

Physics Department Faculty Workload Standard

1. INTRODUCTION

Every faculty member is expected to participate in the life and general well-being of the department. This is accomplished through research and the production of scholarly works, teaching, and administration. Normal workloads related to these activities are described below. However, it should be recognized that circumstances may dictate variations from these norms between individuals and also for a given individual from year to year. It is the Head's responsibility to ensure overall fairness between faculty members.

2 CURRENT WORK LEVELS

The departmental workload standards must enable the Physics Department to meet its academic obligations. A snapshot of our current operations has been compiled for academic year 1996/7.

The data from that year is given in the following table:

Total number of regular faculty:	25	
Faculty reduction due to leaves and buy outs:	5.4	note 1.
Total number of course units taught in 1996/7:	75	note 2.
Course units taught by adjuncts:	16	
Full time equivalent undergraduate students:	411	note 3.
Graduate students:	56	note 4.
Faculty holding NSERC grants:	25	
Number of journal papers published by faculty:	82	note 5.
Major administrative responsibilities:	4	note 6.
Departmental committee chairs:	9	note 7.
Departmental committee membership:	All	
Faculty, School and Senate duties:	70%	note 8.
Professional duties:	80%	note 9.

Note 1. Queen's Quarterly editor, SNO teaching relief, sabbaticals, other leave and buy outs, and part time positions.

Note 2. Approximately one unit for each section of a half course. Where more than one faculty member are assigned to a course, for example the fourth year laboratory, then the number of units is equal to # of people times the number of terms. Thus PHYS 450 has 6 units associated with it.

Note 3. Each student in a PHYS half-course earns us 0.1 points.

Note 4. Nov. 1996 enrolment statistics.

Note 5. Dean's report submissions 1997

Note 6. Head; Chairs of Undergraduate Studies in Physics and Astronomy, and Engineering Physics; and coordinator of Graduate Studies.

Note 7. Undergraduate curriculum (2), graduate steering, PRTC, colloquium, library, computing, safety and PhD qualifying.

Note 8. Approximate faculty participation rate. Duties range from one meeting per year to major committee chair positions.

Note 9. Includes refereeing articles, conference organising committees, external award evaluation, and CAP division chair positions.

3 NORMAL WORKLOADS

The following sections (3.1 to 3.3) describe normal activities and workloads for the department. Examples of some reasons for deviations from these norms are given in Section 3.4.

3.1 RESEARCH AND GRADUATE STUDENT SUPERVISION

All faculty members are expected to participate in research and/or the production of scholarly works and the supervision of graduate students. Indicators of research activity include the publication of scientific papers, the winning of external grants and awards, attendance and presentation of research results at conferences, refereeing the work of colleagues, and general participation in the profession.

3.2 TEACHING

The normal teaching load is 3 half-courses. In addition to scheduled lectures, the duties associated with each half course will include the necessary tutorial and laboratory instruction, examination supervision and preparation, and informal meetings with students. The duties associated with each teaching duty should be clarified with the Head at the time of workload assignment. Short term deviations from this norm may occur under some circumstances, for example, significantly higher or lower loads under Sections 3.1 or 3.3. All faculty members are expected to participate in undergraduate teaching, regardless of exceptional activities in other areas. Faculty members are also expected to supervise undergraduate theses, when requested.

The teaching load in any given year for faculty who are regularly engaged in research should not exceed 4 half-courses (including both undergraduate and graduate courses). Faculty who are not able to be actively engaged in research may be required to teach more than 4 half-courses.

Under exceptional circumstances (e.g., awards such as CITA or Killam awards, or major administrative duties external to the department) complete relief of teaching duties may take place in the short term.

3.3 SERVICE AND ADMINISTRATION

Service and administration include participation in departmental committees, thesis examination committees, university committees, external committees, delivery of public lectures, and/or the administration of public programmes. All faculty members are expected to participate in departmental committee work, as delegated by the Head. It is recognized that a wide variation in workload exists, depending on the committee, be it at a departmental level, university level, or external committee.

Certain administrative duties require a significant commitment of time and may result in a reduction in teaching load, for example, the position of Head, Undergraduate Chairs and Coordinator of Graduate Studies. This may also be the case for some external committees (e.g., membership of an NSERC Grant Selection Committee). Faculty members should discuss potentially time-consuming commitments with the Head before taking on such external duties.

3.4 DEVIATIONS FROM NORMAL LOADS

It is expected that the Head will vary teaching and administrative loads, in response to individual circumstances. Some of these have been outlined above. Others, which are listed in section 34.2.2 of the collective agreement, include course enrollment, requirements for the supervision of laboratory work, additional preparation required for courses which are new to a member or outside a member's expertise, availability of markers or teaching assistants, the level of the course (introductory, graduate, etc.), and whether the faculty member is new, junior, or senior. Additional reasons include curriculum development, heavy involvement in major projects, specific research requirements, or a very high level of graduate student supervision. These deviations should be considered short term and should not, over the long term, take precedence over the guidelines indicated above.

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