

DANIELS Forestry Workload Policy

Administration of DANIELS Forestry Workload Policy and Procedures

It will be administered by DANIELS Forestry Workload Policy Committee which will be chaired by the Dean of the Faculty of Architecture, Landscape, and Design and include at least two other faculty members appointed by the Dean in consultation with the faculty.

Normal teaching and service workloads for tenure stream faculty

Tenure stream faculty are expected to teach, carry out research and engage in administrative and service activities both inside and beyond the University of Toronto. This policy affirms that belief with the understanding that the allocation of effort has always and will continue to vary from such norms among individuals and from year to year.

The DANIELS Forestry offers graduate courses in DANIELS Forestry and undergraduate courses in the Faculty of Arts and Science and the Faculty of Applied Science and Engineering. The normal teaching workload of faculty will be 1 onese-semester undergraduate course, 1 one-semester graduate course and a third undergraduate or graduate one-semester course. Faculty members are also expected to share in the administration of the Faculty in many ways that may range from participating in the deliberations of committees to chairing such committees and from time to time, assuming major administrative roles such as, for example, that of the Graduate Coordinator. They are also expected to carry out service roles in their scientific and professional societies. Teaching and service assignments will be administered as follows.

Assignment of teaching and service workloads

Each year the Dean of the Faculty of Architecture, Landscape, and Design will meet with each faculty member to discuss his or her teaching and service assignments for the following year. Either can suggest changes to existing assignments.

Faculty members in the Teaching Stream

While teaching and services commitments of those in the Teaching Stream often vary significantly from individual to individual, the Dean must ensure that the workloads assigned to Teaching Stream faculty are consistent with all of the provisions of Section 7.0 and in particular, that they are not assigned service workloads that differ significantly from tenure

stream faculty and that they are not called upon to assume increased workloads that result from Faculty wide reductions in tenure stream faculty teaching workloads. Currently, the expected norm for the Teaching Stream will be two one-semester undergraduate courses, two one semester graduate courses and one either undergraduate or graduate one-semester course (5 HCE). Lecturers may also be asked to teach one additional one-semester course depending upon need for a leave replacement.

Transparency of workload assignments

The FFWLPP will be posted on the DANIELS Forestry web site where it can readily be viewed by all faculty members. Either the Dean or any faculty member can refer suggested revisions of the FFWLPP to the DANIELS Forestry Workload Committee. All revisions must be consistent with and supportive of both The Memorandum of Agreement between The Governing Council of the University of Toronto and The University of Toronto Faculty Association and the University of Toronto Workload Policy and Procedures for Faculty and Librarians and must be discussed at a Faculty meeting. If and when the FFWLPP is revised, it must be posted on the DANIELS Forestry web site and all faculty members must be notified of any changes in the revised policy and procedures.

Each spring (May) the Dean will provide all faculty members with a Faculty Workload Summary Sheet that describes the teaching, university administration and service commitments of every faculty member during the past two years and the coming year. Only service commitments provided by and approved for listing by the faculty member will be included. Teaching commitment descriptions will include class size, contact hours and teaching assistant allocations.

Additional Considerations

All faculty are expected to devote some of their efforts to administration and service both inside and outside the University but from time to time, some faculty will assume significant service and administration duties (e.g., Graduate Coordinator or leadership of national and international scientific and professional societies). Faculty that feel their commitments to such tasks call for much more than 20% of their effort for extended periods of time can discuss with the Dean, the extent if any, to which their normal teaching workload should be reduced to compensate for such demands.

Faculty teach a mix of required graduate and undergraduate courses, electives that are related to their research interests and seminar courses focussed on their research directed at their graduate students. Only undergraduate courses with an enrolment of at least 10 students and graduate courses with at least 5 students will be included in a faculty member's teaching workload assignment. Certain types of courses (small courses related to one's own research) will normally be considered part of a faculty member's research load rather than teaching load.