

DEPARTMENT OF ANTHROPOLOGY

MEMORANDUM

TO: Bernie Lightman
FROM: Kenneth Little, Chair, Anthropology
RE: Normal Workload Determination
DATE: October 11, 2000

Here is the way we determine normal workload in the Department of Anthropology for Full Time Faculty.

All faculty members teach 2.5 courses per year. All faculty members are expected to take on graduate supervision and committee work.

Faculty members are responsible for course creation, direction, marking and grading (except in the case of tutored courses) and co-ordination.

Faculty do not tutor for their own courses. All tutoring is the responsibility of CUPE Unit 1, members. Faculty members are responsible for supervising the work of their tutors. Directed reading courses are considered optional for faculty.

Depending on other responsibilities, fit of student interests, and other factors, a faculty member may choose whether or not to consider a reading course with one or more undergraduate or graduate students. Most faculty members accept directed reading students.