

Know your SWF!

The Standard Workload Form (SWF) was won by college faculty in the strike of 1984. It finally put limits on teaching workloads that, before the SWF, routinely saw faculty teaching over 20 contact hours per week.

The SWF is not perfect, but it does acknowledge the important time faculty spend out of the classroom on preparation, marking, administrative duties, course development, co-ordination, and communication with students.

The SWF can seem complicated at first, but gets much easier once you understand its different sections. Article 11 in the Collective Agreement lays out the rules for the SWF, and the form itself appears in Appendix 1.

As you can see when reading through Article 11, it doesn't just specify limits to workload, but also specifies a procedure by which workloads are determined, and a means for raising and resolving workload complaints outside of the grievance process.

The SWF Process

- You should have a conversation about your workload with your Associate Dean before a SWF is issued.
- You should receive your SWF a minimum of 6 weeks prior to the start of the coming semester.
- As a general practice, if you have questions or concerns about the SWF you receive and how it was calculated, check "Refer to Workload Monitoring Group" (WMG) on your SWF. You must do this within 5 days of receiving your SWF, so make sure to take the time to go over it as soon as you can.
- Referring your SWF to WMG simply means that you can then have a meeting with your supervisor to discuss any issues. Most issues are resolved at this point.
- If an issue remains unresolved, the College WMG, comprised of management and union representatives, will meet to hear a workload complaint and achieve a resolution. The WMG is a routine, non-adversarial process.

- With any change in your workload you should receive a revised SWF. You should not receive a revised SWF unless you have first been consulted by your supervisor.
- If you become aware of a workload issue past the 5 day window, you can bring it to the attention of your Associate Dean and ask for your SWF to be revised. (Article 11.02A6(a)).

Things to Look Out For

1. How many preps do you have? (Maximum is 4, unless faculty agrees to additional preps)
2. Do you have any new preps? If so, have you been given the appropriate preparation factor for this course?
3. How many Teaching Contact Hours (TCHs) do you have? (Maximum is 18 TCH for post-secondary teaching, and 20 TCH for non-post-secondary teaching).
4. Will your SWF cause you to exceed the maximum allowable teaching weeks in the year? The maximum amount of teaching that can be done by a professor according to the Collective Agreement is 36 weeks in one year.
5. How many students do you have in each section? How many, in total? (260 students is the maximum before you are entitled to an additional .015 hours per week per student above 260).
6. How many total hours are on your SWF? (More than 44 = overtime and requires your consent; **More than 47 hours is a violation of the Collective Agreement [CA] and is illegal**).
7. Are you a new hire that is still on probation? If so, you **cannot be in overtime**. (Article 11.01J4)
8. If you are in overtime, have you signed your SWF indicating that you agree to the overtime?

9. Have you been assigned online hours for any of your classes?
10. If yes, do you have the same number of blocks in your online classes as you do in your face-to-face classes? Or, have your online hours been combined, so that you have two classes in the same online hour? (**this shouldn't happen!**)
11. Everyone gets 6 complementary hours. 2 are for administrative duties, and 4 are for routine out-of-class assistance to students. These hours are not intended to include office hours, departmental meetings, mentoring, or open houses. In addition, core teaching functions should not be assigned as complementary hours.
12. What kind of evaluation do you do in each of your classes? (i.e. essays/projects, tests, routine evaluation, in class 'in-process'). See Article 11.02 E2, pp. 16-17
13. Does the assigned evaluation factor match the actual evaluation that you do in each class? See Article 11.02 E2, pp. 16-17
14. Are you a coordinator? If so, do the complementary hours assigned on your SWF match the actual hours you normally work in your coordinator role? You should be receiving both complementary SWF time for coordinating, in addition to one or two steps on the salary grid. Check that step 1 or step 2 is checked at the top of your SWF.
15. Have you been assigned complementary hours to mentor new faculty? Faculty should receive SWF time for mentorship. Current practice at Mohawk is for mentors to receive 1 complementary hour to mentor one faculty member (to a maximum of 3 hours). Mentees should receive 1 hour as well.
16. Are you supervising the work of an instructor? If yes, have you been given complementary time on your SWF for "academic leadership"?

17. Are you working on course development or a special project? If so, have you been given sufficient hours under complementary functions for the tasks you are performing?