



Full-time Faculty and Librarian Appointment – Interview Pamphlet 2023-2026 Collective Agreement

About The Wilfrid Laurier University Faculty Association (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 intended for candidates being interviewed for a Full-time Faculty or Professional Librarian appointment at Wilfrid Laurier University. Its purpose is to provide useful information and practical guidance to candidates as they move through the interview and appointment process. Under the Collective Agreement, the Employer is required to provide candidates with this information from WLUFA.

The general terms and conditions of employment for Members of the Full-time Bargaining Unit are set out in and are subject to the current Collective Agreement for July 1, 2023 to June 30, 2026. If your interview is successful and your appointment is finalized, you will then be covered by the rights and protections of the Collective Agreement as a Member of WLUFA. The Employer is also required under the Collective Agreement to include a copy of the Collective Agreement with your Letter of Appointment.

It is advisable to consult WLUFA before you begin contract discussions with your Dean or University Librarian. Please contact a representative at wluфа@wlu.ca.

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

Academic Freedom articles in the collective agreement 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

Articles focusing on non-discrimination emphasize 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).

Employment Equity

The Collective Agreement includes employment equity provisions intended to support equitable hiring and improved representation of equity-deserving groups, including Indigenous persons, women, racialized persons, persons with disabilities, and persons in sexual and/or gender minorities. The University is required to maintain active search procedures, include employment equity language in advertisements, and review the hiring process where a short-list does not include candidates from under-represented equity-deserving groups. Appointment committees are also required to take special care not to screen out potentially qualified candidates from equity-deserving groups at early stages of the process.

Interview Process

Before the interview, candidates should be provided with an interview schedule, the names of the Faculty Search Committee members, and details of any academic and/or teaching presentation. The interview process is to be standardized for all candidates. Questions are to be based on the advertised qualifications, and similar instructions, schedules, and presentation settings are to be provided to all candidates, subject to accommodation requests. On or before the date of the interview, candidates shall also be provided with a WLUFAs information pamphlet for new appointees and Equity, Diversity and Inclusion information from Human Resources.

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 with you at this stage. Once you have a first offer, consult with WLUFAs for suggestions on how to respond. WLUFAs will provide salary negotiation advice, which is easier if the Dean has provided you with a salary figure from which to start negotiations.

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).

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 [University Pension Plan](#).
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.

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 to coordinate and inquiries.

Professional Expense Reimbursement

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 (PER) 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

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 WLUFAs Staff Support Office

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