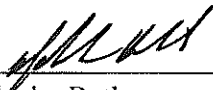
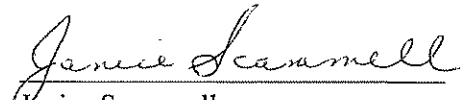


~~CUASA Proposal~~
~~04 July 2014~~
~~Carleton Counter~~
~~07 July 2014~~
~~CUASA Proposal~~
~~09 July 2014~~
~~Carleton Counter~~
~~10 July 2014~~
~~CUASA Proposal~~
~~11 July 2014~~
~~Carleton Counter~~
~~11 July 2014~~
~~CUASA Proposal~~
~~26 July 2014~~
~~Carleton~~
~~26 July 2014~~

Agreed July 27, 2014



Malcolm Butler
For the Employer



Janice Scammell
For the Association

Article 13: Academic Workload

<Article 13.1: *Agreed, status quo* language>

13.2 Teaching Workload of Faculty Employees

<Article 13.2(a): *Agreed* language changes as follows:>

- (a) Subject to Article 13.2(b), within a normal workload, "normal teaching load" within a Faculty shall be defined by past practice in relation to the number of full-course equivalents taught per faculty member or as may be agreed to hereafter by the parties. **Each faculty member will be assigned a teaching workload of less than 2.5 credits.**

<Article 13.2(b)-(f): *Agreed, status quo* language>

<Article 13.2(g): *Agreed*, addition of language as follows:>

- (g) **There shall be no expectation that faculty employees will respond to email or phone calls from students between the hours of 5:00 PM and 8:30 AM or on weekends.**

13.3 Librarian Workload

<Article 13.3(a): *Agreed, status quo* language>

- (b) **Duties**
- (i) The workload of a professional librarian employee shall be that specified in the current job description(s) for his/her position. All job descriptions of professional librarian employees shall be fully accessible to professional librarian employees.
 - (ii) The job description in each case shall be consistent with goals and objectives which shall be established through consultation between the professional librarian employee and the appropriate supervisor and Associate University Librarian, and shall be generally attainable within a thirty-five (35) hour week averaged over the year.
 - (iii) A professional librarian employee has the right to devote time during working hours to research projects and/or professional development activities in accordance with Article 15.4(c).
 - (iv) Time away from regular duties necessary for research projects ~~and/or professional development~~ shall be scheduled by mutual agreement between the professional librarian member and their supervisor where the time requested is a total of ~~five (5) ten (10) five (5) ten (10) five (5) eight (8) five (5)~~ days or less per year. Where the time requested exceeds ~~five ten five ten five eight five~~ days per year, consultation with library management shall be required. Such informal requests shall be subject to operational requirements. Such requests shall not be unreasonably denied.
 - (v) **For the purposes of 13.3(b)(iv), time spent at conferences shall not be counted towards research days.**

<Article 13.3(c)-(e): *Agreed, status quo* language>

13.4 Instructor Employees

<Article 13.4(a)(i)-(vii): *Agreed, status quo* language>

<Article 13.4(a)(viii): *Agreed*, addition of language as follows:>

- (viii) **There shall be no expectation that instructor employees will respond to email or phone calls from students between the hours of 5:00 PM and 8:30 AM or on weekends.**

<Article 13.4(b)(i): *Agreed*, addition of language as follows:>

(b) **Instructor Positions Without Individual Job Descriptions**

- (i) Subject to the Memorandum of Agreement signed by the parties on December 11, 2003 these Instructor employees shall not teach more than **three and one half (3.5)** credits or the equivalent of one-and-one half (1.5) times the normal full teaching load of faculty employees in the same unit or sub-unit, whichever is less, averaged over each consecutive twenty-four (24) month period, and shall not teach more than the equivalent of one-half credit course in excess of 1.5 times the normal faculty employees' teaching workload in any academic year ending August 31.

<Article 13.4(b)(ii)-(iv): *Agreed, status quo* language >

<Article 13.4(b)(v): *Agreed, strike* language as follows: >

- ~~(v) — Those Instructor employees employed to teach non-credit courses exclusively to the equivalent of not more than (2) groups of students over a year shall be assigned a maximum of twenty (20) contact hours.~~

<Article 13.4(b)(vi): *Agreed, status quo* language >

<Article 13.4(c)(i)-(vi): *Agreed, strike* all language >

<Article 13.4(d)-(g): *Agreed, status quo* language >

<Article 13.5: *Agreed, status quo* language >

13.6 Reduced-Time Provisions for Long-Service Employees

<Article 13.6(a): *Agreed, status quo* language >

<Article 13.6(b): *Agreed, status quo* language >

<Article 13.6(c): *Agreed, status quo* language >

<Article 13.6(d): *Agreed, language* changes as follow >

- (d) An employee on a reduced time appointment shall be entitled to sabbaticals at times as defined in 21.1(a) and 21.1(b). Workload and compensation during the sabbatical period will be pro-rated appropriately. For the purpose of a sabbatical, a reduced-time appointee shall have the right to a pro-rated accrual of sabbatical entitlement based on nominal

salary. To calculate the sabbatical stipend, refer to Article 21.3(h). Workload shall also be reduced appropriately. For example; an employee on an ongoing 50% reduced-time appointment, in a unit where the normal teaching workload is 2.0 credits, would be assigned to teach 1.0 credit. A full time employee who has a six month sabbatical would be relieved of 1.0 credit after completing three calendar years of **full time** service. Therefore, the 50% reduced-time employee who has accrued a six month sabbatical shall also be relieved of ~~0.50~~ ~~1.0~~ ~~0.5~~ **1.0** credits after completing three calendar years of **full time equivalent** service. This example is meant to assist in the calculation of a variety of sabbatical credits.

<Article 13.7: *Agreed, status quo* language >

<Article 13.8: *Agreed, strike all* language:>

13.8—Academic Workload Plan

~~Preamble: The purpose of the Academic Workload Plan (AWP) is to achieve workloads for faculty and instructors, which balance fairly and appropriately each member's ability to engage in teaching, research and/or professional development, and service. In addition, the AWP is designed to promote fairness, transparency and equity in the assignment of duties both within each unit and between units within the university. Finally, the Academic Workload Plan process will ensure that all units establish a teaching workload of less than 2.5 credits for faculty members.~~

- ~~(a) — Each unit shall complete an Academic Workload Plan by January 2015.~~
- ~~(b) — The AWP shall be developed by the members of each unit or a subcommittee within the unit and shall be ratified by a majority of the unit members and approved by the appropriate Dean.~~
- ~~(c) — Once the AWP is ratified by a majority of members of a unit, and approved by the Dean, it shall be forwarded to JCAA for review. Such review shall be conducted with a view to ensuring that the AWP is consistent with the Collective Agreement.~~

~~CUASA shall have the right to publish the AWP on the CUASA website with individual identifying information removed.~~

- ~~(d) — The AWP shall include:
 - ~~(i) — A description of the normal scheduled teaching workload for faculty and instructor members including the average hours spent in front of students in~~~~

~~lecture, seminar or other format as well as time spent in labs, studio classes, and tutorials, with undergraduate and graduate students and any other responsibilities associated with the work of the unit. The AWP shall also include a record of the actual teaching assignment of each member of the unit for the five years previous to the development of the AWP.~~

- ~~(ii) — A description of the appropriate pedagogical strategies that are appropriate to the discipline within the unit and how these have a bearing on the teaching within the unit in terms of class size, types of teaching, forms of assessment, the technology or other equipment needed.~~
- ~~(iii) — A description of the unit's and/or Faculty's policy on allocation of Teaching Assistants (i.e. the minimum number of students in a class deemed necessary in order to have Teaching Assistant support).~~
- ~~(iv) — A description of the supports consistent with the responsibility for the teaching program of the unit, including teaching assistants, lab assistants and any technological needs.~~
- ~~(v) — The means to address year to year fluctuations in the teaching workload for the member of the unit and how these fluctuations are managed in a manner that is fair and equitable to all members of the unit.~~
- ~~(vi) — A description of the number and manner of remissions from teaching for positions within the unit (i.e. chair, graduate supervisor, undergraduate supervisor) any 'exceptional' unit assignments for which teaching remission is assigned — i.e., the preparation and writing of accreditation reports, program review and development, and so forth, and also teaching release for the purpose of research, and describe how release for secondment to work in another unit is factored into the overall work of the unit.~~
- ~~(vii) — A description of the normal expectations for research and supervision of graduate students.~~
- ~~(viii) — A description of the expectations for how each member of the unit contributes to service (i.e. unit, Faculty and university committees, professional organizations, service to the community).~~

~~The AWP shall be consistent with the provisions of the Collective Agreement.~~

- ~~(e) — Each year, each unit shall provide to the unit, the Dean and CUASA a breakdown of the teaching assignment of every member of the unit.~~
- ~~(f) — The AWP must:~~
 - ~~(i) — Be developed within the context of the existing resources available to the unit~~
 - ~~(ii) — Not compromise the quality and integrity of the academic program(s)~~

~~(iii) Be developed in a collegial manner~~

~~(g) The AWP shall be reviewed according to the changing needs of the unit or every ten years (whichever comes first).~~