


MEMORANDUM
Department of Languages, Literatures and Linguistics

TO: JCOAA

FROM: Nick Elson 
Chair

RE: Departmental Workload: DLLL

DATE: August 27, 2000

The Department of Languages, Literatures and Linguistics is a multi-section department consisting of the following sections:

Chinese
Classics
English as a Second Language
German
Hebrew
Italian
Japanese
Linguistics
Russian
Spanish

Normal Loads

There are 45 full-time faculty associated with the Department. Some of these have part of their appointments in the Division of Humanities, Women's Studies, or Atkinson College. The normal full load in the department is three full courses. Although there are variations in the hours-per-week of courses in the department, ranging from four to three hours, we count a load in terms of courses, not hours.

For Alternate Stream members in the Department, for whom teaching is the primary responsibility, a full load is also considered to be three full courses. In some cases this means that in certain years, individual members will be teaching more or fewer hours per week, depending on the particular courses that make up their load for that year.

In Linguistics, in recognition of the size of classes, the full-course load is counted as 2.5 courses per week.

No modification in course load takes place because of membership on departmental committees. For faculty teaching in the MA in Theoretical and Applied Linguistics

programme, no recognition is currently given for MRP or thesis supervision, even in cases where an individual may have as many of four such supervisions underway at one time.

Class Size

In language courses, maximum class size is considered to be 30. Pedagogically, for a language course, this is generally considered to be extraordinarily high. The literature generally supports a language class size of 15 to 20 for optimum learning conditions. In other courses, class sizes are governed by the collective agreement and student demand.

Unpaid Overload

Individual reading courses, when agreed to by an instructor, are done on un-paid overload. Occasionally, although rarely, an instructor will take on a very small course on unpaid overload, in order to meet specific student demand.

Section Coordinators

Administratively, each of the sections has a Coordinator, who is elected by the section and approved by the Chair. Section Coordinators are given stipends for the position. The regular Section Coordinator stipend is \$852.00. The stipend for the Italian Section, because of its size, is \$1704.00 plus a ½ course load reduction.

Directors of Undergraduate Programmes

There are two Directors of Undergraduate Programmes, one for Languages and Literatures, and one for Linguistics. Each receives a stipend and a one full-course-load reduction. The Languages and Literatures DUP receives \$3,124.00 and a full course load reduction. The Linguistics DUP receives \$2,272.00 and one full-course load reduction.

Chair

The Chair receives a two full-course course load reduction, and a stipend of \$3,408.00

Class Size/Tutorial Supervision

There is some modest accommodation for class size built into workload assessment. In Japanese, because there are around 200 students and only one full-time instructor, one lecture and a three hour group counts as 1.25 courses. In Linguistics, if an instructor does all the lectures in a course, that counts as one full course, without having to do a tutorial. Hence, in designated courses, responsibility for two hours of lectures plus supervision of tutorial leaders equals one full-course (or half-course in the case of 3.0 courses). Some instructors are involved with Foundations Courses, which are counted according to the established formula.