

Memorandum

To: College Deans

From: Kim Greer
Interim Provost and Vice President

Subject: Workload Reduction Program for Probationary Faculty

Date: February 22, 2024

Overview

Since 2022, Academic Affairs has offered a program for Colleges to reduce faculty workload in order to focus on research, scholarship, and creative activities for the academic year. Below are the parameters for this program. Eligibility criterion number 2 has changed the prior academic year. This memorandum supersedes the prior one issued on February 21, 2024.

Eligibility

1. The faculty member is a regular faculty member of department within a college.
2. The faculty member is a probationary tenure-track employee in their 3rd to 5th year of hire but not the year their tenure and promotion file is submitted nor the terminal year of their employment.
3. The faculty member is not receiving a reduction in instructional assignment pursuant to any provision in the CFA CBA, including (but not limited to) provision 20.36.
4. The faculty member is assigned a direct instructional load of 6 WTU minimum per term; in addition to direct instructional assignments, assigned time recorded using APDB assigned time codes 11, 15, 16, 17, and 18 will count towards the satisfaction of this criteria.
5. Over the course of the academic year, the faculty member receives no greater than 6 WTU of release time from the college's workload reduction program.
6. The faculty member meets all additional eligibility requirements, if any, developed by their college; all additional criteria must be uniform and published for public consumption.

Questions

Questions about this program may be addressed to:

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