

## **Department of Physical Education and Kinesiology**

### **Normal Department Workload Standards**

#### **1. General Purpose of the Normal Department Workload Standard for Full-Time Faculty Members in the Department**

- Ensure that departmental teaching, research, and service obligations to the University are met;
- Articulate normal expectations for teaching, research, and service, while recognizing that there will be year-to-year variation;
- Establish equity in workload within the Department;
- Allow flexibility in workload management to maximize opportunities for faculty to engage in effective teaching, scholarship, and service in a manner that is responsive to individuals' chosen career paths and stage of career development. Such flexibility includes making adjustments, whenever possible, so that faculty are able to participate in major research and service activities (including those that involve paid course releases); and
- Create transparency in the process of workload assignment and distribution.

#### **2. General Workload Distribution**

Unless individual arrangements have been made with the Dean, faculty are expected to have an overall workload of 40% teaching, 40% research, and 20% service. Year-to-year variations in this percentage, depending on a faculty member's specific commitments and opportunities, are acceptable. Due to this variability, individuals' workload will be calculated on a rolling 5-year average.

#### **3. Normal Teaching Load**

Normal expectations for teaching include scheduled and unscheduled teaching responsibilities. In addition to reasonable unscheduled teaching responsibilities, the normal maximum scheduled teaching load for faculty members shall be two (2) full graduate and/or undergraduate course equivalents (FCE). The normal teaching load shall be a combination of scheduled and unscheduled teaching as to deliver successfully academic programs and to meet the operating obligations of the Department and University (Article 24.04 a.i).

##### **3.1 Scheduled teaching.**

Scheduled teaching consists of courses that are scheduled to meet in a specific location at regular times by the Registrar's Office. Faculty are normally expected to teach a maximum of two (2) scheduled FCE, graduate and/or undergraduate, typically scheduled over the Fall and Winter academic terms. In their first or second year of employment, new Lecturers and Assistant Professors holding probationary, tenure track appointments, are entitled to a 0.5 FCE release. In case of team-teaching, the credit assigned to the specific scheduled course will be equally divided among the faculty involved.

### **3.2 Unscheduled teaching**

Unscheduled FCE comprises a variety of teaching activities that are not scheduled by the Registrar's Office at regular times or in a specific location, including (but not limited to) supervision of graduate and undergraduate theses and projects, and independent study course instruction. Faculty members are expected to do a reasonable amount of unscheduled teaching as defined by the department.

The department of Physical Education and Kinesiology defines the reasonable amount of unscheduled teaching as two (2) graduate and/or undergraduate credits of unscheduled teaching components, such as:

- two primary graduate supervisions;
- one primary graduate supervision + one graduate directed readings (5V61) + one undergraduate directed readings (3P99 or 4P99);
- one primary graduate supervision + two additional graduate committees
- one primary graduate supervision + one additional graduate committee + one undergraduate directed readings (3P99 or 4P99);
- one primary graduate supervision + one honours thesis (4F91);
- two honours theses (4F91);
- one honours thesis (4F91) + one undergraduate directed readings (3P99 or 4P99) + one graduate committee;
- one honours thesis (4F91) + one undergraduate directed readings (3P99 or 4P99) + one graduate directed readings (5V61);
- one honours thesis (4F91) + two undergraduate directed readings (3P99 or 4P99);
- four undergraduate directed readings (3P99 or 4P99).

In case of co-supervision, the credit attached to specific unscheduled activity will be equally divided among the faculty involved.

### **3.3 Variances from the Normal Teaching Standards**

Faculty members are entitled to a 0.5 FCE reduction for combined exceptional scheduled and unscheduled teaching. This means a combination of any two of the following four:

- more than two graduate and/or undergraduate credits of unscheduled teaching components (see 3.2 above);
- teaching of a very large required course (enrollment  $\geq 200$ );
- teaching of two large required courses (enrollment  $\geq 100$ );
- teaching of large senior courses (enrollment  $\geq 75$ ).

### **3.4 Administrative Teaching Releases**

The following standard teaching releases will be given for each of the following Departmental service responsibilities, during each year of service:

- Chair – 1 FCE
- Associate Chair (when applicable) - 0.5 FCE

#### **4. Normal Research Workload Standards**

All faculty members are expected to be active in research, make attempts to obtain funding (if relevant to their scholarly activity), and make an effort to disseminate the results of their work. Taking into account the originality, difficulty, and complexity of the research, this expectation may be satisfied by scholarly work such as journal articles, refereed conference presentations, book review, book chapter, editorial responsibilities, writing a research grant proposal, and knowledge mobilization activities. Long term projects that may take several years for completion also will be considered to satisfy this norm.

#### **5. Normal Service Workload Standards**

##### **5.1 University or Community Level**

Tenured faculty members are expected to serve on at least one university-level committee or the Executive Board/Committee of an external association each year.

##### **5.2 Departmental level**

All fulltime tenured or tenure-stream faculty members are expected to participate in at least one departmental committee or initiative, in addition to active participation in the Departmental Committee.

##### **5.3 Variances from the Normal Service Standards**

Faculty without tenure are encouraged to limit their service to one departmental committee in order to focus on establishing a solid foundation of research and teaching.

#### **6. Workload Assignment Processes**

- a. The Chair (or designate) will request individuals to submit their teaching and departmental service preferences, one month prior to the development of the Department's Annual Workload Plan.
- b. The Department will consider its Annual Workplan at a meeting held in the fall of each year.
- c. Whenever possible, the Chair will schedule teaching and Departmental committee memberships according to the individual's preferences.
- d. If an individual's preferences cannot be assigned, the Chair (or designate) will try to reach a mutually acceptable alternative solution through discussion with the individual faculty member.
- e. If agreement cannot be reached, the matter will be referred to a three member ad-hoc Workload Assignment Committee for a decision. The Committee will be chosen by the Chair.
- f. As specified in the 2008-2011 Collective Agreement, a majority of the full-time tenured and tenure-stream faculty must approve the Normal Departmental Workload Standard and the Annual Workload Plan. The Annual Workload Plan will set out individuals' teaching assignments and plans for committee membership for the following year.