

Employment Relations Program
Queen's University

WORKLOAD DOCUMENT

December 14, 2016

(Voted/Adopted by IR Faculty in December 2016 by formal E-Ballot)

1. TEACHING

(i) A standard teaching load in the Employment Relations Program is typically equivalent to 4 term-length courses (36 lecture hours), and may include undergraduate and graduate courses delivered on campus and/or online. Teaching encompasses the development and delivery of courses and incorporates lectures and student evaluation, academic advising, and supervision of teaching assistants (where applicable).

(ii) Teaching reductions may be considered under the following circumstances:

- a) The Graduate and Undergraduate Chairs may receive a teaching reduction of up to 1 term-length course;
- b) Other situations may warrant reductions in a faculty member's teaching load (e.g., course release for research). Generally, such reductions will not exceed one term-length course per academic year, and the release will be determined by the Director taking into account the staffing requirements of the unit.

With the agreement of the Director, course reductions may be "banked," although it is understood that the teaching requirements of the program may necessitate postponing a reduction.

(iii) Supervision of six MIR research projects are equivalent to teaching a half course; credit for this supervision is carried forward and awarded after six projects have been completed.

2. RESEARCH

Faculty are expected to undertake an active and productive research program, including publishing in peer-reviewed journals and academic presses, participating in academic conferences and meetings (e.g., annual meetings of academic associations), academic colloquia, workshops, and lectures.

Faculty are encouraged to undertake research relevant to public policy, and supportive of government policymaking (e.g., for government Taskforces and Panels).

In addition, faculty are encouraged to participate in professional meetings and other professional outreach activities (e.g., lectures to government, industry, or union conferences, conventions, meetings), where evidence based research findings can be disseminated.

3. SERVICE

Service to the University normally includes services provided at the levels of the unit, the Faculty, and the broader University community.

Participation in unit level committees and working groups is necessary to the effective administrative functioning of the unit. Faculty members are expected to contribute service through their work on Committees as well as to periodically assume major administrative roles (e.g., Graduate Chair and Undergraduate Chair).

In addition to service to the unit, work on behalf of the Faculty of Arts and Science, School of Graduate Studies, QUFA and the University will be recognized as administrative service.

4. MANAGING EXTRAORDINARY DUTIES

It is reasonable to expect that a faculty member's workload distribution across teaching, research and service activities may change over the course of his/her career.

It is recognized that extraordinary duties, as determined by the Director, may on occasion arise, which could affect the normally expected distribution of workload across teaching, research and service activities.

5. COLLECTIVE AGREEMENT

This workload agreement should be considered and interpreted in conjunction with the relevant articles on workload assignment in the current Collective Agreement.