

Queen's University
School of Nursing
Faculty of Health Sciences
Workload Standard

1. INTRODUCTION

This document sets out the workload norm for the Members of the School of Nursing ("the School") in accordance with Article 37 of the Queen's University - QUFA Collective Agreement. Assignment of scheduled duties for faculty are outlined in the Faculty Collective Agreement, Article 37.2.

2. EFFECTIVE DATE

- 2.1 April 16, 2020
- 2.2 The workload standard will be reviewed every 5 years or as may be required per Article 37 in the School.

3. PRINCIPLES FOR WORKLOAD ASSIGNMENT

- 3.1 The faculty workload includes teaching, research/scholarship and service/administration to the School, Faculty of Health Sciences and the University. The exact distribution of these duties may vary among individuals and type of appointment (Article 15.1.1).
- 3.2 Normally, faculty carry 10 workload units per academic year.
- 3.3 Equity and transparency should be evident in workload across all faculty members in Tenure/Tenure-track (T/Tt) and the Continuing Adjunct category.
 - 3.3.1 Teaching and service workload allocation for individual faculty members, where there are no requirements for confidentiality (i.e., workplace accommodation, etc.) will be published annually on an internal and shared location.
- 3.4 Where possible, it is expected that T/Tt faculty teach and contribute to both undergraduate and graduate courses.
- 3.5 Where possible, it is expected that Continuing Adjuncts teach and contribute to both undergraduate theory and clinical courses.
- 3.6 As per Article 37.2.4, members may carry a "credit" or "debit" balance in teaching over a five-year period. This information shall be provided in the annual report of the distribution of workload from the Director of the School.

4. TEACHING

Teaching includes all activities associated with planning, instruction and assessment of learning in assigned courses, as well as supervision of students in the professional, post-professional, and research programs. It is expected that a member with assigned teaching duties will contribute to the administrative responsibilities associated with the course.

- 4.1 Theory courses are weighted at 36 hours/12-week term (3-unit course = 1 workload unit).
- 4.2 The teaching load of T/Tt faculty should be an average of 4 workload units per year over a five-year time period.
- 4.3 Teaching load of Continuing Adjunct faculty (with a FTE of 1.0) should be an average of 8 workload units per year over a five-year time period.
- 4.4 With reference to Article 37.2.6 of the Collective Agreement, Tenure-track faculty members in their initial tenure appointments should teach less than the typical workload. Assuming an average threshold (i.e. 4 workload units teaching, 4 workload units research, 2 workload units service) a gradual increased workload over the first 3 years of appointment should be as follows:

Year of initial appointment	Teaching workload	Research workload	Service workload
Year 1	1	7	2
Year 2	2	6	2
Year 3	3	5	2

- 4.5 Workload associated with development of a new course (i.e. new course code) is assigned in discussion with the Director. Normally new course development would be associated with 1 workload unit (regardless of delivery format – e.g., online or blended).
- 4.6 Workload associated with the conversion of existing face-to-face courses into online or blended will be allocated at the discretion of the Director (normally 0.5 workload unit).
- 4.7 Faculty members who hold personnel (career scientist/research scholar) awards should teach according to the proportion of their release time, as outlined in the candidacy requirements for the award.
- 4.8 Clinical courses should be categorized on the basis of the number of hours per week of clinical supervision required and whether the supervision requires direct on-site presence of the faculty member.
 - 4.8.1 Clinical course including direct supervision of 7-9 students/8 hours per week/12 weeks = 1.5 workload unit.
 - 4.8.2 Clinical course including direct and indirect supervision of 7-9 students/16 hours per week/6 weeks = 1.5 workload unit). (Note: this includes recruiting placements in the community setting).

- 4.8.3 Clinical course including preceptor supervision of 16 students/16 hours per week/12 weeks = 1.0 workload unit.
 - 4.8.4 The final clinical practicum is 1.0 workload unit.
 - 4.8.5 Clinical course coordinators receive 0.5 workload unit/term (Note: this will also apply to course coordination in other programs, e.g., NURS 853).
 - 4.8.6 Lab coordinator for courses that have weekly labs (e.g. NURS 101, NURS 202) receive 0.25 workload units. If the course professor does not assume the role of lab coordinator and a lab coordinator is hired, the workload unit for the course is then 1.0 (0.25 workload unit allocated to the lab coordinator).
 - 4.8.7 Supervision of laboratory practice is normally done by a laboratory instructor hired for that purpose.
- 4.9 A faculty member does not have to be assigned to the same number of clinical and theory courses each year but with their permission, the average number of courses should not exceed the faculty average over a five-year period. *Flexibility can serve the individual faculty member, for example, having a lighter teaching load when starting up a new externally funded research project and it can serve the school in accommodating academic leaves, curriculum changes, and new faculty assignments.*
- 4.10 Workload credit for the thesis supervision of MNSc students is a total of 0.5 workload units and allocated at a rate of 0.25 units at the end of year one of the program and 0.25 upon completion of the program. Co-Supervisors will split the workload credit.
- 4.11 Workload credit for the supervision of PhD students is a total of 1.0 workload unit to be allocated at a rate of 0.25 unit at the end of year one, two and three of the program and 0.25 upon completion of the program. Co-Supervisors will split the workload credit.
- 4.12 For courses that require the supervision of individual student projects (e.g. HQRS 898; NURS 897; NURS 490), supervision of student projects within these courses will be assigned 0.1 workload unit per individual project and allocated upon course completion.
- 4.13 The supervision of undergraduate students from other academic Units at Queen's University, as well as the supervision of graduate research and post-professional students from other academic units (and other universities), shall not be included in the credit unit workload of teaching for a Member of the School.

5. RESEARCH

The Research section addresses the expectations of scholarship, research or other creative work. Faculty will maintain an active research program, regularly publish peer-reviewed papers, books,

or book chapters, and act as primary investigators or co-investigators on grants or other forms of funded research (e.g., research awards, fellowships). Normally, T/Tt faculty members are allocated 4 workload units per year to fulfill research requirements.

Research and scholarly work include the preparation and production, either alone or in collaboration with others, of works that are subject to peer assessment in the funding and publication process, as well as other activities that result in a substantial contribution to knowledge and knowledge dissemination. This may also include service on peer review panels.

- 5.1 As a norm, T/Tt Members are expected to demonstrate a commitment to research and scholarly activities in their respective fields through engagement in a continuing program of research and scholarly work that leads to scholarly or creative works available for assessment, as appropriate to the nature and the type of the work, as well as research grants and research contracts. For all T/Tt Members, expected research productivity will be commensurate with the time assigned to research, the nature of the program and the stage of career.
- 5.2 Dedicated time for research is required throughout the year to allow T/Tt Members to effectively meet the commitments and activities of their program of research. This dedicated time will be considered in the scheduling of teaching and service (See Article 37.2.6 (b)).
- 5.3 Normally 4 workload units should accommodate research and scholarship activities. Faculty members applying for research funding that will require additional workload will negotiate with the Director of the School of Nursing in advance. The faculty member and the Director will document the negotiated credit and time period for the research tasks.

6. SERVICE/ADMINISTRATION

Service includes the range of activities that Members undertake within the School, the Faculty of Health Sciences, Queen's University and QUFA, as well as scholarly and professional services. Secondments will be for work that is justifiable within the context of a Member's career development and research, their profession, and/or as having a tangible benefit to the School. All service undertaken by a Member, including service above and beyond assigned duties, shall be taken into account in the performance review. Normally, faculty members are allocated 2 workload units to fulfill service requirements.

- 6.1 Members with service requirements will normally be assigned School, Faculty and/or University administrative tasks on a yearly basis, typically in the form of committee participation.
- 6.2 Where a faculty Member has undertaken extraordinary service assignments, that faculty Member may have individually negotiated workload allocated by the Director.
- 6.3 Workload associated with service on external committees/working groups may be individually negotiated with the Director.

- 6.4 The structure of the School includes an Associate Director, Undergraduate Nursing Programs position that involves considerable administrative duties. In addition to the administrative stipend paid to this person by the University, Members assuming the Associate Director, Undergraduate Nursing Programs position will be entitled to a reduction in teaching and/or research load. This position should be considered as an additional 5 workload units above the current standard of service workload (i.e., 7 workload units total service/administration).
- 6.5 The structure of the School of Nursing includes an Associate Director, Graduate Nursing Programs position that involves considerable administrative duties. Given the current programs and student body, the Associate Director, Graduate Nursing Programs should be considered as an additional 3 workload units above the current standard of service workload (i.e., 5 workload units total service/administration). If the Associate Director, Graduate Nursing Programs includes Nurse Practitioner Site Coordination, the position would be 6 workload units total administration.
- 6.6 The structure of the School of Nursing includes an Associate Director, Health Quality Programs position that involves considerable administrative duties. Given the current programs and student body, the Associate Director, Health Quality Programs should be considered as an additional 3 workload units above the current standard of service workload (i.e., 5 workload units total service/administration).
- 6.7 Due to the leadership and administrative responsibilities of the Associate Director roles, they should always be considered separate roles.