## OVERVIEW OF THE WORKLOAD DOCUMENT REVIEW PROCESS

### Workload Document review in 2023
- The [Workload article](#) in the 2022-26 collective agreement requires a review of the Workload Document (formerly called Normal Workload) in 2023 (normally required every three years, or when requested by the Dean or when Members of the Unit vote to review it).
- Mandatory training has been provided for members of Workload Committees to ensure they are prepared for the review.
- Some changes have been introduced in the new Collective Agreement.
- A template and a checklist are provided to support the review process (use of them is optional).

### Changes to Workload Article in 2022-26 Agreement
- Definition of Workload balance for Teaching Scholars defined (Clause 1.2).
- Term "Workload Document" applied to what used to be called "Normal Workload" (Clause 2).
- Composition of Committee revised to represent range of teaching in Unit (Clause 3.1.1).
- Workload Document review required in 2023.
- Training requirement (Clause 3.1.2; note deadline revised – September 15).
- Explicit requirement re: equitable distribution of work and allocation of resources to support work, and additional specifics (Clause 4.1).
- Requirement for Dean to address Workload concerns in Writing (Clause 10).
- Requirement for the report of teaching activities and Alternative Workloads to be reviewed as part of the Workload Document review process (Clause 11).
- Terms regarding experiential learning (Clauses 12-14).

### Dates and Deadlines (flexible this year)
- July 15 (now September 15) – Members of Workload Committees will have attended the mandatory training offered by OFR and UWOFA.
- September 15 – The Committee conducts the work as outlined in Clause 4 of the Workload Article.
- October 1 – the Committee proposes a Workload Document incorporating the information outlined in Clause 4.1 of the Workload Article.
- October 15 – the Workload Document is ratified.
- November 15 – the Dean considers the Workload Document.
- January 15 – in the absence of the ratified proposed Workload Document, the Dean identifies the Workload for Full-Time Members.

### Workload Document Checklist and Template
- New resources developed this year to support the work of Workload Committees. Their use is recommended, but optional.

- **Checklist**: the Workload Committee can use the existing Normal Workload document, using the checklist to confirm compliance with the terms of the collective agreement, while identifying elements in need of revision to address issues and concerns.
- **Template**: sections of the current Normal Workload document can be copied and pasted into the corresponding fields of the template. The template can then form the basis of the new Workload Document. It has the advantage of focusing attention on specific points and it provides space to record the outcome of discussions on issues and concerns that arise during the Workload Document review process. (the linked document is a pdf, but there is also a docx version available on the website – scroll down to Workload)