

December 11, 2003

## Queen's University School of Nursing Work Load Measure

The following workload measure was established in conformity with Queen's University Faculty Collective Agreement Article 15, Academic Responsibilities, and Article 37, Workload. The standard was formulated by a committee-of-the-whole (i.e., all bargaining unit members in the School of Nursing) and based on proposal #1 workload standards of Dr. Dorothy Pringle's report on proposed workload standards for Queen's University School of Nursing that was received November 2002.

### Division of Responsibilities

The faculty workload shall normally be a balance of commitments, including 40% teaching, 40% research/scholarship, and 20% administrative/service activities. Assignment of scheduled duties for faculty are outlined in the Faculty Collective Agreement, Article 37.2.

### Workload Measure

#### 1.0 Work Load Measure

The workload measure is based on the present School of Nursing academic programs. There is a four year undergraduate BNSc degree and a two year MSc degree program delivered. In addition, there is a Nurse Practitioner certificate program which is externally funded.

#### 2.0 Principles on Which the Workload Measure is Based

- 2.1 Equity and transparency should be evident in workload across all faculty members in tenure/tenure stream (T/TS) and in the adjunct categories.
- 2.2 A theory course is weighted at 36 hours/12 week term = 1 workload credit. Therefore, as undergraduate courses involve much higher student enrolments than graduate courses, all graduate faculty should teach a mix of graduate and undergraduate courses. The same mix does not have to apply each year but over a three-year period, all graduate faculty members should teach graduate and undergraduate courses.

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- 2.3 Faculty members who hold personnel (career scientist/research scholar) awards should teach only one course per year that may be undergraduate or graduate.
- 2.4 With reference to Article 37.2.7 of the Collective Agreement, initial tenure track faculty members in their first year of their tenure appointments should teach no more than two courses which may be two theory courses or one theory and one clinical course. The School should strive to make this the standard for the first two years and to reduce course assignments for the entire pre-tenure period so TS faculty members teach no more than 3/4th a normal teaching load.
- 2.5 Faculty members (who are beyond the first year of their appointments) who are preparing and teaching a course for the first time should receive workload assistance or compensation
- 2.6 Clinical courses should be categorized on the basis of the number of days per week of clinical supervision required and whether the supervision requires direct on-site presence of the faculty member.

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Clinical course including direct supervision of 8 students/8 hours per week/12 weeks = 1.5 work load credit

Clinical course including indirect supervision of 8 students/8 hours per week/12 weeks = 1 work load credit

Clinical course including preceptor supervision of 8 students /8 hours per week /12 week = 0.5 work load credit

- 2.7 Tenured faculty members who have modest research or scholarly programs or those who spend more of their time teaching should receive heavier teaching assignments. For the purpose of determining teaching assignments, modest research programs should be defined in terms of grants/contracts held and peer-reviewed papers published. (This is a narrower definition of research activity than the school is likely to apply for other purposes such as merit when grants applied for, papers presented, conferences attended etc. would be taken into account).
- 2.8 Supervision of laboratory practice should not be done by T/TS or continuing adjunct faculty members.
- 2.9 A faculty member does not have to be assigned the same number of clinical and theory courses each year but with their permission, the average number of courses should not exceed the faculty average over a three year period. Flexibility can serve the individual faculty member, for example, having a lighter teaching load when starting up a new research project and it can serve

the school in accommodating sabbatical leaves, curriculum changes and new faculty assignments.

- 2.10 Graduate student supervision is an expectation of all tenured graduate faculty members. Supervision should be distributed so that no faculty member supervises more than five students per year, taking on no more than two new students per year; as well faculty members should serve on no more than five supervisory committees. Faculty members will be credited with 0.25 work load credit on completion of each supervised graduate student. Co-Supervisors should split the work load credit.
- 2.11 Ideally all faculty members should rotate the role of clinical course coordinator and should negotiate fewer student supervisions in recognition of the increased workload associated with the role.

### 3.0 Proposed Course Assignment Standards

- 3.1 Undergraduate theory courses, with enrollments greater than or equal to 50 students, normally will be supported by a TA for each increment of 50 students with a goal of supporting all undergraduate nursing courses within 2-3 years.
- 3.2 The teaching load of full-time tenured and tenure stream faculty should be an average of 4 work load credits per year over a three year time period.
- 3.3 Continuing adjunct faculty have individually negotiated contracts. A continuing adjunct faculty with teaching and service responsibilities at .66 FTE is 5-6 work load credits per year.
- 3.4 Graduate courses have the same weighting as undergraduate courses.

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## Appendix A

This is a suggested course weighting for the clinical courses in the collaboratively delivered program with St Lawrence College as there are different lengths of clinical time allocated to the courses (i.e., Nursing 206 is 6 hours clinical not 8 hours clinical)

### Clinical Course Weighting

Clinical Course (Units)	Type of supervision and Hours per week in a twelve week term	Student group size	Work load Credit
Nursing 206 (8)	Direct/ 6 hours clinical	8	1.0
Nursing 207 (12)	Direct/ 9 hours clinical	8	1.5
Nursing 316 (4)	Indirect/ 4 hours clinical	16 (8 pairs)	0.5
Nursing 340 (12)	Direct/ 12 hours clinical	8	2.0
	Direct and Indirect/ 12 hours clinical	8	1.5
	Indirect/ 12 hours clinical	8	1.0
Nursing 345 (16)	Direct/ 16 hours clinical	8	3.0
	Indirect/ 16 hours clinical	8	1.5
Nursing 405 (16)	Indirect/ 16 hours fieldwork	16 (8 pairs)	1.0
Nursing 492 (38)	Preceptor/ 37.5 hours per week	16-20	1.0