**Faculty Request for Reduced Teaching Load**

The following is a suggested template to be used by faculty who are requesting workload reductions from the standard 18 credit hour load down to 15 credit hours, as described under Article 9.4.b of the Collective Agreement. Faculty members are advised to familiarize themselves during this transitional period with the new language and deadlines in the CA for submitting workload requests, and in particular Articles 9.3.1, 9.4, 9.5.b. In addition, an FAQ page is being prepared to address anticipated questions and concerns.

Name: Department: Date:

1. With reference to Articles 9.4.a & b of the Collective Agreement, please indicate the factors which are being used to justify a reduced teaching workload, noting that scholarship/research is to be the primary consideration.
2. Given your response to the previous item, please provide a brief description of the proposed activities, clearly indicating how a reduced workload is required to complete this work.
3. Please describe how the requested workload reduction will impact your department, in terms of courses offerings, student supervision, and other program needs.

Please ensure that a current copy of your Curriculum Vitae is provided to your Department and Dean’s Office (A brief research-focused CV would be most beneficial).