

To: All CPM Faculty Members, Faculty of Humanities

From: Ken Cruikshank, Dean, Faculty of Humanities

Re: Additional Flexible Work Assignment Guidelines

Effective 2014, the Acting Dean of the Faculty of Humanities introduced a set of guidelines aimed at balancing work assignments, which focused on rebalancing the research, teaching and service work assignments of those not actively engaged in research for a number of years. Communication of research results in peer-reviewed publications represented an important component of active engagement in research.

Section 15 of the 2014 guidelines currently reads:

In exceptional circumstances a faculty member may be deemed by the Chair to be making a particularly heavy service or research administration contribution on behalf of the university. Under these circumstances the Chair may recommend to the Dean that a reduced teaching load (typically 1 half course or 3 units) be offered. The period of reduced teaching should not extend for more than three years.

Section 15 will be amended to read:

- a) A faculty member may be deemed by the Chair to be making a particularly heavy service or research administration contribution on behalf of the university. Under these circumstances, the Chair may recommend to the Dean that a reduced teaching assignment (typically 1 half course or 3 units) be offered.
- b) A faculty member may be deemed under the *Additional Flexible Work Assignment Guidelines (2015)* to have shown that they are contributing to the graduate student and/or research mission of the Faculty so as to be considered for a reduced teaching assignment of 1 half course or 3 units.
- c) Work re-assignment is at the discretion of the Chair in annual discussion with individual faculty member concerning teaching assignments for the next year. If a Faculty member feels their contribution is not being recognized in her or his teaching assignment, she or he should first discuss with her or his Chair, and, if still not satisfied, arrange to discuss with the Dean.
- d) In all cases, the Chair reserves the right to determine the work assignment of a faculty member or to adjust the teaching assignment according to the 2014 guidelines.

April 2015

Additional Flexible Work Assignment Guidelines

The following additional guidelines are aimed at recognizing the contribution to graduate education and research mission of the Faculty of Humanities. It updates, extends and replaces systems currently in place in a few Departments in the Faculty.

The following guidelines apply to both tenured and teaching track full time faculty members unless he or she already does not have a normal teaching assignment in the faculty, owing to their appointment or other reason.

***NB:** Teaching track faculty members may only engage in some graduate supervisory duties if they have been granted permission from the School of Graduate Studies.*

1. The normal teaching assignment for each tenured full-time faculty member in the Faculty of Humanities is 15 units annually, and teaching-track full time faculty member is 24 units annually.
2. That teaching assignment may be varied on the recommendation of the Chair of the program, with the approval of the Dean.
3. In the case of teaching faculty, the 24 unit assignment applies to any faculty with permanence who choose to engage only in teaching courses. The assignment may be varied if there is evidence of substantial active engagement in curriculum development and/or evaluation (beyond the individual course), presentations and scholarship on teaching or pedagogy, mentoring, or research into the efficacy of different pedagogical approaches.
4. In the case of both tenure and teaching faculty, the teaching assignment may be varied if the faculty member is eligible for a work assignment equivalent to a 3 unit course, using the attached “points system” document.
5. The “points system” shall be applied subject to the following conditions:
A faculty member is eligible for a work assignment:
 - a) Equivalent to a **maximum** 3-unit course annually if she or he earned a minimum average of 12 points three year rolling average (36 points over 3 years)

OR

 - b) Equivalent to a **maximum** 3-unit course once she or he has earned 12 points total.
6. Work re-assignment is at the discretion of the Chair in annual discussion with individual faculty member concerning teaching assignments for the next year.
7. In all cases, the Chair reserves the right to determine the work assignment of a faculty member or to adjust the teaching assignment according to the 2014 guidelines.
8. Graduate supervisory work conducted for any program at McMaster University can be considered. All supervisory or other work must have been approved by the Graduate Director (or designate) of the program in question.
9. **The Form:** Departments can choose who actually records the points, but the form should be completed for each faculty member for work completed in the year leading up to and including September 15 of each year. Faculty members may then discuss her or his teaching assignment with her or his Chair or Director at course management time. Chairs and Directors should be prepared to produce the form when meeting with the Dean’s Office about course management, and in any event should submit the form to the Faculty Office along with the Annual Activity and Consulting Reports and updated C.V. in January, for any faculty member whose course assignment will be affected. (Chairs and Directors are

welcome to have faculty use a September update of the Annual Activity report form as a way of documenting the points form, thus saving faculty members too much extra reporting).

10. The new form will first be used for the year ending September 15 2015, and may affect work assignments in 2016-17. Individuals who have had a normal teaching assignment (at least 15 units for tenured and 21 units for teaching faculty) in 2014-15 and 2015-16 may record activities for the year ending September 15 2013 and 2014, as well as 2015.
11. Flexible work assignments recognize activity at the level of the individual faculty member. If a faculty member feels she or he is being or is disadvantaged in the assignment of graduate work, she or he should first discuss the matter with his or her Chair/Director and, if she or he remains unsatisfied, meet with the Dean of Humanities.
12. Tenure-track faculty should be assigned 12 units of teaching and teaching track faculty assigned 18 units of teaching automatically in two of their first four years at McMaster.

DRAFT

McMaster University
Department of _____
 Graduate Studies and Research (for work re-assignment equivalent to 3 units)

Name: _____ Date _____

Signature*(or submit as attachment via McMaster email) _____

Work Assignment – Graduate Studies Mission of the Faculty	Value	Number	Points
Ph.D.: Primary supervisor (annual, maximum 4 years, per student)	4		
Ph.D.: Primary co-supervisor (annual, maximum 4 years, per student)	3		
Ph.D.: Primary supervisor or co-supervisor (annual, 1 year in excess of 4 years, per student)	1		
Ph.D.: Supervisory committee (annual, maximum 3 years, per student)	2		
Ph.D.: Supervisory committee (annual, 1 year in excess of 3 years, per student)	1		
Ph.D.: Uncredited qualifying/comprehensive exam work (specify – per student):	2		
M.A. : Thesis - primary supervisor (annual, maximum 2 years, per student)	4		
M.A. : Major Research Paper or Project (1 time/1 year only value, per student)	2		
M.A. : Thesis – reader or supervisory committee (1 time/1 year only value, per student)	1		
M.A. : Major Research Paper or Project – reader or supervisory committee (1 time/1 year only value, per student)	.5		
Ph.D. and M.A. Graduate Independent Studies Supervision* *defined as <i>all</i> graduate seminars taken for course credit with fewer than 5 students, approved by program’s Graduate Chair or designate	-----	-----	-----
Supervision of 1-4 PhD and/or MA students (per student, per 3 units)	2		
Supervision of PhD students in credited MA seminar (requires additional work from PhD students – per student, per 3 units)	1		
Supervision of graduate students in credited undergraduate seminar (requires additional work from graduate students – per student, per 3 units)	.5		
Total (A) – Graduate Studies Mission of the Faculty	-----	-----	

Work Assignment – Research Mission of the Faculty	Value	Number	Points
External Research Grant Activity (normally not to be applied in any year when recognized in CP/M award, or in any year when teaching release is included in the grant)	-----	-----	-----
External Research Grant <u>beyond</u> one year (P.I. or major collaborator)	4		
Add (4+2) if annual share as PI or collaborator greater than \$50,000	+2		
Add (4+2+2) if annual share as PI or collaborator greater than \$100,000	+2		
Application as PI (unsuccessful) for external research grant greater than \$25,000	2		
Add (2+2) to above if unsuccessful tri-council grant recommended but not funded	+2		
Total (B) – Research Mission of the Faculty	-----	-----	
Total (A+B)	-----	-----	