

One-Time One-Credit Remission: Frequently Asked Questions

Am I eligible?

If you were a probationary, tenured, or ETA member in AY 2023-24 you are eligible for the remission, unless you are also retiring before July 1 2024. Members on leave are eligible. If you were a CUFA-excluded member in AY 2023-24, you are not eligible for the remission. If you returned to a non-excluded position during the academic year, your credit will be prorated. New hires for 2024-25 do not receive the credit.

What can I do with my credit?

- You may combine your credit with existing banked credits to reduce your teaching load.
- You may request to convert your credit into research funds if you are a probationary or tenured member (including librarian members) or to pedagogical support funds if you are an ETA member.
- You may bank your credit indefinitely.
- If you are a librarian, you may convert your credit into 6.5 research days.
- You may voluntarily donate your credit to support student scholarships.

Can I convert my credit into cash at any point?

No.

How will my credit appear?

Your credit will appear in the notes field of your workload letter for AY 2024-25. It will only be moved into the upper numerical portion of your workload letter if you are approved to apply it against your workload.

I am on a reduced workload. How will my credit be affected?

Your credit will be prorated according to your workload in AY 2023-24. For example, if you began a reduced-time appointment in January 2024 you will receive 0.75 credits.

I joined Concordia in January 2024; will I receive the credit?

Your credit will be prorated. Members who start in the Fall term (June – December) will receive 1 credit, members who joined in the Winter term (January – May), will receive 0.5 credits.

What happens if I currently owe credits?

Your one-credit remission may be applied to reduce your credits owing, at the discretion of your Dean. If the credit is used in this way, it will be visible on your 2024-25 workload letter. Remissions will not normally be applied against workload owing if they reduce the credits owing to an amount lower than the value of the courses available in your unit.

What happens if I am about to retire?

Those retiring on 1 May or 1 June of 2024 will not be able to benefit from the one-time one-credit remission. All others will see the credit appear on their workload letter.

QUESTIONS ABOUT APPLYING AGAINST TEACHING LOAD

Am I guaranteed to be able to apply my credit to reduce my teaching load when I want to?

To ensure that the teaching needs of your unit can be met, your request will be subject to recommendation from the Chair and approval from the Dean. If your request for a reduced load cannot be met in one year, it will be prioritized for the next. In most instances, you will need to combine this one-credit remission with other credits in your bank to benefit from a reduced teaching load.

How do I request a reduction in my teaching load?

This happens during the annual workload conversation with your chair.

QUESTIONS ABOUT CONVERSION INTO FUNDS

What is the conversion value of my credit?

A credit converted in AY 2024-25 is worth \$3329.

Will the conversion value of my credit increase over time?

Yes. The conversion value is pegged to the amount indicated in Article 16.12 for May 1st of the *previous* academic year.

How do I request conversion of my credit?

Complete and submit the One-Time One-Credit Conversion Form by **May 15 of any academic year**. If the funds are to be used for research activities the funds will be deposited in your BCCA account (for tenured and probationary members) . If the funds are to be used for pedagogical support (ETAs), and you do not already have an account, one will be created.

What can I do with my research funds? (Probationary & Tenured only)

The standard Banked Credit Conversion Account (BCCA) [guidelines](#) apply.

What can I do with pedagogical support funds? (ETAs only)

You can ask your department to allocate additional hours to your TA contract, develop your teaching expertise (e.g. researching or attending a conference or workshop on pedagogical approaches) or purchase materials or equipment that directly *support* your teaching. If your department contracts additional TA hours on your behalf, you will need to transfer funds to your department; ask your department administrator for assistance. Standard [PDA guidelines](#) around procurement apply for equipment and software.

Am I guaranteed to be able to convert my credit when I want to?

Up to 1/3 of all eligible members will be able to convert their credits each year. All members are guaranteed to be able to convert their credit within 3 years of making their request. If more requests for conversion are received than can be accommodated in any given year, a lottery will be held in each Faculty. Unsuccessful requests in one year will be prioritized for conversion the following year.

Can I donate my converted credit to student scholarships?

Yes. Thank you for your generosity. Please be aware that because this amount cannot be converted into cash, we are not able to provide a receipt for donations of one-time one-credit remissions. Other banked credits may be converted into cash, however, and if you then donate *that* money to student scholarships a tax receipt *will* be provided.

Once I've converted my credit into funds, is there a time limit on how quickly I must use them?

The amount must be used within five years.

I have never had to manage a personal account before. Who can show me how?

Members from the Research and Restricted Financial Management team are present on site once a week in the Faculties, and you can drop by to see them or book an appointment through one of these links:

Booking links for faculties:

- [GCS](#)
- [FAS](#)
- [FoFA](#)
- [JMSB](#)

If you are in the Library, or for the full list of contacts in all sectors, please visit the Restricted Funds departmental [website](#).

For assistance to submit an expense report, one-on-one support is available through the [CommUNITY support centre](#).