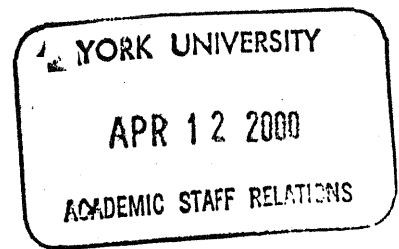


Faculty of Arts

Office of the Dean
York University
Memorandum



TO: Joint Committee on the Administration of the Agreement
FROM: George Fallis, Dean
SUBJECT: Teaching Loads
DATE: April 6, 2000

Attached please find a statement from the Chair of the Department of History regarding teaching loads in the Department of History.

A handwritten signature in cursive script, appearing to read "George".

:as
encl.

April 18, 2000

cc: ~~Co-Chair, JGOAA - Walter Whitely~~
Brian Abner
Barney Savage
Ian Greene
Phillip Silver

Department of History (Arts) Determination of Teaching Load

The Department of History (Arts) has a teaching load of 2.5 courses per year. As we have very few half courses in either the undergraduate or graduate programme, the vast majority of our colleagues rotate between 3 and 2-course years.

In September and October the Chair meets individually with each member of the Department to determine teaching loads for the following year. Each colleague's load results from a balance among his/her preferences, the Chair's assessment of the needs of the undergraduate curriculum and the needs of the Graduate Programme in History as decided by the Director. (The Department contributes approximately 10 courses to the Programme Each year and graduate courses form part of the 2.5 course load.)

The Chair is guided by a set of shared principles that form part of the Department's culture: 1) that no colleague is exempt from teaching at any level of the curriculum, 2) that all colleagues are expected to teach regularly in first or second year courses and that all colleagues, junior as well as senior, have access to upper-level and seminar teaching, and 3) that while colleagues' preferences are to be taken very seriously, curricular need is the determining consideration.

The Chair is also guided by the nature of History as a discipline, specifically the importance of field specialization within it. This means that surveys are not susceptible to being assigned to any member of the Department and that individuals teach 'outside their field' only in some thematic or team courses. This means that surveys cannot be assigned to just anyone, but only to those whose work is in that field. Historians are not by and large expected to teach outside a broad area of expertise for which they were hired or into which they have grown. They are, however, expected to take their turn in service or departmental teaching at the introductory level, whether in field surveys or the first year problems courses.

In endeavouring to assure that over time all colleagues have as equal a teaching load as possible, the Chair takes into account a number of considerations: course levels, mode of delivery, class size and total student load, tutorial responsibilities, marking/grading responsibilities, writing intensity, and special circumstances (such as "short notice"), and how all these balance over time. The Department has long-established, written policy that no colleague may supervise more than three undergraduate directed reading courses and/or honours theses in a single year and that these activities will not be considered part of the normal teaching load. Graduate supervision is not formally included in teaching load calculations, although there has been an ad hoc system of granting credit for graduate supervision through negotiation between individual colleagues and the Chair. Establishing a formal scale of credit for Graduate supervision is currently under discussion.