

Briefing to Department Heads and Programmes Chairs about the staffing plan

Prepared by the VPA

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1. Course relief spreadsheet:

Please always refer to the latest version of the Excel spreadsheet for approved course relief. New course relief can be requested through the Faculty Dean to the VPA via briefing note or detailed email.

2. Minimum number of students in undergraduate courses:

An academic program at RMC can be offered for a new cohort of students only when there is a minimum of 3 students registered in it. Otherwise, the program will be closed for that year. The French and English versions of a program are considered separate. Hence, if the minimum threshold is not met, students can take the program in the other language or choose another program at RMC.

If the minimum threshold for a program is met at the beginning for a new student cohort, but then some students drop out to bring the total number below 3, we are still under obligation to continue offering the core courses for that program in the FOL of the students and to ensure that the students still registered in the program can graduate.

In terms of teaching load, when a faculty member is teaching the French and English versions of a similarly-numbered course with 3 or more students in each course, these 2 courses are considered 2 teaching credits.

Elective and optional courses are not normally offered for less than 3 students (even if the minimum number of students in the program is satisfied). A course with fewer than 3 students may run if the students cannot take other elective and optional courses in the same year or in subsequent years to satisfy the program requirements, or if these elective and optional courses are needed for graduation (i.e. the students are in fourth year). Students in a cancelled course can take the similarly-numbered course in their second language with the support of linguistic assist. In such cases, the same or another faculty member would be assigned as linguistic assist (worth 0.5 teaching credits) to help the one or two students in the cancelled course section by providing translation of assignments, projects, labs, exams, papers and by marking those assignments, projects, labs, exams, papers in the FOL of the student. Students cannot take a course in their second language unless they have a minimum of BBB in their language of instruction.

3. The staffing plan:

- a. Beginning of a new staffing plan cycle: Once a Department Head or Programme Chair submits the staffing plan to the Faculty Dean, the Dean will review and recommend changes. Once the Dean and Heads have finalized their staffing plans, each Faculty Dean will meet with the VPA and the VP Finance to review their staffing plans one line at a time to check for consistencies

throughout the College. Once all staffing plans are approved by the VPA, the Principal will do one final review with the VP Finance and give final approval.

- b. The Academic Year starts with a summer semester. Example: The summer of 2024 is part of the AY 24-25 staffing plan.
- c. The comments section should be used to describe major admin duties (those with course relief), exceptions, sabbatical leave, course overload carried over from the previous 2 years, or any additional factors affecting a UT's teaching workload in accordance with Articles 13.07 and 13.08 of the UT Collective Agreement.
- d. One Teaching Credit corresponds to one undergraduate course, one graduate course, one distance-learning course, one laboratory course (having a minimum of 3 hours contact time per week) or one AMS course.
- e. UT course loading: The number of courses given to UTs should be consistent within each department, minus approved course relief.
- f. Military faculty course loading: The number of courses given to military faculty members should be the Department nominal load, plus one, up to a maximum of six courses per academic year.
- g. Sessionals: Part-time exclusion means that they teach a maximum of one course per semester. Causal is when they teach a maximum of 2 courses per semester. Distance-learning courses are taught by PSC instructors (i.e. contractors). Sessionals are not part of the CMCFA.
- h. Distance-learning course development fees: Department Heads and Programme Chairs can request financial support for the development of distance-learning courses, as required.
- i. Request for changes in the staffing plan: It is imperative that the staffing plan is kept up-to-date at all times. Changes to the staffing plan can be submitted, using the proper form, at any time during the academic year. Department Heads and Programme Chairs submit the staffing plan change form to the Faculty Dean, who makes a recommendation to the VPA. The VPA makes the decision on the request and advises the VP Finance, the Dean and the Department Head or Programme Chair. It is the responsibility of the Department Head or Programme Chair to contact the registrar's office for initiating or deleting course offerings after the change has been approved.
- j. Please make sure to follow the staffing plan deadlines set by Faculty Services. There are a lot of moving parts and the overall success depends on all of us doing our jobs right and on-time.

4. Zero-loaded courses:

The VP Finance will make an audit in the middle of the academic semester to find zero-loaded courses (or courses with no students in them, but nonetheless appear on the staffing plan). It is the responsibility of the Department Head or Programme Chair to make sure that they officially request the removal of these courses (through staffing plan change form) as early as possible. If a UT's course is cancelled with less than 2 months before start of semester, Department Heads will consult with the affected UT to equalize workload within the department (example: identifying additional service or workload factors for the involved faculty member in lieu of the zero-loaded course).

5. Hybrid courses:

A hybrid course is a course taught by any faculty member for a group of students in which students can either attend the lecture in person or online. Note that all undergraduate courses for ROTP cadets are to be held in person, except when there is special permission given by VPA or Principal. A hybrid undergraduate or graduate course is worth one teaching credit. For the hybrid courses taught as part of

the RMC Kingston and St-Jean course exchange, completely synchronous instruction may not be possible, hence these courses are worth 1.5 teaching credits.

6. Dual-delivery courses:

A dual-delivery course is a course taught by any faculty member for two separate groups of students in which one group of students always attends the lecture in person and the other always attends online. When the number of students in either the online or the in-person group is less than 3, the dual-delivery course is worth 1.5 teaching credits. When both the online and the in-person student groups are 3 or more, the dual-delivery course counts as 2 teaching credits.

7. Academic Wing Staffing:

All Academic Wing staffing actions and paperwork fall under the VP Finance. Approval for staffing actions follow the same process as the staffing plan: i.e. Department Head -> Dean -> VPA -> Principal.

Please consult with Faculty Services on paperwork for staffing (hiring or contracting) only after approval is obtained from VPA.

8. Teaching Assistants:

A Teaching Assistant (TA) can be requested for a course or lab when the minimum number of registered students in the course is equal or greater than 25. The TA contracting paperwork is prepared by the Departments and submitted to Faculty Services for processing. The TA contract amount per course varies between \$1,000 and \$3,000 depending if the TA is required to be onsite or not, and on the number of hours they are expected to work. Department Heads make that determination and indicate their request on the staffing plan. As a general guideline, off-site TAs are paid less than on-site TAs and the hourly rate should not exceed \$35/hour.