

YORK UNIVERSITY
GLENDON COLLEGE

School of Translation

241 York Hall (Unit 4) 487-6742
E-Mail: translation@glendon.yorku.ca

MEMORANDUM

TO: Penni Stewart, YUFA Co-Chair, JCOAA

FROM: Rosalind Gill, Director, School of Translation (88328)

SUBJECT: Kate Singleton #303861854 - ADVANCED STANDING

DATE: November 6, 2000

Herewith the Faculty Workload Distribution Report from our Department.
We welcome your comments.

School of Translation, Glendon College
October 2000

Faculty Workload Distribution

Teaching Load

Each faculty member teaches the equivalent of 3 full courses.

Programme Offerings, Choice of Courses and Timetable

During the planning period in the fall term, the Chair invites faculty members to submit their optimum choice of courses for the following year. Subsequently, the department meets, and in a collegial, fully collective and consultative manner, establishes and revises, where necessary, departmental priorities. The objective of this consultation is to create a balance between individual research interests and implementation of the duly agreed upon priorities. Once the department has made decisions on course allocation, it is the responsibility of the Chair to ensure that these decisions are implemented. It is understood that departmental priorities, as well as emergencies (illness etc), may require faculty to take on courses or scheduling that they had not initially accepted. Nonetheless, every attempt is made to ensure that faculty are able to pursue individual research interests and teach in their area of specialization.

The department will attempt to ensure that in cases where two faculty members express interest in teaching the same course, a fair system of alternate allocation is utilized.

Class Size

In the consultative planning process, due consideration is given to class size. Every attempt is made to avoid a single faculty member being burdened with 2 or 3 large classes. While there is a ceiling on enrolment in many of our courses, faculty may, on times, be asked to exceed the enrolment cutoffs to allow graduating students to complete a required course. In the case of lecture courses, such as TRAN 3270 3.0 (EN&FR), ceilings may be subject to revision, as enrolment pressures arise.

Normally, if enrolment in a course does not exceed 5, the course is cancelled. Every attempt should be made to proceed with the cancellation of the course before the term begins, thus advising faculty and students, in good time, of its cancellation.

Course Levels

The department has agreed that the planning process should ensure that, where possible, at least one half course in the in first year should be taught by a full time faculty member.

As regards allocation of MA in translation graduate courses, which are limited in number, the department should ensure that a fair system of allocation is utilized, allowing all eligible faculty

members to participate in the graduate programme and teach in their area of specialization where possible.

Advising and Administration of the Affairs of the Department

Normally, the advising schedule is published and the hours are equally divided amongst faculty in a consultative process, again allowing, as much as possible, for individual schedules etc. However, faculty are expected to be available for student supervision, grades information etc., as stipulated in Articles 18: 19 and 18:20 of the Collective Agreement.

Entrance Exam

Given the small number of faculty members, preparation and correction of the entrance exam normally falls to those who are not on sabbatical leave in a given year. There is an honorarium for this activity.

Graduate Supervision

While at the present time there is no release for teaching for thesis supervision, the MA in Translation programme will approach the Principal of Glendon College and the Dean of Graduate Studies to request that thesis supervision be counted as part of workload. Funding for BA courses affected by such an initiative should form part of these discussions.