

**Letter of Understanding
Between
The Board of Governors of the Southern Alberta Institute of Technology (SAIT)
And
The SAIT Academic Faculty Association (SAFA)**

Alternatives to Class Contact Hours Table:

The parties agree to work collaboratively to explore the best method of workload assignment for approved programs at SAIT with consideration of moving away from workload assigned by class contact hours. One model for consideration is exploration of a credit-based workload assignment.

Rationale:

- Provides transparency, and fairness in the assignment of workload.
- Creates consistency of workload assignment across courses, programs, and schools
- Creates consistency of assignment between types of employment of faculty – ex. Regular, casual, adjunct
- Alignment with how many other post-secondary institutions assign workload
- Alignment to the learning effort required by our students
- Fits with our ERP (Enterprise Resource Planning) system
- Understanding that we offer many disparate credentials across areas of expertise (certificate, diploma, bachelor's degree)

Acknowledgements:

- Apprentice programs do not have credits and would need an alternate method of workload assignment
- Continuing education, contract training and non-approved programs are out of scope
- SAIT acknowledges our responsibility to consult with SAFA on the implementation of the FLAC (Faculty loading and compensation) module of Banner and the full year scheduling planning

Within thirty (30) days of the ratification vote a committee will be formed by an equal number of SAFA appointed academic staff members and non-academic staff members.

The Terms of Reference for this committee will be completed 30 days following the initial meeting and will ensure the following are confirmed:

- Membership
- Frequency of meeting
- Pace of deliverables
- The committee will provide interim reports to JEC at least every six months.

The intention of this work is to provide information and recommendations for use during the next bargaining cycle (June 2024) and the parties recognize that no changes would be made outside of bargaining.

Signed on the _____ day of _____, 2022

FOR:

The Board of Governors of the
Southern Alberta Institute
of Technology (SAIT)

The SAIT Academic Faculty Association
(SAFA)

Scott Thon, Chair

Blair Howes, President