**Departmental Request for Reduced Teaching Load**

The following template contains information that Departments should provide to their Deans when recommending the workload assignment of Faculty in their department that includes reductions from the standard 18 credit hour load down to 15 credit hours, as described under Article 9.4.b of the Collective Agreement. Departments are advised to familiarize themselves during this transitional period with the new language and deadlines in the CA for submitting workload recommendations, and in particular Articles 9.3.1, 9.4, 9.5.b. Note that an FAQ page is also being prepared to address anticipated questions and concerns, and that sabbatical replacements are addressed through Article 20.28.

Chair Name: Department: Date:

1. In the space below list the Faculty in your Department who are requesting workload reductions under Article 9.4.b. Please ensure that a copy of each individuals “Faculty Request for Reduced Workload” is attached.
2. Describe what impact the requested workload reduction(s) will have on the departmental teaching load and program requirements, including other dependent departments/programs elsewhere on campus.
3. Describe any initiatives (e.g. rescheduling or cycling courses, team teaching, or program changes) that the department may consider to offset these impacts.
4. Please indicate what, if any, sessional course coverage will be required to accommodate the requested reductions.