

**Department of Film and Media  
Workload Standard  
Winter 2007**

**Preamble**

The main purpose of this document is to safeguard reasonable and equitable working conditions for all faculty members, while maintaining the integrity and rigour of all the programs associated with the department. The following paragraphs are consistent with Article 37 of the Collective Agreement and any general university policies regarding the assignment of duties to faculty members. They articulate workload standards specific to the Department of Film and Media. In the following paragraphs "faculty" indicates those faculty with full range, full responsibility appointments, that is, tenure-track or tenured faculty members. The position of adjunct members is covered by clause 7.

**1. Normal Teaching Load**

The normal teaching load for regular faculty is 2.0 courses, undertaken during Fall and Winter Terms. The Department Head's normal teaching load is a 1.0 credit. The Undergraduate Coordinator's normal teaching load is 1.5 credits.

Teaching is understood to include preparation and presentation of courses, counseling and evaluation of students, supervision of teaching assistants and graders in large-enrolment courses and ongoing curriculum development.

In the assignment of teaching, consideration shall be given not only to the number of courses, but also to the total number of students for whom the instructor is responsible, to supervisory or other responsibilities specific to different courses, and to any other relevant factors. When a faculty member's course or student load exceeds departmental norms, account should be taken when the member's workload is negotiated in succeeding years. Consideration must be given as well to the time and effort involved in new course preparations.

Faculty members who develop new courses shall normally have the opportunity to teach them for at least two consecutive years.

**2. Team-Teaching**

Team teaching (two or more faculty members teaching the same course) can be pedagogically useful and should be encouraged. The teaching credit assigned shall be measured by the proportion of the course each faculty member is responsible for. (For example, if two people team-teach a 0.5 course, each may receive a .25 teaching credit.)

**3. Normal Supervisory Load**

Faculty members are expected from time to time to supervise undergraduate thesis projects and directed studies courses (500-level) in their areas of expertise, as well as collectively mounted and graded courses such as FILM 310\* Reviewing World Media. Responsibility for 500-level projects is shared equitably among faculty members, and determined by acceptance and

distribution through a committee of the whole. Faculty members also advise, examine or supervise graduate students in cognate departments and programs.

#### **4. Normal Expectation of the Extent of Commitment to Scholarly and Creative Work**

All full service, full responsibility faculty members are expected to be active in academic research and/or creative production, or equivalent pursuits, and to disseminate the findings and products of their work in appropriate venues, such as publications, screenings, exhibitions, conference presentations and public lectures. The department recognizes that legitimate professional work, both scholarly and creative, comprises a wide range of activities and venues.

Care shall be taken to ensure that teaching and administrative assignments do not hinder the ability of each faculty member to do his or her scholarly and/or creative work.

#### **5. Normal Administrative Load**

All faculty members participate regularly in administrative service to the department, faculty and university. Departmental positions currently include: Department Head; Coordinator of Undergraduate Studies; Coordinator for Stage and Screen; University Library Representative; Women's Studies Liaison; Supervisor departmental film and video collections; Coordinator of Internships; Departmental Computing Representative. Regular departmental committees include Appointments; Renewal, Tenure, and Promotion; Curriculum; Visitors; Equipment; Space Planning; and Production.

#### **6. Changing Distribution of Workload Components Over Career**

The weight of commitment to the various components (teaching, research, service) of a professor's work may change in the course of his or her career. Teaching represents a more time-consuming priority in the first few years at Queen's. New faculty members are thus offered a reduction in course requirements, normally 0.5 per year, for the first three years of their tenure-track appointment. A faculty member's service to the faculty and university is also limited in the first few years of appointment, though he or she participates regularly in service at a departmental level. Research and creative work normally increase proportionally after the first few years of appointment.

Innovation in teaching, including the modification of courses and the development of new courses, continues throughout a faculty member's career.

#### **7. Diversity of Appointments and Specialized Functions within Department**

Duties of continuing, sessional and term adjuncts are specified in part 1 above, paragraph 2, and in their letters of appointment. Term and sessional adjuncts may be invited to participate in departmental services as appropriate, but are not required to do so. Cross-appointed faculty members are invited to participate in the activities of the department but do so on a voluntary basis. The Department of Film and Media recommends that the FTE percentage specified in the letters of its Continuing Adjuncts be reviewed in the light of the change of the standard workload to 2.0 courses.

### **8. Past Practices in the Department**

When not specifically addressed by the Collective Agreement, and subject to the provisions of this workload statement, past practices of the department remain in effect.

### **9. Academic Program Obligations**

The department has an obligation to schedule on a regular basis courses required for students to complete the programs of study in which it participates, including FILM concentrations and Special Field Concentrations.

### **10. Mechanisms for Dealing with Extraordinary Tasks Accompanying Administrative or Other Work**

With prior agreement, the department may provide compensation to faculty members for extraordinary administrative or other tasks through such means as teaching relief or research assistance. A record of such compensation and the reasons for granting it shall be kept on file in the departmental office.