

Department of Classics Workload Standard

Date of Ratification: September 17, 2020

Workload standards and assignments are governed by Article 37 of the Collective Agreement between QUFA and the University. The workload standard applies to all those holding tenured or tenure track appointments in the Department of Classics.

The responsibilities and workload of Continuing Adjuncts shall be defined in their letter of appointment. A Continuing Adjunct who has been promoted to the rank of Professor with full-range tenured appointment in accordance to the provisions of Article 30 and 37 of Collective Agreement shall have the same workload standard as the rest of the tenured and tenure-track faculty members.

The responsibilities and workload of jointly appointed faculty shall be defined in the Memorandum of Agreement between the two departments.

The responsibilities and workload of adjunct faculty shall be defined in the letter of appointment.

1. Responsibilities required for promotion, tenure and merit

The range of responsibilities required for promotion, tenure and merit should reflect the workload standard described in this document and Article 37. It shall conform to the academic responsibilities of faculty members per Article 15. Promotion, tenure, and merit consideration will be based on academic excellence and contribution to the areas of their assigned responsibilities as stipulated in Article 30.

2. Normal Teaching Load

The normal teaching load is defined for tenured and tenure-track faculty in the context of courses taught on campus, including blended learning courses, online courses and field courses taught off-campus. The latter are excavations and surveys, which provide hands-on learning and professional qualifications, and cannot be replicated on campus.

The normal teaching load is two (2) full-course equivalents in an academic year including undergraduate and graduate courses.

The evaluation of students, academic counselling of students, supervision of teaching assistants, course preparation, the normal development of new courses, or the updating or revision of existing courses are considered to be part of the duties associated with the normal teaching load.

Directed study courses, offered only as a last resort to enable students to graduate who would not otherwise be able to do so, rest on a mutual commitment between instructor and student.

They do not count toward the normal 2/2 teaching load, but will be taken into consideration in deciding what regular courses a member shall be assigned.

All reasonable efforts will be made to ensure that the workloads are equitable and just. This should include considerations of such factors as those listed under article 37 of the Collective Agreement.

3. Reductions from the Normal Load

The teaching load of the Head is a matter of agreement between the Head and the Dean of Arts and Science as set out in Article 41.7.2 of the Collective Agreement, which grants a reduction of workload duties commensurate to the Head's administrative responsibilities. This is normally a minimum reduction of 0.5 courses per year.

If circumstances permit, for other faculty members with a heavy load in administration commitment, such as those serving as Undergraduate Chair and Graduate Coordinator, an alleviation of a 0.5 course reduction may be negotiated.

A less than typical load of teaching duties will be assigned to tenure-track appointees during their first year of an initial tenure-track appointment. Normally, a less than-typical combined load of teaching and service duties should continue for the entire Initial Tenure-track appointment.

4. Graduate Responsibilities

All tenured and tenure-track faculty are expected to be involved in graduate supervision. They are expected to be willing to serve on graduate supervisory and examining committees both within the Department and, as appropriate, in other Departments. Graduate supervisions should be shared as equitably as possible among members of the Department. Normally, all tenured and tenure-track faculty are expected to contribute to the activities of the graduate program, such as the graduate seminar CLAS 800.

5. Research and Scholarship

Each faculty member is expected to maintain an ongoing commitment to scholarship. Such commitment should be reflected in the dissemination of research findings through publication, primarily in peer-reviewed books and journals, the presentation of papers at conferences and research workshops, colloquia, public lectures and other appropriate channels. Faculty members are also expected to seek research funding appropriate to the requirements of their research.

6. Administrative duties

It is expected that each faculty member contribute to the administration of the Department through their work on departmental committees and in liaison positions. It is expected that, over

a course of years, all major administrative responsibilities (Graduate Coordinator, Undergraduate Chair) are shared among all tenured faculty. The term of Graduate Coordinator and Undergraduate Chair is typically 3 years. Administrative work at university level is also encouraged.

A less than typical load of service duties will be assigned to tenure-track appointees during their first year of an initial tenure-track appointment. Normally, a less than-typical combined load of teaching and service duties should continue for the entire Initial Tenure-track appointment.

A handwritten signature in blue ink, appearing to be 'B. Crow', with a long horizontal stroke extending to the right.

Barbara Crow, PhD
Dean
Faculty of Arts and Science