

173 HOURS – FREQUENTLY ASKED QUESTIONS

1. **What is the DTU executive recommendation?**

We recommend that each teacher designate 69 office hours as her or his pedagogical activity for the winter term. Office hours conform to all the criteria in the entente and they are both equitable and in conformity with the college's institutional objectives. As recently as August 17 the Academic Dean himself stressed their importance (Neville Gurudata, "Welcome back" memo, August 17, 2005, Annex III). Remember the Academic Dean does not have the right to establish which activities are acceptable or not. We have the right to choose any activities that meet the college's institutional objectives. The College has already established that "student success" is an institutional objective and that office hours are a vital means to achieve that objective!

2. **Where do the 173 hours come from?**

The origin of this whole issue was the contention by the government and the academic administrations that we are part-time workers. In order to benefit from the new salary scales that came into effect this past August we agreed to the 173 hours of defined work on an annual basis. These 173 hours become part of our assigned duties like the courses we are assigned to teach. Remember however that we never agreed that we were part-time.

3. **What does it entail?**

There are two elements to the 173 hours (these are calculated on an annual basis) First, 138 hours are devoted to pedagogical activities which are in accordance with the teachers' tastes and desires and which are specified by the department. Second, a maximum of 35 hours are devoted to program work as defined by clause 4-1.03, which defines the duties of the program committee. The program hours are assigned by the Academic Dean. For next term it will be 69 hours for pedagogical activities and up to 17.5 hours for program activities.

4. **Who set the rules?**

The entente, which governs this whole process, was signed by our federation, FAC, the *Fédération des Cégeps* (which represents the Dawson administration) and representatives from the Ministry of Education. The DTU and the administration are bound by the terms of the entente as we are by all other elements of the collective agreement.

5. **How rigid are the rules?**

The rules are quite rigid. You will recall that all teachers with a master's degree had to provide documentary proof of the degree even when it had previously been recognized by the administration. When the new salary scales came into effect you received the exact sum provided for in the entente, not a penny more or less. Well, the situation is the same with the 173 hours. There are specific rules which the DTU has the responsibility to ensure that the administration respects. We will honour the agreement but we will not agree to any freebies!

6. **What do the 173 hours have to do with the current negotiations for a new collective agreement?**

In a direct sense these are two different issues. However, one of our major demands is a reduction in workload by the creation of additional teaching positions. As the

implementation of the 173 hours is a workload matter we must ensure that it is implemented in accordance with the entente with the same rigour that the new pay scales were implemented. We cannot permit the application of the entente to become a disguised workload increase.

7. What are the limits on what we do as part of the 173 hours?

The limits are quite straightforward.

- a. The hours must be inside each teacher's 32.5 hours of availability.
- b. The activity is something each teacher was already doing.
- c. The activity must not represent an increase in workload.
- d. The activity must be pedagogical in nature.

8. Why is this being done in such a rush at the end of the term?

That is a good question. The entente was signed on June 15, 2005 and the parties agreed to wave the application of the 173 hours for the fall term. By only initiating the process on Dec. 2 and only providing further information on Dec. 12, the Academic Dean has left things very late indeed. We can only assume that the crushing burden of other responsibilities has distracted his attention from this task.

9. Who does what?

The tasks of the various parties are:

- a) Teacher – The teacher makes his tastes and preferences clear to the department in the matter of pedagogical projects and identifies what he or she would like to do in conformity with the provisions of the entente.
- b) Department – Bearing in mind the stated preferences of its members, the department assigns 69 hours of pedagogical tasks to each full-time teacher, a pro-rata amount to part-time teachers and teachers on part-time leaves. No pedagogical tasks are assigned to teachers in their first teaching year.
- c) Academic Dean – The Academic Dean evaluates the proposals and replies to the department in conformity with 9 a). The Academic Dean also assigns each teacher up to 17.5 hours of program work.
- d) DTU – The DTU receives copies of all the workload assignments and reviews them to ascertain if they are in conformity with the entente. If an assignment is not in conformity with the entente, in any respect, we take steps to correct the situation.

10. Does the Academic Dean have to accept the Department's proposals?

The Academic Dean has to evaluate each department's proposals on the basis of two criteria.

- a. Are the proposals equitable?
- b. Do the proposals meet institutional objectives?

If the answer to these questions is "yes" then the Academic Dean must agree to the proposals. If it is "no" then he must inform the department and the department will analyze the situation, in consultation with the DTU, and adopt an appropriate course of action.

11. What are the deadlines?

The deadlines are the following:

- a) The administration has set Dec. 20 as the deadline for departments to inform the Academic Dean of the pedagogical task that each teacher has been assigned by the department.
- b) The administration has to inform each teacher in writing, before the start of the term, of his or her pedagogical and program responsibilities. The DTU believes that the second term starts when the first term ends. In choosing a date to submit final grades the administration has also identified the last day of the final exam period in December, as the last day of the fall term. At the CRT (Dec. 9) the administration was not able to identify the first day of the winter term. Since then the Academic Dean has circulated a memo indicating that he believes it is January 16, two days before the start of classes. We do not see the logic of this choice of date and will raise it with the administration at the CRT. In our opinion if the administration fails to inform teachers of their duties by the required date that would invalidate the workload assignment.

12. What happens if the DTU and the administration disagree?

The entente is an integral part of the collective agreement. As is the case with all aspects of the collective agreement, it is the responsibility of the DTU executive to interpret the entente and to ensure that the administration applies it correctly. Anything less would be dereliction of duty. If the administration fails to apply the entente correctly we will have recourse to the normal process of CRT discussion plus the grievance and arbitration process to settle the matter.

13. Several things to bear in mind:

- a. The administration does not have the right to determine in advance what activities are acceptable; those are determined by the entente.
- b. If the Academic Dean has questions about pedagogical activities they must be addressed to the department, not the individual teacher.
- c. Under the terms of the college Human Resources Management policy, all staff, including cadre and managers must act with respect to others and may not act in a bullying or threatening fashion or engage in psychological harassment.