



Full-time Faculty and Librarian– Quick Guide 2025/2026

About WLUFA

WLUFA is the certified bargaining agent for two Bargaining Units at Wilfrid Laurier University:

- Full-time Faculty and Professional Librarians.
- Contract Teaching Faculty and Part-time Librarians.

This information pamphlet is directed to candidates for Full-time academic appointments. Its purpose is to provide useful information and assistance to candidates who have been offered a Full-time Faculty or Librarian appointment at Wilfrid Laurier University and are about to enter into negotiations on their terms of appointment.

The general terms and conditions of employment for Members of the Full-time Bargaining Unit are set out in and subject to the current [Collective Agreement for July 1, 2023 to June 30, 2026](#). Under the Agreement, the Employer is required to include a copy of the Collective Agreement with the letter of appointment. The complete text of the agreement is also available on [WLUFA's Website](#). If you have not received a physical copy of your Collective Agreement, please contact WLUFA's Office wluфа@wlu.ca to arrange a pick-up or delivery.

It is advisable to consult the Agreement before you begin contract discussions with your Dean or University Librarian.

Librarians

The advice set out below applies equally to Faculty and Librarian appointments. There are specific articles in the Collective Agreement for Librarians, and prospective Librarian appointees are encouraged to consult WLUFA about these provisions.

Academic Freedom

Guarantees that Members of the university community have the freedom to teach, research, publish, and access information without interference (7.1). This includes the right to criticize the university and to express ideas freely (7.2). Members are protected from censorship based on moral, religious, or political grounds (7.3). However, academic freedom does not grant legal immunity or reduce the responsibility to

meet professional duties (7.4). Members must exercise their academic freedom in a way that aligns with their obligations as teachers, scholars, and librarians, ensuring academic standards are maintained (7.4).

Non-Discrimination

Emphasizes the importance of a fair and inclusive work environment. It guarantees that all Members will be treated equitably in terms of salary, rank, promotion, and other employment conditions, without discrimination based on factors such as race, gender, age, disability, sexual orientation, political beliefs, or membership in the Association (8.1). In cases of equally qualified candidates, priority may be given to Canadian citizens or permanent residents, subject to changes in federal law (8.3). The article also supports legal and agreed-upon actions to increase representation from equity-seeking groups, such as Indigenous persons, women, racialized individuals, and those with disabilities, in accordance with employment equity and pay equity measures (8.4).

Negotiating Your Appointment

Your individual **Letter of Appointment** is a negotiated document in which specific items are subject to your agreement. Do not assume that the first offer made to you by the Dean is a final offer, as the University expects to enter into negotiations at this stage. Once you have a first offer, please consult with WLUFA for suggestions on how to respond. WLUFA will provide salary negotiation advice, which is easier if the Dean has provided you with a salary figure.

Articles **13.14.1** and **14.10.1** of the Collective Agreement specify the elements that must be contained in a Letter of Appointment. Particular attention should be paid to **Reference Salary, credited years of service for Sabbaticals**, and **credited years in rank**. What you manage to negotiate in these areas has long-term consequences for your career path and income.

Starting Salary

The structure of **Compensation** is set out in **Article 30** of the Collective Agreement. The tables in **Article 30.3** set out the floors for each rank of faculty and librarians as they will stand on July 1 of each year of the current contract. The **Reference Salary** offered to you must be at least the floor of the rank as of July 1 of the contract year in which your appointment begins. There is no salary grid at Laurier, and therefore the floors only establish a minimum. Negotiated starting salaries are usually above the annual floor for the rank.

If you currently hold a Limited Term Appointment at Laurier and have been offered a tenure-track position, you must, as a minimum, receive your previous **Reference Salary** plus adjustments in compensation as laid out in **Articles 30.1.3, 30.2**, and **30.4**. You may, however, choose to re-negotiate your initial **Reference Salary** at this point. WLUFA can provide some advice on comparative salaries.

Tenure-track Faculty Appointments

Tenure-track appointments may be made at the **Provisional, Candidacy, or Tenured** level, according to qualifications (**Art. 13.1.4**). If you have been offered an appointment as a Faculty Member, you should be aware that under **Article 18.2.5.2**, those holding provisional or hired at candidacy appointments are entitled to have one teaching term free of assigned teaching duties during the period of the appointment. This provides junior faculty with valuable time for research and publication. Once you have received a **Candidacy Appointment**, you must be considered for tenure no later than your **third year (15.3.1)**. However, you may apply for tenure in any year of your **Candidacy Appointment**. If you are uncertain whether a Provisional or Candidacy Appointment best fits your qualifications and career expectations, consult WLUFA.

Experience at Other Universities or Equivalent Experience

Credits for years of experience at another university, or equivalent experience elsewhere, can be negotiated and the agreed credit must be stated in your letter of appointment.

This has two applications:

1. An agreed credit may be applied to eligibility for **sabbatical leave** or **librarians' academic and professional leave (Art. 13.1.3, 14.1.4)**.
 2. If you are appointed with tenure or with a continuing appointment, credited years in rank reduce the service requirement for eligibility to apply for promotion (**15.7** and **16.7**).
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Other Important Considerations

1. If you are a member of a pension plan with your present employer, make inquiries about portability of your pension to the **WLU** plan. *Please note that Laurier is migrating its current pension plan to the **University Pension Plan**. This migration is scheduled to take place on **January 1, 2026**. Please contact **WLUFA** if you have any questions about this pending pension change.*
 2. Ask your Dean about the provision for **office space, computer equipment, research/studio space**, and availability of **research funds** for new appointees.
 3. Note that your **start-up funds** have an expiry date, which should be listed on your **letter of appointment**.
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Relocation Expenses

You may be eligible for reimbursement for 90% of relocation expenses for moving to within 60 kilometers of the Waterloo Region and Brant County to a maximum of **\$5,000** within Canada and **\$6,000** for a move from another country (**28.8**).

Day Care

Members of the University community have access to priority placement at a nearby day care centre in both Waterloo and Brantford (28.2.3). For further information, please contact the **WLUFA Office**.

Professional Expense Reimbursement (38.2)

The University shall make available to each Member a **Professional Expense Reimbursement** annually for the period from July 1 to June 30. This reimbursement is authorized for the purchase of items related to the performance of the Member's University-related professional and/or teaching duties, including:

- Books
- Subscriptions
- Memberships in professional associations
- Equipment related to teaching or research
- Travel-related expenses not covered by or in excess of other travel grants

The **Professional Expense Reimbursement** is **\$1,350 per year** effective **July 1, 2023**. Unspent amounts may carry over, but the carry-over shall not exceed \$1,350. For requests exceeding \$100, reimbursement requests may be made at any time.

Travel Funds (38.3)

The University makes available to Members in each Department, School, Faculty, or Library, an annual travel fund of **\$950 per Member**. This fund covers:

- Travel expenses
- Accommodations
- Attendance at conferences or symposia

Travel reimbursement is available subject to University policies, and details for travel claim submissions can be found in the **University's Expense Reimbursement Handbook**.

Contact Information for the WLUFA Staff Support Office

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