

Article 16: Duties and Responsibilities of Faculty Members

16.01 The duties and responsibilities of faculty members fall into three (3) categories, regardless of where they are performed.

- a) Teaching, which in general includes: the preparation, organization and presentation of course materials for credit courses and availability to students outside of class hours; curriculum development and preparation of course material for student use; the direction and evaluation of student progress in courses and practical work (including marking and timely submission of grades) and if so specified by the Dean, thesis and other student research supervision (see Article 14.01 a)).
- b) Research and Scholarship, which in general includes: research, scholarly and critical or creative work within the faculty member's field; the dissemination of such work through respected publications, presentation of scholarly papers, exhibitions and performances, and other appropriate means; if so specified by the Dean (see Article 14.01 a)), the supervision of student research and theses, and the seeking of external research funding as appropriate to the discipline and the member's research profile. The primary objectives of such research shall be to increase knowledge and understanding and to further the faculty member's teaching and scholarly competence.
- c) Service to the University and the Community, which in general includes:
 - i) participation on University-wide bodies;
 - ii) administrative work;
 - iii) committee membership at the levels of the academic unit, Faculty and University, including student advising on academic matters;
 - iv) the taking of an active part in scientific, cultural, educational, professional, governmental and social bodies, together with activities involving expertise or popularization which are relevant to and compatible with the professorial role;
 - v) service to the Association;
 - vi) outside professional activities.

16.02 While the pattern of duties and responsibilities indicated in 16.01 varies among academic units and among individuals, these constitute the principal obligations of any faculty member holding a full-time appointment.

16.03 In accordance with the established procedures of the academic unit, and by mutual agreement with the faculty member, the academic unit heads and the Dean(s), academic duties may be assigned and carried out in academic units other than the member's primary unit. In the case of members holding a joint or cross appointment, or participating in an interdisciplinary teaching or research project with one or more members of another academic unit, academic duties in both primary and secondary units shall be considered part of the member's duties for the purposes of all evaluations conducted under the provisions of Articles 14 and 18.

16.04 Teaching load and teaching assignment

- a) The teaching load for each member shall be determined in a fair and equitable manner by the Dean, who shall take into consideration the dossier submitted for the biennial performance evaluation, if applicable.
- b) In years in which no performance review takes place, the Dean may request from some or all members of the Faculty a summary of teaching, research and service activities since the most recent performance review. Having assessed this material, the Dean may alter the teaching load in conformity with the provisions of Article 16.
- c) A Faculty or academic unit may develop guidelines on course remissions, which may also be used in the determination of teaching load. These guidelines shall require the approval of the Dean and may encompass such matters as supervision of undergraduate and graduate students, research, publications, other creative work, laboratory development, management and administrative duties, and other service responsibilities.
- d) The annual teaching assignment for each member shall be fair and equitable, taking into account the nature of the courses, and the member's research profile and service responsibilities.
- e) By April 1 the academic unit head shall make available in writing to each member of the academic unit information concerning the teaching assignments of all full-time faculty members of the academic unit for the current academic year. A copy shall be sent to the Association. The information provided shall include the following:
 - i) the member's annual teaching load as determined by the Dean under the provisions of Article 16.04 a);
 - ii) the course sections taught by each member for the current academic year;
 - iii) a note giving the reason for all reductions from the normal teaching load as defined in Article 16.07 and 16.08 a);
 - iv) a note stating the teaching, if any, owed by the member to the University and of the future remissions, if any, owed by the University to the member.
- f) After consultation with the member, the academic unit head shall recommend to the Dean no later than April 1 a teaching assignment for each member of the unit for the following academic year, beginning with the summer term.
- g) The Dean shall inform each member of the Faculty no later than April 20 of her or his teaching assignment for the following academic year, beginning with the summer term. A copy shall be sent to the Association, and the information for each academic unit shall be made available in writing to each member of the academic unit.

- h) Any subsequent change to the teaching assignment shall require the faculty member's consent. Such consent in no way constitutes a precedent and shall not be unreasonably withheld.
- i) Notwithstanding the provisions of Article 16.04 h), if unforeseen teaching needs require it, the Dean may readjust the teaching assignment after consultation with the member. In doing so, the Dean shall take into account the impact of this readjustment on the other activities the faculty member intended to take on. The Dean shall give reasonable notice in writing to a faculty member whose teaching assignment is to be modified from the one established in Article 16.03 a) above. Courses added to the teaching assignment shall include only those that the member has taught in one or more of the previous three (3) academic years.
- j) When the teaching program of an academic unit or a Faculty includes courses in each of the three (3) terms of the academic year, the faculty member's teaching assignment is spread out over the fall and winter terms, unless there is a written agreement with the faculty member to the contrary. In the case of those academic units that offer programs in the Institute for Cooperative Education, a faculty member's teaching assignment may be spread over any two (2) of three (3) terms, if the faculty member is participating in the programs, unless there is written agreement with the faculty member to the contrary.
- k) Notwithstanding the above, and in the case of other special or extensive summer programs, a faculty member may, by mutual agreement, spread the teaching assignment over two (2) or three (3) terms, but no faculty member shall be required to teach during all three (3) terms except as specified in Article 16.12.
- l) Provision may be made for the averaging of the teaching load over a two (2) year period. Other duties and responsibilities will be adjusted to reflect the averaging of teaching duties.

16.05 The distribution among the faculty members of an academic unit or Faculty of the specific courses assigned is carried out taking into account their particular qualifications, any special conditions of appointment, and other activities.

16.06 Teaching duties shall be assigned, in the first instance, to academic staff.

16.07 PROBATIONARY MEMBERS

A teaching load not exceeding four (4) courses is appropriate during a probationary appointment to enable the member to establish a research program and to prepare new courses.

16.08 TENURED MEMBERS

- a) A teaching load not exceeding four (4) courses per academic year shall be assigned to a tenured faculty member where there is clear evidence of satisfactory productivity in research and scholarship during the most recent evaluation period, taking into account the extent of the member's service.

- b) A teaching load not exceeding five (5) courses per academic year shall be assigned to a tenured faculty member where there is evidence of minimal productivity in research and scholarship during the most recent evaluation period, taking into account the extent of the member's service.
- c) A teaching load not exceeding six (6) courses per academic year shall be assigned to a tenured faculty member where there is no clear evidence of productivity in research and scholarship during the most recent evaluation period, taking into account the extent of the member's service.
- d) In setting the teaching load, the Dean may:
 - i) increase the member's teaching load if justified under the provisions of Article 16.08 a), b) and c), taking into account the extent of the member's service;
 - ii) reduce the member's teaching load if justified under the provisions of Article 16.08 a), b) and c) in cases where the member combines the teaching assignment with assigned extensive administrative responsibilities (e.g., undergraduate or graduate program Director), or with heavy responsibilities to manage and administer her or his research project(s).
- e) No tenured member shall be assigned more than twelve (12) courses over a two (2) year period, except as specified in Article 16.12 a) or, by mutual agreement, as per Article 16.04 i), provided the overload is offset by an equivalent reduction in the academic year immediately preceding or following the two year period.

16.09 ETA MEMBERS

- a) The duties and responsibilities of ETA members shall be those specified in Article 16.01 a) and 16.01 c).
- b) A teaching load not to exceed seven (7) courses per academic year shall be assigned to ETA members whose duties and responsibilities include normal service to the University. The Dean shall reduce the member's teaching load if the member combines the teaching assignment with more extensive service. In considering a member's service contribution, the Dean shall take into account not only specifically assigned administrative duties, such as program directorships, but also such activities as course coordination, committee work, coaching of students for academic competitions and recruitment activities.
- c) The minimum teaching load for ETA members will normally be four (4) courses per academic year.

16.10 LTA MEMBERS

- a) The parties consider that a teaching load of seven (7) courses in a given academic year is appropriate for a member holding a twelve (12) month LTA appointment whose duties and responsibilities include minimal research and service to the

University. However, for a member holding a nine and a half (9.5) month LTA, a teaching load of six (6) courses is appropriate for the period of appointment.

- b) At least one (1) of the courses may be assigned in the summer term provided that twenty-two (22) consecutive days are available for vacation as per Article 31.06.
- c) Members holding LTA appointments of twelve months or more, shall not teach more than fourteen (14) courses over a two (2) year period except as provided in Article 16.12 a).

16.11 Members on leave should be consulted and shall be informed about their course assignments for the following academic year at the same time as other faculty members.

16.12 Stipends for Teaching Additional Courses

- a) A member who has fulfilled the duties and responsibilities set out in this Article may, by mutual agreement, teach up to two (2) additional courses that have been scheduled and are available, for a teaching stipend of \$6,703. Exceptionally, a member may teach a third additional course but only if at least one of the courses is scheduled and taught in the summer term. Probationary members holding their first contract may not teach more than one (1) additional course per academic year.
- b) Members who wish to teach additional courses should make their request in writing with supporting documentation to the academic unit head or the Program Director as appropriate, who shall forward the request to the Dean and the Association with a recommendation. The application deadline is January 15 for courses offered in the summer term and April 15 for courses offered in the Fall/Winter terms.
- c) The courses available for additional teaching may be scheduled in any of the three (3) terms, at the Dean's discretion, in light of the Faculty's needs and practices as per Article 16.01.
- d) The agreed additional courses shall be listed in the same workload letter as the regular courses. The amount to be paid for teaching each additional course shall be clearly indicated. Should the Dean exceed the limits for additional teaching specified in Article 16.12 a), the Employer agrees to pay the Association a penalty equal to the teaching stipend for every additional course taught in excess of the limits specified.
- e) In a case where permission to teach a course (or courses) is denied, the Dean shall write to the member, with a copy to the Association, explaining her or his decision. Permission shall not be unreasonably withheld. In the case of a member whose teaching load has been reduced as set out in Article 16.08 d) ii), the Dean may deny a request to teach additional courses under this Article.

16.13 Special Teaching Stipend

- a) The Dean may pay a member an additional special teaching stipend not to exceed 80% of the teaching stipend specified in Article 16.12 a) for teaching a course which is characterized by the following:
 - i) Students with particular and changing needs,
 - ii) Additional special administrative tasks,
 - iii) Demanding schedules.
- b) Courses eligible for the special teaching stipend shall be so designated annually on a list sent to the Association by January 15 of the preceding academic year. For each course the amount of the special teaching stipend shall be indicated.
- c) The special teaching stipend shall be paid for teaching an eligible course whether it is part of the teaching assignment or part of additional teaching under Article 16.12 a).