



FACULTY OF ARTS AND SCIENCE
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TO: Dr. Donato Santeramo
Head
Department of Languages, Literatures and Cultures

FROM: Alistair MacLean
Dean

DATE: April 29, 2013

SUBJECT: Workload Standard

I am writing to notify you that in accordance with Article 37.1.7 of the Collective Agreement your proposed Workload Standard as ratified by the Members of the Department on April 2 and 3, 2013 has been approved.

Alistair W. MacLean, Ph.D., C.Psych.
Dean, Faculty of Arts and Science
Professor, Department of Psychology



April 5, 2013

LANGUAGES, LITERATURES AND
CULTURES

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Dean Alistair MacLean
Associate Dean Gordon Smith
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Dear Dean MacLean and Associate Dean Smith:

The Department of Languages, Literatures and Cultures' (LLCU) Workload Committee met on the 13th February to draft a Proposed Workload for the amalgamated unit. Members of the Committee were: D. Chamberlain, M. Lizano, J. Scott and myself, Peter Thompson.

LLCU Members voted on Tuesday, April 2nd and Wednesday, April 3rd. Ballots were counted (16 members voted yes; 2 members voted no; and 2 members did not vote) and the Proposed Workload Standard for LLCU was ratified by the majority of Members who cast ballots.

Please find attached the Ratified LLCU Workload Standard for your consideration. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Peter E. Thompson
Chair
LLCU Workload Committee

PET:ly
Enclosure

Department of Languages, Literatures and Cultures (LLCU)

**Workload Standards as
Ratified on April 3, 2013**

**Meeting of Department of Languages, Literatures and Cultures, Workload
Committee**

Normal Teaching Load

Two Undergraduate full-course equivalents (6 hours a week) for all FTEs and Continuing Adjuncts.

Normal Supervisory Load

All FTEs will carry out academic advising.

Workload Expectations for the Diversity of Types of Appointment

Work expectations for governance positions/appointments will be negotiated with the Dean's Office.

Normal Expectations of the Extent of Commitment to Academic Research

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

Normal Administrative Load

All FTEs 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.

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 unit members before asking them to take on any extraordinary tasks. The size and nature of the extraordinary tasks will be reported in the Annual Reports of the FTE to the Dean.