

## ABOUT YOUR EMPLOYMENT AT THE UNIVERSITY OF SASKATCHEWAN

# ASSIGNMENT OF DUTIES

Article 11 of the Collective Agreement between the University of Saskatchewan and the USFA

The full range of academic duties includes undergraduate and graduate teaching, research, practice of professional skills, public service, and administration. Committees must take into account variability in the assignment of duties when they consider standards of performance for tenure, promotion, and merit. Accordingly, department heads or deans should clearly and fairly assign the range and balance of duties for each faculty member after consultation with all members in a faculty meeting. Faculty participation is essential to ensure transparency and fairness in this process.

## HOW DUTIES ARE ASSIGNED

*Who assigns duties for faculty members?*

- in a departmentalized college, your duties are assigned by the department head and approved by the dean following consultation and discussion with faculty at a faculty meeting
- in a non-departmentalized college and the library, your duties are assigned by the dean following consultation and discussion with faculty at a meeting of the college or library faculty

*When should assignment of duties be finalized?*

- department heads should complete the process for assignment of duties by **March 31**
- deans should approve assignment of duties by **April 30**
- no decision on assignment of duties shall be changed solely because of non-compliance with these dates

*How can duties be assigned fairly?*

- duties should be assigned equitably among faculty members in your unit, taking into consideration the full range of faculty members' academic responsibilities, the guidelines for assignment of duties developed by your unit, your rank, status and type of appointment, and standards for renewal of probation, tenure, and promotion
- duties are assigned following consultation with faculty in committee, meaning that each department or college must hold a face-to-face meeting of all its faculty to discuss assignment of all duties

## LIMITATIONS ON THE ASSIGNMENT OF DUTIES

*When am I required to perform my duties?*

- you are required to perform your duties on a twelve-month basis (unless your letter of appointment specifies otherwise, or has been amended in accordance with procedures set out in the Agreement)
- for the purpose of balancing teaching with research and other duties, the academic year is divided into three terms: fall, winter, and spring/summer
  - your assigned teaching each year must be distributed as evenly as possible across a maximum of two terms
  - you cannot be required to teach during a third term in each year (this term is designated a non-teaching term)
  - you are rewarded with extra compensation for teaching during a non-teaching term (see Article 18.5.1), unless your teaching load is reduced at other times during the year (see Article 11.1)
  - you cannot be required to teach during spring/summer more than once over a period of three consecutive academic years

*Are there any constraints on the duties that can be assigned to me?*

- you are not required to teach off-campus, non-credit, or outreach courses (unless employees have been required to teach them as part of their assigned duties in past practice), but you can agree to such teaching as part of your regular assigned duties
- you cannot be required to teach, perform research, or provide services outside your unit or field of training or experience (unless you have a joint appointment or associate membership agreement, or unless your letter of appointment specifies otherwise or has been amended in accordance with procedures set out in the Agreement)

## ABSENCE FROM DUTIES

*What if I need to be away from work?*

- unless you are ill, if you are going to be away from work for less than one month, make arrangements with your department head or dean
- unless you are ill, an absence of more than one month requires approval from your dean
- you should arrange your vacations with your department head or dean in accordance with the provisions of Article 19
- if you declare in writing to be the primary caregiver of a newborn or adopted child, you are entitled to parental leave of 52 weeks (see Article 21.7)

## GUIDELINES FOR THE ASSIGNMENT OF DUTIES

*Are there checks and balances to prevent conflicts in the assignment of duties?*

- each academic unit must develop guidelines for the assignment of duties; this process must include discussing them at a meeting of the faculty of the unit, and ratifying them by secret ballot
- academic units must review guidelines periodically or at the request of the dean
- guidelines must take into consideration the full range of academic work:
  - undergraduate and graduate teaching,
  - research,
  - practice of professional skills,
  - public service, and
  - administration
- guidelines must also take into consideration:
  - the full range of demands of that academic work,
  - academic program priorities,
  - standards for renewal of probation, tenure, and promotion, and
  - work performed for other academic units or programs through associate memberships or joint appointments

## FAILURE TO PERFORM DUTIES

*What recourse does the employer have if faculty members do not carry out their assigned duties?*

- failure to perform duties is subject to the discipline procedures set forth in Article 30

## RESOLVING DISAGREEMENTS

*What recourse do I have if I disagree with my assigned duties?*

- raise your concerns when assignment of duties is first discussed by the faculty in committee (Article 11.1) or, if this is not possible, make your department head or dean aware of your concerns and your full range of academic responsibilities (Article 11.4)
- in general, you should not refuse to carry out an assigned duty; instead, you should notify your department head and dean in writing that you are doing so under protest, and provide a copy to the USFA
- if you have not already done so, contact the USFA office for advice about how to express your concern and, if it is warranted, we can also pursue the matter informally or formally: 306.966.5609