

OPSEU



SEFPO
420



MEMORANDUM

To: All post-secondary Professors and Instructors
 From: Harry Plummer, Chief Steward
 Date: Wednesday, 4 May 2005
 Subject: SWF's for September, 2005

As you are probably well aware, the SWF's for the fall semester are due soon. This memo is in response to a few requests to set out, in some detail, the answers to a few questions that have arisen in the past.

Question 1: When is my Fall SWF due?

Answer: The collective agreement says "not later than six weeks prior to the beginning of the period covered by the timetable excluding holidays and vacations." Consequently the due date depends on your vacation schedule and your first day of class. You can calculate that date by counting backwards 30 working days from the first day of class. Skip weekends, statutory holidays (August 1, July 1, May 23) and any days that you are on vacation. Bear in mind too, that your Dean is supposed to discuss the proposed assignment with you before completing the SWF.

Consequently, your proposed assignment should be made known to you several days before hand. If your Dean is late with your SWF you are entitled to monetary compensation provided you refer your SWF to the WMG

SWF Due Date Chart

First day of class	September 12	September 6	August 29
Vacation Period			
July & August	May 31	May 25	N/A
May & June	July 28	July 22	July 15
June & July	May 30	May 24	May 16
*May & July	June 29	June 23	June 16
*May & August	June 27	June 21	N/A
*June & August	June 28	May 19	N/A

*Your 2 month vacation period may only be split if you consent.

Question 2: On the SWF form there are two columns under "preparation" that are each called "attrib'd hours." Why? And, what is each for?

Answer: The "Attrib'd Hours" column is for calculating the minimum preparation time for each course. It is the product of assigned teaching contact hours multiplied by the factor associated with the type of preparation involved (e.g. "New", "Established" etc.) The factor is specified in Article 11.01 D 1 in our Collective Agreement. The "Additional Attrib'd Hours" column is for recording additional preparation time for the following which are not contemplated within the factor:

Course / Subject Identification	Assigned Teaching Contact Hours	Language(s) of Instruction	Preparation				Evaluation Feedback					
			Type	Event	Attrib'd Hours	Additional Attrib'd Hours	Course	Type	Factor	Attrib'd Hours	Complementary Hours Allowance	Complementary Hours Assigned
Reference to Collective Agreement	11.01 S & C	11.01 B	11.01 D	11.01 D	11.01 D	11.01 D	11.01 E	11.01 E	11.01 E	11.01 E	11.01 F	11.01 D.F.G

- Where a teacher has been assigned a course in which the objectives describe the students' application of knowledge in actual work settings and the teacher has scheduled teaching contact hours, the additional time necessary to arrange and prepare for the students' placement in that learning situation. This credit goes on the same SWF line as the course. (Mostly applies to

Nursing Practicum)

- Hour for hour credit for assigned course development and curriculum review **associated with an assigned course** (subject to subsequent revision if actual time is significantly different.) This credit goes on the same SWF line as the course.

Note: that a “New” course attribution is only recognition for the time it takes for the day to day preparation for classroom presentation – it does not include developing a new course nor revising curriculum. An individual is assigned a “new” preparation factor whenever he or she is assigned a course she or he has never taught or is teaching for the first time since a major revision of the course or curriculum has been approved by the College.

- Hour for hour credit for assigned course development and curriculum review assigned in lieu of teaching (and consequently **not associated with assigned teaching hours**). The course reference should be recorded on the SWF in the same manner as if it were assigned teaching but without recorded TCH . Only the hour for hour credit would appear.

Note: This type of assignment may only occur on an SWF that also contains at least one teaching assignment.

Question 3 Why are there two separate locations for recording complementary functions on the SWF?

Answer: There are two separate locations because some complementary functions are directly associated with an assigned course whereas others are ongoing throughout the year. Complementary functions that are associated with an assigned course belong in the same section of the SWF as the course appears and the associated time credit is to spread over the duration of the teaching assignment. Some examples include: travel time to get to the assigned location, additional time credit for “atypical circumstances” that exist coincident with an assigned course, liaison time with other staff if it relates to an assigned course, etc.

Complementary functions that are not associated with an assigned course, such as time for coordinator duties, regular staff meetings, student recruitment, etc. should appear in the “complementary functions for the academic year” section. The list should be established on the first SWF of the academic year, as should the associated weekly hour credits (based on the predicted annual total time divided by the number of teaching weeks expected in the year.) This list normally should not vary from semester to semester however, if new assignments are to be added subsequently, the list should be retroactively revised and, where so indicated, overtime protection applied.

Note: Curriculum Review and Course Development are NOT complementary functions. They are assigned preparation and should not appear in this section.

If you have other questions about your SWF and associated rights, consult your steward, or call the Union Office at 969-8989.

These complementary functions are tied to the course assigned


COURSE / INSTRUCTOR Identification	Preparation	Teaching	FIRST SEMESTER					SECOND SEMESTER					
			W	T	F	S	S	W	T	F	S	S	
1000000000	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00

Overcomplementary Preparation for Academic Year

Description	WEEKLY ASSIGNMENT

These complementary functions are ongoing and not tied to a particular course

In solidarity


 Harry Plummer
 Chief Steward