

DEPARTMENT OF GEOGRAPHY AND PLANNING CONSTITUTION

PREAMBLE

The purpose of this Constitution is to set out the governance and administrative structure of the Department of Geography and Planning (GPPL), the rules and procedures under which the various committees within the Department operate, and the Workload Standard for the Department.

The School of Urban and Regional Planning (SURP) offers the professionally accredited Masters in Urban and Regional Planning (MPL) degree within the Department of Geography and Planning.

I. ADMINISTRATIVE STRUCTURE

The role and responsibilities of the Department Head are specified in the Collective Agreement between the Queen's University Faculty Association (QUFA) and the University, Article 41. While many of the duties of the Head may be delegated, in whole or in part, to individuals and committees within the Department, final responsibility for their performance and final decision making power rest with the Head.

The three cognate areas within the Department (i.e., physical geography, human geography and planning) are represented by a governance structure that includes the Head (5 year term), the Associate Head (Undergraduate Programs), the Associate Head (Geography Graduate Programs) and the Director of SURP (all 3 year terms). The Head, the two Associate Heads and the Director of SURP form a departmental Executive Committee that is advisory to the Head on departmental matters, including budget planning, standing committee nominations and term adjunct appointments (*vide infra*). Normally, human and physical geography will both be represented in the departmental Executive Committee. The Director of SURP is responsible for the MPL program and the SURP outreach programs; he/she must be a Registered Professional Planner.

The following constitute the formal mechanisms by which members of the department render advice and assistance in the operation, administration and evolution of the Department:

- A. The Departmental Meeting
- B. Standing Committees under the Collective Agreement
 - 1. Renewal, Tenure and Promotion (RTP) Committee
 - 2. Appointments Committee
 - 3. Term Adjunct Appointments Committee
- C. Standing Departmental Committees
 - 1. Nominating Committee
 - 2. Undergraduate Committee
 - 3. Graduate Committees

- 4. Ethics Review Committee
- 5. Departmental Health and Safety Committee

- D. Special Committees

- E. Liaison Appointments

- F. Outreach Organizations

All of the above committees and positions, with the exception of the *Standing Committees under the Collective Agreement* and the *Ethics Review Committee* are advisory to the Head.

A. THE DEPARTMENTAL MEETING

1. The Departmental Meeting is the principal forum for the discussion and deliberation of matters pertaining to the academic programs and general administration of the Department.
2. The meeting is chaired by the Head or by the Head's Delegate.
3. Faculty representation consists of all tenured, tenure-track and non-renewable or special appointments, faculty holding appointments as term and continuing adjunct positions, and cross- and joint-appointments.
4. Graduate representation consists of three student members (one each from the MA/MSc, MPL, and PhD programs) selected by the graduate students of their respective programs.
5. Undergraduate representation consists of two members.
6. Non-academic employee representation consists of one representative from the unionized and general non-academic staff of the Department for the purposes of voting. For all other purposes related to the Departmental Meeting, all unionized and general non-academic staff are recognized as full participants.
7. A quorum for the Departmental Meeting consists of the majority of all tenured, tenure-track and continuing adjunct faculty. Accordingly, when matters are brought to a vote, tenured, tenure-track and continuing adjunct faculty, staff, and undergraduate and graduate representatives are entitled to vote. In those cases where individuals hold cross-appointments, for the purposes of quorum and voting, only those individuals whose home department is Geography and Planning will be counted.
8. Departmental meetings are held on the second Tuesday of each month, although special meetings may be called if necessary. The Secretary is responsible for calling for items for the agenda and for setting the agenda in consultation with the Head.
9. Most of the business of the Department is transacted in the Departmental Meeting. At

the discretion of the Head of Department, special committees may be appointed to advise on particular questions.

10. At a Departmental Meeting in March of each academic year, tenured, tenure-track and continuing adjunct faculty representatives are elected to Standing Committees, and appointments to liaison positions are made. To facilitate this process, the Nominating Committee solicits and reviews stated preferences of faculty for areas of responsibility. The Head, on behalf of the Nominating Committee, presents a slate of nominations to the Department for formal approval. Nominations from the floor are entertained at this time and an election held if necessary.

B. STANDING COMMITTEES UNDER THE COLLECTIVE AGREEMENT

1. Committee on Renewal, Tenure and Promotion

Note: The operation of this Committee is governed by the Collective Agreement between QUFA and the University, Articles 18, 24, 29, 30 and 32. This Committee is advisory to the Dean of Arts and Science and not to the Head of Department.

1. The Committee on Renewal, Tenure and Promotion (RTP) consists of four members of the bargaining unit, excluding the Head, with at least one member from each of the three cognate areas (i.e., physical geography, human geography and planning). The RTP Committee also includes two voting graduate representatives—one representing students in the Geography graduate programs and one representing students in the MPL program—and one non-voting undergraduate representative.
2. At the March meeting which establishes Standing Committees, the Head, on behalf of the Nominating Committee, presents a list of tenured and tenure-track faculty nominations for approval, further nominations from the floor being acceptable at that time. Should there be more than four nominees, a secret ballot is held to determine the members of the Committee on Renewal, Tenure and Promotion. The voting process ensures that at least one member from each of the three cognate areas is elected. The graduate (2) and undergraduate (1) representatives will be appointed by the Head on the recommendations of the Graduate Student Council (GSC), Queen's Graduate Association of Planning Students (QGAPS) and Departmental Student Council (DSC), respectively.
3. The members of this Committee serve for a term of one year, although they are not excluded from membership in ensuing years.
4. Following consultation with the Committee and on their behalf, the Chair of the Committee may invite up to two additional members to the Committee from disciplines cognate to Geography and Planning.
5. The Chair of the Committee solicits written faculty and student opinions using the following sampling procedures:

- in all undergraduate classes taught by the candidate in the previous two years, all students in classes of 25 or less, and according to a graduated scheme for classes larger than 25;
 - all graduate students previously supervised or taught by the candidate.
6. The Head, in consultation with the candidate and the Committee, ascertain outside professional opinions and evaluations according to the procedures established by the Collective Agreement.
 7. For renewal, tenure and promotion, a positive recommendation requires a simple majority of the Committee.

Commencement: July 1 of each year.

2. **Appointments Committee**

Note: The operation of this Committee is governed by Articles 9, 24, 25 and 32 of the *Collective Agreement* between QUFA and the University.

1. The Appointments Committee consists of the Head, as Chair and voting member, three additional tenured or tenure-track faculty members—one from each of the three cognate areas (i.e., physical geography, human geography and planning)—two voting graduate representatives nominated by the Graduate Student Council (GSC) and Queen's Graduate Association of Planning Students (QGAPS), respectively and one non-voting undergraduate representative nominated by the Departmental Student Council (DSC). The election process will follow that described for the RTP Committee (*vide supra*).
2. Upon authorization by the Dean to advertise for a new faculty position, a description of the new position, including the area of specialization, is discussed and agreed upon by the Department at a Departmental Meeting. The Appointments Committee then begin its work as per Articles 25.5 and 25.6 of the QUFA Collective Agreement.
3. The Chair of the Appointments Committee reports recommendations regarding the content of the advertisement for any position to the Department for approval. (Collective Agreement 25.6.1b)
4. The Appointments Committee reviews applications for the position and prepares a short-list. The short-list is presented to the Department and the applicant file of short-listed candidates is made available to all members of the Department except in cases of conflict of interest.
5. The Appointments Committee interviews short-listed candidates and invites all members of the Department to meet the short-listed applicants when they visit the Department to be interviewed and to make presentations. (Collective Agreement 25.6.1e)
6. Following the completion of interviews, the Head calls a Special Departmental Meeting

to discuss the merits of the interviewed candidates. Written opinions may be submitted to be read by the Head at the Special Meeting. This meeting may be held in the absence of a quorum.

7. The Appointments Committee meets to make a decision once it has canvassed opinion at the Special Departmental Meeting and considered all written submissions. A positive recommendation requires a simple majority of the Appointments Committee.
8. The Head reports the recommendation of the Appointments Committee decision to the Department and make its recommendation to the Dean of Arts and Science for his or her consideration.

Commencement: July 1 of each year

3. Term Adjunct Appointments Committee

Note: The operation of this Committee is governed by Articles 9, 24, and 25 of the QUFA Collective Agreement and by Article 12 of the PSAC 901, Unit 1 Collective Agreement.

1. The Executive Committee acts as the Term Adjunct Appointments Committee and is responsible for the appointment of term adjuncts and teaching fellows (TF) in the Department.
2. The Executive Committee reviews applications for term adjunct and teaching fellow (TF) positions and decide on the appointments.
3. The Head reports the decisions of the Executive Committee to the Department and make the appropriate recommendations to the Dean of Arts and Science for his or her consideration.

Commencement: July 1 of each year

C. DEPARTMENTAL COMMITTEES

1. Nominating Committee

Terms of Reference:

1. To bring to the Departmental Meeting in March nominations for the RTP Committee and the Appointments Committee.
2. To assist the Head of Department in assigning faculty and non-academic staff members to standing departmental committees and liaison positions.

Membership:

Members of the Executive Committee.

2. Undergraduate Committee

Terms of Reference:

1. To review the curriculum and operation of the undergraduate program, to recommend policies to the Department for its development, and to report its deliberations to the Departmental Meeting.
2. To review all proposals for undergraduate program changes, new undergraduate courses and course changes, to make appropriate recommendations to the Department, and to present them to the Faculty of Arts and Science Curriculum Committee.
3. To prepare annual degree lists for the Spring and Fall convocations and to recommend them to the Department for approval, together with nominations for prizes and fellowship awards.
4. The Associate Head (Undergraduate Programs) in consultation with the Head is responsible for producing a list of departmental undergraduate course offerings each year, and the undergraduate calendar copy.
5. The Associate Head (Undergraduate Programs) in consultation with the Head is responsible for the preparation of a list of academic advisors and the establishment of a system of advising for undergraduate students.
6. The Associate Head (Undergraduate Programs) is responsible for organizing the registration, sectioning and academic counselling of incoming students, and for the evaluation of applications for transfer of credit, letters of permission, and admission to the honours program.
7. The Associate Head (Undergraduate Programs) is responsible for arranging and co-ordinating departmental participation in Orientation Week for first year students.
8. The Associate Head (Undergraduate Programs) ensures attendance by a faculty committee member at all Faculty Board meetings.
9. A meeting of the Committee will be convened at least once in the Fall and in the Winter Terms respectively.

Membership:

Chair: Associate Head (Undergraduate Programs)

Elected Members: Three from the tenured and tenure-track faculty and two undergraduate student representatives. One faculty member must represent the field of Human Geography; one faculty member must represent the field of Physical Geography; and one faculty

member must represent the field of Planning. It would be preferable if one member could also represent the field of Geographic Information Science. The Committee may co-opt additional faculty and student members when required. The normal term of office for faculty members on this Committee is three years with normally one new member joining the committee each year.

Staff representative: Undergraduate Program Assistant

Commencement: July 1 of each year.

3. **Geography Graduate Committee**

The Geography Graduate Committee oversees the MA/MSc/PhD Programs. The Associate Head (Geography Graduate Programs) is responsible for chairing this committee.

Terms of Reference:

1. To review the curriculum and operation of each of the MA/MSc/PhD graduate programs, to recommend policies to the Department for their development, and to report their deliberations to the Departmental Meeting.
2. To recommend regulations on academic matters pertaining to the MA/MSc/PhD graduate degrees offered by the Department.
3. The Associate Head (Geography Graduate Programs) acts as liaison between the Department and the School of Graduate Studies by ensuring attendance by a faculty Committee member at all meetings of the Arts and Science Graduate Councils. If the designated Committee member cannot attend, the Associate Head (Geography Graduate Programs) or SURP Director will serve as alternate.
4. To review all proposed new MA/MSc/PhD graduate courses and course changes, to make appropriate recommendations to the Departmental Meeting, and, upon approval by the latter, to present them to the appropriate Graduate Council.
5. The Associate Head (Geography Graduate Programs), in consultation with the Head, is responsible for producing each year a list of graduate course offerings and the graduate calendar copy for the MA/MSc/PhD programs.
6. The Associate Head (Geography Graduate Programs), in conjunction with the appropriate faculty members, communicates with prospective graduate students, coordinate the assessment of all graduate student applications according to the procedures established by the Geography Graduate Committee, and forwards the recommendation on each application to the School of Graduate Studies.
7. The Associate Head is responsible for approving the academic program of all Geography graduate students and for establishing provisional supervisors for all first

year graduate students from a list of tenured and tenure-track faculty and faculty who hold cross- or joint-appointments where the Department of Geography and Planning is their home department.¹

8. The Associate Head is responsible for administering University and Departmental regulations concerning the MA/MSc/PhD graduate programs.
9. The Associate Head recommends a list of applicants for teaching assistantships to the Head as per Article 12 of the PSAC 901, Unit 1 Collective Agreement.
10. The Associate Head is responsible for monitoring the progress of MA/MSc/PhD graduate students.
11. The Geography Graduate Committee administers applications for fellowships and scholarships to the appropriate funding agencies. Final adjudication of this process is conducted by the Executive Committee.
12. The Associate Head is responsible for coordinating PhD qualifying examinations and examining committees and for administering the examinations.
13. The Associate Head is responsible for the production of the MA/MSc/PhD graduate brochures.
14. The Associate Head provides the Head with advice with respect to nominations for research prizes, honorary degrees and various awards of professional recognition.
15. The Associate Head is responsible for the annual Teaching Assistant Workshop and associated meetings, and management of Teaching Assistant evaluations.
16. A meeting of the Geography Graduate Committee will be convened at least once in the Fall and Winter terms respectively.

Membership:

Chair: Associate Head (Geography Graduate Programs)

Elected Members: Three from the tenured and tenure-track faculty and three graduate student representatives. At least one faculty member must represent the field of Human Geography and one faculty member must represent the field of Physical Geography; it would be preferable if one member could also represent the field of Geographic Information Science. The graduate students must represent the fields of Human Geography, Physical Geography and Geographic Information Science.

¹ Normally, provisional supervisors will become the permanent supervisors, but there may be cases where graduate students request a different supervisor or a supervisor chooses to step down at a later stage in the program of the graduate student.

The Committee may co-opt additional faculty and student members when required. The normal term of office for faculty representatives on this committee is three years with normally one new member joining the Committee each year.

Staff representative: Graduate Program Assistant

Commencement: July 1 of each year.

4. **SURP Graduate Committee**

The SURP Graduate Committee oversees the MPL Program. The SURP Director (or delegate) is responsible for chairing this committee.

Terms of Reference:

1. To review the curriculum and operation of the MPL graduate program, to recommend policies to the Department for their development, and to report their deliberations to the Departmental Meeting.
2. To recommend regulations on academic matters pertaining to the MPL graduate degree offered by the Department.
3. The SURP Director acts as liaison between the Department and the School of Graduate Studies by ensuring attendance by a faculty Committee member at all meetings of the Arts and Science Graduate Councils. If the designated Committee member cannot attend, the SURP Director or Associate Head (Geography Graduate Programs) will serve as alternate.
4. To review all proposed new MPL courses and course changes, to make appropriate recommendations to the Departmental Meeting, and, upon approval by the latter, to present them to the appropriate Graduate Council.
5. The SURP Director, in consultation with the Head, is responsible for producing each year a list of graduate course offerings and the graduate calendar copy for the MPL program.
6. The SURP Director will, in conjunction with the MPL Admissions Coordinator, communicate with prospective graduate students, coordinate the assessment of all graduate student applications according to the procedures established by the SURP Graduate Committee, and forward the recommendation on each application to the School of Graduate Studies.
7. The SURP Director is responsible for approving the academic program of all MPL graduate students and for establishing academic course advisors for all first year MPL graduate students from a list of tenured and tenure-track faculty who teach in the MPL program, and faculty who hold joint appointments and teach in the MPL program.

8. The SURP Director is responsible for administering University and Departmental regulations concerning the MPL program.
9. The SURP Director is responsible for monitoring the progress of graduate students in the MPL program.
10. The SURP Graduate Committee administers applications for fellowships and scholarships to the appropriate funding agencies. Final adjudication of this process is conducted by the Executive Committee.
11. The SURP Director is responsible for (i) selecting external examiners for MPL Reports, (ii) MPL Theses and (iii) arranging MPL thesis oral defence exams.
12. The SURP Director is responsible for the production of the MPL Program brochure.
13. The SURP Director provides the Head with advice with respect to nominations for research prizes, honorary degrees and various awards of professional recognition.
14. The SURP Director and delegates are responsible for the MPL accelerated degree programs.
15. The SURP Director is responsible for monitoring and ensuring the professional accreditation of the MPL degree.
16. The SURP Director and delegates are responsible for monitoring and liaising with professional outreach programs (e.g., NEFPP; China Projects; Real Estate Roundtable etc.)
17. The SURP Director and delegates are responsible for liaising with international, national, and provincial professional practice bodies in urban and regional planning.
18. The SURP Director and delegate is responsible for coordinating the MPL Internship Program.
19. The SURP Director is responsible for coordinating the MPL Orientation with the Queen's Graduate Association of Planning Students (QGAPS).
20. The SURP Director is responsible for developing and coordinating new graduate diploma programs.
21. A meeting of the SURP Graduate Committee will be convened at least two times in the Fall and Winter terms respectively.

Membership:

Chair: SURP Director (or delegate)

Elected Members: All full-time and continuing adjunct faculty members involved in the delivery of the MPL program (at least two of which must be Registered Professional Planners (RPP); and three graduate

students from the MPL Program.

Staff representative: SURP staff representative

Commencement: July 1 of each year.

5. **Geography and Planning Research Ethics Board**

Terms of Reference:

1. To conduct an ethics review of any faculty, staff, undergraduate or graduate student or class research proposal, whether funded or unfunded, which involve humans.
2. The Committee will conduct the review according to the guidelines prepared by the Queen's University General Research Ethics Board, which, in turn, are based upon the December 2014 CIHR, NSERC, SSHRC *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>).

Membership:

Membership: Ten: five from faculty (one of whom to serve as Chairperson), and five graduate students broadly reflecting the fields of human geography and planning. At least one faculty member will be a senior academic with a diversity of research interests. The Board will reflect diversity with respect to equity-seeking groups (as per Article 24 of the Collective Agreement between the Queen's University Faculty Association (QUFA) and the University).

Commencement: July 1 of each year.

Reference

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, December 2014.

6. **Departmental Health and Safety Committee**

Terms of Reference

1. To serve as an advisory body in stimulating an awareness of safety issues in the Department:
 - a) identifying situations that may be a source of danger or hazard to members of the department and students;
 - b) making recommendations to the Faculty of Arts and Science Joint Health and Safety Committee for the improvement of the health and safety of members of the department and students;

- c) recommending to the Faculty of Arts and Science Joint Health and Safety Committee the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of members of the department and students; and
 - d) obtaining information from the Faculty of Arts and Science Joint Health and Safety Committee respecting,
 - (i) the identification of potential or existing hazards of materials, processes or equipment, and
 - (ii) health and safety experience and work practices and standards in similar or other industries or workplaces of which the employer has knowledge.
2. To hold meetings as necessary to deal with safety policy issues flagged by the Head, Chair of Committee, the Departmental Safety Officer (DSO), or by any other member of the department. Minutes of these meetings will be taken and circulated to all committee members, for approval at the next meeting. Safety issues raised in these meetings will be forwarded to the Faculty of Arts and Science Joint Health and Safety Committee. All matters sent to the Faculty of Arts and Science Joint Health and Safety Committee will be copied to the Head of Department.
 3. The DSO inspects the workplace and participates in the development of assessment reports and control program reports required under the designated substances regulations.
 - a) Inspection of the workplace is carried out by the DSO. The DSO is the liaison between the Department of Geography and Planning and the Department of Environmental Health and Safety. Once each month a thorough inspection will be carried out. Once each week, a routine safety check will be carried out. The Safety Officer keeps a file of the inspection reports and informs the Committee about his/her observations.
 4. The Head and DSO act upon memoranda issued by the Faculty of Arts and Science Joint Health and Safety Committee, through discussion and, when applicable, through implementation of the content of those memoranda. These memoranda are kept on file by the Committee.
 5. The Head of Department normally attends the Departmental Health and Safety Committee meetings. Prior to each meeting, the Department Head or delegate communicates with the committee in regard to the status of each outstanding item or recommendation of the committee, by giving an assessment of the problem, and outlining who is responsible for resolving the matter, together with a time frame in which it is expected that the matter be resolved.

Membership:

Ex-Officio Member: Head of the Department

Chair: Departmental Safety Officer

Membership: The Committee should consist of seven members: Three faculty

members (at least two of whom will be physical geographers), one staff member, one GSC representative, one QGAPS representative and one DSC representative.

Commencement: July 1 of each year.

D. SPECIAL COMMITTEES

The Head of the Department may form *ad hoc* committees from the faculty and student body for specific purposes at his or her discretion and advise the Department of their establishment. Such Special Committees report to the Departmental Meeting.

E. LIAISON APPOINTMENTS

Individuals will be appointed to specific liaison positions of importance to the operation of the Department in the University and the community at large, with duties defined at the time of establishment. Such positions are:

- Visiting Speakers
- Map and Photo Library and University Library
- QUFA Council of Representatives
- High School Liaison
- Canadian Association of Geographers
- Canadian Institute of Planners
- Ontario Professional Planners Institute
- Association of Canadian Urban and Regional Planning Programs
- Professional Advisory Council
- Outreach Activities
- Alumni Affairs
- Accelerated degree programs
- MPL Internship Program Co-ordinator

F. SURP OUTREACH ORGANIZATIONS

The School of Urban and Regional Planning hosts several outreach organizations that are self-funded from dedicated sources and enhance the mission of the University. The following organizations report to the SURP Director, who is responsible for administrative co-ordination and financial oversight; the SURP Director reports annually to the Head on the finances and activities of the SURP Outreach Organization:

- a) *The Ambassadors' Forum*, created at SURP in 2003, brings together ambassadors and high commissioners to Canada from 20 Asia-Pacific countries to meet for discussion with informed and thoughtful Canadians who speak on domestic and international issues.
- b) *The China Projects Office* was established under a Memorandum of Understanding between Queen's University and the Chinese Ministry of Land and Resources in 1999. The primary function of the China Projects Office is to provide logistical support to

implement the MOU between Queen's and the MLR.

- c) *The National Executive Forum on Public Property* brings together organizations from all levels of government across Canada to create a public sector council where real property knowledge and best practices are exchanged. Senior officials of over 40 federal departments, provincial/territorial agencies, the largest municipal governments and development agencies, use the Forum and the information emanating from its annual symposium and fall working session. The Forum has Academic Advisors drawn from across Canada, conducts practice-based research and facilitates internships.
- d) *The Queen's Real Estate Roundtable (Q25)* is a group of companies from a broad spectrum of the Canadian commercial real estate sector, working together to engage in high-quality, value-added executive development, applied research, and senior-level networking. In addition its executive seminar series (ESCIRE), current and future activities include member-directed applied research projects, an annual retreat, senior-executive networking events, and collaborative events with other industry organizations.
- e) *The State Council Joint Research exchange program* was set up under a Memorandum of Understanding between Queen's University and the China Association for International Exchange of Personnel (CAIEP), Personnel Exchange and Training Center, Development Research Center of the State Council (DRC), China. Since 2005, SURP carries out collaborative research on public policy with researchers from the Center.

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.