does not fund teaching assistants for any of its courses.

1.2 Teaching and Teaching Related Activities

In addition to conventional classroom lectures and laboratory teaching time, there are a variety of other on-going teaching activities which are essential for the delivery of a professional degree in a continuously evolving discipline such as mining engineering. These include, but are not limited to, the following.

- revision of course content and material
- development of course software for analysis and design courses
- laboratory supervision and management of laboratory and test site facilities
- undergraduate thesis supervision
- attendance during exam periods to answer questions

The level of effort attached to these teaching related activities can be very significant, especially if no staff support is provided by way of technicians. Hence it is imperative that they are appropriately weighted when assessing workload.

1.3 Normal Teaching Load

1. The average teaching load in the department for full-time faculty members is 3 undergraduate courses and 1 graduate course per academic year.
2. The teaching load for teaching adjunct faculty members will be as negotiated in their employment contract with the university.
3. Based upon past practice, added administrative responsibilities for full-time faculty members, such as headship, are to be balanced by reduced teaching load. Under normal circumstances it is expected that such a reduced teaching load will, at a minimum, include one undergraduate course.
4. The level of commitment to other teaching activities, such listed in 1.2, is to be taken into consideration in assessing a faculty member's overall teaching load.

1.4 Assignment of Teaching Responsibilities

In accordance with the collective agreement, assignment of teaching responsibilities will be performed by the Head of the department.

2. Research & Scholarly Activity

2.1 Rationale

The department's research activities have traditionally been focused on applied topics of direct relevance to the mining industry. This necessitates that faculty members be familiar with mining industry practices and remain current with the applied state of the art in their field of mining technology.

Such research can be accomplished via a variety of modalities. In addition to the conventional research grant and research contract scenarios, significant research and scholarly activity of the department is strengthened and facilitated through the private consulting services of faculty members to both industry and government.

2.2 Expected Level of Research & Scholarly Activity

All full-time faculty members will be expected to demonstrate a commitment to research and scholarly activities. These activities include, but are not limited to, the following:

1. Scholarly publications.
2. Graduate student supervision.
3. Research grants and research contracts.
4. Patents.
5. Innovative design and development of tools and techniques of relevance to industry. (This includes software development.)

3. Administrative Load

The following administrative posts in the department require significant levels of effort, which may merit a reduction in teaching and/or research load of the full-time faculty members holding them:

- Head
- Undergraduate Chair
- Graduate Chair

All other full-time faculty members are expected to serve on departmental, faculty, and university committees as required, and participate in such meetings as necessary. An average administrative load for these individuals is expected to range from 4 to 8 hours per week.

4. Balancing Workload Components

The balance between teaching/research/administrative activities will naturally vary among faculty members. This variability is necessary to accommodate the variety of talents and career paths among faculty members, such as:

- A greater interest and commitment to teaching rather than research.
- The need to establish a sound teaching and research dossier at the start of a faculty member's career.

In addition, the type of full-time faculty appointment may carry with it particular expectations, such as:

- An individual occupying an endowed chair targeted at teaching would be expected to maintain a significant undergraduate teaching load, which might then be balanced by reduced research activity.
- An individual occupying a research chair would be expected to maintain a significant research effort, which might then be balanced by reduced teaching activity.

Circumstances may also arise where the department is faced with new challenges or wishes to pursue new opportunities, requiring new activities on behalf of the department. The assigning of tasks associated with such extraordinary activities to faculty members will be dealt with by the department's Appointments Committee.