

**FULL-TIME FACULTY MEMBER WORKLOAD LETTER**

**ACADEMIC YEAR 2025-2026**

**To: Associate Professor XXX**

**From: Dean, School of XXXX**

**Status: Not Tenure-Track**

Dear Professor XXX:

I am writing to provide you with your updated workload letter for the academic year 2025-2026.

The CBA sets your annual salary at the amount of **\$XXX,XXX.00**, Step **5**. Your salary will be paid in equal amounts, starting with the first pay date of August 31, 2025, and ending with the final pay date of August 15, 2026.

**Overload Option:** You must choose when you would like to be paid for any semester overloads (units beyond 12 in the fall or spring semester) by selecting one of the options below. You must pay the funds back if you are paid for any semester overload and do not fulfill your contract obligation (32 units, not including any semester overload). Human Resources will contact you in this situation.

**Please select one:**

       **Pay in Current Semester:** I would like to be paid for any semester overload during that semester's work. I understand that:

- 1) If I receive payment for semester overload in the fall or spring, but my total workload does not reach 32 units (not including any semester overload units paid), then I must pay the full or adjusted amount back to NDNU;
- 2) Semester overloads are determined immediately following the add/drop deadline;
- 3) If I have a semester overload, my workload letter will be revised to reflect the overload, normally within one week;
- 4) Semester overload will be paid in equal amounts over the course of the semester;
- 5) The first overload payment will be made in the payroll following the issuance of the revised workload letter and will include any retroactive payment due for the semester overload.

       **Hold until Summer Semester:** I would like to hold any overload payment until the summer semester. I understand that:

- 1) Annual overload (units worked or in progress beyond my 32-unit workload) will be determined immediately following the add/drop deadline in the summer semester;
- 2) In the summer semester, if it is determined that I have an annual overload, my workload letter will be revised to reflect the overload, normally within one week;
- 3) Annual overload will be paid in equal amounts over the course of the summer semester;

- 4) The first overload payment will be made in the summer semester payroll following the issuance of the revised workload letter and will include any retroactive payment due for the annual overload.

This letter states the teaching workload and/or any administrative assignments to be released from the standard teaching load. An updated letter will be issued if the workload changes during the year.

Notre Dame de Namur University owns any course content developed under this work-for-hire agreement, including the course title, syllabus, description, assignments, projects, activities, assessments, instructional videos, and other related course materials. I understand that NDNU may offer any course or use any content owned by the University at any time in the future without my permission, using any other instructor.

**Teaching:** The standard teaching work of all full-time faculty members is twenty-four (24) teaching units during nine months and thirty-two (32) teaching units during twelve months. Your teaching is for **12** months. Accordingly, your teaching load for this year is **32** teaching units. Please be aware that the length of time required to teach is one of the topics in the current negotiations.

The teaching load of 24 units typically consists of eight (8) three-credit courses during an academic year. Teaching can also include non-regular teaching assignments, including but not limited to courses with other credit values, laboratory units, practicum/field experience supervision, and student mentoring and advising greater than the amount expected of full-time faculty. The Vice President for Academic Affairs may assign teaching units for other special teaching work.

**Administrative Assignments:** Non-regular teaching assignments can include serving as Department Chair/Program Director, inclusive advising, student mentoring, recruiting functions, course development, or other mutually agreed tasks/responsibilities in consultation with the Dean. Your specific courses to be taught this year and other assignments will be identified by an e-mail entitled "2025-2026 Workload Supplement".

Thank you, and best wishes for a healthy and productive academic year.

Cc: Payroll

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Dean

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Provost and Senior Vice President

***Reviewed by:***

HR: Initials \_\_\_\_\_

FT Faculty Initials \_\_\_\_\_