

The parties hereby agree to the following changes/amendments to Article 4.7-4.8 as a solution to compensation and Employment Equity & Workplace Environment (ensuring that Employees with Contract Appointments experience equal pay for equal work) and Job Security (ensuring stable and predictable employment).

Current Language

4.7 Initial Sessional Appointment

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.

4.7.1.1 Normally, initial Sessional Appointments are initiated after the following reappointments and workload allocation has occurred.

- Full time Tenured, Tenurable and Conditional Tenurable;
- Senior Lecturers and Laboratory Instructors
- Limited-term;
- Fixed-term;
- Continuing term;
- Sessional Reappointments;
- Post-Doctoral Fellows

4.7.2 A standing committee for sessional appointments shall be struck and normally shall be composed of:

4.7.2.1 the Chair of the Academic Unit, who shall be chair of the standing committee. When the Chair of the Academic Unit is unable to chair the standing committee, the Dean shall designate a chair for the committee;

4.7.2.2 whenever possible, at least two Tenured or Tenurable Employees elected by the Academic Unit or discipline. In small Academic Units, where necessary, Tenured or Tenurable Employees from a cognate department in the same Faculty or School may be elected. Subject area experts from the Academic Unit may be consulted as necessary at the discretion of the Chair.

4.7.3 The criteria (unranked) for initial sessional appointment are as follows:

- candidate availability;
- required and desired academic credential(s) and professional certification(s);
- appropriate subject and professional expertise;
- record of successful teaching performance, or clear potential for becoming a successful teacher;
- any applicable professional performance standards; and
- other bona fide department and program needs and priorities approved by the Dean.

4.7.4 All available initial appointments, along with the criteria outlined in Article 4.7.3, shall be posted.

4.7.5 The standing committee shall be provided with all applications and supporting documents, including the selection criteria outlined in Article 4.7.3.

4.7.6 When, due to unforeseen circumstances, a course/section must be assigned expeditiously, the Chair may make initial appointments and shall report any such appointments to the standing committee at the earliest opportunity.

- 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, to the Dean for approval, along with:
- the candidate's academic credentials;
  - a brief report describing how the standing committee applied the selection criteria in 4.7.3, and any bona fide department and program needs and priorities identified in the selection process.
- 4.7.9 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.
- 4.8 Sessional Reappointment and Workload Allocation
- 4.8.1 All current Contract Employees in the Academic Unit, and Contract Employees who have held contracts in the Academic Unit within the eighteen (18) months prior to the March 1 posting of the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters, excluding time served in Limited-term appointments, are eligible to apply for available sessional contracts, subject to the projected availability of courses for the period under consideration.
- 4.8.1.1 Normally, sessional reappointments are initiated after the following reappointment and workload allocation has occurred.
- Full time Tenured, Tenurable, and Conditional Tenurable;
  - Senior Lecturers and Laboratory Instructors
  - Limited-term;
  - Fixed-term;
  - Continuing term.
- 4.8.2 The criteria (unranked) for sessional re-appointment and workload allocation are as follows:
- candidate availability;
  - seniority, as defined in Article 4.8.3;
  - required and desired academic credential(s) and professional certification(s);
  - appropriate subject and professional expertise;
  - teaching performance as assessed by Chair/tenured designate evaluations (including evaluation of course materials as applicable) and student evaluations of instruction;
  - any applicable professional performance standards;
  - performance of duties in a responsible and professional manner; and
  - other bona fide department and program needs and priorities approved by the Dean.
- 4.8.3 Seniority
- 4.8.3.1 As per Article 4.8.2, seniority is one of the criteria that shall be taken into account in sessional reappointments and workload allocation.

- 4.8.3.2 Seniority shall be based on accumulated teaching experience within the Academic Unit in terms of the total SICH taught within the unit, taking into account the conversion of laboratory SICH specified in Article 4.8.3.4. The Office of the Provost and Vice President, Academic shall calculate seniority annually in the Winter semester, inclusive of SICH taught during the Winter semester.
  - 4.8.3.3 No later than March 1, The Office of the Provost and Vice President, Academic shall provide all academic units with an updated seniority report that shall be used as the basis for seniority determinations within the academic unit for the subsequent Spring, Summer, Fall and/or Winter semesters.
  - 4.8.3.4 For the purposes of calculating and comparing seniority, laboratory SICH shall be multiplied by a factor of 0.5, the conversion factor identified in Article 6.3.2.
- 4.8.4 Deadlines
- 4.8.4.1 Normally, the reappointment of contract faculty for the Spring, Summer, Fall and Winter semesters shall be done simultaneously according to the deadline described in 4.8.4.2.
  - 4.8.4.2 No later than March 1 the Chair shall post the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters along with the reappointment criteria, and invite eligible contract Employees in the Academic Unit to submit their requested teaching load in terms of courses and number of sections.
  - 4.8.4.3 In the event that any Winter semester courses must be allocated after the main allocation period described in 4.8.4.2, the Chair shall post these projected Winter semester courses no later than November 15 along with the reappointment criteria, and invite eligible contract Employees in the Academic Unit to submit their requested teaching load in terms of courses and number of sections.
- 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.
- 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.
- 4.8.7 The standing committee shall review all applications and, based on the criteria outlined in Article 4.8.2, determine if the applicants are:
- eligible for reappointment;
  - eligible for reappointment with conditions;
  - ineligible for reappointment.

- 4.8.7.1 The committee's decision shall be reached by consensus or, if not possible, by a simple majority vote.
- 4.8.8 A current contract Employee who is eligible for reappointment with conditions 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. The notice of eligibility for reappointment with conditions shall be signed by the Employee to indicate receipt. Within ten (10) Days of receiving notice of eligibility for reappointment with conditions, the Employee may respond to the committee in writing.
- 4.8.9 A current contract Employee who is ineligible for reappointment shall be advised in writing of the reasons for ineligibility. Within ten (10) Days of receiving notice of ineligibility, the Employee may respond to the committee in writing.
- 4.8.10 The standing committee shall review the applications and supporting documents for all eligible applicants and determine recommended allocations based on the criteria outlined in Article 4.8.2.
- 4.8.10.1 The committee's decision shall be reached by consensus or, if not possible, by a simple majority vote.
- 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.
- 4.8.12 The chair of the standing committee shall submit a written list of the committee's recommended allocations, to the Dean for approval, along with:
- the Employees' academic credentials;
  - a brief report describing how the standing committee applied the selection criteria in 4.8.2, and any bona fide department and program needs and priorities identified in the selection process. Upon request, eligible applicants in the Academic Unit shall be permitted to view this report within ten (10) Days of the announcement of the allocations.
- 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.
- 4.8.14 Normally, eligible applicants who have applied for courses shall be informed of the results of their application:
- no later than April 1 for Spring/Summer/Fall/Winter semester allocations;
  - no later than December 1 for extraordinary Winter semester allocations not made in the main allocation period.
- 4.8.15 Within ten Days following the notification of workload allocation to the Employee, the Employee shall notify the Chair of any accommodations relating to a disability required for the delivery of the allocated workload. Accommodations will follow the process outlined in article 24.5.

Proposed Language

## 4.7 Initial Sessional Appointment

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.

4.7.1.1 ~~Normally, i~~Initial Sessional Appointments are initiated after the following reappointments and workload allocation has occurred.

- Full time Tenured, Tenurable and Conditional Tenurable;
- Senior Lecturers and Laboratory Instructors
- Limited-term;
- Fixed-term;
- Continuing term;
- Sessional Reappointments; and
- Post-Doctoral Fellows.

4.7.2 A standing committee for ~~s~~Sessional ~~a~~Appointments shall be struck and normally shall be composed of:

4.7.2.1 the Chair of the Academic Unit, who shall be chair of the standing committee. When the Chair of the Academic Unit is unable to chair the standing committee, the Dean shall designate a chair for the committee;

4.7.2.2 whenever possible, at least two Tenured or Tenurable Employees elected by the Academic Unit or discipline. In small Academic Units, where necessary, Tenured or Tenurable Employees from a cognate department in the same Faculty or School may be elected. Subject area experts from the Academic Unit may be consulted as necessary at the discretion of the Chair.

4.7.3 ~~The Subject to an applicant's availability, the~~ criteria (unranked) for initial ~~s~~Sessional ~~a~~Appointments are as follows:

~~—candidate availability;~~

- required and desired academic credential(s) and professional certification(s);
- appropriate subject and professional expertise;
- record of successful teaching performance, or clear potential for becoming a successful teacher;
- any applicable professional performance standards; and
- other bona fide department and program needs and priorities approved by the Dean and included in the posting, per Article 4.7.4. Bona fide department and program needs and priorities not included in the posting, pre Article 4.7.4, shall not be considered.

4.7.4 All available initial appointments, along with the criteria outlined in Article 4.7.3, shall be posted.

4.7.5 The standing committee shall be provided with all applications and supporting documents, including the selection criteria outlined in Article 4.7.3.

4.7.6 When, due to unforeseen circumstances, a course/section must be assigned expeditiously, the Chair may make initial appointments and shall report any such appointments to the standing committee at the earliest opportunity.

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, to the Dean for approval, along with:

- the candidate's academic credentials;
- a brief report describing how the standing committee applied the selection criteria in 4.7.3, ~~and any bona fide department and program needs and priorities identified in the selection process.~~

4.7.9 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.

4.8 Sessional Reappointment and Workload Allocation

4.8.1 The following individuals are eligible to apply for available sessional contracts, subject to the projected availability of courses for the period under consideration:

4.8.1.1 All current Contract Employees in the Academic Unit, ~~and;~~

4.8.1.2 Contract Employees who have held contracts in the Academic Unit within the eighteen (18) months prior to the March 1 posting of the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters; ~~and~~

4.8.1.3 ~~excluding time served in Limited-term appointments, are eligible to apply for available sessional contracts, subject to the projected availability of courses for the period under consideration~~ Employees who do not currently hold, but who have held a Limited-term appointment in the Academic Unit within the eighteen (18) months prior to the March 1 posting of the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters.

~~4.8.1.1~~ 4.8.1.1 Normally, sessional reappointments are initiated after the following reappointment and workload allocation has occurred.

- Full time Tenured, Tenurable, and Conditional Tenurable;
- Senior Lecturers and Laboratory Instructors
- Limited-term;
- Fixed-term; and
- Continuing term.

~~4.8.2~~ 4.8.2 The criteria (unranked) for sessional re-appointment and workload allocation are as follows:

- ~~• candidate availability;~~
- ~~• seniority, as defined in Article 4.8.3;~~
- ~~• required and desired academic credential(s) and professional certification(s);~~
- ~~• appropriate subject and professional expertise;~~
- ~~• teaching performance as assessed by Chair/tenured designate evaluations (including evaluation of course materials as applicable) and student evaluations of instruction;~~
- ~~• any applicable professional performance standards;~~
- ~~• performance of duties in a responsible and professional manner; and~~

- ~~• other bona fide department and program needs and priorities approved by the Dean.~~
- ~~4.8.3 Seniority~~
  - ~~4.8.3.1 As per Article 4.8.2, seniority is one of the criteria that shall be taken into account in sessional reappointments and workload allocation.~~
  - ~~4.8.3.2 Seniority shall be based on accumulated teaching experience within the Academic Unit in terms of the total SICH taught within the unit, taking into account the conversion of laboratory SICH specified in Article 4.8.3.4. The Office of the Provost and Vice President, Academic shall calculate seniority annually in the Winter semester, inclusive of SICH taught during the Winter semester.~~
  - ~~4.8.3.3 No later than March 1, The Office of the Provost and Vice President, Academic shall provide all academic units with an updated seniority report that shall be used as the basis for seniority determinations within the academic unit for the subsequent Spring, Summer, Fall and/or Winter semesters.~~
  - ~~4.8.3.4 For the purposes of calculating and comparing seniority, laboratory SICH shall be multiplied by a factor of 0.5, the conversion factor identified in Article 6.3.2.~~

#### 4.8.43 Deadlines

- 4.8.43.1 Normally, the reappointment of eContract fFaculty for the Spring, Summer, Fall and Winter semesters shall be done simultaneously according to the deadline described in 4.8.43.2.
- 4.8.43.2 No later than March 1 the Chair shall post the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters along with the reappointment criteria outlined in Article 4.8.4.2 and 4.8.5.2, and invite eligible eContract Employees in the Academic Unit to submit their requested teaching load in terms of courses and number of sections.
- 4.8.43.3 In the event that any Winter semester courses must be allocated after the main allocation period described in 4.8.43.2, the Chair shall post these projected Winter semester courses no later than November 15 along with the reappointment criteria, and invite eligible contract Employees in the Academic Unit to submit their requested teaching load in terms of courses and number of sections.
- 4.8.54.4 Eligible eContract 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.
- 4.8.64.4 The standing committee shall be provided with all applications and supporting documents, including the criteria outlined in Articles 4.8.24.2 and 4.8.5.2, 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.

#### 4.8.4 Eligibility for Reappointment

~~4.8.74.1~~ The standing committee shall review all applications and, ~~based on the criteria outlined in Article 4.8.2,~~ determine if the applicants are:

- eligible for reappointment;
- eligible for reappointment with conditions;
- ineligible for reappointment.

~~4.8.7.2~~ The criteria for determining an applicant's eligibility for reappointment are as follows:

- performance of duties in a responsible and professional manner; and
- teaching performance as assessed by Chair/tenured designate evaluations (including evaluation of course materials as applicable) and student evaluations of instruction;

~~4.8.74.13~~ The committee's decision shall be reached by consensus or, if not possible, by a simple majority vote.

~~4.8.84.4~~ A ~~current~~ eContract Employee who is eligible for reappointment with conditions 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. The notice of eligibility for reappointment with conditions shall be signed by the Employee to indicate receipt. Within ten (10) Days of receiving notice of eligibility for reappointment with conditions, the Employee may respond to the committee in writing.

~~4.8.94.4~~ A ~~current~~ eContract Employee who is ineligible for reappointment shall be advised in writing of the reasons for ineligibility. Within ten (10) Days of receiving notice of ineligibility, the Employee may respond to the committee in writing.

#### 4.8.5 Course Allocation

~~4.8.105.1~~ The standing committee shall review the applications and supporting documents for all eligible applicants and determine recommended course allocations based on the criteria outlined in Article 4.8.25.2, the use of seniority as outlined in Article 4.8.5.3, and the instructional loads as outlined in Article 14.14. ~~4.8.10.1~~—The committee's decision shall be reached by consensus or, if not possible, by a simple majority vote.

~~4.8.5.2~~ Subject to an applicant's availability, the criteria for determining recommended course allocations are as follows:

- required and, with valid justification, desired academic credential(s) and professional certification(s);
- appropriate subject and professional expertise;
- any applicable professional performance standards;
- other bona fide department and program needs and priorities approved by the Dean and included in the posting, per Article 4.8.3.2. Bona fide department and program needs and priorities not included in the posting, pre Article 4.8.3.2, shall not be considered.



- 4.8.5.3 Where the criteria in Article 4.8.5.2 are, as between or amongst applicants, deemed relatively equal by the committee, then the applicant with higher seniority shall be allocated the course.
- 4.8.35.41 For the purpose of Article 4.8.5.3, seniority shall be defined as the total SICH taught, taking into account the conversions in Article 13.3.4.
- 4.8.35.32 No later than March 1, the Office of the Provost and Vice-President, Academic shall make available an updated seniority report, inclusive of SICH taught during the Winter semester, that shall be used as the basis for seniority determinations within the Academic Unit for the subsequent Spring, Summer, Fall and/or Winter semesters.
- 4.8.116 When, due to unforeseen circumstances, a course/section must be allocated expeditiously, the Chair may make such allocations subject to Article 4.8.105.1 and shall report any such allocations to the standing committee at the earliest opportunity.
- 4.8.127 The chair of the standing committee shall submit a written list of the committee's recommended allocations, to the Dean for approval, along with:
- the Employees' academic credentials;
  - a brief report describing how the standing committee applied the selection criteria in 4.8.5.2, ~~and any bona fide department and program needs and priorities identified in the selection process~~ and the seniority provisions in Article 4.8.5.3. Upon request, eligible applicants in the Academic Unit shall be permitted to view this report within ten (10) Days of the announcement of the allocations.
- 4.8.138 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.
- 4.8.149 Normally, eligible applicants who have applied for courses shall be informed of the results of their application:
- no later than April 1 for Spring/Summer/Fall/Winter semester allocations;
  - no later than December 1 for extraordinary Winter semester allocations not made in the main allocation period.
- 4.8.1510 Within ten Days following the notification of workload allocation to the Employee, the Employee shall notify the Chair of any accommodations relating to a disability required for the delivery of the allocated workload. Accommodations will follow the process outlined in article ~~24.522.2~~.

Language as Revised

## 4.7 Initial Sessional Appointment

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.

4.7.1.1 Initial Sessional Appointments are initiated after the following reappointments and workload allocation has occurred.

- Full time Tenured, Tenurable and Conditional Tenurable;
- Senior Lecturers and Laboratory Instructors
- Limited-term;
- Fixed-term;
- Continuing term;
- Sessional Reappointments; and
- Post-Doctoral Fellows.

4.7.2 A standing committee for Sessional Appointments shall be struck and normally shall be composed of:

4.7.2.1 the Chair of the Academic Unit, who shall be chair of the standing committee. When the Chair of the Academic Unit is unable to chair the standing committee, the Dean shall designate a chair for the committee;

4.7.2.2 whenever possible, at least two Tenured or Tenurable Employees elected by the Academic Unit or discipline. In small Academic Units, where necessary, Tenured or Tenurable Employees from a cognate department in the same Faculty or School may be elected. Subject area experts from the Academic Unit may be consulted as necessary at the discretion of the Chair.

4.7.3 Subject to an applicant's availability, the criteria (unranked) for initial Sessional Appointments are as follows:

- required and desired academic credential(s) and professional certification(s);
- appropriate subject and professional expertise;
- record of successful teaching performance, or clear potential for becoming a successful teacher;
- any applicable professional performance standards; and
- other bona fide department and program needs and priorities approved by the Dean and included in the posting, per Article 4.7.4. Bona fide department and program needs and priorities not included in the posting, pre Article 4.7.4, shall not be considered.

4.7.4 All available initial appointments, along with the criteria outlined in Article 4.7.3, shall be posted.

4.7.5 The standing committee shall be provided with all applications and supporting documents, including the selection criteria outlined in Article 4.7.3.

4.7.6 When, due to unforeseen circumstances, a course/section must be assigned expeditiously, the Chair may make initial appointments and shall report any such appointments to the standing committee at the earliest opportunity.

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, to the Dean for approval, along with:
- the candidate's academic credentials;
  - a brief report describing how the standing committee applied the selection criteria in 4.7.3.
- 4.7.9 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.
- 4.8 Sessional Reappointment and Workload Allocation
- 4.8.1 The following individuals are eligible to apply for available sessional contracts, subject to the projected availability of courses for the period under consideration:
- 4.8.1.1 All current Contract Employees in the Academic Unit;
- 4.8.1.2 Contract Employees who have held contracts in the Academic Unit within the eighteen (18) months prior to the March 1 posting of the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters; and
- 4.8.1.3 Employees who do not currently hold, but who have held a Limited-term appointment in the Academic Unit within the eighteen (18) months prior to the March 1 posting of the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters.
- 4.8.2 Sessional reappointments are initiated after the following reappointment and workload allocation has occurred.
- Full time Tenured, Tenurable, and Conditional Tenurable;
  - Senior Lecturers and Laboratory Instructors
  - Limited-term;
  - Fixed-term; and
  - Continuing term.
- 4.8.3 Deadlines
- 4.8.3.1 Normally, the reappointment of Contract Faculty for the Spring, Summer, Fall and Winter semesters shall be done simultaneously according to the deadline described in 4.8.3.2.
- 4.8.3.2 No later than March 1 the Chair shall post the available courses projected for the upcoming Spring, Summer, Fall and Winter semesters along with the criteria outlined in Article 4.8.4.2 and 4.8.5.2, and invite eligible Contract Employees in the Academic Unit to submit their requested teaching load in terms of courses and number of sections.
- 4.8.3.3 In the event that any Winter semester courses must be allocated after the main allocation period described in 4.8.3.2, the Chair shall post these projected Winter semester courses no later than November 15 along with the reappointment criteria, and invite eligible contract Employees in the Academic Unit to submit their requested teaching load in terms of courses and number of sections.

4.8.4.4 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.

4.8.4.4 The standing committee shall be provided with all applications and supporting documents, including the criteria outlined in Articles 4.8.4.2 and 4.8.5.2, 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.

4.8.4 Eligibility for Reappointment

4.8.4.1 The standing committee shall review all applications and determine if the applicants are:

- eligible for reappointment;
- eligible for reappointment with conditions;
- ineligible for reappointment.

4.8.7.2 The criteria for determining an applicant's eligibility for reappointment are as follows:

- performance of duties in a responsible and professional manner; and
- teaching performance as assessed by Chair/tenured designate evaluations (including evaluation of course materials as applicable) and student evaluations of instruction;

4.8.4.3 The committee's decision shall be reached by consensus or, if not possible, by a simple majority vote.

4.8.4.4 A Contract Employee who is eligible for reappointment with conditions 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. The notice of eligibility for reappointment with conditions shall be signed by the Employee to indicate receipt. Within ten (10) Days of receiving notice of eligibility for reappointment with conditions, the Employee may respond to the committee in writing.

4.8.4.4 A Contract Employee who is ineligible for reappointment shall be advised in writing of the reasons for ineligibility. Within ten (10) Days of receiving notice of ineligibility, the Employee may respond to the committee in writing.

4.8.5 Course Allocation

4.8.5.1 The standing committee shall review the applications and supporting documents for all eligible applicants and determine recommended course allocations based on the criteria outlined in Article 4.8.5.2, the use of seniority as outlined in Article 4.8.5.3, and the instructional loads as outlined in Article 14.14. The committee's decision shall be reached by consensus or, if not possible, by a simple majority vote.

4.8.5.2 Subject to an applicant's availability, the criteria for determining recommended course allocations are as follows:

- required and, with valid justification, desired academic credential(s) and professional certification(s);
  - appropriate subject and professional expertise;
  - any applicable professional performance standards;
  - other bona fide department and program needs and priorities approved by the Dean and included in the posting, per Article 4.8.3.2. Bona fide department and program needs and priorities not included in the posting, pre Article 4.8.3.2, shall not be considered.
- 4.8.5.3 Where the criteria in Article 4.8.5.2 are, as between or amongst applicants, deemed relatively equal by the committee, then the applicant with higher seniority shall be allocated the course.
- 4.8.5.4.1 For the purpose of Article 4.8.5.3, seniority shall be defined as the total SICH taught, taking into account the conversions in Article 13.3.4.
- 4.8.5.2 No later than March 1, the Office of the Provost and Vice-President, Academic shall make available an updated seniority report, inclusive of SICH taught during the Winter semester, that shall be used as the basis for seniority determinations within the Academic Unit for the subsequent Spring, Summer, Fall and/or Winter semesters.
- 4.8.6 When, due to unforeseen circumstances, a course/section must be allocated expeditiously, the Chair may make such allocations subject to Article 4.8.5.1 and shall report any such allocations to the standing committee at the earliest opportunity.
- 4.8.7 The chair of the standing committee shall submit a written list of the committee's recommended allocations, to the Dean for approval, along with:
- the Employees' academic credentials;
  - a brief report describing how the standing committee applied the selection criteria in 4.8.5.2 and the seniority provisions in Article 4.8.5.3. Upon request, eligible applicants in the Academic Unit shall be permitted to view this report within ten (10) Days of the announcement of the allocations.
- 4.8.8 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.
- 4.8.9 Normally, eligible applicants who have applied for courses shall be informed of the results of their application:
- no later than April 1 for Spring/Summer/Fall/Winter semester allocations;
  - no later than December 1 for extraordinary Winter semester allocations not made in the main allocation period.
- 4.8.10 Within ten Days following the notification of workload allocation to the Employee, the Employee shall notify the Chair of any accommodations relating to a disability required for the delivery of the allocated workload. Accommodations will follow the process outlined in article 22.2.

Rationale for Change


The reasons for this change are as follows:

- To provide clarity regarding the eligibility of Contract Employees to apply for workload and the allocation of courses to Employees.



---

Jonathan Withey  
Chair, Negotiating Committee  
Board of Governors



---

Kirk Niergarth  
Chair, Negotiating Committee  
Mount Royal Faculty Association

11 February 2022

---

Date