

Letter of Understanding

Between

Wilfrid Laurier University

And the

Wilfrid Laurier University Faculty Association

Re. Appendix F: CTF Roster Application Form and Special Topics

Whereas Appendix F Section A requires CTF Members and former full-time faculty members submitting applications to the roster to list the courses they wish to be considered for in the next academic year;

Whereas the Collective Agreement for Contract Teaching Faculty and Part-time Librarians defines a course as a unit of study for credit in a given discipline, approved by Senate and listed in the University Calendar, and identified by a unique number and name with a course description; and

Whereas a Special Topics course is an irregular course with a course number and given a unique letter suffix specific to the special topic that is taught in the year; and

Whereas the PTAC when reviewing the Roster application is not able to assess applicants for Special Topics courses absent the suffix, i.e., absent the topic for which the applicant wishes to be considered;

The Parties agree that when completing a roster application, if the applicant wishes to be considered for a Special Topics course, they are required to include the suffix attributed to the specific subject of the Special Topics course, and

The Parties agree to add the following to Section A of Appendix F:

“When Special Topics courses are listed on a roster application, only those Special Topics courses that include the course number and unique letter suffix will be considered as part of the roster application. Consider the declaration at the end of the roster, when including Special Topics courses.”

On behalf of Wilfrid Laurier University



July 13, 2020

Deborah MacLatchy, President

Date

On behalf of WLU Faculty Association



July 13, 2020

David Monod, President, WLUFA

Date