**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**

**September 1, 2016 – August 31, 2019**

**HIGHLIGHTS:**

**Article 2 and Article 11** – Definitions and Governance and Collegiality:

* definition of subunit-in-council ensures that CF will be elected to Program Coordinating Committees (formerly PCCs often did not have CF on them)

**Article 4** – University Rights and General Administration

* office space now called work space
* individual lockable storage in a secure area
* all efforts will be made to assign individual desks to Members who teach 3 courses in a term or 4 courses over two terms with at least 2 in each term
* T2200s available for Online courses or if work space is not available
* minimum weekly time available for meeting with students has been raised from 1.5 to 2 hours per course

**Article 13** – Appointment of Contract Faculty

* acknowledgement of roster application receipt by email
* Members will be notified by Dept if they are being recommended for a course 🡪 Member will have to confirm their interest within 5 days
* all PhD/PDF teaching will be in CA, not an MOU; University will be able to award up to 60 courses to doctoral students or post-docs; all efforts will be made to avoid courses in which CF have seniority; courses in which CF have seniority will not be given to PhD/PDF more than once in two years
* Members will receive their contracts for all Fall and Winter courses in July unless a course is not available for CF before June 1 (allows for better planning by Members)
* recommendation for 2-year renewable appointment (in a course) is mandatory if criteria are met; if Dean denies appointment must provide written reasons, copied to WLUFA
* Standing Appointments in the CA, not an MOU; same eligibility, terms and conditions; five-year term

**Article 16** – Duties, Responsibilities and Workload of CF

* addition of “course development” to duties
* EI hours increased from 210 to 235

**Article 18** – Leaves

* introduction of supplemental benefit for Members who care for a terminally ill family member (Compassionate Care Leave)

**Article 22** – Discipline

* sunset clause for any record of disciplinary action except for harassment or violence

**Article 24** – Benefits and Pensions

* CF Members who have taught at least 4 courses in the previous academic year will be eligible to participate in WLU benefits plans for CF (extended health and/or dental); premiums will be Member paid

**Article 25** – Compensation

* 1.25% ATB in each of three years
* market adjustments to base course stipends in years 1 and 2
* collapsing of non-seniority and seniority rates, undergraduate and graduate rates

**Article 26** – Pregnancy and Parental Leave

* improvements to supplementary benefits for pregnancy leave and parental leave

**Article 28** – Supplementary Remuneration

* PER set at $125 per course, to a maximum of $500 per academic year
* Improvements to research money
  + research grant fund increases from $30,000 to $40,000 per academic year ($20,000 Fall, $20,000 Winter)
  + research support grants increase from four to six per academic year

**Appendices**

* **E** – Schedule of Pay for Advising, Supervision, Etc. – increases to pay for all categories except supervision of directed reading courses
* **G** – Roster Application – applicants may self-identify as members of designated groups; declaration that applicant has read course descriptions and believes they are qualified to teach courses
* **H** – Assessment of Applicants – tie-breaker added

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| **ART.** | **TITLE** | **AMENDMENT** |
| **2** | Definitions | **CLARIFICATION:** definition of subunit-in-council to ensure that CF are elected to Program Coordinating Committees |
| **4.2** | Working Environment | **CHANGE:** better working space provisions with individual lockable storage and printer access  **NEW:** efforts will be made to find individual desks for Members who teach more courses  **NEW:** T2200s when workspace is unavailable  **CHANGE:** more time available for student meetings (from 1.5 to 2 hours per course) |
| **10.X** | Evaluation of a Member’s Performance | **NEW**: Dean or Department Chair, or equivalent, may provide advice and coaching on teaching and clarification of expectations, duties and responsibilities |
| **11.2** | Collegiality | **CLARIFICATION:** subunit-in-council clarified to ensure that CF are elected to Program Coordinating Committees |
| **12.1** | Members’ Official Files | **NEW:** all official documents will go in Official File |
| **13.X** | Equity | **NEW:** principle of equity in appointments |
| **13.2** | Part-time Appointment Committee | **CHANGE:** at least two PTAC members will attend training |
| **13.3** | Posting of Positions | **CHANGE:** all Fall/Winter courses will be posted by Jun 1, except those not known on June 1 (Oct 1); Summer courses will be posted by Feb 1 |
| **13.4** | Application for Positions | **CLARIFICATION:** consideration for courses on roster  **NEW:** acknowledgement of roster application receipt by email |
| **13.5** | Criteria for Appointment | **CLARIFICATION:** Members must be appointed to Graduate Faculty in order to teach grad courses  **CHANGE:** recommendations to Deans for F/W courses (except late postings – Nov 1) by July 1; for S courses by Mar 1  **NEW:** Members will be notified by Dept if they are being recommended for a course 🡪 Member will have to confirm  **CHANGE:** all PhD/PDF teaching will be in CA, not an MOU; University will be able to award up to 60 courses to doctoral students or post-docs; all efforts will be made to avoid courses in which CF have seniority; courses in which CF have seniority will not be given to PhD/PDF more than once in two years |
| **13.6** | Seniority | **CLARIFICATION:** evaluation for seniority will be next time Member is teaching a course  **CHANGE:** recommendation for 2-year renewable appointment (in a course) is mandatory if criteria are met; if Dean denies appointment must provide written reasons, copied to WLUFA  **CLARIFICATION:** of short-list/interview provisions  **CHANGE:** retirees eligible for seniority in any course they have taught within 2 years of retirement, previously 10 |
| **ART.** | **TITLE** | **AMENDMENT** |
| **13.6** | Standing Appointment | **NEW:** Standing Appointments in CA, not an MOU; same terms and conditions; five-year term |
| **13.7** | Letter of Appointment | **CHANGE:** Dean will make offers by Jul 15 for F courses, by Jul 30 for W courses (except late postings – Nov 15), by Mar 15 for S courses |
| **13.9** | CAS Appointments in the Faculty of Music | **CHANGE:** students who leave Member’s studio (graduation, withdrawal from program, transfer to studio of instructor appointed under 13.9.5) will be replaced if there are sufficient students |
| **16.1** | Duties and Responsibilities | **NEW:** addition of development  **NEW:** Members must be familiar with and adhere to University policies; to teach grad courses  **CLARIFICATION:** Members have to be members of Graduate Faculty |
| **16.3** | Workload | **CHANGE:** EI hours increased from 210 to 235  **DELETE:** 16.3.6 – comparison of FT and CF workload  **CHANGE:** when Dean approves, tutorials in FOS will be the same number of hours as those in FOA  **CLARIFICATION:** compensation for multi-section courses |
| **16.10** | Field Supervisors | **EDITORIAL:** move from three to five practicums |
| **18.X** | Compassionate Care Leave | **NEW:** introduction of supplemental benefit for Members who care for a terminally ill family member (Compassionate Care Leave) |
| **19.4** | Evaluations for Hourly-Paid Music Instructors | **NEW:** separate evaluation questions for Music Studio Instructors, Music Coach Accompanists, Music Therapy Supervisors |
| **22.1** | Discipline | **NEW:** sunset clause for any record of disciplinary action except for harassment or violence |
| **23.5** | Grievances: Informal Process | **NEW:** Chair of the WLUFA Grievance Committee will have access to Appendix H during informal grievance stage |
| **24.2** | Daycare | **NEW**: Members will have access to daycare |
| **24.5** | Benefit Plans | **NEW:** CF Members who have taught at least 4 courses in the previous academic year will be able to participate in WLU CF benefits plans (extended health and/or dental); premiums will be Member paid |
| **24.6** | Pension Plan | **NEW:** Members will be notified within one month when they become eligible to join the pension plan |
| **25.3** | Course Cancellation Fee | **CHANGE:** there will be no course cancellation fee if a Winter course is cancelled before Nov 15 |
| **25.2** | Salary for Undergrad and Grad Courses | **see table on following page** |
| **25.6** | Hourly-Paid Music Instructors | **CHANGE:** base rates will all increase by 1.25% in each of three years |

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| **Undergraduate Non-Seniority Rate** | | | | | |
| **Effective** | **Adjustment** | **Base Rate** | **In lieu of Benefits** | **Vacation** | **Salary** |
| 01-Sep-15 | Pension Offset 0.5% | $6,872.92 | $274.92 | $274.92 | $7,422.76 |
|  |  |  |  |  |  |
| 01-Sep-16 | 1.25% + Market ($240.24) | $7,199.08 | $287.96 | $287.96 | $7,775.00 |
| 01-Sep-17 | 1.25% + Market ($118.33) | $7407.41 | $296.30 | $296.30 | $8000.00 |

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| **Undergraduate Seniority Rate** | | | | | |
| **Effective** | **Adjustment** | **Base Rate** | **In lieu of Benefits** | **Vacation** | **Salary** |
| 01-Sep-15 | Pension Offset 0.5% | $7,020.06 | $280.80 | $280.80 | $7,581.66 |
|  |  |  |  |  |  |
| 01-Sep-16 | 1.25% + Market ($91.27) | $7,199.08 | $287.96 | $287.96 | $7,775.00 |
| 01-Sep-17 | 1.25% + Market ($118.33) | $7407.41 | $296.30 | $296.30 | $8000.00 |

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| **Graduate Non-Seniority Rate** | | | | | |
| **Effective** | **Adjustment** | **Base Rate** | **In lieu of Benefits** | **Vacation** | **Salary** |
| 01-Sep-15 | Pension Offset 0.5% | $7,193.82 | $287.75 | $287.75 | $7,769.32 |
|  |  |  |  |  |  |
| 01-Sep-16 | 1.25% | $7,283.74 | $291.35 | $291.35 | $7,866.44 |
| 01-Sep-17 | 1.25% + Market ($32.62) | $7407.41 | $296.30 | $296.30 | $8000.00 |

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| **Graduate Seniority Rate** | | | | | |
| **Effective** | **Adjustment** | **Base Rate** | **In lieu of Benefits** | **Vacation** | **Salary** |
| 01-Sep-15 | Pension Offset 0.5% | $7,342.96 | $293.72 | $293.72 | $7,930.40 |
|  |  |  |  |  |  |
| 01-Sep-16 | 1.25% | $7,434.75 | $297.39 | $297.39 | $8,029.53 |
| 01-Sep-17 | Red-circled | $7,434.75 | $297.39 | $297.39 | $8,029.53 |

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| **One-term Course Rate** | | | | | |
| **Effective** | **Adjustment** | **Base Rate** | **In lieu of Benefits** | **Vacation** | **Salary** |
| 01-Sep-18 | 1.25%\* | $7,500 | $300.00 | $300.00 | $8,100.00 |

\* Graduate Seniority Rate adjustment: 0.88%

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| **ART.** | **TITLE** | **AMENDMENT** |
| **26.2** | Pregnancy Leave Supplementary Benefits | **CHANGE:** improvements to supplementary benefits |
| **26.5** | Parental Leave Supplementary Benefits | **CHANGE:** improvements to supplementary benefits |
| **28.3** | Coordination of Large Class | **CLARIFICATION:** clarification of eligibility for remuneration |
| **28.6** | Deferred Assessments | **CLARIFICATION:** clarification of eligibility and process |
| **28.7** | Professional Expense Reimbursement | **CHANGE:** PER set at $125 per course, to a maximum of $500 per academic year |
| **28.8** | Research Funds | **CHANGE:** Increase from $30,000 to $40,000 with two dates |
| **28.9** | Research Support Grants | **CHANGE:** Increase from four to six |
| **E** | Schedule of Pay for Advising, Supervision, Etc. | **CHANGE:** increases to pay for all categories except supervision of directed reading courses |
| **F** | Posting | **CLARIFICATION:** clarification of several categories  **NEW:** applicants may self-identify as members of designated groups |
| **G** | Roster Application | **CLARIFICATION:** clarification of several categories  **NEW:** applicants may self-identify as members of designated groups  **DELETE:** personal email address  **NEW:** declaration that applicant has read course descriptions and believes they are qualified to teach courses |
| **H** | Assessment of Applicants | **NEW:** tie-breaker – Member who has taught course before, Member with most points in course, Member who has self-identified as a member of a designated group, Dean decides by lot |
| **X** | Vice-Deans | **NEW:** Vice-Deans cannot be delegated to perform duties under Art. 9.3 (Conflict of Interest) or 22 (Discipline) |