



Negotiating Workload

A Teaching Faculty Member's Guide
to Article 16: Academic and
Professional Career/Workload



Rights, Responsibilities, Duties

- Right and responsibility to engage in an appropriate combination of the following:
 - Teaching: conveying information and techniques to students, foster critical and creative thinking;
 - Service: contribute to governance of the University through active and engaged participation on collegial and administrative bodies; may also include community and professional service beyond the boundaries of the University;



Rights, Responsibilities, Duties

- Other: engage in activities of professional associations, learned societies, or the voluntary practice of your profession, activities which support the and/or promote the advancement of pedagogy, professional development, scholarship, and artistic creation that contribute to the development and advancement of the Teaching Faculty Member, the Faculty, the University, and broader communities.



Rights, Responsibilities, Duties

- No expectation to engage in Research
- Normal distribution of activity: 70% Teaching, 20% Service, 10% Other
 - Deviations from this weighting are permitted to reflect specific activities and priorities, as determined by the Dean in discussion with the Teaching Faculty Member.



Teaching

- Obligation to develop and maintain scholarly competence and effectiveness as teachers, continue professional development to enhance and broaden professional and teaching ability; includes but is not limited to:
 - Keeping abreast of discipline/field;
 - Development of Teaching and curriculum;
 - Conversant with/incorporate emerging learning technologies;
 - Promoting student engagement;
 - Supporting student success.



Teaching Includes/Not Limited To:

- Delivering/coordinating/supervising courses, seminars, tutorials, laboratories, fieldwork, individual study projects;
- Developing/revising courses, laboratories, programs;
- Preparing/revising teaching and learning materials;
- Assessing/evaluating assignments, tests, exams, course work;
- Training/supervising TAs/laboratory technicians
- Supervising/advising/assessing/evaluating students individual work (ie theses, projects, practica, placements, capstones, papers);
- Supporting/consulting with students outside of class or laboratory time

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Teaching Includes/Not Limited To:

- Participating in development of teaching methods, programs, or course content;
- Coordinating with colleagues on synchronizing lab and lecture components;
- Mentoring students;
- Preparing/designing lab experiments/manuals;
- Ensuring safe laboratory practices
- Set-up of lab equipment for teaching purposes;
- Counseling students on academic progress;
- Administering student activities (co-op, community placements, etc.) and coordinating practica;
- Applying existing knowledge; and
- All other activity for purposes of student learning.

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Teaching – Syllabi Requirements

- Provide detailed course syllabus to Dean normally 3 weeks prior to the beginning of each course; all syllabi will incorporate at minimum the components as outlined in the model course syllabus in the Quality Assurance Handbook.

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Teaching – Mode of Delivery

- Employer establishes mode of delivery through Internal Quality Assurance Process (IQAP).
- Principle modes of delivery: face-to-face, hybrid, fully online.
- Employer to provide 6 months notice of any change to mode of delivery – course design time in new mode to be taken into account in workload assignment.



Teaching – Mode of Delivery

- Freedom to innovate within mode to establish best pedagogy using available technologies of instruction.
- Dean will assist any member to acquire additional skills in any mode of delivery where required; in the interim, the member shall be assigned teaching duties in another mode of delivery.
- If a member disagrees with a change to the mode of delivery of an assigned course, the member shall raise the issue with the Dean who will make reasonable efforts to address the concern.



Service Includes/Not Limited To:

- chairing and participating on Faculty standing and ad hoc committees;
- chairing and participating on University standing and ad hoc committees;
- developing academic programs;
- directing academic programs;
- taking an active role in professional associations, including the Faculty Association, and learned societies;
- organizing and/or leading conferences, symposia, workshops, short courses, speaking events, public seminars, and other types of professional activities;
- taking an active role in community groups that are connected to the Teaching Faculty Member's area of expertise;
- taking an active role as a reviewer for journals, granting bodies, refereed conferences, and publishers;



Service Includes/Not Limited To:

- serving on editorial boards for journals, conferences, conference proceedings, etc.;
- representing the University at internal and/or external events and on external organizations;
- mentoring colleagues;
- professional practice;
- advising students; and
- administrative work.

*Service *must* include active and engaged participation in the University's collegial and administrative bodies.



Other Includes/Not Limited To:

- professional development on teaching or teaching methods and pedagogical pursuits in areas of field expertise;
- developing/coordinating materials in support of accreditation; creating and/or compiling documentation for accreditation and/or program review, and coordination of accreditation efforts;
- maintenance of laboratory equipment for teaching purposes;
- writing, editing and/or publishing peer reviewed or non-peer reviewed:
 - books,
 - chapters in books,
 - textbooks,
 - papers in journals,
 - papers in conference proceedings;
- conducting scholarly work, investigations, and analysis;
- developing teaching materials and/or learning tools which have a wider application than the Teaching Faculty Member's own teaching activities;



Other Includes/Not Limited To:

- compiling and publishing of scholarly bibliographies and literary work;
- creating literary or artistic works appropriate to one's discipline;
- engaging in the scholarship of teaching;
- co-supervising graduate students academic work;
- engaging in creative and professional practice (e.g. original design, clinical therapeutic techniques, etc.);
- creative application of existing knowledge;
- research, which is taken to include the scholarship of teaching;
- preparing and submitting research proposals for grant applications;
- receiving research grants and contracts;
- writing case studies;
- defining, designing and/or developing scientific/engineering systems;
- serving on editorial boards for journals, conferences, conference proceedings;
- taking an active role as a reviewer for journals, granting bodies, and refereed conferences and publishers;
- writing textbooks; and
- consulting.



Evidence of Scholarly Activity

- It is recognized that a level of scholarly competence may be achieved by a Teaching Faculty Member such that the Teaching Faculty Member becomes an acknowledged authority in their field(s), and is regularly consulted by established researchers or authorities outside the University. Evidence of such extensive use as a research resources shall be accepted as evidence of scholarly activity.



Workload Assignment

- Dean allocates proportion of workload that is assigned to Teaching, Service, and Other in an Annual Workload Plan in accordance with Article 16.01 d).
- Annual Workload Plan assigned by the Dean after consultation with the Teaching Faculty Member. The Dean shall provide an opportunity to respond to the tentative assignment before finalizing the workload assignments. Specific Teaching assignments will be finalized before July 1st.
- If difficulty with the workload plan assigned, indicate to the Dean preferably within ten (10) Days of receiving the plan that a meeting is necessary to discuss possible revisions to the plan.
- Assistant Teaching Professor in first year of employment receives one (1) standard course release.



Course Load Assignment

16.05 d) Teaching workloads may vary. The normal course load for a Teaching Faculty Member with a seventy percent (70%) Teaching load responsibility is the equivalent of a maximum of seven (7) standard courses per year. Workloads shall be consistent with norms in the discipline. In assigning this component of a Teaching Faculty Member's workload and whether there will be any variation in the number of courses, the Dean shall consider the following factors:

- the career stage of the Teaching Faculty Member;
- the Teaching Faculty Member's area of expertise;
- class size;
- the number of separate courses/sections taught by the Teaching Faculty Member;
- whether the course or lab is team taught;
- the number of scheduled contact hours per course;
- whether the course is to be delivered in a compressed timeframe (e.g., in the spring/summer Academic Term);



Course Load Assignment Con'd

- whether or not the Teaching Faculty Member has ever taught the material before;
- whether or not the material or course being taught is newly developed;
- whether the mode of delivery for the course has been changed;
- what is appropriate and reasonable for the discipline;
- the number of hours of student counseling/advising;
- the number of undergraduate student projects supervised, capstone students, internships, independent study students, clinical supervisions, and undergraduate thesis students;
- the extent of teaching support provided by teaching assistants and similar personnel;
- the extent of support provided for designing, setting up, and preparing for Teaching; and
- co-supervision of graduate students.



Changes to Workload Assignment

- If circumstances require the Dean to change the assigned workload less than two (2) months prior to the start of the course, the Dean shall meet with the Teaching Faculty Member to discuss the appropriate adjustments in light of the factors listed in Article 16.05 d).



Overload

- A Teaching Faculty Member may agree to undertake up to two (2) overload courses each Academic Year for
 - a reduced Teaching load assignment no later than the next Academic Year
 - OR
 - overload payment



Reduced Workload

- All Teaching Faculty Members have full-time appointments.
- May enter into voluntary reduced workload arrangements for fixed periods (one or more years, or as part of phased retirement) with the agreement of the Dean.
- Workload reduction not to be less than 50%.
