

Date: April 26, 2016

To: Deans, Chairs/Directors

C.C.: C. Evans, Interim Provost and Vice-President, Academic  
C. Sass-Kortsak, Assistant Vice-President, Human Resources  
Administrative Assistants to the Deans

From: Saeed Zolfaghari, Vice-Provost, Faculty Affairs

**Re: Overload Appointments, RFA and CUPE Local 3904 Unit 1**

Dear Colleagues,

My office has received a number of inquiries over the last number of months regarding voluntary overload payments. This communication will serve as a clarification regarding the guidelines for payment of overload teaching to RFA members and CUPE Local 3904 Unit 1 Contract Lecturers. Please forward this communication to any individuals responsible for implementing overload assignment/payments to faculty members and CUPE Unit 1 Contract Lecturers in your School/Department.

For your information, the current RFA collective agreement states that faculty members who engage in overload teaching shall receive a stipend of not less than \$6,300 per course. For Unit 1 Contract Lecturers the overload policy and rate of pay is within the University's discretion.

**General Guidelines:**

The determination and assignment of any voluntary paid overload teaching is entirely within the University's discretion requiring the Chair/Director's recommendation and the Dean's approval. The University and the Ryerson Faculty Association agree that overload teaching is normally not to the advantage of faculty members or the University, since it diverts time and attention from the service and SRC components of members' work.

Pre-tenure faculty members are not permitted to undertake overload teaching. An offer of an overload assignment to a faculty member who is receiving a course release must be approved by the Vice-Provost, Faculty Affairs.

Faculty members and CUPE Unit 1 Contract Lecturers cannot work more than two overload courses (or equivalent) in any one of the three semesters i.e., Fall, Winter, or Spring/Summer (Spring/Summer is one semester). This applies to total overloads of day programs and Chang School courses or equivalent.

### **Guidelines for Overload Payments to RFA Members:**

- Faculty members who engage in overload teaching shall receive a stipend of not less than \$6,300 per half-course. Normally a half-course consists of three semester hours (i.e., three hours per week for one semester) and involves duties as outlined in the RFA collective agreement.
- Faculty members are entitled to receive \$6,300 if they are assigned a voluntary paid overload teaching of a half course that has less than three semester hours.
- An overload payment of less than \$6,300 is permissible only when a shared teaching arrangement for a half course is involved, or if the faculty member teaches part of a course as a replacement faculty member.
- An overload payment of more than \$6,300 requires a justification by the Chair/Director and approval by the Dean. Such exceptions would normally apply when:
  - the lecture component of the course is more than three semester hours; and/or
  - the duties required for a three-semester-hour course are significantly different in some aspect/nature.

The overload rate of \$6,300 does not apply to faculty who voluntarily enter a contract to teach a Continuing Education course through The Chang School in addition to their regular teaching workload assignment. These faculty are paid the prevailing CUPE Local 3904 Unit 2 pay rate.

### **Guidelines for Overload Payments to CUPE Local 3904 Unit 1 Contract Lecturers:**

- CUPE Local 3904 Unit 1 Contract Lecturers who engage in overload teaching shall receive a stipend of \$6,300 for a three-semester-hour course.
- For courses that are less than or more than three semester hours, the \$6,300 stipend shall be pro-rated accordingly. (This means the value of one semester hour is \$2,100).

Please note that in order to process overload payments for faculty members a completed Personnel Action Form (PAF) will no longer be required. The attached Overload Appointments Form replaces the PAF and we ask that Departments/Schools please complete the form which can be found at [http://www.ryerson.ca/content/dam/faculty-affairs/documents-chairs/overloads/Overload\\_appointment\\_form1.pdf](http://www.ryerson.ca/content/dam/faculty-affairs/documents-chairs/overloads/Overload_appointment_form1.pdf). In order to process overload payments for Contract Lecturers, the attached form should be completed to confirm approval and the processing can be done using eHR.

Should you have any questions please do not hesitate to contact your Human Resources Client Services Advisor ([http://www.ryerson.ca/hr/about/client\\_services\\_team.html](http://www.ryerson.ca/hr/about/client_services_team.html)) or the Office of the Vice-Provost, Faculty Affairs.