

University of Victoria
Department of Curriculum and Instruction

Standards for the Distribution of Duties and Responsibilities of Faculty Members

The Standards for the Distribution of Duties and Responsibilities of Faculty Members in the Department of Curriculum and Instruction are based on Article 57 the Framework Agreement (2008). These standards are guided by the Framework Agreement, the Faculty of Education Evaluation Policy (2006) and the Department of Curriculum and Instruction Performance Expectations Document (2007). The purpose is to provide guidance to Department members to insure that the duties and responsibilities of Members are equitably distributed to achieve the academic objectives and mandates of the Department.

Faculty members are evaluated in the ratio of 40:40:20; senior instructors 80:20. If a faculty member initiated alternative ratio is approved, workload may be adjusted accordingly.

A. Teaching Duties and Responsibilities

The teaching duties and responsibilities will be assigned according to the Faculty of Education Policy on Workload with the number of course units normally taught by a faculty member tenure, tenure track or limited term in the Department being 7.5. However, tenure-track faculty in the first year of appointment in the Department will normally be assigned 6.0 units, subject to approval by the Dean. Senior Instructors will normally be assigned 12.0 units unless additional administrative duties are assigned.

Supervision of graduate students' academic programs and research is an expectation of graduate teaching.

Faculty members must continue graduate student supervision during a research term in keeping with the Faculty of Graduate Studies – Responsibilities in the Supervisory Relationship Policy (2007).

B. Scholarship, Research, Creative and Professional Activities

Each tenured, tenure-track and limited term faculty member is expected to maintain an active program of research and scholarship. Examples include, but are not limited to, presenting and publishing research and scholarly work (including professional and creative work), participating in relevant professional bodies, writing grant proposals, and obtaining research funds.

The Framework Agreement Article 57.4.3 specifies that during each 12-month period (except when on leave) a tenured, tenure track or limited term Faculty Member will have one four month period with no teaching load assigned. This “research term” is to be primarily devoted to research and scholarship and to take annual vacation. During the research term, the Chair

normally shall not assign teaching to the Faculty Member except in special circumstances and with the agreement of the Faculty Member. Similarly the Chair normally shall not assign additional administrative duties to the Faculty Member except with the agreement of the Faculty Member or where due to academic or administrative requirements of the unit the administrative duties must be performed during that term.

C. Academic and Administrative Duties and Responsibilities

The academic and administrative duties and responsibilities of faculty members are contained in the Faculty of Education Evaluation Policy under “Other Contributions Activities.” The Department Grad Advisor has teaching release of 3.0 units and the Department Chair has teaching release of 6.0 units in consideration of administrative load associated with those appointments.

Except when on leave all tenured, tenure-track, senior instructors and limited term faculty members shall participate in the academic and administrative activities of the department through active membership in departmental, faculty, and university service. These duties and responsibilities should be distributed fairly taking into account faculty members’ experience and seniority.

Members who are away from campus during an assigned teaching term, or for annual vacation are expected to notify the Department Office of the dates.

In accordance with Article 57.2 of the Framework Agreement, this policy will normally only be revised “by a majority of Faculty Members in the unit” and the Dean of the Faculty.