

# Queen's University at Kingston, Canada

## The Robert M. Buchan Department of Mining

### Workload Standard

October 4, 2020

## 1. Introduction

This document sets out the workload standard for The Robert M. Buchan Department of Mining, in accordance with Article 37 of the Collective Agreement. This document describes an expectation for the overall “normal” contribution of faculty members in the areas of teaching, research, and service.

The purpose of this document is to ensure that all members of the Department contribute fairly to activities that support the goals of the Department. In the context of this workload policy document, these goals include, but are not limited to:

1. The delivery of a high quality undergraduate education;
2. Maintaining a high level of quality research output, including graduate student supervision, education, and funding; and,
3. Delivery of service activities so as to enable these goals.

### 1.1 Flexibility

Faculty members will usually be active in all three areas of teaching, research, and service. The norm for these is 40 % teaching, 40 % research, and 20 % service. Variations include teaching-focused positions, which carry a reduction in research duties in exchange for an increase in teaching duties, and special appointments, whose associated duties and responsibilities are listed in the terms of their appointments. See also Section 5, below, entitled “Other Considerations”.

However, the specific balance between these three areas may vary from year to year, and over a faculty member’s career, as per Article 37.2.4. For example, the Head, in consultation with the faculty member, may choose to assign additional (or remove) duties in order to compensate for a faculty member’s a lack (or excess) of activity in one or more areas.

## 1.2 Workload Designations

The designations *light*, *average*, or *heavy* may be used to describe the level of teaching, research, and service activity being carried out by a faculty member. In a given year, a faculty member's workload designation will be made by the Head, in consultation with the faculty member, and with reference to the guidelines provided by this document.

## 1.3 Relationship to Merit

It is important to recognize that this document is not intended to address the issue of merit. Meritorious achievements in the areas of teaching, research, and service are not necessarily linked to the quantity of a faculty member's output in any of these areas.

## 2. Teaching

In accordance with the Collective Agreement, the assignment of teaching duties and responsibilities will be performed by the Head.

### 2.1 Teaching Workload

In order to accommodate sabbaticals and positions that may require teaching relief, and in order to support the Department's educational goals, a nominal teaching load for tenured or tenure-track faculty is three (3) average undergraduate courses, and one (1) graduate course.

1. This policy recognizes that not all courses carry equal weight. Thus, to avoid differing opinions about the relative significance of courses and/or misinterpretations during workload allocation, a course may be designated *average* if it has 3 credits resulting in an average of 3 professor-contact hours per week for more than 15 students and *heavy* if it has 4.5 credits and an average of 6 professor-contact hours or more per week for more than 15 students. Hence, the weight of a heavy course is approximately 1.5 times that of an average course and the assessment is estimated based on the professor contact hours, accepting that laboratory and tutorial contact hours carry a weight of 50 %. The weight of a light course is 0.5 of an average course.

2. Professor-contact hours are defined as the average lecture hours, laboratory hours, and professor-run tutorial hours per week, over the span of a term. Unused tutorial and laboratory hours in any given week do not count, and tutorials or laboratory sessions run explicitly by teaching assistants or laboratory technicians do not count, unless there is significant involvement by the professor. A professor's accessibility for the purposes of answering questions in person or by email, interactions with teaching assistants, mandatory presence at final exams and midterms are not considered contact hours for the purposes of workload assignment.
3. Graduate courses that are "double-numbered" (i.e., run at the same time and with roughly or similar content to a concurrent undergraduate course) do not count as separate, unique graduate courses for the purposes of workload assignment.
4. In keeping with Appendix S, Section 2.b, of the Collective Agreement, a faculty member may be assigned to develop and/or teach online courses as part of their normal workload. The specific weight of these special assignments will be determined by the Head in consultation with the faculty member.
5. Courses that require the coordination of activities (e.g., a thesis or graduate seminar course), are considered to be light and are given a weight of 0.5 of an *average* course.
6. Any course taught by a faculty member for which specific compensation is paid (in addition to a faculty member's annual Queen's salary) does not count as part of that faculty member's Department workload.

## **2.2 Teaching Duties**

Teaching duties for all faculty members include, but are not limited to, the following:

1. Deliver lessons, lectures, and/or equivalent instructional sessions;
2. Attend course laboratory and/or tutorial sessions, as required;
3. Be accessible to students outside of the classroom, and by email;
4. Be available immediately and in person during midterm and final examinations to answer questions;
5. Manage, interact with, and support teaching assistants;
6. Revise and update course materials to ensure that course content is current and relevant to the discipline;
7. Develop new courses, laboratory activities, software, and/or other instructional materials, as defined by the Department;
8. Procure new equipment for course and laboratory development, as needed; and,

9. Participate in the supervision and evaluation of undergraduate theses.

### **2.3 Research Supervision**

Research supervision includes the supervision of graduate students, postdoctoral fellows, and sometimes MEng projects and/or summer research students.

The Department's normal graduate research supervision workload for tenured or tenure-track faculty members is three (3) sole graduate research supervisions or equivalent.

These must be full-time graduate students who have not exceeded the funding period limits set by the School of Graduate Studies (i.e., 2 years for M.A.Sc. students and 4 years for Ph.D. candidates).

Fewer than this number is considered *light*. Also, consideration will be given for the level of commitment required per supervision. Supervision of summer research students or MEng projects will be given a weight of 1/3 because supervision of such projects usually requires engagement for only one term.

## **3. Research**

Evidence of research activity includes, but is not limited to:

1. Successful grant and/or contract funding;
2. Conference presentations;
3. Journal papers;
4. Books and/or book chapters,
5. Patents and/or other intellectual property development (e.g., software); and,
6. Official international collaborations.

It is expected that every faculty member's research output will include scholarly, peer reviewed publications. Funding is expected to be at a level that is sufficient to support graduate student training and associated research activities.

External activities, such as consulting and entrepreneurial activities, are not considered evidence of research activity, unless they result in research activities such as those described in (1) to (6) above. Also, in accordance with Article 18.2.4 of the Collective Agreement, external activities must be pre-approved by the Dean.

## **4. Service**

Service includes both administrative and professional service, as per Article 15.5. Based

on the Department's expected 20 % service level commitment, the normal workload is one (1) day per week.

"Administrative service" includes service to the Department, to the Faculty, and to the University. Department service activities include, but are not limited to:

1. Committee work (e.g., curriculum, appointments, space, etc.)
2. Support of teaching and research activities within the Department (e.g., comprehensive exams, thesis examination committees, etc.)
3. Attending and/or organizing Department events (e.g., recruitment events, attendance at Department meetings, etc.);
4. Organizing and/or attending Department field trips; and,
5. Advising student teams or student organizations.

A *light* administrative service load would be duties that do not involve any Department activities and/or involves less than half of the normal service workload. A *heavy* administrative workload would be one that involves both a significant amount of Department activity, as well as some administrative load (e.g., a Directorship, Headship, or other senior appointment), and possibly a significant amount of service workload outside of the Department.

Professional service includes but is not limited to: review of papers, review of grant proposals, editing symposium papers, organizing symposia and conferences, and participation in committees of professional societies. Other professional activities will be considered as part of the service workload if they bring value to the Department.

## **5. Other Considerations**

It is understood that adjunct faculty, the Undergraduate Chair, Graduate Chair, Associate Head, and Head may have specific administrative duties that reasonably require some variation from the workload standard, described in this document. The workload assignments for these individuals will be determined by the Head in consultation with the faculty member.

# Memo

TO Julian Ortiz Cabrera  
Head and Associate Professor  
Robert M. Buchan Department of Mining

CC Queen's Faculty Relations  
Queen's University Faculty Association  
(QUFA)

FROM Kevin J. Deluzio  
Dean, Engineering and Applied Science

DATE January 19, 2021

SUBJECT Robert M. Buchan Department of Mining –  
Workload Standards



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Dear Dr. Ortiz,

In accordance with Article 37.6 of the QUFA Collective Agreement, I am accepting the ratified Workload Standard unanimously approved by Members of the Robert M. Buchan Department of Mining at a departmental meeting on October 7, 2020.

Please express my sincere thanks to Professor Daneshmend, Professor Pickles, and Assistant Professor Johnson for their services as members of the elected Workload Committee.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Deluzio".

Kevin J. Deluzio, PhD, PEng, FCAE  
Professor and Dean