

Department of Public Health Sciences

Workload Standard – October 2018

PREAMBLE

The previous workload standard document the Department of Public Health Sciences was generated in 2008 (Department of Community Health and Epidemiology at that time). Since then, there have been significant changes in the academic program obligations and resources of the Department. According to the QUFA Collective Agreement **Article 37.1.7**, the Department has decided to review the Workload Standard.

RESPONSIBILITIES OF MEMBERS

According to **Article 15**, the academic responsibilities of Members arise from their involvement in an appropriate combination of a) undergraduate and graduate teaching, counselling, and supervision; (b) research, scholarly, and/or creative activities; and (c) administrative and professional service. The workload document to follow is written for an allocation of responsibilities of 40% teaching, 40% research and 20% administration. The exact distribution of these duties varies among faculty members, their type of appointment (as noted in the letter of appointment) and career stages.

ESTIMATION OF STANDARD WORKLOAD

This workload standard was written with consideration that the academic program obligations of the Unit as approved by the Senate can be met and that the assignment of scheduled duties of Members in the Unit is carried out as equitably as possible.

The workload standard committee identified current teaching and administration obligations of the department, and current faculty resources based on information from the 2017-18 academic year. Equitable distribution of responsibilities was estimated by dividing departmental obligations by faculty FTEs and presented for a typical faculty position (40% teaching, 40% research and 20% administration). Individual workloads can vary from year to year and the standards presented below are intended to reflect an average over 5 years.

SUMMARY OF WORKLOAD

The teaching and supervision workload of a typical faculty member is noted for those with no negotiated adjustments related to their research or service workload. These faculty members would teach on average 2.5 courses per year (with priority in assignment given to program required courses and well subscribed electives as determined by the GEC). One course is defined as a 3 credit course taking place in one term. Faculty teaching load will be reduced for those with major administrative and or service responsibilities as outlined below. A regular faculty member would be supervising 2.1 MSc Epidemiology research students (or 1.9 for MSc Biostatistical focus), 1.2 PhD students and 0.7 undergraduate EPID499 students annually. This would be calculated using an average over five years. Details on these calculations and workload levels for other teaching and supervision duties such as involvement in thesis examinations and committees, are provided in **Table 3**.

A typical faculty member spends 20% time on service. That administrative/service workload (expressed as a count of the number of committees a member is on), should average (over 5 years): 0.75 moderately intense departmental committees, 1.6 low intensity departmental committees and 0.5 faculty/university-wide committees. Members serving in the department's high intensity roles, which they do in addition to the typical workload listed above, receive one three credit course reduction in their teaching load for taking on that high intensity role. Intensity level assignments and further details about administrative service are provided in section 2.

Research and scholarly activity are major priorities for the academic faculty and for the University and faculty are expected to maintain an active research program.

The workload committee emphasizes that the workload standard described below represents a full faculty workload as evidenced by the ongoing difficulties we, as a department, currently face in covering our academic, research and service responsibilities. The previous workload document was created in 2008 when the average annual number of graduate students was 35. In 2017-2018, there were 132 graduate students, a nearly four-fold increase. During this decade of growth in student numbers, there has been no change in the size of the Faculty complement. To maintain the level of excellence required to support our educational and research programs, the department and its members should be cautious about taking on any added responsibilities without a corresponding increase in faculty resources.

1. TEACHING OBLIGATIONS OF THE DEPARTMENT

The Department's teaching obligations relate to the training of academic, clinical, and public health professionals. The Department currently offers four graduate programs:

- i) MSc Epidemiology (a two-year thesis based program)
- ii) PhD Epidemiology (a four-year thesis based program)
- iii) Master of Public Health (a 16-month program which includes a four-month practicum, and a 12-month accelerated program for experienced professionals)
- iv) MSc Epidemiology, specializing in Biostatistics (a one-year program which includes a four-month practicum)

The department also contributes several courses to the undergraduate life sciences curriculum which are instructed by primary departmental faculty. A contribution to medical student teaching is done primarily by non-primary faculty (adjunct).

Teaching Workload Standard

a) Course instruction

The total number of FTEs available for course instruction in the 2017-2018 academic year was calculated taking into account workload descriptions (see **Table 2**) in comparison to the standard faculty member. That is, a full time regular faculty with a work load description of 40 percent teaching, 40 percent research and 20 percent administration was counted as one FTE. Faculty with different workload distributions were counted in comparison to this standard – for example, a faculty member with a 20/60/20 workload distribution was counted as 0.5 FTE towards teaching.

The average teaching workload was estimated based on the departmental courses requiring instruction by primary faculty (21.5 courses in 2017-2018) (**Table 1**) and the total primary faculty FTEs assigned to teaching (10.22 faculty in 2017-2018). Based on the 2017/2018 courses taught, equitable distribution of the teaching responsibilities would mean that a standard faculty member would instruct on average (over 5 years) 2 courses per year. If all courses in the program calendar were run in a calendar year the number of courses would rise to 28.5, and faculty would need to teach 2.78 courses on average per year. Because of adjustments made to the teaching assignments of Faculty members who are taking on added or reduced service or research roles, it is the recommendation of the workload committee that the average teaching load for a standard faculty member be 2.5 courses per year in order to maintain coverage of necessary courses and maintain academic excellence. In making teaching assignments it is a priority to assign faculty first to instruction of required courses for departmental programs and next to priority elective courses. The workload committee deemed this an appropriate course teaching load given the other demands of graduate student supervision in this department.

The workload committee recognizes that variation exists in the workload associated with different courses often dependent on format/structure of the course, the number of students in the course, whether a TA is available, a first or repeatedly taught course, requirements for course adjustment or development, or whether the course is at the undergraduate or graduate level. These factors as well as whether a faculty member is taking on program leadership, committees, examinations, and extra supervisory roles would be taken into account by the Departmental Head at the time of assignment of specific workload tasks. The Graduate Coordinator and Program Director roles are considered high intensity. These roles each represent a considerable contribution to both service and education and therefore part of this workload is counted towards teaching in the form of a one course reduction in teaching load.

It is recognized that courses requiring instruction will change over time with departmental priorities. To provide an approximate number of one term courses offered each year the Graduate Education Committee provided a list of all courses currently offered and a ranking of 1 – Required course, 2 – high priority elective course, 3 – other elective course (see **Table 1**). The total number of courses instructed in the 2017-2018 academic year by primary faculty was 21.5. This number could rise in a given year depending on the priority for instruction of certain courses and availability of adjunct and/or non-primary instructors.

b) Student Supervision and Examination Obligations of the Department

Supervision, academic advising and participation in graduate students' proposal, candidacy and final defence assessment activities is an essential part of graduate teaching within the Department of Public Health Sciences. We are also expected to help support some of this work outside the Department.

Table 3 provides a breakdown of faculty obligations around supervision and examinations. Using the class sizes as of 2017 as a guide, a generic faculty member would be primary supervisor for 2.1 M.Sc. Epidemiology students (a Biostatistical Faculty member would be primary supervisor for 1.9 MSc students with a Biostatistical focus). In addition, each regular faculty member would supervise 1.2 Ph.D. students and 0.7 EPID499 students at any one time and, for instance, be involved as examiner, chair or head delegate in 6.4 MSc proposal meetings or thesis defences annually. This workload assessment is done using the average number over 5 years. Other supervision and examination obligations are outlined in the table. The committee recognizes there will be some variation in this allotment based on the specifics of a given faculty member's appointment or career stage.

2. SERVICE OBLIGATIONS OF THE DEPARTMENT

Service provided by faculty members of the Department of Public Health Sciences assists in the operation of the Department, Faculty and University. This document also acknowledges that some service time will be directed externally.

The average service workload was estimated based on the current slate of departmental service roles with their relative intensity assigned by the workload committee and agreed upon by faculty members of the department. On average a typical faculty member spending 20% time on service should have an average (over 5 years) service workload (committee count) per year of: 0.6 moderately intense departmental committees, 1.4 low intensity departmental committees, and 0.5 faculty/university-wide committees. Members serving in the department's high intensity roles receive one three credit course reduction in their teaching load. Members wishing to provide more service outside the department will negotiate release of other service duties with the department head, as resources allow. Although not an assignable workload responsibility, faculty are encouraged to fulfill part of their service responsibility through activities external to the University such as granting agencies, editorial boards, conference organization, external program review, and professional organizations. A member's service contribution should take account of both internal and external service. However, with respect to internal and external service, priority must be given to filling the service requirements of the department, faculty and University over external service. The computation of these averages and the service obligations of the department are outlined in **Table 4**.

3. RESEARCH OBLIGATIONS OF THE DEPARTMENT

It is recognized that research and scholarly activity are major priorities for the academic faculty and for the University. The nature of these activities is such that they are not assignable duties, but are expected to make up 40% of a standard faculty member's workload.

Consistent with Article 37.1.4 of the collective agreement this standard cannot stipulate the quantity of research to be produced. It is expected that the member's productivity in this area will be commensurate with the time assigned to it and the nature and maturity of their research program. There is an expectation that members will attempt to obtain tri-council or other competitive funding for their research activities. Faculty will maintain an active research program which should support graduate student research thesis and practicums.

The purpose of research and scholarship in the department is to contribute new knowledge to the relevant fields and beyond via knowledge generation and dissemination. Research activity is demonstrated by, for example: (a) external grant and contract funding; (b) refereed journal publications and conference proceedings; (c) books and book chapters; (d) contributed and invited conference presentations and invited seminars; (e) patents; (f) international collaborations; (g) reports and (h) research awards; (i) participating in community engagement or knowledge translation activities related to research.

APPENDICES

Table 1: Courses requiring instruction by primary faculty (2017-2018 academic year)

Course	Course Title	Priority*	Current instruction status	p ** Teaching
BMED 270	Fundamentals of Research Methodology (Online)	1		1
EPID 301 (F)	Principles of Epidemiology	2	Offered fall and winter	1
EPID 301 (W)	Principles of Epidemiology	1	to accommodate demand	1
EPID 401	Biostatistical Data Analysis for Life Sciences	1		1
EPID 499	Research Project – Coordinator	1		1
EPID 801	Introductory Epidemiology	1		1
EPID 802	Foundations in Public Health	1		1
EPID 803	Public Health System in Canada	1		1
EPID 804	Intermediate Epidemiology	1		1
EPID 805	Leading Evidence Informed Action	1	Currently non-primary instructor	0
EPID 806	Appl Res Meth for Program Planning & Evaluation	1	Currently term adjunct instructor	0
EPID 807	Health Economics	2		1
EPID 810	Controlled Clinical Trials	3		1
EPID 813	Survey Methods	-	To be dropped from curriculum	0
EPID 817	Foundations of Cancer Control	3	Not currently offered	0
EPID 819	Introduction to Clinical Epidemiology	3	Not currently offered	0
EPID 821	Essentials of Biostatistics	1		1
EPID 822	Applied Regression Analysis	1		1
EPID 823	Advanced Methods in Biostatistics	1		1
EPID 828	Infectious Diseases	2/3	Not currently offered	0
EPID 829	Foundations of Global Health	2		1
EPID 831	Chronic Disease Epidemiology	2		1
EPID 832	Mental Health/Critical Enquiry	3		1
EPID 833	Issues in Military and Veteran Health Research	3	Not instructed by primary faculty	0
EPID 835	Environmental Public Health	2/3		1
EPID 836 *	Qualitative Research Methods	2	Co-listed with Depart of Geography	1
EPID 886	Public Health Professional Development (fall term)	1	Currently non-primary instructor	0
EPID 887	Master of Public Health Practicum	1	Staff (Coordinated by MPH director)	0.5
EPID 901	Advanced Epidemiology (fall term)	1		1
EPID 901	Advanced Epidemiology (winter term)	1		1
*Priority: 1 – Required course, 2 – high priority elective course, 3 – other elective course				21.5
** Core Teaching = 1 where course was instructed in 2017-2018 academic year by a primary faculty member				

Table 2: Number of primary faculty FTEs assigned to teaching (2017-18 academic year)

Faculty Type	n	Teaching FTE weight *	Total Teaching FTEs
Regular	10	1	10
Regular (department head)	1	0.5	0.5
CTG Faculty	3	0.25	0.75
Research Chair **	1	0.31	0.31
Joint Research Chair***	1	0.16	0.16
Joint Research Chair (Protected)	1	0	0
Sabbatical (loss per year)	2	0.66	-1.32
Total Faculty for teaching			10.4

* Teaching weight - relative to regular faculty with a 40 percent teaching,
40 percent research and 20 percent administration workload

** Research chair with 12.5/75/12.5 workload distribution

***Joint Research Chair with 12.5/75/12.5 workload distribution (and 50% to this department)

Table 3: Student Supervision and Examination Workload (2017-2018 academic year)

	# required annually	# faculty eligible to share annually	Per eligible faculty share annually
MSc Epidemiology			
Initial Academic Advisor (1 st year only)	13	9.5	1.4
Primary Supervisor (1 st & 2 nd year)	20	9.5	2.1
Secondary Supervisor	5	11.13	0.5
MSc Outline Reviews (2 per 1 st yr)	26	11.13	2.3
Proposal Reviewer (2 per 1 st year)	26	10.13	2.6
Proposal Meeting Chair (1 per 1 st yr)	13	9.13	1.4
Defense Examiner (at least 1 per 2 nd yr)	13	11.13	1.3
Defense Exam Chair (1 per 2 nd yr)	13	10.13	1.3
Defense Exam Head Delegate (0.5 per 2 nd yr)	6.5	9.13	0.7
MSc Biostatistics			
Primary Supervisor	5	2.63	1.9
Biostatistician examiner for practicum presentation	5	1.63	3.0
Other examiner for practicum presentation	5	10.13	0.5
PhD Public Health Sciences			
Primary Supervisor	14	12.13	1.2
Secondary Supervisor	2	11.13	0.2
PhD proposal examiner (2 per 2 nd yr)	8	11.13	0.7
PhD proposal exam head delegate	2	10.13	0.2
PhD comprehensive exam committee	3	11.13	0.3
PhD defence examiner	4	11.13	0.4
PhD defence head delegate	2	10.13	0.2
Other			
Chairing exams in other Departments	5	12.13	0.4
Participating in examinations in other Departments and/or Universities	25(+)	12.13	2.0
Supervision of EPID499 students	8	12.13	0.7

Notes

- There are 12.13 total faculty available per year for supervision activities (13.75 – 1.62 for sabbatical leave). Of the 13.75, there are 2.75 faculty members who are Biostatisticians specifically (with 0.12 sabbatical adjustment = 2.63). There are 11 non-Biostatisticians (with 1.5 sabbatical adjustment = 9.5).
- Some students are supervised or co-supervised annually by faculty members not counted among the 13.75.
- As primary Faculty who are supervising or co-supervising a graduate student are not thus available to act as their examiners, head delegate's or chairs, the ratios have been adjusted to account for this (for ease of calculation, the available faculty reduced by one in each case).
- As exam chairs or head delegates are thus not available to also examine, these denominators have also been reduced.
- These numbers do not include those exams Faculty attend for their own students.
- We have assumed that a Head delegate will be required 50% of the time for examinations.
- These class sizes are based on actual numbers of students in the 2016-2017 academic year.
- The numbers of “other” examinations are estimates. Because we require examiners from outside our Department for our own students, and should expect to engage in this reciprocally, this has been included.

Table 4: Service Activity (2017-18 Academic year)

Departmental Roles and Committees	Intensity Level	# in that role
<i>High Intensity (5 positions)</i>		
Graduate Coordinator	High	1
MSc Epi Program Director	High	1
MSc Bio Program Director	High	1
MPH Program Director	High	1
PhD Program Director	High	1
<i>Moderate Intensity (5-9 positions)</i>		
Undergraduate Program Director	Moderate	1
MPH Admissions Committee	Moderate	2 (not including the Program Director)
MSc Epidemiology Admissions Committee	Moderate	2 (not including the Program Director)
Renewal, Promotion and Tenure Committee [%] in years with tenure-track appointment and/or promotion application	Moderate	4
<i>Low Intensity (15-19 positions)</i>		
Renewal, Promotion and Tenure Committee [%] in years without tenure-track appointment and/or promotion application	Low	4
MSc Epi Program Committee Member	Low	3
MSc Bio Program Committee Member	Low	3
MPH Program Committee Member	Low	3
PhD Program Committee Member	Low	3
Ad Hoc Committee Member*	Low	3
Msc Biostats Admissions Committee	Low	3.75 (not including the Program Director)
Faculty and University-Wide Service		
Chair of university or faculty committee	Moderate	Negotiated with head ^{&}
Graduate Fellowship Committee	Moderate	Negotiated with head ^{&}
Research Ethics Board	Moderate	Negotiated with head ^{&}
University or faculty committee member	Variable	6
Award/scholarship reviewer	Variable	
External Service[#]	Variable	Variable

[%] Note this committee also serves as the Faculty Appointments Committee, reviewing applications and renewals of adjunct and cross-appointees

* e.g., QUFA Workload committee, Strategic Plan committee, Education Retreat committee, Departmental Seminar Series oversight, Public Health Sciences Day organizing committee etc.

& A faculty member can negotiate release of other service duties for service to the faculty/wider university community recognizing departmental service coverage takes precedence

e.g., grant panel member, external committees, journal editor. A member's service contribution should take account of both internal and external service. However, with respect to internal and external service, priority must be given to fulfilling the service requirements of the department, faculty and University over external service. Smaller service roles such as manuscript reviewer are not addressed here but do count toward annual evaluation and for renewal, promotion and tenure.

Note:

The Administration divisor computed in table 2 was used as a guide for average administrative workload assignment calculations.



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October 29, 2018

Dr. Colleen Davison,
Dr. Patti Groome and
Dr. Will King
PHS Workload Standard Committee Members
Carruthers Hall
Queen's University

Dear Dr. Davison, Dr. Groome and Dr. King,

Re: Proposed Departmental Workload Standard for Public Health Sciences

Thank you for your letter of October 16th 2018 detailing the new proposed Departmental Workload Standard for Public Health Sciences.

I have consulted with Dr. Hunter, regarding this document and he has no concerns with it; I hereby approve this document. If you could let the relevant parties know of my approval, that would be appreciated.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Reznick".

Richard K. Reznick, MD, MEd, FRCSC, FACS, FRCSEd (hon), FRCSI (hon)

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