

SECTION 36
WORKLOADS – FACULTY

36.01 The provisions of this section shall apply only to academic staff members in the faculty class series.

36.02 Faculty workload is based on three components and will be assigned by the Dean or designee (non-academic staff member) in accordance with the governing principles found in the Faculty Workload Guidelines document. Workload includes Class Contact Hours (Section 36.03), Class Management Activities (CMA), and Professional Duties as defined in Faculty Workload Guidelines, in consultation with the faculty. After being assigned, no change to the class contact hours of an instructor will be made arbitrarily.

(a) Should a faculty be not in agreement with the workload assignment, the faculty will have access to the Workload Grievance process that is found in the Faculty Workload Guidelines document.

(b) Faculty Workload Guidelines will be reviewed at least annually, by a committee formed by an equal number of appointed academic staff members and non-academic staff members. Changes must be mutually agreed upon by both parties.

36.03 Class Contact Hours are defined as hours spent instructing and/or supervising students in the classroom (physical or online), lab, shop or on practicum. The assigned Class Contact Hours are determined through each faculty’s course loading. The class contact hours for faculty in an instructional unit during an academic year shall be:

School	1	2	3
Business	540		
Hospitality & Tourism	540	735	
Academic Services	555	720	
Construction	570	585	645
Health & Public Safety	570		
School for Advanced Digital Technologies	555	615	675
MacPhail School of Energy	570	615	
Manufacturing & Automation	585	645	
Transportation	675		

The class contact hours for an instructional unit within a school may only be altered from one of the above annual total class contact hours to a different annual total class contact hours from those listed above, after prior consultation with the Association. No such alteration shall be made arbitrarily.

- 36.04 (a) A class contact hour shall be fifty (50) minutes of synchronously or asynchronously scheduled instruction to students.
- (b) Class contact hours shall not exceed the following unless agreed to by the faculty:
- (i) The greater of twenty (20) hours or three percent (3%) of the applicable class contact hours, in any given week averaged over a fifteen (15) week period.
 - (ii) Six (6) hours in any given day, or
 - (iii) Four (4) consecutive hours in any given day.
- 36.05 Part-time Salaried class contact hours shall be prorated based on full time equivalent. Temporary Salaried class contact hours shall be prorated based on both appointment length and full time equivalent. Exceptions to a pro-rated CCH for a part time faculty member will be included in a letter of employment.
- 36.06 Faculty in an instructional unit shall be advised of their class contact hours upon appointment. After the consultation in Section 36.03, if any changes are made to the instructional unit's class contact hours, the faculty will be notified as soon as possible after the start of the academic year, and in any case, not later than December 31st.
- 36.07 An instructional unit, which is a grouping of faculty within a school/department, shall be determined by the Dean or designee (non-academic staff member) after consideration of:
- (a) subject matter,
 - (b) instructional methods, and
 - (c) the instructional environment, of the faculty involved.
- 36.08 Subject to 36.02, class contact hours of an individual faculty shall be assigned after giving consideration to:
- a. past practice in assigning faculty class contact hours,
 - b. the needs of developing programs, or
 - c. the needs of programs which have been operating above or below capacity.
 - d. Principles outlined in the Faculty Workload Guidelines
- 36.09 The academic year will be defined by the Employer and will consist of twelve (12) consecutive months.
- 36.10 Scholarly Activity is defined as any activity that involves the intentional creation, integration, and/or dissemination of knowledge with a view to informing professional practice, contributing to the state-of-practice within a field, and/or impacting the broader external environment. When required, Scholarly Load will be calculated at 33% of each course's assigned class contact hour. Academic staff are required to follow the guidelines using the policy, AC.4.5. Scholarly Activity and Applied Research, and associated procedures.

- 36.11 Instruction on a Saturday or Sunday or after 6:00 p.m. will be by mutual agreement between the Dean or designee (non-academic staff member) and the faculty.
- 36.12 (a) Instruction which takes place after 6:00 p.m. shall be taught by faculty or an adjunct faculty. For Faculty, such instruction shall be by mutual agreement and shall not count as part of class contact hours without mutual agreement between the faculty and Employer.
- (b) Qualified permanent academic staff members shall have first right to participate in instruction given after 6:00 p.m.
- 36.13 (a) Faculty shall receive overload payment pursuant to Section 46 when the total class contact hours for the current academic year exceed the class contact hours established for the instructional unit in which the faculty works during the current academic year. The delegation of overload class contact hours will be by mutual agreement between the Employer and the faculty.
- (b) Faculty shall receive overload payment pursuant to Section 46 when the total class contact hours for the current academic year exceed the assigned class contact hours established pursuant to 36.05 unless the special assignment has been reduced or removed.
- 36.14 Faculty who have been assigned class contact hours at a level lower than the instructional unit's class contact hours may be assigned class contact hours to the maximum allowable with reasonable notice and without any additional remuneration.

SECTION 37 COURT LEAVE

- 37.01 When an academic staff member is summoned as a defendant or subpoenaed as a witness to appear in court to give Employer evidence or to produce Employer records, they shall be allowed leave with pay, but any court fee received by the member shall be paid to the Employer.
- 37.02 When an academic staff member is summoned as a juror or subpoenaed as a witness in their private capacity:
- (a) at a location within the Province of Alberta, the academic staff member shall be allowed leave with pay but any court fee received shall be paid to the Employer.
- (b) at a location outside the Province of Alberta, leave may be allowed with pay, if authorized by the Employer, but any court fee received shall be paid to the Employer.

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