

OPSEU Local 560
Your Seneca College
Faculty Union

Nov. 11, 2011

Contact your union at:

union@opseu560.org
or
416-495-1599



SWF Experts

If you have questions about any aspect of your SWF, contact any of the union members of the WMG:

Daria: dariazamarina@gmail.com
Jonathan: jsinger@opseu560.org
Larry: lolivo@opseu560.org
Paul: pmatson@opseu560.org

SWF Q & A

Find answers to many SWF questions on our website at <http://opseu560.org/swf.htm>.

SWF Instant Calculator

Use the Local's Excel SWF Calculator to enter what you believe to be the correct prep and evaluation factors, student numbers, and non-teaching elements of your workload. Compare the results with your official SWF. Where? Just scroll down the left side of the Local 560 home page, www.opseu560.org, to "Workload" and click on the link "SWF Check Spreadsheet".

THE LOCAL EXPRESS

Winter 2012 SWFs Due Out Soon

Full-time professors will soon be receiving draft SWFs (Standard Workload Forms) from supervisors. This draft SWF lists your proposed workload and deserves close scrutiny.

Having issued a draft SWF, your chair must also give you the opportunity to discuss your total proposed workload which includes both the courses you will be teaching and complementary functions, which should be specified on the back of the SWF. If you have been given no opportunity to discuss the SWF, that in itself is a matter that should be referred to the joint union-college committee, the Workload Monitoring Group.

You must receive your finalized SWF with your complete workload assignment at least 6 weeks (not counting vacation and holidays) before classes begin. Once your SWF is signed and dated by your supervisor, you have three working days from receiving it to accept it or, if you disagree with some aspect of your workload, to check the box on the back referring it to the WMG and return it to your chair. Here are some elements you should examine on your SWF before signing.

Prep factors: Is this subject new, taught before, not taught in the last 3 years, taught to students from more than one program? See Art. 11.01 D3 in the Collective Agreement and/or SWF Q & A for an explanation.

Student numbers: These numbers are used to calculate the time you receive for student evaluation. Are they reasonably accurate?

Evaluation factors: Do these reflect the actual mix of essay/project, routine or assisted (multiple choice), or in-process (all evaluation is done in class) evaluation? The supervisor should discuss evaluation factors for each subject with those teaching it prior to assigning the factors.

Complementary Functions: Is all your non-teaching work reflected on the back of your SWF on an hour-for-hour basis?