

# Unit Workload Policy and Procedures

Department: Physiology, Faculty of Medicine

Date: March 1, 2021

## A. Introduction

The Department of Physiology is a basic science unit within the Faculty of Medicine. Aligned with the mission of the University of Toronto, the Department of Physiology is committed to being an internationally significant research department, with undergraduate and graduate programs of excellent quality.

The Department of Physiology is a research-intensive department engaged in the education and training of graduate students, post-doctoral fellows and undergraduate project students, as well as in the education of undergraduate Arts & Science, medical and professional M.H.Sc. students. Tenured/tenure-stream and CLTA faculty participate in the research and teaching activities of the Department, as well as providing service to the department. Teaching-stream faculty contribute to both teaching and service in the Department.

The Department consists of tenured/tenure-stream, CLTA, status-only, teaching-stream, and cross-appointed faculty. The majority of the tenured/tenure-stream and CLTA faculty members are engaged in research, as is expected of all such faculty members at the University of Toronto.

## B. General Principles

The purpose of this Policy is to ensure a fair, reasonable and equitable distribution of the workload across the Department's faculty. Status-only and cross-appointed faculty members are not covered by the department's workload policy.

## C. Teaching

### Teaching Workload for Tenured/Tenure-Stream Faculty

The normal teaching workload at the undergraduate level for full-time tenured/tenure-stream faculty members is two (2) half courses per year. The normal teaching workload at the graduate level for full-time tenured/tenure-stream faculty members is one (1) half course every second year and active participation in the Research Platform-based graduate students educational activities, such as Platform-specific seminars, Frontiers in Physiology, etc. The total teaching workload of tenured/tenure-stream faculty members holding joint appointments in Physiology and another department will not normally exceed that of faculty members with a single appointment. New tenure-stream appointees who have been granted a renewal of their initial contract are entitled to an adjustment to their workload assignment for one academic term in order to allow them to focus on preparing for their tenure consideration and to address any advice from the review of their initial appointment. Normally, this term will not include assigned teaching or service; but the term may include assigned teaching, with the candidate's agreement,

in order to address advice from their review. Any changes to the normal expectation of a 40% workload must be determined in consultation with the Chair.

### **Teaching Workload for CLTA Faculty**

The normal teaching workload at the undergraduate level for full-time CLTA faculty members is two (2) half courses per year. The normal teaching workload at the graduate level for full-time CLTA faculty members is one (1) half course every second year and active participation in the Research Platform-based graduate students educational activities, such as Platform-specific seminars, Frontiers in Physiology, etc. The total teaching workload of CLTA faculty members holding joint appointments in Physiology and another department will not normally exceed that of faculty members with a single appointment. Any changes to the normal expectation of a 40% workload must be determined in consultation with the Chair.

### **Teaching Workload for Teaching-Stream (including CLTA) Faculty**

The normal teaching workload for full-time teaching-stream faculty (Assistant/Associate/Professor, Teaching Stream) is four (4) lecture half courses or four (4) laboratory half courses per year, or some reasonable combination of lecture and lab courses. Upon re-appointment, pre-continuing status teaching-stream faculty are entitled to an adjustment to their workload assignment for one academic term to focus on preparing for continuing status review and to address any advice from the interim review. Normally this term will not include assigned teaching above ½ of the normal teaching assignments or service but, with the candidate's agreement, the term may include more than ½ of the normal teaching assignments or some assigned service in order to reflect feedback from the interim review. Any changes to normal expectation of a 75% workload must be determined in consultation with the Chair.

Part-time teaching-stream faculty would have a pro-rated teaching workload as outlined in the terms of their contract.

### **Teaching Workload Considerations**

Teaching workload refers to in-class/live contact hours where the faculty member is lecturing or actively participating in class discussions. In considering the teaching component of workload, the following relevant factors are taken into consideration by the Chair: class size; total number of students in all of a member's courses; the mix of courses (undergraduate/graduate); the nature of the course (team-taught, previously-recorded online lectures, inclusion of writing intensive or critical skill components, seminars, labs, etc.); mode of delivery; contact hours (in-class and outside formal scheduled class time); the administration, preparation, setting, invigilating, and marking of assignments and examinations, including make-up examinations; tutorial, lab or on-line direction; supervision and training of Teaching Assistants or equivalent; course preparation, especially for new courses; supervision of senior essays or their equivalent, directed reading courses and independent studies courses or their equivalent; web-site and Quercus construction and maintenance; dealing with issues of academic misconduct (excluding research misconduct); and graduate supervision, including the supervision of their theses, and membership on graduate supervisory committees other than primary supervision.

The normal teaching workloads described above represent levels that are designed to ensure that faculty members can devote adequate time to their research and service activities. Holders of external salary awards (e.g. CIHR New Investigator, Canada Research Chair) may request a reduced teaching and service

workload consistent with the terms of the award. Faculty members with large research groups deeply engaged in the supervision of trainees may also request a reduced undergraduate teaching workload. Any changes to normal workload must be determined in consultation with the Chair

## **D. Service**

All faculty covered by the workload policy are expected to accept an equitable share of administrative responsibilities through participation on committees and decision making bodies within the Department or across the University. The associated time commitment associated with service can fluctuate from year to year and also during the course of the academic year.

Duties such as Vice Chair, Graduate Coordinator, Undergraduate Coordinator, Program Directors (e.g. M.H.Sc.) and Platform Heads carry additional responsibilities and time commitments Service outside the University at the national or international level is also expected as part of the normal service load.

Faculty members that carry exceptional service loads may request reduced teaching loads in consultation with the Department Chair. Any other changes to normal workload must be determined in consultation with the Chair.

## **E. Procedures**

It is the responsibility of the Chair in consultation with the Undergraduate, Graduate, relevant Program Directors and Course Coordinators to assign the upcoming teaching and service. No later than June of each year, the Chair, in consultation with the faculty member will determine teaching and service loads for the following academic year. The Chair will document each faculty member's expected workload in a letter signed by the Chair and the faculty member. The letter will outline the faculty member's teaching commitments for the current academic year, and should also outline the majority of their departmental service commitments. It is recognized, however, that not all teaching and/or service commitments may be established at this point in the cycle, as these activities are varied and are sometimes difficult to predict.

## **F. Dispute Resolution**

A member who has a complaint with the assignment of their workload, that they deem to be in violation of this Policy, must raise their complaint with the Chair in writing within 20 working days of the assignment. If the complaint is not resolved within 10 working days, the member can refer the complaint to the Dean. If the matter is still not resolved within a further 10 working days, the member can refer the complaint (within 10 working days thereafter) to the University of Toronto Workload Adjudicator.