

## Workload Document Checklist

*The 2022 Faculty Collective Agreement prescribes the creation of a Workload Document: “the specific details of the Normal Workload of Probationary, Tenured, and Continuing Status Full-Time Members shall be identified for the purpose of creating a Workload Document.” [Workload 2] Units may use this checklist to create and to review their Workload Document.*

### A. SPECIFIC INFORMATION ABOUT YOUR UNIT’S WORKLOAD

1.  Specification for the Unit of 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]
2.  Specification for the Unit of 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]
3.  Specification for the Unit of 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]
4.  Specification for the Unit of 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]
5.  Specification for the Unit of how supervision of students in for-credit components of their program is counted in a Member’s Workload [Workload 4.1 e]
6.  Specification for the Unit of the expectations regarding Service inside and outside the Unit [Workload 4.1 f]
7.  Specification for the Unit of any other considerations that are relevant to the Workload of the Unit

### B. GENERAL REQUIREMENTS FOR UNIT NORMAL WORKLOAD

8.  The Normal Workload is consistent with the operating obligations of the Unit and the University [Workload 2]
9.  These obligations include any Employer approved participation of the Unit’s Members in programs outside the Unit [Workload 2]
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]
11.  The Workload Document clearly demonstrates how work in the Unit is to be equitably distributed among Members [Workload 4.1]

12.  The Workload Document clearly demonstrates [...] how resources are to be allocated to support Members' work [Workload 4.1]

**C. FOR COMPLETION BY THE DEAN**

13.  The Normal Workload must be consistent with the operating obligations of the Unit and the University, and must be approved by the Dean [Workload 2]

14.  The Dean shall consider whether the proposed Workload Document permits the Unit to fulfill its obligations [Workload 4.3].

15.  By November 15 of each year, if the Dean does not agree that the proposed Workload Document permits the Unit to fulfil its obligations, the proposal shall be returned to the Workload Committee with written reasons for the Dean's disagreement [Workload 4.3.1]

16.  In the absence of a ratified proposed Workload Document that, in the view of the Dean, permits the Unit to fulfil its obligations, the Dean shall, by January 15, identify the Normal Workload for Full-Time Members of the Unit. [Workload 4.3.2]