

GUIDE FOR FACULTY WORKLOAD PLANNING

Updated 13 October 2015

This document contains guidelines to assist faculty and deans develop annual workplans and is subject to the following considerations:

- It does not form part of the Collective Agreement and does not modify Terms of Employment.
- It is intended to provide a general description of dates and responsibilities commensurate with faculty effort. Work plans are subject to Dean's approval.
- It contains examples of Teaching, Research and Service activities which are not limited to core faculty, since many of the activities may be performed by excluded staff and Associate Faculty.
- It is not intended to be an exhaustive document; other activities may be included as appropriate.
- This guide is subject to review by faculty and deans and change on an annual basis.

TEACHING

Activity	WLU's	Activity Elements Include
Teach an online, residency, blended, or face-to-face course	1.125 WLU per credit assigned to course	Course Preparation, including minor revisions Course Outline (incl. active links) Course delivery Conversion to Moodle (incl. adding features) Website posts, chat room, & advising Marking (incl. written feedback)
School of Leadership Studies (FSAS) Competency-Based Assessment	<i>[in addition to regular WLU's assigned to course]</i> 2 to be shared by 3 instructors or 3 shared by 4 instructors	The Competency-Based Assessment Model requires a level of daily engagement and time commitment that exceeds that of standard co-instruction because of the emphasis on team assessment of behavioural competencies. For full approved definition, see Vice President Academic's Sharepoint site.
New course design & content creation	2	Review of relevant literature Preparation of course readings Liaise with CC and CTET, present course at CC Preparation of teaching materials
Major course revision	1	Develop course learning outcomes Develop course content Develop course outline Build Moodle site as required
Thesis Supervision	1.125 per student (One time only)	Guide the student in the scope of his/her research and development of the thesis. Provide feedback, review, and approve the thesis proposal and Research Ethics Application (if required) Provide feedback, review, and approve the final thesis Attend the student's defence Communicate with the student regularly to review progress and offer advice during the thesis project.
Organizational Leadership Project Supervision (MA Leadership & MA Leadership-Health)	1.125 per student (One time only)	Guide the student in the scope of research and development Review and approve the OLP and REB proposal Ensure that the OLP sponsor is supportive of the project as described in the OLP proposal and Letter of Agreement. Communicate with the student regularly to review progress and offer advice during the OLP. Ensure the application of rigorous research methodologies Review and provide comments on all drafts produced by students in a timely fashion. Approve the final OLP paper before submission to the committee chair for final review.

Dissertation Supervision	1.687 per student per year for up to 4 years per student Maximum of 4 active concurrent student supervisions	Conduct the Doctoral Reading Class, SOSC 717, including the development of a reading list, interaction with the student at designated intervals, and assessment of the student's work. Work with the student in preparation for the candidacy exam, the basis of which is the submission of a preliminary research proposal. Arrange for the candidacy exam in concert with the program head. Arrange, with the doctoral program head, to organize the dissertation defence including the designation of an external examiner for the defence.
Undergraduate Major Project Supervision [BSc in Environmental Science]	2.25 (per team)	Review sponsor's project proposal Review & approve MP team proposal and budget Advising meetings Review & provide feedback on draft progress reports (2) Review & provide feedback on final report Approve final report
Graduate Major Research Project Supervision (School of Humanitarian Studies)	1.125 per student (One time only)	Guide the student in the scope of his/her research and development of the MRP. Review and approve the MRP proposal & Ethical Review Proposal. Ensure that the MRP sponsor is supportive of the project as described in the MRP proposal and supporting documents. Communicate with the student regularly to review progress and offer advice during the MRP. Ensure the application of rigorous research methodologies Review and provide comments on all drafts produced by students in a timely fashion. Approve the final MRP paper before submission to the committee chair for final review.

RESEARCH AND SCHOLARSHIP

Activity	WLUs	Activity Elements Include
Preparation of manuscripts	To be individually determined by faculty member and dean	Work on peer-reviewed and non-peer reviewed book proposals, books, journal articles, book chapters, research reports
Data analysis		
Scholar-Practitioner activity		Participate in research in the context of professional practice, including consulting and community activities, consistent with the scholar-practitioner role for faculty supported at the University
Grant-related Work		Work on grant proposals, overseeing grant budgets, grant-related reports, contract proposals, grant management
Scholarly presentations		Posters, conference papers, panels, guest lectures, invited speaking at academic and applied conferences, workshops, performances, exhibitions
Creation, discovery, integration, synthesis, interpretation of knowledge		Library research, research planning/design, fieldwork planning and fieldwork, data analysis, laboratory work, application of qualitative and/or quantitative methods and analyses, working with research collaborators
Training		Participation in workshops pertaining to faculty member's academic area of expertise, required training to perform fieldwork or lab work
Dissemination		Presenting research results to agencies, stakeholders, participants, academic audiences in written, verbal, or electronic formats
Peer review of manuscripts submitted to conferences or for publication		

SERVICE AND ACADEMIC ADMINISTRATION		
Activity	WLUs	Activity Elements May Include
Service to the Academic Mission		
New program development: Domestic	Up to 3	Creation of consultative group Development of program concept paper and proposal, course calendar descriptions and delivery schedule/model Oversight of market analysis Development of competency framework/assessment Liaison with RRU offices – library, admissions, CTET Presentation at CC and AC committees; approvals obtained
New program development: International	Up to 6	Same as above with additional travel, consultations, negotiations, collaboration with international partners
Organization of workshops, symposia, conferences	Up to 2	
Major Program Revision	Up to 2	
Thesis Coordination	3.375	Guide students through thesis development and writing, assisting students as they develop ideas, and locating appropriate supervisors. Nominate external examiners. Ensure that students are following the university's and program's thesis process. Clearly communicate milestones. Follow up with students who are not progressing adequately. Liaise with Office of Research and Faculty Affairs and Dean's Office.
Organizational citizenship	Up to 3	Attending school/program events and meetings. Attending student events including Convocation. Writing reference letters for students. Media interviews
Service to the University		
Faculty Representative to Board of Governors	1.5	6 meetings @ 6 hours and 3 hours prep (54 hours)
Faculty Representative to PRC	0.5	5 meetings @ 2 hours and 2 hours prep (20 hours)
Academic Council	0.8	6 meetings @ 3 hours and 2 hours prep (30 hours)
Curriculum Committee (AC Sub-Committee)	3	18 meetings @ 3 hours and 3 hours prep (108 hours)
Admissions Committee (AC Sub-Committee)	0.5	5 meetings @ 2 hours plus 2 hours prep (20 hours)
Awards Committee (AC Sub-Committee)	0.3	4 meetings @ 1.5 hours plus 2 hours prep (12 hours)
Research Ethics Review Board	2	4 meetings @ 3 hours plus review of <50 applications (80 hours)
Flexible Assessment Committee	2	5 meetings @ 1.5 hours plus apprenticeship/oversight 27 hours plus review of <85 applications @.5 hours (77 hours)
Other Committees, Working Groups, Task Forces	Up to 3	
Thesis Defence Chair	0.1 per defence up to maximum of 10 defences	
Program Marketing	Up to 3	
Thesis/Dissertation Committee Membership	0.25 per committee up to 8	Membership on an RRU master's thesis or doctoral dissertation committee
Service on faculty or staff search committees	0.5	
Science Lab Supervision	8.5	
RRUFA RRUFA*	13.5	President Chief Negotiator Collective Bargaining Team Member
*Faculty who have been assigned RRUFA WLUs may apply these toward teaching or service workload reduction, as negotiated in the annual, individual work planning process with the Dean. The allocation cannot count toward teaching and service simultaneously.		

Service to Scholarly Enterprise		
Official roles with professional/scholarly organizations, including journal editorship	Up to 2	
Academic Administration		
School Director Appointment (3-year term)	Up to 45	Represent the school at university committees (e.g., Academic Leadership Team – Extended; Strategic Management Team – Extended; Convocation; University Planning Sessions)
		Represent the school with the Dean or appoint a designate in building partnerships via Business Development, Office of Global Advancement, Marketing and Recruitment
		Represent the school to other university units in collaboration with School/Program Managers and Program Heads (e.g., Registrar’s Office, Dean’s Office, Admission, Finance, etc.)
		Field issues and concerns from students, staff and faculty
		Oversee internal and external program reviews
		Work with Dean to initiate and move forward new initiatives/programs for approval and implementation
		Represent school programs in marketing and recruitment activities
		Approve sick and vacation leave requests for faculty and School Managers in FSAS; approve sick and vacation leave requests for Program Managers in FoM.
		Serve as primary liaison between the University and the school Advisory Council
		Write draft performance assessment letters for faculty as per Collective Agreement 26.1.b
		Approve Major Projects (FoM)
		Oversee, with Dean, academic quality and programming (e.g., review of student evaluations, changes to curriculum, program revisions, response to grade appeals, review of grade distributions, grade approval, response to allegations of academic misconduct, establishment and maintenance of school guidelines)
		Oversee recruitment, performance, and contracting of associate faculty
		Work with school faculty to develop draft work plans (FSAS)
		Oversee School Manager (FSAS)/Program Manager (FoM), PDP reviews for School/Program Managers
		Provide prudent financial oversight and budget implementation in collaboration with School/Program Manager and established processes and guidelines
Program Head or Program Chair	Up to 22	Write annual internal program report
		In collaboration with designated staff, prepare external five-year review, write self-study narrative, and develop plan to respond to recommendations resulting from the review
		Represent program in marketing and recruitment activities
		Oversee academic programming (duties include changes to curriculum, assessment practices, accuracy of course outlines, program revisions, response to grade appeals, review of grade distributions, response to allegations of academic misconduct, etc.) and academic quality at program level
		Work with designated staff to plan and facilitate associate faculty and student orientation
		In conjunction with Intellectual Leads and School Director, recruit, oversee performance of, and maintain relationships with associate faculty
		Liaise with instructors on the appropriate and timely selection of readings and oversee compliance with copyright and intellectual property regulations
		Work with College Transfer Coordinator to maintain program

		transfer agreements (academic review of programs eligible for transfer)
		In collaboration with School Director and designated staff, represent program to other university units (e.g., within School and Faculty, Registrar's Office, Dean's Office, Library, Admission, Finance, etc.)
		Mentor, guide, and orient students through their program of study
Intellectual Leads	Up to 4	Ensure curriculum currency and relevancy in a course or courses in the Intellectual Lead's areas of academic specialization (FSAS)
		Provide course outlines to Program Head/Chair and associate faculty who teach in Intellectual Lead's area of specialization and suggest changes as appropriate (FoM); approve changes to course outlines suggested by associate faculty
		Provide support to associate faculty members who teach in the Intellectual Lead's area of specialization
		Collaborate with Program Head/Chair and School Director in selection of associate faculty (FoM)
		Review feedback obtained regarding course design quality and respond accordingly
Academic Planning of International Residencies	Up to 3.375	Academic Planning including collaboration with faculty, translators, international partners in regard to curriculum delivery Ensure that faculty, staff and students have taken part in required pre-residency training Liaise with Office of International Programs