

## **Letter of Understanding – Addressing Teaching Assignments Workload**

The Parties agree to the following:

1. To establish, on a trial basis, a process for issues related to the assignment of teaching workload.
2. The process shall be as follows:
  - (a) When an employee believes that the assignment of their teaching workload is in contravention of Article 12, they may inform the Dean in writing of the basis of their concerns within ten (10) working days of receipt of the assignment.
  - (b) Within fifteen (15) working days of the receipt of their concerns, the Dean or their delegate shall meet with the employee and provide, in writing, a response to the employee's concerns, taking into account the relevant provisions of Article 12. The Dean may propose a resolution of the issue at this stage.
  - (c) Within ten (10) working days of the response from the Dean or their delegate, the employee may file a Complaint pursuant to Article 28 of the Collective Agreement. The University will endeavour to expedite the Complaint meeting with consideration to the commencement of the academic term(s) at issue.
  - d) There shall be no reprisal for raising a good faith inquiry pursuant to this Letter of Understanding.
3. This LOU will expire on the day prior to the expiry of this Collective Agreement, unless the parties mutually agree to extend its duration.