

## **STANDARD WORKLOAD**

As revised November 10, 2022

### **1. Teaching**

The standard teaching load of the Department of Political Studies is the equivalent of twelve (12) units including both undergraduate and graduate courses. In addition to the preparation and presentation of courses, teaching is understood to include: student evaluation, academic advising and supervision of students, curriculum development, supervision of teaching assistants, and assistance to PhD students in their preparation for their qualifying exams.

Teaching reductions:

- a) The Graduate Coordinator and the Undergraduate Chair (who will be responsible for the Honours program) will each receive a teaching reduction of six (6) units.
- b) The teaching load of the Head is a matter of agreement between the Head and the Dean of Arts and Science.
- c) In conformity with the provisions of the current Collective Agreement, new tenure-track appointments who have not previously held a university-level research and teaching position will normally receive a three (3) unit reduction for three years prior to renewal.

### **2. Thesis supervision**

All members are expected to be active in supervising graduate theses as requested, and to give informal assistance on theses as requested, within reason.

### **3. Research**

Faculty research is essential for advancing new knowledge, thus contributing to the core mission of the university. All members are expected to be active consistently in academic research in their respective fields. Over the course of their career, members are expected to disseminate the findings of their research, primarily in peer-reviewed publications (books and journal articles) but also, when appropriate, in policy papers, conference presentations, colloquia, public lectures, etc. Members are normally expected to seek external grants to support their research. In keeping with the Collective Agreement, the Department will make a reasonable effort to assign and schedule teaching responsibilities in a manner that provides each Member with one day each week in each Academic Term that is free of teaching and administrative responsibilities in order to be able to concentrate on research activities.

### **4. Administration**

It is expected that each faculty member will contribute to the administration of the Department through participation in Departmental committees and other designated tasks. Over the course of their career in the Department, it is expected that each member will be prepared to assume one of the major administrative posts (e.g. Graduate Coordinator, Undergraduate Chair). The assignment of non-elected committee duties within the Department is made by the Head bearing in mind the faculty member's other committee responsibilities in the Department and the University. Service to the Faculty of Arts and Science, the School of Graduate Studies, QUFA,

and the University shall be recognized as administrative work under this agreement, as will service to the profession. Pre-tenure members will normally have a reduced administrative load and not be asked to fill the major administrative posts.

#### **5. Changing Distribution of Workload over a Member's Career**

The Department recognizes that the distribution of a member's work between teaching, research, and administration may vary over the course of his/her career.

#### **6. Mechanisms for Dealing with Extraordinary Tasks**

Extraordinary tasks may arise from time to time both inside and outside the Department. An effort will be made by the Head to adjust a member's workload in light of such tasks.

#### **7. Consulting Work outside the Department**

The nature of professional service, consulting and related work should be such as to complement rather than conflict with the primary commitments of faculty members to the Department and the University.

#### **8. Revision**

This Standard Workload may be changed by the Department as it considers necessary.

#### **9. Continuing Adjuncts**

Continuing Adjunct workload is determined by their Letter of Appointment from the University upon conversion from General Right of Reappointment Term Adjunct status.

#### **10. Collective Agreement**

This Standard Workload Agreement must be read in conjunction with the current Collective Agreement.

*Approved by the Department 17 September 1997*

*Revised 19 January 2005, 7 March 2007, 20 March 2013, 10 November 2022*