

## **1.1 Faculty Workload Policy**

The current workload statement was adopted on February 17, 2004. Faculty in the Department of Electrical and Computer Engineering are expected to contribute in three areas: teaching, research/scholarship, and service/administration. These responsibilities are normally weighted as 40/40/20. There are times in an individual's career when it may be desirable or necessary to concentrate effort more effectively in one area while maintaining activity in other areas, but at a reduced level. The Head gives due consideration to an individual's level of involvement in these three areas in assigning the workload. Workload assignments adhere to the Collective Agreement in place between faculty and the university. In particular, the following criteria are applied:

1. The full teaching load varies from two to four courses per year, excluding student project supervision, and is three courses for faculty members who (i) have established an active continuing research program consisting of external research funding (e.g., NSERC Discovery Grant or similar) and the supervision of graduate students, and (ii) perform normal administrative duties. The three courses comprise two undergraduate courses and one graduate course.
2. It is recognized that in terms of the workload, undergraduate courses can broadly be categorized as heavy, average and light, depending on enrolment and the number of contact hours with students (lectures, tutorials and laboratories). For example, the number of contact hours per term can range from 36 (3 lecture hours per week) to 84 (3 lecture hours, 1 tutorial hour, and 3 laboratory hours per week). The Head takes the enrolment and contact hours into consideration in allocating teaching assignments to the extent possible, given instructor expertise and department obligations. Recognizing that the definitions for the three categories (heavy, average, light) can fluctuate depending on available resources, program enrolments, etc., the Head indicates the category for each course in a faculty member's workload assignment. The Department endeavors to maintain reasonable class (course or course section) enrolments, particularly for fourth-year electives.
3. Significant administrative duties that lead to a responsibility exceeding a weight of 20% are accompanied by a reduced teaching load. Such duties include regular administrative positions as well as participation in special projects aimed at benefiting the Department, Faculty, or University.
4. Faculty members who have established outstanding research and scholarship activities (under a normal teaching load) may be assigned a reduction in teaching load, normally by one undergraduate course, provided that the overall quantity of duties that the Department must carry out can be accomplished with the members available, and without placing undue burden on the other members. Internationally acclaimed contributions to engineering education are recognized.
5. Faculty members who have established outstanding teaching activities may choose to have an increased teaching load.

### **1.1.1 Teaching Workload**

Faculty members are expected to, where appropriate:

- perform assigned teaching duties,
- supervise final year projects (normal expectation is two per year),
- supervise graduate student research theses, (normal expectation is a minimum of three at a time),
- supervise graduate student projects and undergraduate summer students,
- attend course laboratory and tutorial sessions,
- be accessible to students outside of classroom hours,
- be available during midterm and final examinations to answer questions,
- interact with teaching assistants to ensure that they perform their duties adequately,
- revise and update course material to ensure it is current relative to the discipline,
- develop new courses and laboratories as defined by the Department,
- procure new equipment/components for course and laboratory development,
- revise and update course material for use in integrated learning,
- develop new courses and laboratories for use in integrated learning,
- assist in the development, delivery, and marking of faculty-wide teaching obligations.

### **1.1.2 Research and Scholarship Workload**

Faculty members are expected to

- publish scholarly material in internationally-recognized refereed journals and conferences,

- seek research funding in the form of grants and contracts,
- supervise graduate student research theses,
- supervise graduate and undergraduate Research Assistants and summer research students where necessary, and
- form collaborations within the department and university where beneficial.

Other recognized contributions are

- books,
- chapters in books,
- technical reports,
- patents,
- editorships,
- industrial interaction including technology transfer, and
- participation in professional organizations in a research or scholarly capacity.

### **1.1.3 Service Workload**

Faculty members are expected to:

- participate in assigned administrative duties such as Chair of Undergraduate Studies, Coordinator of Graduate Studies, Undergraduate Year Advisor, Group Coordinator,
- participate in Department meetings, internal and external thesis examination committees, Ph.D. comprehensive examinations, seminars (attendance and organization), Faculty Board meetings, Division III meetings,

- participate in some University, Faculty and Department events including<sup>1</sup>:
  - first year orientation
  - open house
  - alumni weekend
  - annual banquet
  - Iron Ring ceremony
  - IEEE student branch activities
  - Department newsletter
  - Dean's scholar reception
  - NSERC site visit
  - convocation ceremonies
  - Science Quest summer camp
  - science fairs
- participate in assigned University, Faculty and Department committees,
- respond to requests for information and assistance on Department matters in a timely manner,
- participate in a variety of activities, as they arise, which benefit the well-being of the Department, Faculty, and University.
- provide service to the profession (reviewing of research and scholarly material, conference organization, participation in professional organizations, etc.).

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<sup>1</sup>The Head may, after best effort at negotiating, assign individuals to participate in these events.