

**SUMMARY OF TENTATIVE COLLECTIVE AGREEMENT  
BETWEEN WILFRID LAURIER UNIVERSITY AND  
WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION  
FOR CONTRACT TEACHING FACULTY AND PART-TIME LIBRARIANS  
September 1, 2019 – August 31, 2022**

**HIGHLIGHTS:**

**Article 2** – Definitions:

- new terminology – no longer Contract Academic Staff (CAS)  
→ now Contract Teaching Faculty (CTF)

**Article 3** – Recognition, Rights and Privileges of the Association

- if there's a FIPPA request concerning a Member, the privacy office will inform them of their right to have WLUFAs support

**Article 10** – Evaluation of a Member's Performance

- if there are concerns, Department Chairs (or equivalent) may provide advice to a Member
- Dean or Vice-Dean may meet with a Member to discuss concerns upon request of Department Chair (or equivalent)

**Article 11** – Governance and Collegiality

- names of elected CF representatives will be posted on Department and Faculty websites

**Article 13** – Appointment of Contract Faculty

- Part-time Appointment Committees
  - no LTAs on PTAC
  - PTAC training will include an equity component
  - revision of recommendations in PTAC evaluations for seniority
- reasonable efforts will be made to replace teaching of seniority courses by PhD students and post-docs
- seniority points tracked separately and no overlapping seniority for lectures, labs and tutorials
- 2-year Renewable Appointments will be phased out (no new appointments)
- Standing Appointments
  - 3-years, renewable indefinitely
    - all existing SAs will be converted to renewable appointments
  - number of courses in a SA will be 3, 4, 5 or 6; based on previous 6 years of teaching
  - increase number from minimum of 30 to minimum of 35
  - eligibility: based on 3 previous years of teaching (down from 5 years)
- Music Appointments
  - alternate criteria for promotion in category for Music Studio Instructors and Music Coach Accompanists
  - recruitment costs will be reimbursed
  - maximum studio teaching raised from 18 hours per week to 22.5 hours per week

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

- maximum of 3 courses in a term, but once per academic year a max of 4 courses in a term (maximum of 9 courses total in an academic year)
- clarification and standardization of tutorial and lab pay (no “free” labs, all lab pay prorated)

**Article 24** – Benefits and Pensions

- benefit eligibility requirement reduced to 3 courses in the previous academic year (currently 4)
- improvements to benefits in Extended Health and Dental plans (in progress)
- changes in notification of eligibility to October 31 (currently August 31) and enrolment in plan to January 1 (currently September 1)

**Article 25** – Compensation

- 1.0% ATB increase in each of three years
- increases to pay in lieu of benefits (currently 4%)
  - 4.60% in Year 1, 4.75% in Year 2, 4.90% in Year 3

**Article 28** – Supplementary Remuneration

- Professional Expense Reimbursement (PER)
  - increased to \$150 per course (currently \$125)
  - maximum of \$750 per academic year (currently \$500)
  - carry-over of up to \$450 for Members with Standing Appointments
- Research Fund
  - renamed Professional Development Fund
    - include pedagogical activities as eligible expenses
  - increased to \$60,000 per year (currently \$40,000)
  - increased maximum grant to \$2,000 (currently \$1,500)
- Research Support Grants
  - eliminated
  - funds moved to pay in lieu of benefits

**Appendix H** – Assessment of Applicants

- PTACs will create a program-specific rubric for candidate assessment
- changes to number values for categories
  - teaching experience in the posted course or similar course(s)
    - student evaluations (up to 15 points)
    - seniority points (up to 5 points)
  - overall record of teaching
    - student evaluations (up to 15 points)
    - teaching dossier, etc. (up to 20 points)
    - total seniority points (up to 15 points)
  - relevant qualifications (up to 30 points)
- new category (e) Comments for the Dean’s consideration – PTAC may submit comments regarding Member’s success in meeting duties in Article 16

| ART.   | TITLE   | AMENDMENT   |
|--------|---|---|
| 2      | Definitions   | <p><b>CHANGE:</b> Contract Academic Staff changed to Contract Teaching Faculty</p> <p><b>CLARIFICATION:</b> one-term course equivalent to 0.5 credit course</p>   |
| 3.5x   | Recognition, Rights and Privileges of the Association | <p><b>NEW:</b> if there's a FIPPA request concerning a Member, the privacy office will inform them of their right to have WLUFAs support</p>  |
| 10.1   | Evaluation of a Member's Performance                  | <p><b>CLARIFICATION:</b> Dean or Department Chair, or equivalent, may provide advice, <u>especially if there are concerns</u></p>   |
| 10.x   |   | <p><b>CLARIFICATION:</b> Dean or Vice-Dean may meet with a Member to discuss concerns upon request of Department Chair (or equivalent)</p>  |
| 11.2   | Collegiality  | <p><b>NEW:</b> names of elected CF representatives will be posted on Department and Faculty websites</p>  |
| 12.1   | Members' Official Files                               | <p><b>CLARIFICATION:</b> access to (not a copy of) Official File required for assessment</p>  |
| 12.2   | Contents of Official Files                            | <p><b>NEW:</b> letters of reference will be kept in a separate confidential file</p>  |
| 13.3   | PTAC  | <p><b>NEW:</b> only tenured or tenure-track faculty on PTAC</p> <p><b>NEW:</b> equity training will be part of PTAC training</p>  |
| 13.4   | Posting of Positions                                  | <p><b>NEW:</b> sub-unit-in-council will determine academic qualification criteria for courses</p>   |
| 13.6   | Criteria for Appointment                              | <p><b>CHANGE:</b> PhD, post-doc teaching – seniority courses not awarded in more than 2 consecutive years; reasonable efforts will be made to find equivalent teaching for Members who lose teaching as a result</p>  |
| 13.7   | Seniority   | <p><b>CHANGE:</b> seniority points in different modes tracked separately → separation of seniority for lectures, labs and tutorials</p> <p><b>CHANGE:</b> Evaluation for Seniority Status:</p> <ul style="list-style-type: none"> <li>○ PTAC can recommend (a) grant seniority status, (b) Dean meet with Member to discuss concerns not addressed by PDE, (c) PDE to address concerns about teaching, (d) deny seniority status (must have evidence that consultations with Member have occurred and have not addressed concerns)</li> <li>○ If (d), Dean will review and can agree, request a PDE or request a meeting with Member</li> </ul> |
| 13.7.3 | 2-Year Renewable Appointments                         | <p><b>DELETE:</b> delete 2-Year Renewable Appointments</p>  |

| ART.          | TITLE   | AMENDMENT  |
|---------------|---|--|
| <b>13.7.4</b> | Standing Appointment                          | <p><b>CHANGE:</b> SAs are now renewable 3-year appointments</p> <p><b>CHANGE:</b> minimum number of appointments has gone from 30 to 35</p> <p><b>CHANGE:</b> eligibility has gone from teaching in 5 previous years to 3 previous years</p> <p><b>CHANGE:</b> SAs can now include Spring term courses and labs and tutorials</p> <p><b>CHANGE:</b> SAs will now be anywhere from 3 to 6 courses, based on the number of courses the Member has regularly taught over the last 6 years</p> <p><b>CLARIFICATION:</b> there is a hierarchy in courses assigned as part of SA (seniority courses → courses Member has taught more than once → courses Member has not taught but is qualified to teach)</p> <p><b>CLARIFICATION:</b> regarding assignment of seniority courses inside SA (2 Members with seniority status: Member with SA, fewer seniority points than Member without SA → Member with SA will get course ONLY if necessary)</p> <p><b>CLARIFICATION:</b> of cancellation and non-renewal language</p> <p><b>NEW:</b> SA renewal</p> <ul style="list-style-type: none"> <li>○ process outlined</li> <li>○ reasons necessary for non-renewal</li> <li>○ Association copied if SA not renewed</li> </ul> |
| <b>13.8</b>   | Letter of Appointment                         | <b>NEW:</b> Dean will acknowledge receipt of signed LOA  |
| <b>13.10</b>  | Music Appointments                            | <p><b>NEW:</b> alternate criteria for promotion in category for Music Studio Instructors, and Music Coach Accompanists</p> <p><b>NEW:</b> Faculty-approved recruitment costs (including trial lessons and travel) will be reimbursed</p> <p><b>CHANGE:</b> new students will be offered to the Member with the most seniority hours <u>after student requests for specific teachers have been honoured</u></p> <p><b>CHANGE:</b> maximum studio teaching raised from 18 hours per week to 22.5 hours per week</p>  |
| <b>14</b>     | Librarian Appointments                        | <p><b>NEW:</b> provision for late postings</p> <p><b>CHANGE:</b> roster of external applicants</p>   |
| <b>16.1</b>   | Duties and Responsibilities                   | <b>NEW:</b> due dates for assignments worth more than 10% of final grade will be included on course outline  |
| <b>16.3</b>   | Workload                                      | <p><b>CHANGE:</b> maximum of 3 courses in a term, but once per year a max of 4 courses in a term (→ means could have a max of 7 courses from September to April)</p> <p><b>CHANGE:</b> no more extra tutorial for no pay</p> <p><b>CLARIFICATION:</b> of tutorial pay</p> <p><b>CHANGE:</b> standardize pay for science tutorials and science labs</p>   |
| <b>16.9</b>   | Music Additional Duties                       | <b>CLARIFICATION:</b> guidelines for term assessments  |
| <b>19.4</b>   | Evaluations for Hourly-Paid Music Instructors | <b>NEW:</b> addition of the acknowledgement of a written assessment of students  |
| <b>19.6</b>   | Teaching Dossier                              | <b>CHANGE:</b> requirements for teaching dossier changed and clarified   |

| ART.   | TITLE  | AMENDMENT   |
|--------|--|---|
| 23.1   | Grievances:<br>General   | <b>CHANGE:</b> documents can be delivered electronically if both Parties agree  |
| 23.5   | Grievances:<br>Informal<br>Process                               | <b>NEW:</b> Chair of the WLUFA Grievance Committee will have access to evaluation rubric during informal grievance stage  |
| 24.5   | Benefit Plans  | <b>CHANGE:</b> eligibility requirement reduced from 4 courses in the previous academic year to 3<br><b>CHANGE:</b> Members notified of eligibility by October 31 (previously August 31) and join plan in December (previously September) and are enrolled in January (previously September)   |
| 25.2   | Salary for<br>Undergrad and<br>Grad Courses                      | <b>see attached table</b>   |
| 25.6.4 | Music Studio<br>Instructors –<br>Pay for<br>Additional<br>Duties | <b>NEW:</b> Music Studio Instructors will be paid \$50 for a trial music lesson   |
| 28.6   | Deferred<br>Assessments  | <b>CLARIFICATION:</b> payment is upon request <u>by the Member</u>  |
| 28.7   | Professional<br>Expense<br>Reimbursement                         | <b>CHANGE:</b> increase PER from \$125 per course to \$150, increase maximum from \$500 to \$750 per academic year<br><b>NEW:</b> carry-over for Members holding Standing Appointments (\$450)  |
| 28.8   | Research Funds   | <b>CHANGE:</b> <ul style="list-style-type: none"> <li>○ renamed Professional Development Fund</li> <li>○ Increase from \$40,000 to \$60,000 with same two dates for renewal</li> <li>○ include pedagogical activities as eligible expenses</li> <li>○ increase maximum grant from \$1,500 to \$2,000</li> <li>○ applications adjudicated by Faculty Relations Office (not VP: Research)</li> <li>○ decisions on grant applications not grievable</li> </ul>   |
| 28.9   | Research<br>Support Grants                                       | <b>DELETE:</b> delete Research Support Grants   |
| B      | Research Grant<br>Appeal   | <b>DELETE:</b> Research Support Grant appeal provision  |
| G      | Roster<br>Application  | <b>CHANGES:</b> maximum number of possible courses in any term is 4   |
| H      | Assessment of<br>Applicants                                      | <b>NEW:</b> PTACs will create a program-specific rubric for candidate assessment<br><b>CHANGES:</b> <ul style="list-style-type: none"> <li>(b) teaching experience in the posted course or similar course(s) <ul style="list-style-type: none"> <li>○ student evaluations (up to 15 points)</li> <li>○ seniority points (up to 5 points)</li> </ul> </li> <li>(c) overall record of teaching <ul style="list-style-type: none"> <li>○ student evaluations (up to 15 points)</li> <li>○ teaching dossier, etc. (up to 20 points)</li> <li>○ total seniority points (up to 15 points)</li> </ul> </li> <li>(d) relevant qualifications (up to 30 points)</li> </ul> <b>NEW:</b> (e) Comments for the Dean’s consideration – PTAC may submit comments regarding Member’s success in meeting duties in Article 16 |

**Salary for Undergraduate and Graduate Courses**

| <b><u>Effective</u></b> | <b><u>Continuous Employment</u></b> | <b><u>Base</u></b> | <b><u>Benefits</u></b> | <b><u>Vacation</u></b> | <b><u>Salary</u></b> |
|-------------------------|-------------------------------------|--------------------|------------------------|------------------------|----------------------|
| <b>Sept 1, 2019</b>     | < 5 years                           | \$7,575.00         | \$348.45               | \$303.00               | \$8,226.45           |
|                         | > 5 years                           | \$7,575.00         | \$348.45               | \$454.50               | \$8,377.95           |
| <b>Sept 1, 2020</b>     | < 5 years                           | \$7,650.75         | \$363.41               | \$306.03               | \$8,320.19           |
|                         | > 5 years                           | \$7,650.75         | \$363.41               | \$459.05               | \$8,473.21           |
| <b>Sept 1, 2021</b>     | < 5 years                           | \$7,727.26         | \$378.64               | \$309.09               | \$8,414.99           |
|                         | > 5 years                           | \$7,727.26         | \$378.64               | \$463.64               | \$8,569.54           |

CONFIDENTIAL