ARTICLE 16 - PERFORMANCE OF DUTIES

16.1 Academic Staff Members
In accepting an appointment at the University, academic staff members agree to the duties prescribed for their category. Members are responsible to the appropriate Head and/or Dean for the performance of all their University duties, assigned or otherwise.

16.1.1 The duties of a faculty member shall normally include:
   a) teaching and related duties;
   b) scholarship, research, and creative or equivalent professional activities; and
   c) service.

16.1.2 The duties of a librarian shall normally include:
   a) position responsibilities consistent with the status of a professional librarian and associated with serving the needs of the University Library and the University community including instructional activities;
   b) scholarship, research, and creative or equivalent professional activities; and
   c) service.

16.1.3 The duties of an instructor shall normally include:
   a) teaching and related duties; and
   b) service.

16.1.4 The duties of a laboratory or clinical instructor shall normally include:
   a) teaching and related duties in a clinical, laboratory, and/or community setting;
   b) laboratory and/or clinical course development and related professional activity;
   c) where appropriate, operational oversight for a laboratory and/or clinical environment; and
   d) service.

16.1.5 The duties of a sessional are teaching and/or related duties as specified in their appointment letter. In some cases, the work of sessionals may include the task of developing, or making major revisions to, an asynchronous course.

   Article 16.4.2 shall not apply to sessionals.

16.2 Activities as Related to Duties

16.2.1 The following lists of activities as related to duties are understood not to be exhaustive. Faculty Criteria Documents shall further develop these lists with a view to ensuring that 1) all the activities in which members engage in pursuit of their duties are duly recognized in performance review and in considerations of workload, and 2) members, depending on the duties corresponding to their appointment, are enabled to provide adequate and effective teaching, maintain a productive level of scholarship, research, and creative or equivalent professional activities, and perform service both within the University community and to the external communities. A Faculty may determine collegially the relative weightings or priorities among the activities thus identified, and that certain activities may contribute to more than one category of duties. It is expected that some variation in activities within each category of duties will exist due to the unique characteristics of an academic area.

16.2.2 Teaching, instructional activities, and related duties shall include all activities in which members engage to prepare, deliver, or support the curriculum:
   - contributing to the creation, content, implementation and delivery of graduate and undergraduate academic courses
   - being accessible to students for consultation and mentorship
16.2.3 Research, scholarship, and creative or equivalent professional activities include the following, but may include additional activities if agreed to by the Faculty:
- intellectual and creative contributions to research and scholarship and critical or creative work
- dissemination of such work through publications, presentation of scholarly papers, exhibitions and performances, and other means
- community-engaged scholarship and the particular forms of dissemination that stem from it
- peer review or other forms of engagement with the scholarly work of others
- the research component of the supervision of student research and theses
- seeking external research funding as appropriate to the discipline and the member’s research profile
- the scholarship of teaching, which consists of original and innovative thought and analysis related to pedagogy and/or learning

16.2.4 Service includes service to the University and service external to the University. Service activities include the following, but may also include additional activities if agreed to by the Faculty:
- internal and external activities which arise from the research and teaching functions at the University
- participation in academic unit, University, and Association committees/bodies
- holding in-scope administrative positions, including Program Chairs, Department Heads and Directors
- involvement in the work of learned societies, associations, agencies and professional organizations
- work in the community-at-large when members contribute to it by virtue of their general or specialized academic expertise

16.2.5 Criteria Documents may elaborate upon, but shall not prescribe outside, the duties identified in Article 16.1.

16.3 Assignment of Duties

16.3.1 Each Faculty shall develop collegially and include in its Criteria Document a transparent process for the assignment of duties, based on decisions made in accordance with criteria known to members within that Faculty and in accordance with Article 17.

The foregoing is intended to create transparency that will:

- allow members to determine whether their share of the obligations is equitable in light of the contributions they make relative to other members.
- allow the duties of members to vary over time in such a manner that other members understand the rationale for differences in the array and mix of duties.
- ensure that the numerous factors involved, as listed in 16.1 are considered in the array and mix of duties for members.

The collegial governance process followed in developing the Criteria Document of each Faculty shall result in a document that is transparent in describing the expectations of the members. Expectations may vary according to the duties and position/rank of the academic staff member.
Given the importance of the Faculty Criteria Document when used in the review process to assess the performance of members, clarity regarding duties and expectations is essential. In particular, the nature of accomplishments required for tenure, promotion and merit shall be set out clearly.

16.3.2 Duties may vary over time for any given member, at any given point in time between members, or over time between the members of different academic units. An academic staff member may apply to the Dean for a change in the array and mix of duties. The request shall take into account the needs of both the member and the unit. Over time members shall fulfil all the duties corresponding to their appointment category and rank. The performance review will reflect the academic staff member’s array and mix of duties.

16.3.3 Academic staff members shall be assigned duties in a fair and equitable manner to ensure a reasonable workload.

16.3.4 New members in their first year of appointment shall normally be assigned a lighter teaching load.

16.4 Further Considerations

16.4.1 Except for vacation time and approved leaves, or unless otherwise specified in the terms of appointment, academic staff members shall carry out their duties for the entire twelve months of the academic year.

16.4.2 Academic staff members with full-time appointments shall not engage in outside professional activities to the extent that they interfere with the performance of their University duties. Outside professional activities that are appropriately related to a member’s duties at the University shall be encouraged. Outside professional activities include but are not limited to consulting, personal contracts, private practice in the member’s profession, and teaching duties for any other employer.

Members shall keep the Dean informed of their engagement in outside professional activities. If there is reasonable doubt that an outside professional activity might compromise an academic staff member’s ability to perform regular duties, the member shall make a detailed application to the Dean describing the nature and duration of the activities. The member shall keep the Dean informed of the general nature and scope of the approved activities and provide details on the Annual Information Form.

16.4.3 The academic environment at the University is enhanced by the presence of academic staff members on campus. Accordingly, the duties of academic staff members are normally to be carried out on campus. Nonetheless, members are not required to be on campus to fulfil their responsibilities as outlined in this Article whenever their absence does not conflict with their duties under this Article. However, each member who is not on leave shall ensure that the head of the academic unit is aware of how and when the member can be contacted in case, for good and valid reason, the member’s presence on campus is required.

16.4.4 Academic staff members shall maintain scholarly and professional competence appropriate to their duties.

16.4.5 In activities outside the University, academic staff members may not claim to represent the University without prior authorization from the Dean.

16.4.6 Academic staff members (excluding sessionals) shall be given a minimum of four (4) months’ prior notice if they are scheduled to teach early morning, evening, or weekend classes. The definitions of early morning and evening classes are per the Class Scheduling Policy (OPS 040 015).

March 12, 2019
Wherever possible, academic staff members shall be scheduled to teach such that there is a minimum of 12 hours between the end of the last class of the day and the start of the first class of the next day. This requirement may be waived by the member.

16.5 Librarians

16.5.1 Librarians may request release from other duties for a minimum of two weeks each academic year, to pursue professional research or scholarly activities.

16.5.1.1 The University Librarian or designate and the Librarian requesting the release shall, in the process of consultation, discuss the research/scholarly proposal. Should a request not be approved, upon written request the University Librarian shall provide written reasons for the decision.

16.5.1.2 The release shall be scheduled by agreement between the Librarian and the University Librarian or designate.

16.5.1.3 The work for which the release was granted shall be evaluated as part of the performance review process.

16.5.1.4 Upon written request to the University Librarian, a Librarian may carry over unused approved release time in one academic year to the next academic year. All carried over release time is to be used in the year into which it is carried over. If circumstances preclude the foregoing, the carried over release time shall be rescheduled.

16.6 Laboratory/Clinical Instructors

Whenever there is an additional assignment made to the agreed upon workload, overload stipends shall be provided on a per lab or clinical course basis in accordance with Appendix A. Laboratory or Clinical Instructors shall not be required to accept an assignment that exceeds the agreed upon workload, nor shall the Laboratory or Clinical Instructor receive adverse performance reviews or be disciplined for declining such an assignment.

16.7 Sabbaticals

The University endorses sabbaticals as a means of encouraging continuous professional development and productive scholarship, which will be mutually beneficial to the academic staff member and the institution. A member may apply for, or the University may offer, a sabbatical. The University shall grant annually a limited number of sabbaticals in keeping with its responsibilities. Such sabbaticals shall not be withheld unreasonably.

16.7.1 Eligibility: In order to be eligible for a first sabbatical, the academic staff member must have at least six years of continuous employment at the University of Regina, and hold an appointment with tenure, in one or more of the categories of Faculty, Librarian, Instructor, and Laboratory Instructor.

To be eligible for a subsequent twelve-month sabbatical the academic staff member must have had at least six years of continuous employment in the above categories since returning from the previous sabbatical. To be eligible for a subsequent six-month sabbatical, the member must have had at least three years of continuous employment in the above categories since returning from the previous sabbatical.

All years of eligibility are foregone when an academic staff member takes a sabbatical. However, should a member have eligibility, a proposal fully acceptable to the Dean, and a valid plan for a sabbatical, and then have such a leave delayed by the Dean for a year or more, that member shall be granted a sabbatical as soon as possible, and eligibility for the subsequent sabbatical shall be accumulated as if the member had taken the sabbatical as originally planned.

16.7.2 Duration: A sabbatical is for a period of twelve months or for the period of six months, commencing July 1st, September 1st, January 1st, or May 1st. With the concurrence of the Dean, an
academic staff member may take a twelve-month sabbatical in two six-month periods with an interval of six months between.

16.7.3 **Remuneration:** During sabbatical, the academic staff member shall receive eighty percent (80%) of salary, for the full-time equivalency, exclusive of stipends (the percentage to be prorated based on the average percent of full-time during the previous 3 or 6 years of employment, depending on whether the member is applying for a 6-month or 12-month sabbatical). The member may apply to use part of the remuneration as a research grant. Other remuneration which the member may receive during the sabbatical is limited to an amount which brings the total to one hundred per cent of normal salary, exclusive of grants for research purposes and monies obtained for authorized outside professional activities, extraordinary expenses, plus travel and related expenses for the member (unless claimed as part of the sabbatical grant defined above), spouse and dependent children. The University assumes no responsibility for the taxation status of sabbatical grants.

16.7.3.1 With the agreement of the Dean, an academic staff member may elect to take a six-month sabbatical at one hundred percent (100%) of salary in lieu of a twelve-month sabbatical at eighty percent (80%) of salary.

16.7.3.2 An academic staff member shall not teach at the University while on sabbatical except at the request of their Dean. Members shall be paid one overload stipend for each course taught. Members shall not receive adverse performance reviews or be disciplined for declining an appointment to teach at the University while they are on sabbatical.

16.7.4 **Benefits:** The University's and the academic staff member's contributions to employee benefits shall be based on the salary which the member would normally have received in that year.

16.7.5 **Vacation:** Annual vacation, prorated to the length of the sabbatical, shall be earned during the sabbatical in the normal manner. The academic staff member shall be assumed to have used a prorated portion of annual vacation during the sabbatical.

16.7.6 **Application:** An eligible academic staff member must apply to the appropriate Dean at least nine months prior to the beginning of the academic year in which the sabbatical is to commence (i.e., by October 1st). A detailed statement of the member's plans for the entire period of the sabbatical, indicating the anticipated benefits to the member and the institution, shall accompany the application.

The Faculty or equivalent peer review committee shall review all applications for sabbatical within two months following their submission, and make recommendations to the Dean.

16.7.7 **Notification:** The Dean shall inform the academic staff member at least six months prior to the commencement of the academic year in which the sabbatical was proposed to commence.

Should an application not be approved, upon written request the Dean shall provide written reasons for the decision.

16.7.8 **Cancellation and Change:** The academic staff member may cancel the application by notifying the Dean in writing at least four months prior to the commencement of the academic year in which the sabbatical was proposed to commence. After that date the sabbatical normally may not be cancelled or deferred. It is the responsibility of the member to notify the Dean of any changes in plans, and to consult with the Dean about revised plans in order to use the sabbatical for professional development and productive scholarship.

16.7.9 **Sabbatical Report:** The academic staff member must prepare and forward to the member’s Dean a full written account of the member's scholastic and professional activities during the sabbatical. This report and details of the original sabbatical plan and any modifications to the plan, are to be included as part of the member’s Annual Information Form.

March 12, 2019
16.7.10 **Return to Staff:** The academic staff member shall return to the staff of the University for a period of at least six months following the sabbatical, or the University may require the member to reimburse the University for all remuneration received during the sabbatical prorated to the amount of time, expressed in full months, by which the member’s service to the University since returning is short of six months. This condition shall not apply when a member, immediately upon returning from a sabbatical, ceases to be employed as a result of an unforeseen retirement.

16.7.11 **Sick Leave:** When a member’s sabbatical coincides with an approved medical leave and the member is accessing salary continuance benefits, the unused portion of the sabbatical will be deferred and may resume after the member is medically fit to return to work. In consultation with the member, the Dean may postpone the unused portion of the sabbatical for up to one year.

16.7.12 **Waiver of Specifications:** Any of the above specifications may be waived by mutual agreement, confirmed in writing, between the University, and the academic staff member. **The Faculty Association will be informed of any waivers prior to implementation.**

16.7.13 **Salary Adjustments:** Time spent on sabbatical shall count as service with the University for salary adjustments.