



iSchool Workload Policy

The proposed membership of the Faculty of Information 2012-13 Workload Policy Committee was reported to Faculty Council on September 14, 2012 (see below). The Committee began its deliberations by reviewing Provostial guidance on the work and objectives of Faculty Workload Policy Committees and the iSchool's own 2011-12 Workload Policy. Over the course of four meetings the Committee reached agreement on several revisions to policy agreed in 2011-12 to reflect better the kinds of extra-University service in which colleagues often engaged and which contributed to the iSchool's mission.

In the Faculty of Information in assigning teaching and service the Dean follows these 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; (iii) provision of service to academic organizations outside the University, including publishers (e.g. academic journals), professional associations, funding agencies, and other educational institutions (e.g. external examining, tenure and promotion reviews); and, (iv) significant engagement with community associations related to the Faculty's professional and institutional goals.
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 at least once every three years.

iSchool 2012-13 Workload Policy Committee members:

Seamus Ross, Dean and Professor
Chun Wei Choo, Professor
Matt Ratto, Assistant Professor
Leslie Shade, Associate Professor
Wendy Newman, Lecturer (part-time)