Department of Political Science, UTM

Workload Policy

This policy outlines the principles and procedures for the allocation of workload in the Department of Political Science, UTM, under the terms of the University’s Workload Policy and Procedures for Faculty and Librarians. The policy outlines the factors to be considered in setting normal teaching and service workload duties in the department.

A Departmental Workload Committee has been established to develop, maintain and review the Workload Policy. The Committee is advisory to the Chair and normally consists of the Chair plus at least one representative of each cohort in the Department (Full Professor, Associate Professor, Assistant Professor, Lecturer/Senior Lecturer).

Each faculty member will be informed in writing of his/her teaching and service workload, recognizing that adjustments may be made in the course of the academic year. Significant additions to a member’s workload in the course of the academic year will be taken into account in assigning workload the following year.

Overview

The allocation of workload is to be fair, reasonable and equitable. Each faculty member’s workload should reflect departmental norms and standards and fall within departmental ranges.

The following are the principles determining the basic faculty workload:

- the workload of tenure-stream faculty consists of research, teaching, and service
- the annual teaching load for a member holding a full-time tenure-stream position is 2.0 Full Course Equivalents (FCEs); 0.5 of the 2.0 FCEs is normally delivered in the graduate programme on the St George campus;
- The workload of teaching-stream faculty consists of teaching, scholarship and service
- the annual teaching load for a member holding a full-time teaching-stream position is 3.5 FCEs
- pre-tenure faculty are normally provided with 1.5 FCE teaching release to be taken during the first three years of their employment;
- a member holding a part-time appointment or a cross appointment will be assigned a pro-rated teaching and service load reflecting the percentage of the appointment held in the department;
- all faculty members are expected to contribute to the administrative activities of the UTM Department, the Graduate Department and the University;
- pre-tenure faculty members will normally be assigned reduced service workloads each year;
- the assignment of teaching and service responsibilities will take into account the
distinction demands of teaching and engaging in administrative activities on two campuses.

- Annual assignments for CLTAs will be determined in consideration of similarities and differences in allocated workload for tenure- and teaching-stream members within the department

Teaching

All faculty should be prepared to teach a mix of small, medium and large undergraduate classes at all levels. In particular, each faculty member should be prepared, if asked, to teach one of the Department’s large 100- and 200-series courses. Faculty should be aware that courses with low enrolments may not be offered in subsequent years. Graduate teaching at the St George campus is assigned by the Graduate Chair in consultation with the UTM Chair.

The availability of teaching assistants will be taken into account when teaching assignments are made.

The Department will endeavour to minimize the number of new course preparations assigned to faculty members, especially pre-tenure faculty members.

A faculty member who has been assigned a new course preparation can reasonably expect to be assigned the same course at least two years, and up to three if the enrolment is high.

Directed reading courses, independent study courses and undergraduate research supervision do not reduce the expectations for FCE contributions of undergraduate teaching in a normal workload. Such courses and activities are recognized as important and valuable contributions to teaching.

Graduate supervision is part of the normal workload of tenure-stream faculty members. The UTM Chair is not responsible for the distribution of graduate supervision responsibilities; however, the assignment of teaching for UTM faculty with unusually heavy graduate supervision responsibilities will take into account faculty members’ supervisory activities.

Reductions in course loads beyond release given for those taking up administrative posts or reductions for pre-tenure faculty are granted only if paid for outside the department, normally by an external agency or another unit of the University. Such arrangements require approval of the Chair and the Dean.

Limited-term appointees will normally be assigned teaching loads somewhat higher than their counterparts with continuing appointments on the understanding that their service requirements are generally very limited.
Service

All faculty are expected to accept committee responsibilities and to participate in the administrative activities of the UTM Department, UTM, the Graduate Department and the University. Pre-tenure faculty will have reduced service requirements.

The department recognizes that service external to the University may constitute an important element of a faculty member's total range of service activities and for that reason, it is recognized in the determination of PTR. Faculty are expected to take on only a reasonable amount of service commitments outside the university, on the understanding that external service may supplement but does not substitute for services to the departments, campus, and university.

The UTM Chair only assigns service relating to the UTM Department. The Graduate Chair should consult with the UTM Chair about the assignment of service responsibilities to the Graduate Department.

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