



**INSTRUCTIONAL PLAN
FOR THE
BC GOVERNMENT AND
SERVICES EMPLOYEES' UNION
(BCGEU)**

ARTICLE 13.3 (b)

Instructors will provide an instructional plan to the employer as early as possible prior to the commencement of the instructional program. If an employee opts for flextime, the Dean will file a copy of the plan with the Human Resources Department. If there is no agreement between the instructor and the College, the College will provide an instructional plan for the instructor within fourteen (14) days of the original submission on an interim basis and the dispute will be submitted to The Joint Labour/Management Committee for review.

A. PURPOSE

The purpose of the instructional plan is to provide a record:

- ☐ That planning and preparation for educational events has been completed and meets institutional expectations for quality learning.
- ☐ That the time and energy committed to course development is meaningful and congruent with institutional, department and program goals.
- ☐ For relief and replacement instructors, so as to ensure continuity for student learning.

B. CONTENTS

The instructional plan should include:

1. **Course Review**

☐ course title	☐ course description
☐ learning outcomes	☐ learning resources
☐ course outline	☐ course schedule
☐ evaluation instruments	☐ course assignments
☐ grading policy	☐ program policies

2. **Lesson Plans**

An annual plan reflecting daily instructional and learning activities. It is recognized that the format of this plan may be of an individual nature but should include:

☐ learning outcomes	☐ evaluation instruments
☐ instructional activities	☐ learners activities
☐ time allocation (approx.)	☐ references
☐ instructional aids	

3. Instructional Annual Schedule

Instructors will normally complete the appropriate forms three months prior to the commencement of the instructional program.

- ☐ Annual Instructional Hours B 1080 hours B Article 17.1 (f) 3
- ☐ Annual Course and Professional Development Days B 22 Days B Article 21.1 (a)
- ☐ Annual Holidays B 40 Days B Article 19.1 (a)
- ☐ Instructor Vacation = 40 Days x $\frac{\text{Instructional Hours Worked}}{1080 \text{ Hours}}$
- ☐ Instructional Assistant Vacation = 20 Days x $\frac{\text{Hours Worked}}{1374 \text{ Hours}}$
- ☐ Non-Instructional Days B between Christmas and New Years B Article 16.6

NOTE: Prorating of CD/PD for sessional/Part time employees will be calculated using the following formula: Article 16.3 (d)

$$\text{CD/PD} = 22 \text{ Days} \times \frac{\text{Instructional Hours Worked}}{1080 \text{ Hours}}$$

NOTE: After the instructor's annual schedule has been approved; any changes to the schedule will have to be approved by the School Chair with appropriate paperwork.

4. Student Schedules

- | | |
|-------------------|--------------------|
| ☐ Yearly schedule | ☐ Daily timetables |
|-------------------|--------------------|

SELKIRK COLLEGE / BCGEU

INSTRUCTOR'S ANNUAL SCHEDULE

Employee's Name: _____ **Date:** _____

Classification: _____ **Year:** _____

Accruing Vacation

Not Accruing Vacation

Month	Contact Hours FTE = 1080 hrs		CD/ PD Days FTE = 22 days		NID Days FTE = 3 days		Scheduled Holidays FTE = 40 days	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
July _____								
August _____								
September _____								
October _____								
November _____								
December _____								
January _____								
February _____								
March _____								
April _____								
May _____								
June _____								
Totals:								

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SCHOOL CHAIR'S SIGNATURE: _____ **DATE:** _____

FTE = Full Time Equivalent Entitlement

SELKIRK COLLEGE / BCGEU

INSTRUCTIONAL ASSISTANT'S ANNUAL SCHEDULE

Employee's Name: _____ **Date:** _____

Classification: _____ **Year:** _____

Accruing Vacation

Not Accruing Vacation

Month	Contact Hours FTE = 1374 hrs		Scheduled Holidays FTE = 20 days	
	Planned	Actual	Planned	Actual
July _____				
August _____				
September _____				
October _____				
November _____				
December _____				
January _____				
February _____				
March _____				
April _____				
May _____				
June _____				
Totals:				

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SCHOOL CHAIR'S SIGNATURE: _____ **DATE:** _____

FTE = Full Time Equivalent Entitlement

SELKIRK COLLEGE / BCGEU

INSTRUCTOR'S CD/PD ANNUAL ACTIVITIES

Employee's Name: _____ **Date:** _____

Classification: _____ **Year:** _____

CD/PD: Indicate Planned Activities	22 Days CD/PD	
	Planned	Actual

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SCHOOL CHAIR'S SIGNATURE: _____ **DATE:** _____

SELKIRK COLLEGE / BCGEU
INSTRUCTOR'S CD/PD ANNUAL ACTIVITIES

Employee's Name: _____ **Date:** _____

Classification: _____ **Year:** _____

CD/PD: Indicate Planned Activities	22 Days CD/PD	
	Planned	Actual

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SCHOOL CHAIR'S SIGNATURE: _____ **DATE:** _____

TO BE COMPLETED BY SCHOOL CHAIR

Note: School Chairs have a responsibility to see that there is a direct relationship between departmental professional development activities and departmental needs.

Because professional development is an activity which forms part of the basis for performance evaluation, planning should address:

- 1. Activities that will allow employees to remain current in their disciplines.
- 2. Activities that will assist employees to improve their teaching skills.
- 3. Activities that lead to a direct benefit of students.
- 4. Activities that improve employee's professional status.

SCHOOL CHAIR RECOMMENDATION:

() Recommended

() Not Recommended

SCHOOL CHAIR COMMENTS:

Signature (School Chair)

Date

Request for Time Off
Year _____

- BCGEU
 EXEMPT
 PPWC
 SCFA

EMPLOYEE SURNAME	FIRST NAME

TIME REQUESTED:

FROM: _____ **NUMBER OF DAYS:** _____
TO: _____

CATEGORY:

- | | |
|--|---|
| <input type="checkbox"/> COMPASSIONATE LEAVE | <input type="checkbox"/> UNION BUSINESS |
| <input type="checkbox"/> LEAVE WITH PAY | <input type="checkbox"/> VACATION |
| <input type="checkbox"/> LEAVE WITHOUT PAY | <input type="checkbox"/> OTHER _____ |

SIGNATURES:

<i>Employee</i>	<i>Date</i>
<i>Supervisor</i>	<i>Date</i>
<i>Personnel</i>	<i>Date</i>