

FACULTY WORKLOAD COMMITTEE TERMS OF REFERENCE



PURPOSE:

The Faculty Workload Committee is established as required by Article 8.5 and the Definitions of the FARDC Red Deer College Collective Agreement. Its purposes are to:

- propose instructional-hour norms for new programs
- recommend changes to existing instructional-hour norms
- determine instructional-hour equivalencies for non-conventional teaching
- resolve issues related to faculty workload

MANDATE:

The mandate of the Committee is established by Article 8.5 and the Definitions in the FARDC Red Deer College Collective Agreement. (Levels of authority have been added in parentheses.)

1. **Proposing Instructional-Hour Norms for a New Program:**
The Committee shall make recommendations to the Negotiations Committees of the College and the Association regarding instructional-hour norms for new programs. The instructional-hour norm that it recommends for a new program will be utilized on an interim basis and only until the expiration of the Agreement then in effect.
(Recommending authority for changes to the Collective Agreement, Principal authority for interim instructional-hour norms for new programs)
2. **Recommending Changes to Existing Instructional-Hour Norms:**
If a Division Leader or one or more Faculty Members seeks a change to the instructional-hour norms listed in Article 8.2, the Committee shall solicit input from all affected parties and it may then make recommendations to the Negotiations Committees of the College and the Association regarding changes to existing instructional-hour norms as listed in Article 8.2.
(Recommending authority)
3. **Determining Instructional-Hour Equivalencies for Non-Conventional Teaching:**
Where an Instructor and his/her Division Leader cannot agree on the means of determining instructional-hour equivalencies for non-conventional delivery of courses, the matter will be given to this committee for resolution. Its decision on this matter is not subject to grievance or appeal.
(Principal authority)
4. **Resolving Disputes Involving Workload Assignments:**
If one or more Faculty Members are dissatisfied with their workload assignment and the matter cannot be resolved through discussion with the Division Leader, he/she/they may appeal the assignment to the Workload Committee. Its decision on this matter is not subject to grievance or appeal.
(Principal authority)
5. **The Committee will establish its own Terms of Reference. (Principal authority)**

RELATIONSHIP TO OTHER COMMITTEES:

The Faculty Workload Committee makes recommendations to the Negotiations Committees for the College and the Association regarding instructional-hour norms for new programs and changes to existing instructional-hour norms. The Faculty Workload Committee Terms of Reference are approved by Deans' Council.

COMPOSITION:

1. Two continuous faculty members appointed by the FARDC Executive for two year terms, with no more than half newly appointed each year.
2. The Chief Human Resources Officer.
3. One other academic administrator appointed by the Vice President Academic.
4. An additional person, who is neither an Administrator nor a Faculty Member and who is selected by unanimous agreement of the above four, is appointed as the Voting Chair when the Committee cannot reach consensus.

If a Committee member would be in a conflict of interest position while undertaking the committee's work, that member will withdraw from the Committee, either for the duration of the work in question or permanently.

If such replacement must occur, or if a member resigns from the Committee before the expiry of his/her term, a faculty replacement will be appointed by FARDC Executive or an academic administrator replacement will be appointed by the Vice President Academic.

ACCOUNTABILITY:

The Vice President Academic or delegate is responsible to ensure the Committee is appointed each year, that meetings are called and records kept, and that the Committee fulfills its mandate. In fulfilling its mandate, the Committee has recommending authority and principal authority as shown under Mandate.

REPORTING:

The Committee may communicate with Deans' Council and FARDC regarding the activities of the Committee. The Committee will provide an annual report to Deans' Council and FARDC.

RESPONSIBILITY:

The Vice President Academic or delegate ensures that Committee members are appointed each year, that meetings are called and records are kept, and that the Committee acts within its mandate.

ADMINISTRATIVE SUPPORT:

The Vice President Academic or delegate ensures there is administrative support to the Committee.

OPERATING PROCEDURES:

Frequency of Meetings:

The Vice President Academic or delegate will ensure the Committee meets as needed for the administrative tasks.

The Chief Human Resources Officer will call a meeting at the request of any FARDC member or Administrator if the request falls under the mandate of the Committee.

Receipt of Requests:

Written requests are to be made to the office of the Vice President Academic. The request is then forwarded to the Committee members to determine if it falls under the mandate of the Committee.

Function and Process:

When the Committee is meeting for administrative tasks or exercising its mandated authorities, all members (or their replacements) are required to be present.

When exercising its mandated authorities, the deliberations of the Committee shall be held in confidence by the Committee members. All decisions will be restricted in their application to the case under discussion.

1. Proposing Instructional-Hour Norms for a New Program

- The Committee will seek and/or accept input and relevant information from the submitters including comparisons from other institutions, departments, schools and individuals.
- The Committee will also consider any prior decisions that have been made by this Committee that could be relevant.
- The Committee will set the interim instructional-hour norm that will be reviewed by the Committee prior to inclusion in the Collective Agreement
- See Appendix A for Guidelines for Preparing Submissions to the Faculty Workload Committee

2. Recommending Changes to Existing Instructional-Hour Norms

- The Committee will seek and/or accept input from all parties who might be affected by any change to this workload.
- The Committee will seek and/or accept input and relevant information from the submitters including comparisons from other institutions, departments, schools and individuals.
- The Committee will also consider any prior decisions that have been made by this Committee that could be relevant.
- The Committee will set the interim instructional-hour norm that will be reviewed by the Committee prior to inclusion in the Collective Agreement
- The Committee will then recommend a change, if any, to the FARDC and College negotiating committees.

3. Determining Instructional-Hour Equivalencies for Non-Conventional Teaching

- The Committee will seek and/or accept input from any sources that it deems relevant, including those in FARDC and Administration closely affected by any decision in this matter.
- The Committee will consider any prior decisions that have been made by this Committee and that could be relevant.
- The Committee will set the instructional-hour equivalency for the non-conventional teaching in question.
- The Committee's decision is not subject to grievance or appeal.

4. Resolving Disputes Involving Workload Assignments

- The Committee will conduct a hearing at which it will receive input from the two parties involved in the dispute.
- The Committee will render a written decision, which may not entail simple concurrence with the position of one or the other party.
- The Committee's decision is not subject to grievance or appeal.
- See Appendix B for Guidelines for Conducting Disputes involving Workload Assignments.

*** Levels of Authority for Decision Making:**

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.

Appendix A

Guidelines for Preparing a Submission to the Faculty Workload Committee

The intent of a proposal for workload norms for a new program is to establish a workload norm that represents reasonable workload for faculty. Documentation to be submitted where relevant.

1. The following factors should be considered:
 - a) Faculty and Administration perceptions of the work required and the relation to contact hours based on previous experience, particularly in similar programs that may exist at RDC.
 - b) Workload experience of faculty at other institutions offering similar programs. Describe or list the consultations that occurred.
 - c) Unique characteristics of the program. Example: stage of development, curriculum, learning outcomes, modes of instruction, modes of assessment, etc.
 - d) Provisions of the College/FARDC Collective Agreement are consistent with the proposal.
 - e) Practical considerations. Example: a draft timetable, non-instructional duties, office hours, travel time, etc.
 - f) Impact on students.
2. The proposal may include a recommendation for a review of workload at a specified future date.

Appendix B

Guidelines for Conducting Disputes Involving Workload Assignments

1. Attempts at informal resolution precede formal appeal.
2. Timelines for resolution of the dispute reflect the nature of the decision being made.
3. The party/parties requesting the dispute resolution will submit a written request to the Vice President Academic (VPA) office, and, at the same time, a copy to their supervisor. The request is then forwarded by the VPA's office to the Committee members within two (2) working days to determine if it falls under the mandate of the Committee.
4. The Chief Human Resources Officer will initiate a meeting of the Committee to determine whether or not the request falls under the mandate of the Committee. The meeting to occur at the earliest possible date.
5. Within five working days of the Committee making the determination of whether or not the request falls under the mandate of the Committee, the Chief Human Resources Officer will advise the appellant and respondent and provide reasons for the determination.
6. For those appeals that fall under the mandate of the Committee, the Chief Human Resources Officer will advise the respondent and appellant of further information to be provided, the deadline for receipt, and will prepare the confidential appeal packages for all parties involved.

7. Communication between the Committee and the parties (appellant(s) and respondent) will be through the Chief Human Resources Officer.
8. When there is no consensus among the Committee members, the Chief Human Resources Officer will confirm the additional person who is neither administrator nor FARDC member, selected by unanimous agreement of the Committee, to serve as a voting Chair.
9. The Chief Human Resources officer will set the meeting date for the hearing, where the appellant(s) who requested the dispute resolution will present their case and the desired redress first, and the supervisor will present their case and the desired redress. All parties to the appeal will be in attendance at the hearing (see below regarding a group appeal) and all parties will have access to all the information provided to or gathered by the Committee. Rebuttals may be made through the Chair and Committee members may ask questions, through the Chair, at any point. The Committee may ask for further documentation or information.
10. In the case of a group appeal, the Committee will hear from a single spokesperson; however, the Committee may interview other members of the group as long as all parties to the appeal are invited to be present.
11. The hearing is normally held within twenty working days of the Committee being struck.
12. The Committee reserves the right, on a case by case basis, to proceed in the absence of the appellant and/or respondent on the basis of the appellants or respondents written submission in the appeal package.
13. Only Committee members are present during deliberations and decision making. The Committee uses the evidence presented and information gathered to come to a decision. Decisions are made by consensus or, where necessary, by vote.
14. For mandate 1, Proposing Instructional-Hour Norms for a New Program, the Committee shall make a recommendation to the Negotiations Committees of the College and FARDC. The recommended instructional-hour norm will be utilized on an interim basis and only until the expiration of the Agreement then in effect. (Recommending authority for changes to the Collective Agreement, Principal authority for interim instructional-hour norms for new programs).
15. For mandate 2, Recommending Changes to Existing Instructional-Hour Norms, the Committee shall make a recommendation to the Negotiations Committees of the College and FARDC. (Recommending authority).
16. For mandate 3, Determining Instructional-Hour Equivalencies for Non-Conventional Teaching and mandate 4, Resolving Disputes Involving Workload Assignments, the decision of the Committee is final and not subject to grievance or appeal. (Principal authority).
17. The reasons for the recommendations or decisions must be included in the communication. The appellant, respondent, and those who need to know, as determined by the Committee, are informed of the recommendations or final decisions.

18. The appeal package, including all information relating to the appeal, is the responsibility of the Chief Human Resources Officer. The information is retained in accordance with RDC's Records and Information Management policy.
19. All proceedings of the hearing are confidential.

Appendix C

Template for the Submission of Workload Issues to the Faculty Workload Committee

See attached template called "Request to the Faculty Workload Committee". The template is available on the Forms Index.

Appendix D

Guidelines for the Review of Letters of Understanding regarding Faculty Workload

The Committee will initiate a review of the Letters of Understanding between FARDC and Red Deer College regarding faculty workload, twelve (12) months prior to the LOU termination date.

1. The Committee will request information in writing from the Dean, Associate Dean, or other parties as required.
2. The Committee may make recommendations to the Dean, Associate Dean, or other parties to amend faculty workload in the LOU. The Committee provides a recommendation to the Negotiations Committees of the College and FARDC. The Chief Human Resources Officer prepares the revised LOU for FARDC signature, following up on items as required.
3. Effective January 2018, all Letters of Understanding regarding faculty workload will include a statement requiring the Dean of the program to provide an interim report to the Faculty Workload Committee at the time specified in the LOU. The Dean will consult with the relevant parties when preparing the interim report. The interim report will be sent to the office of the Vice President Academic, and will be forwarded by the office of the Vice President Academic to the Committee members.



Red Deer College
 100 College Blvd.,
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3211
 Web-site: www.rdc.ab.ca/

REQUEST TO THE FACULTY WORKLOAD COMMITTEE

The personal information that you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act of Alberta. It will be used by the Faculty Workload Committee in order to provide you with a recommendation or decision regarding faculty workload. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information may be disclosed to the Vice President Academic, Human Resources, future members of the Faculty Workload Committee, and other parties related to the faculty workload recommendations or decisions. The information will be retained in accordance with Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Director of Human Resources, Red Deer College, Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.342.3211.

My Name: _____ **Phone:** _____

My Supervisor's Name: _____

School: _____ **Dept. / Program Area** _____

PLEASE INDICATE WHICH OF THE FOLLOWING REQUESTS YOU ARE MAKING:

- 1. Instructional-Hour Norms for a New Program
- 2. Changes to Existing Instructional-Hour Norms
- 3. Determining Instructional-Hour Equivalencies for Non-Conventional Teaching
- 4. Resolving Disputes Involving Workload Assignments

For #1, the intent of a proposal for workload norms for a new program is to establish a workload norm that represents reasonable workload for faculty. The following factors should be considered:

- a. Faculty and Administration perceptions of the work required and the relation to contact hours based on previous experience, particularly in similar programs that may exist at RDC.
- b. Workload experience of faculty at other institutions offering similar programs. Describe or list the consultations that occurred.
- c. Unique characteristics of the program. Example: stage of development, curriculum, learning outcomes, modes of instruction, modes of assessment, etc.
- d. Provisions of the College/FARDC Collective Agreement are consistent with the proposal.
- e. Practical considerations. Example: a draft timetable, non-instructional duties, office hours, travel time, etc.
- f. Impact on students.

The proposal will include a recommendation for a review of workload at a specified future date, and the reason for that particular date. Please attach your complete proposal to this form.

For #2, 3, or 4 above, please attach your complete request, providing a detailed explanation. For #4 above, in your request please describe what steps you have taken to resolve this with your supervisor. Indicate your desired outcome.

Signature of Requestor

Date

SUBMIT TO THE VICE PRESIDENT ACADEMIC OFFICE, AND ONE (1) COPY TO YOUR SUPERVISOR IF APPLICABLE.