

Date: April 24, 2025

To: Deans, Chairs/Directors

C.C.: R. Iannacito-Provenzano, Provost and Vice-President, Academic  
J. O'Donnell, Chief Human Resources Officer  
Deans' Offices  
Senior HR Partners

From: Patrizia Albanese, Vice-Provost, Faculty Affairs

**Re: Overload Appointments for TFA & Contract Lecturers - 2025**

Dear Colleagues,

**This memo replaces the previous communication dated July 29, 2024.**

This communication will serve as a clarification regarding the guidelines for payment of overload teaching to TFA members and CUPE Local 3904 Unit 1 contract lecturers, effective July 1, 2024. Please forward this communication to any individuals responsible for implementing overload assignment/payments to faculty members and CUPE 1 contract lecturers in your School/Department.

**Faculty members who engage in overload teaching shall now receive a stipend of not less than \$8,300 per course.**

**CUPE 1 contract lecturers who engage in overload teaching shall now receive a stipend of \$7,000 per course.**

**General Guidelines:**

The determination and assignment of any voluntary paid overload teaching is entirely within the University's discretion requiring the Chair/Director's recommendation and the Dean's approval. Also note that some overload teaching (see bullets below) requires VPFA approval **prior** to faculty member's/CUPE 1 contract lecturers being assigned the overload(s). Overload approval forms that require VPFA approval that are submitted after the start of a course will not be signed/approved.

The University and the Toronto Metropolitan Faculty Association agree that overload teaching is normally not to the advantage of faculty members or the University, since it diverts time and attention from the service and SRC components of members' work.

Please note the following:

- Pre-tenure faculty members are **not** permitted to undertake overload teaching.
- An offer of an overload assignment to a faculty member who is receiving a course

release must be approved by the Vice-Provost, Faculty Affairs.

- Faculty members and CUPE 1 contract lecturers cannot work more than two overload courses (or equivalent) in any one of the three semesters i.e., Fall, Winter, or Spring/Summer (Spring/Summer is one semester). For Faculty Members this applies to total overloads of day program courses and Chang School courses or equivalent. For Unit 1 Chang teaching would be a separate CUPE 2 contract and is not considered an overload for CUPE 1 Contract Lecturers.
- Approvals for overloads must be submitted prior to the commencement of the course and, where applicable, must include a sound rationale for any exceptions.

#### **Guidelines for Overload Payments to TFA Members:**

- Faculty members who engage in overload teaching shall receive a stipend of not less than \$8,300 per half-course. Normally a half-course consists of three semester hours (i.e., three hours per week for one semester) and involves duties as outlined in the TFA collective agreement.
- An overload payment of less than \$8,300 is permissible only when a shared teaching arrangement for a half course is involved, or if the faculty member teaches part of a course as a replacement faculty member.
- An overload payment of more than \$8,300 requires a justification by the Chair/Director and approval by the Dean. Such exceptions would normally apply when:
  - the lecture component of the course is more than three semester hours; and/or
  - the duties required for a three-semester-hour course are significantly different in some aspect/nature.
- An overload in a YSGPS interdisciplinary program requires approval from the Vice-Provost and Dean, YSGPS as well as consultation with and approval from the faculty member's home Faculty Dean.

The overload rate of \$8,300 does not apply to faculty who voluntarily enter a contract to teach a Continuing Education course through The Chang School in addition to their regular teaching workload assignment. These faculty are paid the prevailing CUPE Local 3904 Unit 2 pay rate. Overloads in The Chang School must also be approved by the faculty member's Dean, and where applicable, the VPFA.

#### **Guidelines for Overload Payments to CUPE Local 3904 Unit 1 Contract Lecturers:**

- CUPE Local 3904 Unit 1 contract lecturers who engage in overload teaching shall receive a stipend of \$7,000 for a three-semester-hour course.
- For courses that are less than or more than three semester hours, the \$7,000 stipend shall be prorated accordingly. (This means the value of one semester hour is \$2,333.33).
- Extra student pay will not apply to overload section(s)

An updated Overload Form has also been circulated, and can be found on our webpage here at: [Forms for Chairs/Directors for Departments/Schools and Departmental Staff](#).

Should you have any questions please do not hesitate to contact your Senior HR Partner or the Office of the Vice-Provost, Faculty Affairs.