

Queen's University
French Studies (Arts and Sciences)
Workload Document

February 12th, 2018

DESCRIPTION OF THE WORKLOAD

TEACHING

The Department's core undergraduate curriculum must be covered every year in a way that provides flexibility and predictability for students and faculty. This workload standard is designed to ensure that result. The core curriculum at the Undergraduate level consists of the courses offered by the Minor, Major, and Medial plans in French studies (including courses that are part of Concurrent Education plans).

The standard teaching load will consist of 2.0 full courses or the equivalent in half-courses. This may include online courses. Regular tasks associated with teaching include course preparation, academic counseling, and evaluation. Faculty members are expected to be available to answer questions during tests and exams.

A faculty member may develop new courses or new course materials. This will entail no reduction in teaching load.

Directed reading and other similar, informally organized courses may not be counted as part of this load.

The coordination of the following multi-section courses is eligible for relief under the conditions stated below:

- The coordination of FREN 150 will earn (0.125) course relief each year.
- The coordination of FREN 219 and/or FREN 320 will earn (0.125) course relief each year when the courses are taught by 4 or more TAs or TFs.

A record of the progress towards course relief accumulated by faculty in this way shall be maintained, updated, and archived by the department. A faculty member who has earned relief totaling, or in excess of, a one-half course, (0.5), is entitled to a one-half course reduction in teaching load, subject to staffing needs of the department.

RESEARCH

All faculty members are expected to maintain an ongoing commitment to research in their respective fields.

SERVICE

All faculty members are expected to be active in administrative service, in accordance with their appointment, departmental needs, and the collective agreement. See Article 15.5.2 regarding professional service.

Service includes, but is not limited to, sitting on Department, Faculty, and University committees and bodies, work done for QUFA, learned societies, associations and professional organizations; participating as an examiner, assessor or referee for the Department, the Faculty, the University, other departments, other faculties, other universities, scholarly journals, granting agencies or other academic or professional bodies; organizing conferences or symposia; writing letters of

reference for students.

In an effort to support an equitable distribution of work at the departmental level, faculty members are expected to contribute to at least one departmental committee each year.

COURSE RELEASES

A number of administrative positions will entail a reduction in teaching load, as follows:

Department Head	0.75 course release*
Chair of Undergraduate Studies	0.5 course release

* This could be achieved by teaching 3 half-courses one year and 2 half-courses the following year; with team-teaching in half- and full-year courses; and other possibilities.

As described in Article 37, it is possible to carry a "credit" or "debit" balance. The purpose of such a practice is to provide flexibility; and by providing flexibility, to provide greater opportunity for unencumbered research time.

TRANSPARENCY

To facilitate transparency, the workload committee recommends that the Department Head make available in electronic format and archive a list of the course offerings in April, and a summary list of final allocation of the teaching and committee duties of all faculty members early in the fall for that year.

EXPIRATION AND RENEWAL

4 Year Validity. Subject to the Collective Agreement, after three years, a Workload Committee shall be constituted to review the existing Workload Standard, and may adopt a new document, reflecting any changes occurred during that period.



Barbara Crow
Dean
Faculty of Arts and Science



November 8, 2019

Date