



Contract Faculty

Reappointment and Workload Allocation

October 29, 2019

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Collective Agreement

This presentation is based on the Collective Agreement
dated

July 1, 2018-June 30, 2020



Key articles— 4.7-4.11 and 14.14

- 4.7 —Initial Sessional Appointment
- 4.8—Sessional Reappointment and Workload Allocation
- 4.9—Teaching Opportunities for Postdoctoral Fellows
- 4.10—Continuing Appointment
- 4.11—Fixed-term Appointment
- 14.14 – Instructional Load for Contract Employees

Steps in contract faculty hiring

1. Establishment of a hiring committee
2. Determining what courses are available
3. Posting
4. Application
5. Sessional Reappointment
 - a) Determining eligibility
 - b) Workload Allocation
 - c) Criteria in 4.8.2
 - d) Teaching load across academic units
6. Allocations approved by the Dean
7. Offer of employment
8. Initial appointments

STEP ONE

Establishment of a Hiring Committee

The Standing Committee for Sessional Appointments

- This committee is essential
- The composition of the committee is explained in 4.7.2
 - Chair of Academic Unit
 - At least two Tenured or Tenurable Employees **elected** by the Academic Unit or discipline.

STEP TWO

Determining What Courses are Available

The number of courses will vary

- Student demand
- Number of tenured or tenure-track faculty
- Tenured and tenure-track faculty on leave
- Tenured and tenure-track faculty receiving reassigned time

STEP TWO - Continued

Order of Allocation (4.7.1.1)

- Full time Tenured, Tenurable, and Conditional Tenurable
- Limited-term
- Fixed-term*
- Continuing term*
- **Sessional Reappointments**
- Post-Doctoral Fellows
- **Initial Sessional Appointments**

STEP TWO - Continued

*Fixed-term, Continuing term

- Fixed-term and Continuing contract faculty may compete for additional sessional contracts, subject to 14.14. (4.10.5, 4.11.11.2)
- Such additional contracts to be allocated along with all other sessional reappointments

STEP THREE—Posting

Article 4.8.4

"the Chair shall post the available courses projected for the _____ semester along with the reappointment criteria, and invite eligible contract Employees in the Academic Unit to submit their requested teaching load . . ."

The importance of posting

Deadlines

(4.8.4.1, 4.8.4.2, 4.8.4.3)

- **April 1** for fall semester
- **November 15** for the winter semester
- **March 15** for the spring/summer semester

“eligible contract Employees”

(4.8.1)

- All current contract employees
- All contract employees who have taught in the Academic Unit within the last 18 months
- Limited Term Appointments?
 - Previous L.T. appointment does not grant access reappointment pool
 - L.T. appointment does “pause” the 18 month clock

Full-Year Scheduling

- Under current CA the deadlines are as on the previous slide, but they are “No later than...”
- Nothing preventing an Academic Unit from posting (far) in advance of these deadlines.

STEP FOUR—Application

“Eligible contract Employees shall notify the Chair in writing of their requested teaching load by the deadline specified by the Chair, and their application for reappointment shall be considered by the standing committee.”

Application, continued

Candidates must

- “submit their requested teaching load” (4.8.5) in writing
- submit any relevant experience that the Chair would not be able to access (new credentials, experience at other places, etc.).
- be aware of deadlines

There is no official form for this, but many departments have their own form

STEP FIVE—Sessional Reappointment

The standing committee makes decisions regarding eligibility and workload allocation for available courses.

- 5.a. Determining Eligibility
- 5.b. Workload Allocation
- 5.c. Criteria in 4.8.2
- 5.d. Maximum teaching loads

Allocation – Article 4.8.6

“The standing committee shall be provided with all applications and supporting documents, including the criteria outlined in Article 4.8.2, performance evaluations *to which applicants have had the opportunity to respond*, any current documented disciplinary issues *to which applicants have had the opportunity to respond*, and any responses that applicants provided during the course of evaluation or disciplinary proceedings.”

Step 5.a—Determining Eligibility

- Determining eligibility for requested courses happens before courses are allocated
- Article 4.8.7
 - Eligible for reappointment
 - Eligible for reappointment with conditions (4.8.8)

"shall be advised. . . " in writing of the reasons for the conditions, the nature of the conditions and how long the conditions shall remain in effect

- Ineligible for reappointment (4.8.9)

"Shall be advised in writing of the reasons for ineligibility . . ."

Step 5.b—Workload Allocation

- Standing committee reviews applications and supporting documents (4.8.10)
- Decisions based on criteria in 4.8.2
- Requested teaching allocations shall be considered, but there is no guarantee that they will be accommodated (4.8.5)

Step 5.c—Criteria in 4.8.2

- Criteria are unranked
- Flexibility in how Criteria are applied
- Consistency and procedural fairness!

Criterion	Comments
Candidate availability	
Seniority, as defined in Article 4.8.3	Article 4.8.3.1— “Seniority is <u>one</u> of the criteria that shall be taken into account” By accumulated SICH in department; not by course
Required and desired academic credential(s) and professional certification(s)	Article 13.3.3— “valid documentation to the Dean”

Unranked Criteria, cont'd

Criterion	Comments
Appropriate subject and professional expertise	Per course or per discipline
Teaching performance as assessed by Chair/tenured designate evaluations . .	Article 28—Evaluation of Teaching # of SEIs—Article 28.4.1 # of Chair/Peer evaluations—28.5.1 “to which applicants have had the opportunity to respond”
Any applicable professional performance standards	These should be specified, if they apply.

Unranked Criteria, cont'd

Criterion	Comments
Performance of duties in a responsible and professional manner	Concerns should be raised in a timely manner (e.g. Article 28.3 regarding informing employees about student complaints). Opportunity to respond.
Other bona fide department and program needs and priorities approved by the Dean	Must be approved ahead of time by the Dean and made known to the candidates

Step 5.d- Maximum Teaching Loads

- 14.14 sets maximum instructional loads for Contract Employees
- An instructional load exceeding the maximum requires approval of the Dean (following consultation with the Chair)
- No guarantee the Dean will approve exceptional loads
- The max. loads for Contract Employees:
 - Lecturers: 240 SICCH per semester (15 weekly contact hours).
 - Lab instruction: 480 Lab SICCH per semester (6.3.2).
 - Max workload for combination of Lecture and Lab based on 0.5 conversion factor from lab SICCH to SICCH (6.3.2.1).
 - Clinical: 720 SICCH per academic year.

Step 5.d., cont'd

teaching load across academic units

- Article 14.14 applies to *all* contracts across *all* academic units.

Examples: Would these require Dean approval?

- A contract member is offered four GNED courses (at 48 SICH each) plus two Chemistry Labs (at 45 lab SICH each).
- A contract member is offered four GNED courses (at 48 SICH each) plus two Chemistry Lecture sections (48 SICH each).

6.1.3.2 If the workload includes a combination of laboratory and lecture/tutorial instruction, the following table will be used to determine the maximal instructional load of the Employee per semester, based on a 0.5 conversion factor between lab SICH and SICH:

SICH	LAB SICH
0	480
48	384
96	288
144	192
192	96
240	0

- A contract member is offered four GNED courses (at 48 SICH each) plus two Chemistry Labs (at 45 lab SICH each).
 - 192 theory + 90 lab = 288 ✓
 - This one is good to go.
- A contract member is offered four GNED courses (at 48 SICH each) plus two Chemistry Lecture sections (48 SICH each).
 - 192 theory + 96 theory = 288 ?
 - requires Dean's approval

STEP SIX—Hiring Committee Allocations sent to the Dean

- 4.8.12— *“The chair of the standing committee shall submit a written list of the committee’s recommended allocations, along with the Employees’ academic credentials, to the Dean for approval. In the event that a recommendation of the standing committee is not accepted, the Dean shall send a letter to the chair of the standing committee providing the reasons for the decision.”*

STEP SEVEN—Offer of Employment

- via letter or email—not verbal
- from hiring committee, not just Chair
- should give a reasonable deadline by which you must respond
- subject to the approval of the Dean
- subject to budget, fill-rate, etc.
- often happens far in
advance of signing contract

Article 13.3.6—Cancellation payment

- Cancelled or reassigned
within 9 days of
semester start
- 10% of value of course

STEP EIGHT—Initial Appointments

- Only if there are still courses needing instructors after sessional reappointment and workload allocation has been finished
- Outlined in 4.7

What is an initial Sessional Appointment?

- Person is new to the Academic Unit
- OR
- Person has not worked within the Academic Unit for the past 18 months
 - Full-time faculty members who have retired and are now seeking contract work are considered initial appointments, as are administrators who want to teach

CA 4.7.1—Initial Sessional Appointment refers to a Contract Employee's first allocation of workload in an Academic Unit or allocation of workload to a Contract Employee who has not worked in the Academic Unit for more than 18 months.

Interviewing, etc. Initial Appointment

- 4.7.4 All available initial appointments, along with the criteria outlined in Article 4.7.3, shall be posted.
- 4.7.7 The standing committee shall review all applications, conduct interviews if necessary, and develop a short list of candidates in order of priority according to the selection criteria outlined in Article 4.7.3.
 - 4.7.7.1 The committee's decision shall be reached by consensus or, if not possible, by a simple majority vote.
- 4.7.8 For each available position, the chair of the standing committee shall submit in writing the committee's recommended appointee, along with his/her academic credentials, to the Dean for approval. In the event that a recommendation of the standing committee is not accepted, the Dean shall send a letter to the chair of the standing committee providing the reasons for the decision.
- Ensure new hires are provided with a copy of the Collective Agreement, policies and expectations for course outlines (including MRU grading scheme), access to department *Blackboard* sites, etc.

Other Articles of interest

Article	Title
6	Laboratory Instructors (including details for contract laboratory instruction)
13.3	Salary Schedules for Contract Appointments
14.14	Instructional Load for Contract Employees
14.15	Funding for Contract Opportunities for Service
16.8	Benefits for Contract Employees
17.2.4	Illness Leave (contract employees)
18.6	Contract Professional Development
22.4	Resources for Contract Employees
28	Evaluation of Teaching (including amount and frequency for by appointment categories)

n.b. many other articles of the Collective Agreement apply equally to all employees, including those on contract appointments

Summer/Holiday Issues?

- 4.8.11 When, due to *unforeseen circumstances*, a course/section must be *allocated expeditiously*, the Chair may make such allocations subject to Article 4.8.10 and shall report any such allocations to the standing committee at the earliest opportunity.
- 4.7.6 is similar for initial appointments, but reappointment should still happen preferentially to initial appointment.

Overloads for TS and TSS Faculty

- Discussed in 14.4.6 (for teaching work pattern) and 14.5.7 (for teaching/scholarship work pattern)
- Changed from previous agreements to clarify intended usages
- Requires Dean approval
- Not to be dealt with as part of the normal sessional reappointment process for contract faculty
 - Timing of overload allocation depends on nature of rationale for the overload

...shall be eligible to accept one (1) sessional contract in addition to this load. All additional sessional contracts awarded under this Article shall:

14.5.7.1 normally only be awarded for the purposes of addressing unexpected circumstances related to staffing, addressing the lack of qualified, eligible contract faculty, piloting new courses, providing opportunities for Employees where an Academic Unit is otherwise unable to deliver its planned offerings, or fulfilling travel study or field school requirements;

14.5.7.2 require a rationale for the award written by the Employee's Chair and submitted to the Dean in support of the application;

14.5.7.3 normally not exceed 64 SICH

14.5.7.4 be compensated for in accordance with Article 13.3 Contract Appointments;

14.5.7.5 be assigned a grid step based on the Employee's grid placement according to Articles 13.3.4 and 13.3.5; and

14.5.7.6 not include compensation for any vacation pay

Under exceptional circumstances, the Dean may approve more than one (1) sessional contract for an Employee in an Academic Year





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