

EXAMPLES OF QUESTIONS TO ASK IN WORKLOAD DOCUMENT REVIEW

NOTE: These questions, corresponding to items in the Workload Document template, are in addition to questions that a Director, Chair or Dean will ask in ensuring compliance with the terms of the collective agreement. The purpose of these questions is to support identification of issues and concerns by Members and advocacy to address them.

1. Please specify for the Unit the number of courses taught in an Academic Year by a Full-Time Member who has a Normal Workload, according to Appointment type (Limited Term, Probationary, Tenured, Continuing Status): [Workload 4.1 a]

- Is the work associated with the number of courses taught by each Full-Time Member, as specified in the Workload Document, feasible within the prescribed teaching assignment of that Member, according to Appointment type?*
- How does the number of courses taught by a Full-Time Member compare that of other Units in the Faculty and elsewhere in the university? [Workload Documents for all Units are available for consultation in the UWOFAs office.]*

2. Please specify for the Unit the minimum percentages of Workload alteration for Unit-level service roles (Department Chair or Director, Undergraduate Chair or Director, Graduate Chair, Vice Chair, Academic Advisor, etc.) through an Alternative Workload: [Workload 4.1 b]

- Are the percentages of Workload alteration for service roles adequate to allow the Member to do the work required of each service role?*

3. Please specify for the Unit the typical level of Graduate Teaching Assistant, proctor, and marker support as a function of class size and for all courses taught in the Unit, as well as Academic support staff as applicable, for tasks including but not limited to: (i) setting up, inputting information in, and administering learning management system sites; (ii) printing course outlines, tests and other material required for teaching; (iii) administering experiential learning courses; (iv) managing student accommodation administration: [Workload 4.1 c]

- Do administrative tasks related to teaching make excessive demands on Members' time?*
- Are existing levels of support adequate to support teaching in the Unit?*

4. Please specify for the Unit the weighting of courses in a Member's Workload according to duties in addition to the teaching of a single section, such as coordinating multiple sections of the course, supervising Graduate Teaching Assistants, managing experiential learning etc., as applicable: [Workload 4.1 d]

- *Do these weightings sufficiently recognize the work involved in these teaching activities?*

5. Please specify for the Unit how supervision of students in for-credit components of their program is counted in a Member's Workload: [Workload 4.1 e]

- *Do these terms of the Workload Document adequately account for all of supervisory work done in the Unit?*

6. Please specify for the Unit the expectations regarding Service inside and outside the Unit: [Workload 4.1 f]

- *Do these specifications adequately recognize the Service work done by Members?*
- *Is the Service work done by Members reasonable and manageable?*

7. Please specify any other considerations that are relevant to the Workload of the Unit:

- *Are there any Unit-specific concerns that can be addressed here?*

8. The Normal Workload must be consistent with the operating obligations of the Unit and the University [Workload 2] You may add here relevant observations on how the committee has satisfied this requirement:

- *Is your Unit facing challenges in meeting operating obligations while sustaining a Normal Workload for members? What factors are creating those challenges and what resources might be required?*
- *Have expectations or contextual factors for the work of Teaching, Research, Scholarship Activities and Service changed in your Unit? Are these appropriately accounted for in the Workload Document? Do they reflect different resourcing or operating needs?*
- *Do the teaching obligations of your Unit, with the resources available, require Full-Time Members to carry a volume of teaching duties that is feasible? Or is it excessive?*

- *Considering that consistency with operating obligations is a key criterion the Dean must weigh in deciding on the approval of the Unit's ratified Workload Document, to what extent are Members in your Unit prepared to propose, to address issues identified in discussions on the questions above, changes that the Dean might not approve? (See below for more on the steps in the process.)*

9. These obligations shall include any Employer approved participation of the Unit's Members in programs outside the Unit [Workload 2] You may add here relevant observations on how the committee has satisfied this requirement:

- *Does the Workload Document appropriately account for work Members do outside the Unit?*
- *Does the activity of Members inside and outside the Unit appropriately support Members' interests, expertise and opportunities for growth?*

10. Review the Workload of the Members of the Unit for the three previous years as outlined in the report provided under Clause 11 of this Article [Workload 4 a] You may add here relevant observations on how the committee has satisfied this requirement:

- *How complete and accurate is the information in this report as a representation of the teaching work in the Unit? (note: The Office of Faculty Relations is working with Unit offices on checking the information in these reports. In most Units, there has not been compliance in recent years with the requirement to provide them to all Members. UWOFA has indicated to the Employer that we expect full compliance soon, once the information has been checked to ensure it provides an accurate representation of the teaching work in the Unit.)*

11. The Workload Document shall clearly demonstrate how work in the Unit is to be equitably distributed among Members [Workload 4.1] You may add here relevant observations on how the committee has satisfied this requirement:

- *Taking into account Alternative Workloads and other relevant provisions, does the Workload Document provide for equitable distribution of work among Members?*
- *If any inequities are noted, how can they be addressed in a way that is respectful of the interests of all Members of the Unit?*

12. The Workload Document shall clearly demonstrate [...] how resources are to be allocated to support Members' work [Workload 4.1] You may add here relevant observations on how the committee has satisfied this requirement:

- *Are the resources available (Full-Time faculty and Limited-Duties contracts) sufficient for meeting with teaching obligations of the Unit while maintaining a feasible workload for Members?*
- *If a reduction in faculty in the Unit is anticipated in the near future, due for example to retirements, what expectations are that they will be replaced and what impact would non-replacement have on the Workload of Members in the Unit?*
- *To what extent do faculty members bear the burden of teaching-related administrative tasks (e.g., administering learning management system sites, managing student accommodations) due to insufficient support staff resources?*

UWOFA encourages the Workload Committee to consider whether additional resources are required, whether a redirection of resources is required and/or whether a change is required to the operational obligations of the Unit. The Workload Committee may choose to raise these issues through a revised Workload Document. Under Clauses 4.2 - 4.3.2 in the Workload Article, this will prompt a discussion with the Dean about whether the proposed changes can be sustained.

Should the Dean reject proposed changes [Workload 4.3.1], the Workload Committee can revise the Workload Document to be within the parameters set by the Dean.

Should the Dean continue to reject proposed changes changes, or should the Workload Committee not engage in further revision, the Dean has the authority to impose a Normal Workload for Full-time Members [Workload 4.3.2]

Outside of this Workload review process, Members can advocate for the resources required to support their Workloads and the operational requirements of their Unit through the yearly budgetary process.