

Division of Social Science
Office of the Chair



FACULTY OF ARTS

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16 August 2000

Bernie Lightman
Penni Stewart
Co-Chairs
JCOAA

Hi Bernie and Penni

Please find attached the statement of the Division of Social Science's statement of existing workload policy as approved at a Division Council meeting on 10 April 2000. I apologize for the delay in getting this to you.

Sincerely,

Craig Heron
Chair

DIVISION OF SOCIAL SCIENCE
Teaching Workload Policy
for Full-Time Faculty Members

(Adopted 10 April 2000)

In addition to contributions to scholarship in their fields and service inside and outside the university, the following are the expectations of full-time faculty's teaching workload in the Division of Social Science.

1. UNDERGRADUATE

1.1 Normal load

All full-time faculty in the Division are expected to teach 2.5 full six-credit or nine-credit courses each academic year (7.5 hours per week), or two courses (six hours) one year and three (nine hours) the next.

In calculations of this normal load, directing a course of more than 150 students or any Foundations course will be counted as one hour of teaching credit.

Full-time faculty members in the Division are expected to participate regularly in the teaching of introductory courses at the 1000 and 2000 level and in upper-level courses (3000 and 4000).

1.2 New tenure-stream faculty

New faculty will be expected to teach only two courses (six hours) in their first year in a tenure-stream position.

1.3 Contractually limited faculty

Since contractually limited faculty are not expected to contribute to service in the university, they will normally be expected to teach three courses per year (or a combination of two and three over more than one year).

2. GRADUATE

Provided the Division's undergraduate courses are adequately covered, faculty members who are members of a graduate program may normally request the right to teach the equivalent of a half-course in a graduate program in the Faculty of Graduate Studies every year.