

DEPARTMENT OF SOCIOLOGY
Queen's University

WORKLOAD STANDARD
21 August 1997

PREAMBLE

This document pertains to all full-time members of the faculty in the Department of Sociology.

(i) NORMAL TEACHING LOAD (INCLUDING PREPARING/PRESENTING COURSES, EVALUATION, ACADEMIC COUNSELLING, CURRICULUM DEVELOPMENT, SUPERVISING ACADEMIC ASSISTANTS)

1. The standard course load for a full-time faculty member will be two full courses. This may be increased in light of special interests or demonstrated competence or lower than average time commitments with respect to administration or research. It may be decreased in light of heavy time commitments to other areas.
2. In assigning individual workloads, consideration must be given not only to the formal course load but also to the total number of students for which the instructor is responsible and whether the course is a graduate or undergraduate offering and to any other relevant considerations. When a faculty member's course (or student) load exceeds departmental norms, account should be taken of this fact when the faculty member's workload is negotiated in the year following.
3. Consideration must be taken as well of the time and effort involved in new course preparations. A faculty member who undertakes the preparation of a new course should be able to expect that she or he will have the opportunity to teach that course for at least two years.

(ii) NORMAL SUPERVISORY LOAD OF INTERN, CLINICAL, RESEARCH, THESIS, AND/OR OTHER ACADEMIC SUPERVISION OF UNDERGRADUATE AND GRADUATE STUDENTS

1. The standard supervisory load will consist of two undergraduate thesis students and two graduate students.
2. Graduate student supervisions will be considered part of the faculty member's load for two years, in the case of M.A. students, and three years, in the case of Ph.D. students.

3. Departures from this standard load (i.e. more or fewer supervisions) should be taken into account when the workload of the individual faculty member is being negotiated.

(iii) NORMAL EXPECTATIONS OF THE EXTENT OF COMMITMENT TO SCHOLARLY/ACADEMIC/RESEARCH OR OTHER CREATIVE WORK

1. It is expected that faculty members will undertake research and that the results of that research will be published in an academically reputable forum. Faculty members are expected to pursue research grants when appropriate.

2. Colleagues whose productivity exceeds departmental norms should be given due consideration when other professorial tasks are assigned.

(iv) NORMAL ADMINISTRATIVE LOAD

1. Each faculty member is expected to serve on at least one standing departmental committee (and to perform a limited number of ad hoc tasks, such as student advising).

2. The departmental practice of granting teaching allowance for some departmental responsibilities (Chairs of Graduate and Undergraduate Studies, Head of Department) will continue. As well, it may be appropriate to grant teaching credit for other administrative posts, if the workload associated with those posts necessitates the granting of this credit.

(v) CHANGING DISTRIBUTION OF WORKLOAD COMPONENTS OVER A MEMBER'S CAREER

1. New faculty members can be expected to carry a reduced teaching load during the first year of the appointment.

2. Junior members of the department are expected to make active contributions to the administrative life of the department but senior faculty will usually assume responsibility for the more demanding administrative positions within the department.

(vi) WORKLOAD EXPECTATIONS FOR THE DIVERSITY OF TYPES OF APPOINTMENTS AND SPECIALISED FUNCTIONS WITHIN A DEPARTMENT/UNIT

1. This document only applies to full-time faculty. The workload of adjuncts will be independently negotiated.

(vii) PAST PRACTICES IN THE UNIT

1. It is recognized that there is a need to take account of any inequities that may have been created by past practice. The terms of reference, therefore, must be understood as having some retrospective value.

(viii) THE ACADEMIC PROGRAM OBLIGATIONS OF THE DEPARTMENT/UNIT

1. In any given year the considerations expressed in other clauses and negotiations regarding individual workloads must be seen in the context of maintaining the integrity of the programs offered by the department.

(ix) MECHANISM FOR DEALING WITH EXTRAORDINARY TASKS ACCOMPANYING ADMINISTRATIVE OR OTHER WORKLOAD

1. These issues are discussed with reference to the above terms of reference.

2. For the sake of equity, it is expected that when departures are allowed from the normal departmental workload, a record of the reasons for whatever allowances are granted will be kept on file in the departmental office.

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