



Normal Workload Document

Western

Department / School of: Physiology and Pharmacology
Faculty of: Schulich School of Medicine & Dentistry

History:

Year of Application	Vote Result (by April 15) Reviewed or Not Reviewed	Ratification Date	Dean Approved / Imposed	Posted in Unit (Date)
2005-06	Reviewed	October 14, 2004	November 15, 2004	December 1, 2004
2006-07	Not Reviewed	April 29, 2005	November 15, 2005	December 1, 2005
2007-08	Not Reviewed	April 28, 2006	November 15, 2006	December 1, 2006
2008-09	Not Reviewed – Waiver granted	April 27, 2007	November 15, 2007	December 1, 2007
2009-10	Reviewed	October 14, 2008	November 15, 2008	December 1, 2008
2010-11	Not Reviewed	April 29, 2009	November 15, 2009	December 1, 2009
2011-12	Not Reviewed	April 29, 2010	November 15, 2010	December 1, 2010
2012-13	Reviewed	October 4, 2011	November 15, 2011	December 1, 2011
2013-14	Not Reviewed	April 19, 2012		December 1, 2012
2012-13, 2013-14	MOS	n/a	March 5, 2013	April 14, 2013
2014-15	Not Reviewed	April 29, 2013	November 15, 2013	December 1, 2013
2015-16	Reviewed	October 8, 2014	November 14, 2014	November 19, 2014
2016-17	Not Reviewed	April 23, 2015	November 15, 2015	December 1, 2015
2017-18	Not Reviewed	April 15, 2016	November 15, 2016	December 1, 2016
2018-19	Reviewed	October 2, 2017	November 15, 2017	November 16, 2017
2019-20	Not Reviewed	April 19, 2018	November 15, 2018	January 23, 2019
2020-21	Not Reviewed	April 15, 2019	October 31, 2019	November 1, 2019
2021-22	Reviewed	September 9, 2020	November 11, 2020	January 25, 2021
2022-23	Dean requested review	October 13, 2021	October 25, 2021	February 1, 2022
2023-24	Not Reviewed	April 15, 2022		

Department of Physiology and Pharmacology

Normal Workload Standards for 2023/24

1. Mission Statement:

“Exploring and Teaching the Wisdom of the Body”

The Department of Physiology and Pharmacology is a research-intensive department in the Schulich School of Medicine & Dentistry with a strong commitment to excellence in research and graduate and undergraduate education. Our research and teaching emphasize the integrative nature of physiology and pharmacology, and include studies at the levels of the gene, molecule, cell, organ and systems.

2. Preamble:

Workload Standards are established in accordance with the conditions of the Faculty Collective Agreement between the University of Western Ontario and the University of Western Ontario Faculty Association (UWOFA), July 1, 2018 – June 30, 2022. The purpose of this Workload Standard is to ensure that there is an equitable distribution of work across the full-time Members [this term applies to UWOFA-based faculty members]. This must be done in a way that fulfills the mission of the Department and recognizes that all Members are unique and should be allowed to contribute to the Department in a way that optimizes their contribution. The following *Principles and Guidelines* apply to Members of the Bargaining Unit paid by the Department and to those in other Basic Science Departments or Basic Scientists appointed in Clinical Departments who hold an appointment in the Department of Physiology and Pharmacology. They are presented in order to aid the Workload Committee in its periodic review of workload standards specific to the Department of Physiology and Pharmacology, and the Annual Performance Evaluation Committee in establishing and assessing annual performance of Members. The standards outlined refer to a 40 – 40 - 20 (teaching – research - service) workload and have to be adjusted for different workload distributions.

3. General Principles and Guidelines:

3.1. All Members are expected to:

- a) undertake scholarly enquiry and disseminate their results (e.g., through journals, books, conferences, etc.)
- b) teach in undergraduate and graduate programs in the Department, and
- c) contribute to governance within the University.

Note: members may gain approval via other provisions of the Collective Agreement to reduced activity in one or more of the above (e.g. through an Alternative Workload, Reduced Responsibilities, Sabbatical Leave).

3.2. As defined in the Collective Agreement Article *Academic Responsibilities of Members*, the normal workload of Members in probationary or tenured positions will balance contributions to teaching (**T**) and scholarly activities (**R**, “research”) about equally, with a lesser contribution to administration/service (**S**). Accordingly, for the purpose of performance evaluation, teaching, scholarly activities, and administration-service will normally be weighted 40%, 40% and 20% (40 - 40 - 20, [T - R - S]). However, individual alternative workload arrangements do exist, and expectations will be re-weighted accordingly.

3.3. Annual workloads will be assigned by the Chair of the Department, in consultation with the Member and, where applicable, Chairs of Clinical Departments (for basic scientists in clinical departments) or the faculty members’ secondary Department Chair for joint appointments. Members holding joint appointments (where salary may be provided by another Department or Program), or who are Scientists in research institutes or Basic Scientists in Clinical Departments will have workloads assigned in consultation with the Chairs/Directors of other Departments/Programs and, if applicable, the Deans of the respective Faculties. It is recognized

that workloads in the Department may differ, for example, when a newly appointed Member has an Alternative Workload agreement for the first year of appointment with decreased emphasis on teaching and increased emphasis on research. In cases where a Member decreases or ceases scholarly research activities, an Alternative Workload agreement with increased weighting to teaching and/or service will be implemented, for example with 50% teaching – 20% research – 30% service. In cases where the workload performance of a Member differs significantly from the Member's assigned workload when averaged over a 3-year period, an Alternate Workload agreement must be arranged as described in the Collective Agreement.

- 3.4. A Member who does not have ongoing external funding for research will be encouraged to continue to apply for external operating support and/or to establish research collaborations with other Members.
- 3.5. A Member may choose to pursue scholarship related to other academic activities such as education, with the same performance expectations as described above. Examples include, but are not limited to, the development of innovative approaches to teaching that may be peer-reviewed and have wide application within educational programs.

4. Teaching:

The Department has major responsibilities in undergraduate teaching in three Faculties (Medicine/Dentistry, Science, and Health Sciences) and in graduate training in several thriving graduate programs (i.e., Physiology and Pharmacology, Neuroscience, and Western's collaborative graduate programs). In defining normal teaching responsibilities of Members, several factors, outlined below, need to be considered.

- 4.1. **Definition of teaching.** Teaching duties in undergraduate and graduate courses involve more than classroom lecturing. In addition to preparation time (which varies greatly depending on subject matter, level of participation, size of class, and number of times the lecture has been given before), Members are involved in designing curriculum content, managing courses, preparing and marking exams and assignments, counselling students outside the classroom, instructing and grading seminar presentations, designing and supervising group/individual laboratory projects, and developing and delivering curricular material.
- 4.2. **Teaching assignments.** It is recognized that there are various forms and formats of teaching associated with different workloads [i.e. laboratory demonstration and supervision, classroom lecturing, seminar or poster presentation marking, on-line and distance courses. This will be considered when evaluating annual performance. The number of students and format of the class will also be considered. Members will normally be expected to have a mix of these teaching activities.
- 4.3. **Faculty leaves.** When an individual Member is on sabbatical leave or away due to other extraordinary circumstances (administrative, medical, or maternity/parental leave), this may make it necessary to make short-term changes in the distribution of teaching responsibilities amongst Members. Where an increase in teaching responsibilities is necessary, Members will normally be expected to increase their contribution to teaching to accommodate current needs.

- 4.4. **Supervision of fourth year Honours students.** The Physiology and Pharmacology Honours Program is geared toward giving students a practical and hands-on approach to research and communicating scientific results. Students are normally assigned to labs according to their own choice. All Members are expected to supervise 1 or 2 Honours Physiology and Pharmacology students each academic year. Participation in other aspects of the Honours thesis course (e.g., marking seminars, research updates, posters, and manuscripts) is expected of all Members associated with the Department.
- 4.5. **Non-departmentally based courses.** Some Members may be involved in teaching in other programs at the undergraduate and graduate levels. Teaching outside of the Physiology and Pharmacology department programs, for example in other Western programs or in the medical and dental programs, is counted equally in the teaching workload of a Member and must receive prior approval of the Department Chair. Approved teaching will be included in the Member's annual workload letter and be taken into consideration for annual performance evaluation.
- 4.6. **Graduate student supervision.** Participation in a graduate program is expected of all Members by: (1) supervision of students in M.Sc. and Ph.D. programs, and/or (2) membership on advisory and examination committees of students in the program. The Graduate Studies Committee will be responsible for maintaining a fair distribution of workload for graduate student committees. Members will likely be asked to serve on graduate student committees outside the Department, but this should not limit their participation in the Physiology and Pharmacology Graduate Program. The number of graduate students supervised is determined primarily by the ability of the Member to ensure appropriate salary and research support for the students. Graduate student supervision requires considerable time, which normally benefits the research effort of the Member. Accordingly, a Member's involvement in graduate student supervision will count as a contribution to teaching but will not normally be allowed to substitute for other assigned teaching responsibilities.
- 4.7. **Normal teaching workload.** All Members will contribute in teaching, and are expected to:
- a) Participate in undergraduate and graduate teaching equivalent to 2.5-full courses (~130 hours of student contact per academic year). Members are expected to teach at both undergraduate and graduate levels. Teaching in all programs at Western University (including outside of Physiology and Pharmacology) will count towards this number. Contact hours normally include:
 - Lecturing in assigned courses (normally 25 hours); developing and delivering course content including web-based or on-line curricular material. [As above]
 - Supervising and marking student presentations in the Physiology and Pharmacology 3000E laboratory course.
 - Participating in Physiology and Pharmacology 4980E Seminar and Research Project (supervising research projects and/or marking oral poster and written research presentations), on average, 3 hours per week throughout the 2 terms (26 weeks) of the academic year.

- Participating in Physiology and Pharmacology 9551 (Communication and Critical Thinking) and other graduate level courses (leading tutorial groups, marking seminars and written reports).

These hours do not include preparation time, marking exams / written assignments, and other activities performed outside the classroom.

- b) Participate in graduate education by supervising students, and/or serving on advisory, comprehensive, and thesis examination committees.

5. Scholarly Activity (“Research”):

5.1. **Definition of scholarly activity (research).** All Members are expected to be active in scholarly enquiry in their respective fields and to disseminate their results (e.g., through journals, books, conferences, etc.). In Physiology and Pharmacology, research programs are normally funded through competitive applications to peer-review agencies and collaborative and corporate funding sources. The program will form the setting for training graduate students and postdoctoral scholars. Members who pursue scholarship of teaching and learning are encouraged to apply for funding and supervise students when possible to support their scholarly activities. The results of research or other scholarly activities will be published regularly in peer-reviewed journals of high quality and communicated to the scientific community at appropriate national and international meetings. Collaborative research efforts are encouraged.

5.2 **Normal scholarly activity (research) workload.** The expected scholarly and research activities of these Members are:

- a) Maintain a research laboratory with on-going funding;
- b) Publish 1 to 2 papers per year, on a rolling 3-year average, in high-quality peer-reviewed journals;
- c) Present papers at national and international meetings on a regular basis, and
- d) Participate in collaborative efforts, including preparation of applications for research group funding.

6. Administration/Service workload:

6.1. **Definition of administration/service.** A definition of service is provided in Clauses 6 and 7 of the Academic Responsibilities of Members article in the Collective Agreement and may include (but is not limited to) the following:

- a) Elected/appointed committees or responsibilities at Department, Faculty and University levels, and
- b) Elected/appointed committees or responsibilities external to the university but related to the academic mission of the Department, Faculty or University (e.g. grant review panels, organizing a Conference, officers in a “Society”, outreach programs, *ad hoc* review of external manuscripts, grants, theses, etc.).

Although administrative duties are generally assigned by election or appointment to a committee, these responsibilities should be apportioned on a fair and equitable basis among eligible Members when possible.

6.2. **Normal administration/service workload.** All Members will participate in administration and service. Members are expected to:

- a) Contribute as members to Department, Faculty, and University committees.
- b) Review internal and external grants on an *ad hoc* basis.
- c) Review internal and external manuscripts on an *ad hoc* basis.
- d) Academic outreach and student recruitment activities

6.3. **Reallocation of administration/service.** It is recognized that some Members may have additional administrative duties that require significant time commitments for service. Re-allocation of time away from the normal 40 - 40 - 20 [T - R - S] workload must be approved by an Alternative Workload agreement.