

MWA PROCESS

2/3 CONSENT, IF NEEDED

Supervisor sends 2/3 Consent Form, if needed, to all “teachers involved”*

COMPLETE MWA

Supervisor prepares, signs and sends to faculty ideally 6 weeks in advance. If in agreement, faculty signs and returns to supervisor

DOCUMENTATION TO HR

Supervisor signs MWA and sends it, the current semester SWFs, and 2/3 Consent Forms to HR Labour Relations Team

HR REVIEW

Labour Relations Team reviews documents and arranges for Union review

UNION CONSENT

- “**New**” MWAs – supervisor attends Workload Monitoring Group (WMG) meeting to present
- “**Repeat**” MWAs - reviewed by Union President and WMG Co-Chairs
- Union has 5 days to consent

TRACKING AND DISTRIBUTION

HR records and distributes copies of the approved MWA

*“Teachers involved” = full-time faculty who teach in the program and who have the skills/credentials/qualifications to teach the course for which the MWA is being developed