

## READING AND UNDERSTANDING YOUR STANDARD WORKLOAD FORM

The Standard Workload Form (SWF) is used within all Colleges in the assignment of teacher workloads. It provides information about three elements for each course component that you are teaching: Course/Subject Identification, Preparation, and Evaluation Feedback. The SWF template is located in the CAAT Academic Employees Collective Agreement as Appendix One.

The SWF also provides for:

- identification information regarding the School, faculty name and UserID, effective period, coordinator and probationary status
- accumulative totals for workload weeks and teaching contact hours (TCH's) for the academic year (September 1 – August 31)
- signature lines for the supervisor and faculty member

This document will assist you to read and interpret your SWF. Please refer to the corresponding sample SWF used at Fleming College. We have numbered the key sections on the sample, with a brief explanation of each numbered section below.

### **A. Course/Subject Identification:**

1. course code (subject/catalogue number) for the course you are teaching
2. official name of the course
3. program code for students enrolled in this component of the course
4. delivery component for each part of your course. For example:

Lab = computer/science/technical lab

Sem = seminar

Lec = lecture

Tlec = time assigned to seminar leaders in a team-taught course to attend the course lecture

Tsem = additional time assigned to seminar leaders in a team-taught course for evaluation (linked to #14 below)

5. number of teaching contact hours per week

## **B. Preparation:**

Time to prepare course/lecture/lab notes and materials = preparation factor *multiplied by* teaching contact hours

6. code for the preparation factor for the faculty member teaching this component of the course
7. preparation factor as detailed in the Collective Agreement:  
1.10 = a new course; one you have never taught  
0.85 = you have taught the course, but not within the previous three years  
0.60 = the first section of a course you have taught in the past three years  
0.45 = you are teaching a repeat section of a course to a different program  
0.35 = you are teaching a repeat section of a course to the same program or year of study
8. attributed hours (teaching contact hours per week multiplied by the preparation factor)
9. additional attributed hours necessary to arrange and prepare for student placement in actual work settings

## **C. Evaluation Feedback:**

Time to evaluate students' work = evaluation factor *multiplied by* class size *multiplied by* teaching contact hours

10. the number of students enrolled in this component of your course based on the College's planning estimates (based on the # of students you are responsible to evaluate)
11. the code for the evaluation factor for the assignments used in your section ( E = essay or project, R = routine or assisted, I = in process, M = multiple)
12. evaluation factor (Essay or Project, Routine or Assisted, In-Process, Multiple (or "blended"))
13. number of hours for evaluation for this component of the course (class size *multiplied by* the evaluation factor *multiplied by* teaching contact hours per week)
14. any complementary hours, such as audit, self-directed or project hours directly attributed to this component of the course; also includes additional evaluation time for seminar leaders in a team-taught course to compensate for evaluating material that is delivered in the lecture for this course

15. the total number of hours for this component of the course the total of:
  - Teaching contact hours (column 5)
  - Hours for preparation (columns 8 and 9)
  - Hours for evaluation feedback (column 13)
  - Complementary hours, if any (column 14)
16. the total number of assigned hours per week for ALL course components
17. Complementary functions (below-the-line) are assigned on an hour for hour basis. An allowance of six hours is assigned for: four hours for routine out-of-class assistance to individual students and two hours for normal administrative tasks. An allowance of a one hour program/school meeting is also provided. Other complementary functions could include program or subject co-ordinating responsibilities or funded development hours (e.g., academic initiatives or new program development).
18. the total weekly workload hours for the duration of this SWF

In addition to the CAAT Academic Employees Collective Agreement, there are Memoranda of Understanding (MOU) between Fleming College and OPSEU Local #352. Please refer to the MOU's as these could be applied during the development of your workload with your supervisor (e.g., workload averaging, coordinators or evaluation factors).

For more information, contact your Union representative or Human Resources Consultant.