

Standard for the Distribution of Duties and Responsibilities of Faculty Members of the School of Earth and Ocean Sciences

This Standard addresses the requirements of Section 27 of the Collective Agreement (2015-19), and deals with the distribution of teaching, academic, and administrative duties and responsibilities of Faculty Members in the School of Earth and Ocean Sciences (SEOS). 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 achieving the academic objectives and mandate of the School. Newly-appointed Faculty Members are normally assigned a lower level of responsibility during the first year, with a subsequent gradual increase to the normal level.

1. Teaching Duties and Responsibilities

Unless specified otherwise by the Director, teaching of a course may include:

- preparation of suitable course materials including a course outline, handouts, etc.
- conducting lectures and class learning activities
- preparation and administration of tests and examinations
- preparation of assignments
- preparation of labs, field trips and field courses, or co-ordination of individuals assigned to those tasks, as appropriate
- holding office hours for student advising/consultation
- invigilation of examinations
- marking of assignments, labs, tests and examinations, or co-ordination of individuals assigned to those tasks.

The average teaching assignment for regular tenured or tenure-track faculty members with an active research program and whose job description includes a 40% teaching component is two 1.5 unit undergraduate courses annually, with this average load achieved approximately over a five-year period. Teaching at all levels is expected, as assigned by the Director.

An undergraduate course with an enrolment of less than 10 students is not normally assigned. Directed Studies and Advanced Topics courses and supervision of Honours students are not normally counted in the formal teaching load of a Faculty Member, but are taken into account by the Director in the assignment of duties and responsibilities and in the evaluation of merit.

Faculty Members are normally evaluated on the basis of their teaching, scholarship and other contributions in the ratio of 40:40:20, respectively. For Faculty Members evaluated on the basis of a different ratio, the teaching load will be adjusted accordingly:

- A Faculty Member evaluated on the basis of 20:60:20 for teaching:research:other (e.g., an externally-funded Research Chair) will have a teaching load half the normal requirement.
- A Faculty Member who is evaluated on the basis of 60:20:20 for teaching:research:other will have a teaching load that is 50% higher than the normal requirement.

- A Faculty Member who is evaluated on the basis of 80:20 for teaching:other (e.g., an Assistant, Associate or Full Teaching Professor) will have a teaching load of 8 courses annually. This may be reduced by one course for those with heavy administrative responsibilities.
- The Director of the School will have a teaching load half the normal requirement.

A Faculty Member whose research activity is chronically below disciplinary norms over a four-year period may have their teaching assignment increased. Each Faculty Member's research activity for the four previous years will be assessed by the Director at the time of biennial merit evaluations. Research activity is normally indicated by holding external funding and having a record of publications in peer-reviewed journals. Other research contributions which do not fit these criteria may be considered on an individual basis. Faculty Members who are deemed not active in research will teach three courses annually for two years. Upon failing to return to active research after two years, Faculty Members may have their undergraduate teaching load increased further.

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

Regular faculty members are expected to teach, on average, one graduate course every two years, subject to graduate enrolments and student demand. There is an expectation for Faculty Members to engage in supervising graduate students, postdoctoral fellows and other highly-qualified personnel. Supervision of undergraduate students is strongly encouraged.

Teaching release, paid through research grants held by a Faculty Member, must be approved in advance by the Director and by the Dean of Science, and will not normally reduce a Faculty Member's teaching assignment by more than 50%.

2. Academic Duties and Responsibilities

Faculty Members will be responsible for their assigned teaching and for the oversight and annual review of associated undergraduate laboratories and/or field trips. There is an expectation that Faculty Members will usually agree to serve as Honours thesis supervisor for undergraduate students and on supervisory committees for graduate students, and will participate in the development of curricula, as appropriate. Faculty Members are expected to attend departmental seminars. Other duties may include:

- co-ordination of courses with multiple sections, laboratories, or lecturers
- academic advising of students, both undergraduate and graduate
- mentoring of tenure-track faculty and sessional instructors
- suggestion and hosting of seminar speakers, including Lansdowne Lecturers
- participation in regular reviews of SEOS (typically every 5-7 years) and in discussions on the future directions of the School in both teaching and research.

3. Administrative Duties and Responsibilities

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 School, Faculty and University and in Professional Service. Faculty Members should expect to serve on at least one Departmental, Faculty or University committee (or more if the committee duties are not onerous) every year that they are not on leave. Faculty Members should also expect to serve periodically

as Chair of a Departmental Committee, such that the administrative load is shared equitably among all members in the long term. Chairing the Undergraduate and Graduate Committees and serving as the Undergraduate Advisor represent heavy administrative loads and are not normally assigned to pre-tenure faculty. Faculty Members are usually expected to agree to serve on the ARPT committee and on Search committees of the School when elected or requested by the Director. Faculty Members are expected to attend Department and Faculty meetings, and to represent the School, Faculty or University on inter-Departmental, Faculty or University committees, task forces, etc., as elected, assigned by the Director or appointed by a senior administrator.

4. 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 School. Proposed changes to the document must be agreed to by a simple majority of the School's Faculty Members and be approved by the Dean of Science.

Approved by the School of Earth and Ocean Sciences, January 10, 2017

Approved by the Dean of Science, January 11, 2017