

# Faculty of Arts and Science Department of Chemistry

## Workload Standard

**Approved by the Department, April 24, 2019**

**Approved by the Dean, May 13, 2019**

### **1. Preamble**

#### **1.1 Purpose of the Workload Standard**

The purpose of the Workload Standard (see Article 37 of the Collective Agreement) is to provide an efficient mechanism for the equitable and transparent distribution of work and time, in terms of teaching, service, and research, amongst the Members in the Department of Chemistry (in Article 37, "Members" means Non-renewable, Special, Continuing Adjunct, Tenure-Track, and Tenured Members) to ensure that it can meet its academic program obligations. It is expected that tenure-track and tenured faculty members will normally be active in the range of responsibilities described in Article 15.1.1.

*(a) undergraduate and graduate teaching, counselling, and supervision;*

*(b) research, scholarly, and/or creative activities; and*

*(c) administrative and professional service.*

#### **1.2 Composition of the Workload Standard Document**

As set out in Article 37.1.10, the Committee formulated the Workload Standard by considering the academic program obligations of the Department, the past practices in the Department, Workload Standards in other cognate departments at Queen's with similar academic programs, and practices followed in Chemistry Departments at other universities. It is recognized that some work may have contributions from teaching, service, and research categories. The following sections on teaching (Section 2), service (Section 3), and research (Section 4) follow the division of work set out in the Annual/Biennial Report to the Dean (Article 28.1).

The Workload Standards document is intended to define the quantity of workload and not quality, which, however is important for merit (Article 42.2.2) and for renewal, tenure, and promotion processes (Article 30).

### 1.3 Deviations from the Workload Standard

Deviations from the Workload Standard in the Department of Chemistry may occur in a given year for a number of reasons, including:

- (a) teaching relief for faculty with a heavy administrative load (such as the Head and the Chairs of Undergraduate and Graduate Studies);
- (b) teaching reduction for holders of Canada Research Chairs or equivalent, and other shorter-term awards (Killam, Steacie, Humboldt, etc.);
- (c) joint appointments;
- (d) accommodations (Article 9.2);
- (e) a lighter teaching and/or administrative load for new faculty (Article 37.2.6(c));
- (f) academic leaves (Article 33.1);
- (g) personal leaves (Article 33.2) including sick leaves (Article 33.2.3);
- (i) parental leaves (Article 33.3); and
- (j) periods of underload/overload teaching or negotiated reduced responsibilities (Article 37.4).

## 2. Teaching

### 2.1 Scope of Teaching Activities

It is the mission of the Department to deliver high quality education at both the undergraduate and graduate levels, and as such, all faculty are expected to contribute to the teaching, through assignments of teaching duties within their area(s) of interest and expertise. As a research intensive department, faculty are expected to enhance and integrate teaching with their research programs or research expertise.

In the category of teaching in the Department of Chemistry, the range of duties include:

- (a) the creation and delivery of in classroom or online lecture instruction;
- (b) the creation, administration, and marking of assignments, tests and examinations;
- (c) the coordination of a large enrollment lecture or laboratory course;
- (d) providing assistance to students outside of lecture hours, especially prior to examinations;
- (e) supervising teaching assistants and providing adequate training in the delivery of their duties;
- (f) revising and updating course material to ensure its relevance in the discipline;
- (g) revising existing and developing new undergraduate laboratory experiments and related assignments;
- (h) managing and updating course material on the Queen's Learning Management System;
- (i) identifying opportunities and needs for new courses and programs;
- (j) committing to the continual improvement in the course quality and the quality of instruction;
- (k) supervision, examination, and mentoring of undergraduate and graduate students in research activities; and
- (l) completing all required equity/accessibility and safety training courses.

Lecture courses in the Department are offered in one of the following three time formats: a full-year course (2.0 one-term course equivalents = 72 lecture hours = 6.0 units), a one-term course (1.0 one-term course equivalents = 36 lecture hours = 3.0 units), and a six-week module (0.5 one-term course equivalents = 18 lecture hours = 1.5 units).

For the purposes of the teaching workload standard in the Department of Chemistry, lecture courses are divided into three categories, according to class size and commensurate with teaching demands:

- (a) Large: 1<sup>st</sup> and 2<sup>nd</sup> year courses (excluding APSC 132J, and the online courses CHEM 113, 114, 281, and 285),
- (b) Medium: 3<sup>rd</sup> and 4<sup>th</sup> year courses (and APSC 132J and the online courses CHEM 113, 114, 281, and 285), and
- (c) Small: graduate modules (CHEM 801 is considered a 0.25 one-term course equivalent and CHEM 803 is considered a 0.50 course equivalent).

In addition, the coordination of the on-campus first-year chemistry courses in Arts and Science (CHEM 112, 0.5 one-term course equivalent) and Applied Science (APSC 131, 0.25 one-term course equivalent), and the 4<sup>th</sup> year Honours Research Project courses (ENCH 417 and CHEM 497/498/499, 0.5 one-term course equivalent) are assignable teaching work.

## 2.2 Teaching Workload Standard

**2.2.1** The standard teaching load (40% of FTE) in the Department of Chemistry, for tenure-track and tenured faculty, is 2.5 one-term course equivalents (7.5 units) per academic year (September 1 to August 31), averaged over five years. Normally, the teaching load will be made up of one course from each of the three categories (a) to (c) listed above. For new tenure-track faculty, this total will be reduced as per Article 37.2.6(a).

**2.2.2** For faculty holding a Canada Research Chair or equivalent, the teaching load is normally 1.5 one-term course equivalents (4.5 units), made up of a 1.0 one-term course equivalent from either category (a) or (b) in rotation (for example, rotating every 3 years – see section 2.2.7), plus one graduate module (c).

**2.2.3** Regular faculty with a standard teaching load (2.5 one-term course equivalents), who supervise and mentor more than a total of 12 undergraduate and graduate students,\* and post-doctoral fellows a year, on a three-year rolling average basis, may be granted a 0.5 one-term course teaching reduction at the discretion of the Head. Faculty members who supervise and mentor fewer than a total of 1.5 students\* (undergraduate student, graduate students, and post-doctoral fellows) a year, on a three-year rolling average basis, may be asked to increase their teaching or service contributions, at the discretion of the Head. Faculty members who neither supervise undergraduate students, graduate students or postdoctoral fellows (on a three-year

rolling average basis), nor engage in any of the research activities as defined in section 4.1, will be assigned additional teaching and service work to bring their total workload to a 100% FTE.

\*Two-term undergraduate project students count as  $\frac{2}{3}$  equivalents, summer undergraduate research student count as  $\frac{1}{2}$  equivalents, and co-supervised undergraduate and graduate students count as  $\frac{1}{2}$  of the above amounts.

**2.2.4** Continuing adjuncts have a teaching load of 5.0 one-term equivalent courses, including an allowance for course-related administration (Article 42.3.3), which can be composed of on-campus and online lecture and lab courses, and/or coordination of on-campus courses and labs, as set out in their letter of appointment (Article 32.5.7.2).

**2.2.5** Faculty who are assigned a particular course to teach can expect to teach the course for at least 3 years (unless on a one-time replacement basis, with approval of the Member), after which continued teaching of the course will be negotiated between the Member and the Head.

**2.2.6** The teaching load for the Head is a one-term course equivalent (3.0 units). The Chair of Undergraduate Studies and the Chair of Graduate Studies will have a teaching load of 1.5 one-term course equivalents, composed of one course from either categories (a) or (b) and one course from category (c). Associate Heads will normally receive a 0.5 one-term course reduction in teaching load.

**2.2.7** All tenure-track and tenured faculty, including CRCs, are expected to contribute to the teaching of category (a) large courses on a regular basis (e.g. for a CRC, 3 years of category (a) course, followed by 3 years of category (b) course, 3 years of category (a) course, and so on).

### **2.3 Supervision and Examination of Undergraduate and Graduate Research Activities**

In addition to the teaching and coordination of undergraduate and graduate courses, teaching activities also include the supervision, mentoring and examination of undergraduate and graduate research activities in the Department and externally. Chairs on graduate thesis examinations and examiners and chairs on Ph.D. candidacy examination committees are appointed by the Chair of Graduate Studies. In an academic year, a standard supervision and examination workload for tenure-track and tenured faculty is comprised of:

- (a) at least 3 (three) graduate thesis examination committees (chair or examiner),
- (b) at least 2 (two) Ph.D. Candidacy examination committees (chair or examiner),
- (c) at least 8 (eight) graduate supervisory committees, and
- (d) at least 2 (two) CHEM 49x/ENCH 417 examinations in a given calendar year.

## **3. Service**

**3.1** Service work (Article 15.5) is composed of both administrative and professional service and includes duties in the Department, at the Faculty of Arts and Science level, at the University level, or external to the University (such as journal manuscript and grant application reviewing,

organizing conferences, external program and tenure/promotion reviewing, etc.). The expected level of service activities is 20% of a tenure-track or tenured Member's time. It is expected that the Members will perform their service dues in a diligent and timely fashion, to the best of their abilities.

Service activities in the Department include:

- (a) Major administrative roles such as the Head, Associate Head(s), Chair of Undergraduate Studies, and Chair of Graduate Studies;
- (b) Elected or appointed members of Departmental Committees (such RTP, Appointments, Safety, Seminar, Technical Resources, etc.);
- (c) Attendance and participation in Departmental meetings and retreats, QCIC events, etc.;
- (d) Preparing major Departmental research grant proposals; and
- (e) Representing the Department at University functions (Homecoming Open House, Fall Preview/March Break Open House, Convocation ceremonies, etc.).

3.2 In an academic year (July 1 to June 30), the expected service for tenure-track and tenured faculty within the Department is considered to be membership on at least 2 (two) Departmental standing and/or *ad hoc* (appointed by the Head or elected) committees (or service as Associate Head).

Faculty who have significant additional non-remunerated service activities external to the Department, may, at the discretion of the Head, have a reduced load of Departmental service activities of the types described above in section 3.

## 4. Research and Scholarly Activities

### 4.1 Scope of Research Work

Regular tenure-track or tenured faculty with a full range of academic appointments are expected to conduct "research, scholarly and/or creative activities", as described in Article 15.3.

Research activity is demonstrated by, for example:

- (a) external grant and research contract funding;
- (b) refereed journal publications and conference proceedings;
- (c) books and book chapters;
- (d) contributed and invited conference presentations and invited seminars;
- (e) patents;
- (f) international collaborations; and

(g) research awards.

4.2 Given the diverse nature of the research fields within the Department of Chemistry and the academic freedom of researchers to carry out their work in the most appropriate manner (Article 14), the expectation of a standard research workload involves the engagement in an externally funded program of research and scholarly activities and the dissemination of the results of the research work.

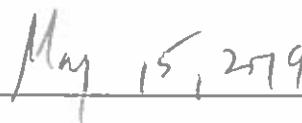
## 5. Lifetime of 2017 Workload Standard Document

In the absence of a review triggered under Article 37.1.7, the Department of Chemistry will review the Workload Standards document in place every 5 (five) years, by electing a Workload Standards committee, as set out in Article 37.1.9.



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Barbara Crow  
Dean  
Faculty of Arts and Science



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Date