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## POLICY ON TEACHING LOAD CREDIT FOR SUPERVISORY ACTIVITIES

### Policy

This policy is written, pursuant to the “Guidelines for Faculty of Social Sciences Interpretation of the Memorandum of Agreement Dealing with Independent Study Courses”, approved in May of 2007. The purpose of that policy is to recognize the efforts of faculty members in the education of students, through teaching load credit (i.e. reductions in teaching loads) for supervisory activities. The “Guidelines” deal only with requirements are mandatory aspects of both undergraduate and graduate students’ programs, and reads, in part:

*“In the Faculty of Social Sciences for **undergraduate** courses, the contribution that will be calculated toward an individual’s teaching load will be as follows:*

- *For a course offered to students on a volunteer basis (courses which are optional to the student’s program) - no teaching load credit. However, this contribution will be taken into account in the head’s merit recommendation at FPC time.*
- *For a course that is mandatory for undergraduate program completion (such as for honours programs), and which have been approved by the Head or delegate- the supervisor of a half course reading or project course will receive 1/10 half course credit toward teaching load (a full course project would be given 1/5 credit). These credits will accumulate until at least one half course equivalent is reached.*
- *Normally the teaching load reduction will be used in the year following the year in which the half-course credit is received, and may not be combined with other load reductions in such a manner that would lead to a total course reduction of over 50% for any given year.*

*For all **graduate** reading/ projects courses offered on an individual basis to students (including theses and dissertation which appear on students’ transcripts as courses)- no teaching load credit will be given. Successful supervision to completion of Masters and Doctoral students will be taken into account in the head’s merit recommendation at FPC time.”*

The primary effect of the above guidelines in the Department of Psychology relates to the supervision of undergraduate Honours students. As supervision of an Honours student involves a full academic year of work, each supervision requires 1/5 credit towards a half course equivalent.

One of the issues of interpretation from the Guidelines is whether supervision of Honours students in other degree programs than Psychology BA and BSc degrees should be given course reduction credit. For the purposes of the current policy, course reduction credit will be given if the faculty member is supervising students only in the following degree programs in which Psychology formally participates: BA in Psychology, BSc in Psychology, Bachelor of Health Sciences, and the BSc in Neuroscience (when approved).

## Procedures

1. Faculty members are encouraged to continue to supervise students in various programs, consistent with their skills and interest. The assignment of supervisors to Psychology Honours students shall be consistent with the policy developed for that purpose.
2. The Director of Undergraduate Studies in Psychology will compile and keep a current account of teaching credits earned by faculty members. These credits will be recorded automatically for faculty members who supervise Psychology Honours students, beginning in September, 2007. Faculty members who supervise in other eligible programs must advise the Director, so that he/ she can record these activities as well.
3. Faculty members may accumulate teaching credit until 5 such supervisory experiences have been completed, or will be completed by the end of that academic year. At this time, they will be advised by the Head that they have reached this threshold, and they will be expected to request a ½ course reduction in their next year's teaching load. In an instance when the teaching reduction cannot be taken (e.g. sabbatical leave) the faculty member can request the Department Head to carry forward the teaching reduction for one year.
4. Even before a faculty member has been able to take their accumulated teaching reduction, he/ she may continue to accumulate credits towards a second ½ course teaching reduction. In no case, however, may a faculty member accumulate more than 2 half-course teaching load reductions.