

YORK UNIVERSITY
FACULTY OF EDUCATION
Memorandum

June 26, 2000

cc: Co-Chair, JCOAA - Walter Whitely
Phillip Silver
Barney Savage
Ian Greene

To: Brian Abner
From: Terry Piper, Dean
Subject: Faculty and Librarian Workload
Date: June 19, 2000

JCOAA
JUN 29 Workload
ACADEMIC STAFF RELATIONS

YORK UNIVERSITY

OFFICE OF THE VICE-PRESIDENT
(ACADEMIC AFFAIRS)

In response to the memo of March 7th from Paula O'Reilly requesting information on the requirements under Article 18.08 of the Collective Agreement, the following is our practice in calculating "normal teaching load" and consultative processes.

Consultative Process

- A letter, with a form requesting preferences for the next academic term, is sent from the Dean to all faculty members
- Faculty members fill out form and return it to the Dean
- A meeting is held between the Dean and Academic Administrators of the Program to determine allocation of teaching loads across programs with due consideration to people's expressed preferences
- Faculty members are issued a letter describing workload for the upcoming year
- If there are any concerns, changes, or extenuating circumstances, individuals can discuss with the Dean for adjustments
- A chart of all faculty workload can be made available to all members of the Faculty

Information sent by letter to each Faculty Member

A) Annual Teaching Load

The annual teaching load for tenure stream faculty is:

2 1/2 courses for those who carry a normal graduate supervisory load, or

3 courses for those who do **not** carry a normal graduate supervisory load;

B) Programme Area Commitments

Tenure stream faculty members are expected to teach in at least two programme areas each year, at both the undergraduate and graduate levels. This general principle is subject to programmatic needs/enrollments and faculty maintaining standing for appointment to the Faculty of Graduate Studies.

C) Teaching Load Guidelines

Pre-service

- for practicum/seminar courses, the seminar and practicum supervisory components are weighted separately.
- for the seminars and foundations courses, approximately 36 contact hours equals 1/6 load

- class sizes of 50 students and under (approximately 36 contact hours equals 1/6 load), no teaching assistants
- class sizes of 50-85 students (approximately 36 contact hours equals 1/6 load), with teaching assistants
- for Practicum Supervision, the formula is equitable but enables flexibility allowing for different model of supervision. Based on last year's operations, supervision of approximately 12 - 15 teacher candidates equals 1/6 load for full school year (September-May)

Field Development

- The Faculty Colleague role in this model provides opportunities for on-load assignments in each of our Cooperatives.
- Typical assignment will be 1/6 load, with total hours similar to that for an undergraduate course. Field development assignments normally require faculty members to be available during the Intersession term to work with the program instructors on planning, as well as offering program support through August - January.

Deaf Education

- Opportunities for some on-load assignments.
- Typical assignment will be 1/6 load, with contact hours similar to that for an undergraduate course.

Graduate

- graduate faculty will normally teach one-half course subject to sufficient enrollment
- for regular course offerings, 36 contact hours equals 1/6 load
- Graduate Programme supervision equals 1/6 load. This entails regular participation in supervision and membership on committees of dissertations, thesis and research projects; advising and attendance at the August/September orientation for graduate students; and keeping some evening office hours for part time students.
- In some cases, given programmatic needs (e.g., required courses or courses other faculty members have not expressed interest in teaching) a faculty member may be assigned a second course offering. However, in order to balance programmatic needs for faculty to teach at both the undergraduate and graduate levels, a faculty member's total graduate assignment will not exceed 3/6 load.

cc: M. Stevenson
B. Savage