

**Mount Royal Faculty Association
Annual General Meeting Package**

**May 13, 2011, 9:00am – 1:00pm
Lincoln Park Room (J301)**

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**MRFA Annual General Meeting
May 13, 2011, 9:00 - 1:00**

Agenda

Approval of Minutes

- a) General Meeting, 6 April 2010
- b) Annual General Meeting, May 2010

Orders of the Day

Special Order: 10:30 a.m.

1. Election of Officers [Yes/No vote if one candidate]
 - a. Appointment of Vote Auditor
 - b. Appointment of Scrutineers
 - c. Motion THAT ballots be destroyed
2. Committee Elections
 - a. Nominations to MRFA Committee Positions
 - b. Motion to establish dates and times of Committee voting.
 - c. Motion: THAT ballots be destroyed following tabulation of the results.

Reports of Officers and Standing Committees

1. President's Report, Gerry Cross
2. Treasurer's Report, Rafik Kurji
 - i. Approval of Financial Statements, 30 April 2011
 - ii. Executive Motion: Dues Bylaw Change
 - iii. Executive Motion: Contingency Fund Increase
 - iv. Preliminary Budget, 2011-2012
 - v. Executive Motion: Spending Authorization for Summer
 - vi. Executive Motion: Appointment of Auditor
3. 2nd Vice President's Report, Qasim Syed
4. Secretary's Report, Rod Corbett
5. Negotiations Report, Lee Easton

Reports Approved by Consent

New Business

1. Executive Motion: Proposed Bylaw Amendments
2. Daycare Discussion Paper
3. Executive Motion to Explore Electronic Voting Procedures for Committee Elections
4. ACIFA Report; David Hyttenrauch
5. Executive Motion THAT the MRFA donate \$10,000 to the ACIFA defense fund.

Announcements

Adjournment

THE BYLAWS

OF THE

MOUNT ROYAL

FACULTY ASSOCIATION

Rev. May 2011

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**The Bylaws
of the
Mount Royal Faculty Association**

1 NAME

Pursuant to the Postsecondary Learning Act the name of the academic staff association is the "Mount Royal Faculty Association" (hereinafter referred to as "the Association").

2 OFFICE

The office of the Association shall be maintained at the City of Calgary in the Province of Alberta at such specific locations as may be determined by the Executive Board of the Association.

3 OBJECTIVES

3.1 The objectives of the Association are:

- to be the representative of its members in negotiations with the Board of Governors of Mount Royal University with respect to salary matters, working conditions and other terms of employment;
- to promote, maintain and improve the professional standing of its members and the quality of education at Mount Royal University;
- to maintain the right of its members to exercise independent judgment in the planning and execution of their educational responsibilities;
- to advocate for access to and the enhancement of postsecondary education; and
- to provide a collective voice and group representation for the views of its members in all matters affecting the Mount Royal University community.

4. DEFINITIONS AND INTERPRETATION

4.1 DEFINITIONS

- 4.1.1 "ACIFA" shall mean the Alberta Colleges & Institutes Faculties Association.
- 4.1.2 "Association" shall mean the Mount Royal Faculty Association.
- 4.1.3 "Collective Agreement" shall mean the current Collective Agreement between the Association and the Board of Governors of Mount Royal University.
- 4.1.4 "University" shall mean Mount Royal University.
- 4.1.5 "Full-time member" shall mean a full-time employee as defined in the Collective Agreement.
- 4.1.6 "Part-time member" shall mean a part-time employee as defined in the Collective Agreement.

- 4.1.7 “Member in good standing” shall mean a member of the university community who has fulfilled the requirements in the Membership articles of these Bylaws; whose dues, according to the Dues articles of these Bylaws, are paid in full; and who is not currently subject to a disciplinary measure with an associated finding that the member is not in good standing applied under the Ethics articles of these Bylaws.
- 4.1.8 “SICH” shall mean scheduled instructional course hour as defined in the Collective Agreement.
- 4.1.9 “Working days” shall mean days exclusive of Saturdays, Sundays, university holidays and the normal faculty vacation period as specified in the Collective Agreement.

Comment [GC1]: Moved from 5.1.2

Comment [GC2]: Added because 3 hours' release time changed to 48 SICH reassigned time

Comment [GC3]: Moved from the Ethics bylaws

4.2 INTERPRETATION

In all Bylaws of the Association the singular shall include the plural and the plural the singular, and the word “person” shall include corporations and societies. Wherever reference is made to any statute or Article or section thereof, such reference shall be deemed to extend and apply to any amendment to said statute or section, as the case may be. “In writing” or “written” includes printing, typewriting, or any electronic means of communication by which words are capable of being visibly reproduced at a distant point of reception, including telecopier (fax), telex, telegraph or e-mail.

5 MEMBERSHIP

5.1 GENERAL

No individual shall apply for or hold membership status in more than one category of membership at a time.

5.2 REGULAR MEMBERSHIP

- 5.2.1 Pursuant to the Association Membership article of the Collective Agreement, all employees shall become Regular Members of the Association on the date of commencement of appointment.
- 5.2.2 Administrators and MRSSA exempt support staff of the University teaching credit courses shall pay Regular Member dues but shall be entitled only to the privileges of Associate Membership.

Comment [GC4]: A member who is not in good standing is still a member

Comment [GC5]: Enable deans to teach

5.3 SOCIAL MEMBERSHIP

- 5.3.1 Social Membership may be granted to the following university administrators: deans and directors of credit areas, the University Librarian, associate deans, associate vice-presidents, vice-presidents, and the President.
- 5.3.2 An application for Social Membership shall be presented in writing to the Secretary. Social Membership shall be approved by the Executive Board, who shall notify the membership promptly of such approvals.
- 5.3.3 Such membership shall entitle the member to use the Faculty Centre and to attend social activities.

5.3.4 Whenever a majority of members of the Executive Board or fifty (50) non-Executive Regular Members in good standing petition the Executive Board, or when a majority of those present and voting at a General Meeting so approve, the Executive Board shall put a motion on the agenda of the next General Meeting to revoke an individual's Social Membership for cause.

5.3.5 Social membership does not include the following:

5.3.5.1 the right to attend any meetings of the Association unless invited by the Executive Board,

5.3.5.2 the right to receive any minutes or correspondence of the Association except for specific notices or information dealing with the social activities of the Association, and

5.3.5.3 the right to vote or to hold office.

5.4 MEMBERS EMERITUS

When a Regular Member retires from the University, he/she shall become a Member Emeritus of the Association. Members Emeritus are entitled to use the Faculty Centre and join in Association activities. They may not hold office or vote.

5.5 ASSOCIATE MEMBERSHIP

5.5.1 Associate Membership may be granted to adjunct faculty, visiting faculty, endowed chairs, resident faculty, or any other academic person as approved by the Executive Board.

5.5.2 An application for Associate Membership shall be presented in writing to the Secretary. Applications for Associate membership shall be considered for approval by the Executive Board.

5.5.3 Such membership shall entitle the member to use the Faculty Centre and to attend social and professional development activities.

Comment [GC6]: Associate Members in Student Learning Services wish to attend PD events and the Executive has been approving their requests

5.5.4 Associate membership does not include the following:

5.5.4.1 the right to attend any meetings of the Association unless invited by the Executive Board,

5.5.4.2 the right to receive any minutes or correspondence of the Association except for specific notices or information dealing with the social and professional development activities of the Association, and

5.5.4.3 the right to vote or to hold office.

5.6 HONORARY MEMBERS

5.6.1 The Association may extend Honorary Membership to individuals for such reason and length of time as seems appropriate, provided a majority of regular members present and voting at a Regular or Special Meeting are in favour of so extending.

5.6.2 Such membership shall entitle the member to use the Faculty Centre and to attend social activities.

5.6.3 Honorary membership does not include the following:

5.6.3.1 the right to attend any meetings of the Association unless invited by the Executive Board,

5.6.3.2 the right to receive any minutes or correspondence of the Association except for specific notices or information dealing with the social activities of the Association, and

5.6.3.3 the right to vote or to hold office.

5.7 GUESTS

5.7.1 Use of the Faculty Centre is restricted to Association members and staff. However, any Regular Member may sign-in up to two (2) guests to enter the Faculty Centre.

5.7.2 Guests may not include current Mount Royal credit students without the approval of a member of the Executive Board, which may be granted on a standing basis. Larger groups of credit students may be approved as guests for educational purposes by the Executive Board.

Comment [GC7]: For example, to hear a guest speaker

5.8 TERMINATION OF MEMBERSHIP

5.8.1 When a Regular Member ceases employment at the University, membership in the Association shall continue for sixty (60) working days. No dues shall be paid during this period. Following termination of membership, the Association shall act on the former member's behalf in accordance with the Reappointment of Part-time Faculty and Allocation of Workload for Part-time Faculty articles of the Collective Agreement.

5.8.2 No Regular Member can withdraw from membership in the Association while he/she is employed at the University.

Comment [GC8]: By Article 4.8.1 of the Collective Agreement, part-time members who have held appointments within the last 18 months are eligible to apply for reappointment. The Executive Board has an obligation to represent them

6 DUES

6.1 DETERMINATION

Membership dues of Regular Members of the Association shall be determined as a Bylaw change at the Annual General Meeting or at a Special Meeting called for that purpose pursuant to Article 7.4.

6.2 REGULAR MEMBER DUES

Regular Members shall pay dues of 1% of gross pay.

6.3 DUES WHILE ON LEAVE WITHOUT PAY

A Regular Member who is on an approved leave of absence without pay shall pay membership dues of \$10 per month. These dues shall be paid in two installments: the first installment shall be paid on or before commencement of the leave and the

second installment shall be paid at the mid-point of the leave. The member on such a leave shall retain full privileges and benefits of the Association.

6.4 NON-REGULAR MEMBER DUES

- 6.4.1 Social Members shall pay dues of Three Hundred Dollars (\$ 300.00) per year, pro-rated.
- 6.4.2 Members Emeritus shall pay no dues.
- 6.4.3 Honorary Members shall pay no dues.
- 6.4.4 Associate Members shall pay dues of Thirty Dollars (\$30.00) per semester.

6.5 SPECIAL DUES

Any special dues that may be required must be approved by a majority vote at the Annual General Meeting or at a Special Meeting called for that purpose pursuant to Article 7.4.

6.6 NOTICE OF CHANGE OF DUES

Meeting notice of the Annual General Meeting or a Special Meeting at which a change of dues or special dues is subsequently approved shall constitute full notice to Members of the change.

7 MEETINGS

7.1 GENERAL

All meetings of the Association shall be held on normal working days and between the hours of 8:00 a.m. and 6:00 p.m. A meeting may continue beyond these times so long as it has quorum.

7.2 REGULAR MEETINGS

- 7.2.1 Regular Meetings of the Association shall be held at the following times: last week of September, last week of October, last week of November, last week of January, first week of March, and first week of April.
- 7.2.2 The Executive Board may cancel a maximum of one (1) Regular Meeting per semester where there is insufficient business.
- 7.2.3 There shall be no less than ten (10) working days' written notice of a Regular Meeting.
- 7.2.4 A quorum for a Regular Meeting shall be thirty (30) Regular Members in good standing.

7.3 ANNUAL GENERAL MEETING

- 7.3.1 The Association shall hold an Annual General Meeting on the second Friday of May in each and every year.
- 7.3.2 There shall be no less than ten (10) working days' written notice of such a meeting.

7.3.3 A quorum for the Annual General Meeting shall be fifty (50) Regular Members in good standing.

7.3.4 The purposes of the Annual General Meeting are to:

7.3.4.1 Conduct Association business;

7.3.4.2 Receive reports from the Executive Board and Standing Committees;

7.3.4.3 Appoint an Auditor for the next fiscal year; and

7.3.4.4 Elect, with the exception of the Part-Time Member Representative, the Executive Board. No candidate for the office of President may preside over this item of business.

7.4 SPECIAL MEETINGS

7.4.1 There shall be no less than seven (7) working days' written notice of a Special meeting.

7.4.2 A quorum for a Special Meeting shall be fifty (50) Regular Members in good standing.

7.4.3 All business dealt with at a Special Meeting shall be considered business of the Association.

7.4.4 Special meetings shall be limited to the subject matter described in the notice for such a meeting.

7.4.5 Special Meetings may be held:

7.4.5.1 In accordance with Articles 5.6.1 (Honorary Members), 6.1 (Dues Change), 6.5 (Special Dues), 13.3.4 (Removal from Office), 14.2 (Ratification), 15.1.2 (Borrowing Power), 15.2.3 (Investments), 15.4.1 (Budget) and 19.1 (Amendments); or

7.4.5.2 On any other item of Association business as identified by the Executive Board.

7.4.6 Special Meetings shall be held:

7.4.6.1 In accordance with Articles 13.2.1 or 13.2.3.2 (Executive Board Vacancies) or 13.3.3.1 (Removal from Office); or

7.4.6.2 Whenever a majority of members of the Executive Board or fifty (50) Regular Members in good standing petition the Executive Board for such a meeting.

7.4.6.2.1 When such a petition for a Special Meeting is received by the Executive Board, the Executive Board must issue a call for a Special Meeting within seven (7) working days of such a petition.

7.5 EXTRAORDINARY MEETING

- 7.5.1 An Extraordinary Meeting can be called by the Executive of the Association with forty-eight (48) hours notice for the purpose of dealing with immediate concerns deemed vital to the well-being of the Association.
- 7.5.2 A quorum for such a meeting shall be fifty (50) Regular Members in good standing.

8 THE EXECUTIVE BOARD

8.1 COMPOSITION

The Executive Board of the Association shall comprise: the President, First Vice-President; Second Vice-President; Secretary; Treasurer; Academic Liaison Officer; Part-time Member Representative; the Immediate Past President or a Member at Large; and the Faculty Nominee to the Board of Governors.

8.2 RESPONSIBILITIES

- 8.2.1 The Executive Board of the Association shall be vested with the full responsibility for the overall governance, direction, business, and all affairs of the Association during its term of office, including the establishment of policies and operating procedures, and shall be responsible to the Regular Members of the Association subject to the provisions of Article 13.
 - 8.2.2 The Executive Board shall have responsibility to advise all members on the interpretation of the Bylaws, and the Regular Members on the Collective Agreement.
 - 8.2.3 The Executive Board shall be responsible for the processing and arbitration of grievances.
 - 8.2.4 The Executive Board shall be responsible for the supervision of the Association's staff.
 - 8.2.5 The Executive Board shall be responsible for overseeing the management, use, maintenance and improvement of the Faculty Centre.
 - 8.2.6 The Executive Board shall report to the Regular Members at all Association Regular Meetings and the Annual General Meeting.
- 8.3 QUORUM: A quorum for meetings of the Executive Board shall be five (5) voting members.
- 8.4 RESIGNATION OF PRESIDENT: Should the President resign or leave office, the First Vice-President shall immediately assume the office of President until a by-election is held in accordance with the Removal, Resignation and Appointment articles of these Bylaws.
- 8.5 POWERS OF APPOINTMENT: The Executive Board shall be empowered to appoint Regular Members of the Association to committees and office in accordance with the Removal, Resignation and Appointment articles of these Bylaws.
- 8.6 REMUNERATION: No officer of the Association shall be remunerated for services rendered to the Association except by resolution of the Regular Members.

9 OFFICERS

9.1 ELIGIBILITY

Only Regular Members of the Association in good standing, pursuant to the Membership articles of these Bylaws, shall be eligible to hold office for any term.

9.2 PRESIDENT

- 9.2.1 The President of the Mount Royal Faculty Association shall be a tenured Regular Member in good standing.
- 9.2.2 The President shall be the Chief Executive Officer of the Association, shall act as Chair of the Executive Board of the Association, and shall be an ex-officio member of all Association Committees.
- 9.2.3 The President shall be the Association's liaison between the Association and the senior administration of the University.
- 9.2.4 The President shall be the Association's representative to ACIFA.
- 9.2.5 The President shall be responsible, in conjunction with the Secretary, for the preparation and approval of the agenda for Association meetings.
- 9.2.6 The President shall be empowered to countersign cheques on behalf of the Association.
- 9.2.7 The President shall have custody of the Great Seal of the Association, and shall be responsible for the official correspondence of the Association and shall affix the seal of the Association when authorized by the Executive Board so to do.
- 9.2.8 The President of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.
- 9.2.9 The Association shall purchase reassigned time equivalent to one-half of the President's regular workload in accordance with the Salary Administration article of the Collective Agreement, in addition to the one-half reassigned time paid by the Board of Governors.

9.3 FIRST VICE-PRESIDENT

- 9.3.1 The First Vice President shall be a tenured Regular Member in good standing.
- 9.3.2 The First Vice-President shall assist the President and perform other duties as assigned by the Executive Board.
- 9.3.3 The First Vice-President shall serve on the Negotiating Committee and shall be the liaison between the Executive Board and the Negotiating Committee.
- 9.3.4 The First Vice-President shall be empowered to countersign cheques on behalf of the Association.
- 9.3.5 The First Vice-President shall serve as the Association delegate to the ACIFA Negotiations Advisory Committee.

- 9.3.6 The First Vice-President shall be an ex-officio member of the Professional Affairs Committee.
- 9.3.7 Should the President resign from office, the First Vice-President shall assume office until a by-election is held in accordance with the Removal, Resignation and Appointment articles of these Bylaws.
- 9.3.8 The First Vice-President of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.
- 9.3.9 The First Vice-President of the Association shall receive 48 SICH reassigned time in accordance with the Salary Administration article of the Collective Agreement, in addition to release time granted for Negotiations.

9.4 SECOND VICE-PRESIDENT

- 9.4.1 The Second Vice-President shall be a tenured Regular Member in good standing.
- 9.4.2 The Second Vice-President shall assist the President and perform other duties as assigned by the Executive Board.
- 9.4.3 The Second Vice-President shall chair the Professional Affairs Committee of the Association and shall have responsibility for communicating with the Regular Members and implementing development opportunities on matters of professional standards and practice.
- 9.4.4 The Second Vice-President shall be an F member of the Diversity Committee.
- 9.4.5 The Second Vice-President shall serve as the Association delegate to the ACIFA Professional Affairs Committee.
- 9.4.6 The Second Vice-President of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.
- 9.4.7 The Second Vice-President of the Association shall receive 96 SICH reassigned time in accordance with the Salary Administration article of the Collective Agreement.

9.5 SECRETARY

- 9.5.1 The Secretary shall be a Regular Member in good standing.
- 9.5.2 The Secretary shall act as a Communications Coordinator responsible for the development and execution of all non-routine communications with the membership, including special events such as Collective Agreement-related activities, but not including events that are the responsibility of the Social Events Committee, the Professional Development Committee, or the Professional Affairs Committee; surveys; dissemination of Board reports; updates; alerts; the MRFA web site; and shall perform other communications duties as assigned by the Executive Board.

- 9.5.3 The Secretary shall be responsible for the official record of Minutes of the Executive Board and the Association, and for official documents including the Bylaws and policies.
- 9.5.4 The Secretary shall work closely with the President in the development and execution of all communications with the membership and shall chair the Communications Committee.
- 9.5.5 The Secretary shall be empowered to countersign cheques on behalf of the Association.
- 9.5.6 The Secretary of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.
- 9.5.7 The Secretary of the Association shall receive 48 SICH reassigned time in accordance with the Salary Administration article of the Collective Agreement, or be paid 48 SICH at Step E6 of the part-time instructor hourly rate schedule if a part-time member.

Comment [GC9]: All changed from E3 to new top of part-time grid (E6 effective July 1)

9.6 TREASURER

- 9.6.1 The Treasurer shall be a Regular Member in good standing.
- 9.6.2 The Treasurer shall be responsible for accurate financial records, financial statements of the transactions of the Association, and reporting to the membership regarding finances.
- 9.6.3 The Treasurer shall be responsible for the official financial records of the Association, including audited financial statements, and shall present the audited financial statements of the Association as required by the Finance articles of these Bylaws.
- 9.6.4 The Treasurer shall present a preliminary budget at the Annual General Meeting and a final budget as required under the Finance articles of these Bylaws.
- 9.6.5 The Treasurer shall be empowered to countersign cheques on behalf of the Association.
- 9.6.6 The Treasurer shall sit on the Educational Grants Committee.
- 9.6.7 The Treasurer of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.
- 9.6.8 The Treasurer of the Association shall receive 48 SICH reassigned time in accordance with the Salary Administration article of the Collective Agreement, or be paid 48 SICH at Step E6 of the part-time instructor hourly rate schedule if a part-time member.

9.7 ACADEMIC LIAISON OFFICER

- 9.7.1 The Academic Liaison Officer shall be a Regular Member in good standing.

- 9.7.2 The Academic Liaison Officer shall assist the President in matters of academic policy and governance and perform other duties as assigned by the Executive Board.
- 9.7.3 The Academic Liaison Officer shall serve as the Association's liaison among Faculty Councils and the General Faculties Council and shall facilitate the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members.
- 9.7.4 The Academic Liaison Officer shall chair the Academic Liaison Committee, and shall have special responsibility for soliciting and representing the views of groups otherwise unrepresented.
- 9.7.5 The Academic Liaison Officer of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.
- 9.7.6 The Academic Liaison Officer of the Association shall receive 48 SICH reassigned time in accordance with the Salary Administration article of the Collective Agreement, or be paid 48 SICH at Step E6 of the part-time instructor hourly rate schedule if a part-time member.

9.8 PART-TIME MEMBER REPRESENTATIVE

- 9.8.1 The Part-time Member Representative shall be responsible for facilitating communication and contact between the Association and part-time members. The Part-time Member Representative shall correspond with Human Resources to ensure that the Part-time Faculty Handbook is kept current and readily available.
- 9.8.2 The Part-time Member Representative shall serve on the Negotiating Committee according to the terms of Article 10.2.
- 9.8.3 The Part-time Member Representative shall perform other duties as assigned by the Executive Board.
- 9.8.4 The Part-time Member Representative of the Association shall have a two (2) year term of office, or the term of employment contract, commencing the date elected to said office, pursuant to the Elections articles of these Bylaws; except that the term as Part-Time Representative on the Negotiating Committee only may be extended in accordance with Article 10.2.9.
- 9.8.5 The Part-time Member Representative shall receive an annual honorarium of 64 SICH paid at Step E6 of the part-time instructor hourly rate schedule for serving on the Executive Board.

Comment [GC10]:
 1) E3 changed to new top of part-time grid (E6 effective July 1).
 2) 60 changed to 64 so that part-time rep gets a four hour course equivalent instead of the three hour equivalent for full-time Executive members. Part-time rep gets more because of full-time service requirement.

9.9 IMMEDIATE PAST PRESIDENT or MEMBER AT LARGE

- 9.9.1 The Immediate Past President shall normally sit on the Executive Board for a term of office of one (1) year immediately following completion of a term as President.
- 9.9.2 When the Immediate Past President is unable to sit or the term of office has expired, the Association shall conduct an election for a Member-at-Large to sit

as a member of the Executive Board for a one (1) year term of office. The Member-at-Large shall be a tenured Regular Member in good standing.

- 9.9.3 The Immediate Past President or Member at Large shall act as the Chief Returning Officer.
- 9.9.4 The Immediate Past President or Member at Large shall serve as Chair of the Bylaws Committee.
- 9.9.5 The Immediate Past President or Member at Large shall serve to assist incoming officers make the transition to their new roles, especially the President and First Vice-President.
- 9.9.6 The Member at Large or Immediate Past President of the Association shall receive 48 SICH reassigned time in accordance with the Salary Administration article of the Collective Agreement.

9.10 FACULTY NOMINEE TO THE BOARD OF GOVERNORS

- 9.10.1 The Faculty Nominee to the Board of Governors shall be a tenured Regular Member of the Association in good standing.
- 9.10.2 The Faculty Nominee to the Board of Governors shall be an ex-officio, non-voting member of the Executive Board and shall advise and assist the President in relations with the Board and the government.
- 9.10.3 The membership shall recommend to the Minister of Advanced Education and Technology that the Faculty Nominee to the Board of Governors be appointed for a two (2) year term of office.
- 9.10.4 The term of office shall be as stated in the letter of appointment from the Minister of Advanced Education and Technology.
- 9.10.5 The Association may purchase reassigned time equivalent to 48 SICH per year, in accordance with the Salary Administration article of the Collective Agreement, for the Faculty Nominee to the Board of Governors for work on the Executive Board.

9.11 TERM OF OFFICE

No officer shall hold the same Executive Board position for more than two (2) consecutive full terms, which may be preceded by a partial term to fill a vacancy. No member shall sit on the Executive Board for more than eight (8) consecutive years.

In the September, 2011 election for the Part-time Member Representative, a third consecutive term shall be allowed.

Comment [GC11]: Moved to 9.10.2

Comment [GC12]: Because the term is being increased from one year to two, two consecutive terms will now be four years. The transition requires a one year term in 2011-2012. This will permit the incumbent to be a candidate in September 2011 and, if elected, to serve three consecutive years.

10 STANDING COMMITTEES

10.1 COMMITTEES

- 10.1.1 The Mount Royal Faculty Association shall have eleven (11) Standing Committees; namely, the Negotiating Committee, the Academic Liaison Committee, the Bylaws Committee, the Communications Committee, the

Diversity Committee, the Educational Grants Committee, the Ethics Committee, the Faculty Evaluation Committee, the Professional Affairs Committee, the Professional Development Committee, and the Social Events Committee.

10.1.2 All Standing Committees of the Association shall be responsible to the Executive Board, and shall report periodically to the Executive Board and to the membership of the Association at Regular Meetings and at the Annual General Meeting.

10.2 NEGOTIATING COMMITTEE

Comment [GC13]: Article reorganized

10.2.1 The Negotiating Committee shall consist of five (5) Regular Members in good standing of the Association: the First Vice-President and the Part-time Member Representative in accordance with the Officers articles of these Bylaws; and three (3) elected to serve a term of two (2) years, two (2) of whom shall be tenured.

10.2.2 One (1) member shall be elected in each odd-numbered year; two (2) members shall be elected in each even-numbered year.

10.2.3 The Committee Chair and Vice-Chair shall be selected from the tenured members of the committee.

10.2.4 The Negotiating Committee shall represent the Association to the Board of Governors in all matters concerning negotiations of the Collective Agreement, with the exception of processing grievances. It shall report regularly to the Executive Board and to the membership of the Association on the progress of its deliberations.

10.2.5 Quorum for meetings of the Negotiating Committee shall be four (4) members, one of whom shall be the Chair or Vice-Chair. In the event that a member of the Negotiating Committee is unable to serve for a period longer than two weeks, or must leave the committee as a result of termination of employment contract, loss of Association membership status, resignation from the Executive Board, resignation from the Negotiating Committee, or other unresolvable difficulties, and where it would be impractical or disruptive to seek a replacement, the Negotiating Committee may seek the approval of the Executive Board to reduce its quorum requirement temporarily to three (3) members.

10.2.6 All members of the Negotiating Committee shall receive 48 SICH reassigned time in the Fall semester prior to the commencement of negotiations in accordance with the Negotiations article of the Collective Agreement to prepare for and participate fully in the process of interest-focused bargaining.

Comment [GC14]: Has been moved from a pilot project in a Memorandum of Understanding into the body of the agreement

10.2.7 All members of the Negotiating Committee, except for the Part-Time Member Representative, shall each receive 48 SICH reassigned time during the negotiations period as defined in the Negotiations article of the Collective Agreement.

10.2.8 The Part-time Member Representative shall receive an honorarium of 64 SICH paid at Step E6 of the part-time instructor hourly rate schedule during the negotiations period as defined in the Negotiations article of the Collective Agreement for serving on the Negotiating Committee, over and beyond that received for sitting on the Executive Board, except that where continuing negotiations are conducted during or beyond the Spring semester, the

honorarium shall be increased by 16 SICR paid at Step E6 of the part-time instructor hourly rate schedule prorated for each calendar month in which negotiations take place.

Comment [GC15]: See comment in 9.8.5

10.2.9 The Part-time Member Representative shall hold office on the Negotiating Committee and receive the usual honorarium beyond the normal period of time pursuant to the Officers articles of these Bylaws if required by an extended negotiations period and whenever possible for the incumbent.

10.2.10 Should negotiations continue beyond June 14, the sitting committee shall continue in place until such time as a Memorandum of Agreement is reached between the Negotiating Committee and the Board of Governors' Negotiating Committee. The newly elected members of the Negotiating Committee shall participate as non-voting observers.

10.2.10.1 Following a ratification vote, the newly elected members shall assume their duties as full members of the Negotiating Committee.

10.2.11 Negotiations shall not occur during the vacation period and holidays as specified in Vacation and Holidays article of the Collective Agreement.

10.3 EDUCATIONAL GRANTS COMMITTEE

Comment [GC16]: The remaining committees will be put in alphabetical order

10.3.1 The Educational Grants Committee shall consist of the Treasurer of the Association, the Executive Assistant of the Association and four (4) elected Regular Members of the Association in good standing: two (2) to serve a term of two (2) years and to be elected in odd-numbered years and two (2) to serve a term of two (2) years and to be elected in even-numbered years.

10.3.2 The Educational Grants Committee shall allocate funds for tuition refunds as per the Professional Development article of the Collective Agreement, shall select MRFA scholarship recipients, and shall, in conjunction with the Executive Assistant, approve scholarships for dependents of members as per the Benefits and Insurance article of the Collective Agreement.

10.4 ETHICS COMMITTEE

Comment [GC17]: Ethics Committee increased to six members serving three year terms and training added. The transition will require that this year we elect two for two year terms and two for three year terms.

10.4.1 The Ethics Committee shall consist of six (6) tenured Regular Members of the Association in good standing, elected to serve a term of three (3) years. Two (2) members shall be elected in each year.

10.4.2 The Chair of the Ethics Committee shall be elected by the Committee.

10.4.3 The Ethics Committee shall be responsible for ensuring that the Code of Ethics set forth in Article 16 is upheld, hearing complaints as outlined in Article 17, and providing consultation to members of the Association on the interpretation of Articles 11, 16 and 17.

10.4.4 The Ethics Committee shall maintain a list of training courses in areas such as conflict resolution and mediation that are relevant to its work. Changes to this list shall be made by the Executive Board, on the recommendation of the Ethics Committee. Members of the Ethics Committee are encouraged to take one of these courses in the year following their election to the committee. Such training shall be funded by the Association.

10.4.5 The Ethics Committee shall prepare an annual report describing its work during the year, including the types of complaints heard and the resolutions reached.

10.5 FACULTY EVALUATION COMMITTEE

Comment [GC18]: Annual Report role added

10.5.1 The Faculty Evaluation Committee shall consist of seven (7) Regular Members of the Association in good standing, at least four (4) of whom shall be tenured: four (4) to serve a term of two (2) years and to be elected in odd-numbered years and three (3) to serve a term of two (2) years and to be elected in even-numbered years. The Committee shall select a Chair from its tenured members.

10.5.2 The Committee shall recommend policy on pre-tenure, post-tenure, limited-term and part-time evaluation, shall monitor the evaluation process, and shall provide information to Regular Members on evaluation.

10.5.3 The Committee shall investigate and maintain current research information to inform its work and to enhance evaluation processes for Regular Members.

10.5.4 The Committee shall act for the Association in recommending changes to the Annual Report as stipulated in the Performance Review of Faculty article in the Collective Agreement. In this capacity, the Committee shall review proposed changes submitted to it, forward any proposed additions, modifications, or deletions to the types of information gathered by the Annual Report to the Executive Board, recommend changes related to the functionality of the Annual Report form to the Executive Board, and maintain the joint Association and University document *Guidelines for Completing the Annual Report*. The Committee shall consult with the Executive Board as necessary in carrying out this work.

10.5.5 The Committee shall prepare an annual report reflecting the types and extent of evaluation activities which have been carried on during the year.

10.6 PROFESSIONAL DEVELOPMENT COMMITTEE

10.6.1 The Professional Development Committee shall consist of nine (9) Regular Members of the Association in good standing, the majority of whom shall be full-time: four (4) members to serve a term of two (2) years and to be elected in odd-numbered years and four (4) members to serve a term of two (2) years and to be elected in even-numbered years; the Faculty Development Coordinator shall sit as an ex-officio member. All elected members shall be full voting members of the Committee.

10.6.2 The Chair of the Professional Development Committee shall be a tenured or tenurable Regular Member of the Association, selected by the Committee from among its elected members.

10.6.3 The Committee shall select a Treasurer from its elected members. The Treasurer shall provide spending approvals to the Executive Assistant of the Association and shall monitor the finances of the committee, as approved in the annual budget of the Association.

10.6.4 The Committee shall encourage and facilitate professional development of Regular and Associate Members of the Association, with a focus on promoting excellence in teaching.

10.6.5 The Committee shall organize and promote seminars, workshops, courses and other activities related to professional development.

10.7 SOCIAL EVENTS COMMITTEE

10.7.1 The Social Events Committee shall consist of the Faculty Centre Coordinator and six (6) Regular Members of the Association in good standing: three (3) to serve a term of two (2) years and to be elected in odd-numbered years and three (3) to serve a term of two (2) years and to be elected in even-numbered years.

10.7.2 The Committee shall select a Chair and a Treasurer from its members. The Treasurer shall provide spending approvals to the Executive Assistant of the Association and shall monitor the finances of the committee, as approved in the annual budget of the Association.

10.7.3 The Social Events Committee shall promote and encourage the use of the Faculty Centre for member-organized activities including but not limited to meetings, forums, parties, and social gatherings.

10.7.4 The Social Events Committee shall plan and advertise activities that enhance the social interaction of Members of the Association. These activities may or may not take place within the Faculty Centre.

10.8 PROFESSIONAL AFFAIRS COMMITTEE

10.8.1 The Professional Affairs Committee shall consist of eight (8) Regular Members of the Association in good standing, at least four of whom shall be tenured: the First Vice-President; the Second Vice-President, who shall be Chair; three (3) to serve a term of two (2) years and to be elected in odd-numbered years; and three (3) to serve a term of two (2) years and to be elected in even-numbered years.

10.8.2 The Committee shall select a Treasurer from its elected members. The Treasurer shall provide spending approvals to the Executive Assistant of the Association and shall monitor the finances of the committee, as approved in the annual budget of the Association.

10.8.3 The Committee shall recommend, develop and offer opportunities for faculty development and training in the areas of academic governance, parliamentary procedure, faculty leadership, conflict resolution and mediation, labour relations and professional conduct.

10.8.4 The Committee shall serve as a liaison among new and existing faculty in order to communicate to all faculty the expectations of professional and ethical conduct within a collegial culture.

10.8.5 The Committee shall prepare an annual report reflecting the types and extent of activities which have been carried on during the year.

10.9 ACADEMIC LIAISON COMMITTEE

10.9.1 The Academic Liaison Committee shall consist of eight (8) Regular Members of the Association in good standing, including the Academic Liaison Officer who shall be Chair. Each of the remaining seven (7) members shall represent an area with a Faculty Council. A faculty member from each of the following areas shall be elected to serve a term of two (2) years in odd-numbered years: the Bissett

Comment [GC19]: Committee made representational. Transition requires that the Teaching and Learning rep be elected for a one year term.

School of Business, the Faculty of Science and Technology, and the Library. A faculty member from each of the following areas shall be elected to serve a term of two (2) years in even-numbered years: the Faculty of Arts, the Faculty of Communications Studies, the Faculty of Health and Community Studies, and the Faculty of Teaching and Learning. MRFA Regular Members shall be eligible to vote for candidates in all areas, regardless of their own Faculty Council affiliation.

10.9.2 The Committee shall serve to communicate among the various Faculty Councils and the General Faculties Council to support the Academic Liaison Officer and shall facilitate the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members.

10.9.3 Committee members who are not members of General Faculties Council shall be expected to regularly attend council meetings as guests.

10.9.4 The Committee shall prepare an annual report reflecting the types and extent of activities which have been carried on during the year.

10.10 BYLAWS COMMITTEE

10.10.1 The By-Laws Committee shall consist of three (3) tenured Regular Members of the Association in good standing, two (2) of whom shall be elected annually to serve a term of one (1) year. The Chair of the committee shall be the Immediate Past President of the Association or the Member-at-Large.

10.10.2 The Committee shall, as requested by the Executive Board, make recommendations after reviewing, developing, revising, and/or editing the Association's Bylaws, regulations, operating policies, and other official documents.

10.11 COMMUNICATIONS COMMITTEE

10.11.1 The Communications Committee shall consist of the Executive Assistant of the Association and five (5) Regular Members in good standing: the Secretary, who shall be Chair; two (2) to serve a term of two (2) years and to be elected in odd-numbered years; and two (2) to serve a term of two (2) years and to be elected in even-numbered years.

10.11.2 The Communications Committee shall provide liaison for the purposes of communicating the activities of the Executive Board, the Association and its committees, and other information likely to be of wide interest to the membership.

10.11.3 The Communications Committee shall develop strategies and determine appropriate media for communicating information to the membership.

10.12 DIVERSITY COMMITTEE

10.12.1 The Diversity Committee shall consist of seven (7) Regular Members of the Association in good standing: the Second Vice-President; three (3) to serve a term of two (2) years and to be elected in even-numbered years; and three (3) to serve a term of two (2) years and to be elected in odd-numbered years.

10.12.2 The Committee shall elect a Chair from among its members.

10.12.3 The Committee shall advise the Association on principles and best practices in building a more diverse faculty, academic and institutional community; in supporting and representing diverse groups more effectively; and in identifying gaps in policy, support and services appropriate to its mandate.

11 COMMITTEE ACCOUNTABILITY

11.1 GENERAL PRINCIPLES

Committee service is essential for bicameral governance and, as per the Ethics articles of these Bylaws, committee service is an ethical responsibility of full-time members. Members are selected to committees by various mechanisms, and are accountable to other individuals or groups by virtue of the selection process.

11.2 ACCOUNTABILITY

11.2.1 Committee members are obligated to participate in and ensure due process, collegiality and transparency; to act in the best interests of those the committee member represents; to ensure that recommendations and decisions are communicated appropriately both to committee sponsors and to the Mount Royal community; and to offer periodic reports back to groups to whom the member is accountable.

11.2.2 Members of all committees of the Association, including the Negotiating Committee and the Executive Board, are accountable to the Regular Members of the Association.

11.2.3 Members of any committee elected by the membership or appointed by the Executive Board are accountable to the Regular Members of the Association.

11.2.4 Members of any committee elected by other means are accountable to the electors.

11.2.5 Members of any committee appointed by the Board of Governors, the University, or other process are accountable to the university as a whole and to its collective interest.

11.3 CONFIDENTIALITY

11.3.1 Committees may require that their members protect confidentiality. A confidentiality requirement may be limited or absolute in its scope.

11.3.2 Absolute confidentiality requires that any member receiving information in confidence not disclose it under any circumstances to any third party. A breach of confidentiality is an ethical violation under these Bylaws.

11.3.3 Policy recommendations are not confidential except in very limited circumstances.

11.3.3.1 These circumstances include, but are not limited to, policies which might contain proprietary information or which might lead to the identification of individuals who have an entitlement to confidentiality.

- 11.3.3.2 Transparent discussions of policy require that minutes be kept and decisions reported. A committee may choose to conduct its deliberations in camera and not publicize its draft proposals until it is prepared for public consultation.
- 11.3.3.3 Appropriate consultation and democratic approval of proposals are essential parts of a transparent and collegial process.
- 11.3.4 Discussions related to a particular individual are ordinarily absolutely confidential. Article 16.2.2.3 defines ethical conduct in relation to other members of the Association.
 - 11.3.4.1 Without limiting the scope, discussions related to a particular individual include those involving hiring, promotion, consideration for awards, and disciplinary or other conduct investigations.
 - 11.3.4.2 Due process requires that the subject be aware of the nature of such discussions, have access to information presented unless that information is itself limited by confidentiality (as with confidential references), and be aware of the range of possible outcomes. An individual should have the opportunity to make representation to the committee.
 - 11.3.4.3 A committee member in conflict of interest or unable to maintain an express requirement of confidentiality should leave the committee or the particular discussion.
 - 11.3.4.4 The committee is required to convey in a timely manner its decision and its rationale to the subject of the discussions and to the parties to whom the committee is accountable, within the bounds of protecting the confidences of others in the process. In this context, evaluations must be expressed without making specific comparisons.

11.4 REPORTING

- 11.4.1 Committees and/or their members have a responsibility to report on their deliberations, recommendations and decisions.
 - 11.4.1.1 Committees which meet publicly and make their minutes publicly available meet their minimum reporting requirements; members (unless bound by confidentiality) may conduct consultations with and should report to groups to whom they are accountable, especially on important, contentious or controversial issues.
 - 11.4.1.2 Committees which meet privately and for which minutes are not publicly available require periodic reporting; members (unless bound by confidentiality) may conduct consultations with others, and should provide reports on the types of decisions and adherence to process, especially on important, contentious or controversial issues.
 - 11.4.1.3 Committees which meet privately to consider confidential matters normally report only to their sponsors and subjects.

11.5 ABUSE OF PROCESS

11.5.1 From time to time a committee's deliberations or process will cause concern to a member, for instance if a committee member believes the committee is acting contrary to its procedures or preventing real collegial debate; exceeding its mandate or authority or encroaching on the appropriate work of other bodies; acting in such a way as to harm the interests of the group to whom the member is accountable; acting on false or inadequate information; acting precipitously without reasonable time to prepare, consider and recommend; or failing to uphold due process.

11.5.2 In such circumstances, a committee member may:

11.5.2.1 Object to the process using the committee's own Rules of Order or other procedures, including objecting to consideration of the question, moving to postpone indefinitely, moving to lay on the table, or moving to refer to committee;

11.5.2.2 Attempt to defeat the motion;

11.5.2.3 Express lack of confidence and leave the deliberations;

11.5.2.4 Before or after the committee deliberations, consult with appropriate members of the group to whom the committee member is accountable, seeking guidance on process and principles and the substance of matters not requiring confidentiality;

11.5.2.5 Seek guidance on the substance of a confidential matter only from a body or individual properly constituted to respect the confidence in turn, ideally without disclosing details that would identify the subject of confidential deliberations.

12 ELECTIONS

12.1 EXECUTIVE BOARD

12.1.1 The members of the Executive Board of the Association, with the exception of the Part-time Member Representative, shall be elected at the Annual General Meeting.

12.1.2 Voting shall be by secret paper ballot under the supervision of the Chief Returning Officer. Each voter shall sign a list indicating receipt of a ballot.

12.1.3 Elections shall take place in the following order:

12.1.3.1 In each odd-numbered year: First Vice President, Secretary and Academic Liaison Officer.

12.1.3.2 In each even-numbered year: President, Treasurer and Second Vice President.

12.1.4 Election of the Part-time Member Representative shall take place during the third week of September, at the dates and times established by the Executive Board, in each even-numbered year.

12.1.5 The Faculty Nominee to the Board of Governors shall be elected upon the expiration of the Ministerial appointment of the incumbent appointee. This

nominee shall be recommended to the Minister of Advanced Education and Technology, pursuant to Article 9.10.3.

- 12.1.6 Candidates for members of the Executive Board shall be nominated seven (7) working days prior to the Annual General Meeting by the Chief Returning Officer, upon receipt of a signed nomination form from a Regular Member in good standing.
- 12.1.7 Each candidate shall submit no later than the close of nominations a campaign statement for distribution to the membership by the Chief Returning Officer.
- 12.1.8 The Chief Returning Officer shall organize an all-candidates forum to be held between the close of nominations and the Annual General Meeting. All candidates, including those for any uncontested positions, are expected to attend.
- 12.1.9 A candidate shall be elected by a simple plurality. In the case of a single candidate, the candidate shall be ratified by a majority vote of Regular Members using the secret ballot. If the candidate is rejected by the membership, the position shall be declared vacant until a by-election can be held.
- 12.1.10 The Chief Returning Officer shall vote and then keep the ballot in a sealed envelope. The Chief Returning Officer's vote for any specific position shall be counted only if it is needed to break a tie; if it is not needed, the envelope and ballot(s) shall be destroyed.
- 12.1.11 Candidates shall be entitled to appoint scrutineers for the period of voting and the counting of ballots for their position.
- 12.1.12 The Chief Returning Officer shall declare only which candidates are elected, and then move that ballots be destroyed.
- 12.2 COMMITTEES
 - 12.2.1 Candidates for membership on Standing Committees of the Association except the Negotiating Committee, external or joint committees, or other committees as specified by the Executive Board, shall be nominated by the Chief Returning Officer upon receipt of a signed nomination form from a Regular Member in good standing or from the floor at the Annual General Meeting.
 - 12.2.2 Each candidate shall submit before the commencement of voting a campaign statement for distribution to the membership by the Chief Returning Officer.
 - 12.2.3 Voting shall take place by secret paper ballot and shall be under the supervision of the Chief Returning Officer and his/her Deputies; the location of voting stations shall be determined by the Chief Returning Officer. Each voter shall sign a list indicating receipt of a ballot.
 - 12.2.4 The ballot boxes shall be open on two (2) consecutive working days from 9 a.m. to 5 p.m. Additional hours of balloting may be determined by the Chief Returning Officer upon the request of members who are unable to vote on the days and times provided in this Article.
 - 12.2.5 Ballots shall be clearly marked. Candidates shall be elected by a simple plurality.

- 12.2.6 Candidates shall be entitled to appoint scrutineers for the period of voting and the counting of ballots for their position.
- 12.2.7 The Chief Returning Officer shall vote and then keep the ballot in a sealed envelope. The Chief Returning Officer's vote for any specific position shall be counted only if it is needed to break a tie; if it is not needed, the envelope and ballot(s) shall be destroyed.
- 12.2.8 Persons elected shall take office on June 15 of the same year, except where elected to office in a by-election pursuant to the Removal, Resignation and Appointment articles of these Bylaws.
- 12.2.9 The Chief Returning Officer shall declare only which candidates are elected, and then move at the next Regular Meeting that ballots be destroyed.
- 12.2.10 The Chief Returning Officer shall prepare a register of unsuccessful candidates, arranged in order of votes received, to be used in confidence by the Executive in making committee appointments in accordance with Article 13.1.

12.3 NEGOTIATING COMMITTEE

- 12.3.1 Candidates for membership on the Negotiating Committee shall be nominated by the Chief Returning Officer, upon receipt of a signed nominations form from a Regular Member in good standing. Nominations shall not be accepted from the floor at the Annual General Meeting.

12.4 RETURNING OFFICER

Should the Chief Returning Officer become a candidate for office, a replacement shall be appointed by those Executive Board members not themselves standing for office.

13 REMOVAL, RESIGNATION AND APPOINTMENT

13.1 COMMITTEE VACANCIES

In the event of a member resigning or otherwise vacating a committee position, or in the event of new committees or sub-committees requiring Regular Members being struck, or positions being created, only the Executive Board shall appoint members as required, except where the positions are on the Executive Board.

13.2 EXECUTIVE BOARD VACANCIES

- 13.2.1 Where the office of the President is involved, a by-election shall be held at a Special Meeting within twenty (20) working days of the vacancy occurring.
- 13.2.2 The candidate thus elected to office shall commence his/her term of office immediately upon the results of the by-election being announced by the Chief Returning Officer, and shall hold office until the next general election at which the position would normally be elected.
- 13.2.3 In the case of any other Executive Board vacancy, the Executive Board shall:

- 13.2.3.1 Appoint a member to a position with less than six months remaining in the term of office; or
 - 13.2.3.2 Conduct a by-election at a Special Meeting called for that purpose within twenty (20) working days of the vacancy occurring for a position with 6 months or more remaining in the term of office.
 - 13.2.3.3 The candidate thus elected to office shall commence his/her term of office immediately upon the results of the by-election being announced by the Chief Returning Officer, and shall hold office until the next general election at which the position would normally be elected.
- 13.3 REMOVAL FROM OFFICE OR COMMITTEE
- 13.3.1 Any member of the Executive Board may be removed from office by vote of the Executive Board if that member has effectively abandoned the position. Being absent from three consecutive meetings of the Executive without having sent regrets to the President may be deemed abandonment.
 - 13.3.2 Any member of the Executive Board, or any member either elected by the membership or appointed to a committee by the Executive Board, may be removed from office for reason of gross neglect of the duties specified in these Bylaws.
 - 13.3.3 Removal of Executive or Standing Committee members requires one of:
 - 13.3.3.1 A majority vote of the Regular Members at a Special Meeting called to consider a motion of non-confidence;
 - 13.3.3.2 A finding by the Ethics Committee removing the individual from an office or position; or
 - 13.3.3.3 A two-thirds vote by the Executive Board.
 - 13.3.3.3.1 A member subject to an Executive Board vote for removal shall be entitled to attend an Executive Board meeting to address the reasons for the vote. The member shall receive at least three working days' notice of this meeting and may be accompanied by a support person. If the member disputes the vote, the Executive Board shall only proceed according to the process of Article 13.3.4.
 - 13.3.4 A majority of members of the Executive Board or fifty (50) Regular Members of the Association may petition to request a Special Meeting for the purpose of conducting a vote of non-confidence against a member or members of the Executive or of a Standing Committee for reason of gross neglect of duties.
 - 13.3.4.1 The petitioners shall at the same time present in writing the case and the evidence for conducting a vote of non-confidence for gross neglect of duties.
 - 13.3.4.2 Such a petition shall be sent to the President, or in the event that the motion is against the President, to the Immediate Past President or Member at Large. The Executive Board shall within seven (7) working days of receipt of the petition issue notice for a Special Meeting to consider the motion.

- 13.3.4.3 The notice for the Special Meeting shall include the names of the petitioners, the case and the evidence.
- 13.3.4.4 The member(s) affected by the petition shall be informed by the Executive Board and shall be given a copy of the petition, case and evidence at least five (5) working days prior to the issuance of the notice for the Special Meeting.
- 13.3.5 In the event of the removal of a member of the Executive Board, that member's position shall be considered vacant and shall be filled in accordance with Article 13.2.

14 RATIFICATION OF AGREEMENTS

- 14.1 Where the Negotiating Committee has the authority to enter into a Memorandum of Agreement, the Committee cannot bind the Association but can only recommend that such Memorandum of Agreement be accepted or rejected by the Regular Members.
- 14.2 Upon an agreement being reached between the Negotiating Committee and the Board of Governors' Negotiating Committee on a contractual item or set of items, a Special or Extraordinary Meeting shall be called for the purposes of review and discussion of the proposed agreement, and to establish the procedure for voting on the proposed agreement.
- 14.3 Upon ratification of an agreement, the agreement shall be signed by the President of the Association and the Chair of the Negotiating Committee.

15 FINANCE

15.1 BORROWING POWER

- 15.1.1 For the purposes of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures.
- 15.1.2 The borrowing powers of the Association shall only be exercised by a three-fourths majority vote of those present and entitled to vote at a Special or Regular Meeting of the Association provided that the notice of any such meeting is given to the membership ten (10) working days prior to that meeting and provided that such a notice contains particulars of the proposed action.

15.2 INVESTMENTS

- 15.2.1 For the purposes of carrying out the objectives of the Association, the Executive Board may invest surplus funds of the Association by the purchase of interest bearing securities to be issued in the name of the Association.
- 15.2.2 Investments of the Association shall be limited to interest bearing securities issued by the Government of Canada, or any of its Provinces, up to any amount, or to interest bearing securities issued by a Chartered Bank, up to the maximum amount insured by the Canadian Deposit Insurance Corporation.

15.2.3 The principle amounts and terms of securities purchased shall be determined by reference to the projected cash requirements of the Association, giving consideration to the objectives of the Association. No single security in excess of Twenty-Five Thousand Dollars (\$25,000.00) which exceeds a term of one (1) year shall be purchased without prior vote of approval by the Regular Members at a Regular or Special Meeting.

15.3 FISCAL YEAR END

15.3.1 The fiscal year of the Association shall end on March 31 of each calendar year.

Comment [GC20]: To coincide with the university's new year end

15.3.2 Audited financial statements as at March 31 and for the year then ended shall be presented to the membership no later than the January Regular Meeting of the Association.

15.4 BUDGET

15.4.1 Any proposed non-budgeted expenditure by the Executive Board or a Standing Committee in excess of Two Thousand Dollars (\$2,000.00) shall first be approved by resolution of the Regular Members at a Regular or Special Meeting.

15.4.2 Budgeted financial statements comprising a Balance Sheet and Income Statements for the current fiscal year ended March 31 shall be presented to and approved by the membership at the September Regular Meeting of the Association.

15.4.3 Approvals for spending during the period from June 15 to August 15 shall be requested from the membership at the Annual General Meeting of the Association. These approvals shall be included in the annual budget presented to the membership at the September Regular Meeting.

15.5 PROFESSIONAL FEES CONTINGENCY FUND

15.5.1 The Association shall maintain a contingency fund of up to \$200,000 for the sole purpose of paying professional fees resulting from costs associated with the maintenance of members' professional welfare.

15.5.2 Where possible money should be allocated to this fund each year if the fund is less than \$200,000.

15.5.3 The Executive Board is authorized to make payments from this fund for professional fees resulting from actions outlined above.

15.6 BUILDING FUND

15.6.1 The Association shall maintain a Building Fund restricted solely for the purpose of carrying out construction, renovation and essential maintenance projects related to the Faculty Centre, including replacement of furnishings.

15.6.2 All funds raised by borrowing, levy or budget decision for the express purpose of construction or renovation shall be allocated to this restricted account.

15.6.3 Where possible and when there is no outstanding Association debt related to construction or renovations, money should be allocated to this fund each year until the fund has a balance of \$100,000.

15.6.4 The Executive Board is authorized to make payments from this fund for direct costs associated with construction, renovation and essential maintenance related to the Faculty Centre.

16 CODE OF ETHICS

Comment [GC21]: Replace with new Article 16

This code of ethics shall apply to all members of the Association, hereinafter called Member.

16.1 GENERAL PRINCIPLES

These principles shall apply to all Members. The intent of these principles is to provide guidelines for professional behaviour expected of all Members. Failure to adhere to these guidelines may result in an Ethics complaint in accordance with Article 17: Code of Ethics Procedures, or may be addressed through Administrative avenues within the University.

16.1.1 Relations with the University

16.1.1.1 Every Member shall perform the duties of his/her position with impartiality and diligence, with candour and fairness, with courtesy and good faith, and with the strictest integrity.

16.1.1.2 The Member has a responsibility to abide by the rules and regulations established for the orderly conduct of affairs of the University, provided that these rules and regulations do not infringe upon the academic freedoms of any member of the academic community or ethical conduct as set forth in these Bylaws or in codes established by recognized professional or academic societies. At the same time, he/she has a responsibility to seek reforms which would, in his/her judgement, improve the University.

16.1.1.3 A Member should avoid the appearance of professional impropriety. That is, he/she should act in a manner which promotes confidence in the academic profession even when explicit guidelines do not exist.

16.1.1.4 A Member is guilty of unethical conduct if, by action or inaction, he/she contravenes the Collective Agreement or the Bylaws of the Association.

16.1.2 Relations with other Members and with the Association.

16.1.2.1 Members have a responsibility to encourage one another to abide by the code.

16.1.2.2 No Member shall, openly or covertly, violate a stated or implicit bond of secrecy, privilege, trust or confidence between Members, between Members and the Association, or between Members and students except as required by law or by the consent of the Association. Moreover, no Member of the Association will speak for the Association without the knowledge and consent of the said Association or its Executive Board.

16.1.2.3 A Member shall refrain from making any false statements, written or oral, about other Members. In addition, a Member shall avoid all activities which undermine the confidence of students in a colleague.

- 16.1.2.4 A Member shall avoid damaging criticism of a colleague except as provided under Article 16.1.2.5 below, or except to an officer or committee of the Association, and then only in confidence.
- 16.1.2.5 When presenting a professional judgment on a colleague at the request of an appropriate University committee or authority, a Member has the obligation both to the colleague and to the University to be fair and objective, and must provide the colleague, at least 72 hours in advance, with written copies of his/her statements.
- 16.1.2.6 It is unethical to fail to respect the confidentiality of information about a Member gained during participation in the work of committees or other work-related activities.
- 16.1.2.7 A Member shall not divulge confidential information either pertaining to Association affairs or received in the course of his/her professional duties, except as required by the law or by consent of the Association.
- 16.1.2.8 Members shall honour and uphold all agreements adopted by the Association, and all verbal and written agreements among themselves respecting their professional responsibilities and obligations.
- 16.1.2.9 A Full-time Member has the ethical responsibility to participate in the life of the University, in its governance and administration through membership on committees and organizations at Board of Governors', the Association, department, or other levels, provided that this participation is consistent with the discharge of his/her primary responsibilities and with his/her own abilities.
- 16.1.2.10 No Member shall, except with the written permission of the Association, commence a legal action against another Member in matters respecting professional competence or the discharge of professional responsibilities or obligations unless such matters have been dealt with under the provisions of Articles 16 and 17 of these Bylaws. The Association has the corresponding duty to discharge Articles 16 and 17 with diligence and promptness, as set out in those articles.
- 16.1.3 Academic Freedom
- 16.1.3.1 No Member may be denied his/her right of freedom of speech, freedom of assembly, freedom of religion, freedom of press, or freedom of belief unless such freedoms are expressed in a manner which conflicts with that member's instructional responsibilities, or duties to the Association.
- 16.1.3.2 No Member is to be penalized in any form, covert or overt, for a prudent and judicious exercise of academic freedom.
- 16.1.3.3 A Member has the obligation to defend the right of his/her colleagues to academic freedom. It is unethical for him/her to act so as to infringe deliberately upon that freedom.
- 16.1.3.4 No Member shall be penalized or made accountable for his/her activities off campus, be they political, social, religious or other, be they with members of the community, with other Members, or with the student body, unless these activities directly affect his/her on-campus responsibilities.

16.2 PRINCIPLES APPLYING TO THE EXERCISE OF AUTHORITY

16.2.1 All authority delegated to Members should be exercised with proper restraint. Consequently, no Member should use his/her authority in any excessive or abusive manner, such as making unusual, extraordinary, contradictory or retaliatory demands on other Members, on other university staff, or on students.

16.2.2 Proper and humane procedures should be followed in the termination of contract, suspension or dismissal of Members. In addition, no Member shall unduly jeopardize the future career or employment possibilities of another Member. Furthermore, prior to non-renewal of contract, upon denial of tenure, suspension, dismissal with cause, or in other similar situations, a Member who wishes to appeal a decision of his/her department, faculty, or the University shall have access to all the written or other material, produced or procured by any Member, used by those judging his/her case.

16.3 PRINCIPLES APPLYING PRIMARILY TO RELATIONSHIPS BETWEEN MEMBERS AND STUDENTS

16.3.1 No Member may inflict academic reprisals upon students for non-academic disagreements or conflicts.

16.3.2 The Member shall always be fair to his/her students. It is unethical for him/her to exploit the student for his/her private or personal advantage.

16.3.3 The Member must keep in confidence all information gained about a student excepting:

16.3.3.1 where it is given to a colleague for the purpose of aiding or evaluating the academic progress of the student; or

16.3.3.2 when it is given with the prior consent of the student.

17 CODE OF ETHICS: PROCEDURES

Comment [GC22]: Replace with new Article 17

17.1 DEFINITIONS

17.1.1 Complainant shall mean: The Member who alleges that another Member has behaved unethically towards him/her under Article 16: Code of Ethics.

17.1.2 Respondent shall mean: The Member alleged to have behaved unethically towards the complainant under Article 16: Code of Ethics.

17.2 NOTICE OF CHARGES

In the event that a Member chooses to assert charges, he/she shall present these charges in writing to the Ethics Committee, with a copy to the respondent. A copy of the charges shall be given to the respondent seventy-two (72) hours prior to submission to the Ethics Committee. Complaints must be received by the Ethics Committee within ninety (90) working days of the alleged violation. Complaints shall be set out as follows:

17.2.1 The nature of the charge or complaint, including the Article number(s) violated.

17.2.2 The name of the respondent.

17.2.3 The time, date and place of the alleged violation.

17.2.4 A statement that Article 16.1.2.3 has been complied with.

17.3 CONFLICT OF INTEREST

In the event that the complainant or the respondent is an elected or ex-officio member of the Ethics Committee, he/she shall vacate his/her position on the Committee for the duration of the hearing. His/her position shall be temporarily assumed by a Member appointed by the Executive Board.

17.4 ROLE OF THE ETHICS COMMITTEE

17.4.1 The Ethics Committee shall meet within ten (10) working days of receiving a written complaint

17.4.2 At the initial meeting, the Ethics Committee shall request a written statement from the respondent. This statement will be delivered to the Ethics Committee within five (5) working days.

17.4.3 The Ethics Committee shall meet with the complainant and respondent individually.

17.4.4 The Ethics Committee may dismiss a complaint at any time, if it deems the complaint to be without merit, frivolous, or vexatious. Dismissal may result in disciplinary measures as set forth in Article 17.5.5.

17.4.5 The Ethics Committee may seek further information from other members of the Association, or from specific persons outside the Association. If the request and the reply are in writing, copies of the correspondence and any supporting documents shall be provided to the complainant and the respondent. If the request and reply are oral, the Ethics Committee shall record and submit written copies to the complainant and respondent.

17.4.6 The Ethics Committee shall make a decision as to whether to proceed or not and shall inform the complainant and respondent of its decision. If the complaint does not fall within its jurisdiction the Ethics Committee shall suggest possible alternative courses of action to the complainant. In the event of a decision to proceed, the Ethics Committee shall commence a consultative hearing.

17.4.7 Working days in the procedures shall be computed exclusive of Saturdays, Sundays, Statutory Holidays, and the months of June, July and August.

17.4.8 Where the complaint is complex or Committee members are absent, the Ethics Committee may, at its discretion, extend time limits.

17.5 CONSULTATIVE HEARING PROCEDURE

The Ethics Committee shall conduct a consultative hearing as follows:

17.5.1 The hearing shall be scheduled no more than fifteen (15) working days from the decision to proceed to a consultative hearing. A minimum of five (5) working days notice shall be given to those required to attend.

17.5.2 The complainant, respondent, and members of the Ethics Committee are required to attend the hearing. At the discretion of the Ethics Committee, other members of the Association may be required to attend. Articles 16.1.2.3 and 16.1.2.4 shall apply during a consultative hearing.

17.5.3 The Committee may postpone the hearing if anyone is unable to attend. The hearing may proceed in the absence of the complainant or respondent at the discretion of the Committee.

17.5.4 The chair of the Ethics Committee shall chair the hearing. All participants will adhere to the principle of confidentiality. Language and attitude will be respectful at all times. The complainant and respondent will each be given an opportunity to respond to questions asked by the Ethics Committee.

17.5.5 The Ethics Committee shall make one of the following decisions:

- a. No further action;
- b. Any of the following disciplinary measures:
 - Reprimand;
 - Suspension for a fixed term of Association privileges including access to all social and professional development activities and any MRFA funds not governed by the Collective Agreement, with an associated finding that the member remains in good standing;
 - Suspension for a fixed term of voting privileges, the privilege to attend MRFA and committee meetings, and the privilege to hold any MRFA office or committee designation, with an associated finding that the member is not in good standing;
 - Letters to the appropriate Chair, Dean, and VP Academic describing the case and MRFA disciplinary measures;
 - Any other actions the Ethics Committee deems appropriate and which are consistent with the Association's legal obligations to members.

17.5.6 The Ethics Committee shall submit a report within fifteen (15) working days of the conclusion of the hearing to the complainant, respondent and the Executive Board of the Association. This report shall specify the decision, the rationale, and the date or dates upon which any disciplinary measures are to be applied.

18 PARLIAMENTARY PROCEDURE

18.1 The current edition of Robert's Rules of Order shall govern this Association in all parliamentary situations that are not provided for in the law, its Bylaws or adopted rules.

18.1.1 The Executive Board may place new business items anywhere in a meeting agenda.

18.1.2 The President of the Association may designate a Regular Member in good standing to chair any meeting of the Association

18.2 Bylaws affecting the basic democratic rights of members may not knowingly be suspended or circumvented under any circumstances. These include Article 5 –

Membership, Article 6 – Dues, Article 7 – Meetings, Article 11 – Committee Accountability, Article 12 – Elections, Article 13 – Removal, Resignation and Appointment, Article 14 – Ratification of Agreements, Article 16 – Code of Ethics, Article 17 – Code of Ethics Procedures, Article 18 – Parliamentary Procedure, Article 19 – Amendments, and Article 22 – Wind up and Dissolution. Other Bylaw articles may be suspended but not otherwise altered by a two-thirds majority vote of Regular Members present and entitled to vote at a Regular Meeting, a Special Meeting or an Annual General Meeting.

18.3 Recognizing that Bylaw provisions may be violated unintentionally or in error in certain circumstances, the Executive Board shall bring any alleged violation forward to the next General Meeting with a description of the circumstances and the rationale for any actions taken.

18.3.1 In the case of violation of Articles not named in Article 18.2, members may, by a two-thirds majority vote of Regular Members present and entitled to vote, agree to suspend a Bylaw provision in the instance brought forward. By majority vote of Regular Members present and entitled to vote, the Executive Board may be directed to correct, reverse or otherwise address a violation of a Bylaw Article or process.

18.3.2 In the case of violation of Articles named in Article 18.2, the Executive Board shall immediately correct or reverse the violation of the Bylaw. Any decisions resulting from a violation of such a Bylaw process or Article shall be null and void.

19 AMENDMENTS

19.1 These Bylaws shall be added to, repealed, amended or re-enacted only at an Annual General Meeting or Special Meeting by a two-thirds majority vote of Regular Members present and entitled to vote.

19.2 Notice of any such amendments shall be given to the membership in conjunction with the prescribed meeting notice.

19.3 The notice for a bylaw amendment must contain the proposed amendment and rationale.

20 INSPECTION OF RECORDS

The public books and records of the Association may be inspected by a Regular Member of the Association in good standing during regular business hours at the office of the Association. Records of the Ethics Committee and in camera sessions of the Executive Board are excluded as confidential.

21 REIMBURSEMENT

A Member of the Association may be reimbursed for reasonable expenses incurred while on the business of the Association.

22 WIND UP AND DISSOLUTION

Because the Association is a statutory body prescribed by the Post-secondary Learning Act, the members may not voluntarily wind up or dissolve it.

22.1 Involuntary Wind-up or Dissolution

22.1.1 In the event of the Association's impending involuntary windup or dissolution as a result of legislation, regulation, ministerial policy or other involuntary circumstance, all of its assets, after payment of its liabilities, shall be distributed as per section 22.2 below.

22.1.2 In the event of impending involuntary windup, the Officers of the Association shall be specifically empowered to convene an Extraordinary Meeting upon 48 hours' written notice. The voting requirement shall be a simple majority of those Regular Members present at the meeting.

22.1.3 At such meeting, the Executive Board shall:

22.1.3.1 present evidence prompting their action in calling an Extraordinary Meeting for the purposes of dissolving the Association and distributing its assets;

22.1.3.2 present audited financial statements or report on the expected delivery date for audited financial statements;

22.1.3.3 present an Executive Report on any successor Faculty Association or other successor body; on any outstanding liabilities; and on any issues arising that ought to be of concern to members;

22.1.3.4 bring Executive recommendations to dissolve the Association, to distribute its assets pursuant to Article 22.2, and to determine the times for voting on these recommendations.

22.2 DISTRIBUTION OF ASSETS

22.2.1 In the event the Association is wound up or dissolved in the course of ordinary business, all of its assets, after payment of its liabilities, shall be distributed in one of the following ways, or in combinations thereof:

22.2.1.1 Assignment of the assets to a successor Faculty Association or to another organization designated by its members in the first instance;

22.2.1.2 Disposition of the assets (or portion thereof) pro rata to the current members in the absence of a successor organization;

22.2.1.3 Deed of trust to a person or corporation as designated by the members to be held on terms approved by the members on an interim basis until 22.2.1.1 or 22.2.1.2 applies or until an audit can be completed.

ARTICLE 16: CODE OF ETHICS

This article first describes the principles upon which the Code of Ethics is based. The Code itself begins at Article 16.1.

EXECUTIVE SUMMARY

We, the members of the MRFA, assert the following as our code of ethics.

1. **Responsibility:** We have a duty to fulfill our obligations, both written and implied, and to accept responsibility for the consequences of the decisions we make as scholars, teachers, and members of the academic community.
2. **Respect for Oneself and Others:** We have a duty to respect others and a right to respect from others. We accept our leading role in teaching respect for all human beings, regardless of race, religion, gender, sexual orientation, and other categorizations that can be used as a basis for discrimination.
3. **Fairness:** We have a duty to be fair in our dealings with others and a right to be treated fairly.
4. **Truth and the Advancement of Knowledge:** We acknowledge that the concept of truth is itself part of academic inquiry. We agree to conduct our scholarship and teaching in good faith, to be judged by the highest standards in our respective disciplines, and to apply ourselves to the advancement of knowledge in our scholarship and teaching.
5. **Academic freedom:** We have the right to academic freedom, the duty to exercise and defend that right, and the obligation to encourage it in institutional and civic life.
6. **Excellence:** As teachers, scholars, counsellors, librarians, office-holders within the University, and members of the Mount Royal University community, we commit to maintaining the standards of excellence expected of us by our students, our fellow scholars and ourselves.

PREAMBLE

Professionals are self-governed both as groups and as individuals. As higher educational professionals, we assume a variety of roles and sometimes face competing demands that arise from conflicting duties. The challenge of discharging these diverse duties and of maintaining high standards of conduct cannot be met by merely following a list of rules. We need a framework for conceiving of professionalism in higher education that will help us determine for ourselves how we should act in particular situations.

This code rests on the belief that, in order to consistently and correctly determine professional standards of conduct, one must understand upon what those standards are based. Therefore, although the code guides by identifying standards of professional conduct, it also serves an educative function by showing how they are derived and justified. Rather than merely regulating with a limited set of rules, the code consists of a framework of core values, ethical principles, rights, duties, and standards of ethical conduct that define the concept of professionalism in higher education. Through identifying the deeper bases of standards of conduct, it articulates and defends an ideal of the higher educational professional. Thus, in addition to offering a framework which can help members think through the specific ethical challenges that we face, this code intends to contribute to the social milieu in which members of the Association independently endorse, and mutually reinforce, the promotion of the shared values that provide meaning and direction to our work.

As a proud association of equal, autonomous, and responsible professionals, the members of the Mount Royal Faculty Association are united in our resolve to promote these basic values and commitments and thereby maintain the highest standards of professional conduct.

FOUNDATIONAL VALUE: PROMOTING THE COMMON GOOD

The purpose of ethics is to promote the good of individuals. The welfare of specific individuals taken together is the common good. Since higher educational professionals collectively share a general commitment to promote the common good, higher education is an ethical enterprise. Promoting the common good both justifies, and helps to generate, the set of specific values that collectively define professionalism in higher education.

SPECIFIC CORE VALUES

The core ethical values of responsibility, respect for oneself and others, and fairness are generated by the fundamental goal of promoting the common good. The core values of truth and the advancement of knowledge, academic freedom, and excellence arise from the unique character of the higher education mission. Together these six specific values constitute the basis of higher educational professionalism.

THE SIX CORE VALUES OF HIGHER EDUCATIONAL PROFESSIONALISM

1. Responsibility
2. Respect for Oneself and Others
3. Fairness
4. Truth and the Advancement of Knowledge
5. Academic Freedom
6. Excellence

ETHICAL PRINCIPLES

Ethical principles are derived from ethical values, which may be too imprecise to guide behaviour. Ethical principles express ideal standards of behaviour and we should view them as providing us with reasons for acting. Principles have weight or importance and, although they may not determine decisions for us, they can incline those decisions one way or another. As life is often complex, the weight particular ethical principles carry will vary depending on the specific circumstances in which we find ourselves.

The following general ethical principles are derived from the core values of higher educational professionalism. They express standards of professional conduct and generate our specific rights and duties.

1. VALUE: RESPONSIBILITY

Ethical Principle: Higher educational professionals should take responsibility for their decisions and actions, especially as these decisions and actions impact the interests of others.

2. VALUE: RESPECT FOR ONESELF AND OTHERS

Ethical Principle: Higher educational professionals should have and show respect for themselves and others.

3. VALUE: FAIRNESS

Ethical Principle: Higher educational professionals should be fair and, be seen to be fair, in their dealings with others.

4. VALUE: TRUTH AND THE ADVANCEMENT OF KNOWLEDGE

Ethical Principle: Higher educational professionals should seek the truth and be committed to the advancement of knowledge.

5. VALUE: ACADEMIC FREEDOM

Ethical Principle: Higher educational professionals should act to safeguard academic freedom.

Academic freedom encompasses a range of more specific freedoms including freedom of inquiry, freedom of thought, freedom of expression, freedom of association, and freedom of assembly. Together these freedoms form the basis of the higher educational enterprise by making the search for truth and the advancement of knowledge possible. For this reason, insofar as truth and the advancement of knowledge are valuable, so too is academic freedom. Just as we need freedom in our individual lives, we need it to discover how best to advance our common interests. Apart from its instrumental value, academic freedom is required for professional respect because autonomy is a pre-condition of responsibility and responsibility is required for self-respect. Self-esteem in our working lives depends upon us being able to take credit for our successes and this, in turn, is dependent upon us being free to make our own academic choices and decisions.

We regard the set of freedoms that constitute academic freedom as fundamental Charter rights, each of which generates corresponding duties. Although each of these rights and duties are valuable, the right to dissent and the corresponding duty to respect such dissent warrant special attention. The pursuit of truth is a social venture that crosses generational and national boundaries. Individuals do not advance knowledge in a vacuum. Moreover, since none of us are infallible, none of us can determine what others should believe. The truth will most likely emerge in an environment in which individuals are free to express and defend their views without fear of threat or reprisal. This right to freedom of expression includes the right to responsibly dissent. In a climate in which opinions are vigorously debated and challenged, the justification for those opinions can emerge. An understanding of the justification for certain truths is required to ensure that those truths will not be held as prejudices, putting their meaning in danger of being lost. The right to dissent and the corresponding duty to respect dissent are necessary to ensure that the truth will emerge and remain vital. Since the scope of the freedoms that constitute academic freedom is the measure of the maturity and vitality of a society, and since they so directly bear on the pursuit of truth and the advancement of knowledge, higher educational professionals have a unique, fundamental duty to safeguard these freedoms and to educate society about their importance to the common good.

6. VALUE: EXCELLENCE

Ethical Principle: Higher educational professionals should seek excellence in their work.

16.1 ETHICAL STANDARDS

The following ethical standards are derived from the core values and ethical principles stated above. They pertain to the specific roles we assume as colleagues, teachers, scholars and researchers, and administrators, and as members of our wider communities, including Mount Royal University, our disciplines and professions, and broader civil society.

These standards shall apply to all Regular Members of the Association. Failure to adhere to these standards may result in an ethics complaint in accordance with Article 17: Code of Ethics Procedures.

16.2 RESPONSIBILITIES AND RIGHTS AS COLLEAGUES

16.2.1 Responsibility

- 16.2.1.1 We have a duty to be accountable for the impact that our decisions and actions have on our colleagues.
- 16.2.1.2 We have a duty to honour and uphold all agreements adopted by the Association and all verbal and written agreements among ourselves with respect to our professional responsibilities and obligations.
- 16.2.1.3 We have the right to speak on behalf of the Association only if we have the informed consent of the Association or its Executive Board.

16.2.2 Respect

- 16.2.2.1 We have a duty to treat our colleagues with respect.
- 16.2.2.2 We have a duty to be respectful of our differences and diversity.
- 16.2.2.3 We have a duty to maintain our colleagues' privacy and to keep confidential all information learned about a colleague during participation in the work of committees or other work-related activities, except where

disclosure is justly required as part of that work. This duty extends to confidential information learned about third parties who are not members of the Association.

16.2.2.4 We have a duty not to divulge confidential information pertaining to Association affairs, except as required by law or by consent of the Association.

16.2.3 Fairness

16.2.3.1 We have a duty to judge our colleagues without bias or prejudice.

16.2.3.2 We have a duty to evaluate the work and efforts of our colleagues fairly and objectively and to make professional assessments on the basis of merit to the best of our abilities.

16.2.3.3 We have a duty to act in good faith in our dealings with our colleagues.

16.2.3.4 We have a duty to avoid conflicts of interest and to fully and appropriately disclose any potentially conflicting obligations in our dealings with our colleagues.

16.2.4 Truth and the Advancement of Knowledge

16.2.4.1 We have a duty to be truthful with, and in our dealings about, our colleagues.

16.2.5 Academic Freedom

16.2.5.1 We have a duty to protect the academic freedom of our colleagues and to encourage their freedom of inquiry. This includes respect for our colleagues' right to dissent and to express views with which we disagree.

16.2.5.2 We have the right to academic freedom.

16.2.6 Excellence

16.2.6.1 We have a duty to maintain high standards of collegiality.

16.2.6.2 We have a duty to encourage each other to abide by this code.

16.3 RESPONSIBILITIES AND RIGHTS AS TEACHERS

16.3.1 Responsibility

16.3.1.1 We have a duty to be accountable for the impact that our decisions and actions have on our students.

16.3.2 Respect

16.3.2.1 We have a duty to treat our students with respect, to be mindful of the position of power we occupy, and to uphold a professional relationship with them.

16.3.2.2 We have a duty to be respectful of our diversity and to be tolerant of differences between our students and ourselves, and those among our students.

16.3.2.3 We have a duty to maintain students' privacy and to keep confidential all information learned about a student, except where it is given to a colleague for the purpose of aiding or evaluating the academic progress of the student, where maintaining privacy might be contrary to the interests of the Mount Royal University community, or where it is given with the prior consent of the student.

16.3.3 Fairness

- 16.3.3.1 We have a duty to judge our students without bias or prejudice.
- 16.3.3.2 We have a duty to evaluate the work and efforts of our students fairly and objectively and to make professional assessments on the basis of merit to the best of our abilities.
- 16.3.4 Truth and the Advancement of Knowledge
 - 16.3.4.1 We have a duty to protect and promote academic freedom in our classrooms, including by fairly considering a broad range of views and opinions.
 - 16.3.4.2 We have a duty to promote academic honesty and integrity in our courses.
- 16.3.5 Academic Freedom
 - 16.3.5.1 We have a duty to protect the academic freedom of our students and to encourage their freedom of inquiry. This includes respect for our students' right to dissent and to express views with which we disagree.
 - 16.3.5.2 We have the right to academic freedom. This includes the right to autonomy over the curricula we teach, subject only to generally accepted standards of pedagogy and the specific standards of our disciplines. It also includes the right to freedom of thought and expression.
- 16.3.6 Excellence
 - 16.3.6.1 We have a duty to maintain high standards of teaching expertise and appropriate, discipline-specific standards of intellectual rigor in our courses.
 - 16.3.6.2 We have the right to engage in professionally recognized and appropriate development activities in order to enhance our performance as teachers.
- 16.4 RESPONSIBILITIES AND RIGHTS AS SCHOLARS AND RESEARCHERS
 - 16.4.1 Responsibility
 - 16.4.1.1 We have a duty to be accountable for the impact that our decisions and actions have on our fellow researchers and scholars.
 - 16.4.1.2 We have a duty to be accountable for the use of any funds awarded to us as researchers and scholars by Mount Royal University or external granting agencies. We have a duty to allocate or spend these funds responsibly.
 - 16.4.2 Respect
 - 16.4.2.1 We have a duty to respect and promote the ethics of research involving humans or animals.
 - 16.4.3 Fairness
 - 16.4.3.1 We have a duty to judge our fellow researchers and scholars without bias or prejudice.
 - 16.4.3.2 We have a duty to evaluate the work of our fellow researchers and scholars fairly and objectively and to make professional assessments on the basis of merit to the best of our abilities.
 - 16.4.3.3 We have a right as researchers, scholars, and experts to pursue outside interests consistent with our primary obligations to Mount Royal University.
 - 16.4.3.4 We have a duty to avoid conflicts of interest and to fully and appropriately disclose any potentially conflicting obligations in the course of our research and scholarship.

16.4.3.5 We have a duty to avoid using any advances in knowledge that we have gained as a result of access to confidential information obtained in our capacity as a peer reviewer or referee, or any other position of trust and authority, unless we have the permission of the author.

16.4.4 Truth and the Advancement of Knowledge

16.4.4.1 We have a duty to base our research and scholarship on advancing knowledge in good faith.

16.4.4.2 We have a duty to acknowledge any creative or academic contributions that our colleagues and students make to the work that we produce.

16.4.5 Academic Freedom

16.4.5.1 We have a duty to protect and promote our own academic freedom and the academic freedom of our fellow researchers and scholars.

16.4.5.2 We have the right to academic freedom. This includes the right to freedom of inquiry, freedom of thought, freedom of expression, freedom of association, and freedom of assembly.

16.4.6 Excellence

16.4.6.1 We have a duty to maintain high standards as researchers and scholars.

16.4.6.2 We have the right to engage in professionally recognized and appropriate development activities in order to enhance our performance as researchers and scholars.

16.5 RESPONSIBILITIES AND RIGHTS AS ADMINISTRATORS, INCLUDING AS CHAIRS

16.5.1 Responsibility

16.5.1.1 We have a duty to be accountable for the impact that our decisions and actions have on those over whom we have authority, including students, staff, and faculty.

16.5.2 Respect

16.5.2.1 We have a duty to treat students, staff, and faculty with respect, to be mindful of the position of power we occupy, and to exercise our authority without making unreasonable, arbitrary, contradictory or retaliatory demands.

16.5.2.2 We have a duty to be respectful of our diversity and to be tolerant of differences among and between ourselves and students, staff, and faculty.

16.5.3 Fairness

16.5.3.1 We have a duty to avoid conflicts of interest and the appearance of conflicts of interest by not using our position for personal gain.

16.5.4 Truth and the Advancement of Knowledge

16.5.4.1 We have a duty to be truthful with, and in our dealings about, those over whom we have power.

16.5.5 Academic Freedom

16.5.5.1 We have a duty to protect and promote academic freedom, including a duty to respect and encourage responsible dissent.

16.5.6 Excellence

16.5.6.1 We have a duty to maintain high standards of leadership and managerial competence.

16.6 RESPONSIBILITIES AND RIGHTS AS MEMBERS OF MOUNT ROYAL UNIVERSITY

16.6.1 Responsibility

16.6.1.1 We have a duty to be accountable for the impact that our decisions and actions have on Mount Royal University's stakeholders.

16.6.6.2 We have a duty to participate in development of, and to abide, by Mount Royal University policies and agreements, and to discharge our duties fairly and in good faith, mindful of our responsibilities to Mount Royal University's stakeholders.

16.6.2 Academic Freedom

16.6.2.1 We have a duty to protect and promote academic freedom at Mount Royal University.

16.6.3 Excellence

16.6.3.1 We have a duty to seek reforms which would improve Mount Royal University.

16.6.3.2 Full-time members have a duty to participate in the governance and administration of Mount Royal University at the Board of Governors, Association, Faculty, department and other levels, provided that this participation is consistent with the member's primary responsibilities and individual abilities.

16.7 RESPONSIBILITIES AND RIGHTS AS MEMBERS OF OUR BROADER ACADEMIC COMMUNITIES AND ORGANIZATIONS

16.7.1 Responsibility

16.7.1.1 We have a duty to be accountable for the use of any funds entrusted to us as occupants of positions of trust and authority in our professional bodies and associations. We have a duty to spend these funds responsibly.

16.7.1.2 We have the right to engage in the activities and governance of our professional bodies and associations, provided that exercising this right is consistent with the discharge of our primary responsibilities at Mount Royal University.

16.8 RESPONSIBILITIES AND RIGHTS AS MEMBERS OF CIVIL SOCIETY

16.8.1 Truth and the Advancement of Knowledge

16.8.1.1 We have a duty to be truthful about our qualifications and expertise, including when speaking on matters outside our professional expertise.

16.8.2 Academic Freedom

16.8.2.1 We have a duty to protect and promote academic freedom.

16.8.2.2 We have the right to academic freedom, including the right to exercise all of our academic freedoms off campus.

ARTICLE 17: CODE OF ETHICS PROCEDURES

17.1 DEFINITIONS

- 17.1.1 “Complainant” shall mean the Regular Member who alleges that another Regular Member has behaved unethically under Article 16: Code of Ethics.
- 17.1.2 “Respondent” shall mean the Regular Member alleged to have behaved unethically under Article 16: Code of Ethics.
- 17.1.3 “Complaint” shall mean a formal notice of alleged unethical behaviour prepared by the complainant.
- 17.1.4 “Third-party complaint” shall mean a complaint in which the respondent is alleged to have behaved unethically towards an employee of Mount Royal University who is not a Regular Member of the Association, an employee of the Association, or a student of Mount Royal University, or where there is no identifiable victim.

17.2 PRINCIPLES

17.2.1 These procedures shall be applied in support of, and in the spirit of, the MRFA Code of Ethics as defined in Article 16.

17.2.2 These procedures shall be applied in accordance with the principles of natural justice and due process:

- 17.2.2.1 A respondent shall receive reasonable notice of a complaint and any subsequent proceedings.
- 17.2.2.2 A respondent shall have the right to see the evidence presented and to challenge that evidence.
- 17.2.2.3 All parties to a complaint shall be entitled to have a support person present during proceedings, such support person to be an MRFA Regular Member.
- 17.2.2.4 All parties to a complaint shall be entitled to a fair hearing, including:
- a) a thorough, unbiased and non-discriminatory evaluation of the evidence;
 - b) a decision based on precisely relevant information, and only that information, presented during the proceedings;
 - c) a decision that relates evidence to the Code of Ethics;
 - d) a right to receive detailed reasons for the decision; and
 - e) a right to appeal.

17.2.3 Conflict of Interest

- 17.2.3.1 If the complainant or respondent is a member of the Ethics Committee, that member shall not serve on the panel established in accordance with Article 17.4.1.4 and shall not discuss the proceedings with other Committee members.
- 17.2.3.2 A complainant, respondent or member of the Ethics Committee may identify a potential conflict of interest among members of the Ethics Committee, doing so in writing to the members of the Ethics Committee. The Ethics Committee shall determine how to manage a real or perceived conflict of interest. Normally simple disclosure will be adequate to allow committee members to evaluate other members’ arguments with respect to the case, but the Committee may consider placing constraints on participation.
- 17.2.3.3 In an appeal to the Executive Board, a complainant, respondent or member of the Executive Board may identify a potential conflict of interest among members of the Executive Board, doing so in writing to the members of the Executive Board. The Executive Board shall determine how to manage a real or perceived conflict of interest. Normally simple disclosure will be adequate to allow committee members to evaluate other members’

arguments with respect to the case, but the Executive Board may consider placing constraints on participation.

17.3 COMPLAINTS

17.3.1 Notice of Complaint

17.3.1.1 The complainant shall present the complaint in writing to the respondent within ninety (90) working days of the alleged violation of the Code of Ethics.

17.3.1.2 The written complaint shall state

- a) the nature of the complaint, including the Article(s) alleged to have been violated;
- b) the name of the respondent;
- c) details of the time, date, and place or medium of the alleged violation;
- d) an affirmation that the charges are true and can be substantiated by documentation and/or testimony; and
- e) any requested remedies.

17.3.1.3 Either the complainant or the respondent may propose informal resolution of the complaint prior to its submission to the Ethics Committee.

17.3.1.3.1 In many instances, it might be helpful for the complainant to discuss the alleged unethical behaviour directly with the respondent.

17.3.1.3.2 The complainant and the respondent may agree to attempt to resolve the issue between themselves or by using a mutually agreed facilitator, such as the MRFA President or designate, the Chair of the Ethics Committee or designate, or another MRFA Regular Member.

17.3.1.3.3 Either party to an informal resolution may ask that a written record of that resolution be prepared, and this document may be considered in any future proceedings.

17.3.1.4 In the event that no satisfactory resolution is achieved within five (5) working days of presentation of the written complaint to the respondent, the complainant may file the complaint with the Chair of the Ethics Committee.

17.4 PROCEDURES

17.4.1 Role of the Ethics Committee

17.4.1.1 The Ethics Committee shall only hear a third-party complaint when the alleged unethical behaviour was towards a person who is not a Regular Member of the Association, and only with the consent of that person given by signature on the complaint, or where there is no identifiable victim.

17.4.1.2 The Ethics Committee shall not normally hear a subsequent complaint based on the same circumstances that gave rise to an earlier complaint if the earlier charge has gone to a consultative hearing. A complainant may initiate new charges if there are facts previously unknown to the complainant at the time of the hearing, or if there is a recurrence of incidents where a previous case was found to have merit. The Ethics Committee may deem a subsequent complaint frivolous or vexatious.

17.4.1.3 On receipt of a complaint, the Chair of the Ethics Committee shall request a written statement from the respondent addressing the complaint. The statement will be delivered to the Ethics Committee, and a copy will

be provided to the complainant, within five (5) working days.

- 17.4.1.4 The Ethics Committee shall form a panel of five members, including the Chair, to hear the complaint. In exceptional circumstances, the complaint may be heard by a panel of four members.
- 17.4.1.5 The panel may extend the time limits in these procedures where necessary.
- 17.4.1.6 The panel shall meet within ten (10) working days of receipt of the complaint to review the complaint and the written statement from the respondent.
- 17.4.1.7 The panel shall meet individually with the complainant and the respondent within fifteen (15) working days of receipt of the complaint.
- 17.4.1.8 Within five (5) working days of the last individual meeting, the panel shall decide whether to proceed to a consultative hearing and shall inform the complainant and the respondent in writing of its decision and the reasons for its decision. If the complaint does not fall within the jurisdiction of the Ethics Committee, the panel may suggest to the complainant possible alternative courses of action, such as are provided under the university's Personal Harassment and Human Rights policies.

17.4.2 The Consultative Hearing

- 17.4.2.1 In preparation for a consultative hearing, the panel may seek further information from other members of the Association, or from specific persons outside the Association. If the request and the reply are in writing, copies of the correspondence and any supporting documents shall be provided to the complainant and the respondent. If the request and reply are oral, the panel shall provide the complainant and respondent with a written record of the information.
- 17.4.2.2 The hearing shall begin no later than fifteen (15) working days after the decision to proceed to a consultative hearing. A minimum of five (5) working days' notice shall be given to participants required to attend.
- 17.4.2.3 The complainant, respondent and members of the panel are required to attend the hearing. At the discretion of the Ethics Committee, other Members of the Association may be required to attend.
- 17.4.2.4 The panel may postpone the hearing if anyone is unable to attend. The hearing may proceed in the absence of the complainant or respondent at the discretion of the panel.
- 17.4.2.5 The Chair of the Ethics Committee shall chair the hearing. All participants shall adhere to the principle of confidentiality. Language and attitude shall be respectful at all times. The complainant and respondent will each be given an opportunity to make a statement, and to respond to questions from the panel.

17.4.3 Disposition of Cases

- 17.4.3.1 The panel may dismiss a complaint at any time after the initial meetings with the respondent and complainant, if it deems the complaint to be without merit, frivolous or vexatious. Dismissal of the complaint may result in a summary decision to apply one or more of the disciplinary measures set forth in Article 17.4.3.2 against the complainant . Such a decision is subject to appeal.
- 17.4.3.2 Following a consultative hearing, the panel shall make a decision:
 - a. that the case is without merit, requiring no further action; or
 - b. that the case has merit, with consequences to include one or more of the disciplinary measures below.

The panel shall make a decision that the case has merit only by unanimous consent.

The panel may apply any of the following disciplinary measures:

- a) reprimand;
- b) suspension for a fixed term of access to all social and professional development activities and Association funds not governed by the Collective Agreement, with an associated finding that the member remains in good standing;
- c) suspension for a fixed term of the Association privileges listed in b) above and of voting privileges, the right to attend meetings of the Association and its committees, and the right to hold any MRFA office or committee position, with an associated finding that the member is not in good standing;
- d) a letter to the appropriate Chair(s), the appropriate Dean(s), and the Provost and Vice-President, Academic describing the case and the disciplinary measures, and including a date by which the letter is to be removed from the file;
- e) any other actions the panel deems appropriate within the bounds of the Association's legal responsibilities to its members.

17.4.3.3 The panel shall submit a final report within fifteen (15) working days of the conclusion of the hearing to the complainant, respondent and Executive Board of the Association. This report shall specify the decision, the rationale, and the date or dates upon which disciplinary measures are to be applied.

17.4.3.4 The Association shall retain the final reports in a confidential file. Where there are previous breaches of the Code of Ethics by the respondent, past incidents may be considered by the panel in determining disciplinary consequences.

17.5 APPEALS

17.5.1 A decision of a panel of the Ethics Committee may be appealed to the Executive Board as follows:

17.5.1.1 Either the complainant or the respondent may appeal a decision not to proceed to a consultative hearing, a decision made pursuant to Article 17.4.3.2, or any disciplinary measures applied. Only appeals based on procedural grounds or new evidence shall be heard.

17.5.1.2 Notice of the appeal shall be given in writing to the other party and to the Executive Board within ten (10) working days of receipt of the panel's decision.

17.5.1.3 The Executive Board shall, upon receipt of notice of the appeal, hold a hearing within ten (10) working days.

17.5.1.4 Five (5) working days' written notice of the appeal hearing shall be given to the complainant, the respondent, and the members of the panel, all of whom shall have standing to speak to the appeal. The presence of other participants shall be at the discretion of the Executive Board.

17.5.1.5 The Executive Board shall render its final decision within ten (10) working days of the conclusion of the appeal hearing. This decision shall be final.

17.6 APPLICATION OF DISCIPLINARY PROCEDURES

17.6.1 No disciplinary measures assigned by the Ethics Committee shall be applied until the appeal notice period has passed. Any disciplinary measures assigned by the Executive Committee shall not be applied before completion of the appeal.

MRFA President's Report
2011 Annual General Meeting
Dr. Gerry Cross

Executive Board Goals

In the fall, the Executive set the goals listed below. Most have been accomplished in some way. I will speak to them briefly at the AGM.

Internal MRFA

- Review the MRFA vision statement
- Conduct MRFA Executive visits to departments
- Assist in the integration of new faculty
 - President and PAC representative meet with ISP small groups to discuss tenure processes and other matters of interest
 - PAC members meet with new faculty individually to discuss any concerns
- Continue to explore strategies to communicate with and include part-time faculty members
- Communicate more effectively with the membership using department communicators and other means
- Review the role of the Academic Liaison Officer and the Academic Liaison Committee
- Work with the Ethics Committee towards approving our new Ethics bylaws at the 2011 AGM
- Conduct a study of Executive, committee and ratification voting procedures to determine whether changes to our procedures are warranted

Collective Agreement

- Hold a Q and A on the Collective Agreement
- Fully incorporate the general criteria for promotion developed by APTC
- Ensure that new faculty understand the processes for developing expectations for and evaluating scholarship

University Governance and Administration

- Ensure that the interests of members are represented effectively on selection committees for administrative personnel
- Monitor the impact of university policies on faculty
- Prepare an Academic Plan submission on behalf of the membership

Internal/External Relationships

- Provide advice on reforming ACIFA to our two representatives on the ACIFA Executive
- Establish a relationship with the MRSSA and SAMRU

Grievance Report

We report on grievances so that members will know the number and type which have been initiated during the year and because we hope to prevent similar grievances in the future.

1. A grievance in which a part-time member was not reappointed was resolved at Step 1 (member, Chair and Dean) with an agreement that certain aspects of the hiring procedures be reviewed and that the part-time member be considered for reappointment in the future.
2. There were two grievances related to reappointed part-time faculty not being allocated as many sections as they thought they deserved. One was resolved at Step 1 and the other was withdrawn.

The Collective Agreement provides the process for making these decisions: department recommends reappointment criteria and a definition of accumulated experience that is both satisfactory and relevant to the Dean; part-time faculty members apply for reappointment; and the standing part-time committee makes reappointment decisions and allocates workload. In any situation like this in which there is discretion in making a recommendation or decision, that discretion can only be challenged (for example, in arbitration) on the grounds that the decision was arbitrary, discriminatory or unreasonable. In other words, when there is discretion, a bad decision made in good faith cannot be the basis for a grievance.

3. Two grievances related to assignment of workload for fixed-term part-time appointments were resolved at Step 1. Human Resources is developing a planning form that should help to prevent similar issues in the future, as well as to avoid payroll errors associated with these appointments. There were several such errors this year because the 384 SICH is paid over 12 months without contracts being generated and there was not a procedure for reporting which courses were within the 384 SICH and which were not.
4. A grievance related to dismissal of a part-time faculty member was resolved at Step 2 (the President of the MRFA and the Provost and Vice-President, Academic). Certain procedures had not been followed, resulting in dismissal for just cause. In the grievance, it was argued that there were mitigating circumstances and that, therefore, the member should be considered for reappointment. It was agreed that the Dean would not alter past practice of approving part-time hiring recommendations from departments, should the standing part-time committee recommend reappointment.
5. The Association prepared a Step 2 policy grievance on eligibility for part-time benefits which asserted that Human Resources has been incorrectly interpreting the first part of the first sentence of Article 16.18.1.1: "A part-time employee employed as an instructor who has had an average teaching load per semester of one hundred forty-four (144) scheduled instructional

course hours or more during Fall and Winter semesters in a continuous twelve (12) month period shall be eligible for benefits at the beginning of appointment in the third (3rd) consecutive semester providing the ...". They have been interpreting this as a minimum of 144 SICH and ruled that a part-time faculty member who had taught 96 SICH and 192 SICH in the previous two Fall/Winter semesters, for an average of 144 SICH per semester, was not eligible for benefits because 144 SICH or more had not been taught in each of the first two semesters. Although the policy grievance was prepared, it was never filed because the University chose to resolve the matter outside of the grievance process. The resolution was a Memorandum of Understanding reducing the eligibility requirements to the continuation requirements of 96 SICH during each of the Fall and Winter semesters in a continuous 12 month period. The change was effective immediately and made approximately 30 more part-time faculty members eligible for benefits.

6. The Association filed a policy grievance against the Infoslem scheduling software and the Academic Scheduling Policy (POL 516-1) in December. On January 17, we reached an interim Step 2 resolution which acknowledged that the fundamental reasons for the grievance were dissatisfaction with how the course scheduling system has been implemented and that the real resolution would be implementing the system in a way that better serves the needs of faculty, students and the University. We agreed that: 1) an augmented Academic Scheduling Committee be charged with identifying the principle issues related to course scheduling, proposing solutions, and evaluating the success of the resulting changes; and 2) the violations of the Collective Agreement alleged in the grievance be set aside until the Academic Scheduling Committee has submitted a report with recommendations on proposed solutions for the principle issues. This work is ongoing.
7. A policy grievance related to the application of the Personal Harassment Policy to the internal business of the MRFA Executive Board was advanced to Step 5 (arbitration) in 2009-2010. The grievance was heard by an arbitration board on September 10, 2010. We are still awaiting the board's ruling.

As well, the President provides advice and support to members on matters that do not involve contraventions of the Collective Agreement.

External Activities

I participated in regular ACIFA Executive Council and Presidents' Council meetings. As the External Vice-President of ACIFA, I am the federated membership delegate to CAUT. In this role, I attended the Western Regional Conference in October, CAUT Council in November, and the Senior Grievance Officers Workshop in December. Council is the decision making body of CAUT and it meets twice a year. Between now and the Annual General Meeting, I will be attending the second CAUT Council meeting of the year. These meetings are valuable, both for the items on the formal agenda and because they provide an opportunity to share experiences with colleagues from other universities.

Faculty Association Organization

As our membership grows and we complete the transition from a college faculty association to a university faculty association, we will need to think about how the work of the Association gets done. Here are some things that we might consider in the future.

1. Many university faculty associations have an Executive Director who performs some of the tasks that the MRFA President is responsible for.
2. The MRFA President is also the grievance officer. We have a subcommittee of the Executive that advises on the handling of grievances and decisions are made by the Executive as a whole. Many associations have a Chief Grievance Officer who chairs an elected grievance committee. Some grievance committees include a representative from every Faculty. As well, in some associations there is a staff position with responsibilities for contact administration. Typically, the Executive makes decisions such as authorizing legal advice, advancing a grievance to arbitration, and filing policy grievances, with the grievance officers responsible for all other aspects of grievance handling.
3. A few universities have a governing body that advises the Executive. For example, the Windsor University Faculty Association has a representative council of 41 members, including an eleven-person Executive. The council advises the Executive and sets policy directions. A council can be representative of Faculties and also of categories of employees.
4. Our Negotiating Committee is elected directly by the membership and the committee reports to the membership. CAUT recommends that the Executive appoint the members of the Negotiating Committee and that it report to the Executive. The reasoning is that if both committees are elected, then they both inherit their authority from the membership and this can create decision-making problems during bargaining if they disagree.

Selected Items from Monthly Reports

Tenure and Promotion Workshops

By Articles 9.3.10 and 9.4.5 of the Collective Agreement, members and alternates serving in their first year on a departmental Tenure and Promotion Committee or the University Tenure and Promotion Committee must attend one of the tenure and promotion workshops conducted jointly by the MRFA and the University. If a department does not elect their Tenure and Promotion Committee, then it consists of all tenured members not on leave. Workshops were held in October and in February.

The PowerPoint presentation used in these workshops is posted on the MRFA website, mrfa.net, under *Tenure Process* on the *Documents* menu.

Task Force on Faculty Leaves and the Academic Year

The Memorandum of Understanding on page 108 of the Collective Agreement established a joint committee to prepare a report related to planned leave programs. The report is to be submitted to both negotiating committees by January 31, 2012 for consideration in the next round of collective bargaining. The Association's representatives on the committee are the President of the MRFA and Janne Holmgren. The Board's representatives are the Provost and Vice-President, Academic and Chad London.

The committee decided to create a task force around itself in order to broaden the discussion and to better inform the recommendations that will be made to the negotiating committees. The reason for extending the mandate to include the academic year is so that changes that would make larger blocks of time available for scholarship and teaching-related development can be considered. The task force has had its initial meeting.

CAUT Western Regional Conference

This was a two day conference held in Edmonton at the end of October. There were two sessions on research funding. Some disturbing trends are:

- one result of competition is that money is taken from teaching to be spent on research so that the university can improve in the rankings and thereby increase their share of research grants;
- a decrease in the number of research faculty on the granting councils and a corresponding increase in the number categorized as corporate representatives, some of whom are purely political appointees with no relevant industry experience;
- a decrease in basic research funded by NSERC and an increase in targeted research;
- funding the purchase of expensive equipment, but not the operating budget required to use it effectively.

The opening session of the conference was a report on the UBC governance case. This began with an extensive Senate report that recommended the Senate become more proactive with respect to its statutory mandate over academic governance (the UBC Senate has about 90 members, 36 of whom are faculty). Subsequently, the Senate passed a policy on student evaluation of teaching that was in conflict with provisions of the Collective Agreement. The Faculty Association filed a policy grievance that went to arbitration. UBC argued that Senate policies cannot be the subject of arbitration because they are outside the Collective Agreement and in March, 2008 the arbitrator agreed by ruling that he did not have jurisdiction over the policy and so, even if it were inconsistent with the Collective Agreement, he would not be able to provide a remedy that would interfere with the policy.

The Association appealed to the British Columbia Court of Appeal, contending that the arbitrator erred in rejecting their principal argument that UBC was a single entity employer whose constituent parts, including the Senate, were bound by the Collective Agreement. They submitted that the Senate is not a separate, unaccountable entity and that the Collective Agreement must prevail. Because of the importance of the case, both CAUT and AUCC were granted intervenor status. The Court of Appeal upheld the arbitrator's award on April 20, 2010, finding that there is a clear division of powers between the Board and the Senate in the University Act and that the Board could not bargain away the Senate's authority over academic matters. The Association

was ordered to pay UBC's costs.

The boards of other BC universities moved aggressively in an attempt to take advantage of the Court of Appeal's decision. For example, on May 25, 2010 the Board Chair of Kwantlen Polytechnic University wrote the Faculty Association to say:

As we were formerly subject to the College and Institute Act, it is possible that there are some current provisions in the collective agreement that were bargained in good faith at the time but that deal with areas that may now be under Senate's exclusive jurisdiction, or that require Senate's advice or approval.

Under the University Act, the Board does not have power over matters that fall within the exclusive jurisdiction of the Senate. If, in the future, the Senate, in carrying out statutory powers vested exclusively in it adopts educational policies that conflict in whole or in part with the collective agreement, or if the collective agreement language were successfully challenged based on a conflict with the Senate's exclusive statutory powers, those parts of the collective agreement that infringe upon the Senate's exclusive jurisdiction will be void and of no effect.

As a result, the initial bargaining meetings last fall were replaced by discussions on reaching a common interpretation of the University Act with regards to bicameral governance. The powers of the Board are the same for all universities in BC, but the Senates of the new special purpose, teaching universities have less authority than those of the older universities.

There is no danger of this happening at Mount Royal under the present legislation. Unlike the University Act of British Columbia, Alberta's Post-Secondary Learning Act specifies that an academic staff association shall be established and that it shall have the exclusive authority, on behalf of the academic staff members, to negotiate and enter into an agreement with the board of the public post-secondary institution. The Act also states that the board shall, subject to any existing agreement, prescribe the terms and conditions of employment of academic staff members. Our General Faculties Council is constituted under the Alternative Academic Council Regulation which grants a limited set of powers, mostly related to academic programs. Some additional powers and recommendation and advisory roles have been delegated to GFC by the Board. For example, GFC must make recommendations to the Board prior to their decisions on tenure and promotion procedures and policies.

Respectfully submitted,
Dr. Gerry Cross

1st Vice-President and Negotiating Committee Report
MRFA Annual General Meeting
13 May 2011

This academic year is a non-monetary, limited re-opener round for the Negotiations Committee. The focus of this round is two-fold: to continue the work related to the transition and to review and address part-time issues – particularly those surrounding Initial Part-Time Appointment, Re-appointment, and Allocation of Workload (Articles 4.7, 4.8, 4.9).

In terms of the transitional matters, we have focussed on issues relating to (i) the promotion to Full Professor (“criteria” wording, process for the appeal of denial), (ii) tenure (again, a process for the appeal of denial); (iii) copyright, and (iv) Laboratory Instructor evaluation and appointment.

With respect to the part-time issues, the Negotiating Committee held three Open Houses in January and February. We received considerably input on the effectiveness of the new part-time hiring process. In addition, we asked full-time and part-time members to complete a survey related to these issues and reported the main results at the March MRFA meeting. Feedback from this process was extremely valuable as it identified some of the more contentious issues.

The atmosphere around the negotiating table has been courteous and respectful, in spite of our occasional differences. I have observed a genuine interest on both sides to resolve our differences through creative and innovative approaches. The Negotiating Committee is confident that we will have a package available for ratification before the summer break.

I am also the MRFA’s delegate on ACIFA’s (Alberta Colleges & Institutes Faculties Association) Negotiations Advisory Committee and attended both meetings (Calgary in November and Edmonton in March). While we are no longer a college and many of our interests diverge considerably from most of the ACIFA members, it is still useful to sit on this committee. Grant MacEwan University is also a member of ACIFA and we share many common transitional interests; so conversations with their delegates are quite informative. But it also gives us a sense of how these post-secondary institutions respond to government initiatives (or lack thereof). One note of interest is that most of the institutions negotiating for the 2011-12 year have agreed upon a 2% increase in salary – this, in spite of the provincial government’s apparent commitment to a 0% increase in funding over the next couple of years.

I also sit as an ex-officio member on the Professional Affairs Committee (PAC). This has been a successful year with a number of excellent speakers and a Committee (A)fair session that attracted considerable interest from new faculty. Please see the Second Vice-President’s report for a more detailed discussion.

Finally, in addition to the above and attending the bi-weekly Executive meetings, I sat on the Grievance committee and acted as the President’s alternative at the Budget Advisory Committee meetings. In retrospect, it has been a busy year – as usual – and I’m looking forward to privilege of serving the Association in the near future.

Respectfully submitted,

David R. Sabiston, 1st Vice-President

Professional Affairs Committee (PAC)
2nd Vice President's Report
May 13, 2011

I am pleased to submit this annual report for your perusal at the successful completion of this academic year as your 2nd Vice President. I have reported during the academic year as well, so you may have seen parts of the report before.

As Mount Royal is working towards its vision of becoming a premier undergraduate university, it is important to address emerging professional needs of the faculty which are generally not addressed adequately by other avenues in the university. The Professional Affairs Committee (PAC) which I am chairing is focusing on these emerging needs with a vision to foster excellence in the Mount Royal Community. PAC's complete vision statement is given below.

"The Professional Affairs Committee will foster professional excellence within the MRFA community. Professional excellence encompasses the ability to model leadership behaviours and collegiality, to take an active role in academic governance, and to act in accordance with the MRFA bylaws and the processes established in the Collective Agreement."

Structurally, PAC consists of eight (8) members: the Second Vice-President (Chair) and First Vice-President (ex-officio); 3 members (2 must be tenured) for 2 years elected in even-numbered years, 3 members (2 must be tenured) for 2 years elected in odd-numbered years. The composition of the current PAC is given in a table which can be found at the end of this report. In terms of its work scope, the areas of interest for the PAC include: academic governance, parliamentary procedures, faculty leadership, conflict resolution and mediation, labour relations and professional conduct, assisting new faculty through participation in the ISP and other programs. In light of this framework, PAC's activities for this year included the following:

- In August 2010, sent a Message of welcome to ISP 2010 on behalf of the PAC with an invitation to attend PAC's September 1, 2010 workshop on Robert's Rules of Order.
- On Wednesday, September 1, 2010, a very successful workshop on the Robert's Rules of Order was organized. The workshop was facilitated by Robert James, PRP and had a special focus on GFC. Based on evaluations, the workshop was very well received by the faculty who attended (about 40) the workshop. Gerry Cross, MRFA President, also spoke briefly at the workshop about the importance such workshops. This year's workshop had a greater emphasis on practice for which PAC had developed some MRU based scenarios. A complete report of this event is available on the MRFA website (<http://mrfa.net>). The workshop was co-sponsored by the MRU Provost & VP Academic's office.
- PAC Collaborated with the Social Committee by sponsoring the program titled Meet and Greet Pizza Party – Sept 17, 2010. The purpose of this activity was to introduce new faculty to the MRFA and the PAC.
- PAC also organized individual meetings with members of the ISP-2010 to support and learn more about the new faculty.

- Most of what the MRFA accomplishes as a professional organization is the result of its members' involvement with the MRFA. Therefore it is essential to give new faculty an opportunity to connect with and get to know the MRFA committees. To serve this purpose, a program titled *A Committee (A)ffair* was organized on Friday, March 25, 2011 at the Faculty Centre. Though the program was of a special interest to new faculty but it was open to all faculty. The program was attended by about sixty faculty members. The program was found very useful by the participants as reflected by the evaluation conducted at the end of the program. A complete report of this event is available on the MRFA website (<http://mrfa.net>).
- At the time preparation of this report, PAC is actively engaged in organizing two important workshops dealing with the dynamics of human interaction in the university setting. The first all day workshop titled *Communication, Conflict, and Change in the Academic Workplace: Pattern for Success in an evolving Landscape* is taking place on Thursday, May 5, 2011. This workshop will be presented by Bill Warters from Wayne State University, USA. The second workshop titled *Why can't we all just get along? Incivility and hostility within academia* will be presented by *Loraleigh Keashly* from Wayne State University, USA and is planned for Monday, May 9, 2011. The organization of these workshops is a new initiative and a lot of work has gone into their preparation. PAC is looking forward to success of these workshops. The reports for these workshops will be placed on the MRFA website when they are ready. Both workshops have been co-sponsored by the MRU Provost & VP Academic's office.
- As 2nd VP, following is brief account of some of my other activities:
 - I am a member of the Diversity Committee (DC). A report of the Diversity Committee has been submitted separately by its Chair Cynthia Gallop.
 - I also participated and contributed to the work of the MRFA executive.
 - Science & Technology Scholarship & Awards ceremony - Tuesday, Nov. 16, 2010 – presented MRFA's award.
 - Arts Scholarship & Awards ceremony Tuesday, November 30, 2010 - presented MRFA's award.
 - Participated in the MRFA executive meeting with the Grant MacEwan University Faculty Association. The meeting was conducted via video conferencing on November 19, 2010 and focused on matters of mutual interest, for example, system of rank and promotion, bicameral governance, online faculty evaluation, and class scheduling system.
 - Participated in the MRFA executive's departmental visits to connect with faculty and get an understanding of existing faculty concerns and issues and respond to them appropriately.
 - MRFA made a submission regarding the new MRU Academic Plan to The Academic Planning Committee of MRU. On Wednesday, February 9, 2011 joined the MRFA team which discussed the MRFA submission with the Academic Planning Committee.

- Participated in the MRFA meetings with the candidates for deans of the Faculties of Health & Community Studies, the Bissett School of Business and Science and technology.
- Participated in the MRFA meetings with candidates for AVP, Enrolment.

I would like to close by extending my sincere thanks to all members of the Professional Affairs Committee, the Diversity Committee, the MRFA executive, and especially Gerry Cross, MRFA President for their unwavering support. I also would like to thank all MRFA members for their trust and support. The report would remain incomplete without thanking the administrative staff (Chantelle and Darlene) for being supportive in many different ways.

I hope you find this report helpful.

Respectfully submitted,

M. Qasim Syed

2nd Vice-President

Immediate Past President's Report

MRFA AGM

13 May 2011

One of my "other duties as assigned" this year was to co-chair the MOU Copyright Committee. After a thoughtful and thorough discussion of principles and issues, the committee conducted consultations with a number of groups on campus to help formulate its ideas. At the end of March, the committee submitted recommended draft language for a new Intellectual Property article to the two negotiating teams, and co-chair Carol Shepstone and I look forward to discussing the recommendations with the teams in early May. The existing article is out-dated and problematic in a number of ways, and we believe our recommendations not only create a strong made-at-Mount-Royal solution to some complex issues, but also represent some of the best and most proactive IP management mechanisms among Canadian universities.

The Past President's main responsibilities, though, are to support and advise the President and Executive, and to act as Chief Returning Officer. I've enjoyed providing advice and continuity during the seamless transition to Gerry Cross's presidency, and I wish him and the rest of Exec every success as I finish my sixth year in office and leave Exec after the AGM. The MRFA continues to be well served by a passionate and dedicated group who advocate for our collective interests and sustain a professional and collegial environment for faculty at Mount Royal.

MRFA Secretary's Report for May 13, 2011
by Rod Corbett 403.440.6220

MRFA Communications Committee

- The Communications Committee will provide liaison for the purposes of communicating the activities of the Executive Board, the Association and its Committees and other information likely to be of wide interest for the membership.
- The Communications Committee shall develop strategies and determine appropriate media for communicating information to the membership.

The members of the committee are:

- Rod Corbett - Chair
- Chantelle Anderson - Executive Assistant
- Allison MacKenzie
- Nathan Ackroyd
- Michele Holmgren
- Kit Dobson

Accomplishments of the Committee this year:

- Established and refined a policy to guide MRFA communications
- Administered a communications survey to members and received over 200 responses
- Provided each member with an MRFA 45th Anniversary commemoration keyring.
- Working with Department Communicators.
 - This new channel of communications proved to be a valuable success
 - Many important communications were distributed through this channel including the 45th anniversary key rings, member feedback surveys and promoting attendance at the MRFA general meetings.
 - Met twice with Departments Communicators over waffles to coordinate activities.
- Launched new MRFA Group on Facebook
 - This is a private group for sharing and discussions with MRFA members.
 - All members are invited to join this group. Go to <http://on.fb.me/hIA6xc> to join. A Facebook account is required. It is free.
- Developing New Promotional Assets that will be used in various promotional opportunities
 - Stand up banners that can be use at MRFA events.
 - A library of photographs is being developed for use on these banners and other communications.
 - New MRFA Logo crests.
- Continuing Electronic Communication Activities
 - Completed ongoing adjustments to the [mrfanet](http://mrfanet.org) website in response to member feedback.

- Monthly report of news and reports of MRFA activities. Including monthly reports from the President and other officers and committees.
- Weekly bulletin announcing upcoming events and meetings.
- Maintained two printed communication vehicles:
 - [An Information Card about the MRFA with current contact information for distribution to all members.](#)
 - [A three fold brochure with general information about the MRFA for all members, especially new members.](#)

Academic Liaison Officer 2010-2011 Annual Report

As Academic Liaison Officer, my activities included:

- Supporting the work of the MRFA executive
 - Attending all General Faculties Council meetings to identify issues of interest to the MRFA
 - Representing the executive at departmental meetings
 - Serving on a subcommittee exploring faculty day care issues
 - Co-presenting the MRFA submission to the Academic Planning Committee
 - Serving as the MRFA representative on the search committee for the Dean, Faculty of Health and Community Studies

- Serving on the Appointments, Promotions and Tenure Committee of the General Faculties Council
 - Contributing to the committee's work on faculty tenure and promotion criteria

- Serving as a resource person on MOU Copyright Committee

- Chairing the Academic Liaison Committee
 - Please see the Academic Liaison Committee Annual Report included in the meeting package for a description of the committee's activities

I can be reached at cmerkley@mtroyal.ca or 440-5068 if you have any questions or concerns.

Thank you for the opportunity to serve in this role for the past two years.

Respectfully submitted by Cari Merkley, Academic Liaison Officer

Part-time Faculty Representative

2009-2010 Annual Report

As the Part-time Faculty Representative, my role and responsibilities are defined in Article 9.8 of the MRFA bylaws as:

- Responsible for facilitating communication and contact between the Association and the part time faculty
- Shall correspond with Human Resources to ensure that the Part-time Faculty Handbook is kept current and readily available.
- Serve as the Part-time Faculty Representative on the Negotiating Committee;
- Perform all other duties as assigned by the Executive Board.

This year has been as exciting and busy as my previous term. I actively participated and engaged in MRFA Executive meetings, MRFA Negotiating Committee meetings, MRFA Grievance sub-committee meetings, MRFA Voting Procedure sub-committee meetings, joint MRFA-MRU Part time Faculty Handbook Committee meetings, and the joint MRFA-MRU Part time Faculty Task Force meeting.

I had the opportunity to continue to work with many part-time and full-time faculty, Chairs, Associate Deans, Deans, HR Consultants, the Associate VP Human Resources, Executive Director of Student Affairs and Campus Life, Provost and VP Academic, the University President, and some members of the Board of Governors while fulfilling my duties and responsibilities. Below are some of the activities my position involved:

MRFA Executive:

- Organized the Fall and Winter GRUBn'GAB sessions (a social gathering for part-time faculty to enjoy the faculty centre, met each other and discuss matters of importance to them);
- Wrote the Part-time Issue Update and DID YOU KNOW ... monthly e-article, informing part-time faculty of some of their rights and benefits under the collective agreement, informing part-time faculty the progress being made with their issues;
- Worked on the revitalization and re-write of the Part time Faculty Handbook published by the Human Resource Department;
- Reviewed of the MRFA voting practices and examine alternative methods such as e-voting;
- Consulted, with members of the MRFA Grievance sub-committee and the MRFA President with respect to arising Grievances.

Negotiating Committee:

- Aided in development of the MRFA Negotiating Committee 2011 Negotiations Survey;
- Attended several open houses to discuss faculty concerns and interests for the re-opener this year;
- Attended all regular caucus meetings;
- Reviewed past collective agreements;
- I cannot provide a detailed update since negotiations are currently underway and part time issues that have been brought to the table are currently being negotiated. Please see the negotiations update on the MRFA website.

Part Time Faculty Task Force:

- Attended a meeting held by the Part Time Faculty Task Force (PTFTF)
- Reconfirmed the principles and the recommendations of the Part-time Faculty Task Force;
- Requested that the PTFTF to continue to finish its work surrounding three outstanding recommendations, specifically:
 - Recommendation #2 *The institution should identify an appropriate and better title for those who are now "part-time faculty"; and*
 - Recommendation #6 *Find ways to increase the loyalty of part-time faculty to Mount Royal by recognizing their importance to the teaching mandate of the University. This work could included enhancing the orientation program for part-time faculty and providing equitable professional development support for teaching; and*
 - Recommendation #8 *Include a part-time faculty member on Dean and Vice President Academic search committees;*
- Requested an inquiry into the different SICH requirements for benefits and workload between members;

While there is still much to be completed, I thank the membership for providing me the opportunity to be of service and I respectfully submit the Part time Faculty Representative's annual report for your perusal. If you should have any questions or concerns, please do not hesitate to contact me at 403-440-5963 or by email glucyshyn@mtroyal.ca.

Gerard A. Lucyshyn, Part Time Faculty Representative

MRFA Ethics Committee Report for 2010/2011

Here is an overview of our activities:

1. We contributed to the ongoing revision of the ethics bylaws. We received excellent criticisms and suggestions from a number of MRFA members, who we would like to thank for their input. We would also like to acknowledge and thank our president Gerry Cross for his leadership in moving the process of developing the new proposed bylaws forward, and for his thoughtful contributions. Thanks also to the Executive for their insight, editing skills, and substantial improvements to the draft bylaws. Finally, we owe a special debt of gratitude to David Hyttenrauch for his leadership through this process and for rewriting Article 17.
2. We heard two complaints. One was dismissed as lacking merit and the other resulted in a finding of numerous violations of Article 16. In this case we imposed a number of disciplinary measures that included loss of good standing for three years, suspension of voting privileges for three years, suspension of privileges to attend MRFA and committee meetings for three years, and a suspension of the privilege of holding any MRFA position or committee designation for three years.
3. We fielded a handful of enquiries which were handled informally.
4. One of our members, Robert Bragg, took up a leave for the winter term. We would like to thank his replacement, Shiraz Kurji, for stepping forward and providing excellent service to the committee.
5. We met regularly throughout the year and consulted with the Executive periodically about the development of the revised bylaws.
6. Two of our members represented us at the Upstanding Committee event on March 25th.
7. Our Chair represented us at a PD presentation on May 10th in Kananaskis entitled, "Conflict, Challenges, and Change".

Academic Liaison Committee 2010-2011 Annual Report

Background

The Academic Liaison Committee (ALC) was created by the MRFA in 2008. Its mandate is as follows:

- to foster and facilitate communication between the various faculty councils and the GFC;
- to increase the understanding between the MRFA general membership and the GFC;
- to inform the GFC representatives of MRFA academic related concerns; and
- to advocate on issues of academic importance to the MRFA after actively seeking general faculty opinion.

Membership

The committee is currently chaired by Cari Merkley, Academic Liaison Officer. Members of the committee for 2010-2011 include:

Name	Department
Cari Merkley (Chair)	Library
Israel Dunmade	Environmental Science
Wenhua He	Math Physics and Engineering
Kenna Olsen	English
Janne Holmgren	Justice Studies
Carlton Osakwe	Financial Services
Jane McNichol	Public Relations

Activities

ALC held eight drop in sessions for GFC councilors throughout the fall. The intent of the sessions were to provide faculty with an opportunity to share ideas and discuss upcoming GFC agenda items with individuals from other departments and faculties. In response to feedback received last year, we scheduled two drop in sessions the week of GFC meetings – one on Mondays from 3:30-4:30 pm and one on Tuesdays from 9:00-10:00 am. Drop in sessions were advertised through direct emails to GFC councilors and through the weekly MRFA newsletter. Attendance at the drop in sessions was very low, and after careful consideration, the committee decided not to continue with the sessions in the Winter term.

A GFC summary written by the Academic Liaison Officer with contributions from the committee was distributed in the MRFA weekly newsletter in September, October, November, December, January, March and April, with plans to do the same in May.

ALC met as a committee six times throughout the year. At the meetings, ALC members identified and shared information on items of wider concern on upcoming GFC, GFC sub-committee, and faculty council agendas. We also discussed the future of the committee, and its composition.

The ALC also participated in the Committee Transition and Committee (Af) fair events.

Goals for 2011-2012

In a report to the MRFA executive in April 2010, the committee made the following request:

The Academic Liaison Committee is still looking for the best way to fulfill its mandate. Both the committee and GFC continue to experience growing pains as the new governance structure becomes embedded in institutional culture.

As such, the ALC would like the opportunity to implement some of the above suggestions in the 2010-2011 year, with the understanding that the committee and its role within the organization be fully evaluated by the MRFA Executive in Spring 2011.

Attempts to revamp the pre-GFC sessions were not successful. The committee, in consultation with the MRFA executive, decided to propose that a reconfigured version of the group continue. Among the proposed changes is a restructuring of the committee membership so that it is representative of all faculties. Members of the committee will also be expected to attend GFC meetings regularly as guests (see Appendix for the proposed bylaw changes). It is expected that the committee, with its new chair (the newly elected Academic Liaison Officer), will revisit its mission in the coming academic year.

Acknowledgements

We would like to acknowledge and thank outgoing committee members Israel Dunmade, Wenhua He, and Carlton Osakwe for their contributions to ALC during their tenure with the committee.

Appendix – Proposed Bylaw Changes

PROPOSED REVISIONS TO MRFA BYLAWS

10.9 ACADEMIC LIAISON COMMITTEE

10.9.1 The Academic Liaison Committee shall consist of eight (8) Regular Members of the Association in good standing. The Academic Liaison Officer will chair the committee. Each of the remaining seven (7) committee members shall represent an area with a Faculty Council. A faculty member from each of the following areas will be elected to serve a term of two (2) years in odd numbered years: the Bissett School of Business, the Faculty of Science and Technology, and the Library. A faculty member from each of the following areas will be elected to serve a term of two years in even-numbered years: the Faculty of Arts, the Faculty of Communications Studies, the Faculty of Health and Community Studies, and the Faculty of Teaching and Learning. MRFA Regular Members will be eligible to vote for candidates in all areas, regardless of their own Faculty Council affiliation.

10.9.2 The Committee shall serve to communicate among the various Faculty Councils and the General Faculties Council to support the Academic Liaison Officer and shall facilitate the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members.

10.9.3 Committee members who are not members of General Faculties Council shall be expected to regularly attend council meetings as guests.

10.9.4 The Committee shall prepare an annual report reflecting the types and extent of activities which have been carried on during the year.

ORIGINAL WORDING OF THE BYLAW

10.9 ACADEMIC LIAISON COMMITTEE

10.9.1 The Academic Liaison Committee shall consist of seven (7) Regular Members of the Association in good standing, at least three of whom shall be tenured: the Academic Liaison Officer who shall be Chair; (3) three to serve a term of two years and to be elected in odd-numbered years; and (3) three to serve a term of two years and to be elected in even-numbered years.

10.9.2 The Committee shall serve to communicate among the various Faculty Councils and the General Faculties Council to support the Academic Liaison Officer and facilitate the exchange of information related to academic governance and academic policy, especially as these touch on academic freedom, the Collective Agreement, and faculty work.

10.9.3 The Committee shall prepare an annual report reflecting the types and extent of activities which have been carried on during the year.

Educational Grants Committee 2009-2010 Year End Report

The Ed Grants Committee members for the 2010/11 year were Allison Mackenzie (chair), Marc Schroeder, Joe Anderson and Nathan Ackroyd. The MRFA Treasurer (Rafik Kurji) is consulted by Committee members if required.

The Committee has two vacancies for the 2011/12 term as both Allison and Marc have completed their terms. Joe and Nathan will continue for another year.

Under the terms of the Collective Agreement, the amount allocated to the MRFA for Educational Grants increased to \$60,000 for scholarships for dependents (16.7) and \$64,000 for employees completing graduate studies at other institutions (18.3).

1 Faculty Educational Grants

In 2010/2011, the Educational Grants Committee was responsible for the allocation of a total of \$60,000 in faculty educational grants, divided into two pools. The Educational Grants Committee received applications for 35 Educational Grants from Mount Royal Faculty. Twenty-seven awards were granted from Pool 1, reserved for full-time faculty who are pursuing terminal degrees in their field. Applicants received 52% of their requests, totaling \$56,000. Eight awards were granted from Pool 2, reserved for all part-time faculty and for full-time faculty taking credit courses not related to their terminal degree. Applicants were awarded 50.3% of their requests, totaling \$8,000.

2 Scholarships for Dependents

In conjunction with Chantelle Anderson, MRFA Executive Assistant, the Committee reviewed scholarships for dependents of faculty members for both Fall and Winter semesters. \$31,000 was allocated to 16 applicants in the Fall 2010; we currently have 16 applicants for reimbursement for Winter 2011 however at time of writing this allocation has not yet been made as we await receipt of final grades. An additional allocation will be made after the completion of the Spring 2011 semester, which will be reported by the 2011/12 Committee. Following the Spring 2010 semester the Committee allocated \$2,874 TO 2 applicants.

3 MRFA Student Scholarships

The Committee will meet in June to allocate six scholarships of \$750 each to a student in each of six major faculties/schools. **My sincere thanks** to Chantelle Anderson who made the work of this Committee extremely easy by compiling all the applications, organizing the meetings and providing historical data.

Respectfully,

Allison MacKenzie, Chair

On behalf of the Educational Grants Committee

Annual Report
Faculty Evaluation Committee
2010-2011

MEMBERS: Katherine Barrette, Martin Haworth, Gary Koroluk, Carmen Nielson, Bob Uttl, Verna Raab, Halia Valladares Montemayor and Maureen Best (retired)

MANDATE:

The Faculty Evaluation Committee makes recommendations to ensure appropriate evaluation of all faculty takes place. It provides input on all documents related to faculty evaluation. The Committee provides input to policy on pre-tenure, post – tenure, term-certain and part-time evaluation, it monitors the evaluation process, and provides information to regular members on evaluation practices. The Committee investigates and does research to inform its work and to enhance the evaluation process for all MRFA members.

ACTIONS AND ACCOMPLISHMENTS 2010/2011 ACADEMIC YEAR

Anonymous / Confidential Student Evaluations

- At the request of the MRFA Executive, the FEC worked to investigate, through the literature, the advantages/disadvantages, consequences of anonymous and confidential Student Evaluation of Instruction (SEI).
- FEC surveyed faculty as to preferences for anonymous or confidential SEIs, and perception of student understanding of SEI impact and purpose as well as and the administration of the current SEI tool.
 - The response rate of the survey (429 responses) was much greater than was anticipated by the committee. The committee was of course extremely pleased and gratified by the volume and quality of the responses.
- The MRFA requested that the committee conduct a quantitative analysis of the survey responses. This will be an extremely time-consuming task (involving coding each survey response) and this work as well as analysis of the results will be completed by the committee members over the intersession period.
- The MRFA executive requested a comprehensive report and recommendations, including survey results in context of related information that the committee had found in its literature search, by September, 2011.

Faculty Annual Report – Online Form

- The committee met with the Associate Vice-President of Research and discussed faculty concerns relating to the technical functionality of the annual report.
- The committee, on behalf of the MRFA, approved several non-substantive technical changes to the functionality of the annual report. These changes were suggested by faculty feedback on the previous year's report and were not additions, modifications or deletions to the types of information gathered by the annual report.

Other Consultations:

- The committee met with the Chair of the Counselling Department to consider changes related to the collection of information for the purposes of the annual report. In the opinion of the committee, the proposed changes constituted a modification to the type of information gathered by the Annual Report and referred the matter to the MRFA Negotiations Committee.
- The FEC chair represented the MRFA as a member of the Full-time & Limited Term Laboratory Instructor Evaluation Committee. This committee has forwarded its final report to the MRFA Negotiations Committee.
- The FEC Chair represented the committee at a meeting with UTPC and members of ATPC reviewing and providing input for the proposed changes to the faculty tenure evaluation forms and the new faculty promotion evaluation forms.

Respectfully submitted,

Faculty Evaluations Committee

Annual Report
Professional Development Committee
2010-2011

Members: *Katharine Barrette, Darlene Dawson, Enrique Avila-Lopez, Janet B Miller, Elaine Mullen, Jodi Nickel, Jennifer Pettit, Melanie Rathburn, Alice Swabey*

Activities 2010-2011

The MRFA Professional Development Committee organized the following professional development activities during the 2010-2011 academic year:

Spring Retreat: “Road Trip! Are We There Yet?” – May 10th & 11th, 2011

This year’s Spring Retreat for faculty will be held at the Delta Lodge at Kananaskis. 180 faculty members are currently registered for the retreat which will consist of 25 concurrent sessions and two plenary sessions. Presentations by MRFA members, guests and even some faculty-student collaborative teams will make for an engaging program. The event once again promises to be a fun and informative opportunity for faculty to meet, mingle and learn from one another.

February Professional Development Day 2011:

“Feeling a Bit Rusty? Rev Up Your Teaching With Some High-Octane Creativity!” - February 23rd, 2011

This year’s PD event consisted of a half-day panel presentation, performance and workshop featuring Dr. Frank Robinson, University of Alberta Vice Provost and Dean of Students, along with colleagues and students from the innovative *There’s a Heifer in Your Tank* program. A highly creative and unique approach to student engagement, service learning and creativity in the classroom, this program is a product of Dr. Robinson’s re-development of the Animal Science 200 course at the University of Alberta. Dr. Robinson and his students performed and presented on the course and the program, explaining why this creative approach has worked so well in fostering both student and faculty engagement with the course and participation by the public. Attendees included 80 members of the faculty who had the opportunity to take part in group discussions with Dr. Robinson, his students and with each other.

Get Cracking - Breakfast Discussion Series 2010-2011:

Four Get Cracking breakfasts were held in the Faculty Centre on Friday mornings and included Mediterranean-style breakfasts and good, hearty discussions. Attendance was noticeably increased over last year and topics included:

- *What is the role of research within your teaching?*
 - October 1st, 2010
 - 30 faculty attended

- *Academic Freedom. What is it?*
 - November 26, 2010
 - 19 faculty attended

- *How do your SEIs inform your teaching?*
 - January 11, 2011
 - 27 faculty attended

- *Do you have your Copyright right?*
 - March 18, 2011
 - 15 faculty attended

Webinar: “Academically Adrift: Findings & Lessons for Improvement” – March 4th, 2011

The MRFA PD Committee supported and collaborated with the Academic Development Center to host this compelling webinar discussion on the book *Academically Adrift: Limited Learning on College Campuses*. The PD Committee provided coffee to attendees; the well-attended webinar provoked some interesting discussion among colleagues.

ACIFA Innovation in Teaching Award Nomination:

This year the MRFA PD Committee was proud to support the nomination of two MRFA members, Dr. Kenna Olson and Dr. Kit Dobson, for the Alberta Colleges and Institutes Faculties Association Innovation in Teaching Award. The team nomination was a wonderful representation of Mount Royal; the collaboration of two faculty members for their re-design of *English 1101: Critical Reading and Writing About Universities* demonstrated innovation in teaching and curriculum, as well as the power of student learning through greater understanding of the university in history and culture, of their own institution, and of their active role as students in shaping their academic success. Though the award did not go to Kenna and Kit, the ACIFA award committee commented on the strength and uniqueness of the nomination and we are very proud of our two nominees.

Looking Ahead 2011-2012

The Professional Development Committee continues to provide a variety of PD opportunities each year to MRFA members, including the annual retreat, workshops, panels, discussion groups and more. Participation in MRFA PD events continues to grow as we have witnessed increasing numbers of both new and existing faculty members at events throughout this year. We continue to work collaboratively with other groups such as the Academic Development Center and with colleagues across the institution to foster excellence in teaching, offer professional development opportunities, and to bring new and existing faculty together to discuss important and emerging issues. Our work continues to highlight the achievements, expertise and knowledge of Mount Royal faculty and to foster our institutional culture of collegiality.

Respectfully Submitted by,
Katharine Barrette

Mount Royal Faculty Association – Social Events Standing Committee

Annual Report for 2010-2011

Committee Members

Jennifer Hooper
Brian F Fleming
Douglas Macdonald
Darlene Windrem
Jocelyn Rempel
Christy Tomkins
Becky Wilson

Social Events

The committee hosted a total of nine events this year.

September 17: Pizza Party: The first ‘Kick-Off’ Social Event: this event was organized in association with the MRFA Professional Affairs Committee (PAC). The purpose of this kick off event was to facilitate and encourage activities and the development of peer collegial relationships amongst both new and seasoned faculty in a relaxing and supportive environment.

October 22: Oktoberfest: this event featured an occasion consisting of German dancing and traditional Bavarian snacks. Dean of Arts Manuel Mertin kindly provided his German dancing and entertainment. A small monetary gift was provided to express our appreciation.

November 19: Let the games begin: Hosted an event whereby faculty had the opportunity to engage in some gaming related activities.

December 9: December holiday Event: the MRFA traditional seasonal adult faculty event to wrap up the Fall semester.

January 31: The Future is Bright... Here’s to the next 100 years! The tenure celebration is an annual event and the purpose of theme this year was twofold in nature: to reflect the MRU Centennial while recognizing the accomplishments and bright future of the newly tenured faculty. The newly tenured were formally recognized in Lincoln Park Room (LPR), and were presented with sunglasses and an engraved mag light keychain to recognize their bright and shining futures at MRU. Memorable remarks were provided to the newly tenure by Dave Marshall, Robin Fisher and Gerry Cross. Following the formal ceremony, celebrations of the newly tenured faculty achievements were continued in the Faculty Centre. Beer and wine was kindly provided with the compliments of the MRFA Faculty Association and the office of the VP Academic.

February 11: Spring Break: Faculty Gone Wild: An opportunity for faculty to ‘unwind’ in spring break attire and envision a break to warmer climates through providing complimentary tropical beverages and snacks.

March 11: Farewell to the Marshall: This ‘Western Marshall’ themed event provided the opportunity to recognize our

president's, Dave Marshall, achievements as well as bid him a faculty farewell towards his future stage of retirement. The event was extremely well attended. Various faculty members were involved in the planning of this event and activities included a skit, formal kind words, and a gift of appreciation. In addition, The Steve Pineo band (external) came and played and excellent feedback was received from faculty regarding the band's performance and the event in itself. The MRFA president and executives kindly provided beverages for this event.

April 15: Race to the Finish Line, End of Class Bash: This April event was hosted towards the end of the semester to encourage a time of peer support and rejuvenation before marking and extensive end of semester obligations arose. This event welcomed various forms of races on the patio and small 'prizes' were awarded to faculty members for participation and enthusiasm in activities. Exceptional turnout.

May 27: Annual Keg Drain: This event is a traditional final Social Event of the academic year. The Steve Pineo band are invited back due to previous positive response. The patio outside of the faculty centre will be utilized. Light snacks will be provided.

Events Summary

The events were all well-attended and made full use of the faculty centre's facilities. This year's committee focused on organizing varying events involving food and music, often surrounding specific themes that were thought to peak faculty interest. Offering events based around food, beverages and music seems to have provided opportunity for relaxation, socialization, and collegial development for faculty members. Faculty seem to have indicated their approval in terms of excellent attendance at the events as well as through providing both formal and informal feedback to the social committee members. While we had attempted an off site event (curling) for April, there were insufficient numbers who registered thus the April event was replaced with an alternate within the Faculty Centre which was exceptionally well attended. Returning to previous social committee practices of hosting one or two off-campus events or recreational activities in the future may be considered.

As faculty schedules are increasingly diverse and even unpredictable at times, the committee attempted to facilitate scheduling and planning through providing a 'save the date' poster at the beginning of each semester and then followed through with providing individual monthly posters as means to publicize. This appeared to have been a successful method. Therefore "save the date" advance posters should be continued in the future. While committee members assumed the task of manually distributing printed posters to departments, Chantelle Anderson played an integral role in publicizing and ensured that all faculty were reached via emailing posters to all faculty and highlighting upcoming events in MRFA bulletins.

The committee was exceedingly grateful for the support of the MRFA executive and the VP Academic office whom provided beer and wine for events, particularly the tenure and Farewell to the Marshall event. This provision supported the culture of collegiality, not to mention conviviality, that the MRFA and University are committed to encouraging. We also are grateful for assistance from the MRFA Professional Affairs committee, who contributed refreshments served at the first event.

Much of these events' success depends on the food and beverages, which were dependably purchased, prepared and delivered efficiently and economically, and with great dedication and cheerfulness by Darlene Windrem. Chantelle Anderson also helped greatly with her organization and experience.

Budget

Brian Fleming assumed the treasurer role and in collaboration with Chantelle, has kindly kept track of our expenditures; an itemized list may be obtained from Brian or Chantelle. Out of a budget of **\$15,000**, we will have spent \$14,420.52 by Apr 30th. This includes a variety of expenditures including contributions to the 45th Anniversary Committee/event, wine, beer and soft drinks, food, decorations, small prizes and gifts, and music (the Steve Pineo band on 2 occasions and the pianist for the Christmas party). It also includes a gift from the social committee acknowledging Darlene's hard work and Chantelle's continued support.

Because all of the events, (excluding the formal ceremony of the Tenure celebration which took place in LPR, no cost associated) occurred in the Faculty Centre, the main expenses were for food, beverages, and entertainment. We did not have large expenses associated with renting sporting or other venues, and catering costs were kept low, primarily due to Darlene's hard work. Darlene did hire a colleague to help with the Tenure Celebration and the Farewell to the Marshall event as these two exceptionally large events required tremendous preparation. A small monetary gift was provided to this colleague. The Social committee did not have to pay for beverages for the September, Tenure, or Dave Marshall event due to generous donations acknowledged elsewhere in this report. Since the faculty continues to grow, and since future committees may want to include more recreational events on or off-campus, the fact that we came in slightly under budget this year does not preclude the necessity to spend a similar amount or more in the future.

Future Considerations

Tenure celebration: this is probably the most important event hosted and organized by the MRFA social committee. This year, we honoured 42 newly tenured faculty, including faculty whose tenure from other institutions was recognized. The social committee will need to continue to remember to account for faculty being awarded tenure in this way when planning the tenure celebrations. The LPR was sufficient for this number for the ceremony and although the faculty centre was 'packed' for the celebratory portion of the event, colleagues seemed to thoroughly enjoy the intimacy of the atmosphere as evidenced by lengthy attendance and both formal and informal positive feedback. For the future the committee will need to consider tenure numbers in terms of space allocation and length of the ceremony. With a 2 minute maximum for speeches, the ceremony can be lengthy. However this year Brian and Doug did a superb job at keeping speeches to the agreed upon length and the ceremony ran smoothly. Future committee members may need to consider lengths of speeches if tenure numbers are to consider growing.

Curling: Faculty curling has been an event that the social committee has organized in the past. While we attempted this event for April, due to insufficient numbers the committee collectively decided to cancel the event. While a lack of expected registration may be due to varying interest levels, publicizing, or time of year related factors, the future committee may also want to consider factors not limited to but including the nature of the activity. It is an activity that may appeal to only faculty with select interests. In addition, typically the numbers of ice/sheets that can be rented are small which can also be limiting in nature as it restricts the

number of faculty who can attend. This may be a consideration if faculty are to continue increasing in number. Some other considerations for off site events may include renting facilities at MRU, renting a bowling alley, or renting other types of venues where larger numbers can be accommodated.

Calgary Corporate Challenge The Calgary Corporate Challenge, in which MRU traditionally participates begins about the time that faculty have returned for the Fall term. The social committee may want to think about a reception or other event that helps publicize and organize teams for the corporate challenges.

Final Comments

The committee would like to thank the faculty who came and supported these events, the MRFA executive and the MRU President's and Vice President's Office for their participation in and donations for specific events, to Gerry Cross for his continued support, to Chantelle Anderson for her organizational skills, to Darlene for her hard work, and to the remainder of the social committee members for their utmost dedication.

Respectfully submitted,
Jennifer Hooper
Chair, MRFA Social Committee.

Diversity Committee (DC)
Report for the Mount Royal Faculty Association
Annual General Meeting 2011
Submitted by Cynthia Gallop (Chair)

Mandate:

As a standing committee of the Mount Royal Faculty Association (MRFA), the MRFA Diversity Standing Committee shall advise the Faculty Association on principles and best practices in:

- continuing to build a more diverse faculty, academic, and institutional community;
- supporting and representing diverse groups more effectively;
- identifying gaps in policy, support, and services appropriate to the mandate of the committee.

Authority:

The Diversity Standing Committee is a standing sub-committee of the MRFA under section 10.12 of the MRFA Bylaws.

The committee may review the charter, and make changes and amendments as necessary, and submit revisions to the MRFA Executive for approval.

It is not within the mandate of this standing committee to deal directly with specific diversity/equity-related complaints from individuals.

Membership:

The MRFA Diversity Standing Committee shall consist of:

- Seven (7) Regular Members of the Association in good standing, specifically the MRFA Second Vice-President (ex officio), and six (6) elected representatives.
- For the 2010/2011 year our membership included:
 - **Qasim Syed** (MRFA Second Vice-President (ex officio)) – Faculty of Science and Technology
 - **Cynthia Gallop** (Chair) – Faculty of Health and Community Studies
 - **Ricardo Hoar** (Secretary) – Faculty of Science and Technology
 - **Liza Choi** - Faculty of Health and Community Studies
 - **Scott Murray** – Faculty of Arts
 - **Isha Sharma** - Faculty of Arts
 - **Khatija Westbrook** - Faculty of Health and Community Studies

For the 2010/2011 year the following work was conducted by the Diversity Committee:

- Two subcommittees were formed and charged with building a change plan to bring back to the committee for discussion.
 - The ongoing work of these committees includes, but is not limited to:
 - Identifying existing barriers (and absence of language) around recruitment, employment, and promotion policies and procedures through formalized discussions with MRFA membership
 - Develop and administer a communication plan for all faculty about the importance of recognizing and supporting diversity and inclusive practices as they relate to academic staff at MRU

- It is anticipated that for the 2011/2012 year the following work will continue for the Diversity Committee:
 - Identify existing barriers (and absence of language) around recruitment, employment, and promotion policies and procedures
 - Evaluate other MRU policies surrounding diversity
 - Draft a diversity statement for the collective agreement with reference to other such statements from universities in Canada and
 - Make recommendations to the MRFA executive regarding where this diversity statement should be applied to best address the identified barriers, including but not limited to:
 - The Collective Agreement
 - The Promotion and Tenure Criteria
 - The Hiring Statement

- In addition, one member of the DC attended the one and only MRU Diversity Advisory Committee meeting in the fall 2010. Unfortunately, the MRU Committee's work has been suspended until further notice.
 - We attempted, unsuccessfully, to meet with the Executive Director of Student Affairs and Campus Life in order to inquire about the declining status of the University-wide Diversity Committee, and the processes used for appointing an acting replacement for the University's Diversity Officer.
 - Members of the MRFA Diversity Committee will continue to encourage and promote the importance of diversity and inclusion at MRU by supporting and collaborating with the various diversity groups and initiatives around MRU as they develop.

Transportation Advisory Committee Report
Submitted by MFRA full time representative
Janice Paskey, [jpaskey@mtroyal.ca/403](mailto:jpaskey@mtroyal.ca) 440-8744.

Parking Fees to Stay the Same in 2010-2011.

There were lengthy discussions about parking fee increases over the last month, whereby the TAC was asked to raise rates to provide \$600,000 in additional revenue for interest payments on the new Parkade. During this process, I questioned whether other budget categories (such as the transportation reserve fund, the yearly parking contribution to the university, stall maintenance fees, and a 5% yearly increase in parking staff and benefits budget) could be reduced to keep fee increases to a minimum.

A week later, the university came back and reported that \$600,000 was not needed for the upcoming year after all. Instead, it was determined that TAC should begin fee discussions in the fall, and examine more fully the workings of the transportation reserve fund, and operating contribution to the university.

This means MRU parking rates are static for the second year in a row, which is welcome news. It was determined that fresh contributions to the transportation reserve fund are not needed owing to several factors:

- 1.) The Conservatory will not have underground parking owing to concern over vibrations.
- 2.) The Parkade came in under budget.
- 3.) The Library will not break ground until funding is secured; therefore there is no early cost to underground parking.

Future Expense: MRU will need to spend on a new bus terminal once expresses buses start coming from the Westbrook Mall LRT in Dec. 2012.

Parking & Transportation Reserve Fund. I began to question this fund, which is the result of surplus revenue. Based on discussions and concerns of several TAC members, this fund may have specific targets in the future, and its uses will be better communicated. There will be a full accounting of the fund after the end of the fiscal year, and this will be presented to the TAC committee.

Parking Fees as an Ideological Tool. There are discussions at TAC about increasing parking fees to the point they discourage single occupant vehicles. On behalf of the full time members of the MFRA, I took the position that this was inadvisable—especially until the LRT is built. I do not believe in penalizing people because they drive a car to work in a city where many areas poorly served by public transit (as determined by the Campus Transportation Strategy 2006, D.A. Watt Consulting).

MRU provides free parking to our Board of Governors members which, in my view, show the acknowledged value of parking as a necessity from the upper echelons of our administration.

Parking Needs Currently Met. The Parkade has allowed MRU to meet demand. The Parkade permits, however, are pricier than those in other lots.

New Hires Parking Pass. All new faculty are guaranteed the right to buy a parking permit within 30 days from date of appointment. After that time period, new faculty will be added to a waitlist if necessary.

Lot 8 Closure. Lot 8 is closing on April 15, 2011 to make way for the new Conservatory. Those who park short term in Lot 8 will be referred to the Parkade. The accessible stalls will be transferred to Lot 7 across the street, near the entrance to the Arts Building.

Lot A and B. There is a future plan to have users take a ticket at the entrance and pay at kiosks within the campus. This will reduce the numbers of those who do not pay.

Signage New Parkade Entrance/Exit. There will be better signage for this entry/exit point. Unfortunately, turning left out of the Parkade towards 50th Ave. and Crowchild Trail is a problem owing to oncoming traffic, and there may be a need for a light there.

Bike Lanes to campus. MRU has made little progress in discussions with our area alderman about on

introducing bike lanes on roads leading into campus. MRU officials have deemed this low priority behind parking issues, and dealing with Calgary Transit. I have asked that the priority status for this item be elevated.

Sustainable Transportation. There is a staff position created from parking revenues. There have been no sustainable transportation reports at the last 3 meetings of TAC.

Proposed "Ring Road." MRU is not talking a position on any of the 5 options being presented for a Ring Road to the west of the campus.

New CT Express Buses. Calgary Transit has committed to running rapid buses from the new LRT, when it is completed in December 2012. MRU must finance a new bus terminal for these rapid buses at the West side of campus. This will come from the parking reserve fund. Planning will begin soon.

New Parking and Traffic Study. Physical Resources is hiring traffic consultants to prepare a report about traffic issues on campus. I will report back about the results of the tender and the amount of money spent.

Parking Fraud. Students found guilty of parking fraud are being reported under the non-Academic code of student conduct, and stripped of parking privileges. Staff are reported to their supervisor and stripped of parking privileges.

Lot Monitoring. Lots are monitored to ensure that they are used by paying customers.

Car Pooling. The parking office reports that many single passenger vehicles are using the car pool spots, which is disappointing.

Elimination of Lot Categories. There will no longer be designated student or faculty lots at Mount Royal. All are general lots open to everyone from the MRU community on a first come, first served basis.

PCL Staff Parking on Grounds. The issue of non-paying PCL construction staff parking on grounds and driving on pedestrian paths was raised. The paths are being used as roadways and creating a safety hazard, and running contrary to the MRU mandate that everyone who comes to campus should pay for parking. However, if employees are charged for parked, then this cost will be transferred back to the university. Construction is due to finish this spring.

Sunday Parking Remains Free.

Respectfully submitted,
Janice Paskey, Mount Royal Faculty Association Rep to the Transportation Advisory Committee
jpaskey@mtroyal.ca, 403 40-8744

MRFA Child Care Discussion Paper

Introduction

Over the course of the 2011 fall semester, the MRFA Executive met with departments across the university. Our goal was to hear from members what issues were important to them. Access to child care emerged as an issue for faculty in a number of venues. The following document is intended to inform members of the current state of child care services at MRU, and to begin discussion around potential strategies for addressing issues of cost and accessibility for faculty. The MRFA Executive does not endorse any particular strategy outlined in this document – the examples provided are intended to spark discussion and are not assumed to be exhaustive. The MRFA Executive seeks feedback from the membership as to what strategies should be investigated and pursued by the MRFA going forward, if this is felt to be an issue of significant concern.

The MRFA Executive would like to thank Kari Roberts and Joanne Baxter for their contributions to this document in outlining the current situation at the Mount Royal University Child Care Centre. We would also like to thank the Centre's Board of Directors for allowing representatives from the Executive to attend the most recent board meeting to discuss the issues outlined below.

Current Situation – Joanne Baxter and Kari Roberts

The Mount Royal College Day Care Society and Board of Directors

The Mount Royal College Child Care Centre (MRCCCC) is a not-for-profit child care centre operated at arm's length from Mount Royal University by the Mount Royal College Day Care Society (name change pending). The Society is governed by a Board of Directors consisting of the Centre's Executive Director, a representative appointed from each of the Faculty of Health and Community Studies, Student Affairs and Campus Life, and the Finance Department, representatives from the MRFA (elected), MRSSA (appointed) and the SAMRU (appointed), as well as up to four elected parents of children presently enrolled in the Centre.

The University is currently considering having the MRCCCC operate as a department within Student Affairs and Campus Life.

Government Regulations for Staff

All child centers and preschool programs in Alberta are licensed under the Child Care Act. There are many regulations in place for the operation of child care centers and preschool programs and regulations are strictly enforced. Recently, Children and Youth Services developed an accreditation program in which child care programs need to meet an enhanced standard in order to be eligible for accreditation funding. At present, this takes the form of wage enhancement (e.g., \$6 per hour for Child Development Supervisors). Accreditation does not exist for preschool programs.

The only funding to child care centers is accreditation funding. Subsidies are paid directly to parents who qualify. This subsidy can then be applied to the parent fees. Accordingly, child care centers are funded primarily on parent fees.

Child Care Costs and the MRU Subsidy

MRU has a space rental agreement with MRCCCC; the space is leased for \$1 per year. In addition, the following services are provided:

- Utilities
- Cleaning / maintenance

- Insurance
- HR services
- Financial /payroll
- Grounds
- IT
- Security

As of June 2011 the per child cost of full time care at the MRCCCC for MRU Faculty, Staff and Students is:

Ages 19 months-3 years: \$1055 Ages 3-6 years: \$950

Calgary Community members pay \$45 per month per child more than MRU faculty, staff and students.

The MRCCCC added a preschool program several years ago that has provided one means to ensure sufficient funding; the preschool program helps to underwrite the costs of the child care center.

The MRCCC entered into an agreement with the CCSD (Calgary Catholic School District) to provide a half day program for kindergarten children. Five year old children spend the morning at the MRU child care center and are bused to St. James Elementary School for afternoon kindergarten. The CCSD pays the cost of busing. The program had 17 children in its inaugural year and will likely attract more children next year. Given the initial success of this program, MRCCCC developed an onsite Before and After School Program at St. James School.

Comparison to Other Centres

To provide some comparative context, the MRCCCC is fortunate that such a significant portion of its operating costs are subsidized by the University. Other private child care centers would need to pay the full cost of rental space and all other services required, including staffing, which is so important. When parent fees must stretch to pay for these services, this often means fewer resources are available to hire staff with appropriate educational qualifications. Typically, private centers have a higher staff turnover and diminished quality of care as a result. This is not the case at Mount Royal; the MRCCC has been able to maintain staff on a long term basis and has a solid reputation for quality care in the city.

In some cases, organizations and/or corporations assist in subsidizing the cost of child care for employees; some examples of institutional or corporate supported programs are: the University of Calgary, ACE Child Care at City Hall, First Edition at the Calgary Herald, Pumpkin Patch at Petro Canada and the new child care center at Newalta.

Cost Recovery

MRCCC must operate as a self sufficient, fiscally responsible unit. The current Executive Director has worked diligently to ensure fiscal responsibility. Accordingly, community users are needed in order to fill spaces that may not be immediately taken up by faculty, staff or students. Consistent with the need to be fiscally responsible, the MRCCCC Board of Directors recently decided to remove the exemption from summer fees. Previously, parents could remove their children for one month per year and pay only a holding fee, rather than the full cost of child care for that month. The MRCCCC offering this program was unique, but it was unfortunately not sustainable and was therefore discontinued in January 2011.

Existing Space Availability

There are currently 80 full time child care spaces for children ages 19 months to 6 years, not including the pre-school. Presently, approximately 30% of the existing spaces are filled by children of MRU faculty and staff, another 30% are children of MRU

students, and the remaining spaces are occupied by members of the Calgary community at large.

The MRCCCC is currently in the process of opening an older infant care room (for children aged 13-19 months). Due to the unavailability of start-up grant money from the Province of Alberta and rent for the residence to be charged at the current rate, this room is likely to cost parents \$1500 per month. Currently the wait list for the infant playroom is triple its capacity; the new playroom would have the capacity for only 12 older infants.

Wait List and Holding Spaces

There are currently over 500 people on the wait list for full time child care. Because the majority of children in the day care remain there until they begin school, the turn-over of children is quite low, meaning the wait list moves quite slowly. Unless students and faculty leave Mount Royal, their children are likely to remain in the child care centre until they reach school age. Some faculty members who have been on the wait list since before their children were born remain so far back in the queue that they face waiting *years* before a space becomes available for their child.

Priority is given to faculty and students over community members; priority is also given to the siblings of children already in the day care centre.

When a space becomes available, the MRCCCC offers a spot to the person at the top of the list consisting of faculty, staff and students first (community users are called only if the first list is exhausted) and requires confirmation of the acceptance of the space generally within 24 hours. There is no provision for holding spaces for faculty over the summer months, or for new incoming faculty members. If a space is declined the next person on the wait list is contacted, and so on.

Due to the inability to hold spaces, if MRU members cannot accept a spot when it is immediately offered to them, the spot is then offered to a community member. In the event that a space becomes available before the parent can use it (e.g., over the summer months when day care may not be needed, or prior to a new faculty member beginning their employment at Mount Royal) it is up to the parent to pay the full cost of the space to hold the spot for later use, or they must decline the space. Should the space be declined, that parent returns to the bottom of the wait list.

It is this situation that has led to continued community usage. Faculty, students and staff are often reluctant to accept a spot that comes up in April, May, June or July since they are responsible for the fees even though their child may not use the spot until mid August. Community users are often willing to take the spot at any time.

Given the size of the growing MRU community, a child care center for 80 children is insufficient to meet the demand. With wait lists so long, the sad reality is that parents often do not even bother to put their name on the wait list. Given this, options such as part time care have not even been considered. Because the MRCCCC is filled to capacity with full time users, and because the wait list is so long, space is at a premium. Moreover, part time care is also cumbersome and costly.

Despite the demand for extra child care spaces, the realities of space demands within the University at large mean that the expansion of the MRCCCC (beyond the new older infant care room) has not been considered.

Possible Strategies - Cari Merkley and Gerry Cross

Sharing of day care spots

The ability to share a full time day care spot or part time spaces could provide faculty, particularly part time faculty, with greater access and flexibility. Currently, the Mount Royal College Child Care Centre (MRCCCC) does not offer part time or shared spots, but it is an option available at some day care centres. For example, the University of British Columbia Child Care Services system has a part time option for many of its child care programs including infants and toddlers that consists of 3 or 4 full days of

care per week (half days are not available).¹ As noted in the previous section, offering part time or shared spaces would pose additional administrative and staffing challenges for MRCCCC. Any decisions on this issue would be made by the MRCCCC Society.

Raise fees for community users, if necessary, so they are not subsidized

Currently, members of the community pay \$45 more per month than MRU faculty, staff, and students. The university indirectly subsidizes the day care through the provision of space, utilities, insurance, and administrative and other services. Questions have been raised if this amount adequately covers the amount of subsidies provided by MRU to the day care centre. The University of Calgary's Child Care Centre currently only accepts the children of students, staff and faculty members. Once an individual's relationship with the University of Calgary ends, he or she has three months to find other child care options.²

Currently, spaces are only offered to members of the community after they have been offered to the students, faculty and staff members on the waiting list. Often spaces become available in the spring, when there is less demand from students, staff on 10 month contracts, and faculty about to go on vacation. Members of the Mount Royal community may turn down a space at that time of year because they are reluctant to pay child care fees over the summer months, even if it is necessary to secure the space for September. Because of this, the revenue generated from community members currently keeps the operations of Mount Royal Child Care viable, and the Mount Royal Child Care board indicated that the price is currently set in order to remain competitive in the market. Any decisions on this issue would be made by the MRCCCC Society.

Provide funding to subsidize the cost of holding spots over the summer

Openings at the MRU Child Care Centre often come in the spring and summer as faculty are about to go or are on vacation, and in order to secure a space for the fall faculty must pay full fees to hold the spot. In the past, one month's fees were waived in lieu of a small holding fee (see Current Situation section), but this is no longer sustainable for the Child Care Centre.

One strategy would be to set aside a pool of funds that faculty could apply for to help pay for the cost of holding a spot over the summer.

Provide funding to hold any open spots

Another strategy would be to create a pool of funds to be drawn on to retain any spots that are about to be offered to members of the community until they can be filled by a faculty member. This initiative could be tied to new faculty recruitment, holding spots for new hires.

Extend eligibility of scholarships for dependents

As per Article 16.7 of the Collective Agreement, the Board provides the Association with \$60,000 for scholarships for dependents. One possible strategy would be to negotiate expanded access to this existing funding to include those looking for reimbursement for child care costs.

Negotiate child care benefits into the collective agreement

A number of universities (Queen's, University of Alberta, and University of Toronto) have negotiated a pool of funds for faculty child care expenses. At these universities, faculty can submit reimbursement requests for child care costs for dependent children, subject to age limits.

¹ See <http://www.childcare.ubc.ca/fees/fee-schedule>; personal communication, April 19, 2011

² See <http://www.ucalgary.ca/uccc/node/47>

For example, Queen's University Faculty Association (QUFA) has negotiated child care benefits into their collective agreement. The current agreement states that all members of the bargaining unit may apply for up to \$2, 225 per child per year to cover the cost of day care for dependent children under the age of seven or before/after school care for dependent children under age twelve.³ This benefit first appeared in the 1999-2002 agreement.⁴ Increasing amounts were set aside to cover these requests, with a total of \$351,714 available for 2010-2011.⁵ According to a 2010 message to QUFA members, demand on this fund necessitated that the amount awarded to faculty be prorated, although it was mentioned that excess funds from the child care fund had been transferred to other benefit funds in the past.⁶

Establish a joint committee to study and make recommendations on improving child care capacity

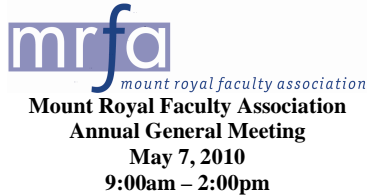
If directed by the membership, the MRFA Executive would approach university administration to establish a joint committee on child care. The committee's mission would be to investigate the current and future pressures on child care at MRU, and to explore ways of expanding day care access at MRU. The committee's work would take place during the 2011-2012 academic year, and the intended outcome would be a list of recommendations that, if implemented, would alleviate capacity issues.

³ See Appendix M of the 2008-2011 Collective Agreement, available at <http://www.queensu.ca/vpac/FacultyRelations/CollectiveAgreements.html>

⁴ See <http://qufa.wordpress.com/2010/03/29/top-100-myths-and-other-fables/>

⁵ See http://www.qufa.ca/ca/tentative_ca_2008-2011/CA_Summary_v4.pdf

⁶ See http://www.qufa.ca/files/2010/20100213_tuition_support_update.php



Members in Attendance:

See Attendance Sheets

Called to order at 9:15

Approval of Agenda

A couple of procedural changes: set up orders of the day to set times for voting
Candidates will be able to speak prior to the voting
Nominations for committee positions will proceed as voting takes place

● **Approval of Minutes**

- *General Meeting April 8, 2010*
 - Approved
- *Annual General Meeting May 2009*
 - Approved

● **Orders of the Day**

- *Special Order: 10:30 am*
 - Election of Officers (Yes/No Vote if one candidate)
 - Statements of Candidates provided.
Voting opened at 10:30 am and closed at 10:55 am
Results
 - 247 voters. Votes triple counted and all numbers matched
 - Results
 - President: Gerry Cross.
 - 2nd Vice President: Qasim Syed
 - Treasurer: Rafik Kurji
 - 1st VP: David Sabiston
 - Motion: THAT Ballots be destroyed
Moved David
Seconded Margy
Vote
Carried

● **Reports of Officers and Standing Committees**

- *President's Report*
 - Circulated previously in the agenda package
 - Charter Challenge
 - Background
 - Recommendations
 - I recommend that we formally commit the initial \$10,000 amount when SAFA takes its case forward, in support of our mutual interest.
 - I recommend that we consider committing another \$10,000 from our professional fees fund if it is helpful or necessary to advance SAFA's suit.
 - I recommend that we not pursue an independent Charter challenge on right-to-strike while we await new legal precedents, a change of government, or a material change in our bargaining environment.

- These are primarily recommendations to the next executive and not meant to be motions at this time
- MRFA Forums: February and March
 - MRFA in academic governance
 - We have no direct role but we should be a broker of information on what is happening and the impact on faculty
 - The ALC is doing some work and contributing in this regard
 - Membership in external organizations
 - Unless we actively engage in ACIFA and develop its interests to our own it will never do what we want it to
 - Academic succession next year
 - Over the next few weeks David is going to draft a set of questions that would be helpful in guiding faculty to ask the right questions in the four upcoming Dean searches which will have a significant impact on the institution.
 - How to develop the MRFA ethics bylaw
 - The bylaw and procedures supporting it need to be finalized/resolved by the AGM in 2011
- Discussion

Kelly Hewson: the Executive would like to take this opportunity to thank David Hyttenrauch for his service to us and to the institution

David presented with plaque for extraordinary service to the Association.
- *Treasurer's Report*
 - Repayment of loan
 - Looking at this year's surplus and next year's revenue we will be able to pay off the loan by May 2011
 - Financial Statements: April 30, 2009
 - Review of revenues and Expenditures
 - For more detail see AGM notes
 - Summary
 - Total revenues: 631,227
 - Total expenditures: 546,003
 - Surplus: had budgeted 40,000 surplus had an additional 40,000
 - The 80000 surplus enables us to pay off our renovation loans
 - Member Dues:
 - Comparison of MRFA dues to other institutions
 - See attachment
 - Preliminary Budget, 2010-2011

Discussion

Motion to approve the preliminary budget in principle

Moved Margy

Seconded Martin

Carried unanimously
 - Executive Motion: Spending Authorization for Summer

Seconded Nallai

Vote

Carried unanimously
 - Executive Motion: Appointment of Auditor

Seconded: Carlton

Vote

Carried Unanimously
- **Other Executive Reports**
 - *Qasim Syed: 2nd Vice President*

- Events over the year
 - ISP orientation August 19 2009
 - New Faces, New U, New U
 - Individual and small group ISPO meetings: provided new members with information on the new tenure system and changing collective agreement
 - Order Please “Inviting Robert into the Process” Jan 7, 2010. this has already proven to be very useful in our meetings
 - Committee (Af)fair. This was designed for new faculty but it was useful for all members. Over 100 people came and 43 members were nominated for committees as a result of their attendance.
- Additional plans for next year:
 - Workshop: “Positive Interactions”
 - Presentation “Peer Evaluations”
- Diversity Committee
 - Will be doing a presentation at the PD Retreat
- *Rod Corbett: Communications*
 - Full report is in the package
- **Negotiations Report**
 - See PowerPoint on website
 - *Budget Situation*
 - There is still money budgeted for the transition to a university: i.e. for a new grid
 - *Context of Bargaining Wage Settlements:*
 - Our focus is to maintain members’ Real Purchasing Power:
 - *Grid Challenges at MRU*
 - We are moving from one grid to split grid
 - Current Grid Distribution: next year we will have over 40 % of faculty at the top of the grid
 - Problems with the mid grid
 - *Matters Completed in Negotiations:*
 - Green sheets on minor items such as changing the name of ITPC to UTPC
 - Completed work on workload equivalency in counselors, educational developers, and librarians
 - Ratified provisions in CA about the annual report: its modification and how data will be used
 - Developed a cross appointments article
 - *APTC Implementation MOU*
 - Both negotiating committees are very pleased with the work this committee has done: it has been outstanding
 - *MOU re: continuing items*
 - Work is being done in preparation for developing new grids
 - *Feedback sought from members*
 - *Top Part Time Priorities*
 - Continuing part time contact with guaranteed workload
 - Clearly defined and applied seniority system
 - Part time hourly rate linked to FT salaries
 - Access to some sort of pension plan
 - Health benefits during the summer
 - Increase in the maximum SICH
 - *Negotiating Committee PT Principles*
 - There are different kinds of part time colleagues
 - Need to move away from the one set of processes for all PT faculty
 - Selection criteria must be developed by the academic unit and they must be transparent
 - Processes need to recognize satisfactory performance
 - Hiring process for long term part time faculty needs to be as clear as for full time faculty
 - *New Positions in CA as result of transition*
 - Laboratory Instructor (we had this before in an MOU)

- Instructor:
 - This was an outcome of discussions re: continuing PT contract. The board and the PTFTF brought similar recommendations
 - Initially this will be a renewable term for full time part time (that is it is for current PT faculty members who have been her for a long time teaching full loads).
 - This is currently a pilot project and there are limited positions available: they will be pensionable and will be considered permanent positions.

Discussion

See AGM notes

Questions and feedback to be e-mailed to Gerry.

- **Business Arising**

- **New Business**

- *Executive Motion: Proposed Bylaw Amendments*

- We would like to approve these as a block but if there is one you like to remove and discuss please point it out and make a motion to sever from the package.
- No Motions to Sever
- Discussion
- The package is currently intact with no proposed revisions
- Called the question

Executive motion to approve

Vote

2 abstentions

Carried

- *Nominations to MRFA Committee Positions*

Motion that ballots be destroyed following tabulation of the results

Moved Lee

Seconded Kenna

Vote

Carried

Executive recommendation for voting for Committee positions to be held during business hours Monday and Tuesday next week in the faculty Centre

Vote

Carried unanimously

Any further nominations?

- Review of current nominees
- Second call for nominations
 - what if a member will not be here for two years
- Miriam Carey nominated for negotiations
 - Accepted.
- Miriam Carey nominated for personal harassment standing committee.
 - Accepted.
- Karen Manarin nominated for Scheduling committee
 - Accepted
- Brent McCollum for Academic scheduling
 - accepted
- Susan Harris nominated for leave granting
 - accepted
 - removed: not tenured yet
- Margaret Brown nominated for academic scheduling
 - accepted

- Stefan Sikora nominated for tenure granting
 - Accepted
 - Final call for nominations
 - Nominations are closed.
 - **Announcements**
 - PD retreat next week: if your plans have changed inform the PD committee and arrangements can be made.
- Adjournment 1:25pm**