

LETTER OF UNDERSTANDING

between

WILFRID LAURIER UNIVERSITY

and the

WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

Re: Wilfrid Laurier University, a body corporate continued under the Wilfrid Laurier University Act, 1973 of the Province of Ontario, with an address at 75 University Avenue West Waterloo, Ontario N2L 3C5 (the "University" or "Laurier") and Wilfrid Laurier International College Limited., a company incorporated in British Columbia, extra-provincially registered in Ontario and to do business as Wilfrid Laurier International College (the "College" or "WLIC")

WHEREAS: The University and the College have agreed to enter into a co-operative arrangement pursuant to which the College will develop and offer a range of educational services to Students and the University will provide the College with services and facilities to assist in the provision of those services, in consideration of which the College shall pay to the University the Fees; and

WHEREAS: The Parties have agreed to enter into this Agreement whereby, in consideration of the University undertaking Equivalency Audits, the College agrees to offer a University Transfer Program (UTP) whereby Students from the College who have successfully completed the UTP shall enter into the second year of the corresponding undergraduate programs offered by the University with Transfer Credits for Courses completed in the UTP; and

WHEREAS: The Parties have agreed that all UTP instruction within the College will fall within the scope of the Wilfrid Laurier Faculty Association representing the Wilfrid Laurier University Contract Teaching Faculty and Part-time Librarians

The Parties agree that, unless otherwise stated in sections 1 – 18 of this Letter of Understanding, all provisions of the Collective Agreement between Wilfrid Laurier University and the Wilfrid Laurier University Faculty Association for Contract Teaching Faculty and Part-time Librarians ("**Collective Agreement**"), will be applicable to Instructors of Academic Courses, Lab sections and Tutorial sections in WLIC.

1. Any terms and conditions of employment unique to the College will be outlined in the Contract Teaching Faculty (CTF) Letter of Appointment. This includes but is not limited to the requirement to
 - a. provide a fourth hour of instruction per week in courses with nominally three weekly contact hours; this same scaling of contact hours shall apply proportionately to the duration of Lab sections and Tutorial sections (e.g., a 90 minute weekly WLU Lab section would be 120 minutes in duration at WLIC).
 - b. participate in onboarding and training
 - c. utilize the WLIC learning management system
 - d. accommodate in-class audits
 - e. utilize the WLIC Student Evaluation forms and process
 - f. take and report class attendance
 - g. abide by the applicable academic and non-academic policies of the College
 - h. resolve grievances within the College with best efforts
 - i. accommodate course moderation processes with Course Coordinator
 - j. utilize WLIC-issued email for WLIC Student and College staff communications
2. Members of WLUFA will only have access to teach WLIC Academic Courses by application to teach under the Collective Agreement, in accordance with the processes defined below.
3. A separate Official File for WLIC Academic Instructors will be housed and maintained by the Office of the WLIC Dean. The WLIC Official File will contain copies of all WLIC Student teaching evaluations and in-class assessments of the Instructor. This file will only be accessed by the WLIC Part-time Appointment Committee (“PTAC”), WLIC Dean or administrators. The WLIC PTAC will have access to the WLU Official File for an applicant’s first appointment, after which the WLIC PTAC will have access to both the WLIC Official File and the WLU Official File for the purpose of future assessment and appointments. Documents placed to the WLIC file will not be replicated to the WLU file and vice versa. The WLIC file will not be available to WLU PTACs, Deans or Departments with the exception of the WLIC Dean, who is also one of the WLU academic Deans (and will only access the WLIC Official File in performance of their duties to WLIC).
4. Appointments to teach in the WLIC shall be made through three Faculty-specific WLIC PTACs (a LSBE WLIC PTAC, a FOS WLIC PTAC, and a FOA/FLA/FHSS WLIC PTAC), hereinafter referred to as the Faculty-specific WLIC PTACs, made up of a core committee of three (3) tenured or tenure-track full-time faculty voting members who are the discipline-specific Course Coordinator(s) appointed by the Faculty, Department, Program or Area, as appropriate, representing the disciplinary mix of course offerings being considered by each Faculty-specific WLIC PTAC, and two non-voting members of WLIC (hereinafter referred to as “WLIC Reps”).
5. For appointments in Areas without disciplinary representation on the Faculty-specific WLIC PTAC, additional Course Coordinators can be added to the Faculty-specific PTACs as needed to ensure that disciplinary expertise is adequately represented for hiring decisions.
6. The qualifications required to teach a particular course in the College will be the same as those required to teach that same course at WLU, and these qualifications will be confirmed prior to posting the position via consultation with the appropriate WLU

- department Chair or Program Coordinator. WLIC will define any unique qualifications additionally required to teach in the College, which will be included in the position posting.
7. The WLIC PTAC will create the position posting inclusive of the usual Department or equivalent standards. Postings will be approved by the WLIC Dean, copied to the Faculty Association and will be posted on the University and WLIC websites in addition to external outreach sites. Postings will include attachments outlining the additional duties and responsibilities of teaching a WLIC Academic Course.
 8. Applicants (internal and external) will apply for WLIC Academic Courses through the processes outlined in the Collective Agreement and those hired to teach the WLIC Academic Courses will be Members of WLUFA, which represents CTF at Wilfrid Laurier University.
 9. Faculty Relations will maintain a WLIC register that will consist of all Members who have taught WLIC Academic Courses, Labs, and Tutorials. Those on the WLIC register will be Members who will be considered for the applicable WLIC Academic Courses, Lab sections, and Tutorial sections and a subsequent pre-screening may not be required for courses those Members have previously taught.
 10. The WLIC PTAC will have access to the WLU Official File for their first appointment, and both the WLIC Official File and WLU Official File for subsequent appointments.
 11. The letter of appointment to teach WLIC Academic Courses will specify the requirement for a 4th hour of instruction and revised stipend (inclusive of the stipend for any lab section or tutorial section accompanying the course, as outlined in the CA), and will identify all duties unique to WLIC instruction including but not limited to the agreement to WLIC Student teaching evaluations, the agreement to in-class audits, requirement of taking attendance of Students, and adherence to all WLIC Student policies which includes WLIC respectful workplace and codes of conduct and employment terms and conditions as identified in the position posting.
 12. Seniority points earned from teaching of WLIC courses will be tracked separately from Wilfrid Laurier University courses and WLIC Instructors will retain seniority points in WLIC courses for 36-months following the end of the Member's last appointment with WLIC.
 13. The Appendix H hiring rubric will allow for WLIC and *Laurier seniority points in section (b) (II) and total seniority points (WLIC and **Laurier) in section (c) (I).

*Laurier seniority points for the same course, under section (b) (II), will be multiplied by 0.5.

**Laurier seniority points under (c) (I) will count at a rate of 1:1.

14. Appointments: The following procedure will be used for hiring for courses:

There will be a LSBE WLIC PTAC, a FOS WLIC PTAC, and a FOA/FLA/FHSS WLIC PTAC. Each WLIC PTAC will consist of:

- At least 2 full-time WLU faculty chosen from the Course Coordinators for that Faculty; and

- A WLIC PTAC Chair, who will be chosen from the Course Coordinators for that Faculty (a Course Coordinator ideally with experience chairing PTACs at Laurier); and
- 2 non-voting staff members of the WLIC (WLIC Reps).
- The WLIC PTAC members plus PTAC Chair for each Faculty-specific PTAC must have the combined disciplinary expertise to represent the courses being offered from their Faculty. This means that additional Course Coordinators can be added to the Faculty-specific PTACs as needed to ensure that disciplinary expertise is adequately represented for hiring decisions.

The hiring process will proceed as summarized below:

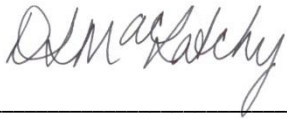
- Stage 1: Faculty-specific PTAC Assessment – 80 points
 - Each WLIC PTAC will assess all applicants who have the requisite academic qualifications and WLIC-specific qualifications as posted as per Appendix H; and
 - Each WLIC PTAC will use a common WLIC PTAC Appendix H rubric to create a short-list.
- Stage 2: WLIC Rep Assessment – 20 points in section (d) of Appendix H
 - The WLIC Reps will assess the short-listed candidates against the WLIC Instructor Hiring Rubric detailing the qualifications to teach in the College, as outlined in the posting; and
 - this process may include in-person or virtual interviews.
- Stage 3: Appointment
 - The WLIC PTAC Chair will sum the two scores for each candidate to produce a final rank-ordered list of recommended candidates; and
 - the top-ranked candidate will be recommended for appointment to the WLIC Dean.

Evaluation for Seniority status in WLIC courses will be in accordance with Article 13.7.2 of the Collective Agreement and will be conducted by the WLIC PTAC.

- The recommendation under Article 13.7.2.6 of the Collective Agreement will go to the WLIC Dean.
- Failure to achieve the level of teaching performance expected at WLIC will be addressed per the performance management and disciplinary processes outlined in the Collective Agreement. The Course Coordinator and WLIC Dean will perform the functions of performance management when needed.
- Any onboarding or training requirement will be compensated as per Article 28.5 and paid on the final pay cycle of the term. Faculty will be compensated for any additional activities required by WLIC that are not part of the normal contract associated with teaching their courses.
- WLIC will pay Instructor rates per the Collective Agreement. Established rates per the Collective Agreement include all teaching and preparation time for the course. The salary will be revised to reflect the requirement for a 4th hour of additional instruction per week, and additionally revised for the increased duration of Lab and Tutorial sections (as defined in 1.a above) in courses that include Lab or Tutorial sections. WLU will submit an invoice to WLIC at an agreed upon schedule. All claims for leaves under Article 18 and absences

from work must be itemized. WLIC will have 30 days to make payment. WLU will pay Instructors as per their agreement with the Association.

On behalf of Wilfrid Laurier University



Deborah MacLatchy, President

04 April 23

Date

On behalf of WLU Faculty Association



Rob Kristofferson, President, WLUFA

April 3, 2023

Date