



Red Deer College
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 Red Deer, Alberta
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 Web-site: www.rdc.ab.ca/

REQUEST TO THE FACULTY WORKLOAD COMMITTEE

The personal information that you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act of Alberta. It will be used by the Faculty Workload Committee in order to provide you with a recommendation or decision regarding faculty workload. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information may be disclosed to the Vice President Academic, Human Resources, future members of the Faculty Workload Committee, and other parties related to the faculty workload recommendations or decisions. The information will be retained in accordance with Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Director of Human Resources, Red Deer College, Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.342.3211.

My Name: _____ **Phone:** _____

My Supervisor's Name: _____

School: _____ **Dept. / Program Area** _____

PLEASE INDICATE WHICH OF THE FOLLOWING REQUESTS YOU ARE MAKING:

- 1. Instructional-Hour Norms for a New Program
- 2. Changes to Existing Instructional-Hour Norms
- 3. Determining Instructional-Hour Equivalencies for Non-Conventional Teaching
- 4. Resolving Disputes Involving Workload Assignments

For #1, the intent of a proposal for workload norms for a new program is to establish a workload norm that represents reasonable workload for faculty. The following factors should be considered:

- a. Faculty and Administration perceptions of the work required and the relation to contact hours based on previous experience, particularly in similar programs that may exist at RDC.
- b. Workload experience of faculty at other institutions offering similar programs. Describe or list the consultations that occurred.
- c. Unique characteristics of the program. Example: stage of development, curriculum, learning outcomes, modes of instruction, modes of assessment, etc.
- d. Provisions of the College/FARDC Collective Agreement are consistent with the proposal.
- e. Practical considerations. Example: a draft timetable, non-instructional duties, office hours, travel time, etc.
- f. Impact on students.

The proposal will include a recommendation for a review of workload at a specified future date, and the reason for that particular date. Please attach your complete proposal to this form.

For #2, 3, or 4 above, please attach your complete request, providing a detailed explanation. For #4 above, in your request please describe what steps you have taken to resolve this with your supervisor. Indicate your desired outcome.

Signature of Requestor _____
Date

SUBMIT TO THE VICE PRESIDENT ACADEMIC OFFICE, AND ONE (1) COPY TO YOUR SUPERVISOR IF APPLICABLE.