**FULL-TIME FACULTY MEMBER WORKLOAD LETTER**

**ACADEMIC YEAR \_\_\_\_\_\_\_\_\_\_\_\_**

**To: FT Faculty**

**From: Dean**

**Status:**

Dear FT Faculty:

I am writing to provide you with your updated workload letter for academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your annual salary is set by the CBA at the amount of **$ AMOUNT,** Step **X**. Your salary will be paid in equal amounts starting with the first pay date of \_\_\_\_\_\_\_\_ and ending with the final pay date of \_\_\_\_\_\_\_\_.

This letter states the workload in the area of teaching and/or any administrative assignments to be released from the standard teaching load. Any changes during the year will be the subject of an updated letter.

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 using any other instructor without my permission.

**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 of teaching is one of 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 to you entitled “Academic Year workload supplement”.

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

Cc: HR

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Dean Provost and Senior Vice President

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| ***Reviewed by:*** |  |
| HR: | Initials \_\_\_\_\_\_\_\_ |
| FT Faculty | Initials \_\_\_\_\_\_\_\_ |