

**Teaching Workload Policy for Full-time Faculty Members
Department of Social Science**

Approved by Department Council, December 7, 2017

In addition to contributions to scholarship in their fields and service inside and outside the university, the following are the expectations of the teaching workload for full-time faculty members in the Department of Social Science.

UNDERGRADUATE

Normal loads:

(a) Professorial Stream

Full-time faculty members appointed to the professorial stream in the Department are expected to participate regularly in the teaching of introductory courses at the 1000 and 2000 level and in upper-level courses (3000 and 4000).

All full-time faculty (not including CLA's) in the Department are expected to teach 7.5 hours each year. A full six- or nine-credit course is 3 hours; a half-course is 1.5 hours. Thus, a normal load might be 2.5 full courses. This is frequently accomplished by teaching 3 full courses one year and 2 full courses the next for an average of 2.5 full courses per year.*

All full-time faculty in the professorial stream (not including CLAs) are eligible to apply for the Research Release Program, which allows for a 0.5 FCE reduction in the normal teaching load. The terms and conditions of this release are specified in the Department Research Release Plan.

All Foundations courses, regardless of size, count for 3 teaching hours. Additionally, for larger foundations courses (300 students, or eight or more tutorial sections), course directors earn an additional one hour (designated as an "extra management hour") for each such course.*

In courses that are not Foundations courses, but that have tutorials, a course management hour is normally given only in situations where the course size is 100 or more. For courses that are smaller than 100, the course director is normally assigned one tutorial section in order to yield the full 3 hours teaching credit.

It is possible to teach a course with marker-graders. Such a situation might occur in a second year course of more than 50 students but without tutorial sections.

(b) Alternate Stream

Full time faculty members appointed to the alternate stream in the Department are expected to teach 3.5 courses each year (the counting of which is the same as for professorial stream appointments).

(c) Contractually limited faculty (CLA's)

Since contractually limited faculty are not expected to contribute to service in the university, they will normally be expected to teach three courses per year.

New faculty

New tenure-stream faculty appointed to either the professorial or alternate stream will receive a 0.5 course release in each of the first three years of their probationary status.

Normal Course Size

The maximum course size varies by year level of the courses. Tutorial sections, with one exception, are 25 students. The exception is first and second year E.S.L. tutorials that are capped at 15. Normal maximum seminar course sizes are as follows:

Second year	50 students
Third year	35 students
Fourth year	25 students

GRADUATE

Faculty members who are members of a graduate program may normally request the right to teach the equivalent of a half-course in a graduate program in the Faculty of Graduate Studies every year. Such requests must be submitted in a timely fashion to the Chair of the Department. This right shall be conditional upon adequate coverage of the Department's courses which, in turn, shall be assured by the provision of resources by the Faculty of Arts to the Department's undergraduate curriculum for each graduate course taught.

ADMINISTRATIVE COURSE RELEASE

According to established practice four administrative positions in the Department receive the following normal minimum course release hours. They are:

Department Chair	2.0 full course releases
Undergrad Director Curriculum	1.5 full course releases
Undergrad Director Students	1.0 full course release
Foundations Coordinator	0.5 full course release
Program Coordinators & Graduate Directors	Stipends for release are stipulated in the 2015-2018 Collective agreement, Appendix P (based on size)

*In team taught situations the hours available are shared; for example, a full course is normally shared equally between the two members teaching (1.5 teaching hours each). Similarly the extra foundations management hour is shared equally in team-teaching situations.