

Faculty of Science - Teaching Assignment Guidelines (11/03/17)

The intent of the following guidelines is to outline a collegial procedure for the assignment of teaching duties by Department Heads within the Faculty of Science. The guidelines are based on respect for the dedication, commitment and collegiality of all faculty members and instructors, who embrace high-level principles of transparency, collegiality, shared and individual responsibility, flexibility, simplicity, fairness, reason, and justness. The guidelines are intended to acknowledge the great variety of teaching responsibilities and the breadth of expertise within the Faculty of Science, while reflecting on the mission to provide Science education at the University of Manitoba at the undergraduate and graduate levels.

1. Teaching assignments are the responsibility of the Dean. In the Faculty of Science, they are delegated to the Department Heads, and the Dean reviews them on a yearly basis.
2. Teaching assignments are made to ensure that the strategic goals and responsibilities of the departments in teaching, research and service are met, that faculty members and instructors progress in their careers, and that there is fairness and flexibility within departments and across the Faculty. The Heads will strive for the following overarching goals:
 - a. program continuity and strengths will be maintained and improved;
 - b. the careers of faculty members and instructors will be supported and strengthened;
 - c. there will be adequate coverage for all scheduled classes;
 - d. the curricula will be continuously reviewed, renewed and updated;
 - e. research expertise and strong pedagogy will infuse the curricula at all levels;
 - f. adequate opportunity for pedagogical learning and training will be provided.
3. The Head will make specific teaching assignments for the next year, as well as describe higher level teaching assignment goals for each faculty member and instructor for a rolling three-year period. The assignments will be reviewed and updated in yearly discussions with the faculty member or instructor. Thus courses are formally assigned only for the immediate following year, but tentative potential assignments are made for the following two years to provide continuity, meet longer-term goals, and assure adequate preparation time for new courses, changes in assignments etc, while maintaining flexibility and understanding that those are subject to change as they are dependent on many things (e.g., personnel circumstances such as research study leaves, parental leaves, retirements, new hires etc., and curricular or offering changes, student demand etc.). When making assignments, the Head will consult with each faculty member and instructor and consider the following specific points:
 - a. the stage of career and unique career development of the faculty member or instructor;
 - b. the past assignments of the faculty member or instructor;
 - c. the preferences expressed by the faculty member or instructor;
 - d. the number of lecture sections or laboratories assigned;
 - e. the level of the course, for example 1000 or 4000 level;

- f. the number of years the same course has been taught by the faculty member or instructor;
 - g. the number of contact hours involved;
 - h. the number of students in each course;
 - i. the anticipated preparation and marking time;
 - j. the availability of teaching assistants and markers;
 - k. the support provided by lab-stewards or technicians;
 - l. the number of graduate and Honours project students supervised;
 - m. the administrative demands of large multi-section courses;
 - n. the involvement in team-taught courses;
 - o. the overall workload including teaching, research and service;
 - p. the outcomes for the past three years in teaching, research and service.
4. Teaching assignments for the following fall and winter terms will be shared with all faculty members and instructors by April 30. Teaching assignments for summer semester and intersession will be shared with all faculty members and instructors by December 20 of the preceding year. Faculty members, instructors and department heads will work together collegially thereafter to accommodate any changes necessitated by unanticipated needs arising.
 5. The teaching load range for faculty members in the Faculty of Science is 3 (+ or - 1) three-credit hour undergraduate and graduate courses per year with an appropriate complement of undergraduate honours project and graduate students. The teaching load range for an instructor in the Faculty of Science is 6 (+ or -1) three-credit hour courses per year.
 6. These guidelines are not intended to limit faculty members and instructors or preclude them from taking on additional work at their own initiative. Such initiatives will be congratulated, assessed, and rewarded, but they are not considered as part of assigned duties as defined in these teaching assignment guidelines.
 7. The typical teaching/research/service workload distributions in the Faculty of Science are 80/0/20 for instructors and 40/40/20 for faculty members, but the precise distribution will vary. Any long-term deviations from these distributions will be determined by the Head and approved by the Dean, with the understanding that each individual must have a normal workload as averaged for a three-year period. The indicators for the assessment of teaching and research are those defined in the promotion and tenure criteria for the Faculty of Science. Service is an important component of the collegial execution of Faculty duties and may be assigned by the Head. The indicators for the assessment of service are those defined in the promotion and tenure criteria for the Faculty of Science.
 8. If a faculty member or instructor feels a teaching assignment is inappropriate for any reason, there will be a meeting between the faculty member or instructor and Department Head to discuss the assignment. If the disagreement is not settled, the matter may be referred to the Dean for a final decision that will ensure the assignment is fair, appropriate and reasonable. Faculty members and instructors retain the right to

grieve a workload decision as outlined under Article 32 of the collective Agreement between UMFA and the University of Manitoba Administration.

9. A faculty member or instructor may have other major duties assigned for a specific period of time with a corresponding reduction in teaching duties. Only in extraordinary circumstances will there be less than one course assigned. The Dean must review and approve such assignments. *Examples* include: i) responsibility for operation of a major facility, ii) the development of significant new techniques in pedagogy, iii) the complete redesign or development of a *new* classroom, online, or laboratory course, v) *major* responsibility for K-12 education or outreach, vi) pedagogical research relevant to Faculty programs, vii) significant administrative responsibilities, viii) a research Chair position, (ix) release time provided for UMFA related responsibilities, etc.
10. Summer semester, intersession and on-line classes are part of the overall program responsibilities. They are not distinct from regular fall and winter semester in-class courses, and they will be assigned in the same way, taking into account vacation and research needs of faculty members and instructors. Research active tenure-stream faculty members will normally not be asked to teach in the summer, except if they so desire or a special departmental need arises. All faculty members and instructors teaching on load in summer will have every third summer free of teaching unless they request otherwise, so they can focus on other agreed upon work such as pedagogy development, professional development, scholarship, outreach, etc.
11. Teaching credit carry-over will not be considered explicitly, but rather it and the unusual situation of class cancellation will be considered within the three-year high level plan of teaching assignments. In the rare case when a course is cancelled after the faculty member or instructor has invested time in the course preparation, a suitable agreement will be made between the Head and the faculty member or instructor concerning the allocation of partial teaching credit, scheduling of the course for a future semester, etc. so the work is not wasted. Faculty members and instructors can request that their Heads explicitly acknowledge any overloads they have taken on and the expected subsequent relief either in their annual evaluation or in a separate letter.
12. All faculty members and instructors are expected to be flexible and have their assignments change sensibly over time consistent with the above guidelines. All faculty members and instructors should expect to teach a mix of undergraduate levels, including introductory courses, as well as graduate classes as appropriate.
13. For faculty members and instructors with cross appointments between two Faculties, the guidelines for the Faculty of the primary appointment will be followed. For cross appointments between Departments, the teaching assignments will be discussed with the Department Heads of the primary and secondary appointments, with adjudication by the Dean only if necessary.