

APPENDIX B – THE UNIVERSITY OF WINNIPEG WORKLOAD POLICY

1. Preamble

The University of Winnipeg values and supports the creation and dissemination of knowledge through the activities of its academic staff in research (encompassing scholarship and creative work), and teaching, and recognize that each of these two activities informs the other. It is also committed to the principle of institutional autonomy, and to the engagement of all members of the university community in self-governance, through service on the University's governing bodies, the Association, and through engagement in the planning and operational processes of the institution. The normal workload of academic staff shall include, in varying proportions, those elements (teaching; research, scholarly/creative activities; service to the University). The University also recognizes that circumstances and career paths may vary; thus the workload assigned to an individual Member may differ from the normal requirements.

2. Normal Teaching Load

- 2.1 The normal teaching load for all probationary and tenured Faculty Members shall not exceed 2.5 Full Course Equivalents (FCE) or 15 course credit hours (**CH**) during an academic year.
- 2.2 The normal teaching load for all Instructor Members shall not exceed **four (4) FCE or twenty-four credit hours (24 CH)**. For the purpose of calculation, 2 hours of laboratory instruction shall be treated as equivalent to 1 hour of lecturing.
- 2.3 The workload associated with the duties of a CRC shall be determined by the appropriate Faculty Dean with reference to the guidelines of the Canada Research Chair program.
- 2.4 Where other Members are assigned teaching duties, their overall workload shall be fair and reasonable.
- 2.5 No Faculty Member shall normally teach less than 1 FCE (**6 CH**) during an Academic Year. In instances where a Member is entitled to a teaching load of less than 1 FCE during an academic year, **the Member** may bank the extra release or reach some other mutually agreeable arrangement with **their Dean**. **Banked releases shall not normally exceed two and one half (2.5) FCE (15 CH)**. **It is also understood banked releases shall be reviewed by the Deans each year and the Deans shall meet with the Member to ensure the scheduling of the release within three (3) years of accruing the maximum accumulation. Banked releases will not be paid out.**
- 2.6 The provisions of **Clause 2.5** shall come into effect in the **2025-2026** Academic Year. **Faculty Members who, as of that date, have banked course releases in excess of 2.5 FCE shall retain those banked releases and the timeline for reducing the excess releases to the maximum of 2.5 FCE may be extended beyond three (3) years.**
- 2.7 **Term hires have no expectation of service. Term Faculty Members shall teach one half (0.5) FCE (3 CH) more than Faculty Members.**

3. Teaching Load Reductions

Provisions for normal teaching load notwithstanding, exceptional creative, research and teaching opportunities may occur in any given year for any given Member. In recognition of the need to promote and exploit such opportunities, the Faculty Dean may reduce a Member's

workload in any given year in order to allow them to accommodate increased activity occasioned by such opportunities in any one area of their responsibilities.

Teaching load reductions shall be governed by the provisions outlined in Article 19 of the UWFA (Regular Academic Staff Unit) Collective Agreement.

4. Teaching-Intensive Workload

Tenured Faculty Members may request to change to a teaching-intensive workload to engage in a less active research program by notifying the Dean by November 1 of the Academic Year prior to the year in which the requested workload change would take effect. The Dean shall consult with the Chair/Director and the Faculty Member. Such requests shall not unreasonably be denied. A teaching-intensive workload would commence the following September 1.

Should a Faculty Member receive an evaluation of Does Not Meet Expectations in the area of research/scholarship, the Dean will meet with the Faculty Member in accordance with Clause 14.21 (Constructive Performance Assistance).

If after three (3) years, the Member's research is not being evaluated as Meeting Expectations, the Employer may impose a teaching-intensive workload. The Employer shall give reasonable notice of the increase.

The reasons for any increase in the normal teaching workload and the circumstances shall be communicated in writing to the Faculty Member, and a copy sent to the Association.

A Faculty Member with a teaching-intensive workload may, on application to the Dean, seek to return to a normal teaching load. The request shall be made by November 1 and include a research plan. The Dean will meet with the Chair/Director and the Faculty Member to review the research plan. The Dean's decision shall be made no later than December 1. A request to return to a normal workload shall not unreasonably be denied. The normal teaching load would take effect on September 1 of the next Academic Year.

A teaching-intensive workload shall normally be three (3) FCE (18 CH).