Preamble
A faculty member’s workload is composed of three components: teaching, scholarship and professional development, and service. Scholarship and professional development are self-directed rather than allocated activities. This policy outlines the factors to be considered in setting normal teaching and service workload duties in the Institute.

The allocation of workload is intended to be fair, reasonable, and equitable, and each faculty member’s workload is intended to fall within Institute norms, standards, and ranges. Faculty members holding graduate appointments in another unit will be assigned teaching and service duties following annual consultation between the faculty member and the ICCIT Director following consultation between the ICCIT Director and graduate chair, who in most cases will be the Dean of the Faculty of Information. Those faculty members with cross-appointments in another unit, will be assigned teaching and service duties in a manner consistent with their percentage appointment in each unit, and following annual consultation between the faculty member and the ICCIT Director, subsequent to consultation between the ICCIT Director and the graduate chair of the unit to which the member is cross-appointed.

1. Teaching Workload

1.1 Tenure-Stream
Tenure-stream faculty members have a normal teaching commitment of 2.0 FCEs. The combination of undergraduate and graduate teaching may vary from year to year; however, each faculty member with a graduate appointment will, in most years, have the opportunity to teach a 0.5 graduate course, depending on the needs of the graduate curriculum.

1.1a Undergraduate Teaching
The normal undergraduate teaching workload for tenure-stream faculty is 1.5 FCE. If 0.5 FCE is not taught at the graduate level, 2.0 FCE will be delivered at the undergraduate level. 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 five years, this release will amount to 1.0 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.
- Attempts will be made to balance each faculty member's teaching load between large and small class sizes and early and later years.
- Adjustments in teaching load may be considered for faculty in exceptional circumstances where unusually extensive curriculum development and/or course administration is required.
- Reductions in classroom teaching (aside from release for administrative posts or reductions for pre-tenure faculty) 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 Institute Director and UTM Dean.

1.1b Graduate Teaching and Supervision
Tenure-stream faculty members will normally have a graduate teaching load of 0.5 FCE. This graduate course will be taught in the unit in which the faculty member has her or his graduate home.

Supervision of graduate students is expected for tenure-track and tenured faculty members. The extent of graduate supervision will typically be in line with the practices of the graduate home.

1.2 Teaching-Stream
For teaching-stream faculty, the normal undergraduate teaching workload is 3.5 FCEs. The Institute will continue to honour any existing commitments to reduce this load by 0.5 FCE to accommodate teaching commitments at the graduate level.

Adjustments in teaching load may be considered for teaching-stream faculty in exceptional circumstances where unusually extensive curriculum development and/or course administration is required.

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 1.5 FCEs or half the typical service load, but with the candidate’s agreement the term may include more than the 1.5 FCE teaching load or some assigned service, to allow the candidate to address feedback from the interim review.

1.3 Contractually Limited Term Appointments
For all CLTAs who do not teach graduate courses or participate in graduate student supervision and graduate examinations, the normal annual teaching load is 2.0 FCEs for CLTAs and 3.5 FCEs for teaching stream CLTAs.

CLTAs will have the same service expectations as those in continuing appointments.
1.4 Part-time Faculty

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

1.5 Independent Study, Supervised Reading and ROP courses are options in all four ICCIT programs. Directed reading, independent study courses and undergraduate research supervision do not reduce the expectations for FCE contributions of undergraduate teaching in a normal workload. Such activities are recognized as important and valuable contributions to teaching.

2. Service

All faculty members are expected to contribute service to the Institute in terms of committee membership, curriculum development, and outreach. Pre-tenure and pre-promotion (teaching-stream) faculty are expected to contribute to a somewhat lesser extent to service given their ineligibility to serve on certain committees (tenure, promotion). All faculty members are expected to be available for service, as required, to the campus or university, with lesser expectations of service for pre-tenure and pre-promotion (teaching-stream) faculty. External service to the profession is welcome and appreciated but cannot replace service to the department.

2a. Service in Graduate Department

It is understood that faculty members with graduate appointments will also be asked to serve their graduate home, including serving on tri-campus committees and advising MA students; however service contribution in the graduate department must be discussed at the annual workload meeting between individual faculty members, the ICCIT Director and the Graduate Dean/Chair. All committee membership requests outside of this meeting must first be approved by the ICCIT Director.

2b. Service and Student Events

The Institute expects faculty of all streams to participate in some student events in order to maintain the Institute’s excellent relationship with its student groups. Examples include: ICCIT Council’s Meet the Professors Night, Networking Night, ICCIT Graduation Reception, as well as the annual ICCIT Council Gala.