

Faculty of Pure & Applied Science



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DEPARTMENT OF BIOLOGY

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December 5, 2000

Professor Bernie Lightman  
Acting Director  
Academic Staff Relations and  
Co-Chair, JCOAA

Dear Professor Lightman,

Enclosed is the Faculty Workload policy document of the Department of Biology. This document was approved at the Biology Department Faculty Meeting of December 5, 2000.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Arthur J. Hilliker".

Arthur J. Hilliker  
Professor and Chair

Cc: Professor Penni Stewart, Co-Chair, JCOAA  
Professor Robert H. Prince, Dean, FPAS

Encl.

### Faculty Workload, Department of Biology

The Department of Biology has an egalitarian view of faculty workload. All professorial stream faculty members have active research programs, nearly all of which are supported by external funding. The Department has an excellent research reputation as evidenced by the consistently high output of high quality publications. All faculty members are expected to participate in service functions for the Department, Faculty and University. Research and service duties necessitate that faculty are normally here every weekday (as well as often, voluntarily, on weekends), with the seasonal exception of those faculty members conducting field research. Workloads are arranged such that each faculty member normally has the same amount of time available for research (including graduate supervision) and service activities. (This can however vary with the agreement of an individual faculty member and the Chair.) Accordingly, faculty members are assigned roughly equal undergraduate teaching loads.

For alternative stream faculty, undergraduate advising and undergraduate laboratory supervision and coordination duties replace the research component. The undergraduate teaching and service duties are comparable to those of the professorial stream.

In addition to graduate courses and graduate supervision, each faculty member is assigned for the academic year one full undergraduate course or two half courses. Where possible, one high enrolment 1000 level or 2000 level half course and a lower enrolment senior (3000 or 4000 level) half course are assigned. Sometimes higher or lower levels of undergraduate teaching are assigned, always with consultation with the faculty member concerned and with a long-term view. (For example, it may be that a faculty member developed one or more new courses or had a higher than usual undergraduate teaching load in a previous year and thus is assigned a lighter than normal undergraduate teaching load the next year.)

Faculty members are expected to teach graduate courses as required for the graduate program and as negotiated with the Graduate Director. Although graduate courses are not normally relevant to the determination of faculty undergraduate teaching workload, consideration can be given to an unusually high graduate course load in previous years in determining the undergraduate teaching load for a particular year.

Approved by the Department of Biology, York University, December 5, 2000