

These guidelines are meant to provide information to Chairs and Directors in the Faculty of Science for assigning additional teaching and/or service to tenured faculty members who have become less active in research. The purpose of these guidelines is to maintain reasonably equitable workload distributions for faculty members within and across Departments and Programs. It should be recognized, however, that departments differ in their expectations for and assessment of research.

All regular faculty members have obligations to McMaster University in three areas: teaching, research and service. The typical percentages for teaching, research and service in the Faculty of Science are 40%, 40% and 20%, respectively. Teaching Professors typically have responsibilities only in teaching and service in a ratio of 80% to 20%. In some cases, the Dean may approve a different balance of loads for a specific individual. As well, there are differences in how departments allocate and balance workloads among faculty members.

1. Tenured faculty members who are less active or inactive in research can be deemed by their Chair or Director to have additional workload capacity. In such cases, the faculty member may be assigned additional teaching and/or service, including duties during the summer months. These guidelines will **not** be applied to tenure-track faculty whose tenure decisions are still pending.
2. Faculty members whose assigned teaching or service may be altered due to these guidelines will be notified in advance by the Chair or Director. These guidelines require formal notification of the faculty member in writing at least one term in advance. It is recommended that Chairs or Directors initiate the process by arranging a discussion with the faculty member in advance of providing written notification, and further that every effort be made to phase in the changes.
3. Faculty members whose assigned teaching, research and service responsibilities have been changed due to these guidelines may be awarded CP/M using a formula that is weighted to more accurately reflect their new workload balance. Such changes can be initiated by the faculty member or by the Chair or Director, in consultation with the faculty member, and they are subject to approval by the Dean of Science.
4. The Research Leave Policy for tenured faculty (SPS C1) stipulates that a faculty member "have a satisfactory record of scholarly achievement since the beginning of the previous research leave". The assignment of additional teaching and/or service responsibility may result in altering the expectation of such scholarly achievement. In such cases, the faculty member will need to demonstrate that they will use their leave to develop new research capability or to devote their time to pedagogically oriented scholarship. Faculty members may want to refer to SPS C2, *Research Leave Policy - Permanent Faculty*, and to consult with their Chair or Director about eligibility for research leave under this Policy.
5. The research activity levels of faculty members subject to these guidelines will be reviewed on an annual basis. Subsequent changes in the faculty member's assigned workload require documentation in the form of a letter from the Dean of Science.