

November 20<sup>th</sup> 2017  
Proposal 108 - ARTICLE 16 – CLASS SIZE

#### Current Collective Agreement Language

16.01 The employer and the union agree upon the objective of maintaining class sizes and formats conducive to pedagogical soundness

16.02 Projected course enrolments established by the employer shall be set out in position postings and employee contracts for all employees, except where not relevant. Projected course enrolments identified in Postings may not exceed marker/grader assistance levels (“triggers”) specified in 16.05.1

16.03 A course director shall be assigned assistance and/or additional compensation to reflect course enrolments above fifty as follows:

- (a) The assistance assigned shall be at least in the form of marker/grader assistance;
- (b) The assistance shall be at least at the rate of fifteen hours for each block of five students, or portion thereof, exceeding fifty;
- (c) Assistance shall be provided from the commencement of the course where the projected enrolment exceeds fifty, but the assistance may be modified so as to reflect the actual enrolment as of the first official enrolment reporting date in each session;
- (d) Where the projected enrolment is fifty or less but actual enrolment as of the first official enrolment reporting date in each session exceeds fifty, assistance shall be provided as per (a) and (b)

16.04 The employer and the union recognize that teaching groups within courses have different purposes and, consequently, different appropriate enrolment levels and different demands on the employee. The following groups are identifiable:

- (a) Where the primary purpose of the group is textual analysis, teaching a particular skill (e.g., writing), presenting material not presented in any other teaching format in the course, including discussion of course lectures and readings;
- (b) Where the primary purpose of the group is a problem session and/or a question-and-answer session and/or a presentation of audio-visual materials directly related to course lectures or reading material, or examinations/assignments, and where the group leader is not assigned primary responsibility for design and/or presentation of materials presented in the group;
- (c) Where the group is an English as a Second Language Group
- (d) Where the primary purpose of the group is laboratory work;
- (e) Where the group is in the Faculty of Fine Arts Departments of Music and Dance, and where the principal focus of the course is performance involving movement, dancing, choreography, singing or playing of instruments. It is understood that (e) does not apply when the group is being led by the course director. It is also understood that (e) is not meant to include orchestras, bands or choirs;

Effective September 1, 1999:

- (f) First year 9-credit Foundations tutorials
- (g) Second year 9-credit Foundations tutorials

16.05.1 With respect to teaching groups in which students are formally enrolled:

- (i) Assistance shall be assigned and/or additional compensation paid in the form of marker/grader assistance at the rate of ten hours for each block of three students, or portion thereof, exceeding:

- Teaching Group (a): twenty-five for a one-hour group, thirty for a one-and-one-half hour or two-hour group;
- Teaching Group (b): forty;

(ii) Assistance shall be assigned and/or additional compensation paid in the form of marker/grader assistance at the rate of eleven hours for each block of 3 students, or portion thereof, exceeding:

- First year 9-credit Foundations tutorials (g): twenty-five
- Second year 9-credit foundations tutorials (h): twenty-eight

(iii) For the triggers articulated in Article 16.05.1(ii) only, hiring units are not permitted to enrol above those triggers without the permission of the tutorial instructor. The letter of offer for Foundations tutorials will be revised so that the employee can indicate whether or not she agrees in advance to allow enrolments to rise above the trigger. Failure to return the letter of offer by the time indicated in Article 12.13 will be taken as indication that permission has been granted, until such time as the letter of offer is returned

(iv) The level of assistance required by this article shall be calculated on the basis of enrolments recorded for the 1 November official enrolment reporting date for fall and fall/winter courses, the 1 February official enrolment reporting date for winter courses, the 1 March official enrolment reporting date for winter/summer courses and as of the deadline date for withdrawal without academic penalty for courses in each of the summer sessions. Where assistance is paid pursuant to this article, such payment shall be made in one lump sum as soon as practicable after the dates specified above

(v) Where additional compensation per (iv) already has been paid to an employee who subsequently is replaced, the replacement employee shall be entitled to assistance/additional compensation at the appropriate rate per 16.05.1, pro-rated to the portion of the academic session remaining at the time of her appointment

16.05.2 With respect to teaching groups in which students do not formally enrol:

(i) the hiring unit shall keep attendance records for all meetings of such teaching groups. Additional compensation shall be paid for each meeting, after the first meeting, of a teaching group in which actual attendance exceeds the appropriate trigger specified in 16.05.1(i) and (ii), and shall be paid on the basis of one thirty-fifth of the appropriate rate specified in 16.05.1(i) and (ii) for each occurrence.

(ii) Such additional compensation shall be included in the employee's last regular monthly salary payment.

16.05.3 (i) It is understood that the figures specified in 16.05.1(i) are not intended to represent norms in class size;

(ii) In any event, enrolments shall not exceed:

- Teaching Group (a): thirty for a one-hour group, thirty-six for a one- and-one-half hour or two-hour group;
- Teaching Group (b): fifty;
- Teaching Group (c): fifteen for a two-hour or three-hour group;
- Teaching Group (d): thirty per tutor 2;
- Teaching Group (e): thirty;
- First year 9-credit Foundations tutorials (f): twenty-eight;
- Second year 9 credit Foundations tutorials (g): thirty-one

16.06.1 Where an employee believes that the number of functional seats and work/ writing surfaces/spaces available in the assigned classroom, laboratory or studio is insufficient for the number of students in a group, she may notify the Office of the Assistant Vice-President

(HR&ER). Upon receipt of such notice the designated officer shall endeavor to effect a speedy resolution of the problem in consultation with the concerned employee, the union (where the employee so requests) and the Room Allocation Centre.

16.06. 2 (i) After the first meeting of the group, reallocation of students among groups in the same course shall be authorized only by the course supervisor and only with the approval of the employee(s) concerned.

(ii) After the first meeting of the group, where enrolment in a group is below the trigger specified in 16 05, other changes in the enrolment of a group shall be authorized only by the course supervisor after consultation with the employee(s) concerned.

(iii) After the first meeting of the group, where enrolment in a group is equal to or greater than the trigger specified in 16 05, enrolment in that group may only be increased when authorized by the course supervisor with the approval of the employee(s) concerned to be confirmed in writing.

(iv) Where official enrolment of a group exceeds the appropriate enrolment level at which marker/grader assistance is provided by more than 20%, the employer shall give serious consideration to opening another section of the group. Where the employer decides not to open another section, it shall, at the request of the union, state the reasons for its decision in writing.

16.07 The employer agrees to provide the union with a copy of each issue of the official "Course Analysis" within one month of publication. The employer further agrees to provide to the union by January 31 in the fall/winter session (and by similarly reasonable dates in other sessions) a breakdown of the size of all classes, by types, per hiring unit, as of the official enrolment reporting date.

#### ARTICLE 16 – CLASS SIZE

##### CUPE 3903's Proposed Language

16.01 The employer and the union agree upon the objective of maintaining class sizes and formats conducive to pedagogical soundness

16.02 Projected course enrolments established by the employer shall be set out in position postings and employee contracts for all employees, except where not relevant. Projected course enrolments identified in Postings may not exceed marker/grader assistance levels ("triggers") specified in 16.05.1

**16.03 A course director, including course directors of online and blended courses, shall be assigned assistance and/or additional compensation to reflect course enrolments above twenty-five as follows:**

**(a) For every 25 students enrolled in a course, assistance shall be provided in the form of an 1.0 teaching assistantship in the form of an additional tutorial leader, marker grader or lab instructor**

**(b) Assistance shall be provided from the commencement of the course where the projected enrolment exceeds twenty-five, but the assistance may be modified so as to reflect the actual enrolment as of the first official enrolment reporting date in each session;**

**(c) Where the projected enrolment is twenty-five or less but actual enrolment as of the first official enrolment reporting date in each session exceeds twenty-five, assistance shall be provided as per (a)**

**(d) Where official enrolment of a group exceeds the appropriate enrolment level at which additional assistance in the form of a 1.0 teaching assistantship in the form of tutorial**

**leader, marker-grader, or lab instructor is provided by more than 20%, the employer shall open another section of the course. Where the employer decides not to open another section, it shall, at the request of the union, state the reasons for its decision in writing within 10 business days.**

16.04 The employer and the union recognize that teaching groups within courses have different purposes and, consequently, different appropriate enrolment levels and different demands on the employee. The following groups are identifiable:

- (a) Where the primary purpose of the group is textual analysis, teaching a particular skill (e.g., writing), presenting material not presented in any other teaching format in the course, including discussion of course lectures and readings;
- (b) Where the primary purpose of the group is a problem session and/or a question-and-answer session and/or a presentation of audio-visual materials directly related to course lectures or reading material, or examinations/assignments, and where the group leader is not assigned primary responsibility for design and/or presentation of materials presented in the group;
- (c) Where the group is an English as a Second Language Group
- (d) Where the primary purpose of the group is laboratory work;
- (e) Where the group is in the Faculty of Fine Arts Departments of Music and Dance, and where the principal focus of the course is performance involving movement, dancing, choreography, singing or playing of instruments. It is understood that (e) does not apply when the group is being led by the course director. It is also understood that (e) is not meant to include orchestras, bands or choirs;

Effective September 1, 1999:

- (f) First year 9-credit Foundations tutorials
- (g) Second year 9-credit Foundations tutorials

**16.05.1 With respect to teaching groups in which students are formally enrolled:**

**(i) Assistance shall be assigned and/or additional compensation paid in the form of marker/grader assistance at the rate of twelve hours for each block of three students, or portion thereof, exceeding:**

- Teaching Group (a): twenty for a one-hour group, twenty for a one-and-one-half hour or two-hour group;
- Teaching Group (b): forty;

**(ii) Assistance shall be assigned and/or additional compensation paid in the form of marker/grader assistance at the rate of eleven hours for each block of 3 students, or portion thereof, exceeding:**

- First year 9-credit Foundations tutorials (g): twenty
- Second year 9-credit foundations tutorials (h): twenty

**(iii) For the triggers articulated in Article 16 05 1(ii) only, hiring units are not permitted to enrol above those triggers without the permission of the tutorial instructor. The letter of offer for Foundations tutorials will be revised so that the employee can indicate whether or not she agrees in advance to allow enrolments to rise above the trigger. Failure to return the letter of offer by the time indicated in Article 12. 13 will be taken as indication that permission has been granted, until such time as the letter of offer is returned.**

**(iv) The level of assistance required by this article shall be calculated on the basis of enrolments recorded for the 1 November official enrolment reporting date for fall and fall/winter courses, the 1 February official enrolment reporting date for winter courses, the 1 March official enrolment reporting date for winter/summer courses and as of the deadline date for withdrawal without academic penalty for courses in each of the summer**

sessions. Where assistance is paid pursuant to this article, such payment shall be made in one lump sum as soon as practicable after the dates specified above.

(v) Where additional compensation per (iv) already has been paid to an employee who subsequently is replaced, the replacement employee shall be entitled to assistance/additional compensation at the appropriate rate per 16.05.1, pro-rated to the portion of the academic session remaining at the time of her appointment.

16.05.2 With respect to teaching groups in which students do not formally enrol:

(i) the hiring unit shall keep attendance records for all meetings of such teaching groups. Additional compensation shall be paid for each meeting, after the first meeting, of a teaching group in which actual attendance exceeds the appropriate trigger specified in 16.05.1(i) and (ii), and shall be paid on the basis of one thirty-fifth of the appropriate rate specified in 16.05.1(i) and (ii) for each occurrence.

(ii) Such additional compensation shall be included in the employee's last regular monthly salary payment.

**16.05.3 (i) It is understood that the figures specified in 16.05.1(i) are not intended to represent norms in class size;**

**(ii) In any event, enrolments shall not exceed:**

- Teaching Group (a): twenty-five for a one-hour group, twenty-five for a one- and-one-half hour or two-hour group;
- Teaching Group (b): fifty;
- Teaching Group (c): fifteen for a two-hour or three-hour group;
- Teaching Group (d): twenty
- Teaching Group (e): twenty
- First year 9-credit Foundations tutorials (f): twenty-five;
- Second year 9 credit Foundations tutorials (g): twenty-five;

**16.05.4 With respect to Clinical Course Directorships in the Department of Nursing, additional payment for 12 hours, 8 hours or 16 hours per week (depending on clinical day) shall be distributed at the marker/grader rate for each additional student above and beyond the group sizes specified below:**

**Clinical course size caps:**

**1900-7 students (total of 42 hours max)**

**2522-7 students (total of 144 hours max)**

**2523-7 students (total of 192 hours max)**

**2731-6 students (total of 96 hours max)**

**4131-6 students (total of 192 hours max)**

**3524-7 students for mental health and 4 students for peds (total of 144 hours max)**

**4526-7 students (total of 144 hours max)**

**4525-8 students**

**4527-14 students**

**4150-12 students**

**CCDs must agree to taking on additional students and are not required to do so**

16.06.1 Where an employee believes that the number of functional seats and work/ writing surfaces/spaces available in the assigned classroom, laboratory or studio is insufficient for the number of students in a group, she may notify the Office of the Assistant Vice-President (HR&ER). Upon receipt of such notice the designated officer shall endeavor to effect a speedy resolution of the problem in consultation with the concerned employee, the union (where the

employee so requests) and the Room Allocation Centre.

**16.06.2 (i) After the first meeting of the group, reallocation of students among groups in the same course shall be authorized only by the course supervisor and only with the approval of the employee(s) concerned.**

**(ii) After the first meeting of the group, where enrolment in a group is below the trigger specified in 16 05, other changes in the enrolment of a group shall be authorized only by the course supervisor after consultation with the employee(s) concerned.**

**(iii) After the first meeting of the group, where enrolment in a group is equal to or greater than the trigger specified in 16.05, enrolment in that group may only be increased when authorized by the course supervisor with the approval of the employee(s) concerned to be confirmed in writing.**

16.07 The employer agrees to provide the union with a copy of each issue of the official "Course Analysis" within one month of publication. The employer further agrees to provide to the union by January 31 in the fall/winter session (and by similarly reasonable dates in other sessions) a breakdown of the size of all classes, by types, per hiring unit, as of the official enrolment reporting date.