

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

Transition to New Section 36 Workload and implementation of the Faculty Workload Guidelines and Workload Monitoring Group

This LOU establishes the transition process for finalizing the guidelines for assigning workload, provides examples and suggests components of the Class Management Activities and Professional Duties Hours. This LOU will also outline the creation of a transition plan to finalize this document for the next academic year once the Collective Agreement is ratified.

For the purposes of implementation, Section 36, Faculty Workload Guidelines and the LOU Re: Workload criteria and expedited grievance process for Section 36 Workload will not come into effect until July 1, 2022, the start of the next Academic Year.

The Parties agree to the following:

The Structure of the Faculty Workload Guidelines Committee (FWG Committee) shall be formed by an equal number of appointed academic staff members and non-academic staff members will meet on an on-going basis to review the Faculty Workload Guidelines document. Changes to the Faculty Workload Guidelines document must be presented at least annually to both parties and receive mutual agreement from all members of the JAC (Joint Advisory Council).

To create a Workload Monitoring Group. This WMG will be formed by an equal number of appointed academic staff members and non-academic staff members. A terms of reference will be created a must consider the following:

- Workload complaint process
- Review process and recommendation process
- Required data for decision making
- Decision making process

Complete the initial Faculty Workload Guideline document prior to September 1, 2022 and publish on SAITNow along with the Collective Agreement.
Complete the Terms of Reference for the Workload Monitoring Group prior to July 1, 2022.

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