



## Contract Faculty and Part-Time Librarians – Quick Guide

### About WLUFA

WLUFA is the certified bargaining agent representing two bargaining units at Wilfrid Laurier University:

- Contract Teaching Faculty, commonly referred to as Contract Faculty (CF): Including both Contract Faculty and Part-Time Librarians.
- Full-time Faculty and Professional Librarians.

This information is designed to help Contract Faculty understand the terms and conditions of their employment, as outlined in the [Collective Agreement](#) between Wilfrid Laurier University and Wilfrid Laurier University Faculty Association for Contract Teaching Faculty and Part-time Professional Librarians September 1, 2022 to August 31, 2025. If you have not received a physical copy of your Collective Agreement, please contact the WLUFA Office to arrange a pick-up or delivery.

### Equity in Appointments

The University and WLUFA are committed to employment equity in all appointments. The appointment process must adhere to University Policy 8.4 Employment Equity and comply with the law throughout the term of the agreement.

### Appointment Process

All Contract Faculty Members are appointed by the University under the principles of:

#### 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).

Appointments are for teaching at least one degree-credit course (or part of a course) approved by Senate. CF members may also accept supplementary appointments for additional academic responsibilities, as outlined in Article 16.1.5. Appointments are authorized by the Dean upon recommendations from the Part-time Appointment Committee (PTAC).

### **Part-time Appointment Committee (PTAC)**

Each academic unit forms a PTAC responsible for selecting CTF members. Key aspects of PTAC operations include:

- PTAC members must hold full-time faculty appointments (except in the case of final-year appointments under the full-time collective agreement).
- PTAC members must attend at least one equity training workshop each academic year, provided jointly by WLUFCA and the University.
- **PTAC Composition:** Typically includes the Chair and two full-time faculty members. Alternates are elected to serve in cases of conflict of interest or absence.

For more details, see Article 13.3, which outlines PTAC structures in specific units like Music, Education, and Social Work.

### **Posting of Positions**

Positions for Contract Faculty, also known in the CA as Contract Teaching Faculty (CTF), must be posted on the University's website for a minimum of 15 calendar days, with notification sent via the Member's Laurier employee email address (@wlu.ca). Postings must include:

- Course name, number, and department
- Term dates and classroom hours
- Salary and location
- Required academic qualifications or professional experience

For further details, see Article 13.4.

### **Posting Deadlines**

- **Spring/Intersession/Summer:** Postings by February 1
- **Fall/Winter:** Postings by June 1
- **Late Postings (Winter):** Posted by October 1

Members must respond to offers within 10 working days of receiving the Letter of Appointment.

### **Librarians and Musicians**

The advice in this package applies equally to Contract Faculty and Part-time Librarians. Specific provisions for Librarians and Music Instructors can be found in the Collective Agreement. For further clarification, consult WLNUFA or review the Agreement.

### **Letter of Appointment**

Your Letter of Appointment is the official contract between you and the University. It's important to:

- Review carefully before signing.
- Keep a copy for your records.

The criteria for appointment to a Contract Faculty position can be found in Article 13.6 (for faculty) and Article 14.8 (for part-time librarians). Specific guidelines on the content of Letters of Appointment are in Articles 13.8.4, 13.8.5, and 14.8.

Note: You must respond to the Letter of Appointment within 10 working days of receiving it.

### **Seniority Points and Status**

- **Seniority Points:** Earned each time you teach a course.
- **Seniority Status:** You become eligible for seniority status after accruing three seniority points in a course (or a similar course) and teaching for at least 24 months.
- With seniority status (Article 13.7), you gain the **right of first refusal** for teaching that course.

### **Collective Agreement Compensation Chart**

Effective Date	Step*	Base Salary (\$)	Benefits (5.0%) (\$)	Vacation (4.0%) (\$)**	Total Salary (\$)
01-Sep-22		8,118.26	405.91	324.73	8,848.90
01-Sep-23	Step 0	8,280.63	414.03	331.23	9,025.89
	Step 1	8,363.44	418.17	334.54	9,116.15
01-Sep-24	Step 0	8,446.24	422.31	337.85	9,206.40
	Step 1	8,530.70	426.54	341.23	9,298.47
	Step 2	8,615.16	430.76	344.61	9,390.53

\*Members with 10 Seniority Points (13.7.1) or more on April 30, 2023 advance to Step 1 on September 1, 2023. Members with 20 Seniority Points or more on April 30, 2024, advance to Step 2 on September 1, 2024. Does not apply to Music Studio Instructors (25.6.5.1), Music Therapy (25.6.6.1), and Music Coach-Accompanists (25.6.7.1).

### **Duties, Responsibilities, and Workload of CTF Members**

Article 16 outlines your workload, including course preparation and teaching obligations. Ensure your Letter of Appointment adheres to these standards, especially regarding classroom contact hours for lectures, tutorials, and labs (Article 16.1.2).

### **Professional Development Fund (Article 28.8)**

The **Professional Development Fund** provides up to **\$2,000 per Member per academic year** to support scholarship, research, pedagogical development, and creative activities related to your teaching responsibilities. This fund can assist with costs including, but not limited to:

- Travel to scholarly or pedagogical conferences
- Employment of research assistants
- Other costs directly related to your duties under Articles 16 or 17 of the Collective Agreement

#### **Important Notes:**

- **Eligibility:** You must be teaching during the academic year in which you apply (Sept. 1 to Aug. 31).
- **Research Ethics:** Any research involving human participants, animals, biohazardous, or radioactive materials within Laurier's jurisdiction or under Laurier's auspices must be reviewed and approved by the appropriate board or committee. Please consult Laurier's **Research Ethics and Compliance** procedures on [Connect](#). For questions, contact [REB@wlu.ca](mailto:REB@wlu.ca).
- **Application Process:** Applications should be submitted electronically to [CTFprofdev@wlu.ca](mailto:CTFprofdev@wlu.ca), with a copy to your department chair and dean or university librarian (as applicable).
- **Fund Availability:** The volume of requests is high, so the fund may be depleted prior to Aug. 31. All professional development activities funded by this program must be concluded by this date.

For the application form and further details, please visit [here](#).

#### **Contact Information**

- **Executive Director:** Terry Poirier – [tepoirier@wlu.ca](mailto:tepoirier@wlu.ca)
- **Senior Administrative Assistant:** Linda Watson – [lwatson@wlu.ca](mailto:lwatson@wlu.ca)
- **Membership Engagement and Communications Officer:** Ryan Ladner – [rладner@wlu.ca](mailto:rладner@wlu.ca)

**Office Address:** 202 Regina St. N. Unit 128

Waterloo, ON N2L 3C5

Email: [wlufa@wlu.ca](mailto:wlufa@wlu.ca)

Web: [www.wlufa.ca](http://www.wlufa.ca)