

## LOCAL 352

# Understanding your SWF

JANUARY 2022

The SWF (Standard Workload Formula) is a contract between you and the college and is used to calculate full time faculty workloads, for EACH week based on Article 11 of the Academic Collective Agreement (CA)

## TEACHING CONTACT HOURS (TCH)

### ALL ASSIGNED COURSES AND SECTIONS MUST BE INCLUDED ON YOUR SWF

- The number of TCH hours must be correct
- The number of students under class size must reflect the number of students actually registered



## PREPARATION FACTOR

The "prep" time on your SWF is the time allocated to prepare each TCH on your SWF EACH week.

The prep factor is determined by your "relationship" with the course. These include the following:

- never taught it
- taught it recently
- teaching it after significant changes

To determine the "prep" time, multiply the TCH by the prep factor:

1 TCH X 1.1 = 66 minutes per week per TCH

1 TCH X 0.6 = 36 minutes per week per TCH

1 TCH X 0.35 = 21 minutes per week per TCH

## EVALUATION FACTOR

The "evaluation factor" determines the amount of time you are given to evaluate your students' work.

To calculate the "eval" factor, multiply the number of TCHs by # of student and the "eval" factor.

Evaluation fall into 3 categories:

- in process (0.0092)
- routine or assisted (0.015)
- essay or project (0.03)



## EVALUATION: MINUTES PER STUDENT PER WEEK

In process: 1 TCH X 1 student X 0.0092 = 0.55 mins

Routine: 1 TCH X 1 student X 0.015 = 0.9 mins

Essay: 1 TCH X 1 student X 0.03 = 1.8 mins

### SOURCE:

Article 11 of the Academic Collective Agreement

