

ARTICLE 22 - Workload

Section 22.1 - General provisions (faculty members)

22.1.2 Annual description

*22.1.2.2 Without limiting the generality of the principles stated in 22.1.1, and subject to other provisions of this agreement, the description sent by the dean to the member shall include:

- (a) a description of the member's teaching assignment, which comprises all scheduled and nonscheduled teaching duties assigned to her or which she has agreed to assume;
- (b) the description of the member's teaching assignment, shall include information relating to the factors of a member's actual teaching load as set out in section [22.2.1.5\(a\)](#)~~22.2.1.4~~;
- (c) a copy of the 1992-94 normal teaching load per member for that department or unit as established under 22.2.1.1. and set out in Appendix J of the collective agreement;
- (d) reference to activities, which may be academic service or any other activities consistent with the member's role as a university professor, which require a significant portion of the member's time and an adjustment in some component(s) of the member's workload or some special arrangement between the member and the employer.

and shall be deemed to include the general description of the scholarly activities to which, according to her annual report, the member intends to devote a portion of her time during the academic year, it being understood that this does not prevent the dean from communicating with the member under 23.1.2.3.

Section 22.2 - Teaching

22.2.1 Teaching load

*22.2.1.1 In each department, the normal teaching load per member is determined by the actual teaching loads in that department in the academic years 1992-1993 and 1993-1994, as per appendix J.

Except pursuant to ~~22.2.1.8~~[22.2.1.9](#), the normal teaching load per member for a department shall not be increased during the period covered by this agreement. It is understood that ~~22.2.1.8~~[22.2.1.9](#) shall not be used to circumvent any reductions which result from 22.2.1.2.

*22.2.1.3 The teaching load of a faculty member shall not differ substantially from the normal teaching load per member for her department except where

- (a) the member is notified pursuant to ~~22.2.1.4~~[22.2.1.5](#); and
- (b) such differences are justified by factors such as those in ~~22.2.1.4~~[22.2.1.5](#); or
- (c) such differences are justified by the extent of the members' respective involvement in nonscheduled teaching duties such as supervision of individual work or studies by undergraduate or graduate students, or responsibility for directed reading courses; or
- (d) such differences occur pursuant to ~~22.2.1.5~~[22.2.1.6](#) or ~~22.2.1.6~~[22.2.1.7](#).

*22.2.1.4 Class distribution

The parties agree that the Class Distribution Reference Years shall be 1992-1994. The distribution of undergraduate class sizes during the reference years shall be determined to both parties agreement. The Class Distribution Reference Years distribution of the undergraduate courses between 1 and 29 students is identified as X%, the undergraduate courses between 30 and 100 students as Y% and the undergraduate courses with more than 100 students as Z%.

(a) Every year for the duration of this agreement, the distribution of class sizes across the University of Ottawa will adhere to the following limits:

- (i) the proportion of total undergraduate level classes which have between 1 and 29 students will not be less than the lower of either X% or 50% of all classes;
- (ii) the proportion of total undergraduate level classes which have between 30 and 100 students will not be greater than the greater of either Y% or 38%;
- (iii) the proportion of total undergraduate level classes which have more than 100 students will not be greater than the greater of either Z% or 12%.

(b) For any graduate level class, enrolment will be capped at 20 students.

(c) Notwithstanding 22.2.1.4(b), the DTPC may revise upward or downward the cap on graduate level class-size for any course given in the department, provided this modification is based on well-established current pedagogical practices in the subject.

(d) Each department or unit will establish caps on class sizes for all undergraduate level courses given by the department or unit. These caps will take into account the overall university-wide limits given in 22.2.1.4(a) above, as well as the overall pedagogical goals of the department. These departmental caps will be reviewed each year by the DTPC or an equivalent committee comprised of faculty members within each department or unit. In order to respect these caps, multiple sections of the same course must be created when necessary.

(e) No later than July 15 of every year, the employer will provide the APUO with data on class sizes for all courses given at the University of Ottawa in the previous academic year.

*22.2.1.4-22.2.1.5 As the total effort required by a course can vary considerably from course to course, and in order to ensure that members' teaching loads are allocated fairly and equitably, the dean, as well as any person or committee making a recommendation regarding a member's teaching load, shall give proper consideration to relevant factors such as the following:

- (a) the average class size, calculated over the last three (3) years, based on enrolment reported to the government, department benchmarks, number of student contact hours (defined as the product of student enrolment and the number of hours of scheduled contact with students), and course format;
- (b) whether the member will be responsible for the supervision of laboratory work as part of the scheduled courses;
- (c) the availability of markers or teaching assistants;

- (d) whether an assigned course will be one that the member has not taught before, or one where the member's former approach will undergo substantial revisions, or where the assignment of a course will result in an increase in the anticipated hours for preparation, grading or administration;
- (e) the member's area of expertise;
- (f) the number of distinct courses to be taught by the member;
- (g) the level and the type of the course;
- (h) the location of the course (on or off-campus);
- (i) special factors, such as filming or broadcasting of lectures, or the use of teleconference teaching;
- (j) the language of instruction.

22.2.1.522.2.1.6 A member's teaching load may be less than provided for in 22.2.1.3:

- (a) when such reduction is justified by academic service activities and the like included in the member's workload; or
- (b) where, subject to budgetary feasibility, such reduction is justified by the member's exceptionally heavy involvement in scholarly activities; or
- (c) where other circumstances exist which, in the dean's opinion, justify a relatively lighter teaching load for this member for the academic year in question.
- (d) so that a newly appointed junior member may balance the need for time to prepare new courses and to establish a research program, it being understood that, where this reduction is applicable, a reference to it, to its size, and to its duration will appear in the member's initial contract.

Where this applies, the member's initial contract will include mention of the following: "The normal teaching load in the name of department or faculty is ##. New junior professors at the rank of assistant professors or less in the department/faculty receive a reduction in teaching load of not less than ## for period. Reductions may be greater under certain circumstances. In your case, you will receive a reduction of ## for period."

*22.2.1.622.2.1.7 A member's teaching load may be more than provided for in 22.2.1.3

- (a) when a member's teaching skills justify a heavier involvement in teaching and the FTPC finds, in light of the member's annual report, that the time for doing so is available because of a lesser involvement of the member in scholarly activities or academic service; or
- (b) in the case of a replacement professor in the first year of employment, provided the professor is not required to do research beyond that necessary for her teaching and is not expected to assume any academic service activities.

*~~22.2.1.7~~22.2.1.8 The provisions of ~~22.2.1.5~~22.2.1.6 and ~~22.2.1.6~~22.2.1.7 can only be applied with the agreement of the member and the dean. In the case of ~~22.2.1.6~~22.2.1.7 the member shall not unreasonably refuse such agreement. Where the member and the dean agree to such an arrangement, the terms of the arrangement shall be explicitly recorded in the member's file and shall be taken into account in the course of any future evaluation of the member's performance.

*~~22.2.1.8~~22.2.1.9 Notwithstanding 22.2.1.1, the employer may modify the normal teaching load in a department provided that:

- (a) relevant indicators of actual teaching loads, when applied uniformly to all departments, show that the actual loads in that department are clearly different from the actual teaching loads in other departments with generally comparable teaching at all levels and all types or supervisory activities; and
- (b) the employer has, prior to implementing the modification, consulted the department concerned and consulted the Association.

*~~22.2.1.9~~22.2.1.10 Teaching assistance: The parties agree with the objective of maintaining class sizes and formats that are conducive to pedagogical soundness, and the employer agrees that members should be provided with sufficient teaching assistance. More particularly,

- (a) the assignment of teaching assistants to members provided for under a teaching assistant allocation norm or policy in a department;
- (b) marking and grading assistance on the following basis if requested by the member:
 - (i) a member teaching a course with written assignments and with examinations which are not computer marked shall be assigned at least 2.5 hours of marker/grader assistance for each credit value of the course, for each block of 5 students or portion thereof exceeding 45; such assistance shall be provided from the time the enrolment number exceeds 45 but may be adjusted to reflect the actual enrolment as of the first official enrolment reporting date after the commencement of the course;
 - (ii) alternatively, if the equivalent marking/grading assistance is available through the allocation of teaching assistant time beyond that provided for under a teaching assistant allocation norm or policy in a department which, at a minimum, is as determined above under (a), and the member agrees, such marking/grading hours for the above-noted course may, instead, be provided by a teaching assistant qualified for the course.

*~~22.2.1.10~~22.2.1.11 The employer shall send to the Association, no later than 30 June, in addition to the data already mentioned in subsection 7.3.1, copies of the information sent to the members pursuant to 22.1.2.2(c) and 22.2.4.2 concerning teaching duties within their departments and, if the employer proposes to modify the normal teaching load per member in a department, any other data used by the employer to compare the teaching activities of the departments.

APUO PROPOSAL – Presented to the employer on 20 March 2013

These modifications are the result of the proposed changes to article 22.2 and don't constitute an official opening of this article for the purposes of negotiations.

ARTICLE 17 - Engagements

Section 17.1 - Dispositions générales

Section 17.2 - Provisions applicable to limited-term special appointments

17.2.1 Replacement professor

*17.2.1.2 The initial appointment of a replacement professor shall end either on 30 June or 31 December, it being understood that where the member has been offered a 12-month contract, the date of the end of the contract may be changed to either 30 April or 31 August by agreement of the dean and the member provided the contract remains a 12-month contract. In no event shall an appointment be for less than 6 months.

Where the length of the secondment, period of release, or leave referred to in 17.2.1.1(d) is known at the outset, the replacement appointment may be for the same period, subject to the 6-month minimum and a maximum of 5 years. In cases where the total appointment under 17.2.1.1(d) is for a period longer than 2 years, the initial appointment will be for 2 years and will be renewable for a further period of up to 3 years, subject to renewal conditions detailed in 17.3.3.2 and the total period determined at the outset.

In all other cases, no person shall be a replacement professor for more than 24 consecutive months without the consent of the Association. Where ~~22.2.1.5~~22.2.1.6(b) is to be applied, the initial appointment must be of either 12 or 24 consecutive months.