

GLENDON COLLEGE

COMPUTER SCIENCE – ITEC DEPARTMENT

**M E M O R A N D U M**

TO : Bernie Lightman, Administration Co-Chair, JCOAA  
Penni Stewart, YUFA Co-Chair, JCOAA ✓

FROM : Eugene Roventa, Chair of COSC – ITEC

SUBJECT : Faculty Workload

DATE : August 29, 2000

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I would like to inform you that the Glendon Computer Science – ITEC Professor teaching load is three courses of 3 credits each term. The Chair of the Department has one course release each term and a small stipend.

ER

YORK UNIVERSITY  
GLENDON COLLEGE

## **School of Translation**

241 York Hall (Unit 4) 487-6742  
E-Mail: [translation@glendon.yorku.ca](mailto:translation@glendon.yorku.ca)

### MEMORANDUM

TO: Penni Stewart, YUFA Co-Chair, JCOAA

FROM: Rosalind Gill, Director, School of Translation (88328)

SUBJECT: Kate Singleton #303861854 - ADVANCED STANDING

DATE: November 6, 2000

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Herewith the Faculty Workload Distribution Report from our Department.  
We welcome your comments.

**School of Translation, Glendon College  
October 2000**

## **Faculty Workload Distribution**

### **Teaching Load**

Each faculty member teaches the equivalent of 3 full courses.

### **Programme Offerings, Choice of Courses and Timetable**

During the planning period in the fall term, the Chair invites faculty members to submit their optimum choice of courses for the following year. Subsequently, the department meets, and in a collegial, fully collective and consultative manner, establishes and revises, where necessary, departmental priorities. The objective of this consultation is to create a balance between individual research interests and implementation of the duly agreed upon priorities. Once the department has made decisions on course allocation, it is the responsibility of the Chair to ensure that these decisions are implemented. It is understood that departmental priorities, as well as emergencies (illness etc), may require faculty to take on courses or scheduling that they had not initially accepted. Nonetheless, every attempt is made to ensure that faculty are able to pursue individual research interests and teach in their area of specialization.

The department will attempt to ensure that in cases where two faculty members express interest in teaching the same course, a fair system of alternate allocation is utilized.

### **Class Size**

In the consultative planning process, due consideration is given to class size. Every attempt is made to avoid a single faculty member being burdened with 2 or 3 large classes. While there is a ceiling on enrolment in many of our courses, faculty may, on times, be asked to exceed the enrolment cutoffs to allow graduating students to complete a required course. In the case of lecture courses, such as TRAN 3270 3.0 (EN&FR), ceilings may be subject to revision, as enrolment pressures arise.

Normally, if enrolment in a course does not exceed 5, the course is cancelled. Every attempt should be made to proceed with the cancellation of the course before the term begins, thus advising faculty and students, in good time, of its cancellation.

### **Course Levels**

The department has agreed that the planning process should ensure that, where possible, at least one half course in the in first year should be taught by a full time faculty member.

As regards allocation of MA in translation graduate courses, which are limited in number, the department should ensure that a fair system of allocation is utilized, allowing all eligible faculty

members to participate in the graduate programme and teach in their area of specialization where possible.

### **Advising and Administration of the Affairs of the Department**

Normally, the advising schedule is published and the hours are equally divided amongst faculty in a consultative process, again allowing, as much as possible, for individual schedules etc. However, faculty are expected to be available for student supervision, grades information etc., as stipulated in Articles 18: 19 and 18:20 of the Collective Agreement.

### **Entrance Exam**

Given the small number of faculty members, preparation and correction of the entrance exam normally falls to those who are not on sabbatical leave in a given year. There is an honorarium for this activity.

### **Graduate Supervision**

While at the present time there is no release for teaching for thesis supervision, the MA in Translation programme will approach the Principal of Glendon College and the Dean of Graduate Studies to request that thesis supervision be counted as part of workload. Funding for BA courses affected by such an initiative should form part of these discussions.

Glendon Hispanic Studies Report

a. Dad Silva wrote:

Dear Bernie Lightman:

For years now, our unit has been asked by the administration to define normal academic load as follows:

Full time tenure track faculty members of both Professorial and Alternative stream teach 3 full courses per academic year. (or the equivalent in half courses)

There is one full course release for serving as Chair of the Dept.

There is not any other time release for research or any other type of service

My colleagues and I feel that under this time structure allocation we carry on research and service to the university and the community at a very high cost of our own personal time. Thank you for asking.

Caridad Silva

Chair, Dept. of Hispanic Studies

Glendon College

> Dear Professor Silva,

>

> I tried to reach you by phone today but was unable to get you.

> We don't have your department's report and we need it as soon

> as possible. We need to have information on how each unit defines

> normal

> teaching load so that the administration and YUFA can discuss this issue

> together. For further information, please see the YUFA CA 18.08.1. Send

> the report to me at C28 EOB. If this is the first you've heard of this,

> please give me a call at Academic Staff Relations (extension 55155).

>

> Sincerely,

>

> Bernard Lightman,

> Acting Director, Academic Staff Relations

>

**Subject: Re: Report on normal teaching load**  
**Date: Thu, 12 Oct 2000 09:45:49 EST5EDT**  
**From: "Yves Frenette" <frenette@GLENDON.YORKU.CA>**  
**Organization: College Universitaire Glendon**  
**To: Bernie Lightman <lightman@yorku.ca>**  
**CC: josiane@GLENDON.YORKU.CA**

HISTORY

Hello. I have seen the memo but I was nopt sure what to do with it.

My report is short: because of the size of our department, it was decided about 15 years ago that everybody had to teach three full courses, except of course for those who are administrators or who are on leave. So those of us who are active on the Graduate Programme supervise MRP's, PhD theses and provide reading courses in addition to their teaching and research duties.

Is it sufficient? If not, tell me what more you need either by E-MAIL or by phone (88598). I'm in the office all day today.

Yves Frenette

GLENDON COLLEGE  
MATHEMATICS DEPARTMENT  
MEMORANDUM

YORK UNIVERSITY  
JUL 06 2000  
ACADEMIC STAFF RELATIONS

TO : Paula O'Reilly, Administration Co-Chair, JCOAA  
FROM : D. Spring, Chair, Mathematics Department  
SUBJECT : Faculty Workload  
DATE : June 30, 2000

July 28, 2000  
JCOAA INFORMATION  
Cc: Penni Stewart  
Brenda Hart  
Bernie Lightman  
Brian Abner  
Barry Miller  
Philip Silver  
Barney Savage  
Ron Brodessa  
Norm Ahmet

In response to your memo of March 7, 2000, the normal teaching load in the Department of Mathematics, Glendon College, is three full courses per year. This includes the teaching of a half-course in the Graduate Programme in Mathematics and Statistics, which is done on an occasional basis by members of our department.

The determination of full course equivalents includes consideration of the following parameters :

- (a) Course direction and co-ordination
- (b) Student advising
- (c) Supervision of marker/graders
- (d) Course preparation
  1. To date the supervision of graduate students and the supervision of directed reading courses at the undergraduate levels have not been considered part of the normal teaching load in our department.
  2. To date also there have been no course-load reductions for extensive research activity undertaken by faculty members of our department.
  3. Course delivery has consisted of traditional lectures by the course instructor, accompanied where appropriate by slides and computer generated overheads.

DS



c.c. Jean-Claude Bouh enic

**YORK UNIVERSITY - GLENDON COLLEGE**

**DEPARTMENT OF MULTIDISCIPLINARY STUDIES**

MEMORANDUM

**To:** Bernie Lightman  
**From:** Jean-Claude Jaubert, Chair MDS, Glendon  
**Subject:** Teaching Load, YUFA Faculty  
**Date:** October 11, 2000

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As per YUFA Faculty teaching load in MDS Department, the first thing to say is that, apart from a Contractually limited professor in the International Studies Programme, the other YUFA members in the Department are cross-appointed with another Department in the College: English, French, History.

In terms of teaching load, the MDS Department follows the general rule in the College: Each faculty member is assigned a 3 full course equivalent teaching load, including release time for administrative duties if any.

According to their contract, members appointed 1/3 of their contract to MDS Department teach one full course in the Department. If appointed 1/2, they teach 1.5 course, etc.

cc. Françoise Boudreau, Associate Principal



**DEPARTMENT OF PHILOSOPHY**

**GLENDON COLLEGE**

**M E M O R A N D U M**

YORK UNIVERSITY

AUG 25 2000

ACADEMIC STAFF RELATIONS

**TO:** Bernie Lightman, Administration Co-Chair, JCOAA  
**FROM:** Doris Olin, Chair, Philosophy Department  
**RE:** Faculty Workload  
**DATE:** August 22, 2000

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Principal McRoberts has requested that chairs respond directly to your request for information on faculty workload.

Members of the Philosophy Department at Glendon teach three full courses (or equivalent) each year. We have not had occasion to take into consideration factors such as class size, graduate supervision, etc. in determining equivalents, although we would not rule out the possibility of doing so in the future.

**Subject: work load**

**Date:** Tue, 22 Aug 2000 15:33:40 -0400

**From:** [mahant@GLENDON.YORKU.CA](mailto:mahant@GLENDON.YORKU.CA)

**Organization:** College Universitaire Glendon

**To:** [lightman@yorku.ca](mailto:lightman@yorku.ca)

**CC:** [KenMcroberts@gl.yorku.ca](mailto:KenMcroberts@gl.yorku.ca)

In POLS GL we all teach three courses a year, except for  
1. the chair, who teaches two courses;  
2. new untenured faculty who teach 2 1/2 courses in their first year.

we do not get paid for supervising independent studies or reading courses; those of us who do that kind of thing do it without pay.

also, in courses with TAs, professor teach oen of the tutorials themselves, so that each course involves three hours of contact time per week.

Edelgard Mahant  
Glendon College (York University)  
2275 Bayview Avenue  
Toronto, Ontario, Canada M4N 3M6  
phone 416 736-2100, ext. 88599  
FAX 416 487-6852

timmoore@glendon.yorku.ca wrote:

> Sorry about the delay. This information was forwarded to Associate  
> Professor Crozier many months ago. I had assumed that he was, in turn,  
> forwarding it to you. At any rate, teaching loads in this department are  
> assigned on the operating assumption that a full teaching load consists of  
> a total of 18 hours across the two terms of the academic year. The number  
> of contact hours associated with a given course varies, although a full  
> course is typically 6 hours. Half courses are either 3 or 4 hours. Some  
> courses with multiple lab sections have extra hours associated with them.  
> Consequently the actual number of courses taught by any given individual is  
> variable. Most faculty teach the equivalent of 5 course titles, most of  
> the time, but this varies from year to year and from individual to  
> individual. Moreover, an individual's load is not necessarily distributed  
> evenly across the two terms. One might teach 12 hours 1 term and 6 the  
> next. This procedure for assigning teaching loads has been in place since  
> the early 70's and works very well.

> Timothy E. Moore, PhD, C Psych  
> Department of Psychology  
> Glendon College, York University  
> 2275 Bayview Ave.  
> Toronto, Ont. M4N 3M6

> (416) 736-2100 ext 88355  
> 487-6738 (departmental office)  
> 487-6851 (fax)

> <http://www.yorku.ca/research/lamarsh/moore.htm>