

WORKLOAD STANDARD
Department of Gender Studies
May 2017

Workload standards and assignments are governed by Article 37 of the Collective Agreement between QUFA and the University.

1. Normal Teaching Load

The normal teaching load for a full appointee is two (2.0) full-course equivalents including a mix of undergraduate and graduate courses. This load is adjusted according to the terms of their appointment.

All reasonable effort will be made to ensure that teaching workloads are equitable and just. This should include consideration of factors listed under Article 37 of the CA (e.g., level and type of class, anticipated class size, the number of times that an instructor has taught a particular course, availability of markers or teaching assistants, requirements for supervision of practical or internship work, and any other special factors).

The goal is for each faculty member to teach at least one large undergraduate course each year, one fourth-year undergraduate seminar every other year, and one graduate course every other year. Assignments must be flexible, however, and take into account the needs of all programs in Gender Studies as well as the teaching workload of faculty with joint appointments in other departments. Directed special studies and directed readings are not part of the normal expected load and do not count as part of teaching load.

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.

Extenuating circumstances (e.g., course is cancelled, increased load in joint unit, extra administrative duties) may lead to an increase or decrease of a faculty member's normal teaching load in one year, and will be balanced through a commensurate increase or decrease in the following year, so long as it does not increase the person's total teaching load (see Article 37.2.4)

2. Reductions from the Normal Load

The Head receives a minimum of a 1.0 full-course reduction. The Undergraduate and Graduate Chairs each receive a 0.5 full-course reduction.

3. Graduate Responsibilities

All tenured and tenure-track faculty are expected to be involved in graduate supervision, training, and mentorship. They are expected to serve on graduate supervisory and examining committees both within the Department and, as appropriate, in other units. The normal load for each faculty member is a minimum of 1-2 new MA students every year and 1 new PhD student every other year. Any additional graduate student supervisions will not result in a decrease in expectation from any other responsibility. The supervisory load may vary between new or junior faculty members and those with established research programs. Directed special studies and directed readings are not part of the normal expected load and do not count as part of teaching load.

4. Research and Scholarship

Each faculty member is expected to maintain an ongoing commitment to scholarship as laid out in Article 15.3.

5. Service

It is expected that each faculty member contribute to the administration of the Department through their work on departmental committees and/or liaison and other positions. The assignment of administrative service duties within the Department is done by the Head in consultation with the faculty member, and subject to processes of election and approval laid out in the Collective Agreement and the departmental constitution. All reasonable effort will be made to ensure that service workload is equitable and just. The Head will assign administrative service responsibilities with the goal of rotating high, moderate, and low intensity service responsibilities. It is expected that all major administrative responsibilities are shared among all tenured faculty. See Article 15.5.2 regarding professional service external to the University.