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1. Scope and Definition

This Criteria Document governs those members of the Faculty Association who hold an appointment in the Faculty of Engineering and Applied Science in the ranks specified in Articles 13.1, 13.3 and 13.5 of the University of Regina Collective Agreement 2011-2014, hereinafter referred to as CA. In this Criteria Document, "Professor" refers to the Faculty Ranks of Lecturer, Assistant Professor, Associate Professor, and Professor; "Laboratory Instructor" refers to the Laboratory Instructors' Ranks of Laboratory Instructor I, Laboratory Instructor II, and Laboratory Instructor III. "Instructor" refers to the Instructor Ranks of Instructor I, Instructor II, and Instructor III. The term "Academic Staff member" includes Professors, Laboratory Instructors and Instructors.

Every Academic Staff Member is expected to act in a consultative, responsible and professional manner. The performance of Academic Staff Members will be evaluated on the basis of their contributions as stipulated in Article 16.1.1, 16.1.3 and Article 16.1.4. (Refer to Appendix C.)

This Criteria Document is governed by the following principles:

- It shall be in accordance with the provisions of the Collective Agreement (CA) and preferably be reviewed annually to be in compliance with the CA or at the request of Faculty Council;
- The review process must be based on documented evidence;
- Performance evaluation at all stages must take into consideration the assigned duties of the applicant in comparison to other colleagues at the same rank, taking into account special administrative or research duties;
- The review committee may ask for average assigned duties over the past few years from the Dean's Office;
- All involved in the performance review process must abide by the University's Conflict of Interest and Conflict of Commitment Policy (Number: GOV-022-010: <http://www.uregina.ca/policy/browse-policy/policy-GOV-022-010.html>); Academic staff members who intend to apply for tenure or promotion are considered to be in conflict of interest and cannot serve on the Faculty's Review Committee during the year in which they are reviewed.

2. Teaching and Related Duties

An Academic Staff member's responsibility is to provide a high quality, professional Engineering education. This is a requirement for the renewal of an appointment or the granting of increments, tenured appointment, or promotion.

In accordance with CA Article 16.2.2,

Teaching, instructional activities, and related duties shall include all activities in which members engage to prepare, deliver, or support the curriculum.

- *contributing to the creation, content, implementation and delivery of graduate and undergraduate academic courses*
- *being accessible to students for consultation and mentorship*
- *the teaching component associated with the supervision of undergraduate and graduate students*
- *all other activities in which members engage to prepare and deliver curriculum¹*

Teaching in the Faculty of Engineering and Applied Science includes, but is not limited to preparation, presentation, professionalism and interaction with students. Details defined in Appendix B.

The evaluation of teaching as defined above and in Appendix B shall be based upon:

- a. Formal teaching evaluation process based on the following **(when applicable)** preferably in the form of a teaching portfolio that may include the following evidence:
 - Course syllabus;
 - Evidence of curriculum development such as development of new course, revision of existing courses or program curriculum development;
 - Samples of graded assigned reports, assignments and final exam;
 - Evidence of contribution to accreditation process including outcome based accreditation, continuous improvement, and providing materials and input;
 - Evidence of lab development;
 - Grade distribution;
 - Course evaluation by external evaluator- faculty member chosen for objectivity;
 - Formalized mid-course review (when implemented);
 - Student evaluations;
 - Description of method of delivery;
 - Evidence of contribution to graduate teaching;
 - Course assignment letter;
 - Posted office hours;
 - Evidence of teaching skills development;
 - Any additional relevant evidence of good teaching as defined above;

¹ Collective Bargaining Agreement 2011-2014. p. 33.

3. Research, scholarship, and creative or equivalent professional activities

In accordance with CA.16.2.3,

Research, scholarship, and creative or equivalent professional activities include the following, but may include additional activities if agreed to by the Faculty:

- *intellectual and creative contributions to research and scholarship and critical or creative work*
- *dissemination of such work through publications, presentation of scholarly papers, exhibitions and performances, and other means*
- *community-engaged scholarship and the particular forms of dissemination that stem from it*
- *peer review or other forms of engagement with the scholarly work of others*
- *the research component of the supervision of student research and theses*
- *seeking external research funding as appropriate to the discipline and the member's research profile*
- *the scholarship of teaching, which consists of original and innovation thought and analysis related to pedagogy and/or learning²*

In addition to the above, the Faculty of Engineering and Applied Science, Scholarship and Research also value:

- Technology development and transfer;
- Interaction with industry, government, public, and other entities;
- International involvement;
- Technical leadership activities (such as editorialship, speaking, board membership, etc);
- Entrepreneurial and Commercialization activities;
- Collaborative inter-and cross-disciplinary research;
- Acquisition of funding from sources such as Tri-Council (individual NSERC Discovery Grant), CFI and other peer reviewed sources;
- Research activities that develop Highly Qualified Personnel (HQP);
- Mentorship of colleagues with their research endeavors;
- Practice of safety in research laboratories and activities;
- Professional activities with commercial entities are encouraged; however, when these activities involve remuneration, they shall not be counted as scholarly activity for the purpose of assessment. In accordance with CA 16.4.2, the faculty member shall keep the Dean informed; and
- Other equivalent professional, scholarly, research, and development activities.

² Ibid., p. 34.

Evaluation of research, scholarship includes demonstration of an ongoing viable research program includes:

- Acquisition of research funding;
- Supervision of HQP;
- Dissemination of knowledge; such as:
 - Peer reviewed publications,
 - Conference presentations,
 - Technical reports, and
 - Other publications or promotional materials.

4. Service

In accordance with CA 16.2.4,

Service includes service to the University and service external to the University.

Service activities include the following, but may also include additional activities if agreed to by the Faculty:

- *internal and external activities which arise from the research and teaching functions at the University*
- *participation in academic unit, University, and Association committees/bodies*
- *holding in-scope administrative positions, including Program Chairs, Department Heads and Directors*
- *involvement in the work of learned societies, associations, agencies and professional organizations*
- *work in the community-at-large when members contribute to it by virtue of their general or specialized academic expertise³*

The Faculty of Engineering and Applied Science values the additional service activities:

- Participation in student recruitment and retention;
- Involvement in Accreditation (Canadian Engineering Accreditation Board (CEAB)) activities;
- Interaction with indigenous, local, regional, and provincial entities;
- Development of linkages with National and International bodies;
- Commitment to economic, social and environmental sustainability;
- Activities that promote diversity, equity, professional, and ethical conduct;
- Ambassadors or role models for the Faculty within the community at large; and
- Other engineering service related activities such as consultation and participation in engineering related and learned societies, committees and organizations.

³ Ibid., p. 34.

Evaluation of Service includes evidence of:

- Membership in APEGS or SASTT;
- Participation in Program, Faculty and other University committees, and related administrative duties where applicable;
- Active membership in national and international learned societies;
- Participation in the public relations activities of the Faculty;
- Organization and participation in activities such as: seminars, workshops conferences, and other events; and
- Other supporting activities of the Faculty's valued service contributions, as stated above.

5. Increments

In accordance with CA 18.2,

For academic staff members in the faculty, librarian, instructor and laboratory instructor categories, increments shall be awarded to those whose performance has met the standards for their level of appointment, subject to the limitations of the salary range for the category and rank and the provisions of this agreement.⁴

6. Merit Increments

In accordance with CA 18.3,

Academic staff members who, considering their present category, rank, and duties, demonstrate exceptional performance or sustained performance that is well above average, as defined in the relevant Criteria Document, shall be considered for merit. The value of a merit is equal to one increment for the category and rank. Decisions on the award of merit will be made by the Dean after considering the recommendation of the relevant Performance Review Committee.

Decisions on merit shall be based on the academic staff member's performance since the last merit received or, if the member has never received merit, since initial appointment. While decisions on merit are based primarily on members' performance of the duties listed in Article 16 for that category of a member, outstanding contributions in the areas of scholarship and administration shall be given due consideration even if these are not among the duties listed for that category of member.

The initial reviewer and/or review committee may recommend an academic staff member to the Dean for a merit, whether or not the member has applied for a merit under Article 17.8.⁵

⁴ Ibid., p. 47.

⁵ Ibid., p. 47.

Merit Increments are broadly determined by the following process within the Faculty of Engineering & Applied Science. Merit applications, and the faculty under review as a whole, are used to establish an average of performance for faculty, factoring in their rank as a qualifier for performance. Applicants and those being reviewed will have their submission assessed for well above-average documented performance in any of the areas of Teaching, Scholarship and Research, and Service. Satisfactory performance in all other areas, and well above performance in at least one area will be used as justification for recommendation at successive levels of review (initial, peer, and final). The faculty review committee determines their recommendation of Merit Increment for applicant. This recommendation is independent from the initial reviewer's recommendation.

7. Promotion

The following guidelines assume good judgment and good faith at all levels of the review process. An Academic Staff Member who is applying for promotion or a merit increment shall make written application to the Dean on or before November 30th. A copy of one's current curriculum vitae is to be attached (Article 17.8 CA). Letters of reference shall be supplied, when required, in accordance with Article 17.9 CA.

7.1 Promotion from Laboratory Instructor I to Laboratory Instructor II

Promotion from Laboratory Instructor I to Laboratory Instructor II will be granted if the candidate has

- A satisfactory teaching record;
- A demonstrated ability to modify and maintain existing laboratory projects, experiments, and/or fieldwork;
- A record of participation in laboratory program development; and
- Participated satisfactorily in service.

7.2 Promotion from Laboratory Instructor II to Laboratory Instructor III

Promotion from Laboratory Instructor II to Laboratory Instructor III will be granted if the candidate has

- A satisfactory teaching record;
- A demonstrated ability to contribute to all aspects of laboratory development, maintenance and improvement;
- An acquired proficiency in laboratory administration; and
- Participated satisfactorily in service.

7.3 Reclassification of Instructors

In accordance to CA Article 18.4.1,

Any academic staff member appointed to the rank of Instructor upon application shall be reclassified to the appropriate rank after providing official documentation of the necessary qualifications as outlined in Article 13.5.⁶

- Instructor II: the academic staff member possesses a Master's degree and has relevant teaching experience, or possesses a four-year Bachelor's degree or equivalent and has four years of relevant teaching experience prior to appointment at this rank.
- Instructor III: the academic staff member possesses a Ph.D. or equivalent, and has some relevant experience, or possesses a Master's degree and five years of relevant teaching experience prior to appointment at this rank.

7.4 Promotion from Lecturer to Assistant Professor

Promotion from Lecturer to Assistant Professor will be granted (normally after more than one year) if the candidate has:

- Requirement of a PhD or equivalent;
- Demonstrated satisfactory teaching ability;
- Initiated research which indicates one's ability to conduct or to lead an independent research program; and
- Participated satisfactorily in service.

7.5 Promotion from Assistant Professor to Associate Professor

Promotion from Assistant Professor to Associate Professor will be granted (normally after three to four years at the rank of Assistant Professor) if the candidate has:

- A sustained record of satisfactory teaching;
- Sustained satisfactory research record; and
- Satisfactory participation in service;

7.6 Promotion from Associate Professor to Professor

Promotion from Associate Professor to Professor will be granted (normally after not less than three years at the rank of Associate Professor) if the candidate has:

- Record of above average teaching (Section 2);
- An established research reputation at the national or international levels; and
- A record of participation and leadership in service.
- The names of three (3) referees are to be provided to the Dean; the recommendation is that references comply with the NSERC guidelines.

In accordance with CA 17.9, "*The Dean may obtain letters of reference from up to three additional referees*"⁷. The applicant's may provide additional referees related to the applicant's area of teaching, research and service for the Dean.

⁶ Ibid., p. 47.

8. Renewal of Tenure-track Appointments

In accordance with CA 18.5,

*Tenure-track appointments shall be renewed when academic staff members have performed their duties in a satisfactory manner and it is deemed that they should be given a further opportunity to progress towards a tenured appointment.*⁸

Satisfactory performance will be evaluated in accordance with Sections 2 through 6 and definition provided in Appendix A.

9. Appointments with Tenure

Appointments with tenure will be made in accordance with Article 18.6 CA, *Academic staff members with appointments in the faculty, librarian, instructor, or laboratory-instructor categories shall be granted an appointment with tenure when there is evidence of consistent performance that has met the standards for their category and rank of appointment through the probationary period (including, in the case of faculty members and librarians, professional growth and development demonstrated by contributions to their discipline and to the University) and where there is promise of future contributions that will enhance the academic reputation of the University.*⁹

Tenure should only be granted to those who, on the basis of past performance, are expected to proceed through the ranks at least at a normal rate. This implies that, during the tenure-track period, the individual has been satisfactory in all professional activities. In particular, teaching must have been good, and Professors must have an established viable research program. The process leading to Tenure application involves annual feedback to the faculty member identifying strengths, and areas for improvement in accordance with CA 17.22.

Career planning is a purely formative process focusing on growth and success that supports tenure-track academic staff members in the development of the research, teaching, and service components of their careers. The intent of career

planning is to mentor academic staff members, helping them identify courses of action that will lead to the achievement of tenure and promotion. The Department Head or equivalent shall meet with new members within six months of the member's appointment, and subsequently, as appropriate. The purpose of these

⁷ Ibid., p. 41.

⁸ Ibid., p. 47.

⁹ Ibid., p. 47.

meetings shall be to hold a formative discussion regarding performance of duties, to inform the member of the due processes and conditions set out in the Collective Agreement and Criteria Documents for performance review and career decisions, and to provide advice.

The Dean shall also meet yearly with tenure-track academic staff members to provide mentoring. The purpose of the meeting is to recognize achievements of the member, review the member's performance, and provide feedback on the member's progress towards promotion and/or tenure. The department head or equivalent will also be present at this meeting. The academic staff member has the right to be accompanied by a departmental colleague or Association representative.¹⁰

9.1 Professorial Ranks

Faculty members being considered for tenure shall supply:

- The names of three referees. The recommendation is that the references comply with the NSERC guidelines;
- Student evaluations;
- A copy of their current curriculum vitae supporting contributions to teaching, research, and service;
- Copies of publications which best exemplify their work to date; and
- Optionally:
 - Teaching portfolio;
 - Objective peer teaching evaluations; or
 - Other supporting materials.

The Dean will send a written request for a letter of reference to each referee, and may obtain further letters of reference from up to three additional referees of one's own choosing. The applicant may provide a list of up to 6 additional referees related to the applicant's area of teaching, research, and service to the Dean.

9.2 Laboratory Instructors Ranks

Lab Instructors being considered for tenure shall supply:

- Student Evaluations;
- A copy of their current curriculum vitae supporting contributions to teaching, and service;
- Copies of laboratory documentation which best exemplify their work to date; and
- Optionally:
 - Teaching portfolio;
 - Objective peer teaching evaluations; or
 - Other supporting materials.

¹⁰ Ibid., pp. 45-46.

Letters of reference may be supplied, but are not required. (CA 17.9)

9.3 Instructors Ranks

Instructors being considered for tenure shall supply:

Student Evaluations;

- A copy of their current curriculum vitae supporting contributions to teaching and service;
- Copies of course documentation which best exemplify their work to date; and
- Optionally:
 - Teaching portfolio;
 - Objective peer teaching evaluations; or
 - Other supporting materials.

Letters of reference may be supplied, but are not required. (CA 17.9)

10. Sabbaticals

Sabbaticals are granted in accordance with CA Article 16.7,

The University endorses sabbaticals as a means of encouraging continuous professional development and productive scholarship, which will be mutually beneficial to the academic staff member and the institution. A member may apply for, or the University may offer, a sabbatical. The University shall grant annually a limited number of sabbaticals in keeping with its responsibilities. Such sabbaticals shall not be withheld unreasonably.¹¹

Application for sabbatical must be made in accordance with CA 16.7.6, *nine months prior to the beginning of the academic year in which the sabbatical is to commence.*¹²

The justification for a sabbatical is determined primarily on the basis of a written proposal outlining the nature of the activities to be undertaken and the benefits to the individual and the University. The sabbatical plan should include a teaching reintegration plan applicable for the member's return from sabbatical. The Dean (or designate), in consultation with the Faculty Review Committee, will examine sabbatical proposals and determine their academic merit. Proposals may be rejected because of lack of merit, or may be deferred because of staffing problems.

Academic staff members are required to submit a report after their sabbatical for inclusion with their annual information form.

¹¹ Ibid., p. 36.

¹² Ibid., p. 37.

11. Research Chairs

The process of appointment of Research Chairs is specified in CA Article 14.6 (See Appendix C). Academic staff members holding Research Chairs shall be reviewed in the same manner as other members, but with more emphasis on research accomplishments within the mandate of the Chair as specified at the time of appointment. The teaching load of Research Chair, normally, is expected to be half the load of regular faculty members; for example, the CRC program (http://www.chairs-chaire.gc.ca/program-programme/admin_guide-eng.aspx) and the NSERC's Industrial Research Chairs program (http://www.nserc-crsng.gc.ca/Professors-Professeurs/CFS-PCP/IRC-PCI_eng.asp).

12. Duties of Review Committee

- a) Recommend to the Dean concerning the reappointment of members with tenure track appointments;
- b) Recommend to the Dean concerning appointment with renewal, tenure, promotion and increments on behalf of all faculty members who are eligible;
- c) Review applications for Sabbaticals (in accordance with CA Article 16.7 and make recommendations to the Dean;
- d) Review the relevant collective agreement clauses;
- e) Attend offered workshops or courses on performance review committee duties;
- f) Review the Performance Review Committee's Terms of Reference for membership and chair election; and
- g) Disclose any potential conflict of interest and abide by the University code of conduct policy, specifically confidentiality and conflict of interest (Policy numbers GOV-022-010).

12.1 Evaluation and Recommendation Procedure

The Review Committee's recommendation that an appointment with tenure be granted or denied shall be based on an evaluation of the submitted material. Tenure will not be granted if special conditions attached to the Faculty Member's appointment have not been fulfilled. The Committee will write a report with specific and detailed reasons for the recommendation.

13. Assignment of Duties

In accordance with CA Article 16.3,

16.3 Assignment of Duties

16.3.1 Each Faculty shall develop collegially and include in its Criteria Document a transparent process for the assignment of duties, based on decisions

made in accordance with criteria known to members within the Faculty and in accordance with Article 17.

The foregoing is intended to create transparency that will:

- *allow members to determine whether their share of the obligations is equitable in light of the contributions they make relative to other members.*
- *allow the duties of members to vary over time in such a manner that other members understand the rationale for differences in the array and mix of duties.*
- *ensure that the numerous factors involved, as listed in 16.1 are considered in the array and mix of duties for members.*

The collegial governance process followed in developing the Criteria Document of each Faculty shall result in a document that is transparent in describing the expectations of the members. Expectations may vary according to the duties and position/rank of the academic staff member. Given the importance of the Faculty Criteria Document when used in the review process to assess the performance of members, clarity regarding duties and expectations is essential. In particular, the nature of accomplishments required for tenure, promotion and merit shall be set out clearly.

16.3.2 Duties may vary over time for any given member, at any given point in time between members, or over time between the members of different academic units. An academic staff member may apply to the Dean for a change in the array and mix of duties. The request shall take in to account the needs of both the member and the unit. Over time members shall fulfill all the duties corresponding to their appointment category and rank. The performance review will reflect the academic staff member's array and mix of duties.

16. 3.3 Academic staff members shall be assigned duties in a fair and equitable manner to ensure a reasonable workload.

*16.3.4 New members in their first year of appointment shall normally be assigned a lighter teaching load.*¹³

Documentation of the past three (3) years of assigned duties (see Appendix D) for all academic staff members shall be accessible to the academic staff members. The assignment of duties will be discussed collegially at the Program level with recommendations forwarded to the Dean's Office.

¹³ Ibid., pp. 34-35.

Appendix A Glossary

Course description: academic calendar and faculty approved course information sheets and associated documentation within the course “binder”.

Course Books: the information maintained on all courses that are contained within engineering programs.

Diversity: refers to the human qualities that are different from our own and those of groups which we belong. Dimensions of diversity include but are not limited to: age, ethnicity, gender, physical abilities / qualities, race, sexual orientation, educational background, geographic location, income, marital status, military experience, parental status, religious beliefs, work experience, and job classification.

Satisfactory performance: performance that meets normal expectations relative to category, rank and duties.

Well above average performance: performance that exceeds normal expectations relative to category, rank and duties.

Unsatisfactory performance: performance that does not meet normal expectations relative to category, rank and duties.

Appendix B Teaching¹⁴

Details in defining teaching in the Faculty of Engineering and Applied Science includes, but is not limited to preparation, presentation, professionalism and interaction with students, as defined below:

Preparation:

- a. Knowledgeable about the subject matter, as defined by the official course descriptions;
- b. Thinking critically about the subject matter, reflecting on one's teaching practices and outcomes, and working continuously to improve them,
- c. Preparing well for classes;
- d. Structuring the teaching material and delivery processes to enhance the learning experience;
- e. Preparing students to critically evaluate, assimilate and apply concepts; and
- f. Emphasizing the "systems concept" in the theory and practice of engineering.

Presentation:

- a. Using class time efficiently to guide students to course learning objectives;
- b. Exhibiting flexibility, adjusting well to unexpected questions or circumstances in the classroom;
- c. Engaging students in their subject matter;
- d. Having high but reasonable expectations of students and communicating these clearly; and
- e. Recognizing that students have differing strengths and weaknesses. When students are having difficulty grasping new ideas, good teachers adjust their teaching to accommodate and overcome these difficulties.

Professionalism:

- a. Maintaining and annually updating records and course material, including the Faculty of Engineering and Applied Science "course-books";
- b. Grading fairly and giving prompt and constructive feedback; and
- c. Emphasizing and abiding by the APEGS code of ethics in one's teaching practice.

¹⁴ Strategic Plan for Teaching and Learning January 2013. <http://www.uregina.ca/ctl/assets/docs/pdf/strat-plan-teaching-february-2013.pdf>

Interaction with Students:

- a. Developing professional engineering ethics and attitudes: instilling in students professional rigor, safety, responsibility, and service to the public;
- b. Inspiring students to be independent and life-long learners;
- c. Motivating students to comprehend important concepts in their subject(s) of study;
- d. Enabling students to advance and transfer learning from previous courses;
- e. Enabling students to apply engineering skills in critical and creative ways;
- f. Guiding students in their professional development;
- g. Being available for students, both in the classroom and other appropriate settings (such as, office hours);
- h. Encouraging constructive interaction and cooperation among students; and
- i. Treating students with respect in accordance with the Respectful University workplace policy [<http://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>]

Demonstrable interactions with students and the teaching program include:

- Counseling;
- Mentoring;
- Acting as faculty advisor to various student organizations;
- Participating in capstone projects and Project Day;
- Providing career guidance; and
- Supporting career development (for example, letters of support; nominations, references, arranging introduction to potential employers, and others).

Appendix C. Relevant Articles from URFA Collective Bargaining Agreement 2011-2014

From the Collective Bargaining Agreement for the University of Regina¹⁵,

ARTICLE 13 - APPOINTMENT CATEGORIES

13.1 Faculty

Every appointment to the faculty is made at one of the following ranks:

*Professor
Associate Professor
Assistant Professor
Lecturer*

13.2 Librarians

Every appointment of a librarian is made at one of the following ranks:

*Librarian IV
Librarian III
Librarian II
Librarian I*

Throughout the Collective Agreement, the position of "Archivist" is included in the general title of "Librarian".

13.3 Laboratory Instructors

Every appointment of a laboratory instructor is made at one of the following ranks:

*Laboratory Instructor III
Laboratory Instructor II
Laboratory Instructor I*

13.4 Any of the titles outlined in Articles 13.1, 13.2 and 13.3 may be prefixed by the term "Visiting".

The term "Visiting" denotes an academic staff member who holds a position at another Institution and is appointed to a temporary position at the University.

13.5 Instructors

Every appointment of an Instructor shall be one of the following ranks:

*Instructor III
Instructor II
Instructor I*

¹⁵ Collective Bargaining Agreement 2011-2014

The rank of appointment shall be determined as follows:

Instructor I: the academic staff member possesses a Bachelor's degree or equivalent relevant professional experience.

Instructor II: the academic staff member possesses a Master's degree and has relevant teaching experience, or possesses a four-year Bachelor's degree or equivalent and has four years of relevant teaching experience prior to appointment at this rank.

Instructor III: the academic staff member possesses a Ph.D. or equivalent, and has some relevant experience, or possesses a Master's degree and five years of relevant teaching experience prior to appointment at this rank.

For the purposes of determining the member's rank upon initial appointment, the Dean or designate, in consultation with the appropriate department head or equivalent, shall assess the member's professional experience, credentials, and teaching experience.¹⁶

14.6 Research Chairs

Appointments to Research Chair positions at the University of Regina may be term, tenure-track, or tenured. All Research Chair positions shall be included in the academic bargaining unit of the University of Regina and all individuals appointed to Research Chair positions shall be members of the academic bargaining unit represented by the University of Regina Faculty Association (except if they are also appointed to an out-of-scope administrative position). All Research Chair appointees shall be assigned academic positions in an academic unit.

14.6.1 The number of Research Chair positions across the University shall not exceed seven per cent (7%) of all in-scope tenure-track and tenured appointments within the faculty category. The limit of seven per cent (7%) shall only be exceeded by agreement of the parties.

14.6.2 All Research Chair positions shall be advertised, and such advertisements shall adhere to the University's employment equity policy with respect to advertising. At the time when the advertisement is placed, members of the academic units to which the discipline of the position is related shall be notified in writing.

¹⁶ Collective Bargaining Agreement 2011-2014, p. 21.

14.6.3 Applications and nominations for Research Chair positions shall be made to the Dean of the academic unit in which the position is to be located. The normal procedures of appointment within the academic unit shall be used to fill the position. Within departmentalized faculties, the Dean shall establish appointment procedures for Research Chairs in accordance with the provisions of Article 12 of the Collective Agreement.

Whenever feasible, more than one candidate shall be considered for each position. Short-listed candidates for Research Chair positions shall be interviewed and normally shall give an open presentation at the University of Regina. The presentation shall be announced to all academic staff members and all members shall be provided with an opportunity to familiarize themselves with the candidate and provide written recommendations and statements, in accordance with Article 12.4 of the Collective Agreement.

For inter-faculty Research Chair positions the applications and nominations shall be made to the Vice-President (Research) who will consult with the appropriate Deans. The employment offer shall include the designated home Faculty.

14.6.4 Where the initial recommendation is to make an appointment with tenure the Dean shall notify academic staff members in the academic unit(s) of this recommendation. Members may submit comments to the Dean with respect to the proposed appointment in accordance with Article 12.4.

When the appointee does not hold this rank elsewhere, appointments at the rank of Professor shall be considered by the Campus Promotion Committee in accordance with Article 17.16 of the Collective Agreement.

14.6.5 Understanding that the emphasis shall be on fostering research, scholarship, and related activities, the duties and review procedures for academic staff members in Research Chair positions shall be governed by the Collective Agreement and the relevant Criteria Document. Any modifications to review procedures or criteria shall be made only after consultation in committee, and shall be made in writing with a copy to the Faculty Association. The letter of

appointment shall include statements of all conditions associated with the position, including duties, salary, review procedures, and any other terms and conditions of employment associated with the position.

- 14.6.6 *At all levels of the nomination, recommendation, and appointment process, those involved shall make explicit attempts to address equity issues. The University Equity Report shall specifically report on the steps it has taken to ensure that equity issues have been addressed in Research Chair programs.*

Annually a report shall be disseminated to academic staff members concerning the number and areas where assignments have been made to Research Chairs.

- 14.6.7 *Research Chairs shall be appointed at a category, rank and salary appropriate to their qualifications and experience in teaching and research. In addition to the normal salary, a Research Chair shall also be paid a stipend. Normally, the stipend shall not exceed fifty thousand dollars per annum. The amount of the stipend shall depend on the nature of the appointment, and the scholar's record, reputation, and degree of international recognition. Stipends shall be included in benefit calculations.*

- 14.6.8 *The parties to this agreement recognize that all Canada Research Chair positions are subject to review and final approval by the CRC Secretariat of the Government of Canada.¹⁷*

ARTICLE 16: PERFORMANCE OF DUTIES

16.1 Academic Staff Members

In accepting an appointment at the University, academic staff members agree to the duties prescribed for their category. Members are responsible to the appropriate Head and/or Dean for the performance of all their University duties, assigned or otherwise.

- 16.1.1 *The duties of a faculty member shall normally include:*

- a) teaching and related duties;*
 - b) scholarship, research, and creative or equivalent professional activities;*
- and*

¹⁷ Ibid., pp. 26-28.

c) service.

16.1.3 *The duties of an instructor shall normally include:*

- a) *teaching and related duties; and*
- b) *service.*

16.1.4 *The duties of a laboratory instructor are to provide support for academic programs and shall normally include:*

- a) *laboratory instruction and related duties;*
- b) *laboratory development, related professional activity, and operational oversight; and*
- c) *service.*¹⁸

17.13 **Review Committee**

The next step in the review process is an independent review by a committee elected by academic staff members of the academic unit, or selected by another procedure fully acceptable to the members of the academic unit and the Dean. The committee shall not include anyone with an out-of-scope appointment.

The Dean may be present as an observer when the Review Committee meets.

Keeping in mind the substance of Articles 17.1 and 17.4, the Review Committee shall review the statements included in and attached to the Annual Information Form(s) and the Performance Review Form in the light of established criteria of the academic unit and make written recommendations, with rationale, on the Performance Review Form. Similarly, keeping in mind the substance of Articles 17.1 and 17.4, if there are verbal submissions by initial reviewers to the Committee made in the performance review process, the Committee shall decide if they are fair and appropriate commentary based upon appropriate evaluation of the material submitted for review. If they are not, they shall be excluded from consideration. If they are deemed to be fair and appropriate commentary, they shall be put in writing and communicated to the academic staff member being reviewed. The member will then have an opportunity to respond to the commentary.

The Review Committee shall schedule a meeting with the Dean to provide its recommendations to the Dean. In the case of a tenure-track academic staff member, the committee shall provide a written recommendation on renewal of appointment, the rationale for its recommendation, comments on the member's performance, and suggestions to the member on steps to be taken for

¹⁸ Ibid., p. 33.

progress towards tenure and/or promotion. This document shall be part of the member's file.

DRAFT

Appendix D Record of Duties for Academic Staff Members

NAME:

SUBJECT: FACULTY MEMBER FOR ACADEMIC YEAR 20xx-20yy

In accordance with Article 16.3 of the Collective Agreement, your workload for the current academic year will be as follows:

Semester	Course Number	Lecture hours. per week	Contact Lab hours per week	Tutorial hours per week	Enrolment (expected)	Other contact hours per week
Fall						
Winter						
Spring/Summer						

Expected	Number
Co-Op reports	
Internship reports	
M.Eng. reports	
4 th year projects	
M.A.Sc./Ph.D committees	
Program/Faculty/University Committees	
M.A.Sc. thesis supervision	
Ph.D thesis supervision	
Research staff supervision	
Graduate Students Coordinator	
Co-Op Coordinator	
Program Chair	
Research Chair	
Associate Dean	
Other	

Comments:

I have been consulted by the Program Chair/Associate Dean on the above assignments.

Signature Recommended by Program Chair Approved by Associate Dean (Academic)

Date Date Date

NAME:

SUBJECT: HISTORY OF FACULTY MEMBER WORKLOAD PREVIOUS TWO YEARS

Please provide the following information, so that equitable workload assignments can be assigned

Semester	Course Number	Lecture hours. per week	Contact Lab hours per week	Tutorial hours per week	Enrolment	Other contact hours per week
Last Year						
Fall						
Winter						
Spring/Summer						
Year Before Last						
Fall						
Winter						
Spring/Summer						
2 Years Ago						
Fall						
Winter						
Spring/Summer						

	Number Last Year	Number 2 Yrs ago	Number 3 yrs ago	List of Assigned Program/Faculty/University Committees
Co-Op reports				
Internship reports				
M.Eng. reports				
M.A.Sc/Ph.D committees				
Program/Faculty/University Committees				
Graduate Students Coordinator				
Co-Op Coordinator				
Program Chair				
Associate Dean				
Research Chair				
M.A.Sc. supervision				
Ph.D supervision				
Research staff supervision				

The information provided is accurate to the best of my knowledge:

Signature _____

Date _____

NAME: _____

SUBJECT: LAB INSTRUCTOR WORKLOAD FOR ACADEMIC YEAR 20xx-20yy

In accordance with Article 16.3 of the Collective Agreement, your workload for the current academic year will be as follows:

Semester	Course Number	Contact hours per week	Expected Enrolment	New Course (Y/N)

Expected Workload	Hours
Lab Instruction & Mentoring	
Lab Prep	
Lab Development	
Marking	
Admin	
Professional Development	
Other (Specify)	

List of Assigned Program/Faculty/University Committees

* Estimated based on two-year average as an indicator of anticipated workload

Comments:

I have been consulted by the Program Chair/Associate Dean on the above assignments.

 Signature Recommended by Program Chair Approved by Associate Dean (Academic)

 Date Date Date

NAME: _____

SUBJECT: HISTORY OF LAB INSTRUCTOR WORKLOAD FOR PREVIOUS THREE YEARS

Please provide the following information, so that equitable workload assignments can be assigned

Semester	Course Number	Lab contact hours. per week	# of Labs in Course	Enrolment	Number of TA's and Markers provided
Last Year (_____)					
Year Before Last (_____)					
2 years ago (_____)					

Submit additional sheets if required

Performed Workload	Hours			Program/Faculty/University Committee Service			
	Last Year	Year Before Last	2 yrs Ago	Number of Meetings			
				Last Year	Year Before Last	2 years ago	
Lab Instruction & Mentoring							
Lab Prep							
Lab Development							
Marking							
Admin							
Professional Development							
Other (Specify)							

The information provided is accurate to the best of my knowledge:

Signature

Date

Appendix E Terms of Reference for the Committee

ENGINEERING FACULTY REVIEW COMMITTEE

Purpose: The committee will review sabbatical applications and faculty performance in accordance with the URFA agreement and the Engineering Criteria document and make recommendations to the Dean regarding renewal of tenure-track and term appointments, tenure, promotion and increments.

Professors and Instructors Membership:

- The committee is advisory to the Dean.
- The committee is comprised of a representative from each program, where practical from different levels of the professoriate.
- The term for members is up to 2 years.
- The Chair is elected annually from the continuing members of the committee with voting rights.
- Nominees will be proposed from the respective program areas. If there is more than one member who wishes to be nominated, the Dean will arrange for an election by secret ballot by all academic staff (excluding out-of scope) of the entire Faculty. Program Chairs and out-of-scope members are not eligible for membership.
- All committee members would take part in the review of evaluations placed before the committee, except that a committee member who is the subject of review must be absent when his or her evaluation is reviewed.

Laboratory Instructors:

- The committee will consist of one laboratory instructor and the professorial review committee above.
- The laboratory instructors of the entire faculty will propose nominees from among the laboratory instructors. If there is more than one member who wishes to be nominated, then one will be elected by secret ballot by the academic staff (including laboratory instructors, instructors and professors, but excluding out-of-scope staff) of the entire faculty.