Contract Tip: Course Enrollments

It has been brought to the attention of the Contract Administration Committee that some faculty in CAS are receiving requests from the Dean's office asking for volunteers who are willing to have students added above course caps. The Committee is firmly of the opinion that agreeing to do so is an adjustment in workload and must follow the procedure set forth in Article 16.1 (see below). This process cannot be short-circuited by a request from the Dean. If you receive such a request, we urge you to reply that you are willing to discuss a change in your workload with your chair if indeed you are. Do not hesitate to contact the Committee if you have any concerns or questions about this.

From Article 16.1, p.67:

*Nothing shall preclude a Department Chair from modifying the work expectations or schedules as may be necessary prior to or during the academic year or its equivalent provided he or she first discusses such changes with the faculty member, and provided the changes are not arbitrary or capricious. In addition the faculty member may request to adjust the workload plan at any time; such requested changes will go into effect provided the Chair and the Dean approve. The faculty member and Dean will receive a copy of the workload plan and any modified workload plan.*

As always, if you have questions or concerns please contact the Contract Administration Committee at [contract@unitedacademics.org](mailto:contract@unitedacademics.org).