Department of Visual Studies Workload Policy [Nov. 20, 2015]

This document outlines procedures for the allocation of workload in the Department of Visual Studies in accordance with the terms of the University’s Workload Policy and Procedures for Faculty and Librarians (WLPP).

TENURE-STREAM FACULTY

The workload of tenure-stream faculty consists of research, teaching, and service. This policy addresses teaching and service obligations. The remainder of a faculty member’s working time is self-directed and may consist of research and/or scholarly, creative, or professional work.

Teaching

Undergraduate: Tenure-stream faculty will share equitably in the teaching of foundational courses on a rotational basis. Faculty are expected to offer a range of courses and teach across both more introductory and more advanced levels each academic year. While this balance may not be achievable in a single year for all faculty, the principle can apply to the balance of teaching over multiple years. When determining workload for teaching, factors taken into consideration include the level of courses taught, class size, the total number of students taught each year, TA support, and new courses.

Graduate: Faculty in the tenure stream will normally teach 0.5 FCE at the graduate level every year. Any decision to opt out of this teaching will be discussed with the Chair of the Graduate unit and the Chair of the Department of Visual Studies, and will be replaced by teaching at the undergraduate level. Graduate supervision is normally an expectation of tenure-stream faculty. Extremes in the amount of graduate supervision will be taken into account when determining workload.

The normal teaching load of a tenure-stream faculty member is 2.0 FCE per year (including graduate teaching).

Service

Each tenure-stream faculty member is expected to take on an equitable share of departmental service responsibilities, taking campus and university service into account. These may include committee work (Academic Affairs, Blackwood Advisory, Curriculum, GEF, PTR, student society, etc.), program directorship, recruitment events, convocation attendance, and service associated with tenures, promotions, interim reviews, and external reviews. While balance may not be achievable in a single year for all faculty, the principle can apply to the balance of service over multiple years. When possible, however, pre-tenure faculty members will have reduced service commitments.
In addition to departmental service, tenure-stream faculty members are expected to engage in service to the campus, their graduate department, and to the University. Faculty members may also engage in service external to the University. External service includes a range of activities, such as service to relevant professional organisations and refereeing. External service is considered to be a factor in PTR evaluation and such service will be recognized there. However, it cannot substitute for departmental service and service to the campus and University.

TEACHING-STREAM FACULTY, INCLUDING THE DIRECTOR/CURATOR OF THE BLACKWOOD GALLERY

The workload of regular teaching-stream faculty consists of teaching and service, and may also include scholarship (as defined in the WLPP), for which regular teaching-stream faculty are entitled to reasonable time. The workload of the Director/Curator of the Blackwood Gallery consists of teaching (classroom and equivalents), creative professional practice, scholarship (as defined in the WLPP), administration, and service. Scholarship in this context refers to any combination of discipline-based scholarship in relation to or relevant to the field in which the faculty member teaches, the scholarship of teaching and learning, and creative/professional activities. This policy addresses teaching and service obligations.

Teaching

The classroom teaching workload of regular teaching-stream faculty is normally 3.5 FCE.

The Director/Curator of the Blackwood Gallery will teach undergraduate courses in curatorial studies on a regular basis, and potentially other topics depending on the department’s teaching needs. The Director/Curator has a classroom teaching load of 1.0 FCE. Other teaching activities for which the Director/Curator is responsible include the pedagogical components of curating and programming, a variety of formalized mentorships, and the annual graduating exhibitions of students in two programs (Art and Art History, MVS Curatorial Studies) held at the Blackwood Gallery.

Service

Regular teaching-stream faculty members are expected to take on an equitable share of departmental service responsibilities, taking service responsibilities to the campus and university into account. These may include committee work (Academic Affairs, Blackwood Advisory, Curriculum, GEF, PTR, student society, etc.), program directorship, recruitment events, convocation attendance, and service associated with tenures, promotions, interim reviews, and external reviews. While balance may not be achievable in a single year for all faculty, the principle can apply to the balance of service over multiple years. When possible, however, faculty members who have not yet undergone a review for promotion to continuing status will have reduced service
commitments. The service loads of regular teaching-stream faculty will be comparable to those of tenure-stream faculty.

In addition to departmental service, regular teaching-stream faculty members are expected to engage in service to the campus and to the University. Faculty members may also engage in service external to the University. External service includes a range of activities, such as service to relevant professional organisations and refereeing. External service is considered to be a factor in PTR evaluation and such service will be recognized there. However, it cannot substitute for departmental service and service to the campus and University.

The Director/Curator is the Blackwood Gallery’s primary administrator (and thus responsible for the supervision of staff, work-study students, interns, volunteers, and curatorial residents; fundraising and development, including government grants; publications; marketing and communications; partnerships and collaborations; program development; academic outreach; etc.). The Director/Curator’s service obligations are primarily to the Blackwood Gallery, though a small level of departmental service will normally be required each year. The Director/Curator may be asked to take on service to the campus and/or the university. The Director/Curator may engage in service external to the university, such as service to professional organisations and jurying. External service is considered to be a factor in PTR evaluations and such service will be recognised there. However, it cannot substitute for service to the gallery, department, campus, and university.

**TERM-LIMITED APPOINTMENTS**

The workload of term-limited appointments is normally comparable to those of continuing regular teaching-stream or tenure-stream faculty, depending on the type of appointment. The remainder of a faculty member’s working time is self-directed and may consist of research and/or scholarly, creative, or professional work, depending on the type of appointment.

**Teaching**

Term-limited appointees are expected to offer a range of courses and teach across both more introductory and more advanced levels each academic year. Term-limited teaching-stream appointees without curatorial duties will normally assume a teaching load of 3.5 FCE (prorated for part-time appointees). Term-limited appointments comparable to tenure-stream positions will normally entail a teaching load of 2.0 FCE of undergraduate courses, so long as graduate teaching and supervision is not expected.

**Service**

Term-limited appointees will have the same service expectations as those in continuing appointments. They are expected to take on departmental service responsibilities. These
may include committee work (Academic Affairs, Blackwood Advisory, Curriculum, GEF, PTR, student society, etc.), recruitment events, convocation attendance, and service associated with external reviews. Each faculty member is also expected to take on an equitable share of departmental service responsibilities. While balance may not be achievable in a single year for all faculty, the principle can apply to the balance of service over multiple years. Term-limited appointees may take on service to the campus and to the University. They may also engage in service external to the university, such as service to professional organisations and refereeing. External service is considered to be a factor in PTR evaluations and such service will be recognised there. However, it cannot substitute for departmental service and service to the campus and university.

PART-TIME APPOINTMENTS

Part-time faculty in any category will be assigned the same workload as their full-time equivalents, prorated to reflect their percentage appointment.

ADJUSTMENTS FOR FACULTY PRIOR TO REVIEWS FOR TENURE OR CONTINUING STATUS IN THE TEACHING STREAM

Pre-tenure appointees who have been granted a renewal of their initial contract are entitled to an adjustment to 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. (Amended PPAA)

Teaching-stream faculty members who have been reappointed after their initial contract will be offered an academic term to focus on preparing for continuing status review and to address any advice from the interim review. Normally this term will not include assigned teaching above half of the normal teaching assignments or service, but with the candidate’s agreement the term may include more than half of the normal teaching assignments or some assigned service, in order to reflect feedback from the interim review. (Amended PPAA)

PROCEDURES

The Chair will consult with each faculty member on an annual basis to review her or his workload duties of the past academic year and plan for the following one. Graduate service will be taken into account in this planning procedure, through consultation with the relevant Graduate Chairs or Directors of faculty members who hold their main graduate appointments outside the Department of Visual Studies. In the case of faculty members who hold their main graduate appointment outside of the Department of Visual Studies, a meeting (in person or by telephone) involving the faculty member, the Chair of
the DVS, and the relevant Graduate Chair will be held in any year in which one of the Workload Policies is amended or at the request of the faculty member or any of the relevant units. This is to clarify workload and to resolve any conflicts in expectations between units. A written record of the teaching, supervisory, and service expectations agreed at the meeting shall be kept by the Chair of the DVS, the Graduate Chair, and the faculty member. Faculty members’ Graduate Chairs or Directors should consult with the Chair of the Department of Visual Studies before assigning any graduate service before or after workload letters for the year are issued.

When planning workload, the fact that faculty will experience different demands from year to year in the balancing of domains of workload should be taken into account. After the annual consultations, each faculty member will be provided with a written outline that includes a summary of teaching and service responsibilities for the next academic year (although this is subject to change over the course of the year as responsibilities arise). In the interest of transparency a roster of service responsibilities for the year will be sent to all faculty each year (with some exceptions, as in the case of promotion committees the membership of which is confidential). A separate letter outlining service expectations that are confidential will be issued, and not made available for review by all faculty. Copies of each faculty member’s non-confidential workload letters are kept on file in the chair’s office and are available for review by all faculty. Some form of record-keeping should be used to track each faculty member’s assignments to ensure that equitable assignments can be achieved over the balance of multiple years if not in a single year. Copies are also sent to other units to which faculty members are appointed. Faculty should keep the Department Chair updated on their major extra-departmental service obligations within the University over the course of the year.

The workload of the Department Chair will be determined in consultation with the Dean.

A Workload Policy Committee chaired by the Department Chair is responsible for developing and revising the Department of Visual Studies Workload Policy. The composition of this committee will be established through a collegial process that provides a reasonable opportunity for all members of the DVS to have input regarding which members shall serve on the committee. This will include an email or other written communication to unit members inviting them to put their names forward for consideration. Committee membership should reflect the types of appointments that faculty members in the unit hold. Any revisions of the Workload Policy from year to year will be sent to all faculty members for consideration and comment.

Offers of Appointment and renewal letters (if applicable) shall be consistent with the WLPP and the MOA, and shall reference and include a copy of the applicable Unit Workload Policy as well as a link to the WLPP.