



SWF Explained OPSEU - CAAT-A Academic Local 244 Sheridan College



UNDERSTANDING THE STANDARD WORKLOAD FORM

by Jack Urowitz, President Local 244

It looks like a nauseous physicist's lunch, especially if math is not your hobby. But look more closely. It is your armour, your shield, your shelter, your force field, your fence; and as the poet opined, "Good fences make good neighbours". Or in our case, a good fence keeps management neighbourly. Is it any wonder that our SWF's existence is threatened each time we go to the bargaining table?

Management across the colleges has been eroding the spirit of the SWF by re-interpreting the Prep and Eval factors, and leaving assigned work off the SWF altogether. Faculty workload abuse is proportional to the lack of faculty's scrutiny of their own SWFs. So please take a few minutes and sit down with your SWF and Article 11 in our Collective Agreement – (you can find it at local244.ca) and examine how the numbers relate to your work, and the overall quality of your professional life. The SWF below has a fictional workload using the most common variables.

For questions about your SWF, your assigned workload, please email the Chair of the Workload Monitoring Group, Terry Kostiw, at: terry@local244.ca with the subject line "SWF" - please copy our Office Administrator Linda Martin at: office@local244.ca.

	◇	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Check List:	<u>STANDARD WORKLOAD FORM</u>															
A:6-10 Course Code (no more than 4 different Preps)	1															
B:6-10 Class Hours B:11 & I14 Total Teaching Contact Hours	2				Preparation				Evaluation Feedback							
D:6-10 Type of Preparation Required	4		Assigned Teaching Contact Hours	Language of Instruction	Type	Factor	Attr. Hours	Additional Attr. Hours	Class Size	Type	Factor	Attr. Hours	Complementary Hours Allowance	Complementary Hours Assigned	Total	
E:6-10 Preparation Factors from page 12 of Collective Agreement	5	Collective Agreement Article 11.01	B&C	D	D	D	D	D	E		E		F	D,F,G		
F6-10 Attributed Prep. Hours = Teaching Contact Hours X Prep. Factor	6	Course 1	3.00		New	1.10	3.30		40		0.015	1.80			8.10	
F:11 & I15 Total Prep. Hours	7	Course 2	3.00		Est. A	0.85	2.55		40		0.015	1.80			7.35	
H:6-10 Class Size	8	Course 3	3.00		Est. B	0.60	1.80		40		0.015	1.80			6.60	
J:6-10 Evaluation Factor from page 11 of Collective Agreement	9	Course 4	3.00		Rep. A	0.45	1.35		40		0.015	1.80			6.15	
K:6-10 Attributed Hours = Teaching Contact Hours times Number of Students, times Prep. Factor	10	Course 5	3.00		Rep. B	0.35	1.05		40		0.015	1.80			5.85	
K:11 & I 16 Total	11	Weekly Totals	15.00				10.05	0.00				9.00	0.00	0.00	34.05	
	12	Preparation Hours / Subject = Factor X Teaching Contact Hours							Evaluation Feedback Hours / Subject = Factor X Class Size X Teaching Contact Hours							
	13	<u>Summary of Weekly Totals</u>														
	14	Assigned Teaching Contact Hours / week									15.00					
	15	Preparation Hours / week									10.05					
	16	Evaluation Feedback Hours / week									9.00					
	17	Complementary Hours (allowance) / week (Minimum 6)									6.00					
	18	Complementary Hours (assigned) / week														
	19	Total this period SWF									40.05					

Summary of Weekly Totals:

Rows 14, 15, and 16 are transcribed directly from the Preparation-Evaluation-Feedback Chart, Appendix 1, page 73.

Row 17 - Complementary Hour Allowance has a minimum of 6 hours for every faculty member, taking into account business as usual practices, such as faculty meetings, discussions (like SWF questions) with your manager, etc. These 6 hours are independent of hours for conferences or other weekend activities, such as Open House duties.

Row 18 - Complementary Hour Assignments include Cross-College Committee membership such as Senate and LAC, mentoring duties, etc.

Articles to Keep In Mind

11.02 A 1 (a) Prior to the establishment of a total workload for any teacher the supervisor shall discuss the proposed workload with the teacher and complete the SWF –

Have you had the meeting with your Associate Dean? Your Coordinator is not your supervisor.

11.02 A 3 Following receipt of the SWF, the teacher shall indicate in writing on the SWF whether in agreement with the total workload. If not in agreement the teacher and the supervisor may add such other comments as is considered appropriate and may indicate in writing that the workload should be reviewed by the College WMG.

So, if you want changes made, make an effort to meet again with your A.D. before the deadline mentioned below.

11.02 A 4 In the event that the teacher is not in agreement with the total workload and wishes it to be reviewed by the WMG, the teacher must so indicate in writing to the supervisor within five working days from date of receipt of the SWF.

Note, if you do not sign your SWF it will be considered accepted by you after 5 working days.