

## **Timeline of reminders and deadlines from the PART-TIME Collective Agreement – condensed summary**

**JANUARY 15<sup>th</sup>:** Deadline for the Appropriate Dean to inform the Chairs of the names of Employees in their respective Departments who are entitled to a Regular Appointment, and the workload associated with each Employee (subject to Article 5.10) for the upcoming Teaching Year. At the same time, the Appropriate Dean shall also inform the Union and each Employee of her or his Regular Appointment and of the workload associated with that appointment (subject to Article 5.10) for the upcoming Teaching Year.

**JANUARY 31<sup>st</sup>:** Deadline for part-time faculty to decline the offer of a Regular Appointment, or to declines to work the minimum average workload under her or his Regular Appointment in a particular Teaching Year.

**JANUARY 31<sup>st</sup>:** Deadline for the Appropriate Dean to communicate the annual course allocation to each Department Chair and to the Union.

**FEBRUARY 1<sup>st</sup>:** Deadline for the Joint Committee to hold their second required meeting of each year.

**FEBRUARY 5<sup>th</sup>:** Deadline for the Employer to communicate in writing to the Union and the Department all of the reasons requiring a reduction in the workload of Regular Appointment Employees in a Department.

**FEBRUARY 21<sup>st</sup>:** Deadline for the Department Chair to propose to the appropriate Dean which courses the Department shall be offering in the upcoming Teaching Year.

**MARCH 20<sup>th</sup>:** Deadline for the Deans to create and distribute a list of unstaffed courses for the following year which includes the course name and number and the Part-time faculty who have seniority for that course, in order of seniority.

**MARCH 31<sup>st</sup>:** Deadline for Part-time faculty to communicate to the Deans their willingness to teach, and listing which courses they wish to teach, and how many sections of each, if applicable.

**APRIL 30<sup>th</sup>:** Last day of the “Teaching Year” calendar

**APRIL 30<sup>th</sup>:** Deadline for the Appropriate Dean to provide each Employee for whom a course(s) has been assigned, approved, and/or accepted as of that date a Letter of Appointment designating the terms and conditions of that appointment.

**JUNE 1<sup>st</sup>:** Deadline for the Employer to submit to the Union a summary of the budget as approved by the Board of Governors for the current fiscal year.

**JUNE 30<sup>th</sup>:** Last day of the “Academic Year” calendar

**JULY 1<sup>st</sup>:** First day of the “Academic Year” calendar

**JULY 1<sup>st</sup>:** Deadline for the Employer to notify Schedule B employees of intended non-renewal of contract of not less than one (1) month for each year of service, up to a maximum of three (3) months, prior to the normal renewal date of July 1.

**JULY:** A Professional Development Reimbursement account shall be made available to Schedule B Employees.

**SEPTEMBER 1<sup>st</sup>:** First day of the “Teaching year” calendar.

**SEPTEMBER 30<sup>th</sup>:** Deadline for the Employer and the Union to distribute to Part-time members a list of the committees related to University and Union governance, their membership, vacancies on these committees and procedures to fill them.

**SEPTEMBER 30<sup>th</sup>:** Deadline for Part-time members to apply for promotion in rank by submitting a complete application to the Department Chair for promotion to Professor

**OCTOBER 1<sup>st</sup>:** Deadline for the Joint Committee to hold their first required meeting of each year. To be initiated and chaired by the Union.

**OCTOBER 15<sup>th</sup>:** Regular Appointment one-time workload increase or decrease request.

**OCTOBER 22<sup>nd</sup>:** Deadline for the Department Chair to 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.

**OCTOBER 31<sup>st</sup>:** Deadline for the Deans to provide each Department and the Union with a copy of the Part-time seniority list.

**OCTOBER 31<sup>st</sup>:** Deadline for Part-time members to apply for promotion in rank by submitting a complete application to the Department Chair for promotion to Assistant or Associate Professor

**NOVEMBER 1<sup>st</sup>:** (To prepare for collective bargaining) 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; Department; date of initial appointment; dates and types of leave taken; and time in rank. Employer shall also transmit to the Union the audited financial statements for the preceding fiscal year by this date.

**DECEMBER 1<sup>st</sup>:** Deadline for the Union to advise the appropriate Dean of any discrepancy with the part-time seniority list.

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

## January

### Article 4 Appointments

#### 4.02.1 Regular Appointments

The Employee shall receive a Regular Appointment in each Department in which they have taught and received a satisfactory evaluation of teaching performance under Article 8 within the twelve (12) month period prior to **January 15**. The Deans shall ensure that all evaluations are completed under Article 8.

An Employee is not obliged to accept a Regular Appointment and may opt to teach the courses on a per course appointment basis in accordance with Articles 5.03.10 (Seniority Appointment Procedures) and 5.04.4 (PTAC Recommendation Procedures). The Regular Appointment Employee shall notify the Appropriate Dean by **January 31** if she or he opts to teach the courses on a per course appointment basis.

Where, after receiving a Regular Appointment, an Employee declines to work the minimum average workload under her or his Regular Appointment in a particular Teaching Year, the Employee shall not be assigned courses during the Regular Appointment course assignment process for that Teaching Year, but she or he may access unstaffed courses in accordance with Articles 5.03.10 (Seniority Appointment Procedures) and 5.04.4 (PTAC Recommendation Procedures). The Regular Appointment Employee shall notify the Appropriate Dean by **January 31** if she or he declines to work the minimum average workload under her or his Regular Appointment in a particular Teaching Year.

#### 5.03 Procedures

5.03.1 On or before **January 15**, the Appropriate Dean shall inform the Chairs of the names of Employees in their respective Departments who are entitled to a Regular Appointment, and the workload associated with each Employee (subject to Article 5.10) for the upcoming Teaching Year. At the same time, the Appropriate Dean shall also inform the Union and each Employee of her or his Regular Appointment and of the workload associated with that appointment (subject to Article 5.10) for the upcoming Teaching Year.

Following consultation between the Appropriate Dean and the Department Chairs to develop the course allocation, the Appropriate Dean shall communicate the annual course allocation to each Department Chair and to the Union by **January 31**.

## February

### Article 3 Employer-Union Relations

### **3.11 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 Hiring Procedures for Academic Appointments**

### **5.03.2 Procedures**

After being informed of the course allocation, in accordance with Article 5.03.1, and in preparation of the course timetable, by **February 21** the Department Chair shall propose to the Appropriate Dean which courses the Department shall be offering in the upcoming Teaching Year. This list shall identify which courses are being taught by Full-time Members with Probationary, Tenured, and Limited Term Appointments and by Regular Appointment Employees. There shall be prior written communication with the Regular Appointment Employees on the assignment of their courses. Courses may be chosen from those previously taught by the Employee and/or that the Employee is qualified to teach in accordance with Article 5.01 (Criteria for Appointments). If two (2) or more Employees with Regular Appointments are qualified to teach a course in accordance with Article 5.01 (Criteria for Appointments), the course shall be assigned according to the Seniority Appointment Procedures (Article 5.03.10). All course assignments for Regular Appointment Employees shall be subject to the approval of the Appropriate Dean. The remaining courses on the list shall be identified as unstaffed courses.

### **5.10 Lay-off and Recall Procedures – Regular Appointments**

5.10.1.1 If the Employer declares that bona fide reasons exist requiring a reduction in the workload of Regular Appointment Employees in a Department, then the Employer shall communicate in writing no later than **February 5** to the Union and the Department all of the reasons for which the decision to reduce was made.

## **March**

## **Article 5 Hiring Procedures for Academic Appointments**

### **Unstaffed Course List**

5.03.7 The Deans shall ensure that an unstaffed course list is created and maintained. This list shall specify the course name and number and the Employees who have seniority for that course, in order of seniority. This list shall be transmitted to the Departments and the Union by **March 20** and, at the same time, posted to the University web site. Moreover, an email notification that the posting has been made shall be sent to all Employees.

5.03.8 By **March 31**, Employees shall send a brief email to the Appropriate Dean copied to the Department Chair indicating their willingness to teach, and listing which courses they wish to teach, and how many sections of each, if applicable.

5.03.9 Failure by an Employee to provide email notification to the Appropriate Dean by **March 31** may result in the course being offered to the Employee with the next most seniority who has expressed an interest in teaching it under Article 5.03.8.

5.03.9.1 Failure by an Employee to provide email notification to the Appropriate Dean within five (5) Days after **March 31** shall result in the course being offered to the Employee with the next most seniority who has expressed an interest in teaching it under Article 5.03.8.

5.03.9.2 If after the application of Article 5.03.9.1, no Employee who has seniority for a course has expressed a willingness to teach that course within five (5) Days of **March 31**, Article 5.04.4 (PTAC Recommendation Procedures) shall apply.

## **April**

### **Article 1 Definitions**

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

### **Article 5 Hiring Procedures for Academic Appointments**

#### **5.06 Letter of Appointment**

5.06.2 On or before **April 30**, the Appropriate Dean shall provide each Employee for whom a course(s) has been assigned, approved, and/or accepted as of that date a Letter of Appointment designating the terms and conditions of that appointment. Additional Letters of Appointment shall be issued if additional courses are assigned, approved, and/or accepted after that date.

## **June**

### **Article 11 Grievance and Arbitration**

#### **11.04 Time Limits**

11.04.1(a) A member or members shall inform the Union of a potential grievance within and not later than fifteen (15) Days of the event giving rise to the potential grievance, or within fifteen (15) Days of the date when this event could have first been known to have occurred.

(b) The Union shall file a grievance according to procedures outlined in Article 11.07 within thirty (30) Days after notification of the event.

(c) The Employer shall file a grievance according to procedures outlined in Article 11.07 within thirty (30) Days after first becoming aware of the occurrence of the incident giving rise to the grievance.

(d) Should the incident giving rise to the grievance or the date a Party became aware of the events giving rise to the grievance, whichever is later, occur between **June 1** and August 31, the Party shall have forty five (45) Days from the start of the next Teaching Year in which to initiate the grievance.

## **Article 3 Employer-Union Relations**

### **3.09 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 1 Definitions**

1.15 "Academic Year" designates the period extending from July 1 to **June 30** of the following calendar year inclusive.

## **July**

## **Article 9 Terms and Conditions of Employment**

### **9.09 Termination**

9.09.3 An Employee appointed under a Schedule B contract shall be entitled to advance notice of intended non-renewal of contract of not less than one (1) month for each year of service, up to a maximum of three (3) months, prior to the normal renewal date of **July 1**. In exceptional cases, where the Employer is unable to give such advance notice, the Employee shall be entitled to severance pay equal to one (1) month for each prior year of service up to a maximum of three (3) months. Employees with more than five (5) years of service shall be entitled to severance pay of three (3) months, regardless of date of notification of non-renewal of contract.

## **Article 1 Definitions.**

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

*\*Salary increments are typically updated every year and changes go into effect on July 1*

## **Article 12 Salaries and Allowances of Employees**

### **12.03.3 Career Progress**

Effective **July 1** of each year, each Employee appointed under Schedule B, who in the judgment of the Employer is performing her or his duties adequately, except those newly appointed under Schedule B as of **July 1** of that year, shall receive, for the Academic Year an increment to normal salary amounting to 5% of the salary floor for Assistant Professor effective **July 1** of that year (as shown in Appendix D) multiplied by the Employee's designated percent of a full-time workload.

## **Article 14 Professional Development Reimbursement**

14.01 A Professional Development Reimbursement account shall be made available to all Schedule B Employees. The Professional Development Reimbursement account shall be calculated by multiplying the Schedule B Employee's designated percent of a full-time workload in **July** of each year by the Professional Development Reimbursement account of Full-time Employees as per Article 20.02 of the Full-time Collective Agreement.

## **August**

### **Article 11 Grievance and Arbitration**

#### **11.04 Time Limits**

(a) A member or members shall inform the Union of a potential grievance within and not later than fifteen (15) Days of the event giving rise to the potential grievance, or within fifteen (15) Days of the date when this event could have first been known to have occurred.

(b) The Union shall file a grievance according to procedures outlined in Article 11.07 within thirty (30) Days after notification of the event.

(c) The Employer shall file a grievance according to procedures outlined in Article 11.07 within thirty (30) Days after first becoming aware of the occurrence of the incident giving rise to the grievance.

(d) Should the incident giving rise to the grievance or the date a Party became aware of the events giving rise to the grievance, whichever is later, occur between June 1 and **August 31**, the Party shall have forty five (45) Days from the start of the next Teaching Year in which to initiate the grievance.

## **September**

### **Article 1 Definitions**

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

### **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.

### **Article 6 Promotion**

6.01 An Employee may apply for promotion in rank by submitting a complete application to the Department Chair on or before **September 30** for promotion to Professor, and October 31 for promotion to Assistant or Associate Professor.

## **October**

### **Article 3 Employer-Union Relations**

#### **3.11 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 4 Appointments**

### **4.02.1 d) (xii) Regular Appointment may request a one-time increase or decrease to their workload**

An Employee with a Regular Appointment may request a one-time increase or decrease to their workload (i.e., a one-time adjustment) provided that: at least five (5) years have elapsed since their initial Regular Appointment; and they have received a satisfactory evaluation of teaching performance under Article 8 within the twelve (12) month period preceding their request for a one-time adjustment. Regardless of the actual workload experience during that five (5) year period, the one-time adjustment cannot result in a workload that exceeds eighteen (18) credit hours during the Teaching Year. The outcome of the review will be based on the average workload over the five (5) Teaching Years immediately prior to the request for review. All requests for a one-time adjustment are to be submitted by **October 15** to the Appropriate Dean. The Appropriate Dean shall inform the Employee, with a copy to the Union, of the outcome of the request. Any increase or decrease in an Employee's Regular Appointment workload shall take effect the following Teaching Year.

## **Article 5 Hiring Procedures for Academic Appointments**

### **5.01.3 Seniority List**

The Deans shall maintain a seniority list for each Department. The list shall specify the Employee's name, overall University seniority, and course-specific seniority. The Deans shall provide each Department with a copy of the seniority list with copies sent to the Union by **October 31** of each year. The seniority list shall include all courses being taught up to and including December 31 of that year. The seniority list shall be used for all appointments issued after January 1 of the following year. The Union shall advise the Appropriate Dean of any discrepancies by December 1.

5.03.2.1 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 her or his 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 this Agreement.



## **Article 6 Promotion**

6.01 An Employee may apply for promotion in rank by submitting a complete application to the Department Chair on or before September 30 for promotion to Professor, and **October 31** for promotion to Assistant or Associate Professor.

## **November**

### **Article 3 Employer-Union Relations**

#### 3.09 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; 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 status of the leave with regard to eligibility for promotion. At the same time the Employer shall transmit to each Employee on the list her or his 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.

## **December**

### **Article 5 Hiring Procedures for Academic Appointments**

#### **5.01.3 Seniority List**

The Deans shall maintain a seniority list for each Department. The list shall specify the Employee's name, overall University seniority, and course-specific seniority. The Deans shall provide each Department with a copy of the seniority list with copies sent to the Union by October 31 of each year. The seniority list shall include all courses being taught up to and including **December 31** of that year. The seniority list shall be used for all appointments issued after January 1 of the following year. The Union shall advise the Appropriate Dean of any discrepancies by **December 1**.

5.01.4 If the Union fails to notify the Appropriate Dean of any discrepancies by December 1, then any dispute arising from an error in the seniority list shall not be subject to grievance by the Union. If, subsequent to **December 1**, it is determined that a course for which a member was credited with seniority for purposes of Article 5.01.3 was not satisfactorily completed, the seniority list shall be adjusted and the seniority credit shall be reduced accordingly.

