Workload Factors

Factors	Supervisors Comments	Faculty Comments
Courses - how many course sections are you teaching? Type of Course (CBE, RTOL, COOL, ATOL)		
New or Developed Courses - Is this course new to me?		
Students - Anticipated Enrolment.		
Preparation - How many unique classes are you teaching?		
Administrative Responsibilities - Curriculum review, provide support, program and student meetings.		
Marking Evaluation Process (short answer / multiple choice)- Assessment style, what is the evaluation process short answer vs multiple choice number of assessments and frequency assignments, projects, presentations, essays, labs.		
Curriculum Development - Development, update rubric, concepts, technology, objectives, resources, content and assessments.		
Technology - level of training required and they type of technology you are teaching and technological changes.		
IAP & Complexity - Number and complexity of learner accommodations		
Resources Support - assistants, tech. support, administrative and educational support.		
Student Interviews - Frequency, length and number of learners		
Special Assignments - Program maintenance, program promotion, new student orientation.		
Committees– Description and monthly / hourly involvement.		
Training (i.e., Ignite) - Type of training, description, number of hours, faculty or participant.		
Research -Applied research activities.		
WIL- Does this course require work placement or to do work for an outside organization?		

Current	Proposed
Hours:	Hours:
Date:	Date
Term (Spring / Summer / Fall / Winter):	Term – (Spring / Summer / Fall / Winter)

Comments	Proposed Agreement
	
	Expiry Date:
	      Faculty Signature:
	      Associate Dean Signature: