



July 20, 2022

To SAIT and SAFA Executive,

On June 20, 2022, SAIT and SAFA came to a mutual agreement to adjust the timelines of several committees identified in the recently ratified SAFA Collective Agreement. These decisions were based on SAIT and SAFA resource availability, as well as the consensus that committee formation requires thoughtful planning and implementation.

The adjustments to the Committees are as follows:

Committee	Term	Original Date	Approved Date
Faculty Workload Guidelines Committee (FWGC):	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.	10-Jun-2022 to form Committee and create Terms of Reference (TOR) 01-Sep-2022 for published guidelines	Week of 1-Aug-2022 to form Committee and create TOR No change to publishing date
Workload Monitoring Group (WMG)	This WMG will be formed by an equal number of appointed academic staff members and non-academic staff members. A term of reference (TOR) will be created and must consider the following: -Workload complaint process - Review process and recommendation process - Required data for decision making - Decision making process	01-Jul-2022 to create TOR	Week of 1-Aug-2022 to create TOR 15-Sep-2022 Committee members selected



<p>EDI Committees</p>	<p>Within 30 days of ratification: -SAFA will appoint a member to the SAIT Recruitment and Demographic Subcommittees. -SAFA will appoint a member to the SAIT EDI Advisory Council. -SAIT will engage SAFA leadership in a consultative process to gather feedback on draft EDI priorities.</p>	<p>10-Jun-2022 for Committee members</p>	<p>30-Sep-2022 for Committee members</p>
<p>CCH: Alternatives to CCH Table</p>	<p>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 (TOR) 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</p>	<p>10-Jun-2022 for Committee members TOR within 30 days of first Committee meeting</p>	<p>Mid-October-2022 for Committee members End of October-2022 for first meeting and TOR finalized</p>
<p>PD Utilization Committee</p>	<p>The parties agree to form a joint committee comprised of equal representation to explore ways to increase faculty utilization of Faculty Professional Development Funds. The joint committee shall meet within 3 months of the ratification of this agreement and will present mutually agreed upon recommendations back to the parties June 1, 2023.</p>	<p>10-Aug-2022 for first meeting</p>	<p>Mid-October 2022 for Committee members and TOR</p>



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Please contact your leader or your SHRBP, if you have any questions related to the Collective Agreement interpretation and implementation.

Sincerely,

Bengt Northwood

Associate Dean
Health & Public Safety

Al Brown

Labour Relations Officer
SAIT Academic Faculty Association (SAFA)

