

Standard Duties and Expectations for Faculty Members in the Department of Mathematics and Statistics

Revised 22 March 2005, per March 8 2005 Department meeting

- (a) Number of Course Units Normally Taught.
- (i) Full-time Regular Faculty other than Senior Instructors (tenured or untenured).

As detailed below, the normal teaching load for a faculty member with an active research program in the department is four 1.5 unit courses per academic year.

The average contribution to the undergraduate teaching program of the department for regular Faculty Members on a standard appointment (i.e. whose job description includes a 40% teaching component) will be three 1.5 unit courses or their equivalent per academic year. Members who are externally funded (e.g. CRC, NSERC, UFA) will have their teaching load reduced appropriately. Members who are not actively involved in a research program will normally teach a greater number of undergraduate courses. (Being a named principal investigator on an operating grant from NSERC, CIHR, or similar agency will be deemed evidence for an active research program. In the absence of such an operating grant, having at least two publications in reputable, refereed scientific journals over the previous three year period will also be deemed sufficient evidence for an active research program. Other research contributions which do not fit either of these criteria will be considered on an individual basis.) The Chair of the Department may agree to count the teaching of a large class (> 150 students) as equivalent to teaching two smaller sections.

Faculty members are expected to contribute to the graduate teaching program as appropriate, usually by teaching one graduate or one 400 level 1.5 unit course per year, and also by supervising graduate students, postdoctoral fellows, and other highly qualified personnel.

Faculty who have lost their "active in research" status as defined above will be given a four course undergraduate teaching load for three years to give them a chance to return to "active in research" status. Upon failing to return to this "active in research" status, they may have their undergraduate teaching load increased by a further 1.5 unit course depending upon their circumstances.

Teaching Relief

The following positions will receive the indicated teaching relief:

CHAIR	two courses per year
ASSISTANT CHAIR	two courses per year
GRADUATE ADVISOR	one course per year
DIRECTOR OF STATISTICAL CONSULTING	one course per year
PIMS SITE DIRECTOR	one course per year

Notwithstanding the changes in teaching load for individual members of the department, the average undergraduate teaching load will normally be as indicated in the second paragraph of this section. However, it may be reduced under certain circumstances (e.g. approved buy-out of some teaching) by agreement of the Department Chair and the Dean of the Faculty.

(ii) Senior Instructors will normally teach eight 1.5-unit courses in an academic year

(b) Normal Administrative and Academic Duties and Responsibilities.

(i) All Faculty Members will normally be expected to devote approximately 20% of their working time to the running of the Department, Faculty, University, and/or Professional Service when they are not on leave.

Faculty Members should expect to serve on at least one Departmental, Faculty or University committee (or more if the committee duties are not onerous), or serve in some other professional capacity, every year that they are not on leave.

(ii) Full Professors (other than those in externally funded positions) who are beyond five 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).

(d) 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 Mathematics and Statistics. Proposed changes to the document must be agreed to by a simple majority of the Department members and approved by the Dean of Science.