

MEMORANDUM

York University

Department of Chemistry

**TO:** Joint Committee on the Administration of the Agreement  
**FROM:** Diethard Bohme, Chair of Chemistry  
**SUBJECT:** Normal teaching load assignment  
**DATE:** June 14, 2000

---

In response to Article 18.08.1 of the Collective Agreement, please find attached a specification of current practices in the assignment of teaching loads within the Department of Chemistry.

*Diethard Bohme*

## Specifications of normal teaching loads within the Department of Chemistry

### Enumeration of Current Practices (1999/2000)

Prepared by C.M. Sadowski<sup>†</sup> and D.K. Bohme<sup>‡</sup> (June, 2000)

(<sup>†</sup>Chair, 1/7/96 - 31/12/99; <sup>‡</sup> Chair, 1/2/00 - )

- At the end of September each year (when timetables are decided) the chair begins to compose a first draft of the teaching-load assignments for each faculty member of the Department for the following academic year.
- Teaching loads are assigned in consultation and presented to all members of the Department in the form of a departmental teaching matrix.
- Teaching loads are finalized usually by the end of March through iteration as a consequence of changing needs and circumstances.

The average assigned teaching load is equivalent to 1.5 courses according to the following weighting scheme (NOTE HOWEVER THE ACTIVITIES BELOW FOR WHICH NO CREDIT IS GIVEN). For *new faculty* the load is 0.5 + course preparation (year 1), 1.0 + course preparation (year 2) and 1.5 + course preparation (year 3).

---

<u>Lectures:</u> 1/6 equivalents per course credit.	6 credits	1.0 FCE
	4 credits	0.67 FCE
	3 credits	0.5 FCE
<u>Tutorials:</u> 1/6 equivalents for 1 hr/week/term.	1 term at 1hr/wk	0.17 FCE
<u>CHEM 4100 Course Direction:</u>		0.2 FCE
<u>CHEM 1000 Course Direction (including labs)</u>		0.5 FCE

Graduate Courses: same as for undergraduate courses unless  $\leq 1/6$  FCE, in which case no credit is given.

NB: Currently no credit is given for directed reading courses, for supervising CHEM 4100 students, for undergraduate advising and for graduate supervision.

---

# FCE = Full-Course Equivalent

Other factors NOT taken into account include course direction and coordination (except for CHEM 1000), class size and student load, course level, nature of the course, mode of delivery, supervision of tutors, marking and grading, course preparation or new courses (except for new faculty).