Approving University Official(s): Academic Council
Responsible Unit: Provost
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Faculty Workload Policy

Purpose

This Policy establishes a clear and consistent framework for the assignment of faculty Workload at Yorkville University compatible with regulatory, accreditation, and quality obligations.

Scope

This Policy applies to all Faculty Members at Yorkville University and to the individuals responsible for assigning and administering faculty Workloads for programs governed by the Academic Council of Yorkville University, including all programs for which approval to issue degrees has been granted under the relevant provincial legislation.

Definitions

"Academic Unit" **–** A unit responsible for teaching, learning, and scholarly mission.

"Faculty Appointment Type" **–** The nature of the contractual relationship between Yorkville University and a Faculty Member.

"Faculty Member" **–** An individual holding an appointment as a Faculty Member with primary duties distributed in accordance with their Faculty Appointment Type.

"***Guidelines"*** **–** a document that provides operational guidance for the implementation of Policies and Procedures. A Guideline must be consistent with the applicable approved Policies and Procedures.

"Procedures" **–** a document that sets out the processes and responsibilities for implementing and operationalizing a Policy. Procedures assign specific administrative tasks to identified positions or units and provide the detailed steps necessary to give effect to an approved Policy.

"Program Head" **–** The individual responsible for leading a program or cluster of courses.

"Scholarly Activities" **–** Yorkville has adopted the definition of scholarly activities that encompass the four domains defined by Boyer's (1990) Model of Scholarship:

- Scholarship of Discovery means the complex application of activities seeking to satisfy curiosity and the quest for new knowledge.
- Scholarship of Application, including professional practice, means the deployment of knowledge and expertise to address real-world problems and benefit society.

- Scholarship of Integration means synthesizing and connecting knowledge across disciplines, fields, or time.
- Scholarship of Teaching and Learning means the systematic study of and development of methods to improve teaching effectiveness, curriculum development, and pedagogy.

"Service" – Service may include internal service to a Faculty Member's program, campus, the University, or to academic governance, as well as external service such as contributions to professional and community service, engagement with external communities, and participation in provincial, national and international professional bodies and organizations.

"Sessional Appointment"– A faculty appointment contracted on an as-needed basis and engaged with Teaching as the primary focus.

"Teaching" – All teaching-related activities that support student learning, including planned and intentional engagement with students to create a positive learning environment. Also includes facilitating student learning and skill development through advising, mentoring, instruction, grading and formative and summative assessment, and associated administrative duties. Course design, new course development, and major course renewal activities are undertaken separately and thus excluded from standard Teaching Workload.

*"**Workload" –*** The Teaching and/or Scholarly Activities and/or Service assigned to a Faculty Member.

"Workload Assignment" – the specific assigned duties of an individual Faculty Member that make up their responsibilities in Teaching, Scholarly Activities, and/or Service.

Policy Statement

- Yorkville University is committed to Workload Assignments that facilitate sustainable delivery of high-quality academic programming consistent with regulatory, quality, and accreditation requirements. Yorkville University recognizes that Workload Assignment affects the quality of Teaching, Scholarly Activities and Service, as well as the teaching and learning experiences of Faculty Members and students. Yorkville University commits to ensuring the sustainability and ongoing quality of programs and services offered to students and to ensuring that Faculty Members are appropriately available to students and appropriately able to maintain and enhance academic competence.

- This Policy provides direction to responsible supervisors including the Provost; Principal & Vice President, Academic(s); and Program Heads in developing procedures and making Workload Assignment decisions that align with Yorkville University's mission, academic priorities, provincial regulatory and accreditation requirements, the expectations and needs of students, and the nature and content of Yorkville University's programs, disciplines, and Academic Units.

- Workload Assignments will be distributed across Teaching, Service and/or Scholarly Activity consistent with provincial-level and/or program-level Workload distribution procedures, including the expectations relating to the Faculty Appointment Type. Workload Assignments will facilitate Faculty Members in delivering quality academic programming.

Each Workload Assignment will be structured appropriately to the Faculty Appointment Type, degree level, program, and provincial regulatory and accreditation requirements. Within that structure, Workload Assignments will include opportunities for: the promotion of curricular and instructional innovation; the maintenance and enhancement of academic competence, and technical skills; and Service and/or Scholarly Activities, as applicable and/or required.

- The number and nature of Teaching assignments required to make up a full Teaching load may differ. When distributing Teaching assignments, the Program Head will account for the requirements of different academic disciplines, programs, instructional intensity, supervisory responsibilities, and class sizes to ensure a Teaching load for individual Faculty Members that is compatible with the goals and commitments of this Policy.

- Workload for individuals holding a Sessional Faculty Appointment will be distributed each term on an as needed basis based on operational needs and with Teaching as the primary focus. Teaching assignments for individuals holding a Sessional Faculty Appointment are discrete with defined start and end dates.

1. Procedures and Guidelines to be Established

1.1. Yorkville University will develop Procedures and/or Guidelines complementary to this Policy. The Guidelines will be developed at a provincial and/or program level as appropriate and will provide for the development of Workload Assignments consistent with a Faculty Member's Faculty Appointment Type. The nature and duration of the appointment, the number of working hours, and jurisdiction-specific regulatory, quality, student and accreditation requirements, practices of the academic discipline, program requirements and standards, and other operational considerations will also be taken into account.

1.2. Workload Assignments, including any adjustments, are the responsibility of the Program Head following the procedures and subject to review and approval by the Principal & Vice President, Academic.

1.3. The Procedures and Guidelines will:

a. establish standards and limits on Workload Assignments conducive to the delivery of high-quality academic programs, ongoing professional and scholarly development, and student experience.
b. allow for adjustments to Teaching load that support the commitments and goals of this Policy.
c. set out expectations related to availability to students and Teaching load. Such expectations will be considered in determining Workload Assignments.
d. ensure a consultative approach to Workload Assignment by specifying that Workload Assignments will be established by the supervising Program Head following consultation with the Faculty Member.

2. Program Operation Standards

2.1. Program Heads will recommend to the Principal & Vice President, Academic appropriate operational standards for their programs including but not limited to availability to students in consideration of the nature and extent of engagement with students and student access based on program and course modality, course level, and enrolment. Standards may include expectations regarding response times, office hours, academic guidance and support and will ensure appropriate support is available to students.

Roles and Responsibilities

The **Office of the Provost** is responsible for:

- the administration, periodic review, and updating of this Policy in line with the Yorkville Policy Framework Policy and Procedures.

The **Provost (or designate)** is responsible for:

- Ensuring Yorkville University's compliance with University operational standards and this Policy and promoting Workload distribution practices consistent with the goals and commitments of this Policy and, to the extent compatible with provincial and program-level requirements, promoting consistent practices across the University.
- Overseeing the University's Workload practices to ensure the alignment of Workload Assignments across the University to the University's regulatory, quality and accreditation requirements and providing direction to the Principal & Vice President, Academic in the development of plans to support the long-term sustainability and quality of academic programming.

The **Principal & Vice President, Academic (or designate)** is responsible for:

- Developing plans and providing direction to Program Heads to support the long-term sustainability and quality of academic programming.
- Monitoring campus-level compliance with University operational standards and this Policy and, as necessary, reviewing program-level Workload Assignments to ensure they are made consistently with the goals and commitments of this Policy, support the long-term sustainability and quality of academic programming and, to the extent compatible with provincial and program-level requirements, consistent with practices across the University.
- Providing annual reports on scholarly and service activities to monitor the alignment of Workload Assignments in the University's programs to the University's regulatory, quality and accreditation requirements.
- Establishing written Guidelines to ensure a consultative approach to Workload assignment and guidelines for what constitutes a typical Teaching load depending upon Faculty Appointment Type. In establishing those Guidelines, the Principal & Vice President, Academic, or designate will consider the level of effort and time associated with Teaching assignments and ensuring sustainable delivery of high-quality academic programming consistent with regulatory and accreditation requirements on their campus.

- Determining limits for adjustments to Teaching loads, including limits related to practicum courses (or other intensive courses).
- Approving Guidelines, standards, and faculty handbooks in support of and consistent with this Policy.

The role of Program Head is designated by the Principal & Vice President, Academic. A Program Head who is a Dean may further designate one or more Program Head(s) to supervise programs under their responsibility. A Program Head will provide recommendations and report to the position that made the designation.

The **Program Heads** have the following responsibilities:

- Recommending program-specific guidelines for Teaching assignments in their program in the form of written standards and/or faculty handbooks. This includes expectations for availability to students, response times, office hours, and related practices.
- Assessing and assigning Workload consistent with the goals and commitments of this Policy, University standards, associated Procedures, direction and plans issued by the Principal & Vice President, Academic and, to the extent compatible with provincial and program-level requirements, consistent with practices across the University.
- Providing annual reports on scholarly and service activities to demonstrate the alignment of Workload Assignments in their program(s) to the University's regulatory, quality, and accreditation requirements.
- Engaging in appropriate consultation with faculty members and (subject to review and approval by the Dean and/or Principal & Vice President, Academic as applicable) assigning Workload to Faculty Members following appropriate consultation, including any adjustments.
- Providing written confirmation of Workload Assignments to Faculty Members in advance of the term, wherever possible.

Faculty Members are responsible for:

- Completing their assigned Workload Assignments in accordance with the specific expectations established by the Program Head.
- Engaging in Workload Assignment consultation with the Program Head.
- Providing reporting on achievements in Teaching, Scholarly Activity and Service each year.
- Maintaining availability to students for course-related questions, academic guidance, feedback, and support in accordance with applicable provincial and program-level guidelines and operational standards.

Related Information

- *Faculty Professional Development and Knowledge Mobilization Policy and Procedures*
- *Faculty Review Policy*
- *Support for Scholarly Activity Policy and Procedures*
- *Yorkville Policy Framework Policy and Procedures*

Contacts

For questions regarding this Policy, please contact:

Department/Office Name: Office of the Provost
Email: OfficeOfTheProvost@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this Policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	September 18, 2026	New policy	Academic Council