

Article 12: Academic Workload

12.1 Workload of Faculty Employees

The normal workload of Faculty employees shall include teaching, research/scholarly/creative activities, and service to the University in proportions of approximately 50%, 35% and 15% respectively of each employee's time, as governed by and varied in accordance with past practice. For each Faculty a normal workload shall be defined by past practice. The Chair/Director shall endeavour to ensure that the assigned workload of each Faculty Member is equitably distributed within the sub-unit.

12.2 Teaching Workload of Faculty Employees

- (a) Subject to Article 12.2(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 agreed to hereafter by the parties. Each Faculty Member will be assigned a teaching workload of less than 2.5 credits.
- (b) Subject to approval by the appropriate Dean, the appropriate Chair/Director or equivalent shall, with due notice and consultation, assign teaching duties to individual Faculty members in accordance with the provisions of Article 23 of the Collective Agreement in the light of the individual's discipline, abilities and specialties, and consistent with the normal teaching load of the Faculty and department in question. As a part of the normal workload assignment the Chair/Director or equivalent may assign teaching in the Summer Session in consultation with the Faculty member. Teaching as a part of normal workload assignment shall not be scheduled over more than two semesters within one academic year, unless agreed to by the Faculty member. Teaching duties shall include, but not be limited to, advising students and prospective students, and conducting scheduled classes.
- (c) No later than June 30th, the Employer shall provide each individual faculty member with their teaching schedule for the next year subject to situations of extreme urgency, such as changes in enrollment, sudden illness or unplanned resignations that may occur over the summer.
- (d)
 - (i) An employee may, with the agreement of their Chair/Director, undertake more than the normal teaching load for their department. Such an arrangement shall be formalized in writing between the employee and the appropriate Chair/Director, and shall be included in the employee's dossier for promotion, career development and scholarly achievement assessments. A copy of this agreement shall be provided to CUASA.
 - (ii) Where an employee's performance in research/scholarship, as assessed pursuant to Article 39.3(a), is substantially below the norm and has been so for at least five (5) consecutive years and where the Dean has addressed the issue with the employee in each of the five (5) years, the Dean may assign the employee more than the normal teaching and/or service load for the employee's department. Such additional assignment shall not exceed one (1) full-course equivalent in any academic year. This assignment shall be formalized in writing by the Dean, and shall be included in the employee's dossier for promotion, career development and achievement award assessments.
- (e) The Chair/Director shall endeavour to arrange teaching duties in a manner acceptable to each faculty member. Normally, the assignment of scheduled instruction shall be concentrated in two (2) consecutive terms of any academic year.
- (f) The Chair/Director shall give consideration to the factors affecting Faculty teaching workload which include, but are not necessarily limited to, the following:
 - (i) the number of separate courses taught by each faculty employee;
 - (ii) the number of scheduled contact hours per course;

- (iii) the number of hours of preparation, grading, and administration per course;
 - (iv) the number of students enrolled, on average, per course;
 - (v) the number of hours of student counselling per course;
 - (vi) the level (introductory, upper year, graduate, etc.) of each course;
 - (vii) the type (lecture, seminar, etc.) of each course;
 - (viii) the modality of each course;
 - (ix) assistance of graduate students or colleagues in the teaching of courses;
 - (x) additional hours of preparation required for a new course;
 - (xi) the relation of thesis and special project supervision to classroom teaching;
 - (xii) the relation of the individual faculty employee's teaching responsibilities to their research and scholarship;
 - (xiii) comparison of faculty workload at Carleton with that of other universities in Ontario;
 - (xiv) the relationship between workload policy and other aspects of long-range academic planning;
 - (xv) the deployment and supervision of teaching assistants;
 - (xvi) the number of undergraduate theses supervised;
 - (xvii) the number of directed studies and tutorials offered;
 - (xviii) the number of graduate students supervised;
- (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.
- (h) CUASA members shall not be required to mark deferred examinations set by non-CUASA members.