

## **Appendix B: Philosophy Departmental Workload**

In accordance with Collective Agreement (CA) the Department of Philosophy has established the following workload standard.

### **1. Normal teaching responsibilities**

Faculty members normally teach four half-course equivalents per year. In normal circumstances, members of the department will teach a reasonable mix of large and small, and junior and senior classes. In addition, from time to time, faculty members may be involved in the supervision of independent or directed studies. Activities involved in graduate and undergraduate teaching may include curriculum development, preparation of lectures, presentation of lectures, conduct of seminars, preparing and conducting examinations, evaluation (including the grading of examinations and essays), independent consultation with students, responding to student enquiries, and in large classes the supervision of teaching assistants.

### **2. Graduate supervision**

All faculty members are expected to be active in supervising or assisting in the supervision of graduate dissertations and theses in their respective fields. Participation in thesis examinations is also a part of this expectation.

### **3. Research**

All faculty members are expected to be active in academic research in their respective fields and to disseminate their findings in publications, conference presentations, colloquia, etc.

### **4. Administration**

Although members of committees are ultimately elected by a vote of departmental members, it is expected that committee responsibilities be apportioned on a fair and equitable basis. Administrative service should normally amount to 20% of professional responsibilities. This includes administration at the departmental, faculty and university levels, and service to the profession. In view of the heavy administrative tasks involved, the teaching component in the workload of the Undergraduate Chair will be reduced by one half-course and in the case of the Graduate Coordinator, two half-courses.

### **5. Expectations of non-tenured tenure-track appointees**

In accordance with the CA, Tenure-track appointees, during the first year of an Initial Tenure-track appointment, are assigned a less-than-typical load of both service and teaching duties. Normally a less-than-typical combined load of teaching and service duties should continue for the entire initial appointment.

### **6. Adjunct faculty**

Continuing adjuncts, unless their contracts specify otherwise, have the same teaching responsibilities

as outlined in item 1 above and are only required to fulfill teaching-related administrative duties. The specific teaching responsibilities of term adjuncts are defined in each term adjunct contract in accordance with requirements set out by the CA. Unless otherwise specified in individual contracts, adjuncts are not required to share in the administrative workload of the department or university more broadly. Depending on need, and subject to agreement by the continuing adjunct and Head, additional supervisory, administrative or teaching responsibilities may be added to a continuing adjunct contract and compensated appropriately.

#### **7. Some other considerations relevant to the fulfillment of departmental responsibilities.**

A number of articles in the CA make provision for adjustment of the workloads of tenure-stream faculty and continuing adjuncts. Among these are those addressing Reduced Responsibility Appointment, Academic Leave, Personal Leaves, Child-Care Leaves, Leave to Seek Office, Court and Related Leave, Negotiated Leave, and Recognition for Service as Department Head. The contractually defined responsibilities for research chairs and other special appointments may differ from those outlined above in this document.

#### **8. Scheduled review**

This document will be reviewed in academic year 2022-23.

*This workload standard was ratified by a majority of Members in the Unit who cast ballots in a ratification vote held April 2019. It will come into effect pending approval of the Dean.*



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Barbara Crow  
Dean  
Faculty of Arts and Science

Signed: January 7, 2021

