

The standard teaching task is as defined in rule 1. The “norm” for the chemistry department is 4 teaching tasks per annum (the sum of course tasks and supervision tasks).

1. Lecture courses (undergraduate or graduate) with 150 minutes per week of scheduled lecture time count as one task.
2. Lecture courses of more or less than 150 minutes per week will be pro-rated.
3. Required faculty attendance at laboratories will be considered as one ninth of a task for each hour of laboratory time.
4. A faculty member teaching an undergraduate course for the first time will be credited with an extra half task. A credit of < 0.5 may be assigned, after consulting the faculty member and any others involved, when a course is extensively revised.
5.
 - a. Supervision of an honours student in 490A/B will be considered as equivalent to 0.25 of a teaching task.
 - b. Faculty members who supervise graduate students will be credited with 0.25 of a teaching task per year for each student up to limits of two years for each M.Sc. student and four years for each Ph.D. student (subject to clause 9).
 - c. Supervision of students while the faculty member is on sabbatical or other leave, or supervision which is not part of a Memorial registered degree program, (e.g. summer or contract students, postdoctoral fellows, research associates, visiting students or scientists) will not count towards teaching load; this will be considered scholarly activity.
6. Once a graduate thesis is submitted the following will be credited on a once only basis (normally for the following academic year): Internal examiner and/or supervisory committee member (other than supervisor): Ph.D 0.1 task, M.Sc. 0.05 task.
7. Any other required teaching duties will be pro-rated on the basis of 1 task = 144 hrs (12 hrs per week per semester) following consultation between the head, the faculty member, and any others involved. (e.g. developing new laboratory components; giving tutorials or assistance with marking to faculty members teaching large courses).
8. Credit for student supervisions shall not exceed one half of the faculty member’s total teaching tasks except where the terms of appointment explicitly state otherwise. I.e. at least half of a regular faculty member’s actual teaching tasks shall be course tasks. (This has been worded to allow for faculty members with administrative responsibilities, research professors, etc.).
9. Any adjustment to tasks that may arise due to unforeseen changes to a faculty member’s teaching load during the course of the academic year will normally be applied to the load for the following academic year. (e.g. arrival of a new graduate student, credits under rule 7. etc.)
10. Faculty members will be notified by the head of any credits or debits carried forward into the following academic year when the annual preliminary list of teaching assignments is circulated (3.11(ii) (a)).
11. In the case of disagreement between these guidelines and the current collective agreement the collective agreement has priority. In particular sections 3.13 & 3.14 give the head latitude to make adjustments where strict application of the above guidelines leads to loads that would not be fair and equitable over a two year period.