

**LETTER OF UNDERSTANDING**

**Between**

**WILFRID LAURIER UNIVERSITY**

**and the**

**WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION**

**Re: Article 13.12 [Department Promotion and Appointment Committee and Appointment and Department Promotion (DAPC)] Article 14.8 [Librarian Appointment and Promotion (LAP) Committee], and Article 22 (Equity Workshop and Information:**

Whereas the Parties agreed through *LOU 01-2017 [Equity in Hiring]* to create a bilateral committee to make recommendations on changes to the Collective Agreement to reflect fairness and equity in appointments under Articles 13, 14, and 22; and

Whereas the bilateral committee has completed its work and presented its recommendations to the Joint Liaison Committee in September 2019; and

Whereas the Joint Liaison Committee accepted the recommendations for amendments to the Collective Agreement which the Parties will address in the renegotiation of the Full-time Faculty and Professional Librarians' Collective Agreement; and

Whereas the amendments include a change in the date by which the Appointment and Promotion Committees must be elected from September 15<sup>th</sup> of each year to July 1<sup>st</sup> of each year; and

Whereas the amendments specify that each Appointment and Promotion Committee shall include an Equity Representative, selected by the Appointment and Promotion Committee; and

Whereas the amendments specify mandatory training for the chair and Equity Representative of all Appointment and Promotion Committees; and

To ensure that Appointment and Promotion Committees and Equity Representatives are in place by July 1, 2020; and

To ensure that the APC Chairs and Equity Representatives are aware of the mandatory requirement to attend an Equity Training Workshop;

The Parties agree to the immediate release of the amendments to Articles 13.12.1, 13.12.4.1, 14.8.1 and 22.5.1, attached to this document.

For the University



Deborah MacLatchy, President, WLU

FEB 04 2020

Date

For WLUFA



David Monod, President, WLUFA

6/02/20

Date

### **13.12 Department (or equivalent) Appointment and Promotion Committee:**

**13.12.1** By July 1 of each academic year, each department-in-council, or faculty-in-council in the case of Music, Education, and Social Work, shall elect an Appointment and Promotion Committee. Academic Programs that have Members and that are not organized as a department or faculty (e.g., Women and Gender Studies) shall select a Committee in accordance with (h) below. The size of the Committee, quorum and method of election shall be determined by each such department-in-council, faculty-in-council, or Program Coordinating Committee provided that:

- (f) the Committee shall include at least one Equity Representative who shall be tenured and who shall not be the Department Chair (or equivalent) or chair of the Committee. The Equity Representative(s) shall be selected by the Committee and shall have additional equity training as outlined in article 22.5.1. A quorum for the Committee shall not exist unless an Equity Representative is in attendance as a voting member of the Committee;
- (g) to assist with the implementation of University employment policies under Article 22, the chairs and Equity Representatives of Appointment and Promotion Committees shall attend the workshop on employment equity policies and procedures pursuant to 22.5.1, prior to acting in the role during their first year in the position and at least once every 3 years thereafter;

### **13.12.4 Appointment and Promotion Committees for the Department of Business:**

**13.12.4.1** In the Department of Business, there shall be an Appointment Committee for each Area and a Department of Business Appointment and Promotion Committee. The membership and the procedures of the BDAP Committee and the Area Appointment Committees shall be in accordance with 13.12.1 and 13.12.2 above, subject to the following:

- (c) each Area Appointment Committee shall include at least one Equity Representative who shall be tenured and who shall not be the Area Coordinator or chair of the Committee. The Equity Representative(s) shall be selected by the Committee and shall have additional equity training as outlined in article 22.5.1. A quorum for the Committee shall not exist unless an Equity Representative is in attendance as a voting member of the Committee;
- (g) the BDAP Committee shall include at least one Equity Representative who shall be tenured and who shall not be the Associate Dean or chair of the Committee. The Equity Representative(s) shall be selected by the BDAP Committee and shall have equity training as outlined in article 22.5.1. A quorum for the Committee shall not exist unless an Equity Representative is in attendance as a voting member of the Committee.

#### **14.8 Librarian Appointment and Promotion (LAP) Committee:**

**14.8.1** By July 1 of each academic year, the librarians-in-council shall elect members to the LAP Committee to serve for the academic year. The size of the Committee, quorum, the Temporary chair, and the method of election shall be determined by the librarians-in-council, provided that:

- (d) the Committee shall include at least one Equity Representative who shall not be the LAP Committee chair. The Equity Representative(s) shall be selected by the Committee and shall have additional equity training as outlined in Article 22.5.1. A quorum for the Committee shall not exist unless an Equity Representative is in attendance as a voting member of the Committee;
- (e) to assist with the implementation of University employment policies under Article 22, the chairs and Equity Representatives of Appointment and Promotion Committees shall attend a workshop on employment equity policies and procedures pursuant to 22.5.1 prior to acting in the role during their first year in the position and at least once every 3 years thereafter;

#### **22.5 Equity Workshop and Information:**

**22.5.1** By September 15 of each academic year, the University, in consultation with the Association, shall provide an Equity Workshop for chairs and Equity Representatives of Appointment and Promotion Committees, and for Members who are designated to serve as Equity Representatives on other peer-review committees or on the Senate Promotion and Tenure Committee under the provisions of this Article 22. Chairs and Equity Representatives of Appointment and Promotion Committees and Equity Representatives on the Senate Promotion and Tenure Committee shall participate in this workshop prior to acting in the role during their first year in the position, and at least once every 3 years thereafter.