

**Letter of Understanding  
Between  
The Southern Alberta Institute of Technology  
And  
The SAIT Academic Faculty Association**

Through consultation through the Joint Workload Committee, the parties agree that:

Effective the date below the language in Section 36 will be amended to:

**Section 36  
Workloads - Instructors**

- 36.01 The provisions of this section shall apply only to academic staff members in the instructor class series.
- 36.02 Class Contact Hours are defined as hours spent lecturing and/or supervising students in the classroom (physical or online), lab, shop, or on practicum. The assigned Class Contact Hours are determined through each Instructor's course loading.

The class contact hours for instructors in an instructional unit during an academic year shall be:

<u>School</u>	<u>CCH</u>	<u>CCH</u>	<u>CCH</u>	<u>CCH</u>
Business	576			
Hospitality & Tourism	576		784	
Core Service Instruction	592			
Construction	608	624	656	688
Health & Public Safety	608			
Information & Communications Technologies	592		656	720
McPhail School of Energy	608		656	672
Manufacturing & Automation		624	656	688
Transportation			720	

The class contact hours for an instructional unit within a department may only be altered from one of the above annual total class contact hours to a different annual total class contact hours from those listed above, after prior consultation with the Association. No such alteration shall be made arbitrarily.

- 36.03 Instructors in an instructional unit shall be advised of their class contact hours upon appointment. If any changes are made to the instructional unit's class contact hours, the instructors will be notified as soon as possible after the start of the academic year, and in any case, not later than December 31st.
- 36.04 An instructional unit, which is a grouping of instructors within a department, shall be determined by the Dean or his designee (non-academic staff member) after consideration of:
- (a) subject matter,
  - (b) instructional methods, and
  - (c) the instructional environment, of the instructors involved.
- 36.05 Workloads of individual instructors in a department shall be assigned by the Dean or his designee (non-academic staff member), after consultation with the instructor.
- 36.06 Subject to 36.05, class contact hours of an individual instructor shall be determined by the Dean or his designee (non-academic staff member) after giving consideration to:
- (a) past practice in assigning instructor class contact hours,
  - (b) the needs of developing programs, or
  - (c) the needs of programs which have been operating above or below capacity.
- No change to the class contact hours of an instructor will be made arbitrarily.
- 36.07 The academic year will be defined by the Employer and will consist of twelve (12) consecutive months.
- 36.08 (a) A class contact hour shall be fifty (50) minutes of scheduled instruction to students.  
(b) Class contact hours shall not exceed the following unless agreed to by the instructor:
- (i) The greater of twenty (20) hours or three percent (3%) of the applicable class Contact hours, in any given week averaged over a sixteen (16) week period,
  - (ii) Six (6) hours in any given day, or
  - (iii) Four (4) consecutive hours in any given day.
- 36.09 Instruction on a Saturday or Sunday or after 6:00 p.m. will be by mutual agreement between the Dean or his designee (non-academic staff member) and the instructor.

36.10 Based on Section 35.01 Hours of Work, these hours are comprised of assigned Class Contact Hours as defined in 36.02, Class Management Activities and Other Duties as defined below:

- a) Class Management Activities may include but are not limited to time spent on the evaluation and management of students and their work; teaching environment preparation (physical and online); preparation and upkeep of teaching and evaluation materials; basic course maintenance and consultation as required.
- b) Other Duties/Work which from time to time instructors will be asked to perform. This may include but are not limited to general administration; professional development; course and program planning and development. Other Duties will be discussed with the instructor and reviewed throughout the year as needs change.
- c) Development and Preparation: If an instructor has a workload containing different course preparation or has a special assignment which may include new course development, the Dean or his designee (non-academic staff member) with the mutual agreement of the instructor shall decide on the variation, if any, of class contact hours.

36.11 Assignable Work:

- (a) Assignable work shall include all instruction scheduled to take place up to 6:00 p.m. Assignable work shall also include evaluation, supervision, consultation, preparation, program, and course updating and maintenance and other related activities.
- (b) Instruction which takes place after 6:00 p.m. shall be purchased on a fee-for-service basis. Such instruction shall be by mutual agreement between the instructor and Employer. Payment for such time worked shall be determined by agreement between the Dean or his designee (non-academic staff member) and the instructor.
- (c) Instruction after 6:00 p.m. shall not count as part of class contact hours without mutual agreement between the instructor and Employer.
- (d) Qualified permanent academic staff members shall have first right to participate in instruction given after 6:00 p.m.

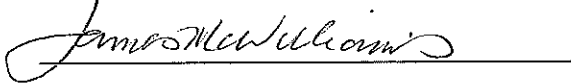
- 36.12
- a) Instructors shall receive overload payment pursuant to Section 50 when the total class contact hours for the current academic year exceed the class contact hours established for the instructional unit in which the instructor works during the current academic year. The delegation of overload class contact hours will be by mutual agreement between the Employer and the instructor.
  - (b) Instructors shall receive overload payment pursuant to Section 50 when the total class contact hours for the current academic year exceed the assigned class contact hours

established pursuant to 36.10 unless the special assignment has been reduced or removed.

36.13 Instructors who have been assigned class contact hours at a level lower than the unit's class contact hours may be assigned class contact hours to the maximum allowable with reasonable notice and without any additional remuneration.

Signed this 19 day of April 2016.

For the SAIT Academic Faculty Association

A handwritten signature in cursive script, appearing to read "James McWilliams", written over a horizontal line.

PRESIDENT- James McWilliams

For the Southern Alberta Institute of Technology

A handwritten signature consisting of stylized, overlapping loops, written over a horizontal line.

Dr. David Ross, PRESIDENT AND CEO

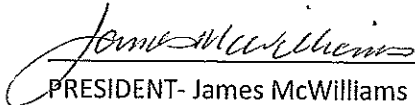
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Between  
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And  
The SAIT Academic Faculty Association

Through consultation through the Joint Workload Committee, the parties agree that:

1. By March 31, 2016, SAIT agrees to fully investigate the cost to Instruction Units, Class Contact Hours, Overload and any other Section which may be impacted if adopting a 15 week semester versus averaging over a 16 week semester for instructional units other than those which are part of Alberta Apprenticeship and Industry Board.
2. By April 15, 2016, SAIT agrees to share a summary of this investigation with the SAFA Executive.
3. Once the summary is shared with the SAFA Executive, next steps will be determined based on the findings.

Signed this 19 day of April 2016.

For the SAIT Academic Faculty Association

  
PRESIDENT- James McWilliams

For the Southern Alberta Institute of Technology

  
Dr. David Foss, PRESIDENT AND CEO