

LETTER OF UNDERSTANDING  
Between

WILFRID LAURIER UNIVERSITY  
and the

WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

Re: Changes to Memorandum of Settlement for 2014-2017 Collective Agreement

Whereas an error was made in transcribing Article 21, as agreed to on the morning of Wednesday, February 25, 2015; and

Whereas the same error was transferred to the Memorandum of Settlement for the agreement reached at 3:30 a.m., February 26, 2015 in Waterloo, Ontario;

Therefore, the Parties agree to make changes to the Memorandum of Settlement as outlined below.

The language of the Memorandum of Settlement shall be changed from:

**21.7 Department Undergraduate and Graduate Program Officers, ~~Graduate Program Coordinators and Program Coordinators:~~**

**21.7.1** *Each academic sub-unit with an undergraduate program, ~~excluding the Department of Business in the School of Business and Economics,~~ may appoint an undergraduate program officer shall have an undergraduate officer, or equivalent, at each campus where there are program majors. This officer assists the Chair or Program Coordinator, and the ~~department~~ sub-unit-in-council in the administration of the department or program, provides academic counselling to students in the program, and performs other duties as appropriate.*

**21.7.2** *Each academic unit or sub-unit with a graduate program shall have at least one graduate ~~coordinator~~ officer or equivalent. This ~~coordinator~~ officer or equivalent assists the ~~department~~ sub-unit-in-council in the development, planning and administration of the graduate program including the recruitment of students, administration of applications, academic counselling of students, administration of graduate committees, thesis and other examinations, and serves as the department liaison with the Dean of Graduate and Postdoctoral Studies and Graduate Faculty Council.*

**21.7.3** *Undergraduate officers and graduate ~~coordinators~~ officers are appointed annually by the ~~department~~ sub-unit-in-council. No member shall be appointed without his/her consent.*

**21.7.4** *Each undergraduate officer and each graduate ~~coordinator~~ officer shall have at least a teaching reduction of a one-term course. In light of the number of students in the program, and/or the variety and complexity of degrees and programs of studies to be administered, the ~~Vice Dean or Dean~~ may provide an additional course release and/or an administrative*

stipend. The minimum stipend shall be one-half of the stipend provided to the Department Chair or Program Coordinator. The ~~Vice Dean or Dean~~ shall advise the Department Chair or Program Coordinator and the ~~department~~ sub-unit-in-council of the course release(s) and administrative stipends, if any, for the undergraduate officer and graduate ~~coordinator~~ officer before Members are appointed to these positions.

To:

**21.7 Department Undergraduate and Graduate Program Officers, Graduate Program Coordinators and Program Coordinators:**

- 21.7.1** In departmentalized Faculties, each department excluding the Department of Business in the School of Business and Economics, shall have an undergraduate officer, or equivalent. This officer assists the Chair and the department-in-council in the administration of the department, provides academic counselling to students in the program, and performs other duties as appropriate.
- 21.7.2** Each academic unit or sub-unit with a graduate program shall have at least one graduate ~~coordinator~~ officer, or equivalent. This ~~coordinator~~ officer assists the department-in-council in the development, planning and administration of the graduate program including the recruitment of students, administration of applications, academic counselling of students, administration of graduate committees, thesis and other examinations, and serves as the department liaison with the Dean of Graduate and Postdoctoral Studies and Graduate Faculty Council.
- 21.7.3** Undergraduate officers and graduate ~~coordinator~~ officers are appointed annually by the department-in-council. No member shall be appointed without his/her consent.
- 21.7.4** Each undergraduate officer and each graduate ~~coordinator~~ officer shall have at least a teaching reduction of a one-term course. In light of the number of students in the program, and/or the variety and complexity of degrees and programs of studies to be administered, the Dean may provide an additional course release and/or an administrative stipend. The minimum stipend shall be one-half of the stipend provided to the Department Chair. The Dean shall advise the Department Chair and the department-unit-in-council of the course release(s) and administrative stipends, if any, for the undergraduate officer and graduate ~~coordinator~~ officer before Members are appointed to these positions.

For the University

  
Allison Roberts, Chief Negotiator  
WLU

Date

  
April 8, 2015

For WLUFA

  
Bill Salatka, Chief Negotiator, WLUFA

Date

  
April 9, 2015