Draft guidelines on time allocation for faculty dept service activities

• Purpose of the guidelines is to:
  – Help set the expectations for a reasonable service level and thus help individual faculty identify when they are exceeding expectations
  – Provide the Chairs and Associate Heads with tools to balance the load and to plan a reasonable amount of work for their committees
  – Provide a means for comparing bursty work to more steady work
  – Make our ‘social contract’ more explicit, promote good citizenship, and improve fairness
UBC Service for Research Faculty

• The typical split for research faculty: 40% research, 40% teaching and 20% service

• Assume that at least half of the 20% of the service work is for UBC service activities
  – 10% translates to 4 hours per week
  – 4 weeks of vacation over the year + 2 weeks stat. etc.
  – 46 x 4 = 184 hrs
  – Let’s call that 180 hrs
  – The other 10% for outside of UBC professional activities

• Less than 180 hours of UBC service is expected of Assistant Professors

• More than 180 hours of UBC service may be expected of Professors
General Department Activities

• General activities:
  – dept meetings (10) 15 hours
  – working meetings (10) 15 hours
  – brown bags (10) 15 hours
  – tenure and promotion (10) 15 hours
  – retreat 10 hours
  – misc. 10 hours
  – Total 80 hours

• This is an overestimate as we have typically never had more than three working meetings in a year

• This yields 100 hours left per year on committee tasks and other department and university service
UBC Service for Instructors

• For instructors, 20% service corresponds to 360 hours

• How much of this total commitment corresponds to professional activities outside of UBC?
  – Paper reviewing, conference/journal organization, promotion letters, external committees, etc.
  – Propose: 60 hours a year (vs 180 hours for research faculty)

• This leaves 300 hours for UBC service
  – With the same 80 hours on general activities, the remaining 220 hours are on department and UBC service

• Less than 300 hours is expected of Instructors
Tracking and Balancing
(Research Faculty)

• If you are in 2 or more committees, the default is an even split, unless you get the chairs to pre-agree your time split
• This is roughly 50 hours per committee
  – E.g., 5.5 hrs/mn for Sept 1--May 31
• If you think you have worked, or are approaching, more than your allotment on a committee, talk to the chair, and let the chair prioritize
• It is also important to have the right expectations on the burstiness of the tasks
Tracking and Balancing: if you are the chair...

- Talk to the appropriate assoc head if you work more than 70 hours as the chair
- Help your members to set expectations (e.g., forewarn them about the peak months) and load balance
- Encourage your members to run a project if he/she has time to spare
- Report exceptional members for merit considerations