

II. DEPARTMENT OF GEOGRAPHY AND PLANNING WORKLOAD STANDARD

Workload standards and assignments are governed by Article 37 of the Collective Agreement between QUFA and the University. The workload standard applies to all those holding tenure or tenure-track appointments in the Department of Geography and Planning. The responsibilities and workload of adjunct faculty shall be defined in the letter of appointment. Normally, externally funded (SSHRC and NSERC) Postdoctoral Fellows receive non-renewable appointments and teach up to 1.0 course/year in return for a salary supplement.

1. Normal Teaching Load

The normal teaching load is defined for tenured and tenure-track faculty in the context of courses taught at the Kingston Campus during the Fall and Winter Terms. Courses taught in Spring/Summer normally are taught on an overload basis and remunerated as such. Individual teaching assignments normally are discussed in the context of a two year planning cycle.

The normal teaching load is two (2.0) full-course equivalents including undergraduate and graduate courses.

- For faculty teaching principally in the geography program, a normal course load comprises 1.5 undergraduate courses and 0.5 graduate courses. As far as it is feasible, each person is expected to teach something at the 100- or 200-level.
 - Where there is inadequate demand for a geography graduate course (fewer than 5 students) faculty may be asked to replace the graduate course with an undergraduate course OR when the department needs a larger number of undergraduate courses, faculty may be asked to teach a graduate course only in alternating years; something at the 300- or 400-level, and one term-length graduate course. Special Studies (GPHY 501/3.0); thesis (GPHY 502/3.0; 503/6.0) or special individually directed study courses (e.g. GPHY 890/3.0; 891/3.0; 893/3.0; 894/3.0) do not count as part of the normal teaching load.
- For faculty teaching principally in the MPL program, a normal course load comprises 1.5 graduate courses and 0.5 undergraduate courses.
 - Where there is inadequate demand for a planning graduate course (fewer than 5 students) faculty may be asked to replace the graduate course with another MPL graduate course OR an undergraduate course at the 300- or 400-level. Special Studies (SURP 875); thesis & report (SURP 800 1.0; SURP 898/6.0; SURP 899/12.0) or special individually directed study courses (e.g. SURP 891 /3.0; 892/3.0) do not count as part of the normal teaching load.
- On occasion, and to satisfy the needs of the Department, a teaching load for faculty in either group may consist of 1.0 undergraduate and 1.0 graduate courses in the context of a two year planning cycle.

- The supervision of teaching assistants, the normal development of new courses, or the updating or revision of existing courses are considered to be part of the duties associated with the normal teaching load.

All reasonable efforts will be made to ensure that workloads are equitable and just. This should include consideration of such factors as those listed under Article 37 of the QUFA collective agreement (i.e. level and type of class, anticipated class size, the number of years that an instructor has offered a particular course, availability of markers or teaching assistants, requirements for supervision of laboratory or practical work, and any other special factors).

If a course is cancelled, the assigned teaching load may be increased in the following year, so long as it does not increase the person's total teaching load within the two year planning cycle.

2. Reductions from the Normal Load

The Head receives a minimum of a 1.0 full-course reduction but should teach at least one term-length course.

The Associate Heads and Director of SURP each receives a 0.5 full-course reduction.

New junior faculty receive a 0.5 full-course reduction for at least their first year in the Department.

From time to time, individuals negotiate with the Head or Dean release from some part of their teaching duties (e.g., buy-out from research funds, or to undertake the development of a major new course preparation and/or redesign, or to assume administrative duties at the Faculty or University level).

3. Graduate Responsibilities

All tenured and tenure-track faculty are expected to be involved in graduate supervision. They are expected to be willing to serve on graduate supervisory and examining committees both within the Department and, as appropriate, in other Departments.

There is no formal system for balancing supervisory loads between faculty and no formula for translating credit for graduate supervision into a reduction from the normal teaching load. Informally, the Associate Head (Geography Graduate Programs), when processing new applications, consults with potential supervisors to see if they are able/willing to take on new students.

4. Research and Scholarship

Each faculty member is expected to maintain an ongoing commitment to scholarship. Such commitment should be reflected in efforts to secure research funding appropriate to the requirements of their research program and in the dissemination of research findings

through publication, the presentation of papers at conferences and research workshops, and other appropriate channels.

5. **Administrative Duties**

It is expected that each faculty member contribute to the administration of the Department through their work on departmental committees or in liaison positions. The assignment of committee and liaison duties within the Department are made, bearing in mind the individual's other committee responsibilities within the University. It is expected that, over a course of years, all major administrative responsibilities are shared among all tenured faculty.

For new appointees, a less than typical load of administrative and service duties normally will be expected during the entire initial tenure-track appointment.

APPENDIX TO THE CONSTITUTION

Availability

As is current practice in the Department of Geography and Planning, course instructors are expected to be available to respond to student questions and concerns at all tests and examinations for courses or sections of courses they are instructing. It is also strongly recommended that faculty attend at least one convocation ceremony or alumni event per academic year.