

TO: Richard Ascough
Director
School of Religion



Faculty of Arts and Science Memorandum

FROM: Alistair MacLean
Dean

DATE: March 1, 2013

SUBJECT: **Change to departmental 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 the School has been approved.

A handwritten signature in black ink that reads "Alistair MacLean".

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School of Religion at Queen's University

Workload Standard

Preamble

This document applies to all faculty members in the Queen's School of Religion. The purpose of this document is to ensure the transparent, equitable, and just distribution of workload among the School's core faculty members. It must be read in conjunction with the Workload Policy guidelines outlined in the Queen's Collective Agreement, Article 37. This document comes into effect as soon as it is approved by the Dean of Arts and Science.

The Queen's School of Religion adheres to the 40/40/20 model of teaching, research, and administration unless otherwise negotiated.

Teaching Equity

The normal full time teaching load is the equivalent of two (2.0) full courses in an academic year. Undergraduate teaching will be shared equitably among all members. In addition to the preparation and presentation of courses, teaching includes student evaluation, academic counseling, curriculum development, and the supervision of teaching assistants.

Teaching Reductions

The Director normally receives a 1.0 teaching reduction every year.

The Chair of Theology normally receives a 0.5 teaching reduction every year.

The Graduate Coordinator in Religious Studies normally receives a 0.5 course teaching reduction every other year.

Undergraduate Chair in Religious Studies normally receives a 0.5 course teaching reduction every other year.

Supervision

In addition to the regular teaching load, all full time members of the School are expected to assume active supervisory responsibilities at the graduate level. Graduate supervision will be shared equitably among the tenured and tenure-track members of the School. Part time faculty members are not expected to supervise graduate students without additional compensation.

Research

All full time members of the School are expected to be active in academic research and publishing.

Administration

All full time members who are governed by this workload standard are expected to contribute to the administration of the School and the University through participation in committees and other designated tasks. Part time faculty members are not expected to assume administrative responsibilities beyond their normal teaching duties without additional compensation.

Ramneek Pooni

From: Richard Ascough
ent: Thursday, April 18, 2013 2:28 PM
To: Gordon Smith
Cc: Ramneek Pooni
Subject: QSR Workload Document
Attachments: Workload Document.docx

Hi Gordon,

QUFA caught a couple of small details on the QSR workload document that they think should be cleaned up by vote of the members. I have now circulated these changes to the members at QSR. All but 1 member voted and all members that voted approved these changes.

I've attached the cleaned up file. The issues that were fixed are:

- The addition of the words "every year" to the reduction granted to the Director.
- The removal of the underlining beneath the reductions granted to the Undergraduate Chair.

Could you send this cleaned-up copy to Faculty Relations and perhaps check with Alistair whether anything else need to be done in this regard.

Thanks,

R.

Richard S. Ascough, Ph.D.
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