

APPLICATION FOR A TEMPORARY REDUCTION IN TEACHING LOAD FOR PROFESSIONAL DEVELOPMENT

Preamble:

At its March 15, 2024 Meeting of Faculty, Faculty voted in support of a series of motions involving the implementation of measures to alleviate the burdensome workload members of King's Faculty may be experiencing.

One of those initiatives allows faculty members holding tenured or tenure-track appointments at King's to apply for a reduction of one class (equivalent to 3-credit hours) in the following academic year to allow more time for a specific research or academic project.

For Humanities Faculty, this course reduction applies only to smaller classes, typically at the 3rd or 4th year level, or FYP tutorials for those whose sole home program is FYP.

For Journalism Faculty, a request should be made for course relief as below, with specific details of the proposed project to be provided. If approved, the exact nature and timing of the course relief will be determined when annual teaching assignments are made in about December.

Faculty can hold such a course reduction once every three years.

Eligible projects might include:

- Course development contributing to program curricular goals
- Special classes (e.g. Lecture Series)
- Specific research work, particularly publication preparation
- Developing and administering research and arts grant applications
- Developing outward-facing initiatives such as courses, certificates, workshops or programs, especially those that aim to support student recruitment.

Completed applications should be sent to Emma Naguib (emma.naguib@ukings.ca) no later than **October 1st**. The Vice-President and Directors Committee will assess the applications and grant a (3-credit hours) course reduction on the basis of the College's financial situation, program needs, and the merits of the application relative to the Strategic Academic Plan and the Faculty member's standing.



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Brief description of project, including justification (using eligibility examples as a guideline) and specific (3-credit hours) course reduction request (max. 250 words)