

WLUFAs is the certified bargaining agent for two bargaining units: one representing all part-time or contract faculty and professional librarians (Contract Academic Staff), the other representing all full-time faculty and professional librarians. This information pamphlet is for Contract Academic Staff (CAS), to assist in understanding the terms and conditions of employment as set out in the CAS Collective Agreement.

The general terms and conditions of employment for Members of the part-time bargaining unit are subject to the current Collective Agreement for September 1, 2022 to August 31, 2025. Under its provisions, the Employer is required to include a copy of the Collective Agreement with the initial letter of appointment. The complete text is also available on the WLUFAs website: [www.wlufa.ca](http://www.wlufa.ca)

### **Librarians and Musicians:**

The advice set out below applies equally to all contract faculty and librarian appointments. There are articles in the Agreement specific to librarians and instructors in the Faculty of Music. These appointees may wish to consult the Agreement and/or WLUFAs about these provisions.

### **Letter of Appointment:**

Once signed, your letter of appointment constitutes the specific terms of your contract with the University. Please read it carefully before signing it and be sure to keep a copy for yourself.

The criteria for appointment for a contract faculty position are set out under 13.5 and for part-time librarians under 14.7. Articles 13.7.3 and 14.8.1 of the Agreement specify the elements which must be contained in a Letter of Appointment. For contract faculty, 13.7.1 and 13.7.5 specify the time-lines for receipt of and response to Letter(s) of Appointment. Notice, you must respond to a Letter of Appointment within 15 working days of the date on the letter.

### **Seniority Points and Seniority Status:**

You earn seniority points each time you teach a course. Members shall be eligible for seniority status when they have accrued at least three seniority points in a course or substantially similar course and at least 24 months have elapsed since the Member first began teaching the course. As set out in Article 13.6, once seniority status in the course is granted, it is accompanied by the equivalent of a right of first refusal for teaching that course, and to compensation at a higher seniority rate for other courses.

### **Working Environment:**

Articles 4.2 and 16.2 of the Collective Agreement outline what you should be given in terms of office and computer accessibility, as well as library and email use.

### **Workload:**

Article 16 on contract faculty workload sets out a Member's obligations in course preparation and teaching, and the norms and variations in classroom contact hours

for lectures, tutorials and labs. Check your letter of appointment to make sure it conforms to these provisions (see Art. 16, specifically section 16.3).

### **Compensation:**

In Article 25, tables set out salaries for teaching undergraduate and graduate courses, and for seniority rates of pay. For Online Learning Course rates see Article 25.4. Tables under 25.6 also set out the hourly rates of pay for Music Studio and Music Therapy. Under 25.7 and 25.8, pay for Field Supervisors in the Faculty of Education and part-time librarians are set out respectively.

### **Other Benefits:**

Currently, contract faculty and part-time librarians do not have health or dental benefits, and receive 4% of pay in lieu of benefits. There are a number of other types of benefits or supplementary compensation including: under Article 24, tuition benefits, access to the athletic complex and parking, and membership in the WLU pension plan; and under Article 28, marking and grading assistance, a professional expense reimbursement (for books, office expenses, subscriptions, etc.), and access to research and travel funds.

### **Employee and Family Assistance Program (EFAP):**

The EFAP provides confidential, professional counselling services for CAS and their dependents. They deliver high quality services that are

free and voluntary. Many people may think their problem is not suitable for the EFAP, however no problem is too small or too large for their assistance. You are encouraged to use the service for whatever the problem, minor or major, in order to prevent the issue from increasing or causing you even greater concern.

**Be a Member of WLUFA:**

Once you have a contract you are a Member of the CAS Bargaining Unit. To join WLUFA (Wilfrid Laurier University Faculty Association) you need to sign a membership form (no fee). With WLUFA membership you have a voice and vote in the Association, the exclusive bargaining agent for CAS Members and their terms and conditions of employment. To join, please contact the WLUFA office.



**INFORMATION  
FOR  
PART-TIME  
ACADEMIC  
APPOINTMENTS**

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**Administrative Assistant:**  
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