

# Overview of Process and Documents for Staffing 2024-25

This is a summary of the process and documents related to staffing. Please read carefully as there is a significant change in the process this year.

**STEP 1A – Faculty Load Charts**

Please have faculty members in your department fill out and sign the Faculty Load Chart forms. (Only the updated Excel form will be accepted this year.)

Before you forward these to our office, you are asked to use your files to confirm for each faculty member that their starting balance in FCEs is the same as their balance at year-end in 2022-23. Faculty members and the Chair are asked to date and sign these forms.

Once you have all of the Faculty Load Chart forms for your department, please forward these to Lisa and we will schedule a meeting to review them, allowing for at least 5 days between the submission of the Faculty Load Charts and the date of the meeting when scheduling. These should be submitted electronically with each member’s Faculty Load Chart as a separate file. We don’t normally ask for faculty load charts for members on leave, though it is a good idea for them to provide one when they return from leave or do two the following year.

The Dean will sign these when they are approved.

**STEP 1B – Request for Reduction in Teaching Load forms**

Please have faculty members who are requesting course release complete and sign the Request for Reduction in Teaching Load forms. Forward these, together with a copy of the letter of acceptance from the external granting agency, to Tracy and Anne-Laurence and CC Lisa. The Dean will sign these when they are approved.

***Step 1A and 1B can be done simultaneously, but both must be completed before you submit the staffing tables and hiring request.***

**STEP 2 – Staffing tables and hiring request**

When your staffing tables are complete, please forward these to Lisa and we will schedule a staffing meeting. (Lisa will forward these on to the Deans.)

If you are making a hiring request, please e-mail your request to Tracy and Anne-Laurence and CC Lisa and include a brief rationale.

**STEP 3 – Staffing meeting**

**STEP 4 – Follow up & approved stipends**

The Dean may request changes during the staffing meeting. Otherwise we do not receive staffing tables again until the following year. Table 3 becomes your **approved stipends** - provided there are no budget cuts. ***If you need to make any change which would add a stipend, you need to forward this as a request to the Dean and CC Lisa.***

**STAFFING DOCUMENTS**

1. **STAFFING TABLES**

There is an Excel spreadsheet to complete which will outline the Department’s program for 2024-25, including: (i) Table 1 - courses to be offered, (ii) Table 2 - courses RAS members are teaching for load, and (iii) Table 3 - courses to be taught on stipend – either by CAS members or RAS members as overload.

* Last year’s staffing tables (on file in the Department) would be helpful to review as a starting point.
* Tables 1 and 3 distinguish between courses within the Arts budget and those in Cost Recovery. The stipend for courses in cost recovery is provided from outside the Arts budget. Examples of courses offered this way include those in the Education ACCESS programs or the University’s Accelerated program.
* **In fall 2023, we are staffing for S2024 and FW 2024-25. Spring term in the staffing tables refers to courses to be taught May to August 2024.**
* Sometimes an RAS member will be teaching for load in one year, e.g., 2024-25, in Spring term of the following year, e.g. S2025. If that is the case, please clearly note that as it is an exception.
* If you have a faculty member who is applying for a grant this fall please add the course(s) for the member’s course release in Table 3. In the “notes” column, please indicate that the request is related to the faculty member’s submission of a grant application.
* Even if there is a change in the timetable, please do not send revised staffing tables during the year.

**STIPEND SPREADSHEET (TABLE 3)**

Starting in 2023-24, there were a few small changes to the CAS/overload spreadsheet (Table 3) in the staffing tables:

* Please use the “FCEs lab, OL” column to indicate FCEs for courses taught by lab instructors or as RAS overload.
* For multiple sections of the same course, please indicate **each** offering separately and indicate the terms when each section will be offered.
* Please do not fill in the shaded areas or change the formatting, except to add rows, as this spreadsheet will be incorporated into a spreadsheet which has one page for each department so as to provide totals for the faculty as a whole.

**STAFFING TABLES IN RELATION TO HIRING REQUESTS**

If you are making a hiring request, there are two ways you can go with the staffing tables. You can either:

* Include the load for the requested position in Table 2 (RAS load). In the “Faculty name” column, indicate “new hire” and then staff the position as you would for other RAS members. (Note: For a tenure-track position, please make sure to take into account the 1 FCE course release in the first year, i.e., staff a load of 1.5 FCEs), OR
* Include the courses the new hire would teach in Table 3 (CAS and RAS overload). In the “Notes” column, please indicate “new hire,” so we will know that the courses would be taught by your new hire, if your requested position is approved.
1. **FACULTY LOAD CHARTS**

RAS members fill out faculty load charts indicating the courses they are teaching for load in the current budget year (S/F/W 2023-24).

* If members teach more than their load, they bank. If they teach less than their load, they owe.
* There is a field in which members are asked to enter FCEs either owed or banked from previous years. **This must correspond to the figure on last year’s faculty load chart.**
* **Spring term in the faculty load charts must refer to May to August 2023.**
* RAS members on term appointment should complete a load chart.
* We do not require faculty load charts for members who are on leave.
1. **REQUEST FOR REDUCTION IN TEACHING LOAD FORM**

Faculty members who are requesting releases in 2024-25 related to research grants should fill this out. This form would be completed for each year of a grant. Please note that Canada Research Chairs are **not** asked to complete this form for the Canada Research Chair course release.