

Department of Spanish and Italian

**Workload Standards as  
Ratified at October 7, 1999  
Meeting of Department of Spanish and Italian Workload Committee**

**Normal Teaching Load**

Two undergraduate full-course equivalents (6 hours per week) and one graduate half-course equivalent (2 hours per week) or one undergraduate half-course equivalent (3 hours per week).

**Normal Supervisory Load**

All EFTS will carry out graduate supervising. Depending on the area of interest and number of students, each will be responsible for supervising at least one graduate student per year. The Head will consult with the Graduate Co-ordinator on appropriate supervisory duties.

**Normal Expectations of the Extent of Commitment to Academic Research**

All EFTS are committed to on-going/annual research that will be reported in their annual Report to the Dean.

**Normal Administrative Load**

All EFTS are committed to performing administrative duties, the number to be decided by the Head after consultation with members and in accordance with their career profiles.

**Workload Expectations for the Diversity of types of Appointment**

There will be a reduction of annual teaching load of 1.0 course for the Head of the Department.

**Past Practices of the Department**

The workload norms presented in this document bring the teaching load for EFTS into keeping with the normal teaching load of cognate Departments in the Faculty.

**The Academic Programme Obligations of the Department**

Responsibility for Reading Courses -- when used to complete students' programmes -- will be decided by the Head after consultation with Department member and with due consideration of the individual's existing workloads.

**Mechanisms for Dealing with Extraordinary Tasks Accompanying Workload**

The Head will consult EFTS members before asking them to take on any extraordinary tasks. The size and nature of the extraordinary tasks will be reported in the annual evaluations of the EFTS to the Dean.