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DEFINITIONS

Agreement:	this Collective Agreement.
Alternate Dean:	for Arts and Science members, the Dean of Education. For Professional Studies members, the Dean of Arts and Science. For Education members and Librarians, the Dear of Professional Studies.
Association:	the Mount Saint Vincent University Faculty Association.
Board:	the Mount Saint Vincent University Board of Governors.
Chair/Director:	a faculty member elected to undertake administrative responsibilities in an academic Department; for the purposes of this Agreement, Directors in the Faculty of Education shall be considered the equivalent of Chairs, unless otherwise stated
Dean:	the Dean of Arts and Science, Professional Studies, or Education
Department:	an academic unit of the University; for the purposes of Articles 18 and 20 of this Agreement (and where otherwise stated), the Faculty of Education shall be considered the equivalent of a Department
Employee:	a member of the bargaining unit.
Employer:	the Mount Saint Vincent University Board of Governors.
Faculty:	when used with a capital letter, an academic division of the University (Arts and Science, Professional Studies, or Education).
Full-time Appointment:	a type of appointment whose workload is as specified in Articles 23.1 and 23.2 or 45 for faculty, or Articles 24.1 and 24.2 for librarians.
Member:	a member of the bargaining unit.
Partial-time Appointment:	a type of appointment whose workload is either one-half or three-quarters of the load specified for full-time appointments.
President:	the President of the University.
Unit of Teaching:	two half-units consisting of 36-39 contact hours each, pursuant to Article 23.2.1.
University Librarian:	Chief Librarian under the terms of Appendix A. When this position is vacant, the Dean of Arts and Science will act as University Librarian for the purposes of this Agreement.

ARTICLE 1: RECOGNITION

1.1 The Employer recognizes the Association as the exclusive bargaining agent for the members of the bargaining unit as defined by the certification order of the Nova Scotia Labour Relations Board dated 16 March, 1988. The certification order, including Schedule A, is attached to this Agreement as Appendix A.

ARTICLE 2: ACADEMIC FREEDOM

- 2.1 The Employer and the Association agree to abide by the principles of academic freedom as expressed in the following statement: academic freedom involves the right to teach, investigate, speculate, and publish without deference to prescribed doctrine and free from institutional censorship. It involves the right to criticize the University and the Association. The right to academic freedom carries with it the duty to use that freedom in a responsible way.
- 2.2 The Employer agrees that members have the right to privacy in their personal and professional communications and files, whether on paper or in electronic form. The level of privacy, however, does not exceed that of reasonable expectations.
- 2.3 Academic freedom does not confer legal immunity, nor does it diminish the obligation of members to meet their responsibilities as defined in this Agreement.

ARTICLE 3: NO DISCRIMINATION

- 3.1 It is agreed that there shall be no discrimination practiced with respect to any employees by reason of race, creed, colour, age (except as limited by Article 42), ancestry or national origin, political or religious affiliation, belief or practice, sex, sexual orientation, marital status, family relationship, membership or activity in the Association, or handicap or disability or language (providing such do not preclude the Member's carrying out required duties).
- 3.2 It is understood and agreed that, notwithstanding 3.1 above, the Employer's policy with respect to the preferred hiring of women shall continue and shall be encouraged and developed by the parties to this Agreement.
- 3.3 It is understood and agreed that, notwithstanding 3.1 above, the Employer, having signed a Certificate of Commitment to Implement Employment Equity under the terms of the Federal Contractors Program, is committed to the hiring of women, visible minorities, aboriginal peoples and persons with disabilities.

ARTICLE 4: DURATION

- 4.1 This Collective Agreement comes into effect on the date of ratification and expires on 30 June, 2007.
- 4.2 Either party may, within the period of 120 calendar days and 60 calendar days prior to the expiry of this Agreement, give notice in writing to the other party of its desire to bargain with a view to renewal or revision of this Collective Agreement.
- 4.3 This Collective Agreement shall remain in full force and effect until such time as agreement has been reached with respect to renewal or revision or until such time as a legal strike or lock-out occurs.

ARTICLE 5: STRIKES AND LOCKOUTS

- 5.1 During the term of this Agreement, the Association agrees that there shall be no strikes and the Employer agrees that there shall be no lockouts.

ARTICLE 6: MANAGEMENT RIGHTS

- 6.1 The Association recognizes the Employer's right to manage and operate the University, except as explicitly limited by this Collective Agreement.

ARTICLE 7: JOINT COMMITTEE FOR ADMINISTRATION OF THE AGREEMENT

- 7.1 A joint committee for the Administration of this Collective Agreement, composed of three (3) representatives of the Employer and three (3) representatives of the Faculty Association, shall be established within twenty (20) working days of the signing of this agreement. Representatives of each party, with one alternate, shall be named annually by 30 April.
- 7.2 This committee shall meet as necessary at the written request of either party with ten (10) working days' notice.
- 7.3 This committee shall undertake to seek the timely correction of conditions that may give rise to misunderstanding, and to be a forum for the mutual exchange of information relating to this Agreement. Its purpose shall be to encourage cooperation between the parties with respect to administration of the Agreement, to hear complaints and consider suggestions in this regard, and to resolve questions regarding the interpretation or application of the Agreement.

- 7.4 Two (2) members of the committee representing each party must be present to constitute a quorum. Agreement between two (2) members of the Administration and two (2) members of the Faculty Association shall constitute a decision. Decisions of the committee shall, when signed by a representative of each party, be binding on all parties.
- 7.5 The parties agree to exchange lists of matters they wish to be discussed at least three (3) working days prior to a scheduled meeting.
- 7.6 Matters that are being dealt with under the grievance and arbitration articles of this Agreement (Articles 36 and 37) shall not be the subject matter of these meetings.
- 7.7 Minutes of these meetings shall be provided to Committee members, the President of the Association, and the President of the University.

ARTICLE 8: PROVISION OF FACILITIES FOR THE ASSOCIATION

- 8.1 The Employer shall provide the Association the use of an office, including light, heat and cleaning services, free of charge.
- 8.2 The Association shall have access to the internal postal service and to available meeting rooms within the University, according to established policies and booking procedures, free of charge.
- 8.3 In return for payment at prevailing rates, the Association shall have access to the printing, computing, library, audio-visual, telephone and any other University services available at established rates.

ARTICLE 9: COURSE RELIEF FOR THE ASSOCIATION

- 9.1 The University will provide one unit of course relief to the President of the Faculty Association.
- 9.2 The Association may purchase additional units of course relief at overload stipend rates (as specified in Article 38) for one or more of its members with the agreement of the member's (members') Chair(s)/Director(s) and appropriate Dean(s), and upon request to the Vice-President (Academic). Such requests shall normally be made annually by 15 May.

ARTICLE 10: MEMBERSHIP AND DUES

- 10.1 No faculty member or librarian is required to join the Association as a condition of employment. However, each member of the bargaining unit, whether or not she is a

member of the Association, shall pay dues or the equivalent of dues to the Association, except while the member is on a leave of absence without pay, or long-term disability.

- 10.2 The Employer shall deduct bi-weekly the dues or the equivalent of dues as assessed by the Association, from the salaries of all members of the bargaining unit.
- 10.3 Within fifteen (15) calendar days of the end of the last pay period of each month, the Employer shall forward to the treasurer of the Association the full amount of the deductions, accompanied by a list of the names and corresponding deduction for each member of the bargaining unit from whose salary a deduction has been made.
- 10.4 On or before 1 September of each year, the Employer shall provide to the President of the Association a listing for the current year of all members of the bargaining unit by name, age, rank, appointment status, date of initial appointment, grid placement and salary. The confidentiality of individual data shall be respected by the Association.

ARTICLE 11: COPIES OF THE AGREEMENT

- 11.1 The Employer shall provide one (1) copy of this Agreement to each member within thirty (30) calendar days following signing of this Agreement.
- 11.2 A copy of this Agreement shall accompany a formal, written offer of employment to a prospective member of the bargaining unit.

ARTICLE 12: FINANCIAL INFORMATION

- 12.1 As soon as such information is available, the Employer shall provide to the President of the Faculty Association:
 - 12.1.1 the annual budget as approved by the Board of Governors;
 - 12.1.2 the annual audited financial statement of the University;
 - 12.1.3 a copy of the University's submission to the M.P.H.E.C.

ARTICLE 13: PAST POLICIES AND PRACTICES OF THE UNIVERSITY

- 13.1 Subject to the provisions of this Agreement, both parties shall recognize the following as past policies and practices of the University:
 - 13.1.1 Faculty member representation on search and evaluation committees for senior academic and administrative positions. These positions shall include: President, Vice-President (Academic), Vice-President (Administration),

University Librarian, Deans, Directors, any other administrator(s) to whom these named positions report and any other position at an administrative level equivalent to the positions named herein;

- 13.1.2 The right of faculty members elected to the Board of Governors to participate on all committees of the Board, including the Finance Committee. The President of the Faculty Association will sit on the Finance Committee so long as she is a member of the Board of Governors.
- 13.1.3 Faculty member representation on presidential committees relating to the University's academic function(s) and matters pertaining to the University as a whole, excluding the President's Forum;
- 13.1.4 Faculty member representation on the senior committee responsible for preparation of the budget.

ARTICLE 14: FAIR TREATMENT AND SEXUAL HARASSMENT

14a Fair Treatment

- 14a.1 The parties to this agreement endorse the principles of, and agree to abide by the procedures in the Mount Saint Vincent University "Fair Treatment Policy".
- 14a.2 Nothing in this article or in the "Fair Treatment Policy" is intended to inhibit normal social relationships, freedom of expression, or academic freedom.
- 14a.3 The parties to this Agreement recognize that the statement made in 14a.2 applies to professional and/or supervisory relationships of an academic, counselling or administrative character to which students, faculty and librarian members, support staff, members of administration and any other members of the university are subject.
- 14a.4 A member retains her rights to grieve any alleged violation of the Collective Agreement that may arise in the application of the "Fair Treatment Policy".
- 14a.5 If a recommendation for disciplinary action or dismissal is made in the application of the provisions of the "Fair Treatment Policy", the procedures outlined in Article 34 (Discipline and Dismissal) of this Agreement shall apply.
- 14a.6 The document entitled Mount Saint Vincent University "Fair Treatment Policy" shall be contained in its entirety in the Faculty Handbook.

14b Sexual Harassment

- 14b.1 Unwelcome sex-related remarks, jokes, innuendos or taunting about a person's body, appearance, or sexual orientation; unwelcome physical contact or gestures; gratuitous and

unnecessary display of sexually offensive or derogatory pictures; unwelcome sexual invitations or requests; demands for sexual favours; verbal abuse or threats of a sexual nature; sexual assault and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 14b.1.1 submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status or academic accreditation; or
 - 14b.1.2 submission to or rejection of such conduct by an individual is used as a basis for employment, or for academic performance, status or accreditation decisions affecting such individual; or
 - 14b.1.3 such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.
- 14b.2 Nothing in this article on sexual harassment is intended to inhibit normal social relationships, freedom of expression or academic freedom.
- 14b.3 The parties to this agreement recognize that the statements made in 14b.1 and 14b.2 apply to professional and/or supervisory relationships of an academic, counselling or administrative character to which students, faculty and librarian members, support staff, members of administration and any other members of the university are subject.
- 14b.4 A member retains her rights to grieve any alleged violation of the Collective Agreement that may arise in the application of the Mount Saint Vincent University "Procedures for Handling Sexual Harassment".
- 14b.5 If a recommendation for disciplinary action or dismissal is made in the application of the provisions of the "Policy for Handling Sexual Harassment", the procedures outlined in Article 34 (Discipline and Dismissal) of this Agreement shall apply.
- 14b.6 A member may grieve discipline or dismissal in matters of sexual harassment in accordance with the provisions of Article 36.3.2 and 36.6.2.
- 14b.7 The document entitled Mount Saint Vincent University "Procedures for Handling Sexual Harassment" shall be contained in its entirety in the Faculty Handbook.

ARTICLE 15: HEALTH, SAFETY AND SECURITY

- 15.1 The parties agree to comply with Nova Scotia Occupational Health and Safety legislation, and with the University Policy on Occupational Health and Safety, in the performance of their duties.

- 15.2 The Joint Occupational Health and Safety Committee shall follow the mandate and procedures outlined by Nova Scotia Occupational Health and Safety legislation.
- 15.2.1 The Association shall have two representatives on this Committee, at least one of whom shall be appointed from among the Science faculty members who teach laboratory courses.
- 15.2.2 The members of this committee shall elect a chair or co-chairs from amongst themselves.
- 15.2.3 The Employer shall provide support services to this Committee.

ARTICLE 16: AMALGAMATION, CONSOLIDATION, MERGER OF THE UNIVERSITY

- 16.1 The Employer and the Association agree that the provisions of the Trade Union Act covering the transfer of business or successor rights shall apply in the event that the University is, in whole or in part, merged, amalgamated, or consolidated with another employer.

ARTICLE 17: FINANCIAL EXIGENCY

- 17.1 A state of financial exigency exists if there is a sufficiently grave financial situation that endangers the continued functioning of the University, and if reductions are required in the budgetary allocation for salaries and benefits of members.
- 17.2 In the light of the parties' recognition of the primacy of the University's academic mission and in their desire to preserve the academic integrity of the University, the Board of Governors shall not declare a state of financial exigency and/or initiate the lay-off of members of the bargaining unit except after rigorous economies have been introduced in all sectors of the University, including reductions of non-bargaining unit staff, and after all means of obtaining revenue have been explored and exhausted. No lay-offs of members shall occur except on necessary and reasonable financial grounds.
- 17.3 The Board of Governors shall not declare a state of financial exigency to exist until the procedures detailed in Articles 17.4 through 17.13 have been completed.
- 17.4 The President shall notify the President of the Association in writing that the Board believes a state of financial exigency may exist. This notice shall include the information which convinced the Board to reach such a conclusion, its estimate of the magnitude of the problem, its proposal for resolving the problem, and a statement of the proposed reduction in members' salaries and benefits.

- 17.5 Immediately upon this notice being given, no appointments shall be made to vacant or new positions in the faculty, research, library, or administrative staff of the University until a bona fide state of financial exigency has been determined to exist or not exist, pursuant to Article 17.14.
- 17.6 Within 20 working days of this notice, a three-person Financial Exigency Committee shall be established. The Committee shall not include any person who has had any interest in the matters coming before the Committee, or who is acting, or has, within a period of six (6) months preceding the date of her appointment, acted as solicitor, counsel or agent of either of the parties.
- 17.7 The Financial Exigency Committee shall be struck as follows:
- 17.7.1 One member shall be named by the Association;
- 17.7.2 One member shall be named by the Board;
- 17.7.3 A Chair shall be agreed upon by the nominees of the Association and the Board;
- 17.7.4 In the event the parties cannot agree on a Chair, this appointment shall be made by the Chief Justice of Nova Scotia.
- 17.8 The Financial Exigency Committee shall attempt to reach a judgement in which all members of the Committee concur. Failing unanimity, the report of the majority shall be the Report of the Committee. Failing a majority, the report of the Chair shall be the Report of the Committee. The report(s) shall be a public document(s).
- 17.9 The Association and the Board may make representations to the Financial Exigency Committee.
- 17.10 The Board shall provide the Financial Exigency Committee with all relevant information, financial and otherwise, requested by the Chair. Delay in provision of information shall lead to an equivalent extension in the Committee's time to report (see 17.11). Failure to provide such information may be grounds for the Financial Exigency Committee to find that a state of financial exigency does not exist.
- 17.11 The Financial Exigency Committee shall report, in writing, within 40 working days of its establishment to both the Association and the Board of Governors.
- 17.12 The Financial Exigency Committee shall consider all of the following:
- 17.12.1 Whether the University's financial position, as evidenced from the total budget, constitutes a budgetary crisis such that substantial deficits projected by generally accepted accounting principles threaten the financial collapse of the University;

- 17.12.2 Whether, in view of the primacy of the University's academic mission, reduction in academic staff is a reasonable type of cost-saving;
 - 17.12.3 Whether, in view of the primacy of the University's academic mission, reallocation of budgetary resources, including reserves, is reasonable;
 - 17.12.4 Whether all reasonable means of achieving cost saving in other areas of the University budget have been explored and exhausted;
 - 17.12.5 Whether all reasonable means of improving the University's revenue position, including borrowing, deficit financing and the sale of real and other property not essential to the academic function, have been explored and exhausted;
 - 17.12.6 Whether every effort has been made to secure further assistance from the provincial government;
 - 17.12.7 Whether all reasonable means of reducing the academic staff complement, including voluntary early retirement, voluntary resignation, voluntary transfer to partial-time status, and redeployment and the like have been explored and exhausted;
 - 17.12.8 Whether all reasonable means of reducing the non-academic staff complement, including voluntary early retirement, voluntary resignation, voluntary transfer to partial-time status, and redeployment and the like have been explored and exhausted;
 - 17.12.9 The reasons for the Board's belief that a state of financial exigency exists;
 - 17.12.10 The prognosis for recovery; and
 - 17.12.11 Any other matters the Committee deems relevant.
- 17.13 The Report of the Financial Exigency Committee shall include the amount of reduction, if any, required in the budgetary allocation for salaries and/or benefits of members.
- 17.14 After consideration of the Report, the Board shall declare a state of financial exigency to exist or not to exist. A declaration of financial exigency shall indicate the required amount of reduction in the budgetary allocation for members' salaries and benefits.
- 17.15 Members shall only be laid off if it is reasonable and necessary to do so on financial grounds. The order of members' lay-off shall conform to type of appointment, in ascending order:

- 17.15.1 Term;
 - 17.15.2 Probationary;
 - 17.15.3 Tenured or permanent.
- 17.16 Within the order of lay-off specified in 17.15, the sole criterion shall be seniority at the University. Lay-off will be in ascending order of seniority. Seniority shall be determined accordingly:
- 17.16.1 In the case of probationary members, seniority is determined from the date of full-time appointment at the University. In the case of members with tenure or permanence, seniority is determined from the date of tenure or permanence at the University;
 - 17.16.2 Where seniority as determined in 17.16.1 is equal, service at the University prior to the attainment of probationary status, tenure or permanence shall be considered;
 - 17.16.3 When there are two or more persons of equal seniority as determined by 17.16.1 and 17.16.2 rank shall be the determining factor. The order of lay-off for faculty by rank shall be Lecturer, Assistant Professor, Associate Professor, Professor. For Librarians the order of lay-off shall be Librarian I, Librarian II, Librarian III, and Librarian IV.
- 17.17 The Employer shall give to each tenured or permanent member who is laid off:
- 17.17.1 Twelve (12) months' notice, or twelve (12) months' salary in lieu of notice, or a combination of notice and salary equivalent to twelve (12) months; and
 - 17.17.2 One (1) month's salary for each year of service following full-time appointment at the University, with a minimum of six (6) months' salary and a maximum of eighteen (18) months' salary.
- 17.18 The Employer shall give to each probationary member who is laid off:
- 17.18.1 Nine (9) months' notice, or nine (9) months' salary in lieu of notice, or a combination of notice and salary equivalent to nine (9) months; and
 - 17.18.2 Members with more than two years of service shall receive one (1) month's salary for each year of service.
- 17.19 Where a member who holds a term appointment of up to twelve (12) months is laid off, the Employer shall provide notice to the expiry of the term.

- 17.20 The Employer shall give to each member holding a term appointment of greater than twelve (12) months who is laid off the lesser of:
- 17.20.1 Notice to the expiry of the term; or
 - 17.20.2 Six (6) months' notice, or six (6) months' salary in lieu of notice, or a combination of notice and salary equivalent to six (6) months.
- 17.21 A member, her spouse and/or dependent children who are eligible for tuition benefits at the time of lay-off shall retain that eligibility until the termination of laid-off status or the member obtains alternate employment.
- 17.22 If and so long as such plans permit, a laid-off member shall be entitled to the University's Group Life Insurance coverage, at University expense, until the termination of laid-off status, or the member obtains alternate employment.
- 17.23 If and so long as such plans permit, a laid-off member shall be eligible to participate in any or all other fringe benefit plans, including the Retirement Plan, at the member's expense, until the termination of laid-off status or the member obtains alternate employment.
- 17.24 Laid-off members shall have full access to library facilities. Limited only by the research and teaching priorities of members not laid off and student needs, laid-off members shall have full access to computer and laboratory facilities.
- 17.25 Recall means the Employer's offer of a bargaining unit position for which a member is qualified. Laid-off members shall be recalled in reverse order of lay-off. The period of recall rights shall be limited as follows:
- 17.25.1 Each member with tenure or permanence at the time of lay-off: for a period of five (5) years from the date of lay-off;
 - 17.25.2 Each member without tenure or permanence at the time of lay-off: for a period of two (2) years from the date of lay-off.
- 17.26 No new appointment shall be made to any position in the bargaining unit until every member having recall rights and who is qualified for the position, or may be retrained as per Article 29.7, has been offered the position. The cost of the retraining shall be borne by the Employer.
- 17.27 Laid-off members who so elect shall have preferred status for employment at the University in available, non-bargaining unit positions for which they are qualified.
- 17.28 A member shall respond to an offer of recall within two (2) weeks of receipt of the offer, and shall be entitled to a reasonable period of time to fulfill other employment commitments prior to returning to the University.

- 17.29 A recalled member shall return to no less than the seniority, status, and rank she held at the time of lay-off. Years of service toward consideration for tenure, sabbatical and the like shall be no less than at the time of lay-off.
- 17.30 Salary for recalled members shall be consistent with the salary scale in effect at the time of recall; members shall be placed on the salary scale in accordance with the mechanism for scale placement in effect at the time of recall. Recalled members who obtain experience during the period of lay-off in areas of work recognized by the mechanism for scale placement shall, for purposes of salary, be credited with that experience at the time of recall.
- 17.31 Termination of laid-off status shall occur:
- 17.31.1 When the member's recall rights lapse, pursuant to 17.25; or
 - 17.31.2 When the member accepts employment in a bargaining unit position; or
 - 17.31.3 When the member is offered and does not accept employment in a bargaining unit position; or
 - 17.31.4 When the member indicates in writing that she no longer wishes to retain her recall rights.
- 17.32 All correspondence between the Employer and individual members arising from the provisions of this Article shall be copied to the Association.

ARTICLE 18: APPOINTMENT (FACULTY)

- 18.1 Appointment of a faculty member shall be to the rank of Lecturer, Assistant Professor, Associate Professor or Professor consistent with the following criteria:
- 18.1.1 Lecturer: possession of a Master's degree or a combination of academic and professional qualifications equivalent to a Master's degree;
 - 18.1.2 Assistant Professor: possession of a doctorate or possession of a Master's degree with three (3) years of university teaching or relevant professional experience subsequent to earning the degree;
 - 18.1.3 Associate Professor: normally possession of a doctorate. In addition, demonstrated competence in teaching and scholarship and/or professional achievement;

- 18.1.4 Professor: normally possession of a doctorate. In addition, demonstrated competence in teaching and a record of significant contribution to the academic or professional discipline.
- 18.2 All appointments of members of the bargaining unit shall be with term, probationary, or without term (otherwise known as tenured appointments). Normally, initial appointments shall be probationary; those with tenure shall be reviewed by the University Review Committee.
- 18.2.1 All appointments with tenure carry with them the need for departmental recommendation and consideration of the criteria contained in Article 20.22.
- 18.3 Partial-time (normally three-quarters and half-load) appointments shall carry with them a proration of all matters pertaining to contractual considerations, as defined in Articles 20 and 21.
- 18.4 Initial probationary appointments shall normally be for a period of three years and shall terminate on the thirtieth of June.
- 18.5 When a candidate appointed to the rank of lecturer completes a doctorate within the term of her first appointment, promotion to the rank of Assistant Professor, effective the first day of the month following confirmation of completion, shall be automatic.
- 18.6 Appointments with term shall be made for the following purposes and periods only:
- 18.6.1 to replace a faculty member on leave or secondment (corresponding to the period of leave to a maximum of 48 months);
- 18.6.2 to staff a position funded by a research grant or government programme (to a maximum of 36 months);
- 18.6.3 to staff a position in response to an emergency arising from the sudden death, illness or resignation of a member (to a maximum of 24 months);
- 18.6.4 to meet a need arising from a significant enrolment increase (to a maximum of 24 months);
- 18.6.5 to staff a probationary position in the event of an inconclusive search (to a maximum of 24 months);
- 18.6.6 to staff a position where there is insufficient time for a full search (to a maximum of 24 months);
- 18.6.7 to retain a faculty member following retirement (renewable on an annual basis);

- 18.6.8 to retain a faculty member following a negative tenure decision (to a maximum of 12 months).
- 18.6.9 to staff positions for such other reasons as may, from time to time, be agreed upon by the Joint Committee for the Administration of the Agreement (to a maximum of 24 months).
- 18.7 A faculty member who serves in a term position for more than the specified period shall be deemed to hold a probationary appointment.
- 18.8 All appointments shall be made by a standard letter, signed by the President, which shall include:
 - 18.8.1 dates of commencement and termination;
 - 18.8.2 rank;
 - 18.8.3 salary;
 - 18.8.4 type (i.e. term, probationary or tenured);
 - 18.8.5 where applicable, the conditions supporting an appointment with term;
 - 18.8.6 nature (i.e. full-time or partial-time);
 - 18.8.7 description of special duties;
 - 18.8.8 any special conditions, including recognition of years of University experience or academic and/or professional credentials required for reappointment, promotion or tenure, and/or recognition of up to two years of University experience, as approved by the Dean, to count as continuous service towards sabbatical leave.
- 18.9 Letters of appointment shall be accompanied by a copy of this Agreement and by the published documents describing group insurance and pension plans currently in effect.
- 18.10 When a position in the bargaining unit is available, the following shall occur:
 - 18.10.1 A Department Appointments Committee (DAC) shall be formed, consisting either of all the tenured and probationary members of the Department/Faculty of Education, or of a minimum of six such members, to be elected by the Department/Faculty of Education. In Departments with fewer than four such members eligible to vote, the Chair, in consultation with the Dean, shall establish an ad hoc DAC, by appointing sufficient tenured or probationary members with expertise in the field to bring the membership of the DAC to

four. The Chair of the Department/Director or her designate shall be the Chair of the DAC;

- 18.10.2 The Department Chair/Director, in accordance with the recommendations of her Department, shall provide the Dean with an outline of the qualifications, specific areas of competence and teaching load required of the position;
- 18.10.3 The Dean shall authorize the placement of an appropriate advertisement in the *CAUT Bulletin*, the *AUCC University Affairs*, and any other publication deemed necessary, outlining the position and its requirements. In the case of term positions of 12 months or fewer in length, the Dean, in consultation with the Department/Faculty of Education, shall authorize the placement of an advertisement in advertising media appropriate to the discipline. No additions or alterations to the qualifications, specific areas of competence and teaching load authorized by the Dean shall be made in the advertisement without prior consultation and the agreement of the Department/Faculty of Education.
- 18.10.4 The DAC shall forward a short list of one or more candidates, ranked as to preference, to the Dean. The list shall be based on a review of the complete file of each candidate, including an assessment of the candidate's credentials, competence in teaching, and competence in scholarship and/or professional activity. Where a member holding an appointment with term possesses the qualifications and specific areas of competence identified in the advertisement, she shall be placed on the short list and be interviewed for the appointment.
- 18.10.5 Normally, the three top candidates from the short list may be interviewed; the Dean may authorize additional interviews.
- 18.10.6 The DAC, the Dean and/or the Vice-President (Academic) shall interview candidates;
- 18.10.7 The interview process shall be structured to allow for participation by all members of the Department, and must ensure that each candidate is assessed for all requirements of the position, including teaching, scholarly and/or professional activity, and collegial service. All efforts must be made to ensure equal and fair treatment of all candidates, it being understood that parts of the interview may need to be tailored to the individual candidate;
- 18.10.8 The evaluation and ranking of candidates shall be consistent with the criteria listed in the position advertisement.
- 18.10.9 The Chair of the DAC, on behalf of the Department/Faculty of Education, shall make a written recommendation regarding appointment to the Dean within ten (10) working days of the final interview. This shall reflect discussion by the Department/Faculty of Education and bear the signature of

all Department/Faculty of Education members who participated in interviewing the candidate. This recommendation shall be supported by reasoned advice regarding type of appointment, rank, previous years of service and any special conditions of employment that may apply.

- 18.10.10 The Dean shall forward this recommendation along with her own full reasoned written recommendation to the Vice-President (Academic). Where the recommendation of the Dean differs significantly from that of the Department/Faculty of Education, the Vice-President (Academic) shall meet with the Dean and the Department Chair/Director to attempt to resolve the matter.
- 18.10.11 On the advice of the Vice-President (Academic), the President shall issue a formal offer of appointment to the candidate.
- 18.10.12 Notwithstanding the procedures outlined in 18.10.3 through 18.10.9 above, where a member holding a term appointment is being considered for a further term appointment pursuant to Article 18.6 above, the Chair/Director, having consulted with the Department/Faculty of Education regarding the member's performance of her duties, may make a written recommendation to the Dean that she be appointed upon approval of the vacancy by the Vice-President (Academic).

Cross-Appointments

- 18.11 Where academic circumstances warrant, a member may receive an initial or subsequent appointment to more than one Department. The member shall be based in a primary Department and may have duties or responsibilities in a secondary Department. The member shall receive a cross-appointment only with her written consent, and upon the recommendation of the Departments to which she is appointed.
- 18.12 Before a member agrees to a cross-appointment, she shall meet with the Department Chairs and the Dean(s) to reach an agreement on how the member's work will be shared among the Departments involved. The agreement shall stipulate which Department shall have primary responsibility for the member in academic and administrative matters.
- 18.13 The primary Department shall be responsible for all administrative and academic matters related to the member, including but not limited to appointment, reappointment, tenure, and promotion.
- 18.14 Where a cross-appointment is made as part of a member's initial appointment, the DAC shall consist of all the tenured and probationary members of the primary Department (except as provided in Articles 18.10.1) and one member of the secondary Department, to be elected by its members. Each interviewed candidate shall give a public presentation at which members of both Departments shall have the opportunity to ask questions. The information gleaned through this process, along with written input from the secondary

Department, shall complement that provided in the candidates' files and shall be used by the DAC in prioritizing applications;

- 18.15 In the case of reappointment, tenure, and promotion of a cross-appointed member her application shall be evaluated by the DRC of the primary Department, with the addition of one member of the secondary Department, to be elected by its members. Members of the secondary Department shall be invited to review the member's file and provide the DRC with an evaluation of the member according to the criteria set out in Article 20. The DRC shall take into account the evaluations provided by the secondary Department as part of its overall evaluation of the member.
- 18.16 A member holding a cross-appointment shall have the right to attend Department meetings, and to vote, be elected or appointed to committees, in the Departments to which she is cross-appointed.
- 18.17 A member holding a cross-appointment shall have equivalent workload responsibilities to those of members appointed to a single department, as described in Article 23.1. The allocation of teaching assignments and collegial service in each Department shall be agreed upon by the member and the Chair of the primary Department, in consultation with the Chair of the secondary Department, and approved by the Dean(s). The allocation of such duties shall be done fairly, taking into account the following factors:
 - 18.17.1 With respect to teaching, the provisions of Articles 23.2 through 23.4 , and the need to ensure an equitable division of duties between the primary and secondary Departments that does not disadvantage the member;
 - 18.17.2 With respect to collegial service, the need to ensure an equitable division of duties between the primary and secondary Departments that does not disadvantage the member.
- 18.18 Where a disagreement arises between a cross-appointed member and her Chair regarding the allocation of teaching and collegial service, the standard of comparability to the workload of members not holding a cross-appointment shall be the main criterion in determining fairness.

Post-Retirement Term Appointments

- 18.19 A member may, by the July 1 prior to her normal retirement date, apply to her Department/Faculty of Education to continue in a nine-month post-retirement term appointment. Upon recommendation of the Department/Faculty of Education and the Dean, the Vice-President (Academic) may recommend to the President that the member be appointed or re-appointed to a post-retirement term appointment. Such applications shall not unreasonably be denied. The maximum number of post-retirement term appointments the President may approve for a member shall be three.

- 18.20 The member shall retain her earned rank at her normal retirement date except that the pre-retirement salary for that rank shall be pro-rated for the nine-month term.
- 18.21 Such members are not eligible to participate in the Pension Plan or the BeneFlex plan, nor are they eligible for sabbatical leaves.

ARTICLE 19: APPOINTMENT (LIBRARIANS)

- 19.1 Appointment of a librarian member shall be to the rank of Librarian I, Librarian II, Librarian III, or Librarian IV, in accordance with the following criteria:
- 19.1.1 Librarian I: possession of a Master's Degree in Library or Information Science, or a combination of Bachelor's Degree in Library or Information Science and relevant professional experience equivalent to a Master's Degree;
 - 19.1.2 Librarian II: possession of a Master's Degree in Library or Information Science or its equivalent, a minimum of three (3) years of professional experience as a librarian, and either a second Master's Degree in a pertinent field, or a demonstrated capacity to apply professional and related academic expertise in the library;
 - 19.1.3 Librarian III: possession of a Master's Degree in Library or Information Science or its equivalent, a minimum of six (6) years of professional experience as a librarian, and either a second Master's Degree in a pertinent field, or a demonstrated capacity to apply professional and related academic expertise in the library appropriate to the number of years of her professional experience and service;
 - 19.1.4 Librarian IV: possession of a Master's Degree in Library or Information Science or its equivalent, a minimum of six (6) years of experience as a professional librarian, and a record of significant contribution to librarianship through scholarly activities, administrative service, or participation at a senior level in external library organizations.
- 19.2 All bargaining unit appointments for librarians shall be with term, probationary, or without term (otherwise known as permanent appointments). Normally, initial appointments shall be probationary; those with permanence shall be reviewed by the University Review Committee for Librarians.
- 19.2.1 All appointments with permanence carry with them the need for departmental recommendation and consideration of criteria contained in Article 21.22.
- 19.3 Initial appointments for librarians shall normally be full-time probationary appointments. Continuing partial-time (three-quarters or half-load) appointments may be made upon the request of the member with the concurrence of the University Librarian.

- 19.4 Initial probationary appointments shall normally be for a period of three years and shall terminate on the thirtieth of June.
- 19.5 Appointments with term for librarian members shall be made for the following purposes, and for periods not exceeding the time limits specified below:
- 19.5.1 To replace a librarian member on leave or secondment (corresponding to the period of leave to a maximum of 36 months);
 - 19.5.2 To staff a library position funded by a research grant or government programme (to a maximum of 36 months);
 - 19.5.3 To staff a library position in response to an emergency arising from the sudden death, illness or resignation of a librarian member (to a maximum of 24 months);
 - 19.5.4 To meet a need arising from a significant increase in workload (to a maximum of 24 months);
 - 19.5.5 To staff a library position in the event of an inconclusive search to fill a probationary position (to a maximum of 24 months);
 - 19.5.6 To staff a library position where there is insufficient time for a full search (to a maximum of 24 months);
 - 19.5.7 To retain a librarian member following retirement from the University (renewable on an annual basis);
 - 19.5.8 To retain a librarian member following a decision not to grant permanence (to a maximum of twelve months).
- 19.6 A librarian member who serves in a term position for more than the specified period shall be deemed to hold a probationary appointment.
- 19.7 All appointments of librarian members shall be made by a standard Letter of Appointment which shall include:
- 19.7.1 dates of commencement and termination;
 - 19.7.2 rank;
 - 19.7.3 salary;
 - 19.7.4 type (i.e. term, probationary or permanent);

- 19.7.5 where applicable, the condition supporting appointment with term;
 - 19.7.6 nature (i.e. full-time or partial-time);
 - 19.7.7 description of special duties, including flexible work schedules pursuant to Article 24.3;
 - 19.7.8 any special conditions, including recognition of years of experience or academic and/or professional credentials required for reappointment, promotion or permanence.
- 19.8 Letters of appointment shall be accompanied by a copy of this Agreement and by the published documents describing group insurance and pension plans currently in effect.
- 19.9 When a position in the bargaining unit is available, the following shall occur:
- 19.9.1 The permanent and probationary library members shall constitute a Librarian Appointments Committee (LAC). Where there are fewer than four (4) such members eligible to vote, the members in consultation with the University Librarian, shall establish an ad hoc LAC, by appointing sufficient tenured or probationary faculty members with expertise in the field to bring the membership of the LAC to four (4). The LAC shall elect a Chair from among its members;
 - 19.9.2 The University Librarian, in consultation with the LAC, shall prepare an outline of the qualifications, areas of competence and any instructional responsibilities required of the position, and draft an appropriate advertisement;
 - 19.9.3 The Vice-President (Academic) shall authorize the placement of an appropriate advertisement using relevant print and online avenues, outlining the position and its requirements, including any required flexible work schedules, and directing candidates to apply to the University Librarian;
 - 19.9.4 The Chair of the LAC shall forward a short list of one or more candidates, ranked as to preference, to the University Librarian. The list shall be based on a review of the complete file of each candidate, including an assessment of the candidate's credentials, competence in the performance of library duties, and competence in scholarship and/or professional activity;
 - 19.9.5 The three top candidates from the short list may be interviewed;
 - 19.9.6 All LAC members, the University Librarian and/or the Vice-President (Academic) shall interview candidates;

- 19.9.7 The Chair of the LAC shall make a written recommendation regarding appointment to the University Librarian within five (5) working days of the final interview. This recommendation shall reflect discussion of all LAC members and bear the signature of all who participated in interviewing the candidate. This recommendation shall be supported by reasoned advice regarding type of appointment, rank, previous years of service and any special conditions of employment that may apply;
- 19.9.8 The University Librarian shall forward this recommendation along with her own full, reasoned written recommendation to the Vice-President (Academic). Where the recommendation of the University Librarian differs significantly from that of the LAC, the Vice-President shall meet with the University Librarian and the Chair of the LAC to attempt to resolve the matter. On the advice of the Vice-President (Academic), the President shall issue a formal offer of appointment to the candidate.
- 19.9.9 Notwithstanding the procedures outlined in Articles 19.9.3 to 19.9.7, where a member holding a term appointment is being considered for a further term appointment, the University Librarian, having consulted with the other Librarians regarding the member's performance of her duties, may make a written recommendation to the Vice-President (Academic) that she be appointed upon approval of the vacancy by the Vice-President (Academic).

ARTICLE 20: REAPPOINTMENT, TENURE AND PROMOTION (FACULTY)

General

- 20.1 The following clauses apply to all faculty members with full-time, three-quarter-load or half-load continuing appointments.
- 20.2 Consideration of a faculty member's candidacy for reappointment, tenure or promotion shall proceed through three stages of assessment and recommendation: Departmental, Faculty, and University. The first stage is undertaken by the Department Review Committee (DRC), the second by the candidate's Dean, and the third by the University Review Committee (URC).
- 20.3 The responsibility for maintaining an up-to-date academic file, pursuant to Article 22.2, rests with the candidate. The academic file to be assessed in matters of reappointment, tenure or promotion shall be brought up to date by the candidate prior to its consideration by the Department Review Committee. The candidate shall have access to all written reports received by the Dean and the URC in these evaluation procedures.
- 20.3.1 The academic file shall consist of a letter of application, an up-to-date curriculum vitae following the suggested format, a teaching dossier per

Article 20.27.5, and a representative sample, selected by the candidate, of publications arising from her scholarly and/or professional activity.

Department Review Committee

- 20.4 The Department Review Committee (DRC) shall be constituted according to the following principles:
- 20.4.1 The Department Review Committee (DRC) shall consist of either all the tenured and probationary members of the Department/Faculty of Education or a minimum of six such members, to be elected by the Department/Faculty of Education. In Departments with fewer than four such members eligible to vote, the Chair/Director, in consultation with the Dean, shall establish an ad hoc DRC by appointing sufficient tenured or probationary members with expertise in the field to bring the membership of the DRC to four. The Chair of the Department/Director or her designate shall be the Chair of the DRC;
- 20.4.2 When the Department Chair/Director is a candidate for reappointment, tenure or promotion, the members of the Department Review Committee shall elect a chair from among themselves;
- 20.4.3 In departments with fewer than four probationary or tenured members of the bargaining unit eligible to vote, the Department Review Committee shall consist of at least three, and, wherever possible, four members, including all such members of the department except the candidate and a maximum of two members of the bargaining unit with expertise in the field. This Committee shall be chaired by the candidate's Department Chair/Director. Selection of external members shall occur according to the following procedures:
- 20.4.3.1 Where two external members are required, the candidate and the Chair of the Department Review Committee shall each designate one member;
- 20.4.3.2 Where one member with expertise in the field is required, the member shall be designated by the mutual consent of the candidate and the Chair of the Department Review Committee;
- 20.4.3.3 Upon selection of the external member(s), the candidate and the Chair of the Department Review Committee shall confirm in writing their satisfaction with the selection process. This confirmation shall be forwarded to the University Review Committee as part of the candidate's academic file.
- 20.5 The Department Review Committee shall meet to consider the candidate's application for reappointment, tenure or promotion in accordance with the criteria and procedures in this Agreement, and shall make a full, reasoned, written recommendation to the University Review Committee concerning her reappointment, tenure or promotion. The Department

Review Committee may solicit further information from the candidate where there are reasonable grounds for doing so. The Committee's written recommendation shall be made to the Chair of the URC, with copies to the candidate and the candidate's Dean.

Dean's Review

- 20.6 The candidate's Dean shall consider the candidate's application for reappointment, tenure or promotion in accordance with the criteria and procedures in this Agreement, and shall make a full, reasoned, written recommendation to the University Review Committee concerning her reappointment, tenure or promotion accordingly. The Dean may solicit further information from the candidate where there are reasonable grounds for doing so. The Dean's written recommendation shall be made to the Chair of the URC, with copies to the candidate and the Chair of the Department Review Committee who shall make the recommendation available to the DRC members.

University Review Committee

- 20.7 The University Review Committee shall consist of four (4) tenured faculty members of the bargaining unit, and the Vice-President (Academic), who shall be the non-voting chair of the Committee. The function of the URC is to assess the candidate's application in accordance with the criteria and procedures in this Agreement, ensuring that standards of peer evaluation are consistent with those maintained within recent years and across the disciplines. The URC may refer to the reference file as outlined in Article 22.2.1. The URC shall provide a written report annually to the Joint Committee and copies of this report shall be made available to the Deans and to Department Chairs/Directors. The URC shall be constituted in the following manner:
- 20.7.1 All members of the URC shall be elected by members of the bargaining unit under the authority of the Senate Nominations Committee according to that Committee's election procedures in effect at the time of the ratification of this Agreement;
- 20.7.2 One member of the URC shall be elected from each of the following constituencies: Humanities, Natural Sciences and Social Sciences, Professional Studies, and Education. The departments in each constituency are listed in Appendix C;
- 20.7.2.1 Should the election not produce a member in one or more constituencies, the Senate Nominations Committee shall hold an election for a member or members at large from any constituency.
- 20.7.3 The term of all members of the URC shall be three (3) years;
- 20.7.4 Members of the URC shall not serve on Department Review Committees;

- 20.7.5 A member of the URC who applies for promotion during her tenure on the Committee shall resign from the URC prior to the commencement of the academic year in which her application for promotion is to be considered. She shall give notice of such resignation to the Chair of the Senate Nominations Committee by 1 May of the year preceding the academic year in which her application will be considered;
- 20.7.6 In the event of the resignation of a member of the URC, replacement shall be by means of a special election held in September of the academic year in which the vacancy occurs. This election shall be held in accordance with the general provisions outlined in Articles 20.7.1 and 20.7.2.
- 20.7.7 Where, due to illness, conflict of interest, untimely resignation, or other reasons, a member of the URC is unable to deliberate on a case or cases before the URC, the Joint Committee may appoint an alternate member to consider the case or cases until the member returns or is replaced by election as outlined in Article 20.7.6.
- 20.8 The candidate has the right to appear before the URC in support of her application, and must notify the Chair of the Committee of her intention to do so within seven (7) working days of the date on which the Committee receives her Dean's recommendation, as outlined in 20.39.5, 20.43.5, 20.46.5, 20.51.5, or 20.56.11. The URC may invite a candidate to appear at a meeting for clarification of her application. Such an invitation will be given in writing and shall identify the matters requiring clarification. No new materials may be added to the file at this time. In the event the candidate appears before the Committee, the Chair of the URC shall so advise the Chair of the Department Review Committee and the candidate's Dean, and shall invite them to appear before the URC at the same time and, at their option, make representations.
- 20.9 The URC shall consider a candidate's application for reappointment, tenure or promotion in accordance with the criteria and procedures in this Agreement, and shall make a full, reasoned, written recommendation to the President, with copies to the candidate, the Chair of the Department Review Committee, and the candidate's Dean.

President's Review

- 20.10 The substance of a URC recommendation made to the President pursuant to this Article 20 shall be binding upon the President. Upon receipt of a URC recommendation, the President shall make a procedural review of the case, and make one of the following decisions:
- 20.10.1 to confirm, without qualification, the recommendation of the URC; or
- 20.10.2 in the event of procedural irregularity judged by the President to have influenced the recommendation of the URC, to direct that the case be considered by a University Appeals Committee (UAC).

- 20.11 Where the President confirms the recommendation of the URC, she shall communicate her decision in writing to the candidate, with copies to the URC, the Vice-President (Academic), the Chair of the Department Review Committee, the candidate's Dean, and the President of the Association within ten (10) working days of receiving the recommendation of the URC.
- 20.12 Where the President directs the case to be considered by a UAC pursuant to Article 20.10.2, she shall, within ten (10) working days of receiving the URC recommendation, render a written, reasoned decision identifying the procedural error(s) necessitating an appeal. This decision shall be sent forthwith to the candidate, the URC, the Chair of the Department Review Committee, the candidate's Dean, and the President of the Association.
- 20.13 Where the President confirms a negative recommendation of the URC pursuant to Article 20.10.1 and relating to reappointment, tenure, or promotion, the candidate may within ten (10) working days of being notified of the decision, give written notice to the President, the URC, the candidate's Dean, the Chair of the Department Review Committee, and the President of the Association of her intention to appeal.

University Appeals Committee

- 20.14 It is the responsibility of the candidate to enumerate the grounds for appeal in her notice. These grounds shall be limited to:
- 20.14.1 Allegations that there were errors in procedure. Procedural grounds include the procedures of this collective agreement as they apply to the URC recommendation and/or the Presidential review, as well as to the consistency of application of the criteria by the URC during the previous five (5) years;
 - 20.14.2 Allegations that academic freedom as defined in Article 2 has been violated;
 - 20.14.3 Allegations that discrimination as defined in Article 3 has occurred.
- 20.15 When the President has received notice of appeal, she shall notify the Alternate Dean or appropriate substitute. The Dean shall, within thirty (30) calendar days, ensure the constitution of the UAC under the terms of 20.16.
- 20.16 The following provisions shall govern the constitution of the UAC:
- 20.16.1 No individual who participated in previous stages of the candidate's evaluation shall be a member of the UAC;
 - 20.16.2 The UAC shall be a three-person panel: one internal member named by the candidate; one internal member named by the URC (without the participation

of its Chair); and one internal member chosen from the candidate's Faculty named by the Joint Committee to act as Chair;

- 20.17 The function of UAC shall be to determine if the recommendation of the URC was fair and reasonable after consideration of the evidence of the grounds for appeal. The UAC shall base its decision on the reasonableness of the actions of the URC and not on its opinion of the recommendation.
- 20.18 The following provisions shall govern the operation of the UAC:
- 20.18.1 The UAC may decide by unanimous vote that no hearing is needed because the grounds advanced by the candidate under the provisions of 20.14 are not substantive and not material to the URC's decision. In that case it shall not hear the appeal but shall uphold the URC's decision;
 - 20.18.2 Where the UAC decides that the grounds advanced by the candidate are substantive, it must start a hearing with fifteen (15) working days;
 - 20.18.3 In considering the appeal the UAC shall consider only the evidence which was presented to the URC, and shall take into account recommendations of the URC which have occurred within the previous five (5) years. The UAC may refer to the reference file as outlined in Article 22.2.1;
 - 20.18.4 The UAC by majority vote may call and examine any witnesses it deems appropriate;
 - 20.18.5 The candidate, the President, and a member of the URC shall be given the opportunity to appear before the UAC in order to respond to the evidence before the committee, including that of witnesses called under the terms of Article 20.18.4, and to answer any questions put by the UAC;
 - 20.18.6 The proceedings may be taped, the tapes shall be solely for the purpose of helping the UAC prepare its report, and the Chair shall ensure that the tapes are erased subsequent to the preparation of that report;
 - 20.18.7 At the conclusion of the hearing the UAC shall conduct its deliberations and make its decision in camera. The decision shall be by simple majority. The UAC shall render a decision within five (5) working days of the conclusion of the hearing in a full, reasoned, written report.
- 20.19 In rendering a decision, the UAC may either uphold the recommendation of the URC or determine that the grounds for the appeal have been substantiated.
- 20.19.1 If the UAC determined that the grounds for appeal have been substantiated under the provisions of Article 20.14.2 or 20.14.3, it may overturn the decision of URC;

- 20.19.2 If the UAC upholds the appeal on the grounds of the provisions of 20.14.1, then it must recommend a mechanism by which such error can be corrected. The mechanism shall be either referral of the matter back to the URC or evaluation of the application by the UAC;
- 20.19.3 If the UAC selects to evaluate the application, it must follow the procedures set down for the URC. The UAC must not base its decision on the grounds for appeal alone but rather on an overall assessment of the candidate and the criteria for appointment, tenure, or promotion. It may not recommend that reappointment, tenure, or promotion be granted solely on the basis of a procedural error.
- 20.20 The decision of the UAC shall be final and binding on all parties, and shall not be the subject of grievance or arbitration under this Agreement. It shall be communicated forthwith, in writing, to the candidate, the President, the URC, the Vice-President (Academic), the Chair of the DRC, the candidate's Dean, and the President of the Association.
- 20.21 The employer and the Association shall share equally all costs of business conducted by the UAC.

Criteria — General

- 20.22 The five (5) criteria by which all candidates for reappointment, tenure, or promotion shall be assessed are:
- 20.22.1 Academic and/or professional credentials as defined in Article 18.1;
- 20.22.2 Teaching performance;
- 20.22.3 Scholarly and/or professional activity;
- 20.22.4 Internal and external collegial service; and
- 20.22.5 Any special conditions stated in the Letter of Appointment.
- 20.23 Every candidate, whether for reappointment, tenure, or promotion, shall write a letter of application outlining how her academic file demonstrates that the relevant standard in each category of evaluation has been met. The letter shall form part of the candidate's academic file.
- 20.24 Information obtained through electronic surveillance devices will not be used in any evaluation of a member's teaching, research, or collegial service in any renewal, tenure, or promotion proceeding.

20.25 In evaluating a candidate's application for reappointment, tenure, or promotion, the payment or non-payment of a fee for work shall not be a factor in assessing the value of that work.

Criteria — Teaching

20.26 Assessment of teaching performance shall include consideration of the following:

20.26.1 undergraduate and/or graduate teaching;

20.26.2 thesis and project supervision;

20.26.3 instructional and programme development;

20.26.4 supervision of practica, internships, cooperative education work terms and projects, and teacher education programmes.

20.27 The following evidence may be used in the assessment of undergraduate and graduate teaching performance:

20.27.1 In-class review by department peers;

20.27.2 Peer review of course and program content;

20.27.3 Results of Senate-approved student evaluations since the candidate's last review, or five years, whichever is longer;

20.27.4 In cases of promotion pursuant to Article 20.48.2, the report of a Direct Peer Review Committee;

20.27.5 A concise teaching dossier, including:

- a statement of the candidate's philosophy of teaching and learning
- reflections on teaching and evaluations, and future teaching goals
- a sample of course outlines and instructional materials
- a list of contributions to curriculum evaluation and development
- a list of teaching awards/honours, if applicable
- comment on the supervision and evaluation of theses, directed studies, practica, work terms, and teacher education programmes, if applicable
- a representative sample of publications or conference presentations on teaching, if applicable

20.28 A candidate for promotion to the rank of Professor wishing to demonstrate sustained excellence and effectiveness as a teacher under the provisions of Article 20.48.2 shall, in addition to the provisions of Article 20.22, be assessed through consideration of:

- 20.28.1 innovation in teaching pedagogy as shown by, for example, the effective use of innovative teaching aids and techniques;
- 20.28.2 publication or production of original materials related to teaching effectiveness, such as books, articles, films, or recordings;
- 20.28.3 formal recognition of teaching excellence through receipt of university, regional, or national teaching awards.

Criteria — Scholarly and/or Professional Activity

- 20.29 Scholarly and/or professional activity shall be assessed by considering the extent of the candidate's participation in and contribution to an individual or joint program of research and/or professional activity, including her role in formulating the programme and its objectives, and producing its results, and the contribution of the results to knowledge or practice in her field(s).
- 20.30 The main criterion for assessing a candidate's scholarship and/or professional activity shall be peer review. When the evidence presented takes the form of legitimate refereed publications, this criterion shall be taken as met.
- 20.31 Scholarly and/or professional activity to be considered includes:
 - Books and monographs;
 - Working papers;
 - Case studies;
 - Chapters in books;
 - Research reports and briefs to government or other agencies;
 - Papers in conference proceedings;
 - Papers presented at conferences and meetings;
 - Computer software and documentation;
 - Audio-visual productions and materials;
 - Book reviews.
- 20.31.1 Course notes do not constitute evidence of scholarly or professional achievement.
- 20.32 In the context of Article 20.22.3, professional activity is understood to be the application of academic approaches for the advancement of a profession or field of professional practice. Professional activity to be considered includes:
 - 20.32.1 the dissemination of information to the professional field in written form (e.g. briefs, technical reports);
 - 20.32.2 the development of specialized training materials;

- 20.32.3 the development of materials and methodologies for the practice of the profession (e.g. textbooks, curricula, software, assessment tools);
 - 20.32.4 substantive contributions to professional organizations (e.g. major involvement in development of codes of ethics, policy and legislation for the regulation or practice of the profession)
- 20.33 Professional activity does not include distance learning and continuing education activity (such as conducting professional development workshops), service to the public (such as responding to requests for information), service to the profession (such as involvement in the ongoing work of professional organizations or organization of conferences), or professional practice per se.
- 20.34 Professional activity shall be assessed by considering the candidate's involvement in the application of knowledge in a manner and at a level appropriate to the rank, which can be demonstrated to have contributed to the advancement of the profession. Criteria for the assessment of professional activity shall include, in addition to those described in Articles 20.29 and 20.30:
- 20.34.1 The relevance of the activity to the candidate's academic specialization;
 - 20.34.2 The amount of time, effort, responsibility and professional expertise committed to this activity;
 - 20.34.3 The impact of the activity on the profession: that is, the extent to which the candidate's participation has contributed to an identifiable result as measured by the product of the activity or by some external evaluation of the activity.

Criteria — Service

- 20.35 Internal and external collegial service shall be assessed by considering the extent and effectiveness of the candidate's participation in:
- 20.35.1 Departmental responsibilities;
 - 20.35.2 University or Senate committees;
 - 20.35.3 Administrative activities;
 - 20.35.4 Faculty Association responsibilities;
 - 20.35.5 Extension and public service;
 - 20.35.6 Scholarly and professional organizations.

20.36 Extension and public service activities shall be considered when they are associated with the candidate's departmental or university duties, or with scholarly and/or professional activities.

Reappointment

20.37 Consideration for reappointment during the third year of a faculty member's initial three-year probationary appointment shall be automatic. Reappointment in probationary positions shall be for two (2) years.

20.37.1 Where major changes in departmental curriculum result in a significantly greater workload which may be detrimental to a member's being able to meet the criteria for reappointment, the member may apply to the Vice-President (Academic) by no later than 30 March of the year in which the member would automatically be considered for reappointment, to defer such contractual decisions by one year. Following consultation with the member's Dean and Chair, the Vice-President (Academic) will forward her decision in writing to the member no later than 15 April of the same year.

20.37.2 In accordance with Articles 29.2.8, 29.2a.8, 29.4.6, 29.5.5, 29.7.3 and 29.8.10 a member may elect to defer contractual decisions on reappointment by one year.

20.38 A candidate for reappointment shall provide evidence of satisfactory teaching performance, ongoing involvement in individual or joint scholarly activity and/or professional activity appropriate to her rank, and participation in internal and external collegial service.

20.39 The timetable for procedures relating to faculty reappointment is as follows:

20.39.1 1 MAY: Vice-President (Academic) notifies the candidate of automatic reappointment consideration;

20.39.2 15 SEPTEMBER: the candidate's academic file is brought up to date for evaluation;

20.39.3 15 OCTOBER: the written recommendation of the Department Review Committee is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and Dean;

20.39.4 22 OCTOBER: any written response from the candidate to the Department Review Committee recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;

- 20.39.5 7 NOVEMBER: the Dean's written recommendation is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and the Department Review Committee;
- 20.39.6 14 NOVEMBER: any written response from the candidate to the Dean's recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;
- 20.39.7 15 DECEMBER: the URC shall forward its written recommendation to the candidate, the President, the Dean and the Department Review Committee;
- 20.39.8 22 DECEMBER: the President shall provide the candidate with her written decision, pursuant to Article 20.10, to take one of the following actions (copies to the URC, Vice-President (Academic), Dean, Department Review Committee, President of the Association):
 - 20.39.8.1 to transmit confirmation of the URC recommendation to the Board of Governors; or
 - 20.39.8.2 to send the matter to a University Appeals Committee, pursuant to 20.10.2;
- 20.39.9 4 JANUARY: where appropriate, the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to 20.13.

Tenure

- 20.40 Reappointment after five (5) years of probationary service at Mount Saint Vincent University shall be with tenure and shall be at the rank of Assistant Professor or above. Consideration for tenure during the final year of a candidate's second probationary appointment shall be automatic.
 - 29.40.1 Where major changes in departmental curriculum result in a significantly greater workload which may be detrimental to a member's being able to meet the criteria for tenure, the member may apply to the Vice-President (Academic) by no later than 30 March of the year in which the member would automatically be considered for tenure, to defer such contractual decisions by one year. Following consultation with the member's Dean and Chair, the Vice-President (Academic) will forward her decision in writing to the member no later than 15 April of the same year.
 - 20.40.2 In accordance with Articles 29.2.8, 29.2a.8, 29.4.6, 29.5.5, 29.7.3 and 29.8.10 a member may elect to defer contractual decisions on tenure by one year.
- 20.41 A faculty member may apply for tenure consideration before the fifth year of probationary service at the University only on the basis of previous academic service.

- 20.42 A candidate for tenure shall provide evidence of satisfactory teaching performance, ongoing involvement and achievement in individual or joint scholarly activity and/or professional activity appropriate to her rank, and participation in internal and external collegial service.
- 20.43 The timetable for procedures relating to an application for tenure is as follows:
- 20.43.1 1 MAY: Vice-President (Academic) notifies the candidate of automatic tenure consideration. If a candidate wishes to apply for tenure before automatic consideration, she shall give written notice by this date to the Chair of the Department Review Committee and her Dean that an application is to be made. Within two weeks, the Dean shall forward a list of candidates for tenure to the Vice-President (Academic);
 - 20.43.2 15 SEPTEMBER: the candidate's academic file is brought up to date for evaluation;
 - 20.43.3 15 OCTOBER: the written recommendation of the Department Review Committee is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and Dean;
 - 20.43.4 22 OCTOBER: any written response from the candidate to the Department Review Committee recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;
 - 20.43.5 7 DECEMBER: the Dean's written recommendation is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and the Department Review Committee;
 - 20.43.6 14 DECEMBER: any written response from the candidate to the Dean's recommendation must be received by the chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;
 - 20.43.7 8 FEBRUARY: the URC shall forward its written recommendation to the candidate, the President, the Dean and the Department Review Committee;
 - 20.43.8 18 FEBRUARY: the President shall provide the candidate with her written decision, pursuant to Article 20.10, to take one of the following actions (copies to the URC, Vice-President (Academic), Dean, Department Review Committee, President of the Association):
 - 20.43.8.1 to transmit confirmation of the URC recommendation to the Board of Governors; or

20.43.8.2 to send the matter to the University Appeals Committee, pursuant to 20.10.2;

20.43.9 4 MARCH: where appropriate, the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to 20.13.

Promotion to Associate Professor

20.44 Promotion to the rank of Associate Professor shall be with tenure.

20.44.1 Members holding the rank of Assistant Professor may make a single application for tenure and promotion to the rank of Associate Professor. If the member meets the criteria for Associate Professor, tenure shall also be granted. Notwithstanding the above, the DRC, the Dean, and/or the URC may determine that it is appropriate to award tenure but not promotion to Associate Professor.

20.45 Normally, a member shall serve five (5) years in the Assistant Professor rank before being eligible for promotion to Associate Professor. A candidate for promotion to the rank of Associate Professor shall provide evidence of demonstrated competence in teaching performance, participation in internal and external collegial service, and ongoing involvement in individual or joint scholarly activity and/or professional activity appropriate to her rank that has culminated in publication or an appropriate form of communication, as defined in Articles 20.30 and 20.31.

20.46 The timetable for procedures relating to an application for promotion to Associate Professor is as follows:

20.46.1 1 APRIL: a candidate for promotion shall give written notice to the Chair of the Department Review Committee and her Dean that an application is to be made. Within two weeks, the Dean shall forward a list of candidates for promotion to the Vice-President (Academic).

20.46.2 15 OCTOBER: the candidate's academic file is brought up to date for evaluation;

20.46.3 15 NOVEMBER: the written recommendation of the Department Review Committee is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and Dean;

20.46.4 22 NOVEMBER: any written response from the candidate to the Department Review Committee recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;

- 20.46.5 31 JANUARY: the Dean's written recommendation is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and the Department Review Committee;
- 20.46.6 7 FEBRUARY: any written response from the candidate to the Dean's recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;
- 20.46.7 24 MARCH: the URC shall forward its written recommendation to the candidate, the President, the Dean and the Department Review Committee;
- 20.46.8 4 APRIL: the President shall provide the candidate with her written decision, pursuant to Article 20.10, to take one of the following actions (copies to the URC, Vice-President (Academic), Dean, Department Review Committee, President of the Association):
 - 20.46.8.1 to transmit confirmation of the URC recommendation to the Board of Governors; or
 - 20.46.8.2 to send the matter to the University Appeals Committee, pursuant to 20.10.2.
- 20.46.9 14 APRIL: the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to 20.13.

Promotion to Professor — General

- 20.47 Promotion to the rank of Professor shall be with tenure.
- 20.48 Normally, a member shall serve seven (7) years in the Associate Professor rank before being eligible for promotion to Professor. A candidate for promotion to the rank of Professor shall provide evidence of continuing performance consistent with the rank of Associate Professor and:
 - 20.48.1 ongoing involvement in individual or joint scholarly activity and/or professional activity whose results are recognized as a significant contribution to her academic and/or professional discipline(s); or
 - 20.48.2 sustained excellence and effectiveness as a teacher.
 - 20.48.2.1 a candidate who wishes to be promoted on the basis of sustained excellence and effectiveness as a teacher shall indicate such in her written notice to the Chair of the Department Review Committee and her Dean that an application is to be made.

- 20.49 An application for promotion to Professor shall include assessment of scholarly and/or professional activity by four external referees who are at arm's-length to the candidate. It shall be the responsibility of the candidate to ensure that external referees, whose independence may be questioned by the Department Review Committee, the Dean, or the University Review Committee, are at arm's-length. Queries including those from the candidate, as to whether an external referee is at arm's-length, shall be referred to the Joint Committee for adjudication. Where the candidate and the Department Review Committee indicate that a sufficient number of arm's-length referees cannot be identified, the use of a non-arm's-length referee must be approved by the Joint Committee. The external referees shall be selected as follows:
- 20.49.1 The candidate and the Department Review Committee shall each identify three external referees. Each party shall have the right to strike one name from the other's list. Upon selection of external referees, the candidate and the Chair of the Department Review Committee shall confirm in writing their satisfaction with the list of referees, and the list shall be sent to the Dean, the Alternate Dean, and the Vice-President (Academic). This confirmation shall be included in the candidate's academic file;
- 20.49.2 All communication with the external referees shall be through the Alternate Dean or appropriate substitute, who shall solicit references from the remaining four names on the list, advising all referees that their assessments will not be kept confidential. When a potential referee agrees to provide a reference, the Alternate Dean or appropriate substitute shall send out an appropriate package of materials for assessment. The Alternate Dean or appropriate substitute shall provide a copy of the references to the Office of the Vice-President (Academic) for placement in the candidate's academic file. When an external referee is unable to serve, then the party that has lost its choice shall identify two new external referees and the other party shall strike one name from the list. In the event that both of one party's selected external referees are unable to serve, then that party shall identify three new external referees and the other party shall strike one name from the list;
- 20.49.3 Where there is a ruling that an external referee is not at arm's-length prior to the date on which the Alternate Dean is to have sent out materials for assessment, that referee shall be replaced in accordance with the provisions of Article 20.49.1. Where there is a ruling that an external referee is not at arm's-length after the date on which the Alternate Dean is to have sent out the materials for assessment, the assessment of that referee shall be removed from the file and shall not be considered in the evaluation process. If, after this date, more than one external referee is adjudicated as not at arm's-length, the application for promotion shall be withdrawn.
- 20.50 The Alternate Dean or her designate shall provide each external referee with a package of material for assessment that shall include the following documents:

- 20.50.1 a cover letter, prepared by the Dean, specifying the appropriate standard to be used by the assessor in evaluating the candidate's scholarly and/or professional activity, pursuant to Article 20.48;
- 20.50.2 a copy of the candidate's curriculum vitae, provided by the candidate;
- 20.50.3 a sample of the candidate's scholarly and/or professional work, selected and provided by the candidate.

Promotion to Professor — Traditional Route

20.51 The timetable for procedures relating to an application for promotion to Professor is as follows:

- 20.51.1 1 APRIL: a candidate for promotion shall give written notice to the Chair of the Department Review Committee and her Dean that an application is to be made. Within two weeks, the Dean shall forward a list of candidates for promotion to the Vice-President (Academic). The selection process for external referees, pursuant to 20.49, begins immediately thereafter, allowing sufficient time for external references to be received by the Vice-President (Academic) by 31 August;
- 20.51.2 1 MAY: the Chair of the Department Review Committee shall forward the names of the external referees to the Alternate Dean or appropriate substitute;
- 20.51.3 15 OCTOBER: the candidate's academic file is brought up to date for evaluation, and the Vice-President (Academic) shall place the external references in the candidate's academic file;
- 20.51.4 22 OCTOBER: any written response from the candidate to the external references must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee.
- 20.51.5 15 NOVEMBER: the written recommendation of the Department Review Committee is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and Dean;
- 20.51.6 22 NOVEMBER: any written response from the candidate to the Department Review Committee recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;
- 20.51.7 31 JANUARY: the Dean's written recommendation is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and the Department Review Committee;

- 20.51.8 7 FEBRUARY: any written response from the candidate to the Dean's recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;
- 20.51.9 24 MARCH: the URC shall forward its written recommendation to the candidate, the President, the Dean and the Department Review Committee;
- 20.51.10 4 APRIL: the President shall provide the candidate with her written decision, pursuant to Article 20.10, to take one of the following actions (copies to the URC, Vice-President (Academic), Dean, Department Review Committee, President of the Association):
 - 20.51.10.1 to transmit confirmation of the URC recommendation to the Board of Governors; or
 - 20.51.10.2 to send the matter to the University Appeals Committee, pursuant to 20.10.2.
- 20.51.11 14 APRIL: the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to 20.13.

Promotion to Professor — Sustained Excellence and Effectiveness as a Teacher Route

- 20.52 The current teaching performance of a candidate for promotion to Professor under the provisions of Article 20.48.2 shall be assessed by a Direct Peer Review Committee which shall be constituted in accordance with the provisions of Article 20.53. The contribution of the candidate to the scholarship of teaching shall be assessed by external referees, who shall be selected in accordance with the provisions of Article 20.49.
- 20.53 The Employer and the Association through the Joint Committee shall establish and maintain a list of not fewer than nine (9) tenured faculty members willing to act as Teaching Evaluators, with no fewer than two (2) members from each Faculty.
 - 20.53.1 The Direct Peer Review Committee shall consist of (3) members chosen from the list of Teaching Evaluators, none of whom shall be a member in the candidate's department;
 - 20.53.2 To establish the Direct Peer Review Committee, the Alternate Dean shall ask the candidate to choose one name from the current list of Teaching Evaluators, and shall ask the University Review Committee to choose two names from the same list;
 - 20.53.3 The candidate and the University Review Committee may each submit the name of one person on the list of selected reviewers whom they do not wish to serve on the Direct Peer Review Committee;

- 20.53.4 The Alternate Dean shall contact the three chosen Teaching Evaluators and ask them to conduct a Direct Peer Review of the candidate's teaching performance. In the event that a chosen Teaching Evaluator cannot serve, the party having made the choice shall choose another.
- 20.54 The function of the Direct Peer Review Committee is to assess the candidate's current teaching performance which shall include consideration of those criteria in Articles 20.26 and Article 20.28 for which the assessment process described below yields primary information.
- 20.55 Guided by the general principle outlined in Article 20.54, The Direct Peer Review Committee shall:
- 20.55.1 examine those aspects of the candidate's letter submitted under Article 20.23 which address how the evidence submitted in support of her application demonstrates that the standard given in Article 20.48.2 has been met. The letter shall be provided by the Alternate Dean.
- 20.55.2 examine the candidate's course outlines and Senate-approved teaching evaluations for the current year and previous four years of teaching, which shall be provided by the Alternate Dean.
- 20.55.3 meet as a group with the candidate to discuss relevant facts about the candidate's courses, teaching methods and materials, as well as any other contributions to teaching. The candidate may not present any written material for the Committee's consideration.
- 20.55.4 conduct two (2) in-class observations of the candidate's teaching, to be selected by itself from among five (5) times arranged in consultation with the candidate.
- 20.55.5 submit a written assessment of the candidate's current teaching performance, signed by all three members, to the Alternate Dean for inclusion in the candidate's file.
- 20.56 The timetable for procedures relating to an application to Professor under the provisions of Article 20.48.2 is as follows:
- 20.56.1 1 APRIL: a candidate for promotion shall give written notice to the Chair of the Department Review Committee and her Dean that an application is to being made on the basis of sustained excellence and effectiveness as a teacher. Within two weeks, the Dean shall forward a list of candidates for promotion to the Vice-President (Academic). The selection process for external referees, pursuant to 20.49, begins immediately thereafter, allowing sufficient time for external references to be received by the Vice-President (Academic) by 31 August.

- 20.56.2 15 APRIL: the Chair of the Department Review Committee shall forward the names of the external referees to the Alternate Dean or appropriate substitute;
- 20.56.3 15 APRIL: the Alternate Dean shall initiate selection of the Direct Peer Review Committee, pursuant to Articles 20.53.2 and 20.53.3. The Committee shall be in place within two weeks;
- 20.56.4 31 MAY: candidate shall forward to the Alternate Dean a package of materials for external review, pursuant to Articles 20.50.2 and 20.50.3;
- 20.56.5 15 JUNE: the Alternate Dean shall send packages containing the cover letter specified in Article 20.50.1 and material for assessment to external referees;
- 20.56.6 10 SEPTEMBER: candidate and Direct Peer Review Committee select five (5) possible dates between 15 September and 1 November on which the Direct Peer Review Committee shall conduct two (2) in-class assessments of the candidate's teaching, pursuant to Article 20.55.4. The Committee shall submit its written assessment of the candidate's teaching to the Alternate Dean for inclusion in the academic file by 15 November;
- 20.56.7 15 NOVEMBER: the candidate's academic file is brought up to date for evaluation, including the report of the Direct Peer Review Committee, and the Vice-President (Academic) shall place the external references in the candidate's academic file.
- 20.56.8 22 NOVEMBER: any written response from the candidate to the external references must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and Department Review Committee.
- 20.56.9 15 DECEMBER: the written recommendation of the Department Review Committee is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and Dean;
- 20.56.10 7 JANUARY: any written response from the candidate to the Department Review Committee recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;
- 20.56.11 31 JANUARY: the Dean's written recommendation is forwarded to the Chair of the URC for inclusion in the academic file; copies to the candidate and the Department Review Committee;
- 20.56.12 7 FEBRUARY: any written response from the candidate to the Dean's recommendation must be received by the Chair of the URC for inclusion in the academic file; copies to the Dean and the Department Review Committee;

- 20.56.13 15 APRIL: the URC shall forward its written recommendation to the candidate, the President, the Dean and the Department Review Committee;
- 20.56.14 22 APRIL: the President shall provide the candidate with her written decision, pursuant to Article 20.10, to take one of the following actions (copies to the URC, Vice-President (Academic), Dean, Department Review Committee, President of the Association):
- 20.56.14.1 to transmit confirmation of the URC recommendation to the Board of Governors; or
- 20.56.14.2 to send the matter to the University Appeals Committee, pursuant to 20.10.2.
- 20.56.15 02 MAY: the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to 20.13.

ARTICLE 21: REAPPOINTMENT, PERMANENCE, AND PROMOTION (LIBRARIANS)

General

- 21.1 The following terms and conditions apply to all full-time, three-quarter-load and half-load continuing librarian appointments.
- 21.2 Consideration of a librarian member's candidacy for reappointment, permanence or promotion shall proceed through three stages of assessment and recommendation: Librarians, University Librarian, and University. The first stage is undertaken by the Librarians' Review Committee (LRC), the second by the University Librarian, and the third by the University Review Committee for Librarians (URCL).
- 21.3 The responsibility for maintaining an up-to-date academic file, pursuant to Article 22.2, rests with the candidate. The academic file to be assessed in matters of reappointment, permanence or promotion shall be brought up to date by the candidate prior to its consideration by the Librarians' Review Committee. The candidate shall have access to all written reports received by the University Librarian and the University Review Committee for Librarians in these evaluation procedures.
- 21.3.1 Updates to the academic file shall include an up-to-date curriculum vitae, the letter specified in Article 21.24 (including reflection and commentary on her work as a professional librarian). The file shall also include a sample, selected by the candidate, of publications arising from her scholarly and/or professional activity.

Librarians' Review Committee

- 21.4 The Librarians' Review Committee, whose minimum size shall be three members of the bargaining unit, shall be constituted according to the following principles:
- 21.4.1 Only permanent and probationary members of the bargaining unit may serve as members of the Librarians' Review Committee;
 - 21.4.2 Where the number of librarian members is six or more, the Librarians' Review Committee shall consist of all such members except the candidate and those member(s) serving on the University Review Committee for Librarians. Members of the Committee shall elect a Chair from amongst themselves.
 - 21.4.3 Where the number of librarian members is less than six, the Librarians' Review Committee shall consist of all such members (except as limited by 21.7.2 and 21.7.6), and a maximum of two external members elected from among faculty members of the Senate Library Committee by members of the Senate Library Committee.
- 21.5 The Librarians' Review Committee shall meet to consider the candidate's application for reappointment, permanence or promotion in accordance with the criteria and procedures in this Agreement, and shall make a full, reasoned, written recommendation to the URCL concerning her reappointment, permanence or promotion. The Committee's written recommendation shall be made to the Chair of the URCL, with copies to the candidate and the University Librarian.

University Librarian's Review

- 21.6 The University Librarian shall consider the candidate's case for reappointment, permanence or promotion in accordance with the criteria and procedures in this Agreement, and shall make a full, reasoned, written recommendation to the URCL concerning her reappointment, permanence or promotion accordingly. The University Librarian's written recommendation shall be made to the Chair of the URCL, with copies to the candidate and the Chair of the Librarians' Review Committee who shall make the recommendation available to the LRC members.

University Review Committee for Librarians

- 21.7 The University Review Committee for Librarians shall consist of three members, two elected from the bargaining unit, and the Vice-President (Academic) who shall be the non-voting chair of the Committee. The function of the URCL is to assess the candidate's application in accordance with the criteria and procedures in this Agreement, ensuring that standards of peer evaluation are consistent with those maintained within recent years. The URCL may refer to the reference file as outlined in Article 22.2.1. In the years that the URCL meets, it shall provide a written report to the Joint Committee and copies of

this report shall be made available to the University Librarian. Bargaining unit membership on the URCL shall be constituted in the following manner:

- 21.7.1 Where the number of librarian members is six or more, the two elected positions on the URCL shall be held by librarian members;
 - 21.7.2 Where the number of librarian members is less than six, one elected position shall be held by a librarian member, the other by a member of the bargaining unit;
 - 21.7.3 All elected positions on the URCL shall be elected by members of the bargaining unit under the authority of the Senate Nominations Committee according to that Committee's procedures in effect at the time of the ratification of this Agreement;
 - 21.7.4 Eligibility for election to the URCL shall be limited to members who have been in the bargaining unit for a minimum of two years;
 - 21.7.5 The term of all members of the URCL shall be three years;
 - 21.7.6 Librarian members of the URCL shall not serve on the Librarians' Review Committee;
 - 21.7.7 A librarian member of the URCL who is a candidate for permanence or promotion during her tenure on the Committee shall resign from the URCL prior to the commencement of the academic year in which her application for permanence or promotion is to be considered. She shall give notice of such resignation to the Chair of the Senate Nominations Committee by 1 May of the year preceding the academic session in which her candidacy is to be considered;
 - 21.7.8 In the event of the resignation of a librarian member of the URCL, replacement shall be by means of a special election held in September of the academic year in which the vacancy occurs. This election shall be held in accordance with the general provisions outlined in 21.7.3.
 - 21.7.9 Where, due to illness, conflict of interest, untimely resignation, or other reasons, a member of the URCL is unable to deliberate on a case or cases before the URCL, the Joint Committee may appoint an alternate member to consider the case or cases until the member returns or is replaced by election as outlined in Article 21.6.8.
- 21.8 The candidate has the right to appear before the URCL in support of her application, and must notify the Chair of the Committee of her intention to do so within seven (7) working days of the date on which the Committee receives the University Librarian's recommendation, as outlined in Article 21.37.5, 21.41.5, 21.45.4, or 21.50.5. The URCL

may invite a candidate to appear at a meeting for clarification of her application. Such an invitation will be given in writing and shall identify the matters requiring clarification. No new materials may be added to the file at this time. In the event the candidate appears before the URCL, the Chair of the Committee shall so advise the Chair of the Librarians' Review Committee and the University Librarian, and shall invite them to appear before the Committee at the same time and, at their option, make representations.

- 21.9 The URCL shall consider a candidate's case for reappointment, permanence or promotion in accordance with the criteria and procedures in this Agreement, and shall make a full, reasoned recommendation to the President, with copies to the candidate, the Chair of the Librarians' Review Committee, and the University Librarian.

President's Review

- 21.10 The substance of a URCL recommendation made to the President pursuant to this Article 21 shall be binding upon the President. Upon receipt of the URCL recommendation, the President shall make a procedural review of the case, and make one of the following decisions:

21.10.1 To confirm, without qualification, the recommendation of the URCL; or

21.10.2 In the event of procedural irregularity judged by the President to have influenced the recommendation of the URCL, to direct that the case be considered by a University Appeals Committee (UAC).

- 21.11 Where the President confirms the recommendation of the URCL, she shall communicate her decision in writing to the candidate, with copies to the URCL, the Vice-President (Academic), the Chair of the Librarians' Review Committee, the University Librarian, and the President of the Association within ten (10) working days of receiving the recommendation of the URCL.

- 21.12 Where the President directs the case to be considered by a UAC pursuant to Article 21.10.2, she shall, within ten (10) working days of receiving the URCL recommendation, render a written, reasoned decision identifying the procedural error(s) necessitating an appeal. This decision shall be sent forthwith to the candidate, the URCL, the Chair of the Librarians' Review Committee, the University Librarian, and the President of the Association.

- 21.13 Where the President confirms a negative recommendation of the URCL pursuant to Article 21.10.1 and relating to reappointment, permanence, or promotion, the candidate may within ten (10) working days of being notified of the decision, give written notice to the President, the URCL, the University Librarian, the Chair of the Librarians' Review Committee, and the President of the Association of her intention to appeal.

University Appeals Committee

- 21.14 It is the responsibility of the candidate to enumerate the grounds for appeal in her notice. These grounds shall be limited to:
- 21.14.1 Allegations that there were errors in procedure. Procedural grounds include the procedures of this collective agreement as they apply to the URCL recommendation and/or the Presidential review, as well as to the consistency of application of the criteria by the URCL during the previous five (5) years;
 - 21.14.2 Allegations that academic freedom as defined in Article 2 has been violated;
 - 21.14.3 Allegations that discrimination as defined in Article 3 has occurred.
- 21.15 When the President has received notice of appeal, she shall notify the Dean of Professional Studies or appropriate substitute. The Dean shall, within thirty (30) calendar days, ensure the constitution of the UAC under the terms of 21.16.
- 21.16 The following provisions shall govern the constitution of the UAC:
- 21.16.1 No individual who participated in previous stages of the candidate's evaluation shall be a member of the UAC;
 - 21.16.2 The UAC shall be a three-person panel: one internal member named by the candidate; one internal member named by the URCL (without the participation of its Chair); and one internal member chosen from the non-Library faculty named by the Joint Committee to act as Chair;
- 21.17 The function of UAC shall be to determine if the recommendation of the URCL was fair and reasonable after consideration of the evidence of the grounds for appeal. The UAC shall base its decision on the reasonableness of the actions of the URCL and not on its opinion of the recommendation.
- 21.18 The following provisions shall govern the operation of the UAC:
- 21.18.1 The UAC may decide by unanimous vote that no hearing is needed because the grounds advanced by the candidate under the provisions of 21.14 are not substantive and not material to the URCL's decision. In that case it shall not hear the appeal but shall uphold the URCL's decision;
 - 21.18.2 Where the UAC decides that the grounds advanced by the candidate are substantive, it must start a hearing with fifteen (15) working days;
 - 21.18.3 In considering the appeal the UAC shall consider only the evidence which was presented to the URCL, and shall take into account recommendations of the URCL which have occurred within the previous five (5) years. The UAC may refer to the reference file as outlined in Article 22.2.1;

- 21.18.4 The UAC by majority vote may call and examine any witnesses it deems appropriate;
- 21.18.5 The candidate, the President, and a member of the URCL shall be given the opportunity to appear before the UAC in order to respond to the evidence before the committee, including that of witnesses called under the terms of Article 21.18.4, and to answer any questions put by the UAC;
- 21.18.6 The proceedings may be taped, the tapes shall be solely for the purpose of helping the UAC prepare its report, and the Chair shall ensure that the tapes are erased subsequent to the preparation of that report;
- 21.18.7 At the conclusion of the hearing the UAC shall conduct its deliberations and make its decision in camera. The decision shall be by simple majority. The UAC shall render a decision within five (5) working days of the conclusion of the hearing in a full, reasoned, written report.
- 21.19 In rendering a decision, the UAC may either uphold the recommendation of the URCL or determine that the grounds for the appeal have been substantiated.
- 21.19.1 If the UAC determined that the grounds for appeal have been substantiated under the provisions of Article 21.14.2 or 21.14.3, it may overturn the decision of URCL;
- 21.19.2 If the UAC upholds the appeal on the grounds of the provisions of 21.14.1, then it must recommend a mechanism by which such error can be corrected. The mechanism shall be either referral of the matter back to the URCL or evaluation of the application by the UAC;
- 21.19.3 If the UAC selects to evaluate the application, it must follow the procedures set down for the URCL. The UAC must not base its decision on the grounds for appeal alone but rather on an overall assessment of the candidate and the criteria for appointment, permanence, or promotion. It may not recommend that reappointment, permanence, or promotion be granted solely on the basis of a procedural error.
- 21.20 The decision of the UAC shall be final and binding on all parties, and shall not be the subject of grievance or arbitration under this Agreement. It shall be communicated forthwith, in writing, to the candidate, the President, the URCL, the Vice-President (Academic), the Chair of the LRC, the University Librarian, and the President of the Association.
- 21.21 The employer and the Association shall share equally all costs of business conducted by the UAC.

Criteria - General

21.22 The six (6) criteria by which a candidate for reappointment, permanence, or promotion may be assessed are:

21.22.1 Academic and/or professional credentials as defined in Article 19.1;

21.22.2 Performance of library duties;

21.22.3 Administrative service;

21.22.4 Scholarly and/or professional activity;

21.22.5 Internal and external collegial service; and

21.22.6 Any special conditions stated in the Letter of Appointment.

21.23 Academic and professional credentials, performance of library duties, scholarly and/or professional activity, and participation internal and external collegial service shall be assessed for all candidates. In addition, candidates may provide evidence of administrative service.

21.24 Every candidate, whether for reappointment, permanence, or promotion, shall write a letter of application outlining how her academic file demonstrates that the relevant standard in each category or evaluation has been met. The letter shall form part of the candidate's academic file.

21.25 Information obtained through electronic surveillance devices will not be used in any evaluation of a member's performance of library duties, research, or collegial service in any renewal, permanence, or promotion proceeding.

21.26 In evaluating a candidate's case for reappointment, permanence or promotion, the payment or non-payment of a fee for work shall not be a consideration.

Criteria – Performance of Library Duties

21.27 Performance of library duties shall be assessed by peer review.

Criteria – Administrative Services

21.28 Administrative service within the library shall be assessed by considering:

21.28.1 Type of administrative duties; and

21.28.2 Supervisory responsibilities.

Criteria- Scholarly and/or Professional Activity

- 21.29 Scholarly activity and/or professional activity shall be assessed by considering the candidate's participation in and contribution to an individual or joint research programme, including her role in formulating the programme and its objectives and producing its results, and the contribution of the results to knowledge or practice in her field(s). In the case of joint programs of scholarly and/or professional activity, statements by the collaborators as to the extent and substance of the candidate's contribution shall form part of the evidence for assessment.
- 21.30 The main criterion for assessing a candidate's scholarship and/ or professional activity shall be peer review. When the evidence presented takes the form of legitimate refereed publications, this criterion shall be taken as met.
- 21.31 Materials that may be presented as evidence of scholarly achievement, refereed or non-refereed, shall include complete copies of the following:
- monographs;
 - working papers;
 - case studies;
 - chapters in books;
 - research reports and briefs to government or other agencies;
 - papers in conference proceedings;
 - papers presented at conferences and meetings;
 - computer software and documentation;
 - audio-visual productions and materials;
 - book reviews.
- 21.32 In the context of Article 21.22.4, professional activity is understood to be the application of academic approaches for the advancement of a profession or field of professional practice. Such applications may include:
- 21.32.1 the dissemination of information to the professional field in written form (e.g. briefs, technical reports, directories, newsletter entries, information sheets etc.);
- 21.32.2 the development of specialized training materials;
- 21.32.3 the development of materials and methodologies for the practice of the profession (e.g. textbooks, curricula, software, assessment tools);
- 21.32.4 substantive contributions to professional organizations (e.g. major involvement in development of codes of ethics, policy and legislation for the regulation or practice of the profession)

Criteria – Internal and External Collegial Service

21.33 Internal and external collegial service shall be assessed through consideration of the extent and effectiveness of the candidate's participation in:

21.33.1 Departmental responsibilities;

21.33.2 University or Senate committees;

21.33.3 Administrative activities;

21.33.4 Faculty Association responsibilities;

21.33.5 Extension and public service;

21.33.6 Scholarly and professional organizations.

21.34 Extension and public service activities shall be considered when they are associated with the candidate's departmental or university duties, or with scholarly and/or professional activities.

Reappointment

21.35 Consideration for reappointment during the third year of a librarian member's initial three-year probationary appointment shall be automatic. Reappointment of probationary positions shall be for two (2) years.

21.35.1 In accordance with Articles 29.2.8, 29.2a.8, 29.4.6, 29.5.5, 29.7.3 and 29.8.10 a member may elect to defer contractual decisions on reappointment by one year.

21.36 A candidate for reappointment shall provide evidence of satisfactory performance of library duties appropriate to the number of years of her professional experience, ongoing involvement in individual or joint scholarly activity and/or professional activity appropriate to her rank, and internal and external collegial service.

21.37 The timetable for procedures relating to consideration for reappointment is as follows:

21.37.1 1 MAY: Vice-President (Academic) notifies the candidate of automatic reappointment consideration;

21.37.2 15 SEPTEMBER: the candidate's academic file is brought up to date for evaluation;

- 21.37.3 15 OCTOBER: the written recommendation of the Librarians' Review Committee is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and University Librarian;
- 21.37.4 22 OCTOBER: any written response from the candidate to the Librarians' Review Committee recommendation must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
- 21.37.5 7 NOVEMBER: the University Librarian's written recommendation is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and the Librarians' Review Committee;
- 21.37.6 14 NOVEMBER: any written response from the candidate to the University Librarian's recommendation must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
- 21.37.7 15 DECEMBER: the URCL shall forward its written recommendation to the candidate, the President, the University Librarian and the Librarians' Review Committee;
- 21.37.8 22 DECEMBER: the President shall provide the candidate with her written decision, pursuant to Article 21.10, to take one of the following actions (copies to the URCL, University Librarian, Librarians' Review Committee, President of the Association):
 - 21.37.8.1 To transmit confirmation of the URCL recommendation to the Board of Governors; or
 - 21.37.8.2 To send the matter to the University Appeals Committee, pursuant to 21.10.2.
- 21.37.9 4 JANUARY: where appropriate, the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to 21.13.

Permanence

- 21.38 Reappointment after five (5) years of probationary service at Mount Saint Vincent University shall be with permanence and shall be at the rank of Librarian II or above. Consideration for permanence during the final year of a candidate's second probationary appointment shall be automatic.
 - 21.38.1 In accordance with Articles 29.2.8, 29.2a.8, 29.4.6, 29.5.5, 29.7.3 and 29.8.10 a member may elect to defer contractual decisions on permanence by one year.

- 21.39 A librarian member may apply for permanence at any time before her fifth year of service with the University on the basis of previous professional library service.
- 21.40 A candidate for permanence shall provide evidence of satisfactory performance of library duties appropriate to the number of years of her professional experience, ongoing involvement and achievement in individual or joint scholarly activity and/or professional activity appropriate to her rank, and participation in internal and external collegial service. Evidence of additional academic qualifications or administrative service may be presented for consideration.
- 21.41 The timetable for procedures relating to consideration for permanence is as follows:
- 21.41.1 1 MAY: Vice-President (Academic) notifies the candidate of automatic permanence consideration. If a candidate wishes to apply for permanence before automatic consideration, she shall give written notice by this date to the Chair of the Librarians' Review Committee and the University Librarian that an application is to be made. Within two weeks, the University Librarian shall forward a list of candidates for permanence to the Vice-President (Academic);
 - 21.41.2 15 SEPTEMBER: the candidate's academic file is brought up to date for evaluation;
 - 21.41.3 15 OCTOBER: the written recommendation of the Librarians' Review Committee is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and University Librarian;
 - 21.41.4 22 OCTOBER: any written response from the candidate to the Librarians' Review Committee recommendation must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
 - 21.41.5 7 DECEMBER: the University Librarian's written recommendation is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and the Librarians' Review Committee;
 - 21.41.6 14 DECEMBER: any written response from the candidate to the University Librarian's recommendation must be received by the chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
 - 21.41.7 8 FEBRUARY: the URCL shall forward its written recommendation to the candidate, the President, the University Librarian and the Librarians' Review Committee;

- 21.41.8 18 FEBRUARY: the President shall provide the candidate with her written decision, pursuant to Article 21.10, to take one of the following actions (copies to the URCL, University Librarian, Librarians' Review Committee, President of the Association):
- 21.41.8.1 To transmit confirmation of the URCL recommendation to the Board of Governors; or
 - 21.41.8.2 To send the matter to the University Appeals Committee, pursuant to 21.10.2.
- 21.41.9 4 MARCH: where appropriate, the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to 21.13.

Promotion to Librarian III

- 21.42 Promotion to the rank of Librarian III shall be with permanence.
- 21.43 A librarian member may apply for promotion to Librarian III after six (6) years of professional service at the rank of Librarian II at this or other libraries. Early applications will be considered.
- 21.44 A candidate for promotion to Librarian III shall provide evidence of satisfactory performance of library duties appropriate to the rank and to the number of years of her professional experience, ongoing involvement in individual or joint scholarly and/or professional activity, appropriate to her rank, that has culminated in publication or an appropriate form of communication, as defined in Articles 21.31 and 21.32, and internal and external collegial service. Evidence of additional academic qualifications or administrative service may be presented for consideration.
- 21.45 The timetable for procedures relating to an application for promotion to Librarian III is as follows:
- 21.45.1 1 APRIL: a candidate for promotion shall give written notice to the Chair of the Librarians' Review Committee and the University Librarian that an application is to be made. Within two weeks, the University Librarian shall forward a list of candidates for promotion to the Vice-President (Academic).
 - 21.45.2 15 OCTOBER: the candidate's academic file is brought up to date for evaluation;
 - 21.45.3 15 NOVEMBER: the written recommendation of the Librarians' Review Committee is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and University Librarian;

- 21.45.4 22 NOVEMBER: any written response from the candidate to the Librarians' Review Committee recommendation must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
- 21.45.5 31 JANUARY: the University Librarian's written recommendation is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and the Librarians' Review Committee;
- 21.45.6 7 FEBRUARY: any written response from the candidate to the University Librarian's recommendation must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
- 21.45.7 24 MARCH: the URCL shall forward its written recommendation to the candidate, the President, the University Librarian and the Librarians' Review Committee;
- 21.45.8 4 APRIL: the President shall provide the candidate with her written decision pursuant to Article 21.10, with copies to the URCL, the University Librarian, the Librarians' Review Committee and the President of the Association, to take one of the following actions:
- 21.45.8.1 To transmit confirmation of the URCL recommendation to the Board of Governors; or
 - 21.45.8.2 To send the matter to the University Appeals Committee, pursuant to 21.10.2.
- 21.45.9 14 APRIL: where appropriate, the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to Article 21.13.

Promotion to Librarian IV

- 21.46 Promotion to the rank of Librarian IV shall be with permanence.
- 21.47 A librarian member may apply for promotion to Librarian IV after ten (10) years of professional service at this or other libraries. Early applications will be considered.
- 21.48 A candidate for promotion to Librarian IV shall provide evidence of satisfactory performance of library duties, participation in internal and external collegial service, and on-going involvement in individual or joint scholarly and/or professional activities whose results are recognized as a significant contribution to the profession of librarianship.

21.49 In addition to the requirements outlined in 21.48, an application for promotion to Librarian IV shall include assessments of scholarly and/or professional activity by four external referees who are at arm's-length to the candidate. It shall be the responsibility of the candidate to ensure that external referees, whose independence may be questioned by the Librarians' Review Committee, the University Librarian, or the University Review Committee for Librarians, are at arm's-length. Queries, including those from the candidate, as to whether an external referee is at arm's-length to the candidate shall be referred to the Joint Committee for adjudication. Where the candidate and the Librarians' Review Committee indicate that a sufficient number of arm's-length referees cannot be identified, the use of a non-arm's-length referee must be approved by the Joint Committee.

21.49.1 The selection of external referees shall follow the same procedures as for promotion to Professor (Article 20.49), with the sole exception that the written confirmation shall be forwarded to the University Review Committee for Librarians as part of the candidate's academic file.

21.50 The timetable for procedures relating to an application for promotion to Librarian IV is as follows:

21.50.1 1 APRIL: a candidate for promotion shall give written notice to the Chair of the Librarians' Review Committee and the University Librarian that an application is to be made. Within two weeks, the University Librarian shall forward a list of candidates for promotion to the Vice-President (Academic). The selection process for external referees, pursuant to 21.49 and 20.49, begins immediately thereafter, allowing sufficient time for external references to be received by the Vice-President (Academic) by August 31, and placed in the candidate's academic file on 15 October;

21.50.2 1 MAY: The candidate and the Chair of the Librarians' Review Committee shall have identified external referees and requested evaluations which should be included in the academic file on 15 October;

21.50.3 15 OCTOBER: the candidate's academic file is brought up to date for evaluation;

21.50.4 22 OCTOBER: any written response from the candidate to the external references must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;

21.50.5 15 NOVEMBER: the written recommendation of the Librarians' Review Committee is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and University Librarian;

- 21.50.6 22 NOVEMBER: any written response from the candidate to the Librarians' Review Committee recommendation must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
- 21.50.7 31 JANUARY: the University Librarian's written recommendation is forwarded to the Chair of the URCL for inclusion in the academic file; copies to the candidate and the Librarians' Review Committee;
- 21.50.8 7 FEBRUARY: any written response from the candidate to the University Librarian's recommendation must be received by the Chair of the URCL for inclusion in the academic file; copies to the University Librarian and the Librarians' Review Committee;
- 21.50.9 24 MARCH: the URCL shall forward its written recommendation to the candidate, the President, the University Librarian and the Librarians' Review Committee;
- 21.50.10 4 APRIL: the President shall provide the candidate with her written decision pursuant to Article 21.10, with copies to the URCL, the University Librarian, the Librarians' Review Committee and the President of the Association, to take one of the following actions:
- 21.50.10.1 To transmit confirmation of the URCL recommendation to the Board of Governors; or
 - 21.50.10.2 To send the matter to the University Appeals Committee, pursuant to 21.10.2.
- 21.50.11 14 APRIL: where appropriate, the candidate shall provide written notice to send the matter to the University Appeals Committee, pursuant to Article 21.13.

ARTICLE 22: PERSONNEL FILES

- 22.1 There shall be two files for each member: an academic file and an administrative file. Each file shall be maintained in the office of the Vice-President (Academic). Only the academic file shall be made available to those evaluating the member for reappointment, tenure/ permanence, and promotion.
- 22.2 The academic file shall contain documents pertinent to a member's application(s) for reappointment, tenure/permanence, and promotion. This shall include an updated curriculum vitae which shall be provided annually by 15 September to the Vice-President (Academic) and the Dean, recommendations of the Departmental Review Committee/Librarians' Review Committee, the Dean/University Librarian, and the

University Review Committee/University Review Committee for Librarians and decisions of the University Appeals Committee. This file shall constitute the sole source of documentary evidence for assessing such applications and shall contain information pertaining to the criteria outlined in Articles 20 and 21. It is understood that all documents pertaining to previous applications will remain in the file, except for materials which provide evidence of scholarly/professional activity which will be returned to the candidate after a final decision in the case has been made. No additional material shall be added to the Academic file during a review under Article 20 or Article 21.

- 22.2.1 A reference file containing copies of the recommendations of the Department Review Committee/Librarians' Review Committee, the Dean/University Librarian, and the University Review Committee/University Review Committee for Librarians regarding all applications for reappointment, tenure/permanence, and promotion during the previous five years shall be maintained for reference purposes. This file shall also include the member's response(s) to such recommendations, the member's curriculum vitae at the time of application, and copies of any letters from external referees. This file shall be available for consultation by members currently applying for reappointment, tenure/permanence and promotion, by members involved at any stage of the review process, and by members of the University Appeals Committee. Review of such file shall be only with the documented consent of the member. This consent may be given at the time of the completion of the review on a form provided by the Employer. This consent may be withdrawn, in writing, by the member, at any time.
- 22.3 The administrative file shall contain documents pertaining to a member's application for leave, other than sabbatical leave, retraining leave, and leave without pay for academic reasons, which shall be contained in the academic file, medical benefits requiring special documentation, administrative matters of a non-disciplinary nature, and the final report issuing from any grievance(s), arbitration(s) or disciplinary action(s) except where such reports concern academic matters, in which case they shall be contained in the academic file.
- 22.4 A member shall be informed in writing of any additions to or deletion of material from her administrative file within five (5) working days of the addition or deletion, with the exception of documents pertaining to leaves as described in 22.3, copies of overload teaching or DLCE contracts, and routine financial information. When a document is addressed or copied to a member and is also clearly copied to the administrative file, the provisions of this article shall be taken as met.
- 22.5 A member shall have the right to examine the contents of her academic and administrative files during normal business hours. With reasonable notice she may receive copies of documents contained in these files.

- 22.6 A member shall have the right to include in her academic or administrative file written comments pertaining to the accuracy, relevance or meaning of any document(s) contained therein.
- 22.7 No anonymous documents shall be kept in a member's administrative file. A member's academic file may contain only the following types of anonymous documents:
- 22.7.1 tabulated results of Senate-approved, quantitative teaching evaluations by students;
 - 22.7.2 non-statistical responses to Senate-approved teaching evaluations by students;
 - 22.7.3 external assessors' reports on grant applications and scholarly and/or professional works submitted for publication or publication grants.

ARTICLE 23: WORKLOAD FOR FACULTY MEMBERS

- 23.1 The following elements constitute faculty workload: teaching and academic advising; scholarly and/or professional activity; internal and external collegial service.
- 23.2 A member's normal teaching load shall be one and one-half (1.5) units per term, to a maximum of three (3) units per academic year. Each half-unit of load shall consist of 36 to 39 contact hours.
- 23.2.1 In exceptional circumstances, the Dean may authorize a reduction in a member's teaching load;
 - 23.2.2 Effective July 1, 2006, in order to assist new probationary faculty members in teaching preparation and establishing a research profile, such faculty members may opt for a teaching load during the first three years of an initial probationary appointment of two and one-half (2.5) units per academic year. Faculty members who opt at the time of appointment for this teaching load shall not teach overload, either at the university or elsewhere.
- 23.3 The following shall normally apply to the scheduling of teaching assignments:
- 23.3.1 Teaching assignments shall normally be scheduled during the fall and winter terms, Monday through Friday.
 - 23.3.1.1 By agreement of the member, her Chair and Dean by 1 December, a faculty member's normal teaching schedule may include one or more classes taught in the summer. A member shall have the right to one complete term free of teaching duties in each year.

- 23.3.2 Teaching assignments shall normally be scheduled between the hours of 08:30 and 21:35. No member shall be required to teach more than one course per term after 16:30, or to teach off-campus or through the Department of Distance Learning and Continuing Education unless such duties are a condition of her employment as described in the Letter of Appointment.
- 23.4 Individual teaching assignments shall be agreed upon by the member and her department Chair/Director with the approval of her Dean. The allocation of teaching assignments shall be done fairly, taking into consideration the following factors:
- 23.4.1 The scheduling of teaching times;
- 23.4.2 The size of class;
- 23.4.3 The preparation time required for courses offered by a faculty member for the first time;
- 23.4.4 Courses offered off campus and/or through the Department of Distance Learning and Continuing Education;
- 23.4.5 Administrative and supervisory responsibilities at the University assigned with the approval of the Dean.
- 23.5 Each hour of laboratory period is equivalent to one contact hour when taught by a member. Members must be present and teaching for the period for which they are claiming teaching load credit. Designated laboratory courses are listed in Attachment 1. Courses may be added to, or dropped from Attachment 1 by application to the Joint Committee for the Administration of the Agreement.
- 23.6 Each hour of supplementary, regularly scheduled teaching, in courses specified in Attachment 2 shall be considered to be the equivalent of one-half hour of classroom period. Courses may be added to, or dropped from, Attachment 2 by application to the Joint Committee for the Administration of the Agreement.
- 23.7 Members whose academic duties are not counted as part of their normal teaching load shall be entitled to accumulate course relief as noted below. A request will be sent to members by January 15th of each year, by the appropriate Dean, for reporting of all such academic duties that will be completed by the end of the academic year. All academic duties eligible for course relief must be reported to the appropriate Dean by February 15th of that year. There shall be no entitlement to course relief for duties that are not reported in the year that the work is completed.
- 23.7.1 Supervision of graduate theses: for every three completed theses, one-half unit;

- 23.7.2 Supervision of full-unit undergraduate theses: for every five completed theses, one-half unit;
- 23.7.3 Supervision of half-unit undergraduate theses: for every ten completed theses, one-half unit;
- 23.7.4 Supervision of masters' projects: for every ten completed masters' projects, one-half unit;
- 23.7.5 Supervision of directed studies: for every ten completed half-unit directed studies courses, or the equivalent, one-half unit. A member may supervise no more than two full units of Directed Study per year except with the approval of the Dean;
- 23.7.6 Supervision of challenge examinations or portfolio assessment: for every twenty-five completed examinations or half-credits assessed, one-half unit;
- 23.7.7 Supervision of student teaching in education programmes for every fifteen students, one-half unit;
- 23.7.8 Departments with co-operative education programmes are entitled to claim course relief for co-ordination and/or supervision of co-op or practice students in such programmes on the following basis:
 - 23.7.8.1 The designated faculty co-ordinator shall be agreed upon by the member and Department Chair with the approval of the appropriate Dean;
 - 23.7.8.2 Course relief for departments with co-operative education programmes will be assigned annually on the basis on one-half unit per thirty-five students according to enrolments as of 15 February of each year.
 - 23.7.8.3 Department Chairs and faculty co-ordinators will work out the apportionment of this relief among department members in consultation with the appropriate Dean. With the permission of the Dean, this relief may be taken concurrently in the term in which supervision is being undertaken by the member.
- 23.8 Members may claim one-half unit of course relief under the provisions of 23.7 whenever a combination of fractional entitlements adds up to at least one-half unit. A member who intends to claim accumulated course relief credit under the provisions of Articles 23.7.1 to 23.7.8 shall make written application by 1 December of the academic year preceding the intended course relief to her Dean, with copies to her Chair. A maximum of one and one-half (1-1/2) units of such relief may be taken each academic year and normally not more than one each term.

- 23.9 In lieu of such course relief, members may choose to request from her Dean a payout once each calendar year, which shall be calculated using the rate for overload stipends specified in the collective agreement in effect when the entitlements were earned. Where the accumulated course relief is greater than one-half unit, requests for payout must be for a minimum of a half unit credit. Where the accumulated course relief is less than one-half unit, any payout request must be for the total accumulation.
- 23.10 No member is required to teach an overload. Where such an assignment is undertaken, the member shall not teach more than one full unit during the academic year, nor shall the member teach more than one full unit during the summer.
- 23.11 The employer recognizes that certain elements of faculty workload may require members to be off-campus. Each member is responsible for informing her Chair and Dean of how she may be contacted when off-campus for such purposes.
- 23.12 Where a member agrees to assume an overload in the event of a colleague's absence, pursuant to Article 29.2, 29.2a, 29.3, 29.4, 29.5, and 29.6, such overload shall not be deemed to contravene the provisions of 23.2 and 23.10.
- 23.13 The following positions carry with them an entitlement to course relief on the following basis:
- 23.13.1 Department of Business Administration and Tourism and Hospitality Management:
 - 23.13.1.1 Faculty Co-ordinator, Centre for Women in Business: one unit per academic year;
 - 23.13.1.2 Department of Business Administration and Tourism and Hospitality Management: Faculty Co-ordinator, Tourism and Hospitality Management, one-half unit per academic year;
 - 23.13.2 Department of Economics: Co-ordinator Economics 1101 and 1102: one-half unit per academic year;
 - 23.13.3 Faculty of Education:
 - 23.13.3.1 Coordinator, BEd Elementary: one-half unit per academic year;
 - 23.13.3.2 Coordinator, BEd Secondary: one-half unit per academic year;
 - 23.13.3.3 Coordinator, Master's Program in Lifelong Learning: one-half unit per academic year;
 - 23.13.3.4 Coordinator, Master's Program in School Psychology: one-half unit per academic year;

- 23.13.3.5 Coordinator, Master's Program in Literacy: one-half unit per academic year;
 - 23.13.3.6 Coordinator, Master's Program in Curriculum and Elementary Education: one-half unit per academic year;
 - 23.13.3.7 Coordinator, Master's Program in Foundations and Educational Psychology: one-half unit per academic year.
- 23.13.4 Department of English: Writing Co-ordinator, one-half unit per academic year.
- 23.13.5 Department of Mathematics and Computer Studies: Statistics Co-ordinator, one-half unit per academic year.
- 23.13.6 Department of Women's Studies:
- 23.13.6.1 Co-ordinator of the Joint Master's programme in Women's Studies: one-half unit per academic year; or
 - 23.13.6.2 Co-ordinator of the Joint Master's Graduate Admissions and Programme Committee: one unit per academic year.
- 23.13.7 Department of Information Technology: Co-ordinator INTE/CMPS 1115, one half-unit per academic year.

ARTICLE 24: WORKLOAD FOR LIBRARIANS

- 24.1 The following elements constitute Librarian members' workload: provision of information services to library users and the technical services required to deliver these information services; scholarly and/or professional activity, and internal and external collegial service. In addition, workload may include administrative service.
- 24.1.1 To facilitate scholarly and/or professional activity members are entitled to 12 off-campus or on-campus research days per year.
 - 24.1.2 Time taken under 24.1.1:
 - 24.1.2.1 may not be carried beyond June 30 of an academic year;
 - 24.1.2.2 may be taken at a rate of two days or less per month, or banked and taken in larger blocks;

- 24.1.2.3 shall be handled as part of normal scheduling procedures if time taken is two days or less per month;
 - 24.1.2.4 shall be scheduled with the University Librarian by June 30 of each academic year if a block of time taken is greater than two days per month.
- 24.2 The normal hours of work for Librarian members hired prior to and including 2001 are 35 hours per week, scheduled Monday through Friday between 9:00 and 17:00 hours.
- 24.3 The normal hours of work for Librarian members hired after 2001 are 35 hours per week. These hours may be assigned on a flexible basis to include work before 9:00 or after 17:00, and on Saturday or Sunday. No member shall be required to work more than six consecutive days without at least two consecutive days off immediately following. A new Librarian member's Letter of Appointment shall specify any flexible scheduling requirements of her position.
- 24.4 In order to provide information services on weekends, a member's work schedule may include one, four-hour weekend shift per month in each term. This shift shall consist of four (4) consecutive hours of reference service at the library reference desk, and shall be compensated as follows:
- 24.4.1 One weekend shift shall be equivalent to seven (7) hours release time;
 - 24.4.2 One holiday weekend shift shall be equivalent to ten and one-half (10.5) hours release time.
- 24.5 Where a member not normally scheduled to work after 17:00 is required to provide library tours commencing after that hour, Monday through Friday, she shall be compensated at a rate of one hour release time for each hour worked.
- 24.6 The scheduling of work assignments, including shifts, shall be done by the University Librarian in consultation with the member, and approved by the Vice-President (Academic). This scheduling shall be based on a fair allocation of professional duties among all Librarian members.

ARTICLE 25: DEPARTMENT OF DISTANCE LEARNING AND CONTINUING EDUCATION

General

- 25.1 The Department of Distance Learning and Continuing Education (DLCE) shall coordinate the development and delivery of televised and multi-mode distance education credit courses according to the following:
- 25.1.1 All courses offered through DLCE shall be with the consent of the member and the agreement of her Chair and Dean;
 - 25.1.2 The agreement shall be in writing, and copies of this agreement shall be forwarded to the member's Chair, Dean, and the President of the Association;
 - 25.1.3 Nothing in any agreement or DLCE contract shall be in contravention of the provisions of the Collective Agreement.
- 25.2 Teaching a course offered through DLCE shall be in accordance with the provisions of Article 23; the normal workload associated with teaching a course through DLCE shall also include:
- 25.2.1 Preparation of all material for the course and any modifications required due to changed assignments, new editions of textbooks, or the addition of supplementary materials. Such preparations and modifications shall be completed and submitted to DLCE at least four weeks prior to the commencement of class;
 - 25.2.2 Preparation of discussion materials and management of teleconferences and on-line discussions if part of the course;
 - 25.2.3 Marking and grading assignments and providing feedback to the students as required;
 - 25.2.4 Preparation and grading and, for local students, invigilation of all tests and examinations;
 - 25.2.5 Communication with students on a regular basis throughout the course.
- 25.3 Where a Department in consultation with DLCE seeks to offer a course listed in the Academic Calendar which does not exist in a mode suitable for distance delivery, a version of the course may be imported from elsewhere, subject to its review and approval by the Department.

- 25.4 Where a Department in consultation with DLCE seeks to import a new course not listed in the Academic Calendar, the normal approval process for a new course at the University shall apply.
- 25.5 A member who develops a course for DLCE shall retain copyright on the content of the course subject to the conditions of Article 27.
- 25.5.1 With the consent of the member and the agreement of her Chair and Dean, the University may sell the course material developed by the member for delivery by another institution. An appropriate division of royalties between the member and the University will be determined by DLCE in consultation with the member, her Dean, and a representative of the Faculty Association.

Televised Courses

- 25.6 Compensation related to the introduction of a televised course offered through DLCE shall be as follows: for first time delivery of a televised course, the member shall receive one half-unit of course relief for a full or half-unit course, to be taken either concurrently with the course taught or in the term immediately prior; in lieu of such course relief, members who have taught televised courses previously may choose to claim the equivalent of an overload stipend as specified in Article 38.
- 25.7 The decision to rebroadcast a televised course shall be made jointly by DLCE, the course developer, the Department Chair and Dean as established in the initial contract for first delivery of that course. With the consent of the course developer and the agreement of her Chair and Dean, the workload associated with rebroadcast may be undertaken by another member of the Department or a part-time instructor.
- 25.8 Compensation for rebroadcast of a televised course offered via DLCE shall be as follows:
- 25.8.1 The course developer shall receive a royalty fee of \$250;
- 25.8.2 The member teaching the course shall receive the sum of \$125 per student enrolled in a half-unit course or \$250 per student enrolled in a full-unit course.

Multi-Mode Courses

- 25.9 Compensation related to the introduction of a multi-mode course offered through DLCE shall be as follows:
- 25.9.1 For development of a full unit or half unit multi-mode course blueprint, the compensation shall be \$500;
- 25.9.2 For development of a multi-mode course, compensation shall equal the overload stipend specified in Article 38 per full-unit course, pro-rated for a half-unit course, minus the \$500 blueprint fee.

- 25.10 The decision to revise or re-develop a multi-mode course offered via DLCE shall be made jointly by DLCE, the course developer, the Department Chair and Dean. With the consent of the course developer and the approval of her Chair and Dean, the revision of the course may be undertaken by another member of the Department or a part-time instructor.
- 25.10.1 Compensation for partial revision of a multi-mode course shall be a pro-rated share of the compensation specified in 25.9.2, the amount to be determined by the Dean in consultation with DLCE, the member, and her Chair. A copy of the contract shall be forwarded to the Faculty Association.
- 25.10.2 Compensation for re-development of a course shall equal the overload stipend specified in Article 38 per full-unit course, pro-rated for a half-unit course, minus the \$500 blueprint fee.

ARTICLE 26: SUPPORT OF TEACHING AND RESEARCH DUTIES

- 26.1 The Employer recognizes that in order to carry out their research, scholarly, and teaching duties, members require access to appropriate facilities and resources. The Employer shall endeavour to provide the support necessary for members to fulfil these duties. These facilities and resources shall include access to library services and holdings, computer services, laboratory and appropriate research and teaching space, basic equipment, office space and furnishings, secretarial and technical assistance, and an internal source of research funding administered by the Senate Committee on Research and Publications. The parties endorse the recommendations made in Blueprint 2000 approved by the Board of Governors and the Senate in the Fall of 1999. Members also recognize their responsibility to apply for external research funding in order to support their research and scholarly activities, and to assist the University in providing these facilities and resources.
- 26.2 Subject to the provisions of the Income Tax Act and the rulings of Revenue Canada, the Employer will continue to perform its usual administrative function to assist members in designating research grants in lieu of salary.

ARTICLE 27: INTELLECTUAL PROPERTY AND PATENTS

- 27.1 Intellectual property consists of inventions, publications, computer software, courseware, works of art and music, data bases, lecture notes, laboratory manuals, articles, books, as well as all other creations that can be protected under patent, copyright, trademark or similar laws.
- 27.2 Copyright is owned by the members who create intellectual property, except in either of the following cases:

- 27.2.1 where there is a written contract to the contrary between the member, the Employer, and/or a third party which assigns some or all ownership rights of the intellectual property to the Employer or the third party. The member shall negotiate such an agreement with the assistance of a representative of the Faculty Association;
- 27.2.2 where the Employer provides funds, resources, and facilities to the member beyond those required for the payment of the member's salary and benefits or for the provision of a normal academic environment in which to work, in which case the member shall, with the assistance of a representative of the Faculty Association, come to agreement with the Vice-President (Academic) on sharing ownership rights to the intellectual property with the Employer.
- 27.3 The Employer has a non-exclusive, royalty-free, irrevocable, indivisible, and non-transferable right to retain for archival purposes and to use for internal educational and research purposes only any intellectual property developed by members with the use of the Employer's time, facilities, and resources. Such right shall not include the right to transfer, license, exploit or use the intellectual property for distance education or for any purpose other than the internal use of the University.
- 27.4 Members have intellectual and artistic freedom in the creation of intellectual property and the right to disseminate the intellectual property which they own. Such right shall not include the right to transfer, licence, exploit, or use intellectual property developed and/or delivered through the Department of Distance Learning and Continuing Education under the terms of Article 25 without the agreement of the Employer.

Patents

- 27.5 The Employer agrees that members have no obligation to seek patent protection for the results of scientific work, or to modify research to enhance patentability. Unless otherwise agreed between the member and employer, the creator is free to publish or use other means to place the invention in the public domain. The Employer further agrees that members shall have unqualified rights to patent their inventions, and waives any claim to ownership or interest in any such intellectual property except as provided in this article.
- 27.6 Any member making an invention, improvement, design or development must report it to the Vice-President (Academic) within thirty (30) calendar days.
- 27.7 The Parties agree that the Employer has an interest in any Member's invention where the Employer provides funds, resources, and facilities to the member beyond those required for the payment of the member's salary or for the provision of a normal academic environment in which to work. Such an environment does not include the use of Employer funds, designated research facilities, or its support staff or technical personnel.

- 27.8 Where an invention, improvement, design or development is made by a member, the Employer may enter into an agreement to be negotiated by the Vice-President (Academic) or her representative and the member, with the assistance of a representative of the Faculty Association, regarding each party's respective share of the proceeds.

ARTICLE 28: VACATIONS AND HOLIDAYS

- 28.1 Members shall be entitled to four weeks official vacation during each academic year of service (i.e., 1 July to 30 June). Full pay and benefits shall continue during vacation.
- 28.2 Vacation entitlements for periods of service of less than one year shall be on a pro-rated basis.
- 28.3 No member shall be required to work, teach or be on campus on the following holidays or any other holiday proclaimed by the federal, provincial or municipal governments:
- 25 December and 26 December;
 - New Year's Day;
 - Good Friday;
 - Easter Monday;
 - Victoria Day;
 - Canada Day;
 - Natal Day;
 - Labour Day;
 - Thanksgiving Day;
 - Remembrance Day.
- 28.4 Members shall be entitled to other religious holidays and observances by agreement with their Dean and Chair/Director (or the University Librarian).
- 28.5 On termination of employment at the University the member shall be deemed to have taken all vacation entitlement. A librarian, or a faculty member who has assumed administrative responsibilities, may request payment for a portion or all of vacation entitlement accumulated in her final year of employment provided that she can produce evidence to show that she has been unable to use all of her vacation during that year.

ARTICLE 29: LEAVES

29.1 Sabbatical Leave

- 29.1.1 Sabbatical leaves are granted for purposes of research which is of benefit to the faculty member and to the University. It is understood that members will undertake to apply for external support for sabbatical leave wherever possible;

- 29.1.2 A tenured or permanent full-time member with six years of service at the University without interruption in employment (including up to two years of previous University service as specified in a Letter of Appointment) but excluding time spent on any unpaid leave or long-term disability, is eligible to apply for a one-year sabbatical leave at 80% of salary, or a six-month sabbatical leave at 100% of salary. Members approved for such sabbatical leave may also apply for a sabbatical research allowance of up to \$2,000 as specified in Article 29.1.4;
- 29.1.3 A tenured or permanent full-time member with three years of service at the University without interruption to employment (excluding time spent on any unpaid leave or long-term disability) is eligible to apply for a six-month sabbatical leave at 80% of salary. Members approved for such sabbatical leave may also apply for a sabbatical research allowance of up to \$1,000 as specified in Article 29.1.4;
- 29.1.4 Members may apply for a research allowance to be used for legitimate expenses associated with their sabbatical leaves up to the relevant maximum as specified in 29.1.2 or 29.1.3, provided that such expenses are not already covered by external funding, by submitting an estimate of expenses. Examples of such expenses are:
- 29.1.4.1 the cost of travel to the principal place or places of research during the sabbatical leave, or on field trips connected with the research;
 - 29.1.4.2 costs associated with change of residence (e.g. moving and storage);
 - 29.1.4.3 conference expenses, including the cost of travel, registration, and accommodation;
 - 29.1.4.4 the cost of equipment, books, and supplies.
- 29.1.5 Payment of the sabbatical research allowance shall normally be made on the first pay period immediately following commencement of the member's sabbatical leave. A member taking a one-year sabbatical may request payment of the allowance at a later date, up to and including the end date of her leave. Such requests shall be made in writing and submitted to the Vice-President (Academic) no later than one month preceding commencement of the leave. All members receiving a sabbatical research allowance shall be responsible for retaining appropriate receipts and submitting them as required by Canada Customs and Revenue Agency for income tax purposes.
- 29.1.6 A one-year sabbatical leave shall normally be for the period 1 July through 30 June; a six-month sabbatical leave shall normally be for the period 1 July

through 31 December or 1 January through 30 June. If a member who is eligible for a six-month sabbatical leave beginning 1 July either chooses or is requested to take that sabbatical beginning 1 January of the same academic year, she may automatically count the six months service for the period 1 July through 31 December towards her next sabbatical leave. Leaves for periods other than those listed above may be approved by the Vice-President (Academic) following consultation with the Dean, the Chair/Director, and the member. In the case of librarian members, leaves for periods shorter than those listed above may be approved by the Vice-President (Academic) following consultation with the University Librarian, and the member; in such cases the sabbatical research allowance specified in 29.1.2 and 29.1.3 shall be pro-rated;

- 29.1.7 It is recognized that in some cases where a member is eligible for a leave commencing 1 January her Department's ability to offer its programme may be adversely affected. In such cases, the Dean may recommend that leave be granted six months in advance of the member's entitlement, it being understood that the accumulation of credit towards a subsequent leave shall only commence after the time when the leave would normally have ended.
- 29.1.8 By 1 June of the year preceding the first eligible date of a sabbatical leave, the Office of the Vice-President (Academic) shall automatically advise eligible members that they can apply for sabbatical and remind them of the application deadline of 1 October;
- 29.1.9 By 1 October of the year preceding the academic year during which she is eligible for a sabbatical leave, the member shall make written application for leave to her Dean (or, in the case of a librarian member, the University Librarian), with copies to her Chair/Director. This application shall include:
- 29.1.9.1 A statement of eligibility and the period of sabbatical leave applied for;
 - 29.1.9.2 A detailed and fully documented statement of the proposed sabbatical research programme and its intended results;
 - 29.1.9.3 Evidence of any external funding applied for or secured in support of the research programme.
- 29.1.10 Where an eligible member wishes to defer applying for sabbatical leave specified in Article 29.1.2 she shall apply to the Dean (or University Librarian) and the Vice-President (Academic) by 1 October, stating the requested length of the deferral and the reasons for the request;
- 29.1.11 Where a member wishes to defer applying for sabbatical leave specified in Article 29.1.3, she may automatically do so. The years of deferral shall be

credited towards eligibility for subsequent sabbatical leave, up until she is eligible to apply for a sabbatical leave specified in Article 29.1.2.

- 29.1.12 The application shall be forwarded to the Dean through the Department Chair/Director who shall, after consultation with Department members or librarians, advise the Dean (or University Librarian) on the scheduling of the leave. The Dean shall consult with the Chair/Director regarding the application for sabbatical leave or deferral and the department's ability to meet its academic requirements in the event the application is successful. Applications from Librarian members shall be forwarded directly to the University Librarian. The Dean (or University Librarian) shall provide by 15 October the Vice-President (Academic) with a recommendation summarizing 29.1.9.1 to 29.1.9.3 regarding the application for sabbatical leave or deferral, with a copy to the Chair/Director and the candidate. When the Chair/Director is a candidate for sabbatical leave, the Dean shall consult with an individual designated by the Department at the request of the Chair/Director for such purpose;
- 29.1.13 The Vice-President (Academic) shall provide the President with a recommendation regarding the application for sabbatical leave by 1 November;
- 29.1.14 The President shall advise the member in writing of her decision by 15 November, with a copy to the President of the Faculty Association and the Vice-President (Academic);
- 29.1.15 If an application for sabbatical leave is denied, the member shall be advised in writing of the reasons for that denial. The member may reapply for consideration the subsequent year;
- 29.1.16 Either the member or the Employer may request that a sabbatical leave already approved under Article 29.1.14 be deferred for up to two years. Such a deferral shall be arranged between a member and her Dean (or the University Librarian) and shall be subject to the following conditions:
- 29.1.16.1 Any request for deferral of a sabbatical leave intended to commence 1 July by a member or the Employer shall be made no later than the last day of February preceding the leave; any request for deferral of a sabbatical leave intended to commence 1 January by a member or the Employer shall be made no later than the last day of July preceding the leave;
- 29.1.16.2 The arrangements for deferral shall be confirmed in writing by the President, by 31 March for a sabbatical intended to commence the following 1 July or by 31 August for a sabbatical intended to commence the following 1 January with copies to the

- member, the Vice-President (Academic), the member's Dean or the University Librarian, and the Chair/Director;
- 29.1.16.3 no subsequent application need be made if the research programme remains the same;
- 29.1.16.4 the years of deferral shall be credited towards eligibility for subsequent sabbatical leave;
- 29.1.16.5 When an approved sabbatical is deferred at the request of the Employer, the member shall receive an additional 5% of salary for each year of deferral.
- 29.1.17 A member on sabbatical leave is eligible for internal research and travel funding;
- 29.1.18 Members on sabbatical leave shall continue to accrue seniority and shall remain eligible to participate in the usual benefits and insurance plans when arrangements are made in accord with existing University policy;
- 29.1.19 A member on sabbatical leave is not required to leave the University during the period of leave, and shall be entitled to use University facilities, including available office space as determined by the Deans;
- 29.1.20 A member on sabbatical leave may, at her own discretion, participate in departmental business. The member is responsible for arranging to receive pertinent notices, agenda, and other information relating to such matters;
- 29.1.21 A member on sabbatical leave does not retain any elected or appointed position on University bodies or committees;
- 29.1.22 A member on sabbatical leave shall not teach at the University, but may supervise undergraduate or graduate students at her discretion;
- 29.1.23 While on sabbatical, a member shall not earn more than 100% of her salary. Where a member's salary for the period of sabbatical leave exceeds this limit, the Employer shall reduce its portion of the member's sabbatical salary by an amount equal to the excess. For purposes of this clause, salary shall not be considered to include research grants or supports provided by external agencies, research grants in lieu of salary as administered by the University, reimbursement for relocation costs, or other bona fide research expenses recognized by the Employer;
- 29.1.24 Within three months of the completion of a sabbatical leave, the member shall submit a report on her activities to the President of the University, with copies

to her Dean or University Librarian, and the Vice-President (Academic) for inclusion in her academic file;

- 29.1.25 The Vice-President (Academic) shall provide the President of the Association with the names of members granted sabbatical leaves and the terms of those leaves.

29.2 Pregnancy Leave

- 29.2.1 A member shall have the right to continue her regular duties during pregnancy;
- 29.2.2 A member who is pregnant shall be entitled to a maximum of seventeen (17) continuous weeks of pregnancy leave during which the Employer shall provide a benefit to probationary or tenured members in accordance with the following:
- 29.2.2.1 The member must apply for the Employment Insurance (EI) benefit;
- 29.2.2.2 The benefit payable by the Employer shall be an amount which combined with the EI shall be equal to 95% of the member's salary at the commencement of the leave;
- 29.2.2.3 If the member is not entitled to the EI benefit, or if the EI benefit is no longer provided, the Employer shall pay the member 95% of salary for the period of her pregnancy leave.
- 29.2.3 Pregnancy leave shall commence no later than the date of birth.
- 29.2.4 Any member on pregnancy leave shall retain seniority and privileges, and shall be entitled to full benefits, including group insurance and pension, upon confirming their continuity according to existing University policy;
- 29.2.5 A member intending to take pregnancy leave shall inform her Chair/Director, Dean (or University Librarian) and the Vice-President (Academic), as soon as possible but no less than thirty (30) working days in advance of the commencement of such leave. The member shall provide a certificate from a legally qualified medical practitioner specifying the date upon which delivery is anticipated. The member shall make reasonable effort to accommodate her department's requirements to engage competent substitute(s) for the period of pregnancy leave. Where a member agrees to assume an overload in the events of such an absence, such overload shall be subject to the provisions of 23.12;

- 29.2.6 Should a pregnancy result in medical complications before or after the commencement of pregnancy leave, the sick leave provisions of this Article shall apply;
- 29.2.7 Where a member returns from pregnancy leave during the fall or winter term, her individual teaching assignments shall be agreed upon by the member and her Department Chair/Director with the approval of the Dean.
- 29.2.8 A member who has taken pregnancy leave of more than thirteen (13) weeks may elect to defer contractual decisions on reappointment or tenure/permanence by one year. Where a member elects to defer such a decision, she shall provide the Vice-President (Academic) with written notice of her intention to do so within thirty (30) working days of receiving notice from the Vice-President (Academic) that she is eligible for such consideration as stated in Article 20.39.1 and 20.43.1 or Article 21.37.1 and 21.41.1;
- 29.2.9 As soon as such information is available, the Employer shall provide the President of the Association with the names of members granted pregnancy leave and where appropriate, copies of notice to defer reappointment or tenure/permanence pursuant to 29.2.8;

29.2a Parental Leave

- 29.2a.1 A member who is a primary care giver, whether for birth or adoption, shall be entitled to a maximum of thirty-five (35) weeks parental leave. Eligible members are as follows:
- 29.2a.1.1 Women completing pregnancy leave. The member may request that pregnancy leave and parental leave be consecutive;
- 29.2a.1.2 Spouses or partners of birth mothers of an infant less than 12 months of age;
- 29.2a.1.3 Adoptive parents of a child up to five years of age. At the time of application for the leave, the member shall provide documentation certifying that a child is being adopted to her care and noting the placement date for the adoptee.
- 29.2a.2 The Employer shall provide a benefit to a maximum of twenty-six (26) weeks including pregnancy leave for probationary or tenured members in accordance with the following:
- 29.2a.2.1 The member must apply for the Employment Insurance (EI) benefit;

- 29.2a.2.2 The benefit payable by the Employer shall be an amount which combined with the EI benefit shall be equal to 95% of the member's salary at the commencement of the leave;
- 29.2a.2.3 If the member is not entitled to the EI benefit, or if the EI benefit is no longer provided, the Employer shall pay the member 95% of salary for the period of the Employer benefit;
- 29.2a.2.4 Any portion of parental leave that is not eligible for a salary top-up by the Employer shall be taken as leave without pay and all provisions of that leave will be in accordance with Article 29.8.
- 29.2a.3 Any member on parental leave shall retain seniority and privileges, and shall be entitled to full benefits, including group insurance and pension, upon confirming their continuity according to existing University policy;
- 29.2a.4 In cases of birth, a member intending to take parental leave shall inform her Chair/Director, Dean (or University Librarian) and the Vice-President (Academic), as soon as possible but no less than thirty (30) working days in advance of the commencement of such leave. In cases of adoption, the member shall provide as much advance notice as possible. The member shall make reasonable effort to accommodate her Department's requirements to engage competent substitute(s) for the period of parental leave. Where a member agrees to assume an overload in the events of such an absence, such overload shall be subject to the provisions of 23.12;
- 29.2a.5 Should a pregnancy result in medical complications before or after the commencement of parental leave, the sick leave provisions of this Article shall apply;
- 29.2a.6 Where a member returns from parental leave during the fall or winter term, her individual teaching assignments shall be agreed upon by the member and her Department Chair/Director with the approval of the Dean.
- 29.2a.7 A member who is a secondary caregiver, whether for birth or adoption, shall be entitled to parental leave of ten (10) working days with full pay, benefits and privileges. This leave shall be arranged in consultation with the member's Chair/Director, and confirmed by her Dean (or the University Librarian) and the Vice-President (Academic). Notice of the intention to take such leave shall be given as soon as possible, but no less than thirty (30) working days in advance of the commencement of such leave. When a member agrees to assume an overload in the event of such an absence, such overload shall be subject to the provisions of 23.12;
- 29.2a.8 A member who has taken parental leave of more than thirteen (13) weeks may elect to defer contractual decisions on reappointment or tenure/permanence by

one year. Where a member elects to defer such a decision, she shall provide the Vice-President (Academic) with written notice of her intention to do so within thirty (30) working days of receiving notice from the Vice-President (Academic) that she is eligible for such consideration as stated in Article 20.39.1 and 20.43.1 or Article 21.37.1 and 21.41.1;

- 29.2a.9 As soon as such information is available, the Employer shall provide the President of the Association with the names of members granted parental leave and where appropriate, copies of notice to defer reappointment or tenure/permanence pursuant to 29.2a.8;

29.3 Political Leave

- 29.3.1 A member may become a candidate for elected office at the federal, provincial or municipal level;
- 29.3.2 A member planning to stand for election shall give her Dean (or the University Librarian) reasonable written notice of this plan, and of her intention to request political leave once she has become a bona fide candidate. The member shall make reasonable effort to accommodate her Department's requirement to engage competent substitute(s). Where a member agrees to assume an overload in the event of such an absence, such overload shall be subject to the provisions of 23.12;
- 29.3.3 A member who becomes a bona fide candidate for election to political office and who has fulfilled the obligations of 29.3.2 above shall, upon application to the Vice-President (Academic), be entitled to political leave without pay of the following duration:
- 29.3.3.1 Two months for a federal campaign;
 - 29.3.3.2 Two months for a provincial campaign;
 - 29.3.3.3 One month for a mayoralty or warden's campaign;
 - 29.3.3.4 Two weeks for a campaign for other municipal offices.
- 29.3.4 A member on political leave for purposes of a campaign shall retain her status in the University and may arrange for the continuation of benefits in accordance with Article 29.8.3;
- 29.3.5 If elected to office, a member shall be entitled to additional political leave on the following basis:
- 29.3.5.1 A member of federal parliament may request up to five (5) years leave without pay;

- 29.3.5.2 A member of provincial legislature may request up to five (5) years leave without pay;
- 29.3.5.3 A member elected to municipal office may negotiate a partial-time (three-quarter or half-load) appointment, or request leave without pay for the number of years she is elected to serve.
- 29.3.6 Termination of political leave must coincide with the beginning of any academic term. The member shall provide her Dean (or the University Librarian) with written notice of her intention to return no less than ninety (90) calendar days prior to the date of termination;
- 29.3.7 The provisions of 29.3 shall not preclude alternative arrangements, given that such arrangements are acceptable to the member, the Association, the Chair/Director, the Dean (or the University Librarian), and the Vice-President (Academic), who shall confirm them in writing;
- 29.3.8 As soon as such information is available, the Employer shall provide the President of the Association with the names of members granted political leave and the terms of such leaves.

29.4 Court Leave

- 29.4.1 Any active member of the bargaining unit who is called for jury duty or who is compelled by subpoena to attend as a witness by any body in Canada is entitled to paid court leave;
- 29.4.2 A member required to take court leave shall notify her Chair/Director, her Dean (or the University Librarian) and the Vice-President (Academic) at the earliest possible moment so as to avoid undue interruption of teaching duties;
- 29.4.3 A member required to take court leave shall consult with her Chair/Director (or the University Librarian) on how best her teaching (or Library) responsibilities may be met. Overloads agreed to by her colleagues to compensate for court leave shall be subject to the provisions of 23.12;
- 29.4.4 A member on court leave shall accumulate seniority and shall retain all benefits;
- 29.4.5 A member on court leave shall reimburse the Employer any per diem allowances or fees received in regard of her legal duty;
- 29.4.6 A member on court leave of more than thirteen (13) weeks duration may elect to defer contractual decisions on reappointment or tenure/permanence by one year. Where such deferral is sought, the member shall provide written notice

to the Vice-President (Academic) within thirty (30) working days of receiving notice from the Vice-President (Academic) that she is eligible for such consideration as stated in Article 20.39.1 and 20.43.1 or Article 21.37.1 and 21.41.1;

- 29.4.7 As soon as such information is available, the Employer shall provide the President of the Association with the names of members on court leave, the terms of such leave and, where appropriate, copies of notice to defer reappointment or tenure/permanence pursuant to 29.4.6;

29.5 Sick Leave

- 29.5.1 The Employer shall grant sick leave to any active member of the bargaining unit who is absent from her duties for medical reasons. The member shall be entitled to full pay and benefits for up to 119 days until such time as Long Term Disability benefits come into effect or until deemed disqualified from receiving Long Term Disability by insurer;
- 29.5.2 A member shall inform her Chair/Director (or the Head Librarian) and Dean (or the University Librarian) of the necessity to take sick leave as early as such notice is possible. After seven (7) working days of absence for unanticipated medical reasons, the member shall ensure that a medical certificate from a licensed physician is forwarded to the Vice-President (Academic) for inclusion in her administrative file;
- 29.5.3 Where a member agrees to assume an overload in the event of sick leave, such overload shall be subject to the provisions of 23.12;
- 29.5.4 A member who has been absent from her duties for two (2) consecutive years, and who is receiving long-term disability benefits, shall be deemed to have ceased her employment with the University and her membership in the bargaining unit, subject to review, on a case by case basis, of the duty to accommodate;
- 29.5.5 A member on sick leave of more than thirteen (13) weeks duration may elect to defer contractual decisions on reappointment or tenure/permanence by one year. Where such deferral is sought, the member shall provide written notice to the Vice-President (Academic) within thirty (30) working days of receiving notice from the Vice-President (Academic) that she is eligible for such consideration, as stated in Article 20.39.1 and 20.43.1 and Article 21.37.1 and 21.41.1;
- 29.5.6 As soon as such information is available, the Employer shall provide the President of the Association with the names of members granted sick leave, the terms of such leaves and, where appropriate, copies of notice to defer reappointment or tenure/permanence consideration, pursuant to Article 29.5.5.

29.6a Compassionate Leave

- 29.6a.1 A member shall be entitled to two weeks compassionate leave in the event of the death of a member of her immediate family. The member shall receive full pay and benefits during the period of this leave. Where a member agrees to assume an overload in the event of such an absence, such overload shall be subject to the provisions of 23.12;
- 29.6a.2 The member shall inform her Chair/Director, Dean (or the University Librarian), and the Vice-President (Academic), of the need to take compassionate leave as soon as possible;
- 29.6a.3 As soon as such information is available, the Employer shall provide the Association with the names of members on compassionate leave and the terms of such leaves.
- 29.6a.4 The Dean may authorize an extension to the period of compassionate leave upon request by the Member.

29.6b Family Emergency Leave

- 29.6b.1 In the case of emergencies in a member's personal or family life other than the death of a member of her immediate family, the Dean may authorize up to 5 days of paid leave. The member shall make the request to the Dean (or University Librarian), with notification to the Chair/Director.

29.7 Training, Retraining, and Educational Leaves

General

- 29.7.1. A member on training, retraining or educational leave may receive research grants, stipends, fellowships or other forms of external support. In such cases, the amount of University support may be reduced. In all cases, a member on such leave shall receive 100% of her normal salary and the additional costs agreed upon;
- 29.7.2 A member who is granted any leave funded by the Employer under this article undertakes to return to the University for a period confirmed in writing prior to the commencement of the leave. If the member fails to return, she must reimburse the University for the full costs, including salary, tuition, expenses, transportation and any replacement costs, as agreed in writing prior to the commencement of the retraining leave;

- 29.7.3 A member on a leave under this article may elect to defer contractual decisions on reappointment or tenure/permanence by one year. Where a member elects to defer such a decision, she shall provide the Vice-President (Academic) with written notice of her intention to do so within thirty (30) working days of receiving notice from the Vice-President (Academic) that she is eligible for such consideration as stated in Article 20.39.1 and 20.43.1 or Article 21.37.1 and 21.41.1;
- 29.7.4 As soon as such information is available, the Employer shall provide the Association with the names of members granted training, retraining or educational leave and the terms of such leaves.

Training or Retraining Leave

- 29.7.5 When the Employer requests a member to take leave for the purposes of retraining in a new field, or of upgrading her skills in an existing field and the member consents, she shall continue to receive full salary for the period agreed upon, as well as reimbursement for all tuition and transportation costs required, as agreed in advance between the member and the Vice-President (Academic). This agreement shall be confirmed in writing;
- 29.7.6 A member may apply to the Vice-President (Academic) for leave for the purpose of retraining in a new field, or of upgrading her skills in an existing field. The length and conditions of this leave shall be negotiated by the member and the Vice-President (Academic), with advice from her Chair/Director and Dean (or the University Librarian). The Association shall be notified of such negotiations and of the final arrangements concluded.

Doctoral Educational Leave

- 29.7.7 In those departments where the Vice-President (Academic) determines that it is difficult to recruit persons with doctoral degrees, a member may apply to the Vice-President (Academic) for leave for the purpose of obtaining a doctoral degree. The length and conditions of this leave shall be negotiated by the member and the Vice-President (Academic), with advice from the Chair/Director and Dean (or the University Librarian). The Association shall be notified of such negotiations and of the final arrangements concluded.

29.8 Leave of Absence Without Pay

- 29.8.1 A member may apply for and the University may grant leave of absence without pay;
- 29.8.2 A leave of absence without pay shall not exceed three (3) years;

- 29.8.3 Members on leave without pay may continue to purchase certain benefits from the BeneFlex benefits plan as determined by the insurance carrier, but shall not receive a BeneFlex credit from the Employer;
- 29.8.4 Applications for leave of absence without pay, including the reasons for the request and the duration of the leave applied for, shall be made in writing to the Dean (or the University Librarian) no later than 1 November of the academic year preceding that in which the leave is requested to begin. The Dean (or the University Librarian) shall consult with the Chair/Director regarding the application;
- 29.8.5 The Dean (or the University Librarian) shall forward the application, along with her written recommendation, to the Vice-President (Academic) within fifteen (15) working days of receipt. Copies of this recommendation shall be sent to the candidate;
- 29.8.6 The Vice-President (Academic) shall advise the candidate, the Chair/Director, and the Dean (or the University Librarian) of her written decision regarding the application for leave within fifteen (15) working days of receipt of the application and the recommendations;
- 29.8.7 If the request for leave of absence without pay is denied, the applicant shall be given written reasons for the denial;
- 29.8.8 If the leave of absence without pay has been requested for purposes that are deemed to be in the interest of the University and the academic development of the member, as stated in the application and confirmed in the recommendations of the Chair/Director and Dean (or the University Librarian), a member shall receive such additions to her salary as shall have been implemented in her absence and as are appropriate pursuant to Article 38, and to have past activities pertinent to tenure/permanence, promotion and contract renewal entered in her academic file for consideration under Article 20 or Article 21, upon her return to the University;
- 29.8.9 A member on leave of absence without pay must confirm her intention to return to the University in writing to her Chair/Director, Dean (or the University Librarian) and the Vice-President (Academic) no later than four months prior to the end of her leave;
- 29.8.10 A member on leave of absence without pay may elect to defer contractual decisions on reappointment or tenure/permanence by one year. Where a member elects to defer such a decision, she shall provide the Vice-President (Academic) with written notice of her intention to do so within thirty (30) working days of receiving notice from the Vice-President (Academic) that she is eligible for such consideration as stated in Article 20.39.1 and 20.43.1 or Article 21.37.1 and 21.41.1;

- 29.8.11 As soon as such information is available, the Employer shall provide the President of the Association with the names of members on leave of absence without pay and the terms of such leaves.

ARTICLE 30: OUTSIDE PROFESSIONAL ACTIVITIES

- 30.1 The employer recognizes that participation by a faculty member in outside professional activities beyond the university (in areas such as government, industry, business, and the profession) is desirable when such participation contributes to the member's professional and scholarly development.
- 30.2 For the purposes of this article, "outside professional activities" are defined as:
- 30.2.1 Paid employment in any capacity by another employer, including carrying out teaching duties
 - 30.2.2 Consulting
 - 30.2.3 Private practice of the member's profession
 - 30.2.4 Self-employment
- 30.3 A member engaging in such activities shall report by 1 July to her Dean (or the University Librarian), with a copy to her Chair/Director, on their nature and scope.
- 30.4 A member may engage in paid or unpaid outside professional activities under the following conditions:
- 30.4.1 Such activities shall not conflict or interfere with the performance of the member's assigned duties and responsibilities, as described in this Agreement;
 - 30.4.2 A member shall not devote more than one (1) work day per week to such activities in any academic year;
 - 30.4.3 Where such duties shall require more than one (1) work day or the equivalent per week of the time the member is employed by the University as per this Agreement and as per her teaching (or library work) schedule, the member, her Chair/Director, and Dean (or University Librarian) shall agree, in writing, to a mutually acceptable schedule. A copy of this agreement shall be entered in the member's academic file.
- 30.5 The Employer shall not underwrite any extraordinary costs of outside professional activities unless the Dean (or the University Librarian) has provided a written commitment prior to commencement of the activity;

- 30.6 If University facilities are used in connection with such activities, this use shall be undertaken with written consent, and the member shall pay the cost for any such use at prevailing rates. The member remains responsible for all matters concerning the scientific, technological and financial control of the project, and the name of the University shall not be used without prior consent.

ARTICLE 31: DEPARTMENT CHAIRS/DIRECTORS

- 31.1 In all Departments (except the Faculty of Education [see 31.2]): in consultation with her Department, the Chair, a full voting member of the Department, shall:
- 31.1.1 Call and chair Department meetings at least four times per regular academic year to establish internal policy, and prepare recommendations for appropriate University bodies;
 - 31.1.2 Circulate an agenda and supporting materials to Department members no later than five (5) working days before each Department meeting;
 - 31.1.3 Oversee the orderly administration of the Department, including the maintenance of Departmental records and evaluation of part-time faculty members in accordance with procedures specified in the Collective Agreement between the Employer and CUPE 3912;
 - 31.1.4 Prepare and monitor the Departmental budget;
 - 31.1.5 Oversee the allocation and use of Departmental space and equipment;
 - 31.1.6 In consultation with individual Department members and the Dean, allocate the teaching duties and other responsibilities of Department members;
 - 31.1.7 Facilitate and supervise the development and planning of academic policy and programs;
 - 31.1.8 Prepare an annual report for submission to the appropriate Dean by 1 July of each academic year;
 - 31.1.9 Where appropriate, establish and maintain relations with external professional organizations;
 - 31.1.10 Inform Department members of communications from Administration;
 - 31.1.11 Encourage teaching, research, and collegial service;
 - 31.1.12 Organize faculty advising of students enrolled in Departmental programs;

- 31.1.13 Make recommendations to the Dean on filling part time positions in the Department;
 - 31.1.14 Expedite Departmental recommendations of appointment, reappointment, promotion and tenure in accordance with the provisions of Articles 18 and 20;
 - 31.1.15 Advise the Dean of the Department member who shall serve as acting Chair when the Chair is to be absent for more than five (5) working days.
- 31.2 In the Faculty of Education: in consultation with the faculty members, the Director of Bachelor Education/Director of Graduate Education, a full voting member of the Faculty, shall:
- 31.2.1 Call and chair Bachelor of Education Committee/Graduate Committee meetings at least four times per regular academic year to establish internal policy and prepare recommendations for appropriate University bodies;
 - 31.2.2 Circulate an agenda and supporting materials to faculty members no later than five (5) working days before each Committee meeting;
 - 31.2.3 Oversee the orderly administration of the BEd and Masters' programs, including the maintenance of program records and evaluation of part-time faculty members in accordance with procedures specified in the Collective Agreement between the Employer and CUPE 3912;
 - 31.2.4 Oversee the admissions policy and procedures;
 - 31.2.5 In consultation with individual faculty members and the Dean, allocate the teaching duties and other responsibilities of faculty members;
 - 31.2.6 Facilitate and supervise the development and planning of academic policy and programs;
 - 31.2.7 Prepare an annual report for submission to the Dean by 1 July of each academic year;
 - 31.2.8 Where appropriate, establish and maintain relations with external professional organizations;
 - 31.2.9 Inform faculty members of communications from Administration;
 - 31.2.10 Encourage teaching, research, and collegial service;
 - 31.2.11 Oversee faculty advising of students enrolled in Faculty of Education programs;

- 31.2.12 Make recommendations to the Dean on filling part-time positions in the Faculty of Education;
 - 31.2.13 Expedite recommendations of appointment, reappointment, promotion and tenure in accordance with the provisions of Articles 18 and 20;
 - 31.2.14 Advise the Dean of the Faculty of Education member who shall serve as acting Director when the Director is to be absent for more than five (5) working days.
- 31.3 All full-time members of the Department/Faculty of Education are eligible to be Chair/Director, providing they are tenured. In extraordinary circumstances an untenured member may be appointed as Chair/Director.
- 31.4 All Department/Faculty of Education members who are members of the bargaining unit are eligible to participate in selecting a Chair/Director.
- 31.5 A Chair/Director shall be appointed to a three (3) year term, and shall be eligible for a second consecutive term of up to three (3) years. In exceptional circumstances, the Department/Faculty of Education may recommend a third term for the incumbent.
- 31.6 By 15 September of the final year in a Chair's/Director's term, or within a reasonable time following a Chair's/Director's resignation, the appropriate Dean shall give written notice to the Department/Faculty of Education that a vacancy exists.
- 31.7 Selection of a Chair/Director shall be in accordance with the following principles:
- 31.7.1 The incumbent Chair/Director shall call a Department/Faculty of Education meeting to consider the vacancy. This meeting shall be chaired by a member who is not a candidate for the Chair's/Director's position;
 - 31.7.2 When a Chair/Director is selected internally, a secret ballot shall be held and the Chair/Director chosen by simple majority;
 - 31.7.3 By 15 February, the Chair/Director shall forward the name of the Chair/Director-designate to the appropriate Dean; the Dean shall forward the name of the Chair/Director-designate to the Vice-President (Academic) by 28 February;
 - 31.7.4 Where a vacancy for a full-time probationary or tenured position in the Department/Faculty of Education exists, the Department/Faculty of Education may advise the appropriate Dean that an external search for a Chair/Director is warranted. This position shall be advertised in accordance with the procedures in Article 18.10.2 and 18.10.3. The search for an external Chair/Director does not preclude final selection of an internal candidate.

- 31.8 The appointment of the Chair/Director shall be confirmed in writing by the Vice-President (Academic) and the decision transmitted to the candidate and the Chair/Director of the selection committee by 15 March. Where the Vice-President (Academic) decides not to confirm a recommended appointment, she shall so inform the Department/Faculty of Education in writing by 15 March, giving reasons for her decision.
- 31.9 When a Chair/Director suddenly resigns, is recalled, and/or where the Department/Faculty of Education is unable to recommend a new Chair/Director to the appropriate Dean, the Dean, after consultation with the Department/Faculty of Education, shall appoint an acting Chair/Director for a period that shall normally not exceed six (6) months.
- 31.10 When a Chair/Director goes on leave for more than one (1) month, the Department/Faculty of Education, in accordance with the procedures set out in Articles 31.6.1 and 31.6.2, shall recommend the appointment of an acting Chair/Director to the Dean; the Dean shall make her recommendation to the Vice-President (Academic), who shall confirm the appointment.
- 31.11 The recall of a Chair/Director shall occur according to the following procedures:
- 31.11.1 In order to initiate the recall of a Chair/Director, a majority of Department/Faculty of Education members who are members of the bargaining unit must petition the appropriate Dean in writing, providing reasons for seeking recall. A copy of this petition shall be forwarded to the Chair/Director.
- 31.11.2 Following receipt of a recall petition, the Dean shall consult with all available Department/Faculty of Education members and, within fifteen (15) working days, render a decision on recall.
- 31.10.3 The Dean shall provide the Department/Faculty of Education with written notice of her decision on the recall of a Chair/Director, including supporting reasons.

ARTICLE 32: STIPENDS FOR CHAIRS/DIRECTORS

Department Chairs

- 32.1 The payment of stipends to Chairs of Departments (not including Directors in the Faculty of Education) is based on the number of full-time-equivalent (FTE) faculty members in each department, determined as follows:
- 32.1.1 The Chair of the Department is included in these calculations;
- 32.1.2 All members of the bargaining unit, including those on sabbatical, are counted;

- 32.1.3 Cross appointed faculty members shall be counted as one FTE member of faculty in the primary Department;
- 32.1.4 Based on the number of part-time faculty members from the previous year, three part-time members of faculty shall be counted as one FTE member of faculty;
- 32.1.5 In the Department of Women's Studies, the Nancy's Chair shall be counted as one FTE member of faculty.
- 32.1.6 In the Department of Women's Studies, where a non-Department member is serving as Co-ordinator of the Joint Master's programme in Women's Studies, she shall be counted as one-third FTE member of faculty;
- 32.2 The Chair and her Dean shall confirm the number of FTE faculty members in the department for each academic year, and shall advise the Vice-President (Academic) of that number by the preceding 1 June.
- 32.3 The schedule of chairs' stipends and course relief during the term of this agreement shall be as follows:
- | 32.3.1 | Department Size | Stipend | Units of Relief |
|--------|-------------------|----------|-----------------|
| | 1.00 - 4.33 FTE | \$ 1,200 | 0.5 |
| | 4.67 - 9.33 FTE | \$ 1,500 | 1.0 |
| | 9.67 - 14.33 FTE | \$ 1,800 | 1.5 |
| | 14.67 - 19.33 FTE | \$ 2,100 | 2.0 |
| | 19.67 - 24.33 FTE | \$ 2,400 | 2.5 |
| | 24.67 + FTE | \$ 2,700 | 2.5 |
- 32.3.2 Where the entitlement to course relief exceeds two (2) units the additional half unit shall be assigned in accordance with Article 32.3.4;
- 32.3.3 Department Chairs shall take no more than two (2) units of course relief under the terms of this Article;
- 32.3.4 Distribution of units of course relief under this Article shall be determined by the Chair in consultation with the Department and with the agreement of the Dean. Such distribution shall relate to specific tasks described in the Chair's recommendations to the Dean.

- 32.3.5 Chairs evaluating part-time faculty in accordance with Article 31.1.3 shall receive an additional fee of \$15 per part-time faculty member evaluated.
- 32.4 Chairs given responsibility for a newly created department shall receive a stipend and course relief appropriate to the next highest category, as provided in 32.3, for a period of four (4) years.
- 32.5 The stipend shall be paid in two installments, one with the first pay of July, and one with the first pay of January.

Directors (Faculty of Education)

- 32.6 The Director of Bachelor of Education is eligible to receive two (2) units of course relief per year. Out of those two units, the Director may assign one-half unit to the Coordinator, Elementary Education and/or to the Coordinator, Secondary Education, with the approval of the Dean.
- 32.7 The Director of Graduate Education shall receive one and one-half units of course relief per year.
- 32.8 Each Director shall receive an annual stipend of \$2,700, which shall be paid in two instalments, one with the first pay of July and one with the first pay of January.

ARTICLE 33: RESIGNATION

- 33.1 A faculty member normally may terminate her employment by resignation effective January 1 or July 1 by giving written notice to the President, with copies to her Dean and the Vice-President (Academic).
- 33.1.1 Notice to resign effective July 1 should be given by the previous March 1. Notice to resign effective January 1 should be given by the previous September 1. The President may accept shorter notice of resignation.
- 33.2 Any librarian member may terminate her employment by resignation on four months prior written notice to the President, with copies to the University Librarian and the Vice-President (Academic). The President may accept shorter notice of resignation.

ARTICLE 34: DISCIPLINE AND DISMISSAL

- 34.1 No employee shall be disciplined except for just cause.

- 34.2 Disciplinary action shall be just and reasonable and commensurate with the offence. Both parties recognize the objective of progressive discipline as being corrective in nature.
- 34.3 The disciplinary measures that may be taken by the Employer are a letter of warning, a letter of reprimand, suspension with pay, suspension without pay, and dismissal.
- 34.4 Suspension is the act of the Employer relieving a member of all university duties for cause without her consent.
- 34.5 Dismissal is the termination of employment by the Employer. Failure to renew a probationary or term appointment, failure to grant tenure/permanence at the end of a probationary period, or layoff, does not constitute dismissal.
- 34.6 The nature of any disciplinary action, together with the reasons therefore, shall be communicated to the member in writing, with a copy to the President of the Association, forthwith upon the disciplinary action being taken by the Employer.
- 34.7 In all cases where disciplinary action against a member is being considered, the following procedures shall apply:
- 34.7.1 Where allegations of misconduct against a member are made to the Employer by another member of the bargaining unit or by a student or, where the Employer is the source of the allegations against a member, the Dean (or University Librarian) may take up to five (5) days to first gather information through informal communication with the complainant, if applicable, and the member involved.
- 34.7.2 Where the Dean (or University Librarian) elects not to proceed, her notice to the member shall constitute the final report on the matter, and no information concerning the matter shall be placed in the member's personnel files;
- 34.7.3 Where the Dean (or University Librarian) considers that the allegations merit formal investigation, these allegations, including any supporting evidence, must be submitted in writing to the Dean (or University Librarian) and copied to the member within five (5) working days. Within five (5) working days of the receipt of this written information, the Dean (or University Librarian) shall decide whether she intends to initiate disciplinary proceedings and shall inform the member, in writing, accordingly. Where the Dean (or University Librarian) elects not to proceed, her notice to the member shall constitute the final report on the matter. Where grounds for discipline are deemed to exist, the Dean (or University Librarian) shall forward copies of this notice, and the written allegations, to the Vice-President (Academic) and the President of the Association;

- 34.7.4 Within seven (7) working days of receiving the Dean's (or University Librarian's) notice that disciplinary action should be commenced, the Vice-President (Academic) shall inform the member and the President of the Association in writing of her decision. Where the Vice-President (Academic) elects not to impose discipline, her notice to the member shall constitute the final report on the matter. Where she elects to discipline the member, her notice shall include reasons for the decision and the nature of the discipline. Unless the decision to discipline is grieved, this notice shall constitute the final report on the matter.
- 34.8 A member may grieve disciplinary action in accordance with the provisions of Article 36 of this Agreement.
- 34.9 Letters of warning or reprimand will be removed from the member's file and destroyed after four (4) years, provided that no subsequent allegation of misconduct has been confirmed or is under investigation.
- 34.10 When information is transmitted to the Vice-President (Academic) that may lead to a member's dismissal, the Vice-President (Academic) shall act upon that information in a timely fashion. In all cases where dismissal is being considered, a member shall be advised in writing by the Vice-President (Academic) of the reasons for consideration of dismissal.
- 34.11 In all cases where dismissal is being considered, the following procedures shall apply:
- 34.11.1 The Vice-President (Academic) initiates consideration of dismissal proceedings against a member. When such proceedings are initiated, the Vice-President (Academic) shall so notify the member and the President of the Association, and provide them with copies of all documentation in her possession relevant to the case;
- 34.11.2 Within ten (10) working days of receipt of the notice described in 34.11.1 the member shall be given an opportunity to meet with the President in the presence of the Vice-President (Academic), the member's Dean (or the University Librarian), and a representative of the Association. The member retains the right to be accompanied by one other bargaining unit member of her choice. An attempt shall be made at the meeting to resolve the matter;
- 34.11.3 If no satisfactory solution is reached at the meeting provided for in 34.11.2 above, the President shall decide the matter within five (5) working days of the informal meeting. The decision shall be one of:
- 34.11.3.1 Dismissal;
- 34.11.3.2 Discipline short of dismissal;

34.11.3.3 No further action.

34.11.4 Where a member is dismissed, she and the President of the Association shall be advised in writing by the President of the dismissal and of the reasons for the dismissal within two (2) working days of the decision being made;

34.11.5 Where the decision is to discipline the member, the procedures established in Article 34.7 shall be followed;

34.11.6 Where the decision is not to proceed, the member shall be given written notice accordingly by the Vice-President (Academic). Such notice shall constitute the final report on the matter.

34.12 In cases where the President deems a member's continuing presence to pose a threat to any member of the University community or to the University's academic functioning, she may, upon written notice of stated cause to the member and to the President of the Faculty Association, relieve the member of some or all of her duties. This measure shall remain in effect until the final resolution of the matter has been reached, or such earlier time as deemed appropriate by the President. The member's salary and benefits shall continue until a decision to dismiss pursuant to Article 34.11 has been made.

34.13 A member may grieve dismissal in accordance with the provisions of Articles 36.3.2 and 36.6.2.

ARTICLE 35: ACADEMIC STAFFING

35.1 The Employer acknowledges its commitment to continue to increase the number of probationary faculty and librarians over the course of this agreement in accordance with the priorities set out in the Academic Plan.

35.1.1 This commitment will be achieved through the implementation of the University's three-year Business Plan, which is subject to the approval of the Board of Governors.

ARTICLE 36: GRIEVANCE PROCEDURE

36.1 Definition of Grievance

36.1.1 A grievance shall be any dispute or difference arising out of the application, administration, interpretation or alleged violation of the provisions of this Agreement.

36.2 Types of Grievances

- 36.2.1 An Individual grievance is a grievance initiated by the Association on behalf of one or more of its members (“the grievor”);
- 36.2.2 An Association grievance is a grievance initiated by the Association where the subject matter of the grievance is of general interest or where no individual grievance is capable of being filed;
- 36.2.3 An Employer grievance is a grievance initiated by the Employer against the Association.

36.3 General Requirements

- 36.3.1 All grievances shall be filed at Step One except the following grievances which may be filed at Step Two:
 - 36.3.1.1 Association grievances;
 - 36.3.1.2 Employer grievances, for which specific provision is made in Article 36.7.
- 36.3.2 All grievances arising out of the President's decision on reappointment, tenure/permanence or promotion pursuant to Articles 20 and 21, individual grievances involving discipline or dismissal in matters of sexual harassment, pursuant to Article 14, individual grievances involving discipline or dismissal in matters of integrity in research and scholarship, pursuant to Article 44, individual grievances involving dismissal pursuant to Article 34, and all grievances arising out of layoffs for reasons of financial exigency pursuant to Article 17, shall commence at Step 3 of the grievance procedure;
- 36.3.3 All grievances shall specify the article or articles of the Agreement alleged to have been violated and the remedy sought;
- 36.3.4 The Employer may seek the remedy of discipline against a grievance officer in cases of alleged non-performance of duties;
- 36.3.5 The Employer confirms that it will not discriminate against a member with respect to the terms and conditions of her employment by reason of the member's bona fide participation in the investigation and/or the resolution of a grievance.

36.4 Step One

- 36.4.1 Within fifteen (15) working days of the events giving rise to the grievance, or within fifteen (15) working days of the date upon which the grievor knew or

ought to have known of the events giving rise to the grievance, whichever is later, a representative appointed by the Association may notify the grievor's Dean (or the University Librarian) in writing of the grievance and meet to discuss the matter. The grievance shall be co-signed by the grievor. The grievor may be present at this meeting if she so chooses.

36.4.2 If the grievance is resolved at this step, such resolution shall be reduced to writing and countersigned by the grievor and her Dean (or the University Librarian) at a meeting convened for the purpose within five (5) working days following the date of the meeting specified in Article 36.4.1. The Dean (or the University Librarian) shall, within two (2) working days after the date on which the resolution was countersigned, forward a copy of the grievance and the resolution to the President of the Association.

36.4.3 In the event that the grievance is not resolved within five (5) working days following the date on which the parties met to discuss it, the Dean (or the University Librarian) shall, within three (3) working days after the expiration of this five (5) day period, forward in writing to the grievor (with a copy to the President of the Association) the reasons for denying the grievance;

36.4.4 Any resolution recorded at Step One shall be, unless the Association and the Employer otherwise agree in writing, without prejudice to either.

36.5 Step Two

36.5.1 Failing a resolution at Step One, or in the event the grievance is filed initially at Step Two pursuant to Article 36.3.1, the written grievance shall be forwarded to the Vice-President (Academic):

36.5.1.1 For grievances initiated at Step Two, within fifteen (15) working days of the date the events giving rise to the grievance occurred, or within fifteen (15) working days of the date upon which the grievor knew or ought to have known of the events giving rise to the grievance, whichever is later; or

36.5.1.2 For grievances not resolved at Step One, within five (5) working days of receipt of the decision of the Dean (or the University Librarian).

36.5.2 No later than five (5) working days following receipt of the grievance, the Vice-President (Academic) or her representative shall meet with an Association representative and the grievor and the parties shall make every reasonable attempt to resolve the grievance.

- 36.5.2.1 In the event that a resolution is reached, it shall be reduced to writing and countersigned by the Vice-President (Academic) and the Association representative.
- 36.5.2.2 In the event that no resolution is reached within ten (10) working days of the first meeting held pursuant to this Article 36.5.2, the Vice-President (Academic) shall, within two (2) working days after this ten (10) day period, forward in writing to the President of the Association the reasons for denying the grievance.

36.6 Step Three

- 36.6.1 In cases where a grievance cannot be resolved at Step Two, the Association shall be entitled, within ten (10) working days of the date upon which the decision of the Vice-President (Academic) is received by the President of the Association pursuant to Article 36.5.2.2, to forward written notice to the President in the form prescribed in Article 37.1 and 37.2 that it intends to refer the grievance to arbitration;
- 36.6.2 In cases where a grievance is initiated at Step Three pursuant to 36.3.2, the President of the Association shall, within ten (10) working days of the date upon which notice of the Employer's decision is received, forward written notice to the President in the form prescribed in Article 37.1 and 37.2 that the matter is to be referred to arbitration.

36.7 Employer Grievances

- 36.7.1 An Employer grievance shall be forwarded to the President of the Association within ten (10) working days of the date of the occurrence of the events giving rise to the grievance, or within ten (10) working days of the date upon which the Employer knew or ought to have known of the events giving rise to the grievance, whichever is later;
- 36.7.2 No later than five (5) working days following receipt of the grievance by the President of the Association, she (or her representative) shall meet with the President (or her representative), and the parties shall make every reasonable attempt to resolve the grievance. In the event that a resolution is reached, it shall be reduced to writing and countersigned by the Presidents or their respective representatives. In the event that no resolution is reached within ten (10) working days of the first meeting held pursuant to this Article 36.7.2, the President of the Association shall, within two (2) working days after this ten (10) day period, forward in writing to the President the reasons for denying the grievance;
- 36.7.3 The Employer shall be entitled, within ten (10) working days of the date upon which the decision of the President of the Association is received by the

President pursuant to Article 36.7.2, to forward written notice to the President of the Association in the form prescribed in Article 37.1 and 37.2 that it intends to refer the grievance to arbitration.

ARTICLE 37: ARBITRATION

- 37.1 In the event that an individual or Association grievance is not settled at Step Two of the grievance procedure, or the grievance is one that pursuant to Article 36.3.2 commences at Step 3 of the grievance procedures, or that an Employer grievance is not settled during the procedure outlined in Article 36.7, either the President of the Association or the President may give notice in writing, within the time limits set out in Article 36.6.1 and 36.7.3, to the other that the Association or the Employer, as the case may be, has elected to refer the unresolved grievance to arbitration.
- 37.2 In all cases other than the exceptions noted in this clause, there shall be a single arbitrator. In cases relating to Presidential decisions about reappointment, tenure/permanence or promotion, and lay-off for reasons of financial exigency or dismissal, the notice referring the grievance to arbitration shall specify whether the referring party wishes a single arbitrator or a three-person arbitration board.
- 37.3 In the case of a single arbitrator, the arbitrator shall be selected from the following list in rotation in accordance with the date on which the grievance arose:
- Susan Ashley
Elizabeth Cusack
Peter MacKeigan, Q.C.
S. Bruce Outhouse, Q.C.
- 37.3.1 Once an arbitrator is identified and agreed upon by the Employer and the Association in relation to a particular grievance, that arbitrator will be considered selected.
- 37.4 In the case of a three-person arbitration board, the chair of this panel shall be selected from the individuals listed in 37.3 above in rotation in accordance with the date on which the grievance arose. The party invoking the establishment of an arbitration panel shall, at the time of so doing, state the name and address of its nominee to the panel. The other party shall state the name and address of its nominee to the panel within ten (10) working days of receipt of notice of the choice of a panel.
- 37.5 If the recipient fails to name a nominee as required by Article 37.4, the appointment may be made by the Minister of Labour upon the request of either party.
- 37.6 If an arbitrator is not available or agreeable to commence hearings within three months of being notified of selection, the next person on the list shall be selected, and so on, until one of those on the list is available. For the next arbitration thereafter, the person who

appears on the list immediately after the arbitrator last selected shall be next in sequence of selection.

- 37.6.1 If none of the persons on the list can or will act within the required time, the parties may select an arbitrator not on the list. In the event that the parties fail to agree on another arbitrator either party may request the Minister of Labour to appoint an arbitrator.
- 37.7 The arbitrator or arbitration panel shall sit without unnecessary delay and her/their decision shall be binding on both parties. The arbitrator/arbitration panel is not authorized to alter, modify or amend any part of this Agreement.
- 37.8 The parties recognize that the grievance/arbitration mechanism established in Articles 36 and 37 of this Agreement is meant to provide an expeditious method of resolving disputes between them. The parties accordingly desire and intend to operate strictly within the time limits prescribed for taking the various steps in the procedure. However, it is recognized that it will not always be possible to do so; therefore, the parties may agree in writing to extend any time limits specified in either the grievance or arbitration procedure. Furthermore, the arbitrator or arbitration panel shall have the power to relieve against non-compliance within time limits, provided that the arbitrator or arbitration panel is satisfied that there are reasonable grounds for granting an extension and provided that granting the extension does not create prejudice to either party.
- 37.9 The Association shall have the right to receive from the Employer any information relevant to the matter in dispute including the full particulars of the grievance. Such information shall be provided to the Association within a reasonable time, but not less than fifteen (15) working days, in advance of the arbitration hearing in order to prepare its case. The Employer shall have a similar right to obtain information, including full particulars of grievances, from the Association, within a reasonable time, but not less than fifteen (15) working days, in advance of the arbitration hearing in order to prepare its case. It is agreed that the arbitrator or arbitration panel shall have jurisdiction to determine any application for particulars or production of documents.
- 37.10 Where the arbitrator or arbitration panel determines that a disciplinary penalty or discharge is excessive, he (it) may substitute such other penalty for the discipline or discharge as he (it) considers just and reasonable in the circumstances.
- 37.11 Each party shall bear the expense of its representatives, participants and witnesses (and nominee in the case of an arbitration panel) and of the preparation and presentation of its own case. The fees and expenses of the single arbitrator or chairperson shall be shared equally between the Association and the Employer after any recoveries from the Minister of Labour in accordance with the provisions of the Trade Union Act.

ARTICLE 38: SALARY

Salary Upon Hiring

- 38.1 No member shall be placed on the salary grid at a position higher than Step 4, except on the recommendation of the Department/Faculty of Education and the Dean, and with the approval of the Vice-President (Academic), who where circumstances warrant may authorize the placement of qualified candidates at up to and including Step 8.
- 38.2 The initial placement on the salary grid of a newly-hired member shall be determined as follows. Each newly hired member shall initially be placed at Step 1 on the grid for the appropriate rank as determined in accordance with Article 18.1; notwithstanding, initial placement may be higher than Step 1 in consideration of the following:
- 38.2.1 Each year of full-time university teaching in rank, holding a post-doctoral fellowship, or working as a professional librarian in rank at a university shall move her placement on the grid up by one (1) step;
- 38.2.2 Each year of relevant senior professional experience after attaining the requirements set out in Article 18.1.2 or Article 19.1.2 shall move her placement on the grid up by one (1) step, to a maximum of three (3) grid steps;
- 38.2.3 Each year of full-time school teaching subsequent to earning a Master's degree for a member of the Department of Education whose duties include educating teachers shall move her placement on the grid up by one (1) step, to a maximum of three (3) grid steps;
- 38.2.4 Every two (2) years of full-time school teaching subsequent to earning a Bachelor of Education degree for a member of the Department of Education whose duties include educating teachers shall move her placement on the grid up by one (1) step, to a maximum of three (3) grid steps;
- 38.2.5 Every six (6) units of part-time teaching in rank at a university shall move her placement on the grid up by one (1) step, to a maximum of three (3) grid steps;
- 38.2.6 For the purposes of Articles 38.2.1 to 38.2.4, a year shall be understood to consist of at least eight (8) consecutive months of relevant full-time employment within a 12 month period, and periods shorter than eight (8) consecutive months shall not be considered in determining placement on the salary grid;
- 38.2.7 No more than one (1) step shall be credited for service and experience in any given twelve month period;

- 38.2.8 Years of university teaching or professional experience used to satisfy the requirements of Article 18.1.2 may not be counted again for the purposes of this Article;
- 38.2.9 All placements on the salary grid shall be at a whole step. Any fractional entitlements resulting from Articles 38.2.4 and/or 38.2.5 which on a pro-rated basis amount to eight (8) or more months shall be rounded to the next higher step; those on a pro-rated basis amount to fewer than eight (8) months shall be rounded to the next lower step;

Salary Upon Promotion

- 38.3 Using the salary scale in effect on the date on which the promotion becomes effective, computation for salary upon promotion shall be as follows:
- 38.3.1 A member whose salary at her former rank is more than the value of one increment below the floor of the next rank shall move to the floor of the next rank;
- 38.3.2 A member whose salary at her former rank is less than the value of one increment below the floor of the next rank shall move to Step 2 of the next rank;
- 38.3.3 A member whose salary at her former rank is within the range of salaries for the next rank shall move to the grid step corresponding to or immediately above her current salary, and shall then move to the step above;
- 38.3.4 For a member whose salary at her former rank is at the ceiling, the provisions of 38.2.3 shall apply, with the following exception:
- 38.3.4.1 The Y value of each member at the ceiling for her rank as of 1 July 2001 shall be recorded for reference purposes. Upon promotion, the member shall receive the higher of:
- 38.3.4.1.1 The salary to which that Y value would have entitled her under the terms of the 1997-2000 contract (Schedule 5OF), or
- 38.3.4.1.2 Her salary in accordance with 38.3.3;
- 38.3.4.2 A member whose salary is determined in accordance with 38.2.4.1.1 shall be placed on the salary grid for the next rank at the position corresponding to that salary.

Salaries – Teaching Faculty Members

- 38.4 Effective July 1, 2003, each teaching faculty member shall receive the salary which corresponds to her rank and grid placement as indicated in Schedule 1F.
- 38.5 Effective July 1, 2004, each teaching faculty member who is not at the ceiling for her rank shall move up one grid step (or the pro-rated portion of a grid step for members who work less than full time) or to the ceiling of the rank, whichever is less. Each member shall receive the salary which corresponds to her rank and grid placement as indicated in Schedule 2F.
- 38.6 Effective July 1, 2005, each teaching faculty member who is not at the ceiling for her rank shall move up one grid step (or the pro-rated portion of a grid step for members who work less than full time) or to the ceiling of the rank, whichever is less. Each member shall receive the salary which corresponds to her rank and grid placement as indicated in Schedule 3F.
- 38.7 Effective July 1, 2006, each teaching faculty member who is not at the ceiling for her rank shall move up one grid step (or the pro-rated portion of a grid step for members who work less than full time) or to the ceiling of the rank, whichever is less. Each member shall receive the salary which corresponds to her rank and grid placement as indicated in Schedule 4F.
- 38.8 Where a member at the Assistant Professor rank or above obtains a relevant doctoral degree subsequent to hiring, her placement on the grid shall be moved up by one (1) step.

Salaries – Librarian Faculty Members

- 38.9 Effective July 1, 2003, the librarians' y-value salary scale shall be converted to the grid scale contained in Schedule 1L. Each librarian member shall be placed on the grid at the equivalent grid step to which her y-value would have placed her on a y-value scale, and shall receive the corresponding salary to her grid placement and rank.
- 38.10 Effective July 1, 2004, each librarian member who is not at the ceiling for her rank shall move up one grid step (or the pro-rated portion of a grid step for members who work less than full time) or to the ceiling of the rank, whichever is less. Each member shall receive the salary which corresponds to her rank and grid placement as indicated in Schedule 2L.
- 38.11 Effective July 1, 2005, each librarian member who is not at the ceiling for her rank shall move up one grid step (or the pro-rated portion of a grid step for members who work less than full time) or to the ceiling of the rank, whichever is less. Each member shall receive the salary which corresponds to her rank and grid placement as indicated in Schedule 3L.
- 38.12 Effective July 1, 2006, each librarian member who is not at the ceiling for her rank shall move up one grid step (or the pro-rated portion of a grid step for members who work less than full time) or to the ceiling of the rank, whichever is less. Each member shall receive the salary which corresponds to her rank and grid placement as indicated in Schedule 4L.

Overload Stipends

- 38.12 The stipend for members teaching an overload shall be as follows:
- 38.12.1 Effective September 1, 2002: \$7,200 per full-unit course taught.
 - 38.12.2 Effective May 1, 2004: \$7,400 per full-unit course taught.
 - 38.12.3 Effective May 1, 2005: \$7,600 per full-unit course taught.
 - 38.12.4 Effective May 1, 2006: \$7,800 per full-unit course taught.
 - 38.12.5 Where a member teaches part of a unit, the stipend will be prorated accordingly.

Payment of Salaries

- 38.13 Salaries shall be paid in twenty- six (26) equal installments payable bi-weekly on Fridays starting the second Friday in July;
- 38.14 Retroactive amounts (less the required and voluntary deductions) for 2003-2004 shall be paid within twenty-one (21) calendar days of the ratification of this Agreement.
- 38.15 The bi-weekly salary payments shall be adjusted to reflect changes arising from this Agreement within twenty-one (21) calendar days following the ratification of this Agreement.
- 38.16 Dues for members will be deducted from the retroactive payment and from the adjusted salary in accordance with Article 10.

ARTICLE 39: PROFESSIONAL DEVELOPMENT EXPENSE REIMBURSEMENTS

- 39.1 The Employer shall reimburse professional development expenses which relate to those activities which enhance a member's performance, ability, or effectiveness as a teacher, librarian and/or scholar at the University.
- 39.2 The member shall be eligible to receive reimbursement of professional development expenses to a maximum of \$300 in each fiscal year upon presentation of original receipts to the Vice-President (Academic) no later than 31 March. Only one claim may be processed each fiscal year. Such expenses include but are not limited to:

- 39.2.1 travel and associated expenses related to meetings, conferences, study leave, or other similar professional activities, and eligible expenses not covered by or in excess of money available from other funds for similar purposes;
 - 39.2.2 registration fees and other expenses for meetings of learned societies, other professional organizations, workshops, seminars, and similar activities;
 - 39.2.3 membership fees in learned societies and professional organizations;
 - 39.2.4 books and subscriptions to scholarly journals;
 - 39.2.5 expenses directly associated with teaching responsibilities or current active research or professional programs.
- 39.3 In accordance with University policy, all assets paid for by the Employer remain the property of the University

ARTICLE 40: TRAVEL FUND

- 40.1 Members shall be entitled to apply for travel grants for the purposes of attending academic and professional conferences, and representing the University at meetings.
- 40.2 The Employer shall maintain a travel fund equal to \$600 per member until July 1, 2005, when the amount will increase to \$700 for the remainder of this Agreement.
- 40.3 The Deans' Travel Fund Committee shall administer this fund. This Committee shall consist of the Dean of Professional Studies, the Dean of Arts and Science, the Dean of Education, the Associate Vice-President – Research, and one Chair/Director from each of the three Faculties, to be elected for two year terms by all the members of the bargaining unit.
- 40.4 Regulations governing entitlement to travel funding are contained in the Faculty Travel Fund Policy appended to this Agreement as Appendix E.

ARTICLE 41: FRINGE BENEFITS

- 41.1 MSVU BeneFlex Plan is the mandatory flexible benefit plan for eligible employees, which became effective on April 1, 1999. The Plan provides basic Health and Dental coverage, basic Life Insurance, basic Accidental Death & Dismemberment (AD&D), Long Term Disability, and an Employee and Family Assistance Program.

Members who provide written verification of coverage under spousal Health and Dental plans will be exempt from the Health and Dental coverage provided within the BeneFlex Plan.

- 41.2 The following members are eligible to join the MSVU BeneFlex plan:
- 41.2.1 Probationary and tenured/ permanent members;
 - 41.2.2 Members on a term appointment of at least nine months' duration.
- 41.3 The Employer shall contribute \$800 on an annual basis toward the cost of each member's benefits under the BeneFlex Plan. This contribution shall be pro-rated for eligible members who work less than full time. Effective 1 April, 2004 the Employer's contribution shall be increased to \$1,000 per member per year. Effective 1 April, 2005 the Employer's contribution shall be increased to \$1,100 per year. Effective 1 April, 2006 the Employer's contribution shall be increased to \$1,200 per member per year.
- 41.4 The Employer shall continue the University Benefits Users' Committee as described in Appendix F.

ARTICLE 42: PENSION PLAN

- 42.1 The University shall provide a defined retirement benefit to those members who chose to remain in the Defined Benefit Retirement pension plan when the plan was converted to a Defined Contribution pension plan on January 1, 1998. The defined benefit shall be calculated in accordance with the formula set out in the Plan Text for the Defined Benefit Retirement Plan for Employees of Mount Saint Vincent University in force on January 1, 1998, and will be based on years of service to the date of conversion. Effective January 1, 1998, no further contributions may be made to the Defined Benefit Retirement pension plan.
- 42.2 The University shall continue to provide a Defined Contribution/Group Registered Retirement pension plan (money purchase plan) for all eligible employees. The terms and conditions of the plan, including eligibility requirements, are available through the Human Resources Department and are in accordance with the Plan Text approved by the Superintendent of Pensions.
- 42.3 Membership in the plan is compulsory for eligible employees hired after 1 January, 1997.
- 42.4 The Employer shall contribute an amount to the plan equal to the member's contribution to a maximum of 7.5%. Member contributions may be selected from a range of 3% to 7.5%, in 0.5% intervals. Members may make contributions in excess of 7.5% to a maximum of 10.5%, which are not matched by the Employer. The total amount contributed by members for each year shall not exceed the maximum contribution allowed under the terms of the Income Tax Act.
- 42.5 The Plan shall be governed by the Pension Governance Board, which shall have equal representation from Plan members and from the Board of Governors. Representatives for

the Plan members shall be chosen from among the members of the University Pension Members' Committee.

- 42.6 The University Pension Members' Committee shall continue in accordance with the Terms of Reference approved by the Pension Governance Board. A copy of the current Terms of Reference is provided in Appendix B for information purposes.
- 42.7 The official Plan text is available upon request from members of the Pension Governance Board or the Human Resources office. All eligible members shall receive a copy of the Retirement Plan information package.
- 42.8 The parties recognize that the normal date of retirement shall be the first day of July following the member's 65th birthday.
- 42.9 A member with 20 years or fewer of full-time university service and/or professional experience at age 65 may apply to the Vice-President (Academic) for leave to continue working until her 70th birthday, or until she has completed 20 years of full-time university service and/or professional experience, whichever is earlier.
- 42.9.1 Members who wish to continue working past age 65 under the terms of Article 42.9 must apply to the Vice-President (Academic) in writing by October 1 prior to their normal July 1 retirement date.
- 42.10 The parties undertake to continue discussion with respect to the Pension Plan Governance Structure with a view to reaching agreement on a new structure and to revise the provisions of this article as necessary.

ARTICLE 43: ENTRY AND RE-ENTRY OF ADMINISTRATORS INTO THE BARGAINING UNIT

- 43.1 An academic administrator who holds an academic appointment pursuant to University procedures in effect at the time of the appointment shall, immediately upon conclusion of her administrative appointment, enter or re-enter the bargaining unit.
- 43.2 A member of the bargaining unit temporarily seconded to an administrative position for a minimum of one hundred (100) calendar days shall be deemed to be outside of the bargaining unit until the conclusion of the period of secondment.
- 43.3 Upon entry or re-entry into the bargaining unit, an academic administrator shall be subject to all the provisions of this Agreement except as set out in this article.
- 43.4 Time spent as an academic administrator shall be deemed equivalent service for the purposes of seniority and promotion, but not for tenure/permanence.

- 43.5 If there is not a vacancy in the Department/Faculty of Education for which an academic administrator is qualified, her entry or re-entry into the bargaining unit shall be considered an additional allocation for that Department/Faculty of Education until such time as an appropriate vacancy occurs for which she meets the requirements.
- 43.6 No member shall be displaced from her post or have her rights, privileges or benefits reduced or be displaced from the bargaining unit by the entry or re-entry of an academic administrator into the bargaining unit.

ARTICLE 44: CODE OF CONDUCT

A: Conflict of Interest

- 44.1 Peer assessment, review, appeals and other decision processes concerning appointment, reappointment, tenure, permanence, promotion, sabbatical, termination, salary, research grants or other grants must be performed in an objective manner and on objective grounds and be seen to be so.
- 44.2 For the purposes of this article, close relative means any parent, spouse or partner, child, or sibling of the Member, or any person who shares the same home as the Member.
- 44.3 No Member shall knowingly participate in any decision that directly and preferentially benefits herself, a close relative, or any individual with whom the Member has a significant financial relationship.
- 44.4 The President, Vice-Presidents, Deans and University Librarian shall not knowingly participate in any decision that directly and preferentially benefits a Member who is a close relative of the said administrator, or with whom the said administrator has a significant financial relationship.
- 44.5 With respect to students, Members shall disclose any conflict of interest or other circumstances known to them which may reasonably introduce or appear to introduce bias into their academic judgement or administrative decisions with respect to students.
- 44.6 A Member who has any interest, directly or indirectly, in any contract, transaction, proposed contract or proposed transaction under consideration by the University and is part of the decision making process involved, shall,
- 44.6.1 declare the nature and extent of the interest as soon as possible and no later than any meeting in which the Member participates and at which the matter is to be considered;
- 44.6.2 withdraw from the meeting; and
- 44.6.3 refrain from participating in or influencing the decision.

- 44.7 Unless specifically authorized by the Vice-President (Academic) or designate after full written disclosure of the conflict, Members shall not:
- 44.7.1 knowingly authorize the purchase, with funds administered by the University, of equipment, supplies, services, or real property from a source with which she, any close relative, or any individual with whom she has a significant financial relationship has a substantial financial interest;
 - 44.7.2 engage any close relative or individual with whom the Member has a significant financial relationship in any capacity for which remuneration comes from University funds administered by the University.

B: Miscellaneous

- 44.8 The University alone, through the Board of Governors, is empowered to authorize use of its name.
- 44.9 Agreements entered into by a member with outside bodies to obtain grants or contracts to support research cannot affect or bind the University unless the University expressly signifies its agreement.
- 44.10 A member may not use University services, personnel, equipment or offices for activities unrelated to her employment by the University.
- 44.11 The Employer shall maintain insurance coverage for members with respect to claims arising out of their employment to the standard of the present CURIE insurance package, so long as this coverage is available.
- 44.12 A member retains her rights to grieve any alleged violation of the Collective Agreement that may arise in the application of the "Policy for Integrity in Research and Scholarship".
- 44.13 A member may grieve discipline or dismissal in matters of integrity in research and scholarship in accordance with the provisions of Article 36.3.2 and 36.6.2.

ARTICLE 45: SPECIAL RELATIONSHIPS WITH MEMBERS OF THE BARGAINING UNIT

Canada Research Chairs

- 45.1 Faculty members appointed under the Canada Research Chairs program are Members who, for the duration of their appointment to a Canada Research Chair, are subject to special provisions as described below.

- 45.2 When a Canada Research Chair position is to be filled, the following appointment procedures apply in place of those described in Article 18.10:
- 45.2.1 The Canada Research Chair Selection Committee (CRCSC) shall consist of the following voting members: the Vice-President (Academic); two Deans; the Associate Vice-President – Research; four members of faculty (at least one from each Faculty) elected through the Senate nominations process; and one member of faculty nominated by the Faculty Association but who is not a member of the Faculty Association Executive. This committee shall submit an annual report for information to the Joint Committee for the Administration of the Collective Agreement, and shall direct any procedural questions to the Joint Committee for clarification.
 - 45.2.2 In accordance with the priorities expressed in the Strategic Research Plan, the Vice-President (Academic) will authorize the placement of an appropriate advertisement in *CAUT Bulletin*, *University Affairs*, and any other publication considered necessary, outlining the position and its requirements.
 - 45.2.3 The CRCSC shall receive nominations for and applications from internal or external candidates, and shall contact nominees to request the completion of an application if necessary.
 - 45.2.4 CRCSC shall evaluate all candidates' files and create a shortlist for each advertised Chair. The shortlist shall normally consist of two (2) or more applicants, but the Committee reserves the right to bring forward one name if there is only one candidate judged to be of sufficiently high calibre.
 - 45.2.5 The Vice-President (Academic), on behalf of the CRCSC shall provide all faculty with a breakdown of the number of applicants per Chair and the name(s) on each shortlist. At the same time, the committee shall invite all faculty to consult the file(s) of short-listed applicant(s), which will be held in the office of the Vice-President (Academic).
 - 45.2.6 The CRCSC shall determine which departments are most relevant to each short-listed candidate's field of interest and through the Dean(s) shall solicit specific input from those departments.
 - 45.2.7 The CRCSC shall determine whether to proceed with interviewing the short-listed candidates(s). At this stage, the candidates shall be interviewed by the department(s) to which the CRCSC determines she could be appointed, and by the CRCSC. In addition, each interviewed candidate shall give a public presentation to the University community at which faculty will have an opportunity to ask questions. The information gleaned through this process, along with written input from relevant departments, shall complement that provided in the candidates' files and shall be used by the CRCSC in prioritizing applications.

- 45.2.8 The CRCSC shall select those candidates who, consistent with the Strategic Research Plan, are likely to have a significant impact on research at the University and meet the selection criteria set by the Canada Research Chairs Secretariat.
- 45.2.9 The appropriate Dean, on behalf of CRCSC, shall make a written recommendation regarding appointment to the Vice-President (Academic). This recommendation shall be supported by reasoned advice regarding the type of appointment, rank, previous years of service, and any special conditions of employment that may apply. On the recommendation of the Vice-President (Academic), a candidate shall be nominated for a Canada Research Chair. Should the nomination be approved by the Canada Research Chairs Secretariat, the President shall issue a formal offer of appointment.
- 45.3 Terms of appointment shall be in accordance with Canada Research Chair program guidelines.
- 45.4 The holder of a Canada Research Chair is eligible to apply for renewal in accordance with Canada Research Chair program guidelines. Such renewal, which is subject to the approval of the Canada Research Chairs Secretariat, shall be on the recommendation of the University Review Committee. The URC shall receive recommendations on renewal from the Canada Research Chair holder's department(s) and Dean(s), and from the Associate Vice-President – Research.
- 45.5 The duties and workload for Canada Research Chairs shall be in accordance with the provisions of Article 23, except as specified below:
- 45.5.1 Teaching responsibilities shall be agreed upon by the Member and her Department Chair/Director with the approval of the appropriate Dean, to a maximum of one (1) unit of classroom or distance teaching per year;
- 45.5.2 No additional classroom or distance teaching assignments, either at the University or elsewhere, may be undertaken.
- 45.5.3 Workload includes fulfilling the research requirements of the Canada Research Chairs program, including but not limited to:
- 45.5.3.1 supervising graduate and/or undergraduate student research and/or theses, which shall be exempt from the provisions of Article 23.7;
- 45.5.3.2 applying for grant monies from external funding agencies;
- 45.5.3.3 collaborating on research with other sectors and institutions as appropriate.

- 45.6 Consideration for promotion shall be in accordance with Article 20, except as specified below:
- 45.6.1 Of the five criteria for assessment listed in Article 20.22, scholarly and/or professional activity shall be given greater weight by the URC than is usual practice.
- 45.7 Salary for a Canada Research Chair Member shall be calculated in accordance with the provisions of Article 38 and shall be exempt from the provisions of Article 38.1. In addition, each Chairholder appointed subsequent to June 30, 2003 shall receive a supplement, which shall not form part of her base salary, as follows:
- 45.7.1 For Tier I Chairs, \$25,000 per annum.
- 45.7.2 For Tier II Chairs, \$15,000 per annum.
- 45.8 Immediately upon conclusion of her appointment as a Canada Research Chair, a member shall be subject to all the provisions of this Agreement and none of the special conditions described in this article shall apply.

ARTICLE 46: EARLY AND PARTIAL RETIREMENT

- 46.1 Financial circumstances permitting, the Employer will undertake to direct savings generated by the retirement programs to the fulfilment of academic needs.
- 46.2 The provisions of the retirement programs set out in Articles 46.3 to 46.21 below shall come into effect on 1 July 2005.

Voluntary Early Retirement

- 46.3 A full-time member of the bargaining unit with tenure or permanence who has reached age 58 and who has twenty years of service at the University (including years of service at Dalhousie or Saint Mary's for Education transition faculty) is eligible for voluntary early retirement. Once early retirement has been granted, members are not eligible for post-retirement term appointments as outlined in Articles 18.19 through 18.21.
- 46.4 Members taking early retirement shall receive:
- 46.4.1 Annual payments to age 65 of 25% of pre-retirement salary to a maximum of 1.25 times pre-retirement salary; members retiring prior to age 60 shall receive a total of 1.25 times pre-retirement salary in equal annual instalments until age 65;

- 46.4.2 An annual contribution toward the cost of each member's benefits under the BeneFlex Plan of 25% of the amount described in Article 41.3;
- 46.4.3 The following university privileges:
- 46.4.3.1 Access to University facilities (library card, e-mail facilities, shared office space) to age 65;
 - 46.4.3.2 Eligibility for internal research funding to age 65 for members seeking or in receipt of external funding subject to review of existing policies by the Senate Research and Publications Committee. Laboratory facilities may be provided with the agreement of the Dean;
 - 46.4.3.3 Part-time teaching contracts - eligibility and issuance in accordance with CUPE 3912 Collective Agreement.
- 46.5 Members eligible for early retirement may attend an annual group financial counselling session sponsored by the Employer.
- 46.6 Early retirement shall normally commence 1 July; the President may accept an alternative date of early retirement.
- 46.7 In cases where the member's retirement would adversely affect her department's ability to offer its academic program, the Employer shall have the right to defer the effective date of retirement for up to one year. No deferral shall be for more than one year.
- 46.8 The member is expected to take any six-month or one-year sabbatical leave for which she is eligible before commencing early retirement. There shall be no compensation for unused years accumulated toward sabbatical leave.
- 46.9 By 1 January of the year preceding the date she wishes to retire, the member shall provide written notice of her intent to retire to her Dean, with a copy to her Chair/Director. In the case of librarian members, written notice of intent to retire shall be provided directly to the Vice-President (Academic), with a copy to the University Librarian.
- 46.10 The Dean shall consult with the Chair/Director regarding the Department's ability to meet its academic requirements in the event of the member's retirement. By 15 February, the Dean shall provide the Vice-President (Academic) with a recommendation regarding the member's early retirement, with copies to the Chair/Director and the member. In the case of librarian members, the Vice-President (Academic) shall consult with the University Librarian, and shall copy her recommendation to the President, the member, and the University Librarian by 1 April.

- 46.11 The Vice-President (Academic) shall provide the President with a recommendation regarding the member's early retirement by 1 April.
- 46.12 The President shall advise the member in writing of her decision by 1 May, with copies to the President of the Faculty Association and the Vice-President (Academic).
- 46.13 In cases where there is significant change in the member's personal or financial circumstances, a member who has elected to retire early may apply to the Joint Committee for the Administration of the Agreement for permission to reverse the decision. Such applications may be made no later than 12 months prior to the intended date of retirement.

Partial Retirement

- 46.14 A full-time member of the bargaining unit with tenure or permanence who has reached age 60 or over is eligible for partial retirement for a period of up to four years, or until age 65, whichever is the shorter.
- 46.14.1 If a member completes the partial retirement period before age 65, she will be eligible for the "Voluntary Early Retirement" program for one year only.
- 46.14.2 Once partial retirement has been granted, members are not eligible for post-retirement term appointments as outlined in Articles 18.19 through 18.21.
- 46.15 The workload of a member taking partial retirement shall be:
- 46.15.1 2/3 of the workload outlined in Articles 23 or 24; or
- 46.15.2 50% of the workload outlined in Articles 23 or 24; or
- 46.15.3 Full workload in accordance with Articles 23 or 24 for six months of the year commencing either 1 July or 1 January each year.
- 46.16 A member taking partial retirement shall receive:
- 46.16.1 75% of the reference salary for partial retirement under Article 46.15.1; or 55% of the reference salary for partial retirement under Articles 46.15.2 or 46.15.3.
- 46.16.2 Continued Employer contributions to the BeneFlex Plan, pro-rated to 67% for partial retirement under Article 46.15.1, and to 40% for partial retirement under Articles 46.15.2 or 46.15.3, except where precluded by an insurance contract;
- 46.16.3 Continued Employer contributions to pension based on 67% salary for partial retirement under Article 46.15.1, and on 50% salary for partial retirement

under articles 46.15.2 or 46.15.3. The member shall have the option of making additional contributions in order to maintain pension contributions at reference salary level.

- 46.17 A member taking partial retirement may opt to change her workload from that outlined in Article 46.15.1 to that outlined in Articles 46.15.2 or 46.15.3. The member must notify her Chair/Director and Dean of her intention to make this change no later than the July 1 preceding the academic year in which the change is to occur. That change shall only occur once and shall be permanent.
- 46.18 The member is expected to take any six-month or one-year sabbatical leave for which she is eligible before commencing partial retirement. There shall be no compensation for unused years accumulated toward sabbatical leave. No further credit toward sabbatical leave is accumulated by members having commenced partial retirement.
- 46.19 The procedures governing a member's notification of intent to take partial retirement shall be in accordance with those laid down in Articles 46.9 to 46.13 above.
- 46.20 Partial retirement shall normally commence 1 July; the President may accept an alternative date of partial retirement.
- 46.21 A decision to opt for partial retirement is final, and the member may not return to full-time employment.

ARTICLE 47: TRANSITION TO THE AGREEMENT

47.1 Except as otherwise specified in the Article or below, all provisions of this Collective Agreement come into effect upon the ratification of the Agreement.

47.2 The provisions of Article 29.2 and Article 29.7.7 shall apply to new such leaves commencing after ratification of the agreement.

In witness whereof, on this _____ day of _____, 2004, the Parties hereto have signed this Agreement by its respective duly authorized officers and representatives.

Mount Saint Vincent University
Faculty Association

Mount Saint Vincent University
Board of Governors

Mount Saint Vincent University
Faculty Association

Mount Saint Vincent University
Board of Governors

Mount Saint Vincent University
Board of Governors

APPENDIX A: CERTIFICATION ORDER Page One

APPENDIX A: CERTIFICATION ORDER Page two

APPENDIX B: UNIVERSITY PENSION MEMBERS' COMMITTEE

TERMS OF REFERENCE UNIVERSITY PENSION MEMBERS' COMMITTEE

1. The Committee shall have representation from every bargaining unit and each distinct employee group within the University. Representatives must be members of the Pension Plan. The votes of the representatives of the bargaining units and employee groups shall be weighted according to the number of pension plan members in their bargaining unit or employee group. In addition, the Committee may include one non-voting representative from amongst the retired members of each plan. The Human Resources office will provide a breakdown of membership by group once a year as of 1 September.
2. The Committee shall have access to all current information pertaining to the Pension Plan.
3. The Committee is empowered to make periodic reports and recommendations to the Pension Governance Board regarding changes to the plan.
4. The Committee will, under the direction of the Pension Governance Board, ensure that a programme of education for plan members regarding pension issues is developed and implemented on an annual basis. The cost of this will be born by the Plan.
5. The Committee shall select four of its voting members to serve on the Pension Governance Board. Members must normally serve for at least one year on the Committee before becoming eligible for selection to the Board.
6. The Director of Human Resources shall be a non-voting member of the Committee.
7. The Human Resources office shall provide support services to the Committee. These will include minute taking and a regular service report.
8. The Committee's chair or chairs shall be elected from among its members annually.
9. Each employee group will select its representatives on the Committee according to its own criteria.

APPENDIX C: DEPARTMENTAL CONSTITUENCY BREAKDOWN

Pursuant to Article 20.7.2, the departments belonging to each constituency are as follows:

HUMANITIES

- English
- History
- Modern Languages
- Philosophy/ Religious Studies
- Political and Canadian Studies

SOCIAL SCIENCES AND SCIENCES

- Biology
- Chemistry/Physics
- Economics
- Mathematics and Computer Studies
- Psychology
- Sociology/Anthropology
- Women's Studies

PROFESSIONAL STUDIES

- Applied Human Nutrition
- Business Administration and Tourism and Hospitality Management
- Child and Youth Study
- Family Studies and Gerontology
- Information Technology
- Public Relations

EDUCATION

APPENDIX D: PROGRAMME REDUNDANCY

LETTER OF UNDERSTANDING

BETWEEN THE BOARD OF GOVERNORS OF MOUNT SAINT
VINCENT UNIVERSITY AND THE MSVU FACULTY ASSOCIATION

28 November, 2003

The parties agree that there shall be no layoffs arising from the discontinuation of any academic Faculty, department, unit, institute, school, chair or course of instruction for reasons other than financial exigency during the term of this Agreement. The parties anticipate that the University Senate will address the matter of procedures relating to discontinuation of programmes during the term of this Agreement, and that the contractual implications of such procedures will be addressed during the next round of collective bargaining.

This Agreement shall absolutely expire on the date the Collective Agreement expires, according to its term and after compliance with the provisions of the Trade Union Act.

Mount Saint Vincent University
Faculty Association

Mount Saint Vincent University
Board of Governors

APPENDIX E: TRAVEL FUND POLICY AND GUIDELINES – FACULTY TRAVEL POLICY

Travel Grants will be awarded through the fiscal year on the following basis. In all cases, actual reimbursement will be based upon submitted receipts. Applications should reach the Deans' offices according to the following schedule and deadlines in the academic year, it being understood that exceptions may be made in cases where meetings or conferences are announced too late for members to meet the deadline. Members on leave, other than sabbatical leave, are not eligible for such grants.

<u>Estimated Time of Travel</u>	<u>Deadline</u>
1 November - 15 January	15 September
16 January - 31 March	4 November
1 April - 14 June	15 January
15 June - 31 October	31 March

Phase I Awards will be granted in terms of the following categories:

CATEGORY I

1. Faculty members representing the university in an official capacity at meetings or conferences.
2. Faculty members awarded funds under Category I will be reimbursed for all travel expenditures--transportation, registration fees, accommodation, meal allowances. (For definition of "transportation" see below under Category II).

CATEGORY II

1. Faculty members participating in scholarly and/or professional meetings:
 - 1.1 First priority--active participants, e.g. presenting a paper; chairing a session; being a discussant.
 - 1.2 Second priority--being on an executive of a Canadian scholarly society, editorial board or similar undertaking.
2. Grants will be given for:
 - 2.1 Actual transport costs--common carrier; automobile (if cost by current kilometerage would be less than the equivalent of economy round-trip airfare).
 - 2.2 Ground transportation as necessary at each end of the trip when common carriers used.
 - 2.3 Any additional airport fees.

- 2.4 Any entry and exit fees when travelling outside of Canada.
 - 2.5 Cancellation insurance on airfare.
 - 2.6 Registration fees, accommodation support, and per diems to a maximum of \$625 per grant.
 - 2.7 If staying at a meeting site an extra night results in a cheaper airfare, the committee approves support of additional accommodation and food expenses provided these are equal to or less than the difference in the relative costs of the tickets.
3. The maximum support for a faculty member in this category in a fiscal year will be \$1,500.
 4. Conference participants will receive consideration for registration fees.
 5. Transportation support for the Learned Societies will be equal to all successful applicants and based upon the Travel Committee's judgement of average costs, although actual reimbursements will be based upon receipts submitted.

Phase II At the end of the fiscal year, when all successful applications have been supported according to Categories I and II, the Committee will disburse any funds remaining in the Travel Fund in the following manner.

First Priority

Those who have attended academic conferences during the fiscal year are eligible to receive one-half the cost of transportation upon submission of receipts.

Second Priority

Additional reimbursement on a pro-rated basis for those supported under Category II for such expenses as registration fees, accommodations, and meals. Faculty members should retain all applicable receipts against this possibility.

Responsibilities of Grantees

1. Faculty members receiving grants under Category I are expected, where applicable, to organize and present a public report (or mini-workshop) on the meeting to share what they have learned with those at MSVU most likely to profit from the discussions. Such applications should show broad support within the department/s concerned as well as the Chair's/Director's approval.

2. Faculty members receiving grants under Category II, or in the First Priority of Phase II, will forward a report of their activity to the appropriate Dean upon completion of their travel.

The Travel Committee will comprise:

The Dean of Professional Studies

| The Dean of Arts and Science

The Dean of Education

| The Associate Vice-President – Research

| One Chair/Director from each of the three Faculties, to be elected by all the members of the bargaining unit for two year terms.

APPENDIX F: BENEFITS USERS' COMMITTEE

TERMS OF REFERENCE

Benefit Users Committee

Note: These Terms of Reference were originally taken from a letter of understanding between the Board of Governors of Mount Saint Vincent University and the MSVU Faculty Association, dated 19 April 1989. The Benefit Users Committee, at its meeting of 17 September, 1997, reviewed the Terms of Reference and recommended changes, which more accurately reflect current realities.

1. The Committee shall have representation from every bargaining unit and other distinct employee group within the University. The number of representatives from each unit or group shall be appropriate to the number of employees in each group.
2. The Committee shall have access to all current information pertaining to all benefits plans, excluding pension benefits and confidential information.
3. The Committee shall be charged, in conjunction with Interuniversity Services Inc., with making periodic evaluations of plans. The Committee shall review plan rates annually.
4. The Committee shall be empowered to select carriers for benefits plans.
5. The Committee shall be empowered to commission consultants, where required, to assess benefits plans and their operation. Costs for such consultations shall be borne by the Employer where prior written agreement of the Employer has been obtained.
6. The Committee shall participate in discussions concerning budgetary allocations for employee benefits, including the reinvestment of any cost savings in the improvement of available benefits.
7. Employee group members on the Committee shall be selected by members of the group.
8. The Committee's Chair shall be selected from among its members.
9. Fifty percent of the membership plus one, which shall include a faculty representative, will constitute a quorum.

APPENDIX G: TASK FORCE ON FAIR HIRING PRACTICES

Fair Hiring Report Prepared by the Task Force on Fair Hiring Practices for the MSVU Human Resources Policy Committee of the Board of Governors December 14, 2004

Background

As mandated by Appendix G of the Collective Agreement with the Faculty Association, the Task Force on Fair Hiring Practices met to review all existing policies on fairness in hiring. Policies such as the Employment Equity Policy and the recruitment and discrimination clauses contained in each Collective Agreement were reviewed. Lack of communication with internal candidates for staff positions was raised as a concern with the existing processes, but in the end the Committee agreed that a University-wide update on fair hiring practices is not required, nor are separate policies for faculty. Instead, it was agreed that education and training are required to ensure that the existing processes, policies, and collective agreement provisions are followed, and to encourage sensitivity around fair hiring issues.

Introduction

In all hiring at MSVU, whether faculty or staff, the goal is to hire the best candidate within a process that treats everyone fairly and objectively. The processes certainly vary, as detailed below, for different employee groups. However, within each set of processes, we strive to achieve consistency and fairness. In order to reach those goals, training and education are required; action plans to address those concerns are addressed separately at the end of the document. An action plan for improving communication with internal candidates for staff positions is also included.

Process Review: Hiring

Full-Time Faculty

Advertisements: The Chair submits suggested qualifications and specialization to the Dean, who approves the content and sends it to the Vice-President (Academic) for formatting with Public Affairs and an Employment Equity statement. MSVU advertises in print publications read widely by, but only by, academics and academic administrators. Departments are free to circulate their ad as they like, as well as post it on their own websites. Jobs are posted on the MSVU internet and intranet, and are sent to CUPE 3912 (the local representing part-time faculty) for distribution to their members. Occasionally, the local newspaper is used to recruit faculty. The ads have a long closing date, and the ads are worded so as to allow late applications at the discretion of the department.

Applications: applicants may apply via email or mail directly to the Department Chair. Short-listing of applicants is done by a Department Appointments Committee (DAC) and is to be based on the criteria listed in the advertisement. Where a full-time faculty member on a “term” appointment is qualified for an advertised position, she or he shall be placed on the short list and interviewed. There are no written guidelines for fair hiring procedures when screening applicants; however, the Collective Agreement does require all candidates to be treated equally.

Interviews: Three short-listed candidates may be interviewed. The interview process for a faculty candidate usually lasts an entire day. There are always at least 3 people on a Department Appointments Committee. MSVU pays all expenses for faculty to come here from their home. The interview includes a formal interview with the Department Appointments Committee, less formal interviews with the Dean and the Vice-President (Academic), and a research presentation and/or a guest lecture in an undergraduate course. Candidates are taken to a social lunch or dinner with a couple of members of the DAC. At their annual training, Chairs are provided with a list of possible interview questions, but Departments are free to ask the questions it deems are appropriate. Candidates may also meet with students; many Departments schedule a meeting with the Associate Vice-President – Research. The Vice-President (Academic) provides each candidate with a recruitment package at their interview, containing publications from MSVU, specific information for faculty considering a position here, and information on Halifax for out-of-towners.

Appointment: After checking references for the successful candidate, the DAC makes its hiring recommendation to the Dean, who makes a recommendation to the Vice-President (Academic), who makes a recommendation to the President. Once the President has signed the appointment letter, the candidate receives an offer package including the appointment letter, information on benefits and pension, the Collective Agreement, and the relocation policy.

Part-Time Faculty

Advertisements: When a course being offered will not be taught by a full-time faculty member, the Department Chair prepares a posting that includes details on the course, qualifications, and application procedures. The postings are physically posted outside of the Deans’ Office, and are also sent electronically to the union for posting on their web site. Posting is not required under a few circumstances.

Applications: Once applications are received, the qualified applicant with the highest seniority or “precedence” is hired for the position.

Interviews: An initial interview with the Department Chair occurs when a candidate is being considered for a position; however, once she or he is on the Precedence List, an interview is not usually required.

Appointment: Where posting is not required, Chairs may appoint at their discretion (but are supposed to take precedence into consideration). Otherwise, once the candidate demonstrates that they meet the qualifications, it is a fairly straightforward assessment of seniority by the Chair using a Precedence List prepared annually by the Office of the Vice-President (Academic). The Chair makes the hiring request of the Dean, who prepares the contract for the signature of the Vice-President (Academic).

Staff

Advertisements: These are prepared and placed by Human Resources, on approval of the hiring department. The duties and qualifications reflect the approved Position Description. All jobs are internally posted, physically, outside Human Resources and on several designated bulletin boards around campus. Job posting also appear on the MSVU Intranet. Most jobs are also posted externally, at least to the MSVU web site. Certain jobs are also posted using CareerBeacon.com; newspaper advertisements are only used for senior positions. Normally, positions are posted for 5 days (internally and/or externally) in total after which applications are due. Occasionally, for positions that are more senior or more difficult to recruit, this period is longer.

Applications: candidates apply directly to Human Resources, by email, fax, mail, or in person. Human Resources identifies internal candidates, and assesses the contractual obligations to interview. The review of external candidates is done by the hiring department or by Human Resources if requested, in accordance with the criteria defined in the job posting. The short list for interviews is usually four to six candidates

Interviews: The logistics and candidate contact is managed by Human Resources. The interview panel has three or four members, including one member from Human Resources. There may be one or two stages of interviews, depending on the level of the job and the relative merit of the candidates.

Appointment: The hiring decision is usually made by consensus of the interview panel, but if that is not possible the immediate supervisor is the deciding member. References are checked by the immediate supervisor; Human Resources may assist if requested. The offer of employment is prepared by Human Resources and signed by the Vice-President (Administration).

ACTION: TRAINING AND EDUCATION

Full-Time Faculty

Currently, Department Chairs are trained annually in faculty recruitment by the office of the Vice-President (Academic), using the “Recruitment Manual for Department Chairs” with information including guidelines from the NS Human Rights Commission on interviewing without discrimination. Other faculty members are not trained in fair hiring.

Action: Plain language fair hiring guidelines (based on the Collective Agreement) will be drafted by the Office of the Vice-President (Academic), distributed to all faculty, and followed. All faculty in hiring departments (not only Department Chairs) will be invited to participate in an annual session on fair hiring practices and the Collective Agreement. It is the responsibility of the office of the Vice-President (Academic) to ensure consistent application of policies and collective agreement provisions.

Part-Time Faculty

Currently, Department Chairs are trained annually in faculty recruitment by the office of the Vice-President (Academic), as detailed above. The Deans' Office has prepared a concise Guide to Hiring Part-Time Faculty that is distributed to and used by all Department Chairs.

Action: The existing education around the recruitment of part-time faculty is adequate. It is the responsibility of the Deans' Office to ensure consistent application of policies and collective agreement provisions.

Staff

Currently, there is no training or education provided by Human Resources.

Action: An Interviewing Guidelines program is to be established and delivered by Human Resources. The Guidelines program will include sensitivity to diversity, consistency in criteria application, and advice about the tone of interview process and showing respect for the applicant. All members of interview panels will be required to have completed the Interview Guidelines program within the previous 3 years prior to serving on an interview panel. It is the responsibility of Human Resources to ensure consistent application of policies and collective agreement provisions.

ACTION: COMMUNICATIONS

As mentioned above, communication with internal candidate for staff positions was identified as a concern with the existing process.

Action: Human Resources will communicate short-listing, interviewing and hiring decisions to all internal candidates, whether successful or not. All interviewed candidates (internal or external) will be notified in a timely fashion by telephone of the results of the interview. A waiver of communication will be included in all postings, restricting communication commitments to those candidates with whom we wish to proceed.

APPENDIX H: TEACHING DOSSIER AND STANDARDS OF EVIDENCE

Guidelines on the Standard and Quantity of Evidence Required for Inclusion in the Academic File of Candidates for Reappointment, Tenure and Promotion

Preamble

A Teaching Dossier and Standards of Evidence Committee was established under the terms of this Collective Agreement with a dual mandate: 1) to determine the content and format of a teaching dossier in reference to Article 20; and 2) to make recommendations regarding the standard and quantity of evidence necessary for inclusion in the academic file for the purposes of reappointment, tenure, and promotion.

With regard to 2), there was no doubt that the amount of material candidates perceived as necessary to submit in support of an application had become unmanageable. This state of affairs had gotten steadily worse over the years, with the result that many candidates believed that failure to provide as much material as possible, regardless of its usefulness or relevance, may prove detrimental to their chances of success. This resulted in unnecessary work for everyone involved, from the candidate all the way up to the University Review Committee (URC).

The committee, therefore, proposed some amendments to the provisions of the Collective Agreement, and also some general principles for their interpretation. These were approved by the Joint Committee for Administration of the Agreement in June 2004. The intent of the guidelines listed below is to give greater weight to the candidate's letter of application and accompanying curriculum vitae, and to reduce significantly the amount of supporting documentation required.

Guidelines

1. Evidence for the assessment of undergraduate and graduate teaching performance is outlined in Article 20.27. The sole evidence prepared by the candidate for the quality of her teaching shall be a concise teaching dossier as described in Article 20.27.5.
2. Evidence for the quality of the candidate's scholarly and/or professional activity shall be restricted to a representative sample of publications produced over the past five years, or since the candidate was last reviewed for reappointment, tenure, or promotion, whichever is the greater, except in the case of applications for promotion to Professor, where a broader sample of her work over the course of her career may be desirable. For scholarly productions such as conference papers or book reviews, the candidate's curriculum vitae shall normally be deemed sufficient evidence. Copies of conference papers, conference programs, letters from conference organizers, etc. shall not normally be required.
3. The candidate's curriculum vitae shall normally be deemed sufficient evidence of the candidate's record of internal and external collegial service as defined by Article 20.35.

4. The candidate shall provide a detailed letter of application as specified in Article 20.23, outlining how her academic file demonstrates that the relevant standard in each category of evaluation has been met.
5. Both candidates and members involved in the review process may continue to consult the reference file specified in Article 22.2.1, but solely for the purpose of determining the relevant standards of teaching, scholarly and/or professional activity, and service required for reappointment, tenure, or promotion. These standards remain unchanged.
6. The fact that applications subsequent to the issuance of these guidelines will contain substantially less supporting documentation than was previously the case shall not be a factor in their consideration.
7. The DRC, Dean, or URC may solicit further information from the candidate where there are reasonable grounds for doing so. As specified in Article 20.18.3, the UAC shall consider only the evidence presented to the URC.

Attachment 1: Designated Laboratory Courses

Applied Human Nutrition (GAHN + NUTR)	1102, 1103, 3315, 3326, 4400, 4409, 4417, 6400, 6409, 6417
Biology (BIOL)	1151, 2202, 2203, 2204, 3302, 3309, 3310, 3312, 3322, 3330, 3370, 3372, 3501, 3502
Chemistry (CHEM)	1005, 1011, 1012, 2101, 2201, 2301**, 2302, 2401, 2402, 3101, 3102, 3401, 3402, 3501, 3502
Family Studies & Gerontology (FSGN)	3321*
Mathematics (MATH)	2208, 2209
Physics (PHYS)	1101, 1102, 1120, 1130, 2200, 2210, 2301 **
Psychology (PSYC)	2209
Business Administration/ Tourism and Hospitality Management (THMT)	1116, 2216, 3316, 3321*, 4411

* THMT 3321/ FSGN 3321 cross-listed

** CHEM 2301/ PHYS 2301 cross-listed

Attachment 2: Supplementary Regularly Scheduled Teaching

Applied Human Nutrition
(NUTR)

4414

Graduate Education

GLIT6722, GSPY6872

Schedule 50F: Faculty Salary Scale (November 1, 1999)

Increment: \$1479

Y-Value	Lecturer	Assistant	Associate	Professor
0	33064			
1	34543			
2	36023			
3	37502	39151		
4	38981	40630		
5	40460	42109		
6	41939	43588		
7	43419	45068		
8		46547	48139	
9		48026	49619	
10		49505	51098	
11		50984	52577	
12		52464	54056	
13		53943	55536	
14		55422	57015	
15			58494	62823
16			59973	64303
17			61452	65782
18			62932	67261
19			64411	68740
20			65890	70220
21			67369	71699
22			68848	73178
23			70328	74657
24			71807	76136
25			73286	77616
26				79095
27				80574
28				82053
29				83532
30				85012
31				86491

Schedule 1F: Faculty Salary Scale (July 1, 2003)

Increment: \$1,738

Grid Step	Lecturer	Assistant	Associate	Professor
1	40,525	47,001	57,956	74,112
2	42,263	48,739	59,694	75,849
3	44,001	50,476	61,431	77,587
4	45,738	52,214	63,169	79,324
5	47,476	53,951	64,906	81,062
6		55,689	66,644	82,800
7		57,427	68,382	84,537
8		59,164	70,119	86,275
9		60,902	71,857	88,012
10			73,595	89,750
11			75,332	91,488
12			77,070	93,225
13			78,807	94,963
14			80,545	96,701

Schedule 2F: Faculty Salary Scale (July 1, 2004)

Increment: \$1,950

Grid Step	Lecturer	Assistant	Associate	Professor
1	43,242	49,911	61,195	77,835
2	45,192	51,861	63,145	79,785
3	47,142	53,811	65,095	81,735
4	49,092	55,761	67,045	83,685
5	51,042	57,711	68,995	85,635
6		59,661	70,945	87,585
7		61,611	72,895	89,535
8		63,561	74,845	91,485
9		65,511	76,795	93,435
10			78,745	95,385
11			80,695	97,335
12			82,645	99,285
13			84,595	101,235
14			86,545	103,185

Schedule 3F: Faculty Salary Scale (July 1, 2005)

Increment: \$2,150

Grid Step	Lecturer	Assistant	Associate	Professor
1	44,540	51,908	64,531	83,170
2	46,690	54,058	66,681	85,320
3	48,840	56,208	68,831	87,470
4	50,990	58,358	70,981	89,620
5	53,140	60,508	73,131	91,770
6		62,658	75,281	93,920
7		64,808	77,431	96,070
8		66,958	79,581	98,220
9		69,108	81,731	100,370
10			83,881	102,520
11			86,031	104,670
12			88,181	106,820
13			90,331	108,970

Schedule 4F: Faculty Salary Scale (July 1, 2006)

Increment: \$2,215

Grid Step	Lecturer	Assistant	Associate	Professor
1	45,877	53,466	66,466	85,665
2	48,092	55,680	68,681	87,880
3	50,306	57,895	70,895	90,094
4	52,521	60,109	73,110	92,309
5	54,735	62,324	75,324	94,523
6		64,538	77,539	96,738
7		66,753	79,753	98,952
8		68,967	81,968	101,167
9		71,182	84,182	103,381
10			86,397	105,596
11			88,611	107,810
12			90,826	110,025
13			93,040	112,239

Schedule 1L: Librarian Salary Scale (July 1, 2003)

Increment: \$1,494

Grid Step	Librarian I	Librarian II	Librarian III	Librarian IV
1	34,852	40,421	51,842	63,736
2	36,346	41,915	53,337	65,230
3	37,840	43,410	54,831	66,725
4	39,335	44,904	56,325	68,219
5	40,829	46,398	57,820	69,713
6		47,893	59,314	71,208
7		49,387	60,808	72,702
8		50,881	62,303	74,196
9		52,376	63,797	75,691
10			65,291	77,185
11			66,786	78,679
12			68,280	80,174
13			69,774	81,668
14			71,269	83,162

Schedule 2L: Librarian Salary Scale (July 1, 2004)

Increment: \$1,677

Grid Step	Librarian I	Librarian II	Librarian III	Librarian IV
1	37,188	42,923	52,627	66,938
2	38,865	44,600	54,304	68,615
3	40,542	46,277	55,981	70,292
4	42,219	47,954	57,658	71,969
5	43,896	49,631	59,335	73,646
6		51,308	61,012	75,323
7		52,985	62,689	77,000
8		54,662	64,366	78,677
9		56,339	66,043	80,354
10			67,720	82,031
11			69,397	83,708
12			71,074	85,385
13			72,751	87,062
14			74,428	88,739

Schedule 3L: Librarian Salary Scale (July 1, 2005)

Increment: \$1,849

Grid Step	Librarian I	Librarian II	Librarian III	Librarian IV
1	38,304	44,641	55,496	71,526
2	40,153	46,490	57,345	73,375
3	42,002	48,339	59,194	75,224
4	43,851	50,188	61,043	77,073
5	45,700	52,037	62,892	78,922
6		53,886	64,741	80,771
7		55,735	66,590	82,620
8		57,584	68,439	84,469
9		59,433	70,288	86,318
10			72,137	88,167
11			73,986	90,016
12			75,835	91,865
13			77,684	93,714

Schedule 4L: Librarian Salary Scale (July 1, 2006)

Increment: \$1,904

Grid Step	Librarian I	Librarian II	Librarian III	Librarian IV
1	39,454	45,980	57,161	73,672
2	41,359	47,885	59,066	75,576
3	43,263	49,789	60,970	77,481
4	45,168	51,694	62,875	79,385
5	47,072	53,598	64,779	81,290
6		55,503	66,684	83,194
7		57,407	68,588	85,099
8		59,312	70,492	87,003
9		61,216	72,397	88,908
10			74,301	90,812
11			76,206	92,717
12			78,110	94,621
13			80,015	96,526