

**Letter of Understanding
Between
Wilfrid Laurier University
And the
Wilfrid Laurier University Faculty Association**

Re. Course Coordination Compensation for CTF in Brantford Foundations (BF190 and BF199)

Whereas Article 28.3.1 of the Agreement for Contract Teaching Faculty (CTF) and Part-time Librarians (2019-2022) provides for \$500 compensation for additional responsibilities associated with multi-section courses; and

Whereas each of BF190 and BF199 are multi-section courses with large enrolments; and

Whereas, in addition to the conditions in 28.3.1, the Course Coordinator for BF190 and BF199 is responsible for:

- a) Updating the common syllabus, review and update all course content, including but not limited to the preparation of slides, notes, in-class and online quizzes,
- b) Liaising with course instructors to ensure consistency among all course sections in matters related to students and pedagogy,
- c) Managing the common MyLearningSpace template for BF199, including but not limited to grading rubrics for IA/TAs, online assignment submissions, discussion groups,
- d) Arranging guest speakers,
- e) Collecting detailed student feedback each term, create and submit report,
- f) Acting as secondary contact on student accommodations, and
- g) Addressing pedagogical issues related to substantive content.

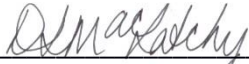
Whereas the Brantford Foundations courses form the core curriculum for Brantford campus programs;

The Parties agree that CTF Brantford Foundations Course Coordinator(s) shall be compensated for work by term as follows:

- a) Fall Term: ½ the stipend in Article 25.2 of the CTF Collective Agreement
- b) Winter Term: ½ the stipend in Article 25.2 of the CTF Collective Agreement
- c) Spring term: the stipend will be allocated in accordance with 28.3.1

The Parties agree to review the course coordinator compensation for BF190 and BF199 prior to the 2022-2023 academic year.

On behalf of Wilfrid Laurier University



Deborah MacLatchy, President

23 July 2021

Date

On behalf of WLU Faculty Association



Robert Kristofferson, President, WLUFA

4 August 2021

Date