Statement on Normal Workload
Department of Mathematics
September 2002

The normal workload of a Full-Time Member of the Department of Mathematics shall consist of equal time devoted to teaching activity and research, with time spent in addition on service work amounting to about half of that devoted to the other two areas. This is consistent with the 40-40-20 split of responsibilities that has been observed in the Department historically.

The normal teaching load shall be four half courses of instruction per calendar year, plus course administration as may be necessary or assigned, course preparation and curriculum development, evaluation, counselling, and undergraduate and graduate student mentoring and supervision.

Research is an essential part of the normal workload of a Full-Time Member of the Department of Mathematics, and will be evaluated by the standard indicators, including publications, manuscript preparation, invited addresses, citations, reviews, refereeing, and grant levels.

Service shall consist of departmental and extra departmental committee work in the University, and other administrative duties commensurate with twenty percent of the member's time.

Any prolonged deviation from this mix of responsibilities must be formalized with an Alternative Workload arrangement, to be negotiated between the Member and the Dean of Science under the provisions of the article on Alternative Workload in the Collective Agreement.

It is recognized that several current Members will have to seek or maintain Alternative Workload arrangements to formalize their present concentration on teaching duties. These extra teaching responsibilities, along with contributions of Limited Duties personnel, will be necessary for the Department to meet its anticipated teaching commitments.