

## Faculty Member SWF Checklist

Below are the steps for a faculty member to follow for filling out the Standard Workload Form. Refer to Preparation of SWFs and Timelines for more detail. Please pay special attention to the bolded and underlined areas.

1. Prior to issuing the establishment of a total workload, the faculty member will have a discussion with their supervisor, face to face or via email.

2. When faculty member receives a SWF from the supervisor, the faculty member **fills in the date** that SWF Received – top right hand corner of document.

3. Review the SWF in its entirety.
4. Ensure SWF has been **signed** by supervisor.
5. Instruction for Agreement/Referral section:
  - a. If you agree to work assignment – Check Mutual agreement of assigned workload box (recommend faculty member to make a copy for record keeping.)

- b. If there are questions/concerns – Check Proposed workload referred to college workload monitoring group box. *\*This will stop the 5-day requirement and initiates the conversation to resolve the issue.*

6. Add appropriate comments if necessary. If referring to WMG comments regarding the specific details of the workload that are part of the workload, complaint should be added.

7. **Sign and date.**
8. Make a copy.
9. Submit to supervisor.