

UNIVERSITY OF BRITISH COLUMBIA

DEPARTMENT OF GEOGRAPHY

FACULTY WORKLOAD POLICY

2016 MAY

1984 WEST MALL
VANCOUVER BC V6T 1Z2

GENERAL APPROACH TO WORKLOAD

DEPARTMENT OF GEOGRAPY

Faculty workload assignments are based on criteria spelled out under the conditions of appointment for faculty. The Department assigns workload in a manner consistent with the language of Article 13.03 of the Collective Agreement.

<http://www.hr.ubc.ca/faculty-relations/collective-agreements/collective-bargaining-framework/#13>

GUIDING PRINCIPLES FOR ASSESSING FACULTY WORKLOAD

1. Workload expectations should be realistic in terms of number of working hours per week. They should maintain a healthy and sustainable work/life balance; ensure equitable workloads; and enhance productivity and/or advancement of employees.
2. Allocation of workload should be equitable across the Department.
3. The workload is shaped by: the unit's curricular and administrative needs; budgetary constraints; and the preferences of faculty members.
4. The division of workload in the Professoriate stream unless otherwise agreed in writing consist of 40% teaching, 40% scholarly activity (research), and 20% service. A normal fulltime teaching workload for faculty in this category is 9 credits over two terms in the academic year, assuming satisfactory performance in scholarly activity and service, and not counting graduate supervision and/or directed reading courses.
5. The division of workload in the Educational Leadership stream unless otherwise agreed in writing consist of 80% teaching, curriculum development and innovation, and other teaching and learning initiatives, and 20% service. A normal fulltime teaching workload for faculty in this category is 18 credits over two terms in the academic year in direct teaching and teaching-related activities, assuming satisfactory performance in service.
6. Evaluation of teaching workload should take into account the differences in effort associated with different types of courses. For example, field courses require more effort than seminar courses. Developing and teaching a new course also generally requires more time and effort compared with teaching an existing course. Further, the workload evaluation should take into account: class size; number of student-contact hours per week; labs and tutorials; TA hours available per week; management of TAs; and community engagement learning practices.
 - (i) Over the course of a three-year cycle, each faculty member should draw evenly from different types of courses. Those with teaching remissions or leaves would have their teaching workload prorated accordingly.
 - (ii) All faculty are expected to perform over the course of a year one significant service assignment for the department and to assist in ad hoc service tasks as needed. Service assignments are not required of faculty on leave, but they are required of those with teaching loads reduced by remissions and buyouts.

7. Some specially funded positions, particularly research Chairs, are expected to carry extensive research programs or to engage in extension activities. Expectations for teaching but not service should be reduced accordingly. All research applications requiring teaching reductions need prior approval from the Head of Department.
8. Subject to budgetary constraints, teaching assistant (TA) support is offered to all faculty, senior instructors, and sessional instructors with classes of 50 or more students.
9. If scholarly activity and service duties fall below minimum expectations over a three-year cycle, the Head will assign teaching equivalents.
10. In case of concerns about a faculty member's performance in service, teaching and/or research, the faculty member must be informed about the concerns during their annual review. In consultation with the Head's Advisory Committee, the Head will then form a standing committee composed of eligible members to review the case.
11. Geography has a number of joint appointments with workloads imposed by two departments. In these cases, service and teaching in Geography are pro-rated according to that share unless otherwise agreed in writing.

**COLLEGIALITY: PARTICIPATION AND PRESENCE IN THE LIFE OF THE
DEPARTMENT AND UNIVERSITY**

The department recognises that collegiality and community are fundamental to departmental success and a healthy workplace. Although many aspects of workload need not be tied to the physical building or University, there is great value to the interactions that occur within the space of the Geography department.

1. It is expected that all faculty will undertake a variety of service roles within the Department, Faculty and University during their career.
2. Faculty members are expected to be on campus to participate in all aspects of the work of their home unit and, as reasonable, their joint appointments at other units. This means that faculty will keep regular office hours for undergraduate and graduate students in their home units and, if appropriate, in any units where they may be jointly appointed, in proportion to the number of courses taught and supervisions provided. They should also make themselves available on campus for graduate students and for administrative assignments and duties.
3. Faculty members are expected to attend Departmental meetings, committee meetings of assigned committees, as well as to participate in the regular affairs of the department (such as all aspects of the hiring process of a new faculty member, departmental reviews, peer reviews, promotion and tenure meetings, relevant colloquia, and so on).
4. Travel and absences for more than a week whether for work or for pleasure require prior approval of the Head (a week in advance). The Head may, when necessary, require changes in travel plans and absences when they interfere with the operations of the unit. Absence of Campus forms should be filled out and submitted to the Head's Administrative Assistant.

5. Faculty members are responsible for maintaining current contact information and ensuring that Heads and administrators know how to reach them during regular working hours, and to have an emergency contact number for other times.
6. Faculty members are responsible for ensuring appropriate communication with colleagues, staff and students. The Faculty strongly supports a respectful work environment, and encourages faculty members and units to strive for equitable and respectful conduct in managing research staff and students.

EXPECTATIONS OF WORKLOAD

Faculty workload assignments are based on criteria spelled out under the conditions of appointment for faculty. Following expectations are taken from Part 4: Conditions of Appointment for Faculty of the UBC/UBCFA Collective Agreement 2012-2014.

<http://www.hr.ubc.ca/faculty-relations/collective-agreements/appointment-faculty/#4>

ARTICLE 4. CRITERIA FOR APPOINTMENT, REAPPOINTMENT, TENURE AND PROMOTION

- **4.02 Teaching:** Teaching includes all presentation whether through lectures, seminars and tutorials, individual and group discussion, supervision of individual students' work, or other means by which students, whether in degree or non-degree programs sponsored by the University, derive educational benefit. An individual's entire teaching contribution shall be assessed. Evaluation of teaching shall be based on the effectiveness rather than the popularity of the instructor, as indicated by command over subject matter, familiarity with recent developments in the field, preparedness, presentation, accessibility to students and influence on the intellectual and scholarly development of students. The methods of teaching evaluation may vary; they may include student opinion, assessment by colleagues of performance in university lectures, outside references concerning teaching at other institutions, course material and examinations, the calibre of supervised essays and theses, and other relevant considerations. When the opinions of students or of colleagues are sought, this shall be done through formal procedures. Consideration shall be given to the ability and willingness of the candidate to teach a range of subject matter and at various levels of instruction.
- **4.03 Scholarly Activity:** Judgment of scholarly activity is based mainly on the quality and significance of an individual's contribution.

Evidence of scholarly activity varies among the disciplines. Published work is, where appropriate, the primary evidence. Such evidence as distinguished architectural, artistic or engineering design, distinguished performance in the arts or professional fields, shall be considered in appropriate cases

- a. For the scholarship of teaching, scholarly activity may be evidenced by originality or innovation, demonstrable impact in a particular field or discipline, peer reviews, dissemination in the public domain, or substantial and sustained use by others. For example, textbooks and curriculum reform that changed academic understanding or made a significant contribution to the way in which

a discipline or field is taught might constitute useful evidence of the scholarship of teaching whereas textbooks or curriculum revision of a routine nature would not.

Work with professional, technical, scholarly or other organizations or with scholarly publications which falls within the definition of scholarly activity may also be considered.

- **4.04 Service to the University and the Community:** This includes service performed for the benefit of Departments, Faculties, Continuing Studies, or other parts of the University (including the Faculty Association), and for professional organizations and the community at large. Such service might include administrative or supervisory work, service on committees and university bodies, all continuing education activity in the community including professional education, special work with professional, technical, scholarly or other organizations or with scholarly publications not falling within the definition of scholarly activity, membership on or service to governmental or public councils and boards, and other forms of academic, professional, and public service.

TEACHING RESPONSIBILITIES

Teaching allocations are made by the Head, who invites faculty to nominate their preferred courses each year. The standard teaching load for full-time faculty is 9 credits each year for Research Stream faculty and 18 credits for Educational Leadership faculty (though this may be averaged over several years). For holders of Canada Research Chairs the standard teaching load is 7.5 credits each year (which may also be averaged over several years). Reductions are also made for special responsibilities, in particular for the Associate Head for graduate studies and the Associate Head for undergraduate studies. The Head, in conjunction with the Chair of the Curriculum Committee, should ensure an equitable rotation of courses (especially for large classes).

STAFFING FIRST YEAR GEOGRAPHY CLASSES

The department of Geography is committed to the principle of faculty rotation in large, lower level courses. This policy recognizes the importance of first-year teaching and makes it a collective endeavour, equitably assigned. Because first-year courses are critical to the department's teaching programme, sessional appointments will be made under only highly unusual circumstances. This document lays out the mechanism by which this policy will be operationalized. It applies to all first-year courses (GEOG 121, 122, GEOB 102 and 103). The department also recognizes that other courses in the curriculum are large (i.e., with average enrolment over eighty students), and these might also be considered for rotation in the future.

PROCEDURE AND TIMELINE

- In the fall of each year, an annual memo is sent to all faculty members to ascertain course teaching preference in the upcoming year. At that time the faculty member can discuss with the Head how to distribute their teaching load over the year given their other commitments, such as research projects. They can also bring up reasons that might prevent them from taking on a full load, and discuss how that deficit may be addressed.

- The Head’s Advisory Council, following the Council’s constitution, may also provide advice on: faculty teaching allocations; requests for sabbatical leave; and applications to projects or programs requiring teaching buyouts.
- In the spring of each year, the Head meets annually with each faculty member to discuss their research, teaching, and goals for the upcoming year, department committee assignments/service, and outstanding issues.
- In the summer, the Head meets with the Head’s Advisory Council “To review and make recommendations concerning the membership of standing departmental committees, ad hoc committees, and related service assignments.”

GRADUATE SUPERVISION RESPONSIBILITIES

All faculty are encouraged to play a role in the supervision of graduate students. The number and type of graduate students will necessarily vary from one supervisor to another, and even from year-to-year with the same supervisor. While it is generally expected that each faculty member will consider taking on at least one new graduate student supervision each year, there may be years when given supervisors take on more than one student, and other years in which they take none. The Graduate Committee adjudicates admission decisions on the basis of a number of factors including the interest of the potential supervisor, and the fit between the research focus of the supervisor and the incoming student. If in a particular year there are no strong candidates for admission for a given supervisor, it will not be expected that the supervisor take on students. Faculty are also expected to assist in the supervision process by: agreeing to serve on supervisory committees for graduate students; participating as examiners; and undertaking duties of the Faculty of Graduate Studies, regardless of whether they are the thesis supervisor. This expectation should be fulfilled except when on leave.

SCHOLARLY ACTIVITIES

The Geography Department has a broad definition of scholarly activities and associated outputs. There is no single template for research success. What is important is the calibre of the contribution, and judged by such criteria as peer evaluation, external reviews, grant funding, documented impact, outside recognition, and the judgment by members of the Department.

SERVICE ASSIGNMENTS

Many administrative duties and responsibilities devolve upon the faculty. Chairs and members of committees should rotate regularly taking into consideration equity and diversity. Particular care must be taken to ensure an equitable division of labour, recognizing that administrative duties are not confined to service on only departmental committees. Moreover, there are a range of service commitments requiring differing obligations of time and effort. A redistribution of workload may occur in the case of exceptional service unless the redistribution results in the inability of the Head to offer the unit’s programmes.

UNDERGRADUATE PROGRAM

The Associate Head chairs the Undergraduate Committee, an umbrella committee of Curriculum Reps (Arts and Science), Peer Review Committee reps, faculty, GSA and graduate reps. Committee members meet routinely to discuss matters of policy, curriculum and general student affairs. Members act as an intermediate committee that brings various matters to departmental meetings. Minutes are kept at meetings and posted on the departmental server.

Curriculum: Members receive proposals from faculty, bring them to the Undergraduate Committee, then to the department for approval, and finally shepherd them through Science and Arts Faculty committees.

Peer Review of Teaching: The Head and Associate Head administer the Department's Peer Review of Teaching program for the academic year, typically 5 reviews per year. This involves contacting faculty coming up for renewal of contract, or promotion and tenure, and who require summative reviews; and any faculty asking for formative reviews. The task requires contacting qualified Department faculty to act as internal reviewers, as well as the Faculty of Arts to arrange external reviewers. The reports are reviewed, and comments written up.

Undergraduate Affairs: The Undergraduate Affairs Committee acts as a liaison between geography undergraduate students and the Head, Faculty and Staff of the Department with the purpose of coordinating, supporting, and promoting extra-curricular, and primarily student-led undergraduate initiatives. The Committee is comprised of at a minimum a faculty representative (chair), staff representative (manager of student services), and the (co)president of the Geography Student Association. Undergraduate initiatives addressed by the committee in recent years include Careers night, Co-op, Imagine Day, Majors Night, "Meet Faculty" Lunches, Trail Six, WDCAG conference, GeoGala, Post-Graduation Gala, and Student Outreach.

Faculty of Arts Curriculum Committee Representative: The Faculty of Arts meetings are held approximately 5 or 6 times a year, for approximately 30 minutes to 1 hour on Tuesday or Thursdays at 12:30. The main focus of these meetings is to review, discuss and vote on Faculty curriculum changes. Each meeting accompanies the curriculum document with all category 1 and category 2 changes. Category 1 changes are discussed and voted on individually, category 2 changes are voted on as a whole package. The responsibility of the geography department representative is to listen to discussions about curriculum in the faculty, to assess the effects of any changes on geography's curriculum, to ensure that changes that the geography department puts forward are properly reviewed and approved, and to answer questions. Articles of relevance are reported back to the Chair of the Geography Curriculum Committee.

Faculty of Science Curriculum Committee Representative: The Faculty of Science (FoS) Curriculum Committee is charged with proposing and consulting on all changes to existing undergraduate courses and degree programs under the purview of the Faculty of Science, including the Geographical Sciences B.Sc. program in Geography (as well as 18 other departments across the University). The FoS Curriculum Committee meets 12-14 times during the academic year (usually the first 6 to 7 Tuesdays of each academic winter term, from 11:00 am - 12:30 pm). The role of the FoS representative is to attend all committee meetings, to review all curriculum change materials submitted to the committee in advance of each meeting, to flag any issues that might relate to Geography, and to coordinate and compile all necessary forms required make changes to Geography's B.Sc. program, or to courses within the GEOB designation that emanate from the Geography Undergraduate Affairs Committee or the Department at large.

GRADUATE PROGRAM

The responsibilities of the Graduate Committee range from quite specific and systematic annual tasks connected to graduate student admission and awards to more general and sporadic roles related to the evolving character of the graduate program and graduate student needs. The annual tasks that are the most systematic include review—by the faculty members of the committee—of all graduate student applications for different forms of award funding (e.g., Vanier Scholarships and Tri-Council awards), and all applications for admission to the Geography Department graduate programs (MA, MSc, and the PhD programs in both human and physical geography). These various application activities involve regular meetings and review of all applications including meetings for ranking and voting on applications, and conducted primarily from late September through February. Other more general tasks involve meetings with the full Graduate Committee—including both faculty and student representatives—to address issues such as graduate coursework requirements, timelines for completion of different aspects of the program, funding opportunities, extracurricular activities and program development and a variety of other issues that may be raised by the students. These meetings are somewhat more unpredictable in their timing but take place as many as ten times per academic year between September and April.

INFRASTRUCTURE AND SAFETY COMMITTEE

This committee oversees departmental infrastructure including labs, equipment, vehicle, halls and walls, general workplace safety. Because of the particular requirements of the Safety Committee (mandated by UBC and chaired by a departmental technician, co-chaired by the department's administrator) and the Computer Committee (chaired by a member of the IT staff), these 2 sub-committees exist independently. The department's administrator is a member of both sub-committees. The rest of the infrastructure including labs, equipment, vehicle, halls and walls fall within the scope of staff job descriptions.

Computing Subcommittee: Computer committee chair duties include reviewing activities of the Geography IT support group and developing priorities for computing and networking services. The committee plans for teaching lab PC, staff PC, and server upgrades. The committee also plans for primary service (web, email) migrations. The committee coordinates IT support for teaching, research, and general department operations.

COLLOQUIUM COMMITTEE

The committee's purpose is to organize a diverse colloquium programme to serve the interests of the department. Colleagues are canvassed in the spring about possible invitees (including themselves). Requests are made for intra-departmental volunteers for presenting works-in-progress (including post-docs); potential speakers are contacted, and where appropriate travel and accommodation are arranged; drinks and meals with the speaker are organized with interested faculty and graduate students; information is collected from the speaker to enable electronic posters to be made; talks are advertised using e-mails & posters; and other departments are contacted which might support the talks financially and otherwise.

EQUITY AND DIVERSITY COMMITTEE

The Equity & Diversity Committee aims to foster an inclusive and safe environment in the Department of Geography that provides students, faculty and staff with the best possible conditions for learning, researching and working, free from harmful behaviours such as bullying and harassment. The committee will further these goals by: (a) developing relevant plans, policies and procedures for decision by the Department Meeting; (b) monitoring Departmental progress towards the goals of the University's Equity and Diversity Strategic Plan, and publishing an annual report for members of the Department; (c) facilitating relevant workshops, seminars and discussions; (d) providing an informal

resolution process for anyone who makes a complaint to the Department about equity or diversity issues; and (e) helping individuals access other relevant resources and offices, including Access and Diversity, Aboriginal Student Affairs, and the Equity Office if they wish to initiate a formal complaint. The committee consists of three continuing faculty representative of different ranks; one member of staff; two graduate students elected by the graduate student body; and one or two undergraduates appointed by the Geography Students Association.

POST-DOCTORAL, RESEARCH AND AWARDS COMMITTEE

The main responsibility is to oversee the nomination process for internal (UBC) and external awards for faculty and post-doctoral fellows in close consultation with faculty colleagues and the Head. The post-doctoral awards occur primarily via the Killam competition; the faculty-level awards vary from year to year, but include consideration for multiple UBC, provincial, national (e.g. Royal Society), and international awards. The committee also maintains a record of all faculty nominations. The work takes place throughout the academic year but falls especially on Term 1 because of the Killam process.

SUSTAINABILITY COMMITTEE

Responsibilities include: recommendation of environmental policies, and providing reviews, events, and other related sustainability issues; liaise with UBC Sustainability initiatives; Geogarden; and communicating eco-interest events on campus and in the community to department.

SEARCH COMMITTEES

Responsibilities include: undertaking diversity and equity recruitment training workshops offered by the Faculty of Arts (minimum 2); supporting the Head with hiring plan to be submitted to the Dean; drafting job adverts; communicating with candidates; communicating with the Dean's representative and external committee member if one is appointed by the Dean; running meetings of the committee to discuss candidates and deciding on long-list and short-list; attending interviews, dinners and lunches; presenting a short-list to the Department; attending and assessing candidates' presentations; organizing final discussion and voting.

PROMOTION AND TENURE COMMITTEE

Reviewing entire dossier of the candidate. This documentation will include publications by the candidate as well as the candidate's c.v., along with professional and teaching statements, teaching evaluation results, peer review or teaching report, letters by external referees, relevant publications and other material; consulting with the Head (and under certain circumstances with the candidate) about difficulties or ambiguities within the file; meeting with the other members of the committee to discuss and vote on the candidate's suitability for promotion, and to formulate the appropriate recommendation; reviewing the Head's recommendation to the Dean.

REAPPOINTMENT COMMITTEE

Reviewing entire dossier of the candidate. This documentation will include publications by the candidate as well as the candidate's c.v. and professional and teaching statements, teaching evaluation results, peer review of teaching report, relevant publications, and other material; consulting with the Head (and under certain circumstances with the candidate) about difficulties or ambiguities within the file; meeting with the other members of the committee to discuss and vote on the candidate's suitability for promotion, and formulating the appropriate recommendation; reviewing the Head's recommendation to the Dean.

HEAD'S ADVISORY COUNCIL

The Council consists of 4 elected members (representing staff, instructors, assistant, associate, and full professors), plus the Head *ex officio*. The Council is chaired by one of the elected members. The Council meets 4 times a year to discuss issues of policy, practice, strategy, and governance as identified by faculty and staff. The Council is a complement to (rather than a substitution for) the regular departmental meetings. In conjunction with the Head, the Council reviews and makes recommendations about the membership of standing departmental committees, ad hoc committees, related service assignments, reviews teaching allocations, and requests for sabbatical leaves and teaching buyouts.