

Department of Film & Video

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FACULTY OF FINE ARTS

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Film + Video

October 12, 2000

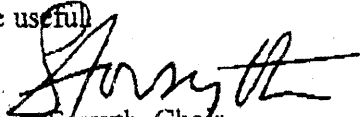
Bernard Lightman,
Acting Director,
Academic Staff Relations

Dear Professor Lightman,

Attached is the policy of this department concerning teaching loads for full-time faculty, further to Article 18.08.1 of the 1999-2001 YUFA Collective Agreement. This policy was adopted formally by the Department in 1994 and follows similar past practice from several years earlier.

The policy considers various factors, including class sizes, variations in course field, teaching assistance and graduate supervision to determine yearly teaching load. Other factors - such as combination of required and specialized courses or combination of large courses with small upper year or graduate courses - are subject to discussion and negotiation year to year. The policy is implemented by the chair after individual consultation with faculty followed by deliberation with field committees on overall department teaching responsibilities.

I would be happy to discuss this in more detail with you and the committee if that would be useful.


Scott Forsyth, Chair,
Department of Film and Video

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FAX

To: Brenda

Dept.: YUFA

Fax No.: 55850

No. of Pages: 3

From: Bernard Lightman

Date: Oct 12

Company: ASR

Fax No.: 55171

Comments: G

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**Measure of Teaching Loads
for Tenure-Track Faculty
within the
Department of Film & Video**

Definitions of Terms:

"Tenure-track members of the faculty" shall be understood to mean all members of the department holding a tenure-track appointment under the terms and conditions of the Collective Agreement, whether probationary, in candidacy or tenured.

"Tutors" shall be understood to encompass both Unit 1 Tutorial Assistants and Unit 2 Tutorial Leaders as defined by the CUEW agreement.

Teaching "without assistance" shall be understood to mean teaching without the help of tutors, marker-graders or members of the studio staff; teaching "with assistance" shall be understood to mean teaching with the support of one or more of them.

A "calendar course" shall be understood to mean any full course having a .06 or .08 designation in the calendar (or pair of half-courses with .03 or .04 designation).

"Basic enrolment" shall be understood to mean approximately 20 students in studio or writing courses and approximately 40 students in history or theory courses.

A "large course" shall be understood to mean any calendar course with an enrolment more than 50% above basic.

"Basic teaching load" shall be understood to mean the number of calendar courses which, if taught without reduction by a faculty member during an academic year, would be deemed to satisfy the member's teaching obligations under the Collective Agreement;

"Administrative offloads" shall be understood to mean those reductions in basic teaching load granted to a faculty member by the dean in accordance with past practice and the terms of the Collective Agreement to compensate for extraordinary service to the department, faculty, university or discipline.

Basic Teaching Load:

The basic teaching load for all tenure-track members of the faculty shall be three calendar courses. (A large course taught *without assistance* shall count as one-and-one-half calendar courses.)

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Reductions in Teaching Load:

Tenure-track members of the faculty appointed to the Graduate Faculty shall be entitled to reduce their basic teaching load by *one half-course* during the academic year immediately following a year in which they have either supervised one or more graduate theses or served as first or second reader on two or more graduate theses. Should a thesis require supervision or two theses require reading beyond the first year, the faculty member shall be entitled to the reduction for a second year, but never thereafter regardless of the time required for completion of the thesis. (A listing of all faculty members serving as supervisors or readers during the present academic year shall be made available to the departmental chair, and to each of the departmental committees, prior to their deliberations on the assignment of teaching duties for the forthcoming academic year.)

Faculty members entitled to the reduction during an academic year, but unable to take advantage of it (by teaching only full courses at the request of the department, for example), shall be entitled to claim the reduction during the academic year immediately following. They may therefore be entitled to a reduction of *one full course* during that academic year.

Constraints:

With the single exception noted above, faculty members entitled to a reduction during an academic year must claim it during that year or lose the entitlement: no entitlements shall be accumulated for future use, and no faculty member shall be entitled to a reduction of more than one half-course during an academic year.

Faculty members aided in their research or service by graduate assistants may not elect to teach a large course *without assistance*.

Administrative Offloads:

Tenure-track members of the faculty with administrative offloads (the Chair and Graduate Director, for example) are entitled to claim the above reduction as well.

Past Practice and the Collective Agreement:

Nothing in this document shall be construed as contravening the "past practices" clause of the Collective Agreement or as infringing in any way upon the past practices of the department with respect to determining teaching load.