



TO: Dr. Craig Walker  
Department Head  
Drama

---

Faculty of Arts and Science Memorandum

FROM: Dr. Gordon Smith  
Associate Dean

DATE: July 23, 2012

SUBJECT: Change to departmental workload standard

On behalf of Dean A. W. MacLean, I am pleased to notify you that in accordance with Article 37.1.7 of the Collective Agreement your proposed Workload Standard as ratified by the Members in your department has been approved.

*Gordon E. Smith*

*Office of the Dean, F300 Mackintosh-Corry Hall  
Telephone: 533-2448 Fax: 533-2067  
Queen's University at Kingston*

*Drama 193*

DEPARTMENT OF DRAMA  
Workload ( January 10, 2006)

In accordance with the provisions of Article 37 in the QUFA Collective Agreement, the following workload standard applies to all those holding full-time tenured or tenure-track appointments in the Department of Drama. The departmental workload for Cross, Reduced, Adjunct and other appointees will be guided by the terms of their respective agreements.

These guidelines are premised upon the following:

Over the course of their careers, a faculty member's working hours will correspond, on average, to the standard proportions used in the annual evaluation of each member's performance: that is to say, 40% of the time will be devoted to research or artistic activities; 40% of the time will be devoted to teaching activities (including preparation, marking and instructional development); and 20% will be devoted to service to the department, to the faculty, to the university, to professional organizations in the member's discipline and/or to the wider community.

In general, course enrolments will correspond to the standards at which they are currently set. To wit: first and second level lecture courses such as DRAM 100, 201, 202 and 210 have unlimited enrolment. All other courses have enrolment limits which are and will be fixed in advance with regard to the pedagogical demands of, and facilities available to, each particular course.

1. Teaching Load

The standard teaching load is 2.0 full course credits per academic year. A member may opt to teach additional courses, in accordance with the provisions of Article 37 the Department may ask a member to teach an additional 0.5 course credit in any given year due to heavy demand or to cover sabbaticals. Teaching is understood to include the preparation and presentation of courses, evaluation, academic counselling, curriculum development and the supervision of academic assistants.

New appointees who have not previously held a university level research and teaching position will teach no more than 1.5 full course credits in the initial year of the appointment increasing to 2.0 full course credits in the second year.

2. Supervision

All members are expected to supervise students on independent study courses from time to time as agreed to by the member, the student and the Department.

3. Research and Artistic Work

All members are expected to be active in academic research and/or artistic activity and to disseminate the results of their work in a manner appropriate to their fields, for example: publication, production or performance, conference presentations, public lectures, workshops etc.

4. Administration

While recognizing that in a small unit a member's first responsibility is to the Department and that committee loads vary, all members will share equitably administrative and service tasks in the Department and at the Faculty and University levels.

5. Changing Distribution of Workload over a Members Career

While acknowledging that a member should remain active in the three broad areas of teaching, research/artistic activity and administration/service, the relative balance may change during the course of a member's career.

6. Extraordinary Administrative Tasks

The Head's teaching load may be reduced by up to 1.0 full course credit per academic year.