

Instructor Workload Planning Guide

2011 - 2012

Instructor's Name

Department

Years Teaching: _____

Status: PFT _____ PPT _____ TFT _____

INSTRUCTIONS

1. The *Instructor Workload Planning Guide* is to be completed by the Instructor as per Article 8.06 of the Collective Agreement.
2. Ensure that your non-instructional workload goals are consistent with college, department and program goals.
3. Complete the workload summary below the Proposed Instructional Schedule to capture both instructional and non-instructional work activities.
4. Submit the completed *Instructor Workload Planning Guide* to the Chair/Supervisor which documents your proposed workload by the **last working day of March**.
5. The Chair and the Member will then develop a workload in the context of **Article 8**.
6. The Chair will then officially assign the workload, in writing, to the Member by **May 1**.
7. Upon acceptance of the assigned workload, within the context of **Article 8**, sign off that you and your Chair have agreed to your workload.
8. Any changes to your workload must be agreed to in writing and a copy of the agreement sent to OCFA.

Note:

- An e-copy of your Instructional Assignment will be provided to the Faculty Association by June 1.

WORKLOAD CODES

Directions:

- Use these codes to complete the *Instructor Workload Planning Guide*.
- Create a code if none of these describe your instruction/evaluation system.

1. Methods of Instruction/Evaluation

Code	Item	Code	Item
E	E-learning	LL/SL	Large lecture/small lab
F2F	Face to face	LT	Lecture with tutorial
FL	Field Lab	M	Multiple-choice
FS	Field Study	S	Short answer
IP	In process	T	Tutorial
L	Lab	W	Essay, report, written project

2. Curriculum Development

Code	Item
C .5 C .75 C	Course development/prep stage <ul style="list-style-type: none"> ▪ Complete ▪ Half developed ▪ Three-quarters developed
.5 IP or .75IP	Course instructional plans
NC	New course
PCC + AHT	PCC committee work + program

3. Other

Code	Item
AC	Academic Council
ACC	Academic Coordinating Council
AGS	Arranging guest speakers
FM	Faculty mentoring
IAC	Industry advisory committee meetings
ISWS	ISWS Courses
MT	Maintaining equipment/technology
OCM	Other committee meetings
SFL	Set-up for labs
SIA	Supervision of IA

NON-INSTRUCTIONAL WORKLOAD PLAN

GOALS & OBJECTIVES	RATIONAL	TIME
College Involvement:		
Industry Involvement:		
Community Involvement:		
Professional Development:		
Portfolio Development:		
Other Activities: (Special projects/assignments, applied research, sharing expertise with colleagues, mentoring, committees – internal/external, etc.)		

PROPOSED WORKLOAD:

Coordinator PFT PPT TFT Applied Research

	Courses	Credits	Instructional Hours (IH)	# of Students (NOS)	Student Contact Hours (IH X NOS)	Supported Learning Hours (Hrs/Wk/Course)	Methods of Instruction & Evaluation ⁽¹⁾	Curriculum Development ⁽²⁾	Other ⁽³⁾
Semester 1									
Semester 2									
TOTALS									

INSTRUCTIONAL WORKLOAD SUMMARY

ITEM	TOTAL	ITEM	TOTAL	ITEM	TOTAL
Courses		# of first time courses		# of evening courses	
Credits		# of first year courses		# of off-campus courses	
Total Instructional Hours		# of second year courses		# of Continuing Ed. courses	
Student Contact Hours		% of release time: Coordinator		# of specialized course preps	
Supported Learning Hours		% of release time: OCFA		Release Time % - OCSI	

NON - INSTRUCTIONAL WORKLOAD SUMMARY

ITEM	TOTAL TIME	ITEM	TOTAL TIME	ITEM	TOTAL TIME
College Involvement		Community Involvement		Portfolio Development	
Industry Involvement		Professional Development		Other Activities	