

YORK UNIVERSITY · FACULTY OF ARTS


**MEMORANDUM**

*Department of Geography*

YORK UNIVERSITY

MAY 15 2000

ACADEMIC STAFF RELATIONS

To: Joint Committee on the Administration of the Agreement  
From: André Robert, Chair   
Subject: Workload  
Date: 11 May 2000

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In accordance with Article 18.08.1 of the collective agreement, I am hereby attaching information on the guidelines used by the Chair of Geography to assign teaching loads. These guidelines were approved in 1993 and have been used since then. Every member of the unit also routinely receives a description of the actual workload for all members of the unit in the fall of each academic year. Please note that 3.0 units in our guidelines refer to 3 lecture hours per week or a combination of 2 lecture hours and 2 tutorial (or laboratory) hours.

These guidelines do address most of the points raised on page 74 of the 1999-2001 collective agreement, either directly or indirectly (e.g. class size being to some extent related to course level and extra credit being given to first-year instructors). However, the modes of delivery and class preparation are not explicitly taken into account in Geography when establishing teaching loads for full-time teaching.

cc: G. Fallis, Dean

May 15, 2000.

cc: W. Whiteley  
JCOAA-Admin.

# GUIDELINES ON TEACHING LOADS

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## DEPARTMENT OF GEOGRAPHY

Implemented June 24, 1993

Updated February 25, 2000

### Preamble

A set of principles has been identified to be used by the Chair of the Department when assigning teaching loads. These principles will assist in the determination of equitable teaching loads which take into account contributions to the graduate and undergraduate programmes. In addition to large introductory classes, lectures and tutorials it should be noted that geography uses a variety of distinctive formats such as laboratory work and field components in a number of courses and teaching load arrangements are designed to reflect these special teaching needs.

### Principles

1. Normally teaching loads (TL) should reflect the time devoted to teaching and supervising students at the graduate and undergraduate levels.
2. The normal TL is 7.5 units. Faculty in candidacy and pre-candidacy will normally have a TL of 6.0 units.
3. A one-term undergraduate-level course is assigned 1.5 units and full-year undergraduate-level course is assigned 3.0 units.
4. Exceptions to 3 above include:
 

1000.06:		
CD + 8 weeks, some marking and supervising TA's		2.5 units
8 weeks lectures, some marking and supervising TA's		2.0 units
1400.06:		
CD + 8 weeks, some marking and supervising TA's		2.5 units
8 weeks lectures, some marking and supervising TA's		2.0 units
1410.06:		
CD + 8 weeks, some marking and supervising TA's		2.5 units
8 weeks lectures, some marking and supervising TA's		2.0 units
5. It is expected that all members of the Department will share the responsibilities of teaching large courses. Specifically, the burden of teaching classes with more than about 100 students should not fall on only a small group of faculty members.

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| 6.  | 4000.06 will be directed by the Chair of the Department:  | 0 unit    |
| 7.  | Graduate teaching and supervision should be calculated separately in the normal TL.   |           |
| 8.  | Graduate course (min. 4 students), one-term:  | 1.0 unit  |
| 9.  | Graduate core course:   | 1.5 units |
| 10. | Fall Graduate colloquium:   | 0.5 unit  |
|     | Winter Graduate colloquium: Graduate Director:  | 0 unit    |
| 11. | Graduate course taught with 4th year undergraduate course and including 3+ graduate students:   | 0.5 unit  |
| 12. | MA/MSc (Supervisor): up to 2 years: per student   | 0.5 unit  |
| 13. | PHD (Supervision): up to 4 years: per student   | 0.5 unit  |
| 14. | The max credit for supervision:   | 1.5 units |
| 15. | The max credit for graduate teaching:   | 1.5 units |
| 16. | With the exception of the graduate core course and colloquium, graduate teaching and supervision will normally be accounted for using a slip-year procedure.      |           |
| 17. | Honours Thesis Supervision:   |           |
|     | 1 student:  | 0 unit    |
|     | 2+ student:   | .5 unit   |
| 18. | Reading Courses:  | 0 unit    |
| 19. | MA/MSc/PhD Committee membership:  | 0 unit    |
| 20. | Under items 12 and 13 supervision of a graduate student at York, in another graduate programme, is allocated 0.5. Only one student is permitted in this category. |           |
| 21. | Administrative teaching release time:   |           |
|     | Undergraduate Programme Director  | 3.0 units |
|     | Graduate Programme Director   | 3.0 units |
|     | Departmental Chair  | 4.5 units |
| 22. | Credit for graduate work done in the year prior to a sabbatical will be credited to the year after return from sabbatical leave.                                  |           |
| 23. | Graduate supervision during sabbaticals be assigned as normal to the year when the faculty member returns from leave.   |           |
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