

1.0 PURPOSE

This document establishes guidelines for assigning workload, provides examples, and defines components of the Class Management Activities and Professional Duties Hours. These guidelines will follow a continuous improvement process; the Faculty Workload Guidelines Committee (FWGC) will review the guidelines and provide annual recommendations to the Joint Advisory Committee for mutual agreement.

2.0 GUIDING PRINCIPLES

The parties acknowledge the following:

- Assignment of teaching is consultative with the instructors, and the parties agree that communication of teaching load on a timely basis provides the best experience for the student and the faculty member.
- Workload includes all components. Each component of an individual's workload is important and is considered in conjunction with the other.
- Workload can be assigned across all academic terms.

3.0 PRACTICES

Faculty Workload includes Class Contact Hours as defined in the [SAIT/SAFA Collective Agreement](#) section 36.03 and Class Management Activities and Professional Duties as defined in these Faculty Workload Guidelines. Faculty workload is assigned by the dean or designee (non-academic staff member) in accordance with Section 36 and these guidelines, in consultation with the faculty. After the assignment, no change to the class contact hours of an instructor will be made arbitrarily.

CLASS CONTACT HOURS (CCH) WILL BE ASSIGNED AFTER CONSIDERATION OF ALL OF THE FOLLOWING:

1. The past practice in assigning Instructor class contact hours,
2. The needs for developing programs,
3. New course delivery for the instructor, which may include courses being taught for the first time, the first time after a major revision, the first time after a change in instructional mode, or after five (5) years without teaching the course,
4. Established course delivery for the instructor,
5. The number of different course preparations of the instructor,
6. The time required for different evaluation types in the classes assigned,
7. The number of students in a course or section.

CLASS MANAGEMENT ACTIVITIES (CMA) MAY INCLUDE:

1. Classroom, lab, or shop setup done by the instructor,
2. Minor updates of learning resources materials for current courses,
3. Minor updates of technology related to specific course learning or course delivery software,
4. Updating and reviewing lesson plans for relevancy and accuracy,
5. Preparing, marking, and evaluating assignments, exams, and other student assessments,
6. Preparation of exercises, videos, and digital learning objects for the classroom, lab, or shop,
7. Coordinating guest speakers or industry presenters or representatives,
8. Consultation with a student or group of students that takes place outside of scheduled instruction but pertains to course materials or student academic success.

PROFESSIONAL DUTIES (PD) MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Meeting of various committees directly associated with the work of the institution,
2. Significant planning, review, and development related to course updates, curriculum development, program revision, accreditation processes, quality review processes, or other initiatives,
3. Class tours, testing/interviewing/selecting applicants, or tutoring/ remediating students not connected to scheduled CCH,
4. Significant planning and development related to student placements, student competitions (Skills Canada, etc.), or student recruitment,
5. Equipment monitoring, maintenance, scheduling, and updates,
6. Liaison work with business, industry, institutions, professional organizations, etc. and must be approved in advance by the supervisor,
7. Authorized travel,
8. Specialist appointments, such as Mentoring or Course Lead,
9. Specialist positions shall have project load included in CCH to allow for the additional professional duties (previously known as “off-loading”),
10. Professional Development, pursuant to Section 12,
11. Association Business, pursuant to Section 41,
12. Scholarly Activity pursuant to Section 36.10.

4.0 WORKLOAD COMPLAINT PROCESS

Should an instructor not agree with the workload assignment, the instructor/complainant must follow the Workload Complaint Process. The Workload Monitoring Group will review the complaint and provide a decision. The decision shall be binding on SAIT, SAFA, and the instructor involved.

Table 1: Workload Complaint Process		
Who	What	When
Academic Chair	1. Provide Workload Assignment (CCH, CMA, and PD) to the instructor in writing.	At least four (4) weeks before the start of that term
Instructor	2. Receive and review Workload Assignment; if not in agreement, submit concern in writing to the academic chair. Absent such indication, the instructor shall be considered to agree with the workload assignment.	Concern submitted within five (5) workdays of receipt of the workload assignment
Academic Chair	3. Respond to the instructor about the concern in writing.	Within five (5) workdays following receipt of the concern
Instructor/Complainant	If the instructor remains dissatisfied with the workload assignment: 4. Submit a Smartsheet Workload Complaint form and supporting documentation to the Workload Monitoring Group (WMG).	Within five (5) workdays after the receipt of the academic chair's written response
Workload Monitoring Group (WMG)	5. Determine if the Workload Complaint will be reviewed by WMG Documentation Review or WMG Complaint Hearing and notify the relevant parties (complainant, academic chair, associate dean, dean, and SAFA president) of the complaint resolution approach.	Within two (2) workdays of receipt of the Workload Complaint

	<p>For WMG Documentation Review only - no hearing:</p> <p>6. Determine consensus on the Workload Complaint decision through discussions with the WMG members.</p> <p>When a WMG Complaint Hearing is required:</p> <p>7. Send notice of the hearing, including the standard agenda, date, time, and location (in-person or remote) to the relevant parties, and the WMG members.</p> <p>8. Hold a hearing and provide an opportunity for the relevant parties to provide their rationale for the workload assignment or complaint.</p>	<p>Within five (5) workdays of receipt of the Workload Complaint</p> <p>Within three (3) days of receipt of the Workload Complaint</p> <p>Where feasible, a hearing will be held within five (5) workdays of receipt of the Workload Complaint</p>
<p>WMG Co-Chair</p>	<p>For both a WMG Documentation Review and WMG Complaint Hearing:</p> <p>9. Render complaint decision through WMG member consensus.</p> <p>10. Provide a written WMG Complaint Decision Record to the complainant, academic chair, associate dean, dean, and SAFA president.</p>	<p>Where feasible, a decision will be made and documented within five (5) workdays of receipt of the Workload Complaint to the WMG</p>

Additionally, the Faculty Workload Complaint Process Visual on the SAITNOW [AUPE, SAFA and APT/management](#) page serves as a quick reference guide.