Above load teaching approval process for UMFA members

If a Department Head wishes to assign above load teaching to an UMFA member, for fall, winter, summer, extended education or distance education courses, she/he must first provide a rationale to the Dean and secure the Dean’s approval. This must happen prior to discussing the above load teaching opportunity with the UMFA member.

As already understood, the Department Head needs to submit sessional requests to the Associate Dean Administration. The Associate Dean Administration will approve all sessional requests.

If any of the sessional appointments involve above load teaching by an UMFA member, please ensure that the Head provides rational to, and gets the Dean’s approval as above.

Note that in the case of above-load teaching, once the Head has secured the Dean’s concurrence and discussed the possibility with the UMFA member, the UMFA member will then need to email a request to the Dean to teach the above load course and receive her approval as part of article 23.4 in the UMFA collective agreement which states:

Participation in Summer Session 1 or 2, or Extended Education programs, seminars or courses which are not a part of the Member's regular teaching assignment shall not conflict or interfere with the fulfilment of the Member's primary duties to the University.

The Member shall obtain the approval of his/her dean/director, which approval shall not be unreasonably withheld, before accepting an offer to teach any program, seminar or course. Teaching assignments in Summer Session 1 and 2 or Extended Education programs, seminars or courses for which a stipend is paid shall be by mutual consent of the Member and the department head. Refusal to accept such assignments shall not prejudicially affect either party.

This must happen before the formal offer is extended to the UMFA member.

May 24, 2018