



Memorandum, DCD #11, 2011-12

To: Chairs and Director of CTL

From: Professor Rick Halpern, Dean and Vice-Principal (Academic)

Date: 22 June 2012

Re: Written Assignment of Workload Duties

The *Workload Policy and Procedures for Faculty and Librarians* requires that faculty who are members of UTFA are provided with written notice of their assigned workload duties in the areas of teaching and service.¹ In order to facilitate the implementation of this policy, I have attached two template letters that should be used in communicating with faculty. One is for faculty who will not be on leave in the coming year, and the other for faculty who will be. If a faculty member will be on leave for one term only, please use the first template letter and indicate that no duties have been assigned for the term covered by the leave.

As a normal practice the Dean's Office will request that faculty members receive their workload letters by 30 June. Since this is the first year that we are implementing the *WLPP*, the deadline is **Monday, 16 July**.

If you have any questions or concerns, please contact me or Lesley Lewis.

¹ Note that these letters are not required for Sessional Lecturers, who are members of CUPE 3902, Unit 3.