



January 4, 2016

Workload Policy 2.0 (Dec. 2015)

The Workload Policy of the UTSC Department of Psychology pertains to teaching and service. Research is beyond the scope of the Policy due to its vast elasticity and its inherent rewards beyond those offered by the Department.

Teaching

The normal teaching load for a full time tenure stream faculty member is 1.5 FCE per year. For a full time teaching stream faculty member the normal teaching load is 3 FCE per year. A half course (.5 FCE) is defined as an L01, L30 or L60 section, as designated by the Registrar's office. L60 sections offered contiguously with an L01 or L30 section are normally not considered part of the normal FCE teaching load for tenure stream faculty, but instead are compensated with appropriate stipends.

For pre-tenure tenure stream faculty, teaching is 'ramped-up' to allow them time to set-up their labs and apply for research grants. Following a successful interim review and renewal of the initial contract, pre-tenure faculty are entitled to an adjustment of their workload assignment for one academic term in order to allow them to focus on preparing for their tenure consideration and to address 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. Therefore, the teaching load for the six-year pre-tenure period normally shall be, respectively, 0.5, 1.0, 1.5, 1.5, 1.0, and 1.5 FCEs (although it's possible that the reduced load term could be in the Winter of the 4th year).

For pre-promotion teaching-stream faculty, teaching is 'ramped-up' to allow time to design their courses and become engaged in appropriate pedagogically related research opportunities. Upon successful completion of the probationary review and receipt of an additional two-year contract, teaching-stream faculty members at the rank of Assistant Professor, Teaching Stream will be offered an academic term to focus on preparing for continuing status review and to address any advice from the probationary review. Normally this term will not include assigned teaching above ½ of the normal teaching assignments, and no 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. Therefore, the teaching load for the six-year pre-promotion period shall be, respectively, 2.0, 3.0, 3.0, 3.0, 2.25, 3.0 FCEs.

Undergraduate research supervision does not reduce the expectation for FCE contributions of undergraduate teaching in a normal workload, such activity being

recognized as important and valuable whether offered within or outside the context of a course. Faculty members are only obligated to teach in two of the three yearly semesters but can opt to distribute their teaching across all three. Members of the faculty can also opt to teach more courses on an overload basis with stipendiary remuneration.

Most UTSC Psychology faculty hold their primary graduate appointment in either the UTSC based GDPCS (Graduate Department of Psychological Clinical Science) and/or the St. George based GDOP (Graduate Department of Psychology). With permission of the Chair, and agreement of the Graduate Chair, faculty who teach in the GDPCS are eligible to receive release from an equivalent number of half courses at the undergraduate level. With permission of the Chair, and agreement of the Graduate Chair, every four years, tenure-stream faculty with an appointment in the GDOP are expected to teach a graduate half-course, for which release from a half undergraduate course is provided.

In addition to their primary graduate appointment, faculty members may seek cross-appointments in other graduate departments at the University of Toronto. Such appointments must have the consent of the Chair and Graduate Chair. Any possible teaching and service obligations in the graduate department of cross-appointment cannot negatively impact the faculty member's ability to fulfill their teaching and service duties to their home department and primary graduate department.

There is an expectation that all faculty must contribute to undergraduate teaching. Faculty members receiving a course reduction cannot normally teach on overload in the same year.

Under exceptional circumstances, the Chair may approve teaching relief of no more than a half course per year for a faculty member engaged in a particularly onerous and prestigious academic activity, such as serving as editor of a journal with an impact factor of over 5, or holding an especially prestigious grant that requires course release as part of the terms and conditions.

Service

Service activities are varied and are sometimes required unexpectedly. Some activities occur on the UTSC campus during normal working hours (e.g., Academic Committee meetings) whereas others occur off site in the evening or weekend (e.g., University Fair sessions). Some activities are closely linked to academic and research involvements (e.g., serving on search committees) whereas others are more selfless (e.g., serving on a health and safety committee). Some activities occur once (e.g., chairing a Ph.D. defense) whereas others are repetitive (e.g., serving on a Research Ethics Board). Although all these activities are highly valuable, some are clearly more onerous than others.

In an effort to distribute service responsibilities fairly across its faculty, the Department of Psychology keeps a list of activities with commensurate point values. This list is updated yearly and is presented for discussion and approval at a Departmental meeting. The total number of points defined by the list provides an approximation of the total expected service to be provided by the Department. This service is divided by the number of faculty members in the Department to define the number of points that each will be

expected to offer in the subsequent year. Faculty are free to choose among available service activities as they acquire their service points but there is no dispensation from service responsibilities by the Chair.

Demand for Departmental service contributions is often set by Campus entities that are external to the Department. Such demand has varied over the years and has sometimes appeared excessive. It is important, therefore, to clarify expectations regarding the ideal service contribution of a faculty member, and thus of the Department as a whole. Experience suggests, for example, that no faculty member should be expected to serve on more than two Departmental committees, a Council Committee, two recognition or recruitment events for students, and one committee relevant to scholarly pursuits in the person's field. While this list illustrates the reasonable scope for service contributions, it is not meant to prescribe the mix of activities that a faculty member needs to choose in arriving at the service point target.