



FACULTY OF ARTS AND SCIENCE
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TO: Dr. Ram Murty
Head
Department of Mathematics and Statistics

FROM: Dr. Alistair MacLean
Dean

DATE: April 2, 2013

SUBJECT: Changes to departmental workload standard

I am pleased to notify you that in accordance with Article 37.1.7 of the Collective Agreement your proposed Workload Standard as ratified by the Members in your Department on March 13, 2013 has been approved.

Thank You

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

**Workload Document for Teaching
Dept Math & Stats
March 2013**

This document applies to those members of faculty with a 40 (teaching) 40 (research) 20 (service) profile. Almost all faculty fall into this category.

The official workload for the department is 4 units, where a unit is equivalent to the teaching of a one-semester course. Normally 3 of these will be earned through teaching assigned undergrad and grad core courses. The remaining unit is normally earned through graduate supervision, regular meetings of graduate seminars, examining comprehensives, theses or projects, supervising undergraduate projects etc. Teaching relief is given for significant administrative duties and to new faculty in their first year.

The significance of graduate supervision. Both to encourage and reward graduate supervision, the number of "effective graduate students" (EGS) (Masters or PhD) of a faculty member will be tabulated each year from the Dean's reports and will be kept on record. The force of the word "effective" is that co-supervised students, or students that graduate part-way through the year, will be prorated. This record will be started only after the faculty member has been granted tenure. This data will be used, at the discretion of the Head, in making decisions about variation in teaching load. For example, faculty members with an unusually low average EGS over the past two-year period (e.g. anything less than 1) will normally be asked to teach an additional half course. The decisions on these matters will be made by the Head in consultation with ACOP.

Graduate courses not part of the core. It is desirable that graduate courses, in addition to core courses, be offered on a regular basis, as resources permit. A proposal that such a course be offered can be made by the Head or by the Graduate Coordinator or by one or more faculty members or graduate students. The decision as to whether to offer the course will be made by the Head in consultation with ACOP, and the course will normally be offered by a faculty member who has over the past few years made an unusually large contribution to the graduate program (for example, has a relatively high average EGS). In this case, the course will replace one of the undergraduate courses that is part of the member's normal load.

Approved by Advisory Committee on Policy, Jan 28, 2010
Approved at Department Meeting Feb 3, 2010
Approved at Department Meeting, March 13, 2013