

To deal with Blackboard issues, academic appeals, PLARs, or other tasks that involve helping students or performing administrative tasks, partial load faculty should use the 2.17 ratio to 1 teaching contact hour (TCH). For SWFd faculty, please use the 6 hours set out in the Collective Agreement. You have four hours for routine out-of-class assistance to individual students and two two hours for normal administrative tasks. If you are partial load or full-time and have exhausted the weekly time for these tasks, please email your manager for direction using one of the scripts provided on our website.