

Article 11- Academic Workload

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**THE SWF OR SWFT OR S.W.F. AND SWFTING,
SWFING, AND BEING SWFED**

Fundamental Question

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If you are managing College Teachers why should you care about the SWF?

What this presentation is about

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- **Review the SWF and Article 11**
 - **WMG and WRA process.**
 - **Issues with SWFs**

Why and when do you have to use the SWF?

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Work of full-time academic employees in the College Professors, Instructors, Counsellors and Librarians

- Professors and Instructors are Teachers -SWF
- Counsellors and Librarians have 35 hour work week-
NO SWF
- Partial-Load Professors and Instructors- No SWF
 - (Part-time and Sessionals- No-SWF)

Teachers- Professors/Instructors

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- Year = 10 month Academic Year+2 months unpaid leave
- Academic year = Teaching Period + Non-Teaching Period
- Teaching period is:
 - up to 36 weeks post-secondary programs
 - up to 38 weeks not-in-post-secondary
- During teaching period assign work on a SWF

What goes on the SWF?

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- ✓ Teaching hours (TCH) +
- ✓ Preparation time = $TCH \times \text{Prep. Factor} +$
- ✓ Evaluation time = $TCH \times \text{Class Size} \times \text{Eval. Factor} +$
- ✓ Complementary functions (other duties) some standard, some formula based and some assigned

Teaching hours (TCH)

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- **Assigned by the College**
- **50 minute blocks**
- **Limit of 4 course preps or 6 sections unless agreement**
- **Actual Assigned time by the week**

Preparation Time (11.01 D 1)

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- **Attributed preparation time = TCH X Prep factor**
 - **New** 1.10 (new or “major revision”)
 - **Established A** 0.85 (taught but not within 3 years)
 - **Established B** 0.60 (taught within past 3 years)
 - **Repeat A** 0.45 (students -different yr./program)
 - **Repeat B** 0.35 (students same yr. + program)
 - **Special A & B** (continuous intake and workplace settings)

Evaluation and Feedback (11.01 E 1)

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- **Attributed Evaluation = TCH x factor x class size**
 - EP – Essay or project 0.030
 - RA – Routine or assisted 0.015
 - IP – In-process 0.0092
- **Mixed Factors (agreement or weighted average):**
e.g. Final mark=60% Essay + 40% Multiple Choice Test
Factor = $.60 \times 0.030 + .40 \times .015 = 0.024$

Complementary functions

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- **Standard Allowance- 6 hours**
 - 2 for normal administrative duties
 - 4 for routine out-of-class assistance to students
- **Other assigned duties**
 - Hour for hour basis
- **Large numbers of total students**
 - Agreement or Formula
 - Teacher must request this
 - Formula=(Total Students-260) x .015 hours

It's a Formula

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- Teaching Hours – actual weekly assigned time
- Complementary hours= flat rate (6 hours) + weekly average of College estimate of work time + maybe some formula (large student numbers)
- Preparation/Evaluation is a formula
- Rough justice not actual time spent and not a minimum
- Additional time only if “atypical circumstances” really special cases

Standard Workload Form (SWF)

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- **STANDARD WORKLOAD FORM**
- College _____ Dept. _____
- Teacher _____ Probationary () Yes () No
- () Full-Time
- Coordinator: () One Step / () Two Step / () not applicable
- Period Covered by SWF From _____ To _____

Period Covered by SWF From _____ To _____

Course/ Subject Identification	Assign'd Teaching Contact Hours	Language(s) of Instruction	Preparation				Evaluation Feedback					Complementary Hours Allowance	Complementary Hours Assigned
			Type	Factor	Attributed Hours	Additional Attrib'd Hours	Class Size	Type	Factor	Attributed Hours	Additional Attrib'd Hours		
References to Collective Agreement	11.01 B & C	11.01 D	11.01 D	11.01 D	11.01 D	11.0 1 D	11.01 E	11.01 E	11.01 E	11.01 E	11.01 E	11.01 F	11.01 D,F,G
STR 134 - 01	1	E	EB	0.6	0.6		90	Blend	0.027	2.43			
MEC 301 - 01	2	E	EB	0.6	1.2		100	Blend	0.027	5.4			
STR 134 -01 Lab 1	2	E	EB	0.6	1.2		30	Blend	0.01	0.6			
STR 134 -01 Lab 2	2	E	RB	0.35	0.7		30	Blend	0.01	0.6			
STR 134 -01 Lab 3	2	E	RB	0.35	0.7		30	Blend	0.01	0.6			
MEC 301 - 01 Lab 1	2	E	EB	0.6	1.2		34	Blend	0.01	0.68			
MEC 301 - 01 Lab 2	2	E	RB	0.35	0.7		33	Blend	0.01	0.66			
MEC 301 - 01 Lab 3	2	E	RB	0.35	0.7		33	Blend	0.01	0.66			
Weekly Totals	15				7.0		380			11.63			

Preparation Hours / Subject = Factor X Teaching Contact Hours
Evaluation Feedback Hours / Subject =
Factor X Class Size X Teaching Contact Hours

Number of different course preparations	2
Number of different sections	8
Number of languages of instruction	1

Summary of Weekly Totals

Assigned Teaching Contact Hours / week	15
Preparation Hours / week	7.0
Evaluation Feedback Hours / week	11.63
Complementary Hours (allowance) / week (minimum 6)	6
Complementary Hours (assigned) / week	1.80
Total this period (SWF)	41.43

Complementary Functions for Academic Year or SWF Period

Description	Weekly Attributed Hours
Additional Out of Class Assistance	1.80
Total:	

Effectiveness/Efficiency/Productivity

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- **Maximums:**
 - **Contact weeks-36 or 38**
 - **Contact Days - 180 or 190**
 - **TCHs**
 - ✦ **Weekly -18 or 20 (1 hour O.T. by agreement)**
 - ✦ **Annually- 648 or 760**
 - **Workload hours – 44 per week (max 3 hours OT)**

	Post-Secondary	Not-in-Post-Secondary
Annual Contact Weeks	36	38
Annual Contact Days	180	190
Weekly Workload Hours	44	44
Weekly TCH	18	20
Annual TCH	648	760

System data from Annual survey of SWFs(07-08)

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- Teaching weeks-30.5
- TCH weekly average-12.8
- TCH annual average-380
- Workload hours weekly average- 41
 - Annual Contact Days-150

	Contract Max	Actual (2008)
Teaching Weeks	36	30.5
TCH Weekly	18	12.8
TCH Annual	648	380
Workload Hours Weekly	44	41
Contact Days	180	150

Non-Teaching Period (11.08)

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- Used for activities initiated by the teacher **and by the College** as part of their mutual commitment to professionalism, the quality of education and professional development
 - Complementary functions and PD
 - Mutual consent but **not unreasonably withheld**
 - No SWF issued but activities may be documented
 - It is a work period it is not a leave

WMG- Workload Monitoring Group

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- **Union/Management Representatives-equal numbers**
- **Meet to resolve individual complaints**
- **Discuss general workload issues- wide list of functions (11.02 C1)**
- **Process used varies College to College**
- **Lengthy set of variables that can be considered (11.02 C2)**

WRA- Workload Resolutions Arbitrator

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- Third party agreed to by Union/College
- Adjudicate individual dispute that the WMG cannot resolve
- Less formal than regular arbitration
- Process varies depending on WRA (presentations, written information, statements and questions, witness)
- Decision Binding for 1 year

Issues

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- What the heck is a “section”?
- How do you deal with non-traditional learning? (Online, hybrid)
- Why does the structure of the program matter? (impact of 4 hour or 2 hour courses)
- What is the ‘cost of complementary functions’

Modified Workload Agreements

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- **Article 11.09- Modified workload arrangements**
 - No SWF
- **Modifications can deal with delivery that is not “traditional”**
- **You need:**
 - Agreement of 2/3 of the teachers
 - Agreement of the Union or,
 - Order of WRA

Questions?

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