

Preparation type can be:  
New (N) - course taught for the first time or since a major revision  
Established A (EA) - 1st section of a course not taught in last 3 years  
Established B (EB) - 1st section of a course taught within last 3 years  
Repeat A (RA) - additional sections of a course currently taught to a different year or program  
Repeat B (RB) - additional sections of a course currently taught  
Special A (SA) - Refer to CA Article 11.01 D 3 (vii)  
Special B (SB) - Refer to CA Article 11.01 D 3 (viii)

Prep Factors Per Teaching Contact Hour:  
N 1:1.10 (66 min)  
EA 1:0.85 (51 min)  
EB 1:0.60 (36 min)  
RA 1:0.45 (27 min)  
RB 1:0.35 (21 min)  
SA & SB Refer to CA Article 11.01 D 3

Evaluation type can be:  
Essay or Project (EP) - essays, essay type assignments or tests, projects, or student performance based on behavioral assessments compiled by the teacher outside teaching contact hours.  
Routine or Assisted (RA) - grading outside teaching contact hours of short answer tests or other evaluative tools where mechanical marking assistance or marking assistants are provided.  
In-Process (IP) - evaluation performed within the teaching contact hour.  
Other (OT) - a proportional combination of the above.

Eval Factors per TCH:		For a 14 week course:			
EP	1:0.030 (1.8 min) per student per week	1TCH	2TCH	3TCH	4TCH
		25.2min	50.4min	75.6min	100min
RA	1:0.015 (0.9 min)	12.6min	25.2min	37.8min	50.4min
IP	1:0.0092 (0.55 min)	7.7min	15.4min	23.1min	30.8min
OT	see below left				

**Course Code and Section Number**  
These must be the same course codes and section numbers that appear on your timetable. The Teaching contact hours for each course section must also match the corresponding course code and section on your timetable.

If the evaluation type for a course is OT the factor is calculated as a proportional combination of the factors listed at the percentage indicated. In this example the average factor is calculated by combining 50%EP + 40%RA + 10%IP = 100%. This reflects the percentage of each type of evaluation used in a course as indicated on the course information sheet.

Most commonly OT is a combination of EP and RA - table shows number of minutes per student in a 14 week course

EP:RA	1TCH	2TCH	3TCH	4TCH
80:20	22.7	45.4	68.0	90.7
70:30	21.4	42.8	64.3	85.7
60:40	20.2	40.3	60.5	80.7
50:50	18.9	37.8	56.7	75.6
40:60	17.6	35.3	52.9	70.6

BLD - Building Technology

Fanshawe College Standard Workload Form (ORIGINAL)  
From: 04-Jan-2011 To 15-Apr-2011 - 10140

SWF Date: N/A  
Previous SWF Date: N/A

Teacher: HIRE, NEW (TBBLD)

Group: Post Secondary

Type: Full Time

Probationary: Yes

Coordinator: Not applicable

Course/ Subject Identification	Assigned Tch Hrs	Language Of Instr	Preparation			Evaluation Feedback			Complementary Hours Allowance	Complementary Hours Assigned
			Type	Factor	Attrib'd Hours	Type	Factor	Attrib'd Hours		
Reference	B&C	D	D	D	D	E	E	E	F	D,F+G
	TCH				SIZ			FTR	HRS	
	TCH							FTR	HRS	
Weekly Totals										

Preparation Hrs/Subject = Factor x Tch Contact Hrs

Eval Feedback Hrs/Subject = Factor x Tch Contact Hrs x Class Size

Evaluation Factor Calculations for 'OT' Courses

	Ty	Fctr	Per	Ty	Fctr	Per	Ty	Fctr	Per	AvgFct
	EP	0.0300	50	RA	0.0150	40	IP	0.0092	10	0.0219

Number of different course preparations	4
Number of different sections	6
Number of languages of instruction	1

Summary of Weekly Totals

Assigned Teaching Contact Hours/Week	Maximum 18 PS - 20 NPS	From Above
Preparation Hours/Week		From Above
Evaluation Feedback Hours/Week		From Above
Complementary Hours (allowance)/Week (Minimum 6)	From	Above Right
Complementary Hours (assigned)/Week		From Above

Total this period S.W.F. MAX. 44/wk

Accumulated Totals to S.W.F. Period End Date

	Teaching Contact Hrs	Contact Days	Teaching Weeks
Balance from previous S.W.F.			
Total this period S.W.F.			
Total to end date	MAX. 648 /Yr	180 /Yr	36 /Yr

Complementary Functions for Academic Year	
Description	Wkly Attr'd Hrs
Complimentary Functions are credited on an hour per hour basis and can be averaged over the SWF period. A two hour meeting once a month would be attributed as 0.5 hours per week. Where coordinator hours attributed as 6 hours per week reflects the amount of time per week spent on assigned coordinator duties.	
Total:	

Dates of Discussion:

Date S.W.F. Received by Faculty Member:

Supervisor's Comments:

Supervisor's Comments can include the reasons for issuing an amended SWF, vacation periods, statutory holidays, interterm periods and any other comments pertinent to the work period.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member's Comments:

Note: if not in agreement with the total workload, the Faculty Member must so indicate in writing within five (5) days from the date of receipt of the S.W.F. and return a copy to the Supervisor.

Faculty Member's Signature \_\_\_\_\_ Date: \_\_\_\_\_

- ( ) Mutual Agreement of Assigned Workload  
( ) Proposed Workload referred to College Workload Monitoring Group  
( ) Proposed Workload referred to Workload Resolution Arbitrator

Voluntary Overtime Agreement

In accordance with Article 11.01(J)(2) overtime will be compensated at the rate of 0.1% of annual salary.

I hereby agree to one (1) Teaching Contact Hour or \_\_\_\_\_ Workload Hour(s).

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THE ANNOTATED S. W. F. Standard Workload Form



Faculty Member's Comments can include concerns about workload, reasons for referring the SWF to WMG or any other comments the faculty member feels are pertinent to the work assigned during the period covered by the SWF.

If you are unsure about the time attributed to a course for preparation or evaluation, but do not feel you need to refer your workload to WMG, make a note of it here for future reference.

After signing the SWF, you MUST indicate if you are in agreement with the workload or wish to refer your workload to the WMG and/or to a Workload Resolution Arbitrator

You may voluntarily work up to 3 workload hours or 1 teaching contact hour overtime