

UNAC Workloads: A Glossary

Workload

- A detailed listing of professional duties each UNAC bargaining unit member will perform during the 9-month academic year.
- A workload of 30 workload units is considered full time based on a 40 hour work week and a 9 month, academic year calendar.
- Successful completion of workload duties as listed on signed workloads helps ensure a satisfactory annual review and successful promotions.
- To be valid and finalized, your workload must be signed by your supervisor.

Overload

- Any work assigned to a UNAC member in addition to their already-signed workload.
- A UNAC member must agree to the work and be compensated for the additional work.
- This work cannot be forced upon a member; refusal to do overload work will not result in an unsatisfactory annual review or non-retention.
- A separate overload workload form should be completed. This includes summer assignments.

Workload Revision

- Revise your workload form if your work assignment changes during the academic year. This may occur due to unforeseen circumstances or opportunities but cannot result in reduced compensation.
- Supervisors must sign workload revisions
- Accurate workloads help ensure satisfactory annual reviews.

Workload Units

30 Workload Units over 9 months = Full Time

Teaching:

- 1 course credit is 1+ workload units
- additional workload units for large classes w/o a TA, for classes with heavy grading or advising loads, for curriculum development/revision, etc

Other instructional activities:

- anything related to teaching but not the classroom (assessment, new course design, curriculum revisions, etc)
- professional development to improve teaching and learning i.e. training in online course development, training in technology to enhance learning, revisions of coursework)

Research/Creative Activity:

- determine how many hours per week are required to complete your research or creative work, as agreed upon with chair/coordinator and supervisor.
- Assume a 40 hour work week with a 9 month academic-calendar contract
- Should be based on past practices and be equitable among colleagues

Service:

- Assume a 40 hour work week with a 9 month academic-calendar contract
- Should be based on past practices and be equitable among colleagues
- Should fall into one or more of three categories
 - **University Service** (department, college, and University committee and other-related work)
 - **Professional Service** (involvement in your profession external of UA-
-journal editor or reviewer, professional board member, organizing or presenting at conferences, etc)
 - **Public Service** (community involvement resulting from your professional expertise)

Workload Complaint

When a workload disagreement can't be resolved through discussions with your supervisor, you can file a workload complaint.

Complaints:

- Process is detailed in CBA article 7.3
- Must be filed within FIVE DAYS of a supervisor's written notice of failure to reach a workload agreement.
- Based on 'substantive academic judgment' with the relevant provost making the final decision rather than a neutral third party.



Workload Questions?

Contact your
Organizational VP or our
Contract Manager.

Find emails and phone
numbers at

unitedacademicsak.org/about-us/contact-us