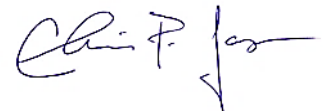


# MEMO

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**DATE:** March 28, 2024  
**TO:** Deans, Chairs, Full-Time Faculty  
**FROM:** Chris Janzen, Senior Vice President,  
Academic  
**SUBJECT:** Update on Routine Course Maintenance on SWFs



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Dear Colleagues,

Please note the following in regard to allocation of complementary time for routine course maintenance as SWFs are prepared for the 2024-2025 Academic Year.

Starting September 2024, each Full-Time faculty member who is SWF'd for 35 weeks or greater, will have an allocation of up to 112 complementary hours for course renewal to be distributed over the academic year. For those faculty whose annual SWF weeks fall below the 35 mark, the 112 hours will be pro-rated by 16 hours per non-teaching week less than 35. In addition, for those faculty whose SWF assignments are unequal across all three terms, the renewal hours will be primarily allocated to the lighter term.

The 112 hours could be assigned as 8 complementary hours/week on a SWF for one term, 16 complementary hours on a SWF for a 7 week period or lesser amounts spread across multiple SWF terms. The full allocation of 112 hours has to be used during a single Academic year. If for any reason a faculty member does not utilize all 112 hours, any excess cannot be carried forward to another academic year.

The request for the allocation of time is to be discussed with the Chair prior to the beginning of the development of F24 SWFs. The faculty member requests when they want the routine course maintenance work during the academic year. **We have a strong**

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**preference for assigning the entire allotment of course renewal time to the term where the faculty member will be teaching only 7 weeks (where applicable).** The allocation of the renewal hours must not create undue challenges to program delivery. If after conversation between the faculty member and Chair and if a request does not create undue challenges to program delivery, no request will be unreasonably refused. Time will not typically be assigned in blocks less than 4 hours per week. Once approved, the annual plan for routine course maintenance cannot be changed without consent from the Chair.

The full allocation of 112 hours has to be used during the 2024-2025 Academic year. If, for some reason, the faculty member did not take all of the hours, it cannot be carried forward to another academic year.

Thank you for your continuing efforts to provide amazing learning experiences for our students!

Best regards,

Chris Janzen