

**DEPARTMENT OF BIOLOGY**  
**STANDARD FOR THE DISTRIBUTION OF**  
**DUTIES AND RESPONSIBILITIES**

*January 2017*

This standard addresses the requirements of Section 27 of the Collective Agreement, and deals with the distribution of administrative and teaching duties and responsibilities

of faculty members. Duties and responsibilities related to scholarship and research are

addressed elsewhere in the Collective Agreement and the Faculty of Science Evaluation Policy, and do not form part of this document.

Faculty members are assigned duties in the different categories described below, with the overriding goals of achieving an equitable distribution of duties among all faculty members, and realizing the academic objectives and mandate of the Department. Newly-appointed faculty members are assigned a lower level of responsibility during the first year, with a subsequent increase to the normal level.

The Chair is responsible for assigning the duties and responsibilities of members.

**(a) Teaching Duties and Responsibilities:**

**(i) Teaching Duties**

Unless specified otherwise by the Chair, teaching of a course includes, where relevant:

- preparation of suitable course materials including a course outline, handouts etc.
- preparing and conducting the lectures and other teaching activities
- preparation and administration of tests and examinations
- preparation of assignments
- preparation of labs and/or field trips, where relevant, or co-ordination of individuals assigned to those tasks
- invigilation of examinations
- marking of assignments, labs, tests and examinations, or co-ordination of individuals assigned to those tasks.

**(ii) Full-time Faculty other than Teaching Professors**

The average undergraduate teaching load for full time Faculty Members who have an active research program and whose job description includes a 40% teaching component (a 40:40:20 appointment) is two 1.5 unit courses, annually. A course should, normally, have an enrolment of more than 10 students. Directed Studies and Research courses and the supervision of Honours theses are not normally counted as full-course equivalents in the formal teaching load of a faculty member, but are considered academic duties and are taken into account by the Chair in the assignment of duties and responsibilities, and in the evaluation of merit.

Members whose salaries are externally funded (e.g. CRC, Research Chairs) may have a reduced teaching load appropriate to that position. Individual teaching loads also may be reduced under special circumstances by agreement of the Chair and the Dean of the Faculty.

A member whose research activity is below disciplinary norms for more than three years will normally teach a greater number of undergraduate courses. Each Faculty Member's research productivity for the three previous years will be assessed by the Chair at the time of merit evaluation. Faculty Members who are deemed not active in research will teach three 1.5 unit courses, annually, for three years. Upon failing to return to active research, Faculty Members may have their undergraduate teaching load increased by a further 1.5 unit course.

Biology Faculty Members with a research component to their appointment are expected to contribute to the graduate teaching program. Typically, research-active Faculty Members teach, on average, one graduate course every two years, subject to enrolment and student demand. There is an expectation that Faculty Members will participate in the supervision of graduate students, postdoctoral fellows and other highly qualified personnel, and serve on supervisory committees.

(iii) Full-time Teaching Professors

The usual undergraduate teaching load for full time Faculty Members whose job description includes an 80% teaching component (an 80:20 appointment – i.e. Assistant, Associate or Full Teaching Professor) is eight 1.5 unit courses in an academic year. This load may be reduced by one course for those with heavy administrative responsibilities. A course should, normally, have an enrolment of more than 10 students.

(iv) Part-time or Joint Appointments

The teaching assignment for part-time Faculty Members or Faculty Members with joint appointments shall be in accordance with the FTE value of their appointment in the Department of Biology.

(v) Teaching Relief for Administration

The Chair will normally teach one 1.5 unit course annually. The Graduate Advisor will normally have half a course relief (0.75 units) for this duty.

**(b) Normal Administrative and Academic Duties and Responsibilities.**

(i) All Faculty Members are expected to participate in the running of the Department, Faculty, University or Faculty Association, and/or Professional Service when they are not on leave. Faculty Members should expect to serve on at least one Departmental, Faculty, University or Faculty Association committee (or more if the committee duties are not onerous) every year.

(ii) Full Professors (other than those in externally funded positions) who are beyond two years in rank and Associate Professors who are beyond seven years in rank will normally be expected to serve a term as Chair of the Department if nominated by their colleagues. They may be excused from this duty if they have already served a term as Chair.

**(c) Revisions.**

Revisions to this document will normally only occur in the event of a substantive, non-transient change to the overall academic objectives and mandate of the Department of Biology. Proposed changes to the document must be agreed to by a simple majority of the Department members and approved by the Dean of Science.

Approved: Department of Biology, January 17, 2017  
Dr. R. Lipson, Dean of Science, January 22, 2017