

Complete Policy Title:  
**Guidelines for Load Teaching  
in the Spring / Summer Session, the Twilight  
Hour or Evening<sup>1</sup>**

Policy Number (if applicable):

Approved by:  
**Senate**

Date of Most Recent Approval:  
**February 13, 2008**

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**September 13, 1972**

Supersedes/Amends Policy dated:  
**September 11, 1974; January 9, 1985;  
October 14, 1998; December 11, 2002**

Responsible Executive :  
**Provost and Vice-President (Academic)**

Enquiries:  
[University Secretariat](#)

**DISCLAIMER:** *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

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In what follows, the term *faculty member* refers to any person holding a full-time tenure-stream, special-stream, teaching stream or contractually limited appointment at McMaster University. It excludes those on all other types of appointments unless the letter of appointment explicitly indicates otherwise.

Twilight hour teaching means teaching in the day session that begins nine hours after the beginning of the first class of the day. Except for clinical teaching, no class may begin earlier than 8:00 a.m.

**I. The following principles should be made explicit:**

1. Considerable flexibility is desirable in arranging the teaching load of the individual faculty member in a particular year. This should be exercised by consultation between the Department Chair and the individual.
2. Occasions will inevitably arise when the requirements of the Department and the convenience of the faculty member conflict. It is accordingly essential that a Chair have some recognized power to require an individual faculty member to teach a certain course at a certain time. The individual must similarly have the right to refuse an unreasonable lecture schedule. These guidelines allow for a fair distribution of spring / summer, twilight hour and evening teaching loads. Department Chairs shall make every effort to

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accommodate faculty whose personal circumstances mitigate against teaching during the twilight or evening hours.

3. The following guidelines are intended to indicate limits of what a faculty member may be expected to undertake and in no way preclude any other voluntary arrangement that may be mutually satisfactory.

## **II. Guidelines for allocating teaching loads:**

1. No full-time tenure-stream or special-stream faculty member who is actively engaged in scholarship (understood to include the advancement of learning) should be required to undertake spring / summer teaching more frequently than one year in three.
2. The lecture timetable of a faculty member teaching in fall or winter evenings or in the twilight hour must meet certain standards of reasonable time slots. No day should encompass lectures spanning more than 12 hours, nor night leave a gap of less than 12 hours. In addition, a faculty member teaching in the twilight hour may keep the first two teaching hours of that day free from teaching duties.
3. An individual full-time tenure-stream or special-stream faculty member should not be required to undertake evening or spring / summer teaching to an extent greater than one full course in any two-year period, or to undertake twilight hour teaching to an extent greater than one full course in any three-year period. As far as is practicable, the same limits on the extent of spring / summer, evening and twilight hour teaching will apply to full-time faculty on teaching-stream or contractually limited appointments.
4. Individual full-time tenure-stream or special-stream faculty members who are actively engaged in scholarship (understood to include the advancement of learning) are entitled to a continuous period of three months in each year free from scheduled commitments to the University in order that they may have a one-month vacation and two months in which to pursue their scholarly or pedagogical work. Any such member who teaches in the spring or summer should be entitled to such a three-month period in either the fall or winter terms. In such cases the faculty member's total twelve-month teaching load will be the same as is normal for his or her Department.
5. Individual full-time tenure-stream or special-stream faculty members who are no longer actively engaged in scholarship or the advancement of learning shall discuss with their Chair and Dean alternative ways in which they can effectively and equitably contribute to the goals of the University. One option that should be reviewed is teaching in the spring or summer without the guarantee of a continuous three-month period free from scheduled commitments. The entitlement to a continuous one-month vacation shall not be jeopardized by such assignments.

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6. Full-time faculty members on either teaching-stream or contractually limited appointments are entitled to a continuous period of one month in each year free from scheduled commitments to the University in order that they may have a one-month vacation. A faculty member with a teaching-stream appointment who has a pedagogical research program may apply to his / her Chair and Dean for an additional period of time (to a maximum of two months per academic year) free from scheduled commitments in order to pursue research.
  7. Because of the problems of scheduling both the graduate and undergraduate offerings of a Department when spring or summer teaching is part of the regular load, it is desirable that Chairs and Deans be given considerable flexibility in arranging for spring or summer teaching on any of the following bases:
    - (i) In exchange for a three-month period (as specified in item II.4) in either the fall or winter terms.
    - (ii) In exchange for a comparably reduced lecture load during the rest of the year. Such arrangements would be voluntary by faculty members and any individual faculty member should be entitled to refuse such a lecture schedule without penalty.
    - (iii) As part of an increased total annual lecture load by the faculty member. This could be arranged by a separate contract for a spring or summer course. Such an arrangement would be contingent on voluntary agreement.
  8. Normally, a faculty member may teach no more than nine overload units in any calendar year. The teaching of more than nine overload units in any calendar year requires the consent of the Faculty Dean and the Provost.

<sup>1</sup>The Joint Committee recommends that it review these guidelines in January 2010 or shortly thereafter.