

## **Standard for the Distribution of Duties and Responsibilities of Faculty Members of the Department of Chemistry**

This Standard meets the requirements of section 27 of the Collective Agreement between the University of Victoria and the University of Victoria Faculty Association. The reference point for the duties described below is that of a “regular” member with a 40/40/20 (teaching/scholarly activities/other). For members with other appointments, the assignments of duties normally will be in proportion to each individual appointment type. The principles are that:

- the responsibilities of the members shall be distributed to achieve the collective academic objectives of the Department;
- the Department strives to achieve an equitable distribution of workload among all members;
- the Department recognizes that occasional special circumstances may arise that will lead to an adjustment of the timing and distribution of duties for a member;
- over multiple years, each member is expected to engage in teaching at all levels;
- in the event that a member does not demonstrate research activity and supervise research students, the Chair in consultation with the Duties Committee may increase the relative assignment of undergraduate teaching and/or service duties.

The implementation of these principles is described in the Guidelines, which are approved annually by a simple majority of the faculty members in the Department.

### ***Tenured Faculty Members***

Teaching: The nominal teaching assignment will include a maximum of five undergraduate and graduate lecture courses (or sections of first year) per year and a minimum of one undergraduate lecture course (or sections of first year) per year as a rolling average over four years (3 past years and the year being assigned). The maximum and minimum number of teaching activities may also include assigned course coordination, assigned course creation and assigned major course or program development initiatives. Supervision, training and mentoring of research undergraduate students, graduate students, post-doctoral fellows, and research associates in the member’s research group are recognized as teaching activities. The member is expected to participate in other teaching duties such as supervisory committees, review of exam grades, undergraduate mentoring outside of formal interactions and discussion courses.

Service: The assigned duties for members are those required to contribute to the administration of the Department and positions that require a member from Chemistry on committees outside of the Department. All members are expected to participate in non-assigned duties consistent with their position, including participation in Department seminars and student research presentations.

### ***Tenure-Track Faculty Members***

Duties and responsibilities will be as for a tenured faculty member with the following exceptions:

Teaching: The teaching assignment will on average be one undergraduate lecture section per year for each of the first 3 years following initial appointment.

Service: The assignment of administrative duties during the first 3 years will be commensurate with the junior status of the member, and will normally not include duties such as chairing of Departmental committees and other major administrative responsibilities.

### ***Teaching Professors***

Service will be as for a tenured faculty member, while the teaching assignment per year is normally eight sections, courses or other teaching assignments listed above.

Approved by the Chemistry faculty 31 January 2017

Approved by the Dean of Science 1 February 2017