

Wed, 11 Oct 2000 13:43:40 -0400  
From: Bernard Lightman <lightman@yorku.ca>  
To: Brenda Hart <bhart@yorku.ca>  
Subject: [Fwd: Report on normal teaching load]

Barbara Cameron wrote:

Professor Lightman -- The normal teaching load in the School of Social Sciences is 2.5 courses a year, whether the courses are graduate or undergraduate. here is no credit given for graduate supervision, or directed reading courses for undergraduates. This reflects existing practice -- many faculty members feel that graduate supervision and directed readings should receive some credit.

Barbara Cameron  
Chair  
School of Social Sciences  
Atkinson Faculty of Liberal and Professional Studies.

Bernie Lightman <lightman@yorku.ca> on 11/10/2000 11:50:50 AM

To: Barbara Cameron <barbarac@yorku.ca>  
cc: (bcc: Barbara Cameron/Atkinson)  
Subject: Report on normal teaching load

Dr. Cameron, we don't have your School's report and we need it as soon as possible. We need to have information on how each unit defines normal teaching load so that the administration and YUFA can discuss this issue together. For further information, please see the YUFA CA 18.08.1. Send the report to me at C28 EOB. If this is the first you've heard of this, please give me a call at Academic Staff Relations (extension 55155).  
Regards, Bernie Lightman (Acting Director, Academic Staff Relations)

**TO:** Les Wheatcroft – School of Social Sciences, Atkinson  
**Cc:** Tania Das Gupta; W. Whitely-YUFA  
**FROM:** Leo Davids  
**DATE:** May 23, 2000  
**SUBJECT:** Proposed “Workload” Norms per Full-Time Faculty Member: a clean Draft

For discussion in the School of Social Science Executive, starting May 31, I would put forward these quantified guidelines on FTF workload in future. Should someone wish to “appeal”, etc. when this kind of thing is put into operation, it can be done – we just have to define the forum wherein such a discussion should occur. Your specific reactions/improvements to this Draft proposal are hereby requested:

**I. Undergraduate Teaching:**

- a) Writing Intensive, 4000-level, or “Core” Courses:
  - Instructor without TA’s – 30 students max;
  - Instructor and one TA hour/week – 55 students (i.e., 25 more);
  - Additional students – 1 TA hour per 20 additional students.
  
- b) Ordinary Lecture Courses:
  - Instructor without TA’s – 45 students max;
  - Instructor and one TA hour/week – 75 students (i.e., 30 more);
  - Additional students – 1 TA hour per 30 additional students.

[At least 75% of our course offerings would fall under category b), normally.]

**II. Graduate Teaching:**

(Not more than 20% of load allottable to graduate teaching, on average.) 1 course = 1 course, regardless of level; size doesn’t matter, if graduate class.

Graduate Committee/Supervisory duties shall “count” (as a ½ course) when there are 4 active graduate supervisions in that year. If there are 8, the credit is for a full course.

**III. Administrative/Committee Duties:**

If a FTF member demonstrates ongoing commitment to any on-campus body/committee(s) exceeding 5 hours/month (for 6 months/year or more), then that work shall be credited as a half course on load.