Preamble
This document outlines procedures for the allocation of workload in the Department of English and Drama under the terms of the University's Workload Policy and Procedures for Faculty and Librarians (WLPP). This document only outlines regulations and expectations concerning teaching and service.

The workload of tenure-stream faculty consists of research, teaching, and service. The remainder of a faculty member’s working time is self-directed and may consist of research, scholarly, creative, or professional work consistent with the type of appointment each faculty member holds.

The workload of 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. 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.

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 Loads
The classroom teaching workload for tenure-stream and tenured faculty is 2.0 FCE. Faculty whose appointment is split between the Centre for Drama, Theatre and Performance Studies and the Department of English and Drama (67% in the latter) normally teach 1.0 FCE at UTM.

Other cross-appointments and arrangements by which faculty teach part of their 2.0 FCE load in other departments may be made on a case-by-case basis. In all such cases, however, the overall regular teaching load will not exceed or fall below 2.0 FCE.

Pre-tenure appointees who have been granted renewal of their initial contract are entitled to an 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.

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

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 1.0 FCEs or half of the typical service load, but with the candidate’s agreement the term may include more than the 1.0 FCE teaching load or some assigned service, to allow the candidate to address feedback from the interim review.

The classroom teaching workload for term-limited appointees at the rank of Assistant Professor is 2.5 FCE (reflecting the fact that they do not normally teach graduate courses or undertake graduate student supervisions and graduate examinations). The workload for term-limited teaching stream faculty is 3.5 FCE.

Other reductions in classroom teaching (teaching relief) are granted only if paid for outside the department, generally by an external agency or other units of the University. Such arrangements must be approved by the chair of English and Drama and the Dean.

**Department Officers**
Based on the workload associated with the office, the faculty member who serves as associate chair will receive a reduction to his or her classroom teaching load and/or financial compensation agreed upon in consultation with the chair and in accordance with the Provost’s guidelines on such matters. Departmental officers will be expected to continue to participate in graduate supervision.

**Undergraduate Teaching**
Undergraduate course assignments attempt to balance pedagogical and academic interests, course levels, and overall workload across the members of the department. All faculty should have a mix of large, medium, and small classes, with appropriate TA support in the larger classes. TA support will follow disciplinary norms and reflect factors such as class size, modes of student contact, and number and nature of assignments. All full-time faculty are expected to teach regularly on all levels of instruction, from introductory (100-200) to upper-division (300-400) courses. Typical class sizes are: 100-level 200-400 (with the exception of DRE courses); 200-level 50-150; 300-level 45; 400-level 20.

Faculty do not receive a course load reduction for offering independent study courses (DRE392 or 394; ENG390 or 391) or for supervising Research Opportunity programs (DRE299 or 399; ENG299 or 399). Such teaching, however, is recognized as part of one’s overall teaching contribution.
Faculty teaching unusually demanding courses, especially those that require exceptional course administration efforts and out-of-class student contact hours may be eligible for a teaching load reduction of no more than 0.5 FCE.

In cases where a course is cancelled because of exceptionally low enrolments, the faculty member concerned is expected to make up that course in subsequent years. Courses with persistently low enrolments may not be offered again.

**Graduate Teaching**

Graduate teaching and supervision are expected of all tenured and tenure-stream faculty members. Faculty whose appointment is split with the Centre for Drama, Theatre and Performance Studies fulfill those obligations as part of their budgetary appointment there, with no further impact on their teaching in English and Drama.

All other faculty are ordinarily expected to teach at least 1.5 FCE in the undergraduate department every year. The customary balance for tenure-stream and tenured faculty members in English is 1.5 FCE undergraduate courses and 0.5 FCE graduate courses; however, the opportunity to teach a graduate course every year cannot be guaranteed. Faculty usually can expect to teach two half-courses at the graduate level every three years. Faculty with a full appointment in English and Drama are expected to serve when required on comprehensive exam committees and to take up other duties as requested by the Director of Graduate Studies in English or the Associate Director Graduate of the Centre for Drama, Theatre, and Performance Studies, as applicable (or in the graduate department with which they are affiliated). Faculty are also expected to serve occasionally as chairs on external dissertation defence committees as needed.

PhD supervisions are arranged between individual faculty and graduate students. Membership on supervisory committees is divided among the faculty. Graduate supervisions in excess of the average load does not satisfy the requirements of classroom teaching, but may be balanced with a reduction in service expectations. Faculty members may elect to take on graduate supervision in excess of the normal workload.

Faculty who serve in an administrative position in a graduate unit and receive a teaching load reduction as a consequence cannot ordinarily expect to teach courses at the graduate level at the same time, though exceptional arrangements may occasionally be possible.

For tenured and tenure-stream faculty with course reductions, the expected distribution of teaching commitments will include approximately one-quarter teaching at the graduate level over the duration of the reductions, unless the Chair makes an exception. Over the course of the reductions, approximately three quarters of the teaching will be at the undergraduate level.

**Service**
Each faculty member is expected to accept an equitable share of administrative responsibilities by participation on departmental, faculty or university committees and decision-making bodies. For faculty affiliated with the graduate program in English, appointments to one graduate committee (Program Committee) and one tri-campus committee (Promotions Committee) are by election. Membership on other departmental committees is assigned by the chair in consultation with faculty, who are invited to submit nominations. Graduate chairs may appoint faculty to graduate-level committees in consultation with the chair of English and Drama. All faculty are expected to contribute to the administration of both their undergraduate and (if applicable) graduate departments.

Service includes work done for UTFA; participating in professional bodies or learned societies; serving as an appraiser or referee for the Department, Faculty, University or other university, for scholarly journals, or for a grant agency; editing scholarly journals; organizing conferences or symposia; and engaging in activities that increase the visibility of the Department of English and Drama or which serve its advancement objectives. However, external service should supplement, not substitute for, service to the department, campus, and University.

The service workloads of teaching-stream faculty will be comparable to those of tenure-stream faculty. Expectations for term-limited appointees are equivalent to those in continuing appointments in the applicable streams. Pre-tenure and pre-promotion faculty have reduced service expectations and commitments.

**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. A meeting (in person or by telephone) involving the faculty member, the Chair of English and Drama, and the relevant Graduate Chair or Director 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 English and Drama, the Graduate Chair, and the faculty member. Faculty members’ Graduate Chairs or Directors should consult with the Chair of English and Drama 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, such as 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 English and Drama Workload Policy. The composition of this committee will be established through a collegial process that provides a reasonable opportunity for all members of the department 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.