**Article 9**

Instructional facultyare expected to perform their related professional responsibilities.  Saskatchewan Polytechnic recognizes the right of an academic employee to exercise professional discretion with the employee's time other than the assigned hours with a recognition that a reasonable amount of time dedicated to preparation, evaluation and other complementary functions is an integral part of an employee's job.  A complementary function is considered as the administrative activity required by an employee to provide a quality program.

Instructors are not an entity unto themselves.  Although instructors have the discretion to regulate their activities outside of assigned hours, there are still guidelines to be adhered to.  Management sets division and program parameters, but they do not do this in isolation.  It is expected that instructors, funding agencies, accreditation bodies, and other relevant organizations have input into the parameters.  The same principle holds true in a program or course.  Instructors and their supervisors determine the general directions of a program in a cooperative, consultative manner.  If there are disputes the supervisors and instructors have to resolve them in a professional and responsible manner.  In a particular course, most of the parameters (scheduling, curriculum outline, delivery methods, etc.) have been laid out, but instructors have discretion within the specific parameters and are responsible for delivering a quality program.

Complementary functions are activities required by an instructor, in addition to student contact, which reflect a professional commitment to quality education.

Following are some examples of what is, and what is not professional discretion:

Meetings

Instructors of a program, in consultation with the supervisor, discuss and agree to an appropriate number of meetings and time scheduled for meetings.  Flexibility is the key, various factors should be considered but ultimately there should be agreement.  As a general rule, more than four hours of meetings on average per month shall be considered excessive.

Committee Work:

Most programs have some form of committee work.  Committees may be determined by the program and some may be dictated by accreditation bodies, but again cooperation and flexibility are the key.  As a general rule, more than four hours of committee work on average per month would be considered excessive.

Preparation and Evaluation:

In most cases, programs must determine the general guidelines for factors such as curriculum, scheduling, etc.  Instructors have the discretion to develop courses where, when, and how they see appropriate within the guidelines.  It is expected that instructors spend a reasonable amount of time preparing and evaluating courses.  Program preparation and evaluation projects that are assigned are part of a combined assignment.

~~Counselling/Advising of Students~~ **Instructor Availability**

Instructors are expected to be available for ~~counselling/~~advising ~~of~~ students.  Instructors are not expected to have specific office hours unless determined to be necessary by their program, but are expected to have times set aside for students to make appointments.  Appointments for advising students would be scheduled within the assigned hours for **each** Category **Cap**~~.~~ **~~14~~** ~~while Category~~ **~~6~~**~~,~~ **~~8~~**~~,~~ **~~9~~** ~~and~~ **~~10~~** ~~would schedule them outside of assigned hours.~~

Attendance at the Work Site

Instructional faculty who have demonstrated a commitment to be on-site for their assigned contact and/or meeting hours, and who have provided for a reasonable amount of face-to-face student meeting time outside of class, may choose, in consultation with their supervisor, to work offsite under the following conditions:

1. They are expected to satisfy the one hundred and ninety-nine (199) days assignment provision or other assignment provisions in the case of part time faculty, by the end of the academic year.

1. They provide contact information to the supervisor, remain available during working hours and identify specific tasks which will be completed in an independent capacity, off Saskatchewan Polytechnic premises.

It is understood that Saskatchewan Polytechnic operates in a "peak and valley" work situation.  Some days may have longer than normal student contact hours which makes it impossible to accomplish some complementary functions.  It is also understood that some of these complementary functions may be accomplished during non-student contact periods.

**FACULTY WORKLOAD TABLE**

**Faculty assignments of instructional hours are based on a 1442.75 hr academic year. Calculation of part-time and casual faculty instructional assignments are based on a pro-rated calculation.**

The following is a guide, not an all-inclusive list:

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Student** **Contact**  = Assigned direct contact with students.  Note: 9.2.3.1 and Appendix C of the Collective Bargaining Agreement provides the category caps (the maximum number of contact hours that can be assigned) for the different instructional categories.   | **B. Complementary** **Function**  = Work performed in support of instructional duties and regular program operations, which is required by an employee to provide quality programming.  Note: The amount of comp function time provided per hour of contact is based on the category cap that the faculty member falls under. Complementary function hours (B) are a factor of assigned student contact (A) but are not a factor of non-instructional assignments (C)   | **C. Other Assignments**  = Specific assigned activities outside of the scope of complementary function.  Note: Complementary function hours (B) are not a factor of other assignments (C) and cannot be added to these assignments.  | **Work Load**  |
| **A**  Actual Assigned student contact hours  | **+B**  [(1442.75 – Category Cap)/Category Cap] X Actual Assigned Student Contact Hrs = B  | **+C**  Other actual assigned hours   | **= D**  1442.75hrs  (or pro-rated for part-time / casual)  |
| Assigned Student Contact Hours Includes:  * instruction:
* class
* lab
* clinical
* shop
* work placement supervision/contact(1)
* field trips
* camps
* invigilation
* testing
* approved team teaching(2) or co-teaching assignments(3)

  | * Lesson planning & course/materials/equipment preparation related to column A
* student evaluation, assessment preparation, marking, ~~PLAR assessments~~~~(4~~) and record keeping
* student meetings, consultation & advising
* ~~program, school and institutional committees, meetings & work~~
* ongoing minor curriculum maintenance and course/materials/equipment updates related to column A(5)
* maintaining subject matter expertise & professional currency
* ~~industry/stakeholder contact~~
* ~~administrative tasks in support of program/course delivery~~
* ~~mentoring of faculty~~

  | * ~~other role assignments~~

~~(including program head or other supervisory assignments, practicum coordinator, researcher or other)~~* assigned activities(6)
* employer assigned training(7)
* approved professional development
* approved research
* major curriculum development and maintenance(8)
* equipment repair/maintenance
* prior learning assessment and recognition (PLAR) **assessments and** development(9)
* quality assurance of programs and courses
* assigned travel time
* **asynchronous** online/distance courses
* **assigned program maintenance**
* **Scheduled preparation day as per Article 9.1.1.1**
* **Program Leadership10**
* **Administration/Service11**
 |   |

 DEFINITIONS:

Work Placement1

– refers to a student placement experience including field placement, clinical placement, practicum or other relevant associated terms.

Team Teaching 2

– refers to splitting the teaching load for a course where assigned course hours may be split between a team of instructors teaching a course and normally must add up to 100% of the teaching contact hours assigned for the course

Co-Teaching3

– refers to teaching situations approved by the Dean or designate where two or more instructors are required to be actively teaching the same cohort at the same time. Each instructor will receive full credit for all approved teaching contact hours.

PLAR Assessment4

– refers to conducting prior learning and assessment reviews (PLAR). ~~Where a high volume of PLAR assessments are assigned to a faculty member, the Dean or designate may assign this assessment work as an ‘other assignment’ (column C).~~

Ongoing Minor Curriculum Maintenance and Course/Class/Materials/Equipment Updates5

– refers to the continual improvement and updates to curriculum and course materials that faculty do every time a course is delivered.

Assigned Activities6

– refers to assigned activities outside the scope of complementary function that make up the remainder of the faculty member’s workload, such as marketing, assigned committee work, and advisory board meetings.

Employer Assigned Training7

– this includes New Instructor Orientation (NIO), New Employee Orientation (NEO), **Learners, Instruction, and Fundamentals of Teaching (LIFT)** and Adult Teaching and Learning Institutes and may include other employer assigned training.

Major Curriculum Development and Maintenance8

– primarily refers to new program and course development or revisions to existing programs and courses that include the addition of new learning outcomes or significant changes to existing learning outcomes.

Prior Learning and Assessment (PLAR) Development9

– refers to the development of the PLAR tools for specific courses.

**Program Leadership**10 **– may include but not limited to; coaching/mentoring instructors, providing program specific guidance to students, contributing to curriculum excellence and expertise of the program, engaging in activities that support student success, collaborating with management on program initiatives, participating in industry engagement, conducting NIO and onboarding. These assigned activities may full under the role of Program Heads, Course Leads, Coordinator roles etc. and encompass all other assigned roles.**

**Administration/Service**11 **– may include but not limited to; committee participation, conducting classroom observation of peers, conducting prospective student interviews and completing third party requirements (accreditation reports), participating in Sask Polytech open house and program reviews, assisting with student events, working with relevant external stakeholders. Relevancy will be determined in collaboration with the program head, management, and the instructor.**

9.1 Work Year

**9.X Hours of work for employees shall not exceed seven and one-quarter (7.25) hours per day (not including meal breaks) to a maximum of thirty-six and one-quarter (36.25) hours per week. Hours of work shall be scheduled to be continuous.**

**9.X Programs will each determine their normal hours for program delivery. If the operational delivery of courses or course sections is required beyond normal daytime hours within the program window, a process will be established when assigning continuing employees, with due consideration given to work life balance. Employees may request hours outside this range that will be taken into consideration by Saskatchewan Polytech and will be approved if they meet the operational requirements for the delivery of the program.**

**9.X The parties recognize that quality of instruction is a shared OBJECTIVE that will guide the allocation of assignable workload hours. The parties recognize that class size impacts both an instructor’s workload and the quality of instruction. If an instructor believes that the workload is unreasonable as a result of class size, an appeal under Article 9.7 may be filed.**

9.1.1 All **full-time** members of the academic unit will work on the basis of a one hundred ninety nine (199) assigned day year, **which is equivalent of 1442.75 hours or an average of 7.25 hours/day (pro-rated for part-time and casual).**

9.1.1.1 All instructors of the academic unit shall receive one scheduled preparation day per academic year at the instructor’s professional discretion. **This day will be considered part of ‘Other Assignments’ as per the Faculty Workload Table.**

9.2 Instructional Assignments

**9.2.1** An assigned hour is an instructional student contact hour assigned by Saskatchewan Polytechnic.

9.2.2 An assigned instructional hour shall be fifty (50) to sixty (60) minutes of scheduled instruction to students.

9.2.2.1 An assigned contact hour may include up to ten (10) minutes for activities other than direct student contact.  These activities may include:  moving to different classrooms, accessing resources, moving equipment, etc.  These activities can occur at the appropriate time (beginning, middle or end) within scheduled contact hours but cannot be accumulated for the purpose of altering the start/stop times of the day.  Up to ten (10) minutes can be pro-rated for classes greater or lesser than sixty (60) minutes.  A contact hour is sixty (60) minutes including any break assignment that may or may not have occurred.  For purposes of this article the activities other than direct student contact for categories A1 and E will consist of breaks totalling thirty (30) minutes which will be scheduled in each assigned day.  Such breaks will be considered part of the assigned hours.

9.2.3 Category Caps

9.2.3.1 The following are the maximum assigned instructional student contact hours and constitutes the equivalent of a full instructional student contact assignment.

**~~Category 14 (1442.75 hours) – Historically includes positions whose primary role is non-instructional assignments~~**

**~~Category 10 (1000 hours) – Historically non post-secondary programming~~**

**~~Category 9 (900 hours) – Historically includes programs that are classroom/shop format~~**

**~~Category 8 (825 hours) – Historically includes classroom/laboratory format~~**

**~~Category 6 (625 hours) – Historically includes programs that are classroom/lecture format~~**

|  |  |
| --- | --- |
| **Program Category** | **Category Cap** |
| **Apprenticeship** | **685** |
| **Diploma/Certificate** | **585** |
| **Applied Degree** | **515** |
| **Degree/Post-grad** | **449** |

9.2.3.2 A part-time instructor's category cap will be prorated in accordance with assigned days.  The formula is as follows:

|  |
| --- |
|  Assigned Days x Category Cap = Pro-rated Category Cap  |
| 199  |

9.2.3.3 An instructor who works on a part-day basis will have their daily cap determined on the basis of the category cap divided by one hundred ninety-nine (199).  It is expected that the instructor will complete the complementary functions associated with the assigned hours.

9.2.3.4 Calculation of **~~Maximum~~** Complementary Functions

9.2.3.4.1 For reference purposes, the ~~maximum~~ complementary function for each assigned hour will be calculated on the basis of the following formula:

|  |
| --- |
| DDD  |
| AAA  |
|   |
| DDD = 1442.75  – AAA   |
|   |
| AAA = Annual Category Cap  |

9.2.4 Instructors appointed as program heads/department heads shall have their instructional contact hours reduced by an amount determined by the dean in consultation with the instructor.

9.2.5 The current listing of program categories is as contained in appendix "C" and may be reviewed at each round of bargaining by the parties for correctness of categorization.

9.2.6 Determination/Review of Category Cap

9.2.6.1 The category of any new or substantially changed program will be determined by the dean after consideration of the subject matter, instructional methods, and instructional environment.  The Association and affected employee(s) will be notified of the decision and will have the option to appeal as per article 9.7.

9.2.6.2 Requests for reviews of category caps for existing programs may be made by employee(s) to the appropriate dean.  If the request for a program category change is successful, it will become effective at the beginning of the academic year following, unless agreed to be implemented at an earlier date, by mutual agreement between the parties.  If the request for a program category change is unsuccessful, the affected employee(s) will be notified of the decision and will have the option to appeal as per article 9.7.

9.2.7 Saskatchewan Polytechnic recognizes that these maximums are not a goal for assigned hours but represent a guideline not to be exceeded.

9.2.8 The assigned student instructional contact hours of a full-time instructor may vary below the established category caps.

9.2.9 Determination of Extra Pay

9.2.9.1 An instructor who exceeds the cap of assigned student instructional contact hours for the **program** category **or 1442.75 total hours or 199 days in an academic year** ~~will receive pay or time off with pay in lieu thereof~~ **at the rate of two (2) times the daily rate of pay; time-off in lieu may be taken by mutual agreement. [this proposal is *without prejudice* to any SPFA grievances concerning overtime]**

**Additional hours that are less than a full 7.25-hour day shall be counted as a full day for purposes of pay (e.g. 20 hours = two full 7.25 hour days plus a 5.5 hour day, which shall count as 3 days).**

**9.2.9.x An employee in a part-time assignment who exceeds their assigned day contract will receive pay at the rate of two (2) times the daily rate of pay. The amount will be pro-rated for part-days (e.g. 20 hours = two full 7.25 hour days plus a 5.5 hour day, which shall count as 2 days plus 5.5/7.25 of a day). [this proposal is *without prejudice* to any SPFA grievances concerning overtime]**

~~An instructor who exceeds the cap of assigned student instructional contact hours for the category will receive pay~~~~or time off with pay in lieu thereof.  The amount of pay will be determined by the following formula:~~

|  |  |  |
| --- | --- | --- |
| *~~BBB~~* | *~~X~~* | *~~CCC~~* |
| *~~AAA~~* |

~~AAA = Annual Category Cap~~

~~BBB = Hours exceeding annual Category Cap~~

~~CCC = Annual Salary~~

9.2.9.2 The amount of extra pay for a part-time instructor **(until they reach the equivalent of a full time assignment in an academic year)** will be determined **based on the total hours of additional assigned Student Contact and the associated Complimentary Function hours calculated in Article 9.2.3.4.1 or Other Assigned work hours.** ~~by the following formula:~~

|  |  |  |
| --- | --- | --- |
| *~~BB~~* | *~~X~~* | *~~CC~~* |
| *~~AA~~* |

~~AA = Pro-rated annual Category Cap~~

~~BB = Hours exceeding pro-rated annual Category Cap~~

~~CC = Pro-rated annual Salary~~

~~9.2.10 Determination of Time Off~~

~~9.2.10.1 Time off with pay in lieu will be taken at the rate of one (1) assigned hour for each additional hour or portion thereof accumulated.~~

~~9.2.10.2 The determination of time off will be calculated by the following formula:~~

|  |
| --- |
| ~~BBB = Number of days to be taken~~ |
| ~~X~~ |
|  |
| ~~AAA = X~~ |
| ~~199~~ |
|  |
| ~~AAA = Annual Category Cap~~ |
| ~~BBB = Hours exceeding the Category Cap~~ |

~~9.2.11 It will be determined by mutual agreement between the employee and supervisor whether compensation will be by pay, time off or some combination.  Where there is no mutual agreement, compensation will be paid.~~

9.2.12 Whenever possible instructors will have days assigned for program maintenance at the program head's discretion and the dean's approval.

9.2.13 There will be no split-shifting.

9.2.14 Except in the case of unforeseeable circumstances, each instructor shall be notified of their instructional load at least thirty (30) calendar days prior to the start of the instructor's assignment.  When program needs require a change in an employee's profile/load, thirty (30) calendar days written notice thereof will be given to the employee whenever possible. **If the employer is unable to meet the required thirty (30) calendar day deadline, employees will receive compensation in the amount of one day per each full or partial week late up to a maximum of 4 days.**

9.2.15 Travel time for instructors assigned to a location other than their assigned locale will be included within the assigned days on the instructor's one hundred ninety-nine (199)day profile.  These hours do not constitute instructional contact hours, but will be recognized as part of a combined assignment.  Travel time for employee initiated professional development activities does not count as part of a combined assignment.  Travel time forSaskatchewan Polytechnic initiated program/professional development is considered a non-instructional assignment and counts toward a combined assignment.

~~9.2.16 Where an instructor has a combined instructional assignment, the formula will be:~~

~~~~

~~A = Assigned instructional hours in the first (1st program).~~

~~B = Cap of first (1st) program.~~

~~C = Assigned instructional hours in the second (2nd) program.~~

~~D = Cap of second (2nd) program.~~

~~Compensation will be made as per article 9.2.11.~~

9.3 Non-instructional Assignments

9.3.1 Each employee in this category will work on the basis of one thousand four hundred forty-two point seven five (1442.75) hours over a one hundred ninety-nine (199) assigned day period.

9.3.2 When an employee works in excess of the amount set out in article 9.3.1 the employee will receive extra pay **at the rate of two (2) times the daily rate of pay;** ~~time-off in lieu may be taken by mutual agreement~~.  ~~The amount owed or time-off in lieu will be calculated by:~~

~~A - 1442.75 hours = C~~

~~A = Hours assigned to work in a one hundred ninety-nine (199) assigned day period~~

~~C = Amount owed (hours)~~

9.3.3 Assigned travel time will be part of an employee's assignment.

9.3.4 There will be no split-shifting.

9.3.5 Except in the case of unforeseeable circumstances, each employee shall be notified of their workload at least thirty (30) calendar days prior to the start of the employee's assignment.  When program needs require a change in an employee's profile/load, thirty (30) calendar days' written notice thereof will be given to the employee whenever possible. **If the employer is unable to meet the required thirty (30) calendar day deadline, employees will receive compensation in the amount of one day per each full or partial week late up to a maximum of 4 days.**

9.3.6.1 Interpreters shall be assigned on the following basis:

1. 199 Day Year
2. Maximum 22 hours contact per week.
3. Hours of work includes classes, counseling breaks and meetings.
4. Five-minute break each ½ hour or ten minutes each hour.
5. Classes over one hour must utilize the team approach.

9.4 Instructional and Non-instructional Combined Assignments

9.4.1 Any instructor, regardless of designated category, can be designated by management as working in a combined assignment for part or all of the one hundred ninety-nine (199) day assignment.

9.4.2 Each instructor in this category will work on a pro-rata basis combining instructional and non-instructional assignments.

~~9.4.3 Work in excess of the regular pro-rated assignment will be calculated on the basis of the following formula:~~

~~Compensation will be made as per article 9.2.~~**~~9~~**~~.11.~~

~~~~

|  |
| --- |
| ~~A = Assigned instructional hours~~ |
| ~~B = Maximum assigned instructional hours~~ |
| ~~C = Assigned non-instructional time~~ |
| ~~D = 1442.75~~ |

9.4.4 Travel time will be applied to an employee in this category on the basis of article 9.2.15 and 9.3.3.

9.4.5 Instructors appointed as program heads/department heads shall have their instructional contact hours reduced by an amount determined by the dean in consultation with the instructor.

9.4.6 There will be no split-shifting.

9.4.7 Except in the case of unforeseeable circumstances, each instructor shall be notified of their instructional load at least thirty (30) calendar days prior to the start of the instructor's assignment.  When program needs require a change in an employee's profile/load, thirty (30) calendar days' written notice thereof will be given to the employee whenever possible.   **If the employer is unable to meet the required thirty (30) calendar day deadline, employees will receive compensation in the amount of one day per each full or partial week late up to a maximum of 4 days.**

9.5 Year-End Reconciliation

9.5.1 Additional pay/time off in lieu earned in an academic year will be reconciled at the end of the academic year.  When earned time off in lieu remains unused at academic year end, it will be paid out at the employee's rate of pay in effect on the last day of that academic year **as per Article 9.2.9.1**.

~~9.6 Additional Hours~~

~~Student contact hours worked beyond the maximum of a category cap or in excess of a value of:~~

~~will be by mutual agreement of the employee and the dean.~~

~~~~

~~A = Assigned instructional hours~~

~~B = Maximum assigned instructional hours~~

~~C = Assigned non-instructional time~~

~~D = 1442.75~~

9.7 Hours of Work Appeal Procedure

9.7.1 All hours of work problems will be discussed with the divisional dean before proceeding with the appeal procedure.

9.7.2 There will be a Saskatchewan Polytechnic/SPFA Hours of Work Advisory Committee established.

9.7.3 The committee will consist of four (4) members, two (2) appointed by the Association and two (2) appointed by Saskatchewan Polytechnic.

9.7.4 The purpose of this committee will be to resolve all disputes in regard to hours of work as quickly as possible.  This is to ensure consistent application in a fair and equitable manner.

9.7.5 This committee will endeavour to meet within one (1) week of receiving a request to resolve a dispute.

9.7.6 A decision made by a majority of the committee shall be sent to the employee, supervisor and the dean within one (1) week of the meeting.

9.7.7 Decisions made by this committee will be binding to the employee, supervisor and Campus involved.

9.7.8 If a dispute cannot be resolved by this committee, the dispute will be referred to an hours of work arbitrator.  The arbitrator will be jointly selected by the Association and the dean/director involved.

9.7.9 The arbitrator will make a binding decision.

9.8 Hours of Work for Brokerage Arrangements

1. All assignments, within brokerage arrangements, which the employer chooses to fill, will be scheduled according to the following provisions:

(a) Maximum student contact hours of ~~1200~~ **900**.

(b) Maximum hours of work (instructional and complementary functions) of 1442.75.

(c) Salary shall be determined as per article 10.2.2.

(d) Five assigned days to set up the program/course.\*

(e) Five assigned days to wrap up the program/course.\*

(f) A minimum of one trip (return) per assignment from the program’s base locale if the instructor’s assignment is at a different locale than their home locale.  This will include travel expenses.

(g) When the program is delivered outside of a campus locale, the employer may choose to pay travel, meals and accommodation.

\*The employer may increase or decrease the set up and wrap up time as per program/course requirements.