SWF Review

Standard Workload Form

Printed by
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College name : Lambton College
Teacher ID / Name :
Coordinator : Not Applicable
Period covered by SWF :

Department :
Probationary :

Course Sect. Symbol	Flag	Contact Hours	Preparation						Evaluation\Feedback				Comp Hour Allw	Compl Hours Assgn
			Lng	Type	Factor	Attrb Hours	Add'l Attrb Hours	Class Size	Type	Factor	Attrb Hours	Add'l Attrb Hours		
Reference to Collective Agreement		11.01 (B&C)	11 (D)	11 (D)	11.01 (D)	11.01 (D)	11.01 (D)	11.01 (E)	11.01 (E)	11.01 (E)	11.01 (E)	11.01 (E)	11.01 (F)	11.01 O,F,G
EXA 1003-01		3.00	EN	EB	0.60	1.80	0.00	25	EP	0.0350	2.25	0.00	0.00	0.00
EXA 1003-02		3.00	EN	RB	0.35	1.05	0.00	25	EP	0.0350	2.25	0.00	0.00	0.00
EXA 2004-01		4.00	EN	EB	0.60	2.40	0.00	40	EP	0.0350	4.80	0.00	0.00	0.00
Weekly Totals		10.00				5.25	0.00	90			9.30	0.00	0.00	0.00

Preparation Hours/Subject = Factor * Teaching Contact Hours
Evaluation Feedback Hours/Subject = Factor * Class Size * Teaching Contact Hours

Number of different course preparations	2
Number of different sections	3
Number of different languages of instruction	1

* Combined with another course/section
S Shared Teaching
Every other week

INCL. STUDY WEEK: N

18 contact hours (teaching hours) per week is the maximum before going into overtime for post-secondary. The absolute maximum is **19 hours/week**.

20 contact hours is the maximum before going into overtime for non-post-secondary. The absolute maximum is **21 hours/week**.

If there are more than **260 students** in total, then faculty may not have sufficient time for appropriate "out of class" assistance.

Typically, an additional **0.015 hour for every student in excess of 260** is attributed. Other types of assistance to the faculty may be provided after discussing the issue with a supervisor.

It's a good idea to review the preparation types/factors and evaluation types/factors on your SWF to ensure you receive the proper credit for the work that you do.

Preparation types/factors are outlined in Articles 11.01 D1 and D3.

Evaluation types/factors are outlined in Articles 11.01 E1 and E2.

Note: Essay or Project (EP) evaluation time increased to 0.035 starting Jan. 2026.

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INCL. STUDY WEEK: N

There can only be **4 different course preparations in a week** except by voluntary agreement (which shall not be unreasonably withheld).

Multiple sections of the same course will count as one preparation.

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Summary of Weekly Totals

Assigned Teaching Contact Hours / Week	10.00
Preparation Hours / Week	5.25
Evaluation Feedback Hours / Week	9.30
Complementary Hours (Allowance) / Week	7.00
Complementary Hours (Assigned) / Week	
Total this period SWF	

Accumulated Totals To SWF End Date

	Teaching Contact Hrs	Contact Days	Teaching Weeks
Balance from previous SWF	0.00	0.00	0.00
Total this period SWF	140.00	69.00	14.00
Total to end date	140.00	69.00	14.00

Complementary Functions For Academic Year or SWF Period

Description	Weekly Attributed Hours
Total	

The minimum # of complementary hours that must be assigned for faculty who are teaching is **7 hours**.

The collective agreement breaks this down into:

- 5 hours for out-of-class assistance to individual students
- 2 hours for normal administrative tasks (e.g. emails, preparing tests and assignments, D2L work, inputting grades, academic integrity reports, etc.)

Other assignable work not directly connected to assigned classes (e.g. meetings, committee work, program review, course development, providing guidance to instructors, coordinator duties, etc.)

It is critical to ensure that the nature of other assigned tasks is clearly described. Avoid vague language so you fully understand the type and volume of work you're agreeing to at the time of signing your SWF.

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Complementary Functions For Academic Year or SWF Period

Description	Weekly Attributed Hours
Total	

44 hours/week is the maximum total workload without going into overtime. That workload can be exceeded with voluntary agreement. The absolute maximum of workload hours is **47 hours/week**.

Probationary employees cannot be assigned total workload hours in excess of the 44 hours per week under any circumstances.