

**SUMMARY OF TENTATIVE COLLECTIVE AGREEMENT  
BETWEEN WILFRID LAURIER UNIVERSITY AND  
WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION  
FOR PART-TIME CONTRACT ACADEMIC STAFF AND PART-TIME  
LIBRARIANS  
2013-2016**

**AT A GLANCE:**

**Article 4 – General Administration**

- University will only use WLU email address when corresponding with Members
  - University acknowledges its responsibility to notify ALL Members about roster, postings, etc.

**Article 6 – Correspondence**

- University will send information to Association no later than 35 days after beginning of term (not 20 days)

**Article 13 – Appointments**

- alternates will be elected to PTACs
- clarification of procedures governing PTACs (specifically to address multi-campus issues)
- electronic submission of all applications
- retired Members receive points
- eligibility for seniority status:
  - taught course 3 times, 24 months have passed, no break in service of 5 or more terms if all points in course accrued in one term – last part is new
- Member must be teaching a course at the same level (i.e., undergrad or grad) in order to be evaluated
- PTAC minutes must be kept for evaluation deliberations
- Music Appointments
  - instructors requested by incoming students may recruit one student (not three), but these instructors are limited to the students they come in with
  - an instructor will be deemed to have recruited a student if the student requests the instructor before being assigned to a studio and instructor will be notified of request
  - Member must be consulted if student wants to leave studio
- **Memorandum of Understanding**
  - more teaching for doctoral students and post-docs – 30 more courses (from 14 to 44)
    - these individuals will be able to teach a course up to two times, but will no longer accrue seniority points

- **Standing Appointments**
  - Minimum of 30 positions for eligible Members, up to five years duration, minimum of 3 courses
  - eligibility: 30 seniority points, min. 5 years employed as CAS, having taught a minimum of 3 courses in each of previous 3 years, record of good teaching
  - Member will have a guaranteed minimum 3 course contract for the entire length of MOU (could mean very extended guaranteed teaching if MOU is kept)
  - Courses to be decided yearly, in consultation with Member, from courses in which Member has seniority status, courses Member has taught, courses Member is qualified to teach
  - Member with SA may still apply for additional teaching (separate from SA)
  - Member with SA cannot “scoop” up other Members’ seniority courses except in extreme circumstances – and WLUFA will grieve if this is not followed
- **Professional Development Evaluations - Article 13**
  - in evaluation for seniority, there are now three possible outcomes: PTAC can recommend seniority, or a meeting with Dean, or PDE
  - if meeting is recommended, Member can be accompanied by a WLUFA representative
  - if PDE is recommended reasons go to Member and Association
- **Professional Development Evaluations - Article 19**
  - Member may submit material to Dean prior to PDE
  - Dean’s designate for PDE cannot be a member of PTAC
  - designate must review all material, meet with Member and attend classroom for PDE

#### **Article 16 – Workload**

- Members retain email privileges for 36 months after end of contract (not only for academic year of contract)
  - combined with change in Art. 4, this means Members will get the information they should have
- Members will be able to teach 6 courses between September and April with a maximum of 4 in one of the terms (not a maximum of 3 per term)

#### **Article X (NEW) – Harassment**

- Harassment – references current University policy on harassment which mirrors appropriate provincial legislation (Occupational Health and Safety Act, Human Rights Code)

## **Article 22 – Grievances**

- Association will have carriage of grievances (not Member)
- Member will still be able to consult with Dean informally and informal resolution can be put in writing

## **Article 24 – Compensation**

- Improvements to compensation
  - 1.5%, 1.5%, 1.5%
  - lump sum (\$70 per course) in first year (not added to base rate)
- Course cancellation fee (\$500) if course is cancelled after contract is signed and before 15 days before term
- if course is cancelled after Member returns signed contract and before 15 days before term, Member is paid \$500
- Music Members will receive lump sum pro-rated for number of hours they teach; base rates will all increase by 1.5% in each of three years

## **Article 26 – Teaching in more than one unit**

- When Members teach in more than one unit, the PTAC which evaluates the Member for seniority status will be from the academic unit or sub-unit where the majority of the Member's seniority points *in that course* were earned (Member no longer chooses the PTAC)

## **Article 27 – Supplementary Remuneration**

- Improvements to research money
  - another \$5000 in research fund (from \$25,000 to \$30,000)
  - one more research support grant (from three to four)
- It's important that we continue to fully use these funds – the Administration is paying attention and will continue to provide them only so long as we use them

## **Appendices**

- F (Postings) – addition of Toronto campus
- G (Roster application) – points for Retirees
- H (Assessment) –
  - reordering of criteria:
    - requisite qualifications, record of teaching, relevant qualifications, teaching experience in course, seniority points
  - seniority points will be awarded on a one-for-one basis

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ART.	TITLE	AMENDMENT
4.2	Working Environment	<b>CHANGE:</b> University will only use @wlu email address in correspondence with Members
6.3	Correspondence and Information	<b>CHANGE:</b> University will send information to Association no later than 35 days after beginning of term (not 20 days)
13.2	Part-time Appointment Committee	<b>CHANGE:</b> alternates will be elected to PTAC <b>NEW:</b> PTAC for courses with no “home” department defined <b>CLARIFICATION:</b> of procedures for formation of PTACs for courses taught at more than one campus
13.4	Application for Positions	<b>NEW:</b> roster applications and applications for courses must be submitted electronically; roster applications must specify course code(s)
13.5	Criteria for Appointment <u>Memorandum of Agreement</u>	<b>CHANGE:</b> doctoral students and post-doctoral fellows will be able to teach a course two times <b>CHANGE:</b> doctoral students and post-docs will not accrue seniority points for their teaching <b>CHANGE:</b> University will be able to hire up to 44 doctoral students or post-docs for courses
13.6	Seniority	<b>CLARIFICATION:</b> Member is eligible for seniority status after teaching course 3 times, once 24 months have passed since Member started teaching course, there’s been no break in service of 5 or more terms if all points accrued in one term <b>CHANGE:</b> in order to be evaluated, Member must be teaching a course at the same level (i.e., undergrad or grad); Amendments to dates for seniority evaluations <b>CLARIFICATION:</b> PTAC minutes must be kept for evaluation deliberations <b>NEW:</b> PTAC can recommend: seniority or, a meeting with the Dean to discuss performance or, a PDE <b>NEW:</b> if PDE is recommended, Member and Association receive reasons and Member may submit additional material to Dean <b>NEW:</b> retired Members will receive seniority points based on last two years of teaching

ART.	TITLE	AMENDMENT
13.6	Standing Appointment <u>Memorandum of Agreement</u>	<p><b>NEW:</b></p> <ul style="list-style-type: none"> <li>• a minimum of 30 Standing Appointment (SAs) with a minimum teaching load of 3 courses (Members can apply for more courses outside SA)</li> <li>• eligibility: 30 seniority points, 5 years, minimum of 3 courses in each of previous 3 years, record of good teaching</li> <li>• Members apply for positions and must include a complete portfolio showing “good” teaching</li> <li>• provisions for Members who teach in more than one department</li> <li>• PTAC makes recommendation to Dean who makes decision and determines number of courses in SA</li> <li>• Member will have a “suite” of courses (including seniority courses, those taught before and those qualified to teach)</li> <li>• courses chosen each year in consultation with Member</li> <li>• Dean can only cancel SA for <i>bona fide</i> academic or financial reasons or if Member fails to maintain a good teaching record</li> </ul>
13.9	CAS Appointments in the Faculty of Music	<p><b>CHANGE:</b> instructors requested by incoming students may recruit one student (not three)</p> <p><b>NEW:</b> these instructors are limited to the students they come in with</p> <p><b>DELETION:</b> 13.9.5.1(d) <del>should a Member with seniority status be denied studio teaching as a consequence of one of the appointments above, the Member shall be provided with the equivalent number of hours of teaching in capacities for which they are qualified (NA anymore)</del></p> <p><b>CLARIFICATION:</b> an instructor will be deemed to have recruited a student if the student requests the instructor before being assigned to a studio and instructor will be notified of request</p> <p><b>NEW:</b> Member must be consulted if student wants to leave studio</p>
16.2	Teaching, Scholarship and Research	<b>CHANGE:</b> Members will retain email privileges for 36 months after end of contract (not for academic year of contract)
16.3	Workload	<b>CHANGE:</b> Members may teach a maximum of six (6) one-term courses or equivalent in the Fall and Winter Terms, with a maximum of four (4) one-term courses or equivalent in either term (change from maximum of three per term in any term)

ART.	TITLE	AMENDMENT
19.5	Professional Development Evaluations	<b>CLARIFICATION:</b> the evaluation by the Dean or his/her designate must include a review of the Member's Official File and all materials submitted by the Member, a meeting prior to the initial classroom visit, and attendance at the Member's class to observe the CAS Member's teaching <b>NEW:</b> Dean's designate cannot be a member of PTAC that recommended the PDE; there can be more than one designate, but Member has to agree
X	Harassment	<b>NEW:</b> references current policy on harassment which mirrors appropriate provincial legislation (Occupational Health and Safety Act, Human Rights Code)
21	Discipline	<b>CHANGE:</b> documentation will be delivered by registered mail or equivalent
22.1	Carriage of Grievances	<b>CHANGE:</b> Association will have carriage of all grievances (not Member)
22.5	Informal Process	<b>NO CHANGE:</b> Member will still be able to consult with Dean informally with representation from Association, if desired <b>NEW:</b> informal resolution can be put in writing
22.6	List of Arbitrators	<b>CHANGE:</b> list is updated

24.2	CAS Member's Salary for Undergraduate and Graduate Courses	<b>CHANGE:</b> <ul style="list-style-type: none"> <li>• lump sum 2013 - \$70 per course (pro-rated for team-taught and hourly instruction)</li> <li>• increase 2013 – 1.5%; 2014 – 1.5%; 2015 – 1.5%</li> </ul>		
		<b>Undergraduate Non-Seniority Rate</b>		
			<b>Base Rate</b>	<b>In lieu of Benefits</b>
				<b>Vacation</b>
		September 1, 2012	\$6,540.00	\$261.60
		September 1, 2013	\$6,638.10	\$265.52
		September 1, 2014	\$6,737.67	\$269.51
		September 1, 2016	\$6,838.74	\$273.55
		<b>Undergraduate Seniority Rate</b>		
			<b>Base Rate</b>	<b>In lieu of Benefits</b>
				<b>Vacation</b>
		September 1, 2012	\$6,680.00	\$267.20
		September 1, 2013	\$6,780.20	\$271.21
		September 1, 2014	\$6,881.90	\$275.28
		September 1, 2015	\$6,985.13	\$279.41

ART.	TITLE	AMENDMENT
<b>24.3</b>	Course Cancellation Fee	<b>NEW:</b> If course is cancelled after Member returns signed contract and before 15 days before term, Member is paid \$500
<b>24.6</b>	Music Studio Instructors, Music Therapy Supervisors and Music Coach-Accompanists	<b>CHANGE:</b> Musicians will receive lump sum pro-rated for number of hours they teach; base rates will all increase by 1.5% in each of three years
<b>26.4</b>	Members Teaching in More Than One Unit	<b>CHANGE:</b> The PTAC who evaluates the Member for seniority status shall be from the academic unit or sub-unit where the majority of the Member's seniority points <i>in that course</i> were earned. (The Member no longer chooses the PTAC.)
<b>27.8</b>	Research Funds	<b>CHANGE:</b> Increase from \$25,000 to \$30,000
<b>27.9</b>	Research Support Grants	<b>CHANGE:</b> Increase from three to four
<b>27.10</b>	Travel Reimbursement Rates	<b>CLARIFICATION:</b> rates will be the same as for full-time faculty
<b>F</b>	Posting	<b>CHANGE:</b> Addition of Toronto campus
<b>G</b>	Roster Application	<b>CHANGE:</b> points for retirees
<b>H</b>	Assessment of Applicants	<b>CHANGE:</b> re-ordering of criteria – 1 (1) requisite qualifications –y/n, 2 (2) record of teaching – 30 pts, 3 (5) relevant qualifications – 25 pts, 4 (3) teaching experience in course – 25 pts, 5 (4) seniority points – 20 pts <b>CHANGE:</b> seniority points one-for-one to a max of 20 (not <10=0 pts; >10=15 pts)