ARTS FACULTY COUNCIL
WEDNESDAY APRIL 15, 2015
306 TIER
3:00 PM TO 4:30 PM

AGENDA

1. Adoption of the Agenda

2. *Ad hoc* Committee on the Faculty of Arts Teaching Responsibility Guidelines Report from Arts Executive Committee

3. Further advice to the Dean on proposed amendments to the Faculty of Arts Teaching Responsibility Guidelines

4. Other Business

5. Adjournment

Please forward REGRETS ONLY to Janice Gripp, Secretary to Arts Faculty Council by phone at 8439 or email at janice.gripp@umanitoba.ca.
TO: Arts Faculty Council

FROM: Arts Faculty Council Executive Committee

RE: Report of the ad hoc Committee on the Faculty of Arts Teaching Responsibility Guidelines

In response to a motion passed at the 7 April 2015 Arts Faculty Council meeting, attached is the covering document that forms part of the report received by Arts Faculty Council Executive Committee (Executive Committee) from the voting members of the ad hoc Committee on the Faculty of Arts Teaching Responsibility Guidelines.

Also attached, for your information, are the February 2014 amendments to the Faculty of Arts Teaching Responsibility Guidelines proposed by the Dean, and the amendments to the Faculty of Arts Teaching Responsibility Guidelines proposed by the voting members of the ad hoc Committee on the Faculty of Arts Teaching Responsibility Guidelines.
Ad hoc committee on teaching responsibilities: Report to Faculty Council

Fletcher Baragar, Brenda Cantelo, Karen Naylor, Andrew Osborne, Erik Thomson

Background

This ad-hoc committee on teaching responsibilities was created by a motion of Faculty Council at a meeting held on 12 February 2014, responding to Proposed Amendments to the Faculty of Arts Teaching Responsibility Guidelines for UMFA members by Dean Jeffery Taylor. As the minutes for that Council meeting report, Dean Taylor, in introducing the motion, argued that he was cleaning up the language in the document to eliminate inconsistencies and ensure that it supported fairness and equity. Many members of Faculty Council objected to new phrases that they felt created a gulf between “faculty members” and “instructors.”

These amendments involved the deletion of a clause in the old teaching responsibility document numbered §A.6, which stated that “The teaching responsibility for instructors is 18-24 credit hours distributed over a 12 month period, depending on the range of duties assigned. It is expected that instructors on a continuing appointment will normally be assigned significant duties and will thus be assigned 18 credit hours of teaching per year.” This was replaced by a series of changes. Instructors’ teaching responsibilities were defined in a substantially different way in clause §A.1, which read, “The normal teaching responsibility for full-time instructors is 24 credit hours over a one year period.” Additional clauses in §A.2.f provided for exceptions from these norms for “instructors who have extraordinary teaching-related service assignments (see §D.5),” which specified that “Instructors may be released from three-credit hours or six-credit hours of teaching in a twelve-month period for extraordinary teaching-related service assignments (‘extraordinary’ duties are those duties that are beyond the amount of normal service duties undertaken by UMFA members) on the recommendation of the Head/Coordinator and as approved by the Dean.” Finally, new language concerning instructors appeared in §B.3: “Instructors are required to teach during at least two teaching terms, which are normally the Fall and Winter terms, and may be required to teach during an additional teaching term as well.”

Response to Substantive Issues

The Committee appreciates the Dean’s commitment to fairness and equity, and his commitment to clear and consistent procedures. The Committee, with the participation of the Dean, was able to introduce language that attempts to eliminate the appearance of a gulf among UMFA members with different duties, as well as some other consensual amendments that improve equity and opportunities for all UMFA members. The Dean agreed to remove the new language in B3, suggesting that instructors might be compelled to teach during the summer. The Committee was also able to agree on new language creating what everyone agreed was a more equitable treatment of UMFA members teaching supersections. (§C.11) We also agreed upon new
language encouraging equitable division of teaching among UMFA members. (§B.7) Committee members were also pleased to hear the Dean’s assurances that he intends to perform his teaching duties as soon as he can reschedule administrative commitments to do this vital part of his job.

However, the Committee, in the case of the substantive issues, differs substantially from the Dean’s interpretation of the equity and fairness of a central issue in the teaching responsibilities document. The difference of opinion centers upon two paragraphs in the current document, which can be found under §A.6 and §D.5.

I: The Dean’s Interpretation:

The Dean insists that the “current document envisions” that continuing instructors should teach twenty-four credit hours in a year, unless they have “significant teaching-related service.” Although he preferred language that stated explicitly that instructors teach 24 credit hours, as noted above, he agreed to revert to the original language of the document in the face of the Committee’s protests. He feels that this maintains equity among instructors, whose job is defined by performing two of the three duties required of other categories of UMFA faculty members—research, teaching, and service—and thus establishes equity between those whose duties are based on the forty, forty, twenty ratio for teaching, research and service often used to outline expectations for promotion, tenure, and performance reviews for probationary and tenured appointments. As instructors are not employed on the basis of all three categories, he argued that those percentages should equal eighty percent teaching, and twenty percent for the other category, and thus teaching should be closer to twice the load of lecturers, assistant professors, associate professors, and professors.

He maintains that these faculty members must have a ratio of duties similar to the other categories of faculty members, though could not call attention to an administrative document that supported his assertion on this point. He also maintains that service of the normal amount and type that other UMFA members support is not adequate for instructors, who must perform additional labour in order to have their teaching loads reduced. At a meeting on April 14, 2014, the Dean insisted that he “did not intend to increase workloads”, but felt compelled to clarify later in that meeting that he “did not intend to increase workloads from what the document envisioned.” He represented repeatedly to the Committee that he could not depart from “the flexibility that the document envisioned”, allowing him to assign twenty-four teaching hours to continuing instructors.

2: Other Committee Members’ Interpretation:

The other members of the Committee did not agree with the Dean’s interpretation of these sections of this document, and believes that he has reinterpreted the document, and
exploited ambiguities in it to depart from current practice in order to increase the workload of one category of UMFA member.

The Committee believes that, given the document’s ambiguity, we should sharpen the language to strengthen the definition of the “normal teaching responsibility” of current instructors to be 18 hours, if they carry out the normal service obligations common to all UMFA members. Evidence provided by the Dean shows that of eighteen instructors currently employed by the faculty, fully fifteen teach eighteen credit hours. Recently, some contracts have been introduced that mandate twenty-one or twenty-four credit hours; these innovations, rather than the original language, create inequity and unfairness. Surveys of department heads demonstrate that instructors currently carry out service typical of that for normal UMFA members. The Dean could not point to any evidence that supported his interpretation of the document, nor to any information that suggested his introduction of the qualification of “extraordinary teaching related service” is anything but an innovation in current practice. Twenty-four credit hours should be considered an upper bound for someone temporarily engaging in overload teaching, not part of an acceptable range for on load teaching, and certainly not the normal teaching load. Eighteen credit hours should be the normal teaching responsibility for all instructors.

The Committee believes that the Dean’s extension of criteria for promotion and tenure to instructors’ duties is unwarranted, and indeed unsupported by the fact that instructors do not receive pay that is equal to that of the other categories of UMFA employees. These are materially different jobs. “Equal pay for equal work” is just; “equal work for unequal pay” is not.

At a Committee meeting on 24 March 2014, Dean Taylor implied that increasing the teaching load of instructors from 18 to 24 hours would make it cheaper to employ instructors, and thus enable him to convert people from the precarious state of sessional contract lecturers, paid at substantially lower rates of pay, into instructor contracts. While the Committee shares his concern about the conditions of sessionals on poorly paid, short-term contracts, it is unfair to try to mitigate the failures of our University to provide sufficient resources for decently paid full-time positions to teach the Faculty’s courses by increasing the work load and effectively lowering the remuneration per course, for an entire category of UMFA member. The Committee strongly feels that clear and unambiguous language in the teaching responsibilities document is important in a time of serious budget problems, as instructors should neither be called upon to sacrifice to solve a problem that is not of their creation, nor bear the brunt of the loss of contingent funding for sessionals.

The unfairness of this change seems particularly grave, given that instructors are a numerically small, marginalized, and predominantly female group. Of eighteen continuing instructors, eleven are women, historically a disadvantaged group. Unintentionally, the Dean’s
innovative interpretation of instructors' normal working hours will undermine the University's stated commitment to gender equity and human rights.

In addition, this change seems particularly unfair in view of the fact that a number of other changes to teaching responsibilities aim to reduce professors', associate professors', assistant professors', and lecturers' credit hours by widening the criteria for course reductions for Tri-Council funding to include researchers playing a significant role in a project, rather than only those with a lead-role. (§C.6). The amendments also suggest course reductions for successful supervision of honours theses, which tend to accrue to these ranks rather than instructors. Finally, one should note that article §C.8 imagines that a tenured faculty member who wants to concentrate on teaching should add three credit hours to his or her normal responsibilities. Such a member would be teaching thirty-three credit hours in two years, while an instructor would, in the new policy, teach forty-eight.

Finally, it is the sentiment of the Committee that increases in course loads are not linear, but carry increasing marginal burdens. Reading for research is inseparable from reading for teaching, and thus instructors in practice must carry out much of the work that other UMFA members carry out to keep current with their research. Therefore, regular course loads of twenty-four credit hours in a year for any class of teacher should be unheard of in universities or colleges that value meaningful undergraduate teaching.

Therefore, the Committee proposes that the Faculty Council accept the following changes to ensure continued equity among the different categories of UMFA faculty members, and encourages the Dean to accept the recommendations of the other Committee members and the Faculty:

A.1. The normal teaching responsibility for full time lecturers, assistant professors, associate professors, and professors is 27 credit hours over a two year period. The normal teaching responsibility for full time instructors is 18 credit hours over a one year period.

A2.f. Omit.

A6. Normally, six hours of teaching per academic year will be regarded as the minimum permissible responsibility and twenty four the maximum, except for extraordinary service assignments.

D 5. Instructors may be released from 3 to 6 credit hours of teaching in a twelve month period if extraordinary service assignments require it. The Head/Coordinator should recommend such claims for extraordinary service, which must be approved by the Dean.
FACULTY OF ARTS TEACHING RESPONSIBILITY GUIDELINES
FOR UMFA MEMBERS

Proposed Amendments, February 2014

Definitions

"Faculty member" or "faculty members" shall mean professors, associate
professors, assistant professors, and lecturers, consistent with the definition of
"faculty member" in Article 1.22 of the UM-UMFA Collective Agreement.

"Instructor" or "instructors" shall mean academic staff members at the rank of
instructor 1, instructor 2, or senior instructor, consistent with the definitions in
Article 1.1 and Article 1.5 of the UM-UMFA Collective Agreement.

Introduction

The following guidelines are intended to provide a description of the general
considerations taken into account in the determination of the teaching component of the
overall workload for faculty members and instructors in the Faculty of Arts at the
University of Manitoba.

The duties assigned to instructors include an appropriate combination of (1)
undergraduate teaching and (2) service. The duties assigned to faculty members in the
Faculty of Arts at the University of Manitoba include an appropriate combination of (1)
undergraduate and/or graduate teaching; (2) research, scholarly work and other creative
activities; and (3) service.

The assignment of these duties may vary from individual to individual and from
department/unit to department/unit as determined by the Dean in consultation with the
Head/Director/Coordinator and the faculty member or instructor.

A. General Guidelines

1. The normal course teaching responsibility for full-time lecturers, assistant professors,
associate professors, and professors faculty members is 27 credit hours,
distributed over a two-year period. The normal course teaching responsibility
for full-time instructors is 24 credit hours over a one-year (twelve-month)
period.

2. Exceptions to the norms described in A.1 (above) are:

   a) faculty members with externally funded appointments, such as Canada
      Research Chairs or endowed and sponsored chairs, when the terms of
      appointment prescribe limited teaching responsibilities;

   b) faculty members who have assumed a leading role in major externally funded
research projects (see C.5 below);

c) new faculty members (see C.6 below);

d) tenured faculty members who have been assigned additional teaching responsibility (see C. 7 below); and

e) faculty members with administrative responsibilities for which they receive course release (see D.2 and D. 3 below); and

f) instructors who have extraordinary teaching-related service assignments (see D.5 below).

3. Any teaching assignments for faculty members of fewer than 27 credit hours over a two-year period and for instructors of fewer than 24 credit hours over a one-year period will be conditional on the timetabling and program requirements of the department/unit, in particular its ability to offer all programs and required courses on a regular basis.

4. Variations on the normal teaching responsibilities will in all cases require the prior written agreement of the Department Head/Director/Coordinator and the Dean.

5. Reductions below the normal teaching responsibility that have the effect of reducing teaching to zero for any given teaching term will not reduce service and research responsibilities. Such a reduction does not constitute a leave; hence availability on campus to fulfill service responsibilities is required. Absences during such periods of reduced teaching responsibilities require the prior written approval of the Head/Director/Coordinator and the Dean.

6. The teaching responsibility for Instructors is 18-24 credit hours distributed over a 12 month period, depending upon the range of duties assigned. It is expected that instructors on a continuing appointment will normally be assigned significant service duties and will thus be assigned 18 credit hours of teaching per year.

6. Normally, six credit hours of teaching per academic year will be regarded as the minimum permissible responsibility and 24 credit hours the maximum. Exceptions are made only for those with substantial administrative responsibility.

B. Teaching Responsibilities

1. All faculty members and instructors are required to undertake teaching responsibilities as defined in Article 19.A.2.4.1 and/or Article 34 of the University of Manitoba—University of Manitoba Faculty Association Collective Agreement, as applicable. In addition to contributions to research, scholarly work and other creative activities and to service inside and outside the University, faculty members in the Faculty of Arts are responsible to carry out
teaching duties at the undergraduate level and at the graduate level, where applicable. A definition of teaching is provided, for example, in Article 19.A.2.4.1 of the UofM/UMFA Collective Agreement.

2. In carrying out teaching responsibilities, faculty members and instructors must comply with the University's Policy on Responsibilities of Academic Staff with Regard to Students.

3. Each faculty member’s academic year normally will consist of two teaching terms, Fall and Winter, and a research/professional development period in Summer. Faculty members are normally required to teach during two teaching terms, which are normally the Fall and Winter terms. During teaching terms, faculty members are responsible for teaching and service, and those faculty members with research responsibilities are encouraged to be active in research. During non-teaching periods, faculty members carry out research, engage in professional development, continue to supervise their graduate students, and fulfill service obligations as required. Faculty members with research responsibilities will not normally teach “on load” during the Summer sessions. Instructors are required to teach during at least two teaching terms, which are normally the Fall and Winter terms, and may be required to teach during an additional teaching term as well.

4. Faculty members and instructors are responsible for being accessible to students outside of class time and therefore must schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to students, with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. In addition to office hours, faculty members and instructors are encouraged to be accessible to their students via e-mail or other forms of electronic communication.

5. Supervision of graduate student research and thesis preparation and participation in the evaluation of graduate and honours theses are integral parts of the normal teaching responsibilities of faculty members. Faculty members will not normally receive extra credit for typical graduate supervision or the supervision of honours theses (except in accordance with the provisions set out in C. 12 below).

6. Faculty members and instructors are responsible for the development and maintenance of their scholarly competence and effectiveness as teachers within their area of expertise, and the revision of course material on a regular basis as appropriate for the discipline in which they teach.

7. All full-time faculty members in the Faculty of Arts are expected to participate regularly in the teaching of introductory courses at the 1000 and 2000 level and in upper-level courses at the 3000 and 4000 level. Except when it is clearly not in the interest of departmental academic programming, a A faculty member will
normally teach at the introductory level (1000-2000) at least once in every two-
year period.

8. Each department/unit may establish a policy for the assignment of teaching
responsibilities and the rotation of courses, addressing the particular
circumstances of the department and its programs, and providing for fairness and
equity within the unit. Departmental policies must conform to the general
guidelines set out in this document the Faculty of Arts Teaching Responsibilities
Guidelines.

C. Procedures

1. Department Heads/Directors/Coordinators will work with faculty members and
instructors to develop two-year plans (teaching responsibilities, course
assignments, research study leaves, service to the unit, etc.) consistent with the
provisions of Parts A and B above. These plans shall be submitted annually to
the Dean’s Office. The purpose of the work plan is to ensure that the
department/unit can meet its obligations and commitments in terms of program
requirements, enrolment and course planning, and its broader academic, research
and service objectives. Typically, faculty members will be assigned alternating
teaching commitments of 15 credit hours one year and 12 credit hours the next
following year. Each department/unit will be encouraged to spread out 15- and
12-credit hour assignments among its members in order to ensure the consistent
delivery of sufficient courses for its programs.

2. The Head/Director/Coordinator allocates teaching assignments, ensuring that the
department/unit meets its curricular and enrolment obligations. Teaching
assignments must be approved by the Dean and are subject to modification in the
light of changed circumstances.

3. It is the responsibility of the Head/Director/Coordinator to promote equity within
departments/units. Similarly, it is the Dean’s responsibility to ensure fairness
across departments and programs within the Faculty.

4. The Dean’s Office will maintain a record of each faculty member’s and each
instructor’s teaching assignments, including student enrolments and course load.

5. Faculty members who play a lead role, usually as Principal Investigator, in a major,
multi-year research project funded by SSHRC, NSERC or CIHR administered
by the University of Manitoba are eligible to will receive a release of three
credit hours of teaching for each year of the grant. The release time can only be
used during the period of the award, and cannot be banked for future use. The
matter of release time for holders of multiple grants, for holders of grants from
national foundations other than tri-council agencies, and for leading researchers in
major collaborative research programs, or for researchers playing a significant
but not a lead role, will be considered on a case-by-case basis. Justification for the role and duties relevant to the overall team duties will be considered, including the allocation of duties indicated on the University of Manitoba’s Funding Application Approval Form. Currently, priority for research-based teaching releases is given to principal investigators holding Tri-Council grants at the University of Manitoba.

6. New probationary assistant professors receive a teaching reduction for the first two years of their appointment. A newly appointed assistant professor will be assigned nine credit hours of teaching in the first year and 12 credit hours of teaching in the second year. A faculty member in the third year of a probationary appointment will commence a two-year work plan of 27 credit hours over two years, typically beginning with a 15-credit-hour assignment.

7. A tenured faculty member who wishes to concentrate more of his or her activities in teaching for a period of time may be assigned a teaching-focused workload by the Head/Director/Coordinator subject to the approval of the Dean. This would normally involve a three-credit addition in teaching responsibilities and a corresponding reduction in responsibilities for research and/or service. The duration of this work plan will be for a two-year period, after which the faculty member’s work plan would be reviewed. As well, tenured faculty members who are not carrying out significant research/creative activity and/or significant service activities may also be assigned additional teaching responsibilities on an annual basis, where appropriate. Under these conditions, the members’ satisfactory performance assessment will reflect their new responsibilities.

8. Cross-listed courses and courses taught together, regardless of the level, will represent teaching credit for no more than one of the courses.

9. Faculty members and instructors do not normally receive any teaching credit for volunteering to offer directed-reading courses or for volunteering to teach courses with enrolments below the relevant low enrolment cut-off; full or partial credit may be granted in exceptional circumstances with the prior written approval of the Dean. Members Faculty members or instructors assigned to teach such courses will receive full credit.

10. Faculty members or instructors teaching classes with enrolment in excess of 175 students ("supersections") at the end of the official course change week may receive extra teaching credit weighted at a rate of 1.3 (e.g., a three-credit supersection course would count for 4.5 credit hours of teaching).

11. Clinical Psychology faculty members will normally be assigned 1.5 credit hours of teaching release per practicum supervised.

12. Faculty members who supervise an extraordinary number of graduate students or
honours theses in any given five-year period may be recommended by the Head/Director/Coordinator to the Dean for a three-credit teaching release. Departments may develop their own guidelines on extraordinary graduate and honours supervision, but the minimum number of credits required for one three-credit release will be six, where a faculty member earns 0.5 points per honours thesis supervised to completion, one point per M.A. student supervised to completion, and two points for each PhD student supervised to completion within a five-year period. Release for extraordinary graduate supervision will be assigned no more than once every five years and may not be used to reduce a faculty member’s teaching responsibility below six credits in an academic year. Any such reduced teaching assignment must receive the prior written approval of the Dean.

13. Research study leaves will always be calculated on the basis of a 12-credit-hour-per-year load.

14. Normally, “banking” of courses will not be permitted. Exceptions occur when an unexpected instructional demand arises which can be accommodated best by assigning teaching to a faculty member or an instructor who is already at a full load or to one who would otherwise have had a teaching release that academic year. In such cases, the faculty member’s or instructor’s teaching responsibility should be adjusted in the following academic year. If banked course credits other than those which were externally funded, cannot be used within three academic years exclusive of periods of leave, it will be nullified. Banked course credits, other than those that were externally funded, will not normally be allowed to carry over for more than three academic years.

15. Teaching responsibilities that are “owed” to the Faculty (e.g., a scheduled course that is cancelled for low enrolment) will be made up at the earliest possible opportunity. Courses “owed” will not normally be allowed to carry over for more than three academic years.

16. Untenured faculty members in the first two years of a probationary period and faculty members Faculty members or instructors who receive course release for research purposes, will not normally be approved for extra-to-load teaching for additional payment.

17. All other faculty members Faculty members and instructors will be approved for normally no more than one three- or one six-credit-hour course six credit hours of extra-to-load teaching for additional payment per year, subject to the condition that the extra appointment shall not interfere with satisfactory performance of the duties and responsibilities of the full-time appointment. Extra-to-load teaching should not normally be ongoing from year to year; it is understood, however, that such ongoing teaching may be required in extraordinary circumstances to meet specific programming requirements.
D. Administrative Responsibilities

1. The Dean and Associate Deans will normally teach three or six credit hours in any academic year.

2. Heads/Directors/Coordinators, and in some cases Associate Heads, Graduate Chairs, and Program Chairs, will receive a reduction in teaching. Reductions will be allocated according to the size of the department/unit and the scope of its programs. Such allocations will be reviewed periodically by the Dean to ensure equity across departments/units.

3. Directors of Centres and Institutes sponsored by the Faculty of Arts and of other such units may receive a reduction in teaching for this work. The Dean will periodically review these reductions.

4. Administrative service on committees and for outreach activity is part of a faculty member’s or instructor’s service and does not normally warrant a teaching assignment reduction.

5. Instructors may be released from three-credit hours or six-credit hours of teaching in a twelve-month period for extraordinary teaching-related service assignments (“extraordinary” duties are those duties that are beyond the amount of normal service duties undertaken by UMFA members) on the recommendation of the Head/Coordinator and as approved by the Dean.

6. Individuals A faculty member serving as president of a national or international professional association or editor of a major national or international journal where no external funding is provided to cover a teaching release may receive a teaching release of normally no more than three-credit hours per academic year for the duration of their term of professional service. Any such teaching assignment must receive the prior written approval of the Dean.

E. General Provisions

1. These guidelines will come into effect for the 2008/2009 academic year. The provisions in this document replace all previous departmental teaching reduction protocols. All such protocols are void as of July 1, 2008. Banked-course credits earned under previous protocols prior to July 1, 2008 shall be submitted in writing to the Dean by June 30, 2011. If approved by the Dean in writing, these credits will not be voided and there is no time limit on their use. They can only be used to reduce teaching responsibilities of a faculty member when this reduction can be accommodated by the Department/Unit and is approved in writing by the Dean.
FACULTY OF ARTS TEACHING RESPONSIBILITY GUIDELINES FOR UMFA MEMBERS

Proposed Amendments, February 2014, with committee changes and recommendations of February 2015.

Definitions

"UMFA members" shall mean academic staff members at the rank of professor. "Faculty member" or "faculty members" shall mean professors, associate professors, assistant professors, and lecturers, or instructor 1, instructor 2 or senior instructor, consistent with the definition of "faculty member" in Article 1.22 of the UM-UMFA Collective Agreement.

"Instructor" or "instructors" shall mean academic staff members at the rank of instructor 1, instructor 2, or senior instructor, consistent with the definitions in Article 1.1 and Article 1.5 of the UM-UMFA Collective Agreement.

The Dean and Associate Deans shall be included as "UMFA members" by courtesy in this document.

Introduction

The following guidelines are intended to provide a description of the general considerations taken into account in the determination of the teaching component of the overall workload for faculty members and instructors in the Faculty of Arts at the University of Manitoba.

The duties assigned to instructors include an appropriate combination of (1) undergraduate teaching and (2) service. The duties assigned to faculty members in the Faculty of Arts at the University of Manitoba include an appropriate combination of (1) undergraduate and/or graduate teaching; (2) research, scholarly work and other creative activities; and (3) service.

The assignment of these duties may vary from individual to individual and from department/unit to department/unit as determined by the Dean in consultation with the Head/Director/Coordinator and the UMFA member: faculty member or instructor.

A. General Guidelines

The normal course teaching responsibility for full-time lecturers, assistant professors, associate professors, and professors is 27 credit hours, distributed over
two-year period. The normal course teaching responsibility for full-time instructors is 24 credit hours over a one-year (twelve-month) period.

2.1. Exceptions to the norms described in A.1 (above) are:

a) faculty UMFA members with externally funded appointments, such as Canada Research Chairs or endowed and sponsored chairs, when the terms of appointment prescribe limited teaching responsibilities;

b) faculty UMFA members who have assumed a leading role in major externally funded research projects (see C.5 below);

c) new faculty members, lecturers, assistant professors, associate professors, and professors (see C.6 below);

d) tenured lecturers, assistant professors, associate professors, and professors, faculty members who have been assigned additional teaching responsibility (see C.7 below); and

e) UMFA faculty members with administrative responsibilities for which they receive course release (see D.2 and D.3 below);

f) instructors who have extraordinary teaching-related service assignments (see D.5 below);

3. Any teaching assignments for faculty members of fewer than 27 credit hours over a two-year period and for instructors of fewer than 18-24 credit hours over a one-year period will be conditional on the timetabling and program requirements of the department/unit, in particular its ability to offer all programs and required courses on a regular basis.

4. Variations on the normal teaching responsibilities will in all cases require the prior written agreement of the Department Head/Director/Coordinator and the Dean.

5. Reductions below the normal teaching responsibility that have the effect of reducing teaching to zero for any given teaching term will not reduce service and research responsibilities. Such a reduction does not constitute a leave; hence availability on campus to fulfill service responsibilities is required. Absences during such periods of reduced teaching responsibilities require the prior written approval of the Head/Director/Coordinator and the Dean.

6. The teaching responsibility for Instructors is 18-24 credit hours distributed over a 12 month period, depending upon the range of duties assigned. It is expected that Instructors on a continuing appointment will normally be assigned significant service duties and will thus be assigned 18 credit hours of teaching per year.
B. Teaching Responsibilities

1. All faculty UMFA members and instructors are responsible for required to undertake teaching responsibilities as defined in Article 19.A.2.4.1 and/or Article 34 of the University of Manitoba—University of Manitoba Faculty Association Collective Agreement, as applicable. In addition to contributions to research, scholarly work and other creative activities and to service inside and outside the University, faculty members in the Faculty of Arts are responsible to carry out teaching duties at the undergraduate level and at the graduate level, where applicable. A definition of teaching is provided, for example, in Article 19.A.2.4.1 of the UofM/UMFA Collective Agreement.

2. In carrying out teaching responsibilities, UMFA members faculty members and instructors must comply with the University's Policy on Responsibilities of Academic Staff with Regard to Students.

3. Each faculty member's academic year normally will consist of two teaching terms, Fall and Winter, and a research/professional development period in Summer. Faculty UMFA members are normally required to teach during two teaching terms, which are normally the Fall and Winter terms. During teaching terms, faculty members are responsible for teaching and service, and those faculty members with research responsibilities are encouraged to be active in research. During non-teaching periods, faculty members carry out research, engage in professional development, continue to supervise their graduate students, and fulfill service obligations as required. Faculty members with research responsibilities will not normally teach "on load" during the Summer sessions. Instructors are required to teach during at least two teaching terms, which are normally the Fall and Winter terms, and may be required to teach during an additional teaching term as well.

4. UMFA Faculty members and instructors are responsible for being accessible to students outside of class time and therefore must schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to students, with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. In addition to office hours, faculty UMFA members and instructors are encouraged to be accessible to their students via e-mail or other forms of electronic communication.

5. Supervision of graduate student research and thesis preparation and participation in the evaluation of graduate and honors theses are integral parts of the normal teaching responsibilities of faculty members. Lecturers, assistant professors, associate professors and professors. Faculty members will not normally receive extra credit
for typical graduate supervision or the supervision of honours theses (except in accordance with the provisions set out in C. 12 below).

6. **UFMA Faculty members and instructors** are responsible for the development and maintenance of their scholarly competence and effectiveness as teachers within their area of expertise, and the revision of course material on a regular basis as appropriate for the discipline in which they teach.

7. All **lecturers, assistant professors, associate professors, and professors** full-time faculty members in the Faculty of Arts are expected to participate regularly in the teaching of introductory courses at the 1000 and 2000 level and in upper-level courses at the 3000 and 4000 level. Except when it is clearly not in the interest of departmental academic programming, a Lecturers, assistant professors, associate professors, and professors faculty member will normally teach at the introductory level (1000-2000) at least once in every two-year period. **Instructors** should be permitted to teach at the 3000 and 4000 levels.

8. Each department/unit may establish a policy for the assignment of teaching responsibilities and the rotation of courses, addressing the particular circumstances of the department and its programs, and providing for fairness and equity within the unit. Departmental policies must conform to the general guidelines set out in this document the Faculty of Arts Teaching Responsibilities Guidelines.

**C. Procedures**

1. Department Heads/Directors/Coordinators will work with faculty members and instructors, **UMFA members** to develop two-year plans (teaching responsibilities, course assignments, research study leaves, service to the unit, etc.) consistent with the provisions of Parts A and B above. **These plans shall be submitted annually to the Dean’s Office.** The purpose of the work plan is to ensure that the department/unit can meet its obligations and commitments in terms of program requirements, enrolment and course planning, and its broader academic, research and service objectives.

2. Typically, faculty members lecturers, assistant professors, associate professors, and professors will be assigned alternating teaching commitments of 15 credit hours one year and 12 credit hours the next following year. Each department/unit will be encouraged to spread out 15- and 12-credit hour assignments among its members in order to ensure the consistent delivery of sufficient courses for its programs.

3. The Head/Director/Coordinator allocates teaching assignments, ensuring that the department/unit meets its curricular and enrolment obligations. Teaching assignments must be approved by the Dean and are subject to modification in the
light of changed circumstances.

3-4. It is the responsibility of the Head/Director/Coordinator to promote equity within departments/units. Similarly, it is the Dean’s responsibility to ensure fairness across departments and programs within the Faculty.

4-5. The Dean’s Office will maintain a record of each UMFA member’s faculty member’s and each instructor’s teaching assignments, including student enrolments and course load.

5. UMFA members Faculty members who play a lead role, usually as Principal Investigator, in a major, multi-year research project funded by SSHRC, NSERC or CIHR administered by the University of Manitoba are eligible to receive a release of three credit hours of teaching for each year of the grant. The release time can only be used during the period of the award, and cannot be banked for future use. The matter of release time for holders of multiple grants, for holders of grants from national foundations other than tri-council agencies, and for leading researchers in major collaborative research programs, or for researchers playing a significant but not a lead role, will be considered on a case-by-case basis. Justification for the role and duties relevant to the overall team duties will be considered, including the allocation of duties indicated on the University of Manitoba’s Funding Application Approval Form. Currently, priority for research-based teaching releases is given to principal investigators holding Tri-Council grants at the University of Manitoba.

6-7. New lecturers, assistant professors, associate professors, and professors (most often probationary assistant professors) receive a teaching reduction for the first two years of their appointment. A newly appointed assistant professor will be assigned nine credit hours of teaching in the first year and 12 credit hours of teaching in the second year. A faculty member in the third year of a probationary appointment will commence a two-year work plan of 27 credit hours over two years, typically beginning with a 15-credit-hour assignment.

7-8. A tenured lecturer, assistant professor, associate professor, or professor faculty member who wishes to concentrate more of his or her activities in teaching for a period of time may be assigned a teaching-focussed workload by the Head/Director/Coordinator subject to the approval of the Dean. This would normally involve a three-credit addition in teaching responsibilities and a corresponding reduction in responsibilities for research and/or service. The duration of this work plan will be for a two-year period, after which the lecturer’s, assistant professor’s, associate professor’s, and professor’s faculty member’s work plan would be reviewed. As well, tenured lecturers, assistant professors, associate professors, and professors faculty members who are not carrying out significant research/creative activity and/or significant service activities may also be assigned additional teaching responsibilities on an annual basis, where appropriate. Under these conditions, the members’ satisfactory performance
assessment will reflect their new responsibilities.

8.9. Cross-listed courses and courses taught together, regardless of the level, will represent teaching credit for no more than one of the courses.

9.10. Faculty members and instructors do not normally receive any teaching credit for volunteering to offer directed-reading courses or for volunteering to teach courses with enrolments below the relevant low enrolment cut-off; full or partial credit may be granted in exceptional circumstances with the prior written approval of the Dean. Members assigned to teach such courses will receive full credit.

5. Faculty members or instructors teaching classes with enrolment in excess of 175 students ("supersections") at the end of the official course change week may receive extra teaching credit weighted at a rate of 1.5 (e.g., a three credit supersection course would count for 4.5 credit hours of teaching).

11. UMFA members with 175 students at the end of the official course change week may be considered for a supersection and may receive extra teaching credit weighted at a rate of 1.5. (i.e., a three credit hour supersection course may count for 4.5 credit hours.)

When UMFA members offer a supersection of no less than 198 students they may receive the release regardless of final numbers—providing that the department is offering the same number of sections and supersections it has successfully offered in the previous year. If a supersection fails to attract at least 175 students then the department will change its mix of sections and supersections to reflect the new numbers in the subsequent year. The failed supersection can be reoffered, but the instructor will not receive a supersection credit if the course once again fails to attract at least 175 students.

For example, in the 2014-15 academic year three supersections are offered and one fails to attract/retain 175 students by the end of official course change week. That UMFA member may receive the supersection credit for that section. However the following year the department must either cut that supersection or another section to adjust to the expected student numbers. If in 2015-16 that section is re-offered and fails to attract/retain 175 students by the end of official course change week, that instructor would not receive the supersection credit. The risk of not receiving the supersection credit would remain with the instructor until such a time as the section reaches the 175 number again—at which point the risk returns to the Faculty until the academic year after the section fails to reach the 175 minimum.

10.12. Clinical Psychology UMFA faculty members will normally be assigned 1.5 credit hours of teaching release per practicum supervised.

14.13. UMFA Faculty members who supervise an extraordinary number of graduate
students or honours theses in any given five-year period may be recommended by the Head/Director/Coordinator to the Dean for a three-credit teaching release. Departments may develop their own guidelines on extraordinary graduate and honours supervision, but the minimum number of credits required for one three-credit release will be six, where a faculty member earns 0.5 points per honours thesis supervised to completion, one point per M.A. student supervised to completion, and two points for each PhD student supervised to completion within a five-year period. Release for extraordinary graduate supervision will be assigned no more than once every five years and may not be used to reduce a faculty member's teaching responsibility below six credits in an academic year. Any such reduced teaching assignment must receive the prior written approval of the Dean.

13.14. Research study leaves will always be calculated on the basis of a 12-credit-hour-per-year load.

14.15. Normally, “banking” of courses will not be permitted. Exceptions occur when an unexpected instructional demand arises which can be accommodated best by assigning teaching to a faculty member or an instructor who is already at a full load or to one who would otherwise have had a teaching release that academic year. In such cases, the faculty member's or instructor's teaching responsibility should be adjusted in the following academic year. If banked course credits other than those which were externally funded, cannot be used within three academic years exclusive of periods of leave, it will be nullified. Banked course credits, other than those that were externally funded, will not normally be allowed to carry over for more than three academic years, exclusive of periods of leave.

15. Teaching responsibilities that are “owed” to the Faculty (e.g., a scheduled course that is cancelled for low enrolment) will be made up at the earliest possible opportunity. Courses “owed” will not normally be allowed to carry over for more than three academic years.

16.17. Untenured faculty members in the first two years of a probationary period, and faculty members or instructors who receive course release for research purposes, will not normally be approved for extra-to-load teaching for additional payment.

17.18. All other faculty members and instructors will be approved for normally no more than one three- or one six-credit-hour course six credit-hours of extra-to-load teaching for additional payment per year, subject to the condition that the extra appointment shall not interfere with satisfactory performance of the duties and responsibilities of the full-time appointment. Extra-to-load teaching should not normally be ongoing from year to year; it is understood, however, that such ongoing teaching may be required in extraordinary circumstances to meet specific
programming requirements.

D. Administrative Responsibilities

1. The Dean and Associate Deans will normally teach three or six credit hours in any academic year. The Dean and Associate Deans may be released from three credit hours of teaching in a twelve month period, if extraordinary service assignments require it as judged by the Provost.

2. Heads/Directors/Coordinators, and in some cases Associate Heads, Graduate Chairs, and Program Chairs, will receive a reduction in teaching. Reductions will be allocated according to the size of the department/unit and the scope of its programs. Such allocations will be reviewed periodically by the Dean to ensure equity across departments/units.

3. Directors of Centres and Institutes sponsored by the Faculty of Arts and of other such units may receive a reduction in teaching for this work. The Dean will periodically review these reductions.

4. Administrative service on committees and for outreach activity is part of a faculty member’s or instructor’s service and does not normally warrant a teaching assignment reduction.

5. Instructors may be released from three-credit hours or six-credit hours of teaching in a twelve month period for extraordinary teaching-related service assignments (“extraordinary” duties are those duties that are beyond the amount of normal service duties undertaken by UMFA members) on the recommendation of the Head/Coordinator and as approved by the Dean.

6. Individuals A UMFA faculty member serving as president of a national or international professional association or editor of a major national or international journal where no external funding is provided to cover a teaching release may receive a teaching release of normally no more than three-credit hours per academic year for the duration of their term of professional service. Any such teaching assignment must receive the prior written approval of the Dean.

E. General Provisions

1. These guidelines will come into effect for the 2008/2009 academic year. The provisions in this document replace all previous departmental teaching reduction protocols. All such protocols are void as of July 1, 2008. Banked course credits earned under previous protocols prior to July 1, 2008 shall be submitted in writing to the Dean by June 30, 2011. If approved by the Dean in writing, these credits will not be voided and there is no time limit on their use. They can only be used to reduce teaching responsibilities of a faculty member when this reduction can be accommodated by the
Department/Unit and is approved in writing by the Dean.