

Summary of Teaching Duty Reductions

Base Teaching Load (unless otherwise stated in Appointment Letter)	
Professorial Rank Faculty – CS	Three (3) courses
Professorial Rank Faculty – non-CS	Four (4) courses
Lecturer	Six (6) courses
Regular Reductions for Professorial Rank Faculty ONLY	
Administrative – Admin Position	Reduction of teaching load for performing duties. These include Chairs, Associate Chairs, Director. Typically two (2) courses for Chair, one (1) course for Associate Chair. The amount of the leave will be detailed in the Appointment Letter. Must be approved by the Dean. May be combined with other reductions.
Administrative – New Appointment	New Faculty are typically provided with one (1) course reduction from the BASE teaching load for each of the first two years of their appointment to assist them with starting their research. Must be stated in appointment letter. Not to be combined with Math Research Reduction.
Faculty Fellowship	Faculty Fellowships generally allow the holder to either receive a Stipend or to receive one (1) course reduction for each year of the Fellowship. The Fellowship holder may switch from one to the other over the course of the Fellowship. The terms of some Fellowships may vary.
Parental / Adoption Leave	Member is away due to the birth or adoption of a child. More details about returning to work related to research/teaching/sabbaticals can be found in HR Policy 14.
Retirement	Faculty have provided a specific date that they will retire from the University of Waterloo. Details specified in letter.
Sabbatical Leave	The reductions for sabbaticals are calculated as follows: <ul style="list-style-type: none"> • Reduction for 12 month sabbatical = amount equal to their current teaching load. Not eligible for Math Research Reduction. • Reduction for 6 month sabbatical = two (2) course reduction. Not eligible for Math Research Reduction
Math Research Reduction for non-CS Professorial Rank Faculty ONLY	
Research Grant and Graduate Student	Faculty that hold a Research Grant and work with at least one Graduate Student are permitted a teaching reduction of one (1) course. This cannot be combined with any of the following: <ul style="list-style-type: none"> • New appointment reduction • Existing commitment to CRC, PREA, URC reduction • Sabbatical leave reduction
Chair/Director discretion	
	<ul style="list-style-type: none"> • Exceptions must be handled in a fair and open manner. • They should be discussed with the FFO and/or EO to ensure consistent application.