

Faculty work tracking spreadsheet guide

Overview

This spreadsheet is intended to assist faculty in tracking their employment over a period of years. Hopefully it will help to illuminate employment trends, identify any oversights, and suggest when someone has worked enough to move from term contracts into a reg-in-temp contract.

By default, there's space to enter four courses in a given semester. If you only ever teach two sections each of two courses, you can collapse the unused columns, if desired.

Spreadsheet use

While many of the columns are self-explanatory, here is further detail regarding the nature of the data that should be entered in each location. The spreadsheet itself has the first row populated with example data, which can of course be replaced.

<u>Column</u>	<u>Description</u>
Year	Calendar year
Term	Academic semester
Course	Departmental course code
Number	Course number
Taught	Number of sections of this course that you taught this semester
Offered	Total number of sections of this course offered this semester
Status	An abstraction of how much work went into preparing this course. New course: Course offered by the department for the first time New prep: Your first time teaching an extant course Rebuild: A substantial reworking of an extant course Established: A course you've taught before that is relatively unchanged
Contract type	Your contract type during the semester
Salary step	Your step on the Faculty salary scale
Seniority	Your years of seniority, to compare against the list published at the end of the spring semester
Office	Your office room number, if applicable

Desks	Number of workspaces in your office that can be occupied simultaneously
People	Number of people assigned to your office, for purposes of tracking the disconnect between required and available space
Mailbox	Whether or not you have a mailbox you can use and, if so, if it's shared
Evaluation	Whether or not you had a faculty evaluation in this semester
Course	Course number of the course used for the peer observation during your faculty evaluation
Score	Score you received for your evaluation
Sections (Term)	Total number of course sections that you taught this semester
Sections (YTD)	Total number of course sections you have taught since the beginning of the calendar year
New Courses	Total number of course sections you taught for courses that were offered by the department for the first time
New Preps	Total number of course sections you taught where it was your first time teaching that course, but the course was not offered for the first time
Rebuilds	Total number of course sections you taught where you substantially reworked the course from a prior offering
Comments	Any comments regarding the semester that you feel are worth recording

Note: All the columns in the Workload section will populate automatically based on the other data you've input, and do not need to be manually entered.

Reg in Temp progression

Based on the criteria defined in the Collective Agreement, and summarized on the LFA website, the spreadsheet attempts to use your work history to suggest whether or not you satisfy the requirements to move from a term contract to a reg-in-temp contract. This cell will display either yes or no accordingly.

While attempts have been made to test the logic of this tool, the results should not be taken as authoritative. It's intended to act as a visible reminder that, if you're unclear on your contract status, you should perhaps investigate further and confirm if your contract type should be changing.