

Performance Review Process

The following time lines are recommendations by the Teaching and Learning Centre in their training sessions on the performance review process. This is suggested as a guideline only.

Due Date	Responsibility	Action
June 3, 2001	Employee	<ol style="list-style-type: none"> 1. Prepare Performance Plan (three to seven objectives) applying: <ul style="list-style-type: none"> • Performance improvement recommendations from the last review • Strategic plan objectives that relate to your work • Departmental plan objectives and initiatives that relate to your work • Departmental financial goals 2. Submit the Performance Plan to your immediate supervisor.
June 10, 2001	Supervisor	<ol style="list-style-type: none"> 3. Review the Performance Plan. 4. Revise it according to operational needs. 5. Sign it with the employee. 6. Give a copy to the employee. 7. File original in the employee's personnel file in Human Resources.
May 1, 2002	Employee	<ol style="list-style-type: none"> 8. Prepare a draft of your own Performance Summary including your comments on: <ul style="list-style-type: none"> • Progress on objectives • Additional achievements • Overall performance
	Supervisor	<ol style="list-style-type: none"> 8. Prepare a draft of your employee's Performance Summary including your comments on: <ul style="list-style-type: none"> • Progress on objectives • Additional achievements • Overall performance
May 10, 2002	Supervisor	<ol style="list-style-type: none"> 9. Meet with the employee to review yours and employee's draft Performance Summary, editing as needed. 10. Make final changes. 11. Sign the original and give it to the employee.
May 25, 2002	Employee	<ol style="list-style-type: none"> 12. Add your comments to the document. 13. Sign the documents to indicate that you have read the contents. 14. Return the original signed document to your immediate supervisor.
June 1, 2002	Supervisor	<ol style="list-style-type: none"> 15. Sign the Performance Summary with comments as required. 16. Submit the document to your immediate supervisor.
June 7, 2002	Dean	<ol style="list-style-type: none"> 17. Sign the Performance Summary with comments as required. 18. Return the document to the immediate supervisor.
June 15, 2002	Supervisor	<ol style="list-style-type: none"> 19. Provide the employee with a copy of the Performance Summary. 20. Send the original document to H.R. for placement on the personnel file.

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SAFA

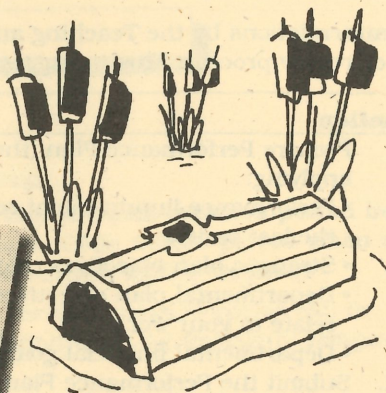
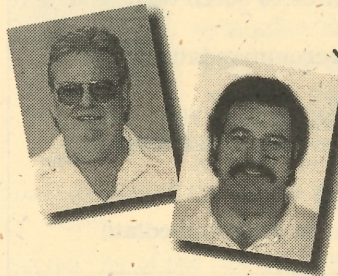


Volume 8 • N° 4

March/April 2002

BOG Report

by Gary Codner/Chris Smith
Faculty Representatives
SAIT Board of Governors



Since our last report, we attended a "Team Building Dinner" on **January 24**. These events allow for extended interaction with your neighbors at the supper table. Yet again the food was excellent. **February 5** - Faculty Council Meeting was attended by both faculty members.

February 11 - Chris attended the SAIT Annual Survey Steering Committee thank-you supper. No results were provided at this time, but as usual the food was excellent. This Survey Committee was not as a result of BOG work but rather as a SAFA representative before elevation to the Board of Governors. Chris also attended the Calgary Industrial Relations Association (CIRA) dinner meeting, where the guest speaker was Clint Dunford (Minister of Human Resources and Employment), putting his spin on the K-12 teachers' dispute.

February 19 - Both faculty members attended the BOG Audit and Financial sub-committee.

February 26 - There was one full Board business meeting that Garry and Chris attended.

February 28 - Garry and Chris attended the second Recruitment and Retention Work Team Meeting, where a presentation was made from a ROB (January Globe and Mail Report On Business supplement) magazine study on the 50 Best Companies to Work for in Canada. You can view this data at <http://www.chooseindia.com/links/metacrawler.htm> It is worthy of note that Mercedes Benz and MacDonaldis both made the list. (Although it may be hard to get one's mind around the possible similarities between these two.) One is the catchword for upscale luxury, and the other is used to identify a low-end poor quality job (e.g. a MacJob).

March 7 - The Board of Governors hosted a Constituent Member Supper in the Highwood. The intent was to generate, and open communication channels between the constituent groups of SAIT. The following attended: SAIT Alumni Association Board of Directors (8), APT (5), AUPE (5), Board of Governors (5), Executive Management and Advisors (7), Management Council (4), SAFA (5), and SAITSA (3). The BOG was represented by Chris/Garry (SAFA), Kat/Trayr (SAITSA), and Chair Russ Wells (the public members).

March 12 - Chris and Russ Wells attended the Transportation Department breakfast, representing the Board of Governors.

An Institutional Advisory Committee was held on March 13, but the only Board members invited were the ones who occupy the public positions. This committee is also composed of other public non-Board people and SAIT administration. Other than the meeting being scheduled, we have no other information.

Recent BOG Events:

March 20 - Expansion Work Team

March 21 - Audit and Finance sub-committee

March 22 - Community Access Program Reception ♦♦

SAFAGRAM

Editorial Board

Heather Sagan
Pat Squibb
Chris Smith
Wendy Strashok
B.J. Hamilton — Cartoonist

Layout

Luda Paul

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SAFAGRAM is published by the SAIT Academic Faculty Association (SAFA) five times a year on or about the first days of October, December, February, April, and June. Deadline for submissions is the 10th of the month preceding publication. Send submissions to SAFAGRAM, care of the SAFA office, N201 or e-mail submissions to luda.paul@sait. Please keep submissions under 300 words, double space, and, if possible, submit on floppy disc (Mac or PC) with an accompanying hard copy. Submissions may be edited for grammar, length, or content. SAFAGRAM editorial policy, as

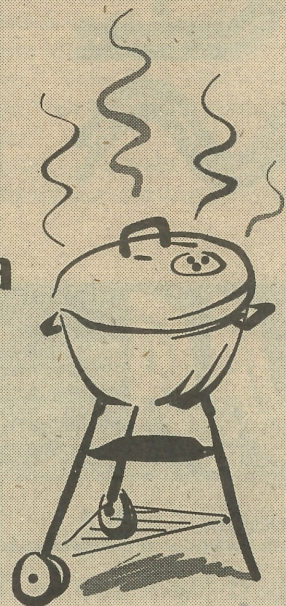
approved by the SAFA Executive on June 14, 1995, is as follows:

1. The Editorial Board has the final say as to what is included or deleted from the newsletter.
2. Editorial Board decisions about newsletter material must be agreed to by consensus.
3. The newsletter will include a disclaimer stating that the views expressed in its content do not necessarily represent the views of the Editorial Board or SAFA.
4. All material included in the newsletter must
 - be signed by the author when submitted to the editors but anonymity may be requested and granted for printing.
 - be based on "reasoned argument" if personal criticism is used.
 - not involve name-calling.
 - not include sexist, racist, or homophobic comments.
 - be related to SAIT, although this will be interpreted broadly.

The views expressed in SAFAGRAM do not necessarily represent the views of the Editorial Board or SAFA.

SAFA Barbecue

Thursday May 30
3:30 p.m. – 6:30 p.m.
John Ware Cafeteria
(4 Nines)



SAFA Scholarships

contributed by Heather Sagan

Stawowski/SAFA Scholarship

SAFA Auditor, Stan Stawowski, CA, has set up the Stawowski/SAFA Scholarship Fund. Mr. Stawowski has been the auditor for SAFA since 1988. He has agreed to donate his annual audit fee each year to this scholarship fund. The scholarship was established in June 2001 and the contributions to date total about \$4,800. The capital contributions and income in the fund will accumulate to a minimum of \$25,000 before a scholarship is awarded. Monies are to be held in a GIC or term deposit account.

The candidate will require a minimum 2.6 grade point average at the end of each term. Priority will be given in the candidate selection process to single parents, married students with children, married students, single students living away from their parental home, and then lastly single students living at home. Candidates may be enrolled in any program obtaining at minimum a two-year diploma.

The fund will be administered by SAFA. Scholarships will be given out of the income from the fund after the endowment portion has reached \$25,000. In the event of dissolution of SAFA, SAIT student awards would administer the fund.

The Association has expressed its appreciation to Mr. Stawowski for his generous donation to SAFA and to future SAIT students.

SAIT Academic Faculty Association Apprentice

Value: \$400

Number: 1

Conditions: For a student entering second or third year of an apprentice program at SAIT. Selection is made on the following basis: minimum 75% academic achievement during the previous years of the program, preference given to a dependent of SAFA member, financial need, and other scholarships received. The applicant must identify whether he/she is a SAIT faculty dependent.

SAIT Academic Faculty Association Dependents

Value: \$1,000

Number: 1

Conditions: For students who will be enrolling in a full-time program at a recognized university, college, or technical institute. Awarded to applicants who a) provide proof of acceptance in a post-secondary institution and b) are a direct dependent of a deceased SAFA member, whose death occurred while employed at SAIT or during normal retirement immediately following employment at SAIT. Only one award per family made.

SAIT Academic Faculty Association Diploma

Value: \$600

Number: 1

Conditions: For a full-time student entering third or fourth semester of a two-year or longer program. Selection of the recipient is made on the following basis in order of importance: minimum GPA 2.5 during the previous year, preference to a dependent of SAFA member, financial need, extra-curricular activities, and other awards received. The applicant must identify whether he/she is a SAIT faculty dependent.

Application: Deadline is July 15. Apply through Awards office. SAIT Application Form required. ♦♦

LIBRARY REPORT



by Dave Weber, Library Customer Relations and
Nora Robinson, Library Instruction
www.sait.ab.ca/library

Zaytoon Janjua joined the library staff as a research analyst in early March, and will be with us until June 30, for the Knowledge Management initiative. Currently she is researching topics such as the required skills and competencies for leadership within the Centre for Learning and best practices for teaching and learning. She will be implementing a current awareness service for the Instructor Resource Centre.

We have re-established the Library Talk Back Board to

encourage student (and faculty) comments on our services. The biggest concern expressed to date is the lack of quiet study space within the library. We are attempting to address this by designating the lower level of the library as quiet study space. We are also experiencing some difficulty with food and beverages in the library – and the mess left behind. We will be working on solutions to these difficulties. We are enjoying the tremendous increase in student use which we attribute to our new, highly visible location.

We are surveying students and staff about their use of and satisfaction with the library services and facilities. The student survey is being done in March-April and the staff survey will be done in May-June. We hope you will fill in our survey when you receive it as we actively use the results to improve our services.

Over 1000 students have participated in library orientation and instruction activities since January. Most have completed the Library Skills Workbook. We also offer tours and advanced research skills training specific to course needs. ♦♦

FAQs



by Heather Sagan

FAQ: Can the accrued vacation period be used as part of the notice period when an instructor resigns and/or retires?

A: Yes, the accrued vacation period can be used as part of the notice period when an instructor resigns or retires.

Section 34 of the SAIT/SAFA Collective Agreement requires a permanent instructor to give six (6) weeks written notice of resignation. This can be done prior to or during the vacation period.

FAQ: When a SIR is completed, who should receive copies of the SIR?

A: When a SIR is completed for an instructor, the instructor, Academic Coordinator, and the Dean may receive copies of the SIR?

FAQ: The negative comments from the SIR were extracted and given to H.R. Can the Coordinator do this?

A: No. The intent of the SIR is to improve instruction. When there are positive and negative comments, they must be reviewed completely and the SIR document has to be looked at in its entirety. It is not the intent of the SIR to be used as a punitive tool.

FAQ: What is the process if an employee wants to change the amount of his/her mid month salary advance?

A: Employee provides a written request to change his mid month. Employee maximum mid-month advance is 35% of his base salary. The employee may contact payroll specialist for employee's department for further information.

FAQ: How many hours can an Ed Tech III work instructing in a lab before he is classified as an instructor?

A: If an Ed Tech III is instructing in a lab, then he has to be under an instructional contract or employed in a salaried position. The role of an Ed Tech III is not an instructional role.

FAQ: If an instructor is in overload, over the 20 hours per week, is there a maximum overload and maximum # of weeks this can take place?

A: Sub-section 36.06 (b) (i) states "The greater of twenty (20) hours or three percent (3%) of the applicable unit standard class contact hours, in any given week averaged over a sixteen (16) week period."

FAQ: Is overload paid on a semester basis?

A: No. Overload is paid annually based on the annual Unit Standard Class Contact Hours at the end of July each year. Sub-section 51.01 states "Payment for each excess contact hour shall be on the basis of the academic staff member's annual salary in force at the conclusion of the current academic year divided by eight hundred and fifty (850), and shall be paid annually on the conclusion of the academic year. ♦♦"

Teaching with Our Hearts, Minds, and Spirits: PD Series 2002



by Jane Duncan

The Faculty 2002 PD Series is just around the corner. The theme this year is "Teaching from the Heart." We will kick off the series on May 3 with the pub "Hearts, Minds, and Spirits." The Series includes a number of excellent speakers drawing on some of our own hearts, minds, and spirits including Bonnie Benoit, Alec Bialski, Marquis Bureau, Cory Fagan, Tracy Fawcett, Manny Ford, Molly Hashman, Lois Hayward, Brian Moukperian, Jean Paterson, Rosalie Pedersen, Brenda Prescesky, Cara Schlenker, Diane Skene, Wendy Yurka, and, of course, the TLC Crew. Quite a line up! As well, we have several external speakers on the agenda including Paul Scheele from Learning Strategies, who will give the opening keynote "Releasing Natural Brilliance at the Heart of Teaching and Learning." We close the 2002 Series on June 13 with a presentation by Doon Wilkins open to all SAIT staff entitled "If Life Is a Maze, Then You Are Amazing!"

Watch for other sessions including "Creating the Quality Classroom," "What Does 75% Mean?" "Ideals Illumination for Master Teachers," "Instructors as Facilitators," "Preparing Students for Success," "Creating an On-line Presence for your Course,"...and more!

Hearts, Minds, and Spirits is not only the name of the kick-off pub but also the name of a new session-stream in the PD Series. This stream addresses a variety of wellness and life balance topics and is open to all SAIT staff. Topics include "Equality Not Discrimination," "How Do I Match Who I Am With What I Do?," "Hatha Yoga," and "From Burnout to Balance: Managing Your Stress Load."

Mark your calendars. The PD Series runs from May 3 to June 14. Watch for the PD Series Brochure coming soon to a mailbox near you. ♦♦

Spell Check Bloopers

(Comic relief while marking papers.)

I really enjoy a pubic atmosphere, and I am very friendly and approachable to strangers.

SAFA Elections 2002/2003

contributed by Heather Sagan

Support your Faculty Association! Now is your opportunity to get involved and help to share the direction of SAFA and by association, the Institute's direction.

The Technical Institutes Act of Alberta requires that the Institute have an academic staff association.

The SAIT Academic Faculty Association is required to have an annual election prior to June 15 each year to elect an executive committee to manage the business and affairs of the Association. The Executive consists of the President, the Secretary-Treasurer, a representative of the previous Executive and divisional representatives, all of whom have voting rights. Two faculty representatives are elected for a two-year term to the SAIT Board of Governors. There are six faculty representatives elected to Academic Council for alternating two-year terms.

Positions on the SAFA Executive are a one-year term.

The SAFA Executive Committee meets every Wednesday for approximately two hours each week. At these meetings the Committee discusses the issues that affect SAIT and the professional interests of instructors. Issues are then addressed through the available channels—discussion, negotiation, grievance, arbitration as the circumstances demand until the best interests of the whole SAIT community—students, instructors, as well as management, have been met. The more active you are, the better the Association can serve you. **It is important that we get a high number of candidates so that all positions benefit from competition.**

SAFA President and Secretary-Treasurer must be full-time permanent faculty members. Any faculty member can be nominated for all other positions on the SAFA Executive, Faculty Council, Academic Council, and the Board of Governors. The position of President has a 50 percent off-load and can be up to 70 percent off-load.

Although it can be frustrating at times, faculty members do find being a member of the SAFA Executive Committee a rewarding experience. You meet faculty from across campus and learn about the differences in program organization and curriculum delivery. It is a critical thinking, problem-solving experience that allows for personal and professional development.

The SAIT faculty members are ultimately responsible for offering instruction that has made SAIT the institution of choice for learners in fields as diverse as apprenticeship training, technologies, business, health sciences, communication, and hospitality fields. Through the SAIT Academic Faculty Association (SAFA), the faculty attempts to ensure that the working relationships at SAIT are conducive to the continuing quality of SAIT instruction.

We urge all SAFA members to consider running for the SAFA Executive, Academic Council, or as a faculty member on the Board of Governors. Surveys have indicated that one of the top five things that employees desire in their job is some control over the way they have to do their work. Part of the way that you will get this is to participate in and support SAFA.

The SAFA annual election will be held in May. ♦

PRESIDENT'S MESSAGE



President's Message
by Ceril Kenny

In January, we were informed of a \$4 million budget shortfall at SAIT. In the January 31 issue of News@SAIT, Keith Pederson said that "It is too early to say" when asked if some SAIT staff would lose their jobs to help balance the budget.

In February, we saw some SAIT employees lose their jobs—very noticeably 42 employees from the Facilities Management group, along with employees from other areas being "let go" singly or by twos and threes.

It is now mid-March and the process of "letting go" continues albeit in small numbers – not so noticeably perhaps but nevertheless still occurring.

To date, few instructors seem to have been affected; however, the question was recently raised about what will happen to faculty at the end of the semester or at the end of a contract? We have some long-term contract instructors who are understandably concerned right now.

When decisions to deal with budgetary problems are to be made, how much consultation is undertaken between employer and employees? Are we, at SAIT, actually looking for creative solutions to problems or are we looking for the short-term fix (like position abolishment)? The actions to date seem

to be of the "short-term fix" variety. Unfortunately, some short-term solutions can have long-term negative repercussions. As both sides assign blame and dig in to their respective positions, it becomes more difficult to have meaningful discussions, thereby perpetuating poor relationships.

One of the major problems which seems to have been identified in all surveys recently completed here is that of poor communication. Apparently, the results of the SAIT Employee Survey will be given to Deans, then to department members with subsequent discussion groups to be held involving department participants, HR advisors, and TLC members to address some of the identified problems. Will these discussions result in improved communication and relations between employer and employees at SAIT? The SAIT management model, certainly seems to be the top-down, authoritative and control model. In this kind of model employees are left feeling undervalued and powerless. Recent happenings seem to reinforce that feeling.

What will change to create a more positive workplace at SAIT? We look forward to meaningful dialogue and participation in some of the changes that will take place. We have a "Heart" of the campus, but what is needed now is a good strong pulse. ♦



News Item: SAFA ratifies new Collective Agreement ... without resorting to arbitration



Did you enjoy this issue? Give us feedback.

Do you think SAFAGRAM should be continued in its present form?

Yes

No

Would you consider making a contribution to the publication of SAFAGRAM

as a writer, cartoonist, photographer, artist (even for just one issue)?

Yes

No

as a member of the editorial board?

Yes

No

Please include any other comments you may have that will help us decide on the future of SAFAGRAM.

Please submit your responses to SAFAGRAM N201 Senator Burns Building or e-mail your comments to heather.sagan@sait.ab.ca