

## **FKRM WORKLOAD ASSIGNMENT**

Areas of assigned responsibility, and faculty members' rights and responsibilities in enacting them are fully described in Article 19 of the Collective Agreement. Explicit in this article is that assigned duties:

1. Include an appropriate combination of undergraduate and graduate teaching, research, scholarly work and other creative activities, and service (19.A.2.3 through 19.A.2.3.3; see section B of the Handbook for definitions of each area); and
2. May vary from individual-to-individual as determined by the Dean, in consultation with the faculty member (19.A.2.4).

In FKRM, the variable nature of assigned workload is not only a possibility, but over the years has become the norm. This variability, while effective and necessary for meeting the growth and evolution of our Faculty, requires the Dean and faculty members to consider a variety of important criteria. The consistent application of these criteria provides the foundation for evaluating all applications for tenure, continuing appointments, and promotion.

While recognizing the primacy of the Collective Agreement and the Dean's role in ultimately determining workload assignment, faculty members in FKRM recommend that the following values and guiding principles be the basis for decisions in this area.

### **Values**

#### *1. Shared Goal, Shared Responsibility*

Faculty members share the belief that excellence in research and scholarship, teaching, and service to the University, profession, and community, is a fundamental goal of FKRM. Each faculty member is committed to doing their utmost to ensure the fulfillment of this goal.

#### *2. Transparency of Process*

The process for all workload assignment is transparent. This means that each faculty member understands the criteria that factor into their respective assignment of responsibilities. Each faculty member has the opportunity to participate in this process by consulting with the Dean. Course assignments, specifically, will be made in consultation with the faculty member and the Dean and Associate Deans. Fairness, equity, stability and sustainability are paramount values in the consultative process.

#### *3. Equity Among Faculty Members*

Workload should be assigned as equitably as possible to ensure that the needs of individual faculty members, and the collective needs of the Faculty are achieved. As such, equity involves the assignment and meaningful weighting of responsibility in all areas specific to the faculty member's appointment. It is important to note that equity does not mean that all faculty members will have exactly the same duties or weightings in assigned areas.

#### *4. Respect for Diversity*

Faculty members fulfill diverse roles and responsibilities, all of which are integral to the current and future success of KRM. These roles and responsibilities can change at different points in a faculty member's career. The assignment of duties reflects this value and variation in workload is not construed as placing greater importance on contributions in any one area or collection of areas.

To guide the enactment of these values in assigning workload and the use of such assignments in evaluation, FKRM faculty members endorse the following **principles**:

1. A standardized formula and description of workload is impossible given the diverse roles and responsibilities of faculty members.
2. Assigned workload and relative weightings within each area will ensure that all faculty members are afforded every opportunity to establish a record of achievement consistent with standards for tenure or continuing status and promotion.
3. Faculty members will be evaluated on the basis of performance in relation to their total assigned workload. For a faculty member with varied assignments over the course of their appointment, evaluation will be based on a cumulative average of their workload assignment and relative weighting over the time period being assessed.

**Pursuant to the Back to Work Protocol signed on November 20, 2016 by the University and UMFA, the following Teaching Guidelines will be appended to the FCRM's existing Workload Assignment Policy.**

**Teaching Guidelines refers specifically to the assignment of undergraduate and graduate teaching responsibilities. It is a subset of a FCRM faculty member's overall workload assignment.**

### **FCRM Teaching Guidelines**

The principles that guide the assignment of teaching (responsibilities) are the same as the principles that govern the overall assignment of workload. Additionally, the volume of assigned teaching (credit hours) will be consistent with the standard range (conventions) of the Faculty. The standard range (conventions) vary across appointment types (Instructors and Professors). Within the Instructor ranks, a standard range is 18-24 credit hours of undergraduate teaching assignments. Within in the professorial ranks, a standard range is 9 to 12 credit hours, to include graduate student supervision.

The assignment of teaching (credit hours/volume) may diverge from the standards (conventions) for a variety of reasons related to extraordinary career circumstances. Extraordinary career circumstances could include: accommodation for a new recruit, administrative appointment, externally funded research chair appointment (CRC, for example). It is the responsibility of the Dean to consider these extraordinary career circumstances consistently when assigning teaching responsibilities that diverge from the standard range (conventions) of the Faculty.

Under certain circumstances, assigned teaching responsibilities may be deferred to a different term by the Dean. For example, this could occur when a course is cancelled due to low enrolment (financial considerations). Under these circumstances, the Dean can, with sufficient notice and sufficient alignment of the faculty member's scholarly experiences, re-assign teaching responsibilities to a different course. Sufficient notice is two months prior to the start of the term. When this is not possible, the faculty members teaching assignment will be reduced for that particular term. This is categorized as teaching responsibilities (credit hours) owed to the Faculty. It is also referred to as "banked teaching credits" pursuant to CA 19.A.1.4.2. The faculty member will be required to fulfill these teaching responsibilities (debits) within a 24 months period.

Under certain circumstances, assigned teaching responsibilities may be increased beyond the standard range (convention) of the Faculty by the Dean. Typically, this occurs when there is a shortage of qualified instructors to deliver required curriculum. Under these circumstances, the Dean can, with sufficient notice and sufficient alignment of the faculty member's scholarly experiences, assign additional teaching responsibilities to a faculty member to ensure that the needs of the Faculty are met. This is categorized as teaching responsibilities (credit hours) owed to the faculty member. It is also referred to as "banked teaching credits" pursuant to CA 19.A.1.4.2. The faculty member is required to utilize these credits within a 24 months period.