

Timeline of reminders and deadlines from the FULL-TIME Collective Agreement – condensed summary

JANUARY 1st: Deadline for faculty to provide written notice to the VPAR that they intend on taking a phased in retirement in the upcoming academic year.

JANUARY 1st: Potential start date of a six-month sabbatical leave (Jan 1st or July 1st).

FEBRUARY 1st: Deadline for second required Joint Committee meeting of the academic year.

FEBRUARY 15th: Deadline for a Department that wishes to change its number of established positions to make a written submission to the Vice-President (Academic and Research), setting out the reasons for its request.

FEBRUARY 15th: Deadline for the Vice-President (Academic and Research) seeking a change to the number of established positions in any Department to make a recommendation to the President, setting out the reasons for the change.

MARCH 15th: Deadline for the Vice-President (Academic and Research) to recommend to the President any changes to the number of established positions.

MARCH 15th: Deadline for the Department to provide the President with a response to the Vice-President (Academic and Research)'s recommendation.

APRIL 30th: Last date of the "Teaching Year".

APRIL 30th: Deadline for the Senate Committee to make decisions on any requests to change the number of established positions in any department.

APRIL 30th: Deadline for the Committee on Appointments, Promotion, and Tenure (CAPT) to make its recommendations in writing regarding faculty promotions.

MAY 15th: Deadline for Department Chairs to make a request to fill a vacant established position for a limited-term, probationary, or tenured appointment.

MAY 31st: Deadline for faculty to submit a request for a Sabbatical Leave for the academic year beginning 13 months from May 31st.

JUNE 1st: Deadline for STU Administration to transmit to the Union a summary of the budget as approved by the Board of Governors for the current fiscal year.

JUNE 15th: Deadline for the President to make decisions regarding changes proposed to the number of established positions in accordance with Articles 5.01.2 - 5.01.6 and shall notify Senate and the Departments concerned, in writing, stating the reasons for the decision.

JUNE 30th: End date of term on the Committee on Appointments, Promotion, and Tenure (CAPT).

JUNE 30th: Deadline for the Department to provide an evaluation of each sabbatical leave request, and recommend in writing to the Appropriate Dean, with a copy to the applicant.

JUNE 30th: End date of a six-month sabbatical (if begun on Jan. 1).

JUNE 30th: Potential effective date of retirement (June 30 or Dec. 31).

JUNE 30th: End date of the "Academic Year".

JULY 1st: Start date of the "Academic Year". **salary scales are typically updated every year and changes go into effect on July 1*

JULY 1st: The effective date of appointment (typically), as well as granted promotions to tenure.

JULY 1st: End date of term on the Committee on Appointments, Promotion, and Tenure (CAPT).

JULY 1st: Potential start date of a six-month sabbatical leave (Jan 1st or July 1st).

JULY 1st: Start date of phased-in retirement.

JULY 1st: Effective date of career progress increment for the academic year.

JULY: A Professional Development Reimbursement account shall be made available to Employees, including those on sabbatical leave.

AUGUST 15th: Deadline for the VPAR to submit annual profile of full-time faculty to the Employment Equity Committee and the Union.

AUGUST 15th: Deadline for the VPAR to submit annual report of training and information activities to the President, Employment Equity Committee, and the Union.

AUGUST 31st: Deadline for the Deans to make recommendations on Sabbatical Leave requests to the President.

SEPTEMBER 1st: Start of the "Teaching Year".

SEPTEMBER 1st: Deadline for faculty to apply for a leave of absence without salary for the following Academic Year.

SEPTEMBER 15th: Deadline for faculty to submit written notification to the Department Chair applying for renewal

SEPTEMBER 30th: Deadline for faculty to submit written notification to the Department Chair applying for tenure and promotion to Professor

SEPTEMBER 30th: Deadline for the President to communicate decisions on requests for sabbatical leave.

SEPTEMBER 30th: Deadline for the Employer and the Union to circulate to faculty a list of the committees related to University and Union governance, their membership, vacancies on these committees and procedures to fill them.

OCTOBER 1st: Deadline for first required Joint Committee meeting of the academic year.

OCTOBER 1st: Deadline for the appropriate Dean to make a recommendation to the President on applications for a leave of absence without salary.

OCTOBER 15th: Deadline for the President to communicate the decision of an application for a leave of absence without salary to the Employee.

OCTOBER 15th: Deadline for the Department committee to prepare a written report of each recommendation on renewal to the Committee on Appointments, Promotion, and Tenure (CAPT).

OCTOBER 22nd: Deadline for the Department Chair to submit to the Intersession Committee a list of courses the Department proposes to offer in the upcoming Intersession and Summer Session.

OCTOBER 31st: Deadline for the Department committee to prepare a written report of each recommendation on tenure and promotion to Professor to the Committee on Appointments, Promotion, and Tenure (CAPT).

OCTOBER 31st: Deadline for faculty to submit written notification to the Department Chair applying for promotion to Assistant or Associate Professor

NOVEMBER 1st: Deadline for the employer to transmit to the Union a list of the Employees in the Bargaining Unit indicating for each the following information: salary; amount of stipend paid as Department Chair (if any); any other stipend paid to the Employee by the Employer; rank; appointment status (limited, probationary or tenured); Department; date of initial appointment; dates and types of leave taken; and time in rank

NOVEMBER 1st: Deadline for the employer to transmit to the Union the audited financial statements for the preceding fiscal year

NOVEMBER 15th: Deadline for the Committee on Appointments, Promotion, and Tenure (CAPT) to make its recommendations in writing regarding faculty renewal.

NOVEMBER 30th: Deadline for the Department committee to prepare a written report of each recommendation on promotion to Assistant or Associate Professor to the Committee on Appointments, Promotion, and Tenure (CAPT).

DECEMBER 15th: Deadline for the Committee on Appointments, Promotion, and Tenure (CAPT) to make its recommendations in writing regarding faculty tenure applications.

DECEMBER 31st: End date of a six-month sabbatical (if begun on July 1).

DECEMBER 31st: Potential effective date of retirement (June 30 or Dec. 31).

Timeline of reminders and deadlines from the FULL-TIME Collective Agreement – in-depth version

January

Article 10 Leave of Absence

Sabbatical Leave

10.04.5.4 Twelve-month sabbatical leave shall extend for a period of one (1) Academic Year; six-month sabbatical leave shall extend for a period of one half year, either from July 1 to December 31, or from **January 1** to June 30, inclusive. By agreement between the sabbaticant, the Department and the President the dates on which twelve-month sabbatical leave and six-month sabbatical leave begin and end may be altered.

Article 12 Retirement

Procedures

12.02.2.1 Employees shall provide written notice to the Vice-President (Academic and Research) of their intention to take a phased-in retirement no later than **January 1** of the preceding Academic Year in which the phased-in retirement is to begin in order to facilitate proper academic planning. The Employer shall respond to the Employee in writing, with a copy to the Union, no later than one (1) month following receipt of notice.

February

Article 3 Employer-Union Relations

Joint Committee

3.11.4 The Joint Committee shall meet by October 1 and by **February 1** each year, with at least one additional meeting in each academic semester in the Teaching Year. The Union shall request the first meeting to initiate the process each Teaching Year, and a Union representative shall chair the first meeting of the Teaching Year. Meetings shall be held more frequently if requested by either Party or less frequently when both Parties agree.

Article 5 Established Positions

5.01.3 A Department that wishes to change its number of established positions shall make a written submission to the Vice-President (Academic and Research) by **February 15**, setting out the reasons for its request. The Vice-President (Academic and Research) shall recommend to the President any changes to the number of established positions by March 15. A copy of this recommendation shall be provided to the appropriate Department at the same time.

5.01.4 The Vice-President (Academic and Research) seeking a change to the number of established positions in any Department shall make a recommendation to the

President by **February 15**, setting out the reasons for the change. A copy of this recommendation shall be provided to the appropriate Department at the same time. The Department may provide the President with a response to the Vice-President (Academic and Research)'s recommendation by March 15.

March

Article 5 Established Positions

5.01.3 A Department that wishes to change its number of established positions shall make a written submission to the Vice-President (Academic and Research) by February 15, setting out the reasons for its request. The Vice-President (Academic and Research) shall recommend to the President any changes to the number of established positions by **March 15**. A copy of this recommendation shall be provided to the appropriate Department at the same time.

5.01.4 The Vice-President (Academic and Research) seeking a change to the number of established positions in any Department shall make a recommendation to the President by February 15, setting out the reasons for the change. A copy of this recommendation shall be provided to the appropriate Department at the same time. The Department may provide the President with a response to the Vice-President (Academic and Research)'s recommendation by **March 15**.

April

Article 1 Definitions

1.14 "Teaching Year" designates the period extending from September 1 to **April 30** of the following Calendar Year inclusive.

Article 5 Established Positions

5.01.5 The Vice-President (Academic and Research)'s recommendations, together with the Departments' submissions, shall be sent to the Senate Committee on Appointments to the Academic Staff (CAAS). The committee shall consider these documents and make recommendations to Senate by **April 30**.

Article 9 Procedure for Renewal, Promotion or Tenure

CAPT Recommendation

9.03.6 The CAPT shall make its recommendations in writing and submit them, together with a written statement of all the reasons on which each recommendation was based to the President, with a copy at the same time to the applicant, on or before the appropriate date: for renewal, November 15; for tenure, December 15; for promotion, **April 30**. When a formal hearing is held, these deadlines shall be extended by one month.

May

Article 5 Established Positions

Vacant Positions

5.02.2 Authorization to fill an established position that is vacant or is expected to be vacant shall be made by the President, after consulting with the Vice-President (Academic and Research) and the Chair of the Department concerned. Authorization may be granted for a limited-term, probationary, or tenured appointment. Requests to fill vacant established positions shall normally be made by the Chairs to the President by **May 15**.

Article 10 Leave of Absence

Sabbatical Leave:

10.04.2 Sabbatical leave is not automatically granted to every eligible Employee. The Employee shall make application in writing to the Department Chair and the Appropriate Dean no later than thirteen (13) months (i.e., **May 31**) preceding the Academic Year during which sabbatical leave is requested. Applications made after this date may be considered in exceptional circumstances. In an application the Employee shall include the following: the purpose of the proposed sabbatical leave; the activities to be undertaken, including a work plan; anticipated benefits for teaching, professional development and/or scholarship; and if relevant, plans for dissemination of results; a copy of the written report submitted in accordance with Article 10.04.7 for the preceding sabbatical leave. The application shall be in sufficient detail to allow an evaluation of the request. The Department shall provide an evaluation of each sabbatical leave request in light of only the materials submitted by the Employee and the purposes of sabbatical leave as established in Article 10.04.1 and examine the implications of such leave for academic programs and teaching allocations, and recommend in writing to the Appropriate Dean, with a copy to the applicant, on or before June 30.

June

Article 3 Employer-Union Relations

Technical Information

3.09.3 The Employer shall, not later than **June 1**, transmit to the Union a summary of the budget as approved by the Board of Governors for the current fiscal year.

Article 5 Established Positions

5.01.7 Upon due consultation of the recommendations of the Vice-President (Academic and Research), the Departments, and the CAAS, the President shall decide on changes proposed to the number of established positions in accordance with Articles 5.01.2 - 5.01.6 by **June 15**, and shall notify Senate and the Departments concerned, in writing, stating the reasons for the decision. The President shall consider each of the three (3) recommendations and make his or her decision in a reasonable manner. Senate and the Departments concerned shall have the opportunity to respond, in writing, to the President's decision.

Article 8 Renewal, Promotion, and Tenure

Committee on Appointments, Promotion, and Tenure (CAPT)

8.01.3 Elections to the CAPT shall be conducted by the Vice-President (Academic and Research) with all Employees holding full-time appointments eligible to vote. Election shall be by absolute majority of ballots cast. Terms begin on July 1 and terminate on **June 30**.

Article 10 Leave of Absence

Sabbatical Leave:

10.04.2 Sabbatical leave is not automatically granted to every eligible Employee. The Employee shall make application in writing to the Department Chair and the Appropriate Dean no later than thirteen (13) months (i.e., May 31) preceding the Academic Year during which sabbatical leave is requested. Applications made after this date may be considered in exceptional circumstances. In an application the Employee shall include the following: the purpose of the proposed sabbatical leave; the activities to be undertaken, including a work plan; anticipated benefits for teaching, professional development and/or scholarship; and if relevant, plans for dissemination of results; a copy of the written report submitted in accordance with Article 10.04.7 for the preceding sabbatical leave. The application shall be in sufficient detail to allow an evaluation of the request. The Department shall provide an evaluation of each sabbatical leave request in light of only the materials submitted by the Employee and the purposes of sabbatical leave as established in Article 10.04.1 and examine the implications of such leave for academic programs and teaching allocations, and recommend in writing to the Appropriate Dean, with a copy to the applicant, on or before **June 30**.

10.04.5.4 Twelve-month sabbatical leave shall extend for a period of one (1) Academic Year; six-month sabbatical leave shall extend for a period of one half year, either from July 1 to December 31, or from January 1 to **June 30**, inclusive. By agreement between the sabbaticant, the Department and the President the dates on which twelve-month sabbatical leave and six-month sabbatical leave begin and end may be altered.

Article 12 Retirement

Regular Retirement

12.03.1 Employees shall provide at least twelve (12) months written notice to the Vice President (Academic and Research) of their intention to retire in order to facilitate proper academic planning. The Employer shall respond to the Employee in writing, with a copy to the Union, no later than one (1) month following receipt of notice. The effective date of retirement shall normally be either December 31 or **June 30**.

Article 1 Definitions

1.13 "Academic Year" designates the period extending from July 1 to **June 30** of the following Calendar Year inclusive.

July

Article 1 Definitions.

1.13 "Academic Year" designates the period extending from **July 1** to June 30 of the following Calendar Year inclusive.

**salary scales are typically updated every year and changes go into effect on July 1*

Article 7 Appointments

Effective Date of Appointment

7.01 The effective date of appointment shall normally be **July 1**.

Article 8 Renewal, Promotion, and Tenure

Committee on Appointments, Promotion, and Tenure (CAPT)

8.01.3 Elections to the CAPT shall be conducted by the Vice-President (Academic and Research) with all Employees holding full-time appointments eligible to vote. Election shall be by absolute majority of ballots cast. Terms begin on **July 1** and terminate on June 30.

8.05 Consideration for Tenure

Employees holding probationary appointments at the rank of Assistant Professor or higher rank, other than those on leave of absence without salary, become eligible for tenure after four (4) years of employment as a Full-time faculty member at St. Thomas University. Each such Employee shall automatically be considered for tenure at the beginning of his or her fifth year in the rank of Assistant Professor or higher rank. Employees who feel they have met all of the requirements for tenure may make an application for tenure at the beginning of their fourth year in the rank of Assistant Professor or higher rank. Tenure granted in the fourth year will become effective on **July 1** of the following Academic Year.

Article 10 Leave of Absence

Sabbatical Leave:

10.04.5.4 Twelve-month sabbatical leave shall extend for a period of one (1) Academic Year; six-month sabbatical leave shall extend for a period of one half year, either from **July 1** to December 31, or from January 1 to June 30, inclusive. By agreement between the sabbaticant, the Department and the President the dates on which twelve-month sabbatical leave and six-month sabbatical leave begin and end may be altered.

Article 12 Retirement

Phased-in Retirement Incentive

12.02.2.1.1 A phased-in retirement shall normally commence **July 1**; the Vice-President (Academic and Research) may accept an alternative start date. The period of phased-in retirement shall not exceed four (4) years.

Article 18 Salaries and Allowances of Employees Adjustments and Increments

18.02.3 Career Progress Increment

Effective **July 1** of each year, each Employee who in the judgment of the Vice President (Academic and Research) is performing his or her duties adequately, except those hired for new appointments as of July 1 of that year, shall receive a career progress increment for the Academic Year, an increment to normal salary amounting to no less than 5% of the salary floor for Assistant Professor effective July 1 of that year, as established in Article 18.01 of this Agreement. Employees hired for successive limited-term appointments shall not, for the present purpose, be considered new Employees. The Employer shall notify the Employee in writing if they are not receiving a career progress increment with the reasons why. A copy shall be forwarded to the Union.

Article 20 Professional Development Reimbursement

20.02 A Professional Development Reimbursement account equal to three (3) percent of the Assistant Professor salary floor in **July** of each year shall be made available to Employees, including those on sabbatical leave. Professional Development Reimbursement account for Employees on other types of leave shall be pro-rated according to the duration of the leave.

August

Article 6 Hiring Procedures for Academic Appointments

6.08 Employment Equity Report

The Vice-President (Academic and Research) shall prepare an annual profile of Full-time Employees by term of appointment and by rank, separately identifying those designated in Article 6.04.1, in a manner that is consistent with the University's protection of privacy obligations under the Right to Information and Protection of Privacy Act. The report shall be submitted to the Employment Equity Committee and the Union by **August 15**.

The Vice-President (Academic and Research), in consultation with Department Chairs, Programme Directors and Subject Coordinators, shall prepare an annual report outlining the training and information activities conducted during the year in relation to employment Equity provisions in the Full-time Collective Agreement. This report shall be submitted to the President, the Employment Equity Committee and the Union by **August 15**.

Article 10 Leave of Absence

Sabbatical Leave

10.04.2.2 The Deans shall each make his or her recommendations to the President on or before **August 31**.

September

Article 1 Definitions.

1.14 "Teaching Year" designates the period extending from **September 1** to April 30 of the following Calendar Year inclusive.

Article 10 Leave of Absence

Sabbatical Leave

10.04.3 The President shall communicate the University's decision to the Employee by **September 30**. If the decision is negative, the President shall include a statement of all the reasons on which the decision was based.

Leave of Absence Without Salary:

10.05.6 Employees seeking leave of absence without salary shall apply not later than **September 1** prior to the Academic Year in which leave is planned.

Article 9 Procedure for Renewal, Promotion or Tenure

Application

An Employee may formally apply for renewal, tenure, or promotion by notifying the Department Chair in writing on or before the appropriate date: for renewal, **September 15**; for tenure and promotion to Professor, **September 30**; for promotion to Assistant or Associate Professor, October 31.

Article 3 Employer-Union Relations

3.10 Committee Appointments

The Parties agree to circulate to all Employees, by **September 30** of each year, a list of the committees related to University and Union governance, their membership, vacancies on these committees and procedures to fill them.

October

Article 3 Employer-Union Relations

Joint Committee

3.11.4 The Joint Committee shall meet by **October 1** and by February 1 each year, with at least one additional meeting in each academic semester in the Teaching Year. The Union shall request the first meeting to initiate the process each Teaching Year, and a Union representative shall chair the first meeting of the Teaching Year. Meetings shall be held more frequently if requested by either Party or less frequently when both Parties agree.

Article 9 Procedure for Renewal, Promotion or Tenure

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An Employee may formally apply for renewal, tenure, or promotion by notifying the Department Chair in writing on or before the appropriate date: for renewal, September 15; for tenure and promotion to Professor, September 30; for promotion to Assistant or Associate Professor, **October 31**.

Dept. Recommendation

9.02.6 The Department committee shall prepare a written report of each recommendation on renewal, promotion, or tenure in accordance with Article 8.04 and shall transmit the report to the Employee concerned and to the CAPT on or before the appropriate date: on renewal, **October 15**; on tenure and promotion to Professor, **October 31**; on promotion to Assistant or Associate Professor, November 30. Any negative evidence, oral or written, considered by the Departmental committee shall be summarized in the report.

Article 10 Leave of Absence

Leave of Absence Without Salary:

10.05.7 For leaves for which sabbatical leave credit, credit for eligibility for tenure and/or promotion, career progress increment, and/or fringe benefits are sought, the Employee shall apply for leave of absence without salary to the Department Chair and the Appropriate Dean. In the application the Employee shall include a statement of the purpose of the leave, the starting date and duration of the leave and the terms and conditions requested (with regard to sabbatical leave credit, eligibility for tenure and promotion, career progress increment, and fringe benefits). The Appropriate Dean, after consulting with the Department Chair, shall make a recommendation to the President by **October 1**.

10.05.9 The President shall communicate the decision to the Employee by **October 15**. If the decision is positive, the President shall include a statement of all the terms and conditions of the leave. If the decision is negative, the President shall include a statement of all the reasons on which the decision is based. The decision of the President on leave of absence without salary shall not be subject to the grievance procedures set out in this Agreement.

Article 17 Working Conditions

17.03 Intersession and Summer Session

In preparing the proposal for the Intersession and Summer Session timetable, the Department Chair shall send an email to all current Full-time and Part-time Members in his or her Department asking for expressions of interest in teaching in Intersession and Summer Session, with the proviso that there are no guarantees that requests will be granted. By **October 22**, the Department Chair shall forward to the Intersession Committee a list of courses the Department proposes to offer in the upcoming Intersession and Summer Session, along with the rationale for the proposed courses. The Intersession Committee shall review the lists of proposed courses and make recommendations to the Appropriate Dean. The Appropriate Dean shall finalize the list of course offerings and this list shall be sent to the Department Chair. The Department Chair shall return the list to the Appropriate Dean identifying which courses are being taught by Full-time Members. The remaining courses shall be identified as Part-time courses and shall be staffed according to the provisions of the Part-time Agreement.

November

Article 3 Employer-Union Relations

Technical Information

3.09.1 The Employer shall provide to the Union, in a timely manner, the information it requires to prepare for collective bargaining and the proper administration of the collective agreement.

The Employer shall, not later than **November 1**, transmit to the Union a list of the Employees in the Bargaining Unit, indicating for each the following information: salary; amount of stipend paid as Department Chair (if any); any other stipend paid to the Employee by the Employer; rank; appointment status (limited, probationary or tenured); Department; date of initial appointment; dates and types of leave taken; and time in rank. Where a leave of absence without salary is authorized under this Agreement, the Employer shall indicate the benefits awarded under Article 10.05.11 and the status of the leave with regard to eligibility for tenure, promotion and sabbatical leave. At the same time the Employer shall transmit to each Employee on the list his or her personal data in the same format.

3.09.2 Not later than **November 1**, the Employer shall transmit to the Union the audited financial statements for the preceding fiscal year

Article 9 Procedure for Renewal, Promotion or Tenure

CAPT Recommendation

9.03.6 The CAPT shall make its recommendations in writing and submit them, together with a written statement of all the reasons on which each recommendation was based to the President, with a copy at the same time to the applicant, on or before the appropriate date: for renewal, **November 15**; for tenure, December 15; for promotion, April 30. When a formal hearing is held, these deadlines shall be extended by one month.

Dept. Recommendation

9.02.6 The Department committee shall prepare a written report of each recommendation on renewal, promotion, or tenure in accordance with Article 8.04 and shall transmit the report to the Employee concerned and to the CAPT on or before the appropriate date: on renewal, October 15; on tenure and promotion to Professor, October 31; on promotion to Assistant or Associate Professor, **November 30**. Any negative evidence, oral or written, considered by the Departmental committee shall be summarized in the report.

December

Article 9 Procedure for Renewal, Promotion or Tenure

CAPT Recommendation

9.03.6 The CAPT shall make its recommendations in writing and submit them, together with a written statement of all the reasons on which each recommendation was based to the President, with a copy at the same time to the applicant, on or

before the appropriate date: for renewal, November 15; for tenure, **December 15**; for promotion, April 30. When a formal hearing is held, these deadlines shall be extended by one month.

Article 10 Leave of Absence

Sabbatical Leave

10.04.5.4 Twelve-month sabbatical leave shall extend for a period of one (1) Academic Year; six-month sabbatical leave shall extend for a period of one half year, either from July 1 to **December 31**, or from January 1 to June 30, inclusive. By agreement between the sabbaticant, the Department and the President the dates on which twelve-month sabbatical leave and six-month sabbatical leave begin and end may be altered.

Article 12 Retirement

Regular Retirement

12.03.1 Employees shall provide at least twelve (12) months written notice to the Vice President (Academic and Research) of their intention to retire in order to facilitate proper academic planning. The Employer shall respond to the Employee in writing, with a copy to the Union, no later than one (1) month following receipt of notice. The effective date of retirement shall normally be either **December 31** or June 30.