

INSTITUTE OF WOMEN'S STUDIES
Queen's University

WORKLOAD STANDARD
January 1998

PREAMBLE

This document pertains to all members of the QUFA bargaining unit in the Institute of Women's Studies. The workload consists of teaching, research and service. Every effort should be made to ensure that workloads are equitable and just.

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

- (i) The normal teaching load of the Institute of Women's Studies for regular faculty is the equivalent of two (2.0) full courses. Normally, each member of the faculty will teach at least 0.5 courses at the 100- or 200- level.
- (ii) In assigning individual workloads, consideration must be given not only to the formal course load but also to the total number of students for whom the instructor is responsible and to any other relevant considerations.
- (iii) Consideration must be taken as well of the time and effort involved in new course preparation. The developer of a new course should be able to expect that she will have the opportunity to teach that course for at least two years.
- (iv) As per Article 12.3.2 in regards to joint appointments, the allocation of responsibilities including normal teaching loads shall be set out in the letter of appointment.
- (v) In initial or renewable adjunct appointments the allocation of responsibilities including normal teaching loads shall be set out in the letter of appointment.

II MECHANISMS FOR DEALING WITH EXTRAORDINARY TASKS

- (i) An Undergraduate Chair, who would be responsible for the Honours program, will receive a teaching reduction of one half (0.5) course.
- (ii) See Article 35.7.2 regarding the Director's teaching load.

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- (iii) Under the following circumstances, a faculty member's teaching load may be reduced. Such reduction in these cases will not exceed one half course (0.5) in any academic year except by agreement with the Director. Course reductions may be "banked" for future years. It is understood that the teaching needs of the Institute may cause a reduction to be postponed, but in that case the Director will endeavour to grant reduction as soon as possible, consistent with Article 34.2.8(a).
 - (a) According to Article 34.2.7 initial tenure-track appointees will receive a half-course reduction for at least one year. Normally, a less than typical workload shall continue for the entire initial tenure-track appointment.
 - (b) From time to time, individuals will negotiate with the Director, Dean or Principal, as appropriate, release from part or all of their teaching duties (for example, as a buy-out through the use of research funds or reduction of salary (RPR) or to assume administrative duties at the Faculty or University level).
 - (iv) For the sake of equity, it is generally 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 and available to all members of the department.

III THESIS SUPERVISION

- (i) All members are expected to be active in supervising honours theses as requested, and to give informal assistance on theses as requested, within reason.

IV RESEARCH AND SCHOLARSHIP

- (i) Each regular faculty member is expected to be active in academic research in their respective fields and to disseminate the findings of their research, primarily in publications but also, when appropriate, in conference presentations, colloquia, public lectures, etc.
- (ii) Responsibilities, if any, of adjuncts in this area shall be set out in the letter of appointment.

V ADMINISTRATIVE DUTIES

- (i) It is expected that each regular faculty member will contribute to the administration of the Institute through participation in Departmental committees and other designated tasks. Normally, committee membership will be elected. Those eligible include cross-appointments, adjuncts and students in addition to bargaining unit members.

- (ii) Over the course of her career in the Institute, it is expected that each member will be prepared to assume one of the major administrative posts (Director, Undergraduate Chair). The assignment of non-elected committee duties with the Institute is made bearing in mind an individual's other administrative duties throughout the university. Service to the Faculty of Arts and Science, the School of Graduate Studies, QUFA, and the University will be recognized as administrative work as will service to the member's profession and communities, as per Article 6.4 and Article 3.3.
- (iii) As per Article 34.2.7 initial tenure members will normally have a reduced administrative load and will not be asked to fill a major administrative post.

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