

Contract Faculty -  
Reappointment  
and Workload  
Allocation ...For  
Chairs and  
Workload/Hiring  
Committees

- **October 28, 2020**
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A green speech bubble graphic with a white outline, containing the text 'Collective Agreement'.

# 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 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

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

## STEP TWO

-

# Continued Order of Allocation (4.7.1.1)

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

- Deadlines 4.8.4.1 – 4.8.4.3
- **March 1** for full year
- **November 15** for the winter semester
  
- Eligible contract employees 4.8.1
- “eligible contract Employees” - 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...”



There is nothing preventing an Academic Unit from posting (far) in advance of these deadlines.

## STEP FOUR— Application

- **Article 4.8.5 Eligible contract**  
Employees shall notify the Chair in writing of their requested teaching load within seven (7) Days of the courses being posted, and their application for reappointment shall be considered by the standing committee. While requested teaching allocations shall be considered, there is no guarantee that they will be accommodated.

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 5A – 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*
- *“Shall be advised in writing of the reasons for ineligibility ...”*

# 5A – Determining Eligibility

Determining eligibility happens before courses are allocated. 4.8.7)

- *Eligible*
- *Eligible with conditions*
- *Ineligible*

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 ...”*



## Reminder for 2020...

1) Faculty had the option to do a SPoT in Winter/Spring and their choice to share with Chairs and Dean – there should be no preferential treatment regardless of choice.

2) SPoTS from this semester must be used as a lessor criteria insofar as the unranked criteria are considered.

3) Consider reviewing with the hiring committee how they should take into account the effects of the pandemic on contract faculty work.

4) Consider including in your report the the Dean along with the Committee's recommendations for contract appointments identify how SPoTs were used (if at all).

## 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 5C – Criteria in 4.8.2



Candidate availability



Seniority as defined in article 4.8.3 - Article 4.8.3.1— “Seniority is one 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”

## 5C Criteria Cont....



Appropriate subject and professional expertise (per course or per discipline)



Teaching performance as assessed by Chair / tenured designate evaluations (to which the applicant has had the opportunity to respond)



Any applicable professional performance standards – these should be specified

## Step 5C – Criteria Cont...



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 SICH per semester (15 weekly contact hours); Lab instruction: 480 Lab SICH per semester (6.3.2).

Step 5.d., cont'd -  
Article 14.14 applies  
to *all* contracts across  
*all* academic units.

## Examples: Would these require Dean approval?

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

A contract member is offered four GNEED courses (at 48 SICH each) plus two Chemistry Lecture sections (48 SICH each).

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

- 6.1.3.2 If the workload includes a combination of laboratory and lecture/tutorial instruction, there is a table to help with the decision - based on a 0.5 conversion factor between lab SICH and SICH.

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

- $192 \text{ theory} + 90 \text{ lab} = 282 \checkmark$
- 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).

- $192 \text{ theory} + 96 \text{ theory} = 288$   
?
- 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...*
- 4.8.13 - *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
- Must respond within 10 days (4.8.15)
- subject to the approval of the Dean
- subject to budget, fill-rate, etc.
- often happens far in advance of signing contract

# STEP EIGHT— Initial Appointments

- Only if there are still courses needing instructors after sessional reappointment and workload allocation has been finished
- There are legitimate reasons for increasing teaching pool
- Outlined in 4.7

# What is an initial Sessional Appointment?



Person is new to the Academic Unit



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.

Avoiding the  
pitfalls



# Lessons Learned



You must communicate reasons for ineligibility to teach or ineligibility to teach in a particular program – the employee can respond to these comments if there is new evidence to present



You should consider workload preference but there is no guarantee to the employee that they will get all that they ask for



Being transparent with expectations will mean fewer challenges

# Lessons Learned



An individual can be eligible for reappointment but not eligible to teach a particular course – this must be explained to the employee.



Departments may have specific hiring criteria based on the bona fide requirements of a profession – should be included with posting if present



Sick leave cannot be held against any employee – you cannot make them “make up” sick time in future



# Other Articles of interest

- 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?



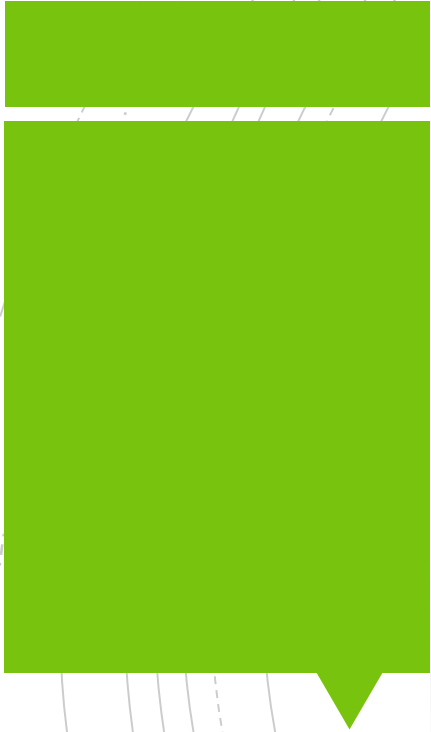
4.8.11 When, due to *unforeseen circumstances*, a course/section must be *allocated expeditiously*, the Chair may make such allocations subject to Article 4.8.10 and shall report any such allocations to the standing committee at the earliest opportunity.



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



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