

Workload Guidelines Document – SAFA Proposal April 2022

1. Class contact hours of an individual instructor shall be determined by the Dean or their designee (non-academic staff member) after consideration to all of the following:
 2. the past practice in assigning instructor class contact hours,
 3. the needs of developing programs,
 4. new course delivery for the instructor, increasing their workload; which may include courses being taught for the first time, the first time after a major revision, the first time after a change in instructional mode, or after five (5) years without teaching the course,
 5. established course delivery for the instructor, decreasing their workload,
 6. the number of different course preparations of the instructor, increasing their workload,
 7. the time required for different evaluation types in the classes assigned,
 8. The number of students in a course or section, increasing the instructor's workloadⁱ

No change to the class contact hours of an instructor will be made arbitrarily.

2. Based on a workload of 1450 hours per calendar year, instructors will be assigned by the Dean or designee (non-academic staff member) in addition to Class Contact Hours as defined in Section 36, Class Management Activities (CMA), and Professional Duties (PD) as defined below:
 - (a) Class Management Activitiesⁱⁱ may include:
 1. Classroom, lab, or shop setup done by the instructor
 2. Minor updates (less than 10%) of learning resources materials for current courses
 3. Minor updates (less than 10%) of technology related to specific course learning or course delivery software
 4. Updating and reviewing lesson plans for relevancy and accuracy
 5. Preparing, marking, and evaluating assignments, exams, and other student assessments
 6. Preparation of exercises, videos, and digital learning objects for the classroom, lab, or shop
 7. Coordinating guest speakers or industry presenters or representatives
 8. Consultation with a student or group of students that takes place outside of the class contact hours but pertains to course materials or student academic success.
 - (b) Professional Dutiesⁱⁱⁱ may include:
 1. Meeting of various committees directly associated with the work of the institution.
 2. Significant planning, review, and development related to course updates, curriculum development, program revision, accreditation processes, quality review processes, or other initiatives.

3. Class tours, testing/interviewing/selecting applicants, or tutoring/ remediating students not connected to scheduled CCH.
4. Significant planning and development related to student placements, student competitions (Skills Canada, etc.), or student recruitment.
5. Equipment monitoring, maintenance, scheduling, and updates.
6. Liaison with business, industry, institutions, professional organizations, etc. Liaison work must be approved in advance by the supervisor.
7. Authorized travel.
8. Special assignments^{iv}
9. Professional Development, pursuant to Section 12
10. Association Business, pursuant to Section 41
11. Scholarly activities, defined as any activity that involves the intentional creation, integration, and/or dissemination of knowledge with a view to informing professional practice, contributing to the state-of-practice within a field, and/or impacting the broader external environment. Scholarly Load will be calculated at 33% of each course's assigned class contact hour. Academic staff are required to follow the guidelines using the policy, AC.4.5. Scholarly Activity and Applied Research, and associated procedures.

(c) The instructor's assigned CCH, CMA, and PD hours for the academic term will be provided to the instructor in writing at least 4 weeks prior to the start of that term and shall be known as the workload assignment.

(d) Should an instructor be not in agreement with the workload assignment, the instructor must so indicate in writing to the Academic Chair within five (5) workdays following the date of receipt of the workload assignment. Absent such indication, the instructor shall be considered to be in agreement with the workload document.

The Academic Chair must respond in writing to the concern within five (5) workdays. If, in the opinion of the instructor, the matter is not resolved satisfactorily, the instructor may submit a written grievance to the Workload Monitoring Group (WMG) referred to below within ten (10) workdays.

3. Workload Monitoring Group

(a) Each WMG will be composed of eight members, with four to be appointed by the Employer and four appointed by the Association unless the Employer and the Association otherwise agree. The term of office of each member of the WMG shall be two years, commencing on July 1 in each year with four members of the WMG, two Employer appointees and two Association appointees, retiring on June 30 of each year. A quorum shall be comprised of four, six or eight members with equal representation from the Employer and Association.

(b) The functions of the WMG shall include:

- (i) reviewing specific disputes pursuant to Sections 36.05 and/or 36.10;
- (ii) making recommendations to the Employer on the general operation of workload assignments at the Institution;
- (iv) reviewing individual workload assignments where requested by the faculty or the Association;

- (c) The WMG shall in its consideration have regard to such variables affecting assignments as:
- (i) nature of subjects to be taught, including type of program (e.g., apprenticeship, certificate, diploma, degree);
 - (ii) level of instruction and experience of the instructor, and availability of technical support and other resource assistance;
 - (iii) size and amenity of classroom, laboratory or other teaching/learning facility;
 - (iv) numbers of students in class;
 - (v) instructional modes, including requirements for alternate delivery;
 - (vi) availability of time for the instructor's professional development;
 - (vii) previously assigned schedules;
 - (viii) lead time for preparation of new and/or changed schedules;
 - (ix) availability of current curriculum;
 - (x) students requiring accommodation;
 - (xi) introduction of new technology;
 - (xii) the timetabling of workload, including changes to the length of the course;
 - (xiii) level of complexity and rate of change in curriculum;
 - (xiv) requirements for scholarly activity.
- (d) The WMG shall meet where feasible within one week of receipt of a workload complaint or at the request of any member of the WMG.
- (e) The WMG shall have access to all completed workload assignments and timetables, and such other relevant workload data as it requires to review workload complaints at the Institution.
- (f) The WMG or any member of it may require the presence of the supervisor and/or the instructor before it to assist it in carrying out its responsibilities.
- (g) Any decision made by a majority of the WMG with respect to an individual workload assignment shall be in writing and shall be communicated by the Employer to the instructor, the supervisor, the Dean, and the Association President as soon as possible after the decision is arrived at.
- (h) Such decision shall be binding on the Employer, the Association and the instructor involved.

ⁱ From Ontario's SWF model: When a professor/instructor has more than 260 students in their total course load, a discussion between the Chair or Dean and the Faculty member may take place to find ways to alleviate the concern of providing appropriate out-of-class assistance to the students or providing the faculty member with additional attributed hours.

ⁱⁱ CMA include all activities outside the classroom/lab/shop/practicum CCH that would enable an instructor to be prepared for instruction sessions as well as provide appropriate feedback on student learning. Language from SAIT/SAFA Joint Workload Committee Report (2015).

ⁱⁱⁱ PD include all activities outside the classroom/lab/shop/practicum CCH that benefit the work of the program, school, or institution. Scholarly activity and professional development activity are also forms of AD. Language adapted from Ontario "Complementary Functions" description, SWF model.

^{iv} Other possible titles: Course Lead, Mentor, Moderator, Program Specialist, D2L Champion, Coordinator.

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