

Contract Faculty

Reappointment and Allocation Review

February 27, 2023

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Collective Agreement

This presentation is based on the Collective Agreement dated

July 1, 2020-June 30, 2024

This is a recently ratified Agreement which contains key changes to the sessional reappointment process

Why are We Here?



MOU in 2017 mandated training



The MRFA and the University have agreed that providing more training about reappointment and appointment processes in the Collective Agreement is essential



With the latest Collective Agreement, and a modified sessional reappointment process, training and orientation are especially important

Key Articles 4.7-4.11 and 14.14

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

- Transparency and clarity
- Specific criteria to determine eligibility for reappointment
- Specific criteria for determining course allocations
- The determination and role of seniority
- Maximum instructional loads for contract employees

It's Not Easy

Contract
faculty hiring
= structured
& intentional
work

Key aspects of the new sessional reappointment process

1. March is a critical month for the sessional reappointment process, and there is new language at play in the Agreement that people need to be mindful of.
2. Focus is on greater transparency and clarity; members of sessional appointment committees need to read the new Agreement language and be very deliberate in approach.
3. With a focus on the changes, there will be a renewed focus on other aspects of the sessional reappointment process that are often overlooked (e.g. seniority reports, requirements to submit a proposed list of contract assignments to the Dean, requirement to provide a summary of the work of the sessional appointment).

Key aspects of the new sessional reappointment process

1. A lot of work has been done with the unranked criteria list for sessional reappointment.
2. Now divided between those criteria used to determine eligibility for reappointment and those criteria used to determine course allocations.
3. There is a shift to performance considerations being considered up front (eligibility for reappointment) versus being considered alongside course allocation criteria.
4. Course allocations are determined by the remaining criteria (previous agreement), with applicant availability a prerequisite.
5. Bona fides must be determined in advance and included with all postings. Seniority has a modified determination and a clearly defined role.
6. There is a higher threshold for exceeding maximum instructional loads.

Key aspects of the new sessional reappointment process

1. May well be growing pains coming from this updated reappointment process. Links to the importance of sessional reappointment committees being very deliberate and intentional in all aspects of their work, and ensuring that there is a principled alignment with the Collective Agreement at every stage.
2. Note also that new contract rates will be in effect May 1.
3. Credentials are consolidated from five categories to three (basically just combining columns), with additional communication to come about transitioning the contracts systems.
 - A is now Credential I
 - B and C are now Credential II
 - D and E are now Credential III

Steps in Contract Faculty Hiring

1. Establishment of a hiring committee
2. Determining what courses are available
3. Posting
4. Applications
5. Sessional Reappointment
 - a) Criteria for determining eligibility
 - b) Criteria for determining course allocation
 - c) The role of seniority in course allocation decisions
 - d) Teaching load across academic units
6. Allocations approved by the Dean
7. Offer of employment
8. Initial appointments of New Faculty
9. Onboarding

STEP ONE

Establishing 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.
 - Ex-officio members do NOT vote

STEP TWO

Determining What Courses are Available

- The number will vary from year to year
 - What courses are scheduled
 - Number of tenured or tenure-track faculty
 - Tenured and tenure-track faculty on leave
 - Tenured and tenure-track faculty receiving reassigned time

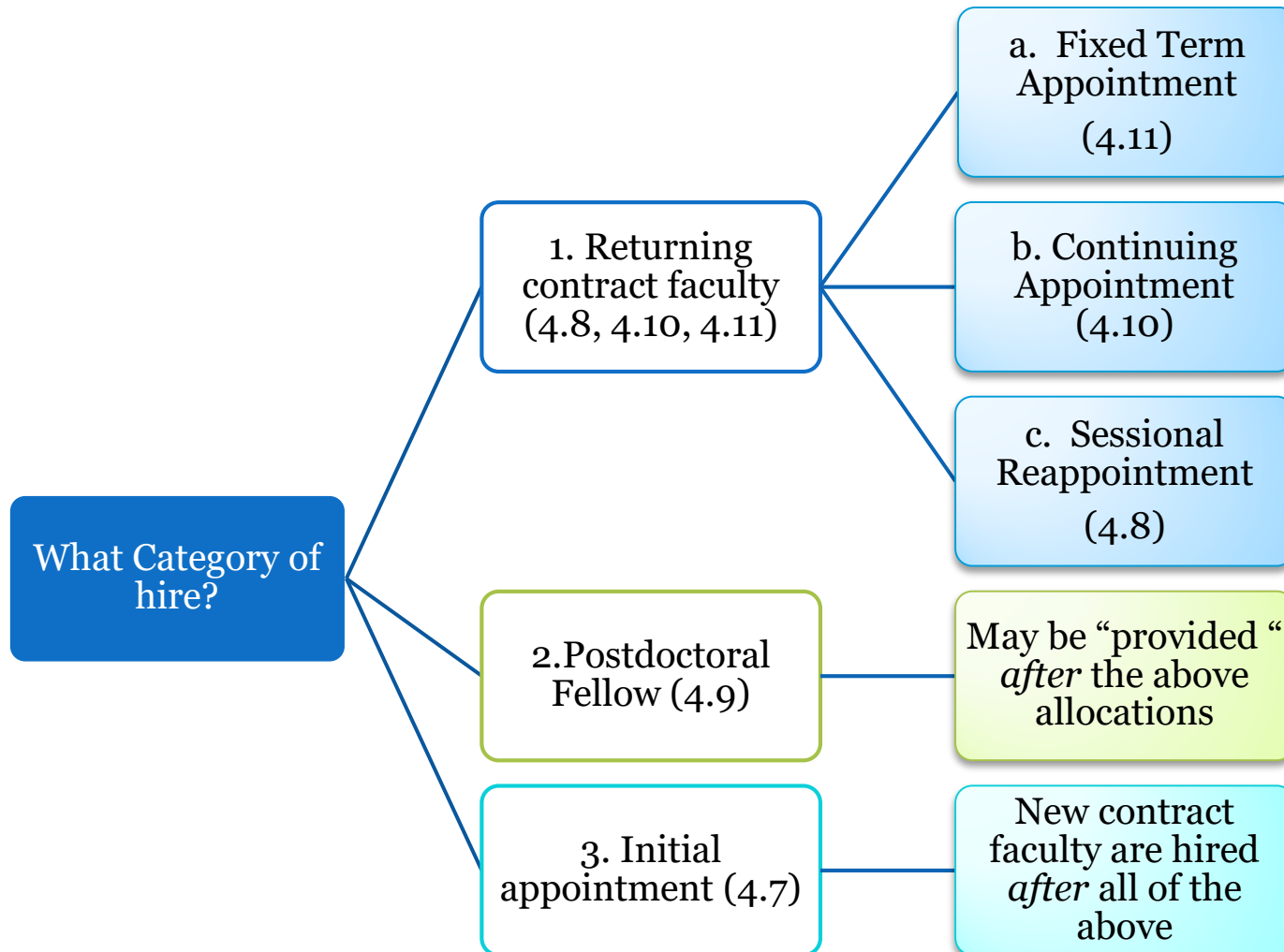
Article 4.7.1.1

Order of allocation

Normally, Initial Sessional appointments 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
- Sessional Reappointments
- Post-Doctoral Fellows

STEP TWO Determining What Courses are Available



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

Caveat

The CA says (in various ways) that all workload is determined in consultation with the Chair and the Dean. For example . . .

- Article 14.1—Assignment of Workload for Full-time Employees—The workload of Full-time Employees shall be assigned by consultation between the Chair and the Employees of each Academic Unit, following consultation with the Dean.

“You can’t always get what you want”

In other words . . .

- You must ensure that workload is allocated by category (Fixed-term allocations occur before Continuing appointment allocations, and so on) but people within a category are not entitled to pick their workloads without constraint.
 - Qualifications
 - Manageable schedules for everyone within the category

STEP THREE—Posting

Deadlines

(4.8.4.1, 4.8.4.2, 4.8.4.3)

- Normally, hiring for Spring, Summer, Fall, and Winter will be done simultaneously
- **March 1** deadline to post for Spring, Summer, Fall and Winter. Extra Winter courses must be posted by **Nov 15**

“eligible contract Employees”

- All current contract faculty members
- All employees who have taught in the Academic Unit within the last 18 months
- **Previous limited-term appt grants access to the reappointment pool.***
- * 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.

“...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 . . .”



What does it mean to “post”?

Dear XXX,

As someone who has taught in the Department of XXXX in the past 18 months, I would like to make you aware of the following teaching opportunities for Contract Faculty for Spring 2020, Summer 2020, Fall 2020 and Winter 2021.

Attached you will find an application form which has a complete list of courses available, a list of the required qualifications for each course, and the criteria for reappointment and course allocation.

This posting must include all bona fide requirements if they are to be used as criteria in the course allocation process

If you are interested in applying for any of the teaching opportunities, please return the attached application reflecting your course choices along with XXX (updated CV, etc.).

The deadline for submission of applications is XXX.

If you require anything further information, please let me know.

Chair

Full-Year Scheduling



Under current CA the deadlines are as on the previous slide, but they are “No later than...”



If they wish (and are able given scheduling timelines, etc.), an Academic Unit can post in advance of these deadlines.

STEP FOUR

Application

- Article 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.

STEP FOUR—Applications

- Candidates must
 - “submit their requested teaching load” (4.8.4.4) 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. If yes, remind contract faculty to update their information if they wish to do so



SLAN Application for Sessional Contract Appointment

Thank you for your interest in a contract appointment in the Department of Sociology and Anthropology. This application will help the committee make the appropriate decisions. The committee shall have access to all SEI evaluations throughout this process.

Applicant Contact Information

Name:	
*Email:	
*Telephone:	

*Only supply contact information which can be used for communication.

Indicate by number (1-10), in order of your preference, from most interested, to least interested, (1 being most interested) the course(s) and their sections for which you are applying to teach in Winter semester, Jan. 6 – Apr. 24, 2021.

ANTHROPOLOGY		COURSE OFFERINGS – Winter 2021			Jan. 6 th – Apr. 24 th
Course Code	CRN	Course Description	Days	Time	
ANTH 1103-003	10123	Intro to Cultural Anthropology	TR	8:30 am - 9:50 am	
ANTH 1103-004	10124	Intro to Cultural Anthropology	MW	10:00 am - 11:20 am	
ANTH 1106-001	10130	Intro to Linguistic Anthropology	TR	11:30 am - 12:50 pm	
SOCIOLOGY		COURSE OFFERINGS – Winter 2021			Jan. 6 th – Apr. 24 th
Course Code	CRN	Course Description	Days	Time	
SLGY 1101-001	12034	Intro to Sociology	MW	8:30 am - 9:50 am	
SLGY 1101-004	12037	Intro to Sociology	R	6:00 pm - 8:50 pm	
SLGY 1101-005	12038	Intro to Sociology	MW	4:00 pm - 5:20 pm	
SLGY 1101-006	12039	Intro to Sociology	TR	10:00 am - 11:20 am	
SLGY 1101-007	12040	Intro to Sociology	TR	8:30 am - 9:50 am	
SLGY 1101-008	12041	Intro to Sociology	TR	4:00 pm - 5:20 pm	
SLGY 1101-009 & 065	12042 & 12043	Intro to Sociology	TR	11:30 am - 12:50 pm	
SLGY 2218-001	12046	Deviance and Society	MW	11:30 am - 12:50 pm	
SLGY 2253-001	12051	Urban Sociology	TR	10:00 am - 11:20 am	



SLAN Application for Sessional Contract Appointment

	SLGY 2265-001	12054	Social Strat & Inequality	MW	10:00 am - 11:20 am
	SLGY 3321-001 & 401	12069 & 12071	Quantitative Methods	M	8:30 am - 10:20 am & 10:30 am - 11:20 am
	SLGY 3321-002 & 402	12070 & 12072	Quantitative Methods	M	12:30 pm - 2:20 pm & 2:30 pm - 3:20 pm

Availability

I am applying to teach course(s) in Sociology _____ Anthropology _____

Please indicate the maximum number of courses you would teach if offered: _____

If different than your maximum you would teach, please indicate the maximum number of courses you would prefer to teach if offered: _____

Are you available to teach evening courses, 6:00 pm - 9:00 pm? Yes ___ No ___

Are you available to teach between the hours of 8:30 am - 5:20 pm? Yes ___ No ___

On the days that you teach do you prefer breaks between classes or teaching consecutive time slots?

Consecutive (back to back) _____ Breaks _____

Explain preference: (i.e. I prefer breaks between classes but would be willing to teach back to back Introduction to Sociology).

Thank you for your cooperation. The Standing Hiring Committee for Sessional Contract Appointments will make every effort to accommodate you. You will be informed in writing of its decision in a timely manner.

Thank you for your time!

Tom Buchanan,
Professor and Chair

* * * *

Please note: If no qualified internal sessional contract faculty applies for a course, the course will be posted externally.

STEP FIVE— Sessional Reappointment

There are now specific criteria for determining eligibility for reappointment and for determining course allocations

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

- a) Criteria for determining eligibility
- b) Criteria for determining course allocations
- c) The role of seniority
- d) Maximum teaching loads

- 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
- We need additional discussion about EDI and SPoTS, etc. Consider raising this with your hiring committee.



STEP FIVE A—Determining eligibility of Existing Contract Faculty

There is a difference between eligibility and reappointment. Determining eligibility happens BEFORE courses are allocated and is based on specific criteria. Need to determine the eligibility of EVERY applicant.

- According to Article 4.8.4, candidates are one of the of the following:
 - Eligible for reappointment OR
 - Eligible for reappointment with conditions (4.8.8) OR

“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 FIVE A—Determining eligibility of Existing Contract Faculty

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.

What does this mean?

- There is a shift to performance considerations being considered up front (eligibility for reappointment) versus being considered alongside course allocation criteria.
- This change provides for greater transparency and stringency with eligibility for reappointment. However, once the individual is past that post, any related concerns should not be raised or brought forward into committee allocation discussions.

Conditions

Important!

Communicate to the Contract Faculty member as soon as conditions are placed on their eligibility for reappointment. Keep a copy of that communication on their employee record in the department.

Article 4.8.4.4

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.

Conditions? Ineligible?

- Examples of Reasons for Conditions??
- Examples of Conditions?
- Examples of Reasons to be Ineligible for Reappointment??

Pandemic Reminders for 2021- 2022...

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

2) Prior to reviewing applications, to ensure consistency, consider reviewing how the Committee will into account the effects of the pandemic on contract faculty work. Record this in case grievances arise

3). Chairs should remind Committee members to keep the pandemic in mind when reviewing SPoTs and peer teaching evaluations., especially where those effects are outlined in the response. Be very mindful to distinguish between on-going performance issues and those related to the pandemic.

STEP FIVE B—Determining course allocations

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.

Criteria outlined in Article 4.8.5.2:

- 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**. Bona fide department and program needs and priorities not included in the posting, pre Article 4.8.3.2, shall not be considered.

The availability of an applicant is a necessary prerequisite in the updated language

STEP FIVE B—Determining course allocations: the role of seniority

4.8.5.3 Where the criteria for course allocation (previous slide) are, as between or amongst applicants, deemed relatively equal by the committee, then the applicant with higher seniority shall be allocated the course.

The role that seniority plays in the course allocation process is now very clearly defined.

Additional context regarding seniority:

- Seniority is essentially the tie breaker and it plays a role only when two or more applicants are deemed to be equally qualified to teach a course based on the criteria for course allocation.
- Seniority is a calculation now **based on total SICH taught** by the employee (versus work in the academic unit “only”)
- The role of seniority should be read **in conjunction with Article 14.14**, which deals with maximum instructional loads for contract instructors

STEP FIVE B—Determining course allocations: the role of maximum instructional loads

14.14 Exceeding the course allocations (unchanged) requires the approval of the Dean, following consultation with the Chair. Approval shall only be granted **when there is no suitably qualified Contract Employee available** who has not reached the instructional load in Article.

Role of maximum instructional loads:

- While these amounts are unchanged in the new Collective Agreement, they have much firmer boundaries.
- Article 14.14 applies to *all* contracts across *all* academic units.
- Chair needs to make the Dean aware when the maximum load may be exceeded.

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 calculate the maximal instructional load, based on a 0.5 conversion factor between lab SICH and SICH.

DO THESE REQUIRE DEAN APPROVAL?

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

- 192 course SICH + 90 lab SICH = 282 ✓
- This one is good to go.

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

- 192 course SICH + 96 course SICH = 288
- **requires Dean's approval**

STEP SIX— Hiring Committee Allocations sent to the Dean

- 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.”*
- The Dean is responsible for approving conditions and for signing off on them

Keep in mind deadlines when sending recommendations to the Dean:

- 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.

STEP SEVEN—Offer of Employment

- The offer happens AFTER the Dean has approved the hiring committee's recommendations
- Often happens far in advance of signing contract
- Send via letter or email—not verbal
- Address the offer from the hiring committee, not just you as Chair
- Applicant must respond within 10 days (4.8.10)
- Explain in the offer that the offer is subject to the budget, fill-rate, etc.
- Include information on evaluations (SPoT and Chair/peer) that will need to be completed
- Once they accept, send an additional email with information about book orders, course expectations, etc.

STEP EIGHT—Initial Appointments

Hiring new contract instructors should happen **ONLY** if there are still courses needing instructors after sessional reappointment and workload allocation has been finished

- Outlined in 4.7

STEP EIGHT—Initial Appointments

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 ***note the requirement to include bona fides***
- 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. ***note that applicant availability is now considered a prerequisite***
- 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.

STEP NINE—Onboarding

- Provide new hires with a copy of the Collective Agreement, information regarding grading and other policies, and expectations for course outlines (including MRU grading scheme)
- Provide access to department *Blackboard* sites, etc.
- Explain how they will go about receiving an employee card, email address and access, library and keys/office access, etc.
- Discuss Professional Development opportunities (including services provided by ADC and the library), funding, etc.
- Provide a contact in case they have questions
- Go over discipline-specific expectations
- Good idea to have a new faculty guide for your department
- Explain that there will be a session for all new hires—explain how to register (usually hosted by ADC and/or HR)

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 the future

Fixed-Term Appointments—contract employment beyond their workload plan

- 4.11.11.1 There shall be a written workload plan distributing the 384 to 480 SICH across the academic year, normally across the Fall and Winter semesters. Workload plans that fall outside of these parameters shall be arranged and agreed to between the Chair and Employee with approval of the Dean. Should an agreed to workload plan include the Spring semester, any additional contract workload in the Fall or Winter semester shall first be applied towards the Employee's fixed-term contract. The workload plan shall be amended to reflect this change.
- 4.11.11.2 Fixed-term appointed Employees may accept sessional contracts in addition to the fixed term contract subject to Article 14.14. Such contracts shall be allocated in accordance with the process and criteria outlined in 4.8.

Continuing Term Appointments and Continuing Clinical Appointments

Article 4.10.1.1 A sessional Employee who has completed four (4) semesters of employment within the last thirty-six (36) months shall be eligible for a continuing appointment with the opportunity for reappointment, subject to the conditions specified in Article 4.10.1.2. The Dean shall consult with the Chair to make decisions regarding the establishment of continuing contracts.

- ✓ Selected by the Faculty/Department – contract generated by department
- ✓ The period of appointment or reappointment shall not exceed 24 months
- ✓ Continuing Clinical appointments may commence in Fall, Winter, or Spring.
- ✓ Guaranteed at least 240 SICH per academic year-96 of which must occur in Fall Term
- ✓ May be combined with laboratory schedule per Article 6.3.2
- ✓ Compensation for contact work evenly distributed over the duration of appointment
- ✓ Eligible for Benefits per Article 16.8
- ✓ Retirees ARE eligible for this type of appointment

Summer/Holiday/Other Issues?



4.8.6 When, due to *unforeseen circumstances*, a course/section must be *allocated expeditiously*, the Chair may make such allocations subject to Article 4.8.10 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)
- Are under exceptional circumstances only
- 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

Grievances?

- See Article 20
- Remember, the individual is not grieving you personally as the Chair
- Chairs can also consult the MRFA during a grievance for advice

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

