

# Unit Workload Policy

**Department:** Physiology, Temerty Faculty of Medicine

**Effective Date:** July 1, 2024

## A. Introduction

The Department of Physiology is a basic science unit within the Temerty Faculty of Medicine. Aligned with the mission of the University of Toronto, the Department of Physiology is committed to being an internationally significant research department, with undergraduate and graduate programs of excellent quality.

The Department of Physiology is a research-intensive department engaged in the education and training of graduate students, post-doctoral fellows, and undergraduate project students, as well as in the education of undergraduate Arts & Science, medical and our professional Master of Health Science (MHSc) students.

The Department of Physiology consists of tenured, tenure stream, continuing stream teaching stream, and Contractually Limited Term Appointment (CLTA) and part-time faculty.

## B. General Principles

Workload is comprised of three components: teaching, research or pedagogical/professional development including scholarship, and service. The remainder of a faculty member's working time is self-directed and may consist of research or pedagogical/professional development including scholarship, creative, or professional work consistent with the type of appointment the faculty member holds. The purpose of this Policy is to ensure a fair, reasonable, and equitable distribution of the workload across the Department's faculty. Status-only faculty members are not covered by the department's workload policy.

Each member will be provided with a written assignment of their workload duties on an annual basis that includes the member's percentage appointment and details of teaching and service by no later than June 30<sup>th</sup>.

Faculty members holding budgetary cross-appointments to more than one unit should be assigned teaching and university service duties in a manner consistent with their percentage appointment in each unit. A common meeting involving the faculty member and all heads of units to which the member is appointed should take place to discuss workload and to resolve any conflicts in expectations between units. This meeting should occur, in person or by telephone, in any given year in which one of the Unit Workload Policies is amended or at the request of the faculty member or any of the heads of relevant units. A written record of the teaching, supervisory, and service expectations agreed at the meeting shall be kept by the unit heads and the faculty member.

## C. Teaching

### Teaching Workload for Tenured and Tenure Stream Faculty and Non-Tenure Stream CLTA Faculty

The normal teaching workload at the undergraduate level for full-time tenured and tenure stream faculty members and non-tenure stream CLTA faculty members is two (2) half courses (1.0 FCE) per year. The normal teaching workload at the graduate level for full-time tenured and tenure stream faculty members and non-tenure stream CLTA faculty members is one (1) half course (0.5 FCE) every second year and active participation in the Research Platform-based graduate students' educational activities, such as Platform-specific seminars, Frontiers in Physiology, etc.

In accordance with the Policy and Procedures on Academic Appointments (PPAA), tenure stream appointees who have been granted a renewal of their initial contract are entitled to an adjustment to their workload assignment for one academic term to allow them to focus on preparing for their tenure consideration and to address any advice from the review of their initial appointment. Normally, this term will not include assigned teaching or service; but the term may include assigned teaching, with the candidate's agreement, to address advice from their review.

### **Teaching Workload for Continuing Stream Teaching Stream Faculty and Teaching Stream CLTA Faculty**

The normal teaching workload for full-time continuing stream teaching stream faculty and teaching stream CLTA faculty is four (4) lecture half courses (2.0 FCE) or four (4) laboratory half courses (2.0 FCE) per year, or some reasonable combination of lecture and lab courses.

In accordance with the PPAA, continuing stream teaching stream appointees who have been granted a renewal of their initial contract will be offered an academic term to focus on preparing for continuing status review and to address any advice from the probationary review.

Normally this term will not include assigned teaching above half of the normal teaching assignments or service but, with the candidate's agreement, the term may include more than half of the normal teaching assignments, or some assigned service to reflect feedback from the probationary review.

### **Teaching Workload for Part-Time Faculty**

Faculty holding part-time appointments will have the same teaching loads as their tenure stream or continuing stream teaching stream colleagues, pro-rated to their FTE.

### **Teaching Workload Considerations**

Included in Section 4.2 of the WLPP are the relevant factors in considering the teaching component of normal workload. Teaching workload refers to in-class/live contact hours where the faculty member is lecturing or actively participating in class discussions.

The normal teaching workloads described above represent levels that are designed to ensure that faculty members can devote adequate time to their research or pedagogical/professional development including scholarship and service activities. Holders of external salary awards (e.g. CIHR New Investigator, Canada Research Chair, etc.) may request a reduced teaching and service. The workload will be consistent with the terms of the award. Faculty members with large research groups who are deeply engaged in the supervision of trainees may also request a reduced undergraduate teaching workload. Any changes to normal workload must be determined in consultation with the Chair.

## **D. Service**

All faculty covered by the workload policy are expected to accept an equitable share of administrative responsibilities through participation on committees and decision-making bodies within the Department, Faculty, or across the University. The time commitment associated with service can fluctuate from year to year and during the academic year.

Faculty members that carry exceptional service loads may request reduced teaching loads in consultation with

the Department Chair. Any other changes to normal workload must be determined in consultation with the Chair.

## **E. Procedures**

It is the responsibility of the Chair in consultation with the Undergraduate, Graduate, relevant Program Directors, and Course Coordinators to assign the upcoming teaching and service. The Chair will document each faculty member's expected workload in a letter signed by the Chair and the faculty member. The letter will outline the faculty member's teaching commitments for the following academic year and should also outline most of their departmental service commitments. It is recognized, however, that not all teaching and/or service commitments may be established at this point in the cycle, as these activities are varied and are sometimes difficult to predict.

## **F. Dispute Resolution**

A member who has a complaint that the assignment of their workload is in violation of paragraph 3.1 of the WLPP, or this workload policy must raise their complaint in accordance with Section 10.0 of the WLPP.

Reference: Section 10.0 (<https://faculty.utoronto.ca/policies-guidelines/workload-policy-and-procedures-for-faculty-and-librarians/#dispute>)