

Queen's University
Department of History
Workload Standard

Final Workload Standard document ratified by the Department on February 15, 2018.

Approved by the Dean of Arts and Science on November 8, 2018 in accordance with Article 37.1.2 (e and f) of the 2015-19 Collective Agreement.

Workload Standard

In accordance with the Collective Agreement (Article 37 Workload), the Department of History establishes that the following should be its normal Workload Standard for full range, full responsibility faculty. The Standard also applies to Faculty without full-range appointments who are covered by the Collective Agreement, but its application may be limited by their contractual obligations as set out in their individual Letter of Appointment.

1) Teaching Load:

The standard teaching load is 2.0 regularly scheduled courses per academic year. Courses may be at both the graduate and undergraduate levels including online courses, but directed reading and other similar, informally organised, courses may not be counted as part of this load.

The normal expectation is that within that 2.0 course load, each faculty member, in keeping with departmental needs and in consultation with the Chair (excepting those with appointments that are contractually limited in this respect),

- a) will teach courses distributed over a range of levels on a rotating basis,
- b) will teach 100- or 200-level lecture courses and undergraduate or graduate seminar courses, on a regular basis, and
- c) will not be required on a regular basis to teach at both first and the second-year levels at the same time.

The Chair will be responsible for the open and equitable assignment of teaching as set out in the Workload article of the current Collective Agreement (see, in particular, 37.1.5).

In course scheduling, a determined effort will be made to plan for the future. Faculty should be able to anticipate when they will need to develop a new course, so that they can accordingly adjust their research programme, grant application schedule, etc. The Chair will be expected to take a leading role in this planning process, in consultation with individual faculty and the department as a whole.

2) Deviations from and Reductions to Teaching Load:

- 2a) New untenured faculty should as a general rule be given a reduced course load.

- 2a.1) For faculty hired with fewer than 3 years seniority, the reduction will be 0.5 courses (to 1.5) for the first two years.
- 2a.2) For faculty hired post-renewal (3+ years seniority), the reduction will be 0.5 courses (to 1.5) for the first year.
- 2b) The graduate chair and undergraduate chair will have a 1.0 course reduction (to 1.0 each year) for the duration of their service. During their term they may, if they wish, be exempt from teaching a lecture course or a first-year course.
- 2c) Course reductions for other reasons should not normally exceed 1.0 per year.

3) Supervision and Graduate Teaching:

Faculty members (except those with appointments that are contractually limited in this respect) are expected to be active in supervising or assisting in the supervision of graduate students. Contribution to supervision can be made in a variety of ways, in accordance with field and stage of career.

- 3a) Contribution to supervision and graduate teaching will be measured according to a point system. The primary purpose of the point system is to record accurately the full range of contributions by faculty to the graduate programme, and to ensure that they are given ample opportunity to participate.
- 3b) Points will be awarded on the following basis:
- Ph.D. thesis supervision 10 points, 3 to be awarded upon completion of proposal defense, 7 to be awarded upon completion of thesis
 - Ph. D. thesis joint supervision 7 points, 2 to be awarded upon completion of proposal defense, 5 to be awarded upon completion of thesis
 - Completed M.A. long thesis supervision 4 points (joint supervision 3 points)
 - Completed M.A. cognate essay supervision 3 points
 - Teaching graduate directed reading course: 5 points per year-long directed reading, 3 points per term-long directed reading, plus 1 point for each additional student in the course after the first
 - Supervising PhD major or minor field if not thesis supervisor or co-supervisor for the student, 1 point.
 - sitting on Ph.D. thesis examination board if not thesis supervisor or co-supervisor for the student, 3 points
 - sitting on M.A. thesis examination board if not thesis supervisor or co-supervisor for the student, 1 point
 - sitting on Ph.D. qualifying examination board if not thesis supervisor or co-supervisor for the student, 1 point

- second reader for cognate essay 1 point
 - chairing thesis examination boards of any type 0.5 point
- 3c) Faculty are expected to earn points at a minimum rolling average of 20 per any given 4-year period, excluding leaves. Faculty on reduced responsibility or on secondment are expected to earn points at a reduced rate commensurate with the overall reduction in their responsibilities. The system of points here is intended both to recognize the actual time and work that goes into each task and to allow faculty members who, for various reasons, are less involved in direct graduate supervision, to be given ways to satisfy their requirements in this respect.
- 3c.1) Work in other departments or other universities should be credited on the scale outlined in 3b, but the commitment to the Queen's Department of History should be no less than 6 points per three-year period.
- 3d) Information on accumulated points should be communicated to the Chair, normally as an addendum to the faculty member's Annual/Biennial Report to the Dean. Success in meeting targets will be reflected in the Chair's review of the faculty member's Annual/Biennial Report. Records of accumulated points shall be kept confidential, with access limited to the Chair, the Graduate Chair, and the faculty member.
- 3e) It is the responsibility of the Graduate Chair to make all effort to ensure that each faculty member is offered sufficient opportunities to accumulate the expected number of points. To this end, the Graduate Chair shall keep a list of faculty members who need points and shall recommend that they be named to sit on thesis and/or proposal examination boards as the Chair's Delegate.
- 3f) Supervision of Undergraduate Independent Study (History 515): Records of completed History 515 supervisions should be kept separately from, but in a manner similar to, the keeping of records of graduate contributions. The Chair shall take the supervision of History 515s into account in the assessment of merit, and in the setting of seminar enrolment limits for the subsequent year.

4. Administration and Service:

All faculty members (except those with appointments that are contractually limited in this respect) are expected to be active in administration or service, in accordance with departmental needs and their stage of career.

- 4a) The normal expectation is that each faculty member will assume the post of Graduate Chair or Undergraduate Chair once in their career. Rotation will normally follow rough order of seniority. Pre-tenure faculty are not expected to assume either of these two posts.
- 4b) The posts of Graduate Chair and Undergraduate Chair should normally have 3-year terms.
- 4c) The Graduate Chair and Undergraduate Chair shall be given a 1.0 course reduction, in keeping with article 2b.

- 4d) If the department chooses to have a Deputy Chair, their duties, term, and course reduction will be negotiated with the Chair.
- 4e) The Chair is ultimately responsible for the distribution of both major and minor administrative duties. The Chair is expected to make decisions in consultation with the Executive Committee and the department.
- 4f) Each faculty member is expected to provide some form of departmental service every year. In assigning administrative duties, the Chair shall, however, take into account the level of each faculty member's involvement in service to the Faculty, University, or profession.

In the distribution of administrative tasks, a determined effort will be made to plan for the future. Faculty should be able to anticipate when they will assume a major administrative post, so that they can accordingly adjust their research programme, grant application schedule, etc. The Chair will be expected to take a leading role in this planning process, in consultation with individual faculty and the department as a whole.

5. Research:

All faculty members (except those with appointments that are contractually limited in this respect) are expected to maintain an ongoing commitment to research, scholarship, and publication in their respective fields.



Barbara Crow
Dean
Faculty of Arts and Science



November 8, 2019

Date