

**Department of Curriculum, Teaching and Learning**  
**Policy on Workload**  
**November 2015**

This policy outlines what is understood to constitute normal workload in the Department of Curriculum, Teaching and Learning, under the terms of the Workload Policy and Procedures for Faculty and Librarians (WLPP). The Chair assigns workload in the areas of teaching and departmental service.

This policy outlines the applicable factors in the areas of teaching and service that will be considered in defining the normal workload duties in the department. The Chair and a faculty member can agree upon annual variances from this norm to recognize the different demands that unit members experience from year to year in balancing the domains of workload. The allocation of workload will be arrived at in a transparent manner and is intended to be fair, reasonable, and equitable. Each faculty member's workload is intended to fall within departmental norms, standards and ranges.

CTL is committed to teaching excellence in all of its programs:

- The Master of Teaching Program (MT)
- Curriculum Studies and Teacher Development (MA, M.Ed., Ph.D)
- Language and Literacies Education (MA, M.Ed., Ph.D)

There is an expectation that faculty members will contribute to these programs. Each member will be provided with a written letter of his/her workload duties on an annual basis that includes details of teaching and service. The remainder of a faculty member's working time is self-directed and may consist of research, scholarly or creative professional activity or pedagogical / professional development consistent with his or her academic appointment.

### **Teaching**

The normal course load for tenure-stream faculty members is 4 half-courses (2 FCE) in addition to supervising graduate thesis students. The normal expectation is that at least half of the courses should be offered face to face at OISE, in the fall and winter terms. The normal course load for teaching stream faculty members is six half-courses (3 FCE).

Faculty members will be granted course release for major service commitments (e.g., chair, associate chairs, program coordinators).

In certain circumstances (e.g., major grant), at the discretion of the Chair and with the approval of the Dean, course release may be granted.

In certain circumstances, and at the discretion of the Chair, a faculty member may be granted a course release for reasons relating to unusually high thesis supervision load. Details of this policy are in the document, "CTL Policy on Supervision Load and Course Release". This document is posted on the CTL faculty web site and is subject to change.

### **Service**

Faculty members are committed to being actively involved in service to the students, programs, department, centres, OISE, University, and to our communities (professional, public and research). Service on committees is expected. It is important that faculty members actively participate in the life of the program, department and the broader community.

Each faculty member is expected, within his or her career, to provide leadership within the programs, department, OISE, and/or University.

Faculty members who are not on leave are expected to carry out their fall term and winter term service responsibilities, even if they have no teaching commitments during one or both of those terms, unless they have specifically been granted release from their service responsibilities.

### **Pre-Tenure Teaching and Service Release**

Tenure stream faculty members will normally receive one half-course release during their initial contract, prior to their interim review.

Tenure stream faculty members who have had a successful interim review and have been granted a renewal of their initial contract are entitled, under the Policy and Procedures on Academic Appointments (PPAA), to one academic term of adjusted workload prior to their tenure review. The purpose of this adjustment is to allow the faculty member to prepare for tenure consideration and to address any advice from the interim review. Normally this term will not include assigned teaching or service (entailing a two half-course release), unless such assignments, with the faculty member's agreement, are intended to address feedback from the interim review.

### **Pre-Continuing Status Teaching and Service Release**

Teaching stream faculty members who have had a successful interim review and have been granted a renewal of their initial contract are entitled, under the Policy and Procedures on Academic Appointments, to one academic term of adjusted workload prior to their continuing status review. The purpose of this adjustment is to allow the faculty member to prepare for consideration for continuing status and to address any advice from the interim review. Normally this term will not include more than half of the normally assigned teaching or service (entailing a release of at least 1.5 half courses), unless such assignments, with the faculty member's agreement, are intended to address feedback from the interim review.

### **Limited Term Appointments**

Faculty members on full-time, contractually-limited term appointments will be expected to assume a teaching and service load consistent with that of faculty members in the tenure stream.

Faculty members on full-time, teaching stream contractually-limited term appointments will be expected to assume a teaching and service load consistent with that of faculty members in the teaching stream.

Part-time faculty members holding professorial rank will be expected to assume a pro-rated teaching and service load consistent with that of faculty members in the tenure stream. Part-time appointments of less than 0.5 FTE will not be expected to participate in any service activities unless agreed to with the Chair.

Part-time faculty members holding the rank of Lecturer or Senior Lecturer will be expected to assume a pro-rated teaching and service load consistent with that of faculty members in the teaching stream. Part-time appointments of less than 0.5 FTE will not be expected to participate in any service activities unless agreed to with the Chair.

## **CTL Workload Committee (2015)**

- Jim Hewitt, Chair
- Carol-Ann Burke
- Diane Gerin-Lajoie
- David Levine
- Cathy Marks Krpan
- Leslie Stewart Rose
- Heather Sykes