

**Workload Calculator – Instructions**

These instructions are intended to assist you in filling out your Workload using the current Workload Calculator. Reference to the Workload Calculator can be found in our Collective Agreement in the Letter of Understanding Reference Workload Model on Page 52 - 54.

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| Step 1 | | Open Workload Calculator |
| Open the Workload Calculator “Excel Spreadsheet” and complete the following sections.  Workload Calculator can be found at: the [LCFA.ca](https://www.lcfa.ca/workload) website -> Learn More -> Workload. |
| Step 2 | | Contract Information |
| The blue fields are accessible when clicked on. A description of the fields are also available if you do a mouse over.   1. Select your contract type from the:   “What type of contract is your main/primary contract with LC?” options,   1. Confirm the:   “For your primary contract, what type of instruction do you do? “options,   1. Confirm the:   “If you are continuing or term-certain, what % of a full load is your primary contract?” field.  If any of the default options are adjusted, you will see a change in the number of hours corresponding to the following:   1. Base Yearly Hours – all faculty field 2. Annual Hrs Cross Check (Target hours x 2) field   Hours remaining for Institutional Service and/or PD field.  These numbers are adjusted based on the number of hours you are expected to complete to fulfill the terms of your contract.  **Note**: If a pop message is received while adjusting your workload, click OK. |
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| Step 3 | Summary Calculations | |
| Under the Summary Calculations heading will be a running total of your Hours and Workload assignment broken down by percentage. The acceptable range is 93% -107%.[[1]](#endnote-1)  You may see higher/lower numbers than the standard number of hours as a result.   1. **Professional Development:**   The Calculator assumes that a faculty member will engage in these types of activities for ~50 h each year, and these don't need to be specifically accounted for.   1. **Institutional Discipline Service:**   The Calculator assumes that a faculty member will engage in these types of activities for ~128 h each year, and these don't need to be specifically accounted for.   1. **and Applied Research:**   These activities can be conducted as partial or complete substitution of Instructional Responsibilities. Engagement in applied research, and the related workload,  Definitions for each of these categories can be found in the corresponding tabs on the spreadsheet; or by clicking the “Click here to learn more’, hyperlink for the corresponding topic.  The hours available for PD, Institutional Discipline Service, and Applied Research can be adjusted based on actual workload. Currently, it is understood that you complete these hours through the various activities you perform during the academic year, and generally are not adjusted. If additional work has been assigned by Administration, you can capture those hours in this calculator.  By **default,** these numbers are not adjusted by faculty or administration. | |
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| Step 4 | Instructional Responsibilities – Primary Assignment |
| Complete your Instructional Responsibilities – Primary Assignment fields as follows:   1. Only complete the following:    * In the blue fields you can input the following information:  |  |  | | --- | --- | | Course No | Some courses are pre-populated and can be found in the **dark blue fields**; if your course isn’t pre-populated, please add it in the **light blue field**.  Labs can be added by placing an ***L*** behind the course number. | | Sect No | Please include the section number for the course you are teaching. | | Term | You should place all your “1st Term/Period” the corresponding section of the form, and all “2nd Term/Period” in its corresponding section on the form. | | Weekly Student Contact Hrs (SCH) | Please include the number of student contact hours (generally the number of hours you are in the classroom). |  1. You will notice that the hours in the “Total Inst’l Hrs Primary” column will be adjusted as you fill in the form.    * Faculty are given a 2 for 1 calculation for courses they teach. Meaning, for every hour in the classroom, another hour is added for prep work. 2. The “Avg Course Fill” is auto populated based on historical data. Classes with 11 – 34 students will be considered within the normal range no additional workload consideration are generally considered.    * The exception being *excessive marking*. If you believe your course has *excessive marking*, adjustments may be made to your workload. 3. You should plug in your Actual Course Fill after Add/Drop to ensure your workload is appropriate for the course. 4. Your “Primary Assignment Totals” will reflect the courses you filled in with the number of hours applied. |

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| Step 5 | Instructional Responsibilities – Extra Assignments |
| If you’ve been assigned Extra/Additional Workload, please complete the Instructional Responsibilities – Extra Assignments” section of the Workload Calculator.   1. If you’ve been assigned additional courses (that are not paid as an additional contract), please input the information in the corresponding section under “Instructional Responsibilities”. 2. If you have been assigned additional workload, or provided release to complete ICP, Curriculum Dev, or other assignments from administration please record it under the “Extraordinary Workload Considerations/Requirements” section of the Workload Calculator. Hours will be recorded 1 for 1 in the blue field.   These additional hours record in this section will be added to the overall workload calculator and applied to the 1330 hours you are required to complete. |
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| Step 6 | Workload Summary |
| Review the “Workload Summary” section of the Workload Calculator. Your hours will be automatically calculated based on the assumptions and information you included.  Your “Total (Primary + Added) work as % of Model Base” total should be between 93% - 107%. Anything below this range is considered underloaded; and anything above this range is considered overloaded.  Questions related to the Workload Calculator can be directed to the Faculty Relations Officer for the Lethbridge College Faculty Association. |
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1. For individuals who are continually overloaded a correct should be made in the following year. [↑](#endnote-ref-1)