

These standards are the normal duties, workload distributions and performance expectations for Faculty Members in the Department of Biology who hold regular academic appointments in research or teaching streams and are represented by the University of Victoria Faculty Association.

This document was prepared in order to comply with the 2019-2022 Collective Agreement (CA) and the Faculty Evaluation Policy (FEP) for Science. The described standards are consistent with the Department's standards for duties and responsibilities and for performance expectations for untenured faculty, approved in January-transient change to the Department. As per Section 13.1 of the Agreement, the Unit required no later than March 31 following each renewal of the CA. agreed to by a simple 8.6 (lat) 7.9 (4 (m)-9.4 (a)-3.2 (j) 6.7 (o)-9.6 (r)-2.8 (i)-3.3 (t) 4.9 (y)-7.5 () 10.4 (o)-9.6 (f)-3.3 () JJ-0.009 Tc 0.009 Tw (t

The Duties and Academic Responsibilities of Members will reflect the established working patterns, and collective obligations and responsibilities of Faculty Members in Biology. The Chair is responsible for assigning the duties and responsibilities of Members with respect to Teaching and Service. Assignments will be made in consultation with the Member.

Duties will be assigned with the overriding goals of achieving an equitable distribution of duties among all Faculty Members, and realizing the academic objectives and mandate, and operational requirements of the Department.

Unless specified otherwise by the Chair, teaching duties include:

- preparation of suitable course materials including a course outline, handouts etc.
- preparing and conducting the lectures and other teaching activities
- preparation, administration and invigilation of assignments,

1.3 Research and Scholarly Activity

All regular research stream Members are expected to actively engage in Research. Evidence of an active research program includes, but is not limited to the evidence listed in Section 25.9 of the CA and Section 3.4 of the FEP.

All regular teaching stream Members are expected to active(to)7.3 (2w 13.761 0 Td()Tj0.228dd an)1317 0 Td(th)5.3 (e)TJ-0

2.2 Standard for Exceeding Expectations

Faculty Members who substantively exceed expectations in one or more of Teaching, Research/Scholarly Activity, and Service are eligible for a Performance Pay Increment (PPI). All Members who exceed expectations will be recommended by the Chair for a PPI. Since the proportion of PPI available to the Faculty is fixed, Members may exceed expectations and not receive a PPI. Approximately 30% of Members in the Faculty of Science will receive PPI.

Faculty Members who substantively exceed expectations relative to their rank and discipline are also eligible for Outstanding Performance Recognition (OPR). As per the FEP, the OPR is intended to recognize singular career achievements of outstanding quality in Teaching, Research/Scholarly Activity, or Service, as opposed to a cumulative record. Approximately 10% of Members in the Faculty of Science will receive OPR. In considering Members for PPI and OPR, the Chair shall assess the contributions of Members over the evaluation period and make recommendations to the Dean. As per Sections 50.19 and 50.22 of the CA, the Chair will attempt a pro-rata distribution of PPI and OPR among ranks and between Streams in their recommendations.

Exceeding expectations may include, but is not limited to:

- a major teaching, research, or professional award, g0 Td(w)7.4 (e)-3 (e)42 recoa mr, ankfe a A .

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3.1.2 Tenure and Promotion to Professor

As per Sections 28 (specifically 28.15 and 28.17) and 29.2 of the CA, to be granted tenure and promotion to Professor, Members are expected to demonstrate research that has made a substantial contribution to their academic discipline; effectiveness in teaching at a level of quality commensurate with their level of experience and a commitment to excellence in teaching; and a record of service and professional activities that further the goals of the University and the Member's academic discipline. Members are expected to have outstanding achievements with regards to teaching, or research that has attained recognition at an international level.

3.2 Teaching Stream Faculty

3.2.1 Reappointment and Continuing Appointment of Assistant Teaching Professor

As per SA3 (d)2.3 ((s)9.3 (e)-rv(.2)6)-i