

## **Department of Film and Media Workload Standard October 2019**

### **Preamble**

The main purpose of this document is to safeguard reasonable and equitable working conditions for all faculty members, while maintaining the integrity, sustainability and rigour of all the programs associated with the department. The following paragraphs are consistent with Article 37 of the Collective Agreement and any general university policies regarding the assignment of duties to faculty members. They articulate workload standards specific to the Department of Film and Media. In the following paragraphs “faculty” indicates those faculty with full range, full responsibility appointments, that is, tenure-track or tenured faculty members. The specifics of adjunct members is covered in sections 10 and 11.

### **1. Academic Program Obligations**

The department has an obligation to schedule on a regular basis courses required for students to complete the programs of study in which it participates, including FILM concentrations and Special Field Concentrations.

### **2. Normal Teaching Load**

The normal teaching load for regular faculty is 12 units (2.0 courses) distributed over the academic year. The Department Head’s normal teaching load is 6 units (1.0 courses). The Undergraduate Coordinator’s normal teaching load is 9 units (1.5 courses).

Teaching is understood to include preparation and presentation of courses, counseling and evaluation of students, supervision of teaching assistants and graders in large-enrolment courses and ongoing curriculum development.

In the assignment of teaching, consideration shall be given not only to the number of courses, but also to the total number of students for whom the instructor is responsible, to supervisory or other responsibilities specific to different courses, and to any other relevant factors. When a faculty member’s course or student load exceeds departmental norms, account should be taken when the member’s workload is negotiated in succeeding years (typically over a five year period). Consideration must be given as well to the time and effort involved in new course preparations.

Faculty who develop new courses shall normally have the opportunity to teach them for at least three consecutive years. Every effort will be made to assign upper-year courses within the faculty member’s areas of expertise and interest.

#### **2. a.) Large-Enrolment Courses**

Faculty members are normally expected to teach one large-enrolment course each year. Faculty members who teach a course with an enrolment greater than 100 students, such as FILM 110, 240, and 260, will be eligible for an additional course credit of 1.5 units per year. Furthermore, they will not be expected to teach another large enrollment course at the same time. This release reflects both the labour that goes into the development of the course as well as the weekly administration involved in maintaining this type of course.

### **3. Grading and TA assistance**

Under normal circumstances a faculty member will be offered the help of one or more graders and/or teaching assistants when the enrolment in a course exceeds 50 students.

### **4. Online Teaching**

Faculty members who develop Continuing and Distance Studies courses should be aware that the department is contractually obligated to offer the course for five years. For details about expectations and compensation for online courses, faculty members should contact Continuing and Distance Studies and consult with the Head.

### **5. Team-Teaching**

Team teaching (two or more faculty members teaching the same course) can be pedagogically useful and should be encouraged. The teaching credit assigned shall be measured by the proportion of the course each faculty member is responsible for. (For example, if two people team-teach a 3 unit course, each may receive a 1.5 unit teaching credit.)

### **6. Normal Supervisory Load**

While Film and Media does not have a graduate program, most faculty members are affiliated with the Cultural Studies Program at Queen's. Faculty members also advise, examine or supervise graduate students in cognate departments and programs. It is expected, therefore, that some graduate supervision will be a normal part of a faculty member's workload. However, in those periods where faculty members have a heavier than normal supervisory load, workload accommodations are recommended. In consultation with the Head, taking into consideration staffing needs at the departmental level, these accommodations may include less administration and service, fewer large-enrolment courses, or a 3 unit course reduction at the conclusion of a five year cycle.

### **7. Normal Expectation of the Extent of Commitment to Scholarly and Creative Work**

All full service, full responsibility faculty members are expected to be active in academic research and/or creative production, or equivalent pursuits, and to disseminate the findings and products of their work in appropriate venues, such as publications, screenings, exhibitions, conference presentations and public lectures. The department recognizes that legitimate professional work, both scholarly and creative, comprises a wide range of activities and venues. Care shall be taken to ensure that teaching and administrative assignments do not hinder the ability of each faculty member to do his or her scholarly and/or creative work.

### **8. Normal Administrative Load**

Film and Media has many necessary administrative tasks to distribute among comparatively few faculty members. Consequently, all faculty members are expected to share equitably in the duties of departmental administration. See Appendix for a list of Departmental committees and administrative tasks. In addition, faculty members often provide some administrative service to the faculty and/or the university. The Head must be kept informed by the member of non-department commitments so that this service can be taken into consideration when weighing a faculty member's overall service contribution.

### **8. a.) The Cultural Studies Program**

Most Film and Media faculty are affiliated with the Cultural Studies Graduate Program. Many serve on committees or otherwise provide administrative assistance in Cultural Studies. These activities should be taken into consideration when weighing a faculty member's overall service contribution.

### **9. Changing Distribution of Workload Components Over Career**

The weight of commitment to the various components (teaching, research, service) of a professor's work may change in the course of his or her career. Teaching represents a more time-consuming priority in the first few years at Queen's. Consequently, tenure-track faculty members are assigned a less-than-typical teaching load in accordance with the collective agreement. A faculty member's service to the faculty and university is also limited in the first few years of appointment, though he or she participates regularly in service at a departmental level. Research and creative work normally increase proportionally after the first few years of appointment.

Innovation in teaching, including the modification of courses and the development of new courses, continues throughout a faculty member's career.

### **10. Continuing Adjuncts**

The responsibilities of Continuing Adjuncts are outlined in their letters of appointment and are covered by the Collective Agreement. From time to time, a continuing adjunct may be asked to provide service – for example, serving on a departmental committee – that is beyond their normal duties as outlined in their letters of appointment. In that case, as stipulated in the Collective Agreement, additional compensation will be calculated as part of their FTE fully or fractionally depending on the workload assignment.

### **11. Term Adjuncts and Cross-appointed Faculty**

Duties of term adjuncts are specified in their letters of appointment. Term and sessional adjuncts may be invited to participate in departmental activities as appropriate, but are not required to do so. If they are asked by the Head to sit on a committee or undertake other administrative responsibilities, they will be compensated as outlined in Section 15.3.4 in the Collective Agreement. Cross-appointed faculty members are invited to participate in the activities of the department but do so on a voluntary basis.

### **12. Mechanisms for Dealing with Extraordinary Tasks Accompanying Administrative or Other Work**

With prior agreement, the department may provide compensation to faculty members for extraordinary, pedagogical, administrative or other tasks through such means as teaching relief or research assistance. A record of such compensation and the reasons for granting it shall be kept on file in the departmental office.

### **13. Process and Transparency**

The Head will determine teaching assignments and workload taking into account all responsibilities of the department as well as entitlements to considerations of equity as laid

out in this document and the Collective Agreement. The allocation of administrative tasks and teaching load must then be formally presented and discussed annually in a departmental meeting. The reasons for the prospective task distribution will be clearly explained in terms of both departmental needs and equity. Faculty members may, for stated reasons, request that the Head reconsider a specific assignment, and all parties involved will use their best efforts to reach an equitable agreement.



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Barbara Crow  
Dean  
Faculty of Arts and Science



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Date

## **Appendix**

### **Department of Film and Media . Administration and Committees . Fall 2019**

#### Administrative Positions

Department Head; 2 course release

Chair of Undergraduate Studies; 1 course release

Chair of Graduate Studies; 1 course release

#### Committees

Appointments; (Chair: Department Head)

Curriculum (Chair: Chair of Undergraduate Studies)

Graduate (Chair: Chair of Graduate Studies)

Events

Production

Renewal Tenure Promotion

Student Enhancement

Archives

Diversity and Truth & Reconciliation

REB (Review Ethics Board)

#### Regular Faculty or University Committee or Organization Involvements

QUFA representative