

MEMORANDUM OF UNDERSTANDING

between

**The Board of Governors of Mount Royal University
(the "Board")**

and

**The Mount Royal Faculty Association
("the Association")**

Re: Extending Full-time Employees' Annual Report Deadlines (Article 12.3.2 and related)

Whereas the implementation of a new reporting system F-180 and the circumstances of the pandemic have placed additional demands on faculty and administration, the Association has agreed with the University on the following items:

1. The deadline to submit reports specified in Article 12.1, Article 6.8, and Article 6.15 shall be extended to April 30, 2021. Faculty in areas seeking accreditation may be required to submit their reports sooner. A minimum of 30 calendar day notice will be provided unless such processes are already underway.
2. This Memorandum of Understanding is made without prejudice or precedent, and shall be in effect until June 1, 2021, unless extended by mutual agreement. The terms of the Collective Agreement in force will apply thereafter.

Article 12.3.2-Dean Review for 2019-2020

3. Dean review of annual reports of tenured and permanent employees specified in Article 12.3.2 shall be suspended for this reporting cycle unless requested by the Employee as below. No revision to the annual report shall be requested subject to item 4.
4. Regardless of when the report was submitted, all tenured or permanent Employees may request, in writing, for the Dean to review and to provide comment on their Annual Report. Tenured faculty submitting a promotion dossier in June 2021 should consider requesting the Dean to comment on their report.
5. Dean comment shall be received no later than 30 calendar days after the request has been submitted. If the Employee wishes, they may respond to the Dean's comment for inclusion in the report.
6. The University requests faculty to delete any supplemental files stored on Google Drive or that have been emailed to the Dean. Members may retain these supplemental files for their own purposes. The University will, upon request, provide student assistance for faculty to upload these supplementary files to F-180.

Performance Review and Use of Annual reports

1. Annual reports affected by this MOU will not used as a basis for decisions in university processes other than those related to tenure, promotion, and permanency. Internal Research Grant (IRG) applications may require an annual report to be included. Effects of the pandemic shall be taken into account when reviewing the application.
2. Employees who are operating on a performance plan as specified in Article 12.2 shall have their performance plan reviewed and adjusted to reflect the effects of the pandemic and, if necessary, extended without penalty to the Employees.
3. Performance review for Full-time Employees, as described in Article 12.3.3 shall be suspended during the academic year 2020-21. This suspension does not affect management’s rights under Article 25 (Discipline) where issues are raised involving full-time faculty’s performance of duties. In such cases, the circumstances of the pandemic must also be taken into consideration.

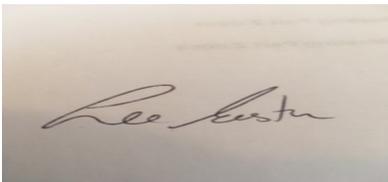
All other clauses, including Article 12.1.6, contained in Article 12 shall remain in effect as written in the Collective Agreement.



November 18, 2020

Elizabeth Evans, Ph.D.
Interim Provost and Vice-President, Academic
Mount Royal University

Date



November 18,2020

Lee Easton, Ph.D.
President
Mount Royal Faculty Association

Date