

Faculty Workload Policy			
Revision Number	1	Accountability	Talent and Culture
Policy Number	740	Operational Responsibility	CAO
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Objectives

This Faculty Workload Policy outlines the expectations and guidelines for faculty members regarding their teaching responsibilities, research, and administrative duties. The aim is to ensure a balanced and fair distribution of workload while maintaining high standards of education and supporting faculty development.

Scope

This policy applies to academic continuing, term, and sessional teaching faculty in degree, diploma, and certificate programs at LaSalle College Vancouver ("LCV").

Policy Statement

The standard workload for full-time faculty members is set at the equivalent of five courses per quarter and four quarters each year. This translates to a total of 20 courses annually. Faculty members are expected to fulfill this teaching obligation while also engaging in scholarly activities and contributing to the administrative needs of the institution.

Part-time faculty may teach up to five courses per quarter and are normally exempt from scholarly and service work. They are required to attend regular department and school meetings.

A faculty member may take on workload from time to time which allows for six courses under special approval from the CAO.

All faculty are expected to participate in ongoing professional development each year in an area relevant to either their subject matter or pedagogy.

Definitions of Type of Contracts

Continuing Faculty: Faculty members engaged in an indefinite contract, on-going, permanent employment relationship and consistently working with LCV.

Non-Continuing Faculty have appointments with anticipated end dates.

- **Sessional Faculty:** Faculty members engaged in a definite contract. Hired on a temporary, sessional basis to fulfill specific academic needs during a defined period, with no guarantee of renewal upon the contract's conclusion. Example: LCV may issue Winter, Spring, Summer and Fall seasonal contracts to a faculty member.
- **Term Faculty:** Faculty members engaged in a definite contract, under a fixed-term employment contract for a specific duration, with no guarantee of renewal upon the contract's conclusion. It is usually linked to program duration. Example: LCV may issue a 2-year term contract to a faculty member who teaches in a 2-year Diploma program.

Hours of Work (Number of Courses)

Full-Time Faculty: Faculty members who consistently work 8 hours per day and 40 hours per week (*equivalent to five courses or more per quarter and four quarters each year*). Their employment typically includes a combination of teaching and administrative responsibilities. Note that individuals whose primary responsibilities are administration, rather than teaching, would not be considered full-time faculty.

Part-Time Faculty: Faculty members whose duties are determined by operational needs without guaranteed hours, or the hours of work are subject to be changed from time to time. Their workload or full-time equivalent is less than 75%, and their primary responsibility is teaching or performing specific duties only.

Justifications for Faculty Contract Types

The type of contract offered to a faculty member is determined by various factors, including but not limited to:

- Student enrollment levels;
- Teaching availability and scheduling requirements;
- Academic qualifications and teaching experience;
- Feedback from students;
- Alignment with academic and operational needs;
- Alignment with institutional culture and values;
- Alignment with regulatory bodies;
- Future program plans

These considerations ensure that contracts align with operational demands while supporting LCV's commitment to quality education, faculty engagement and compliance.

Course Release

A course release is a reduction in the teaching load of a faculty member that allows them to allocate their time to other professional responsibilities. This adjustment is often provided in exchange for additional contributions to the institution, such as:

- **Research:** Engaging in scholarly research or completing grant-funded projects.
- **Administrative Duties:** Taking on leadership roles, such as serving as interim program director, faculty lead, department chair, or committee leader.

- **Curriculum Development:** Designing new courses, updating existing ones, or implementing innovative teaching methods.
- **Service Commitments:** Contributing to institutional service, such as accreditation activities, policy development, or community outreach.

The purpose of a course release is to support faculty in balancing their diverse roles while maintaining high standards in teaching, research, and service.

Exclusions

This policy excludes non-teaching staff of the college, program directors and other administrators, teaching assistants, tutors, and teachers of non-credit programming including continuing studies, workshops, special interest courses, high school programming, and recruitment initiatives.

Provisions

The duties of full-time faculty members normally consist of teaching students who are in full-time programs or access programs, and related professional and administrative activities. Full-time faculty may have independent responsibility for designing and teaching courses or significant components of courses within their departmental curricula. While the patterns of these duties may vary from individual to individual, these duties may include: instruction design and delivery, administrative duties or service to the college, and professional development.

Supporting Procedures

Applications for course release

Faculty members seeking a course release must follow these steps:

- Submit a written proposal detailing the research or administrative work to the Program Director.
- Provide a timeline and expected outcomes of the proposed work.
- Include any supporting documents or endorsements from relevant stakeholders.
- The Program Director will review the proposal and forward it, with their recommendation, to the CAO.
- The CAO will make the final decision and communicate it to the Program Director.

Monitoring and evaluation

To ensure the effectiveness and fairness of the Faculty Workload Policy, the following measures will be implemented:

- Regular reviews of faculty workloads and course releases by the Program Director and the CAO.
- Annual reports from faculty members who have received course releases, detailing their progress and achievements.
- Feedback from students, peers, and administrators to assess the impact of the workload and course releases on teaching quality and institutional objectives.