

## **DEPARTMENT OF PHYSICS AND ASTRONOMY**

### **Standard for the Distribution of Duties and Responsibilities**

Approved by the Department – February 21, 2017

This standard addresses the requirements of Section 27.1 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 Evaluation Policy of the Faculty of Science, and do not form part of this document.

Faculty members are assigned duties in the different categories described below, with the overriding principle being that an equitable distribution of duties among all department members will result. Newly-appointed faculty members are assigned a lower level of responsibility during the first year, with a subsequent gradual increase to the normal level.

#### ***Teaching duties and responsibilities***

The average teaching load, including both undergraduate and graduate teaching, for Faculty Members who are on standard appointments (i.e., whose job description includes a 40% teaching component) is three courses. It is understood that the undergraduate teaching needs will have priority, and that faculty members can be assigned to teach at any level of the program.

Notwithstanding this average teaching load, there is a wide range in the actual assignments of teaching duties, depending on individual Members' scholarly and other activities.

- Faculty members who have heavy research commitments or who, in addition to their research commitments also carry heavy administrative responsibilities (such as chairing the graduate or colloquium committees) may have their undergraduate or graduate teaching load reduced by one course, while those who do not participate in those kinds of activities may have their teaching load increased by one course.
- In exceptional cases, where there is very substantial involvement in research or in the administration of some research activity (such as the Directorship of a national organization), teaching duties may be reduced by two courses. At the same time, in cases where there is little or no scholarly activity in comparison to disciplinary norms for a period of more than 3-5 years, faculty members may be expected to teach two or three courses above the average load, depending on other duties and the individual's job description.

Faculty members whose appointments include a teaching component other than 40% will be allocated teaching loads proportional to the weight of their teaching component. For example, Canada Research Chairs with a 20% teaching component will be allocated half the regular teaching load, and a faculty member with a 60% teaching component will be allocated 1.5 times the regular teaching load.

Full-time Assistant, Associate, or Full Teaching Professors will normally teach eight courses in an academic year. As above, this may be reduced by one course for those with heavy administrative responsibilities.

The Chair will normally be allocated half the regular teaching load.

There is an expectation that tenured/tenure-stream faculty members will participate in the supervision of graduate students, postdoctoral fellows, and other highly qualified personnel.

There are no extra-to-load teaching assignments.

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

### ***Academic duties and responsibilities***

There is an expectation that when requested, Department members will serve in supervisory committees and the ARPT and search committees, and also participate in the academic advising of students, coordination of multi-section courses, and the development of the curriculum. Duties will also include assistance in the development of laboratories as necessary.

### ***Administrative duties and responsibilities***

There is an expectation that, when requested, Department members will serve on and/or chair various departmental standing and ad hoc committees that support the operation of the department. In addition, they are expected to play a critical role in the management of the entire institution in various capacities; serving on the Faculty of Science Advisory Committees or the University Senate are examples. They are also expected to attend Department and Faculty meetings.

### ***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. Proposed changes to the document must be agreed to by a simple majority of the Department members and approved by the Dean of Science.