

Complete Policy Title:
Faculty Reduced Workload Policy

Policy Number (if applicable):
SPS C5

Approved by:
**Senate
Board of Governors**

Date of Most Recent Approval:
**June 6, 2012
July 5, 2012 (effective July 1, 2012)**

Date of Original Approval(s):

Supersedes/Amends Policy dated:
**Appendix B, Tenure and Promotion Policy,
June 2007**

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

1. Intent of Policy

The intent of this policy is to allow faculty members to reduce their workload by as much as 50%. It applies to, but is not limited to, personal situations. See SPS C6 for reduced workload as a phase-in to retirement.

2. Eligibility

All tenure-stream and teaching-stream faculty members are eligible. For special-stream faculty, the regulations of the external funding agency need to be taken into account in determining eligibility.

3. Participation

- (i) Reduced workload normally will be instituted at the faculty member's request, and any faculty member intending to exercise this option will give as much notice as possible in writing to his/her Department Chair.
- (ii) Such requests will be discussed fully with the Department Chair and the Faculty Dean.
- (iii) The standard form of reduced workload will be an equal proportionate reduction in teaching, research (scholarly activity), and service, as defined for the individual faculty member. Any non-standard form of proportional reduction must be

specifically requested in writing by the faculty member, endorsed by the Dean and authorized by the Provost.

- (iv) Faculty who move to a reduced workload may be required to obtain co-supervisors for any graduate students for whom they serve as primary supervisors at the time they enter into a reduced workload arrangement; they will not be able to accept new graduate students for primary supervision while on reduced workload without permission from their Chair and the Dean of Graduate Studies; in those cases, a co-supervisor may be required to be named.
- (v) The maximum duration of a period of reduced workload normally will be three years, although under exceptional circumstances an extension may be authorized by the Provost, in consultation with the Dean.
- (vi) With respect to the timing of consideration for tenure, promotion, or permanence, the "clock" typically is expected to slow proportionally to the workload reduction. The Provost, in consultation with the Dean, will determine the details of how the "clock" timing is set, considering the details of each individual request on a case-by-case basis.
- (vii) The resumption of full-time duties normally will be automatic at the end of the agreed upon period; any earlier return will require approval of the Provost and review of any relevant Return to Work policy.
- (viii) In the case of a faculty member who has had a prior reduction in workload, he/she may apply for subsequent reduced workload provided that the cumulative time on reduced workload and all other leaves of absence or other qualifying periods for purposes of prescribed compensation are in compliance with the *Income Tax Act*. Consult Human Resources for detailed information.
- (ix) Final approval will be issued by the Provost following the necessary consultation with the Dean as described in (iii), (v) and (vi) above. In the case of faculty on tenure-track, teaching-track, and special appointments, the timing of the academic assessments referred to in Section III of the main Policy must be specified, including when the individual will be reviewed for tenure, CAWAR, or permanence. A letter detailing the terms of the reduced workload arrangement will be prepared by the Provost for the President's signature, and signed back by the faculty member.

4. Salary

The annual salary of the member on a reduced workload will be adjusted proportionally from the full-time base salary. Salary payments will continue to be made in accord with the regular McMaster payroll schedule throughout the year. The equivalent full-time base salary will be reviewed each year in accordance with the University salary CP/M policy, with performance expectations pro-rated (meeting pro-rated expectations would normally result in a CP/M score of 1 point).

5. McMaster Contributory Pension Plan

- (i) The faculty member's contributions to the McMaster Contributory Pension Plan will be calculated in accordance with the reduced salary.
- (ii) The period of reduced workload will count towards pension eligibility in proportion to the reduced workload.
- (iii) The rules and guidelines regarding participation are the same as those governing participation of full-time employees, as those rules and guidelines may change from time to time.

6. Benefits

- (i) Coverage for extended health and dental benefits will extend throughout the period of reduced workload. Benefits and contributions will be made on the same basis as for full-time employees.
- (ii) Coverage for group life will continue throughout the period of reduced workload. Benefits and contributions will be made on the same basis as for full-time employees.
- (iii) Coverage for salary continuance and long term disability will extend throughout the period of reduced workload. Benefits and contributions will be based on the reduced annual base salary.