

Assigning Courses to Part-time Faculty

This guide is for all employees involved in the process of contracting part-time faculty for teaching assignments.

Chairpersons and Program Coordinators responsible for course assignments must read Article 15 of the [collective agreement](#) for CUPE Local 3912 part-time faculty.

The following are covered in this guide:

1. Target timelines
2. Maximum teaching load
3. Course assignment process
4. Exceptions when the CUPE 3912 process isn't required

Useful contacts:

Dr. Isabel Fearon, VP CUPE Local 3912: vp.smu.cupe3912@gmail.com

Katarina Hakansson, Director, Human Resources: katarina.hakansson@smu.ca

1. Target Timelines

Recognizing that exceptions will be required due to late course additions to the timetable, difficulties in finding qualified part-time instructors, etc., course assignment processes for part-time faculty should be completed with the following *minimum* lead-times:

3.5 months prior to the start of classes	Available courses emailed to all part-time faculty on the Precedence List >> When complete, <u>assignments sent to Dean's Office for approval</u> and then to ptt@smu.ca for contract issuance. >> Contract issuance by HR completed on rolling basis as course assignments received at ptt@smu.ca .
2.5 months prior to the start of classes	Remaining courses not assigned to Precedence List faculty posted on the CUPE 3912 website >> On a rolling basis, course assignments sent to Dean's Office for approval and then to ptt@smu.ca for contract issuance. >> Contract issuance by HR completed on rolling basis as course assignments received at ptt@smu.ca .
1.5 months prior to the start of classes	Course assignments to be sent to ptt@smu.ca with minimum 1.5-month lead-time prior to start of classes.
1 month prior to start of classes	Course contracts issued a minimum of 1 month prior to the start of classes.

2. Maximum Teaching Load

Both the CUPE and SMUFU collective agreements stipulate the maximum teaching load for part-time faculty members.

The limitation on part-time teaching load is more restrictive in the SMUFU collective agreement.

To comply with both collective agreements, the more restrictive limitation in the SMUFU collective agreement ([Article 15.1.12\(n\)](#)) must be followed. Accordingly:

The maximum allowable teaching load in any semester is 1.0 FCE for a part-time faculty member.

If a program cannot staff courses that it must run without exceeding this limitation, the Dean should contact the Provost.

NOTE: There may be future discussion on this mismatch between SMUFU and CUPE. If an arrangement is reached that affects the above, this will be directly communicated to Chairpersons and Program Coordinators by the Provost, and this guide updated.

3. Course Assignment Process

Complete the following steps to assign courses to part-time faculty.

Step	CA Article
<i>assigning courses to PhD students:</i>	
0. Doctoral students may be directly assigned up to 2.0 FCEs over the course of their doctoral program. Courses assigned to doctoral students under this provision do not need to first be offered to those on the Precedence List, nor posted to the CUPE website. Doctoral students <u>do not require an appointment</u> to be assigned up to 2.0 FCE under 15.08(c).	15.08(c)
Following Dean's approval, all such instructor assignments are to be sent to dean.fgsr@smu.ca for confirmation of eligibility under 15.08(c) prior to delivery to ptt@smu.ca. Beyond 2.0 FCE, doctoral students must apply for available courses following the standard part-time faculty process.	
<i>minimum 3.5 months prior to the start of classes:</i>	
1. Email all available courses to all individuals on the Precedence List for the program with CUPE cc'd :	15.02(a)
Bcc: all members on Precedence List for the program (to their @smu.ca address) Cc: vp.smu.cupe3912@gmail.com From: Department Chair or Program Coordinator Body: all course assignments available to part-time faculty (include day/time and delivery mode details, e.g. in-person learning, asynchronous online with on-campus assessments, etc.), plus any instructions (e.g. rank assignments in order of preference).	
2. Eight working days after emailing the Precedence List, assign courses to those who have indicated the specific assignments by course name, number, and section that they wish to teach. Do this as follows: Working from the top of the Precedence List and working within the maximum teaching load of members, assign part-time faculty their preferred courses that are available, if their teaching appointment letter deems them qualified to teach the course.	15.02(a)

Forward all instructor assignments to the Dean for approval.

minimum 2.5 months prior to the start of classes:

3. Email any remaining available course assignments to webmaster.3912@gmail.com for posting on the CUPE 3912 website. 15.02(b)

Note:

Postings must include the information listed in [Article 15.03](#). Fully detail the [delivery mode](#) (e.g. in-person learning, asynchronous online with on-campus assessments, etc.). 15.03

4. **Nine working days after** posting to the CUPE 3912 website via email, begin assigning courses to qualified applicants. 15.02(b)

Applicants without appointments must first be appointed before being assigned to courses.

Applicants with appointments who apply for courses not included in their appointment letters must have their appointment letters updated before being assigned to courses.

Forward all instructor assignments to the Dean for approval.

minimum 1.5 months prior to the start of classes:

Instructor assignments to be submitted by Dean's Offices to ptt@smu.ca on a rolling basis, with the last assignments (aside from exceptions) to be submitted no later than 1.5 months prior to the start of classes.

If a vacancy occurs 5 weeks or less prior to the start of classes:

5. Chairperson to offer the assignment to Precedence List members (i) who have teaching load availability for the assignment, and (ii) whose appointment letter deems them qualified to teach the course. Do this working from the top of the Precedence List down. 15.02(c)

6. If no qualified Precedence List member is available for the course assignment, it may be given to any person deemed qualified without posting. Note: 15.02(c)

To be given a part-time course assignment, individuals first need to be appointed to a department or program. See 15.01. 15.01

4. Exceptions when the CUPE 3912 Process Isn't Required

The right of CUPE Local 3912 to represent those who teach or instruct for academic degree programs at Saint Mary's University is established in the Nova Scotia Labour Board's Certification Order for the bargaining unit.

Most for-credit courses offered at Saint Mary's that are not taught by full-time faculty members must be taught by CUPE 3912 part-time faculty. Allowable exceptions—where individuals who teach for-credit courses do not need to be CUPE 3912 members—include:

- persons whose remuneration, for teaching at Saint Mary's is solely and exclusively paid for by or from external sources;
- persons holding an academic appointment from Saint Mary's University as:
 - (i) adjunct professor;
 - (ii) honorary professor;
 - (iii) distinguished visiting professor;
 - (iv) post-retirement professor; or
 - (v) professor emeritus

unless such appointee receives remuneration from Saint Mary's to lecture, teach or instruct for academic degree programmes of Saint Mary's (i.e., these persons must be assigned courses following the CUPE process if paid by SMU to teach);

- persons engaged by reason of professional status or unique qualifications to give occasional or guest lectures or seminars, making up part of a course offered for credit in an academic degree programme of Saint Mary's University;
- persons who are members of the Board of Governors or of the University Budget Review Committee of Saint Mary's University;

- persons excluded by paragraphs (a) and (b) of subsection (2) of Section 2 of the Trade Union Act. R.S.N.S. 1989, c-475.

Referring to the Trade Union Act cited, those persons excluded include:

- anyone who is a manager or superintendent, or any other person who, in the opinion of the Labour Board, is employed in a confidential capacity in matters relating to labour relations or who exercises management functions within Saint Mary's; or
- anyone who is a member of the medical, dental, architectural, engineering or legal profession qualified to practise under the laws of a province and employed in that capacity.

Questions regarding situations relating to the above should be brought to the Provost via Deans.