

# POLICY ON TEACHING RELEASES

Created: October 30, 2001

Last Edited: December 12, 2006

## Policy

In light of the University's emphasis on research, the pressure for faculty members to obtain teaching releases to focus on their research will likely increase in the future. Removal of an FTE faculty member from the classroom can have significant negative effects on the range of courses that are offered, however, and the qualifications of course instructors. This policy seeks balance between possible negative impacts to the undergraduate and graduate programs offered by the Department of Psychology, and the benefits of teaching release.

This policy has been written in coordination with a more general set developed by the Faculty of Social Sciences. It should be noted that the University and Faculty have clear policies respecting medical leaves, sabbatical leaves, and other temporary workload-related accommodations. This policy applies to other categories of teaching releases, which can vary from year to year, including administrative and service positions.

Teaching releases shall have a demonstrable benefit for the research, teaching and/or service career development of the applicant, and shall reflect appropriately on the Department and University.

The normal teaching load is four half-course equivalents in the Department of Psychology. Teaching releases should be understood as "extraordinary" with respect to expected teaching loads of Department members. Teaching releases cannot be used to entirely remove a faculty member from teaching; the minimum expected teaching load shall be one half-course per academic year.

## Procedures

1. A faculty member applying for a teaching release must request this release in writing or email from the Department Head, as soon as the applicant knows of the request. The applicant should also inform the Department Manager of the request at this time. Applications shall be made before the time when teaching load preferences are solicited in the fall of the year preceding the intended release, and by January 1 at the latest.
2. The Department will normally reduce teaching loads by the noted number of half course, for each of the following categories of service:

<b>Type of Service</b>	<b>Half course reduction(s)</b>
Associate Head	One
Director of Undergraduate Studies	Two
Psychology Graduate Director	Two in first year, one in second year, alternating thereafter
Clinical Program Director	Two in first year, one in second year, alternating thereafter
Practicum/ Internship Coordinator	One
Member of a National Granting Council Committee	One
Editor of a peer-reviewed Journal	One

3. Other applicants seeking a “buy out” or obtain a secondment from teaching duties will be expected to provide an alternative source of funds to support hiring replacement instructors (e.g. journal allowance; SSHRC teaching release).

4. Arrangements for teaching release must be in place prior to the completion of the timetabling process. The Department Head normally will not approve any requests that arrive after the timetable is set (In some exceptional cases involving highly prestigious or institutional secondments, such notice may not be possible. In these cases the Head will negotiate with the administration and agencies involved to insure that resources/personnel to deal with the release are in place).

5. As is the case with all requests for leave, the Head has the prerogative to deny any request, if it is determined that the timing or nature of the leave is of detriment to the undergraduate, graduate, or research programs in the Department.