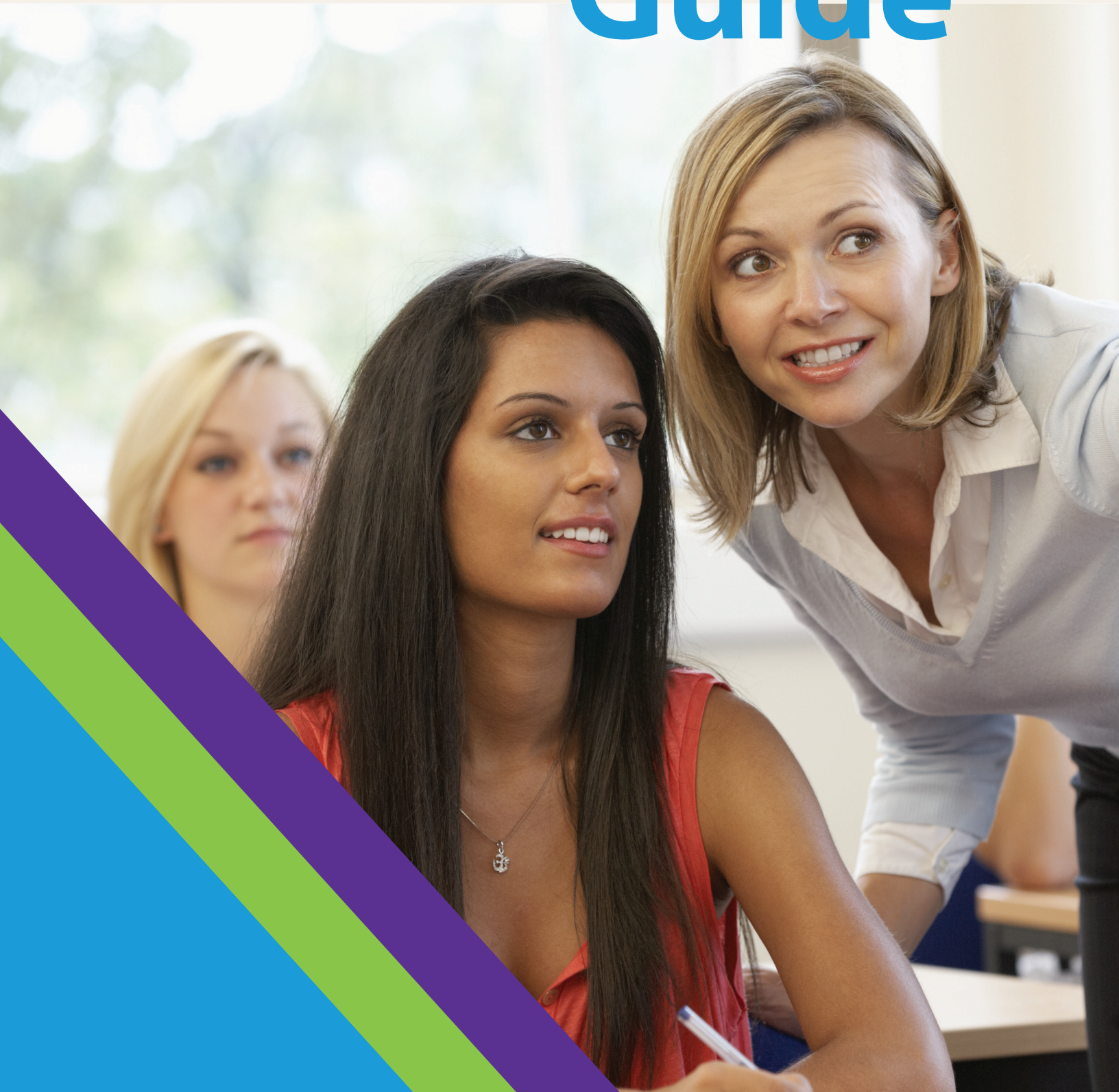


OPSEU/SEFPO Local 240

Coordinator

Guide



Coordinators: What You Should Know...

Coordinators fulfill an important role in the Ontario College System. Their special role is outlined in the CAAT-A Collective Agreement (CA):

Article 14.03 A3 – Coordinator Allowance – Coordinators are teachers who in addition to their teaching responsibilities are required to provide academic leadership in the coordination of courses and/or programs. Coordinators report to the academic manager who assigns their specific duties, which shall be reduced to writing prior to the acceptance of the designation, subject to changes as circumstances require. It is understood that coordinators do not have responsibility for the supervision or for the disciplining of teachers in the bargaining unit. It is not the intention of the Colleges to require employees to accept the designation of coordinator against their wishes. Those employees who are designated as coordinators will receive an allowance equal to one or two steps on the appropriate salary schedule. Such allowance will be in addition to the individual's annual base salary.

Important Points

- Coordinators Can provide academic leadership for Programs or for Courses.
- Coordinators are assigned specific duties, which must be put in writing before a faculty member accepts a coordinator position. This is a new provision in Article 14. 03 A3 and was won in the [2022 Kaplan Award](#).
- Coordinators don't supervise or discipline other faculty.
- Accepting a coordinator position is voluntary.
- Coordinators receive a one or two step allowance in their salary – this additional salary is not for the extra

work that coordinators do, rather it is an acknowledgement of the additional responsibility that coordinators assume.

- The work that coordinators do (the written list of duties that should be agreed-to by the faculty filling the position), is compensated under Article 11.01 F1 of the CA:
 - **Article 11.01 F 1** - Complementary functions appropriate to the professional role of the teacher may be assigned to a teacher by the College. Hours for such functions shall be attributed on an hour for hour basis.
- In line with 11.01 F1, Coordinator positions have complementary hours associated with them. This is the number of hours that faculty have to perform their coordinator duties each week of the semester.



Coordinators Need to Self-Advocate!

An important thing for coordinators to ensure is that they are given a reasonable number of complementary hours per week to complete their duties. As there is no set number of hours identified in the CA, coordinators need to negotiate the assigned hours with their supervisor. At Mohawk College, course and program

coordinators can self-advocate through a variety of mechanisms, all of which start with discussions with their Associate Deans (ADs). Tracking time spent on coordination and learning to assert the new rights that faculty have earned in the CA are important considerations. Other issues that commonly arise in the coordinator role are listed below. The Local 240 Executive are happy to answer any questions you may have about the coordinator role, and we are here to support faculty through the self-advocacy process.

Coordinator Hours

If you think that the number of complementary hours you have been assigned is insufficient to cover the time it takes to perform your coordinator duties, then we recommend that you track the hours you spend each week on those duties. If you are spending time above and beyond that given on your SWF, then you can ask your AD for more time or for clarity on what work to forgo if no extra time will be given. If extra time is being spent on coordination, but no agreement can be made with the AD in terms of additional SWF hours, overtime, or reduced duties and / or teaching, then you are also able to refer your SWF to the Workload Monitoring Group (WMG).

Workload Monitoring Group (WMG) – the WMG is a committee specified under Article 11.02 of the CA. The WMG is comprised of management and union representatives and meets regularly to resolve workload issues. The best way to send your SWF to the WMG is to indicate your desire to refer within 5 days of receiving your draft SWF from your Associate Dean.

WMG and coordinator hours

The concept of “averaging” coordinator hours across weeks is not upheld by the Collective Agreement; however, averaging remains the approach that management and many arbitrators have taken. Managers argue that the number of complementary hours given for coordinator duties per week is an average. It is understood that some weeks will see more hours directed to coordinator work, while some weeks will see less. With this interpretation in mind, you can make a stronger argument that your coordinator hours are insufficient by tracking your hours and then emailing your supervisor when the total SWF hours for coordination for

the entire semester have been used up.

For example, a program coordinator who is given 8 hours per week for coordinator duties would have 112 hours in total for the semester (8 hours x 14 weeks). If 112 hours have been used by Week 11, then the faculty member in the coordinator role should email their AD and inform them that they have reached their limit. The coordinator can then ask for additional SWF time for any work performed beyond the semester total.

Coordinators can refer their SWFs to the WMG outside of the original 5-day window that faculty normally have to refer them. **Article 11.02 A 6 (a)** of the Collective Agreement (CA) states: “In the event of any difference arising from the interpretation, application, administration or alleged contravention of 11.01, 11.02, or 11.09, a teacher shall discuss such difference as a complaint with the teacher’s immediate supervisor.” This means that a coordinator can refer their SWF to the WMG at any point during the semester when they have evidence that their allotted coordinator time has been exceeded, and when their AD will not resolve the issue.

Modified Workload Arrangement (MWA)

If your workload won’t fit easily on a SWF due to highly intermittent coordinator work, you can explore a Modified Workload Arrangement (MWA). MWAs are covered under article 11.09 of the CA. If you think that an MWA might be appropriate for you, please contact your Local Union, so we can discuss this possibility with you.

Additional SWFs

If a coordinator position requires intense amounts of work in certain weeks (for instance start-up), the coordinator can also request an additional SWF for these weeks. Asking for an additional SWF reflects the overtime that is put in at peak times. As per #1 above, each coordinator should track their time to show the need when requesting a new SWF. This is a practice that is well established in some colleges and more accurately reflects the work that coordinators actually do. Having said this, asking for additional SWFs is not common practice at Mohawk, so this strategy might require some help from your Local Union.

Coordinator Duties in Writing

With the 2022 Kaplan award, coordinators can now ask for their specific duties to “be reduced to writing prior to the acceptance of the designation, subject to changes as circumstances require” (CA 14.03 A 3). Some ADs are refusing to give these lists, arguing that the list is only needed for “new” coordinators. However, each SWF is a new workload, so folks can ask for a list of duties each time they receive a SWE. In addition, Local 240 is taking the position that the list of coordinator

and by the College as part of the parties’ mutual commitment to professionalism...” Hence, faculty have some say over what they do during non-teaching time. This extends to coordinators, meaning that work done during the 11.08 period should be mutually agreed to, and that work deemed important and relevant by coordinators should be prioritized.

Mentorship and Academic Leadership

Coordinators often spend considerable time onboarding new contract faculty. They can ask for extra time to mentor new faculty and can request that mentorship be included in their list of duties.

Coordinators may also find themselves responsible for providing “academic leadership” to instructors in their department. In such a case, “academic leadership” should appear as a specified coordinator duty, and there should be time specifically allocated for that purpose.



duties should be specific to your coordinator role and should actually reflect the work that you do. A generic list is insufficient.

The Local Union is advising course and program coordinators to request a list of coordinator duties from their AD. If your request for a list of duties is refused, or if a list is provided that is generic, and does not reflect the specific work that you do, please contact your Local Union. We can discuss your options with you and provide support.

Non-Teaching Periods

Coordinators, like other faculty, are not SWFed during non-teaching weeks. This work is governed by Article 11.08 of the CA, which reads: “In keeping with the professional responsibility of the teacher, non-teaching periods are used for activities initiated by the teacher

If you have additional questions about course or program coordination that have not been addressed in this guide, please contact your area steward or your Local Executive at opseu240@gmail.com