Memorandum of Understanding

between

The Mount Royal University Board of Governors

And

The Mount Royal Faculty Association

Regarding the Handling of Dossiers during the transition from the current Blackboard Learn LMS to the RPT System

Goal: Provide a smooth transition for tenurable faculty from the existing LMS to the use of RPT system for tenure and promotion applications and to provide choice during the transition to RPT

Effective: February 18, 2022

Expiry: June 30, 2023

1. The current LMS (Blackboard Learn) has been used for handling tenure and promotion dossiers, but now that LMS is about to be replaced, there is a need to use different platform for handling tenure and promotion dossiers.
2. RPT is a platform specifically designed for managing the process and workflow of academic application processes. A pilot approach with the sabbatical leave application process in 2021-2022 revealed that the RPT worked well.

The Parties Agree that:

1. All tenure and promotion dossiers will be handled through the RPT system after June 30, 2023.

For greater clarity, the parties also agree:

2. Faculty hired into tenurable positions after January 2022 shall use the RPT system for their tenure dossiers.
3. Any currently tenurable faculty can transition to RPT after May 1, 2022, with written notice to the Chair, copied to the Dean and the Association.
4. For those who are currently tenurable and who wish to remain with the existing Blackboard LMS the following provisions apply:
   a. Those faculty who on August 15, 2022, are entering their fifth year of probation and who to apply for tenure in January 2023 shall have the option to continue with the existing BB dossier system. This includes those faculty who may have received an additional year of probation.
   b. Those faculty who on August 15, 2022, are entering their fourth year of probation, may use the BB LMS for their annual review but must ensure their dossiers are migrated to RPT no later than April 30, 2023.
   c. Faculty who on August 15, 2022 have a mid-term evaluation scheduled for Fall 2022 have the option to continue using the BB system for their dossiers. Dossiers must be migrated to RPT no later than April 30, 2023.

d. Tenurable faculty in year one or two of their probationary period scheduled for annual review in September 2023 shall use the BB and shall transition their dossiers to RPT after their review concludes and no later than April 30 2023.

5. Faculty who have indicated that they intend to apply for promotion on February 1, 2022 shall have the option to continue with existing BB LMS system use the RPT system.

6. Should there be any technical issues that arise migrating files to RPT, the employee shall have the right to use Blackboard Learn.

The MOU expires June 30, 2023.

Signed

LEE Easton
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Lee Easton
President
Mount Royal Faculty Association

Elizabeth Evans
Provost and Vice-President, Academic
Mount Royal University

February 18,2022
Date

February 11, 2022
Date