

The following information is a guide for full time faculty when reviewing your Winter 2023 SWF.

Faculty have received a draft SWF from their Chair (supervisor) and over the next week will receive a final version of the SWF requiring your signature. Before signing and accepting the workload reflected on the SWF, we recommend you review the following list. Your SWF must include **all the work** expected of you over the Winter 2023 semester.

If you are not in agreement with your draft or final SWF, you must discuss your concerns with your Chair (supervisor). Upon receiving your final SWF, there should be no surprises in your work assignment because you have already discussed your upcoming work assignment. The SWF is simply a contract that reflects the workload discussion.

If you are in disagreement with your final SWF please do the following:

- Contact [a Steward](#) and review or confirm you concerns
- Within five (5) working days of receiving the SWF, notify the Chair by indicating on your SWF (or by email) that you are referring your SWF to the Workload Monitoring Group (WMG)
- If you believe you can resolve an issue with your Chair prior to a scheduled WMG then attempt to do so; however, this is not a requirement as the resolution should have been explored prior to the final SWF and should not preclude you from referring your SWF to WMG.
- Continue to connect with your Steward for support

Teaching, also referred to as *above the line* work:

***New for Winter 2023:** if you are assigned to teach a course that is delivered in more than one mode, you **must** have a meeting with your Chair (supervisor) to discuss additional preparation time. Multi-mode delivery includes any delivery method greater than one-mode. It is the union's position that this discussion must happen each semester for each multi-delivery course. Other college's are taking the position of "*one and done*"; however, faculty know the additional preparation occurs **every** semester.

Course Prep:

- Article 11.1 D 2, ensure no more than **four different** course preparations are assigned except by **voluntary agreement** which shall not be unreasonably withheld. This means, you can only be assigned four different course codes (names) if you provide voluntary consent.
- If four different course preparation does not result in 44 hours on your SWF, you must discuss with your supervisor **all** options available which may include voluntarily agreeing to an additional course; however, Professor work is not exclusively Teaching Contact Hours (TCH). Professor work includes non-teaching function as described in the Collective Agreement (CA)
- If you co-teach a course where a mass lecture is taught by one faculty and seminars/labs are taught by more than one other faculty, you require a team teaching assignment.

Evaluation:

- Is your evaluation factor correct? There are very few courses where the evaluation in a post-secondary course would be "*in process*" or, 0.0092.
 - Most evaluation factors fall between 0.015 and 0.3
 - The evaluation factor **is not** determined by reviewing the course outline; rather it is a thorough review of the evaluation mechanisms used within the semester.

- **The evaluation factor is not impacted by the type of grade assigned.** For example, a grade of pass/fail versus a percentage grade does not impact whether the evaluation factor is “in process”, “routine or assisted” or “essay”. A course where the final grade is pass/fail can be an evaluation factor of 0.03 or essay, if the evaluation is all essay or project evaluation and feedback.

Student Numbers:

- Are your student sections accurate?
- If your course or section sizes have increased and the increase will impact on your ability to teach the content in your course outline, you must discuss with your Chair (supervisor). If you need evidence of previous section sizes, you can refer to past class rosters in the Faculty Center.

Complementary Functions (non-teaching; *below the line* work)

- You must have a **minimum** of six hours for out-of-class assistance and routine administrative work; this is non-negotiable.
- Is your Chair (supervisor) no longer assigning hours, or have they reduced hours for non-teaching work that was previously reflected on the SWF?
- Is the Chair (supervisor) no longer providing hours for appeals when you are required to sit on an appeal panel?
- Are all committee hours, school and program meeting hours accurate?

SWF maximums:

- The maximum total number of workload hours is 44 per week for Professors.
- There is no minimum number of hours on a SWF.
- The total number of hours on a SWF is created by a formula which includes both TCH (teaching) and non-teaching assignments. There is no CA language to support that Chairs (supervisors) must fill your SWF with *more* teaching because *there is no such thing as a light SWF*.
- You are not required to accept overtime (greater than 44 hours up to and including 47 hours). Your SWF **must never** be greater than 47 hours. We suggest you advise your Chair (supervisor) now that you will not be agreeing to overtime so if your student enrollment increases to a point where your SWF is greater than 44 hours, the Chair must adjust your workload.

Coordinator:

***New for Winter 2023:**

- Coordinator’s duties must be discussed and reduced to writing. This means coordinator duties are not simply a “laundry list” of everything possible, they must be a list of specific duties expected of you over each semester which are put in writing and become part of your SWF.