

# Memorandum of Agreement

Between

Ontario College of Art & Design University

And

Ontario College of Art & Design Faculty Association

Duration: July 1, 2020 to June 30, 2023

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# Preamble and General Information

## ARTICLE 1 PREAMBLE

### 1.1 Statement of Principles

1.1.1 The Ontario College of Art & Design University (“OCAD U” or “the University”) and the Ontario College of Art & Design Faculty Association (“OCADFA”), (collectively “the Parties”), enter into this Memorandum of Agreement (“this Agreement”) in the belief that its implementation will enable OCAD U to continue providing outstanding professional education for aspiring artists, designers and educators, now and in the future, while:

1.1.1.1 Meeting the needs of students;

1.1.1.2 Respecting the academic and personal rights of faculty and academic staff;

1.1.1.3 Maintaining OCAD U’s integrity as a highly respected, studio-based art and design university where, from exemplary educators, practitioners and academics, students learn creative production, critique, inquiry, discovery, analysis, and research; and

1.1.1.4 Ensuring OCAD U’s long-term administrative and financial health.

1.1.2 The Parties are committed to hiring and retaining faculty and academic staff whose professional qualifications and ongoing endeavours enable OCAD U to fulfill its educational mandate consistent with the provisions of the *Ontario College of Art & Design Act*. The Parties agree that OCAD University is institutionally committed to equity and to fostering diverse cultures and points of view in our community. The parties further agree that an active strategy to achieve representational diversity among OCAD University faculty is necessary and desirable.

- 1.1.3 The Parties are committed to encouraging and assisting in the Professional Development of faculty and academic staff, and recognizing their achievements.
- 1.1.4 The Parties are committed to the provision of safe and appropriate working conditions for faculty and academic staff, including access to office and studio space and equipment, where relevant, within the framework of available financial and physical resources.

## **ARTICLE 2 RECOGNITION AND EXCLUSIONS**

### **2.1 Recognition**

- 2.1.1 OCAD U recognizes OCADFA as the sole and exclusive bargaining agent for all OCAD U faculty and academic staff.
- 2.1.2 OCAD U shall not enter into any agreement or terms and conditions of employment with individual faculty or academic staff that are contrary to the provisions of this Agreement.
- 2.1.3 “Faculty” are those who teach within the OCAD U credit curriculum, Maximum-Load or Partial-Load, and who have one of the following appointments:
  - 2.1.3.1 Sessional;
  - 2.1.3.2 Teaching Stream;
  - 2.1.3.3 Contractually Limited Term Appointment (CLTA);
  - 2.1.3.4 Continuing;
  - 2.1.3.5 Probationary; or
  - 2.1.3.6 Tenured.
- 2.1.4 “Academic Staff” include those who directly facilitate student learning within the OCAD U credit curriculum, specifically:

- 2.1.4.1 Technicians;
- 2.1.4.2 Academic Counsellors;
- 2.1.4.3 Teaching Assistants; and
- 2.1.4.4 Research Assistants

## 2.2 Exclusions

2.2.1 The Parties agree that the following OCAD U employee groups are excluded from membership in OCADFA:

- 2.2.1.1 Administrative Managers;
- 2.2.1.2 Academic Managers (while serving in this capacity);
- 2.2.1.3 Non-Credit Instructors;
- 2.2.1.4 Employees in the bargaining unit represented by the Ontario Public Service Employees Union (“OPSEU”) Unit 1 (support staff);
- 2.2.1.5 Exempt Staff (support staff positions which are equivalent to OPSEU Unit 1, but exempt on the basis of confidentiality); and
- 2.2.1.6 Employees in the bargaining unit represented by OPSEU Unit 2 (class assistants, models and student monitors).

### 2.2.2 Academic Managers

- 2.2.2.1 “Academic Managers” include the Deans of Faculty, Associate Deans and the Vice-President, Academic & Provost, who are part of OCAD U Management and, during the course of their managerial tenure, are not represented by OCADFA.
- 2.2.2.2 The equivalent of OCADFA dues are deducted from Associate Dean’s salaries for any courses taught during their managerial tenure.
- 2.2.2.3 Faculty and, where appropriate, other academic staff, are represented on hiring and performance assessment committees for Deans of Faculty, Associate Deans and the Vice-President,



Academic & Provost. The Committee shall comprise not less than 33% faculty.

- 2.2.2.4 The hiring process for Academic Managers considers qualifications for both teaching and administrative duties.

### **ARTICLE 3 MEMBERSHIP IN OCADFA**

#### **3.1 Preamble**

- 3.1.1 While membership in OCADFA shall not be a condition of employment, the Parties acknowledge that the negotiation and ongoing administration of this Agreement entails expenses which should be appropriately shared, through the payment of dues, by all faculty and academic staff members who are beneficiaries of said Agreement.

#### **3.2 Requirement to Pay Dues**

- 3.2.1 All faculty, whether Sessional, Teaching Stream, CLTA, Continuing, Probationary or Tenured, and all academic staff, whether Contract, Probationary or Tenured, shall be required to pay dues to OCADFA, and shall sign a letter to OCAD U acknowledging their consent to the deduction of OCADFA dues at the commencement of their employment.
- 3.2.2 The payment of dues through payroll deduction is a condition of employment for all faculty and academic staff. Termination of employment is a specific penalty for the failure to authorize the payment of dues through payroll deduction. In a case of termination of employment arising from a failure to pay dues, neither a grievance nor dismissal arbitrator or arbitration board, nor a Peer Review Appeal Committee, has the authority to order reinstatement once it has been established that the faculty or academic staff member refused to authorize dues.

- 3.2.3 OCAD U shall, once in each month during the life of this Agreement,

deduct from the salaries of all faculty and academic staff such fees, monthly dues or assessments as may be authorized from time to time by OCADFA, and certified in writing to OCAD U.

3.2.4 OCAD U shall indicate the amount of OCADFA deductions on T-4 slips for faculty and academic staff.

3.2.5 The employer shall remit the amounts deducted to OCADFA no later than fifteen (15) days after the deductions have been made, and shall inform OCADFA monthly of the names of employees from whose salaries deductions have been made, and the amounts so deducted from each employee's salary.

### **3.3 Membership Not Compulsory**

3.3.1 All faculty and academic staff shall be free to be members of OCADFA or not to be members of OCADFA.

3.3.2 The Parties agree that no faculty or academic staff member shall be discriminated against by OCAD U or by OCADFA because of her/his choice to be or not to be a member of OCADFA.

3.3.3 Faculty and academic staff who wish not to become members of OCADFA, or who wish to discontinue their membership in OCADFA, must indicate this in writing to the President of OCADFA, with a copy to the Executive Assistant of OCADFA. It is understood that in the absence of such written notification having been received by OCADFA, all faculty and academic staff shall be considered members of OCADFA. It is also understood that faculty and academic staff who choose not to be members shall in all cases continue to pay dues.

3.3.4 Faculty or academic staff who have chosen not to belong to OCADFA may

join or rejoin at any time by indicating this in writing to the President of OCADFA, with a copy to the Executive Assistant of OCADFA. The faculty or academic staff member shall be re-instated as a member of OCADFA as soon as practicable after said written notification has been received by OCADFA.

### **3.4 Memorandum of Agreement**

3.4.1 The University agrees to provide a copy of this Agreement and any subsequent amendments to all new faculty and academic staff at the time of hire, and to provide any subsequent amendments in a timely manner not exceeding 60 calendar days.

### **3.5 Information Sharing Between OCAD U and OCADFA**

3.5.1 The Employer shall provide to the offices of OCADFA the following information regarding each member of the bargaining unit: name, home faculty/unit, status, rank, salary level, percentage of workload and salary. The salary-related information of individuals shall not be distributed or publicized by those in OCADFA who review it. Such information shall normally be provided no later than November 1<sup>st</sup> of each academic year.

## **ARTICLE 4 DEFINITIONS APPLYING TO ALL FACULTY AND ACADEMIC STAFF**

### **4.1 Senate**

4.1.1 “Senate” is the Senate of the University as defined in the *Ontario College of Art & Design Act, 2002*.

### **4.2 Board of Governors**

4.2.1 “Board of Governors” is the Board of Governors of the University as defined in the *Ontario College of Art & Design Act, 2002*.

### **4.3 Conflict of Interest and Bias**

- 4.3.1 For faculty and academic staff who serve on Committees with Faculty Representation, a “Conflict of Interest” and/or “Bias” exists when a current or former relationship with a candidate or some other matter could improperly influence his/her judgment, and/or could reasonably create a perception of Bias.
- 4.3.2 Faculty and academic staff who serve on Committees with Faculty Representation must declare to the Chair of the Committee a Conflict of Interest and/or Bias as soon as it arises.
- 4.3.3 Faculty and academic staff who are under consideration by Committees with Faculty Representation have the right to declare to the Chair of the Committee a belief that a member of the Committee has a Conflict of Interest and/or Bias. A declaration of Conflict of Interest and/or Bias by a faculty or academic staff member under consideration by Committees with Faculty Representation must be made as soon as it is known, and should be made in advance of the relevant Committee meeting (if notified in advance of the composition of the Committee) or at the outset of the meeting, unless the Conflict of Interest and/or Bias was not reasonably discoverable at that time.
- 4.3.4 The Chair of the Committee with Faculty Representation must determine if:
- 4.3.4.1 The Conflict of Interest and/or Bias, or perceived Conflict of Interest and/or Bias, requires disclosure to the full Committee;
  - 4.3.4.2 The faculty or academic staff member with the Conflict of Interest and/or Bias, or perceived Conflict of Interest and/or Bias, may continue to serve on the Committee; and
  - 4.3.4.3 Any special conditions are required to govern the faculty or academic staff member’s continued participation on the Committee, e.g. absenting her/himself from specific discussion or decision processes.

#### **4.4 Curricular Necessity**

4.4.1 “Curricular Necessity” is a situation whereby major curricular change, such as the closing of an academic Program, is required in order for the University to meet its educational goals. Such decisions must be made in consultation with relevant faculty and academic staff, and must be approved by the appropriate University committees, including the Board of Governors.

#### **4.5 Financial Exigency**

4.5.1 “Financial Exigency” is a demonstrated, bona fide financial crisis which, by its gravity and the likelihood of its long-term continuation, threatens the fulfillment of the University’s educational mandate, and which can be alleviated only by the layoff of faculty and/or academic staff.

#### **4.6 Final Decision**

4.6.1 A “Final Decision” is a decision which gives rise to no difference between the Parties arising from the interpretation, application, administration, or alleged violation of this Agreement except only to the extent that the decision is alleged to be discriminatory, arbitrary, made in bad faith, or tainted by procedural unfairness which has affected the outcome, and to that extent the decision is subject to Article 13 (i.e. the Grievance Process).

#### **4.7 Panel of Arbitrators**

4.7.1 A “Panel of Arbitrators” is mutually agreed to by the Parties and listed in **Appendix E** to this Agreement. Where the terms of this Agreement provide for the selection of an arbitrator from the Panel, the Parties will attempt to agree to one of the arbitrators listed on the Panel. Failing agreement, a member of the Panel will be chosen randomly. If that arbitrator is not available to hear the matter within a reasonable timeframe,

the Parties shall re-select.

#### **4.8 Pension Committee**

4.8.1 In accordance with the *Ontario Pension Benefits Act*, the mandate of the Pension Committee is to monitor the administration of the University's pension plan, make recommendations to the University, as plan administrator, regarding the administration of the plan and promote awareness and understanding of the plan among University employees.

4.8.2 The Pension Committee shall include representative(s) appointed by OCADFA.

#### **4.9 Quorum**

4.9.1 For Committees with Faculty Representation, "Quorum" is 50% plus 1 of the total Committee membership, and includes the Chair (or designate) and a minimum of 50% of faculty and academic staff representatives on that Committee.

#### **4.10 Term and Academic Year**

4.10.1 Each "Academic Year" consists of three 17-week "Terms" of study: Fall (September - December); Winter (January - April); and Summer (May - August).

##### **4.10.2 Academic Employment Year**

The employment year shall normally be from July 1<sup>st</sup> to the subsequent June 30<sup>th</sup>, and shall include Teaching & Teaching-Related Responsibilities and Professional Practice/Research (for those who hold such responsibilities), and Service, as well as vacation, payment for which is included in the annual salary. Employees with appointments of fewer than

twelve months shall receive a portion of the annual salary pro-rated accordingly. Those employees teaching courses that fall in two academic years shall have their pay calculated in accordance with the appropriate rates in effect as of the date their courses commence.

4.10.3 Faculty and academic staff are entitled to the following paid holidays in accordance with the *Employment Standards Act*:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday (Simcoe Day)	Family Day

4.10.4 None of the above holidays shall be deemed as part of the employee's vacation days.

4.10.5 If any of the above days falls on a Saturday or Sunday, the previous Friday or following Monday shall be deemed by the President or designate as the holiday.

#### **4.11 WHMIS**

4.11.1 The Workplace Hazardous Materials Information System ("WHMIS") is a government-mandated "Right-To-Know" program that requires employers to have all dangerous materials in the workplace labeled, to supply Material Safety Data Sheets, and to train workers on how-to use those materials and obtain additional information on them.

### **ARTICLE 5 ENDORSEMENT OF AUCC STATEMENT ON ACADEMIC FREEDOM AND INSTITUTIONAL AUTONOMY**

#### **5.1 Endorsement**

- 5.1.1 The parties agree to uphold the “Statement on Academic Freedom and Institutional Autonomy”, as adopted by the Association of Universities and Colleges of Canada (“AUCC”) on May 5, 1988, and is attached to this Agreement as **Appendix A**.
- 5.1.2 The Parties shall uphold and protect the principles of academic freedom.
- 5.1.3 Academic freedom is essential to the teaching function of the University, as well as to the creative and scholarly pursuits of the faculty, academic staff, other staff, and students. This includes a commitment to unfettered intellectual and aesthetic inquiry and judgment and to the provision of those textual, audio, and visual resources necessary to free inquiry and practice. Academic freedom includes: the right of responsible teaching from a subjective point of view; the right to freedom of creative practice or expression; and the right of dialogue, discussion, debate and criticism in the exercise of professional responsibilities including those referred to herein.

## **ARTICLE 6 RIGHTS AND RESPONSIBILITIES - FACULTY AND ACADEMIC STAFF**

### **6.1 Responsibilities to Students**

- 6.1.1 The Parties agree that faculty and academic staff shall deal fairly and ethically with students, make themselves accessible to students for academic and creative consultation, honour commitments to students (including, but not limited to, adhering to class schedules or posted office hours), and provide students with course outlines and other relevant information to assist them in the successful pursuit of their studies. Faculty and academic staff shall make every effort to create an atmosphere in which students may learn and thrive.



## **6.2 Creative and Academic Freedom**

6.2.1 The Parties agree that academic freedom is to be exercised responsibly and in a collegial manner.

## **6.3 Collegial Behaviour**

6.3.1 The Parties agree that in performing their professional responsibilities, faculty and academic staff must demonstrate Collegial Behaviour at all times when dealing with academic and administrative colleagues, students, and other members of the University community. "Collegial Behaviour" includes treating others with dignity, respect, fairness, equality and integrity, and maintaining confidentiality when required. Faculty and academic staff shall not criticize colleagues to students, encourage or solicit criticisms of colleagues from students, or discuss professional or personal grievances with students.

# **ARTICLE 7 RIGHTS AND RESPONSIBILITIES - MANAGEMENT**

## **7.1 Management Rights**

7.1.1 OCADFA recognizes that it is the exclusive function of OCAD U, through its officers and Board of Governors, to manage the University including, but without restricting the generality of the foregoing:

7.1.1.1 The right to plan, direct and control all operations and facilities;

7.1.1.2 The right to control, regulate and determine the educational policies of the University;

7.1.1.3 The right to determine the University's educational offerings and admissions standards;

7.1.1.4 The right to manage faculty and academic staff, to determine the number of faculty and academic staff required, except as restricted by Articles 39 and 40, to determine the initial level placement on the relevant Pay Scale for new faculty and

academic staff, and to assign their scheduling and their responsibilities;

7.1.1.5 The right to discipline or dismiss a faculty or academic staff member for just cause; and

7.1.1.6 Generally to fulfill the University's educational mandate consistent with the provisions of the *Ontario College of Art & Design Act*.

7.1.2 Just cause for the dismissal of Tenured faculty and Tenured academic staff shall be based on one of the following grounds:

7.1.2.1 Gross misconduct, which may be found to arise from a single incident but which also may include repeated serious misconduct;

7.1.2.2 Persistent failure to discharge professional responsibilities; and/or

7.1.2.3 Abandonment of duties.

## **7.2 Consistency with the Memorandum of Agreement**

7.2.1 The Parties agree that the Management Rights referred to herein shall be exercised fairly and reasonably, and in a manner consistent with the provisions of this Agreement.

## **7.3 Consultation on Curricular Decisions**

7.3.1 The Parties agree that curricular decisions shall be made in a collegial manner, in consultation with the appropriate committees of faculty.

# **ARTICLE 8 NO DISCRIMINATION**

## **8.1 No Discrimination**

8.1.1 The Parties agree that there shall be no discrimination against a member of

faculty or academic staff on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, handicap, political or religious affiliation or beliefs, number of dependents, or place of residence. The definitions and defences set out in the *Ontario Human Rights Code* are deemed to apply. There shall be no discrimination by either Party against a member of faculty or Academic Staff for participation or non-participation in the lawful activities of OCADFA.

8.1.2 The Parties agree that the resolution of any grievance pursuant to this provision, whether by agreement or by arbitration, shall be deemed a settlement between the Parties for purposes of any proceedings which may be brought pursuant to the *Ontario Human Rights Code*.

8.1.3 The Parties agree that the implementation or continuation of an Employment Equity program which is not inconsistent with any other provisions of this Agreement shall be deemed not to be a violation of this Article

## **ARTICLE 9 EMPLOYMENT AND EDUCATIONAL EQUITY**

### **9.1 Commitment to Employment and Educational Equity**

9.1.1 The Parties are committed to addressing issues of Employment and Educational Equity, in order to eradicate barriers that prevent racialized and Indigenous peoples, people with disabilities, women and other equity seeking and under-represented groups including LGBTTTQQI2SA, from participating fully as OCAD U students or employees.

9.1.2 The Parties agree that the Employment and Educational Equity Committee (EEEC) shall be maintained for the duration of the Memorandum of

Agreement to review the progress made to date with employment and educational equity and to develop recommendations to further advance issues of equity. In fulfilling its mandate, the EEEEC shall consult widely with the University community.

9.1.3 The EEEEC shall consist of:

9.1.3.1 Members of the under-represented groups as outlined in Article 9.1.1;

9.1.3.2 Representatives of OCADFA, OPSEU and the OCAD U Student Union; and

9.1.3.3 Individual students, faculty, academic staff, and other OCAD U staff and managers.

9.1.4 The parties will collaborate, through the EEEEC, or otherwise as mutually agreed, to capture recruitment, hiring, promotion and retention data, and have the functionality to compare workforce representation to census data, by faculty, program and/or department, and type of appointment.

9.1.5 To build a complete understanding of attrition among equity seeking groups, the Employer will request exit interviews of any permanent faculty or staff member who identifies as being part of an equity-seeking group. People & Culture shall conduct these interviews and the member may have an OCADFA representative present. The results of such interviews will be shared with the EEEEC.

9.1.6 The Employer commits to providing appropriate administrative and financial resources (including training of hiring committee members in best practices in equitable hiring, and in preventing and addressing individual, institutional and systemic racism) in order to support the recruitment and retention of faculty and staff from equity seeking groups. This includes adoption of an evidence-based approach together with consideration of the

recommendations of the 2017 Presidential Task Force on the Under-Representation of Racialized and Indigenous Faculty and Staff and the Task Force on Indigenous Learning.

## **ARTICLE 10 JOINT COMMITTEE**

### **10.1 Mandate**

10.1.1 The Parties are committed to ongoing, regular communication regarding the administration of this Agreement, exploration of issues regarding the delivery of curriculum, and other such matters of interest or concern to either Party, and therefore agree to the creation and ongoing operation of a “Joint Committee” to deal with such matters.

### **10.2 Operation**

10.2.1 The Joint Committee consists of the following:

10.2.1.1 6 members (3 from OCAD U and 3 from OCADFA);

10.2.1.2 Chair of each Party’s Negotiation Team, and the Executive Director, People & Culture are ex officio members of the Joint Committee; and

10.2.1.3 3 additional members (1 elected or appointed by OCAD U and 2 elected or appointed by OCADFA), with annual terms commencing in January of each year.

10.2.2 With the exception of ex officio members, no member may serve longer than 3 consecutive years.

10.2.3 The Committee may, by mutual consent of its members, invite guests to meetings to present information or discuss particular issues.

10.2.4 The Joint Committee normally meets monthly, but may meet more or less frequently by mutual agreement. Time, date and locations of meetings are

also by mutual agreement.

10.2.5 Quorum consists of no fewer than 3 representatives from each Party.

10.2.6 Committee members may submit proposed agenda items to the respective Chair of their Negotiations Team.

10.2.7 Meetings are chaired by the Chairs of the respective Negotiations Teams on an alternating basis. Minutes are taken with only basic principles and motions recorded. Minutes are subject to approval by the Chairs of each Negotiations Team, or designates, prior to distribution and/or posting.

10.2.8 Minutes are normally public information, but the Committee reserves the right to declare certain items or meetings confidential, with the minutes thereof (if any) available to Committee members only.

10.2.9 Wherever possible, decisions are achieved by consensus rather than by voting.

10.2.10 While the Committee's process may culminate in agreements being reached between the Parties, the Committee does not have the power to make decisions binding on the Parties in the absence of negotiated agreement between the University and OCADFA.

## **ARTICLE 11 NEGOTIATIONS PROCESS AND DURATION OF AGREEMENT**

### **11.1 Duration**

11.1.1 This Agreement is in effect from July 1, 2020 to June 30, 2023, and shall continue to be in effect from year to year thereafter, until replaced in accordance with this Article, and/or as modified by mutual consent of the

Parties.

## **11.2 Notice to Bargain**

11.2.1 Either Party to this Agreement shall serve a Notice to Bargain (“Notice”) to the other Party by November 30 of the year preceding the expiry of the agreement, if it wishes to negotiate changes to the Agreement for the following Academic Year(s). The Party serving Notice shall endeavour to specify the major items which it wishes to negotiate.

## **11.3 Negotiations**

11.3.1 Representatives of the University and OCADFA shall meet within 45 calendar days of receipt of the Notice and commence to:

11.3.1.1 Negotiate in good faith; and

11.3.1.2 Make every reasonable effort to reach a mutually acceptable agreement on all issues.

## **11.4 Time Limits**

11.4.1 The Parties may, by mutual agreement, decide to extend any of the time limits set out in this Article.

## **ARTICLE 12 NEGOTIATIONS MEDIATION AND ARBITRATION PROCESS**

### **12.1 Request for Negotiations Mediation and Arbitration**

12.1.1 If negotiations for a renewal Agreement are not concluded by April 1 of any year, either Party may request “Negotiations Mediation and Arbitration”, as set out in Article 12.2.

### **12.2 Negotiations Mediation and Arbitration Process**

12.2.1 The Parties select a “Negotiations Arbitrator” from the Panel, as listed in **Appendix E**, within 30 calendar days of a written request under Article

12.1.1.

12.2.2 The expenses of the Negotiations Arbitrator are borne equally by the Parties.

12.2.3 With the Parties' consent, the Negotiations Arbitrator may attempt to assist the Parties to reach a mutually acceptable renewal Agreement through Mediation.

12.2.4 If either Party does not consent to Mediation, or if the Parties fail to reach a mutually acceptable renewal Agreement through Mediation, the Negotiations Arbitrator shall hold a hearing. The Negotiations Arbitrator shall determine the manner of proceeding at the hearing but the Parties shall be entitled to present evidence and arguments with respect to any issues which remain in dispute between them.

12.2.5 Within 30 calendar days of the conclusion of the hearing, the Negotiations Arbitrator shall by order resolve the issues in dispute between the Parties. The order of the Negotiations Arbitrator is final and binding upon the Parties, and the Parties shall execute minutes of settlement for a renewal Agreement based on the order. The Negotiations Arbitrator shall remain seized with respect to the drafting of minutes of settlement.

12.2.6 The Negotiations Arbitrator has the duties and powers of an interest arbitrator or board of arbitration under section 40 of the *Labour Relations Act, 1995* and the powers of an arbitrator under the *Arbitration Act, 1991*.

### **12.3 Time Limits**

12.3.1 The Parties may, by mutual agreement, decide to extend any of the time limits set out in this Article.



## **ARTICLE 13 COMPLAINT, GRIEVANCE, GRIEVANCE ARBITRATION AND DISMISSAL ARBITRATION PROCESS**

### **13.1 Preamble**

13.1.1 The Parties agree to encourage and facilitate the fair and expeditious resolution of Complaints and Grievances.

13.1.2 With respect to Grievance Arbitration and Dismissal Arbitration, the Parties agree to use best efforts, in cases of urgency, to schedule hearings expeditiously.

13.1.3 Except as otherwise specified in this Agreement, the Complaint, Grievance, Grievance Arbitration, and Dismissal Arbitration Process, as set out in this Article, is the sole method for the resolution of Complaints and Grievances. There shall be no discrimination or reprisal against any person who elects to use this process.

### **13.2 OCADFA Representation**

13.2.1 A representative of OCADFA may be present at all stages of the Complaint, Grievance, Grievance Arbitration and Dismissal Arbitration Process, and has the right to represent the Complainant or Grievor at each and every stage if the Complainant or Grievor so desires.

### **13.3 Stage One: Complaint**

13.3.1 Any Complaint may be presented and discussed informally between a member of faculty or Academic Staff and the appropriate Dean(s) of Faculty, Associate Dean(s), or Manager(s).

### **13.4 Stage Two: Grievance**

13.4.1 A "Grievance" is defined as any difference arising out of the interpretation,

application, administration, or alleged violation of this Agreement.

13.4.2 If OCADFA, or a member of faculty or Academic Staff, decides to lodge a Grievance, such Grievance must be delivered in writing to the Vice-President, Academic & Provost, or designate, within 21 calendar days of the date of the act or omission giving rise thereto, or of the date on which the Grievor first knew, or ought reasonably to have known, of such act or omission.

13.4.3 The Vice-President, Academic & Provost, or designate, holds a Stage Two Grievance meeting with the Grievor and other individuals directly involved in the Grievance, within 21 calendar days of receipt of the Grievance. If the Grievance is resolved at this meeting, the agreed resolution of the matter is set out in writing by the Vice-President, Academic & Provost, or designate, and delivered to the Grievor and to OCADFA within 14 calendar days of the meeting. The Grievor confirms in writing that the resolution is acceptable and delivers same to the Vice-President, Academic & Provost, or designate, and to OCADFA within a further 7 calendar days.

13.4.4 If the Grievance is not resolved at the Stage Two Grievance meeting, the decision of the Vice-President, Academic & Provost, or designate, is set out in writing and delivered to the Grievor and to OCADFA within 14 calendar days of the meeting.

13.4.5 If the University decides to lodge a Grievance, such Grievance must be delivered in writing to the President of OCADFA, or designate, within 21 calendar days of the date of the act or omission giving rise thereto, or of the date on which the University first knew, or ought reasonably to have known, of such act or omission.

13.4.6 The President of OCADFA, or designate, holds a Stage Two Grievance meeting with representatives of the University and other individuals directly involved in the Grievance, within 21 calendar days of receipt of the Grievance. If the Grievance is resolved at this meeting, the agreed resolution of the matter is set out in writing by the President of OCADFA, or designate, and delivered to the University within 14 calendar days of the meeting. The University confirms in writing that the resolution is acceptable, and delivers same to the President of OCADFA, or designate, within a further 7 calendar days.

13.4.7 If the Grievance is not resolved at the Stage Two Grievance meeting, the decision of the President of OCADFA or designate, is set out in writing and delivered to the University within 14 calendar days of the meeting.

### **13.5 Stage Three: Grievance Arbitration**

13.5.1 In the event that a Grievance is not resolved at the Stage Two Grievance meeting, the University or OCADFA delivers written notification to the other Party, within 21 calendar days of receipt of the decision referred to in Articles 13.4.4 or 13.4.7, if it intends to proceed to “Grievance Arbitration”.

13.5.2 Within 21 calendar days of notification under Article 13.5.1, the Parties jointly select a “Grievance Arbitrator” from the Panel as listed in **Appendix E**.

13.5.3 By mutual agreement, the Parties may decide to appoint a “Grievance Arbitration Board”, comprising 3 members, 1 appointed by the University, 1 appointed by OCADFA, and a Chair selected from the Panel as listed in **Appendix E**.

13.5.4 In the case of a Grievance Arbitration Board, the University and OCADFA

each bear the costs of their appointed member, and the costs of the Chair are borne equally by the Parties. The costs of a single Grievance Arbitrator are borne equally by the Parties.

13.5.5 The Grievance Arbitration Board or Grievance Arbitrator conducts a hearing into the Grievance and renders a decision, in which the decision is final and binding on the Parties and on any employee(s) affected by the decision (subject to Article 13.5.1).

13.5.6 In the case of a Grievance Arbitration Board, the decision of the majority governs and, failing a majority decision, the decision of the Chair shall govern.

13.5.7 A Grievance Arbitration Board or Grievance Arbitrator has jurisdiction to determine a Grievance remitted to it which arises under this Agreement, including any question as to whether a matter is arbitrable. A Grievance Arbitration Board or Grievance Arbitrator has all the powers of an arbitrator under the *Arbitration Act, 1991* and under the *Labour Relations Act, 1995*. A Grievance Arbitration Board or Grievance Arbitrator has the power to determine the remedy it/she/he deems appropriate, except as limited by the terms of this Agreement. A Grievance Arbitration Board or Grievance Arbitrator does not have the power to change this Agreement, or to alter, modify, or amend any of its provisions. A Grievance Arbitration Board or Grievance Arbitrator does not have the power to make any decision inconsistent with the terms of this Agreement.

## **13.6 Dismissal Arbitration**

13.6.1 Except in cases of Grievances alleging dismissal without just cause, any settlement reached between the University and OCADFA to resolve any Grievance is binding on the Parties and on any employee(s) affected.

- 13.6.2 In the event of an alleged dismissal without just cause, the dismissed member of faculty or Academic Staff wishing to contest such dismissal notifies the Vice-President, Academic & Provost, or designate, in writing within 14 calendar days of the receipt of the notice of dismissal. Within 14 calendar days of such notification, a representative of the University and the dismissed employee, or her/his designate, meet to appoint a "Dismissal Arbitration Board", comprising three members not associated with the University, one appointed by the University, one appointed by the dismissed employee, or designate, and a third as Chair, selected by the two appointed members from the Panel as listed in **Appendix E**.
- 13.6.3 By mutual agreement, the University and the dismissed employee may decide to appoint a single "Dismissal Arbitrator", selected from the Panel as listed in **Appendix E**.
- 13.6.4 In the case of a Dismissal Arbitration Board, the University and the dismissed employee each bear the costs of their appointed member, and the costs of the Chair are borne equally by the University and the dismissed employee. The costs of a single Dismissal Arbitrator are borne equally by the University and the dismissed employee.
- 13.6.5 The Dismissal Arbitration Board or Dismissal Arbitrator conducts a hearing into the dismissal and renders a decision as promptly and expeditiously as possible, which decision shall be final and binding on the Parties and on the employee affected by the decision.
- 13.6.6 A Dismissal Arbitration Board or Dismissal Arbitrator has the right to establish its/her/his own procedures and to require all relevant parties to make full disclosure of material facts and documents which it/she/he deems

relevant. In any event, the Dismissal Arbitration Board or Dismissal Arbitrator notifies the Parties and the employee of the time and place of its hearing, and affords the Parties and the employee the right to appear in person, with or without counsel or other advisor(s). A Dismissal Arbitration Board or Dismissal Arbitrator has all the powers of an arbitrator under the *Arbitration Act, 1991* and under the *Labour Relations Act, 1995*. A Dismissal Arbitration Board or Dismissal Arbitrator has the power to determine the remedy it/she/he deems appropriate, except as limited by the terms of this Agreement. A Dismissal Arbitration Board or Dismissal Arbitrator does not have the power to change this Agreement, or to alter, modify, or amend any of its provisions. A Dismissal Arbitration Board or Dismissal Arbitrator does not have the power to make any decision inconsistent with the terms of this Agreement.

13.6.7 By agreement between OCADFA and the dismissed employee, OCADFA may represent the employee in the dismissal Grievance and Arbitration process. In such a case, OCADFA is considered the dismissed employee's designate for the purposes of this Article and OCADFA shall be responsible for the dismissed employee's costs as set out in this Article, subject to any arrangement between OCADFA and the dismissed employee with respect to reimbursement, in whole or in part, of OCADFA's costs by the dismissed employee.

13.6.8 The provisions of Article 13.5.7 shall apply to a Dismissal Arbitration Board.

## **13.7 Time Limits**

13.7.1 The Parties may, by mutual agreement, decide to extend any of the time limits set out in this Article.

## **ARTICLE 14 EMPLOYEES' RIGHTS TO ACCESS PERSONNEL FILES**

### **14.1 Access to Information**

14.1.1 A personnel file shall be kept in People & Culture for each member of faculty and academic staff. In addition, an academic file shall be kept in the Home Faculty office for each member of faculty, and an employee file shall be kept in the Supervisor's office for each member of academic staff. In the case of cross-appointed faculty, academic files may be kept in more than one Faculty office.

All personnel, academic and employee files shall contain only material pertaining to the individual's employment. Such files shall contain no document that was not originally addressed to, copied to or provided by the employee, not any anonymous material.

Each member of faculty and academic staff has the right to:

Examine all documents in his/her personnel and academic or employee file with reasonable advance notice (not to exceed 3 calendar days) provided to the Executive Director, People & Culture, Dean, or Supervisor, and request copies thereof;

Request that such document(s) be corrected, supplemented, or removed, in case of error or inadequacy; and

14.1.2 Require that a statement of disagreement be attached to the information reflecting any change that was requested but not made.

14.1.3 No document contained in individual personnel files will be released or made available to any other person or institution, except for internal

university administrative purposes, without the written consent of such individual faculty and/or such individual academic staff, or as required by law.

14.1.4 Nothing in this Article entitles a member of faculty or academic staff to request access to aggregated statistical surveys which might include information about that individual and which are used by the University for administrative purposes other than personnel decisions directly affecting the individual.



# Issues and Definitions Applying to Faculty

## **ARTICLE 15 SUMMARY OF FACULTY RANKS AND APPOINTMENTS**

### **15.1 Types of Appointments**

15.1.1 All faculty shall have one of the following appointments:

- 15.1.1.1 Sessional;
- 15.1.1.2 Teaching Stream;
- 15.1.1.3 CLTA;
- 15.1.1.4 Continuing;
- 15.1.1.5 Probationary; or
- 15.1.1.6 Tenured.

### **15.2 Partial-Load and Maximum-Load**

15.2.1 Teaching Stream, CLTA, Probationary and Tenured faculty shall be one of:

- 15.2.1.1 Partial-Load; or
- 15.2.1.2 Maximum-Load.

15.2.2 All Continuing faculty shall be Partial-Load.

### **15.3 Faculty Ranks**

15.3.1 All Sessional faculty shall hold the Rank of Instructor.

15.3.2 All Teaching Stream faculty shall hold one of the following Ranks:

- 15.3.2.1 Lecturer; or
- 15.3.2.2 Assistant Professor

15.3.3 CLTA, Continuing, Probationary and Tenured faculty shall hold one of the following Ranks:

- 15.3.3.1 Lecturer;
- 15.3.3.2 Assistant Professor;
- 15.3.3.3 Associate Professor; or
- 15.3.3.4 Professor.

## **ARTICLE 16 DEFINITION OF FACULTY APPOINTMENTS**

### **16.1 Sessional Appointment**

16.1.1 “Sessional” faculty are hired annually on a per-course basis, with commensurate Teaching & Teaching-Related Duties, but no requirements regarding Professional Practice/Research or Service.

16.1.2 Sessional faculty:

- 16.1.2.1 Must hold the Rank of Instructor;
- 16.1.2.2 Have a maximum course assignment of four (4) Studio half-credit courses or 3 Liberal Arts & Sciences half-credit courses per Academic Year, with exceptions requiring the approval of the Dean of Faculty;
- 16.1.2.3 Have no job security beyond the current contract except for Sessional Faculty who have been awarded with the Right of Reappointment to one or more courses in accordance with Article 16.1.6 and 23.3;
- 16.1.2.4 Are subject to Performance Review prior to any renewal of contract.

16.1.3 In each Academic Year, a maximum of 30% of the University’s credit curriculum, as defined by the total number of courses offered, is normally taught by Sessional faculty, except in 2007/08 when the maximum shall be 40% and 2008/09 when the maximum shall be 35%. The University shall present to the Joint Committee by November 1<sup>st</sup> of each Academic Year a report on the Sessional maximum. In the event that this ceiling is

exceeded, the University shall, by April 1<sup>st</sup> of that Academic Year, present to the Joint Committee plans to restore the balance the following Academic Year. The sessionals hired as a result of course load reductions in the 2008/09 and 2009/10 academic years are not to be counted towards the hiring cap on sessionals. For both the 2013/14 and 2014/15 Academic Years, the University's obligations under this article are suspended.

16.1.4 Sessional faculty are intended to augment, rather than replace, Tenured faculty. While Sessional faculty teach the same or similar courses as Continuing and Tenured faculty, with accompanying expectations concerning Teaching and Teaching-Related Duties, there are no requirements regarding Professional Practice/Research or Service. This reduced scope of responsibilities is reflected in lower salary levels. Because Sessional faculty are temporary employees with whom the University does not have a long-term employer/employee relationship, they are hired on the basis of fixed-term contracts, and receive additional pay in lieu of benefits. The 30% ceiling on Sessional Teaching is intended to ensure that Tenured faculty employment opportunities are not eroded. The maximum renewal period is intended to ensure the ongoing creation of employment opportunities for new Sessional faculty, and to ensure that, over time, increased expectations are not made of temporary employees.

16.1.5 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal for just cause, cancellation or termination of contract in accordance with Article 23.3.9, and/or layoff for reason of Financial Exigency or Curricular Necessity.

16.1.6 Sessional faculty may be awarded the Right of Reappointment to one or

more course(s) as set out in this Article and may exercise that right as part of the Sessional hiring process in Article 23.3.1. Such Right of Reappointment shall not limit the University's Management Rights as outlined in article 7.1.1.3, 7.1.1.4 and 7.1.1.5.

16.1.6.1 Sessional faculty are eligible to apply for the Right of Reappointment for a course after having taught that course a minimum of four (4) times over a period of the past fifteen (15) terms. In Article 16.1.6.1, a "course" refers to a specific course or a renamed, renumbered, or revised version of what is essentially the same course. If a Sessional faculty member teaches more than one section of the same course in a term, only one section in each term shall be counted toward the satisfaction of each of these requirements.

16.1.6.1.1 Upon written request by a Sessional faculty, the Dean or their designate may extend the fifteen (15) term period referred to in Article 16.1.6.1 by:

- (a) the length of any leave set out in the *Employment Standards Act, 2000*;
- (b) the length of any teaching development opportunity which does not exceed twelve (12) months; or
- (c) the length of time during which serious personal circumstances beyond the Sessional faculty's control, including illness, injury or care-giving responsibilities, preclude them from accepting a teaching assignment, which will not normally exceed twelve (12) months.

16.1.6.2 Once a Sessional faculty member has taught a course three (3) times, the Sessional Faculty Appointments Committee shall subject the Sessional faculty member to a teaching review during their next appointment to that course (the "Fourth Course Appointment") or as soon as is practicable thereafter. The teaching review shall include any and all of the Sessional

faculty member's prior performance evaluations.

16.1.6.2.1 If the Sessional Faculty Appointments Committee does not or cannot conduct this teaching review during the applicant's Fourth Course Appointment, or if the review is not complete by the application deadline, the applicant will be granted a Right of Reappointment on a conditional basis until the Sessional Faculty Appointments Committee has completed its review.

16.1.6.3 Applications for Right of Reappointment for the following Academic year are submitted by no later than October 1. The Dean of Faculty (or designate) will make every effort to notify candidates no later than March 31 of the results of their application for the Right of Reappointment. An application for the Right of Reappointment will identify the relevant course(s) for which the Right of Reappointment is being sought and will include course syllabi, an up-to-date curriculum vitae (CV), and the results of the teaching review, if completed, as conducted under 16.1.6.2. Applicants may include other material relevant to their Teaching & Teaching-Related Responsibilities and quality of teaching.

16.1.6.4 Applications for the Right of Reappointment are submitted to the relevant Associate Dean of Faculty, for review by the Sessional Faculty Appointments Committee, as defined in Article 23.3.3. The Right of Reappointment shall be awarded to an applicant that demonstrates to the Sessional Faculty Appointments Committee that they fully meet expectations for Teaching & Teaching-Related Responsibilities in Article 20.2.1 with regard to the course(s) for which the Right of Reappointment is sought. Otherwise, the application will be

unsuccessful and any conditional Right of Reappointment granted pursuant to Article 16.1.6.2 shall cease.

16.1.6.5 Sessional faculty who are unsuccessful in applying for the Right of Reappointment may re-apply for a Right of Reappointment after a minimum of two (2) consecutive Academic Employment Years since their last application.

## **16.2 Teaching Stream**

16.2.1 “Teaching Stream” faculty have neither Probationary nor Tenured status, but are hired on fixed-term contracts of three to five years (other than in exceptional circumstances) to fulfill & Teaching-Related Duties and Service, as well as Professional Practice/Research in accordance with article 27.4.2

16.2.2 Teaching Stream faculty:

16.2.2.1 May hold the Rank of Lecturer or Assistant Professor;

16.2.2.2 Are Partial-Load or Maximum-Load;

16.2.2.3 Have no job security beyond the contract period of up to 5 years (renewable);

16.2.2.3.1 Where a Teaching Stream faculty member receives a third contract renewal, the third contract shall have no end date.

16.2.2.4 Are subject to Performance Review prior to any renewal of contract.

16.2.3 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **16.3 CLTA Appointment**

16.3.1 “Contractually Limited Term Appointment” or CLTA faculty have neither

Probationary nor Tenured status, but are hired on fixed-term contracts to fulfill Teaching & Teaching-Related Duties, Professional Practice/Research and Service.

16.3.2 CLTA faculty include but are not limited to the following:

- 16.3.2.1 Replacements for Tenured faculty who are on Sabbatical, Leave of Absence, or appropriate special assignment;
- 16.3.2.2 Faculty hired to respond to specific Teaching & Teaching-Related, Professional Practice/Research, or other needs, which the University, for academic and/or budgetary reasons, does not wish to result in a Probationary, Tenured or Continuing appointment;
- 16.3.2.3 Faculty on exchange from other institutions;
- 16.3.2.4 Artists-in-residence and designers-in-residence;
- 16.3.2.5 Faculty whose positions are externally-funded;
- 16.3.2.6 Faculty hired as a result of a failed search; and
- 16.3.2.7 Graduates from other institutions holding postgraduate fellowships at OCAD University.

16.3.3 CLTA faculty:

- 16.3.3.1 Normally hold the Rank of Lecturer or Assistant Professor;
- 16.3.3.2 Are Partial-Load or Maximum-Load;
- 16.3.3.3 Have no job security beyond the specific contract period of up to 3 years, normally not renewable beyond a total maximum of 3 years; and
- 16.3.3.4 Are subject to Performance Review prior to any renewal of contract.

16.3.4 CLTA faculty are intended to augment Tenured faculty and/or to replace Continuing and Tenured faculty who are on leave. CLTA faculty teach the

same or similar courses as Continuing and Tenured faculty, with accompanying expectations concerning Teaching & Teaching-Related Duties, but must also meet requirements regarding Professional Practice/Research and Service. This full range of responsibilities is reflected in the same salary levels as Tenured faculty. CLTA faculty receive the same paid vacation and access to benefits and pension as Tenured faculty (all pro-rated for Partial-Load).

16.3.5 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

#### **16.4 Continuing Appointment**

16.4.1 “Continuing” faculty have neither Probationary nor Tenured status, but have an ongoing relationship with the University through which they fulfill Teaching & Teaching-Related Duties, Professional Practice/Research and Service.

16.4.2 “Continuing faculty” is a category of distinguished art and design practitioners who are able to fulfill the full range of responsibilities for Tenured faculty, but whose professional commitments limit their ability to meet the minimum Workload required of Tenured faculty.

16.4.3 In each Academic Year, the University’s total complement of Continuing faculty shall be a maximum of 15 Maximum-Load-Equivalent positions. Should this ceiling be exceeded in any Academic Year, the matter will be referred to the Joint Committee to explore and mutually agree on methods of restoring this balance.

16.4.4 Continuing faculty:



- 16.4.4.1 May hold the Rank of Lecturer, Assistant Professor, Associate Professor or Professor;
- 16.4.4.2 Are Partial-Load, with a partial Workload from one course up to and including 50% of Maximum-Load;
- 16.4.4.3 Are hired on contracts of up to 5 years (renewable); and
- 16.4.4.4 Are subject to the same ongoing Performance Reviews as Tenured faculty and, in particular, prior to any renewal of contract.

16.4.5 Continuing faculty are intended to augment, rather than replace, Tenured faculty. Continuing faculty teach the same or similar courses as Tenured faculty, with accompanying expectations concerning Teaching and Teaching-Related Duties, but must also meet specific requirements regarding Professional Practice/Research and Service. This full range of responsibilities is reflected in the same salary levels as Tenured faculty. While not Tenured employees, Continuing faculty do have a long-term employee/employer relationship with the University and therefore receive the same paid vacation and access to benefits, pension, and Professional Development as Tenured faculty (all pro-rated for Partial-Load). The 15 Maximum-Load-Equivalent ceiling on Continuing faculty is intended to ensure that the bulk of the University's curriculum is delivered by a core of Tenured faculty, who have made a strong professional commitment to the University as reflected in a Workload of 50% or more.

16.4.6 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **16.5 Probationary Appointment**

16.5.1 “Probationary” faculty are working towards Tenured status and fulfill Teaching & Teaching-Related Duties, Professional Practice/Research and Service.

16.5.2 Probationary faculty:

16.5.2.1 May be Maximum-Load or Partial-Load;

16.5.2.2 May hold the Rank of Assistant Professor, Associate Professor or Professor;

16.5.2.3 Appointments shall normally be 6 years, and may be waived or reduced if warranted by the candidate’s rank and experience; and

16.5.2.4 Are subject to annual Performance Reviews, with a comprehensive Peer Review prior to awarding of Tenured status, such status not to be unreasonably withheld.

16.5.3 Any waiver or reduction of the probationary period, if warranted by the candidate’s rank and experience as outlined in article 16.5.2.3, shall normally be undertaken at the time of hire and outlined in the offer of employment, with any exception subject to approval by the Vice-President, Academic & Provost.

16.5.4 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **16.6 Tenured Appointment**

16.6.1 Tenure signifies the right of a faculty member to permanency of appointment which may be terminated only through:

16.6.1.1 Resignation

16.6.1.2 Retirement

16.6.1.3 Reasons of financial exigency or curricular necessity as provided for under Article 16.5.4

16.6.1.4 Dismissal for just cause as provided under Article 7.1.2

16.6.2 “Tenured” faculty have successfully completed a Probationary period and, through a Peer Review process, have been awarded Tenured status.

Tenured faculty fulfill Teaching & Teaching-Related Duties, Professional Practice/Research and Service.

16.6.3 Tenured faculty:

16.6.3.1 May be Maximum-Load or Partial-Load;

16.6.3.2 May hold the Rank of Assistant Professor, Associate Professor or Professor; and

16.6.3.3 Are subject to triennial Performance Reviews, with a comprehensive Peer Review every 5 years, unless extended by approved Leaves.

16.6.4 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **ARTICLE 17 DEFINITION OF FACULTY RANKS**

### **17.1 Sessional Instructor**

17.1.1 Sessional “Instructors” have the following qualifications:

17.1.1.1 Advanced degree in the relevant discipline. Exceptions may be considered on the basis of outstanding career achievement on the recommendation of the hiring committee; and

17.1.1.2 Relevant professional practice/experience.

### **17.2 Lecturer**

17.2.1 “Lecturers” may be:

- 17.2.1.1 Advanced degree in the relevant discipline. Exceptions may be considered on the basis of outstanding career achievement on the recommendation of the hiring committee;
- 17.2.1.2 Increasing their teaching experience at a post-secondary level; or
- 17.2.1.3 Focusing on teaching rather than professional practice/research.

17.2.2 Lecturers may apply for the Rank of Assistant Professor after a minimum of 3 years at maximum-load (or a minimum of five (5) years for partial-load) as a Lecturer or at such time as they have completed their terminal degree (or equivalent), with the decision made via Peer Review (subject to Appeal).

### **17.3 Assistant Professor**

17.3.1 “Assistant Professors” have the following qualifications:

- 17.3.1.1 Terminal Degree (PhD, MFA, MDes) in the relevant discipline;
- 17.3.1.2 Relevant teaching experience, preferably at the post-secondary level;
- 17.3.1.3 Relevant professional practice/experience; and
- 17.3.1.4 Exceptions may be considered for any of the above qualifications on the basis of outstanding career achievement and/or cultural and community engagement, upon the recommendation of the hiring committee.

17.3.2 Assistant Professors may apply for the Rank of Associate Professor after a minimum of 3 years at maximum-load (or a minimum of five (5) years for partial-load) as an Assistant Professor, with the decision made via Peer Review (subject to Appeal).

### **17.4 Associate Professor**

17.4.1 In addition to Assistant Professor qualifications, “Associate Professors”

have the following qualifications:

17.4.1.1 Terminal degree (PhD, MFA, MDes) in the relevant discipline;

17.4.1.2 Minimum of 5 years relevant teaching experience, preferably at the post-secondary level, as an Assistant Professor (or equivalent);

17.4.1.3 Record of high-quality professional practice/scholarly activity;

17.4.1.4 Record of committed Service in a post-secondary institution; and

17.4.1.5 Exceptions may be considered for any of the above qualifications on the basis of outstanding career achievement and/or cultural and community engagement on the recommendation of the hiring committee.

17.4.2 Associate Professors may apply for the Rank of Professor after a minimum of 3 years at maximum-load (or a minimum of five (5) years for partial-load) as an Associate Professor, with the decision made via Peer Review (subject to Appeal).

17.4.3 Length of service neither automatically entitles a faculty member to, nor excludes a faculty member from, the Rank of Associate Professor.

## **17.5 Professor**

17.5.1 In addition to Associate Professor qualifications, "Professors" must have the following:

17.5.1.1 Exceptional and sustained background in teaching and professional practice/scholarly activity; and

17.5.1.2 Major regional, national and/or international recognition.

17.5.2 Length of service neither automatically entitles a faculty member to, nor excludes a faculty member from, the Rank of Professor.

## **ARTICLE 18 DEFINITION OF PARTIAL-LOAD AND MAXIMUM-LOAD FOR FACULTY (EXCLUDING SESSIONAL FACULTY)**

### **18.1 Partial-Load Continuing Faculty**

18.1.1 “Partial-Load” Continuing faculty may carry a Workload from one course up to but not including 50% of Maximum-Load, which includes Teaching & Teaching-Related Duties, Professional Practice/Research, and Service.

### **18.2 Partial-Load Teaching Stream, CLTA, Probationary and Tenured Faculty**

18.2.1 “Partial-Load” Teaching Stream faculty carry a partial Workload which is not less than 20% of Maximum-Load, and which includes Teaching & Teaching-Related Duties and Service and which may include Professional Practice/Research in accordance with article 27.4.2

18.2.2 “Partial-Load” CLTA, Probationary and Tenured faculty carry a partial Workload which is not less than 50% of Maximum-Load, and which includes Teaching & Teaching-Related Duties, Professional Practice/Research, and Service.

### **18.3 Maximum-Load Teaching Stream, CLTA, Probationary and Tenured Faculty**

18.3.1 “Maximum-Load” Teaching Stream, CLTA, Probationary and Tenured faculty carry a full Workload, which includes Teaching & Teaching-Related Duties, Professional Practice/Research (in the case of - Stream, if applicable) and Service.

## **ARTICLE 19 FACULTY COMPENSATION**

### **19.1 Sessional Instructor**

19.1.1 Sessional Instructor compensation includes:

19.1.1.1 Effective July 1, 2016, a per-course Pay Scale with 4 distinct steps for Studio and 3 distinct steps for Liberal Arts & Sciences

- (see **Appendix C**), placement on which reflects experience and career achievement;
- 19.1.1.2 Effective July 1, 2018, a per-course Pay Scale (see **Appendix C**), with placement on 4 levels, which reflects experience and career achievement;
  - 19.1.1.3 Effective July 1, 2019, a per-course Pay Scale (see **Appendix C**), with placement on 3 levels, which reflects experience and career achievement;
  - 19.1.1.4 4% pay in lieu of vacation;
  - 19.1.1.5 7% pay in lieu of benefits; and
  - 19.1.1.6 No access to pension, Professional Development funding or Sabbaticals.

## **19.2 Teaching Stream**

19.2.1 Teaching Stream faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.2.1.1 Salary on the Lecturer or Assistant Professor Pay Scale (see **Appendix C**);
- 19.2.1.2 Initial placement on the relevant Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 19.2.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental steps based on Meeting Basic Expectations as described in Article 24, and discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;
- 19.2.1.4 4 weeks per year paid vacation;
- 19.2.1.5 Access to full benefits;
- 19.2.1.6 Access to full pension contributions after one (1) year; and

- 19.2.1.7 Access to Professional Development funding, except Sabbaticals.

### **19.3 CLTA Faculty**

19.3.1 CLTA faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.3.1.1 Salary on the Lecturer, Assistant Professor, Associate Professor or Professor CLTA Pay Scale (see **Appendix C**);
- 19.3.1.2 Initial placement on the relevant Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 19.3.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental steps based Meeting Basic Expectations as described in Article 24, and discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;
- 19.3.1.4 4 weeks per year paid vacation;
- 19.3.1.5 Access to full benefits;
- 19.3.1.6 Access to full pension contributions after one (1) year; and
- 19.3.1.7 No access to Professional Development funding or Sabbaticals.

### **19.4 Continuing Faculty**

19.4.1 Continuing faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.4.1.1 Salary on the Assistant Professor, Associate Professor or Professor Pay Scale (see **Appendix C**);
- 19.4.1.2 Initial placement on the relevant Pay Scale reflects experience and career achievement, subject to a maximum starting level;



- 19.4.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental steps based on Meeting Basic Expectations as described in Article 24, and discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;
- 19.4.1.4 4-6 weeks per year paid vacation, based on years of service;
- 19.4.1.5 Access to full benefits;
- 19.4.1.6 Access to full pension contributions after one (1) year; and
- 19.4.1.7 Access to Professional Development funding, except Sabbaticals.

## **19.5 Probationary and Tenured Faculty**

19.5.1 Probationary and Tenured faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.5.1.1 Salary on the Assistant Professor, Associate Professor or Professor Pay Scale (see **Appendix C**);
- 19.5.1.2 Initial placement on the relevant Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 19.5.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental -steps based on Meeting Basic Expectations as described in Article 24, and discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;
- 19.5.1.4 4-6 weeks per year paid vacation, based on years of service;
- 19.5.1.5 Access to full benefits;
- 19.5.1.6 Access to full pension contributions after one (1) year; and
- 19.5.1.7 Access to Professional Development funding and Sabbaticals.

## **19.6 Overload Rate**

19.6.1 The teaching of a credit course beyond the faculty member's regular Workload in any Academic Year shall be defined as overload teaching unless such additional teaching is assigned as part of normal load in lieu of some component of the faculty member's non-teaching duties. Faculty have no guarantee of overload teaching, and it shall not form part of their regular Workload.

19.6.2 Such overload teaching shall be compensated in accordance with the overload rate, which is equivalent to that set out in **Appendix C** for level Ses2 for Sessional faculty.

19.6.3 Any course that falls in two academic years shall be considered part of the faculty course load assignment in accordance with the academic year in effect as of the date the course commences.

19.6.4 For any course that falls in two academic years, pay shall be calculated in accordance with the appropriate rates in effect as of the date the course commences.

## **19.7 Benefits and Pension Plans**

19.7.1 Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty shall be provided with benefits coverage, including medical, dental, life, accidental death and dismemberment and long-term disability insurance, as well as the opportunity to participate in the University's pension plan, as outlined in **Appendix C**. The University will endeavour to provide current information regarding details of benefits and pension plans to faculty in a timely manner.

19.7.2 The provision of benefits coverage is not to be construed as a guarantee of

specific coverage and eligibility, which is established by the terms and conditions of the various insurance policies held. The University's obligation under this Article is limited to making the policies available and paying the premiums as set out in **Appendix C**.

19.7.3 The University reserves the right to change carriers as and when necessary, provided that there shall be no change or reduction in the level of benefits and pension plan coverage, except with the mutual agreement of the Parties.

## **19.8 Sick Leave**

### **19.8.1 Sick Leave**

19.8.1.1 Sick leave refers to occasional absence due to illness, injury, or for medical appointments that prevent the faculty member from performing his/her duties.

19.8.1.2 A faculty member shall inform his/her Associate Dean or designate of sick leave promptly and shall provide an estimate of its duration. The faculty member will be required by the Associate Dean or designate to provide satisfactory proof of illness or disability for any absence of more than seven (7) calendar days. This requirement may be waived at the discretion of the University. Such proof shall be in the form of a medical certificate from a duly qualified medical practitioner. Notwithstanding this provision, the Associate Dean or designate may, at his/her discretion, require the faculty member to provide a medical certificate for a period of absence of seven (7) calendar days or less.

### **19.8.2 Short-term Disability**

- 19.8.2.1 Short-term disability refers to ongoing absence due to illness, injury, or hospitalization that prevent the faculty member from performing his/her duties. Faculty qualify for short-term disability as of the first (1<sup>st</sup>) day of hospitalization or accident or the eighth (8<sup>th</sup>) day of illness. For those who qualify, short-term disability benefits may extend for a period of up to seventeen weeks with the provision of satisfactory medical evidence from a duly qualified medical practitioner.
- 19.8.2.2 Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty who are on short-term disability are entitled to receive 100% of their regular salary for a maximum of eight weeks, and 66.67% of their regular salary for up to an additional nine weeks. A new short-term disability benefits duration begins upon a return to work for a minimum of two weeks before becoming disabled again due to the same cause, or a return to work and then becoming disabled due to a different cause.
- 19.8.2.3 For those enrolled in the group benefits plan at the time of illness, the University shall continue to pay its portion of benefits premiums for short-term disability up to seventeen weeks, with contributions to the University's pension plan adjusted according to salary.
- 19.8.2.4 In the event the absence extends beyond seventeen weeks, payment of regular salary and the payment of benefits premiums shall cease and application should be made for benefits under the Long-term Disability plan. Individuals may choose to continue benefit coverage beyond the seventeen-week short-term disability period by paying the full cost of such premiums.

## **19.9 Pregnancy and Parental Leave**

### **19.9.1 Pregnancy Leave**

- 19.9.1.1 Faculty who have been employed by the University for at least thirteen (13) weeks shall be entitled to a leave of absence without pay for pregnancy and/or parental leave in accordance with the provisions of the *Employment Standards Act, 2000*. Pregnancy leave is a leave of absence for a period of up to seventeen (17) weeks by reason of the employee's pregnancy.
- 19.9.1.2 Faculty members seeking pregnancy leave must provide a medical certificate to support their request, and shall provide the Associate Dean or designate and People & Culture with reasonable notice to enable the University to hire a suitable replacement. Such notice shall include the dates upon which the leave will begin and end. A faculty member who has given notice to return to work at the end of a pregnancy or parental leave may change the expected date of return to work to an earlier or later date provided the employee gives written notice to the University at least four (4) weeks prior to the earlier date (to return earlier) or the initial date the leave was to end (to return later).
- 19.9.1.3 Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty entitled to pregnancy leave under this Article who apply for and receive employment insurance pregnancy leave benefits pursuant to the relevant provisions of the *Employment Insurance Act, 1996*, shall receive the following supplemental employment insurance benefits:
- 19.9.1.4 For the one-week employment insurance waiting period of the

pregnancy leave, payments equivalent to the difference between ninety-five percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits, if any, and any other earnings provided the employee presents proof to the University that they have applied for and are eligible to receive employment insurance pregnancy benefits;

- 19.9.1.5 For subsequent consecutive weeks of the pregnancy leave, to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between ninety-five percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits and any other earnings. Such payment shall commence following completion of the one (1) week waiting period referred to above and receipt by the University of the employee's employment insurance cheque stub as proof that they are in receipt of employment insurance pregnancy benefits. For Teaching Stream, CLTA and Continuing faculty, such supplemental benefits continue only to the conclusion of the employment contract (if applicable).
- 19.9.1.6 For Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty taking pregnancy leaves of up to 17 weeks, benefits and pension coverage is maintained as prior to such leave and shall continue to the conclusion of the employment contract (in the case of Teaching Stream, CLTA and Continuing), if sooner. Sabbatical eligibility is not affected.

## **19.9.2 Parental Leave**

- 19.9.2.1 Parental leave is a leave of absence for a period of up to thirty-five (35) weeks of standard leave or sixty-one (61) weeks of

extended leave for a birth mother who has taken pregnancy leave and thirty-seven (37) weeks of standard leave or sixty-three (63 weeks) of extended leave for all other parents. Parental leave may begin for the birth mother as soon as the pregnancy leave ends and for the other new parents no later than seventy-eight (78) weeks after the baby is born or the date their child first came into the employee's care, custody or control.

19.9.2.2 Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty entitled to parental leave under this Article who apply for and receive employment insurance parental benefits pursuant to the relevant provisions of the *Employment Insurance Act, 1996* may receive the following supplemental insurance benefit:

19.9.2.3 For one-week (1) employment insurance waiting period of the parental leave, payments equivalent to the difference between ninety-five percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits, if any, and any other earnings provided the employee presents proof to the University that they have applied for and are eligible to receive employment insurance parental benefits. This benefit does not apply in the case where the waiting period has already been served under pregnancy or parental leave provisions.

19.9.2.4 *Standard Parental Leave:* For subsequent consecutive weeks of the parental leave, to a maximum of eighteen (18) additional weeks or to the conclusion of the employment contract (in the case of Teaching Stream, CLTA and Continuing), if sooner, payments equivalent to the difference between ninety-five

percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits and any other earnings per the standard leave benefit. Such payment shall commence following completion of the one (1) week waiting period referred to above and receipt by the University of the employee's employment insurance cheque stub as proof that they are in receipt of employment insurance parental benefits.

19.9.2.5 *Extended Parental Leave:* For subsequent consecutive weeks of the parental leave, to a maximum of thirty (30) additional weeks or to the conclusion of the employment contract (in the case of Teaching Stream, CLTA and Continuing), if sooner, payments equivalent to the difference between fifty-seven percent (57%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits and any other earnings per the extended leave benefit. Such payment shall commence following completion of the one (1) week waiting period referred to above and receipt by the University of the employee's employment insurance cheque stub as proof that they are in receipt of employment insurance parental benefits.

### **19.9.3 Adoption Leave**

19.9.3.1 Upon their provision to the University of documentation of employment insurance benefits for parental leave, the University will provide the employee with a salary top-up in keeping with its faculty pregnancy leave provisions: 90% of salary for the first two weeks of leave, and a top-up to 90% of salary for a further 15 weeks.

### **19.9.4 Benefits while on Pregnancy and Parental Leave**



19.9.4.1 A faculty member planning to maintain their benefits while on pregnancy and/or parental leave may, prior to commencing such leave, make arrangements with the University to pay the employee share of the premium cost of the insured benefits and the University shall continue its share of the premium cost. If the faculty member gives the University written notice that he/she chooses not to pay the employee's share of the premium cost of any benefit during a period of the pregnancy or parental leave, the University will not be required to continue its share of the premium cost and the benefit will be discontinued. A faculty member may choose to pre-pay their premiums prior to taking the leave. Enrollment in the benefits plan will be maintained until the conclusion of the employment contract (if applicable).

19.9.4.2 Years of Service shall continue during the pregnancy and/or parental leave.

## **19.10 Supplementary Parental Leave**

19.10.1 Supplementary Parental Leave shall be available to employees except those eligible for Pregnancy Leave Benefit under Article 19.9 above. A leave of absence of up to five (5) days with pay shall be granted to eligible employees, at the time requested by the employee, but in all cases, within thirty (30) days after the child is born or comes into the custody, care and control of the parent for the first time. Supplementary Parental Leave shall be without loss of regular pay, but it is understood that an employee shall not receive payment for absence on a day or days on which the employee would not otherwise have worked.

## **19.11 Bereavement, Compassionate Care and Personal Emergency Leave**

### **19.11.1 Bereavement Leave**

19.11.1.1 In the event of the death of a faculty member's Spouse (includes common-law spouse and same sex partner), Parent, Child, Brother, Sister, Mother-in-law, Father-in-law, Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law, Grandparent, Grandchild, the employee will be granted up to one (1) week leave of absence without loss of regular pay for the purposes of bereavement. It is understood that the faculty member shall not receive payment for absence on a day or days on which he/she would not otherwise have worked. Additional leave may be granted at the University's discretion upon submission of a request to his/her Associate Dean or designate.

19.11.1.2 In the event of the death of a faculty member's close friend or any other relative, the faculty member will be granted one (1) day leave of absence with pay for the purposes of bereavement. It is understood that in some circumstances one (1) day will be insufficient and additional leave may be granted at the University's discretion upon submission of a request to the Associate Dean or designate.

19.11.1.3 In cases where there has been a death that affects the faculty member, bereavement leave without pay for a period of up to three (3) days may be granted at the University's discretion upon submission of a request to his/her Associate Dean or designate.

19.11.1.4 Approval of bereavement leave shall not be unreasonably withheld.

### **19.11.2 Compassionate Care Leave**

19.11.2.1 In accordance with the Employment Standards Act, the University agrees to grant a leave of absence without pay for up to eight (8) weeks to a faculty member to provide compassionate care and support to an immediate family member with a serious medical condition with a significant risk of death occurring within a period of twenty-six (26) weeks. Such immediate family members shall be defined as the faculty member's: Spouse (includes common-law spouse and same-sex partner), Parent, Step-Parent, Foster Parent; or the Child, Step-Child, or Foster Child of the employee or his/her Spouse. A medical certificate from a duly qualified medical practitioner shall be required to substantiate such leave. Faculty members should provide their Associate Dean or designate with as much advance notice as is practicable regarding a request for compassionate care leave.

19.11.2.2 Approval of compassionate leave shall not be unreasonably withheld.

### 19.11.3 **Personal Emergency Leave**

19.11.3.1 In accordance with the Employment Standards Act, the University agrees to grant a leave of absence without pay for up to ten (10) days per calendar year to a faculty member because of a personal illness, injury or medical emergency, or the death, illness, injury or medical or other emergency of a family member. Such family member shall be defined as the employee's: Spouse (includes common-law spouse and same-sex partner); Brother or Sister; the Parent, Step-Parent, Foster Parent, or the Child, Step-Child or Foster Child of the employee or his/her Spouse; the Grandparent, Step-Grandparent, Grandchild, or Step-Grandchild of the employee of his/her Spouse; or a relative of

the employee who is dependent on the employee for care and assistance. In the event a faculty member takes any part of a day as personal emergency leave, it shall be counted as a full day for the purpose of calculating the total leave entitlement. Documentation (medical or otherwise) may be required to substantiate such leave. Faculty members should provide their Associate Dean or designate with as much advance notice as is practicable regarding a request for personal emergency leave.

### **19.12 Legal leave**

19.12.1 The University shall grant leave of absence with pay to a member of faculty who is called to serve as a juror or a witness in a court of law in a matter in which he/she is not a party or an accused.

## **ARTICLE 20 DEFINITION OF FACULTY RESPONSIBILITIES**

### **20.1 Faculty Responsibilities**

20.1.1 The primary responsibility of faculty is the pursuit, production and transfer of knowledge and understanding through an appropriate combination of Teaching & Teaching-Related Responsibilities, Professional Practice/Research, and Service. The workload of the faculty member at the University involves a synergized output and balanced contributions within the following three areas of engagement as assigned by the Dean of Faculty or designate in consultation with faculty and in consideration of individual faculty expertise and University needs. During this process the Dean of faculty shall consider the unique burden carried by faculty members from equity seeking groups in both the measurement and assignment of workload. The Employer will coordinate and implement culturally-relevant support and mentorship to faculty, including sessional faculty, on an on-going basis.

## **20.2 Teaching & Teaching-Related Responsibilities**

20.2.1 Teaching & Teaching Related Responsibilities are essential to the role of a faculty member as a university educator committed to the delivery of curriculum, which includes curricular development, innovation, and refinement that ensures student learning and academic success. A faculty member's "Teaching & Teaching-Related responsibilities" may include but are not limited to the following:

- 20.2.1.1 Course development, including research of current subject matter and literature, and consideration of appropriate teaching and learning methodologies;
- 20.2.1.2 Course preparation, including organization of teaching and learning materials, other resources, visiting lecturers, etc.;
- 20.2.1.3 Course delivery, including distribution of course outline, classroom/studio contact hours, course-related student advising, and grading/evaluation;
- 20.2.1.4 Graduate student supervision in primary and secondary advisor capacities, serving on graduate student committees, undergraduate field study and self-directed study;
- 20.2.1.5 Writing letters of reference;
- 20.2.1.6 Participation in Home Faculty (see definition, Article 23.14) and program meetings concerning course offerings, curriculum delivery and other matters affecting faculty and students;
- 20.2.1.7 Studio supervision, where relevant, including teaching, modeling and enforcing proper health & safety procedures, liaison with Studio Manager and Technicians, and supervision of class assistants and student monitors;
- 20.2.1.8 Mandatory participation in health & safety, WHMIS, and first aid training; participation in the provision of a safe and secure environment for all members of the university community and its facilities;

- 20.2.1.9 Participation in the provision of a safe and secure environment for all members of the university community and its facilities;
- 20.2.1.10 Supervision, where relevant, of Teaching Assistants;
- 20.2.1.11 Upgrading of teaching skills and appropriate use of learning technologies;
- 20.2.1.12 Upgrading meeting academic and curricular requirements and deadlines; and
- 20.2.1.13 Preparing and submitting Annual Reports (except in the case of Sessional faculty)

### **20.3 Professional Practice/Research**

20.3.1 The purpose of Professional Practice/Research is to provide both the basis for ongoing engagement and professional development of the Faculty member within her or his chosen discipline and to support the University's profile, its mission, and its research initiatives. In addition to scholarship, such activity shall include, creative practice (Art, Design, Media) which contributes new knowledge that is shared within a wide community of peers. Professional Practice/Research is fundamental to a faculty member's growth and ongoing achievement as a creative practitioner and/or academic researcher. A faculty member's "Professional Practice/Research" may include, but is, not limited to, the following:

- 20.3.1.1 Art and/or design practice;
- 20.3.1.2 Original research, writing, publication and scholarship;
- 20.3.1.3 Public and commercial exhibition/presentation/performance /media activity and other forms of dissemination;
- 20.3.1.4 Curating and criticism;
- 20.3.1.5 Delivering guest/special lectures, participating in conferences, etc.;
- 20.3.1.6 Teaching at other institutions;

- 20.3.1.7 Active participation with professional bodies and other relevant organizations;
- 20.3.1.8 Serving on external boards, juries, committees, or as a thesis adviser, thesis committee member, or external examiner at universities other than OCAD U;
- 20.3.1.9 Consulting work relating to the art, design, education, private, corporate or government sectors; and
- 20.3.1.10 Supervision, where relevant, of Research Assistants.

## **20.4 Service**

20.4.1 Service to the University defines the role of a faculty member as an active participant in building the University community and promoting the quality of student life and University culture. A faculty member's "Service" responsibilities may include but are not limited to the following:

- 20.4.1.1 Committee work, including curriculum and new course development, the Board of Governors, Senate and related committees, and other standing and ad hoc committees;
- 20.4.1.2 Serving as a Cross-Appointed Faculty Representative and/or assisting in the communication of information from Home Faculty and program meetings to cross-appointed faculty from other Home Faculties;
- 20.4.1.3 Admission interviews and portfolio review;
- 20.4.1.4 Participation in University projects/activities/ceremonies, including Annual Student Exhibition, Scholarships & Awards, Graduation, National Portfolio Day, and other special events;
- 20.4.1.5 General student support and mentorship, advising student groups, and advising students;
- 20.4.1.6 Mentoring of junior and/or Sessional faculty;
- 20.4.1.7 Coordinating courses with multiple sections and/or cohorts;
- 20.4.1.8 Serving on Committees with Faculty Representation;

- 20.4.1.9 Assisting with community outreach, University fundraising, sponsorships, marketing and public relations, including acting as a University spokesperson/ambassador;
- 20.4.1.10 OCADFA service;
- 20.4.1.11 Special assignments and administrative responsibilities;
- 20.4.1.12 Assisting with resource and facility development
- 20.4.1.13 Representing OCAD U on external boards, juries, committees, or as a thesis or program adviser; and
- 20.4.1.14 Researching other educational institutions and their pedagogical practices, studio facilities, learning resources, etc.

## **20.5 Conflict of Commitment**

20.5.1 Faculty members have the right to engage in external professional activities, provided that such activities are arranged so as not to conflict or interfere with the faculty member's commitment to teaching & teaching related duties, professional practice/research, and service. . Further, activities of a substantial or continuing nature must be recorded in the faculty member's Annual Report.

20.5.2 It is the responsibility of faculty to be alert to the possible effects of their external professional activities on their teaching & teaching related duties, professional practice/research, and service. In the event that participation in such external activities may conflict with their obligations to the University, the faculty member shall disclose the matter and work with their Associate Dean to either remove or manage the conflict. A written summary of the discussion, and the agreement reached to by both parties, shall be kept on file. A record shall be reflected in the Annual Report.

## **ARTICLE 21 FACULTY PROFESSIONAL DEVELOPMENT**

### **21.1 Definition**



21.1.1 “Professional Development” for faculty includes Sabbaticals, as well as special-purpose funding provided by the University to enable faculty to pursue professional growth and upgrading.

## **21.2 Purpose**

21.2.1 The purpose of Professional Development is:

- 21.2.1.1 To support faculty in their pursuit of new professional skills within their specific art and/or design discipline;
- 21.2.1.2 To enhance their expertise and effectiveness as educators;
- 21.2.1.3 To support and encourage their research and professional practice as scholars and/or art or design practitioners, in relation to their responsibilities at the University; and/or
- 21.2.1.4 To assist the University in meeting its educational and institutional mandate.

21.2.2 In addition, the specific purpose of Sabbaticals is:

- 21.2.2.1 To enable faculty to devote an extended period of time to cultural production, research work or similar endeavours; and/or
- 21.2.2.2 To acquire relevant experience in areas related to their specialization, with the objective of enabling faculty members to make their Teaching activities more complete and/or more appropriate to the curricular needs of the University; however, except by mutual consent of the University and the faculty member, there shall be no expectation of the faculty member on sabbatical to develop new courses.

## **21.3 Professional Development Proposals**

21.3.1 Written proposals for Professional Development, including Sabbaticals, shall include the following:

- 21.3.1.1 A statement regarding years of service and a summary of the

faculty member's professional activities and dates of prior Professional Development activities, including Sabbaticals, if any;

- 21.3.1.2 A proposal that identifies the creative or scholarly purposes and activities of the proposed Professional Development, including Sabbaticals, its potential benefit to the faculty member and to OCAD U, and the anticipated outcome of the proposed activities;
- 21.3.1.3 A budget outlining the associated costs; and
- 21.3.1.4 Other relevant information, which may include letters of support.

#### **21.4 Professional Development Funding, excluding Sabbaticals**

21.4.1 Each Continuing, Probationary and Tenured faculty shall be entitled to be reimbursed for up to \$1,000.00 of receipted professional development expenditures for the year. This amount shall be pro-rated for Continuing, Probationary and Tenured faculty who are not full-time.

21.4.2 Each Teaching Stream faculty shall be entitled to be reimbursed for up to \$750.00 of receipted professional development expenditures for the year. This amount shall be pro-rated for Teaching Stream faculty who are not full-time.

21.4.3 Eligible expenses under this Program shall be:

- 21.4.3.1 Equipment and/or materials related to professional/scholarly practice;
- 21.4.3.2 Travel to a professionally related conference or seminar;
- 21.4.3.3 Books, magazines, computer software, scholarly journals, and technical materials or publications; or
- 21.4.3.4 Professional memberships and course fees.

#### **21.5 Professional Development Eligibility, Excluding Sabbaticals**

21.5.1 All Continuing, Probationary and Tenured faculty are eligible to apply for Professional Development Funding.

21.5.2 Sessional and CLTA faculty are not eligible to apply for Professional Development Funding.

## **21.6 Sabbatical Funding**

21.6.1 Sabbatical salaries shall be calculated on the basis of 80 percent of the faculty salary for the academic year in which the sabbatical is taken. Such calculation shall include salary from teaching, course release, and administrative stipends. Sabbaticals may be granted each Academic Year by the Professional Development Committee in accordance with the criteria outlined in Article 21.8.2, with total sabbatical salaries not to exceed in any Academic Year a maximum amount calculated as follows: C2 salary x 80% x 7 Maximum-Load faculty (or the equivalent number of Partial-Load). Unused Sabbatical funds, if any, shall be carried forward to the following Academic Year, to a maximum of \$50,000.

21.6.2 In the event that a Sabbatical Appeal as outlined in Article 21.10 is successful and the associated costs exceed the remaining Sabbatical Funds for that Academic Year, such costs may be charged against the Sabbatical Funds for the following Academic Year.

21.6.3 Once approval is granted for a half-year or full-year Sabbatical, its scheduling is determined by mutual agreement of the faculty member and the Dean of Faculty. Full year sabbaticals may be scheduled in two consecutive academic years. In the event a sabbatical application is found to be meritorious but is not approved due to insufficient funds, such application may be resubmitted the following year and will be given priority consideration.

21.6.4 Effective July 1, 2021, one additional full sabbatical leave in 2021-22 (C2 salary x 80% x 8 Maximum-Load faculty (or the equivalent number of Partial-Load)); and

21.6.5 Effective July 1, 2022, two additional full sabbatical leaves in 2022-23 (C2 salary x 80% x 10 Maximum-Load faculty (or the equivalent number of Partial Load)).

## **21.7 Sabbatical Eligibility**

21.7.1 Tenured faculty are eligible to apply for Sabbaticals if they have served as Probationary or Tenured faculty for a minimum of 6 years since joining the University and have:

21.7.1.1 Served as Probationary or Tenured faculty for a minimum of 6 years since joining the University

21.7.1.2 Served as Tenured faculty for a minimum of 6 years since their last Sabbatical in order to take a full-year Sabbatical, or

21.7.1.3 Served as Tenured faculty for a minimum of 3 years since their last Sabbatical in order to take a half-year Sabbatical.

21.7.2 Sessional, Teaching Stream, CLTA, Continuing and Probationary faculty are not eligible for Sabbaticals. However, years served as Probationary faculty and/or years credited towards Sabbatical at the point of hire are included as part of the Sabbatical qualifying period for Tenured faculty.

21.7.3 With the exception of legislated leaves under the *Employment Standards Act, 2000*, Leaves of Absence or temporary reductions to workload (outlined in Article 23.2) are not included as part of the Sabbatical qualifying period.

## **21.8 Professional Development Decisions**

21.8.1 Applications for Professional Development, including Sabbaticals, are reviewed by a “Professional Development Committee”, consisting of the following:

- 21.8.1.1 Vice-President, Academic & Provost, or designate (Chair, non-voting);
- 21.8.1.2 All Deans of Faculty; and
- 21.8.1.3 2 faculty selected by the Chair from each Faculty’s Faculty Representatives (for a total of 6), who are not under consideration that year for Professional Development including Sabbaticals;

21.8.2 In making decisions to grant, defer, or deny Professional Development, including Sabbaticals, the Professional Development Committee bases its decisions on:

- 21.8.2.1 The content and quality of each proposal;
- 21.8.2.2 The merits of each proposal and its relevance to the faculty member’s Teaching duties and Professional Practice/Research;
- 21.8.2.3 The relevance of each proposal to the University’s educational objectives;
- 21.8.2.4 Faculty members’ previous Professional Development opportunities, including prior Sabbaticals (if any), which may include reports on accomplishments during such prior Professional Development;
- 21.8.2.5 Faculty members’ record of Service; and
- 21.8.2.6 The cost of the proposal within the context of available funds, except in the case of Sabbaticals.

21.8.3 The Chair of the Professional Development Committee will notify the faculty member of the Committee’s decision, in writing, and will make every effort to do so within 14 calendar days following the relevant Committee meeting.

21.8.4 For Sabbatical proposals, the Chair's letter will include, in addition to the Committee's decision, an assessment from the Committee of the proposal and/or recommendations for applying in a subsequent year.

## **21.9 Appeal of Professional Development Decisions, Excluding Sabbaticals**

21.9.1 Faculty whose requests for Professional Development, excluding Sabbaticals, that are unsuccessful may submit a "Request for Professional Development Appeal" to the Office of the Vice-President, Academic & Provost within 14 calendar days following notification of the decision which the faculty member wishes to appeal.

21.9.2 The Professional Development Committee will reconsider its decision and provide a Final Decision within 21 calendar days of receipt of the Request for Professional Development Appeal.

## **21.10 Appeal of Sabbatical Decisions**

21.10.1 Faculty who disagree with a Professional Development Committee decision concerning awarding of a Sabbatical may submit a "Request for Sabbatical Appeal" to the Office of the Vice-President, Academic & Provost within 14 calendar days following notification of the decision which the faculty member wishes to appeal.

21.10.2 The Vice-President, Academic & Provost (or designate) will investigate the Professional Development Committee's decision-making process and, within 10 business days of receipt of the Request for Sabbatical Appeal, make a determination to:

21.10.2.1 Reject the Appeal in writing; or

21.10.2.2 Instruct the Committee to reconsider its decision.

21.10.3 If the Vice-President, Academic & Provost (or designate) instructs the Committee to reconsider its decision, the Committee must do so within 21 calendar days and report back to the President (or designate).

21.10.4 Within 14 calendar days of the reconsidered Committee decision, the Vice-President, Academic & Provost (or designate) renders a Final Decision.

## **ARTICLE 22 FACULTY REPRESENTATIVES**

### **22.1 Selection of Faculty Representatives**

22.1.1 Probationary, Tenured, Continuing, CLTA and, Teaching Stream faculty are eligible to serve on Committees with Faculty Representation (except where specifically prohibited under this Agreement) including but not limited to the following:

- 22.1.1.1 Search;
- 22.1.1.2 Appointment;
- 22.1.1.3 Peer Review;
- 22.1.1.4 Peer Review Appeal;
- 22.1.1.5 Performance Review; and
- 22.1.1.6 Professional Development.

22.1.2 Each Dean oversees an election process at the commencement of each Academic Year and/or as required in order to select faculty to serve on Committees with Faculty Representation. Such faculty shall be elected from among Probationary, Tenured and Continuing, CLTA and Teaching Stream faculty members by a majority of votes of Probationary, Tenured, Continuing, CLTA and Teaching Stream faculty in the relevant Faculty.

22.1.3 Faculty may serve on Committees with Faculty Representation for terms of up to three consecutive years, with positions staggered to ensure continuity.

22.1.4 All faculty serving on Committees with Faculty Representation shall, at the commencement of such Committee service, receive training and guidance on best practices, University policy, and labour law regarding recruitment, selection and employment equity, as required and in consultation with OCADFA.

## **22.2 Operation of Committees with Faculty Representation**

22.2.1 In selecting representatives for a particular Committee with Faculty Representation, the Chair makes every effort to include appropriate representation and expertise from the relevant discipline(s).

22.2.2 Given the important role of Committees with Faculty Representation, members are expected to make every effort to attend all meetings. A meeting shall not proceed without Quorum.

22.2.3 Whenever possible, Committee with Faculty Representation decisions are achieved by consensus. However, in the event that a vote is required, the Chair shall vote only in order to break a tie.

## **22.3 Confidentiality**

22.3.1 By participating on Committees with Faculty Representation, each member agrees to respect the immediate and ongoing confidentiality of the process, and to identify to the Chair any perceived or actual Conflict of Interest as soon as it arises.

## **ARTICLE 23 FACULTY APPOINTMENT AND ASSIGNMENT PROCESS**

### **23.1 Approval of Faculty Complement, Including Existing and New Faculty Positions**



23.1.1 Each Dean of Faculty recommends to the Vice-President, Academic & Provost the “Faculty Complement” for the following Academic Year, including new faculty positions required within her/his Faculty (Sessional, Teaching Stream, CLTA, Continuing and Tenured) as well as changes to existing positions, such as increases from Partial-Load to Maximum-Load. This normally takes place on or before November 1 of each year.

23.1.2 In developing these recommendations, the Dean of Faculty shall consult with other Deans of Faculty and with her/his Faculty’s Associate Dean(s) and faculty, and forward recommendations to the Senate, taking into account the following factors:

- 23.1.2.1 Current and desired balances with respect to Tenured and Continuing vs. Sessional, and Maximum-Load vs. Partial-Load faculty;
- 23.1.2.2 Expertise required;
- 23.1.2.3 Short-term and long-term curricular objectives;
- 23.1.2.4 Amount of new curriculum development required;
- 23.1.2.5 Anticipated changes to the current Faculty Complement, including Leaves of Absence, Sabbaticals and retirements; and
- 23.1.2.6 Anticipated availability of financial resources.

23.1.3 The Vice-President, Academic & Provost reviews the Deans of Faculty’s recommendations in light of the University’s educational goals, and consults with the Vice-President, Finance & Administration with respect to financial and labour implications. Once approval from the Vice-President, Academic & Provost is obtained, the Dean of Faculty proceeds with the necessary searches and appointments in consultation with the People & Culture office.

## 23.2 Assignment Process for Current Continuing, Probationary and Tenured Faculty

23.2.1 In order for the Deans of Faculty to plan Course Load and Workload Assignments for the following Academic Year, faculty who wish to request Sabbaticals, Leaves of Absence, or changes in Partial-Load/Maximum-Load status, must provide timely notice as follows:

23.2.1.1 **Sabbaticals:** The Office of the Vice-President, Academic & Provost will notify faculty in writing of their eligibility to apply for a Sabbatical, and will make every effort to do so by August 1 (i.e. 11 months in advance of the commencement of the sabbatical). Tenured faculty who wish to apply for a full or partial Sabbatical must submit a completed Application for Sabbatical form to the Dean of Faculty, with a copy to the Vice-President, Academic & Provost by no later than September 1 (10 months in advance of the commencement of the sabbatical).

23.2.1.2 **Leaves of Absence:** Faculty who wish to apply for a full or partial Leave of Absence for the following Academic Year must notify the Dean of Faculty in writing no later than October 15. Approval of Leave of Absence requests shall not be unreasonably withheld. Requests received after October 15 are considered only under exceptional circumstances, and are accommodated only if practicable. A Leave of Absence is normally granted for a maximum of 1 Academic Year. Faculty whose requests for Leaves of Absence are unsuccessful may discuss their concerns with the Dean of Faculty. In the event a satisfactory resolution is not found at that stage, faculty may appeal the matter in writing to the Vice-President, Academic & Provost, who will make a determination. Wherever applicable, a Leave of Absence shall be inclusive of and not in addition to

legislated leaves under the *Employment Standards Act, 2000*(i.e. Personal Emergency Leave)

23.2.1.3 **Change of Workload:** Partial-Load faculty who seek to permanently or temporarily increase their Workload for the following year, and Maximum-Load faculty who seek to permanently or temporarily decrease their Workload for the following year, must notify the Dean of Faculty in writing no later than October 15. Temporary Workload increases shall be paid the overload rate in accordance with Article 19.6. In making a determination regarding faculty requests for Change of Workload, the Dean of Faculty considers the existing Faculty Complement as well as the faculty member's expertise and qualifications within the context of current and/or future curricular needs.

23.2.1.4 **Retirement:** Faculty who plan to retire from the University the following Academic Year must notify the Dean of Faculty in writing no later than October 15, unless otherwise agreed by the Employer.

23.2.2 In consultation with other Deans of Faculty and, where relevant, Associate Dean(s), each Dean of Faculty prepares Course Load and Workload assignments for the coming year. In the event of significant changes to teaching assignments and scheduling, particular emphasis is placed on timely consultation with individual faculty directly affected. The Dean of Faculty will make every effort to notify faculty no later than March 1 of their teaching assignment for the following Academic Year.

23.2.3 Faculty who disagree with their Course Load and/or Workload assignments for the following year may discuss their concerns with the Dean of Faculty.

In the event that a satisfactory resolution is not found at that stage, faculty may appeal the matter in writing to the Vice-President, Academic & Provost who will make a determination.

### **23.3 Hiring of Sessional Faculty**

23.3.1 Current Sessional faculty who seek a teaching assignment for the following Academic Year must indicate their interest in writing to the relevant Associate Dean of Faculty no later than February 1. The Associate Dean of Faculty, in consultation with the Program Chair or designate, shall review such current Sessional faculty for reappointment and shall forward such recommendations to the Dean of Faculty for approval.

23.3.1.1 After having indicated their interest in reappointment in accordance with Article 23.3.1, a Sessional faculty member with the Right of Reappointment shall have the right to accept reappointment to the course(s), for which they have the Right of Reappointment, and will have seven (7) calendar days from the date they receive their offer of a reappointment contract to exercise that right.

23.3.1.2 Where there are multiple sections of a course in the same term, a Sessional faculty member with the Right of Reappointment may exercise this right for a maximum of one section of that course within the term.

23.3.1.3 Where the number of Sessional faculty members with a Right of Reappointment for the same course exceeds the number of sections of that course in a term, the Sessional faculty member(s) with a Right of Reappointment shall be selected in the order in which they were awarded their Right of

Reappointment for the course. Where at least two such Sessional faculty members were awarded their respective Rights of Reappointment in the same academic year, they shall be selected in the order in which they first commenced employment as a Sessional faculty member at the University.

23.3.1.4 The University shall maintain a roster of Sessional faculty members, which shall include the following information:

23.3.1.5 A record of all courses taught by each Sessional faculty member;

23.3.1.5.1 A record of the course(s) for which a Sessional faculty member has been awarded a Right of Reappointment, if any, and when each such Right of Reappointment was awarded and used; and

23.3.1.5.2 A record of any performance evaluations.

23.3.1.6 A Sessional faculty member's Right of Reappointment shall be terminated only in the following circumstances:

23.3.1.6.1 The Sessional faculty member removes their name from the University's roster of sessional faculty;

23.3.1.6.2 The Sessional faculty member does not hold a Sessional faculty appointment for a period of twenty-four (24) consecutive months, excluding any time spent on an authorized leave;

23.3.1.6.3 The Sessional faculty member fails to exercise their Right of Reappointment for a period of twenty-four (24) consecutive months, excluding any time spent on an authorized leave;

23.3.1.6.4 The Sessional faculty member declines to participate in a teaching review; or

23.3.1.6.5 The Sessional faculty member receives an evaluation where they fail to fully meet expectations for the course in question with regard to Teaching & Teaching-Related Responsibilities.

23.3.2 The appointment process for Sessional faculty is conducted by the Associate Dean of Faculty, or designate. A list of Sessional vacancies is posted on the University's website, with further external advertising for at least 3 weeks. Such advertisements shall encourage applicants who identify as members of equity seeking groups to indicate so on their application and shall include OCAD University's statement on equity and diversity.

23.3.3 Sessional appointments are determined by a "Sessional Faculty Appointments Committee", consisting of the following:

23.3.3.1 Associate Dean of Faculty, or designate (Chair, non-voting);

23.3.3.2 2 Tenured/tenure-track faculty selected in accordance with Article 22.1; and

23.3.3.3 1 additional internal or external faculty member may be added at the discretion of the Committee for diversity and/or specific expertise.

23.3.4 All applications received for Sessional faculty positions must be reviewed by the Sessional Faculty Appointment Committee. The Committee determines which applicants require interviews and the nature of such interviews. The Sessional Hiring Committee shall seek to interview the most diverse possible candidate pool.

23.3.5 The Chair checks professional references for new Sessional faculty appointments prior to hiring, and conveys the results to the Committee. Where relevant, the Committee reviews the applicants' previous Annual Reports and/or Performance Reviews.

23.3.6 The Committee makes a determination as to the most qualified candidate(s). When considering applications to sessional positions, the

hiring committee shall consider an inclusive range of qualifications, where strength is measured in all possible dimensions relevant to an academic appointment, including equity, diversity and inclusion in addition to those specific to the assignment.

23.3.7 The Committee's recommendation is forwarded by the Chair to the Dean of Faculty for approval.

23.3.8 Offers of employment to new Sessional faculty include the following information:

23.3.8.1 Home Faculty;

23.3.8.2 Courses to be taught; and

23.3.8.3 Starting salary.

23.3.9 Sessional appointments are subject to cancellation due to enrolment and other operational reasons. In the event that a sessional appointment is cancelled less than one week prior to the scheduled first day of class, the instructor will receive a payment of one week's salary for fall/winter courses (pro-rated accordingly for summer) in order to compensate for preparation time.

23.3.10 In the event of a resignation, termination or approved leave less than three months prior to the scheduled start of class, the Associate Dean or designate may appoint a Sessional replacement for up to one academic year only.

#### **23.4 Internal Applicants for Sessional Faculty Positions**

23.4.1 Academic staff may apply for Sessional faculty positions when they become available provided that the new appointment does not conflict with their current work schedule, and shall be considered along with all other

applicants.

23.4.2 Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Sessional positions when they become available, and shall be considered along with all other applicants. Teaching Stream faculty and CLTA faculty, if successful, shall be obliged to relinquish their current positions. Continuing, Probationary and Tenured faculty, if successful, shall be paid the overload rate in accordance with Article 19.6.

### **23.5 Hiring of Teaching Stream Faculty**

23.5.1 Current Teaching Stream faculty who seek to be re-appointed for the Academic Year following expiry of their current appointment must indicate their interest in writing to the Dean of Faculty no later than October 15.

23.5.2 The appointment process for Teaching Stream faculty is conducted by the Dean of Faculty, or designate.

23.5.3 All Teaching Stream positions must be posted internally, as well as advertised locally at a minimum. All applicants are considered under the same criteria and procedure.

23.5.4 Teaching Stream faculty appointments are determined by a 'Teaching Stream Faculty Appointment Committee' consisting of the following:

23.5.4.1 Associate Dean of Faculty, or designate (Chair, non-voting, except in the case of a tie);

23.5.4.2 1 Tenured faculty selected in accordance with Article 22.1;

23.5.4.3 1 Tenured/tenure-track faculty selected in accordance with Article 22.1; and

23.5.4.4 1 additional OCAD U faculty member internal or external to the Faculty may be added at the discretion of the Committee for diversity and/or specific expertise (voting).



23.5.5 All applications received for Teaching Stream positions must be reviewed by the Committee. Normally the committee interviews all short-listed candidates.

23.5.6 The Chair checks professional references for all new Teaching Stream appointments and conveys the results to the Committee. Where relevant, the Committee reviews the applicants' previous Annual Reports and/or Performance Reviews.

23.5.7 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed, the Chair refers the matter back to the Committee for further discussion and deliberation. When considering applications to Teaching Stream positions, the hiring committee shall consider an inclusive range of qualifications, where strength is measured in all possible dimensions relevant to an academic appointment, including equity, diversity and inclusion together with those specific to the assignment.

23.5.8 The Committee's recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President, Academic & Provost for approval.

23.5.9 Offers of employment to new Teaching Stream faculty include the following information:

23.5.9.1 Home Faculty;

23.5.9.2 Rank;

23.5.9.3 Percentage of Maximum-Load;

23.5.9.4 Starting salary; and

23.5.9.5 Whether Professional Practice/Research is assigned in

accordance with Article 27.4.2.

23.5.10 Teaching Stream appointments are subject to reduction or cancellation due to enrolment. In the event that Teaching Stream appointment is reduced or cancelled, the faculty member will receive a payment of six weeks' salary per course reduced. Efforts will be made to maintain Teaching Stream contracts as offered.

23.5.11 In the event of a resignation, termination or approved leave less than three months prior to the scheduled start of class, the Dean or designate may appoint a Teaching Stream faculty.

## **23.6 Internal Applicants for Teaching-Stream Faculty Positions**

23.6.1 Academic staff and faculty may apply for Teaching Stream faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions

## **23.7 Hiring of CLTA Faculty**

23.7.1 Current CLTA faculty who seek to be re-appointed for the following Academic Year, must indicate their interest in writing to the Dean of Faculty no later than October 15.

23.7.2 The appointment process for CLTA faculty is conducted by the Dean of Faculty, or designate. Advertising may be conducted at her/his discretion.

23.7.3 CLTA faculty appointments are determined by a "CLTA Faculty Appointment Committee," consisting of the following:

23.7.3.1 Associate Dean of Faculty, or designate (Chair, non-voting,

except in the case of a tie);

23.7.3.2 1 Tenured faculty selected in accordance with Article 22.1;

23.7.3.3 1 Tenured/tenure-track faculty selected in accordance with Article 22.1; and

23.7.3.4 1 additional OCAD U faculty member internal or external to the Faculty may be added at the discretion of the Committee for diversity and/or specific expertise (voting).

23.7.4 All applications received for CLTA faculty positions must be reviewed by the Committee. Normally the Committee interviews all short-listed candidates; however, the Committee may decide to waive the interview requirement.

23.7.5 The Chair checks professional references for all new CLTA appointments and conveys the results to the Committee. Where relevant, the Committee reviews the applicants' previous Annual Reports and/or Performance Reviews.

23.7.6 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed, the Chair refers the matter back to the Committee for further discussion and deliberation. When considering applications to CLTA positions, the hiring committee shall consider an inclusive range of qualifications, where strength is measured in all possible dimensions relevant to an academic appointment, including equity, diversity and inclusion together with those specific to the assignment.

23.7.7 The Committee's recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President, Academic & Provost for approval.

23.7.8 Offers of employment to new CLTA faculty include the following information:

23.7.8.1 Home Faculty;

23.7.8.2 Rank;

23.7.8.3 Percentage of Maximum-Load; and

23.7.8.4 Starting salary.

23.7.9 CLTA appointments are subject to reduction or cancellation due to enrolment. In the event that a CLTA appointment is reduced or cancelled, the instructor will receive a payment of six week's salary per course reduced. Efforts will be made to maintain CLTA contracts as offered.

23.7.10 In the event of a resignation, termination or approved leave less than three months prior to the scheduled start of class, the Dean or designate may appoint a CLTA replacement for up to one academic year only.

## **23.8 Internal Applicants for CLTA Faculty Positions**

23.8.1 Academic staff may apply for CLTA faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.8.2 Sessional and Teaching Stream faculty may apply for CLTA faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.8.3 Continuing, Probationary and Tenured faculty who are Partial-Load may apply for Partial-Load CLTA faculty positions when they become available,

provided that the Workload of the position advertised, combined with their existing Workload, does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants.

Continuing, Probationary and Tenured faculty who are Partial-Load, and who seek to temporarily increase their Workload are, however, encouraged to do so as provided in Article 23.2.1.3.

### **23.9 Hiring of New Continuing Faculty**

23.9.1 The hiring process for new Continuing faculty is conducted by the Dean of Faculty (or designate). In conjunction with People & Culture, the Dean of Faculty prepares a search plan for each Continuing faculty position approved, including a position description and membership of the Search Committee. The Dean of Faculty then convenes a meeting of the Search Committee to determine appropriate advertising venues and search procedure to be followed, and incorporates these items into the search plan.

23.9.1.1 OCADFA is notified of all Continuing faculty vacancies and is provided with a copy of relevant position descriptions.

23.9.2 A “Continuing Faculty Search Committee” consists of the following:

23.9.2.1 Dean of Faculty, or designate (Chair, non-voting);

23.9.2.2 Associate Dean (or designate);

23.9.2.3 1 Tenured faculty selected in accordance with Article 22.1;

23.9.2.4 1 Tenured/tenure-track faculty selected in accordance with Article 22.1; and

23.9.2.5 1 additional internal or external faculty member may be added at the discretion of the Committee for diversity and/or specific expertise.

23.9.3 All Continuing faculty positions must be posted internally, as well as advertised locally at a minimum. All applicants are considered under the

same criteria and procedure.

23.9.4 The Committee shortlists applicants, conducts interviews, ranks candidates and makes a determination as to the most qualified candidate(s), in accordance with criteria contained in the position description. In addition to interviews, the selection process may include meetings with faculty and students, public lectures and guest critiques.

23.9.5 The Chair (or designate) shall check professional references for the final candidate(s), and convey the results to the Committee. For Continuing faculty seeking re-appointment, the Committee reviews the applicant's previous Performance Reviews.

23.9.6 Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further discussion and deliberation.

23.9.7 The Committee's recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President, Academic & Provost for approval. When considering applications to Continuing positions, the hiring committee shall consider an inclusive range of qualifications, where strength is measured in all possible dimensions relevant to an academic appointment, including equity, diversity and inclusion together with those specific to the assignment.

23.9.8 Offers of employment to new Continuing faculty include the following information:

23.9.8.1 Home Faculty;

23.9.8.2 Rank;

23.9.8.3 Percentage of Maximum-Load; and

23.9.8.4 Starting salary.

## **23.10 Internal Applicants for Continuing Faculty Positions**

23.10.1 Academic staff may apply for Continuing faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.10.2 Sessional, Teaching Stream, and CLTA faculty may apply for Continuing faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.10.3 Probationary and Tenured faculty, whether Partial-Load or Maximum-Load, may apply for Continuing faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

## **23.11 Hiring of New Tenured Faculty**

23.11.1 The hiring process for new Tenured faculty is conducted by the Dean of Faculty (or designate). In conjunction with People & Culture, the Dean of Faculty prepares a search plan for each Tenured faculty position approved, including a position description and membership of the Search Committee. The Dean of Faculty then convenes a meeting of the Search Committee to determine appropriate advertising venues and search procedure to be followed, and incorporates these items into the search plan.

23.11.2 OCADFA is notified of all Tenured faculty vacancies and is provided with a copy of relevant position descriptions.

23.11.3 A “Tenured/Tenure-track Faculty Search Committee” consists of the following:

23.11.3.1 Dean of Faculty, or designate (Chair, non-voting, except in the case of a tie);

23.11.3.2 Associate Dean, or designate (voting);

23.11.3.3 1 Tenured faculty selected in accordance with Article 22.1;

23.11.3.4 1 Tenured/Tenure-track faculty selected in accordance with Article 22.1;

23.11.3.5 1 student representative from the Home Faculty selected by the Chair (voting); and

23.11.3.6 1 additional OCAD U faculty member internal or external to the Faculty may be added at the discretion of the Committee for diversity and/or specific expertise (voting).

23.11.4 For any faculty search posted as a Tenured, rather than Tenure-track, opportunity at any rank, Tenure-track faculty shall not serve on the relevant search committee.

23.11.5 All Tenured faculty positions must be posted internally, as well as advertised nationally at a minimum. All applicants are considered under the same criteria and procedure.

23.11.6 The Committee shortlists applicants, conducts interviews, and makes a determination as to the most qualified candidate(s), in accordance with criteria contained in the position description and following the principles of diversity, equity and inclusion. In addition to interviews, the selection process may include meetings with faculty and students, public lectures and guest critiques.



- 23.11.7 The Chair (or designate) shall check a minimum of 3 professional references for the final candidate(s), and convey the results to the Committee.
- 23.11.8 Should there be any concerns with respect to the decision or process followed, the Chair refers the matter back to the Committee for further discussion and deliberation.
- 23.11.9 The Committee's recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President, Academic & Provost for approval.
- 23.11.10 Offers of employment to new Tenured faculty include the following information:
- 23.11.10.1 Home Faculty;
  - 23.11.10.2 Rank;
  - 23.11.10.3 Percentage of Maximum-Load;
  - 23.11.10.4 Starting salary; and
  - 23.11.10.5 Probationary term as outlined in Article 16.5.

## **23.12 Internal Applicants for Tenured Faculty Positions**

- 23.12.1 Academic staff may apply for Tenured faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.
- 23.12.2 Sessional, Teaching Stream, CLTA, and Continuing faculty may apply for Tenured faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.
- 23.12.3 Probationary and Tenured faculty who are Partial-Load may apply for Partial-Load Tenured faculty positions when they become available,

provided that the Workload of the position advertised, combined with their existing Workload, does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants.

Probationary and Tenured faculty who are Partial-Load, and who seek to permanently increase their Workload are, however, encouraged to do so as provided in Article 23.2.1.3.

### **23.13 Training of New Faculty**

23.13.1 All new faculty, including Sessional, Teaching Stream, CLTA, Continuing, Probationary and Tenured, are required to undergo reasonable and appropriate orientation and/or teacher education workshops, according to individual needs, as mutually determined by the faculty member and the Dean of Faculty, as part of his/her Teaching and Teaching-Related responsibilities, prior to working in this capacity at the University. Participation in health and safety, WHMIS, and first aid training, as specified by the Office of Safety & Security Services, is mandatory for all new faculty.

### **23.14 Home Faculty and Cross-Appointments**

23.14.1 At time of hiring, all Sessional, Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty are assigned to a Home Faculty, reflecting the program(s) in which all or most of the faculty member's Course Load will occur.

23.14.2 Faculty are supervised by the Dean of their Home Faculty and liaise with the Dean and/or Associate Deans of that Faculty for purposes of Workload assignments including Undergraduate and Graduate Teaching, Performance Review, applications for promotion, requests for change in Partial-Load/Maximum-Load status, etc.

23.14.3 In the case of faculty who are cross-appointed to other Faculties, the Dean of Faculty consults with other relevant Deans of Faculty and/or Associate Deans in preparing Workload assignments and Service obligations, and in developing recommendations to the Vice-President, Academic & Provost regarding Faculty Complement for the following Academic Year. In terms of Workload assignments and Service obligations, the Deans of Faculty will consider the particular circumstances of cross-appointed faculty.

23.14.4 If, over time, a faculty member's proportion of Course Load shifts from one Faculty to another, she/he may be re-assigned to another Home Faculty by the Dean of Faculty, in consultation with other relevant Dean(s) of Faculty, and with the approval of the Vice-President, Academic & Provost.

23.14.5 Faculty who are cross-appointed in relatively equal proportions to more than 1 Faculty may request a change of Home Faculty by writing to the Vice-President, Academic & Provost, who will make a determination.

23.14.6 Faculty are expected to attend all Faculty or program meetings within their Home Faculty and to assist the cross-appointed Faculty Representatives by communicating information from these meetings to cross-appointed faculty from other Home Faculties.

### **23.15 Years of Service**

23.15.1 Years of Service are calculated for Continuing, Probationary and Tenured faculty on the basis of years of continuous service, with one year awarded per year of active employment. For the purposes of this calculation, sabbatical leaves are included, whereas full-year leaves of absence are not. Years of Service are not calculated for Sessional faculty, Teaching Stream faculty, or CLTA faculty.

23.15.2 In each Faculty, annual committee and course assignments shall be made available to all Faculty Members by February 15<sup>th</sup> of the current academic year.

## **ARTICLE 24 FACULTY REVIEW AND PROMOTION**

### **24.1 Procedure for Promotion of Rank**

24.1.1 Lecturers, Assistant Professors, Associate Professors are eligible to apply for promotion to the next Rank after a minimum of 3 years at maximum-load (or a minimum of five (5) years for partial-load) at their current Rank at OCAD U.

24.1.2 Candidates for promotion of Rank must submit an application in writing to the Dean of Faculty, no later than October 1 for promotion in the following Academic Year.

24.1.3 Candidates who are unsuccessful in applying for promotion of Rank may re-apply after a minimum of 2 years.

24.1.4 See Standards of Performance for Academic Ranks, attached as **Appendix B**.

### **24.2 Annual Reports**

24.2.1 All faculty shall submit each Academic Year an “Annual Report” which summarizes the faculty member’s contributions and accomplishments in Teaching & Teaching-Related Responsibilities (as outlined in Article 20.2). In the case of Teaching Stream faculty, the Annual Report shall also include contributions and accomplishments in Service (as outlined in Article 20.4) and in Professional Practice/Research, if applicable. In the case of CLTA, Probationary, Continuing and Tenured faculty, the Annual Report shall also include contributions and accomplishments in Professional Practice/Research and Service (as outlined in Articles 20.3 and 20.4). Receipt of such reports will be confirmed by the appropriate Home Faculty office.

24.2.2 **Sessional faculty:** For Sessional faculty, classroom visits may be conducted. Prior to reappointment of Sessional appointments, student evaluations, course outlines, any other teaching materials, and any classroom visits conducted will be assessed to ensure adherence to standards and expectations with regard to Teaching & Teaching-Related Responsibilities.

### 24.3 Performance Reviews

24.3.1 Performance Reviews are conducted in order to review and assess overall performance, ensure adherence to standards and expectations with regard to Teaching & Teaching-Related Responsibilities, Professional Practice/Research (in the case of Teaching Stream appointments, if applicable) and Service, and to make recommendations to the Dean of Faculty regarding career progress.

24.3.2 Each non-sessional faculty member shall be reviewed every three years (except in the case of tenure-track faculty which is annually) or prior to any contract renewal, unless otherwise specified.

24.3.3 Each non-sessional faculty member shall submit materials required for Performance Review no later than January 31<sup>st</sup> of the year in which he/she is to be reviewed.

24.3.4 Career progress increments shall be awarded to all non-sessional faculty members who are meeting or exceeding basic expectations and who are not at the ceiling of that rank.

24.3.4.1 “Basic Expectations” shall include the following:

24.3.4.1.1 Submitting Annual Report;

24.3.4.1.2 Submitting course outlines to Faculty Office prior to start of semester;

24.3.4.1.3 Responsibly managing student contact hours, e.g., arriving on time for classes, being available to students during pre-arranged

- office hours (generally one hour per course per week), arranging for substitute or make-up class for any class hours missed;
- 24.3.4.1.4 Reporting any absences and make-up arrangements to the Faculty Office;
- 24.3.4.1.5 Submitting all grades on time;
- 24.3.4.1.6 Fulfilling applicable faculty responsibilities as outlined in Article 20; and
- 24.3.4.1.7 Adhering to Responsibilities to Students, Creative and Academic Freedom, and Collegial Behaviour as listed in Article 6.
- 24.3.5 Materials are reviewed by the Associate Dean (or Designate) who shall award a career progress increment of one (1.0) step to any faculty member meeting basic expectations which shall apply for a maximum of three (3) academic years following the review or prior to any contract renewal.
- 24.3.6 In the event the Associate Dean (or Designate) finds a faculty member does not meet basic expectations, the Associate Dean (or Designate) shall refer the matter to the Dean of Faculty for disciplinary action.
- 24.3.7 Faculty meeting or exceeding basic expectations are entitled to apply for a merit progress award from the merit fund. Applications for merit progress will be reviewed by a Merit Review Committee based on a maximum application period of three (3) years or prior to any contract renewal and subject to the faculty member's performance review period.
- 24.3.7.1 Applications for the Merit Fund, are reviewed by a "Merit Review Committee", consisting of the following:
- 24.3.7.2 Vice-President, Academic & Provost, or designate (Chair, non-voting);
- 24.3.7.3 All Deans of Faculty
- 24.3.7.4 Tenured faculty selected by the Chair, selected in accordance with Article 22.1, from each Faculty (for a total of 6), who are not under consideration for the Merit Fund.
- 24.3.8 The Merit Review Committee shall award merit progress increments based

on each faculty member's application, subject to the merit of the application, in accordance with the standards of performance described in Appendix B and subject to the total funding available. Meritorious applications will be awarded merit increments of half step(s) (0.5) to a maximum of one (1) step. Any step shall be awarded as defined by 24.6.2 for a maximum of three (3) years. This Committee shall be responsible for maintaining consistent standards across the University.

24.3.9 All awarded Career/Merit Progress Increments shall be effective July 1<sup>st</sup> of the Review Year.

24.3.10 The total number of steps awarded (Career/Merit Progress Increments) shall not exceed 1.2 times the number of faculty members eligible for career progress increments.

24.3.11 The results of the Merit Review shall normally be communicated to the faculty member in writing no later than May 15<sup>th</sup> of the review year and shall include a brief report of the committee's findings.

24.3.12 In the event that a faculty member is unsuccessful in the application for a merit increase, the career progress increment shall nevertheless be awarded.

24.3.13 A faculty member who disagrees with the Performance Review and/or its recommendations may discuss his/her concerns with the Dean (or Designate). In the event that a satisfactory resolution is not found, the faculty member may appeal the matter in writing to the Vice-President, Academic & Provost, who will make a determination.

#### **24.4 Permanent Status Review for Teaching Stream Faculty**

24.4.1 A Permanent Status Review will be conducted prior to 3rd contract being issued in order to make a recommendation for Permanent Status per article 16.2.2.3.1. The review will assess overall performance, ensure adherence to standards and expectations with regard to Teaching & Teaching-Related Duties, Professional Practice/Research (if applicable) and Service as outlined in Article 20 and Appendix B.

24.4.2 Teaching Stream faculty will submit the materials as described in Article 24.4.5 that are required for Permanent Status Review no later than October 15th in the final year of their 2nd contract. In the event additional time is required to prepare the application for Permanent Status, a one-time extension of one (1) academic year may be granted by mutual agreement.

24.4.3 Materials are reviewed by the Permanent Status Review Committee, as described in Article 24.4.9, who will make its recommendation for Permanent Status to the Dean of Faculty. The Dean of Faculty will make every effort to notify candidates of the results of their application no later than March 31st.

24.4.4 Permanent Status shall be granted to an applicant who demonstrates to the Permanent Status Review Committee that they fully meet expectations. The criteria for assessment will be based on: Teaching & Teaching-Related Responsibilities, Professional Practice/Research (if applicable), and Service, as outlined in Article 20 and Appendix B, and will be commensurate with their Teaching Stream workload distribution in the above listed areas.

24.4.5 The materials for Permanent Status Review may include any or all of the following:

24.4.5.1 Cover letter giving a history of their work at OCAD University and their intentions for further professional development;

24.4.5.2 Curriculum Vitae (C.V): including research or professional practice e.g. publications, presentations, shows, and other areas of professional output;

24.4.5.3 Teaching Dossier: may include statement of teaching philosophy, description of teaching innovations, any teaching recognitions, and documentation of 3 recent courses;

24.4.5.4 Performance Reviews for the last renewal;

24.4.5.5 A statement of service highlights;

24.4.5.6 A description of research and/or practice (if applicable);

24.4.5.7 Applicants may include other material relevant to their Teaching & Teaching-Related Responsibilities, Professional Practice/Research (if applicable),



and Service, as outlined in Article 20 and Appendix B, and will be commensurate with their Teaching Stream workload distribution in the above listed areas.

24.4.6 The Chair of the Teaching Stream Permanent Status Review Committee shall, in consultation with the candidate, determine the names of three (3) mutually-agreed upon referees external to the University, of whom one (1) shall be selected by the Chair, and three (3) mutually-agreed upon referees internal to the University, of whom one (1) shall be selected by the Chair. Such referees must have sufficient subject expertise and knowledge of the candidate's achievements to make dispassionate and critically-informed judgments. Selected referees shall be asked to comment on the candidates' contribution in the areas of pedagogy, service and professional practice/research (if applicable), and shall be provided with the relevant sections of Appendix B to provide context in this regard.

24.4.7 The review for Permanent Status may include an interview process, which may include a public job talk focusing on member's areas of Teaching, Research and/or Professional Practice.

24.4.8 The Program Chair (or designate) shall conduct a classroom visit to inform the Permanent Status Committee's assessment of the candidates teaching.

24.4.9 The review for Permanent Status Committee consists of the following:

24.4.9.1 Dean of Faculty, or designate (Chair, non-voting except in the case of a tie);

24.4.9.2 Associate Dean of Faculty (Voting);

24.4.9.3 The applicant's Program Chair. If the Program Chair has been designated as the Chair of this committee this position may be filled by one (1) Tenured or Tenure-Track faculty member selected by the Chair from the Home Faculty's Tenured/Tenure-Track faculty (Voting);

24.4.9.4 One (1) permanent Teaching Stream faculty member selected by the Chair (Voting), ideally from the home faculty. If no permanent Teaching Stream faculty member is available, this position may be filled by a Tenured or Tenure-Track Faculty member from the home faculty;

24.4.9.5 Up to one (1) additional faculty member who may be added at the discretion of the committee, for diversity and/or specific expertise (Voting)

24.4.10 The appropriate Dean of Faculty (or designate) will meet with each faculty member to discuss their Review for Permanent Status. The results of the review for Permanent Status are communicated to the faculty member in writing following this meeting. If a Teaching Stream faculty member fails to achieve Permanent Status as a result of the Permanent Status Review, their employment will continue only to the end of the current contract.

## **24.5 Peer Review**

24.5.1 A "Peer Review" is conducted (as outlined in Articles 24.4.2 and 24.4.3) in order to assess overall performance and make recommendations for the following purposes:

24.5.2 **Probationary faculty:** For Probationary faculty, a Peer Review is conducted to recommend conferral of Tenure status, and promotion of Rank if warranted. If a Probationary faculty member fails to achieve Tenure as a result of Peer Review, his/her employment will continue only to the end of the following academic year at his/her current salary rate;

24.5.3 **TS, CLTA, Continuing and Tenured faculty:** For TS, CLTA, Continuing and Tenured faculty, a Peer Review is conducted to recommend promotion of Rank.

24.5.4 Probationary, Continuing and Tenured faculty will submit materials required for Peer Review which, in combination with previous Annual Reports and

Performance Reviews, will be reviewed by the “Peer Review Committee”.

The Peer Review Committee consists of the following:

- 24.5.4.1 Dean of Faculty, or designate appointed by the Vice-President, Academic & Provost (Chair, non-voting except in the case of a tie);
  - 24.5.4.2 Associate Dean of Faculty, or designate (voting):
  - 24.5.4.3 Faculty members selected by the Chair from the Home Faculty’s Tenured faculty, both of whom must be of equal or, where possible, higher Rank than the candidate (voting); and
  - 24.5.4.4 Up to 1 additional faculty member who may be added at the discretion of the Committee, for diversity and/or specific expertise (voting).
- 24.5.5 In cases of Tenure and/or Promotion of Rank, the Chair of the Faculty Peer Review Committee shall, in consultation with the candidate, determine the names of five mutually-agreed referees external to the University, of whom three shall be selected by the Chair. Such referees must have sufficient subject expertise and knowledge of the candidate’s achievements to make dispassionate and critically-informed judgments. Selected referees shall be asked to comment on the candidate’s contribution in the area of professional practice/research, and shall be provided with the relevant sections of **Appendix B** to provide context in this regard.
- 24.5.6 The appropriate Dean of Faculty (or designate) will meet with each faculty member to discuss his/her Peer Review. The results of the Peer Review are communicated to the faculty member in writing following this meeting, including an overall assessment of his/her strengths and/or recommendations for improvement. In cases of Promotion of Rank, the candidate may choose to withdraw his/her application at this stage.
- 24.5.7 The Faculty Peer Review Committee shall submit its recommendations to the University Peer Review Committee. The recommendations of the University Peer Review Committee shall then be subject to approval by the President and the Board of Governors. The University Peer Review

Committee consists of:

24.5.7.1 The Vic-President, Academic & Provost (Chair, voting);

24.5.7.2 The Chair of Senate; and

24.5.7.3 Three (3) Tenured faculty members, one of whom holds the rank of Full Professor and at least two (2) of whom are senators

24.5.8 A faculty member who disagree with a Peer Review decision has recourse to the Peer Review Appeal process (as outlined in Article 24.6)

## **24.6 Peer Review Appeal**

24.6.1 “Peer Review Appeal” provides a mechanism to review decisions made via Peer Review which result in:

24.6.1.1 **Probationary faculty:** For Probationary faculty, failure to confer Tenured status, or denial of promotion of Rank;

24.6.1.2 **TS faculty:** For TS faculty, failure to recommend eligibility for renewal, or denial of promotion of Rank

24.6.1.3 **CLTA faculty:** For CLTA faculty, failure to recommend eligibility for renewal, or denial of promotion

24.6.1.4 **Continuing faculty:** For Continuing faculty, failure to recommend eligibility for renewal, or denial of promotion of Rank;

24.6.1.5 **Tenured faculty:** For Tenured faculty, denial of promotion of Rank;

24.6.2 A Peer Review Appeal is initiated when a faculty member submits a “Request for Peer Review Appeal” to Office of the Vice-President, Academic & Provost within 14 calendar days following notification of the Peer Review decision which the faculty member wishes to appeal.

24.6.3 A “Peer Review Appeal Committee” consists of the following:

24.6.3.1 Vice-President, Academic & Provost, or designate with approval of the President (Chair, non-voting);

- 24.6.3.2 Dean (or designate) from another Faculty with approval of the Vice-President, Academic & Provost;
  - 24.6.3.3 2 faculty selected by the Chair from the Home Faculty's Tenured faculty, both of whom must be of equal or, where possible, higher Rank than the candidate; and
  - 24.6.3.4 1 Tenured faculty member selected by the candidate.
- 24.6.4 The Chair will make every effort to convene a meeting of the Peer Review Appeal Committee within 30 calendar days of a receipt of a "Request for Peer Review Appeal" by the Office of the Vice-President, Academic & Provost and to communicate the Committee's decision in writing to the faculty member in a timely manner.
- 24.6.5 A grievance challenging the decision of the Peer Review Appeal Committee gives rise to a difference between the Parties arising from the interpretation, application, administration, or alleged violation of this Agreement, only to the extent that:
- 24.6.5.1 A significant irregularity or unfairness has occurred in the procedure, or in the selection of committee members;
  - 24.6.5.2 There has been Bias or motive on the part of a committee member;
  - 24.6.5.3 There has been Bias or motive on the part of any person whose opinion may have materially influenced the decision; or
  - 24.6.5.4 The decision is unreasonable in the light of the evidence which was available or should have been available, and in light of the standards applied since ratification.

## **ARTICLE 25 FACULTY CALENDAR OF COMMITMENT (EXCLUDING SESSIONAL AND TEACHING STREAM FACULTY)**

### **25.1 Partial-Load CLTA, Continuing, Probationary and Tenured Faculty**

25.1.1 Partial-Load CLTA, Continuing, Probationary and Tenured faculty normally

have 2 Teaching Terms and 1 Practice/Research Term per Academic Year.

25.1.2 Teaching Workload is normally distributed evenly between the 2 Teaching Terms.

25.1.3 By mutual consent of the faculty member and the Dean of Faculty, up to the full Teaching Workload could occur in 1 Term, provided that the total Teaching Workload per Term does not exceed Maximum-Load.

25.1.4 The Practice/Research Term includes Vacation time and a limited amount of Service.

25.1.5 In exceptional circumstances (i.e. when agreed to be of benefit to both the university and the faculty), and by mutual consent of the University and the faculty member, a Partial-Load faculty member's annual Teaching Workload may be distributed over all 3 Terms.

## **25.2 Maximum-Load CLTA, Probationary and Tenured Faculty**

25.2.1 Maximum-Load CLTA, Probationary and Tenured faculty have 2 Teaching Terms and 1 Practice/Research Term per Academic Year.

25.2.2 Teaching Workload is normally distributed evenly between the 2 Teaching Terms.

25.2.3 By mutual consent of the faculty member and the Dean of Faculty, a larger percentage of Teaching Workload may occur in 1 Term, provided that the total Teaching Workload per Academic Year does not exceed Maximum-Load

25.2.4 The Practice/Research Term includes Vacation time and a limited amount of Service.

25.2.5 In exceptional circumstances (i.e. when agreed to be of benefit to both the University and the faculty), and by mutual consent of the University and the faculty member, annual Teaching Workload may be distributed over all 3 Terms.

## **ARTICLE 26 FACULTY COURSE LOAD (EXCLUDING SESSIONAL FACULTY) PRO-RATED FOR PARTIAL-LOAD**

### **26.1 Definition of Course Load**

26.1.1 The “Course Load” (averaged over the academic year) required of Maximum-Load faculty per Term is normally 12 student contact hours per week for Studio courses (15 student contact hours per week for Teaching Stream appointments), and 7.5 student contact hours per week for Liberal Arts & Sciences courses (9 student contact hours per week for Teaching Stream appointments). Individual course loads may vary as assignment by the Dean of Faculty or designate. Such course load assignment will be made in consultation with individual faculty in consideration of all areas of faculty responsibility as they contribute to the University and its mission.

26.1.1.1 Effective July 1, 2008, the course load required of Maximum Load faculty per term is normally 13.5 student contact hours per week for Studio courses (averaged over the academic year), and 9 student contact hours per week for Liberal Arts & Sciences courses. Effective July 1, 2009, the course load required of Maximum Load faculty per term is normally 12 student contact hours per week for Studio courses (averaged over the academic year), and 7.5 student contact hours per week for Liberal Arts & Sciences courses. It is understood that sessional appointments arising from the implementation of this article shall not be considered in a calculation made under article 16.1.4 (sessional maximum).

26.1.1.2 Effective July 1, 2015, the “Course load” (averaged over the academic year) required of Maximum Load faculty per term is normally 10.5 student contact hours per week for Studio courses (15 student contact hours per week for Teaching Stream

appointments), and 7.5 student contact hours per week for Liberal Arts & Sciences courses (9 student contact hours per week for Teaching Stream appointments). It is understood that sessional appointments arising from the implementation of this article shall not be considered in a calculation made under article 16.1.4 (sessional maximum).

26.1.1.3 Effective July 1, 2017, the “Course load” (averaged over the academic year) required of Maximum Load Faculty per term is normally 10.5 student contact hours per week for Studio courses (13.5 student contact hours per week for Teaching Stream appointments), and 7.5 student contact hours per week for Liberal Arts & Sciences courses (9 student contact hours per week for Teaching Stream appointments). It is understood that sessional appointments arising from the implementation of this article shall not be considered in a calculation made under article 16.1.4 (sessional maximum).

26.1.1.4 Effective July 1, 2018, the “Course load” (averaged over the academic year) required of Maximum Load Faculty per term is normally 9 student contact hours per week for Studio courses (12 student contact hours per week for Teaching Stream appointments), and 7.5 student contact hours per week for Liberal Arts & Sciences courses (9 student contact hours per week for Teaching Stream appointments). It is understood that sessional appointments arising from the implementation of this article shall not be considered in a calculation made under article 16.1.4 (sessional maximum).

26.1.1.5 Effective June 30, 2019, the “Course load” (averaged over the



academic year) required of Maximum Load Faculty per term is normally 7.5 student contact hours per week (10.5 student contact hours per week for Teaching Stream Studio appointments and 9 student contact hours per week for Teaching Stream Liberal Arts & Sciences appointments). It is understood that sessional appointments arising from the implementation of this article shall not be considered in a calculation made under article 16.1.4 (sessional maximum).

26.1.2 Course Load may include course-release time for special projects or assignments.

## **26.2 Distribution of Course Load**

26.2.1 Determination of specific Course Load in any Term will be based on a fair and equitable distribution of faculty responsibilities, taking into consideration the following factors:

- 26.2.1.1 Class size and total student load;
- 26.2.1.2 Course levels;
- 26.2.1.3 Nature of the course (including method of measuring learning outcomes);
- 26.2.1.4 Mode of delivery;
- 26.2.1.5 Course-related responsibilities (e.g. tutorial direction, thesis supervision, supervision of Teaching Assistants, grading responsibilities, course preparation);
- 26.2.1.6 Research-related responsibilities, including supervision of Research Assistants (except in the case of Teaching Stream faculty, if applicable), subject to approval of Dean of Faculty;
- 26.2.1.7 Whether or not courses are new;
- 26.2.1.8 Number of different courses per Term (vs. multiple sections of the same course);

26.2.1.9 Other unusual expectations re. Service (e.g. special projects or assignments); and

26.2.1.10 Cross-appointments with other Faculties.

26.2.2 Faculty (except in the case of Teaching Stream faculty) normally teach a maximum of 2 classes per day, scheduled with a minimum of 12 hours between classes on consecutive days. Teaching Stream faculty normally teach a maximum of six (6) hours per day.

26.2.3 While the necessity to provide suitable scheduling and breadth of academic offerings may require year to year course changes, the Deans of Faculty shall make every effort to ensure that these changes are reasonable, and to distribute them equitably.

### **26.3 Disagreement with Course Load**

26.3.1 Faculty who disagree with their Course Load assignments for the following year may discuss their concerns with the Dean of Faculty (or designate). In the event that the matter has been discussed with the Dean of Faculty (or designate) and a satisfactory resolution has not been found, faculty may appeal the matter in writing to the Vice-President, Academic & Provost, who will make a determination.

26.3.2 There shall be no expectation of faculty to use Sabbaticals for purposes of developing new courses, and new courses will not normally be assigned for the first term following a sabbaticant's return.

## **ARTICLE 27 FACULTY WORK LOAD (EXCLUDING SESSIONAL FACULTY) PRO- RATED FOR PARTIAL-LOAD**

### **27.1 Definition of Workload**

27.1.1 "Workload" includes a combination of Teaching & Teaching-Related Duties,

Professional Practice/Research (in the case of Teaching Stream faculty, if applicable) and Service.

## **27.2 Teaching Term Workload (excluding Teaching Stream faculty)**

27.2.1 A "Teaching Term" normally consists of:

27.2.1.1	Teaching & Teaching-Related Duties,	
27.2.1.2	Practice/Research, Service	14 weeks
27.2.1.3	Teaching-Related Duties; Practice/Research, Service	3 weeks
27.2.1.4	Total	17 weeks

27.2.2 In each Teaching Term, Workload is based on a full-time commitment for 17 weeks, with the following approximate breakdown:

27.2.2.1	Teaching & Teaching-Related Duties	60%
27.2.2.2	Practice/Research	20%
27.2.2.3	Service	20%
27.2.2.4	Total	100%

27.2.3 While acknowledging the difficulty of scheduling meetings and other Service-related activities at times mutually agreeable to all participants, every effort is made to ensure that Teaching & Teaching-Related Duties and Service are confined to 4 days per week.

27.2.4 With permission from the Dean of Faculty or Vice-President, Academic & Provost, faculty may receive course-release time during a Teaching Term, in order to pursue special projects or assignments.

## **27.3 Practice/Research Term Workload (excluding Teaching Stream faculty)**

27.3.1 A "Practice/Research Term" normally consists of:

27.3.1.1	Practice/Research (plus limited Service)	11 -13 weeks
27.3.1.2	Vacation (based on years of service)	4 - 6 weeks

27.3.1.3 Total 17 weeks

27.3.2 During a Practice/Research Term, faculty are expected to provide 55-65 hours of Service (based on 11-13 wks x 5 hrs/wk).

27.3.3 With permission from the Dean of Faculty or Vice-President, Academic & Provost, faculty may perform the Service component of their Practice/Research Term during the previous or subsequent Teaching Terms, in order to travel and/or devote themselves to intensive projects.

## 27.4 Academic Year Workload

27.4.1 For Teaching Stream faculty, in addition to 4 weeks paid vacation, the normative full Academic Year normally consists of:

27.4.1.1 Teaching & Teaching-Related Duties	70%
27.4.1.2 Service	30%
27.4.1.3 Total	100%

27.4.2 An individual in receipt of an offer of a Teaching Stream appointment who is actively engaged in a program of Professional Practice/Research may request that the Dean of Faculty make an assignment by contract of 10% Practice/Research and 20% Service.

27.4.3 Teaching Stream faculty's Service responsibilities are subject to approval by the Dean of Faculty (or designate).

27.4.4 For CLTA, Continuing, Probationary and Tenured faculty, in addition to 4-6 weeks paid vacation, a normative full Academic Year normally consists of:

27.4.4.1 Teaching & Teaching-Related Duties	40%
27.4.4.2 Practice/Research	40%
27.4.4.3 Service	20%

**27.5 Disagreement with Workload**

27.5.1 Faculty who disagree with their Workload assignments for the following year may discuss their concerns with the Dean of Faculty (or designate). In the event that the matter has been discussed with the Dean of Faculty (or designate) and a satisfactory resolution has not been found, faculty may appeal the matter in writing to the Vice-President, Academic & Provost, who will make a determination.

**27.6 Workload Adjustment**

27.6.1 As circumstances arise, or as requested by a Tenured or Tenure-track faculty member, an ad-hoc adjustment to the faculty member's workload assignment within the three areas of faculty responsibility may be undertaken by mutual agreement between the faculty member and the Dean of Faculty. Such adjustment shall normally be temporary for an academic year, rather than ongoing. OCADFA will be notified of any such workload adjustment

27.6.2 Where a faculty member has entered into such a temporary workload adjustment, the annual performance review shall be based on the revised workload assignment for that year.

# Issues and Definitions Applying to Academic Staff

## **ARTICLE 28 SUMMARY OF ACADEMIC STAFF APPOINTMENTS**

### **28.1 Types of Appointments**

28.1.1 All Technicians and Academic Counsellors shall have one of the following appointments:

28.1.1.1 Contract;

28.1.1.2 Probationary; or

28.1.1.3 Permanent.

### **28.2 Partial-Load and Maximum-Load**

28.2.1 All Technicians and Academic Counsellors shall be either:

28.2.1.1 Partial-Load; or

28.2.1.2 Maximum-Load.

### **28.3 Teaching/Research Assistant**

28.3.1 All Teaching/Research Assistants shall have the following appointment:

28.3.1.1 Contract.

## **ARTICLE 29 DEFINITION OF ACADEMIC STAFF APPOINTMENTS**

### **29.1 Technician and Academic Counsellor - Contract Appointment**

29.1.1 “Contract” Technicians and “Contract” Academic Counsellors are hired on a fixed-term contract, based on a specified number of weeks, and specified hours per week up to and including 35.

29.1.2 Contract Technicians and Contract Academic Counsellors:

29.1.2.1 Have no job security beyond the current contract; and

29.1.2.2 Are subject to Performance Review prior to any renewal of contract

29.1.2.3 Are normally not renewable beyond 3 years.

29.1.3 In exceptional circumstances (i.e. when agreed to be of benefit to both the University and the academic staff member), and by mutual consent of the University and the academic staff member, a Contract appointment may be renewed for up to 1 additional year, subject to approval by OCADFA.

29.1.4 In each Academic Year, a maximum of 30% of technician and academic counsellor appointments shall be contract. Should this ceiling be exceeded in any Academic Year, the balance will be restored the following Academic Year.

29.1.5 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **29.2 Technician and Academic Counsellor - Probationary Appointment**

29.2.1 “Probationary” Technicians and Academic Counsellors are working towards tenured status.

29.2.2 Probationary Technicians and Academic Counsellors:

29.2.2.1 May be Maximum-Load or Partial-Load;

29.2.2.2 Are hired for a maximum of 1 year (if Maximum-Load) or 2 years (if Partial-Load), unless extended by approved Leaves, after which the appointment must be terminated or become Tenured; and

29.2.2.3 Are subject to Performance Reviews after 1 year and/or Peer Review prior to awarding of Permanent status.

29.2.3 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

### **29.3 Technician and Academic Counsellor - Permanent Appointment**

29.3.1 "Permanent" Technicians and Academic Counsellors have successfully completed a Probationary period and, through a Peer Review process, have been awarded Permanent status.

29.3.2 Permanent Technicians and Academic Counsellors:

29.3.2.1 May be Maximum-Load or Partial-Load;

29.3.2.2 Are subject to annual Performance Reviews, with comprehensive Peer Reviews every 5 years, unless extended by approved Leaves; and

29.3.3 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

### **29.4 Teaching/Research Assistant - Contract Appointment**

29.4.1 All Teaching/Research Assistantships shall fall into one of the following categories:

29.4.1.1 Undergraduate Research Assistant, with responsibilities outlined in Article 37.4.2

29.4.1.2 Marker/Grader, with responsibilities limited to those outlined in Articles 37.4.1.1 and 37.4.1.4 only;



29.4.1.3 Tutorial Leader, with responsibilities including all of 37.4.1.

29.4.1.4 Graduate Research Assistant, with responsibilities as outlined in Article 37.4.2

29.4.2 Teaching/Research Assistants are hired on fixed-term annual contracts, based on a specified number of hours per Term as determined by the Dean, Associate Dean and/or supervising faculty member based on the particular needs and format of the course or research project, and set out in writing in advance of the appointment.

29.4.3 Teaching/Research Assistants:

29.4.3.1 Have no job security beyond the current contract;

29.4.3.2 Are subject to Performance Review prior to any renewal of contract; and

29.4.3.3 Are normally not renewable beyond 3 years.

29.4.4 In exceptional circumstances (i.e. when agreed to be of benefit to both the University and the Teaching Assistant), a Teaching/Research Assistant who is also a current OCAD U student may be renewed beyond the initial 3 years, subject to approval by the Dean of Faculty or designate.

29.4.5 Teaching/Research Assistants are intended to assist, rather than replace, faculty in the delivery of curriculum or carrying out research activities. Because Teaching/Research Assistants are temporary employees with whom the University does not have a long-term employer/employee relationship, they are hired on the basis of fixed-term contracts, and receive additional pay in lieu of benefits. The maximum renewal period is intended to ensure the ongoing creation of employment opportunities for new Teaching/Research Assistants, and to ensure that increased expectations for Teaching/Research Assistants are not made beyond those outlined in

Article 37.4.

29.4.6 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or termination of contract for enrolment funding or other operational reasons. In the event his/her appointment is cancelled less than one week prior to the scheduled first day of class, a Teaching Assistant will receive a payment of one week's salary.

29.4.7 The parties recognize the goal of Teaching Assistant assignments is to support the development of their pedagogical skills. Once per academic year, the University will provide Teaching Assistants with five (5) hours of training provided by the University paid at their regular hourly rate. Upon each appointment, Teaching Assistants will also receive three (3) hours of training per course provided by the faculty member teaching the course. These training hours will be in addition to the weekly allocation of hours as outlined in Article 29.4.8.

29.4.8 Teaching Assistantships will be assigned in accordance with the criteria set out in Letter of Understanding: regarding TA Assignments (**Appendix G**). All duties and responsibilities shall be in accordance with those outlined in Article 37.4.

## **29.5 Externally Funded Academic Counsellors**

29.5.1 "Externally funded" Academic Counsellors are probationary or permanent Academic Counsellors as defined above in Articles 29.2 or 29.3, where more than 40% of the salary of the appointee is paid from a funding source external to the University, and not from the University's operating budget. Notwithstanding those Articles, should the funding for such an appointment cease, the appointment shall terminate at the end of the academic year.

Such termination shall not be characterized as dismissal as a result of Performance Review, or dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Redundancy as defined in this agreement.

### **ARTICLE 30 DEFINITION OF PARTIAL-LOAD AND MAXIMUM-LOAD FOR ACADEMIC STAFF (EXCLUDING TEACHING ASSISTANTS)**

#### **30.1 Maximum-Load**

30.1.1 Maximum-Load Technicians and Academic Counsellors carry a full Workload of 35 hours per week, 52 weeks per year

#### **30.2 Partial-Load**

30.2.1 Partial-Load Technicians and Academic Counsellors carry a partial Workload which is fewer than 35 hours per week and/or fewer than 52 weeks per year.

### **ARTICLE 31 ACADEMIC STAFF COMPENSATION**

#### **31.1 Technician and Academic Counsellor - Contract Appointment**

31.1.1 Contract Technician and Contract Academic Counsellor compensation (all pro-rated for Partial-Load, according to the employee's Workload percentage of Maximum-Load) includes:

- 31.1.1.1 Salary on the relevant academic staff Pay Scale (see **Appendix D**);
- 31.1.1.2 Placement on this Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 31.1.1.3 4% pay in lieu of vacation;
- 31.1.1.4 6% pay in lieu of benefits; and
- 31.1.1.5 No access to pension or Professional Development.

#### **31.2 Technician and Academic Counsellor - Probationary Appointment**

31.2.1 Probationary Technician and Probationary Academic Counsellor compensation (all pro-rated for Partial-Load, according to the employee's

Workload percentage of Maximum-Load) includes:

- 31.2.1.1 Salary on the relevant academic staff Pay Scale (see **Appendix D**);
- 31.2.1.2 Placement on the Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 31.2.1.3 3 weeks per year paid vacation, based on years of service;
- 31.2.1.4 Access to full benefits;
- 31.2.1.5 Access to full pension contributions after one (1) year; and
- 31.2.1.6 Access to Professional Development funding.

31.2.2 Probationary Technicians and Probationary Academic Counsellors may elect to continue enrollment in the University's insured benefit plans (with the exception of Long-term disability benefits) for up to four (4) months following layoff by the University, provided the employee continues to pay his/her portion of the premium costs.

### **31.3 Technician and Academic Counsellor - Permanent Appointment**

31.3.1 Permanent Technician and Academic Counsellor Compensation (all pro-rated for Partial-Load, according to the employee's Workload percentage of Maximum-Load) includes: Salary on the relevant academic staff Pay Scale (see **Appendix D**);

- 31.3.1.1 Progress on the Pay Scale reflects a combination of annual incremental steps based on Career Progress (years of service), and discretionary incremental steps based on Merit Progress;
- 31.3.1.2 3-6 weeks per year paid vacation, based on years of service;
- 31.3.1.3 Access to full benefits;
- 31.3.1.4 Access to full pension contributions after one (1) year; and
- 31.3.1.5 Access to Professional Development funding.

31.3.2 Permanent Technicians and Permanent Academic Counsellors may elect to continue enrollment in the University's insured benefit plans (with the

exception of Long-term disability benefits) for up to four (4) months following layoff by the University, provided the employee continues to pay his/her portion of the premium costs.

### **31.4 Teaching/Research Assistant - Contract Appointment**

31.4.1 Teaching/Research Assistant compensation includes:

- 31.4.1.1 Hourly pay at the appropriate Teaching/Research Assistant Pay rate (see **Appendix D**);
- 31.4.1.2 4% pay in lieu of vacation;
- 31.4.1.3 6% pay in lieu of benefits; and
- 31.4.1.4 No access to pension or Professional Development funding.

### **31.5 Benefits and Pension Plans**

31.5.1 Probationary and Permanent Technicians and Academic Counsellors shall be provided with benefits coverage, including medical, dental, life, accidental death and dismemberment and long-term disability insurance, as well as the opportunity to participate in the University's pension plan, as outlined in **Appendix D**.

31.5.2 The provision of benefits coverage is not to be construed as a guarantee of specific coverage and eligibility, which is established by the terms and conditions of the various policies held. The University's obligation under this Article is limited to making the policies available and paying the premiums as set out in **Appendix D**.

31.5.3 The University reserves the right to change carriers as and when necessary, provided that there shall be no change in the level of benefits and pension plan coverage, except with the mutual agreement of the Parties.

## **31.6 Sick Leave**

### **31.6.1 Sick Leave**

31.6.1.1 Sick leave refers to occasional absence due to illness, injury, or for medical appointments that prevent the academic staff member from performing his/her duties.

31.6.1.2 An academic staff member shall inform his/her Supervisor or designate of sick leave promptly, and shall provide an estimate of its duration. The academic staff member will be required by the Supervisor or designate to provide satisfactory proof of illness or disability for any absence of more than seven (7) calendar days. This requirement may be waived at the discretion of the university. Such proof shall be in the form of a medical certificate from a duly qualified medical practitioner. Notwithstanding this provision, the Supervisor or designate may, at his/her discretion, require the academic staff member to provide a medical certificate for a period of absence of seven (7) calendar days or less.

### **31.6.2 Short-term Disability**

31.6.2.1 Short-term disability refers to ongoing absence due to illness, injury, or hospitalization that prevent the academic staff member from performing his/her duties. Academic staff qualify for short-term disability as of the first (1<sup>st</sup>) day of hospitalization or accident or the eighth (8<sup>th</sup>) day of illness. For those who qualify, short-term disability benefits may extend for a period of up to seventeen weeks with the provision of satisfactory medical evidence from a duly qualified medical practitioner.

31.6.2.2 Permanent and Probationary Technicians, and Permanent and

Probationary Academic Counsellors who are on short-term disability are entitled to receive 100% of their regular salary for a maximum of eight weeks, and 66.67% of their regular salary for up to an additional nine weeks. A new short-term disability benefits duration begins upon a return to work for a minimum of two weeks before becoming disabled again due to the same cause, or a return to work and then becoming disabled due to a different cause.

31.6.2.3 For those enrolled in the group benefits plan at the time of illness, the University shall continue to pay its portion of benefits premiums for short-term disability up to seventeen weeks, with contributions to the University's pension plan adjusted according to salary.

31.6.2.4 In the event the absence extends beyond seventeen weeks, payment of regular salary and the payment of benefits premiums shall cease and application should be made for benefits under the Long-term Disability plan. Individuals may choose to continue benefit coverage beyond the seventeen-week short-term disability period by paying the full cost of such premiums.

### **31.6.3 Occasional Sick Leave**

31.6.3.1 Technicians and Academic Counsellors who have completed their probationary period are entitled to up to ten days off with pay per annum (pro-rated for less than Maximum-Load) when they are unable to attend work for medical reasons. They shall accumulate ten (10) sick leave credits per year of active employment (pro-rated for less than Maximum-Load) to be used for this purpose. Such credits are not accrued beyond the current academic year.

### **31.6.4 Leave for Care of Dependent**

31.6.4.1 Technicians and Academic Counsellors who have completed their probationary period are entitled to up to five (5) days per annum off with pay (pro-rated for less than Maximum-Load) when an employee is unable to attend work due to the serious illness or incapacity of a dependent person living in the employee's home. Such time shall be deducted from the employee's annual sick leave credits.

## **31.7 Pregnancy and Parental Leave**

### **31.7.1 Pregnancy Leave**

31.7.1.1 Academic staff who have been employed by the University for at least thirteen (13) weeks shall be entitled to a leave of absence without pay for pregnancy and/or parental leave in accordance with the provisions of the *Employment Standards Act, 1996*. Pregnancy leave is a leave of absence for a period of up to seventeen (17) weeks by reason of the employee's pregnancy.

31.7.1.2 Academic staff seeking pregnancy leave must provide a medical certificate to support their request, and shall provide their direct Supervisor and People & Culture with reasonable notice to enable the University to hire a suitable replacement. Such notice shall include the dates upon which the leave will begin and end. A member of academic staff who has given notice to return to work at the end of a pregnancy or parental leave may change the expected date of return to work to an earlier or later date provided the employee gives written notice to the University at least four (4) weeks prior to the earlier date (to return earlier)



or the initial date the leave was to end (to return later).

31.7.1.3 Probationary and Permanent Technicians and Academic Counsellors entitled to pregnancy leave under this Article who apply for and receive employment insurance pregnancy leave benefits pursuant to the relevant provisions of the *Employment Insurance Act, 1996*, shall receive the following supplemental employment insurance benefits:

31.7.1.4 For the one-week employment insurance waiting period of the pregnancy leave, payments equivalent to the difference between ninety-five percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits, if any, and any other earnings provided the employee presents proof to the University that they have applied for and are eligible to receive employment insurance pregnancy benefits;

31.7.1.5 For subsequent consecutive weeks of the pregnancy leave, to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between ninety-five percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits and any other earnings. Such payment shall commence following completion of the one (1) week waiting period referred to above and receipt by the University of the employee's employment insurance cheque stub as proof that they are in receipt of employment insurance pregnancy benefits.

31.7.1.6 For Probationary and Permanent Technicians and Academic

Counsellors taking pregnancy leave of up to 17 weeks, benefits and pension coverage is maintained as prior to such leave.

### 31.7.2 Parental Leave

- 31.7.2.1 Parental leave is a leave of absence for a period of up to thirty-five (35) weeks of standard leave or sixty-one (61) weeks of extended leave for the birth mother who has taken pregnancy leave of thirty-seven (37) weeks of standard leave or sixty-three (63) weeks of extended leave for all other parents. Parental leave may begin for the birth mother as soon as the pregnancy leave ends and for the other new parents no later than seventy-eight (78) weeks after the baby is born or the date their child first came into the employee's care, custody or control.
- 31.7.2.2 Probationary and Permanent Technicians and Academic Counsellors entitled to parental leave under this Article who apply for and receive employment insurance parental benefits pursuant to the relevant provisions of the *Employment Insurance Act, 1996*, may receive the following supplemental insurance benefit:
- 31.7.2.3 For the one-week (1) employment insurance waiting period of the parental leave, payments equivalent to the difference between ninety-five percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits, if any, and any other earnings provided the employee presents proof to the University that they have applied for and are eligible to receive employment insurance parental benefits. This benefit does not apply in the case where the waiting period has already been served under

pregnancy or parental leave provisions.

31.7.2.4 *Standard Parental Leave:* For subsequent consecutive weeks of the parental leave, to a maximum of eighteen (18) additional weeks payments equivalent to the difference between ninety-five percent (95%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits and any other earnings per the standard leave benefit. Such payment shall commence following completion of the one (1) week waiting period referred to above and receipt by the University of the employee's employment insurance cheque stub as proof that they are in receipt of employment insurance parental benefits.

31.7.2.5 *Extended Parental Leave:* For subsequent consecutive weeks of the parental leave, to a maximum of thirty (30) additional weeks payments equivalent to the difference between fifty-seven percent (57%) of the employee's regular weekly earnings and the total sum of the employee's weekly employment insurance benefits and any other earnings per the extended leave benefit. Such payment shall commence following completion of the one (1) week waiting period referred to above and receipt by the University of the employee's employment insurance cheque stub as proof that they are in receipt of employment insurance parental benefits.

### 31.7.3 **Benefits while on Pregnancy and Parental Leave**

31.7.3.1 Academic staff planning to maintain their benefits while on pregnancy and/or parental leave may, prior to commencing such

leave, make arrangements with the University to pay the employee share of the premium cost of the insured benefits and the University shall continue its share of the premium cost. If the academic staff gives the University written notice that he/she chooses not to pay the employee's share of the premium cost of any benefit during a period, the University will not be required to continue its share of the premium cost and the benefit will be discontinued. Academic staff may choose to pre-pay their premiums prior to taking the leave.

31.7.3.2 Years of Service shall continue during the pregnancy and/or parental leave.

### **31.8 Supplementary Parental Leave**

31.8.1 Supplementary Parental Leave shall be available to employees except those eligible for Pregnancy Leave Benefit under Article 31.7 above. A leave of absence of up to five (5) days with pay shall be granted to eligible employees, at the time requested by the employee, but in all cases, within thirty (30) days after the child is born or comes into the custody, care and control of the parent for the first time. Supplementary Parental Leave shall be without loss of regular pay, but it is understood that an employee shall not receive payment for absence on a day or days on which the employee would not otherwise have worked.

### **31.9 Bereavement, Compassionate Care and Personal Emergency Leave**

#### **31.9.1 Bereavement Leave**

31.9.1.1 In the event of the death of a Probationary and Permanent academic staff member's Spouse (includes common-law spouse and same-sex partner), Parent, Child, Brother, Sister, Mother-in-

law, Father-in-law, Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law, Grandparent, Grandchild, the employee will be granted up to one (1) week leave of absence without loss of regular pay for the purposes of bereavement. It is understood that an academic staff member shall not receive payment for absence on a day or days on which the employee would not otherwise have worked. Additional leave may be granted at the University's discretion upon submission of a request to the academic staff member's Supervisor.

31.9.1.2 In the event of the death of a Probationary and Permanent academic staff member's close friend or any other relative, the employee will be granted one (1) day leave of absence with pay for the purposes of bereavement. It is understood that in some circumstances one (1) day will be insufficient and additional leave may be granted at the University's discretion upon submission of a request to the employee's Supervisor.

31.9.1.3 Leave without pay for a period of up to three (3) days may be granted at the University's discretion upon submission of a request to the employee's Supervisor.

31.9.1.4 Approval of bereavement leave shall not be unreasonably withheld.

### **31.9.2 Compassionate Care Leave**

31.9.2.1 In accordance with the *Employment Standards Act, 2000*, the University agrees to grant a leave of absence without pay for up to eight (8) weeks to an academic staff member to provide compassionate care and support to an immediate family member with a serious medical condition with a significant risk of death occurring within a period of twenty-six (26) weeks. Such

immediate family members shall be defined as the faculty member's: Spouse (includes common-law spouse and same-sex partner), Parent, Step-Parent, Foster Parent; or the Child, Step-Child, or Foster Child of the employee or his/her Spouse. A medical certificate from a duly qualified medical practitioner shall be required to substantiate such leave. Academic staff members should provide their Supervisor with as much advance notice as is practicable regarding a request for compassionate care leave.

31.9.2.2 Approval of compassionate leave shall not be unreasonably withheld.

### 31.9.3 **Personal Emergency Leave**

31.9.3.1 In accordance with the *Employment Standards Act, 2000*, the University agrees to grant a leave of absence without pay for up to ten (10) days per calendar year to an academic staff member because of a personal illness, injury or medical emergency, or the death, illness, injury or medical or other emergency of a family member. Such family member shall be defined as the employee's: Spouse (includes common-law spouse and same-sex partner); Brother or Sister; the Parent, Step-Parent, Foster Parent, or the Child, Step-Child or Foster Child of the employee or his/her Spouse; the Grandparent, Step-Grandparent, Grandchild, or Step-Grandchild of the employee or his/her Spouse; or a relative of the employee who is dependent on the employee for care and assistance. In the event an academic staff member takes any part of a day as personal emergency leave, it shall be counted as a full day for the purpose of calculating the total leave entitlement. Documentation (medical or otherwise) may be required to substantiate such leave.

Academic staff members should provide their Supervisor with as much advance notice as is practicable regarding a request for personal emergency leave.

### **31.10 Legal Leave**

31.10.1 The University shall grant leave of absence with pay to a member of academic staff who is called to serve as a juror or a witness in a court of law in a matter in which he/she is not a party or an accused.

## **ARTICLE 32 ACADEMIC STAFF PROFESSIONAL DEVELOPMENT**

### **32.1 Definition**

32.1.1 Professional Development refers to special-purpose funding provided by the University to enable academic staff to pursue professional growth and upgrading.

32.1.2 Academic staff are not eligible for Sabbaticals.

### **32.2 Purpose**

32.2.1 The purpose of Professional Development is:

32.2.1.1 To support academic staff in their pursuit of new skills or knowledge within their specific professional discipline, in relation to their responsibilities at the University; and/or

32.2.1.2 To assist the University in meeting its educational and institutional mandate.

### **32.3 Professional Development Proposals**

32.3.1 Written proposals for Professional Development shall include the following:

32.3.1.1 A statement regarding years of service and a summary of the academic staff member's professional activities and dates of

- prior Professional Development activities;
- 32.3.1.2 A proposal that identifies the purposes and activities of the proposed Professional Development, its potential benefit to the academic staff member and to OCAD U, and the anticipated outcome of the proposed activities;
- 32.3.1.3 A budget outlining the associated costs; and
- 32.3.1.4 Other relevant information, which may include letters of support.

## **32.4 Professional Development Funding**

32.4.1 Funding available for academic staff Professional Development is determined by the university on an annual basis, acknowledging that Professional Development of academic staff is an important investment in the University's future, but also recognizing the existence of external financial pressures over which the university may have no control.

32.4.2 Effective July 1, 2020, each Probationary and Permanent academic staff shall be entitled to be reimbursed for up to \$750.00 of receipted professional development expenditures for the year. This amount shall be pro-rated for Probationary and Permanent academic staff who are not Maximum-load.

## **32.5 Professional Development Eligibility**

32.5.1 Probationary and Permanent academic staff are eligible to apply for Professional Development Funding.

32.5.2 Contract academic staff are not eligible to apply for Professional Development Funding.

## **32.6 Professional Development Decisions**

32.6.1 Applications for Professional Development are reviewed by a "Professional Development Committee", consisting of the following:



- 32.6.1.1 Vice-President, Academic & Provost, or designate (Chair, non-voting); and
- 32.6.1.2 1 academic staff Supervisor, and 2 academic staff members who are not under consideration that year for Professional Development;

32.6.2 In making decisions to grant, defer, or deny Professional Development, the Supervisor and Vice-President, Academic & Provost base their decisions on:

- 32.6.2.1 The content and quality of each proposal;
- 32.6.2.2 The merits of each proposal and its relevance to the academic staff member's duties at the University;
- 32.6.2.3 The relevance of each proposal to the University's educational objectives;
- 32.6.2.4 Recommendations regarding Professional Development arising from academic staff member's Performance Reviews;
- 32.6.2.5 Previous Professional Development opportunities;
- 32.6.2.6 Academic staff members' years of service; and
- 32.6.2.7 The cost of the proposal within the context of available funds

32.6.3 The Vice-President, Academic & Provost will make every effort to notify the academic staff member, in writing, of the decision in a timely manner.

### **32.7 Appeal of Professional Development Decisions**

32.7.1 Academic staff whose requests for Professional Development are unsuccessful may submit a "Request for Professional Development Appeal" to the Office of the Vice-President, Academic & Provost within 14 calendar days following notification of the decision which the academic staff member wishes to appeal.

32.7.2 The Vice-President, Academic & Provost will reconsider the decision, and

provide a Final Decision within 21 calendar days of receipt of the Request for Professional Development Appeal.

## **ARTICLE 33 ACADEMIC STAFF FACULTY REPRESENTATIVES**

### **33.1 Selection of Faculty Representatives**

33.1.1 In recognition that academic staff members meet the needs of faculty by supporting the delivery of OCAD U's credit curriculum, faculty who have been elected to serve as Faculty Representatives are, when appropriate, also asked to serve on Academic Staff Committees with Faculty Representation.

33.1.2 All academic staff members, as well as elected Faculty Representatives, form a pool which is drawn upon for membership of specific Academic Staff "Committees with Faculty Representation" including but not limited to the following:

- 33.1.2.1 Search;
- 33.1.2.2 Appointment;
- 33.1.2.3 Peer Review;
- 33.1.2.4 Peer Review Appeal;
- 33.1.2.5 Merit Progress; and
- 33.1.2.6 Professional Development.

### **33.2 Operation of Committees with Faculty Representation**

33.2.1 In selecting representatives for a particular Committee with Faculty Representation, the Chair makes every effort to include appropriate representation and expertise from the relevant discipline(s).

33.2.2 Given the important role of Committees with Faculty Representation, members are expected to make every effort to attend all meetings. A

meeting shall not proceed without Quorum.

33.2.3 Whenever possible, Committee with Faculty Representation decisions are achieved by consensus. However, in the event that a vote is required, the Chair shall vote only in order to break a tie.

### **33.3 Confidentiality**

33.3.1 By participating on Committees with Faculty Representation, each member agrees to respect the immediate and ongoing confidentiality of the process, and to identify to the Chair any perceived or actual Conflict of Interest as soon as it arises.

## **ARTICLE 34 ACADEMIC STAFF APPOINTMENT AND ASSIGNMENT PROCESS**

### **34.1 Approval of Changes to Existing and New Academic Staff Positions (Permanent and Contract)**

34.1.1 The Supervisor recommends to the Vice-President, Academic & Provost for the following Academic Year any new academic staff positions required (Permanent and Contract), as well as changes to existing positions, such as increases from Partial-Load to Maximum-Load.

34.1.2 In developing these recommendations, the Supervisor consults with relevant Deans of Faculty, Associate Deans, faculty, academic staff and other Managers, and takes into account the following factors:

- 34.1.2.1 Current and desired balances with respect to Permanent vs. Contract, and Maximum-Load vs. Partial-Load academic staff;
- 34.1.2.2 Expertise required;
- 34.1.2.3 Short-term and long-term curricular objectives;

- 34.1.2.4 Anticipated changes due to Leaves of Absence and retirements;
- 34.1.2.5 The anticipated availability of financial resources.

34.1.3 The Vice-President, Academic & Provost reviews the Supervisors' recommendations in light of the University's educational goals, and consults with the Vice-President, Finance & Administration with respect to financial and labour implications. Once approval from the Vice-President, Academic & Provost is obtained, the Supervisor proceeds with the necessary searches and appointments in consultation with People & Culture.

## **34.2 Assignment Process for Current Academic Staff**

34.2.1 In order for Supervisors to plan Workload Assignments for the following Academic Year, academic staff who wish to request Leaves of Absence or changes in Partial-Load/Maximum-Load status must provide timely notice as follows:

34.2.1.1 **Leaves of Absence:** Permanent academic staff members who wish to apply for a full or partial Leave of Absence for the following year must notify the Supervisor in writing no later than October 15. Approval of a Leave of Absence request will not be unreasonably withheld. Requests received after October 15 are considered only under exceptional circumstances and are accommodated only if practicable. A Leave of Absence is normally granted for a maximum of one (1) Academic Year. Academic staff whose request for Leaves of Absence are unsuccessful may discuss their concerns with the Supervisor. In the event a satisfactory resolution is not found at that stage, academic staff may appeal the matter in writing to the Vice-President, Academic & Provost, who will make a determination.

Wherever applicable, a Leave of Absence shall be inclusive of and not in addition to legislated leaves under the *Employment Standards Act, 2000* (i.e. Personal Emergency Leave)

34.2.1.2 **Change of Workload:** Partial-Load academic staff who seek to permanently or temporarily increase their Workload for the following year, and Maximum-Load academic staff who seek to permanently or temporarily decrease their Workload for the following year, must notify the Supervisor in writing no later than October 15.

34.2.1.3 **Retirement:** Academic Staff who plan to retire from the University the following Academic Year must notify the Dean of Faculty in writing no later than October 15, unless otherwise agreed by the Employer.

34.2.2 In consultation with relevant University managers, including the Deans of Faculty and/or Associate Deans, each Supervisor prepares academic staff Workload assignments for the coming year. In the event of significant changes to assignments and/or scheduling, particular emphasis is placed on timely consultation with individuals directly affected. The Supervisor will make every effort to notify academic staff members no later than April 1 of their Workload assignments for the following Academic Year.

34.2.3 Academic staff who disagree with their Workload assignments for the following year may discuss their concerns with the Supervisor (or designate). In the event that the matter has been discussed with the Supervisor (or designate) and a satisfactory resolution has not been found, academic staff may appeal the matter in writing to the Vice-President, Academic & Provost, who will make a determination.

### **34.3 Hiring of Contract Technicians and Contract Academic Counsellors**

34.3.1 Current Contract Technicians and Contract Academic Counsellors who seek a work assignment for the following Academic Year must indicate their interest in writing to the Supervisor no later than February 1.

34.3.2 The appointment process for Contract Technicians and Contract Academic Counsellors is conducted by the Supervisor. A list of vacancies is posted on the University's website, with further advertising conducted as appropriate.

34.3.3 Contract Technician and Academic Counsellor appointments are determined by a "Contract Academic Staff Appointments Committee", consisting of the following:

34.3.3.1 Supervisor, or designate (Chair);

34.3.3.2 1 Associate Dean, or designate, from the relevant Faculty.

34.3.4 All applications received for Contract positions must be reviewed by the Contract Academic Staff Appointments Committee. The Committee determines which applicant(s) require interviews and the nature of such interview(s).

34.3.5 The Chair checks professional references for all new Contract appointments and conveys the results to the Committee. Where relevant, the Committee reviews applicants' previous Performance Reviews.

34.3.6 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further discussion and deliberation. When considering applications to

contract academic staff positions, the hiring committee shall consider an inclusive range of qualifications, where strength is measured in all possible dimensions relevant to an academic appointment, including equity, diversity together with those specific to the assignment.

34.3.7 The Committee's recommendation is forwarded by the Chair to the Vice-President, Academic & Provost for approval.

34.3.8 Offers of employment to new Contract Technicians and Contract Academic Counsellors include the following information:

34.3.8.1 Term of contract;

34.3.8.2 Hours of work; and

34.3.8.3 Starting salary.

34.3.9 In the event of a resignation, termination or approved leave less than three months prior to the start of class, the Supervisor or designate may appoint a replacement for up to one academic year only.

#### **34.4 Internal Applicants for Contract Technician and Contract Academic Counsellor Positions**

34.4.1 Contract, Probationary and Permanent academic staff who are Partial-Load may apply for Partial-Load Contract Technician and Partial-Load Contract Academic Counsellor positions when they become available, provided that the Workload of the position advertised, combined with their existing Workload, does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants. Probationary and Permanent academic staff who are Partial-Load, and who seek to temporarily increase their Workload are, however, encouraged to do so as provided in Article 34.2.1.2.

34.4.2 Sessional faculty may apply for Contract Technician and Contract Academic Counsellor positions when they become available, and shall be considered along with all other applicants.

34.4.3 Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Contract Technician or Contract Academic Counsellor positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

### **34.5 Hiring of Teaching/Research Assistants**

34.5.1 Returning graduate students and/or current Teaching Assistants who seek a work assignment for the following Academic Year must indicate their interest in writing to the Associate Dean of Faculty or supervising faculty member no later than February 1. Such expressions of interest will include areas of expertise, past teaching assistant experience, and preference regarding their assignment.

34.5.2 The appointment process for Teaching Assistants is conducted by the Associate Dean of Faculty or designate in consultation with the supervising faculty member. Teaching/Research Assistant opportunities are assigned to the University's graduate students on a priority basis and in accordance with their areas of expertise and past experience.

34.5.3 A list of vacancies is posted on the University's website, with further advertising conducted as appropriate. While applications received for Teaching/Research Assistant positions must be reviewed by the Associate Dean of faculty or Principal Investigator (in the case of Research Assistants), there is no requirement to interview candidates. The Associate Dean of the Faculty or designate or Principal Investigator (in the case of Research Assistants) determines which applicants require interviews.



34.5.4 Undergraduate and Graduate Research Assistant appointments are recommended by the Principal Investigator to the Office of Research & Innovation for approval.

34.5.5 The Associate Dean of Faculty or designate or Principal Investigator (in the case of Research Assistants may check professional references for new Teaching Assistant appointments. For Teaching Assistants seeking re-appointment, the Associate Dean of Faculty or designate reviews the applicant's previous Performance Reviews.

34.5.6 The Associate Dean of Faculty or designate or Principal Investigator (in the case of Research Assistants) makes a determination as to the most qualified candidate(s).

34.5.7 Offers of employment to Research Assistants include the following information:

34.5.7.1 Term of contract;

34.5.7.2 Hours of work; and

34.5.7.3 Starting salary.

34.5.8 In the event of a resignation, termination or approved leave fewer than three months prior to the start of his/her appointment, the Associate Dean of Faculty or supervising faculty designate may appoint a replacement for up to one academic year only.

### **34.6 Internal Applicants for Teaching/Research Assistant Positions**

34.6.1 Contract, Probationary and Permanent Technicians and Contract, Probationary and Permanent Academic Counsellors may apply for

Teaching/Research Assistant positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

34.6.2 Sessional, Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Teaching/Research Assistant positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

### **34.7 Hiring of Permanent Technicians and Academic Counsellors**

34.7.1 The hiring process for new Permanent academic staff is conducted by the Supervisor, or designate. In conjunction with People & Culture, the Supervisor prepares a search plan for each Permanent academic staff position approved, including a position description and membership of the Search Committee. The Supervisor then convenes a meeting of the Search Committee to determine appropriate advertising venues and the search procedure to be followed, and incorporates these items into the search plan.

34.7.2 OCADFA is notified of all Permanent academic staff vacancies and is provided with a copy of the relevant position descriptions.

34.7.3 A “Permanent Academic Staff Search Committee” consists of the following:

34.7.3.1 Supervisor, or designate (Chair);

34.7.3.2 1 Dean or Associate Dean of a relevant Faculty;

34.7.3.3 1 Faculty selected by the Chair from a relevant Faculty; and

34.7.3.4 1 Additional internal or external academic staff and/or faculty members may be added at the discretion of the Committee, for diversity and/or specific expertise.

34.7.4 All Permanent academic staff positions must be posted on the University's website, with further advertising conducted as appropriate. All applicants are considered under the same criteria and procedure.

34.7.5 The Search Committee shortlists applicants, conducts interviews, and makes a determination as to the most qualified candidates(s) in accordance with criteria contained in the position description. When considering applications to academic staff positions, the hiring committee shall consider an inclusive range of qualifications, where strength is measured in all possible dimensions including equity, diversity and inclusion together with those specific to the assignment.

34.7.6 The Chair (or designate) shall check references for the final candidate(s) and convey the results to the Committee.

34.7.7 Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further discussion and deliberation.

34.7.8 The Committee's recommendation is forwarded by the Chair to the Vice-President, Academic & Provost for approval.

34.7.9 Offers of employment to new Permanent academic staff include the following information:

34.7.9.1 Percentage of Maximum-Load;

34.7.9.2 Starting salary; and

34.7.9.3 Probationary term as outlined in Article 29.2.

## **34.8 Internal Applicants for Permanent Academic Staff Positions**

34.8.1 Contract, Probationary and Permanent academic staff who are Partial-Load may apply for Partial-Load Permanent academic staff positions when they become available, provided that the Workload of the position advertised, combined with their existing Workload does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants. Probationary and Permanent academic staff that are Partial-Load, and who seek to permanently increase their Workload are, however, encouraged to do so as provided in Article 34.2.1.2.

34.8.2 Sessional faculty may apply for Permanent academic staff positions when they become available, and shall be considered along with all other applicants.

34.8.3 Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Permanent academic staff positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

### **34.9 Training of New Academic Staff**

34.9.1 All new academic staff, including Contract, Probationary and Permanent, are required to undergo training and orientation, according to individual needs as mutually determined by the academic staff member and the Supervisor, prior to working in this capacity at the University. For Technicians, relevant health and safety standards training is mandatory. Participation in health and safety, WHMIS, and first aid training, as specified by the Director, Safety, Security & Campus Operations is mandatory for all new academic staff.

### **34.10 Years of Service**

34.10.1 Years of Service are calculated for Probationary and Permanent Technicians and Academic Counsellors on the basis of years of continuous service, with one year awarded per year of active employment. For the purposes of this calculation, full-year leaves of absence are not included. Years of Service are not calculated for Contract academic staff, including Teaching/Research Assistants.

## **ARTICLE 35 PERFORMANCE AND PEER REVIEW FOR TECHNICIANS AND ACADEMIC COUNSELLORS**

### **35.1 Performance Reviews**

35.1.1 “Performance Reviews” are conducted (as outlined in Article 35.1.2) in order to review and assess overall performance with respect to their Responsibilities, and to make recommendations for the following purposes:

35.1.1.1 For Contract Technicians and Academic Counsellors seeking re-appointment, a “Performance Review” is conducted in order to make recommendations concerning future re-appointment;

35.1.1.2 For Probationary Technicians and Academic Counsellors, Performance Reviews are conducted annually in order to make recommendations concerning continuation of their Probationary Appointment;

35.1.1.3 For Permanent Technicians and Academic Counsellors, Performance Reviews are conducted every year.

35.1.2 The Supervisor shall, in consultation with relevant faculty, conduct a Performance Review for each Technician and/or Academic Counsellor. The performance review will include a review of responsibilities and expectations. The Supervisor and/or Manager will meet with each Technician and Academic Counsellor to discuss her/his Performance Review. The results of the Performance Review are communicated to the individual in writing following this meeting, including an overall assessment

of her/his strengths and/or recommendations for improvement.

35.1.3 A Technician or Academic Counsellor who disagrees with the Performance Review and/or its recommendations may discuss her/his concerns with the Supervisor and/or Manager (or designate). In the event that the matter has been discussed with the Supervisor and/or Manager (or designate) and a satisfactory resolution has not been found, the individual may appeal the matter in writing to the next level of Supervisor, who will make a determination.

## **35.2 Review for Permanent Status**

35.2.1 A “Review for Permanent Status” is conducted for Technicians and Academic Counsellors (as outlined in Articles 35.3.2 and 35.3.3) in order to assess their overall performance for the purpose of recommending the conferral of Permanent status.

35.2.2 Performance Reviews are reviewed by the “Review for Permanent Status Committee”, consisting of the following:

35.2.2.1 Supervisor, or designate (Chair);

35.2.2.2 2 faculty, with relevant expertise, selected by the Chair from the relevant Faculty;

35.2.2.3 Up to 1 additional academic staff or faculty member may be added at the discretion of the Committee, for diversity and/or specific expertise.

35.2.3 An academic staff member who disagrees with a Review for Permanent Status decision has recourse to the Review for Permanent Status Appeal process (as outlined in Article 35.3).

## **35.3 Review for Permanent Status Appeal**

35.3.1 “Review for Permanent Status Appeal” provides a mechanism to review decisions made via Review for Permanent Status which result in failure to confer Permanent status on a Probationary academic staff member.

35.3.2 A Review for Permanent Status Appeal is initiated when an academic staff member submits a “Request for Review for Permanent Status Appeal” to the Office of the Vice-President, Academic & Provost within 14 calendar days following notification of the Review for Permanent Status decision which the academic staff member wishes to appeal.

35.3.3 A “Review for Permanent Status Appeal Committee” consists of the following:

35.3.3.1 Vice-President, Academic & Provost, or designate (Chair);

35.3.3.2 2 faculty, with relevant expertise, selected by the Chair from the relevant Faculty, and who was not a member of the Review for Permanent Status Committee which made the decision being appealed.

35.3.4 The Chair will make every effort to convene a meeting of the Review for Permanent Status Appeal Committee within 30 calendar days of receipt of a “Request for Review for Permanent Status Appeal” by the Office of the Vice-President, Academic & Provost, and to communicate the Committee’s decision in writing to the academic staff member in a timely manner.

35.3.5 A grievance challenging the decision of the Review for Permanent Status Appeal Committee gives rise to a difference between the Parties arising from the interpretation, application, administration, or alleged violation of this Agreement, only to the extent that:

35.3.5.1 A significant irregularity or unfairness has occurred in the procedure, or in the selection of committee members;

35.3.5.2 There has been Bias or motive on the part of a committee member;

35.3.5.3 There has been Bias or motive on the part of any person whose opinion may have materially influenced the decision; or

35.3.5.4 The decision is unreasonable in the light of the evidence which was available or should have been available and in light of the standards applied since ratification.

### 35.4 Merit Progress

35.4.1 “Merit Progress” is awarded each year to Technicians and Academic Counsellors who have distinguished themselves through outstanding and meritorious contribution to the University, based on each individual’s performance review, which shall apply for the academic year following the review.

35.4.2 Career/Merit Progress takes the form of additional step(s) on the relevant as follows:

	PERFORMANCE REVIEW OUTCOMES	CAREER/MERIT PROGRESS INCREMENTS (Year Following Review)
CAREER PROGRESS	Meets basic expectations	0.5
	Fully meets expectations	1.0
MERIT PROGRESS	Exceed expectations	1.5
	Significantly exceeds expectations	2.0

35.4.3 Merit Progress is awarded on a competitive, University-wide basis, with funding, in any given year equivalent to 10% of the total cost of Academic



Staff Career Progress for that year.

35.4.4 Within the framework of funding available, Merit Progress is awarded by the “Academic Staff Merit Progress Committee”, which consists of the following:

35.4.4.1 Vice-President, Academic & Provost, or designate (Chair, non-voting);

35.4.4.2 All academic staff Supervisors.

35.4.5 The Committee then renders a Final Decision.

## **ARTICLE 36 ACADEMIC STAFF WORKLOAD (EXCLUDING TEACHING/RESEARCH ASSISTANTS) PRO-RATED FOR PARTIAL-LOAD**

### **36.1 Workload & Scheduling**

36.1.1 Academic staff “Workload” is normally based on 35 hours per week and 52 weeks per year (less vacation).

36.1.2 Academic staff may be required to work up to 5 additional hours per week during busy periods, with such additional hours to be taken as time off in lieu of payment at a mutually agreeable time.

36.1.3 Work in excess of 40 hours per week is subject to mutual agreement between the academic staff member and the Supervisor, and compensated at 1.5 times the normal hourly rate, to be taken in the form of overtime pay or, at the academic staff member’s option, time off in lieu of payment at a mutually agreeable time.

36.1.4 Regular work schedule for academic staff may require evenings and/or weekends (not to exceed 5 days out of 7) and is subject to change based on curricular needs, as determined by the Supervisor (in consultation with the academic staff member). For academic staff hired prior to September 1, 2001, an ongoing change in work schedule to include weekend work is subject to mutual agreement between the academic staff member and the Supervisor, unless the academic staff member obtains a new position at the University, for which weekend work is identified as a requirement.

36.1.5 Technicians may be required to work in more than 1 studio facility, where expertise permits, as assigned by the Supervisor.

36.1.6 Technicians may be provided with release time to attend seminars or courses related to their work responsibilities. Such seminars/courses and release time must be approved in advance by their Supervisor.

36.1.7 The University recognizes the right of academic staff to participate in OCADFA activities. Employees requiring release time for such activities must make request in advance to their Supervisor, with such approval not to be unreasonably withheld.

## **ARTICLE 37 ACADEMIC STAFF RESPONSIBILITIES**

### **37.1 Technician**

37.1.1 Technician responsibilities may include, but are not limited to, the following:

37.1.1.1 Working in 1 or more OCAD U studio facilities, supervised by the relevant Manager or Dean of Faculty;

37.1.1.2 Working with Deans of Faculty, Associate Deans, faculty and

- other academic staff in support of the University's educational goals and objectives;
- 37.1.1.3 Supporting the faculty's delivery of curriculum, i.e. preparing materials; setting up equipment; and providing individual and small group instruction of specialized techniques or equipment with approval from the Supervisor and/or Studio Manager;
  - 37.1.1.4 Supporting students in their learning, i.e. acting as a resource regarding materials and processes; and assisting with the technical resolution of assignments;
  - 37.1.1.5 Being responsible for the safe and efficient operation of facilities and equipment, i.e. maintaining, repairing and/or sending equipment out for repair; conducting research and recommending the purchase of new or replacement equipment when required; and initiating improvements in studio operation and usage;
  - 37.1.1.6 Performing administrative duties, i.e. coordinating the purchase of supplies and resale of materials; maintaining inventory; assisting the supervisor with preparation and tracking of studio budgets; and development of student access policies and procedures;
  - 37.1.1.7 Being responsible for health and safety, i.e. explaining hazards associated with materials and equipment; demonstrating, modeling and enforcing proper health and safety procedures; and promptly reporting unsafe conditions to the Supervisor and to the Director, Safety, Security & Campus Operations;
  - 37.1.1.8 Mandatory participation in health & safety, WHMIS, and first aid training, as specified by the Director, Safety, Security & Campus Operations;
  - 37.1.1.9 Participating in the provision of a safe and secure environment for all members of the OCAD U community and its facilities;

- 37.1.1.10 Supervising open studio access time, and participating in the hiring, training, scheduling and supervision of class assistants and/or student monitors, where relevant;
- 37.1.1.11 Serving on committees and participating in University special events and projects; and
- 37.1.1.12 Maintaining currency in technical developments within the discipline.

## **37.2 IT Technician**

37.2.1 IT Technician responsibilities may include, but are not limited to, the following:

- 37.2.1.1 Working in 1 or more OCAD U computer labs, student laptop program, and/or faculty support technology facilities, supervised by the relevant Manager;
- 37.2.1.2 Working with Deans of Faculty, Associate Deans, faculty and other academic staff in support of the University's educational goals and objectives;
- 37.2.1.3 Supporting the faculty's delivery of curriculum, i.e. preparing materials; setting up equipment; and providing individual and small group instruction of specialized techniques or equipment with approval from the supervisor and/or Manager;
- 37.2.1.4 Supporting students in their learning, i.e. acting as a resource regarding materials and processes; and assisting with the technical resolution of assignments;
- 37.2.1.5 Being responsible for the safe and efficient operation of facilities and equipment, i.e. maintaining, repairing and/or sending equipment out for repair; conducting research and recommending the purchase of new or replacement equipment when required; and initiating improvements in studio operation and usage;

- 37.2.1.6 Performing administrative duties, i.e. coordinating the purchase of supplies and resale of materials; maintaining inventory; assisting the supervisor with preparation and tracking of studio budgets; and development of student access policies and procedures;
- 37.2.1.7 Being responsible for health and safety, i.e. explaining hazards associated with materials and equipment; demonstrating, modeling and enforcing proper health and safety procedures; and promptly reporting unsafe conditions to the Supervisor and to the Director, Safety, Security & Campus Operations.
- 37.2.1.8 Mandatory participation in health & safety, WHMIS, and first aid training, as specified by the Director, Safety, Security & Campus Operations;
- 37.2.1.9 Participating in the provision of a safe and secure environment for all members of the OCAD U community and its facilities;
- 37.2.1.10 Supervising open studio access time, and participating in the hiring, training, scheduling and supervision of class assistants and/or student monitors, where relevant;
- 37.2.1.11 Serving on committees and participating in University special events and projects; and
- 37.2.1.12 Maintaining currency in technical developments within the discipline.

### **37.3 Academic Counsellor**

37.3.1 Academic Counsellor responsibilities may include, but are not limited to, the following:

- 37.3.1.1 Working in a specific counselling function in such areas as Student Affairs or CIADE, supervised and reviewed by the Supervisor and/or Manager or Dean of Faculty;

- 37.3.1.2 Working with Deans of Faculty, Associate Deans, faculty and other academic staff in support of the University's educational goals;
- 37.3.1.3 Supporting the faculty's delivery of curriculum, i.e. Providing and/or facilitating individual and group instruction within a relevant discipline or subject matter;
- 37.3.1.4 Supporting students in their learning, e.g. assessing and documenting their academic and learning needs; and assisting them in the development of relevant skills;
- 37.3.1.5 Working with faculty and other academic staff to develop collaborative programming and to promote awareness of the relevant discipline internally;
- 37.3.1.6 Promoting the University and the relevant discipline externally through participation in conferences, seminars and related research;
- 37.3.1.7 Providing one-on-one counselling, within a specific area of expertise, and referring students to other services as required;
- 37.3.1.8 Performing administrative responsibilities in the provision of counselling services, including: related reporting; budget management; long-term planning; and supervision of peer tutors;
- 37.3.1.9 Participating in the provision of a safe and secure environment for all members of the OCAD U community and its facilities;
- 37.3.1.10 Serving on committees and participating in University special events and projects; and
- 37.3.1.11 Maintaining currency within the field.

#### **37.4 Teaching Assistant**

37.4.1 Marker/Grader and Tutorial Leader responsibilities may include, but are not limited to, the following:

- 37.4.1.1 Working within 1 or more OCAD U Faculties, directly supervised by 1 or more faculty members with administrative supervision by

- 1 or more Associate Deans;
- 37.4.1.2 Working with Associate Deans, Chairs, faculty members and other academic staff in support of the University's educational goals and objectives;
- 37.4.1.3 Meeting these educational goals by assisting with course preparation and delivery, i.e. organizing teaching and learning materials, and other resources, based on curricular outlines provided by a supervising faculty member, or by providing group instruction in specialized techniques;
- 37.4.1.4 Assisting in the evaluation of student work, using criteria established by the supervising faculty members;
- 37.4.1.5 Supporting students in their learning, i.e. through individual or small group instruction and/or assisting with assignments;
- 37.4.1.6 Conducting separately scheduled tutorial classes;
- 37.4.1.7 Working with Technicians, class assistants and/or monitors, where relevant, by ensuring the appropriate and safe use of materials, equipment and/or facilities; and
- 37.4.1.8 Participating in the provision of a safe and secure environment for all members of the University community and its facilities.

37.4.2 Undergraduate and Graduate Research Assistant responsibilities may include, but are not limited to, the following:

- 37.4.2.1 Working within 1 or more OCAD U Faculties, directly supervised by 1 or more Principal Investigators whose workload includes Research/Professional Practice;
- 37.4.2.2 Working with Associate Deans, Chairs, and/or faculty members and other academic staff in support of the University's research goals and objectives;
- 37.4.2.3 Meeting these research goals by assisting with data collection, literature searches, data compilation, processing, entry and analysis,

- and experimental systems design, fabrication and maintenance;
- 37.4.2.4 Assisting with supervision of research activities in the lab, classroom, and within the field;
  - 37.4.2.5 Assisting with preparation of proposals, progress and final reports, and promotion of research activities;
  - 37.4.2.6 Providing project coordination, budget management, and administration of research activities;
  - 37.4.2.7 Participating in the hiring, scheduling and supervision of Undergraduate Research Assistants, for Graduate Research Assistants, Class Assistants, and/or Student Monitors, where relevant;
  - 37.4.2.8 Working with Technicians, class assistants and/or student monitors, where relevant, by ensuring the appropriate and safe use of materials, equipment and/or facilities; and
  - 37.4.2.9 Participating in the provision of a safe and secure environment for all members of the University community and its facilities.

## **ARTICLE 38 ACADEMIC STAFF QUALIFICATIONS**

### **38.1 Technician**

38.1.1 Technicians have the following qualifications:

- 38.1.1.1 Undergraduate degree or equivalent in a relevant discipline;
- 38.1.1.2 Minimum of 5 years' experience, with demonstrated technical expertise in the operation of relevant studio facilities, equipment, materials and processes;
- 38.1.1.3 Strong organizational, interpersonal, communications and problem-solving skills; and
- 38.1.1.4 Sound knowledge of, and commitment to, healthy and safe work practices.



## **38.2 Academic Counsellor**

38.2.1 Academic Counsellors have the following qualifications:

- 38.2.1.1 Graduate degree or equivalent in a relevant discipline;
- 38.2.1.2 Minimum of 3 years' experience, with demonstrated counselling expertise and professional activity in the relevant discipline;
- 38.2.1.3 Outstanding interpersonal, problem-solving, and oral and written communications skills;
- 38.2.1.4 Demonstrated sensitivity to the needs and concerns of students and a commitment to quality service provision; and
- 38.2.1.5 Strong organizational skills and initiative, with a particular interest in working within the curricular context of a visual art and design educational institution.

## **38.3 Teaching/Research Assistant**

38.3.1 Teaching/Research Assistants have the following qualifications:

- 38.3.1.1 Completion of a relevant graduate degree or current enrollment in a relevant graduate program and/or equivalent training and professional experience, with the exception of Undergraduate Research Assistants. Undergraduate Research Assistants will have the completion of a relevant undergraduate degree or current enrollment in a relevant undergraduate program and/or equivalent training and professional experience;
- 38.3.1.2 Where relevant, sound knowledge of, and commitment to, healthy and safe work practices; and
- 38.3.1.3 Where relevant, strong organizational, interpersonal, oral and written communications, and problem-solving skills.

# Provisions for Layoff

## **ARTICLE 39 LAYOFF FOR REASON OF FINANCIAL EXIGENCY**

### **39.1 Statement of Joint Responsibility**

39.1.1 The Parties acknowledge that:

- 39.1.1.1 OCAD U's faculty and academic staff represent a core strength of the University, and are central to its educational mandate;
- 39.1.1.2 The Parties have a joint responsibility to maintain the University in a financially and educationally sound position;
- 39.1.1.3 The University has a responsibility to take all reasonable measures to prevent financial circumstances which would require the layoff of Tenured faculty and/or Permanent academic staff; and
- 39.1.1.4 Faculty, academic staff and academic and administrative managers have a responsibility to show reasonable flexibility in assisting the University to meet its educational goals, while adapting to changing financial circumstances.

### **39.2 Declaration of Financial Exigency**

39.2.1 In the event that the University makes a preliminary determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of Financial Exigency, the President (or designate) provides a "Declaration of Financial Exigency", which discloses the circumstances and reasons for such Declaration and the magnitude of the proposed layoff, to the Joint Committee.

39.2.2 The University provides all relevant information to the Joint Committee for purposes of review.

39.2.3 The Joint Committee reviews the circumstances and reasons for the Declaration of Financial Exigency to satisfy itself that:

39.2.3.1 A state of Financial Exigency does indeed exist;

39.2.3.2 All appropriate means of achieving cost savings in OCAD U's operation, consistent with the University's educational mandate, have been explored and/or implemented in order to avoid layoff;

39.2.3.3 All appropriate means of increasing OCAD U's revenues, consistent with the University's educational mandate, have been explored and/or implemented in order to avoid layoff;

39.2.3.4 All reasonable methods of re-assigning Tenured faculty and/or Permanent academic staff, including the provision of Professional Development, have been explored and/or implemented in order to avoid layoff;

39.2.3.5 All reasonable methods of reducing the complement of Tenured faculty and/or Permanent academic staff, including attrition, retirement, early retirement and voluntary severance, have been explored and/or implemented in order to avoid layoff; and

39.2.3.6 The proposed layoff of Tenured faculty and/or Permanent academic staff will achieve the necessary financial goals, and to ascertain what the effects of the layoff are likely to be.

39.2.4 Following a thorough review of the Declaration of Financial Exigency by the Joint Committee for a period of up to 45 calendar days from the first meeting, a recommendation for the layoff of Tenured faculty and/or Permanent academic staff, including the circumstances and reasons for this recommendation and a summary of the Joint Committee's review, may be submitted by the President (or designate) to OCAD U's Board of Governors.

39.2.5 The Board of Governors makes a final determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of

Financial Exigency, and approves the financial magnitude of the layoff.

## **ARTICLE 40 LAYOFF FOR REASON OF CURRICULAR NECESSITY**

### **40.1 Statement of Joint Responsibility**

40.1.1 The Parties acknowledge that:

40.1.1.1 OCAD U's faculty and academic staff represent a core strength of the University and are central to its educational mandate;

40.1.1.2 The Parties have a joint responsibility to maintain the integrity, credibility, viability and currency of the University's educational offerings;

40.1.1.3 The University has a responsibility to take all reasonable measures to prevent curricular circumstances which would require the layoff of Tenured faculty and/or Permanent academic staff; and

40.1.1.4 Faculty and academic staff have a responsibility to show reasonable flexibility in assisting the University to meet its educational goals, while adapting to changing curricular or societal circumstances.

### **40.2 Declaration of Curricular Necessity**

40.2.1 In the event that the Senate and Board of Governors make a preliminary determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of Curricular Necessity, the President (or designate) provides a "Declaration of Curricular Necessity", which discloses the circumstances and reasons for such Declaration and the magnitude of the proposed layoff, to the Joint Committee.

40.2.2 The University provides all relevant information to the Joint Committee for purposes of review.

40.2.3 The Joint Committee reviews the circumstances and reasons for the Declaration of Curricular Necessity to satisfy itself that:

40.2.3.1 A state of Curricular Necessity does indeed exist;

40.2.3.2 All reasonable methods of re-assigning Tenured faculty and/or Permanent academic staff, including the provision of Professional Development, have been explored and/or implemented in order to avoid layoff;

40.2.3.3 All reasonable methods of reducing the complement of Tenured faculty and/or Permanent academic staff, including attrition, retirement, early retirement and voluntary severance, have been explored and/or implemented in order to avoid layoff; and

40.2.3.4 The proposed layoff of Tenured faculty and/or Permanent academic staff will achieve the necessary curricular goals, and to ascertain what the effects of the layoff are likely to be.

40.2.4 Following a thorough review of the Declaration of Curricular Necessity by the Joint Committee for a period of up to 45 calendar days from the first meeting, a recommendation for the layoff of Tenured faculty and/or Permanent academic staff, including the circumstances and reasons for this recommendation and a summary of the Joint Committee's review, may be submitted by the President (or designate) to OCAD U's Board of Governors.

40.2.5 The Board of Governors makes a final determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of Curricular Necessity.

## **ARTICLE 41 LAYOFF AND RECALL PROCESS**

### **41.1 Layoff Process**

41.1.1 Once the Board of Governors has made a final determination that a layoff

of Tenured faculty is required as a result of Financial Exigency or Curricular Necessity, the Vice-President, Academic & Provost recommends to the Senate in which Faculty or program(s), and in what proportion, layoffs should occur, taking into account:

41.1.1.1 The educational mandate;

41.1.1.2 The financial parameters, including enrollment, program costing and other relevant statistics; and

41.1.1.3 The magnitude of the layoff required.

41.1.2 Once the Senate has approved a resolution determining the academic and curricular priorities of the University in the circumstances, the University shall post a "Notice of Intention to Layoff faculty and/or academic staff".

## **41.2 Layoff of Faculty**

41.2.1 A member of the faculty who wishes to assert qualifications and ability to perform Teaching & Teaching-Related Responsibilities within an additional discipline, or disciplines, must deliver to People & Culture a written statement including a summary of the member's qualifications within the relevant discipline(s) within 21 calendar days of the posting of the Notice of Intention to Layoff faculty and/or academic staff.

41.2.2 The order of layoff of faculty shall be as follows, provided that the remaining faculty members have the qualifications (which in appropriate circumstances could include Rank) and ability to perform the remaining work:

41.2.2.1 Sessional faculty;

41.2.2.2 Teaching Stream;

41.2.2.3 CLTA faculty;

41.2.2.4 Continuing faculty, in reverse order based on years of service;

41.2.2.5 Probationary faculty, in reverse order based years of service;

41.2.2.6 Tenured faculty, in reverse order based on years of service.

### **41.3 Layoff of Academic Staff**

41.3.1 A member of the academic staff who wishes to assert qualifications and ability to perform responsibilities within an additional discipline or disciplines must deliver to People & Culture a written statement including a summary of qualifications within the relevant discipline(s) within 21 calendar days of the posting of the Notice of Intention to Layoff faculty and/or academic staff.

41.3.2 The order of layoff of academic staff shall be as follows, provided that the remaining academic staff members have the qualifications and ability to perform the remaining work:

41.3.2.1 Contract academic staff;

41.3.2.2 Probationary academic staff, in reverse order based on years of service;

41.3.2.3 Permanent academic staff, in reverse order based on years of service.

### **41.4 Notice of Layoff**

41.4.1 The University shall provide notice of layoff in writing to each member.

### **41.5 Recall Process**

41.5.1 Continuing, Probationary and Tenured faculty members and Probationary and Permanent academic staff members retain recall rights for 24 months from the effective date of layoff.

41.5.2 Upon layoff, or at any time during the 24 month recall period, the member may elect to receive any severance pay to which the member is entitled under Article 42, and upon making that written election, the employment relationship is at an end.

41.5.3 At the end of the 24 month recall period, if the member has not been recalled, the employment relationship is at an end and the member becomes entitled to receive any severance pay to which the member is entitled under Article 42.

## **41.6 Recall of Faculty**

41.6.1 Recall of Continuing, Probationary and Tenured faculty occurs in the reverse order of layoff as positions become available according to the following procedures:

- 41.6.1.1 A Continuing faculty member is recalled to an available Continuing Faculty Appointment at the same or lesser Workload as worked by the member prior to the layoff, subject to qualifications (which in appropriate circumstances could include Rank) and ability to do the work. The University shall provide written notice to a Continuing faculty member of any such position available in the relevant discipline(s), and the member shall have 14 calendar days following receipt to apply in writing to be recalled to the position, which shall include a summary of the member's qualifications for the position.
- 41.6.1.2 A Probationary or Tenured faculty member is recalled to an available Tenured Faculty Appointment at the same or lesser Workload as worked by the member prior to the layoff, subject to qualifications (which in appropriate circumstances could include Rank) and ability to do the work. The University shall provide written notice to a Probationary or Tenured faculty member of any such position in the relevant discipline(s), and the member shall have 14 calendar days following receipt to apply in writing to be recalled to the position, which application shall include a summary of the member's qualifications for the position.
- 41.6.1.3 When a faculty member's application for recall is accepted, the



University shall provide written notice of recall to the member and the recall shall not be effective for a minimum of 21 calendar days following the receipt of such notice.

- 41.6.1.4 A Continuing, Probationary or Tenured faculty member who is recalled at a lesser Workload than the member worked prior to the layoff may apply for an increase in Workload under the provisions of Article 23.2.1.3.
- 41.6.1.5 A Continuing or Probationary faculty member who is recalled resumes her/his Appointment at the point at which it was left off.

#### **41.7 Recall of Academic Staff**

41.7.1 Recall of Probationary and Permanent academic staff occurs in the reverse order of layoff as positions become available according to the following procedures:

- 41.7.1.1 A Probationary or Permanent academic staff member is recalled to an available Permanent academic staff Appointment at the same or lesser Workload as worked by the member prior to the layoff, subject to qualifications and ability to do the work. The University shall provide written notice to a Probationary or Permanent academic staff member of any such position, and the member shall have 10 calendar days to apply in writing to be recalled to the position, which application shall include a summary of the member's qualifications for the position.
- 41.7.1.2 When an academic staff member's application for recall is accepted, the University shall provide written notice of recall to the member and the recall shall not be effective for a minimum of 21 calendar days following the receipt of such notice.
- 41.7.1.3 An academic staff member who is recalled at a lesser Workload than the member worked prior to the layoff may apply for an increase in Workload under the provisions of Article 34.2.1.2.

41.7.1.4 A Probationary academic staff member who is recalled resumes her/his Appointment at the point at which it was left off.

## **41.8 Notice**

41.8.1 Notice under this Article shall be by regular mail to the faculty or academic staff member's most recent address on the member's personnel file and it shall be deemed to be received 4 calendar days after the date of mailing; if the member so requests in writing, the notice shall be provided by email.

## **ARTICLE 42 SEVERANCE PAY**

### **42.1 Severance Pay**

42.1.1 Tenured and Probationary faculty and Permanent and Probationary academic staff who suffer a loss of employment as a result of the layoff process outlined in Article 41 shall be provided with severance pay calculated on the basis of 3 weeks' pay for every year of service as a member of one of the above-listed categories to a maximum of 40 weeks' pay, which shall be deemed to include termination pay within the meaning of the *Employment Standards Act, 2000*.

42.1.2 Teaching Stream, CLTA and Continuing faculty who suffer a loss of employment as a result of the layoff process outlined in Article 41 shall be provided with severance pay calculated on the basis of 3 weeks' pay for every year of service as a member of Teaching Stream, CLTA or Continuing faculty to a maximum of 12 weeks' pay or the remaining unexpired portion of the contract, whichever is less, which shall be deemed to include termination pay within the meaning of the *Employment Standards Act, 2000*.

42.1.3 An individual's rate of pay at time of loss of employment is used for purposes of calculating severance pay.

42.1.4 Nothing in this Article should be construed to derogate from minimum standards established under the *Employment Standards Act, 2000*.

**IN WITNESS WHEREOF** the parties hereto have executed this Collective Agreement on the \_\_ day of 2022.

**OCAD UNIVERSITY**

**ONTARIO COLLEGE OF ART &  
DESIGN FACULTY ASSOCIATION  
(OCADFA)**

## APPENDIX A

### ASSOCIATION OF UNIVERSITY AND COLLEGES OF CANADA STATEMENT ON ACADEMIC FREEDOM AND INSTITUTIONAL AUTONOMY

#### Introduction

It is the essence of a university freely to pursue knowledge and understanding and to search for the reasons for things. This search implies that some of the reasons are unknown or uncertain and that opinions about them must be questioned. The right and the responsibility to raise such questions is the justification for academic freedom.

Constraints on academic freedom may arise both from inside and outside universities. It is a major responsibility of university governing bodies and senior officers of universities to maintain an environment in which academic freedom is realized. Threats to freedom of inquiry, independent judgment and free expression may come from administrators, students or faculty members, sometimes in groups, who attempt to require all members of a department or faculty to adhere to a particular version of orthodoxy. The reliance of universities on government financing and private donations may create pressures on the institutions and on their members to conform to short-sighted or ill-advised political, corporate or personal interpretations of what should be

studied and how it should be studied. It is the obligation of faculty members in particular, supported by their administration, senate and boards, to ensure that these pressures do not unduly influence the intellectual work of the university. When conflicts arise because of such pressures, it is essential that a full airing and consideration of a broad range of viewpoints be possible.

It is essential that universities have the freedom to set their research and educational priorities. How the members of universities will teach and impart skills, conduct research and the pursuit of knowledge, and engage in fundamental criticism is best determined within the universities themselves. It is here that academic freedom, in its collective form of institutional autonomy, can ensure freedom of inquiry for individual faculty members and students. Historically there has been a struggle for university autonomy, arising from the conviction that a university can best serve the needs of society when it is free to do so according to the dictates of the intellectual enterprise itself.

Freedom of inquiry must have as its corollary a high degree of respect for evidence, impartial reasoning and honesty in reporting. It should include a willingness to make known the underlying assumptions and the results of the inquiry. All research and scholarship must be conducted ethically, with full consideration of the implications and in ways that respect fully human rights as defined by law.

In their relations with students, faculty members and others who work in the universities have an obligation to ensure that the students' human rights are respected and that they are encouraged to pursue their education according to the principles of academic freedom embodied in the university itself. In relation to the wider society, universities should accept the obligation to account for their expenditure of funds, through their boards and through public audits of their accounts.

## Principles

1. The AUCC believes that the principles of academic freedom and institutional autonomy are essential to the fulfillment of the role of universities in the context of a democratic society.
2. The AUCC believes that academic freedom is essential to the fulfillment of the universities' primary mandate, the pursuit and dissemination of knowledge and understanding. Freedom of inquiry is fundamental to the search for truth and the advancement of knowledge. Freedom in teaching, justified by the special professional expertise of the faculty members, is fundamental to the protection of the rights of the teacher to teach and of the student to learn. Academic freedom is essential in order that society may have access to impartial expertise for knowledgeable comments on all issues studied in universities, including those surrounded by controversy.
3. The AUCC recognizes the obligation of universities to ensure the academic freedom of individual faculty members to conduct inquiries, to make judgments, and to express views without fear of retribution. The practice of tenure is one important means of meeting this obligation. In addition, decisions relative to appointments and the granting of tenure and promotion must be conducted according to principles of fairness and natural justice.
4. The AUCC recognizes that universities should ensure that students are treated according to principles of fairness and natural justice and are encouraged to pursue their education according to the principle of academic freedom.
5. The AUCC recognizes the historically the universities of Canada have struggled to achieve institutional autonomy and must continue to do so. The Association affirms that this autonomy provides the best possible condition for the conduct of scholarship and higher education essential to a free society. As centres of free

inquiry, universities have an obligation to society to resist outside intrusion into their planning and management and to insist that institutional autonomy be recognized by governments and others as the necessary pre-condition to their proper functioning. Institutional autonomy includes, inter-alia, the following powers and duties: to select and appoint faculty and staff; to select and admit and discipline students; to set and control curriculum; to establish organizational arrangements for the carrying out of academic work; to create programs and to direct resources to them; to certify completion of a program of study and grant degrees.

6. The AUCC recognizes that the academic freedom of individual members of universities and the institutional autonomy accorded to the institutions themselves involve the following major responsibilities to society: to conduct scholarship and research according to the highest possible standards to excellence so that society may benefit; within the constraints of the resources available to them, to ensure high quality education to as many academically qualified individuals as possible; to abide by the laws of society; and to account publicly through boards and audits for their expenditure of funds.

May 5, 1988



## APPENDIX B

### STANDARDS OF PERFORMANCE AND CRITERIA FOR PLACEMENT & PROMOTION OF ACADEMIC RANK

#### **Preamble**

OCAD University, along with other university-level institutions devoted to professional education in art and design, has been established to develop society's creative and intellectual resources and preserve its cultural traditions. The University has a responsibility to provide a vibrant and creative environment in which new knowledge, practices and ideas may evolve and flourish.

To this end, faculty are expected to be effective teachers, committed scholars and active practitioners who are dedicated to expanding their knowledge, professional practice and expertise, while making these endeavours accessible to the larger community. Faculty are also expected to make a significant contribution through Service to the University community.

This Appendix elaborates the context and process for fairly evaluating and recognizing faculty achievement and performance (cf. Article 24) and should be read in tandem with the Definitions of Academic Ranks (Article 17) and Faculty Responsibilities (Article 20).

## **Standards of Performance**

Standards of Performance are used in the context of biennial **Performance Reviews** to evaluate, recognize and/or make recommendations concerning the Career Progress and Merit Progress of all non-sessional faculty, as well as to make recommendations concerning future re-appointment of CLTA faculty, continuation of Probationary (Tenure-Track) faculty, and reappointment of Continuing faculty.

In all cases, Standards of Performance take into account the following three general categories:

1. Teaching & Teaching-Related Responsibilities;
2. Professional Practice/Research; and
3. Service, primarily to the University but also to the field of Art & Design education and to the community at large.

While faculty are expected to exhibit accomplishment in all three categories, the specific weight assigned to each in terms of the devotion of time and effort, may vary from year to year, and from one faculty member to another.

Faculty are assessed against four possible levels of performance in each of the three general categories, pro-rated according to Article 27.4 and rounded to the nearest half step to determine the Career/Progress Increment for each of the next two years.

Article 27.4 currently weights the three general categories as follows:

Teaching and Teaching-Related Activities:	40%
Practice/Research:	40%
Service:	20%

The Standards of Performance for each level are as follows:

## **Career Progress Levels I & II:**

### **I. Meets Basic Expectations**

A faculty member is expected minimally to perform the following tasks without intervention from the Faculty Offices:

- Submits Annual Report;
- Submits course outlines to Faculty Office at least two weeks prior to start of semester;
- Responsibly manages student contact hours, e.g., arriving on time for classes, being available to students during pre-arranged office hours (generally one hour per course per week), arranging for substitute or make-up class for any class hours missed;
- Reports any absences and make-up arrangements to the Faculty Office;
- Submits all grades on time.

If a faculty member performs these basic tasks but does NOT meet Level II expectations, he/she will receive a Career/Merit increment of 0.5 (equivalent of one-half step increase on the faculty salary scale)

### **II. Fully Meets Expectations** (includes all of Level I plus the following):

- Demonstrates an ability to engage students in learning and to advance their knowledge in the subject area;
- Stays current and advances work within a discipline as recognized by peers;
- Maintains high standards of collegiality including participation in Faculty meetings and supporting University governance.

Faculty performing at Level II are fully meeting the expectations of the job. Their performance across the three key areas will average ca. 1.0, although in a given two-year evaluation period, their efforts may favour one area above the other two. For example, a faculty member may develop several innovative new courses and hence put more time and effort into teaching at the expense of his/her research/practice, while maintaining service by serving on Faculty- or University-wide committees or supporting specific Faculty- or University-wide events/initiatives:

Teaching = 1.5 x 40% =	0.60
Research/Practice = 0.5 x 40% =	0.20
Service = 1.0 x 20% =	0.20
	1.00
Career/Merit Increment =	1.0

### **Merit Progress: Levels III and IV**

#### **III. Exceeds Expectations** (includes all of Level II, plus the following):

- Demonstrates teaching excellence by communicating enthusiasm for the subject and by inspiring students to excel; tangibly this may be demonstrated by, e.g., outstanding teaching evaluations and the development and/or updating of courses to reflect ground-breaking material and/or innovative delivery methods;
- Demonstrates significant achievement in practice and/or research, e.g., major publications, exhibitions, commissions, contracts;
- Demonstrates outstanding leadership/initiative in Faculty and University committees and/or events.

#### **IV. Significantly Exceeds Expectations** (includes all of Level III, plus the following):

- *Exceptional* professional achievement and peer recognition in teaching and/or practice/research, e.g., major teaching awards, exhibitions, publications, commissions, contracts.

**Implementation of Standards of Performance in Performance Reviews**

It may help, at least initially, to think about the levels of performance as similar to the following grading schema:

- Level I: Meets Basic Expectations Value = 0.5
- Level II: Fully Meets Expectations Value = 1.0

(This level captures the largest number of faculty and reflects a broad range of performance. It is important to point out the faculty member’s strengths and weaknesses in each of the three general categories.)

- Level III: Exceeds Expectations Value = 1.5
- Level IV: Significantly Exceeds Expectations Value = 2.0

Worksheet for Tabulating Performance:

<b>Tom Thomson</b>	<b>Faculty of Art</b>	<b>Teaching (40%)</b>	<b>Practice/Research (40%)</b>	<b>Service (20%)</b>	<b>Total (100%)</b>
Performance		0.5	2.0	0.5	
Pro-rated value		0.2	0.8	0.1	1.1
Career/Merit Progress Increment					1.0

## Sample Situations

1. What if a faculty member has a once in a lifetime success in the area of Practice/Research and performs at below Level II in Teaching and Service? Is it fair to grant a Career/Merit Progress Increment of only 1.0?

*The committee should make a special recommendation, citing reasons for deviating from the formula. It may be one thing not to attend any meetings for a year or two, but to work on one's practice/research at the expense of basic teaching requirements (at the expense of the students), is another.*

2. What if the pro-rated value falls right between two levels, e.g., 1.25?

*The committee has the prerogative to make a recommendation either up or down, depending on the specifics of the faculty member's performance. This would also be the case with pro-rated values that hover close to, but not quite, at the half-way point between levels, e.g., 1.21 or 0.68.*

## Criteria for Placement and Promotion of Academic Rank

Generally, the distinction between the ranks of Lecturer, Assistant Professor, Associate Professor, and Professor (Full) is based on a combination of educational attainment; experience and effectiveness as a teacher; experience and effectiveness as a colleague; and breadth, depth, and consistency of contributions to knowledge.

### Lecturer

Most CLTA appointments and any tenure-track appointment where the faculty member has not yet completed the terminal degree, and has limited teaching experience and publications/shows/practice would be ranked as a Lecturer. In the case of a tenure-track

appointment, the criteria and timetable for promotion to Assistant Professor should be clearly articulated in the contract.

### **Assistant Professor**

A tenure-track appointment where the faculty member has completed the requisite terminal degree (PhD, MFA, Mdes) or equivalent in professional accomplishment, would normally be ranked as an Assistant Professor. This is generally the entry-level rank for new faculty in a career appointment. The probationary period of five years should be viewed as time to gain experience as a teacher and colleague, as well as time to develop a research/practice agenda and establish a rhythm of publications/shows/commissions/contracts. Requests for an early tenure decision should normally be discouraged.

### **Associate Professor**

Normally a faculty member who has successfully served his/her probationary period, i.e., reached a level of maturity and confidence as a teacher, built a network of relationships within the University through committee work and other collaborations, and extended his/her reputation as a researcher/scholar/practitioner beyond the regional to the national or even international arena, would be promoted to Associate Professor. Although promotion to this rank often goes hand-in-hand with a tenure decision, it should not be viewed as automatic.

### **Professor (Full)**

Only a faculty member who has made a significant contribution to his/her field of research/practice or to art and design education can expect to be promoted to the rank of Professor. He/she will have a solid national or international reputation, developed and nurtured over a period of at least eight to ten years in the profession, usually post-

terminal degree, not least of all through the success of students, both undergraduate and graduate, who have benefited from his/her mentoring and tutelage.

The following descriptions elaborate the above and should replace the Faculty Responsibilities in Article 20:

### **Descriptions for each Rank (and Category)**

#### **Lecturer**

- An entry level position, possibly still completing terminal degree
- Developing expertise in his/her practice/area of research and beginning to establish credibility in the discipline
- Capable professionally and beginning to gain external recognition
- Innovation in practice as well as in teaching
- Enthusiastic teacher, developing skill
- Active faculty member, good colleague
- Limited expectation of service to the OCAD U community

#### **Assistant Professor**

- Terminal degree completed, or equivalent in professional accomplishment
- Developing expertise in his/her practice/area of research and establishing credibility in the discipline
- Capable professionally, and gaining external recognition
- Innovation in practice as well as in teaching
- Competent and enthusiastic teacher, developing skill
- Active faculty member, contributing to curriculum development, supporting program, Faculty or University initiatives
- A contributing member of the OCAD U community, participating on committees, at University events, and ceremonies



### **Associate Professor**

- Ongoing and consistent achievement in his/her practice/area of expertise which has resulted in a considerable contribution to the discipline
- Very capable professionally due to a good level of expertise, the depth and reach of contribution, and external recognition of it
- Good pedagogical understanding (effective as a teacher)
- Often plays a leadership role as a faculty member, contributing to curriculum development, mentoring junior faculty, significantly supporting program or Faculty initiatives etc.
- Makes a significant contribution to the OCAD community, actively participating on committees, at University events, and ceremonies

### **Professor**

- Significant and ongoing achievement in his/her practice/area of expertise which has resulted in a substantial contribution to the discipline
- Seen to play a leadership role professionally due to the high level of expertise, the extensive depth and reach of contribution, and external recognition of it
- Innovation a key aspect of practice as well as teaching
- Highly skilled pedagogically (inspiring, depth of knowledge, good communicator, engages the students)
- Consistently plays a leadership role as a faculty member, contributing substantially to curriculum development, mentoring junior faculty initiating program, or Faculty events etc.
- A vital member of the OCAD U community, providing leadership on committees, and University events, and ceremonies

## APPENDIX C

### FACULTY COMPENSATION

#### I. Remuneration

**Wage Increases:** The following wage increases to be paid retroactively:

##### **Sessional Faculty**

Increases to be paid according to Pay Scales.

##### **Teaching Stream Faculty**

ATB increases for teaching stream faculty as follows:

July 1, 2020	1%
July 1, 2021	2%
January 1, 2022	1%
July 1, 2022	2.75%
June 30, 2023	1.75%

##### **Contractually Limited Term Appointment Faculty**

ATB increases for CLTA faculty as follows:

July 1, 2020	1%
July 1, 2021	2%
January 1, 2022	1%
July 1, 2022	2.75%

June 30, 2023 1.75%

**Tenured, Probationary and Continuing Faculty**

ATB increases for tenured, probationary and continuing faculty as follows:

July 1, 2020 1%  
July 1, 2021 2%  
January 1, 2022 1%  
July 1, 2022 2.75%  
June 30, 2023 1.75%

**A. Pay Rate for Sessional Faculty:**

July 1, 2020 1%  
July 1, 2021 2%  
January 1, 2022 1%  
July 1, 2022 2.75%  
June 30, 2023 1.75%

**1. Effective July 1, 2020**

<b>Level</b>	<b>Rate</b>
Ses1	6,379
Ses2	7,443
Ses3	8,504

**2. Effective July 1, 2021**

<b>Level</b>	<b>Rate</b>
Ses1	6,507
Ses2	7,592
Ses3	8,674

**3. Effective January 1, 2022**

<b>Level</b>	<b>Rate</b>
Ses1	6,572
Ses2	7,668
Ses3	8,761

**4. Effective July 1, 2022**

<b>Level</b>	<b>Rate</b>
Ses1	6,753
Ses2	7,879
Ses3	9,002

**5. Effective June 30, 2023**

Level	Rate
Ses1	6,871
Ses2	8,017
Ses3	9,160

**B. Pay Scales for Teaching Stream Faculty and Contractually Limited Term Appointment (CLTA) Faculty:**

The following Annual Pay Scales are for Maximum-Load Teaching Stream faculty (Lecturer or Assistant Professor Scale only) (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load) and CLTA faculty (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

**1. Effective July 1, 2020**

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
Lc1	52,799	Ac1	71,066	Bc1	85,279	Cc1	99,493
Lc2	54,116	Ac2	72,489	Bc2	86,700	Cc2	100,915
Lc3	55,437	Ac3	73,909	Bc3	88,123	Cc3	102,333

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc4	56,755	Ac4	75,328	Bc4	89,545	Cc4	103,756
Lc5	58,080	Ac5	76,750	Bc5	90,963	Cc5	105,179
Lc6	59,398	Ac6	78,175	Bc6	92,387	Cc6	106,601
Lc7	60,717	Ac7	79,594	Bc7	93,808	Cc7	108,021
Lc8	62,037	Ac8	81,014	Bc8	95,229	Cc8	109,440
Lc9	63,357	Ac9	82,437	Bc9	96,648	Cc9	110,864
Lc10	64,678	Ac10	83,859	Bc10	98,071	Cc10	112,284
Lc11	65,996	Ac11	85,279	Bc11	99,493	Cc11	113,705
Lc12	67,318	Ac12	86,699	Bc12	100,915	Cc12	115,128
Lc13	68,635	Ac13	88,123	Bc13	102,333	Cc13	116,551

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc14	69,957	Ac14	89,545	Bc14	103,756	Cc14	117,969
Lc15	71,277	Ac15	90,963	Bc15	105,178	Cc15	119,390
Lc16	72,598	Ac16	92,387	Bc16	106,601	Cc16	120,815
Lc17	73,919	Ac17	93,808	Bc17	108,021	Cc17	122,234
Lc18	75,238	Ac18	95,229	Bc18	109,440	Cc18	123,656
Lc19	76,555	Ac19	96,648	Bc19	110,863	Cc19	125,073
Lc20	77,878	Ac20	98,071	Bc20	112,284	Cc20	126,497
Lc21	79,196	Ac21	99,493	Bc21	113,705	Cc21	127,919
		Ac22	100,917	Bc22	115,129	Cc22	129,344
		Ac23	102,337	Bc23	116,549	Cc23	130,764

Lecturer		Assistant Professor		Associate Professor		Professor	
		Ac24	103,759	Bc24	117,971		
		Ac25	105,180	Bc25	119,392		
		Ac26	106,602	Bc26	120,814		
		Ac27	108,023	Bc27	122,233		
		Ac28	109,443	Bc28	123,654		
		Ac29	110,864	Bc29	125,074		
		Ac30	112,286	Bc30	126,497		

## 2. Effective July 1, 2021

Lecturer		Assistant Professor		Associate Professor		Professor	
Lc1	53,855	Ac1		Bc1		Cc1	



<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
			72,487		86,985		101,483
Lc2	55,198	Ac2	73,939	Bc2	88,434	Cc2	102,933
Lc3	56,546	Ac3	75,387	Bc3	89,885	Cc3	104,380
Lc4	57,890	Ac4	76,835	Bc4	91,336	Cc4	105,831
Lc5	59,242	Ac5	78,285	Bc5	92,782	Cc5	107,283
Lc6	60,586	Ac6	79,739	Bc6	94,235	Cc6	108,733
Lc7	61,931	Ac7	81,186	Bc7	95,684	Cc7	110,181
Lc8	63,278	Ac8	82,634	Bc8	97,134	Cc8	111,629
Lc9	64,624	Ac9	84,086	Bc9	98,581	Cc9	113,081
Lc10	65,972	Ac10	85,536	Bc10	100,032	Cc10	114,530

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc11	67,316	Ac11	86,985	Bc11	101,483	Cc11	115,979
Lc12	68,664	Ac12	88,433	Bc12	102,933	Cc12	117,431
Lc13	70,008	Ac13	89,885	Bc13	104,380	Cc13	118,882
Lc14	71,356	Ac14	91,336	Bc14	105,831	Cc14	120,328
Lc15	72,703	Ac15	92,782	Bc15	107,282	Cc15	121,778
Lc16	74,050	Ac16	94,235	Bc16	108,733	Cc16	123,231
Lc17	75,397	Ac17	95,684	Bc17	110,181	Cc17	124,679
Lc18	76,743	Ac18	97,134	Bc18	111,629	Cc18	126,129
Lc19	78,086	Ac19	98,581	Bc19	113,080	Cc19	127,574
Lc20	79,436	Ac20		Bc20		Cc20	

Lecturer		Assistant Professor		Associate Professor		Professor	
			100,032		114,530		129,027
Lc21	80,780	Ac21	101,483	Bc21	115,979	Cc21	130,477
		Ac22	102,935	Bc22	117,432	Cc22	131,931
		Ac23	104,384	Bc23	118,880	Cc23	133,379
		Ac24	105,834	Bc24	120,330		
		Ac25	107,284	Bc25	121,780		
		Ac26	108,734	Bc26	123,230		
		Ac27	110,183	Bc27	124,678		
		Ac28	111,632	Bc28	126,127		
		Ac29	113,081	Bc29	127,575		

Lecturer		Assistant Professor		Associate Professor		Professor	
		Ac30	114,532	Bc30	129,027		

### 3. Effective January 1, 2022

Lecturer		Assistant Professor		Associate Professor		Professor	
Lc1	54,394	Ac1	73,212	Bc1	87,855	Cc1	102,498
Lc2	55,750	Ac2	74,678	Bc2	89,318	Cc2	103,962
Lc3	57,111	Ac3	76,141	Bc3	90,784	Cc3	105,424
Lc4	58,469	Ac4	77,603	Bc4	92,249	Cc4	106,889
Lc5	59,834	Ac5	79,068	Bc5	93,710	Cc5	108,356
Lc6	61,192	Ac6	80,536	Bc6	95,177	Cc6	109,820

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc7	62,550	Ac7	81,998	Bc7	96,641	Cc7	111,283
Lc8	63,911	Ac8	83,460	Bc8	98,105	Cc8	112,745
Lc9	65,270	Ac9	84,927	Bc9	99,567	Cc9	114,212
Lc10	66,632	Ac10	86,391	Bc10	101,032	Cc10	115,675
Lc11	67,989	Ac11	87,855	Bc11	102,498	Cc11	117,139
Lc12	69,351	Ac12	89,317	Bc12	103,962	Cc12	118,605
Lc13	70,708	Ac13	90,784	Bc13	105,424	Cc13	120,071
Lc14	72,070	Ac14	92,249	Bc14	106,889	Cc14	121,531
Lc15	73,430	Ac15	93,710	Bc15	108,355	Cc15	122,996
Lc16		Ac16		Bc16		Cc16	

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	74,791		95,177		109,820		124,463
Lc17	76,151	Ac17	96,641	Bc17	111,283	Cc17	125,926
Lc18	77,510	Ac18	98,105	Bc18	112,745	Cc18	127,390
Lc19	78,867	Ac19	99,567	Bc19	114,211	Cc19	128,850
Lc20	80,230	Ac20	101,032	Bc20	115,675	Cc20	130,317
Lc21	81,588	Ac21	102,498	Bc21	117,139	Cc21	131,782
		Ac22	103,964	Bc22	118,606	Cc22	133,250
		Ac23	105,428	Bc23	120,069	Cc23	134,713
		Ac24	106,892	Bc24	121,533		
		Ac25	108,357	Bc25	122,998		

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
		Ac26	109,821	Bc26	124,462		
		Ac27	111,285	Bc27	125,925		
		Ac28	112,748	Bc28	127,388		
		Ac29	114,212	Bc29	128,851		
		Ac30	115,677	Bc30	130,317		

**4. Effective July 1, 2022**

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>
Lc1	55,890	Ac1	75,225	Bc1	90,271	Cc1	105,317
Lc2		Ac2		Bc2		Cc2	

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	57,283		76,732		91,774		106,821
Lc3	58,682	Ac3	78,235	Bc3	93,281	Cc3	108,323
Lc4	60,077	Ac4	79,737	Bc4	94,786	Cc4	109,828
Lc5	61,479	Ac5	81,242	Bc5	96,287	Cc5	111,336
Lc6	62,875	Ac6	82,751	Bc6	97,794	Cc6	112,840
Lc7	64,270	Ac7	84,253	Bc7	99,299	Cc7	114,343
Lc8	65,669	Ac8	85,755	Bc8	100,803	Cc8	115,845
Lc9	67,065	Ac9	87,262	Bc9	102,305	Cc9	117,353
Lc10	68,464	Ac10	88,767	Bc10	103,810	Cc10	118,856
Lc11	69,859	Ac11	90,271	Bc11	105,317	Cc11	120,360



<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc12	71,258	Ac12	91,773	Bc12	106,821	Cc12	121,867
Lc13	72,652	Ac13	93,281	Bc13	108,323	Cc13	123,373
Lc14	74,052	Ac14	94,786	Bc14	109,828	Cc14	124,873
Lc15	75,449	Ac15	96,287	Bc15	111,335	Cc15	126,378
Lc16	76,848	Ac16	97,794	Bc16	112,840	Cc16	127,886
Lc17	78,245	Ac17	99,299	Bc17	114,343	Cc17	129,389
Lc18	79,642	Ac18	100,803	Bc18	115,845	Cc18	130,893
Lc19	81,036	Ac19	102,305	Bc19	117,352	Cc19	132,393
Lc20	82,436	Ac20	103,810	Bc20	118,856	Cc20	133,901
Lc21		Ac21		Bc21		Cc21	

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	83,832		105,317		120,360		135,406
		Ac22	106,823	Bc22	121,868	Cc22	136,914
		Ac23	108,327	Bc23	123,371	Cc23	138,418
		Ac24	109,832	Bc24	124,875		
		Ac25	111,337	Bc25	126,380		
		Ac26	112,841	Bc26	127,885		
		Ac27	114,345	Bc27	129,388		
		Ac28	115,849	Bc28	130,891		
		Ac29	117,353	Bc29	132,394		
		Ac30	118,858	Bc30	133,901		

**5. Effective June 30, 2023**

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>
Lc1	56,868	Ac1	76,541	Bc1	91,851	Cc1	107,160
Lc2	58,285	Ac2	78,075	Bc2	93,380	Cc2	108,690
Lc3	59,709	Ac3	79,604	Bc3	94,913	Cc3	110,219
Lc4	61,128	Ac4	81,132	Bc4	96,445	Cc4	111,750
Lc5	62,555	Ac5	82,664	Bc5	97,972	Cc5	113,284
Lc6	63,975	Ac6	84,199	Bc6	99,505	Cc6	114,815
Lc7	65,395	Ac7	85,727	Bc7	101,037	Cc7	116,344
Lc8		Ac8		Bc8		Cc8	

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	66,818		87,256		102,567		117,872
Lc9	68,239	Ac9	88,789	Bc9	104,095	Cc9	119,407
Lc10	69,662	Ac10	90,320	Bc10	105,627	Cc10	120,936
Lc11	71,082	Ac11	91,851	Bc11	107,160	Cc11	122,466
Lc12	72,505	Ac12	93,379	Bc12	108,690	Cc12	124,000
Lc13	73,923	Ac13	94,913	Bc13	110,219	Cc13	125,532
Lc14	75,348	Ac14	96,445	Bc14	111,750	Cc14	127,058
Lc15	76,769	Ac15	97,972	Bc15	113,283	Cc15	128,590
Lc16	78,193	Ac16	99,505	Bc16	114,815	Cc16	130,124
Lc17	79,614	Ac17	101,037	Bc17	116,344	Cc17	131,653

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc18	81,036	Ac18	102,567	Bc18	117,872	Cc18	133,184
Lc19	82,454	Ac19	104,095	Bc19	119,406	Cc19	134,710
Lc20	83,879	Ac20	105,627	Bc20	120,936	Cc20	136,244
Lc21	85,299	Ac21	107,160	Bc21	122,466	Cc21	137,776
		Ac22	108,692	Bc22	124,001	Cc22	139,310
		Ac23	110,223	Bc23	125,530	Cc23	140,840
		Ac24	111,754	Bc24	127,060		
		Ac25	113,285	Bc25	128,592		
		Ac26	114,816	Bc26	130,123		
		Ac27		Bc27			

Lecturer		Assistant Professor		Associate Professor		Professor	
			116,346		131,652		
		Ac28	117,876	Bc28	133,182		
		Ac29	119,407	Bc29	134,711		
		Ac30	120,938	Bc30	136,244		

**C. Pay Scales for Tenured, Probationary and Continuing Faculty:**

The following Annual Pay Scales are for Maximum-Load Tenured, Probationary and Continuing faculty (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

**1. Effective July 1, 2020**

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
L1	58,242	A1	72,803	B1	91,731	C1	110,657

Lecturer		Assistant Professor		Associate Professor		Professor	
L2	59,697	A2	74,257	B2	93,188	C2	112,114
L3	61,153	A3	75,714	B3	94,641	C3	113,571
L4	62,609	A4	77,169	B4	96,099	C4	115,027
L5	64,065	A5	78,624	B5	97,555	C5	116,482
L6	65,522	A6	80,084	B6	99,009	C6	117,938
L7	66,978	A7	81,537	B7	100,468	C7	119,395
L8	68,434	A8	82,991	B8	101,921	C8	120,850
L9	69,890	A9	84,448	B9	103,378	C9	122,307
L10	71,344	A10	85,906	B10	104,835	C10	123,763
L11	72,803	A11	87,363	B11	106,290	C11	125,217
L12	74,257	A12	88,816	B12	107,744	C12	126,676
L13	75,714	A13	90,271	B13	109,201	C13	128,129
L14	77,169	A14	91,731	B14	110,657	C14	129,584
L15	78,624	A15	93,188	B15	112,114	C15	131,043
L16	80,084	A16	94,641	B16	113,571	C16	132,499
L17	81,537	A17	96,099	B17	115,027	C17	133,954
L18	82,991	A18	97,555	B18	116,482	C18	135,411
L19	84,448	A19	99,009	B19	117,939	C19	136,868
L20	85,906	A20	100,468	B20	119,394	C20	138,324
L21	87,363	A21	101,921	B21	120,850	C21	139,778

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
		A22	103,377	B22	122,310	C22	141,232
		A23	104,832	B23	123,767	C23	142,689
		A24	106,287	B24	125,223	C24	144,143
		A25	107,744	B25	126,679	C25	145,599
		A26	109,199	B26	128,135	C26	147,056
		A27	110,656	B27	129,591	C27	148,510
		A28	112,111	B28	131,046	C28	149,966
		A29	113,567	B29	132,503	C29	151,424
		A30	115,024	B30	133,958	C30	152,879

## 2. Effective July 1, 2021

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>
L1	59,407	A1	74,259	B1	93,566	C1	112,870
L2		A2		B2		C2	



<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	60,891		75,742		95,052		114,356
L3	62,376	A3	77,228	B3	96,534	C3	115,842
L4	63,861	A4	78,712	B4	98,021	C4	117,328
L5	65,346	A5	80,196	B5	99,506	C5	118,812
L6	66,832	A6	81,686	B6	100,989	C6	120,297
L7	68,318	A7	83,168	B7	102,477	C7	121,783
L8	69,803	A8	84,651	B8	103,959	C8	123,267
L9	71,288	A9	86,137	B9	105,446	C9	124,753
L10	72,771	A10	87,624	B10	106,932	C10	126,238
L11	74,259	A11	89,110	B11	108,416	C11	127,721

Lecturer		Assistant Professor		Associate Professor		Professor	
L12	75,742	A12	90,592	B12	109,899	C12	129,210
L13	77,228	A13	92,076	B13	111,385	C13	130,692
L14	78,712	A14	93,566	B14	112,870	C14	132,176
L15	80,196	A15	95,052	B15	114,356	C15	133,664
L16	81,686	A16	96,534	B16	115,842	C16	135,149
L17	83,168	A17	98,021	B17	117,328	C17	136,633
L18	84,651	A18	99,506	B18	118,812	C18	138,119
L19	86,137	A19	100,989	B19	120,298	C19	139,605
L20	87,624	A20	102,477	B20	121,782	C20	141,090
L21		A21		B21		C21	

Lecturer		Assistant Professor		Associate Professor		Professor	
	89,110		103,959		123,267		142,574
		A22	105,445	B22	124,756	C22	144,057
		A23	106,929	B23	126,242	C23	145,543
		A24	108,413	B24	127,727	C24	147,026
		A25	109,899	B25	129,213	C25	148,511
		A26	111,383	B26	130,698	C26	149,997
		A27	112,869	B27	132,183	C27	151,480
		A28	114,353	B28	133,667	C28	152,965
		A29	115,838	B29	135,153	C29	154,452
		A30	117,324	B30	136,637	C30	155,937

### 3. Effective January 1, 2022

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
L1	60,001	A1	75,002	B1	94,502	C1	113,999
L2	61,500	A2	76,499	B2	96,003	C2	115,500
L3	63,000	A3	78,000	B3	97,499	C3	117,000
L4	64,500	A4	79,499	B4	99,001	C4	118,501
L5	65,999	A5	80,998	B5	100,501	C5	120,000
L6	67,500	A6	82,503	B6	101,999	C6	121,500
L7	69,001	A7	84,000	B7	103,502	C7	123,001
L8		A8		B8		C8	

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	70,501		85,498		104,999		124,500
L9	72,001	A9	86,998	B9	106,500	C9	126,001
L10	73,499	A10	88,500	B10	108,001	C10	127,500
L11	75,002	A11	90,001	B11	109,500	C11	128,998
L12	76,499	A12	91,498	B12	110,998	C12	130,502
L13	78,000	A13	92,997	B13	112,499	C13	131,999
L14	79,499	A14	94,502	B14	113,999	C14	133,498
L15	80,998	A15	96,003	B15	115,500	C15	135,001
L16	82,503	A16	97,499	B16	117,000	C16	136,500
L17	84,000	A17	99,001	B17	118,501	C17	137,999

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
L18	85,498	A18	100,501	B18	120,000	C18	139,500
L19	86,998	A19	101,999	B19	121,501	C19	141,001
L20	88,500	A20	103,502	B20	123,000	C20	142,501
L21	90,001	A21	104,999	B21	124,500	C21	144,000
		A22	106,499	B22	126,004	C22	145,498
		A23	107,998	B23	127,504	C23	146,998
		A24	109,497	B24	129,004	C24	148,496
		A25	110,998	B25	130,505	C25	149,996
		A26	112,497	B26	132,005	C26	151,497
		A27		B27		C27	

Lecturer		Assistant Professor		Associate Professor		Professor	
			113,998		133,505		152,995
		A28	115,497	B28	135,004	C28	154,495
		A29	116,996	B29	136,505	C29	155,997
		A30	118,497	B30	138,003	C30	157,496

**4. Effective July 1, 2022**

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
L1	61,651	A1	77,065	B1	97,101	C1	117,134
L2	63,191	A2	78,603	B2	98,643	C2	118,676
L3	64,733	A3	80,145	B3	100,180	C3	120,218

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
L4	66,274	A4	81,685	B4	101,724	C4	121,760
L5	67,814	A5	83,225	B5	103,265	C5	123,300
L6	69,356	A6	84,772	B6	104,804	C6	124,841
L7	70,899	A7	86,310	B7	106,348	C7	126,384
L8	72,440	A8	87,849	B8	107,886	C8	127,924
L9	73,981	A9	89,390	B9	109,429	C9	129,466
L10	75,520	A10	90,934	B10	110,971	C10	131,006
L11	77,065	A11	92,476	B11	112,511	C11	132,545
L12	78,603	A12	94,014	B12	114,050	C12	134,091
L13		A13		B13		C13	



<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	80,145		95,554		115,593		135,629
L14	81,685	A14	97,101	B14	117,134	C14	137,169
L15	83,225	A15	98,643	B15	118,676	C15	138,714
L16	84,772	A16	100,180	B16	120,218	C16	140,254
L17	86,310	A17	101,724	B17	121,760	C17	141,794
L18	87,849	A18	103,265	B18	123,300	C18	143,336
L19	89,390	A19	104,804	B19	124,842	C19	144,879
L20	90,934	A20	106,348	B20	126,383	C20	146,420
L21	92,476	A21	107,886	B21	127,924	C21	147,960
		A22	109,428	B22	129,469	C22	149,499

Lecturer		Assistant Professor		Associate Professor		Professor	
		A23	110,968	B23	131,010	C23	151,040
		A24	112,508	B24	132,552	C24	152,580
		A25	114,050	B25	134,094	C25	154,121
		A26	115,591	B26	135,635	C26	155,663
		A27	117,133	B27	137,176	C27	157,202
		A28	118,673	B28	138,717	C28	158,744
		A29	120,213	B29	140,259	C29	160,287
		A30	121,756	B30	141,798	C30	161,827

**5. Effective June 30, 2023**

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>
L1	62,730	A1	78,414	B1	98,800	C1	119,184
L2	64,297	A2	79,979	B2	100,369	C2	120,753
L3	65,866	A3	81,548	B3	101,933	C3	122,322
L4	67,434	A4	83,114	B4	103,504	C4	123,891
L5	69,001	A5	84,681	B5	105,072	C5	125,458
L6	70,570	A6	86,256	B6	106,638	C6	127,026
L7	72,140	A7	87,820	B7	108,209	C7	128,596
L8	73,708	A8	89,386	B8	109,774	C8	130,163
L9	75,276	A9	90,954	B9	111,344	C9	131,732

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
L10	76,842	A10	92,525	B10	112,913	C10	133,299
L11	78,414	A11	94,094	B11	114,480	C11	134,865
L12	79,979	A12	95,659	B12	116,046	C12	136,438
L13	81,548	A13	97,226	B13	117,616	C13	138,003
L14	83,114	A14	98,800	B14	119,184	C14	139,569
L15	84,681	A15	100,369	B15	120,753	C15	141,141
L16	86,256	A16	101,933	B16	122,322	C16	142,708
L17	87,820	A17	103,504	B17	123,891	C17	144,275
L18	89,386	A18	105,072	B18	125,458	C18	145,844
L19		A19		B19		C19	

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
	90,954		106,638		127,027		147,414
L20	92,525	A20	108,209	B20	128,595	C20	148,982
L21	94,094	A21	109,774	B21	130,163	C21	150,549
		A22	111,343	B22	131,735	C22	152,115
		A23	112,910	B23	133,303	C23	153,683
		A24	114,477	B24	134,872	C24	155,250
		A25	116,046	B25	136,441	C25	156,818
		A26	117,614	B26	138,009	C26	158,387
		A27	119,183	B27	139,577	C27	159,953
		A28	120,750	B28	141,145	C28	161,522

Lecturer		Assistant Professor		Associate Professor		Professor	
		A29	122,317	B29	142,714	C29	163,092
		A30	123,887	B30	144,279	C30	164,659

## II. Benefits Eligibility, Premiums and Coverage for Faculty

### A. Sessional Faculty

1. Sessional faculty receive 7% pay in lieu of benefits.

### B. Teaching Stream, CLTA, Continuing, Probationary and Tenured Faculty

1. Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty are eligible for the following benefits coverage:

#### a. **Medical, Dental, Life Insurance and Long-term Disability (LTD)**

- (1) **Eligibility:** All Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty are eligible to enrol for medical, dental and life insurance coverage (single or dependent, including same-sex spouse), as well as LTD insurance, to take effect on the first day of the month following their date of employment with the University.
- (2) **Payment of Premiums:** Maximum-Load faculty are responsible for 10% of the medical premiums, 80% of the long-term disability premiums and 50% of the life insurance

premiums. The above premiums are pro-rated on the same basis for Partial-Load faculty according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%. Dental premiums are fully paid by the University for Maximum-Load faculty and pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%.

**(3) Medical Coverage:** According to the current employee group benefits booklet.

**(4) Dental Coverage:** According to the current employee group benefits booklet.

**(5) Life Insurance:** According to the current employee group benefits booklet.

**(6) Long-Term Disability Insurance:** According to the current employee group benefits booklet.

**(7) Vision Coverage:** According to the current employee group benefits booklet.

### **III. Pension Eligibility and Contributions for Faculty**

#### **A. Sessional Faculty**

1. Sessional faculty are not eligible to participate in the University's pension plan.

## **B. Teaching Stream, CLTA, Continuing, Probationary and Tenured Faculty**

1. Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty are eligible to participate in the University's pension plan as follows:
  - a. **Eligibility:** All Teaching Stream, CLTA, Continuing, Probationary and Tenured faculty are normally eligible to enrol in the pension plan following one year of employment with the University. Such requirement may be waived by the University at the point of hire in the case of Associate or Full Professors.
  - b. **Contributions:** The defined-contribution pension plan provides for a choice of contribution level by the employee, to a maximum of 7.5% of gross earnings, which is matched by the University.

## **IV. Vacation Entitlement**

### **A. Sessional Faculty**

1. Sessional faculty receive 4% pay in lieu of vacation.

### **B. Teaching Stream Faculty**

1. Teaching Stream faculty are entitled to four weeks of paid vacation per year.

### **C. CLTA Faculty**

1. CLTA faculty are entitled to four weeks of paid vacation per year.

### **D. Continuing, Probationary and Tenured Faculty**

1. Continuing, Probationary and Tenured faculty are entitled to annual paid vacation at the following rate:



- a. Four weeks/year after one year of continuous service
- b. Five weeks/year after eight years of continuous service
- c. Six weeks/year after 16 years of continuous service.

Annual paid vacation is not accruable beyond the current year.

## APPENDIX D

### ACADEMIC STAFF COMPENSATION

#### I. Remuneration

**Wage Increases:** The following wage increases are to be paid retroactively:

#### All Classifications

ATB increases for all academic staff as follows:

July 1, 2020	1%
July 1, 2021	2%
January 1, 2022	1%
July 1, 2022	2.75%
June 30, 2023	1.75%

#### A. Pay Rate for Teaching/Research Assistants:

##### 1. Effective July 1, 2020

Undergraduate Research Assistant:	\$19.79
Marker/Grader:	\$27.14
Tutorial Leader:	\$31.36
Graduate Research Assistant:	\$31.36

**2. Effective July 1, 2021**

Undergraduate Research Assistant:	\$20.19
Marker/Grader:	\$27.68
Tutorial Leader:	\$31.99
Graduate Research Assistant:	\$31.99

**3. Effective January 1, 2022**

Undergraduate Research Assistant:	\$20.39
Marker/Grader:	\$27.96
Tutorial Leader:	\$32.31
Graduate Research Assistant:	\$32.31

**4. Effective July 1, 2022**

Undergraduate Research Assistant:	\$20.95
Marker/Grader:	\$28.73
Tutorial Leader:	\$33.20
Graduate Research Assistant:	\$33.20

**5. Effective June 30, 2023**

Undergraduate Research Assistant:	\$21.32
Marker/Grader:	\$29.23
Tutorial Leader:	\$33.78
Graduate Research Assistant:	\$33.78

**B. Pay Scales for Contract Technicians and Academic Counsellors:**

The following Annual Pay Scales are for Maximum-Load Contract Technicians and Academic Counsellors (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

**1. Effective July 1, 2020**

<b>Contract Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
Dc1	54,882
Dc2	56,452
Dc3	58,019
Dc4	59,585
Dc5	61,156
Dc6	62,724
Dc7	64,292
Dc8	65,857
Dc9	67,429

<b>Contract Technicians &amp; Academic Counsellors</b>	
Dc10	68,996
Dc11	70,563
Dc12	72,131
Dc13	73,701
Dc14	75,265
Dc15	76,836
Dc16	78,404
Dc17	79,971
Dc18	81,540
Dc19	83,108
Dc20	84,676
Dc21	86,245
Dc22	87,816
Dc23	89,384
Dc24	90,954

**2. Effective July 1, 2021**

<b>Contract Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
Dc1	55,980
Dc2	57,581
Dc3	59,179
Dc4	60,777

<b>Contract Technicians &amp; Academic Counsellors</b>	
Dc5	62,379
Dc6	63,978
Dc7	65,578
Dc8	67,174
Dc9	68,778
Dc10	70,376
Dc11	71,974
Dc12	73,574
Dc13	75,175
Dc14	76,770
Dc15	78,373
Dc16	79,972
Dc17	81,570
Dc18	83,171
Dc19	84,770
Dc20	86,370
Dc21	87,970
Dc22	89,572
Dc23	91,172
Dc24	92,773

**3. Effective January 1, 2022**

<b>Contract Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
Dc1	56,540
Dc2	58,157
Dc3	59,771
Dc4	61,385
Dc5	63,003
Dc6	64,618
Dc7	66,234
Dc8	67,846
Dc9	69,466
Dc10	71,080
Dc11	72,694
Dc12	74,310
Dc13	75,927

<b>Contract Technicians &amp; Academic Counsellors</b>	
Dc14	77,538
Dc15	79,157
Dc16	80,772
Dc17	82,386
Dc18	84,003
Dc19	85,618
Dc20	87,234
Dc21	88,850
Dc22	90,468
Dc23	92,084
Dc24	93,701

#### 4. Effective July 1, 2022

<b>Contract Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
Dc1	58,095
Dc2	59,756
Dc3	61,415
Dc4	63,073
Dc5	64,736
Dc6	66,395
Dc7	68,055
Dc8	69,712
Dc9	71,376
Dc10	73,035
Dc11	74,693
Dc12	76,354
Dc13	78,015
Dc14	79,670
Dc15	81,334
Dc16	82,993
Dc17	84,652
Dc18	86,313
Dc19	87,972
Dc20	89,633
Dc21	91,293
Dc22	92,956
Dc23	94,616
Dc24	96,278

**5. Effective June 30, 2023**

<b>Contract Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
Dc1	59,112
Dc2	60,802
Dc3	62,490
Dc4	64,177
Dc5	65,869
Dc6	67,557
Dc7	69,246
Dc8	70,932
Dc9	72,625
Dc10	74,313
Dc11	76,000
Dc12	77,690
Dc13	79,380
Dc14	81,064
Dc15	82,757
Dc16	84,445
Dc17	86,133
Dc18	87,823
Dc19	89,512
Dc20	91,202
Dc21	92,891
Dc22	94,583
Dc23	96,272
Dc24	97,963

**C. Pay Scales for Permanent and Probationary Technicians and Academic Counsellors:**

The following Annual Pay Scales are for Maximum-Load Permanent and Probationary Technicians and Academic Counsellors (pro-rated



for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

**1. Effective July 1, 2020**

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
D1	56,225
D2	57,831
D3	59,435
D4	61,042
D5	62,648
D6	64,255
D7	65,860
D8	67,467
D9	69,075
D10	70,680
D11	72,289
D12	73,892
D13	75,496
D14	77,105
D15	78,713

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
D16	80,318
D17	81,925
D18	83,531
D19	85,137
D20	86,742
D21	88,353
D22	89,959
D23	91,563
D24	93,167

**2. Effective July 1, 2021**

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
D1	57,350
D2	58,988
D3	60,624
D4	62,263
D5	63,901
D6	65,540
D7	67,177
D8	68,816
D9	70,457
D10	72,094
D11	73,735
D12	75,370
D13	77,006

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
D14	78,647
D15	80,287
D16	81,924
D17	83,564
D18	85,202
D19	86,840
D20	88,477
D21	90,120
D22	91,758
D23	93,394
D24	95,030

### 3. Effective January 1, 2022

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
D1	57,924
D2	59,578
D3	61,230
D4	62,886
D5	64,540
D6	66,195
D7	67,849
D8	69,504
D9	71,162
D10	72,815
D11	74,472
D12	76,124
D13	77,776
D14	79,433
D15	81,090
D16	82,743
D17	84,400
D18	86,054
D19	87,708

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
D20	89,362
D21	91,021
D22	92,676
D23	94,328
D24	95,980

#### 4. Effective July 1, 2022

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
D1	59,517
D2	61,216
D3	62,914
D4	64,615
D5	66,315
D6	68,015
D7	69,715
D8	71,415
D9	73,119
D10	74,817
D11	76,520
D12	78,217
D13	79,915
D14	81,617
D15	83,320
D16	85,018
D17	86,721
D18	88,420
D19	90,120
D20	91,819
D21	93,524
D22	95,225
D23	96,922
D24	98,619

**5. Effective June 30, 2023**

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
D1	60,559
D2	62,287
D3	64,015
D4	65,746
D5	67,476
D6	69,205
D7	70,935
D8	72,665
D9	74,399
D10	76,126
D11	77,859
D12	79,586
D13	81,314
D14	83,045
D15	84,778
D16	86,506
D17	88,239
D18	89,967
D19	91,697
D20	93,426
D21	95,161
D22	96,891
D23	98,618
D24	100,345

**4.**

**II. Benefits Eligibility, Premiums and Coverage for Academic Staff**

**A. Teaching/Research Assistants and Contract Academic Staff**

1. Teaching/Research Assistants and Contract Academic Staff receive 6% pay in lieu of benefits.

## **B. Probationary and Permanent Technicians and Academic Counsellors**

1. Probationary and Permanent Technicians and Academic Counsellors are eligible for the following benefits coverage:

- a. **Medical, Dental, Life Insurance and Long-term Disability (LTD)**

- (1) **Eligibility:** All Probationary and Permanent Technicians and Academic Counsellors are eligible to enrol for medical, dental and life insurance coverage (single or dependent, including same-sex spouse), as well as LTD insurance, to take effect on the first day of the month following their date of employment with the University.
- (2) **Payment of Premiums:** Maximum-Load Technicians and Academic Counsellors are responsible for 10% of the medical premiums, 80% of the long-term disability premiums and 50% of the life insurance premiums. The above premiums are pro-rated on the same basis for Partial-Load Technicians and Academic Counsellors according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%. Dental premiums are fully paid by the University for Maximum-Load Technicians and Academic Counsellors and pro-rated for Partial-Load Technicians and Academic Counsellors according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%.
- (3) **Medical Coverage:** According to the current employee group benefits booklet.
- (4) **Dental Coverage:** According to the current employee group benefits booklet.

- (5) **Life Insurance:** According to the current employee group benefits booklet.
- (6) **Long-Term Disability Insurance:** According to the current employee group benefits booklet.
- (7) **Vision Care:** According to the current employee group benefits booklet.

### **III. Pension Eligibility and Contributions for Academic Staff**

#### **A. Teaching/Research Assistants and Contract Academic Staff**

- 1. Teaching/Research Assistants and Contract Academic Staff are not eligible to participate in the University's pension plan.

#### **B. Probationary and Permanent Technicians and Academic Counsellors**

- 1. Probationary and Permanent Technicians and Academic Counsellors are eligible to participate in the University's pension plan as follows:
  - a. **Eligibility:** All Probationary and Permanent Academic Counsellors are eligible to enrol in the pension plan following one year of employment with the University.
  - b. **Contributions:** The defined-contribution pension plan provides for a choice of contribution level by the employee, to a maximum of 7.5% of gross earnings, which is matched by the University.

### **IV. Vacation Entitlement**

#### **A. Teaching/Research Assistants and Contract Academic Staff**

- 1. Teaching/Research Assistants and Contract Academic Staff receive 4%

pay in lieu of vacation.

## **B. Probationary and Permanent Technicians and Academic Counsellors**

1. Probationary and Permanent Technicians and Academic Counsellors working 52 weeks per year are entitled to annual paid vacation at the following rate:

- a. Three weeks/year after one year of continuous service
- b. Four weeks/year after six years of continuous service
- c. Five weeks/year after 12 years of continuous service
- d. Six weeks/year after 18 years of continuous service

Effective July 1, 2018, Probationary and Permanent Technicians and Academic Counsellors working 52 weeks per year are entitled to annual paid vacation at the following rate:

- a. Three weeks/year after one year of continuous service
- b. Four weeks/year after five years of continuous service
- c. Five weeks/year after ten years of continuous service
- d. Six weeks/year after 18 years of continuous service

Annual paid vacation is not accruable beyond September 1<sup>st</sup> of any year.

2. Probationary and Permanent Technicians and Academic Counsellors working fewer than 52 weeks per year are entitled to pay in lieu of vacation at the following rate:

- a. 6% after one year of continuous service
- b. 8% after six years of continuous service



- c. 10% after 12 years of continuous service
- d. 12 % after 18 years of continuous service

Effective July 1, 2018, Probationary and Permanent Technicians and Academic Counsellors working fewer than 52 weeks per year are entitled to pay in lieu of vacation at the following rate:

- a. 6% after one year of continuous service
- b. 8% after five years of continuous service
- c. 10% after ten years of continuous service
- d. 12 % after 18 years of continuous service

Vacation time is paid out on the last pay of the academic year. Those wishing to take vacation time off, rather than receiving vacation pay, may do so with the approval of their supervisor. Such approval shall take into consideration operational efficiencies of the area, and shall not be unreasonably withheld. Vacation time taken is deducted from vacation pay owing.

**APPENDIX E**  
**PANEL OF ARBITRATORS**

Kevin Burkett

Brian Etherington

Michelle Flaherty

Russell Goodfellow

William Kaplan

Paula Knopf

Jasbir Parmar

Lorne Slotnick

## MEMORANDUM OF UNDERSTANDING

### OCAD UNIVERSITY POLICY ON INTELLECTUAL PROPERTY RIGHTS

Between:

OCAD UNIVERSITY

and

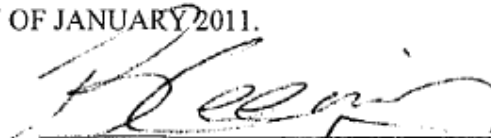
ONTARIO COLLEGE OF ART & DESIGN FACULTY ASSOCIATION ("OCADFA")

The parties have agreed that:

1. Appendix A, entitled OCAD University Policy on Intellectual Property Rights ("the Policy") shall govern the relationships between OCAD University and Faculty Members, and between OCAD University and Academic Staff in matters pertaining to Intellectual Property, unless otherwise agreed by OCAD University and OCADFA.
2. Disputes about the respective rights of OCAD University and Faculty Members, or of OCAD University and members of the Academic Staff, under the Policy shall be subject to Article 13 of the Memorandum of Agreement between OCAD University and OCADFA ("the MOA").
3. Where OCAD University and a Faculty Member are unable to reach agreement within sixty (60) days after OCAD University has informed the Faculty Member of its intention to participate in the protection, licensing and/or commercialization of patentable inventions and other registrable Intellectual Property under the Policy, with respect to the terms and conditions under which that participation shall occur, the matter shall be considered a dispute subject to Article 13 of the MOA.
4. OCAD University cannot amend the Policy as it concerns the rights of Faculty Members and Academic Staff as set out in this Letter of Understanding and its Appendix A, except with the agreement of OCADFA.
5. The Ontario College of Art & Design Collaboration Policy shall be rescinded.
6. This Letter of Understanding shall take effect upon ratification by OCAD University and by OCADFA. Bill Kaplan shall remain seized pursuant to his appointment by the parties until ratification by both parties. This Letter of Understanding and its Appendix A shall be reproduced behind the MOA following the renewal of the MOA.

SIGNED AT TORONTO THIS 5th DAY OF JANUARY 2011.

  
OCAD University

  
OCADFA

## APPENDIX F

### OCAD UNIVERSITY POLICY ON INTELLECTUAL PROPERTY RIGHTS

#### PREAMBLE

WHEREAS the common good of society is served by the unfettered search for knowledge in all fields of study, and upon its public exposition;

WHEREAS OCAD University is committed to preserving the principles of academic freedom and ensuring that all creators of Intellectual Property have their rights protected;

THEREFORE, OCAD University has adopted the following Policy.

#### A. DEFINITIONS

In this Policy, the following definitions apply:

- (a) *Academic Staff* means academic staff as defined in the MOA.
- (b) *Contributions* shall be assessed in accordance with the academic conventions pertaining to the discipline and Canadian intellectual property law.
- (c) *Costs* mean all costs associated with the registration, protection and enforcement of Intellectual Property rights including, but not limited to, government filing fees, legal costs, insurance, accounting and other incidental costs. *Costs* also include those costs associated directly with the research, development, creation and production of the Intellectual Property itself and indirectly through the use of any OCAD University Resources, Ordinary Support or Extraordinary Support and any costs associated with the distribution, exhibition, publication, or exploitation thereof including without

limitation marketing, promotion and advertising of the Intellectual Property or any product, good or service incorporating the Intellectual Property.

(d) *Extraordinary Support* means OCAD University funds, personnel, facilities, equipment and other resources that are provided to a Faculty Member to a degree that is in excess of that normally available and does not include “Ordinary Support”. Such “Extraordinary Support” will be recognized by all parties through a written agreement before such support is provided.

(e) *Faculty Member* means faculty member as defined in the MOA.

(f) *Intellectual Property* means any result of intellectual, design, literary or artistic activity giving rise to a copyright, patent, trade-mark, industrial design or trade secret that accrues to intellectual property by statute, application, or registration, or other rights accruing under this Policy, whether or not protected by statute, including:

(i) Inventions, arts, processes, machines, compositions of matter and improvements;

(ii) Original literary, dramatic, artistic, and musical works as well as sound recordings, performer’s performances and communication signals , including but not limited to: publications, notes, books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, websites, course work delivered on the Internet, including distance education, multimedia instructional packages, course syllabi, tests and work papers, course lectures, public lectures, choreographic works, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer software, computer programs and code of all types, layouts, interfaces, applications and tools, all databases and database layouts, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs, works of visual

art and music (including any software which expresses the said notes, manuals, artifacts or works), and productions (including sound, video, film, hypertext multimedia);

(iii) Proprietary information, trade secrets and know-how;

(iv) Industrial designs, architectural designs, environmental designs and artistic designs;

(v) Tangible research property including research data, and databases, integrated circuit topography, engineering drawings, engineering prototypes and other property which can be physically distributed, whether or not any such property is registrable or registered, or the subject of applications for registration;

(vi) And all other products of research or discovery which are protected by law, including by a statutory regime, or which may be licensable.

(g) *MOA* means the Memorandum of Agreement between OCAD University and OCADFA.

(g) *Moral Rights* means the author's right to claim authorship and to protect the integrity of a work under applicable law, including (i) the right of attribution of authorship or performership, (ii) the right not to have authorship or performership falsely attributed, and (iii) the right of integrity of authorship or performership, including but not limited to the right to object to any distortion, mutilation or other modification of, or other derogatory action in relation to the author's or performer's work which would be prejudicial to the author's honour or reputation.

(h) *OCADFA* means the OCAD University Faculty Association.

- (i) *OCAD University Resources* means facilities, equipment, materials, premises, financial and capital resources and/or administrative services made available by OCAD University and the work-time of an employee carrying out the duties associated with his or her employment.
- (j) *Ordinary Support* of a Faculty Member means regular salary, professional allowance, professional development funds, course release stipends, sabbaticals, supplies, benefits, professional support, use of the library, use of equipment including computing and other and facilities made available to a Faculty Member in the normal course of his or her employment and without the necessity of OCAD University providing additional support.
- (k) *Professional Practice/Research* has the same meaning as in the MOA.
- (l) *Sponsor* means any third party not covered under this Policy, including but not limited to an individual, corporation, partnership, not-for-profit, charitable organization, association or post-secondary institution, who provides support to the research and/or creative activities carried on by persons covered by this Policy, whether the support is provided in cash or in-kind.

## **B.INTRODUCTION**

B.1 The status of an individual while he or she is engaged in the creation of a work shall be determinative with respect to the application of this Policy. For example, where an individual holds both an Academic Staff appointment and a Faculty Member designation, it is the “work assignment” that is assigned to the individual as part of each appointment that determines which clauses of this Policy apply.

B.2 As a publicly-assisted university, OCAD University shall have the right to report on the publications, exhibitions, shows, patents, licenses and other forms of research,

scholarly and creative activity of its employees where such activities are conducted as part of their OCAD University responsibilities.

## **C. ACADEMIC STAFF**

C.1 Intellectual Property developed and/or created by Academic Staff as work for hire in the course of their employment by OCAD University shall be the exclusive property of OCAD University from the moment of the creation thereof and OCAD University shall have the unfettered rights thereto. An Academic Staff member is encouraged to seek clarification from his/her supervisor if there is a question about the application of this paragraph to a particular activity.

C.2 Academic Staff shall disclose fully and immediately all Intellectual Property developed in the course of their employment to their Senior Manager, Dean or the Vice-President Research and Graduate Studies.

C.3 OCAD University may, as owner of Intellectual Property as described in paragraph C.1, freely license such Intellectual Property to third parties. OCAD University will first offer the right to license such Intellectual Property to the Academic Staff member who created the Intellectual Property. If a license agreement is not reached between OCAD University and such Academic Staff member, OCAD University shall nonetheless offer a first right of refusal to such member prior to entering a license agreement with a third party. Such license agreement shall, at a minimum, always be subject to OCAD University retaining a royalty free, non-exclusive, non-transferable right to use such Intellectual Property for teaching, research and administrative purposes.

C.4 In the event that OCAD University elects to license the Intellectual Property to any third parties, OCAD University shall share with the Academic Staff, in proportionate shares equivalent to the Contributions of the Academic Staff to the work, all gross revenue derived from the exploitation thereof after the deduction of all Costs as defined



in this Policy, but in any event, such share to be payable to OCAD University shall not exceed 75% of the net revenues. OCAD University shall report to the Academic Staff in writing on a semi-annual basis all gross revenues derived from the exploitation of the Intellectual Property, together with all Costs deducted therefrom and the respective sums payable to OCAD University and the Academic Staff.

## **D. FACULTY MEMBERS**

D.1 A Faculty Member shall not be obliged to engage in the commercial exploitation of professional or scholarly work or to provide commercial justification for it, except as agreed in any grant application, award or contract, or as set out in this Policy.

D.2 Faculty Members are free and encouraged to publish, or use other means of distribution and exhibition to disseminate, the results and proceeds of the teaching or research conducted at OCAD University or his or her Professional Practice/Research.

D.3 The ownership of all Intellectual Property in works created by a Faculty Member shall belong to the Faculty Member responsible for the creation of such work, in proportion to his or her Contributions to the work, except as provided by this Policy.

D.4 Since the dissemination of knowledge is one of the primary functions of OCAD University, the dissemination of the results and proceeds of teaching or Professional Practice/Research should be such that the results may be freely published or otherwise made available to the public. Where a Sponsor wishes to delay publication of work produced under a contract with the Sponsor, such publication delay shall not normally be longer than three (3) months from the date of the submission of the final work to the Sponsor, unless otherwise agreed in writing between OCAD University, the Sponsor and the Faculty Member.

D.5 OCAD University may enter into agreements to subcontract the services of a Faculty

Member to Sponsors, with the consent of the Faculty Member. Prior to granting such consent, a Faculty Member shall have the opportunity to consult with the OCAD University Faculty Association. In such agreements, OCAD University will advise Sponsors of the principles outlined in the Preamble and make best efforts to secure to the Faculty Member whose services are subcontracted all the rights, privileges and benefits accorded to Faculty Members in this Policy. If OCAD University makes an agreement that fails to secure the said rights, privileges and benefits to a Faculty Member as set out in this Policy, the Faculty Member shall have the right to choose not to participate. In such circumstances, OCAD University shall be free to contract with alternate individuals to provide such services to the third party. Faculty Members are encouraged to seek the advice of OCADFA prior to entering into any agreement with OCAD University and a Sponsor.

D.6 A Faculty Member will acknowledge his/her affiliation with OCAD University on scholarly and research publications, juried exhibitions and shows, trademarks, patents, or other forms of research, scholarly and creative dissemination of works whenever OCAD University Resources, Ordinary Support or Extraordinary Support was used by the Faculty Member in the creation thereof. A Faculty Member is not permitted to imply that OCAD University approves, promotes or endorses works produced as part of the Professional Practice/Research of the Faculty Member without the prior written agreement of OCAD University.

## **E. COPYRIGHT AND RELATED INTELLECTUAL PROPERTY RIGHTS – FACULTY MEMBERS**

E.1 Paragraphs E.1 to E.12 apply to Faculty Members in respect of: (i) all copyright protected works as described in paragraphs E.2 and E.3, as well as (ii) all works giving rise to Intellectual Property as defined in this Policy and listed in paragraph E.3 that are not covered by the Copyright Act, paragraph F or registered or registrable under patent or industrial design legislation.

E.2 Copyright protection applies to all original pedagogical, scholarly, scientific, literary, dramatic, musical, artistic, designed and recorded works in any fixed medium or material form, provided such works meet the criteria set out under the Copyright Act of Canada, as amended from time to time, for copyright protection to subsist.

E.3 Subject to the requirement to meet the criteria as set out in paragraphs E.1 and E.2 above, for the purposes of this Policy, original works may include but are not limited to: websites, books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, course work delivered on the Internet, including distance education, multimedia instructional packages, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, choreographic works, performers' performances, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs, communication design applications (including digital and web), interactive design, works of architectural, landscape artistic or environmental design including plans and drawings, computer software, tangible research property, research data and databases or other products of research and discovery and other works.

E.4 No Faculty Member shall claim any Intellectual Property as described at paragraphs E.1 - E.3 in any assessment, grading, report, or correspondence produced pursuant to her/his normal administrative duties within OCAD University.

E.5 No Faculty Member shall claim Intellectual Property as described at paragraphs E.1 - E.3 in any work provided by OCAD University to the Faculty Member to assist him/her in carrying out his/her duties, even if such work is modified by the Faculty Member for such purposes or claim copyright in any work produced and designed to assist in the day-to-day administration, operation and/or management of OCAD University's affairs.

E.6 Where copyright or other Intellectual Property as described at paragraphs E.1-E.3, other than the rights covered by paragraph F, has been assigned to it by a Faculty Member, OCAD University shall give written notice to the Faculty Member who assigned such intellectual property right to OCAD University, of any agreements OCAD University enters into with third parties assigning such rights or any licenses related thereto.

E.7 Subject to paragraph E.4, all Intellectual Property described at paragraphs E.1 – E.3 in any works created by a Faculty Member who created the work using the Ordinary Support of OCAD University shall be deemed to vest exclusively in the Faculty Member, even if it was created solely on OCAD University's time and with OCAD University's facilities and resources, except in cases of works where there is a contract to the contrary between the Faculty Member and OCAD University.

E.8 When a Faculty Member is contracted by OCAD University for the express purpose of creating or producing specific works that may give rise to Intellectual Property, there shall be a written agreement between OCAD University and the Faculty Member which shall, at minimum, address the following matters:

- (i) Definition of the works(s) to be produced;
- (ii) Scheduling and funding of the project;
- (iii) Ownership and use of the works(s), including ownership of Intellectual Property described at paragraphs E.1 – E.3 above and rights in the master copy of all contracted works;
- (iv) Distribution, leasing and/or licensing of the use of the works(s), including the rights of the Faculty Member to use the work if the Faculty Member has not retained ownership;
- (v) Rights of revision, if any; and
- (vi) Definition, distribution and timing of royalty and other payments, if applicable.

E.9 Unless the written agreement between the Faculty Member and OCAD University provides otherwise:

(i) The Faculty Member shall continue to be entitled to use works he or she has contracted for under paragraph E.8 in an unrestricted fashion for internal OCAD University purposes in the course of his or her employment, including teaching a course on the same subject matter, as well as for articles, conference presentations, textbooks and other derivative creations unless such entitlement or a portion thereof has been expressly waived as a condition of the commissioned work agreement or sale provided OCAD University is credited as the owner thereof. Such a sale, license or lease does not preclude a Faculty Member from requiring that the work not be associated with the Faculty Member, if that is the wish of the Faculty Member, and should the Faculty Member wish, that the Faculty Member no longer be associated with the work if the Faculty Member originally chose to be associated with it, provided the Faculty Member has not previously waived his or her Moral Rights to require same. Moreover, nothing in this provision precludes the Faculty Member from negotiating with OCAD University the waiver of any Moral Rights associated with the work;

(ii) Notwithstanding the preceding paragraph, there shall be no waiver of the Faculty Member's right to the use of distributed learning materials he or she has contracted for under paragraph E.8 in an unrestricted fashion for internal OCAD University purposes in the course of his or her employment, including teaching a course on the same subject matter, as well as for articles, conference presentations, textbooks and other derivative creations; and

(iii) The Faculty Member who created the work shall have the first right to participate in the revisions and updating of the commissioned work, normally at the end of five years, under a separate contract for services. In the event that the Faculty Member does not exercise such right, the OCAD University shall be free to contract with third parties to revise and update the commissioned work and the Faculty Member shall waive Moral

Rights in the work in order to permit such revisions and updates. In such case, the Faculty Member shall have no rights with respect to the revised content.

E.10 Where OCAD University contracts with a Faculty Member to create a work as described at paragraph E.8, and that contract provides that OCAD University retains the right to distribute, sell, lease or license such work to third parties for a fee or at no cost, in the event that OCAD University elects to distribute such work for a fee, then OCAD University's share under such a contract shall not exceed 75% of the net revenues earned by OCAD University from the exploitation thereof after the deduction of all Costs as defined in this Policy. OCAD University shall report to the Faculty Member in writing on a semi-annual basis all gross revenues derived from the exploitation of the commissioned work, together with all Costs deducted therefrom and the respective sums payable to OCAD University and the Faculty Member and shall pay out to the Faculty Member her/his share of royalties and net revenues within one month of each report.

E.11 An agreement between a Faculty Member and OCAD University for OCAD University to provide Extraordinary Support shall be in writing, shall be entered into in advance of the provision of such support, and shall describe the Extraordinary Support that OCAD University intends to provide or the Costs it expects to incur. OCAD University shall maintain a record of these Costs related to the Extraordinary Support for reporting to the Faculty Member. Any contract for Extraordinary Support shall specify who owns the Intellectual Property rights arising from the provision of such Extraordinary Support. Such contract shall also include an agreement with a Faculty Member who is the creator to participate in the royalties, if any. OCAD University's share of such royalties shall not normally exceed 50% of gross royalties or other proceeds earned by a Faculty Member. OCAD University's share of such royalties or other proceeds that are in excess of the Extraordinary Support shall be used to fund activities in support of research scholarship and creative activity and commercialization of OCAD University developed Intellectual Property. Disbursements of these funds shall be reported to the University community annually, no later than October 1st for the immediately preceding academic year (1 July to 30 June).

E.12 A Faculty Member entering into collaborations with a person who is not subject to this Policy is encouraged to enter into a written agreement in advance regarding Intellectual Property.

## **F. PATENTS, TRADE-MARKS, and RELATED INTELLECTUAL PROPERTY – FACULTY MEMBERS**

F.1 Paragraphs F.1 to F.12 apply to an invention, integrated circuit, trade-mark, industrial design and any result of intellectual or artistic ability by a Faculty Member registrable under applicable law, excluding any work to which Paragraph E attaches.

F.2 Any decision concerning whether to seek patent protection or other form of registration of Intellectual Property described at paragraph F.1 rests, initially, with the Faculty Member who is the creator or inventor, unless the invention or creation is the result of services provided under a written agreement the provisions of which dictate otherwise.

F.3 A Faculty Member shall make full and complete written disclosure to OCAD University of any discovery for which she/he wishes to file a patent application or an application for another form of registration of Intellectual Property described at paragraph F.1 and shall assert at that time whether it refers to an invention, improvement, design or development made with the Ordinary Support or made with the Extraordinary Support of OCAD University. OCAD University shall affirm in writing to the Faculty Member whether any Extraordinary Support was provided to the development of the disclosed discovery, normally within thirty (30) days of the disclosure.

F.4 OCAD University shall describe in writing the time frame, normally within sixty (60) working days, within which OCAD University shall decide whether to participate in the application for a patent or for another form of registration of Intellectual Property described at paragraph F.1, and/or if issued, in its licensing and/or commercialization.

F.5 Except where the invention, improvement, design or development is made independently of OCAD University, OCAD University shall have the first right of refusal, but shall have no obligation to participate in any application for a patent or other form of registration of Intellectual Property described at paragraph F.1 or otherwise in the protection, licensing and commercialization of the invention, improvement, design or development, either solely or through a consortium. If OCAD University chooses to do so, OCAD University assumes the Costs of obtaining such protection, and will share net proceeds with the Faculty Member after the recouping of all Costs of protection, licensing and commercialization (normal requirements for assignment, cooperation, etc.). OCAD University shall be entitled to 40% of the net proceeds. OCAD University will report to the Faculty Member semi-annually and pay out shared royalties semi-annually (normally January 15 and July 15).

F.6 If OCAD University chooses not to participate in the application for registration, protection licensing and/or commercialization of the discovery, a Faculty Member may, at his/her sole discretion, make his/her own arrangements for an application for patent or other form of registration of Intellectual Property described at paragraph F.1, and for the commercial exploitation of any invention, improvement, design or development so patented, at his/her sole expense. In such case, a Faculty Member shall enter into an agreement with OCAD University which agreement shall provide that where OCAD University has provided Extraordinary Support, OCAD University shall recover those costs by taking not more than 50% of the gross revenues in each year until such time as OCAD University has recovered its Extraordinary Support. Thereafter, OCAD University shall receive 25% of gross revenues. Where OCAD University has provided Ordinary Support, OCAD University shall be entitled to 10% of the gross revenues.

F.7 For the purpose of paragraph F.3 above, a Faculty Member shall disclose any invention, improvement, design or development to the Vice-President, Research & Graduate Studies, and her/his desire to apply for registration, protection, license and/or commercialize same. Within thirty (30) working days of the receipt of such a full and



complete disclosure, the Vice-President, Research & Graduate Studies, or his/her designate, shall inform the Faculty Member whether OCAD University shall choose to participate in the application for a patent or other form of registration of Intellectual Property described at paragraph F.1 or otherwise in the protection, licensing and/or commercialization of the Intellectual Property, identify the time frame and develop a schedule to finalize terms and conditions with the Faculty Member or his/her designate.

F.8 A Faculty Member has the right to withdraw from his/her agreement with OCAD University where OCAD University has failed to bring appropriate skill and effort to bear on the exploitation over a reasonable period of time to allow for the proper disclosure, technical assessment, protection, and negotiation of a license or other agreement, as agreed in writing between the Faculty Member and OCAD University. In such a case a Faculty Member may require all rights in the Intellectual Property described at paragraph F.1 to be reassigned to himself/herself and where that occurs, he/she shall reimburse OCAD University for the direct costs incurred to protect and license the Intellectual Property. For clarity, the Faculty Member shall retain Intellectual Property rights as described in paragraph D.3 above.

F.9 OCAD University has the right to withdraw from its agreement with a Faculty Member where the Faculty Member has failed to provide OCAD University with full, complete and timely disclosure of the Intellectual Property described at paragraph F.1 as required to properly evaluate the Intellectual Property against the criteria for patent protection or other form of registration and/or to enter into licensing or other agreements to facilitate commercialize the Intellectual Property in which case paragraph F.6 shall apply.

F.10 OCAD University shall be deemed to have, and a Faculty Member shall be deemed to have granted to OCAD University, a nonexclusive, royalty-free, irrevocable and non-transferable, noncommercializable license to use solely for OCAD University internal use any patented or otherwise registered Intellectual Property described at paragraph F.1 when such was made, discovered or developed using OCAD University Resources,

Ordinary Support or Extraordinary Support.

F.11 Any net revenue that OCAD University may receive as a result of the application of this Policy shall be dedicated to research and other forms of scholarly activity and OCAD University shall report annually to the OCAD University community on the use of all net revenue for the support of research, scholarship and creative activity.

F.12 A Faculty Member entering into a collaboration to create any new invention, improvement, design or development with persons not subject to this Policy is encouraged to enter into a written contract in advance regarding Intellectual Property.

Letter of Understanding re: TA Assignments - to be incorporated as Appendix G

Letter of Understanding (LOU)

-- Between --

OCADU Faculty Association (the "Association")

-- And --

OCAD University (the "Administration")

(Together referred to as "the Parties")

Letter of Understanding re: TA Assignments in effect for as long as the terms and conditions of this agreement remain in force.

For courses with no tutorials, faculty will not be assigned a Teaching Assistant subject to the below.

Studio	30 students or fewer	No TA	TA support may be considered in atypical studio classes where class size significantly exceeds 30 students or specific significant teaching assistance is required.
Lecture & Studio Seminar	45 students or fewer	No TA	

For courses with no tutorials, faculty will be assigned a Marker/Grader or Tutorial Leader in accordance with the below. Teaching Assistants may be assigned no more than an average of 10 hours per week.

Lecture & Studio Seminar	Greater than 45 students	Typically assigned 1.5 hours per student over 45
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If a course has 90 - 150 students, one Tutorial Leader, and one possible Marker/Grader, may be assigned. If a course has more than 151 students, two Tutorial leaders, and one possible Marker/Grader, may be assigned.

A one hour tutorial with 30-35 students will be assigned a Tutorial Leader. Teaching Assistants who are assigned more than one tutorial will have their hours adjusted. Tutorial Leaders are expected to attend class. \_\_\_\_\_

For the Association

DATE:

For the University

DATE: