

# Overview of Process and Documents for Staffing 2026-27

This is a summary of the process and documents related to staffing.

**STEP 1A – Faculty Load Charts**

Please have faculty members in your department fill out and sign the Faculty Load Chart forms.

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 2024-25. 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 3 days between the submission of the Faculty Load Charts and the date of the meeting when scheduling. These should be submitted electronically as pdfs 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, so the format used must allow for the Dean to sign

**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 Brandon and CC Lisa. The Dean will sign these when they are approved. Please forward all of the requests for reduction in teaching load for your department at one time.

***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 requests**

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 Brandon and CC Lisa and include a brief rationale.

Note: As per the UWFA-RAS CA 2020-27 20.02 1), your hiring request should indicate the rank; necessary qualifications; area of expertise; whether it is to be a targeted, preferred, or open hire; and any other information relevant to the position’s duties. As well, if you are requesting a term appointment, you need to provide a rationale as per 25.17.

**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.***  
  
**STAFFING DOCUMENTS**

1. **STAFFING TABLES**

There is an Excel spreadsheet to complete which will outline the Department’s program for 2026-27, 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 2026, we are staffing for S2026 and FW 2026-27. Spring term in the staffing tables refers to courses to be taught May to August 2026.**
* Sometimes an RAS member will be teaching for load in one year, e.g., 2026-27, in Spring term of the following year, e.g. S2027. 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)**

In 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, you should 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 2025-26).

* 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 2025.**
* RAS members on term appointment should complete a load chart.
* As indicated above, we do not require faculty load charts for members who are on leave, but they should do one for this year when they are back from leave.

1. **REQUEST FOR REDUCTION IN TEACHING LOAD FORM**

Faculty members who are requesting course release in 2026-27 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. *If a member’s grant application is approved after staffing for 2026-27, i.e., Spring 2026, and they have already been approved for release in 2026-27, they should 1.) complete the release request form for the new grant, and 2.) attach the previous request form, which indicates the already approved release.*