

Standards for Duties and Academic Responsibilities of Faculty Members (Unit Standard) in the Department of Biology

These standards are the normal duties, workload distributions and performance expectations for Faculty Members in the Department of Biology who hold regular academic appointments in research or teaching streams and are represented by the University of Victoria Faculty Association.

This document was prepared in order to comply with the 2019-2022 Collective Agreement (CA) and the Faculty Evaluation Policy (FEP) for Science. The described standards are consistent with the Department's standards for duties and responsibilities and for performance expectations for untenured faculty, approved in January 2017 and May 2016, respectively. Where there is a discrepancy, the CA and FEP take precedence. Revisions to this document will normally only occur in the event of a substantive, non-transient change to the overall academic objectives and mandate or operational requirements of the Department. As per Section 13.1 of the Agreement, the Unit Standard will be reviewed and amended as required no later than March 31 following each renewal of the CA. Proposed changes to the document must be agreed to by a simple majority of the votes cast by Members and approved by the Dean of Science.

1 Standards and Workload

The Duties and Academic Responsibilities of Members will reflect the established working patterns, and collective obligations and responsibilities of Faculty Members in Biology. The Chair is responsible for assigning the duties and responsibilities of Members with respect to Teaching and Service. Assignments will be made in consultation with the Member.

Duties will be assigned with the overriding goals of achieving an equitable distribution of duties among all Faculty Members, and realizing the academic objectives and mandate, and operational requirements of the Department. Specific components of individual duties may vary but the Chair will take into account assigned teaching and service duties beyond the norm. The workload of each Member shall be equivalent to the Normal Workload when averaged over a maximum of five years, subject to the application of any Alternative Workload.

For a Member with a Joint Appointment, the Chair or Director of each of the Member's Units shall agree on the assignment of Teaching and Service. The teaching assignment for a Member with a Joint Appointment shall be in accordance with the FTE value of their appointment in the Department of Biology. In the event of a disagreement between Chairs and/or Directors, the Member's Dean(s) shall (jointly) assign the Member's Teaching and Service.

1.1 Workload Distributions

The Normal Workload distribution for research stream Members is 40% teaching, 40% research and 20% service. The Normal Workload distribution for teaching stream Members is 70% teaching, 10% scholarly activity and 20% service.

Alternative workload distributions may be arranged as per Sections 13.25 to 13.40 of the CA. Each workload component must constitute a minimum of 5% of workload. Members whose salaries are externally funded (e.g. CRC, Research Chairs) may have an Alternative Workload, which reduces teaching appropriate to that position. Individual teaching loads also may be reduced under special circumstances by agreement of the Chair, the Dean of the Faculty and the Provost. As per Sections 13.41 to 13.56 of the CA, Members with a Reduced Workload (e.g. 0.5 FTE) will have their teaching, research/scholarly activity and service reduced accordingly.

1.2 Teaching

The Department is committed to providing high-quality education and training to a broad range of personnel including undergraduate and graduate students, technicians, postdoctoral fellows, research associates, and volunteers. For the purpose of evaluation of teaching performance, all forms of teaching and student supervision will be considered.

Unless specified otherwise by the Chair, teaching duties include:

- preparation of suitable course materials including a course outline, handouts etc.
- preparing and conducting the lectures and other teaching activities
- preparation, administration and invigilation of assignments, tests and examinations
- preparing and conducting labs and/or field trips, where relevant
- direction and co-ordination of individuals assigned to prepare and conduct labs and/or field trips
- marking of assignments, labs, tests and examinations, or co-ordination of individuals assigned to those tasks
- being available to students for academic consultations in office hours.

As per Section 12.5b of the CA, in the case of planned absences from assigned teaching duties, Members shall obtain approval from the Chair for any absences that affect lectures, labs or examinations and make mutually acceptable arrangements for addressing such absences.

Research stream Members are expected to contribute to the Biology graduate teaching program. Contributions to the graduate teaching program include:

- teaching 500- or 600-level courses
- supervision and training of graduate students
- serving on graduate student supervisory committees when requested
- serving as external examiner for graduate theses, when requested
- chairing graduate student defenses.

Research stream Members are expected to contribute to both the undergraduate and graduate teaching programs. The normal undergraduate teaching responsibility for a research stream Member is two 1.5 unit courses, annually. A course should, normally, have an enrolment of more than 10 students. A Member whose contribution to the graduate teaching program is substantially below departmental norms for more than four years will normally teach a greater number of undergraduate courses. Each Member's contribution to undergraduate and graduate teaching for the previous years will be assessed by the Chair at the time of salary evaluation. Members who are deemed not active in the graduate teaching program will teach three, 1.5 unit undergraduate courses, annually, for four years. Upon failing to resume active graduate teaching activities, Members may have their undergraduate teaching load increased by a further 1.5 unit course.

The normal teaching responsibility for a teaching stream Member is seven undergraduate courses (10.5 units), annually. This load may be reduced by one course for those with heavy administrative responsibilities. A course should, normally, have an enrolment of more than 10 students.

For the purposes of teaching assignments, the Chair shall consider each section taught in multi-section courses to be equivalent to 1 undergraduate course (1.5 units). Coordination of large (>500 students), multi-section courses is equivalent to 0.5 undergraduate course. Directed Studies and Research courses and the supervision of Honours theses are not normally counted as full-course equivalents in the assigned teaching load of a faculty member, but are considered academic duties and are taken into account by the Chair in the assignment of duties and responsibilities, and in the evaluation of salary and promotion.

Newly-appointed Members shall normally be expected to teach half of a normal undergraduate course load (1 course (1.5 units) for research stream, 3.5 courses (5.25 units) for teaching stream) in their first year and to take up full teaching responsibilities in their second year.

The Chair and the Graduate Advisor may have an Alternative Workload that reduces teaching by agreement of the Dean of the Faculty and the Provost. The Chair typically teaches one 1.5 unit course annually. The Graduate Advisor typically has half a course relief (0.75 units) for this duty. Partial course release for the Honours Advisor will be at the discretion of the Chair and will depend on the number of Honours Advisors and the assigned teaching and service duties of the Member, among other considerations.

1.3 Research and Scholarly Activity

All regular research stream Members are expected to actively engage in Research. Evidence of an active research program includes, but is not limited to the evidence listed in Section 25.9 of the CA and Section 3.4 of the FEP.

All regular teaching stream Members are expected to actively engage in Scholarly Activity. Evidence of Scholarly Activity includes, but is not limited to, the evidence listed in Section 25.12 of the CA and Section 3.5 of the FEP. Scholarly Activity in Biology includes all forms of scientific research that enhances teaching ability or effectiveness.

1.4 Service

Service means contributions to the Department, Faculty, University, a profession, or the community that are described in the CA, the FEP and Standard for the Unit in which the Member holds an appointment. While service to the community and profession will be considered, it cannot replace service to the Department, Faculty, or University. Service to the Faculty Association is considered service to the University.

Service requires attendance at Department meetings and retreats, and participation in Department committees, whether assigned by the Chair or elected by Members of the Unit. Members should expect to serve on at least one Department, Faculty, University or Faculty Association committee (or more if the committee duties are not onerous) every year. There is an expectation of increasing service duties with career stage. In assigning service duties, the Chair will consider the relative workload of committees, frequency of meetings, number and type of reports or material reviewed, and level of responsibility. The Chair shall attempt to balance this service relative to the average normal service load over a period no greater than five years.

Full Professors (other than those in externally funded positions) who are beyond two years in rank and Associate Professors who are beyond seven years in rank will normally be expected to serve a term as Chair of the Department if ratified by their colleagues. They may be excused from this duty if they have already served a term as Chair.

2 Biennial Evaluation of Salary

A description of the evaluation process and documentation required for Biennial Evaluation of Salary can be found in the CA and FEP. Members should familiarize themselves with these documents and seek advice from the Chair and/or mentors in preparing documents for evaluation. Members will be evaluated based on information contained within or obtained from the Official Performance File, CV, TD, CES frequency distributions, Summary Statement, and meeting between the Chair and Member. Statistical data from reputable sources provided by the Member may be used.

In assessing contributions to teaching, research or scholarly activity, and service the Chair shall place greater weight on quality over quantity.

2.1 Standard for Meeting Expectations

To meet expectations during the period of evaluation and therefore be eligible for a Career Progress Increment (CPI), research and teaching stream Members are expected to fulfill teaching, research/scholarly activity, and service expectations outlined in Sections 1.2, 1.3 and 1.4 of this document, respectively.

In the case of research or scholarly activity in particular, it is up to the Member to articulate in their Summary Statement and/or meeting with the Chair how their activities align with expectations in Section 1.3 of this document.

For the purposes of evaluating service outside of the University, it is the responsibility of the Member to articulate in their Summary Statement and/or meeting with the Chair the nature and effort involved in the service and its role in furthering the goals of the Faculty Member's academic discipline.

All Members who meet expectations will be recommended by the Chair for a CPI.

2.2 Standard for Exceeding Expectations

Faculty Members who substantively exceed expectations in one or more of Teaching, Research/Scholarly Activity, and Service are eligible for a Performance Pay Increment (PPI). All Members who exceed expectations will be recommended by the Chair for a PPI. Since the proportion of PPI available to the Faculty is fixed, Members may exceed expectations and not receive a PPI. Approximately 30% of Members in the Faculty of Science will receive PPI.

Faculty Members who substantively exceed expectations relative to their rank and discipline are also eligible for Outstanding Performance Recognition (OPR). As per the FEP, the OPR is intended to recognize singular career achievements of outstanding quality in Teaching, Research/Scholarly Activity, or Service, as opposed to a cumulative record. Approximately 10% of Members in the Faculty of Science will receive OPR. In considering Members for PPI and OPR, the Chair shall assess the contributions of Members over the evaluation period and make recommendations to the Dean. As per Sections 50.19 and 50.22 of the CA, the Chair will attempt a pro-rata distribution of PPI and OPR among ranks and between Streams in their recommendations.

Exceeding expectations may include, but is not limited to:

- a major teaching, research, or professional award, grant or recognition
- significant leadership in curriculum development e.g., a new degree program
- a significant research publication or achievement
- an output of high societal impact
- election to a significant professional, national or international leadership role
- service as Chair of a significant national or international grants panel

3 Reappointment, Continuing Appointment, Promotion, and Tenure

A description of the evaluation process and documentation required for Reappointment, Promotion and Tenure can be found in the CA (Sections 6 and 7) and FEP. Members should familiarize themselves with these documents and seek advice from the Chair and/or mentors in preparing documents for evaluation. Members will be evaluated based on information contained within or obtained from the Official Performance File, Chair evaluations (where applicable), CV, TD, peer evaluations of teaching, CES frequency distributions, Research and Teaching Statements, referee letters (where applicable), and meetings between the Member and Chair or RCPT Committee (if applicable). Statistical data from reputable sources provided by the Member may be used. It is expected that Members will normally progress through the ranks as they gain experience, reputation, and develop their professional careers.

3.1 Research Stream Faculty

3.1.1 Reappointment of Assistant Professor

As per Sections 27.1-27.4 of the CA, an Assistant Professor is evaluated for reappointment on the basis of teaching effectiveness, research and scholarly achievements, and service and professional activities. They must demonstrate that they are making reasonable progress towards meeting expectations for tenure and promotion to Associate Professor, including establishing an active, independent research program at the University.

3.1.2 Tenure and Promotion to Associate Professor

As per Sections 28 (specifically 28.15 and 28.16) and 29.1 of the CA, to be granted tenure and promotion to Associate Professor, Members are expected to demonstrate research that has made a substantial contribution to their academic discipline. Members will have established a program of research that is independent of their previous supervisor and be building a national or international academic reputation. Members must demonstrate effectiveness in teaching with a commitment to excellence in teaching. Members are also expected to demonstrate capacity for continuing development in teaching and service to the University and the Member's academic discipline.

3.1.2 Tenure and Promotion to Professor

As per Sections 28 (specifically 28.15 and 28.17) and 29.2 of the CA, to be granted tenure and promotion to Professor, Members are expected to demonstrate research that has made a substantial contribution to their academic discipline; effectiveness in teaching at a level of quality commensurate with their level of experience and a commitment to excellence in teaching; and a record of service and professional activities that further the goals of the University and the Member's academic discipline. Members are expected to have outstanding achievements with regards to teaching, or research that has attained recognition at an international level.

3.2 Teaching Stream Faculty

3.2.1 Reappointment and Continuing Appointment of Assistant Teaching Professor

As per Sections 27.5-27.11 of the CA, an Assistant Teaching Professor is evaluated for Reappointment and Continuing Appointment on the basis of teaching effectiveness, scholarly activity and service. Members must demonstrate effectiveness in teaching, active engagement in scholarly activity, and service and professional activities. Expectations for teaching, scholarly activity, and service are outlined in Sections 1.2, 1.3 and 1.4 of this document, respectively. Reappointment and continuing appointment of an Assistant Teaching Professor requires a doctoral degree.

3.2.2 Promotion to Associate Teaching Professor

Standards for promotion to Associate Teaching Professor are described in Sections 29.3-29.5 of the CA. Promotion to Associate Teaching Professor requires a doctoral degree.

3.2.3 Continuing Appointment of Associate Teaching Professor

As per Sections 27.12-27.17 of the CA, an Associate Teaching Professor is evaluated for Continuing Appointment on the basis of teaching effectiveness, scholarly activity and service. Members must demonstrate effectiveness in teaching, active engagement in scholarly activity, and service and professional activities. Expectations for teaching, scholarly activity, and service are outlined in Sections 1.2, 1.3 and 1.4 of this document, respectively. Continuing appointment of an Associate Teaching Professor requires a doctoral degree.

3.2.4 Tenure and Promotion to Teaching Professor

Standards for tenure and promotion to Teaching Professor are described in Sections 28 (specifically 28.2, 28.15 and 28.18), 29.6 and 29.7 of the CA. Tenure and promotion to Teaching Professor requires a doctoral degree.

Approved by:

Approved by Dean of Science:

_____ (Date)