

Departmental of Global Development Studies

Workload Standard Document

Approved September 29, 2017

I. Premise

The task of this workload document is to define the range of required work, which must be done to keep the department of Global Development Studies in sustainable and functioning order as well as to outline the principles of a realistic, equitable, and reasonable workload that can be accomplished given the resources in the department. The appendix specifies the total workload and available resources during the academic year of 2016/17. The appendix will be reviewed each year as the departmental resources change regardless of whether or not the department reviews the Workload Standard in that year.

- a. As per Article 37.1.2 in the Collective Agreement, this workload document “has been ratified by a majority of Members in the Unit who cast ballots in a ratification vote”.
- b. As per Article 37.1.6 in the Collective Agreement, this workload standard shall be reviewed every ten years after the date the Workload Standard has been implemented.
- c. In this document, ‘faculty’ and “member’ refers to those faculty members with full range, full responsibility appointments within the Department of Global Development Studies.
- d. As per the Collective Agreement, Continuing Adjuncts and Term Adjuncts teaching, research, and services responsibilities are determined by their letter of appointment.

II. Workload Assignment (Article 37.2)

The Head will determine workload taking into account all responsibilities of the department as well as entitlements to considerations of equity as laid in this document and the Collective Agreement.

- a. The proposed allocation of administrative tasks and teaching load must be presented in a departmental meeting. The reasons for the prospective task distribution should be clearly explained in terms of both departmental needs and equity. Faculty members have the opportunity to propose changes to the

prospective distribution of teaching. It is recommended that the proposed allocation be presented during the January department meeting prior to Timetabling submissions.

- b. After consultation with the Faculty Member, an initial workload proposal assigned by the Department Head will be provided in writing by April 15 to the faculty member prior to the academic year in which the work will be applicable.
- c. The Department Head and Faculty Member shall use their best efforts to reach agreement on the workload assignment.
- d. The department head shall provide the Faculty Member with the Member's final workload (subject to Article 37.2.11) in writing for the upcoming September 1 to August 31 period normally by the preceding May 30th.

III. Teaching Load:

- a. Normal teaching load within DEVS will be 2.0 courses (total 12.0 units) in any given year. Teaching includes preparing/presenting courses, evaluation, academic counseling, curriculum development and revision, and supervising academic/teaching assistants.
- b. According to Art 37.1.5.e, in assigning teaching load, the Head shall distribute teaching loads as equitably as possible in a manner that encompasses all of the teaching responsibilities undertaken by Members.
- c. The normal expectation is that in determining the 2.0 teaching load department needs will be taken into account such that:
 - i. All faculty will have 50% of their course load comprised of larger (estimated 100 plus student cap) undergraduate lecture courses, which typically will include one core larger enrollment course. Remaining workload will be comprised of lower enrolment courses such as smaller lectures classes (estimated 50-100 student cap) or seminars (estimated 25 student cap) at the undergraduate or graduate level. Low enrolment core courses offered online will not be considered as equivalent workload to an on campus core course.
 - ii. All faculty will contribute to teaching of core lecture courses on a rotating basis so that the teaching needs of the department are equitably distributed among all faculty. This includes teaching the 100 level courses on a rotating basis.
 - iii. Faculty will not typically be expected to teach 100 and 200 level core courses at the same time.

- iv. Faculty who do not teach more than 1.0 courses in a year, due to research, administrative responsibilities or CRC positions, should contribute to teaching core or high enrollment undergraduate courses.
- d) Adjustments to teaching load: If faculty overload their teaching in one term, they can expect to receive a reduced teaching load in the next term as long as the department's teaching needs are fulfilled.
- e) New tenure-track faculty will receive a teaching release of 0.5 course in the first year of their appointment.
- f) The Department Head will receive a 1.0 teaching release each year of their appointment.
- g) The Undergraduate Chair will receive a 0.5 teaching release each year of their appointment.
- h) The Graduate Chair will receive a 0.5 teaching release each year of their appointment.
- i) In principle, Faculty members will be eligible to seek reduced teaching responsibilities. As per the collective agreement, such agreements have to be negotiated and approved by the Department Head, Dean, and Provost and shall not exceed two consecutive academic years.

IV. Teaching Load Allocation Process

- a) By the end of December before the academic year to which the workload is applicable, all faculty would submit to the department head a list of courses that they would prefer to teach the following year, with a course at *each* level (200, 300, 400 and graduate) and with at least one mandatory course included. This would give the Head a clear idea of people's preferences and expectations.
- b) Subsequently, the Head can produce a prospective distribution of teaching. This must be formally ratified in a departmental meeting. The reasons for the prospective course distribution would be clearly explained in terms of both teaching needs and equity. The reason for any teaching releases will be made explicit.
- c) The prospective distribution of teaching will reflect the rotation of core courses at 100, 200, 300 and graduate level among all faculty. Unless a faculty member wished to continue teaching a particular core course, after every three years they are entitled to request a change. Equally, no one should be given possession of a course for more than three years if other faculty are actively soliciting it.

V. Graduate Supervision:

All faculty will contribute to the supervisory load in the department with regard to graduate supervision.

- a. Distribution of graduate supervision and committee work will be based on the principle that full-time faculty members should share supervisory responsibilities relatively equally in accordance with student wishes.
- b. Supervision outside of DEVS, while encouraged, should not be seen to replace the supervision of DEVS graduate students but be supplemental to it.
- c. The ultimate goal is to strive for equity in supervising DEVS graduate students while respecting individuals' other commitments and specific circumstances of faculty.
- d. Graduate supervision duties will be expected to be performed by all faculty members regardless of teaching load.
- e. Faculty with a lighter supervisory load within DEVS should be prepared to actively serve as second readers.

VI. Administration and Committee Work:

- a) The normal expectation is that all faculty will be expected to share equitably in the duties of departmental and faculty level administration on an annual basis.
- b) Administration duties will be expected to be performed by all faculty members regardless of teaching load.
- c) All faculty will be Undergraduate Chair and Graduate Chair at least once, and no more than two consecutive terms in a given position, during their career. Rotation will roughly follow order of seniority.
- d) Pre-tenure faculty will not be expected to hold significant administrative positions such as Undergraduate Chair and Graduate Chair.
- e) The positions of Undergraduate and Graduate Chair will normally have three-year terms.
- f) Administrative Load Allocation Process: The final allocation of the workload will be presented by the Head to the faculty during a departmental meeting so that all faculty are aware of the range of administrative work that needs to be undertaken. Faculty member have the opportunity to propose changes to this prospective distribution of administrative service.

VII. Research:

- a) All faculty are expected to maintain an ongoing commitment to conducting, disseminating, and publishing research in their field.
- b) Faculty not undertaking major administrative positions (such as Department Head, Undergraduate Chair, and Graduate Chair), will be entitled to protected research time for one four-month period during the calendar year (typically from May 1 through August 31) to fulfill research expectations. At other times faculty are expected to be available for standard administrative functions (meetings, committees, etc.).

Appendix A: Workload Analysis 2016-2017

(to be updated annually)

Department of Global Development Studies Teaching Capacity 2016-2017				
Type	Faculty Member	Department	Courses/FTE	Courses
Tenured Faculty Members	Epprecht, Marc	DEVS	2.0 (100%)	10.0
	Jefremovas, Villia	DEVS	2.0 (100%)	
	McDonald, David	DEVS	2.0 (100%)	
	Soederberg, Susanne	DEVS	2.0 (100%)	
	Taylor, Marcus	DEVS	2.0 (100%)	
Cross Appointed Faculty	Day, Richard	SOCY/DEVS	1.0 (50%)	2.0
	Dubinsky, Karen	HIST/DEVS	1.0 (50%)	
Continuing Adjuncts <i>(as noted in individual appointment letters)</i>	Hostetler, Mark	DEVS	2.5 (62.5%)	7.0
	Kumar, Paritosh	DEVS	3.0 (82.5%)	
	Lovelace, Robert	DEVS	1.5 (37.5%)	
TOTAL TEACHING CAPACITY/1.0 COURSES				19.0

Mandatory Annual Teaching Reductions 2016-2017		
Position/Type	Faculty Member	Reduction
Department Head	Epprecht, Marc	1.0
Graduate Chair	Taylor, Marcus	0.5
Undergraduate Chair	Kumar, Paritosh	0.5
MANDATORY ANNUAL TEACHING REDUCTIONS		2.0

Mandatory Adhoc Teaching Reductions Based on Collective Agreement/Workload 2016-2017		
Research Chair	Subject to the terms of the research chair agreement. Typically 0.5 teaching course release each year of the initial appointment.	N/A in 2016/17
Sabbatical/Academic Leave	As per terms of the collective agreement	N/A in 2016/17
Tenure Track Faculty	New tenure-track faculty will receive a teaching release of 0.5 course in the first year of their appointment.	N/A in 2016/17
Medical Leave	As required and approved in accordance with the collective agreement.	0.5
TOTAL MANDATORY ADHOC COURSE REDUCTIONS		0.5
TOTAL EFFECTIVE TEACHING CAPACITY 2016/17		16.5

Appendix A: Workload Analysis 2016-2017 (continued)
(to be updated annually)

Core Courses offered in 2016/2017				
100 Level	200 Level	300 Level	400 Level	Graduate
DEVS 100A	DEVS 230	DEVS 300	DEVS 492 x 10	DEVS 801
DEVS 100B	DEVS 240	DEVS 340		DEVS 802
DEVS 100AB ¹	DEVS 240 CDS			DEVS 86X ²
DEVS 100 SS ¹				

Elective Courses offered in 2016/2017				
100 Level	200 Level	300 Level	400 Level	Graduate
	DEVS 220	DEVS 305	DEVS 410	DEVS 821
	DEVS 221	DEVS 311	DEVS 411	
	DEVS 220 CDS ¹	DEVS 320	DEVS 420	
	DEVS 250	DEVS 330	DEVS 480	
		DEVS 392		
Notes				
¹ Offered through Continuing and Distance Studies				
² Graduate courses linked to (co-taught) DEVS 492 seminars				