



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food Sciences

Teaching Guidelines

1. Principles that guide the assignment of teaching

- a. Ensure that all faculty and program core and restricted elective courses are delivered on a basis that supports degree completion in the designated time frame;
- b. Ensure that academic programs meet the required standards for accreditation;
- c. Ensure opportunity for success of all academic members while at the same time recognizing expectations based on rank;
- d. Value collaboration and active integration efforts in course/program development and a high quality education experience for undergraduate and graduate students;
- e. Provide Department Heads sufficient flexibility to support regular requests for sabbatical leaves and departures by using a two-year average for teaching load;
- f. Expectation that all academics may be assigned teaching at the undergraduate (includes Diploma program) and graduate levels;
- g. Assigned teaching will include all assigned undergraduate and graduate teaching, graduate student supervision, assigned supervision of documented experiential learning opportunities provided to students, and major curriculum reviews/upgrades
 1. Graduate student training is considered to be a part of teaching activities;
 2. Assigned distance, evening and summer credit hour course delivery is considered to be a part of teaching activities;
 3. Assigned teaching will take into consideration the full range of demands associated with teaching; including course level, class size, the number of labs and lab sessions, new course preparation, annual course material upgrades, introduction of new, more efficient and improved teaching methods, prescribed methods of instruction and evaluation;
- h. Assigned teaching will not include ICM course oversight and offload teaching.

2. A standard teaching workload range.

The annual standard teaching workload range for an assistant, associate or full professor who has 45% of their workload as assigned teaching normally would be 2 to 3 courses (3 or 4 credit hours per course) undergraduate and graduate teaching, as well as 2 to 4 graduate students. The standard teaching workload range for an instructor, who has 80% of their workload as teaching, normally would be 4 to 6 courses. Participation in regular course and curriculum review and upgrade, or program accreditation is expected for all academics.

- a. The standard assigned teaching workload range is based upon a faculty norm for assistant, associate and full professor workload distribution which is 45%:40%:15% for teaching, research and service, respectively. The faculty norm for instructor workload distribution at all levels is 80%:20% for teaching and service, respectively. The standard assigned teaching workload will be adjusted on the basis of actual workload distributions.
- b. The Faculty will provide TA or G/M support on the basis of available budget, class size, number of lecture and lab sessions, prescribed methods of instruction and evaluation.

3. Circumstances when teaching loads differ from the standard

- a. New academics
- b. Externally funded chairs
- c. Buy outs
- d. Special administrative assignments
- e. Other circumstances that may arise

4. Provisions regarding the granting and use of banked credits

- a. Granting and use of banked credits or debits would be used within a 2-year period. This period will be extended if a sabbatical or leave occurs within the designated time frame.

5. Explanation of what happens when a course is cancelled

- a. If an assigned course is cancelled within two months before the start date, the academic will receive credit for having taught the course. If an assigned course is cancelled more than two months before the start date, then there would not be a future debit or credit assigned. If an unassigned course is cancelled, there would not be a future debit or credit assigned.

6. The Teaching Guidelines shall be reviewed in three (3) years.