

**LETTER OF UNDERSTANDING**  
**Between**  
**WILFRID LAURIER UNIVERSITY**  
**and the**  
**WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION**

**Re: Centralized Scheduling Process**

Whereas the University has initiated the use of a computerized centralized scheduling process to build the University's course schedule, and;

Whereas the Parties wish to ensure that the process results in a fair and equitable schedule for Members, and;

Whereas the schedule must also meet the classroom scheduling needs of the University;

The Parties agree that under that Article 18.2.2.1, and any other relevant provisions of Article 18, final approval of Members' workloads (including teaching loads) and teaching schedules rests with the Dean or designate; and

The Parties agree that the course build process shall include parameters submitted by the Chairs (or equivalent). These shall include, but not be limited to, whether the course is required or an elective; day or evening course; accessibility needs; campus; pervasive wireless; length and type of class; type of classroom; course capacity; scheduling exclusions/core courses; and scheduling in conjunction with other institutions; and

The Parties agree that the course build process shall include parameters submitted by Chairs that attempt to avoid course scheduling conflicts (i.e. time and day) for courses most likely to be taught by CAS Members who have seniority status in more than one course, subject to Article 13.6.2.1 of the *Part-Time Contract Academic Staff and Part-time Librarians 2013-2016*; and

The Parties agree that the course build process shall include parameters submitted by Chairs that specify courses that are to be taught outside of 8:30 a.m. to 4:30 p.m., Monday through Friday, to allow for consideration of CAS Members are employed during the day; and

The Parties agree that the names of full-time faculty Members and CAS Members with Standing Appointments under the Memorandum of Agreement appended to the *Part-time Contract Academic Staff and Part-time Librarians 2013-2016*, shall be associated with courses in Banner prior to the course schedule being built.

The Parties agree that the Registrar's Office shall provide copies of the draft course schedule to all department Chairs prior to March 24th; and

The Parties agree that there shall be an opportunity for consultation concerning the draft course schedule between the Chair and each member of the academic unit or sub-unit before the draft course schedule is submitted to the Dean or designate for approval; and

The Parties agree that when the schedules are submitted to the Dean (which is to be done on or before April 8<sup>th</sup>), the Chairs may recommend any modifications and the rationale for the recommended modifications to the draft course schedule based on their consultations with Members for consideration by the Dean or designate. The Dean shall not unreasonably deny modifications recommended by the Chairs; and

The Parties agree that WLUFAs will withdraw Association Grievance #002-2014, and Individual Grievances #012-2014 and #013-2014.

For the University



Max Blouw, President, WLU

04/02/15

Date

For WLUFAs



Robert Kristofferson, President, WLUFAs

09/02/15

Date