

## **Standard for Distribution of Duties and Responsibilities of Faculty Members in the Department of Biochemistry and Microbiology**

1. The standards described below are the normal duties for faculty members holding regular tenure or tenure-track appointments governed by the University of Victoria Collective Agreement in the Department of Biochemistry and Microbiology.
2. These standards are prepared in accordance with Section 27 of the Collective Agreement. Revisions to these standards will be made periodically, or in the event of a substantive change to the overall academic objectives of the department. Changes to the standards must be agreed to by a simple majority of voting members of the department and approved by the Dean of Science.
3. The average annual teaching contribution for full-time, tenured, or tenure-track faculty member is the equivalent of 1.7 courses of undergraduate and graduate teaching (about 2.5 units). Faculty members are expected to contribute to on average at least one undergraduate course per year and where possible teach at the various levels of the undergraduate program. Faculty members are expected to engage in teaching and supervising of highly qualified personnel (HQP) including but not limited to graduate students, undergraduate students, postdoctoral fellows, research associates, technicians etc.. The teaching contribution of a faculty member, whose basis for bi-annual evaluation includes a <40% teaching component, may be reduced by agreement of the Chair and Dean of Science. The Chair of the Department will normally have half the average teaching load. Other members with high administrative loads (i.e. associate deans etc...) can also expect to have half the average teaching load by agreement of the Chair and the Dean of Science.
4. The average annual teaching contribution for an Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor will be normally 8 courses (12 units).
5. The average annual teaching contribution of a non-tenure or non-tenure-track Assistant, Associate, or Professor limited-term will be .33 courses (.5 units or 12 hours).
6. Members are expected to maintain an active research program. Research activity chronically below disciplinary norms will result in an increase in undergraduate teaching up to 4 courses (6 units). The evidence for an active research program will be evaluated by the Chair of the Department. The evaluation will examine all aspects of the member's CV and include being a named principal investigator on peer-reviewed funding from NSERC, CIHR, or similar national or international agencies and having a record of publications in peer-reviewed, scientific journals over the previous three to five-year period. Other research contributions that do not fit either of these criteria may also be considered on an individual basis.
7. All regular faculty members will normally be expected, when not on leave, to devote approximately 20% of their working time to administrative duties in the Department, Faculty, Faculty Association, and the University. This includes service on committees (including student committees) and on occasion taking a leadership role of a committee, examinations, defenses, service in other areas of assigned responsibility, and attendance at department meetings.

Approved by: Department of Biochemistry and Microbiology, January 12th 2017

Approved by Dean of Science:

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January 13, 2017  
(Date)