Statement on Normal Workload  
Department of Mathematics  
2010-2011

The normal workload of a probationary or tenured Member of the Department 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 each of the other two areas. This is consistent with the 40-40-20 split of responsibilities that has been observed in the Department historically.

The total normal teaching load of a probationary or tenured Member shall be the equivalent of offering four half-courses, where the chief supervision of one or more PhD students would be considered the equivalent of one half-course. Other major teaching duties such as the coordination of a large multi-section course may form part of this equivalence. For example, the coordination of Calculus 1000A typically would be considered as equivalent to one-quarter of one full-course.

Research is an essential part of the normal workload of a probationary or tenured Member of the Department of Mathematics and will be evaluated by the standard indicators, including publications, manuscript preparation, invited addresses, citations, and grant levels.

Service shall consist primarily of departmental and extra departmental committee work in the University, plus other administrative duties or outreach programs. For probationary or tenured Members, the amount of such work shall be commensurate with active participation in three departmental committees. Other contributions to the Canadian and international scholarly community may also constitute part of a member’s service workload and some contribution in this area is expected for faculty with responsibilities in Research.

Any prolonged deviation from this mix of responsibilities for probationary and tenured Members must be formalized with an Alternative Workload arrangement, application for which is made to the Dean through the Chair.

The workload of other Members of the Department will consist of the duties and responsibilities specified in their Letter(s) of Appointment and as modified in any subsequent arrangements documented in the Member’s Official File.