



Managing Full-time Workload In the Collective Agreement

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February 2024

Three Main Goals

- To review the provisions around full-time faculty workload in Article 14 (and a few others)
- To outline how full-time faculty can manage their workload using mechanisms within the Collective Agreement
- To answer questions about faculty workload

Why this workshop?

- All faculty report that current workloads are increasingly hard to sustain with the teaching levels negotiated in 2006 and 2009
- In 2022, the Association and the University agreed to strike a taskforce to study the issues of full-time faculty workload
- Taskforce Report was issued in November 2023

Recommendation#9 :

Existing options in the Collective Agreement that intersect workload volume and workload distribution/flexibility should be more clearly and proactively communicated

Unpacking “Workload”

- **Tenured/Tenurable/Conditional tenureable workload has two or three components:**
 - Instructional Load (#SICH x # of registrants)
 - Service Requirement (Article 14.7)
 - Scholarship (outlined in a 3 year scholarship plan) where applicable
- **Senior Lecturers has two components**
 - Instructional Load (#SICH only) and limited service (Article 6.16.1)
- **Laboratory Instructors**
 - Instructional Load (#SICH) + curriculum development/service

Article 14.2 = Periods of Responsibility

In any full year of this Agreement, the *normal* workload of Full-time Employees shall include:

- **Eight (8) months of teaching responsibility;**
- **Two months of intersession period developmental responsibility;**
 - May 1 until June 14 Or July 15- August 14;
 - August 15- August 31
- **Two consecutive months of vacation (Article 15.1);**
 - Tenured/Tenurable between May 15- August 14 (any two month period)
 - Senior Lecturers June 22- August 14

Article 14.1 Workload Assignment

Workload is “assigned by consultation between the Chairs and the Employees of the Academic unit” after consultation with the Dean”

- **Players in workload assignment**
 - **Full-time Employees** (individual tenured, tenurable, senior lecturers, lab instructors and limited term faculty) who select preferred teaching load
 - **The academic unit** who is consulted on workload
 - **The Chair** of the academic unit who assigns the workload
 - **The Dean** who manages the workload

Workload Assignment Process

- The Dean and Chair discuss full-time workload at the outset
- Dean may provide direction about workload (e.g., department average, overloads, performance plans)
- The Chair consults with the full-time members of the academic unit (this process varies across the University)
- The Full-time employee select their preferred instructional workloads in the order outlined in Article 4.7.1.1 & 4.8.2 (contract appointment articles)
 - Full time Tenured, Tenurable and Conditional Tenurable
 - Senior Lecturers and Lab Instructors
 - Limited Term Appointments
- The Chair to confirm workload assignments by February 15

Instructional Load for FT Employees

14.3.1 – Two Tenured/Tenured Work Patterns

- Teaching/Service (T/S)–384 SICH (8 courses “4/4”)

Note range: No fewer than 336 SICH and not more 432 SICH)

- Teaching/Scholarship/Service (T/S/S) 288 SICH (6 courses “3/3”)

Note Range: No fewer than 240 SICH and not more than 336 SICH

6.1.1.1/6.13.1.1 Permanent Appointment Categories

- Senior Lecturers 432 SICH (9 courses “5/4”)

Note range: No fewer than 384 SICH and not more 480 SICH

- Permanent Lab instructors

- L1 864–960 SICH (18–20 sections) No any L1 instructors currently
- L2 576– 672 SICH (12–14 sections)

Article 14.10 Workload for Counsellor, Librarians and Educational Developers

Article 14. 10. 5 Educational Developers and Librarians

- similar process for workload assignment
- “balance of scheduled + unscheduled duties” with provisions for scholarship for those on TSS

Article 14.10. 6– Workload of Counsellors

- Similar process for workload assignment
- 22 hours (TS) and 16 hours (TSS) direct client contact

Same service requirements as outlined in Article 14.7

What Does SICH Mean?

Article 1.34 Scheduled Instructional **Course** Hour (SICH): any officially scheduled 50-minute class requiring the Employee to be present and teaching without assistance, a group students”

Taskforce Recommendation #3

1 SICH includes lesson preparation, student assessment/evaluation and complementary hours

multiplied by

- number of instructional hours (including the definitions currently in Article 1.34)

multiplied by

- number of instructional weeks (currently agreed to be 16 weeks of instruction including final examinations.)

1 SICH x 3 classroom hours x 16 = 48 SICH

Managing Individual Instructional Workload: Understanding SICH

- SICH is a calculation about preparation, student assessment and complementary hours (e.g. student email, office hours,, accommodations)
- Professional and academic judgement about course is key
 - Review number of assignments and types of assignments in light of class size
 - *Be mindful of accreditation requirements, **University regulations** and any collegially arrived at guidelines in the academic unit*
- Create clear guidelines around email and office hours (which are encouraged but not required)

Managing Instructional Loads Over Time

Instructional Workload is assigned annually, which includes Spring and Summer

- Full-time Faculty may be required to teach in Spring to meet minimum instructional load (once every three years). This would be accompanied by a reduced teaching load in the Fall or Winter.
 - **DOESN'T HAPPEN OFTEN**
- Full-time faculty may request to teach in the Spring or Summer
 - Be mindful of impact on contract faculty
 - Remember the importance of the Intersession period
 - Decision of the Chair allowing consultation with the Dean
- Senior Lecturer
 - May teach Spring/Summer semester to meet SICH requirement
- Lab Instructors can teach in the Spring to meet SICH requirements

Article 14.6—Managing the Department Average (Article 14.6)

- In areas where SICH per course varies it's hard to reach the overall target SICH (288 or 384).
- The conceptual average: Total SICH that “should” be taught by TS/TSS faculty in the Academic Unit, averaged over the total number of TS/TSS faculty.
- The Actual Department Average: Total SICH that is “actually” taught by TS/TSS faculty in the Academic Unit, averaged over the total number of TS/TSS faculty (and accounting for reassigned time, leaves, etc. but NOT individual workload averaging per 14.8.3)
- Still must observe the ranges on both sides
- Under one year, but under the following year (+/- 48 SICH)

Article 14.8.3 Averaging Instructional Workload (“Banking”)

- For projects such as completing an article or a scholarly activity
- Request to average instructional load over three years
 - **No teaching in Fall 2024** but then 4 courses in Winter 2025, Winter 2026 and Winter 2027.
 - Teach 1 additional course in each of Fall 2024, Winter 2025 and Fall 2025..**no teaching in Winter 2026**
 - Service requirements still must be met
- Specific project on which the Chair comments about any impact on workload; Dean decides
- **Apply by Oct. 15, decision by Nov. 15.**

Article 14.7 Managing Service Requirements

Mount Royal has long promoted a commitment to service as well as meaningful consultation and participation in collegial governance

All full-time faculty are required to engage in service to the department, the Faculty, the University and the wider community

- *Addendum on Teaching, Service, and Scholarship* provides illustrative examples of service to help define what fits
 - *Institutional Tenure and Promotion Criteria Service Chart* to assess service requirements for your particular rank
- **Recommendations from the Taskforce to better clarify time commitments for committees and to improve the culture of meetings**

Article 14.9- List A (and other reassigned time)

- Apply for specified activities for reassigned time
- Apply for reassigned time by January 15 with decision by January 31.

NOTE: ORSCE may also provide reassigned time to those with major external grants.

- MRFA provides reassigned time for Executive Board positions
 - **Talk to your Chair if you are planning to put your name forward for (re) election to a Board position.** *Indicate what courses you may not teach to help with planning contract workload*

14.12 Workload Appeal

- If dissatisfied with assigned workload, one can appeal the workload at any time however usually around the time of workload assignment
- Workload Appeal Committee is created with
 - An employee from the academic unit
 - A nominee of the Association
 - 2 nominees of the Board

Majority decision rules

If no majority decision then a Tribunal is constituted (seldom if ever used)

Other Ways to Manage Workload

- Apply to switch between TS and TSS (in either direction).
Article 14.8
 - Need to inform the Dean by October 15
 - If moving to T/S/S you must have a 3 year scholarship plan
- Apply for Sabbatical (6 month or 12 month)
 - Application process has been simplified (no peer comment)
 - Be sure your project is clearly defined and achievable
 - **there are more than enough sabbaticals for applications**
- Consider Half-time tenure (Article 7)
 - Must apply six (6) months before the intended change
 - After consulting with the Full-time Employees, the Chair makes a recommendation
 - 1-5 year academic year increments
- Phased Retirement (Article 8)
 - Apply by Feb 1 in which you intend to retire
 - Consultation with Chair and Full-time Employers

Questions?
