



FACULTY OF ARTS AND SCIENCE  
OFFICE OF THE DEAN

Queen's University  
Kingston, Ontario K7L 3N6  
Tel 613 533-2448  
Fax 613 533-2067

TO: Dr. Grant Amyot  
Head  
Department of Political Studies

FROM: Dr. Alistair MacLean  
Dean

DATE: April 8, 2013

SUBJECT: **Changes to Workload Standard**

I am writing to notify you that in accordance with Article 37.1.7 of the Collective Agreement your proposed Workload Standard as ratified by the Members in your Department on March 20, 2013 has been approved.

Thank You

---

Alistair W. MacLean, Ph.D., C.Psych.  
Dean, Faculty of Arts and Science  
Professor, Department of Psychology

## **STANDARD WORKLOAD**

As revised 20 March 2013

### **1. Teaching**

The standard teaching load of the Department of Political Studies is the equivalent of 2 full courses, including both undergraduate and graduate courses. In addition to the preparation and presentation of courses, teaching is understood to include: student evaluation, academic counselling of students, curriculum development, the supervision of teaching assistants, and assistance to PhD students in their preparation for their qualifying exams.

Teaching reductions:

- a) The Graduate Coordinator and the Undergraduate Chair (who will be responsible for the Honours program) will each receive a teaching reduction of 2 half-courses.
- b) The teaching load of the Head is a matter of agreement between the Head and the Dean of Arts and Science.
- c) Under the following circumstances, a faculty member's teaching load may be reduced. Such reduction in these cases will not exceed one half-course in an academic year (or in the case of the Graduate Coordinator one full course), except by agreement with the Head. Course reductions may be "banked" for future years. It is understood that the teaching needs of the Department may cause a reduction to be postponed, but in that case the Head will endeavor to grant a reduction as soon as possible, consistent with the requirements of the current Collective Agreement.
  - i) a faculty member who accumulates supervision points is entitled to a half-course reduction with six points; for this purpose, a completed PhD thesis supervision will be worth 2 points, and a completed M.A. supervision 1 point. (Points will be accumulated from 1 July 1997.)
  - ii) in conformity with the provisions of the current Collective Agreement, new tenure-track appointments who have not previously held a university-level research and teaching position will receive a half-course reduction in each year until renewal.

### **2. Thesis supervision**

All members are expected to be active in supervising graduate theses as requested, and to give informal assistance on theses as requested, within reason.

### **3. Research**

Faculty research is essential for advancing new knowledge, thus contributing to the core mission of the university. All members are expected to be active consistently in academic research in their respective fields. Over the course of their career, members are expected to disseminate the findings of their research, primarily in peer-reviewed publications (books and journal articles) but also, when appropriate, in policy papers, conference presentations, colloquia, public lectures, etc. When relevant, members are also expected to seek grants to support their research.

### **4. Administration**

It is expected that each faculty member will contribute to the administration of the Department through participation in Departmental committees and other designated tasks. Over the course of his/her career in the Department, it is expected that each member will be prepared to assume one of the major administrative posts (Graduate Coordinator, Undergraduate Chair) for 2-3 years. The assignment of non-elected committee duties within the Department is made by the Head bearing in mind the faculty member's other committee responsibilities in the Department and the University. Service to the Faculty of Arts and Science, the School of Graduate Studies, QUFA, and the University shall be recognized as administrative work under this agreement, as will service to the profession. Pre-tenure members will normally have a reduced administrative load and not be asked to fill the major administrative posts.

### **5. Changing Distribution of Workload over a Member's Career**

The Department recognizes that the distribution of a member's work between teaching, research, and administration may vary over the course of his/her career.

### **6. Mechanisms for Dealing with Extraordinary Tasks**

Extraordinary tasks may arise from time to time both inside and outside the Department. An effort will be made by the Head to adjust a member's workload in light of such tasks.

### **7. Consulting Work outside the Department**

The nature of professional service, consulting and related work should be such as to complement rather than conflict with the primary commitments of faculty members to the Department and the University.

### **8. Revision**

This Standard Workload may be changed by the Department as it considers necessary.

### **9. Collective Agreement**

This Standard Workload Agreement must be read in conjunction with the Article on workload assignments of the current Collective Agreement.

*Approved by the Department 17 September 1997*

*Revised 19 January 2005, 7 March 2007, 20 March 2013*