

Bargaining Bulletin #7

'Chair & Coordinator Workload'

April 2, 2019



The bargaining proposal approved at the DCFA Faculty General Meeting on November 26 included the objective of improving the sufficiency and equity of chair and coordinator time release. This proposal is presented in the general meeting minutes of that date, and Bargaining Bulletin #3.

There has been agreement for years between the College Administration and the DCFA about the scope of problems regarding chair and coordinator workload. Previous rounds of collective bargaining, as far back 2012, have resulted in letters of understanding that resulted in joint committees to identify issues and develop solutions. None of these have been successful.

Last fall the Chair and Coordinator Workload Committee (CCWC) was created as a sub-committee of the DCFA Contract Committee. The objective of the CCWC was to make recommendations to the Contract Committee that would allow for the development of contract language related to Chair and Coordinator workloads and related time release.

The CCWC developed its recommendations based on the following principles:

Douglas College is legally mandated by the College and Institute Act¹ to be managed in a "Shared Governance" model of administration. Such a model is reflected in its bicameral structure whereby Education Council is responsible for "academic" matters while the College Board is responsible for finance and operations. This division of responsibility is consistent with all other academic post-secondary institutions in BC.² Such a system "connotes two concepts: one whereby various groups of people share in key decision-making processes; and the other whereby certain groups exercise primary responsibility for decision making in specific areas of decision making."³

GUIDING PRINCIPLES FOR COMMITTEE

- *Shared governance implies a collegial collaboration between faculty and the administrators accountable for the College's mandated objectives⁴ which can only be built upon a foundation of mutual respect and trust.*
- *The collaborative culture needed to create and sustain a "dynamic, innovative and supportive teaching environment"⁵ at the College requires faculty involvement in the development and revision of academic related policies and procedures.*

¹ College and Institute Act

² UBC Institutional and Academic Governance , SFU Governance

³ (Olson, Gary A., "Exactly What is 'Shared Governance'," (<http://chronicle.com/article/Exactly-What-Is-Shared/47065/>) The Chronicle of Higher Education, March 29, 2010)

⁴ Mandate Letter to Douglas College from Minister of Advanced Education, February 1, 2018 Mandate Letter

⁵ Douglas College Core Values

- *Faculty knowledge and expertise provide the foundation required to make informed decisions related to academic standards, curriculum and all operations related to academic activities.*⁶
- *Organizational effectiveness and efficiency require a clear definition and agreement about the roles, responsibilities and authority of faculty and administration including staff.*
- *Transparent and consistent processes for determining equitable workload and time release allocations for Chair and Coordinator duties are essential to sustain faculty engagement and support for College goals.*

Based on these principles and discussions at CCWC meetings, contract language was developed that creates processes for the development and maintenance of chair and coordinator job descriptions. Based on formal HR job evaluation techniques, the committee also developed a framework that can be used to determine workload and time release in a consistent, equitable way across the entire College. The committee's framework has been developed to the point where variables determining workload have been identified and data can be collected to support a "metrics" based evaluation. The committee has completed Stage 1 of the DCFA plan. The DCFA will now organize and conduct meetings across the College with Chairs and Coordinators in every faculty to explain its methodology and receive feedback.

The CCWC is chaired by Bill Archibald and includes the following members: Maria Bishop, Psych Nursing, HS; Dorritta Fong, English, LLPA; Shelley Goertz, HCSW, HS; Tricia Rachfall, Ther. Rec., CFCS; Susan Smythe, Geog., HSS; Glen Stanger, Acct., C&BA; Brian Storey, Sport Science, S & T; Melanie Young, Engl. Upgrading, LLPA; Fanny Boulesteix, Mod. Lang., LLPA; Holly Salmon, Learning Center, SAS; Nicole Vittoz, Psych/SOSC, HSS; Cathy Sales, ECE, CFCS.

On behalf of the Contract Committee, thanks to you all for the amazing work you have done!

All bargaining bulletins can be found at www.dcfca.ca

Submitted by Glen Stanger
DCFA VP Negotiations
778-227-2745
stangerg@douglascollege.ca

⁶ DC Chair and Coordinator User Guide - Document ID: USR-003 Version #2