

Protocol on Faculty Recovery for Teaching Release

Office of the Provost – November, 2014

This set of protocols addresses the funding of teaching release due to a number of scenarios including the assignment of academic *teaching* and *administrative* duties outside of a Faculty affiliation. It also addresses requests for reduced teaching loads related to teaching buyout funded by a *research* award. They are to be used as guidelines with the Responsible Executive (defined in the following table) having the discretion to alter these arrangements in special circumstances.

Scenario	Faculty member fully released from teaching in order to assume university administrative appointment (AVP or higher)	Faculty member released from some teaching in order to assume a leadership role <u>outside</u> their Faculty	Faculty Member buying out part of their teaching due to a research award	Faculty member assigned teaching responsibilities in another Faculty/Area or Interdisciplinary Program
Purpose of Release:	Administrative	Administrative	Research	Teaching
Protocol Scenario:	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Compensation to home Faculty:	Full salary & benefits	Nominal value of sessional/ overload cost: \$15,000 per 3 unit course	Full salary & benefits prorated by % of teaching units relieved	Full salary & benefits prorated by % of teaching units relieved
Source of Funds	Senior Admin Pool	Support unit	External Research Funding	Corresponding Faculty or Interdisciplinary program
Responsible Executive	Provost	Provost	Dean	Deans of affected Faculties

Scenario 1. Senior University Administrators

This protocol applies to Senior Administrators at the AVP level or above. Senior administrative positions at the University are often filled internally by faculty members. The professorial salary continues to be paid by the faculty member's department. However in October 2009 the Budget Committee created the Senior Administrators Pool. This pool serves to reimburse Faculties for the full professorial salary and benefit costs of these senior administrative faculty members while they serve in these roles. The reimbursement to the Faculty is done by journal entries each year.

Scenario 2. Teaching Release for Administrative Appointments

This protocol applies to teaching release associated with administrative assignments, below an AVP level, that take place outside a Faculty affiliation. Such assignments might include administrative roles in support units, chairs of committees or groups (e.g. Director of the

Network of Campus-Community Partnerships) and to directors of interdisciplinary programs. However, should a program director appointed to an Interdisciplinary program also teach in the program, Scenario 4 would likely apply. Appointments involving MIETL, depending on the nature of the contract and commitment involved, could be considered under this scenario or Scenario 4.

The units of teaching release for these appointments outside the Faculty should be negotiated individually and reflect the time commitment required in the Administrative role. Faculties should be compensated for released faculty members at the rate of \$15,000 per 3 unit course.

Scenario 3. Teaching Buyout from Research Awards

There are certain research awards that come with a requirement for reduced teaching load. Provided that the Dean is made aware of and agrees to such commitments at the time of application the university will honour all of these for our recipients.

For a faculty member to "buy-out" of teaching requires the individual to have funds that have come through the university in a research grant or contract that may be expended in this manner. Discretionary funds with an endowed chair might also be used this way. In either case the buy-out of teaching requires prior agreement of the Dean. Personal funds cannot be used but a faculty member can choose to reduce their workload (and compensation) according to SPS23 - *Faculty Reduced Workload Policy*. Teaching buy-outs for research should be of a fixed duration and never more than five years without a re-evaluation by the Dean.

The cost of teaching load reduction will be calculated in a manner consistent with SPS 23 *Faculty Reduced Workload Policy*. Thus, the cost of teaching buy-out will be calculated by the formula: $Cost = S \times N/M$, where S is the annual compensation of the individual, N is the requested course reduction in units and M is the normal course load in units as approved by the Dean.

Teaching buy-out must cover benefits as well as salary. Currently, we do not require a loaded portion of pension payments as well as current benefits, but we reserve the right to introduce this requirement in the future.

Scenario 4. Recovery for Faculty members teaching outside the Faculty

There are many programs across the University that utilize the teaching resources of other Faculties to teach courses listed in their own Faculty, or more often to teach in their own interdisciplinary program. Historically, each Faculty has negotiated its own compensation for "loaning out" the faculty member, or at times faculty members are paid on overload directly from the cross faculty or program.

In order to provide a unified approach, it is recommended that Faculties utilize the following methodology to compensate other Faculties who provide members to teach. The full cost of a Faculty member's time, as opposed to just the amount of time available for teaching, should be compensated. This is in line with a cross appointment amongst Faculties, where the full salary is split, as well as, the Teaching buyout guidelines to Faculty members in Scenario 3. The

approach is therefore similar to Scenario 3, except for the use of an average salary for ease of administration. The expectation is that faculty members provided to a program on this basis will have the capacity to engage with students outside the classroom (project supervision, advising etc.) and to participate in program administration.

Methodology: The recovery provided to a Faculty should be calculated by the formula:

$$\text{Cost} = S \times N/M$$

where **S** is the average annual compensation including benefits for a specified rank within a Faculty, **N** is the requested course units and **M** is the nominal course load in units.

For ease and consistency of negotiation the following standards are defined below:

Table 1 – 2013/14 Average Faculty Salaries by Rank

Rank	Faculty					
	Business	Engineering	Humanities	Science	Social Science	FHS
Professor	\$195,000	\$169,000	\$168,000	\$164,000	\$169,000	\$179,000
Associate Professor	\$161,000	\$142,000	\$130,000	\$133,000	\$131,000	\$145,000
Assistant Professor/CLA	\$138,000	\$100,000	\$86,000	\$97,000	\$92,000	\$109,000

*Fringe Benefits 28%

Table 2 – Nominal Loads by Faculty

<u>Nominal Teaching Load</u>	Tenure Track	Teaching Track/ CLA
Engineering, Science and FHS	9	18
Business, Humanities, and Social Science	12	21

*Actual loads vary by faculty /department.

If this teaching outside the home faculty bumps an individual into overload, the associated payment should be made from the home faculty.

This Scenario is a guideline intended to aid parties in understanding costs of these commitments and to normalize costs of similar commitments. Actual or modified salaries or loads may be used at the discretion and agreement of both parties particularly in anomaly situations.

Occasionally, a program would still obtain teaching resources from Faculties on a more casual basis. This may be because there is a benefit to the Faculty providing the instructor (marketing/piloting a related program), or it is a late-in-the-process one-off decision with no post classroom time requirements. In these cases the reimbursement for these resources could be at a reimbursement rate as described in Scenario 3 or using modified values of above formula.

This document supersedes the following directives:

Protocol - Reimbursement to Home Faculty for Faculty member teaching release

- Protocol for Faculty Members Released to Teach or Appointed to Administrative positions Outside their Faculties - dated 1991(Original), 2006 (Revised)
- Teaching Buyout guidelines – dated April 2010
- Arts and Science Compensation for Core Teaching Provided by Partner Faculties – dated April 2014