

Memo to: Heads, Faculty of Humanities and Social Sciences
From: Dr. Lynne Phillips, Dean of Humanities and Social Sciences
Re: Graduate Courses and Teaching Remissions
Date: 2016-06-14

Dear Colleagues,

In response to questions received earlier, I'm writing to clarify the Faculty's position on graduate courses and teaching remissions. As background, the January 7, 1997 *Teaching Equivalencies Policy* is attached.

Please note that the Faculty of Humanities and Social Sciences has no resources to pay for graduate courses that are offered as extra teaching / outside of regular load. With this in mind, please note the following:

1. All graduate courses must be offered as part of regular load, not as overload teaching.
2. 'Umbrella' courses cannot be offered. (With 'umbrella' courses, a single instructor is assigned, or the instructor is left as 'TBD'. The course is then delivered by several faculty members, each working with a single graduate student. The instructors are compensated at 0.25 course remissions of extra teaching.) Again, such courses cannot be offered.
 - a. In some departments, it has been customary to omit graduate courses from the teaching plan, and the departments prefer instead to assign overload teaching at the beginning of each semester (typically, to compensate one supervisor for the teaching of one graduate student, for example, in a reading course). In future, all graduate courses must be included in the teaching plan before the relevant year starts.
3. All graduate courses must have at least 4 students.
4. Pro-bono graduate courses cannot be approved. (They potentially represent a future financial liability to the Faculty.)
5. The Dean's Office may authorize occasional exceptions to #1. Exceptions typically revolve around the need to make accommodations for complex graduate student issues, and result in a graduate student completing his/her program in the next semester. Each exceptional case will be assessed by the Dean's office as warranted.

In order to avoid disruption to your graduate programs, please engage with the Dean's office early if additional discussion is needed. Please also acknowledge receipt of this memo by outlining (in an

email or attachment) how you have implemented or plan to implement these new guidelines. Correspondence should be addressed to the Dean, copying the Associate Dean (Research and Graduate).