

Workload Document Template

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 template to create and to review their Workload Document.

A. PLEASE SPECIFY THE FOLLOWING INFORMATION ABOUT YOUR UNIT’S WORKLOAD

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]

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]

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]

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]

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]

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

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

B. PLEASE DESCRIBE HOW YOUR UNIT'S NORMAL WORKLOAD MEETS THE FOLLOWING REQUIREMENTS

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:

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:

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:

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:

observations on how the committee has satisfied this requirement:

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]. The Dean shall consider whether the proposed Workload Document permits the Unit to fulfill its obligations [Workload 4.3]. The Dean may choose to indicate below how this has been considered:

14. By November 15 of each year, if the Dean does not agree that the proposed Workload Document permits the Unit to fulfill its obligations, the proposal shall be returned to the Workload Committee with written reasons for the Dean's disagreement [Workload 4.3.1]. If the proposal is being returned, please include the written reasons below:

15. In the absence of a ratified proposed Workload Document that, in the view of the Dean, permits the Unit to fulfill its obligations, the Dean shall, by January 15, identify the Normal Workload for Full-Time Members of the Unit. [Workload 4.3.2] If applicable, please indicate that the Dean assigned workload in the absence of a ratified proposal: