

University of Victoria, Department of Chemistry

Standard for the Distribution and Evaluation of Academic Responsibilities for Members of Faculty

Approved by the Members in the Department of Chemistry 6 March 2020

Approved by the Dean of Science 10 March 2020

This Standard builds on and elaborates on the 2019-2022 Collective Agreement (CA) between the University of Victoria Faculty Association and the University of Victoria and the 2019-2022 Faculty of Science Evaluation Policy (FEP). Members of the Department of Chemistry are advised to familiarize themselves with both documents. Where there is a conflict between this Standard and the FEP, the FEP shall govern. The CA supersedes all documents. This Standard reflects the collegiality, transparency, equity, and accountability that organize the Department of Chemistry.

1. Principles for teaching and service workload distribution applied by the Duties Committee

- a) Workload shall be distributed amongst the Members to achieve the collective academic objectives of the Department.
- b) The Department will strive to achieve an equitable distribution of workload among all Members.
- c) The minimum assigned annual undergraduate teaching workload for a member is one course.
- d) All assignments will be as transparent as possible.
- e) Occasional circumstances will require adjustment of the timing and distribution of workload for a Member.

2. Workload distributions (% Teaching, % Research or Scholarly Activity, % Service)

Normal:

- a) Research Stream Professor (including assistant or associate): 40, 40, 20 (13.10 of CA)
- b) Teaching Stream Professor (including assistant or associate): 70, 10, 20 (13.11 of CA)

Alternative:

- a) Member holding a CRC or equivalent: 20, 60, 20 (2.2 FEP)
- b) Chair of the Department: determined on appointment
- c) Graduate Advisor: 30, 40, 30
- d) Director of a Research Center: 30, 40, 30
- e) Member who is a participant on the NSERC Evaluation Group: 30, 40, 30 (with pre-approval of the Dean and Provost)
- f) Other circumstances: to be determined in consultation with the Chair and with pre-approval of the Dean and Provost.

3. Annual accounting of % workload (13.6 of CA 'The Standard must address...')

- a) The number of course units taught by a Research Stream Faculty Member with a Normal Workload is 4, and the number of course units taught by a Teaching Stream Faculty Member with a Normal Workload is 7. An undergraduate/graduate course involving classes presented in a lecture setting for 28-32 hours is allocated as 1 course unit (= 10 % workload), which includes course development, course coordination/administration, supervision of tutorial TAs, office hours, quiz/test/exam drafting, invigilation and marking. The total teaching workload for each member may also include supervision of research co-workers (see 3b) and other allocations of teaching workload (see 3d).
- b) Supervision and mentoring of graduate students, undergraduate research students,

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postdoctoral fellows or research assistants is allocated as teaching workload for each Member by the Chair on the advice of the Duties Committee. A Member may be allocated up to 2 course equivalents annually for teaching, training and supervision, depending on the number of researchers supervised by the Member and the course teaching commitments of the Department.

- c) Newly appointed (tenure-track) Research Stream and Teaching Stream Faculty Members will be given one undergraduate course release in each of the first 3 years of their appointment (may be averaged over three years) to enable teaching development and preparation.
- d) Other allocation of teaching workload in units of 'courses':
 - i. coordination of a multi-section course = 1.0 (mutually exclusive with ii)
 - ii. marking (without TA support) and communication for a class with enrolment of:
 - a) 50 to 99 students = 0.25
 - b) 100 to 199 students = 0.5
 - c) > 200 students = 0.75For class enrolments close to the thresholds in a, b or c, the allocation for the Member will be reviewed over the 5 year average.
 - iii. preparation to present an existing lecture course for the first time = 0.5
 - iv. creation of a new course = 1.0
 - v. assigned to collaborate with a SLI(s) in laboratory classes = 0.5 (annual)
 - vi. leading/training/coordinating Chem x9x = 0.75 (annual)
 - vii. leading/training/coordinating Chem 509 = 0.5 (annual)
 - viii. leading/training/coordinating Chem 670 or Chem 680 = 0.5
 - ix. Chem 560 = 0.33
 - x. authoring of teaching resources assigned by the Chair, that result in copyright that is transferred to the Department = maximum of 1.0, and depending on the undergraduate course teaching commitments of the Department.

- e) The normal service responsibilities for a Member include participation in Department Meetings, Chemistry Faculty Meetings, student seminars, graduate student supervisory committees, discussion courses, re-grading of exam papers, student mentoring outside of formal interactions, research seminars, and committee work not assigned by the Department (as requested). In addition, each Member is assigned administrative responsibilities annually by the Chair on the advice of the Duties Committee, with consideration of the career stage of the Member. The Members will annually review and revise, as necessary, the relative service workload allocated to each of the assigned administrative responsibilities and duties.

4. Evaluation of performance in teaching, research or scholarly activity and service for tenure, continuing appointment and promotion (see 27, 28 and 29 of CA and 3 of the FEP).

To assess the independent performance of the candidate, the ARPT committee apply the types of evidence listed in 25.7, 25.9, 25.12 and 25.14 of the CA and 3.3, 3.4, 3.5 and 3.6 of the FEP, and may consult Google Scholar, Web of Science, Orcid and databases provided by research agencies.

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- a) To be recommended for reappointment, Research Stream Assistant Professors are expected to have:
 - i. demonstrated progress towards establishing an active, independent research program;
 - ii. met or exceeded expectations with respect to teaching and service;
 - iii. demonstrated capacity for continued development in teaching, research and service.
- b) To be recommended for reappointment, Teaching Stream Assistant Professors are expected to have:
 - i. met or exceeded expectations with respect to teaching and service;
 - ii. demonstrated capacity for continued development in teaching, scholarly activity and service.
- c) To be recommended for tenure and promotion to Associate Professor, Research Stream Assistant Professors are expected to have:
 - i. evidence of effective teaching;
 - ii. demonstrated effective supervision of research students including the M.Sc. and Ph.D. levels;
 - iii. established an active research program independent of their previous research supervisors, and a national academic reputation;
 - iv. published in high quality, reputable peer-reviewed journals;
 - v. secured external research funding;
 - vi. participated on supervisory committees;
 - vii. presented research results at conferences;
 - viii. made a collegial contribution to Department life and the development of the Department including membership on one or more Departmental committees.
- d) To be recommended for continuing appointment and promotion to Associate Professor, Teaching Stream Assistant Professors are expected to have:
 - i. evidence of effective teaching;
 - ii. engaged in scholarly activity;
 - iii. presented results from scholarly activity at conferences;
 - iv. made a collegial contribution to Department life and the development of the Department including membership on one or more Departmental committees.
- e) To be recommended for promotion to Professor, Research Stream Associate Professors are expected to have made a substantive contribution to their discipline and have established a program of research that has attained an international academic reputation.
- f) To be recommended for promotion to Professor, Teaching Stream Associate Professors are expected to have made a substantive contribution to their discipline and have established a program of scholarly activity.

5. Evaluation of performance for salary adjustment (50.24 of CA and 5 of FEP)

For each Member, the quality of performance will be evaluated using the types of evidence listed

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for teaching in 25.7 of CA and 3.3 of the FEP, the types of evidence listed for research or scholarly activity in 25.9 and 25.12 of CA and 3.4 or 3.5 of the FEP, and the types of evidence listed for service in 25.14 of CA and 3.6 of the FEP. The relevant types of evidence will be determined by the Members. Measures used to assess performance either qualitatively or quantitatively will be, where data exists, normalised to take into account the bias in the data for women and other underrepresented groups.

6. Career Progress (Expectations for salary adjustment) (50.12-50.31 of CA)

- a) 'Meeting expectations' (eligible for CPI, Career progress increment) means fulfilling normal service responsibilities listed in 3e and assigned responsibilities for teaching and service, including contributing substantially to, and demonstrating continued development in teaching, research, scholarly activity or service.
- b) 'Exceeding expectations' (eligible for PPI, Performance pay increment) means that the member has demonstrated exceptional performance in one or more of the following:
 - i. development or implementation of a new research lab, technique or methodology
 - ii. contribution to education or training
 - iii. curriculum development
 - iv. publication of high impact (highly cited) articles or patents
 - v. acquisition of research funding
 - vi. contribution to academic administration and leadership
 - vii. contribution to outreach
 - viii. leadership in an elected professional, national or international role
- c) 'Extraordinary accomplishment' (eligible for OPR, Outstanding performance recognition) means that the member has demonstrated outstanding performance in one or more of the list above.