

[Carleton University's response \(using MSWord tracked change\) on the Academic Workload Plan with respect to collective bargaining with the Carleton University Academic Staff Association \(CUASA\)](#)
[CUASA Response on 13.8 Academic Workload Plan](#)

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Without Prejudice

Date: ~~June 11~~ ~~July 05~~ August 2, 2012

Article 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.

- 13.8 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 instructors members including the average hours spent in front of students in lecture, ~~or~~ 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~~ Faculty's policy on allocation of Teaching Assistants (e.g. 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 (e.g. chair, graduate supervisor, undergraduate supervisor) any 'exceptional' unit assignments for which teaching remission is assigned –e.g., 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 workload-assignment of every member of the unit (~~e.g. teaching, research, service~~).

f) the AWP must :

i) be developed within the context of the existing resources ~~available to the unit~~ 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)