Workload Policy

This policy outlines procedures for the allocation of workload in the Institute for Management & Innovation (IMI), under the terms of the Workload Policy and Procedures for Faculty and Librarians (WLPP). A tenured or tenure-stream faculty member’s workload is composed of three possible components: teaching, research, and service. Research and scholarship are largely self-directed rather than allocated activities. A teaching stream faculty member’s workload is composed of two possible components: teaching and service. This policy outlines the factors to be considered in setting normal teaching and service workload duties in the Institute.

Because IMI is an EDU-B, its faculty members hold cross-appointments to IMI which are either non-budgetary or, at most, 49% budgetary positions. Their primary appointments are held in another department or division, herein referred to as their “home department”. Workload norms vary between disciplines, departments and divisions, and IMI’s workload policy reflects those differences.

The allocation of workload is intended to be fair, reasonable, and equitable, and each faculty member’s workload is intended to fall within disciplinary norms, standards, and ranges.

Teaching Workload

The teaching workload for IMI faculty will be as specified by the Workload Policy of their home department. The allocation of their teaching between IMI and their home department will be agreed by the faculty member, IMI Director and the Chair of their home department.¹ In the event that there is any dispute on this matter, the Vice Principal Academic and Dean, UTM, will act as arbitrator.

Service Obligations

All faculty members are expected to be available for service for IMI, their home department, UTM, and the University of Toronto (the University). Service external to the University that, in the view of the IMI Director and the Chair of the faculty member’s home department, advances any of: IMI, UTM, any department, the University or an established profession, association or regulatory body is also recognized as service and will be taken into account in assigning and evaluating service.

¹ Relationships with other unit(s) to which the faculty member is appointed or cross-appointed is a matter for the faculty member, their home department Chair, and the head(s) of the other unit(s).
As a general guide, service external to the University should be kept to a reasonable amount and it should not be considered a complete substitute for service to IMI, the home department, UTM, or the University.

The IMI Director will consult with the home department Chair and the faculty member involved regarding service contributions to IMI, in order to ensure an equitable balance of service contributions to IMI and the home department.