

## LETTER OF UNDERSTANDING

Between

**WILFRID LAURIER UNIVERSITY**

and the

**WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION**

**Re: Hiring for Arts Faculty (AF101) Courses**

Whereas the Faculty of Arts has introduced first year seminar courses where the structure of the course is to provide students with core competencies in writing, oral presentation, cooperative group work and critical thinking, such that the focus of the AF101 courses is on pedagogy and less on the discipline, and

Whereas the Faculty of Arts has used an Application and Selection Process for allocating the AF101 courses to Full-time faculty members, and

Whereas the course may be made available for CAS Members to teach,

The Parties agree that the PTAC for AF101 courses shall consist of five (5) members of the Dean's Advisory Council (Chairs or Coordinators) elected by the Faculty of Arts Divisional Council and the PTAC members shall choose their chair.

The Parties further agree that in accordance with Article 13.2.1 of the Part-time Contract Academic Staff and Part-time Librarians Collective Agreement, the names of the members of the PTAC for the courses shall be posted on the Dean's web site;

The Parties further agree that, in accordance with Article 13.2.10, minutes of the AF101 PTAC deliberations shall be kept by the committee chair and shall be made available to the Dean upon request and shall be made available to the Association in the event of a grievance;

The Parties further agree that if the PTAC responsible for hiring for the course has questions about the requisite qualifications for the position, the chair of the PTAC shall consult with the Chair of a cognate academic sub-unit or equivalent;

The Parties further agree that for AF101 the PTAC shall use the posting and assessment procedures as set out in 13.3 and 13.5 of the Collective Agreement and the following shall apply:

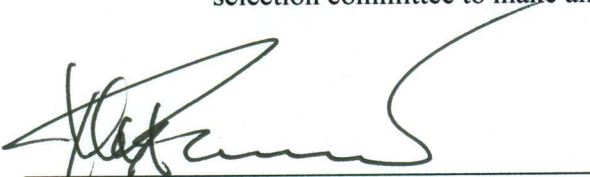
a) The posting shall include the following text:

"First Year Seminars (FYS) (AF101) are small (cap: 22 students) seminar-based courses available to incoming students on a first come, first served basis, and students can only take one. These seminars are a high impact teaching practice meant to get students academically engaged from their first year at Laurier and to provide them with core competencies that will lay the foundation for student success in subsequent courses. The core competencies associated with the FYS experience should include the ability to communicate clearly, orally and in writing; to work

cooperatively in groups; and to think critically, which includes the ability to evaluate alternative explanations. These seminars are most effective when formative feedback on student work is provided on a regular basis throughout the term, and when only a relatively small portion of a student's grade is determined by a final essay or test. Such seminars should also provide the opportunity to acquire and demonstrate the core competencies mentioned above. These criteria, then, will be taken into account by the selection committee"; and


b) If the following application materials are included in the posting they shall be indicated as "optional":

1. A brief description of the course topic, including a course title likely to appeal to first year students;
2. A list of learning objectives for the course;
3. Methods of evaluation, with weights and due dates for any assignments and tests;
4. A selected bibliography of course readings;
5. Any other information relating to pedagogy that you feel would better enable the selection committee to make an informed decision

  
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Max Blouw, President, WLU

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Date

  
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William Salatka, President, WLUFA

  
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Date