Workload Policy for the ‘core’ Biology group (non-BMC, non-MBiotech)

The following policies are for faculty who teach within the UTM Department of Biology programs:

**Policy Concerning Teaching Workload**

1. All faculty are expected to contribute to teaching within the department.
2. The normal workload for tenure-stream faculty who supervise undergraduate research projects, and supervise graduate students will be 1.0 undergraduate full course equivalents (FCE) per academic year.
3. Tenured faculty members who are not actively participating in teaching graduate courses or in graduate student supervision (supervisor or co-supervisor) on an ongoing basis will, in consultation with the Chair, have an increased undergraduate teaching load up to 2 FCE per academic year. Under the provisions of the Department of Biology Policy on Graduate Teaching, tenure-stream faculty may request to substitute graduate teaching for a portion of their undergraduate teaching. An eligible faculty member can request to substitute 0.5 FCE graduate level teaching for a 0.5 FCE undergraduate level course once every third year.
4. The teaching load for teaching-stream faculty is 2.0 undergraduate FCEs. In addition to formal course instruction, teaching-stream faculty have laboratory and other pedagogical and administrative responsibilities.
5. All styles and size of course – lecture, lab, seminar, field, tutorials – currently count towards meeting the FCE requirement according to the course H (half = 0.5 FCE) or Y (year = 1.0 FCE) designations. Faculty members who share a course are given FCE equivalent credit in proportion to the teaching contribution.
6. Small adjustments to the weighting of course can be made by the Chair for courses where workload of the course is greater than or less than the norm.
7. Faculty will generally be expected to teach in a variety of courses offered by the department commensurate with expertise and teaching complement.
8. Supervision of ROP, Bio481 research projects, or other independent study courses, is expected in the normal workload. Faculty members accept such students according to their supervisory capacity and participation in these teaching activities does not reduce the expectations for FCE contributions of undergraduate teaching in a normal workload.
Such courses and activities are recognized as important and valuable contributions to teaching and will be recognized by the department.

9. The normal undergraduate teaching workload for tenure-stream faculty is 1.0 FCE. However, pre-tenure teaching release is granted to allow faculty to establish their research programs, and therefore, in accepting the release, individuals undertake not to do any overload teaching. During the first year, this release will amount to 0.5 FCE. Furthermore, appointees who have been granted renewal of their initial contract are entitled to an additional adjustment of their workload assignment for one academic term in order to allow them to focus on preparing for their tenure consideration and to address any advice from the review of their initial appointment. Normally, this term will not include assigned teaching or service; but the term may include assigned teaching, with the candidate’s agreement, in order to address advice from their review.

10. For teaching-stream faculty, the normal undergraduate teaching workload is 2.0 FCEs. Upon reappointment after successful review of the initial contract, teaching stream faculty will be offered an academic term to focus on preparing for continuing status review and to address any advice arising from the interim review. Normally this term will not include assigned teaching above 0.5 FCEs or half of the typical service load for the term, but with the candidate’s agreement the term may include more than the 0.5 FCE teaching load or some assigned service, to allow the candidate to address feedback from the interim review.

11. The Dept. Chair normally receives 0.5 FCE in teaching relief. Other course-release scenarios are discussed with the Chair and are considered for major National or International Awards that monetarily support teaching relief or for taking up senior administrative positions within UTM or the University. The UTM Dean must approve course reductions associated with external awards.

Policy Concerning Service Workload

1. All faculty members are expected to contribute to service within the UTM department, division and university. As a general principle, pre-tenure and pre-promotion teaching-stream faculty receive fewer service requests than tenured and promoted teaching stream faculty.

2. At the department level, the Chair requests faculty members to serve on the department’s standing committees. Membership on the committees is expected to rotate annually or biannually so that all faculty contribute to these committees on a regular basis.

3. Faculty will also contribute to department level ad-hoc committees or working groups. On a regular basis there is need for faculty on search committees, tenure and promotion committees, and interest-related working groups. Such requests are initiated by the Chair to achieve representation from the variety of groups present within the department.
4. The Chair of the Graduate Department will consult with the UTM Biology Chair with regard to graduate-level service requests of UTM-based faculty.

5. Faculty can accept divisional and university service requests in consultation with the Chair to ensure total service workloads are accounted for.

6. Faculty can accept service to the broader scientific and professional communities outside the university in consultation with the Chair. Service external to the University should be kept to a reasonable amount and it should supplement, not substitute, for service to the department, campus, and University.
Policy Concerning Teaching Workload for Biology Teaching-stream Faculty in the MBiotech Program

Policy Concerning Teaching Workload

In addition to the relevant policies concerning the ‘core’ Biology department, the following apply to teaching-stream faculty appointed to teach in the MBiotech program:

1. The teaching load for teaching-stream faculty associated with the MBiotech program is 2.0 FCE. In addition to formal course instruction, it is expected as part of the normal workload that they are engaged in teaching-related activities such as actively garnering internship opportunities, mentoring work term projects, and maintaining relevant industrial relationships.

2. For teaching-stream faculty, the normal graduate and undergraduate teaching workload is 2.0 FCEs. Upon reappointment after successful review of the initial contract, teaching stream faculty will be offered an academic term to focus on preparing for continuing status review and to address any advice arising from the interim review. Normally this term will not include assigned teaching above 0.5 FCEs or half of the typical service load, but with the candidate’s agreement the term may include more than the 0.5 FCE teaching load or some assigned service, to allow the candidate to address feedback from the interim review.

3. Graduate student independent study supervision is valued as a commitment to teaching and participating in graduate student experience, but does not reduce the FCE requirement.

4. In consultation with the UTM Biology Chair and the MBiotech Program Director, teaching-stream faculty in the MBiotech program may accept and/or be assigned 0.5 FCE in undergraduate teaching as part of their overall teaching load. Supervision of undergraduates in ROP, research projects, or other independent study courses, is encouraged but does not contribute to the total FCE requirement.

5. The Associate Director of the MBiotech program normally receives 0.5 FCE in teaching relief.

Policy Concerning Service Workload

1. All faculty members are expected to contribute to service within the UTM department, division and university. As a general principle, pre-promotion teaching-stream faculty receive fewer service requests than tenured and promoted teaching stream faculty.

2. Service activity of MBiotech faculty is expected to contribute to the MBiotech program proportionate to the level of appointment.
3. Attendance at bimonthly meetings of MBiotech faculty is expected, as is attendance at major MBiotech functions.

4. The weekly seminar series represents a major component of the MBiotech program where visibility and participation on the part of all faculty is strongly encouraged. Weekly seminars bring together both student cohorts and often explore the most current ideas in biotechnology best practices. As such, faculty presence and mentoring is encouraged.

5. Participation in the student selection process is required on an annual basis. External service to the broader scientific and professional communities outside the university will supplement rather than substitute for internal service. Substantial external service commitments should be discussed with the chair and/or program director.
Workload Policy for Biology Faculty in the Biomedical Communications (BMC) unit

Policy concerning teaching workload:

1. All faculty members are expected to contribute to teaching within the department.
2. Faculty will generally be expected to teach in a variety of courses offered by the department commensurate with expertise and teaching complement.
3. Graduate teaching is recognized as part of each faculty member’s course load obligation.
4. BMC graduate student supervision is an expected component of teaching activity for tenure-stream and teaching-stream faculty alike. Due to this common supervisory obligation an amended workload balance is in place: tenure-stream faculty have a course load of 1.5 FCEs (graduate and undergraduate combined) and teaching-stream faculty have a course load of 2.5 FCEs (graduate and undergraduate combined).
5. The normal graduate and undergraduate teaching workload for tenure-stream faculty is 1.5 FCEs. However, pre-tenure teaching release is granted to allow faculty to establish their research programs, and therefore, in accepting the release, individuals undertake not to do any overload teaching. During the first year, this release will amount to 0.5 FCEs. Furthermore, appointees who have been granted renewal of their initial contract are entitled to an additional adjustment of their workload assignment for one academic term in order to allow them to focus on preparing for their tenure consideration and to address any advice from the review of their initial appointment. Normally, this term will not include assigned teaching or service; but the term may include assigned teaching, with the candidate’s agreement, in order to address advice from their review.
6. For teaching-stream faculty, the normal graduate and undergraduate teaching workload is 2.5 FCEs. When faculty in BMC undertake to teach courses that are extremely time intensive, this will be taken into account in assigning their overall teaching load. Upon reappointment after successful review of the initial contract, teaching stream faculty will be offered an academic term to focus on preparing for continuing status review and to address any advice arising from the interim review. Normally this term will not include assigned teaching above half of the typical service load, but with the candidate’s agreement the term may include more than the half of the typical teaching load or some assigned service, to allow the candidate to address feedback from the interim review.
8. Courses of all styles and size currently count towards meeting the FCE requirement according to the course H (half = 0.5 FCE) or Y (year = 1.0 FCE) designations. Faculty members who share a course are given FCE equivalent credit in proportion to the teaching contribution.
9. Faculty with FTE less than 100% will have their course load obligations amended to reflect this status.
10. Many of the BMC graduate courses have a significant practical/lab section with no teaching assistants; the unit Director will take this into consideration when balancing faculty workload assignments.

11. Supervision of independent study is expected in the normal workload. Faculty members accept such students according to their supervisory capacity and participation in these teaching activities does not reduce the expectations for FCE contributions of undergraduate teaching in a normal workload. Such courses and activities are recognized as important and valuable contributions to teaching and will be recognized by the department.

12. The Program Director normally receives a 0.5 FCE teaching relief.

Policy Concerning Service Workload

1. All faculty members are expected to contribute to service within the UTM department, division and university. As a general principle, pre-tenure and pre-promotion teaching stream faculty receive fewer service requests than tenured and promoted teaching stream faculty.

2. At the department level, the Chair of Biology requests faculty members to serve on the department’s standing committees. The BMC Director may also request faculty members to serve on the program’s standing committees, or on committees within the Institute of Medical Science. Committee assignments should take into account faculty member’s obligations in other units. Membership on the committees is expected to rotate on an annual or biannual basis so that all faculty members contribute to these committees on a regular basis. All BMC faculty members of 60% FTE or greater are expected to serve on BMC standing committees.

3. Faculty will also contribute to department level ad-hoc committees or working groups. On a regular basis there is need for faculty on search committees, tenure and promotion committees, and interest-related working groups.

4. Divisional and university service are recognized as important and valuable service contributions, but should not substitute for service to the department and to the program. Faculty should discuss divisional and university service requests with the Chair to ensure total service workloads are reasonable.

5. External service to the broader scientific and professional communities outside the university will supplement rather than substitute for internal service. Substantial external service commitments should be discussed with the BMC Director.