

## 15.06 Administrative Appointments

- a) The Dean may appoint a Faculty Member to an administrative position in a Faculty as an Assistant Dean, a Department Chair, a Program Director, or a Program Coordinator. The Dean of the Faculty will set out the duties of the position with the Faculty Member.
- b) Normally an academic administrative appointment shall not exceed two (2) years in duration.
- c) A Faculty Member's academic administrative appointment may be renewed by the Dean.
- d) Stipends or course releases for administrative appointments are set in accordance with Article 25.08.

## Article 16 – Academic and Professional Career/Workload

### 16.01 Rights, Responsibilities, and Duties of Faculty Members

- a) Faculty Members of the bargaining unit have rights, duties and responsibilities which derive from their positions as teachers and scholars working within the University community.
- b) Faculty Members have the right and responsibility to engage in an appropriate combination of the following activities:
  - i. Research: Whereby Faculty Members make original contributions to their fields of learning.
  - ii. Teaching: Whereby Faculty Members convey information and techniques to students and foster critical and creative thinking.
  - iii. Service: Whereby Faculty Members contribute to the governance of the University through active and engaged participation on its collegial and administrative bodies. Service may also include community and professional Service that extends beyond the boundaries of the University.
- c) The workload of a Faculty Member shall balance Research, Teaching, and Service such that the standard relative commitments of activity in each of these areas over the course of an Academic Year is 40% Research, 40% Teaching, and 20% Service. Deviations from this weighting are permitted to reflect a Faculty Member's specific activities and priorities, as determined by the Dean in discussion with the Faculty Member.

## 16.02 Research

- a) Research may include but is not limited to:
- i. writing, editing and/or publishing peer reviewed or non-peer reviewed:
    - a. books,
    - b. chapters in books,
    - c. textbooks,
    - d. papers in journals
    - e. papers in conference proceedings;
  - ii. conducting scholarly work, investigations and analysis;
  - iii. preparing and submitting research proposals for grant applications;
  - iv. receiving research grants and contracts;
  - v. writing case studies;
  - vi. defining, designing and/or developing scientific/engineering systems;
  - vii. developing teaching materials and/or learning tools which have a wider application than the Faculty Member's own teaching activities;
  - viii. compiling and publishing of scholarly bibliographies and literary work;
  - ix. creating literary or artistic works appropriate to one's discipline;
  - x. engaging in the scholarship of teaching;
  - xi. applying existing knowledge;
  - xii. supervising graduate students academic work;
  - xiii. engaging in creative professional practice (e.g. original design, clinical therapeutic techniques, etc.);
  - xiv. consulting; and
  - xv. creative application of existing knowledge.
- b) It is recognized that a level of scholarly competence may be achieved by a Faculty Member such that the 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 resource shall be accepted as evidence of scholarly activity.

## 16.03 Teaching

- a) Faculty Members have an obligation to develop and maintain their scholarly competence and effectiveness as teachers. Faculty Members have an obligation to continue their professional development to enhance and broaden their professional and teaching ability.
- b) It is the responsibility of the Faculty Member to teach as assigned at the time and place designated by the Dean in a manner which reflects the area of the content of the course as approved by Academic Council consistent with the University calendar.

- c) Teaching may include but is not limited to:
- i. delivering and coordinating courses; conducting seminars; guiding tutorials, and laboratories; supervising fieldwork and individual study projects;
  - ii. developing and revising courses and programs;
  - iii. preparing and revising teaching materials;
  - iv. assessing and evaluating assignments, tests and examinations and other course work;
  - v. training and supervising the work of teaching assistants;
  - vi. supervising, advising, assessing and evaluating students' individual work, such as theses, projects and papers;
  - vii. supporting and consulting with students outside of class or laboratory time;
  - viii. participating in the development of teaching methods, programs or course content;
  - ix. writing textbooks, it being understood that such textbooks are primarily considered a component of a Faculty Member's scholarship.
  - x. counseling students on their academic progress;
  - xi. supervising the academic work of graduate students; and
  - xii. mentoring students.
- d) Faculty Members will provide a detailed course syllabus for each assigned course to their Dean normally at least three (3) weeks prior to the beginning of each course. All syllabi will incorporate at minimum the components as outlined in the model course syllabus as approved and included in the Quality Assurance Handbook.
- e) The Employer establishes the mode of delivery for Teaching through its established Internal Quality Assurance Process (IQAP). The principal modes of delivery for a standard course at UOIT are face-to-face, hybrid and fully online.
- i. The Employer will provide at least six (6) months' notice of any change to the mode of delivery of a course. Should the Faculty Member not agree with the change, the Faculty Member may request to be assigned to teach a different course. The Dean shall not unreasonably deny such a request.
  - ii. Once the mode(s) of delivery are established by the Employer for a course, or a particular section of a course assigned to a Faculty Member, the Faculty Member is free to innovate within that mode to establish the best pedagogy using the technologies of instruction available.
  - iii. The Dean will assist any Faculty Member to acquire additional skills in any mode of delivery where skills are required to deliver the course. In the interim, the Faculty Member will be assigned teaching duties in another mode of delivery.

- iv. If a Faculty Member believes that a change in the mode of delivery of a course that they have been assigned should be changed, the Faculty Member shall initiate a discussion with the Dean who will make reasonable efforts to address the concern.
- f) All Faculty Members are expected to actively incorporate modern information technology in their Teaching.
- g) The Dean may assign teaching duties to a Faculty Member in two (2) Academic Terms in an Academic Year. Assignment in an additional term shall only be done with the agreement of the Faculty Member.

#### 16.04 Service

- a) UOIT believes that a great University should reach out to the world. Accordingly, the Employer encourages Faculty Members to participate in the activities of professional associations, learned societies, or the voluntary practice of the Faculty Member's profession, activities which support and/or promote the advancement of Research, scholarship, Teaching, artistic creation, or professional development.
- b) Service may include but is not limited to:
  - i. chairing and participating on Faculty standing and ad hoc committees;
  - ii. chairing and participating on University standing and ad hoc committees;
  - iii. developing academic programs;
  - iv. directing academic programs;
  - v. administering student activities including co-op and community placements;
  - vi. advising students;
  - vii. taking an active role in professional associations; including the Faculty Association, and learned societies;
  - viii. taking an active role as a reviewer for journals, granting bodies, refereed conferences and publishers;
  - ix. serving on editorial boards for journals, conferences, conference proceedings, etc.;
  - x. organizing and/or leading conferences, symposia, workshops, short courses, speaking events, public seminars, and other types of professional activities;
  - xi. taking an active role in community groups that are connected to the Faculty Member's area of expertise;
  - xii. representing the University at internal and/or external events and on external organizations; and
  - xiii. mentoring colleagues.

While community and professional Service beyond the boundaries of the University is valued, Service must include active and engaged participation in the University's collegial and administrative bodies.

## 16.05 Workload Assignment

- a) The Dean shall allocate the proportion of the Faculty Member's workload that is assigned to Research, Teaching, and Service in an annual workload plan.
- b) The annual workload plan for each Faculty Member shall be assigned by the Dean after consultation with the Faculty Member. The Dean shall then provide each Faculty Member of the Faculty an opportunity to respond to their tentative assignment before the Dean finalizes the workload assignments. Specific Teaching assignments will be finalized before July 1<sup>st</sup>. If a Faculty Member encounters difficulty with the workload plan assigned by the Dean, the Faculty Member shall indicate to the Dean within ten (10) Days of receiving the plan that a meeting is necessary to discuss possible revisions to the plan.
- c) The Teaching workload for a Faculty Member who is an Assistant Professor in their first year of employment in a University tenure-track position shall be the equivalent of three (3) standard courses.
- d) Faculty Members' Teaching workloads may vary. The normal course load for a Faculty Member with a 40% Teaching load responsibility is the equivalent of a maximum of four (4) standard courses per year. In assigning this component of a Faculty Member's workload and whether there will be any variation in the number of courses, the Dean shall consider the following factors:
  - i. the career stage of the Faculty Member;
  - ii. the Faculty Member's area of expertise;
  - iii. class size;
  - iv. the number of separate courses taught by the Faculty Member;
  - v. the number of scheduled contact hours per course;
  - vi. whether or not the Faculty Member has ever taught the material before;
  - vii. whether or not the material or course being taught is newly developed;
  - viii. whether the mode of delivery for the course has been changed;
  - ix. what is appropriate and reasonable for the discipline;
  - x. the number of hours of student counseling and student project supervising per course;
  - xi. the extent of teaching support provided by teaching assistants, markers, lab supervisors, and similar personnel; and
  - xii. supervising graduate students, capstone students, internships, independent study students and clinical supervisions.
- e) 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 Faculty Member to discuss the appropriate adjustments in light of the factors listed in Article 16.05 d) above.

- f) By agreement between the Faculty Member and the Dean, a Faculty Member may undertake up to one (1) overload course per Academic Year for a reduced Teaching load assignment no later than the following Academic Year, or for an overload payment.

#### 16.06 Reduced Workload

Even though all Faculty Members have full-time appointments, individual Faculty Members may enter into a voluntary reduced workload arrangement for fixed periods of time with the agreement of their Dean. Normally these arrangements are for one (1) or more years and may be part of a phased retirement. While on a reduced workload arrangement the Faculty Member's total responsibilities will be lowered to some fraction of a full-time workload, typically fifty percent (50%). The standard balance of 40% Research, 40% Teaching, and 20% Service commitments may be adhered to, but variations from this mix may also be agreed to by the Faculty Member. Faculty Members on reduced workload arrangements have the same rights, privileges and responsibilities as other Faculty Members in all respects except for the prorated workload.

### Article 17 – Performance Review

#### 17.01 Purpose

Performance review is an important method for promoting excellence in Research, Teaching, and Service. Performance reviews assist Faculty Members in meeting their professional duties and responsibilities. Performance review allows for the acknowledgement and recognition of Faculty Member's professional successes and assists Faculty Members in setting targets for improvement and career development.

#### 17.02 Annual Review

- a) Annual Activity Report: May 1 – April 30

By April 30<sup>th</sup>, Faculty Members will submit to their Deans an annual activity report summarizing their achievements in the areas of Research, Teaching and Service for the past review period.

Faculty Members shall submit an annual activity report, on a form supplied by the Dean. The report shall include the following information:

- i. Curriculum development;
- ii. Course development, including innovation in delivery models;
- iii. Teaching responsibilities including courses taught and supervised;