Overview

Undergraduate teaching and departmental service are assigned by the Chair and Associate Chair. Graduate teaching and service are assigned by the tricampus graduate Chair, in consultation with the undergraduate Chair. Each member of the Department will be provided with a written assignment of his/her workload duties on an annual basis. This assignment will provide details of teaching and of any significant departmental service; any other service requests by the Chair or Associate Chair will be communicated to the member on an ad hoc basis. Adjustments to this policy for any faculty member in any year are available for those who perform significant service roles. The Departmental workload policy will be reviewed every three years. Major changes will require Departmental approval.

Teaching

• The normal annual teaching load for individuals holding a full-time tenure stream position is 2 FCE, of which 0.5 FCE normally consists of graduate teaching. 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 years prior to the year of interim review, this release will amount to 0.5 FCE per year. 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. The pre-tenure workload adjustment cannot be combined in the same academic year with other departmentally offered course release (for example, pre-tenure teaching release or graduate supervision credits earned).

• The normal annual teaching load for a full-time teaching stream position is 4 FCE. However, a teaching release of 1 FCE will be granted in the first year of the appointment to allow faculty to develop and prepare new courses and/or large class courses, and therefore, in accepting the release, individuals undertake not to do any overload teaching. 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 FCE or half of the typical service load, but with the candidate’s agreement the term may include more than the 1 FCE teaching load or
some assigned service, to allow the candidate to address feedback from the interim review.

- For all CLTAs who do not teach graduate course or participate in graduate student supervision and graduate examinations, the normal annual teaching load is 2.5 FCE for CLTAs and 4 FCE for teaching stream CLTAs.

- Individuals holding part-time or budgetary cross-appointments normally shall have a prorated teaching load.

**Assignment of Courses**

The Departmental assignment of courses rests primarily on two considerations: the teaching needs of the Department’s undergraduate and graduate programs, and the Department’s available tenure- and teaching-stream faculty. At an individual level, relevant factors include the faculty member’s research and teaching interests, past teaching assignments, and accumulated course releases.

Faculty members who take up sabbatical, unpaid or pre-tenure leave, should not anticipate being assigned the same courses they taught prior to their leave, especially if other faculty have been assigned to these courses during the leave. Every effort will be made to assign the same courses to faculty who take maternity or parental leave. Faculty members should also be aware that courses that draw low enrolments might not be offered in subsequent years.

The Department will endeavor to minimize the number of new preparations assigned to a faculty member (especially to pre-tenure or pre-promotion faculty) in a given year and over time.

**Reading Courses**

Directed reading courses do not reduce the expectations of FCE in the teaching component of a normal workload. Such courses are recognized as important and valuable contributions to teaching.

**Teaching Releases**

Pre-tenure release is granted to allow faculty to establish their research programs, and therefore in accepting the release they undertake not to do any overload teaching.

Reductions in classroom teaching (aside from release for administrative posts or reduction for pre-tenure or pre-continuing appointment faculty) are granted if paid for outside the department, generally by an external agency or other units of the University. Such arrangements must be approved by the UTM Chair and Dean.
Course releases can be granted in exchange for some significant service role, for graduate student supervision as outlined below, or in response to fellowships that fund teaching release. Course release can also be acquired with unpaid overload teaching.

Course releases can be carried forward indefinitely; however, a faculty member who is in a debit position (owing courses to the Department) is expected to adjust his/her teaching load to reduce his/her debt to zero as soon as is reasonably possible. Faculty cannot use course release acquired by unpaid overload teaching to reduce their teaching load by more than 0.5 FCE in any year. The Department will normally accommodate requests by faculty members to use course releases to reduce their normal teaching loads in any given year. The Department is not, however, obliged to do so; in response to Departmental teaching needs, the Department may postpone when a faculty member can use a course release.

For tenure-stream faculty with course reductions, the expected distribution of teaching commitments will typically include approximately one-quarter teaching at the graduate level over the duration of the reductions. Over the course of the reductions, approximately three quarters of the teaching will be at the undergraduate level.

**Graduate Supervision**

All active faculty appointed to the graduate program are expected to participate in graduate supervision. For each PhD student who completes the requirements for graduation, the supervisors and dissertation committee will agree to divide a 0.5 FCE graduate course release among themselves in a manner that reflects their relative contributions; when agreement is not possible, the Graduate Chair or Associate Chair for Graduate Studies will intervene to resolve disputes. In the graduate program, faculty teaching in areas that offer comprehensive examinations are expected to participate in the preparation, supervision, and grading of these examinations.

**Service**

Contributions to the service component of normal workload include: (i) participation on UTM departmental and tricampus graduate department, UTM and/or University committees; (ii) service performed through sharing in the necessary administrative work of the UTM Department; and (iii) provision of service to academic organizations outside the University, including academic journals and professional associations. All faculty members are expected to be available for departmental, UTM, and university service. Service external to the university that advances the department, university or profession is also recognized and taken into account in assigning service but cannot replace service to the department, campus and university. Over and above the previously described elements of service workload, faculty members are expected to attend public events sponsored by the UTM Department including academic events, development events, social events involving graduate or undergraduate students, regular workshops, and to help with recruiting.
CLTAs will have the same service expectations as those in continuing appointments.
Appendix: Teaching Responsibilities for Assigned Courses

For each course assignment, a faculty member is responsible for the design and delivery of content, the evaluation of students and the management of teaching assistants. This includes:

- Classroom teaching and tutorials (if tutorials are presented by the faculty member), and the corresponding preparation of lecture and course materials;
- Management and supervision of assigned TAs;
- Compliance with University and Departmental policy and procedures concerning course design, the submission of grades, administration of examinations, returning graded student work, conducting course evaluations, and following University rules concerning absences from teaching, holding office hours, etc.;
- Regular investment in both pedagogy and curriculum as appropriate;
- Designing methods to evaluate students (e.g. papers and exams), and participation in the grading of this work, either directly themselves, or through carefully supervised TAs. At the graduate level, faculty members are expected to grade papers and exams, except in the core MA and MFE courses, where a TA may assist in the grading.