

**Faculty of Education**  
**Assignment of Teaching Responsibilities: Procedures/Practice**

Procedures/Practice

Our procedures/practice for assignment of duties is as follows:

1. An e-mail is sent to all Instructors and Professors by the Dean's office asking for each of them to submit the courses that they would like to teach in the next academic year.
2. These course requests are considered alongside programmatic needs between the undergraduate and graduate programs.
3. A draft set of assigned courses is e-mailed to each Instructor and Professor individually. Instructors and Professors are invited to submit alternatives or they are asked to agree with the courses they have been assigned.
4. If alternatives are suggested and those suggestions can be incorporated in the overall programmatic needs, then those suggested changes are made and a new draft set of courses is e-mailed to the Instructor or Professor.
5. Once the Instructor or Professor has agreed to the assigned courses, an official workload letter is sent to each individual Instructor or Professor that is signed by the Instructor or Professor and returned to the Dean's office.

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Invitation to Participate in the Consultation/Assignment Process

To our faculty, we sent the following on September 1, 2022

*Hello all,*

*This is just a friendly reminder to submit your workload preferences for the 2023-2024 academic year if you haven't already done so. Please respond via e-mail, including Richelle, David and Megan by Friday, September 2 at noon to begin the process. Please provide a list the courses you would like to teach in both the undergraduate and graduate programs. Also indicate any other considerations (ie course releases for BoG Research Chair, Teaching Fellow, Practicum coordinator, etc.) that would impact your teaching assignment. We will then send you a draft workload based on program needs with your preferences in mind once we hear back from everyone.*

*If you would like to meet with David and Richelle to discuss your workload instead of responding via e-mail, please connect with me to arrange a meeting.*