Implementation of the New Workload Policy:
What You Should Know
(January 11, 2012)

The university's new workload policy, arising out of the last round of negotiations, is currently being implemented. As explained in UTFA's *Information Report # 17[1]*, the new policy, Work Load Policies and Procedures (WLPP) is intended to address the difficult trade-offs arising from the fact that teaching, professional practice and service workload has dramatically increased for most faculty and librarians. Over the past several years, our members have been telling us that these trade-offs are forcing compromises in the quality of work and squeezing out time for scholarly activities.

We recognize that not all departments and units face the same workload pressures and that some already have practices in place that conform to the principles of the new workload article. We hope that this document will prove useful for individual members and for Workload Committees of those units that are struggling with workload pressures and their management.

If you have any questions or concerns, arising from the items addressed below or any other questions pertaining to workload policy, please contact workload@utfa.org. UTFA has established a Workload Implementation Committee to help answer these questions and to visit and consult with individual members and with unit workload committees upon request. If you want to avail yourself of this opportunity to consult, on or off the record, please do be in touch.

The implementation of the Workload Policy and therefore the work of Unit Workload Committees should be guided by the principles of fairness, transparency, flexibility and equity, collegiality and self-governance.

What does this mean in practice?

1. **All members of the unit should have the opportunity to have input into the membership of the Unit Workload Committee.**

   Unit Workload Committees are charged with creating and maintaining workload policy. The establishment and functioning of workload committees is meant to be a collegial and open process. The new policy stipulates that unit members have an opportunity to voice their viewpoints as to who should be on workload committees.

2. **Workload committees should be representative.**

   The workload article specifies that Workload Committee membership "should be reasonably reflective of the membership of the unit, including the types of

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[1] See link at UTFA website http://www.utfa.org/content/workload-issues

appointments that faculty members hold." This means that if your unit has teaching stream faculty and assistant professors but no faculty members in these categories sits on your workload committee, the committee is not representative. Likewise, the collegial process stipulates that "all Librarians" are to have input "regarding which members shall serve on the Committee." Be sure that you feel you are represented on your Unit Workload Committee.

3. **Workload Unit Discussions are an Opportunity to Consider the Fairness of the Status Quo**

While it may be that current workload practices in your unit are fair, unit workload discussions should nevertheless offer the opportunity to carefully examine current workload practices. We know that some units are engaging in wide ranging discussions of workload issues and that such discussions have contributed to collegiality and a sense of shared purpose. We encourage members to communicate their experiences with workload discussions with colleagues in other units.

4. **Fairness in Teaching and Professional Practice Workloads.**

Note the following:
-You cannot be pressured to teach in all three terms
-The workload article gives a list of components to teaching workload that must be taken into account. Please consult the [workload policy](#)[1], in Schedule B of the settlement from the last round, and specifically article 4.2. Fairness in teaching workload means that all of these components are considered for all members of the unit when allocating workload.
-Academic librarians' workload must permit a combination of the three areas of responsibilities: professional practice, research and scholarly contributions and service.

5. **Fairness in Service Workload**

Note the following:
-The workload article stipulates that administrative responsibilities shall be distributed equitably.
-The full range of activities considered "service" is found under item 5 of the workload policy and all of these activities must be taken into account for all members when allocating workload.

6. **Flexibility in Workload Assignment**

Workload assignments should take into account type of appointment and the diversity of research, expertise, teaching and service responsibilities of individual members.

7. **Can the deliberations of unit workload committees result in changes in individual workload?**

   In a word, yes. The new norms or standards developed by a Unit Workload Committee may indeed produce changes in workload for members whose current activities deviate from the norms developed by the committee.

   Hence, deliberations of unit workload committees can and should result in reductions and/or adjustments in teaching and service assignments if inequities are found or if the committee feels that the unit needs to make other changes in policy in equalize workload (e.g. granting teaching credit for high levels of graduate supervision).

8. **Teaching Stream**

   There is a separate section in the Workload policy that applies specifically to the teaching stream. In addition, UTFA has provided a separate document that deals with specific problems that may arise in connection workload in the teaching stream. You can access these documents at the workload webpage[1].

9. **Workload Committees are encouraged to take into consideration the workload standards in the same or cognate disciplines.**

   Cross-campus comparisons in the same discipline may be particularly important in establishing equity in the time available for research and fairness in tenure and promotion processes. As the policy states, "…there should not be significant discrepancies in workload between the same departmental/disciplinary areas across the three campuses". Likewise, for Librarians, it will be important to take into account comparable workloads of librarians with similar duties in other units as per the WLPP.

10. **The deadline for the reports of Workload Committees is February 1.**

    By February 1, Workload Committees are required to communicate the workload policies to all members of the unit and to forward a copy to the Dean.

11. **Transparency in Workload Assignments in the Unit**

    Transparency reinforces the policies of Workload Committees and strengthens collegiality. Hence, the Workload Policy requires that the workload assignments for all faculty in the Unit "will be collected in the Office of the Unit Head and made available for review at the request of any member of the Unit."

12. There are special provisions for faculty with cross-appointments.

See item 6.0 of the workload policy. These provisions have been established to ensure that the workload of faculty with cross-appointments is monitored by the heads of their respective units.

13. There is an appeal process.

A member who believes that his/her assignment of workload violates the university's workload policy (Workload Policy and Procedures for Faculty and Librarians, WLPP) or the Unit Workload Policy has the right of appeal. Consult the university Workload Policy for details. Beware that there are time stipulations attached to the appeal process so if you believe that your workload has been allocated unfairly, you should act quickly.

Note: Workload documents are posted on the UTFA website at:
http://www.utfa.org/content/workload-issues