

*FAUST*

*KNOW YOUR  
COLLECTIVE  
AGREEMENT*

*ISSUE #2*

“Know Your Collective Agreement” (KYCA) is an initiative sponsored by FAUST, which will profile various aspects of the FT and PT Collective Agreements in layperson’s language.

***PT EMPLOYEES AT STU: WHAT DOES THE NEW CA (2010-2013) MEAN FOR YOU?***

As PT Employees at STU, the new PT Collective Agreement means **significant changes** for you. This issue of KYCA will profile **four** of these changes: I) **Types of PT Appointments**; II) **Seniority**; III) **Course Allocation Procedures**; and IV) **Stipends and Other Benefits**.

***I. Types of PT Appointments (Article 5.02)***

There are now **four (4) types** of PT Appointment in the new CA:

- **Schedule A Probationary:** This is the same as the previous CA. PT Employees must undergo an initial probationary period before they are eligible to receive Schedule A

Appointments. During the probation, they must teach at least six (6) credit hours (or two (2) half-year courses) over a minimum of two (2) Academic years (the academic year runs from July 1- June 30). Evaluation of teaching performance (per Article 8) must be conducted at the end of the probation.

- **Schedule A:** This replaces Schedule A Continuing. After successful completion of the probationary period, PT Employees are eligible to receive Schedule A Appointments. These are appointments to teach three (3) or more credit hours (one (1) or more half-year course(s)) during the academic year to a maximum of eighteen (18) (or six (6) half-year courses) during the teaching year (September 1 to April 30).
- **Schedule B:** As before, this refers to an appointment conceived as a designated percentage of a FT load (i.e., 75%, 50% etc...)
- **Regular:** This new type of appointment is the **most radical change** to Article 5. The Regular Appointment replaces the Established PT language and recognizes a **pattern of teaching** over a defined number of years.

The **rationale** behind Regular Appointments is to provide **more job security for long-serving PT Employees**. A number of you have taught many courses over a significant number of years at STU, but you have never been able to

*count on any security on a go-forward basis.*

**Who is eligible to receive a Regular Appointment?**

*According to Article 5.02:*

- *an eligible PT Employee would be one who has taught over a period of **six (6) years**, and has taught an **average of nine (9) credit hours (or three (3) half-year courses)** over the **three (3) teaching years immediately prior to the appointment**, OR:*
- *a PT Employee who has taught a **minimum of six (6) credit hours (or two (2) half-year courses)** in **three (3) consecutive teaching years in the five (5) years immediately prior to the appointment.***

**When is the start date for determining these patterns of teaching?**

- *The credits for Regular Appointments will be calculated from **1985.***

**When do the Regular Appointments come into effect?**

- *With the course allocation process in **Feb 2012.***

**Must employees who are eligible for Regular Appointments be evaluated before their appointments?**

- *Yes, all Employees who are eligible must undergo a satisfactory evaluation of their teaching performance (per*

Article 8) within the twelve (12) month period prior to the start of course allocation process for Regular Appointments

**What type of workload should an Employee with a Regular Appointment receive?**

- *This type of appointment, as mentioned above, recognizes a pattern of teaching over a defined number of years. Thus, as a Regular Appointment Employee, you would teach **at least the average workload over the three (3) teaching years immediately prior to the appointment.** If you were on an approved leave during one (1) of those years, you would teach the best three (3) of the previous four (4) teaching years*

*(Please see Article 5.02 d) (iii) if you are **teaching in more than one department**)*

**What courses should a Regular Appointment Employee expect?**

- *They may be courses **previously taught**, or those for which you are **qualified** under Article 5.03. The VPA is ultimately responsible for ensuring that there are sufficient courses for Regular Appointment Employees so that they can maintain their minimum workload.*

**Are there certain scenarios where a Regular Appointment Employee may not receive the minimum workload?**

- *Yes, Article 5.12.1 stipulates **bona fide reasons for reducing the workload or laying off Regular Appointment Employees:***

*i) shortage of operating funds*

ii) decline in university or departmental enrollment

iii) changes in course enrollment

iv) changes in departmental curriculum authorized by Senate and/or the Senate Curriculum Committee which makes it impossible for the VPA to assign the minimum average workload to a Regular Appointment Employee

v) appointment of a new FT Employee

vi) normal changes in course offerings associated with a pattern of course rotation.

## II. Seniority

Under the old Collective Agreement, your seniority was calculated on a **departmental** basis. In the new CA, there are two types of seniority:

- **course-specific** (the number of times a faculty member has taught the course satisfactorily). You will accrue course-specific seniority each time you successfully finish teaching a course.
- **overall University seniority** (the sum of all course-specific seniorities).
- You will **retain** your seniority for **36 months** from the date of the last appointment (in the old CA the time limit was 24 months). Your course seniority will not be lost except for dismissal, resignation, or the expiry of seniority at the end of 36 months.
- The VPA will maintain a **seniority list** for each department, which will include both course-specific and overall

University seniorities. Copies of the list will be sent to the departments and FAUST by 31 October of each year.

- The VPA will also maintain a **list of PT courses (called the unstaffed course list)**, which will include the names of PT Employees who have seniority for the courses. This list will be distributed to departments and also posted on the University website. An email notification will be sent to PT Employees to inform them of the posting.
- By 31 March, PT Employees must send an email to the VPA, copying the department chair, indicating their expression of interest in teaching the courses.

## III. Course Allocation Procedures

In the new CA, there are now **three stages** in course allocation: seniority appointments, internal competitions, and external competitions, to be followed in that order

### 1) Seniority Appointments:

- The unstaffed courses will **first be allocated** according to **course-specific seniority**.
- If two or more Employees have equal course seniority, **overall University seniority** will break the tie. If two or more Employees have equal course and University seniority, the tie-breaker will be **date of initial hire**.

## 2) Internal Competitions:

- If there are still unstaffed courses after seniority appointments have been made, then you may apply for **additional courses in an internal competition**, i.e. a competition for members of the bargaining unit. This competition will be vetted by a departmental **PT Appointments Committee (PTAC)**, which is supposed to ensure a “fair assessment and appointment process”.
- If you are considered **qualified** under Article 5.03. for the course(s) for which you are applying, **you shall be recommended for the course**. If there are two or more qualified Employees who have applied for the courses, **overall University seniority** breaks the tie. If there are two or more qualified Employees who have the same overall University seniority, the **date of initial hire** will break the tie.

## 3) External competitions:

- If the internal competition does not produce any qualified applicants, then the VPA will authorize an **external competition** (Article 5.06.2), i.e. an advertised competition within and outside the university. Upon receiving the applications generated by the external competition, the PTAC will review them and interview one or more of the candidates. The successful candidate must be approved by a **majority** of the PTAC.
- Within fifteen (15) working days of the deadline for application, the Department Chair will make a written

recommendation to the VPA, including the rationale for the PTAC’s choice.

- The ultimate decision re: the appointment will be made by the VPA. The VPA’s decision will not be subject to arbitration, unless it allegedly violates Academic Freedom (Article 2.04), No Discrimination and Duty to Accommodate (Article 2.05), or Full and Fair Consideration (Article 2.06)

## IV. STIPENDS AND OTHER BENEFITS

There are now **three levels of stipends** based **solely** on accumulated hours of teaching. Previously you had to apply to CAPT to move up to the established stipend, now equivalent to Level 2. In the new CA, these movements are automatic when you accumulate the requisite number of hours.

- Level 1, below 30 credit hours
- Level 2, 30 credit hours
- Level 3, 60 credit hours

These are the **new course stipends** negotiated in the 2010-2013 CA:

### Effective July 2011

Level 1: \$5287

Level 2: \$5573

Level 3: \$5851

### Effective July 2012:

Level 1: \$5419

Level 2: \$5712

Level 3: \$5997

**Make sure that your contracts include:**

- the **LEVEL** at which you are being paid (i.e., 1, 2, or 3 as indicated above) and your **NEW STIPEND AMOUNTS!!!** We have requested that HR **reissue all contracts** which contain the old stipend amounts!
- **ONE OF THE FOUR APPOINTMENT TYPES** as described in in Section I of this bulletin. As stated before, there is no longer an “Established Part-Time” category. Make sure that this appointment type is not on your contract.

**Other Benefits:**

- **Health Spending Account:** This account has been increased to **\$90 for each 3-credit-hour course taught** and is available for all Schedule A and Regular Appointment Employees. Please note that Human Resources will be sending around a reminder at the beginning of each semester which informs you of the monies that are available in your account. You can see your Health Spending Account status at:  
<https://www.medavie.bluecross.ca/qmp/Page/GMP/Login/LoginScreen.iface?wid=49ada0d9-41ca-495a-bddb-784fd25f9afe>
- **Teaching Allowance:** According to Article 15, a Teaching Enhancement Allowance of **\$50 per 3-credit hour course** is available for all Schedule A and Regular Appointment Employees.

Unused balances may be carried forward for a maximum of one academic year.

- **Research Fund:** The Employer provides a **\$7000 research fund** for PT Employees in each academic year. ALL PT Employees are eligible to apply for these funds. For more information on the application process, see [http://w3.stu.ca/stu/research/funding/funding\\_internal.aspx](http://w3.stu.ca/stu/research/funding/funding_internal.aspx)

**A PLEA FROM FAUST:** Please **USE** these benefits so we can show the need for them in subsequent bargaining rounds!!!!

We hope this brief summary of PT issues has been useful.

Any suggestions for the next issue of KYCA? If so, email [faust@stu.ca](mailto:faust@stu.ca)

All issues of KYCA will be archived on the FAUST website.