



### **iSchool Workload Policy**

At our Faculty Meeting of October 8, 2015 membership of the Faculty of Information 2015-16 Workload Policy Committee was proposed (see below). Faculty were given the opportunity during a consultation period to propose other members; none were proposed. Faculty were also invited to submit issues and proposals with respect to Workload Policy during a slightly longer consultation period. The 2015-16 iSchool Workload Policy Committee began its deliberations by reviewing Provostial guidance on the work and objectives of Faculty Workload Policy Committees and the iSchool's own 2012-13 Workload Policy. Over the course of its single meeting the Committee reached agreement on revision to the policy agreed in 2012-13.

Each member of faculty will be provided with a document laying out details of his/her teaching and service assignments by June 30<sup>th</sup> of each year. The remainder of a faculty member's working time is self-directed and may consist of research, scholarly, creative, pedagogical, or professional work consistent with the type of appointment each faculty member holds and University policies.

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 appointments is 2 FCE.
2. The normal teaching load for individuals holding full-time teaching-stream appointments 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. This policy will be reviewed at least once every three years.

iSchool 2015-16 Workload Policy Committee members:

Seamus Ross, Dean and Professor  
Chun Wei Choo, Professor  
Kelly Lyons, Associate Professor  
Irina Mihalache, Assistant Professor  
Matt Brower, Assistant Professor (CLTA)