



iSchool Workload Policy

The proposed membership of the Faculty of Information 2011-12 Workload Policy Committee was reported to Faculty Council on June 23, 2011. The Committee began its deliberations by reviewing Provostial guidance on the work and objectives of Faculty Workload Policy Committees and considered a recommended paradigmatic example of a workload policy. It reached agreement on a recommended policy.

At the iSchool Faculty Council meeting on November 25, 2011 under Report of the Dean the Dean provided Council with background information on the Workload Policy. Copies of the Policy were distributed to members of Faculty Council. Members of Faculty Council reflected on the proposed policy, asked questions about it, commented on it, and minor revisions were suggested and subsequently incorporated as were modifications recommended by the Office of the Provost. There was general acknowledgement of the Policy and the work of the Faculty's 2011-12 Workload Policy Committee.

In the Faculty of Information teaching and service is assigned by the Dean according to the following guidelines:

1. The normal teaching load for individuals holding full-time tenure-stream (professorial) appointments is 2 FCE.
2. The normal teaching load for individuals holding full-time Lecturer or Senior Lecturer rank is 3 FCE.
3. Individuals holding part-time appointment normally shall have a prorated teaching load.
4. All faculty members are expected to be available for Faculty and University service. Contributions to the service component of a normal workload include: (i) participation on Faculty and University committees; (ii) service performed through sharing in the necessary administrative (e.g. tenure and promotion committees, recruitment and admissions, search committees, *ad hoc* planning committees) work of the Faculty; and (iii) provision of service to academic organizations outside the University, including academic journals and professional associations.
5. When an individual holds a budgetary cross-appointment to another unit the expected normal load (teaching and service) may vary following a discussion among the faculty member, the head of the other unit and the Dean. The teaching load should reflect the percentage of the appointment.
6. The policy will be reviewed every three years.

iSchool 2011-12 Workload Policy Committee members:

Seamus Ross, Dean and Professor
Sara Grimes, Assistant Professor
Heather MacNeil, Associate Professor
Chun Wei Choo, Professor
Wendy Newman, Lecturer (part-time)