

Report of the Parity Committee on Research Workload

Revised July 17, 2025

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Mandate

The Parity Committee on Research Workload ('the Committee') was created in May 2023 through a Memorandum of Agreement (2023/05) attached to the *Collective Agreement for Faculty July 1, 2022-June 30, 2025*.

Its mandate is:

“To consider new structures for organizing, recognizing and compensating academic workload for faculty research, graduate, and honours supervision, and the teaching of graduate-level courses.

These new workload structures shall take account of:

- the University's strategic research objectives;
- the need to support research-active faculty and the training of graduate research students;
- a realistic costing of workload measures and as a recognition of the University's financial constraints; and
- the University's strategic enrolment goal calling for an increase in the scale of graduate programs and its number of graduate students.”

Membership

There are six members of the Committee.

For the Corporation:

- Dr. Kerry Hull (Committee Co-Chair, Associate Vice-Principal Research) (replaced by Dr Matthew Peros, January-June 2024)
- Dr. Andrew Webster (Vice-Principal Academic and Research)
- Mr. Nick Andrews (Associate Vice-Principal Human Resources)

For the APBU:

- Dr. Jade Savage (Committee Co-Chair, Professor–Biology and Biochemistry)
- Dr. Dawn Wiseman (Associate Professor–Education)
- Dr. Jason Rowe (Professor–Physics and Astronomy)

Meetings

The Committee met on a regular basis between September 12, 2023, and June 20, 2025.

The Committee's activity was significantly slowed down twice. First, in Fall 2023 due to the crisis over the Quebec government's proposed changes to tuition costs for out-of-province students, and then in Winter 2024, due to work required to design and complete the 'boxtops' compensation exercise following acceptance of the *Collective Agreement for Faculty, 2022-2025*.

Context for the Work of the Committee

In March-April 2023, full-time faculty were presented with the text of the proposed *Collective Agreement for Faculty, 2022-2025* for ratification. After review, they expressed substantial concerns with respect to significant revisions of language in two sections of the *Collective Agreement for Faculty, June 2016-June 2020* related to research:

1. Article 9.12.b.iii governing the allocation of course releases to full-time faculty who have received substantive grants from recognized research funding bodies.
2. Article 9.15.e-f governing the accumulation and awarding of compensation to faculty for the instruction of graduate courses, the supervision of graduate theses, and the supervision of undergraduate Honours theses (commonly referred to as 'boxtops').

As a result of these concerns, the Corporation and the APBU signed two Memoranda of Agreement to accompany the *Collective Agreement for Faculty, 2022-2025*.

1. *Memorandum of Agreement 2023/04* suspended the implementation of the above articles in the *Collective Agreement for Faculty, 2022-2025* until July 1, 2025. Interim language was inserted in their place.
2. *Memorandum of Agreement 2023/05* created this Committee to find longer-term solutions to the problematic articles and to consider the larger issue of managing research workload as a whole.

The signature of these two additional agreements allowed for the successful ratification of the *Collective Agreement for Faculty, 2022-2025* on May 10, 2023.

The task of the Committee was therefore to re-examine the language in the suspended articles and, if possible, to draft new terms for recognizing research workload that would be ready for adoption no later than July 1, 2025, when *Memorandum of Agreement 2023/04*

expires. If no agreement proved possible, the suspended language in *Collective Agreement for Faculty, 2022-2025* would automatically come into force.

The Committee's work has thus focused on:

1. How external research funding should affect the standard annual teaching load for faculty members.
2. The design of a workload compensation model for faculty supervising honours and graduate students and teaching graduate courses.

This report presents the outcomes of the work of the Committee. It includes agreed new clauses to replace the clauses from the *Collective Agreement for Faculty, 2022-2025*.

Definitions of Key Terminology regarding Compensation

There are three ways in which Members may receive compensation for the activities covered in these Articles:

- 1) Reductions in annual teaching load (sometimes referred to as course releases or course relief). These reductions in annual teaching load are specified in terms of numbers of credits of reduction per year. Unless it is specifically noted in the relevant article of the *Collective Agreement for Faculty, 2022-2025*, reductions in annual teaching load cannot be taken as stipends instead.
- 2) Stipends. These are compensation paid as salary to the Member. The amount of a "full stipend" within the *Collective Agreement for Faculty, 2022-2025* is defined in article 9.18. A "full stipend" is considered to be the equivalent of one 3-credit course. Stipends may be claimed as fractions of a full stipend.
- 3) "Boxtops". This term does not currently appear in the *Collective Agreement for Faculty, 2022-2025*, but it is in common usage by Members. "Boxtops" signify the accumulation of credit for graduate and honours supervision and for graduate teaching, which may then be redeemed by a Member either for (i) reductions in annual teaching load, or (ii) stipends.

For purposes of the revised clauses in this agreement, the following definitions shall apply:

- One (1) “boxtop” is equivalent to a 3-credit reduction in annual teaching load or to the payment of a 3-credit course stipend.
- One-half (0.5) “boxtop” is equivalent to a 1.5 credit reduction in annual teaching load (i.e., one laboratory section) or to the payment of 50% of a 3-credit course stipend.
- Any fraction of a “boxtop” (including 1.0 and 0.5) may be claimed as an equivalent proportion of a 3-credit course stipend.

Implementation

The new clauses in this Agreement apply to all boxtops that are earned after June 20, 2025.

- All boxtops confirmed under the 2024 boxtops reconciliation exercise are unchanged.
- All boxtops earned in 2024-25 have been calculated based on the provisions of MOU 2023/4.
- All boxtops earned from June 20, 2025, onward are subject to the new clauses in this Agreement.
- Members will receive a yearly boxtop statement that summarizes their earned boxtops, their current balance, and options for using their boxtops in the upcoming year.

Other Recommendations of the Committee

1) The Research and Workload Parity Committee recommends that, in the next round of bargaining on the Collective Agreement for Faculty, the terminology regarding compensation (“course reduction”, “course release”, “stipend”, “boxtop”, etc.) should be reviewed to ensure they are used in clear and consistent fashion across all the provisions of the Collective Agreement.

2) The Vice Principal Academic and Research shall arrange for the members who negotiated this agreement to meet with the Senate Research Committee to discuss the implementation of these new clauses, including, but not limited to, the efforts of the Administration to pursue agreements with external institutions for graduate supervision and the list of eligible granting institutions.

Agreed New Articles for Inclusion in the Collective Agreement for Faculty July 1, 2022-June 30, 2025.

It is the agreed decision of the Parity Committee on Research Workload that the following clauses be inserted within the *Collective Agreement for Faculty July 1, 2022-June 30, 2025*, in place of those clauses suspended under the terms of *Memorandum of Agreement 2023/04*.

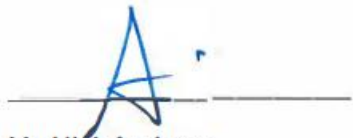
For the Corporation:



Dr. Kerry Hull



Dr. Andrew Webster

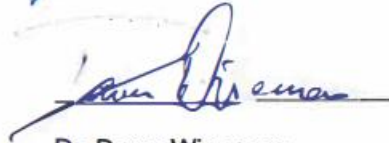


Mr. Nick Andrews

For the APBU



Dr. Jade Savage



Dr. Dawn Wiseman



Dr. Jason Rowe

Date: June 20, 2025

Part A: New text of article 9.12.b.iii

9.12.b.iii Regular full-time appointments

a) The annual teaching workload for regular full-time appointments engaged in research and scholarly activity is 15 credits.

The annual teaching workload for a Canada Research Chair, a Chercheur/Chercheuse-Boursière, or other designated Research Chairs, is 6 credits. Research Chair roles are not eligible for additional reductions under the other clauses of 9.12.b.iii.

b) Grants. Regular full-time appointments may reduce their annual teaching workload based on their receipt of eligible external research grants from recognized funding agencies, per the table below.

The amount of eligible research funding per year in this table is calculated as the total amount of the grant awarded divided by the number of years of the grant.

Tier	Eligible research funding received per year	Reduction in annual teaching load (<i>in credits</i>)
I	Under \$5000	0
II	\$5,000 - \$9,999 (<i>grant must have a minimum length of 2 years</i>)	1.5
III	\$10,000 - \$24,999	3
IV	\$25,000 - \$49,999	4.5
V	\$50,000 - \$99,999	6
VI	>= \$100,000	7.5

In the final year of any grant of 3 years or longer, a Member may take a 1.5 credit reduction in teaching load received under this article as a half stipend.

Eligible external research grants are awards provided by a recognized funding agency to an individual Principal Investigator (PI), or a group of researchers working in collaboration, to support the operating costs of research in a defined area for a specific time period. Under the direction of the Vice-Principal Academic and Research, the Senate Research Committee shall maintain a list of recognized funding agencies. Grants whose sole

purpose is to fund researcher travel, purchase equipment, or organize events are not considered eligible for reductions in annual teaching load.

Co-Investigators or collaborators on external research grants are eligible for teaching reduction listed under 9.12.b.iii as long as their portion of eligible funding and associated indirect costs of research are administered at Bishop's University. Collaborators should confirm their eligibility with the Office of Research and Graduate Studies at the time of grant application.

Extensions of the timeline for an external research grant by the funding agency without the provision of any additional funding (i.e., no-cost extensions) do not generate any additional teaching load reductions beyond those applicable to the original grant.

c) Contracts. Regular full-time appointments may reduce their annual teaching workload based on their receipt of research contracts, per the table below.

The reductions in annual teaching load specified in this clause are based on the amount of overheads (indirect costs) allocated to Bishop's University per year, not the overall amount of the contract.

Tier	Amount of overheads (indirect costs) per year	Reduction in annual teaching load (<i>in credits</i>)
I	Under \$5000	0
II	\$5,000 - \$9,999	1.5
III	\$10,000 - \$19,999	3
IV	\$20,000 - \$39,999	4.5
V	\$40,000 - \$ 59,999	6
VI	>= \$60,000	7.5

In the final year of any contract, a Member may take a 1.5 credit reduction in teaching load received under this article as a half stipend.

d) Regular full-time appointments may combine reductions in annual teaching load for both 9.12.b.iii.b (eligible external research grants) *and* 9.12.b.iii.c (research contracts), up to a maximum total reduction of 7.5 credits per year for external research grants and research contracts.

e) Members may combine 1.5 credits of reduction in annual teaching load resulting from 9.12.b.iii.b (eligible external research grants) *and/or* 9.12.b.iii.c (research contracts) in

two consecutive years into 3 credits of reduction in annual teaching load in either of those two years.

f) Newly appointed regular full-time appointments receive 3 credits of reduction in annual teaching load in their first year of employment at Bishop's University.

g) *For new full-time faculty tenure-stream appointments who commence at Bishop's University after January 1, 2025:*

Regular full-time appointments who qualify as Early Career Researchers (under the definition adopted by the Canada Research Coordinating Committee)¹ and who are *not* benefitting from reductions in annual teaching load specified in 9.12.b.iii.b and 9.12.b.iii.c above receive 1.5 credits of reduction in annual teaching load for their first and second years of employment at Bishop's University. At the faculty Member's request, these may be combined as 3 credits of reduction in annual teaching load in either their first or their second year of employment.

¹ "An early career researcher is a researcher within five years from the date of their first research-related appointment, minus eligible delays in research, where: (i) research-related appointments are defined as those where the individual has the autonomy to conduct research independently; and (ii) all eligible leaves (e.g., maternity, parental, medical, bereavement) are credited as twice the amount of time taken, and professional leaves (e.g., training, sabbatical, administrative) are not credited."

<https://www.canada.ca/en/research-coordinating-committee/priorities/support-early-career-researchers.html#1>

Part B: New text of articles 9.15.e and 9.15.f

9.15.e Supervision of Honours Students

Supervision of a completed undergraduate Honours thesis at Bishop's University shall be compensated at a rate of 1/7 of a boxtop per 6-credit Honours thesis.

Boxtops for supervision of a completed undergraduate Honours thesis at Bishop's University must be claimed within two years of the end of the academic year (May 31) in which the thesis was completed, per 9.15.g.i below.

9.15.f.i Supervision of Graduate Research Students and Doctor of Psychology Students

- a) Supervision of graduate research students registered at Bishop's University shall be compensated at a rate of 1 boxtop for a Master's degree (minimum of 45 credits).

Supervision of the doctoral essay of a student registered at Bishop's University in the Doctor of Psychology (PsyD) program shall be compensated at the rate of 1 boxtop per student.

In cases of co-supervision, each supervisor shall receive a proportion of the normal compensation equivalent to the proportion of their supervisory role for that student.

Boxtops for supervision of a graduate research student or Doctor of Psychology student at Bishop's University must be claimed within two years of the end of the academic year (May 31) in which the degree was conferred by Senate, per 9.15.g.i below.

- b) Supervision of graduate research students registered at Approved External Institutions, as defined in 9.15.f.i.c (hereafter 'external graduate research students'), shall be compensated as follows.

A Member acting as a co-supervisor for an external graduate research student who was responsible for at least 50% of the supervisory duties shall be compensated at a rate of 0.5 boxtop for a thesis-based Master's degree and 1.0 boxtop for a PhD degree.

A Member acting as a co-supervisor for an external graduate research student who was responsible for less than 50% of the supervisory duties shall be compensated at a rate of 0.25 boxtop for a thesis-based Master's degree and 0.5 boxtop for a PhD degree.

In the case of co-supervisions of external graduate research students involving multiple Bishop's University faculty Members, each Member shall receive a proportion of the normal compensation outlined above equivalent to the proportion of their supervisory role for that student.

All external graduate research students must be registered with the Office of Research and Graduate Studies at the time of the commencement of the Member's supervision of that student.

Boxtops for supervision of external graduate research students must be claimed within two years of the end of the academic year (May 31) in which the degree was conferred by the Approved External Institution, per 9.15.g.i below.

- c) Approved External Institutions are those where an agreement has been signed between that institution and Bishop's University that defines the terms under which Bishop's faculty supervise its graduate students and the compensation to be received by Bishop's University for such supervision.

The University will make good faith efforts to negotiate such agreements with external institutions in a timely manner.

Members may supervise graduate students at institutions other than Approved External Institutions but will not receive compensation from Bishop's University for such supervision. The Vice-Principal Academic & Research may exceptionally approve a request for compensation for such students, but only in cases where the request is submitted before the student begins their studies and the Vice-Principal determines that it is appropriate to pursue the establishment of a funding agreement with that institution.

- d) *Transitional arrangements for supervision of graduate research students at other institutions:*

The requirement that graduate research students be registered at an Approved External Institution in order for a Bishop's faculty Member to receive compensation shall only apply to those students who *commence* their studies with a Bishop's faculty Member *after* October 1, 2026.

Faculty members supervising graduate research students who commence their studies before October 1, 2026 at any accredited University will be compensated under the terms of article 9.15.f.i.b.

9.15.f.ii Teaching of graduate courses

- a) Graduate level courses (course codes 500 and above) with enrolments of less than ten (10) students shall be compensated at a rate of 0.1 boxtop per student for every 3 credits.

Three-credit graduate level courses (course codes 500 and above) with enrolments of less than ten (10) students may be considered part of a faculty Member's standard annual teaching load, with the approval of the department and the relevant Academic Dean.

This clause does *not* apply to thesis or thesis proposal courses. For graduate-level seminar courses or internship courses, this clause applies *only* where prior approval has been received from the Vice Principal Academic and Research.

Boxtops for the teaching of graduate level courses must be claimed within two years of the end of the academic year (May 31) in which the graduate course was taught, per 9.15.g.i below.

- b) Three-credit graduate level courses (course codes 500 and above) with enrolments of ten (10) or more students shall be considered part of the faculty Member's standard annual teaching load.
- c) Graduate students enrolled in undergraduate level courses (course codes 100 to 499) do not attract any additional compensation.
- d) Cross-level listed courses have an undergraduate and a graduate-level course code. Undergraduate and graduate students participate in the same class sessions but have distinct learning outcomes and assessment schemes.

The undergraduate cross-level listed course is considered part of the Member's regular teaching load.

In cross-level listed courses with at least 10 students registered in the undergraduate course, graduate students registered in the graduate cross-level listed course are compensated at a rate of 0.1 boxtop per student, up to a maximum of 0.3 boxtop per 3-credit course.

In cross-level listed courses with fewer than 10 students registered in the undergraduate course, there is no additional compensation for the graduate students registered in the graduate cross-level listed course.

Boxtops for the teaching of graduate students registered in a cross-level listed course must be claimed within two years of the end of the academic year (May 31) in which the cross-level listed course was taught, per 9.15.g.i below.

- e) In cases of co-teaching, each instructor shall receive a proportion of the normal compensation equivalent to the proportion of their role.

Part C. Text of new articles 9.15.g and 9.15.h

9.15.g Maximum compensation per year from supervision of Honours theses, supervision of graduate research students and Doctor of Psychology students, and teaching of graduate courses (less than 10 students) is determined as follows.

- i. Whole (1.0) boxtops may be claimed as a 3-credit reduction in annual teaching load, subject to the maximums in 9.15.g.ii below.

One-half (0.5) boxtops may be claimed as a 1.5 credit reduction in annual teaching load, subject to the maximums in 9.15.g.ii below.

Any fraction of a boxtop (including 1.0 and 0.5) may be claimed as an equivalent proportion of a 3-credit course stipend, subject to the maximums in 9.15.g.ii below.

- ii. Reductions in annual teaching load resulting from 9.12.b.iii.b (Research Grants) and 9.12.b.iii.c (Research Contracts) may limit the maximum total amount of boxtops that a Member may claim per year.

The maximum total boxtops that may be claimed *per year* as either reduction in annual teaching load or for payment as stipend, or for any combination thereof, is as follows.

- A Member with 0 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 6 credits of boxtops, for a maximum total of 6 credits.
- A Member with 1.5 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 6 credits of boxtops, for a maximum total of 7.5 credits.
- A Member with 3 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 6 credits of boxtops, for a maximum total of 9 credits.
- A Member with 4.5 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 4.5 credits of boxtops, for a maximum total of 9 credits.

- A Member with 6 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 3 credits of boxtops, for a maximum total of 9 credits.
 - A Member with 7.5 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 1.5 credits of boxtops, for a maximum total of 9 credits.
 - A Research Chair can claim a maximum of 1.5 credits of boxtops, for a maximum total of 1.5 credits.
- iii. Accumulated boxtops, whether whole or fractional, shall expire if not claimed within two (2) years of the end of the academic year (May 31) in which they were earned.
- iv. The Vice Principal Academic & Research shall conduct an annual exercise to allow Members to claim accumulated boxtops, whether whole or fractional.

9.15.h Provisions for course releases and stipends

The reductions in annual teaching load and stipends outlined in articles 9.12.b.iii, 9.15.e, and 9.15.f may be combined with course releases and stipends outlined elsewhere in the Collective Agreement.

For payment of stipends, a faculty member can receive up to a maximum of two additional stipends above their regular salary per year.

Appendix 1. MEMORANDUM OF AGREEMENT 2023 / 04

April 4, 2023

Pending ratification of the 2022-2025 Collective Agreement, the Corporation and the Association agree to suspend until July 1, 2025, the implementation of the new language in the 2022-2025 Collective Agreement in the following Articles:

- Article 9.12.b.iii
- Article 9.15.e
- Article 9.15.f

During the time that the new language in those Articles is suspended, the following language will apply instead:

9.12 b) Teaching load (based on course credits; one lab equivalent to 1.5 credits) will be one of the following and will always be established based on the level of scholarly and creative activity (pro-rated for partial appointments):

iii) Regular full-time appointments

a) Regular full-time appointment: 15 credits per year

b) Regular full-time appointment in their first year: 12 credits per year

c) Regular full-time appointment who is a Principal Investigator (PI) with annual funding from a recognized research funding agency: 9 credits in the first and subsequent odd years, 12 credits in the second and subsequent even years

d) Regular full-time appointment who is a Principal Investigator (PI) with major funding (\$250K+) from a recognized research funding agency: 9 credits per year

e) Canada Research Chair; Chercheur/Chercheuse-Boursière: 6 credits per year

9.15 e) Honours Theses

Supervision of a student's undergraduate Honours thesis shall be compensated at 1/10 of a three (3)-credit course stipend or release per student, for a maximum of six (6) credits per student.

9.15 f) Graduate Supervision

Instruction of graduate courses or supervision of graduate theses for graduate students registered at Bishop's University shall be compensated in the manner defined below.

i) For every three (3) credits of graduate courses taught: 1/10 of a course stipend or release per student. Three-credit graduate courses with ten or more students shall be considered as a course in a Member's regular load.

ii) Notwithstanding 9.15.f.i., for the supervision of theses at the Master's level, the supervisor will receive compensation following successful defence of the thesis, at the rate of 1/10 of a stipend or release for each three (3) credits supervised, to a maximum of one (1) stipend or release per graduate student.

A supervisor can claim a maximum of two (2) course stipends or releases per year for this purpose. In an emergency situation, this limit may be exceeded, but only on recommendation of the Chair and only by agreement of the Joint Committee.

In cases of co-supervisions, each supervisor shall receive half the normal compensation.

Members whose department does not offer a graduate program and who supervise a graduate student enrolled at another institution may receive compensation from that student's home institution.

Note that only full 3-credit course releases can be claimed. The member shall have the option to take the course release with a guaranteed replacement.

Signatures

For the Corporation:



Hull, Kerry (Member, Negotiating Team)
Dean of Science
Interim Associate Vice Principal Research

For the Association:



Brophy, Gregory (Chief Negotiator)
Faculty, English

Appendix 2. Memorandum of Agreement 2023/05

April 4, 2023

The Corporation and the Association agree to the creation of a parity committee on Research Workload to consider new structures for organizing, recognizing and compensating academic workload for faculty research, graduate and honours supervision, and the teaching of graduate-level courses.

These new workload structures shall take account of:

- the University's strategic research objectives;
- the need to support research-active faculty and the training of graduate research students;
- a realistic costing of workload measures and a recognition of the university's financial constraints; and
- the University's strategic enrolment goal calling for an increase in the scale of graduate programs and its number of graduate students.

The committee shall consist of no more than six (6) people, with three (3) to be named by the Corporation and three (3) to be named by the Association.

Signatures

For the Corporation:



Hull, Kerry (Member, Negotiating Team)
Dean of Science
Interim Associate Vice Principal Research

For the Association:

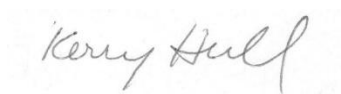


Brophy, Gregory (Chief Negotiator)
Faculty, English

Appendix 3. Revision of the Implementation Section of the Research Workload Parity Committee Report

Following a meeting of the Academic Joint Committee on July 10, 2025, it was agreed to replace the June 20, 2025, version of this report with the July 17, 2025, version. Note that only the Implementation section of the Report was modified. For information, the original and revised wording is included below.

For the Corporation:



Dr. Kerry Hull



Dr. Jean Manore

For the APBU:



Dr. Gregory Brophy



Dr. James Benson

Date: July 17, 2025

ORIGINAL VERSION

The new clauses in this Agreement apply to all boxtops that are claimed after June 20, 2025.

- All boxtops confirmed under the 2024 boxtops reconciliation exercise are unchanged.
- All boxtops earned in 2024-25 that have been identified to be used as course releases in 2025-26 are unchanged.
- All other boxtops claimed from June 20, 2025, onward are subject to the new clauses in this Agreement. Members are encouraged to reach out to the Vice-Principal Academic and Research if they are unclear how the revised clause will impact them.

REVISED VERSION

The new clauses in this Agreement apply to all boxtops that are earned after June 20, 2025.

- All boxtops confirmed under the 2024 boxtops reconciliation exercise are unchanged.
- All boxtops earned in 2024-25 have been calculated based on the provisions of MOU 2023/4.
- All boxtops earned from June 20, 2025, onward are subject to the new clauses in this Agreement.

Members will receive a yearly boxtop statement that summarizes their earned boxtops, their current balance, and options for using their boxtops in the upcoming year.