

**LUTHER COLLEGE**

**2021-2027**  
**Collective Agreement**

**UNIVERSITY OF REGINA  
FACULTY ASSOCIATION**



THIS AGREEMENT MADE IN DUPLICATE

BETWEEN

**LUTHER COLLEGE, REGINA**

A BODY CORPORATE,

HEREINAFTER REFERRED TO AS

**"THE COLLEGE"**

AND

**THE UNIVERSITY OF REGINA FACULTY ASSOCIATION**

HEREINAFTER REFERRED TO AS

**"THE FACULTY ASSOCIATION"**

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## DEFINITIONS

Throughout this agreement the term:

**Academic experience** refers to relevant experience working in an academic environment, namely a post-secondary setting where teaching, scholarship/research, and service are normal expectations of employment.

**Academic staff members or Members** are the faculty, librarians, laboratory instructors, instructors, and sessionals at Luther College in the bargaining unit to which the terms of this agreement apply.

**Academic unit** refers to an academic department, or other unit within the University of Regina or its federated colleges, with which academic staff members at Luther College are affiliated.

**Academic Year** refers to the period from July 1 to June 30.

**The College** refers to the management of Luther College at the University of Regina. It does not include the University of Regina or the University's other federated or affiliated colleges.

**The Dean** refers to the Dean of Luther College.

**Equity-deserving groups** refers to Indigenous peoples (including Inuit, First Nations, and Métis); persons with disabilities; sex, sexual, or gender minoritized persons; visible minorities; and women.

(a) "Indigenous peoples" refers to a person of North American Indigenous ancestry including First Nations, Métis, Inuit, and Non-Status Indigenous;

(b) "Persons with disability" refers to a person with a long-term or recurring physical, mental, sensory, intellectual, learning, or other impairment, whether such impairment is visible or invisible, which, in interaction with attitudinal, physical, sensory, and other barriers, hinders their full and effective participation in work, education, and life;

(c) "Sex, Sexual, and/or Gender minoritized person", which includes 2SLGBTQIA++ persons, refers to a person whose sexual and/or gender identity and/or expression diverges from the heteronormative or gender binary social construct. These populations include but are not limited to individuals who identify as Two-Spirit, lesbian, gay, bisexual, trans-gender, queer, intersex, and/or asexual; individuals with same-sex or same-gender attractions or behaviours and those with a difference in sex development; populations who do not self-identify with one of these terms but whose sexual orientation, gender identity or expression, or reproductive development is characterized by non-binary constructs of sexual orientation, gender, and/or sex;

(d) "Visible minorities" refers to someone who is affected by racism or discrimination; someone who is an actual or perceived member of a group on the basis of skin tone, origin, language, religion;

(e) "Women" refers to a person who self-identifies as a woman.

**The Faculty Association or the Association** means the composite of all bargaining units that make up the University of Regina Faculty Association (URFA) as a single representative body. The Luther College Bargaining Unit is a part of the Faculty Association certified by the Saskatchewan Labour Relations Board on 19 January 1977.

**The Parties** refers to the Association (URFA) and the College jointly.

**The President** refers to the President of Luther College.

**Professional experience** refers to work experience in a professional environment other than an academic

environment.

**Review year** refers to the calendar year, namely the period from January 1 to December 31.

**Spouse/Partner** includes legal spouse, common-law spouse, or partner when so declared to Human Resources, and shall include same-sex spouse/partners.

**Term**, where referring to the teaching schedule, means the three teaching terms: Fall (Late August/September to December); Winter (January to April); and Spring/Summer (May to August).

**The University** refers to the University of Regina.



## **ARTICLE 1- PREAMBLE**

- 1.1 The Board of Regents and the Faculty Association recognize that the major purposes of the College are to provide a facility for quality liberal education in a Christian context as expressed in the present goals of Luther College (see Appendix B), to provide students with an environment in which they may develop intellectually, emotionally, socially, morally and religiously, to promote the advancement and dissemination of knowledge, to serve the community and to encourage a climate of freedom, responsibility, and mutual respect in the pursuit of these goals. The parties to this agreement agree, in the furtherance of these aims, to promote harmonious relations and to attempt to settle peacefully and co-operatively any misunderstandings or disputes.

## ARTICLE 2 - ACADEMIC FREEDOM AND RESPONSIBILITIES

### 2.1 Academic Freedom

2.1.1 Academic freedom is essential to the functions of a university or college, **to the common good of society, and to the teaching, research, scholarship, professional activities, and service to the College and community.** The parties agree that they shall protect the academic freedom of each member of the academic staff.

2.1.2 As applied to academic duties described in Article 16 and elsewhere in the agreement, academic freedom provides that each academic staff member shall engage in teaching, scholarship/research and other related activities free from arbitrary interference. The College shall defend the academic freedom of members from interference from any source. The College shall not be held accountable for infringements of academic freedom originating beyond the control of the College including, but not limited to, legislation. **Academic freedom does not confer legal immunity, nor does it diminish the obligations of members to meet their duties and responsibilities.**

**Freedom of expression is a fundamental human right, guaranteed under the Canadian Charter of Rights and Freedoms; academic freedom is a professional right of academic staff.**

The academic staff member has the right to speak on issues beyond teaching and research through freedom of **expression** and **their academic freedom.** The College shall recognize and respect that right. The academic staff member shall not suffer censorship or discipline by the College for exercising that right.

The College shall not be held accountable for nor be required to defend comments made by an academic staff member, whether such comments are made in the context of academic freedom or freedom of **expression.** The College also has the right to present its own position with respect to such comments.

2.1.3 **Academic staff members are entitled to academic freedom. Academic freedom is the right, without adherence to prescribed doctrine, to have:**

- (a) freedom in carrying out research, and in publishing the results thereof;
- (b) freedom of teaching and of discussion;
- (c) freedom in producing and performing creative works;
- (d) freedom to critically evaluate societal institutions;
- (e) freedom to engage in service to the institution and the community;
- (f) freedom to acquire, preserve, and provide access to documentary material in all formats;
- (g) freedom to participate in professional and representative academic bodies;
- (h) freedom from institutional censorship

2.1.4 **Academic staff members have the right to freedom of thought, conscience, religion, expression, assembly, and association and the right to the liberty and security of the person and freedom of movement. Academic staff members must not be hindered or impeded in exercising their civil rights as individuals, including the right to contribute to social change and to social justice through free expression of opinion on matters of public interest.**

**The right to academic freedom does not permit members of the College to infringe upon the academic freedom of other members.**

### 2.2 Academic Responsibilities

2.2.1 All academic staff members shall undertake their duties in accordance with the:

2.2.1.1 standards and procedures collegially agreed to;

- 2.2.1.2 academic requirements of the College and of the university community;
- 2.2.1.3 **the College's Vision, Mission & Values statement; and**
- 2.2.1.4 obligation to base research and teaching on an honest **and ethical** search for knowledge.
- 2.2.2 Professional misconduct in scholarly activity (e.g. teaching and research) includes but is not limited to:
  - 2.2.2.1 fabrication, falsification or plagiarism, or intentional misrepresentation of academic or professional qualifications;
  - 2.2.2.2 **knowingly failing** to recognize the substantive contributions of others by due acknowledgement;
  - 2.2.2.3 failure to obtain the permission of an author before making significant use in any publication of new information, concepts or data obtained through access to manuscripts or grant applications;
  - 2.2.2.4 attribution of authorship to persons other than those who have participated sufficiently in the work;
  - 2.2.2.5 submission for publication of articles originally published elsewhere, except where it is clearly indicated in the published work that the publication is intended to be a republication;
  - 2.2.2.6 unauthorized and intentional diversion of research funds of the university, federal or provincial granting councils or other sponsors of research;
  - 2.2.2.7 material failure to comply with relevant federal or provincial statutes or regulations for the protection of researchers, human subjects, the health and safety of the public, or for the welfare of laboratory animals;
  - 2.2.2.8 material failure to meet other relevant legal requirements that relate to the conduct or reporting of research and scholarly activity;
  - 2.2.2.9 **knowingly failing** to reveal material conflict of interest to sponsors or to those who commission work, or when asked to undertake reviews of research grant applications or manuscripts for publication, or to test products for sale or for distribution to the public; and
  - 2.2.2.10 failure by those involved in a research project to reveal to the employer any material financial interest in a company that contracts with the employer to undertake research, particularly research involving the company's products or those of its direct competitors, or to provide research-related materials or services. Material financial interest includes ownership, substantial stock holding, significant honoraria or consulting fees, but does not include routine stockholding in a large publicly traded company.
- 2.2.3 **Factors intrinsic to the process of academic research and scholarly activity such as honest error, conflicting data, differences in interpretation and/or assessment of data or experimental design or practice do not constitute a violation of the responsibilities outlined above and/or professional misconduct in academic research and scholarly activity.**

## **ARTICLE 3 – EQUITY, DIVERSITY AND INCLUSION; HARASSMENT AND DISCRIMINATION PREVENTION; AND WORKPLACE ACCOMMODATION**

### **3.1 Equity, Diversity, and Inclusion**

3.1.1 The parties recognize the value of diversity and inclusion in the College community and are committed to ensuring equitable opportunities for all employees. The College shall develop and maintain employment policies, practices, and systems that have a favourable effect on the hiring, retention, and promotion of members of **equity-deserving** groups, which are Indigenous peoples, persons with disabilities, **sex, sexual, or gender minoritized persons**, visible minorities, and women.

3.1.2 The College, in consultation in committee, shall set goals for hiring, training, and promoting designated groups, and implement action for achieving these goals;

**Having as its primary goal the hiring of the best possible candidate, the College shall ensure a balanced representation of equity-deserving groups among its academic staff members.**

The Faculty Association shall be provided data tracking progress on the above annually.

3.1.3 When recruiting academic staff members, the College shall:

- ensure that all advertisements reflect the College's commitment to employment equity and encourage self-identification as a member of **an equity-deserving** group or groups;
- ensure whenever possible that search committees have appropriate representation by gender and from **equity-deserving** groups, and a committee member from the relevant University of Regina, **Campion College, or First Nations University of Canada** department present during the deliberations;
- ensure all search committee members are apprised of their responsibility for employment equity.

**Search procedures will be updated at least every five (5) years.**

3.1.4 The College shall undertake appropriate steps to redress historic imbalances in representation of **equity-deserving** groups. The parties agree that appropriate steps include but are not limited to advertising and making appointments and will not be deemed a violation of this Article.

3.1.5 Periodically the College shall review current members' salaries to confirm they are consistent among members with similar experience, academic record, and qualifications.

### **3.2 Harassment and Discrimination Prevention**

3.2.1 The parties agree there shall be no harassment and/or discrimination on the basis of any prohibited grounds set forth in *The Saskatchewan Human Rights Code* (subject to pension and benefits provisions), *The Saskatchewan Employment Act*, and *The Occupational Health and Safety Regulations*.

**Harassment is defined as any inappropriate conduct, comment, display, action or gesture by a person that is based on race, creed, religion, colour, sex, sexual orientation, gender identity and/or expression, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, political ideology, association, or activity; or that adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and that**

**constitutes a threat to the health or safety of the worker.**

- 3.2.2 Discrimination is the harmful treatment of an individual or group, based on certain personal characteristics. *The Saskatchewan Human Rights Code* identifies these characteristics: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity.
- 3.2.3 The parties further agree there shall be no harassment and/or discrimination on the basis of inclusion or activity in the Association or the Bargaining Unit, nor with respect to any academic staff member who, in a professionally responsible manner, expresses disagreement with the policies and procedures of the College. If there is dispute about whether a member has behaved in a professionally responsible manner, the issue shall be subject to the grievance/arbitration process.
- 3.2.4 Further, the parties agree there shall be no harassment and/or discrimination with respect to any academic staff member by reason of family relationship. The parties agree that no member of the academic staff or officers of the College shall take part in formal discussions regarding the application of the terms and conditions of employment of a member of their family. In addition, a member may not employ any immediate family member in any capacity on a University- or College-administered research grant that the member holds, except if within the terms of reference of the grant and with the approval of the member's Dean.
- 3.2.5 **Luther College will establish and maintain a Conflict of Interest and Conflict of Commitment policy.**
- 3.2.6 When an academic staff member faces harassment or discrimination, the member may seek redress through the Respectful University Policy: Harassment and Discrimination Prevention of the College, the grievance/arbitration procedures of Article 21, or any other recourse allowed by law.
- 3.2.7 The parties agree that harassment and/or discrimination as defined in the Respectful University Policy: Harassment and Discrimination Prevention of the College may be the occasion of discipline. An academic staff member who is disciplined may grieve any discipline imposed.
- 3.2.8 The College shall regularly update its Respectful University Policy: Harassment and Discrimination Prevention to conform to policy changes made by the University of Regina. When the policy and procedures are being updated, the Faculty Association will be **consulted and provided with a copy of the revised policy and procedures.**

### 3.3 **Duty to Accommodate**

- 3.3.1 *The Saskatchewan Human Rights Code* mandates accommodations for persons with disabilities. Academic staff and administrators, all involved in the accommodation process, must undertake their roles efficiently and effectively, ensuring that accommodations requested adhere to the principles of natural justice and do not compromise academic standards. It is recognized that the accommodation process depends upon honesty and fairness.
- 3.3.2 Any academic staff member with a medical disability, physical or non-physical in nature, whether permanent or temporary, has the right to accommodation. **This duty applies to all protected grounds identified in *The Saskatchewan Human Rights Code*.** Such accommodation shall be reasonable and limited only by evidence of undue hardship on the College and in compliance with *The Saskatchewan Human Rights Code*. Undue hardship is generally defined as an unbearable financial cost, or a considerable disruption to business, or an interference with the safety or rights of others.
- 3.3.3 The purpose of an accommodation is to give academic staff members with characteristics identified in the Saskatchewan Human Rights Code a reasonable opportunity to achieve the full potential of

their careers.

- 3.3.4 The development of an accommodation plan can be initiated by the affected academic staff member or the College upon receipt of the relevant documentation. The College may seek relevant, additional information to clarify the accommodation request. In the case of a medical request, the College may seek relevant, additional medical information from the member's attending registered Health Care Practitioner(s), who is duly licensed to prescribe and administer medical treatment. As well, in the case of medical accommodations, there may be occasions where the College will seek an independent medical assessment. The academic staff member should not turn down any reasonable proposal for accommodation that is offered. Accommodation **shall** be a continuum of measures.
- 3.3.5 The academic staff member, the College, and the Faculty Association each have responsibilities in the accommodation process, and will work collectively to identify an appropriate method of accommodation. The academic staff member has an obligation to inform the College of their need for accommodation, where possible and practical, and to assist in securing an appropriate accommodation. The Faculty Association must assist in the accommodation process as possible and must apply due diligence to requests for accommodation and assisting the academic staff member where necessary.

## ARTICLE 4 - RECOGNITION

### 4.1 Scope

The College recognizes the Faculty Association, which is a member of the Canadian Association of University Teachers, as the exclusive bargaining agent of the members of the bargaining unit, as defined by the Certificate of the Saskatchewan Labour Relations Board dated at Regina, Saskatchewan, on the nineteenth day of January A.D. 1977, as may be amended from time to time by the said Board by mutual agreement of the parties to this agreement.

### 4.2 Contracting Out

While fully recognizing the spirit and the provisions of Article 14, the College may enter into an agreement with a corporation, organization, or agency for the teaching of credit classes, on a temporary basis, where such services are not available through the normal procedure of hiring individuals personally. In addition, the College may also contract with persons for teaching of credit classes, where such teaching is related to their professional qualifications or employment.

The College shall not enter into a contract for such teaching services with either a person or a corporation where the individual who provides these teaching services is otherwise employed by the College.

The College agrees that normally it shall not contract out more than sixty credit hours during an academic year. The College may contract out beyond sixty credit hours only with the written approval of the Faculty Association. Such approval shall not be withheld unreasonably.

The College shall **normally** inform the Faculty Association of all such contracting out arrangements, **along with written rationale**, at least one week prior to the first day of classes of the term when the teaching is to take place.

**Compensation for contracted positions must be commensurate with stipends, hourly rates of pay, and salaries offered to members in accordance with the collective agreement.**

The information provided to the Faculty Association shall include the following: a list of all previous contracts with this contractor within the last five years, the class or classes to be taught, the qualifications of the person or persons who will do the teaching, and the contract price.

Any individual who enters into a contract with the College under this article is not a member of the Faculty Association.

### 4.3 Secondment

4.3.1 The College may arrange for the secondment of an employee from another place of employment, with the approval of the Faculty Association. Such approval shall not be withheld unreasonably.

4.3.2 The College may arrange for the secondment of the services of an academic staff member, with that member's consent, to another employer. The terms of the secondment shall be made known to the member concerned prior to seeking such consent. The Faculty Association and Dean of the College shall be provided with a copy of the secondment agreement.

## ARTICLE 5 - ACADEMIC PLANNING

5.1 The College and the Faculty Association recognize the importance of the College engaging in a planning process to permit the College to fulfil its academic obligations. Such academic planning shall be undertaken in the spirit of collegiality, with open communication and consultation in committee.

5.1.1 The parties recognize that such planning involves the need for flexibility in the allocation of resources, consistent with fair treatment of academic staff members, and the provisions of this collective agreement.

5.2 Within the context of the planning process, recommendations and decisions regarding the academic offerings of the College shall be made by the bodies of the College charged under appropriate legislation, constitution and bylaws with these responsibilities and with due consideration of the Academic Affairs Committee.

5.2.1 Tenured, tenure-track, and term academic staff members have the right to participate in the collegial governance and the academic planning of the institution.

5.3 When instituting, developing, reducing, or eliminating programs, the College recognizes the need to institute these changes in accordance with its responsibility to society and in a way that will minimize the disruption to the careers of academic staff members.

5.4 The College and the Faculty Association recognize that the quality of instruction depends significantly upon the maintenance and development of full-time academic staff to teach the credit courses. The College is committed to maintaining the quality of instruction and shall work toward decreasing the proportion of Sessionals (who instruct with an annual course load equal to or greater than a full-time Instructor) to full-time appointments.

5.5 When implementing a significant planning initiative, service, or program, the Dean shall give due consideration to the appropriate staffing complement and the workload associated with its implementation, such that the latter does not exceed a normal workload.

5.6 Any policies and procedures developed by the College shall be fair, transparent, equitable, and consistent with the terms of the collective agreement. The revision and development of policies that may have an impact on academic staff shall be discussed through consultation in committee. Once a policy or procedure that impacts on the terms and conditions of employment for academic staff has been approved, a copy shall be provided to the Faculty Association.

Academic staff members shall not be censored or disciplined by the College for criticizing College decisions or policies. This stipulation does not override academic staff members' responsibilities as defined in Article 2.2, or the rights of the College under Article 15.2. When offering criticism, academic staff members are still expected to comply with College policies and may be disciplined for contravening them, in accordance with Article 22.

5.7 It is understood that the number of **tenured or tenure-track** Instructor positions at the College shall not exceed **three** full-time-equivalent positions, in areas to be determined through consultation in committee. **Additional temporary term Instructor appointments may be considered for sabbatical coverage or other short-term needs.** All applicants who have been previously employed as Sessionals at Luther College, and who meet the qualifications in Article 13.5, shall be interviewed and considered for these positions.

5.8 Whenever an academic staff member holding a tenure-track, tenured or multi-year term appointment is absent from the College and it is known that the member will not be returning within the next year, the College shall endeavour to make a term appointment to cover the member's teaching duties. Though all candidates will be considered, Sessionals holding **priority** or preference in accordance with Article 13.2.2 will receive first consideration for these replacement appointments.



## 5.9 **Retraining**

The College may offer tenured or tenure-track academic staff members a leave of absence with full pay and benefits for up to eighteen months to train for another academic discipline (**for example, in the case that the University of Regina declares a tenured or tenure-track academic staff member's department or position redundant, or cases where academic discipline retraining enhances the College's teaching expertise**). The College and the member shall develop the program in consultation with one another, and the College shall give consideration to full or partial payment of tuition, travel, and associated expenses. Before the leave of absence commences, the College shall provide the member with a written statement of the terms upon which the leave is being granted. During the leave the member shall remain a member of the College's academic staff with no loss of rank, salary, rights, seniority or benefits. After the completion of the retraining the member may be placed in another academic position, with no loss of salary, rank, rights, seniority or benefits.

## 5.10 **Transfer and Reassignment**

An academic staff member may, by mutual agreement between the member and the College, be assigned to a new academic unit (Article 13.9) within the member's field of competence, with no reduction in rank, salary, rights, seniority, and benefits. If the College no longer requires performance of the work associated with the member's duties outlined in Article 16, the College may temporarily assign other duties to the member. These duties shall be within the member's competence and shall lead to no reduction in rank, salary, rights, seniority, or benefits for the member.

Offers to transfer, whether made by the College or the academic staff member, shall not be refused unreasonably. The Faculty Association shall be present at all ensuing discussions between the College and the member relating to terms and conditions of the transfer. Any final agreement shall be placed in writing and provided to the member, with a copy to the Faculty Association, before the transfer or reassignment becomes effective.

## 5.11 **Consultation in Committee**

Consultation in committee normally takes place within the context of regular and special meetings of the Academic Affairs Committee of the College. The Faculty Association shall be provided with the Academic Affairs Committee agenda package when distributed to academic staff.

Consultation in committee, wherever it appears throughout the collective agreement, means that the consultative process shall include but not be limited to the following elements: meetings scheduled at a reasonable hour; agendas circulated a day or more in advance and minutes kept; secret ballots as needed, such as for elections; and a reasonable effort to consult those academic staff members who are absent from campus.

Following consultation in committee the Dean in receipt of advice from the committee will respond to this advice in a timely manner.

The academic staff members, at a consultation in committee, may decide to establish standing committees or procedures, which shall have specified authority to act on their behalf in certain matters. Such standing committees shall have terms of reference agreed to by the members, in consultation in committee, and these terms of reference shall address such matters as the scope, purpose, selection, quorum, and minutes. Terms of reference for such standing committees may be changed or eliminated by action taken at a consultation in committee of the members as a whole.

## **ARTICLE 6 - FACULTY ASSOCIATION - COLLEGE RELATIONS COMMITTEE**

6.1 There shall be a Faculty Association-College Relations Committee as follows:

### **6.1.1 Purpose**

The Committee shall promote harmonious relations by acting as a liaison between the Faculty Association and the College to exchange information and ideas and to consider problems or potential problems which may arise from the interpretation and administration of the collective agreement and to discuss, with a view to resolving, problems or potential problems relating to working conditions and equity or market adjustments. The Committee shall have no power to bind either party in the application of the agreement, nor to change the agreement in any way.

### **6.1.2 Membership**

The President shall designate two members, and the Faculty Association shall designate two members.

### **6.1.3 Meetings**

Meetings of the Committee will be scheduled at mutually agreeable times, at the call of either the College or the Faculty Association. Time allotted for the meeting will be at least two hours unless otherwise mutually agreed.

In addition, meetings may be called by either party upon reasonable notice.

When a meeting is held, each party shall notify the other of agenda items.

There shall be no permanent Chair, but rather a Chair shall be selected by those attending a meeting. There shall be no official minutes and each party is responsible for keeping any notes it may desire.

## **ARTICLE 7 - MEMBERSHIP AND DUES CHECKOFF**

### **7.1 Union Security**

- 7.1.1 Every employee who is now or later becomes a member of the union shall maintain membership in the union as a condition of the employee's employment.
- 7.1.2 Every new employee shall, within 30 days after the commencement of the employee's employment, apply for and maintain membership in the union, and maintain membership in the union as a condition of the employee's employment.
- 7.1.3 Notwithstanding paragraphs 7.1.1 and 7.1.2, any employee in the bargaining unit who is not required to maintain membership or apply for and maintain membership in the union shall, as a condition of the employee's employment, tender to the union the periodic dues uniformly required to be paid by the members of the union.

- 7.2 All academic staff members of the bargaining unit shall remit to the Faculty Association all periodic dues required by the Faculty Association. In letters of appointment, the College shall inform each new academic staff member of the bargaining unit of these membership and dues provisions and advise them that union dues shall be deducted from their salary as a condition of employment.

Academic staff members who move to a position out-of-scope of the bargaining unit will cease to pay dues and will no longer be represented by the Faculty Association except as it pertains to their in-scope position. These individuals shall resume paying dues upon return to their in-scope appointment.

- 7.3 Prior to appointment, the College shall provide each candidate who has been short-listed for an academic staff position information on how the Faculty Association can be contacted.
- 7.4 The College shall deduct from the salary of each academic staff member of the bargaining unit membership fees and assessments as directed by the Faculty Association, provided each member who wishes this method of payment has submitted a written authorization for such deduction to the Business Office.
- 7.5 The College shall transfer monthly, prior to the tenth day of the following month to the Faculty Association the amounts so deducted together with a listing of names of those from whom deductions have been made and the amount of such deductions.

## **ARTICLE 8 – MEMBERS OF THE ACADEMIC STAFF EXCLUDED FROM THE BARGAINING UNIT**

- 8.1 An academic staff member who is appointed to a position excluded from the Faculty Association shall cease membership and discontinue paying dues for the duration of the appointment, provided the appointment is for more than thirty-one calendar days. At the termination of the appointment to an excluded position, the member shall automatically become eligible for Faculty Association membership, shall commence paying dues, and shall have all rights and privileges as if membership had been continuously held throughout the period of appointment to the excluded position.
- 8.2 Members of the academic staff excluded from the bargaining unit solely by virtue of their election or appointment to the Board of Regents shall not be treated differently from members of the bargaining unit with respect to terms and conditions of employment by reason of their membership on the Board of Regents.

## ARTICLE 9 - ASSOCIATION ACTIVITY AND USE OF COLLEGE PREMISES

- 9.1 The College agrees that Faculty Association members may use assigned office space, local telephone service, and internet access, e-mail, and have the use of the internal University mail delivery service to conduct Faculty Association business, at any time and at no charge.

Any electronic correspondence or communication concerning terms and conditions of employment, or any matters associated with the Collective Agreement that is carried on among members and the Faculty Association staff, office, or officers, is the property of the members of the Faculty Association.

- 9.2 Subject to the availability policy of the College, the College agrees the Faculty Association may use the College's long-distance telephone service, FAX service, printing services, computing facilities and audio-visual equipment at College rates.
- 9.3 Subject to availability, the College agrees the Faculty Association may use the College's meeting rooms at no charge.
- 9.4 The College agrees the Faculty Association may, both electronically and manually, post notices and other similar information concerning the Association which may be of interest to its members in accordance with College policy.
- 9.5 The College agrees that the Faculty Association officers, negotiators, and members acting on behalf of the Faculty Association may use time during regular College office hours for the purpose of preparing for and conducting negotiations and conducting Faculty Association business such as members representing the Faculty Association to attend conferences, meetings and workshops, on and off-campus. Since the duties of the academic staff are to be continued, prior notification of absences is required.
- 9.6 The Faculty Association will advise the College President by May 1 of each year who the elected officers of the Association are for the upcoming year. The President of the Faculty Association and the Chair of the Grievance Committee shall not be obliged to teach more than six credit hours during a given academic year. In the case of a member whose normal duties do not include teaching, equivalent relief shall be provided.

Annually, the Faculty Association shall submit a written request to the President indicating the number of stipends required and the President shall ensure that the relief here stipulated is provided.

9.7 **Teaching Releases for Collective Bargaining Negotiations**

**Upon request, the College will provide the Faculty Association's bargaining team with up to three (3) scheduled teaching releases during any academic year in which the Collective Agreement is being negotiated for a bargaining team comprised of two (2) academic staff members, or four (4) scheduled teaching releases for a bargaining team comprised of three (3) or more academic staff members. The Faculty Association shall notify the Dean which member(s) shall be assigned the release(s). The decision about which course(s) are released shall be determined in consultation between the Dean and the member. Teaching releases shall be requested as far in advance as possible, and no less than three (3) months in advance of the term in which release is sought.**

**When a Sessional participates in the Faculty Association's bargaining team, such participation shall count as a taught course for the purposes of calculating maintenance and achievement of preference and priority statuses, for any term in which the Parties are actively negotiating.**

- 9.8 In instances where teaching relief for the above positions is impractical, the College, the academic staff member, and the Faculty Association will meet to discuss alternatives.

Relief shall only be provided for individuals holding the above positions who are employees of Luther College.

- 9.9 A member's service to the Faculty Association shall be considered service to the College in evaluation of performance.
- 9.10 The College shall recognize the **rights** of academic staff members to **participate on the** Faculty Association Executive Committee, **Council of Representatives**, and Grievance Committee. **These shall be considered** Tier II constraints in the central timetabling system, **provided that notification of such commitments is communicated to the College when the member receives confirmation of their appointment from the Faculty Association, and to the extent possible, subject to limitations of the timetabling system.**
- 9.11 The Faculty Association shall have the right at any time to call upon the assistance of representatives of the Canadian Association of University Teachers. Such representatives shall have access to the Luther College premises to consult with members, Faculty Association officials or the College.

## ARTICLE 10 - INFORMATION

### 10.1 Information Concerning Employees

By July 31st of each year, the College shall make available to the Faculty Association the following information:

10.1.1 with respect to all current faculty, librarians, laboratory instructors, instructors, and sessionals:

- name
- date of appointment
- category and rank when appointed to current appointment
- year of first degree
- name of highest degree
- year of highest degree
- date of normal retirement
- salary rate
- gender
- department (if applicable)
- faculty
- rank (if applicable)
- whether full-time, part-time, or reduced appointment (if applicable)
- whether term, tenure-track, or with tenure (if applicable)
- whether on leave for four months or more, and type of leave
- renewal fund payments
- aggregate employment equity data

10.1.2 a list of all administrative stipends, and start and end dates of in-scope administrative appointments

10.1.3 a list of all sessionals holding priority or preference in accordance with Article 13.7

10.1.4 a list of all employees with academic status who are out of scope, as well as start and end dates of the appointment

10.1.5 a statistical summary of all career decisions (e.g. promotions granted and not granted, merit increments granted, career-growth increments granted or not granted or which would not be granted if available).

10.2 Every **term** thereafter the College shall provide the Faculty Association a written update to the material for the previous **term**, indicating any additions, deletions, and changes, and the reasons (termination, resignation, leave, etc.) for such changes, excluding information provided through Article 10.1.3.

The Dean shall maintain and distribute at least 30 days prior to the start of the hiring cycle an updated sessional priority and sessional preference list(s) as described in Article 10.1.3 to the Faculty Association.

### 10.3 Information for Collective Bargaining and Contract Administration

For the purposes of collective bargaining and contract administration the College and the Faculty Association agree to make available to the other party upon written request and within a reasonable time information that is mutually agreed to be required. This shall not be construed as to require either party to compile information and statistics in the form requested if such data are not already compiled in the form requested, or to supply any confidential information.

#### 10.4 **Correspondence**

All correspondence between the Faculty Association and the College shall be copied to the President of the College and the Executive Director of the Faculty Association. In the case of electronic communications, all correspondence shall be copied (cc) to the President and [urfa@uregina.ca](mailto:urfa@uregina.ca).

#### 10.5 **Official File**

There is only one official file for each academic staff member and it shall be located in the Office of the Dean.

The College is responsible for assuring that the file in the Office of the Dean has all of the relevant data.

The file shall contain only material pertinent to the academic staff member's employment with the College in an academic staff position. It shall not contain any anonymous material except for aggregated and summarized student course/instructor evaluations, developed pursuant to Article 17.18, that are attached to a performance review form. Each entry shall be officially date stamped as of the day it arrives in the Office of the Dean.

The official file may be examined by the academic staff member or by another member upon the written authorization of the member, at any time during regular office hours, in company with a person appointed by the Dean. The member may choose to be accompanied by a representative from the Faculty Association.

The academic staff member may add to the file a signed and dated response to any material contained in the official file.

Academic staff members, upon written request to the Dean, and at their own expense, may obtain copies of documents contained in the file.

Any information in the official file pertaining to a grievance in which the academic staff member is directly involved shall be made available to the President of the Faculty Association or designate.

Contents of the member's file may not be removed except as provided for elsewhere in this collective agreement.



## ARTICLE 11 – WORKING ENVIRONMENT

- 11.1 Academic staff members shall not be put under surveillance without being notified, except when a temporary camera installation is required specifically to capture inappropriate and/or unlawful behaviour arising from a history of such behaviour at that site, or situations of danger and threats to the College community. This includes non-electronic surveillance, electronic eavesdropping or video cameras, and any kind of computer surveillance or other devices.

Before posted surveillance devices are installed the College will notify the Faculty Association of their location.

The parties to this Agreement recognize that the safety of employees, staff, students and the general public may require the installation of video cameras, audio recorders or other monitoring devices in public access areas of the campus such as parking lots, walkways, building entrances, exits and hallways. Notice of the presence of video surveillance systems will be posted in accordance with College policy.

The parties agree that academic staff members have the right to privacy in the contents of their personal and professional communications, and in the contents of the files members maintain, whether these communications and files are on paper or in electronic form. The parties shall undertake to respect that right to the extent reasonably possible, subject to applicable legislation. However, this clause in no way limits the right the College has to use material contained in the official file, including communications to, from and concerning members.

The College shall release personal information from an academic staff member's files to a third party only as required for legitimate administrative needs, as provided by law, as permitted by this Agreement, or with the prior consent of the member.

- 11.2 So that academic staff members can effectively carry out their duties, the College shall maintain or arrange for facilities and a reasonable level of services appropriate to the institution's teaching, research, and related professional activities. Such facilities and services include, but are not limited to:

- library resources;
- office facilities, including computers, office software, access to the Internet and e-mail, and technical support;
- printing and photocopying services;
- teaching and research assistance (where appropriate);
- laboratory space and equipment (where appropriate);
- telephone services, including voice mail (or other messaging service);
- office supplies.

The College has a marking policy to support academic staff.

The College will make every reasonable effort to provide full-time and part-time academic staff members with fully-enclosed private offices. Sessionals teaching on-campus courses may be assigned appropriate shared office space.

Non-routine requests related to the above shall be made to the Dean. The Dean shall reasonably attempt to accommodate such requests.

- 11.3 The College acknowledges its responsibilities under health and safety legislation. It is understood that unforeseen circumstances may adversely affect the physical environment within the College. The College will undertake measures to deal with such circumstances as soon as practical.
- 11.4 The College shall arrange for the provision of ergonomic information, education and assessments. Requested ergonomic assessments will be conducted by the University's occupational health and safety office. Academic staff members shall be provided ergonomically appropriate office furniture if required as a result

of the assessment. Members with medical disabilities shall be given first priority.

#### **11.5 Reassignment of Office or Laboratory Space**

All office and lab space is the property of Luther College. When reassignment of space is necessary, the Dean will first discuss the situation with the academic staff members affected. Should a member object to a reassignment of office or laboratory space, the Dean shall meet with the member, and the Faculty Association, to address the situation.

## ARTICLE 12 –APPOINTMENT PROCEDURES

### 12.1 Regular and Term Position Posting and Appointment Procedures

- 12.1.1 The Dean shall ensure that appropriate procedures are established and followed to enable academic staff members to participate appropriately in the process of recruitment. To this end, the members shall participate in the appointment process through established procedures.

When establishing the procedures noted above, the Dean shall consult with the academic staff members in committee. Appointment procedures shall be reviewed **at least every five (5) years** by the Dean and the members in committee. The Dean will maintain copies of these procedures. The College's employment equity principles shall be appended to such procedures.

**An earlier review may** be initiated either at the request of the Dean or the academic staff members, as ascertained by a motion to that effect passed at a meeting of the members.

Members of the College and the Faculty Association shall be informed in writing of the new appointment procedures before they are implemented.

- 12.1.2 All **regular and term** academic staff positions shall be advertised on a website operated by the College. Such advertisements shall reflect the College's commitment to employment equity. **Positions may also be advertised in other appropriate venues, as approved by the Dean (e.g., University Affairs, CAUT Bulletin, academic association websites or listservs).**

**All web advertisements shall be posted for at least one month. If circumstances preclude an advertisement from being posted for a minimum of one month or in the normal way, the Faculty Association shall be informed in a timely manner. All postings will be forwarded, by e-mail, to the Faculty Association.**

Candidates whose applications for appointment are unsuccessful shall be so informed in writing **within two weeks of the signing of the contract by the successful candidate.**

### 12.2 Appointment Offer and Acceptance, Regular and Term Positions

**All regular and term academic staff appointments shall be made by the College after consideration of recommendations presented to the President by the Dean. Such recommendations shall be made only after consultation in committee with the academic staff as a whole, or other procedures as determined by the consultation in committee provided for in Article 5.11. If the College rejects a recommendation, the academic staff members shall be informed of the reasons for the College's decision. The President shall secure the approval of the President of the University before making a final decision on approval of an appointment.**

Each academic staff member appointed by the College shall be sent an appointment letter setting forth the conditions of the appointment, **clearly stating the rank and step awarded at appointment, plus any time credited toward their first sabbatical, if applicable.** The appointment letter shall indicate the **link to the Faculty Association website**, specify the conditions by which the member shall become eligible for benefits, and describe the benefits that are available.

An appointment shall not be deemed to have been accepted unless the candidate accepts **the offer** in writing within the time limit specified in the appointment letter.

A copy of the appointment letter shall be forwarded to the Faculty Association once the College receives notice that an appointment has been accepted. The Faculty Association shall also be notified of any subsequent changes to the terms of employment. Such notice shall be given in a timely manner and before the new terms of employment have been implemented.

### 12.3 Sessional Posting and Appointment Procedures

The College shall have formal written procedures for making recommendations for, and appointments of, Sessionals. These procedures shall be developed in consultation in committee. The procedures shall at a minimum stipulate what role the College will assign to educational credentials, teaching experience, **other academic experience**, and professional or other experience in assessing applications. These procedures will be reviewed and updated every **three (3) years** following consultation in committee. A copy of the procedures shall be provided to the Faculty Association and, upon request, to anyone applying for a sessional position with the College.

#### 12.3.1 Priority Notification

Sessionals with priority status (per Article **13.2.2.3**) shall be notified of available sessional contracts **for courses for which they are qualified** at least three weeks prior to the **start of the normal** hiring cycle (see **12.3.2**). **This notification shall include the course number, title, day and time of the course, and modality (where these are known)**. Sessionals with priority status will have two weeks to respond indicating their interest in specific courses. The Sessional's written response shall be considered an application and their expression of interest to teach those specific courses.

If no qualified Sessionals on the priority list apply for **one or more** particular courses, the College may conduct a separate competition for the course(s) in question following the process outlined per Article **12.3.2 and 12.3.3**.

#### 12.3.2 Normal Timeline

For sessional vacancies not filled by priority candidates, web advertisements shall normally be posted on a website operated by the College, and such advertisements shall reflect the College's commitment to employment equity. **Advertisements shall normally be posted** at least **three (3) months** before the beginning of the **term** to which they apply. All web advertisements shall be posted **for a period of one month**. **The posting shall include the course number, title, day and time of the course, and modality (where these are known)**. Whenever possible postings shall remain open for **one month (30 days)**, but no less than forty-eight (48) hours.

Applications for sessional positions shall include a curriculum vitae and a teaching dossier. This shall be kept on file for up to three years. These academic staff members may then make a written application to the relevant academic unit for upcoming teaching positions without including the entire file. Sessionals may also provide updated information to the file at any time.

Appointments shall be made in accordance with the formal written procedures established above and shall be offered to qualified applicants with preference or priority status as per Article 13.7 prior to considering applicants without preferential or priority status. Normally, all sessional appointments shall be made at least **six (6) weeks** prior to the start of the **term**. If circumstances preclude an appointment from being made in the normal way, the Faculty Association shall be informed in a timely manner.

#### 12.3.3 Sessional Appointment Offer and Acceptance

**The Dean shall consult with the relevant University Department Head or Program Coordinator before making a recommendation. Further, the Dean shall secure the approval of the President of the University or designate before making a final decision on approval of an appointment.**

Each **Sessional** appointed by the College shall be sent an appointment letter setting forth the conditions of the appointment. The appointment letter shall indicate the **link** to the Faculty Association website, specify the conditions by which the **Sessional** shall become eligible for benefits, and describe the benefits that are available.

Sessional appointment letters shall include responsibilities for grading. The College will assist Sessionals as much as possible in helping them to access any materials from students required for evaluation needed for an incomplete (IN) or deferred exam (DE), and to submit revised final grades. In providing this assistance, the College will work with the Sessional to accommodate the Sessional's post term schedule and commitments. An inability to fulfil the commitment due to exceptional circumstances shall not be deemed unsatisfactory performance. **Where a deferral extension has been granted beyond the normal maximum deferral period, the College will ensure final grading is completed provided the Sessional has ensured the College is in possession of all materials needed to process any formal grade appeals and deferred exams.**

An appointment shall not be deemed to have been accepted unless the **applicant** accepts **the offer** in writing within the time limit specified in the appointment letter.

A copy of the appointment letter shall be forwarded to the Faculty Association once the College receives notice that an appointment has been accepted. The Faculty Association shall also be notified of any subsequent changes to the terms of employment. Such notice shall be given in a timely manner and before the new terms of employment have been implemented.

**Candidates whose applications for appointment are unsuccessful shall be so informed in writing within two weeks of the signing of the contract by the successful candidate.**

#### 12.4 **Sessional Library and Email Privileges**

Academic staff members shall be granted library privileges and an email account when their appointment letter is issued and shall retain these services for at least four months after their employment ends, consistent with University of Regina policy and any applicable service agreements between the College and the University of Regina. For **Sessionals** whose appointments have not yet commenced or have already ended, the timing and extent of library privileges may be constrained by legal agreement between the College Library and its service providers.

#### 12.5 **Compensation for Sessionals if Course Cancelled**

Letters of appointment for all Sessionals shall indicate the conditions for compensation of the academic staff member should the course in question be cancelled.

For courses offered through the Centre for Continuing Education, Sessionals shall be compensated if the course is cancelled less than fifteen days prior to the start of the term. Compensation shall consist of one-third of the stipend indicated in the original letter of appointment.

For all other courses offered by the College, Sessionals shall be compensated if the course is cancelled less than one month prior to the start of the term. Compensation shall consist of one-quarter of the stipend indicated in the original letter of appointment.

If the credit course is cancelled after the start of the term, the **Sessional** shall receive one-quarter of the stipend plus the proportion of the stipend corresponding to the proportion of classroom contact hours completed. Where no classroom contact hours are stipulated the College shall consult with the Faculty Association to determine appropriate compensation.

## **ARTICLE 13 - APPOINTMENT CATEGORIES**

### **13.1 Regular and Term Academic Staff Members**

#### **13.1.1 Faculty**

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

Professor  
Associate Professor  
Assistant Professor  
Lecturer

#### **13.1.2 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".

#### **13.1.3 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

#### **13.1.4 Any of the titles outlined in 13.1.1, 13.1.2, and 13.1.3 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 College.

#### **13.1.5 Instructor**

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

Instructor III  
Instructor II  
Instructor I

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.

rank.

For the purposes of determining the member's rank upon initial appointment, the Dean, after consulting with the appropriate University of Regina department head or equivalent, shall assess the member's professional experience, credentials, and teaching experience.

## 13.2 Sessionals

### 13.2.1 Sessional Ranks

Every appointment of a Sessional shall be to one of the following ranks:

Sessional IV  
Sessional III  
Sessional II  
Sessional I

The rank of appointment shall be determined as follows:

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

**Sessional II:** the academic staff member possesses a Master's degree, or possesses a four-year Bachelor's degree or equivalent and has taught twelve three credit hour courses or equivalent.

**Sessional III:** the academic staff member possesses a Ph.D. or equivalent, or possesses a Master's degree and has taught fifteen three credit hour courses or equivalent.

**Sessional IV:** the academic staff member qualifies as a Sessional II or III and has achieved priority status in accordance with Article 13.7

For the purposes of determining the member's rank upon initial appointment, the Dean, after consulting with the appropriate University of Regina department head or equivalent, shall assess the member's professional experience, credentials, and teaching experience.

Academic staff members, in the faculty ranks, who retire from Luther College, the University of Regina, or any of its other federated colleges, and who later agree to teach on a sessional basis shall be classified at the Sessional IV level.

A Sessional who obtains the necessary qualifications for appointment to a higher rank, shall be appointed at the appropriate rank at the appointment subsequent to gaining the qualifications.

### 13.2.2 Preference and Priority Status for Sessionals

13.2.2.1 For the purpose of determining preference or priority status for Sessionals, the criteria must have been completed in the **term** prior to the beginning of the hiring cycle for Sessionals. The hiring cycle begins with the date on which sessional positions are posted.

Sessionals shall maintain their priority and preference status for a period of up to two years from the time of **the end of** their last appointment at the College. **Preference and priority are not affected by leave taken in accordance with the provisions of this agreement. Time spent in term appointments in either the faculty or instructor ranks will count as maintenance of priority and preference status.**

#### 13.2.2.2 Preference

In recognition of experience and demonstrated success, the College shall give preference in sessional contracts to individuals who have completed at least five (5) contracts in total at Luther College in at least three distinct **terms** in the preceding three **academic** years. This provision shall be subject to the Sessionals having received satisfactory evaluations (**as per Article 17**) and being qualified to teach the specific course(s) in question.

#### 13.2.2.3 **Priority**

The College shall give priority status in sessional contracts to individuals who have completed **twenty (20)** or more sessional contracts in the past six (6) **academic** years, **with at least three (3) courses in each of the six (6) qualifying academic years**. These individuals shall be eligible to receive pre-posting offers within the College. **This provision shall be subject to the Sessionals having received satisfactory evaluations (as per Article 17) and being qualified to teach the specific course(s) in question.**

#### 13.2.2.4 **Appointment of Priority and Preference Sessionals**

Appointments shall be made in accordance with the formal written procedures established as per Article 12.3 and shall be offered to qualified applicants with preference or priority status as per Article 13.2 prior to considering applicants without preference or priority status. Normally, all sessional appointments shall be made at least **six (6) weeks** prior to the start of the term. If circumstances preclude an appointment from being made in the normal way, the Faculty Association shall be informed in a timely manner.

Sessionals with priority status shall be considered for courses in advance of postings within the College to a maximum of three (3) pre-posting offers. Sessionals with preference but not priority may claim said preference for a maximum of three (3) courses per **term**. If a course assigned on the basis of priority or preference is cancelled, the Sessional may claim priority or preference for another course that has not already been assigned, assuming the Sessional has expertise in that course. In the event that no such course is available for the Sessional to claim, and the Sessional has no other current appointment, then the Sessional's priority or preference status shall be extended, one time for an additional four months.

#### 13.2.2.5 **Right of First Refusal for Instructor Positions**

**When an Instructor position becomes available, a Sessional who has priority status shall be given first consideration as a right of first refusal among the applicants for the position. Such consideration is contingent on the applicant meeting the qualifications defined in the job description for the available Instructor position.**

#### 13.2.2.6 **Reporting**

The Dean shall annually inform the Faculty Association and academic staff members of these preference provisions and their application.

The Dean shall maintain and distribute to the Faculty Association, the sessional priority and preference list as described in Article 10.2.

- 13.3 An academic staff member with an appointment in the laboratory instructor or librarian ranks who is appointed by the College to teach one or more courses shall be appointed as a Sessional. The level of appointment shall be in accordance with the qualifications outlined in Article 13.6.



13.4 **Academic Unit Assignment**

**Every academic staff member shall be affiliated with a department or equivalent.** Such **affiliation** shall not determine the assigned duties of an academic staff member. Interdisciplinary appointments may be made but shall indicate the primary academic unit to which a member is affiliated. This will determine the unit to which the member belongs for actions pursuant to Article 25. With the prior written concurrence of the member, duties may be assigned outside of the academic unit to which the individual member is affiliated. Any assignments that cross academic units shall be stated in writing, with a copy to the Faculty Association, before they are to take effect.

13.5 All academic staff members shall be compensated in accordance with Appendix A.

## ARTICLE 14 - NATURE OF APPOINTMENTS

The parties agree that a full-time academic staff benefits the College's students and enhances the College's academic reputation. As finances permit, the College shall plan its employment practices in accordance with this view.

14.1 The College shall appoint **Regular and Term** academic staff members in one of the following categories:

### 14.1.1 Full-Time

A full-time appointment is one in which the academic staff member is employed by the College on a full-time, year-round basis.

### 14.1.2 Reduced

A reduced appointment is one in which the academic staff member works on a year-round basis at less than full-time, for some part of each year at full-time, or for some part of each year at less than full-time.

## 14.2 Conditions Governing Reduced Appointments

14.2.1 No full-time academic staff member shall be required to accept an appointment that is not full-time.

14.2.2 An academic staff member holding an appointment with tenure may request a transfer to a reduced appointment with tenure. Such transfers shall not be withheld unreasonably.

14.2.3 Any academic staff member with a reduced appointment who accepts an assignment of duties beyond those stipulated in the letter granting the reduced appointment shall receive pro-rated pay and benefits for this work. The Faculty Association shall be notified in a timely manner of any such change in duties. Members on reduced appointments who apply to teach a course **offered by Luther College** above and beyond their normal duties and that is administered by an academic unit other than that to which the member is appointed or with which the member has an established interdisciplinary relationship, shall be compensated in accordance with Appendix A, Payment for Courses Outside Normal Duties.

14.2.4 An academic staff member with a reduced appointment who has that appointment increased for five years **shall be notified by the Dean and, upon the member's request**, have that appointment permanently increased in the sixth year unless it can be demonstrated by the College the need no longer exists.

14.3 The College shall assign all appointments to one of the following types:

### 14.3.1 Sessional

A sessional appointment is one in which the academic staff member is hired to teach one or more courses in a particular term.

### 14.3.2 Term

A term appointment has a terminal date, normally one to five years from the appointment date. There is no obligation on the part of the College to offer a term appointee employment after the terminal date, nor does a term appointee have any obligation to accept employment after the terminal date, should the College offer it.

### 14.3.3 Tenure-Track

A tenure-track appointment is normally for a period of two years when an academic staff member

is first appointed and may thereafter be renewed annually.

14.3.3.1 The period during which an academic staff member holds a tenure-track appointment is referred to as the probationary period.

#### 14.3.4 **With Tenure**

An appointment with tenure (also referred to as “a tenured appointment” or simply “tenure”) shall be granted when the academic staff member has met the relevant performance standards and shows promise of future contributions that will enhance the College’s academic reputation. Normally the member’s eligibility for an appointment with tenure shall be determined during a prior probationary period at the College. **For an initial appointment with tenure, the search committee, applying criteria consistent with the performance review of an application for tenure (as per Article 17 and 18), must recommend such an appointment to the President of the College, who shall secure the approval of the President of the University to make such an appointment.** An appointment with tenure shall continue indefinitely subject only to Articles 19 (Retirement and Termination of Employment), or 25 (Financial Exigency).

### 14.4 **Conditions Governing Appointment Types**

#### 14.4.1 **Sessional**

**Recognizing the importance of Sessional appointments, the College shall work to balance Regular, Term, and Sessional appointments to achieve its commitment to faculty renewal as indicated in the College’s Strategic Plan.**

#### 14.4.1 **Term**

14.4.1.1 The terminal date of term appointments shall be stipulated in the letter of appointment.

14.4.1.2 Should the College wish to extend or renew a term appointment it shall send the academic staff member notice of its intention at least six weeks before the term appointment expires. The member is not obliged to accept such an offer of extension or renewal.

14.4.1.3 Term appointments other than a visiting appointment may be made for less than twelve months in unusual circumstances such as:

- when unforeseen circumstances prevent or delay a position from being filled before the beginning of the academic year;
- when an academic staff member is granted leave for a period of less than twelve months;
- when necessitated by planning decisions arising under Article 5;
- when the candidate's availability limits the appointment.

14.4.1.4 Appointments shall be made at the academic category and rank appropriate to the academic staff member’s qualifications.

14.4.1.5 No academic staff member shall hold a term appointment, or a series of term appointments for more than five consecutive years. An appointment in the sixth consecutive academic year shall be an appointment with tenure. Members shall be deemed to have held a term appointment in a given academic year if they held a term appointment of four consecutive months or longer during that year.

In situations where the position is supported by a funding source from outside the College, renewal of a term appointment beyond the fifth year shall be by mutual agreement of the College and the Association. The College shall specify the applicable funding source.

14.4.1.6 Should an academic staff member subsequently receive a tenure-track appointment at the College, time spent in a term appointment shall count towards the fulfilment of the probationary period. This condition may be waived if, in the judgment of the College and with the agreement of the member, the duties of the term appointment were significantly different from those of the tenure-track appointment.

14.4.1.7 Academic staff members reappointed to term positions in the same subject areas and members with multi-year contracts shall receive any applicable scale increase and be eligible (subject to performance review) for increments.

14.4.1.8 The conditions outlined in this article (14.4.1) may be waived with the prior agreement of the Faculty Association.

#### 14.4.2 Tenure-Track

14.4.2.1 **After the initial two-year appointment, Tenure-track appointments are renewable annually subject to performance review as per Article 17, but no individual may serve more than five consecutive years in a probationary capacity, subject to the provision of 14.4.1.6 and 14.4.2.4, if applicable.** Not less than three months before a tenure-track appointment is to expire, **if the member has not successfully applied for and been granted tenure,** the College shall inform the academic staff member whether it will let the present appointment lapse **or** renew the tenure-track appointment for another year.

14.4.2.2 After the first tenure-track appointment, no new special conditions shall be attached to subsequent renewals of an academic staff member's tenure-track appointment except those which relate to performance during the probationary period **or which result from disciplinary action.** In addition, existing conditions shall not be made more stringent.

14.4.2.3 Approved leaves of four months or more shall add the greater of one year or the length of the leave to the probationary period.

14.4.2.4 At the request of the academic staff member and with the concurrence of the College, the probationary period may be extended for two additional years to a total of seven years. **The request shall include valid justification such as exceptional circumstances unrelated to the performance of duties of the appointment.** The College's concurrence shall not be withheld unreasonably. Reasons for denying such a request shall be communicated in writing to the academic staff member.

14.4.2.5 The conditions outlined in this Article (14.4.2) may be waived with the prior agreement of the Faculty Association.

#### 14.5 Instructors

Instructors may be appointed to term, tenure-track, or tenured appointments. Appointments to the position of Instructor I, II, or III shall be in accordance with Article 13.5.

As student demand for courses permits, **suitably qualified** Instructors with less than full-time appointments shall be given the opportunity to have their appointments increased to full-time appointments prior to any other Instructors or Sessionals being appointed. Such Instructors' modified appointments shall then be included in the limit under Article 5.7.

#### 14.6 Research Chairs

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

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

14.6.2 Applications and nominations for Research Chair positions shall be made to the Dean of the College. The normal procedures of appointment within the College shall be used to fill the position. 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 College. 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.

14.6.3 Where the initial recommendation is to make an appointment with tenure the Dean shall notify academic staff members 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 rank elsewhere, appointments at the rank of Professor shall be considered by the Academic Affairs Committee.

14.6.4 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 Criteria for Performance Review of the Faculty. The review procedures and criteria for Research Chairs shall only be modified after consultation in committee with the College. Any modifications 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, and shall be copied to the Faculty Association. **Teaching duties assigned to a Research Chair shall be reduced from the normal faculty teaching workload commensurate with the research expectations of the Chair.**

14.6.5 At all levels of the nomination, recommendation, and appointment process those involved shall make explicit attempts to address equity issues.

14.6.6 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 **if the Chair is supported by external funding, such as an endowment or federal research chair program (e.g., Canada Research Chair)**. 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, **and on any conditions stipulated in the endowment agreement or program that supports the Chair**. Stipends shall be included in benefit calculations.

- 14.6.7 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. Such outside review and approval shall apply only to CRC positions and shall not set a precedent for any other appointments of academic staff members at the College.

14.7 **Member's Election to Transfer to Reduced Appointment with Tenure**

Without prejudice, an academic staff member who holds a full-time appointment with tenure may request of the Dean a reduced appointment with tenure. The Faculty Association shall be informed of the terms of any offer presented and, at the member's request, has the right to be present during the discussion.

- 14.7.1 The maximum reduction in duties from full-time service shall be to fifty per cent.

- 14.7.2 An academic staff member whose application for a reduced appointment is approved shall have a "base salary rate" computed as if the member were continuing on a full-time basis. All relevant salary adjustments shall be applied to the base salary rate. The "actual salary" to be paid to the member shall be prorated from the base salary rate in direct relation to the approved reduction in duties for the reduced appointment.

**At the time that the request is granted, the College shall notify the member of potential return to full-time duties requests. However, the member is not obliged to accept such a request. Refusals of such requests shall never be grounds for negative performance review or any other sanction.**

- 14.7.3 The academic staff member shall be eligible for promotion, sabbatical, and other provisions of this collective agreement.

- 14.7.4 The academic staff member may return to full-time duties within the first twenty-four (24) months following the effective starting date of the member's first reduced appointment, provided that the member gives six (6) months' notice in writing to the Dean of the member's intention to do so. Following this twenty-four (24) month period a member on reduced appointment may not return to full-time duties or change the percentage reduction in duties unless approved by the College.

- 14.7.5 The academic staff member shall continue to participate in the pension plan, and contributions shall be based on the member's actual salary.

- 14.7.6 The contributions and coverage for other benefit plans shall be based on the terms of the plans themselves and the academic staff member's actual salary.

## ARTICLE 15 - ADMINISTRATIVE APPOINTMENTS

- 15.1 Administrative appointments include, but are not limited to, the appointment of an Assistant Dean. A regular administrative appointment is made for a term of up to five (5) years. When a vacancy exists, either because there is no incumbent or because the incumbent is temporarily absent, the College may make an acting appointment for a period of not more than twelve months.

### 15.1.1 Appointment Procedures

Any academic staff member receiving an administrative appointment shall be appointed in writing by the College. Factors such as academic seniority, academic leadership, administrative competence and the particular needs of the College shall be taken into consideration. Full-time Academic Staff Members with tenure or tenure-track appointments shall be given priority for appointments.

When a regular appointment is to be made, the Dean shall first consult with academic staff members according to procedures established within the College. Such procedures shall require the Dean to consult available members in committee and arrange for a secret ballot. The Dean's recommendation shall be based on advice obtained through this process, but such advice is not binding. The appointment process shall be open and transparent.

When an acting appointment is to be made, the Dean, time-permitting, shall first consult with the academic staff members, according to established procedures.

### 15.1.2 Duties

Administrative duties shall be established by the Dean following consultation in committee. The Dean shall not assign new duties or significantly alter existing duties without prior consultation.

Peer review committees shall take the time demands of the duties of any academic staff member with an administrative appointment into consideration but shall not evaluate the performance of those duties.

An academic staff member with an administrative appointment who is planning to be absent from campus shall make prior arrangements with the Dean to ensure satisfactory administration of the College during the period of absence.

### 15.1.3 Stipends and Teaching Releases

In addition to their regular salaries, academic staff members with an administrative appointment shall receive a stipend as provided in Appendix A **and/or teaching release**.

An academic staff member appointed in an acting position for one month or more shall receive the stipend of the regular member, prorated to the term of the appointment, part months to count as full months. No stipends shall be paid for administrative appointments of less than one month.

An administrative stipend is taxable income and shall be counted as income when calculating member benefits that are based upon income.

### 15.1.4 Assistant Dean

**Assistant Deans shall receive a stipend as provided in Appendix A and at least one teaching release per term. Upon request, in any term where additional support with academic misconduct cases is required, the College shall endeavour to provide additional support, in the form of either additional academic support or teaching release. Assistant Deans shall also receive one teaching release in the first teaching term following the completion of a minimum three-year appointment.**

#### 15.1.5 **Acting Assistant Dean**

**An academic staff member appointed acting Assistant Dean for one month or more shall receive the stipend of the regular Assistant Dean, prorated to the term of the appointment, part months to count as full months. No stipends shall be paid for acting Assistant Dean appointments of less than one month. A reduced teaching load shall be assigned for acting Assistant Dean appointments of six months or longer.**

#### 15.2 **Termination of Appointment**

Normally, incumbents may resign administrative duties with sixty days' notice by notifying the Dean in writing.

Normally, the College may terminate the appointment of administrative duties with sixty days' notice by notifying the academic staff member in writing.



## ARTICLE 16 - PERFORMANCE OF DUTIES

### 16.1 Normal Duties

In accepting an appointment at the College, academic staff members agree to take on the duties prescribed for their category. Members are responsible in the first instance to the Dean for the performance of all their College duties, assigned or otherwise.

16.1.1 The duties of a faculty member shall normally include:

- a) teaching and related duties;
- b) scholarship, research or equivalent professional activities;
- c) administrative duties; and
- d) public service.

16.1.2 The duties of a librarian shall include one, some, or all of the following:

- a) position responsibilities consistent with the status of a professional librarian and associated with serving the needs of the College Library and the College community;
- b) scholarship, research or equivalent professional activities;
- c) administrative duties; and
- d) public service.

16.1.3 The primary professional duties of an instructor **are** teaching and service. Other teaching-related duties may be required of instructors. If such other duties are to be assigned the member shall be consulted beforehand and teaching loads shall be adjusted appropriately. Performance in other areas may be taken into account at the Instructor's request and with the approval of the Dean.

16.1.4 The duties of a laboratory instructor are to provide support for the teaching program and shall include one, some, or all of:

- a) laboratory instruction and other appropriate instructional duties;
- b) laboratory development and related professional activity;
- c) administration and maintenance; and
- d) public service.

16.1.5 The primary duty of a Sessional **Lecturer** is to teach. If any other duties are to be assigned, these must be explicitly stated in the letter of appointment. Article 16.5.2 shall not apply to Sessionals.

### 16.2 The Criteria Document in Relation to Duties

The Criteria Document (**see Article 17.7**) may elaborate upon, but shall not prescribe outside, the duties identified in Article 16.1. The Criteria Document may define what constitutes "public service" but shall not prescribe specific duties in this area.

### 16.3 Assignment of Duties

16.3.1 Teaching duties are assigned by the Dean following consultation with the relevant University academic unit. The Dean will attempt to accommodate faculty needs when class schedules are being set, **recognizing that the particular expertise, effort, and amount of time necessary for individual staff members to prepare and deliver classes varies from one modality and setting to the next.**

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 or administrative units. No member shall be assigned a course load that exceeds the agreed to course load within the College, **as defined in the approved Teaching Load Guide Document and in accordance with the member's teaching workload stream described therein.** Such course load will be determined by the Dean, following consultation in committee with full-time academic staff members.

**The Teaching Load Guide Document shall be developed and normally revised through consultation in committee every four (4) years.**

An academic staff member may apply to the Dean for a change in the array and mix of duties. The request shall take into account the needs of both the member and the College. **The Subject Department Head or equivalent shall be notified when such changes are approved.**

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

16.3.4 Notwithstanding 16.1, in assigning duties to the academic staff members of the College, the Dean may assign a lighter workload to members with tenure-track appointments than to members with tenured appointments.

16.3.5 **Scheduling**

**Wherever possible, academic staff members shall be scheduled to teach such that there is a minimum of 12 hours between the end of the last class of the day and the start of the first class of the next day. This requirement may be waived by the member.**

**An academic staff member shall not be required to teach outside the hours of 8:30 AM to 4:30 PM, Monday to Friday without their explicit approval.**

**Unless otherwise required through an accommodation, the College shall recognize the commitments of academic staff members to eldercare and/or childcare as priority Tier II constraints in the central timetabling system, provided such needs are declared at the time initial teaching proposals are submitted. Documentation may be requested by the College.**

16.4 **Recognition of Additional Duties**

**The College recognizes that normal responsibilities, as outlined in the Criteria for Performance of Academic Duties and in Article 16.1 of the Collective Agreement, do not recognize duties over and above what is normally expected in:**

- a. **Teaching and Research** (for example, lab sections connected to credit courses, teaching independent directed reading courses, supervision of graduate students and undergraduate honours students).
- b. **Public Service** (for example, extensive work with non-profit organizations, Indigenous Knowledge Keepers, or other community groups).
- c. **Administrative Service** (for example, substantial contributions on ad hoc and standing committees).
- d. **Equivalent Professional Activities** (for example, leadership of academic organizations).

**In consultation with the Dean, members performing such additional duties shall be considered for:**

- **A change in teaching workload stream as prescribed in the Teaching Load Guide Document**
- **Teaching release(s)**
- **Reduced committee, service, and/or administrative responsibilities**
- **Merit (according to the provisions of Article 18 and as described in the Criteria Document)**

16.5 **Further Considerations**

16.5.1 Except for vacation time and approved leaves, or unless otherwise specified in the terms of

appointment, academic staff members are expected to carry out their duties for the entire twelve months of the academic year.

- 16.5.2 Academic staff members with full-time appointments shall not engage in outside professional activities to the extent that they interfere with the performance of their College duties. Outside professional activities that are appropriately related to a member's duties at the College shall be encouraged. Outside professional activities include but are not limited to consulting, personal contracts, private practice in the member's profession, and teaching duties for any other employer.

If there is reasonable doubt that an outside professional activity might compromise an academic staff member's ability to perform regular duties the member shall apply beforehand in writing to the Dean describing the nature and duration of the prospective activities. The member shall keep the Dean informed of the general nature and scope of the approved activities and provide details on the Annual Information Form.

- 16.5.3 Normally, the duties of academic staff members are to be performed on campus unless other arrangements are approved in advance by the Dean. The Dean shall not withhold approval unreasonably.

- 16.5.4 Academic staff members shall maintain scholarly and professional competence appropriate to their duties.

- 16.5.5 In activities outside the College, academic staff members may not claim to represent the College without prior authorization from the Dean.

## 16.6 Librarians

- 16.6.1 Librarians may request release from other duties, for a minimum of two weeks each academic year, to pursue professional research or scholarly activities.

- 16.6.2 The release shall be scheduled by agreement between the librarian and the **Dean**, or designate.

- 16.6.3 The **Dean**, or designate, and the librarian requesting the assignment shall, in the process of consultation, discuss the research/scholarly/professional proposal.

- 16.6.4 The work for which research/scholarly/professional assignment was granted shall be evaluated as part of the normal review process.

- 16.6.5 The librarian may request to accumulate up to four weeks of research time by notifying the **Dean**, or designate, at least three months before the end of the academic year.

## 16.7 Laboratory Instructors

Whenever there is an additional assignment made to the agreed upon workload, overload stipends shall be provided on a per lab basis in accordance with Appendix A. Laboratory Instructors shall not be required to accept an assignment that exceeds the agreed upon workload, nor shall the Laboratory Instructor receive adverse performance reviews or be disciplined for declining such an assignment.

## 16.8 Sabbatical

The College endorses sabbaticals as a means **for members to maintain their effectiveness as teachers, scholars, and professionals**, which will be mutually beneficial to the academic staff member, the institution, **the students, and the academic and broader community**. A member may apply for, or the College may offer, a sabbatical. The College shall grant annually a limited number of sabbaticals in keeping with its responsibilities. Such sabbaticals will not be withheld unreasonably.

16.8.1 **Eligibility:**

16.8.1.1 In order to be eligible for a first sabbatical, the academic staff member must have at least six (6) years of continuous employment at Luther College, and hold an appointment with tenure. **The first sabbatical shall be a twelve-month (full) sabbatical, but the provisions of 16.8.3.1 apply.**

16.8.1.2 To be eligible for a subsequent twelve-month (full) sabbatical, the academic staff member must have had at least six (6) years of continuous employment in the above ranks since returning from the previous sabbatical.

16.8.1.3 To be eligible for a subsequent six-month (half) sabbatical, the member must have had at least three (3) years of continuous full-time employment in the above ranks since returning from the previous sabbatical.

16.8.1.4 All years of eligibility are foregone when an academic staff member takes a sabbatical. However, should a member have eligibility, a proposal fully acceptable to the Dean, and a valid plan for a sabbatical, and then have such a leave delayed by the Dean for **six (6) months** or more, that member shall be granted a sabbatical as soon as possible, and eligibility for the subsequent sabbatical shall be accumulated as if the member had taken the sabbatical as originally planned. **The Dean shall provide a letter documenting the accumulated credit, with a copy to be kept in the Member's file.**

16.8.2 **Duration:**

16.8.2.1 A **full** sabbatical is for a period of twelve (12) months, commencing July 1 or January 1. With the concurrence of the Dean, an academic staff member may take a **full** twelve-month sabbatical in two six-month periods with an interval of six months between these. **In such cases, the six months of service between the two six-month periods of leave shall be credited toward eligibility for the next sabbatical. The Dean shall provide a letter documenting the accumulated credit, with a copy to be kept in the Member's file.**

16.8.2.2 A **half** sabbatical is for a period of six (6) months, commencing July 1 or January 1.

16.8.3 **Remuneration: Until June 30, 2025, the academic staff member shall receive eighty percent (80%) of salary, exclusive of stipends, which is in effect during the sabbatical period (prorated if less than full-time).**

**Effective July 1, 2025:**

- **during a twelve-month full sabbatical taken after six (6) years (eligibility as per 16.8.1.1 and 16.8.1.2), the academic staff member shall receive ninety percent (90%) of salary, exclusive of stipends, which is in effect during the sabbatical period (prorated if less than full-time). This includes a twelve-month sabbatical taken in one twelve-month period or in two six-month periods separated by a six-month return to work in between (as per 16.8.2.1).**
- **during a six-month half sabbatical taken after three (3) years (eligibility as per 16.8.1.3), the academic staff member shall receive eighty percent (80%) of salary, exclusive of stipends, which is in effect during the sabbatical period (prorated if less than full-time).**

16.8.3.1 **Until June 30, 2025, with the agreement of the Dean, an academic staff member may elect to take a six-month sabbatical at one hundred percent (100%) of salary in lieu of a twelve-month sabbatical at eighty percent (80%) of salary.**

**Effective July 1, 2025, with the agreement of the Dean, an academic staff member may elect to take a six-month sabbatical at one hundred (100%) of salary in lieu of a**

**twelve-month sabbatical at ninety (90%) of salary.**

**A six-month sabbatical taken at one hundred percent (100%) of salary under the provisions of this clause shall be considered a full sabbatical.**

#### 16.8.3.2 Teaching While on Sabbatical

Only at the request of the Dean shall an academic staff member teach at the College while on sabbatical. Members shall be paid one overload stipend for each course taught. Members shall not receive adverse performance reviews or be disciplined for declining an appointment to teach at the College while they are on sabbatical.

#### 16.8.3.3 Salary as Research Grant

**The member may apply to use part of their remuneration while on sabbatical as a research grant. In such cases, the member shall make this application at least four (4) months prior to the commencement of the sabbatical. The amount so declared must be reasonable and commensurate with research expenses that the member will bear for research activities described in the sabbatical plan. Remuneration declared as research grant must be expended in the calendar year in which it was declared. Any funds remaining in the research grant for the calendar year on December 31 shall be paid to the member as taxable income for that year. In cases where the sabbatical spans more than one calendar year, individual grant requests are required for each calendar year. The College assumes no responsibility for the taxation status of sabbatical research grants.**

#### 16.8.3.4 Limitation

**Other remuneration which the member may receive during the sabbatical is limited to an amount which brings the total to one hundred per cent of normal salary, exclusive of grants for research purposes and monies obtained for authorized outside professional activities, plus travel and related expenses for the member (unless claimed as part of the sabbatical grant defined above), spouse and dependent children.**

16.8.4 **Benefits:** The College's and the academic staff member's contributions to employee benefits will be based on the salary which the member would normally have received in that year.

16.8.5 **Vacation:** Annual vacation, prorated to the length of the sabbatical, shall be earned during the sabbatical in the normal manner. The member shall be **deemed** to have used a prorated portion of annual vacation during the sabbatical.

16.8.6 **Application:** An eligible academic staff member may apply to the Dean **fourteen (14) months** prior to the beginning of the academic year in which the sabbatical is to commence (i.e., by **April 30 of the calendar year prior to the year in which the sabbatical is to commence**). A detailed statement of the member's plans for the entire period of sabbatical, indicating the anticipated benefits to the member and the institution, shall accompany the application. **The report on the member's most recent sabbatical (if applicable) shall also accompany the application. If the application is for a 12-month sabbatical to be taken as two six-month leaves, the plan should include the proposed teaching plan for the intervening six-month period of service.**

The Peer Review Committee shall review all applications for sabbatical within two months following their submission, and make recommendations to the Dean.

16.8.7 **Decision and Notification:** The Dean shall **approve or deny the application, and notify** the academic staff member **and the President** at least **ten** months prior to the commencement of the

academic year in which the sabbatical is proposed to commence. **Notification shall include written reasons for the decision.**

Should an application not be approved, and upon written request, the President shall provide written reasons for the decision.

#### 16.8.8 Deferrals

**If necessary, members shall defer their sabbatical leaves in order to meet the requirements of the teaching capacity of the College. Deferrals shall occur in the following order:**

**(a) Those who were last on sabbatical; then**

**(b) Those with the least seniority.**

16.8.9 **Cancellation:** The academic staff member may cancel the application by notifying the Dean in writing at least four months prior to the commencement of the **term** in which the sabbatical was proposed to commence. After that date, the sabbatical normally may not be cancelled or deferred.

#### 16.8.10 Change of Leave Plans

It is the responsibility of the member to consult with the Dean about **revisions to the proposed sabbatical** plan in order to use the **leave** for appropriate professional development and productive scholarship.

#### 16.8.11 Duties While on Sabbatical

**The primary duty while on sabbatical is scholarship/research and/or professional development. Members shall not be required to teach while on sabbatical, with the exception of the provisions of 16.8.3.2. Members shall not be required to participate in administrative or other service to Luther College or the University of Regina while on sabbatical, other than those for which the sabbatical was granted.**

**Notwithstanding, Members may decide to attend Luther College or University of Regina meetings while on sabbatical.**

16.8.12 **Sabbatical Report:** The academic staff member must prepare and forward to the Dean a written **summary** of the member's scholastic and professional activities during the sabbatical, **documenting how the objectives of the sabbatical plan were met or how and why they were modified.** This report and details of the original sabbatical plan and any modifications to the plan are **also** to be included as part of the member's annual information form.

16.8.13 **Return to Staff:** The academic staff member shall return to the staff of the College for a period of at least six months, or determined by mutual agreement between the Dean and the Member following the sabbatical, or the College may require the member to reimburse the College for all remuneration received during the sabbatical prorated to the amount of time, expressed in full months, by which the member's service to the College since returning is short of six months. This condition shall not apply when a member, immediately upon returning from a sabbatical, ceases to be employed as a result of an unforeseen early retirement.

16.8.14 **Teaching Load Upon Return:** The teaching load of the academic staff member on sabbatical shall be suspended for the period of sabbatical and resumed upon return.

16.8.15 **Waiver of Specifications:** Any of the above specifications may be waived by mutual agreement, confirmed in writing, between the College, the academic staff member, and the Faculty Association.

16.8.16 **Salary Adjustments:** Time spent on sabbatical shall count as service with the College for salary adjustments.

16.9 **Work-Life Balance**

**The College and the Faculty Association recognize and respect the need for academic staff members to maintain an appropriate work-life balance.**

16.9.1 **Right to Disconnect**

**Normally, academic staff members shall not be expected to respond to electronic communications outside the hours of 8:30 a.m. – 4:30 p.m., Monday to Friday (holidays excepted). Academic staff members are responsible for communicating their availability to their students.**

## ARTICLE 17 - PERFORMANCE REVIEW

- 17.1 Performance review is used to determine whether academic staff members will be granted a **career growth** increment, merit, promotion, renewal of tenure-track appointments, and tenure, and to provide performance guidance to Sessionals.

All involved in the performance review process must undertake their roles seriously and with integrity, ensuring that statements, both verbal and written, refer to aspects of performance, are fair commentary, and are based upon appropriate evaluation of the material provided in Article 17.9. The performance review process depends upon honesty, fairness, and confidentiality, and is governed by the principles of natural justice. The Dean shall inform academic staff members of the location of electronic files for the availability of the relevant Criteria Document(s) and of articles 16, 17, and 18 of the Collective Agreement.

Academic staff members are welcome to attend the information sessions regarding the review process, sponsored by the University and the Faculty Association.

### 17.2 Schedule

The Dean shall conduct a review of the performance of tenured, tenure-track and term academic staff members within the College, according to the following schedule:

- 17.2.1 A review pertaining to renewal of appointment shall occur during the second employment year (July 1 to June 30) of an initial tenure-track appointment. Upon renewal, an increment shall be provided to the academic staff member on the first July 1 following the initial date of appointment and each subsequent July 1 until tenure is achieved.

- 17.2.2 Each year, a review shall be conducted for all academic staff members who:

- hold term appointments;
- hold tenure-track appointments (other than the initial review specified in 17.2.1);
- have applied for tenure and/or promotion;
- have applied for merit;
- hold appointments with tenure and have asked the Dean in writing before November 30 to be reviewed;
- have had a performance issue explicitly identified on their latest Performance Review Form and who have been informed in writing by the Dean by **July 1** of the decision and the rationale for the review; **or**
- were eligible for an increment the prior year and did not receive one, or were not eligible and were informed that they would not have received an increment even if eligible.

- 17.2.3 Reviews shall be conducted every third year for academic staff members holding appointments with tenure (other than those affected by conditions specified in Article 17.2.2). **During a period of gradual retirement, the Member will not be required to undergo Performance Review.**

### 17.3 Member on Leave

Except under unusual circumstances, a review shall not be initiated for an academic staff member who **will be on leave at any time during the period January 1 to April 30**. If the Dean intends to review a member **who will be** on leave, the member shall be notified in writing before July 1. The notice shall stipulate the unusual circumstances that appeared to the Dean to warrant such a review and explain that the member has the right to notify the Faculty Association. **If the leave is granted after July 1, the conduct of the review will be by mutual agreement of the Dean and the Member, such agreement determined as soon as reasonably practicable once the leave has been granted.**

Notwithstanding the foregoing, an academic staff member on leave may initiate a review (including an application for promotion, merit, or an appointment with tenure) by notifying the Dean in writing, no later



than November 30. Members on leave may withdraw a request for review by notifying the Dean in writing by January 1. An academic staff member on leave who is applying for merit shall submit their completed application and any supporting documentation (per Article 18.3) by January 31st.

#### 17.4 **Period Under Review**

**Career decisions shall be based on the period under review.** The period to be reviewed terminates on December 31.

**The period under review shall be the period since the last review, except as noted in 17.4.1. For members qualifying under 17.2.2, this shall normally be a one-year period. For members qualifying under 17.2.3, this shall normally be a three-year period.**

##### 17.4.1 **Review Period when Applying for Promotion, Tenure, or Merit**

- When an academic staff member is applying for promotion (**except for Professor or Librarian IV**), the performance review shall cover the member's period in the current rank. When an academic staff member is applying for promotion to the rank of Professor or Librarian IV, or applying for or being considered for an appointment with tenure, the performance review shall cover the member's entire career.
- Excluding applications for merit based on exceptional performance, merit reviews shall consider performance in the previous three (3) years.

#### 17.5 **Annual Information Form**

Each year, every academic staff member shall complete the Annual Information Form and submit the completed form to the Dean. However, if the member is not being reviewed and is absent from campus, and if the Dean agrees, the Form need not be submitted. Instead, two Forms shall be submitted at the end of the next year.

Academic staff members who hold tenure-track appointments shall submit their completed Annual Information Form and any supporting documentation by December 15. Members with term appointments or appointments with tenure or who are applying for merit shall submit their completed Form and any supporting documentation by January 31.

#### 17.6 **Criteria for Review**

In elaborating on the duties of academic staff members and the process by which members' performance of these duties is to be reviewed, the **Criteria for Performance Review of Academic Duties** of the College shall not contravene any of the provisions of the Collective Agreement.

In this review, the nature, extent, and location of such duties shall be taken into consideration. When assessing librarians, the amount of time available for research or professional activities shall be taken into account.

When the performance of Instructors is being reviewed, care shall be taken to ensure that the review focuses only on assigned duties. Performance in other areas may be taken into account at the Instructor's request and with the approval of the Dean.

#### 17.7 **Criteria for Performance Review of Academic Duties (the "Criteria Document")**

When establishing the review criteria and procedures, the Dean shall consult in committee with academic staff members. The **resulting Criteria Document** shall be reviewed from time to time by the Dean through consultation in committee with the members of the College. Such a review is to be initiated either at the request of the Dean or after a request by the members of the College, as ascertained by a motion to that effect

passed at a meeting of the members of the College, or at a minimum of every six (6) years.

Approval shall be by a majority vote of the academic staff members to be governed by such. In the event the Dean and the members cannot reach agreement, the review criteria and procedures shall be specified in writing by the President only after consultation in committee with the members of the College.

These criteria shall be distributed to the academic members to whom they pertain and to the Faculty Association.

This Criteria Document shall include principles for the assignment of duties.

Where criteria have been revised within two (2) years of an academic staff member's appointment to the College or last review, the member shall state in their application whether they wish to be assessed according to the established or revised criteria.

## 17.8 **Peer Review Committee**

### 17.8.1 **Mandate**

A Peer Review Committee will be established with the mandate to perform the initial review of each relevant academic staff member, and to consult with the Dean on applications for sabbatical and education leaves. **The Peer Review Committee shall make detailed recommendations to the Dean regarding career growth increments and renewal of tenure-track, and applications for merit, tenure, and promotion, supported by a simple majority vote of the members of the Committee, to be recorded on the Performance Review Form.**

### 17.8.2 **Composition**

The Peer Review Committee (PRC) shall consist of three tenured members of the faculty.

### 17.8.3 **Election**

Members of the Peer Review Committee shall be elected by the academic staff members for two-year terms commencing July 1. Not less than two weeks prior to the election the Dean shall issue a call for nomination. Any member may make a nomination. The election shall take place by ballot no later than the last regularly scheduled meeting of the current academic year, normally in June. Out-of-scope members may not be elected to serve on the Peer Review Committee. Members being considered for promotion shall not be elected to the Peer Review Committee.

### 17.8.4 **Alternate**

The academic staff members shall also elect one alternate member from the tenured faculty who shall serve on the Peer Review Committee as needed.

### 17.8.5 **Initial Review**

The initial performance review shall be made by the Peer Review Committee in accordance with the procedures and criteria established by the College in consultation in committee with the academic staff members. The initial review shall be completed and written on the Performance Review Form (PRF) over the signatures of the members of the Committee. 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 progress towards tenure and/or promotion. This document shall be part of the member's file.

#### 17.8.6 Dean's Role

The Dean shall be responsible for notifying the Peer Review Committee of decisions to be considered and timelines. The Dean shall also provide all materials described in Article 17.9 and may be present at meetings of the Peer Review Committee as an observer and resource person without vote.

#### 17.9 Documents to be Considered

The **initial** review shall be based on the following documents:

- 17.9.1 the Annual Information Form supplied by the College and completed by the academic staff member **as per 17.5**. In the case of members being reviewed after two or more years, consideration shall be given to the Annual Information Form from each year for the entire period under review;
- 17.9.2 a current curriculum vitae;
- 17.9.3 **non-confidential** material in the academic staff member's official file relevant to the period under review, **at the discretion of the Dean**;
- 17.9.4 **The academic staff member is responsible for providing the relevant information and documentation for the review, including documents and other works relevant to the academic staff member's performance of duties during the period under review. The member may append to the Annual Information Form any related additional information.**
- 17.9.5 course/instructor evaluations developed pursuant to Article 17.13 and forming part of the official file pursuant to Article 10.7;
- 17.9.6 Information for the period under review that is not stated on the Annual Information Form, contained in the **member's** official file, **or provided under this clause**, shall not be considered.
- 17.9.7 **For members applying for promotion to ranks other than Professor or Librarian IV, the review shall additionally consider the letter of application and the complete dossier submitted in support of the application per 18.3.**
- 17.9.8 **For members applying for tenure, or promotion to Professor or Librarian IV, the review shall additionally consider the letter of application, the complete dossier submitted in support of the application per 18.3, and the letters of reference solicited per 18.10.**
- 17.9.9 **For members applying for merit, the review shall additionally consider the letter of application and supporting material provided by the member with the application per 18.4.**

#### 17.10 Consultation with Dean

When the Dean has received the recommendations from the Peer Review Committee, the academic staff member shall be notified within 14 calendar days that the Performance Review Form is available for perusal. The member will be provided with a copy of the Performance Review Form.

- 17.10.1 The academic staff member shall, within seven calendar days of having received his/her copy of the Performance Review Form, sign the PRF indicating that the member has read the recommendation of the Peer Review Committee. Clarifying information may be added by the member within seven calendar days of having received the Performance Review Form.
- 17.10.2 The Dean will invite in writing every academic staff member who is being reviewed to make an appointment, once the seven calendar day period has elapsed, for the purpose of perusing and discussing the information on the Performance Review Form and attached documents. At this

meeting, the Dean will make her/his preliminary performance assessment. The member shall also be given an opportunity to interpret, explain or add to the information contained in the written statements.

Unless prevented from doing so by unusual circumstances, all academic staff members who desire an additional meeting with the Dean and who are not on leave must respond within the seven calendar days following the initial meeting. The Dean shall schedule such meetings as quickly as possible. All meetings are to take place as soon as possible but in no case later than May 31, except for those members who are on leave. Members who are on leave shall make arrangements with the Dean for a meeting to be scheduled on a date that is mutually satisfactory.

17.10.3 Clarifying information may be added by the academic staff member as soon as possible and not more than seven calendar days after the initial meeting with the Dean. This additional information shall be attached to the Performance Review Form before the Dean makes a final recommendation.

#### 17.11 Dean's Review

**After all the steps outlined above have been completed, the Dean shall complete their review. The Dean may consult with any of the parties involved in the review process before making their own review.**

**The Dean's review shall be based on the documents provided under 17.9, along with material in the academic staff member's official file relevant to the period under review and the Performance Review Form(s) supplied by the College, with the initial review completed by the Peer Review Committee, and signed by the member as indicated in Article 17.10.1.**

**The performance review may refer to issues raised with a member in the previous performance review, as per 17.2.2, and evaluate how the member has addressed these issues during the period since that review.**

**Information for the period under review that is not stated on the Annual Information Form, the Performance Review Form, contained in the member's official file, or provided under 17.9, shall not be considered. Any letter of expectation or document related to discipline that has been removed from the Member's file as per the provisions of Article 22 shall not be considered.**

**The Dean will review the recommendations of the Peer Review Committee, provide comments that clearly refer to the established Criteria Document, and forward a signed copy of the same Performance Review form to the President for approval.**

**The approved performance review shall be communicated in writing to the academic staff member in a timely manner and no later than June 30.**

**Every academic staff member who has been reviewed and whose performance has been deemed to be below standard for the rank and level of appointment shall be so informed in writing by the Dean. The Dean's letter shall also stipulate what improvements would be required for the member's performance to be considered acceptable. Meetings may be scheduled by the Dean or the academic staff member to discuss the member's performance and options.**

#### 17.12 Tripartite Board

**No later than December 31 of the year during which the review occurred, an academic staff member may identify, in writing to the Dean, comments made in a performance review (whether by the performance review committee, or the Dean) that they consider to be unsupported by the evidence and ask that the comment(s) be rescinded. Academic staff members may also identify, in writing to the Dean, errors of omission that substantially violate guidelines in the Criteria Document and ask that clear descriptive and evaluative comments be included. If the Dean agrees, the author shall be asked to rescind the comment(s) or include additional descriptive and evaluative comments as indicated above.**

If the Dean does not agree, or if the author refuses to rescind the comment(s) or include additional descriptive and evaluative comments as indicated in the immediately preceding paragraph, the Dean or the member may refer the matter to a Tripartite Board. The Board shall assess the claim and determine whether or not to rescind or include any descriptive or evaluative comments as described above.

The Board shall be composed of members currently on staff at the College or the University of Regina, Campion College, or First Nations University, yet not from the same discipline as the academic staff member being reviewed and not a member of the PRC. The College and the Faculty Association shall each name one academic staff member to the Board. The third member of the Board, the Chair, shall be selected by mutual agreement between the Faculty Association and the Dean. If mutual agreement cannot be reached, the Chair shall be selected by the President; in this instance, the Chair will be from outside the College. See Appendix G: General Procedures for Tripartite Board Review.

The College shall inform the Faculty Association of disputes arising under this Article and shall provide the Faculty Association with the information needed to monitor the progress and resolution of such disputes.

#### **17.13 Course/Instructor Evaluation Forms**

In addition to other documentation submitted by the academic member, the Dean may develop, administer, and use appropriate student course/instructor evaluation forms, following consultation in committee with academic staff members.

Such evaluation forms are primarily for the improvement of instruction. Additionally, these may, in conjunction with other information, be used for the purpose of obtaining balanced and reasonable assessments of the quality of teaching.

When the results are used in any performance review, this shall be done in an impartial and responsible manner.

An academic staff member who does not wish to use the form which is in current use may make a written proposal to the Dean suggesting an alternative method of student course/instructor evaluation.

#### **17.14 Tenure-Track Members and Career Planning**

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 Dean shall meet with new members within six months of the member's appointment, and subsequently, as appropriate. The purpose of these 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.

Yearly meetings will be held between the Dean and the tenure-track academic staff member 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 academic staff member has the right to be accompanied by a departmental colleague or Faculty Association representative.

No records emanating from career planning meetings shall become part of the member's official file.

#### **17.15 Sessional Review Process**

Reviews may be initiated by the member or the Dean. A Sessional shall at minimum be reviewed **prior to** achieving preference and then **prior to** achieving priority; the reviews will be conducted by the Dean, in

consultation with appropriate experts in the member's area of teaching specialty. The member or the Dean may also request an in-class assessment.

A performance review for Sessionals shall include **course/instructor** evaluations in accordance with Article 17.13 and a review of instructional and student assessment materials. The review may include the report of an in-class assessment (if performed) and a teaching dossier. A request to include such material shall not be unreasonably denied.

The Dean shall meet with the Sessional within thirty (30) days of gathering the information indicated above to discuss the review, identify areas of strength and/or plans for development, and, if necessary, make recommendations that will assist the member to improve performance. The academic staff member has the right to be accompanied by an academic staff member or Association representative.

#### 17.16 **Revocation of Priority or Preference Status**

**Sessionals may have their priority or preference status revoked as a result of two consecutive unsatisfactory evaluations. Written evaluations will be carried out by the Dean or a designate. It is understood that after a first unsatisfactory evaluation, a Sessional shall have an opportunity to correct any deficiencies in performance in accordance with a plan and timeline developed in consultation with the Dean. Should the Sessional under review correct the deficiencies in performance identified in the first unsatisfactory evaluation, that evaluation shall not be taken into consideration if a subsequent unsatisfactory evaluation focusing on a different performance issue occurs. Sessionals may have their priority or preference status revoked as a result of gross misconduct, negligence of duty, professional incompetence, or any other cause that, in the opinion of the College, renders the Sessional unsuitable for continued teaching with the College.**

## ARTICLE 18 – CAREER-PROGRESS DECISIONS

- 18.1 Career-progress decisions concern **career growth** increments, merit, promotions, renewal of tenure-track appointments, and granting of appointments with tenure. Career-progress decisions shall be based solely on performance reviews carried out according to applicable provisions in Article 17. **Members shall be considered for merit, promotion, or tenure upon application. Members shall be considered for career growth increments upon recommendation by the Peer Review Committee during years in which the member is reviewed, and be awarded as per 18.2 in years in which the member is not reviewed. Tenure-track members shall be considered for renewal of the tenure-track appointment upon recommendation of the Peer Review Committee annually, subject to the provisions and limitations of 14.3.3, 14.4.2, and 18.6.** All career-progress recommendations are made by the Dean to the President and become effective with the approval of the President.

### 18.2 Career Growth Increments

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

**Academic staff members holding appointments with tenure shall be provided with a career growth increment on July 1 following any year in which they are not reviewed. The provision of this increment is an expectation of career-growth, and may not be revoked by a subsequent review.**

### 18.3 Application for Merit, Promotion, or Tenure

Those applying for **merit**, promotion, or **tenure** shall apply to the Dean no later than November 30. **The supporting documentation shall include the relevant Annual Information Form(s) along with a dossier documenting performance according to the Criteria Document pertaining to the relevant period under review as per 17.4.1.**

**Supporting documentation for merit shall be provided with the Annual Information Form. Academic staff members shall have the opportunity to provide supplementary documentation at any time before the initial review is conducted.**

**Applications may be withdrawn at any time by notifying the Dean, in writing, but must be made before the initial review is completed.**

### 18.4 Merit

Academic staff members may, in any year, apply for merit on the grounds of exceptional performances defined in the relevant Criteria Document for the corresponding rank and category.

Academic staff members may apply for merit on grounds of sustained, well-above-average performance only in years in which they are being reviewed by the Peer Review Committee.

Decisions to grant merit for sustained, well-above-average performance shall be based on the academic staff members' performance in the previous three (3) years.

Members may apply for merit on grounds of sustained, well-above-average performance only if it has been at least three (3) years since they were last awarded merit. In the case of members who have never received merit, they may only apply if it has been at least three (3) years since appointment.

Decisions on merit shall be based primarily on members' performance of their duties as listed in Article 16 for present category and rank and as defined through the relevant Criteria Documents. 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.

Applications for merit shall be submitted to the Peer Review Committee and shall take the form of a letter, maximum two pages, outlining how the member has met the criteria for merit as specified in the relevant Criteria Document. The member may also include up to two (2) letters of support. All applications will be accompanied by a current curriculum vitae. Merit applications are due in the office of the Dean by January 31<sup>st</sup> of the year immediately following the period for which merit is being requested; no late applications will be accepted.

For individuals in the regular review process, the Peer Review Committee may nominate an academic staff member for consideration for merit, whether or not the member has applied.

The Peer Review Committees will review all applications and decide whether or not to recommend the granting of merit to the Dean.

The Review Committee will provide the member with a written rationale outlining how the criteria for merit have or have not been met, with a copy to the Dean.

The Dean may nominate an academic staff member for consideration for merit.

In cases where members have not applied, but have been nominated, the nominator(s) will supply a written rationale, maximum two (2) pages, outlining how the criteria for merit have been met.

The Dean will consider all applications and nominations for merit and decide whether or not to recommend the granting of merit to the President.

Before making the recommendation, the Dean will also forward the application or nomination, along with the College's Criteria Document and any accompanying material or rationale to the relevant University of Regina department head and Dean. These consultations shall not constitute a *de facto* review of individual members. A summary of the consultations shall be included with the Luther Dean's recommendation to the President.

The timelines for decisions on merit will follow the same timelines as those for Career Progress decisions. As with all other career progress decisions, the appeal process will also follow Article 18.

The value of a merit is equal to one increment for the category and rank.

#### 18.5 **Promotion**

Academic staff members with appointments in faculty, librarian, instructor, or laboratory-instructor categories who meet the criteria in the College criteria document shall be promoted.

18.5.1 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.

#### 18.6 **Tenure-Track Renewal**

**Tenure-track appointments are subject to annual renewal, starting the second year after initial appointment (see 17.2.1).** 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.

#### 18.7 **Tenure**

**Tenure-track academic staff members will normally be considered for tenure in the review period**



**immediately following the completion of four years of appointment.**

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 College) and where there is promise of future contributions that will enhance the academic reputation of the College.

**18.8 List of Members**

**Upon written request to the Dean an academic staff member shall be provided with a list of all members at Luther College who are employed in the same category (faculty, librarian, laboratory instructor, or instructor) who, within five years of the date of such request and within the same academic field as the member, have received the career progress that the member is seeking. The same will be requested from the University of Regina, and conveyed to the member if provided by the University.**

**18.9 Criteria for Career Progress Decision**

The College Criteria Document may elaborate upon, but shall not prescribe outside, the provisions of Article 18.1 through 18.7 pertaining to the grounds for awarding merit, promotions, **renewal of tenure-track**, and tenure.

**18.10 Letters of Reference**

**Applications for tenure, or promotion to the ranks of Professor or Librarian IV, require letters of reference solicited by the Dean under the following conditions. (Librarians, laboratory instructors, and instructors applying for tenure may ask to forego the use of letters of reference. Such requests shall not be denied unreasonably.)**

**The academic staff member shall supply names and contact information for three referees to the Dean no later than November 30. The Dean shall request a letter of reference from each of the referees named by the member. The Dean may obtain letters of reference from up to three additional referees.**

**When soliciting written references from the referees the Dean shall provide the appropriate Criteria for Performance Review document, and Articles 3, 16, 17 and 18 of the Collective Agreement, indicate what career decision is under consideration, and advise the referees that the letters will be held in confidence in accordance with the procedures outlined below. The Dean shall identify potential or perceived conflicts of interest and discuss these with the member before soliciting any written references. The Criteria Document shall specify any additional material to be sent to the referees. Such material shall be provided to the Dean, who shall in turn convey it to the referees.**

**The Dean shall retain the letters of reference in confidence. These letters are intended for the use of the Dean and the Peer Review Committee.**

**Letters shall be retained should they be needed for an appeal or for arbitration. Before the reference letters are submitted to appeal or arbitration committees, a representative from the Faculty Association and a representative from the College shall jointly edit the letters to delete anything that may identify the authors.**

**All letters of reference shall be destroyed after all reviews, appeals, and arbitrations have been completed.**

**Letters of reference received outside the above procedures shall not be considered in the performance review process and shall be destroyed.**

Academic staff members seeking promotion to ranks other than Professor or Librarian IV may request, or agree to, the use of letters of reference. Members shall not be pressured, nor be penalized for refusing, to agree to the use of letters of reference.

**18.11 Decision**

Only after all the steps outlined above have been completed shall the Dean make a recommendation concerning the academic staff member's career progress. The Dean may consult with any of the parties involved in the review process before making a recommendation.

Before making the recommendation, the Dean may seek advice from the University of Regina Academic Review Development Committee. ARDC shall only offer advice and shall not under any circumstances undertake a *de facto* review of individual members. The recommendation shall be made by the Dean alone.

The Dean's recommendation shall be supported by written reasons which must be substantive, clearly related to the criteria in the Criteria Document, and sufficiently specific to enable the Member to know the basis for the recommendation.

This recommendation will be made in writing over the Dean's signature on the Performance Review Form and forwarded to the College President for approval. Neither the Dean nor the academic staff member, nor anyone acting on their behalf, shall confer privately with, or provide additional evidence or arguments to, the President.

The College President shall secure the approval of the President of the University before making a final decision on tenure and promotion.

**18.12 Communication and Effect**

All decisions on career progress shall be communicated in writing to the academic staff member in a timely manner and no later than June 30. In the case of a decision concerning renewal of a tenure-track appointment, or granting of an appointment with tenure, the decision shall be communicated to the member no later than April 30.

In the case of renewal of a tenure-track appointment, the Dean shall communicate to the academic staff member annually and in writing any areas of concern, indicating the Dean's assessment of the member's performance and areas that need improvement. The Dean shall discuss with the member the ways and means by which performance can be improved.

All decisions concerning career progress shall take effect on the July 1 following the end of the review period.

**18.13 Process for Appealing Career-Progress Decisions**

18.13.1 Academic staff members may appeal career-progress decisions using the process described in this Article (18.13). In unusual circumstances and with the agreement of the member, the College and the Faculty Association, the Appeal Process may be bypassed and the case handled instead through the Arbitration Process described in Article 18.13.11.

Career-progress decisions cannot be grieved. Nor can an Arbitration Board convened for other reasons rule on related career-progress decisions. An Arbitration Board shall however have the power to require that the College and the member follow the procedures set out in this agreement pertaining to career-progress decisions.

18.13.2 An appeal is initiated by the academic staff member filing a notice of appeal with the Chair of the Faculty Association. (Hereinafter the member initiating the appeal shall be known as the appellant.)

The notice of appeal must be filed on or before Sept. 1. In cases of non-renewal of a tenure-track appointment or denial of an appointment with tenure (regardless of whether it is the final year of probation), appeals must be filed within 30 days of receipt of notification of non-renewal or denial and not later than May 31.

#### **18.13.3 Notice of Appeal**

The notice of appeal shall be signed by the appellant and shall specify:

- the decision being appealed
- the name, rank, and academic unit of the appellant
- the name of the Dean whose decision or recommendation is being appealed
- the ground on which the appeal is based
- the remedy or remedies being requested

The Faculty Association shall forward in a timely manner to the Dean of the College all notices of appeal that it intends to bring to the Appeals Committee, together with a list of the appeals, signed by the Chair of the Faculty Association.

#### **18.13.4 Appeals Committee**

When an Appeals Committee is required, it shall be struck no more than fifteen days after the deadlines specified in Article 18.13.2 for submitting a notice of appeal. Appeals arising out of career-progress decisions that take effect on July 1 normally shall be heard by an Appeals Committee convened as soon as possible after September 1. Appeals arising out of a decision denying tenure (regardless of whether it is the final year of probation) or renewal of a tenure-track appointment normally shall be heard by an Appeals Committee that is convened and reports its recommendations before June 30.

The Appeals Committee shall consist of three members who now hold or have held academic rank with tenure. The College and the Faculty Association shall each appoint one member. The third member of the Appeals Committee, the Chair, shall be selected by agreement between the College and the Faculty Association.

The College, on behalf of the Appeals Committee Chair, shall inform each appellant in writing of the names of the Committee members. The appellant shall have five days from receipt of notice to identify any Committee members having a conflict of interest. The appellant may request substitutes for any Committee members identified as being in a conflict of interest. Substitutions shall be made only upon the member's written request and only for that appellant's hearing. In its letter describing the composition of the Appeals Committee, the College shall inform the appellant of the conditions and deadline for requesting substitutes. Any substitutes shall be named by the party that named the original Committee member, except if the member in question is the Committee Chair, in which case the College and the Faculty Association shall agree on a substitute Chair.

#### **18.13.5 Appeal Hearing**

As soon as possible after the Appeals Committee is formed, the Chair, in coordination with the College and the Faculty Association, shall schedule an Appeal Hearing for each appeal.

The appellant and the Dean may each have a support person present at the Appeal Hearing.

The administrative details of scheduling and conducting an Appeal Hearing are specified in Article 18.14.

#### **18.13.6 Documentation for the Appeal Hearing**

The Dean shall provide the Chair of the Appeals Committee with copies of all the evidence and documentation from the performance review that was available to the Dean at the time the decision under appeal was made. The Dean may only submit evidence and documentation from the review period that is relevant to the decision under appeal. The Dean shall supply this material to the Chair at least one week before the Appeal Hearing. After the Dean has supplied the material to the Chair, the appellant may peruse them there and make copies as desired (at the appellant's expense). The appellant may provide any additional material that the appellant deems relevant, as long as it concerns the relevant review period and is submitted to the Chair at least three days before the Appeal Hearing. The Dean shall be notified whenever the appellant submits additional material and shall be entitled to peruse this material and make copies as desired. Copies of all of the materials submitted shall be provided by the Chair to each member of the Appeals Committee.

If the appeal concerns a decision that required letters of reference to be submitted, the letters shall be reviewed, using the procedures outlined in Article 18.10, to obscure all identification of source.

At least twenty-four hours before the Appeal Hearing, both the appellant and the Dean shall provide the Chair of the Appeals Committee with three copies of a written submission making their respective cases. A copy of the appellant's submission shall be supplied to the Dean and a copy of the Dean's submission shall be supplied to the appellant at the beginning of the Hearing.

#### **18.13.7 Appellant's Presentation**

The appellant shall be entitled to provide any evidence that the academic staff member deems relevant and that was available to the Dean when the decision under appeal was made.

The appellant must show that the grounds cited in the notice of appeal are well-founded and that the decision or recommendation made by the Dean was contrary to the evidence presented or manifestly unfair to the appellant, making specific reference to the collective agreement and the criteria document.

The appellant may have a support person present at the Hearing. This support person may act as an advocate and present the case on behalf of the appellant and the Faculty Association. If the appellant presents his or her own case, the appellant's support person shall participate verbally in the hearing only with the approval of the Appeals Committee Chair.

#### **18.13.8 Dean's Presentation**

The Dean shall indicate the reasons for the decision under appeal, making specific reference to the collective agreement and the relevant criteria document. The Dean shall also outline the specific improvements that would in future result in a positive career-progress decision.

The Dean may have a support person present at the Hearing. The Dean's support person shall not participate verbally at the Hearing.

#### **18.13.9 Appeals Committee Report**

The Appeals Committee shall review the decision under appeal and report to the appropriate official. Normally its report shall go to the President, except where the appeal concerns non-renewal of a tenure-track appointment or denial of an appointment with tenure, in which case, it shall go to the Chair of the Board of Regents.

The report of the Appeals Committee shall include a clear recommendation to uphold or deny the appeal. The recommendation shall be based on fair and uniform application of the terms and conditions of Articles 17 and 18 of the Collective Agreement. The report shall also state the reasons

for the recommendation, making specific reference to the collective agreement and the appropriate criteria document.

The Appeals Committee shall provide its report in writing, in a timely manner, with copies provided to the Faculty Association and to the College.

#### **18.13.10 Decision**

The President or the Board of Regents, as appropriate, shall receive the report of the Appeals Committee and decide whether to accept or reject its recommendation. The decision shall be based solely on the documentary evidence collected in the performance review process and presented in oral or written form at the Appeal Hearing. In rendering their decision, neither the President nor the Board of Regents shall confer privately with, or receive additional evidence or arguments from, the appellant or the Dean. If the Appeals Committee recommendation is rejected, the President or the Board of Regents shall give reasons for overturning the recommendation. The President or the Chair of the Board of Regents shall convey all decisions (and reasons where appropriate) to the appellant in writing (with copies to the Dean and the Faculty Association), together with a copy of the report of the Appeals Committee.

#### **18.13.11 Taking a Career-Progress Decision to Arbitration**

Following the Appeal Process, the appellant and the Faculty Association may submit any decision of the President or the Board of Regents to arbitration. The arbitration process shall be the same as that outlined in 21.6, with two exceptions: the members of the Arbitration Board shall hold or have held academic rank with tenure; and the chair shall be selected by agreement between the College and the Faculty Association.

### **18.14 Appeals Hearing Procedures and Protocol**

#### **18.14.1 Scheduling and Preliminary Activities**

The Chair of the Appeals Committee shall provide the appellant and all others involved directly in the Appeal with a written notice, with copies to the Dean and the Faculty Association, of the date, time, and location of the Appeal Hearing. This communication shall draw to the appellant's attention the appropriate sections of the Collective Agreement pertaining to appeals (Articles 18.13 and 18.14).

For purposes of scheduling and preparing the Appeal Hearing, the appellant, the Dean, and the Faculty Association shall communicate through the Chair of the Appeals Committee, not directly with one another. The Chair shall be responsible for scheduling the Appeal Hearing.

A pre-hearing meeting of the Appeals Committee shall be arranged by the Chair and attended by representatives of the College and the Faculty Association. The purpose of this meeting is to discuss the Appeal Process and ensure that no member of the Committee is in conflict of interest.

#### **18.14.2 Recordings and Documentation**

An audio recording shall be made of each Appeal Hearing. The Chair of the Appeals Committee is responsible for arranging, making and storing the recording. If a decision that has been appealed subsequently goes to arbitration, the College or the Faculty Association may require a transcription of part or all of the recording. The party requesting the transcript shall pay the cost of its preparation; if both parties request a transcript, the cost shall be shared equally.

After the Appeals Committee issues its report, the Chair shall provide the President or the Chair of the Board of Regents with copies of all the documentation presented at the Appeal Hearing.

After the hearing is concluded and a recommendation is made, the Appeals Committee shall return all documentation to the Chair. Following the decision, the President or the Board of Regents shall return all documentation to the Chair. After the deadline for filing for arbitration has passed, or after any arbitration is complete, the Chair shall destroy all documentation, retaining only a single copy.

#### **18.14.3 Hearing Attendees**

- The Appeals Committee (including any support staff required for duties such as recording)
- The appellant or a person designated in writing by the appellant to represent the appellant in his or her absence
- The appellant's support person
- The Dean
- The Dean's support person
- Two observers for the Faculty Association
- Two observers for the College

#### **18.14.4 Hearing Protocol**

- 18.14.4.1 At the beginning of the Appeal Hearing all persons present shall introduce themselves and briefly explain the reason for their presence.
- 18.14.4.2 The Hearing is first addressed by the appellant or the appellant's advocate.
- 18.14.4.3 The Hearing is then addressed by the Dean.
- 18.14.4.4 After the Dean or the Dean's advocate has responded to the appellant's case, the appellant shall have the right of rebuttal. Rebuttal must be confined to the Dean's presentation; it cannot be used to introduce new material.
- 18.14.4.5 Next, members of the Appeals Committee may direct questions to the appellant, the appellant's support person, or the Dean.
- 18.14.4.6 After the Appeals Committee has finished with its questions, the Dean and then the appellant shall each be given an opportunity to make a brief closing statement.
- 18.14.4.7 At the end of the Hearing, the Chair shall advise the appellant and the Dean that the Appeals Committee shall report its recommendations to the President or Board of Regents, as required by Article 18.13.9.

#### **18.14.5 Time Allotments**

Appeal Hearings shall last approximately ninety minutes, allocated as follows:

- Appellant's initial presentation – 20 minutes
- Dean's presentation and rebuttal – 20 minutes
- Appellant's rebuttal – 10 minutes
- Questions from the Committee – 20 minutes
- Dean's closing summary – 5 minutes
- Appellant's closing summary – 5 minutes

Following the Appeal Hearing, the Appeals Committee shall meet *in camera* for as long as required.

**18.15 Witnesses**

In the unusual case where the appellant and/or the Dean wishes to have witnesses present at the Appeal Hearing, the following provisions shall apply:

- 18.15.1 At least one week before the scheduled date of the hearing, any party wishing to have witnesses present at the appeals hearing shall submit to the Chair of the Appeals Committee the name(s) of any intended witness(es) who have agreed to attend, together with a summary of the testimony to be given by each of those witnesses. If the Chair deems that a given witness will contribute testimony that is relevant and bears only upon information that was available to the Dean at the time the decision under appeal was made, the Chair shall approve the witness and notify the other party of the witness' name.
- 18.15.2 Witnesses shall be called into the hearing one at a time. Once the testimony has been given, the other party and then the members of the Appeals Committee may ask questions of the witness. The witness shall then leave the hearing.
- 18.15.3 If witnesses are used, the Chair of the Appeals Committee may increase the time allotted for the initial presentations, with the proviso that the appellant and the Dean shall each have the same amount of time for their initial presentations.

## ARTICLE 19 – RETIREMENT AND TERMINATION OF EMPLOYMENT

### 19.1 Retirement

The retirement provisions in this Article are designed to allow academic staff members to retire at a time and a pace of their own choosing and facilitate the use of flexible and reduced workloads with adjusted salaries for academic staff members preparing for retirement.

Upon retirement, academic staff members who participated in the University of Regina's Academic and Administrative Pension Plan shall be entitled to retirement benefits, as governed by the terms of that plan.

#### 19.1.1 Notice

**Academic staff members will normally give six months' notice in writing to the Dean and their Academic Unit Head of their date of retirement. The last day of employment for academic staff members will fall on April 30, June 30, or December 31. This notice period may be waived by mutual agreement between the member and the Dean.**

#### 19.1.2 Retirement Options

##### 19.1.2.1 Normal Retirement

**Normal Retirement means retirement at the date defined in the pension plan as the normal retirement date. At the time of this agreement, the normal retirement date set out in the plan is June 30 on or following the academic staff member's 65<sup>th</sup> birthday.**

##### 19.1.2.2 Early Retirement

Early Retirement is considered to be retirement before the normal retirement date as set out in the pension plan where the member has either attained age 55 or completed 30 years of service or where the member's age plus years of service equals at least 80.

##### 19.1.2.3 Retiring Allowance

A tenured academic staff member eligible for Early Retirement with at least fifteen (15) years of service who does not receive any other special arrangements or payment from the College is eligible for a lump-sum retiring allowance upon retirement. The amount of this retiring allowance is two (2) per cent of salary at the effective date of retirement (in the case of a gradual retirement, the member's full salary) multiplied by the number of years of continuous service to a maximum of fifty (50) per cent of the member's actual salary.

##### 19.1.2.4 Gradual Retirement

Tenured full-time academic staff members may request a gradual reduction in academic workload with proportional reductions in salary. The earliest that an academic staff member may request a gradual retirement is within two years of eligibility for early retirement.

Academic staff members applying for Gradual Retirement shall sign a formal agreement to retire fully at the end of the period of Gradual Retirement (a maximum of two years).

Gradual Retirement arrangements should be as flexible as possible while meeting the needs of the academic unit concerned. These arrangements must be discussed with and approved in writing, with a copy to the Faculty Association, by the Dean. Normal academic workload will be reduced by no more than 50% FTE. **During a period of gradual retirement, the Member will not be required to undergo Performance Review as per Article 17.**



Academic staff members shall make pension contributions during Gradual Retirement that are based on the partial salary received. However, the College shall make both its pension contributions based on the member's full salary together with the difference between the member's actual contributions described above and the contribution that would be required by the member's full salary; or compensate the employee with salary if the College is prohibited from making such payments due to limitations under the Income Tax Act of Canada as a result of periods of leave. Beyond the normal retirement date, continuation of pension contributions is subject to the terms of the Academic and Administrative Pension Plan and limitations contained in the Income Tax Act of Canada.

The contributions and coverage for other benefit plans shall be based on the terms and conditions of the plans themselves and the academic staff member's actual salary.

Academic staff members placed on **long-term disability** during a period of Gradual Retirement shall be eligible for benefits based on their applicable reduced salary. Should **long-term disability** extend beyond the agreed upon retirement date, the date will be extended until the academic staff member is able to return to work or reaches the normal retirement date, whichever is earlier.

Academic Staff members eligible for the retiring allowance as defined in 19.1.1.3 shall have their allowance calculated at their full salary.

- 19.1.3 An academic staff member who chooses to work beyond age sixty-five (**65**) shall cease contributions to the University of Regina's Academic and Administrative Pension Plan and commence receiving pension benefits at the earlier of (a) the date of the member's actual retirement or (b) the latest date permitted under the Income Tax Act. **Long-term disability** coverage ceases upon the attainment of the normal retirement date.

#### 19.1.4 **Special Arrangements**

The College may offer an early retirement package or a special arrangement (including a suitable financial settlement) to an individual academic staff member or to a group of members. A member may ask the College to initiate such an offer. Any offers shall be without prejudice. The College will meet with and provide the details of the offer including member eligibility to the Faculty Association at least one week before making a group offer, on the understanding the Faculty Association will maintain strict confidentiality. Prior to the signing of any agreement, members shall be given a reasonable time frame to respond.

### 19.2 **Resignation**

An academic staff member who resigns shall give notice in writing to the Dean, and employment shall normally terminate, as follows:

**Faculty:** Four months' notice, with the resignation to take effect December 31, April 30, or June 30;

**Librarians:** Two months' notice, with the resignation to take effect at the end of a month;

**Laboratory Instructors:** Two months' notice, with the resignation to take effect at the end of a term;

**Instructors:** Two months' notice, with the resignation to take effect at the end of a term.

The above requirements may be waived by mutual agreement, confirmed in writing, between the academic staff member and the Dean.

### 19.3 Dismissal for Cause

The following procedures shall apply in all cases of dismissal for cause:

- 19.3.1 The employment of an academic staff member may be terminated by reason of professional misconduct, wilful neglect of duties, or incompetence as demonstrated by annual review reports.
- 19.3.2 Except in the case of professional misconduct, due warning in writing shall be given by the Dean to the academic staff member pointing out the gravity of the situation and the possibility of termination if the problem is not corrected. In cases where no action is taken subsequent to the written warning and where no further warnings have been issued during three years, the Dean shall, upon request of the member, add a written note to the member's official file reflecting the member's current status in relation to the original letter of warning. Any written warning or response pertaining to this clause which is more than three years old, providing there have been no intervening written warnings of any kind, shall be removed from the official file. Notwithstanding the above, upon request by a member to the Dean, such material may be removed before the three-year period expires.
- 19.3.3 When it is to be recommended that an academic staff member be dismissed for cause, the member personally shall be given notice in writing, that seven days from the date of the notice, the Dean shall formally recommend to the President that the member be dismissed. In the event that it is not possible to personally present the member with the notice, the Dean shall forward the notice by registered mail, airmail if appropriate, to the last known address of the member. Such mailed notice shall provide for a period of fourteen calendar days from the date the notice is sent until the formal recommendation to the President. The notice to the member shall contain a complete statement of the grounds for the recommendation to dismiss. A copy of the notice shall be sent to the Faculty Association.
- When it is unlikely that the academic staff member will receive the mailed notice within fourteen days, the Faculty Association may request an extension of seven days to the notice period. From the date the notice is given, the member may be relieved of all duties by the Dean.
- 19.3.4 If the academic staff member or the Faculty Association requests it, the President shall convene a meeting during the notice period specified in 19.3.3 attended by the member (if available), the Dean, the department head (if applicable) and a representative of the Faculty Association to hear whatever representation any of the parties wishes to make concerning the intended dismissal. The meeting shall be without prejudice to the interest of any person attending, or to the formal grievance process.
- 19.3.5 At the end of the notice period, the Dean shall either:
- (a) inform the academic staff member in writing with a copy to the Faculty Association that the action is discontinued.
- OR
- (b) formally recommend in writing to the President, with a copy to the academic staff member and to the Faculty Association, that the member be dismissed.
- 19.3.6 Upon receipt of a formal recommendation from a Dean to dismiss an academic staff member, the President shall, within seven calendar days of the date of the recommendation, inform the member in writing, with a copy to the Faculty Association, either that the action is discontinued or that the dismissal action is proceeding.
- 19.3.7 In the case of dismissal for reasons other than professional misconduct and unauthorized absence from campus, from the date of the President's letter the academic staff member is suspended with pay for twenty-one days. In cases of dismissal for professional misconduct or unauthorized absence from campus, the member may be suspended without pay for twenty-one days from the date of the

President's letter. At any time during a suspension the member may be relieved of all duties.

If the academic staff member or the Faculty Association does not enter a grievance within the twenty-one day period, the member's employment is terminated at the end of the period. If a grievance is entered, the member remains suspended (continuing with pay or without pay as the case may be) until the resolution of the grievance. If the grievance is not upheld the member's employment is terminated. As provided in Article 22.2, while on suspension the member's non-salary benefits are not to be withheld. If the member is suspended with pay, the member is responsible for the normal share of benefit costs. If the suspension is without pay the College shall assume payment of all costs, but if salary is subsequently restored the member shall be charged the normal share of costs from the effective date of salary restoration.

- 19.3.8 All correspondence to the academic staff member required by this clause shall be delivered directly to the member where convenient, and in other cases forwarded by registered mail, airmail if appropriate, to the last known address of the member. **Electronic copies shall be made available upon request by the member. Copies shall be provided to the Faculty Association.**
- 19.3.9 Failure to act within the time limits set out above shall constitute waiver of rights except where a party, acting in good faith, clearly was unable to do so. The onus is on the party violating the time limits to show cause why it was unable to act prior to the time that the action is now taken.
- 19.4 Discontinuance of employment or lay off may be effected only in accordance with the provisions of Articles 19 and 25.

## **ARTICLE 20 - CLEARANCE UPON TERMINATION**

- 20.1 Upon termination of employment the final salary cheque shall be issued within six days of the last day on payroll, or as soon thereafter as all financial and material obligations of the academic staff member to the College are satisfied. Such obligations may include but are not limited to return of keys, identification cards, library books, **College-owned** audio-visual and other equipment, reimbursement for travel advances, and goods and services.

## **ARTICLE 21 - GRIEVANCES**

### **21.1 Grievance Defined**

Should any dispute or difference arise between the College and the Faculty Association or any of its members concerning the meaning, interpretation, application, or alleged violation of the terms of this agreement the difference shall be settled promptly in accordance with the procedure outlined below.

Notwithstanding the above, any procedure prescribed in this agreement which contains a specific appeal process binding on both parties shall not be subject to the grievance procedure.

An academic staff member may be accompanied at any stage of the following procedures by a representative of the Faculty Association.

### **21.2 Informal Discussion**

Before a formal grievance is filed by either party, the parties will make reasonable attempts to settle the dispute by informal discussion. An academic staff member may present a verbal complaint to the Dean as soon as the grounds for the complaint are known. Alternatively, the Faculty Association and members of the College may meet to discuss the dispute.

Either party has the right at any time to indicate that the informal discussion is at an impasse, and shall inform the other party in writing of their decision to end the informal discussion.

### **21.3 Grievance Mediation**

Grievance mediation is a process by which the parties, with the assistance of a mediator, work towards the resolution of a dispute arising from the interpretation, application, administration or alleged contravention of the collective agreement.

21.3.1 The parties may agree to submit the matter to mediation, either prior to Stage One of the grievance process or prior to arbitration, in order to resolve a disagreement.

21.3.2 The Grievance Mediation process is without prejudice to either party.

21.3.3 Proceedings before the Mediator shall be informal. Accordingly, no record of the proceedings shall be made and legal counsel shall not be used by either party.

21.3.4 The Mediator shall have the authority to meet separately with any person or persons, but shall not have the authority to compel the resolution of a dispute.

21.3.5 The Mediator shall provide the parties with an advisory opinion and the grounds for that opinion.

21.3.6 If the dispute is resolved, the settlement shall be "Without Prejudice".

21.3.7 If the dispute is not resolved following this process, either party is free to submit a formal written grievance to the other party, or to proceed to Arbitration. Nothing said or done by the Mediator may be referred to during any further proceedings.

21.3.8 The Faculty Association and the College shall share the cost of the Mediator, if any, equally.

### **21.4 Stage One**

If the dispute or difference cannot be settled informally, either party may, within thirty calendar days of the conclusion to informal discussions, or if grievance mediation has been used, within 30 days of the date that the advisory opinion is furnished, present a formal written grievance to the other party. The informal

discussion in Article 21.2 is not intended to extend the 30 calendar day period to present a formal grievance. In unusual circumstances, where the grievor could not reasonably have been expected to have learned of the incident, these time requirements shall be waived.

A grievance by the Faculty Association shall be forwarded to the Dean. A grievance by the College shall be forwarded to the President of the Faculty Association. The grievance shall:

- 21.4.1 specify which section of the contract has allegedly been violated;
- 21.4.2 specify what remedy or remedies the grievor believes to be sufficient to correct the alleged violation;
- 21.4.3 be signed by the employee(s) affected and a duly authorized officer of the Faculty Association on the one hand; or by the President on the other hand.

On behalf of the College, the Dean shall (at Stage One) respond in writing to the grievance within fourteen calendar days of receipt of the written grievance. In the meantime, the Faculty Association or the Dean may require a meeting between the Dean and the Grievance Committee of the Faculty Association. Either party may require the aggrieved person(s) to be present at such a meeting.

On behalf of the Faculty Association a duly authorized officer of the Faculty Association shall similarly respond in writing within fourteen calendar days to a grievance submitted by the College.

## **21.5 Stage Two**

If the Dean does not render a written response within the time limit, or if the response is unsatisfactory, the Faculty Association may, within fourteen days of the expiration of the time limit for response to Stage One, submit the grievance to the President. The President shall be responsible for seeing that a response in writing is submitted to the Faculty Association within fourteen calendar days of receipt of the grievance. In the meantime, the Faculty Association or the President, on behalf of the College, may require a meeting between the Grievance Committee and the appropriate College officers.

## **21.6 Arbitration**

In the event that any grievance has not been settled through the procedure outlined above, the College or the Faculty Association may, within fourteen days, submit the grievance to an arbitration board (the College after Stage One, and the Faculty Association after Stage Two).

The Arbitration Board shall consist of three members: one named by the College and one named by the Faculty Association. Each of the parties to this agreement shall have their respective board member selected and made known to each other within twenty-one working days of notice being given by either party for the establishment of the Board. The College and the Faculty Association shall agree on a third member of the Panel to act as Chair of the Board. Every effort shall be made to ensure that a Chair is selected who has reasonable knowledge of academic affairs. In the event of failure to agree on a Chair within the time prescribed, the College and the Faculty Association shall ask the Minister of Labour for the Province of Saskatchewan to name a Chair. The letter to the Minister shall point out the importance of having a Chair who has reasonable knowledge of academic affairs.

The Board having been formed by the above procedure, shall meet, hear the evidence of both parties, and render a written decision. The decision of the majority of the Board on the matter at issue shall be final and binding on both parties, but the Board shall not be empowered to add to, subtract from, alter or amend the collective agreement in any way.

The Board of Arbitration may hear a grievance with a technical deficiency if in its opinion the technical objection has been made solely to avoid dealing with a substantive issue. Technical deficiencies relating to time may be waived by the Board if such deficiencies occur as a result of actions or omissions arising in good faith.

The fees and expenses of the Chair shall be shared equally between the parties. Each party shall be responsible for its costs, including fees and expenses of its witnesses and nominee on the Board.

21.7 **General**

21.7.1 Academic staff members shall be represented by the Faculty Association at all steps in the dispute resolution process outlined in this article.

21.7.2 At any point during these proceedings the parties may have the assistance of any witness or any other person concerned.

21.7.3 The time limits imposed by the foregoing provisions may be waived by mutual agreement between the Faculty Association and the College.

21.7.4 The College shall provide appropriate space for the hearing of grievances and arbitration cases.

## **ARTICLE 22 – COACHING AND DISCIPLINE**

### **22.1 Letters of Expectation**

**A letter of expectation is a non-disciplinary, coaching letter issued by the College. The purpose of a letter of expectation is to provide guidance, communicate expectations, and reduce future misunderstandings.**

**A letter of expectation shall be removed from the official file after a period of twenty-four (24) months, provided there has been no documented disciplinary action of any kind in the interim. Notwithstanding the above, upon written request by a member to the Dean, such material may be removed after a period of twelve (12) months.**

### **22.2 Disciplinary Practices**

**The College may initiate discipline for just cause. No unsubstantiated, anonymous complaint shall be grounds for discipline. Such disciplinary action shall be based on the principle of progressive discipline. Academic staff members have the right to Faculty Association representation. As the situation warrants, discipline may consist of a verbal warning, verbal reprimand, written warning, written reprimand, partial or full suspension of duties, or dismissal for cause.**

**Formerly issued discipline and all associated documents shall be removed from the file upon written request from the academic staff member after a period of twenty-four (24) months, provided there has been no documented disciplinary action in the interim. Notwithstanding the above, upon written request by a member to the Dean and with the concurrence of the Dean, such material may be removed before the twenty-four-month period expires.**

**Any disciplinary action undertaken by the College is subject to the grievance procedures as outlined in Article 21, and in the case of dismissal for cause, the procedures outlined in Article 19.3.**

### **22.3**

**Normally the College shall not suspend a member of the academic staff apart from the provisions under Article 19.3 Dismissal for Cause. The President may, in the case of general misconduct by an academic staff member, and upon the recommendation of the Dean, suspend a member for a period not to exceed thirty calendar days; or dismiss a member. The procedures to be followed in such cases shall be those provided for in Article 19.3. The President shall in these situations notify the member in writing, stating the reason for, duration and conditions of the suspension, and in the case of dismissal providing a complete statement of the grounds for the action.**

**While on suspension the academic staff member's benefits with the possible exception of salary are not to be withheld.**



## ARTICLE 23 - BENEFIT PROVISIONS

### 23.1 Education Leave

- 23.1.1 An academic staff member with the exception of those holding sessional appointments may be granted a leave of absence without pay for the purpose of pursuing academic studies.
- 23.1.2 **Application:** The application must be made in writing to the Dean eight months before the commencement of the leave. The Dean shall respond at least five months before the commencement of the leave.
- 23.1.3 **Duration:** Education leave is for up to one year commencing May 1, or July 1, or January 1. An application may be made for renewal for a maximum of one additional year by following the procedures in 23.1.2.
- 23.1.4 **Grants:** The College may award grants of up to 80 per cent of the academic staff member's salary to assist with the costs associated with educational advancement. Applications also shall be considered for grants to assist with costs associated with shorter educational programs.
- 23.1.5 The recipient of an education leave grant must agree to return to duties at the College for a period equal to the time the academic staff member was absent, or to reimburse the College for the full amount of the grant received. If a member returns to the College for a period of time less than the length of the leave the reimbursement shall be prorated accordingly.
- 23.1.6 **Cancellation:** An education leave may be cancelled by the applicant up to five months prior to the commencement of the leave.
- 23.1.7 Any of the above specifications may be waived by mutual agreement between the Dean, the academic staff member, and the Faculty Association.

### 23.2 Vacation

#### 23.2.1 Entitlement

- 23.2.1.1 Academic staff members shall earn **annual** vacation credits on the following basis:

Up to two years of continuous service: 1 2/3 days per month (four weeks' vacation);

After completion of two years' continuous service: 2 1/12 days per month (five weeks' vacation after three years);

After completion of five years' continuous service: 2 1/2 days per month (six weeks' vacation after six years).

- 23.2.1.2 Academic staff members who are employed on a part-time or reduced basis shall be entitled to earn prorated vacation.

- 23.2.1.3 Academic staff members shall normally use vacation credits which have been accumulated but, by mutual agreement between the member and the College, arrangements may be made for a member to take annual vacation before such credits have been accumulated.

- 23.2.1.4 Academic staff members who are engaged for one full year or less are entitled to vacation leave or vacation pay in lieu at the rate 4/52nds of salary.

### 23.2.2 Use of Vacation

23.2.2.1 Academic staff members may use vacation at times approved by the Dean which shall not interfere with the operation of the College. Except under unusual circumstances, members shall not be permitted to use vacation during a period of time when they are engaged in the instructional process, including the supervision and grading of exams. Notwithstanding the aforementioned provision, a member may use the maximum entitlement at any one time.

23.2.2.2 Upon written request to the Dean, an academic staff member may carry over unused vacation entitlement earned in one academic year to the next academic year, provided it will not interfere with the operation of the **College**. All carried over vacation must then be used in the year into which it is carried over.

23.2.2.3 Academic staff members must use vacation (four, five or six weeks, or pro-rata) yearly according to the provisions of this clause, and no arrangements may be made for payment in lieu, during the course of employment. With confirmation of the Dean, where all vacation credits were not used in advance of termination, the balance will be paid to the academic staff member. The maximum amount of payout shall be limited to the current year's entitlement.

### 23.3 Statutory and Non-Statutory Holidays

23.3.1 The College recognizes the following holidays:

New Year's Day  
Family Day  
Good Friday  
Victoria Day  
Canada Day  
Saskatchewan Day  
Labour Day  
**National Day for Truth and Reconciliation**  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

### 23.3.2 Indigenous Cultural Practices

**First Nations, Métis, Inuit, and Non-Status Indigenous Members may access up to three (3) paid days per calendar year, prorated from the date of appointment, to observe and/or participate in cultural practices of their choosing, including ceremony, commemoration, hunting, harvesting, and other such activities/events. The Member shall normally advise their Dean/Director at least five (5) working days in advance of the planned observance. When such an observance reduces the student contact hours of one (1) or more courses, the Member shall indicate how they will make up those hours.**

23.3.3 As set out in Article 3.1, the College shall respect religious holidays of recognized faiths not covered above. Academic staff members taking non-statutory holidays in this manner shall inform the Dean and provide information detailing coverage for their duties during this period.

### 23.4 Sick Leave

23.4.1 All academic staff members eligible for the academic **long-term disability** plan shall be enrolled according to the requirements of the plan.

23.4.1.1 Academic staff members who work beyond the normal retirement date and are no longer eligible for **long-term disability** shall be eligible for an additional ninety (90) calendar days of paid sick leave. An academic staff member whose disability or illness extends beyond 180 calendar days may elect to take an unpaid leave of absence for up to one year.

23.4.2 An academic staff member who is not eligible for the **long-term disability** plan shall be granted ten working days' sick leave with pay per year; to be prorated for shorter terms and non-full-time employment. This sick leave may not be carried forward from one academic year to another.

23.4.3 It is understood that when an academic staff member is absent on account of illness for short periods of time (five consecutive working days or less) the member's colleagues shall be expected to carry out essential duties on the member's behalf.

## 23.5 **Benefit Plans**

### 23.5.1 **Eligibility**

#### 23.5.1.1 **Eligibility for Benefit Plans other than the Pension Plan**

All academic staff members with term, tenure-track or tenured appointments (whether full-time or reduced) of a duration of four months or more shall be entitled to the benefits described in sections 23.5.2 to 23.5.6.

#### 23.5.1.2 **Eligibility for Sessionals in Part-time Benefit Plans**

Academic staff members with sessional appointments shall be entitled to the benefits described in sections 23.5.3 to 23.5.5 after they have been employed at the College for the equivalent of 390 hours or more over a period of 26 consecutive weeks. (In determining hours of employment, one three-credit-hour class shall be deemed the equivalent of **260** hours.) In order for members with sessional appointments to maintain eligibility, they must work at least 624 hours in a calendar year.

#### 23.5.1.3 **Eligibility for Sessionals in Full-time Benefit Plans**

Members with sessional appointments who have been employed for 26 consecutive weeks and have worked 780 hours or more will be considered full-time for the purposes of benefits described in sections 23.3.3 to 23.3.5. In order for members to maintain full-time eligibility, they must work at least 1,560 hours in a calendar year.

#### 23.5.1.4 **Eligibility for Pension Plan**

All academic staff members with term, tenure-track or tenured appointments (whether full-time or reduced) of a duration of four months or more shall be enrolled in the pension plan described in section 23.5.8. Contributions and service credits continue beyond the normal retirement date as specified by the plan within limits set by the Income Tax Act.

#### 23.5.1.5 **Pension Plan Eligibility for Sessional Appointments**

Academic staff members with sessional appointments shall be enrolled after they have been employed for the equivalent of 700 hours or more or earned at least 35% of the yearly maximum pensionable earnings as defined by the Canada Pension Plan in the previous two calendar years. Members shall continue to remain a member of the plan as long as they are employed at the College unless they have not been employed in the previous two calendar years. Contributions and service credits continue beyond the normal retirement date as specified by the plan within limits set by the Income Tax Act.

### 23.5.2 **Long-Term Disability Plan**

23.5.2.1 All eligible academic staff members shall join the plan. Eligibility terminates as specified by the plan.

23.5.2.2 The College shall pay the full premium for the **long-term disability** plan.

23.5.2.3 In the event of illness or injury incapacitating the member, academic staff members who qualify for benefits in accordance with Article 23.5.1.2 and are not eligible for the **long-term disability** plan, shall be paid the balance of their current appointment(s). Members with any additional confirmed appointments will be paid one-quarter of the stipend indicated in the letters of appointment, should their situation continue to prevent a return to work. Payments will be issued upon receipt of the appropriate documentation.

### 23.5.3 **Group Insurance Plan**

All academic staff members who qualify for benefits in accordance with Articles 23.5.1.1 and 23.5.1.2 shall be provided, at College expense, with the basic group insurance coverage of two times annual salary or a minimum of \$50,000 and may apply for additional coverage at their own expense.

### 23.5.4 **Dental, Optical, and Extended Health Plan**

All academic staff members who qualify for benefits in accordance with Article 23.5.1.1 and 23.5.1.2 and their eligible dependants shall be covered by family dental, optical, and extended health care benefit plans. The College shall pay the cost of the premiums for these plans.

For the period of this Collective Agreement, the annual costs of these Plans shall not exceed 2.2% of the payroll for members covered.

In any Extended Health Plan, negotiated by the University of Regina or Luther College in the future, the College shall make every effort to retain the following provision of the current plan: namely, permitting retiring members to convert to an individual extended health plan without having to undergo a medical examination.

### 23.5.5 **Comprehensive Health and Fitness Assessment**

All academic staff members who qualify for benefits in accordance with Article 23.5.1.1 and 23.5.1.2 shall be entitled to an annual assessment at the **University of Regina**. The College shall pay the cost of the yearly assessment.

### 23.5.6 **Flexible Spending Account**

All academic staff members who are eligible (as per Article 23.5.1.1) for benefits shall receive credits in a Flexible Spending Account (**FSA**) in the amount of **\$1,200** per member per year. Unused balances in the FSA shall be carried forward.

Effective January 1, **2026** academic staff members shall receive a credit of **\$1,200**.

This FSA will allow members to supplement their benefit programs on any item or service allowed as a medical expense.

Once per year, prior to end of the last business day of November, academic staff members may direct the allocation of their FSA credits to one or both of the following:

a) Health Care Spending Account or

b) Personal Spending Account (taxable)

Both accounts are subject to Canada Revenue Agency (CRA) regulations.

**Should no election be made, all credits will default to the Health Care Spending Account. Subject to Canada Revenue Agency regulations, unused balances in the Health Care Spending Account shall be carried forward.**

#### **23.5.7 Academic and Administrative Pension Plans**

23.5.7.1 For all academic staff members who are eligible to join the plan, enrolment is compulsory.

Notwithstanding the above, academic staff members with term appointments may elect not to join the plan providing the College and the Faculty Association agree. This shall be an option only under extraordinary circumstances (as for instance when the member already belongs to the pension plan of another employer) and only with the express, written agreement of both the Faculty Association and the College, such agreement not being withheld unreasonably.

##### **23.5.7.2 Payment of Contributions**

The College and eligible academic staff members shall each contribute one-half of the contributions to the Academic and Administrative Pension Plan.

##### **23.5.7.3 Principles Governing the Academic and Administrative Pension Plan**

The parties agree that the pension plan defines a form of deferred compensation which exists for the sole benefit of the members of the pension plan and their beneficiaries. Any surplus shall be used for the benefit of the members and their beneficiaries.

#### **23.6 Payments to Estate of Deceased Members**

When an academic staff member dies, the member will be paid in full until the date of death, with normal deductions, and, furthermore, the College shall pay to the estate of the member, with no deductions other than those required by law, an amount equal to salary for the balance of the appointment or for two months, whichever is lesser.

#### **23.7 Insurance**

##### **23.7.1 Liability**

The College shall maintain liability insurance to protect itself against claims arising out of actions by officers and academic staff members of the College acting in an authorized capacity on behalf of the College.

##### **23.7.2 College Property**

If there is no negligence on the part of the academic staff member, a member shall not be held responsible for damage to the College property, which occurs, while the member is using that property, when carrying out her/his normal College duties.

#### **23.8 Education Benefits**

Notwithstanding the provisions of Article 5, academic staff members who qualify for benefits in accordance with Article 23.5.1.1 may take a credit, or non-credit language class offered by the University of Regina provided it does not interfere with performance of duties as determined by the Dean. The member and the

Dean may discuss ways in which duties may be reassigned to make it possible for the member to take the class. Upon successful completion, reimbursement of tuition will be provided for one class per term.

#### **23.8.1 Family Tuition Scholarship Fund**

The College will establish and maintain a Family Tuition Scholarship Fund to which the immediate family members (spouse or partner and eligible dependants) of academic staff members who qualify for benefits in accordance with Article 23.5.1.1 may apply.

The Family Tuition Scholarship Fund will be administered by the College. Scholarships will be awarded to those family members who meet the standards for undergraduate and graduate scholarships at the University of Regina, as defined in the University Calendars, with \$1,000 being awarded per scholarship to family members per term to a maximum payment of \$2,000 per year.

#### **23.9 Inclusiveness**

For the purposes of the Benefit Provisions set out in this Article, the words "family" and "spouse" shall include same-sex couples in compliance with Article 3.1.

## ARTICLE 24 - LEAVES

### 24.1 Court Leave

24.1.1 **Jury and Witness Duty:** An academic staff member who is called for jury duty or who is subpoenaed by any body in Canada with the power to do so (other than when the member is the plaintiff), shall be granted leave of absence with pay. The member shall inform the Dean as soon as possible after receiving notification of being required to appear in court, and may be required to present proof of such notification. The member shall remit to the College all compensation received from the court, other than amounts received for travelling or living expenses.

24.1.2 **Personal Litigation:** When an academic staff member wishes time off in order to pursue a civil action in court, the member shall apply to the Dean for leave of absence without pay.

### 24.2 Personal Leave

An academic staff member may be granted leave of absence with pay by the Dean for up to five working days for personal circumstances such as birth or adoption in the family, grave illness or bereavement in the family, or to attend to urgent personal matters which cannot otherwise be accomplished. In an emergency, an application may be made by **email or** telephone (to be confirmed in writing) to the Dean where the particular circumstances warrant it. Leaves for longer periods, with or without pay, may be granted by the Dean with the concurrence of the President.

### 24.3 Leave Upon the Birth or Adoption of a Child

#### 24.3.1 Tenure-Track, Tenured, or Term Appointments

An academic staff member holding a tenure-track, tenured, or term appointment shall be granted maternity, adoption or parental leave for a combined period of up to **seventy-eight (78) weeks** by the Dean after having been employed by the college for more than thirteen (13) consecutive weeks.

##### 24.3.1.1 Notice

**The academic staff member shall give the College at least four (4) weeks' written notice of the date the leave is to begin. The notice period may be waived by mutual agreement between the member and the College.**

##### 24.3.1.2 Supplementary Employment Benefits (SEB)

**Academic staff members who qualify for leave under Article 24.3.1 shall receive Supplementary Employment Benefits (SEB) as follows:**

###### 24.3.1.2.1 Salary During Waiting Period

**The academic staff member shall be entitled to receive one hundred (100) per cent of salary to offset the one-week waiting period for eligibility of receipt of employment insurance benefits.**

###### 24.3.1.2.2 Duration of SEB

**SEB payments are equal to the difference between the standard Federal Employment Insurance Benefits and ninety (90) percent of the member's earnings for a maximum of thirty-six (36) weeks.**

#### 24.3.1.2.3 **Benefits During Leave**

While the academic staff member is in receipt of SEB, all benefit coverage shall remain in effect and normal employer/employee deductions shall apply.

#### 24.3.1.2.4 **Additional Leave**

An academic staff member shall be granted additional leave without pay for the balance of the **seventy-eight (78) week** period. Benefit coverage for this leave time shall be as per Article 24.7.

#### 24.3.1.3 **Return to Work**

**The academic staff members shall provide at least four (4) weeks' written notice prior to returning to work.** Upon return to work, a member who has taken leave under this Article shall resume their former position with full salary and benefits as provided under this collective agreement.

### 24.3.2 **Sessionals**

**Upon approval by the Dean, an academic staff member holding a sessional appointment shall be granted maternity, adoption, or parental leave as outlined by *The Saskatchewan Employment Act* after having been employed by the College for more than (13) consecutive weeks or having worked 1,560 hours in the previous fifty-two (52) weeks.**

#### 24.3.2.1 **Notice**

**The academic staff member shall give the College at least four (4) weeks' written notice of the date the leave is to begin. The notice period may be waived by mutual agreement between the member and the College.**

#### 24.3.2.2 **Supplementary Employment Benefits (SEB) for Sessionals**

**Sessionals who are actively at work, qualify for leave as per this article, and have worked 1,560 hours in the previous fifty-two (52) weeks shall be eligible for SEB as follows:**

##### 24.3.2.2.1 **Pay During Waiting Period**

**The Sessional shall be entitled to receive one hundred (100) percent of their current stipend(s) to offset the one-week waiting period for eligibility of receipt of employment insurance benefits.**

##### 24.3.2.2.2 **Duration of SEB**

**SEB payments are equal to the difference between the standard Federal Employment Insurance Benefits and ninety (90) percent of the member's average weekly earnings from the previous fifty-two (52) weeks for a maximum of thirty-six (36) weeks.**

##### 24.3.2.2.3 **Benefits During Leave**

**While the Sessional is in receipt of SEB, all benefit coverage shall remain in effect and normal employer/employee deductions shall apply.**



#### 24.3.3 Sick Leave

Nothing in this Article shall prevent an academic staff member from claiming sick leave. These provisions are without prejudice to anything required by law.

#### 24.4 Compassionate Care Leave

Academic staff members **who have been employed by the College for more than thirteen (13) consecutive weeks** shall be granted compassionate care leave of up to **twenty-eight (28)** weeks when an event such as illness, injury, or death in a member's family occurs. The academic staff member shall inform the Dean in writing stating the reason the leave is required. The member shall be entitled to receive one hundred (100) per cent of salary during the first week of compassionate care leave and leave with or without pay for the remainder of the leave.

Leaves for longer periods may be granted by the Dean. The member may be eligible for additional Federal Employment Insurance Compassionate Care Benefits throughout this period.

#### 24.5 Leave to Seek Nomination and Election to Public Office

24.5.1 Upon written request to the Dean, the College shall grant to an academic staff member, leave of absence without pay to seek nomination as a candidate, to be a candidate, and to hold **remunerated**, elected **public** office.

24.5.2 The academic staff member shall inform the Dean promptly when deciding to seek candidacy, and shall make every attempt to give the longest possible notice and shall actively cooperate in arrangements for the uninterrupted continuation of the work of the academic unit.

24.5.3 The leave may be partial or complete depending upon the requirements of the academic staff member's responsibilities. The leave shall be for a specific term and may be renewed.

24.5.4 At the expiration of the leave the academic staff member may return to employment with the College and shall be granted rights and privileges associated with employment with the College, with service counting up to the date the leave commenced. In the case of partial leave service time shall be prorated.

#### 24.6 General Leave of Absence Without Pay

24.6.1 An academic staff member may be granted leave of absence without pay for good and sufficient reason. Such leaves shall not be withheld unreasonably.

24.6.2 **Application:** An application in writing shall normally be submitted to the Dean at least six months in advance of the term in which the leave shall commence, stating the purpose of the leave. For leaves of short duration, those outside of the fall and winter term periods, or in the case of emergencies, these time requirements may be waived, but in any case, the application should be made as early as possible.

24.6.3 **Duration:** Leaves may be granted for any period of time up to one year. Leaves shall normally be granted at times and for periods which will not disrupt a term's activities. An application may be made to extend a leave for one further year at a time by following the procedures in 24.6.2.

24.6.4 Any of the above specifications may be waived by mutual agreement between the Dean, the academic staff member, and the Faculty Association.

24.7 **Employee Benefits During Leave of Absence Without Pay**

24.7.1 If the leave is for 31 days or less, employee benefits coverage and payments by employee and employer remain the same.

24.7.2 If the leave is for more than 31 days:

**Pension Plan** - Service credit may continue to be accumulated by the academic staff member making prior arrangements in accordance with the terms of the plan.

**Long-Term Disability Plan** – The academic staff member may continue coverage by prepaying the appropriate premium in accordance with the provisions of the plan.

**Group Insurance** - The College shall maintain the basic coverage on any academic staff member on leave. The member may arrange to continue optional coverage by prepaying the appropriate premiums. (Failure to continue optional coverage may require a medical examination as condition of reinstating coverage.)

**Extended Health, Dental and Optical Plan** – The academic staff member may continue coverage by prepaying the appropriate premium in accordance with the provisions of the plan.

24.8 **General**

Time spent on maternity leave, adoption leave, parental leave, compassionate care leave, or on jury or witness duty shall count as service with the College when determining salary adjustments (including increments), retiring allowances and eligibility for sabbaticals.

Time spent on other leaves as specified in this article does not normally count as service with the College for salary adjustments, waiting period for sabbatical eligibility, or any other career consideration, unless it has been stated otherwise in writing at the time the leave is granted.

The teaching load of the academic staff member on leave shall be suspended for the period of leave and resumed upon return.

Prior to the granting of any leave, at the request of the academic staff member, the College shall clarify and state in writing the effect on career considerations (such as salary adjustments, eligibility for leaves, etc.).

When a member is planning a maternity leave, adoption or parental leave, compassionate care leave, unpaid leave of absence or has been called to court duty, the Dean shall make arrangements, in consultation with the member, to cover the member's responsibilities for the uninterrupted continuation of the member's teaching and administrative work in the academic unit, and maintenance of laboratory facilities for which the member is responsible.

24.9 **Nothing in this Article shall prevent an academic staff member from claiming any other allowable leave under *The Saskatchewan Employment Act* as per the terms provided in the Act.**

## ARTICLE 25 - FINANCIAL EXIGENCY

- 25.1 **The term financial exigency denotes the extraordinary condition in which substantial and recurring financial deficits place the survival of Luther College at the University of Regina in serious jeopardy. It is understood that financial exigency at Luther College High School does not necessitate financial exigency at Luther College at the University of Regina. The College will notify the Faculty Association in the case of financial exigency at Luther College High School and will consult with the Faculty Association with respect to such financial exigency only to the extent that it impacts the employment status or working conditions of academic staff members. The provisions of this Article apply only to Luther College at the University of Regina.**

The parties agree that the process of long-range planning should obviate the possibility of a financial exigency occurring. However, the parties further agree that in the unlikely event of a financial exigency, in view of the ramifications to the careers of academic staff members, an orderly and equitable way of dealing with the situation is essential. **The parties agree under this article, the first duty of the institution is to ensure that its academic priorities remain paramount, particularly with regard to the quality of instruction and research, and the preservation of academic freedom.**

- 25.2 As soon as the College perceives that a financial exigency exists, it shall convey this information to the Faculty Association in writing, indicating the nature of the problem, its probable magnitude and impact on the careers of members of the academic staff. **The Faculty Association shall receive all financial information from the College that has been remitted to the Board of Regents in arriving at this determination.**

- 25.3 The Faculty Association through its College representatives shall be fully consulted by the College officers concerned and shall be provided with the **College's long-range projections along with** detailed financial and budgetary information **and underlying assumptions to support those projections.**

### 25.4 **Prior to Discontinuance of Employment**

The parties agree that the following steps shall be taken before there is any reduction in the number of academic staff members;

- 25.4.1 reduce non-academic expenditure equitable to the extent feasible;
- 25.4.2 reduce academic non-salary expenditure to the extent feasible;
- 25.4.3 make no further term appointments for the year in which the financial problem is predicted, except to meet critical program needs which cannot otherwise be met;
- 25.4.4 offer early retirement to appropriate academic staff members **meeting the criteria set out in 19.1.1.2 and/or make an offer of a special arrangement to any academic staff member as per article 19.1.3;**
- 25.4.5 as required, assign academic staff members partly or wholly to vacancies in other areas of the College within their academic competence with no reduction in rank or status;
- 25.4.6 make no further appointments unless a position cannot be filled by an inside transfer and is necessary to maintain the proposed level of operation;
- 25.4.7 **make best efforts to review and renegotiate provisions in the Collective Agreement;**
- 25.4.8 undertake other similar measures where possible.
- 25.4.9 When the parties have agreed which of the above steps shall be undertaken, they shall attempt to jointly determine whether a financial exigency continues to exist, its total amount, and the

proportion of that amount which is to be borne by reduction in the number of academic staff members.

25.4.10 If the College and the Faculty Association agree that there is no exigency, the College shall proceed with the jointly planned procedures, and the matter of exigency ends.

25.4.11 If the Faculty Association and the College agree that an exigency exists and further agree on the portion to be borne by reduction in the number of academic staff members, the College shall proceed with consequent notices to the members concerned, according to the procedures specified in Article 25.7.

## 25.5 **Financial Exigency Review**

If there is a disagreement between the Faculty Association and the College, and if the Faculty Association requests it, an Exigency Review Committee shall be established. One member shall be named by the Chair of the Faculty Association and one member shall be named by the President of the College and they shall jointly select a chair. If the President and the Chair cannot agree upon a Chair, one of the two shall be selected by lot who shall have the right to name the Chair. The purpose of the committee is to make a recommendation to the President concerning Article 25.6.

The report of the Exigency Review Committee shall be submitted to the President within seventy-five calendar days of the date of the President's letter to the Faculty Association informing it of the financial exigency.

Following the review of the report or the expiration of the time limit (referred to in Article 25.5), the President shall forward to the Chair of the Faculty Association a written statement setting forth:

- whether a financial exigency exists;
- the total deficiency expressed in monetary terms;
- the portion, expressed in monetary terms, which is to be borne by reduction in the number of academic staff members.

## 25.6 **Seniority**

Seniority shall be established by the date upon which continuous employment commenced in a rank specified in Article 13 or in similar academic staff ranks which formerly bore different titles. Seniority is not affected by leave taken in accordance with the provisions of this agreement.

## 25.7 **Discontinuance of Employment**

Within the academic unit, the following groups will be discontinued in order:

25.7.1 academic staff members on term appointments (where appointments extend beyond the length of the notice period) shall have their employment discontinued in reverse order of seniority;

25.7.2 academic staff members on probation, **including tenure-track**, shall have their employment discontinued in reverse order of seniority;

25.7.3 academic staff members who hold appointments with tenure shall have their employment discontinued in reverse order of seniority;

25.7.4 within a group in an academic unit, if two or more academic staff members have equal seniority, the order of seniority between them shall be determined by lot.

25.8 The proportional deficiency expressed **in the President's statement provided under** Article 25.5 shall then be reduced by discontinuing the employment of members of the academic staff on a bargaining unit-wide basis (within the groups listed in 25.7.1, 25.7.2, and 25.7.3) in reverse order of seniority until the deficiency has been eliminated.

25.9 **Notice Period for Members Before Discontinuance**

25.9.1 An academic staff member on a term appointment shall be given three months' notice in writing (notwithstanding this clause, term employment ceases on the date stated in the letter of appointment).

25.9.2 An academic staff member holding a tenure-track appointment with fewer than three years of service shall be given six months' notice in writing.

25.9.3 An academic staff member holding a tenure-track appointment with three or four years of service shall be given twelve months' notice in writing.

25.9.4 An academic staff member with tenure shall be given eighteen months' notice in writing.

25.10 **Discontinuance Benefits**

25.10.1 An academic staff member on a term appointment whose employment is discontinued under the terms of this Article shall be entitled to one month's pay for every completed year of **continuous** service at the time of discontinuance, **including time spent on approved leaves**, with part years prorated.

25.10.2 A **tenure-track** staff member whose employment is discontinued under the terms of this Article shall be entitled to one month's pay for every year or partial year of service at the time of discontinuance.

25.10.3 An academic staff member with tenure whose employment is terminated under the terms of this Article shall be entitled to discontinuance benefits according to the following formula:

For up to two completed years of service at time of discontinuance: six months' pay.

For more than two completed years of service at the time of discontinuance: six months' pay, plus one-half months' pay for each further year or partial year of service. The maximum total discontinuance payment shall be twenty-four months' salary.

25.11 **Recall**

An academic staff member whose employment is discontinued under the terms of this Article, shall be subject to recall for a period of three years. Notwithstanding this, term employees' recall rights do not extend beyond the terminal date expressed in their letter of appointment.

25.11.1 Academic staff members, according to the provisions of Article 25.12, may be recalled because of two conditions:

25.11.1.1 a general increase in the budget of the College which enables it to commence rebuilding towards the level which existed at the time of the exigency; (Recall under this circumstances is referred to as General Recall.)

25.11.1.2 an unforeseen opening for an academic staff member occurring through the resignation, retirement, death, leave or secondment of a member, or through the receipt of a funding from a source other than the provincial grant. (This is referred to as Special Recall.)

#### 25.11.2 **General Recall**

Academic staff members shall be recalled in **reverse order of discontinuance as per Article 25.7.**

#### 25.11.3 **Special Recall**

When an opening occurs in the bargaining unit, the College academic staff and the Faculty Association shall be informed and then the position shall be offered to persons on the recall list, in order of seniority, who are reasonably qualified to fill the position.

25.11.4 In the event that there is no one on the recall list who is reasonably qualified or if no one accepts a recall, and if the Faculty Association agrees that the recall provision has been exercised properly, the College may proceed to fill the vacancy through normal recruiting and appointment procedures.

#### 25.12 **Notice and Acceptance of Recall**

25.12.1 An academic staff member being offered recall shall be notified in writing, by letter forwarded to the academic staff member's last known address, with a copy to the Faculty Association. The member shall have one month in which to respond to the recall offer.

25.12.2 If the academic staff member fails to respond to a recall, or refuses a recall which is not specified as temporary, the member's name shall be removed from the recall list.

25.12.3 If an academic staff member is offered a temporary recall (e.g. as a leave replacement) it may be refused by the member without prejudicing recall rights.

25.12.4 When an academic staff member accepts a recall which is not temporary, the member shall be given a period of six months from the date of the notice of recall to take up the duties.

#### 25.13 **Order of Recall**

Order of recall depends upon seniority as defined in Article 25.7. However, if it is necessary to choose between two or more academic staff members with equal seniority, it shall be done by lot, at the time of the recall opportunity.

#### 25.14 **Repayment of Benefits Upon Recall**

When accepting a recall, an academic staff member shall be required to repay to the College any discontinuance payments received over and above what would have been earned during the period employment was discontinued. When a member accepts a temporary recall, the repayment shall be prorated accordingly.

25.15 While subject to recall, academic staff members may use the Library and such other College facilities as may be made available from time to time. In addition, a member may elect to continue coverage in the pension and benefit plans at the member's expense and in accordance with the provisions of the plan.

## **ARTICLE 26 - AMENDMENTS TO THE LUTHER COLLEGE, REGINA ACT, 2018**

- 26.1 The parties to this Agreement agree that when one party receives a formal request or proposal by the Provincial Government concerning an amendment to The Luther College, Regina Act, 2018, that party shall immediately inform the other party of the substance of the request or proposal.
- 26.2 The parties to this Agreement agree that if one of them proposes to submit a request to the Provincial Government concerning an amendment to The Luther College, Regina Act, 2018, it shall provide the other party with 30 days' notice of its intention and the substance of the proposed request.
- 26.3 The parties to this Agreement agree that each shall forward to the other party a copy of any formal proposal or response that it submits to the Provincial Government concerning an amendment to The Luther College, Regina Act, 2018, within seven days of making the submission.

## **ARTICLE 27 - STRIKES AND LOCKOUTS**

- 27.1 The Faculty Association agrees that it shall not engage in or participate in any slow-down, strike or picketing during the currency of this agreement. The College agrees that it shall not lock out any academic staff members during the currency of this agreement.
- 27.2 Any academic staff member who refuses to cross a picket line established by another certified bargaining agent in consequence of a strike shall not be in breach of this Agreement, and shall not be subject to disciplinary action nor loss of pay providing the member performs his or her normal duties in consultation with the Dean.
- 27.3 In the event of a lockout or strike involving other bargaining units at the College, academic staff members shall not be required to perform the work of striking employees.
- 27.4 During a strike or a lockout, academic staff members will normally not be declared essential. Exceptions are to be negotiated by the Faculty Association, the member, and the College, recognizing that appropriate legislation will apply.



## **ARTICLE 28 – DURATION, CONTINUANCE, AND PRINTING OF THE AGREEMENT**

- 28.1 This Collective Agreement shall be binding and remain in effect from July 1, **2021** to June 30, **2027**.
- 28.2 Unless specifically provided otherwise, this agreement shall continue in force beyond the date noted above, including during any period of negotiation until a new collective agreement is ratified, except that the "no strike, no lockout" clause is not in effect after June 30, **2027**.
- 28.3 This Collective Agreement may be reopened at any time by mutual agreement. Any time during 180 days prior to the expiration of the Collective Agreement either party may require the Collective Agreement to be reopened for negotiation by forwarding notice in writing to the other party.
- 28.4 In the event a new agreement has not been signed within six months after the commencement of bargaining, either party may apply for mediation/conciliation on any outstanding issues.
- 28.5 The parties to this agreement may occasionally make limited modifications to the details of this agreement. Both parties must agree to the modification and specify their agreement by signing a Memorandum of Agreement.
- 28.6 **The Faculty Association agrees, in accordance with previous practice in this regard, that it will prepare any new Collective Agreement (or relevant Appendices as the case may be) after ratification by both parties. The College agrees that it will purchase from the Faculty Association at cost, a sufficient number of copies of the agreement (or Appendices) to satisfy its own needs and to provide a copy to each member of the bargaining unit that is a permanent or term faculty member at the time of ratification. New members appointed during the term of the agreement will be provided with an electronic copy.**
- 28.7 Unless expressly specified, all changes related to monetary compensation shall be made retroactive to July 1, **2021**, for all academic staff members employed during the period of this Agreement. Unless expressly provided for in the Collective Agreement, all other changes to the terms and conditions of this Collective Agreement shall not be retroactive and shall come into effect the first of the month following ratification by both parties.

## ARTICLE 29 - INTELLECTUAL PROPERTY

### 29.1 Definition and General Principles

29.1.1 Intellectual property (IP) means any result of conceptual or artistic activity that is created by an academic staff member and can be owned by a person. This includes all works that can be protected under copyright, patent, trademark, or other equivalent legislation.

29.1.2 It is recognized that a major purpose of the College is to promote the advancement and dissemination of knowledge. The College endorses and encourages the lively engagement of academic staff members in research, scholarship, and professional activities, and shall assist and enhance members' capabilities to pursue these aims, insofar as it is reasonable to do so.

As an academic community, the College values scholarly activity, including the creation and sharing of ideas. Ideas are to be shared as widely as possible and do not constitute IP. The tangible material or electronic form that ideas take may give rise to issues of ownership. It is to these issues of ownership that Article 29 is addressed.

29.1.3 The College encourages academic staff members to make their IP freely accessible to the academic community and to the general public. The College and the Faculty Association recognize that in specific circumstances, it may be in the public interest to limit access and/or use.

29.1.4 No academic staff member shall be required to engage in any research activity the findings of which are prohibited from being published or fully disclosed to the public. The term "full disclosure" shall be subject to the limitations imposed by the University of Regina's Research Ethics Board.

29.1.5 **The College shall encourage the development, production, and dissemination of IP, and shall endeavour to protect the IP of academic staff members. The College shall not arbitrarily abandon, destroy, or neglect activities and projects in which the IP of members is embodied.**

29.1.6 **The College shall not oblige or pressure academic staff members to follow any particular course of action with regard to IP-related matters. The members, at their discretion, have the option to consult with the Faculty Association on IP matters. Members' decisions on IP-related matters shall not be recorded in their performance reviews, shall not affect their performance review adversely in any way, and shall not be an occasion for discipline.**

### 29.2 Ownership and Rights

29.2.1 In the absence of a written agreement to the contrary, academic staff members are the owners of all intellectual property, and all rights (including copyright, patents, trademarks, and other equivalent rights) to intellectual property, that they create in the course of their employment at the College. Except as provided for by Article 30, IP shall not be used or distributed by the College without the express written consent of the members who own it.

29.2.2 Academic staff members shall have the exclusive authority to decide whether to pursue commercialization of their IP.

### 29.3 College Prerogatives

29.3.1 Notwithstanding Article 29.2.1, the College shall have certain prerogatives (namely those specified in Article 29.3.2) over the IP of academic staff members when all of the following conditions are met:

- the IP was created by members in the course of carrying out their College duties (as defined in Article 16);

- the IP was created by members using facilities and equipment that were deemed specialized as specified in Article 29.3.1.1, at the time the work began, and that were provided by the College (directly or obtained through external funding) without personal cost to the members;
- members intend to pursue commercialization of the IP in question.

29.3.1.1 The Dean shall establish written, public criteria for determining the facilities and equipment available in the College that shall be deemed “specialized”. When establishing or revising these criteria, the Dean shall consult in committee with the academic staff members of the College as per Article 5.11.

29.3.1.2 The terms “specialized facilities” and “specialized equipment” shall not be construed to include the standard academic resources which by custom all members are provided. Accordingly, exceptions to such specialized facilities and equipment include library facilities that are available without charge to the general public, general office equipment and technology resources (made available for the use of academic staff members and other university employees) such as multi-function devices, office space, personal computers, computer accounts, software, and online services.

29.3.1.3 Payment of salary to members shall not in itself confer upon the College any ownership rights over the IP developed by members.

29.3.2 When all of the conditions specified in 29.3.1 have been met, the College shall have the following prerogatives:

- to co-manage the commercialization process;
- to claim up to 50% of the profits resulting from commercialization, if it has chosen to co-manage the commercialization process;
- to make an offer to the academic staff member for acquiring partial or full ownership, **in the form of copyright and/or patent**, of the IP being commercialized.

The commercialization agreement shall specify the parties’ responsibilities in pursuing commercialization in a timely manner. This agreement will include a provision for the termination of the agreement and the resultant effect on ownership of the IP and sharing of any future revenues.

29.3.2.1 If the College enters into a co-management agreement with an academic staff member(s), the member(s) shall be reimbursed for personal expenses incurred in creating and commercializing the IP before the College became a co-manager.

#### 29.4 **Transfer of IP**

In cases not covered by 29.3.1 and 29.3.2, an academic staff member(s) who owns IP may elect to transfer ownership or use of the IP to the College. The transfer agreement shall be in writing and signed by the member(s) and the College. Where the College commercializes the IP, the member(s) collectively shall be entitled to at least a 50% share of any profits resulting from the commercialization. Agreements shall be in accordance with the provisions of the Collective Agreement and the IP Policy of the College.

#### 29.5 **College Ownership**

Any IP created by an academic staff member shall be owned by the College when all the following conditions have been met:

- the member was specifically assigned, outside the scope of the member’s normal duties, to create the IP;

- the member received advance, written notice from the College of this assignment;
- the member accepted the assignment in advance and in writing and with the condition to transfer ownership to the College of any resulting IP;
- Prior to the signing of any agreement, the member was given at least three weeks to respond.

#### 29.6 **University of Regina Policy**

The University of Regina maintains a policy on IP. **The Dean of Luther College shall monitor any changes made to the policy by the University and bring revisions and/or amendments to the attention of faculty members. Where there is a conflict between the University of Regina Policy and this Collective Agreement, the latter shall prevail.**

#### 29.7 **Patent Applications**

##### 29.7.1 **Disclosure**

**Any Member who has applied for a patent for an invention, device, substance, or process that was developed with College support, shall file a copy of the patent application with the President of the College.**

##### 29.7.2 **Responsibility for Costs**

**The Member shall bear all costs in obtaining such patents except where arrangement has been made to share costs under the co-management provisions of 29.3.2, or where the College owns the IP under the provisions of 29.5. In the latter case, the College shall bear all costs in obtaining such patents, if applicable.**

#### 29.8 **IP Developed Without College Support**

**The College acknowledges that it has no interest in the sense of ownership or part ownership in any IP (including patentable or potentially patentable invention, device, substance, or process) developed by a Member wholly on their own time and without the use of College facilities, even though it falls within the field of competence relating to their College position. For purposes of this provision, a member's "own time" shall be taken to mean time other than that devoted to normal and assigned functions in teaching, service, and scholarship/research on College premises, and utilizing College facilities. The term "College facilities" shall be taken to mean any facility available to the member as a direct result of their affiliation with Luther College and which would not be available to a non-Luther College-affiliated individual on the same basis.**

#### 29.9 **Matters Binding on the College**

29.9.1 In accordance with the Constitution and By-Laws of Luther College, only the Luther College Board of Regents or its delegates have the legal authority to enter into contracts for work which are binding on the College. The parties to such contracts must be Luther College and the contracting agency.

29.9.2 Academic staff members who intend to be parties to an agreement for work where the College may be held responsible or liable for obligations arising through the existence of such an agreement can only do so in a manner whereby the provisions of Article 29.2.1 are met.

#### 29.10 **Referring Matters to the Intellectual Property Committee (IPC)**

Any matter related to Article 29 may be referred to the IPC of the University of Regina. For information regarding the composition and duties of the IPC refer to Article 29.2 of the University of Regina Academic Collective Agreement.

## **ARTICLE 30 – TECHNOLOGICAL MEDIATION OF INSTRUCTION AND RESEARCH ACTIVITIES**

**30.1 The Faculty Association and the College recognize that Information Technology is extensively used in teaching and research activities, and that the terms and conditions associated with such use are changing rapidly. The parties also recognize that this use has an impact on duties and workloads of academic staff members.**

**30.2 The College recognizes that the use of Information Technology in the performance of the duties of academic staff members can have unforeseeable implications for the fair and equitable distribution of normal workload amongst these members. The College is committed to ensuring that members receive appropriate recognition through the performance review process for their contributions when Information Technology is used in the performance of duties.**

### **30.3 Use of Technology in Course Delivery**

**Course delivery, whether in-person, remote, online, or hybrid/hyflex, frequently involves some form of technological mediation to support content delivery, management of student records, and/or provision of instructional support services (e.g., individual student consultation). Unless otherwise declared, the default modality for courses at Luther College is in-person, either fully or as a part of hybrid/hyflex delivery.**

**The modality of course delivery shall be considered by the Member, the Department/Academic Unit, and the Dean as part of workload assignment in Article 16. Where the Dean reasonably disagrees with the Department or Member's recommendation of modality, the decision of the Dean shall stand, and the Dean shall communicate rationale for their decision in writing. The Dean shall not require a Member to teach in a modality that is outside the established modality of the course.**

**It is recognized that preparing and delivering online courses frequently requires skills and efforts beyond those required for "traditional" courses. Where online modality has been approved, the Dean may consider the extent to which such modality substantially increases workload associated with course delivery, and shall consider this in approving teaching workload as per Article 16.**

### **30.4 College Technological Infrastructure Support**

**The College shall ensure that consistent, timely, accessible, and onsite expert support is provided for College-owned technological infrastructure, which is crucial to fulfilling the College's teaching, research, and service mandates. Such support shall normally be available during regular business hours.**

### **30.5 University-Supported Technology**

**The University of Regina manages and provides support for the established Learning Management System (LMS) – currently URCourses – and all information technology related to remote and online course delivery. Members assigned to teach remote, online, or hybrid/hyflex courses shall be provided with the technological and human resources, through University of Regina Information Services (IS), reasonably required to develop and to conduct the courses. Members shall have access through IS to appropriate training in the use of standard University-supported instructional technology. Members shall use standard University systems for grade entry, student correspondence and messaging, and student record keeping. Members electing to use non-standard/non-University-supported instructional technologies to deliver content are responsible for their professional development on use of these technologies. Members are responsible for obtaining necessary vendor support when they opt to use non-standard/non-University-supported instructional technologies to deliver courses; in such cases, Members may request, but are not entitled to, assistance from professional, technical, and support staff, either through IS or the College, with such instructional technologies.**

30.6 **University Information and Technology Committees**

**The College will stay informed about any University of Regina committees related to information and technology, study the findings of said committees, and present any recommendations to academic staff members for discussion.**

30.7 **Information Technology and Academic Freedom**

**The Parties agree that academic freedom in teaching includes the freedom of Members to select and use those teaching and support materials they believe to be appropriate, including the freedom to use or not use any specific technology except as set out in Article 30.5.**

30.8 **Funded Course Development**

When academic staff members receive project funding or additional compensation from the College specifically to develop a course or complete major revisions of a course **for the purposes of online delivery**, the College shall have the right to ensure these course materials are used by the members primarily for College teaching for a period of five years. The five-year period shall commence on the first day of lectures of the first term in which the course is offered. This right shall extend only to College teaching-related use. The College must notify the member(s) in writing, before the member begins to develop or revise the course, that it intends to claim this right. If the member is not provided such notification, the College shall not receive the right to use the course materials. During the five-year period the College shall consult with the member(s) who developed or revised the course concerning scheduling and further development that might be required. At the end of the five-year period, the **College** and the academic staff member may negotiate a further license or purchase for the continued use of the course materials. Otherwise the course materials become the intellectual property of the academic staff member and are subject to Article 29 of this agreement.

30.8.1 If a course is scheduled to be delivered during the period that the College has the right to use the course materials, the appointment for teaching the course shall normally go to the academic staff member who developed or revised it (or if the course was developed or revised by more than one member, to one of the members who developed or revised it). Should the course developer(s) be unavailable or decline to teach the course, the appointment shall go to another member.

30.8.2 Normally the academic staff member who first developed or revised a course shall be the one to determine whether it requires any further development or revision and to undertake that work.

30.9 **When Faculty, Librarians, Laboratory Instructors, or Instructors are not able to develop an online course, the College shall advertise for a sessional appointment. These advertisements and subsequent appointments shall be in accordance with Article 12. Article 30.8 shall apply to any such sessional online-course-developer appointment.**

30.10 Matters of intellectual property are governed by Article 29 of this agreement.

30.11 **No Displacement, Layoff, or Redundancy due to Technology**

**No Member holding a continuing, tenure-track, or tenured appointment shall be displaced, laid off, or made redundant as the result of the use of instructional technology.**

## APPENDIX A

Retroactive adjustment will be provided to all academic staff members employed during the period of this Agreement, including those on disability and approved leave or that have retired since July 1, **2021**.

### 1. Salary Ranges

#### Effective July 1, 2021

	Floor	Increments			Normal Ceiling	Merit			Merit Ceiling
Professor	130,424	9	x	3,412	161,132				
Associate Professor	106,306	9	x	3,180	134,926	3	x	3,180	144,466
Assistant Professor	89,914	8	x	2,956	113,562	3	x	2,956	122,430
Lecturer	81,102	8	x	2,496	101,070	3	x	2,496	108,558
Librarian IV	109,059	7	x	3,180	131,319				
Librarian III	95,449	7	x	2,838	115,315	3	x	2,838	123,829
Librarian II	81,190	6	x	2,496	96,166	3	x	2,496	103,654
Librarian I	71,365	6	x	2,035	83,575	3	x	2,035	89,680
Lab/Clinical Instructor III	83,479	7	x	2,901	103,786				
Lab/Clinical Instructor II	76,395	6	x	2,581	91,881	3	x	2,581	99,624
Lab/Clinical Instructor I	68,306	6	x	2,257	81,848	3	x	2,257	88,619
Instructor III	83,084	7	x	2,901	103,391				
Instructor II	72,943	6	x	2,581	88,429	3	x	2,581	96,172
Instructor I	66,014	6	x	2,257	79,556	3	x	2,257	86,327
Sessional Lecturer IV-Ph.D.*				9,693					
Sessional Lecturer IV-Master's*				8,510					
Sessional Lecturer III				8,216					
Sessional Lecturer II				7,627					
Sessional Lecturer I				7,331					

The salary range for Archivist I, II, III and IV shall be the same as for Librarian I, II, III and IV. In addition all other elements of this Collective Agreement shall apply for Archivists in the same fashion as for Librarians.

\* The criteria for the two Sessional Lecturer IV rates are described in Section 4.3 below.

**Effective July 1, 2022**

	<b>Floor</b>	<b>Increments</b>			<b>Normal Ceiling</b>	<b>Merit</b>			<b>Merit Ceiling</b>
Professor	147,379	9	x	3,856	182,083				
Associate Professor	120,126	9	x	3,593	152,463	3	x	3,593	163,242
Assistant Professor	101,603	8	x	3,340	128,323	3	x	3,340	138,343
Lecturer	91,645	8	x	2,820	114,205	3	x	2,820	122,665
Librarian IV	123,237	7	x	3,593	148,388				
Librarian III	107,857	7	x	3,207	130,306	3	x	3,207	139,927
Librarian II	91,745	6	x	2,820	108,665	3	x	2,820	117,125
Librarian I	80,642	6	x	2,300	94,442	3	x	2,300	101,342
Lab/Clinical Instructor III	94,331	7	x	3,278	117,277				
Lab/Clinical Instructor II	86,326	6	x	2,917	103,828	3	x	2,917	112,579
Lab/Clinical Instructor I	77,186	6	x	2,550	92,486	3	x	2,550	100,136
Instructor III	93,885	7	x	3,278	116,831				
Instructor II	82,426	6	x	2,917	99,928	3	x	2,917	108,679
Instructor I	74,596	6	x	2,550	89,896	3	x	2,550	97,546
Sessional Lecturer IV-Ph.D.*		10,953							
Sessional Lecturer IV-Master's*		9,616							
Sessional Lecturer III		9,284							
Sessional Lecturer II		8,619							
Sessional Lecturer I		8,284							

The salary range for Archivist I, II, III and IV shall be the same as for Librarian I, II, III and IV. In addition all other elements of this Collective Agreement shall apply for Archivists in the same fashion as for Librarians.

\* The criteria for the two Sessional Lecturer IV rates are described in Section 4.3 below.

**Effective July 1, 2023**

	<b>Floor</b>	<b>Increments</b>			<b>Normal Ceiling</b>	<b>Merit</b>			<b>Merit Ceiling</b>
Professor	147,379	9	x	3,856	182,083				
Associate Professor	120,126	9	x	3,593	152,463	3	x	3,593	163,242
Assistant Professor	101,603	8	x	3,340	128,323	3	x	3,340	138,343
Lecturer	91,645	8	x	2,820	114,205	3	x	2,820	122,665
Librarian IV	123,237	7	x	3,593	148,388				



Librarian III	107,857	7	x	3,207	130,306	3	x	3,207	139,927
Librarian II	91,745	6	x	2,820	108,665	3	x	2,820	117,125
Librarian I	80,642	6	x	2,300	94,442	3	x	2,300	101,342
Lab/Clinical Instructor III	94,331	7	x	3,278	117,277				
Lab/Clinical Instructor II	86,326	6	x	2,917	103,828	3	x	2,917	112,579
Lab/Clinical Instructor I	77,186	6	x	2,550	92,486	3	x	2,550	100,136
Instructor III	93,885	7	x	3,278	116,831				
Instructor II	82,426	6	x	2,917	99,928	3	x	2,917	108,679
Instructor I	74,596	6	x	2,550	89,896	3	x	2,550	97,546
Sessional Lecturer IV-Ph.D.*	10,953								
Sessional Lecturer IV-Master's*	9,616								
Sessional Lecturer III	9,284								
Sessional Lecturer II	8,619								
Sessional Lecturer I	8,284								

The salary range for Archivist I, II, III and IV shall be the same as for Librarian I, II, III and IV. In addition all other elements of this Collective Agreement shall apply for Archivists in the same fashion as for Librarians.

\* The criteria for the two Sessional Lecturer IV rates are described in Section 4.3 below.

#### Effective July 1, 2024

	Floor	Increments			Normal Ceiling	Merit			Merit Ceiling
Professor	147,379	9	x	3,856	182,083				
Associate Professor	120,126	9	x	3,593	152,463	3	x	3,593	163,242
Assistant Professor	101,603	8	x	3,340	128,323	3	x	3,340	138,343
Lecturer	91,645	8	x	2,820	114,205	3	x	2,820	122,665
Librarian IV	123,237	7	x	3,593	148,388				
Librarian III	107,857	7	x	3,207	130,306	3	x	3,207	139,927
Librarian II	91,745	6	x	2,820	108,665	3	x	2,820	117,125
Librarian I	80,642	6	x	2,300	94,442	3	x	2,300	101,342
Lab/Clinical Instructor III	94,331	7	x	3,278	117,277				
Lab/Clinical Instructor II	86,326	6	x	2,917	103,828	3	x	2,917	112,579
Lab/Clinical Instructor I	77,186	6	x	2,550	92,486	3	x	2,550	100,136
Instructor III	93,885	7	x	3,278	116,831				

Instructor II	82,426	6	x	2,917	99,928	3	x	2,917	108,679
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Sessional Lecturer IV-Ph.D.*	10,953
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Sessional Lecturer III	9,284
Sessional Lecturer II	8,619
Sessional Lecturer I	8,284

The salary range for Archivist I, II, III and IV shall be the same as for Librarian I, II, III and IV. In addition all other elements of this Collective Agreement shall apply for Archivists in the same fashion as for Librarians.

\* The criteria for the two Sessional Lecturer IV rates are described in Section 4.3 below.

### Effective July 1, 2025

	Floor	Increments			Normal Ceiling			Merit	Merit Ceiling
Professor	147,379	9	x	3,856	182,083				
Associate Professor	120,126	9	x	3,593	152,463	3	x	3,593	163,242
Assistant Professor	101,603	8	x	3,340	128,323	3	x	3,340	138,343
Lecturer	91,645	8	x	2,820	114,205	3	x	2,820	122,665
Librarian IV	123,237	7	x	3,593	148,388				
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Librarian II	91,745	6	x	2,820	108,665	3	x	2,820	117,125
Librarian I	80,642	6	x	2,300	94,442	3	x	2,300	101,342
Lab/Clinical Instructor III	94,331	7	x	3,278	117,277				
Lab/Clinical Instructor II	86,326	6	x	2,917	103,828	3	x	2,917	112,579
Lab/Clinical Instructor I	77,186	6	x	2,550	92,486	3	x	2,550	100,136
Instructor III	93,885	7	x	3,278	116,831				
Instructor II	82,426	6	x	2,917	99,928	3	x	2,917	108,679
Instructor I	74,596	6	x	2,550	89,896	3	x	2,550	97,546
Sessional Lecturer IV-Ph.D.*	10,953								
Sessional Lecturer IV-Master's*	9,616								
Sessional Lecturer III	9,284								
Sessional Lecturer II	8,619								
Sessional Lecturer I	8,284								

The salary range for Archivist I, II, III and IV shall be the same as for Librarian I, II, III and IV. In addition all other elements of this Collective Agreement shall apply for Archivists in the same fashion as for Librarians.

\* The criteria for the two Sessional Lecturer IV rates are described in Section 4.3 below.

**Effective July 1, 2026**

	<b>Floor</b>	<b>Increments</b>			<b>Normal Ceiling</b>	<b>Merit</b>			<b>Merit Ceiling</b>
Professor	147,379	9	x	3,856	182,083				
Associate Professor	120,126	9	x	3,593	152,463	3	x	3,593	163,242
Assistant Professor	101,603	8	x	3,340	128,323	3	x	3,340	138,343
Lecturer	91,645	8	x	2,820	114,205	3	x	2,820	122,665
Librarian IV	123,237	7	x	3,593	148,388				
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Librarian II	91,745	6	x	2,820	108,665	3	x	2,820	117,125
Librarian I	80,642	6	x	2,300	94,442	3	x	2,300	101,342
Lab/Clinical Instructor III	94,331	7	x	3,278	117,277				
Lab/Clinical Instructor II	86,326	6	x	2,917	103,828	3	x	2,917	112,579
Lab/Clinical Instructor I	77,186	6	x	2,550	92,486	3	x	2,550	100,136
Instructor III	93,885	7	x	3,278	116,831				
Instructor II	82,426	6	x	2,917	99,928	3	x	2,917	108,679
Instructor I	74,596	6	x	2,550	89,896	3	x	2,550	97,546
Sessional Lecturer IV-Ph.D.*		10,953							
Sessional Lecturer IV-Master's*		9,616							
Sessional Lecturer III		9,284							
Sessional Lecturer II		8,619							
Sessional Lecturer I		8,284							

The salary range for Archivist I, II, III and IV shall be the same as for Librarian I, II, III and IV. In addition all other elements of this Collective Agreement shall apply for Archivists in the same fashion as for Librarians.

\* The criteria for the two Sessional Lecturer IV rates are described in Section 4.3 below.

**2. Career-growth Increments**

Career-growth increments shall be awarded to eligible academic staff members on **July 1, 2021, July 1, 2022, July 1, 2023, July 1, 2024, July 1, 2025, and July 1, 2026.**

If a new collective agreement has not been signed by June 30, **2027**, the Career-growth Increments stipulated above for the **2026-2027** academic year shall be awarded to eligible academic staff members each July 1 until a new contract is signed.

3. **Normal and Merit Ceilings**

The salaries of academic staff members in the faculty, librarian, laboratory instructor, and instructor categories shall not exceed the relevant normal ceilings specified in the salary-range tables above except by the awarding of merit increments or by initial appointment above the normal ceiling and below the merit ceiling. (Members appointed above the normal ceiling shall not be eligible for any career-growth increments.)

The salaries of academic staff members in the faculty, librarian, laboratory instructor, and instructor categories shall not exceed the relevant merit ceilings specified in the salary-range tables above. Members in the Professor, Librarian IV, Laboratory Instructor III, and Instructor III categories shall not have merit ceilings.

An academic staff member may advance to or beyond the normal ceiling by any combination of career-growth increments and merit increments. Members may advance beyond the normal ceiling only by the number of merits they have received in their current rank.

4. **Sessionals**

Sessional stipends include vacation pay of 4/52nds.

4.1 Sessional stipends are based on a three-credit-hour class. Classes for other than three credit hours shall be pro-rated.

4.2 The College shall reimburse Sessionals for allowable expenses, in accordance with Canada Revenue Agency regulations, related to the specific course(s) to which they have been appointed (to a maximum of \$250 per course) effective July 1, **2021**.

**On July 1 of every year**, the College shall make available \$480 per year for each Sessional given priority status in accordance with Article 13 in order to support their professional development. Sessionals may apply to this fund for costs associated with creative, scholarly, or professional works. Acceptable expenses may include, but are not limited to, registration, travel, publication fees, or discipline specific equivalents. Funds will be distributed by the Dean upon review of each application as per regular protocols for distribution of APEA. Undistributed funds may be carried over, but the amount allotted for each Sessional shall not at any time exceed double the annual allocation.

4.3 **Sessional IV**

A Sessional who has achieved priority status in accordance with Article 13 shall be paid per course as a Sessional IV as follows:

The following formula will apply to an academic staff member who possesses a Ph.D. , or a Master's degree or equivalents in the discipline being taught and has taught 15 three credit hour courses or equivalent in the discipline being taught:

$$\frac{\text{Floor of Instructor III} \times 0.7}{6}$$

The following formula will apply to an academic staff member who possesses a Master's degree in the discipline being taught, or possesses a four-year Bachelor's degree or equivalent and has taught 12 three credit hour courses or equivalent in the discipline being taught:

*Floor of Instructor II × 0.7*

6

5. **Sessional Laboratory Instructors**

Sessional laboratory instructors shall be paid per hour of classroom time at the following rates (all of which includes vacation pay of 4/52nds):

Effective July 1, 2021: \$97.14  
Effective July 1, 2022: \$109.77  
Effective July 1, 2023: \$109.77  
Effective July 1, 2024: \$109.77  
Effective July 1, 2025: \$109.77  
Effective July 1, 2026: \$109.77

6. **Overload Stipends**

Overload stipends shall be set at the appropriate Sessional stipend **rate** as stipulated in Item 1 above (**Sessional I, II, or III**).

7. **Payment for Courses Outside Normal Duties**

Academic staff members teaching a credit course at the request of the College (including any CCE credit course) that is not part of their normal duties shall be paid an overload stipend under the following condition:

- the member has an appointment in the faculty or instructor categories, the member is not on a leave of absence without pay, and the course is administered by a Department (or equivalent unit) to which the member is appointed or with which the member has an established interdisciplinary relationship (note that members in this category may elect to reduce their teaching load in some future term in lieu of accepting an overload stipend)

Academic staff members teaching a credit course at the request of the College (including any CCE credit course) that is not part of their normal duties shall be paid at the appropriate sessional rate under one or more of the following conditions:

- the member has a concurrent appointment in the faculty or instructor categories at the University of Regina, **Campion** College, or the First Nations University of Canada.
- the member is a laboratory instructor or librarian.
- the member has an appointment in the faculty or instructor categories and is on leave of absence without pay.
- the member has an appointment in the faculty or instructor categories and the course is in a Department (or equivalent unit) other than that to which the member is appointed or with which the member has an established interdisciplinary relationship.

8. **Additional Taxable Allowances for Travelling**

8.1 For teaching classes coordinated through the College and offered outside the city of Regina, academic staff members shall be paid the following travel allowances:

Effective July 1, **2021**:

- within 150 kilometres of Regina: **\$400**
- more than 150 kilometres from Regina: **\$600**

**Note:** If the academic staff member's normal place of residence is closer to the location of the class than the coordinating city, the travel distance shall be calculated from the member's place of residence rather than from the coordinating city.

## 9. **Salary Ranges**

9.1 The salary ranges stated above have been increased as follows:

<b>July 1, 2021</b>	Increase salary scales for all academic staff members by zero (0) per cent.
<b>July 1, 2022</b>	Increase salary scales for all academic staff members by thirteen (13.0) per cent.
<b>July 1, 2023</b>	Increase salary scales for all academic staff members by zero (0) per cent.
<b>July 1, 2024</b>	Increase salary scales for all academic staff members by zero (0) per cent.
<b>July 1, 2025</b>	Increase salary scales for all academic staff members by zero (0) percent.
<b>July 1, 2026</b>	Increase salary scales for all academic staff members by zero (0) percent.

## 9.2 **Salaries of Academic Staff Members**

The salaries of all academic staff members in the faculty, librarian, laboratory/clinical instructor, and instructor categories shall be determined as follows:

<b>July 1, 2021</b>	Increase salaries by zero (0) per cent.
<b>July 1, 2022</b>	Increase salaries by thirteen (13.0) per cent.
<b>July 1, 2023</b>	Increase salaries by zero (0) per cent.
<b>July 1, 2024</b>	Increase salaries by zero (0) per cent.
<b>July 1, 2025</b>	Increase salaries by zero (0) per cent.
<b>July 1, 2026</b>	Increase salaries by zero (0) per cent.

Salaries shall be increased retroactive to these dates to be paid to academic staff members in the faculty, librarian, lab/clinical instructor, instructor ranks and sessional ranks, if the contract has not been signed before they pass.

## 9.3 **Lump Sum Payment**

**As of July 1, 2025, a one-time lump sum payment of \$2,000, which is not applied to base salaries or salary scales, to be paid to academic staff members in the faculty, librarian, lab/clinical instructor, and instructor ranks employed in the term that the collective agreement is ratified.**

**A one-time lump sum payment of \$1,500 to be paid to Sessionals who are working in the term the collective agreement is ratified, and to returning Sessionals with a confirmed contract for the following term.**

## 9.4 **Future Salary and Compensation Discussion**

The parties agree to meet to discuss salary and compensation adjustments following the ratification of subsequent University of Regina/URFA Academic Staff Member Collective Bargaining

Agreement.

10. **Accountable Professional Expense Account**

10.1 Effective July 1, **2025**:

10.1.1 All academic staff members except Sessionals shall receive an accountable professional expense account of **\$3,500** per fiscal year.

10.1.2 All academic staff members holding an Administrative Appointment as indicated in Article 15 shall receive a \$2,750 accountable professional expense account per fiscal year.

10.2 Persons who are appointed after the beginning of the fiscal year, or whose appointment will terminate during a fiscal year, or who are part-time shall have their accounts prorated accordingly.

10.3 The funds in accountable professional expense accounts must be spent in accordance with the College regulations. At no time may they be used for any purchase or expenditure that would be a taxable benefit to the academic staff member.

10.4 Funds in an expense account may be carried forward automatically into the following fiscal year, provided the amount in the account does not exceed a sum which is four times the current amount of funds deposited annually into the account.

10.5 At the end of a fiscal year, funds remaining in an expense account may be transferred to The Luther College Research Trust Fund at the election of the academic staff member.

11. **The Luther College Research Trust Fund**

11.1 **The Fund**

There shall be a fund at the College called The Luther College Research Trust Fund, the proceeds of which are to be used solely for legitimate expenses incurred by academic staff members in research and scholarly pursuits. The money in the Fund is vested solely in the College. The signing authority for the Fund is the Dean of the College, or the designate for that title.

11.2 **Donations to the Fund**

11.2.1 Academic staff members may donate to the Luther College Research Trust Fund by:

11.2.1.1 Indicating to the Director of Finance in writing that they wish to donate the total sum payable for the teaching of an extra-session or overload class (such election to be indicated within one week of commencement of teaching the class);

11.2.1.2 Indicating in writing to the Director of Finance that the monthly sum received as part of the administrative stipend shall henceforth be remitted to the Fund, until such time as written notice is forwarded indicating that the donations cease;

11.2.1.3 Making a lump sum donation (not to exceed \$600 in any calendar year);

11.2.1.4 Indicating in writing to the Director of Finance that a monthly sum be deducted from payroll (not to exceed \$50)

11.3 **Application to the Fund**

- 11.3.1 An academic staff member shall make a prior application to the Dean of the College to determine whether all, a limited portion, or none of proposed expenditures will be reimbursed from the Fund upon formal application.
- 11.3.2 Applications for reimbursement shall be made in the manner prescribed by the Dean, and must be accompanied by proper receipts and comply with normal College procedures.
- 11.3.3 Expenditures which may be reimbursed must be related to the academic staff member's research or related scholarly and professional activities, and be in the general nature of:
  - 11.3.3.1 books, manuscripts, subscriptions, equipment, instruments, materials or course supplies (which become the property of the College);
  - 11.3.3.2 fees for professional training courses;
  - 11.3.3.3 travel or local expenses related to meetings, conferences, or related to research activities;
  - 11.3.3.4 membership dues in professional associations or learned societies (but not the University Club membership dues);
  - 11.3.3.5 payment to casual and part-time assistants who have been employed directly in the research or in the preparation of articles, manuscripts or books pertaining thereto;
  - 11.3.3.6 travel expenses incurred in bringing to the College bona fide research collaborators;
  - 11.3.3.7 expenditures associated with research assistance such as computer time.
- 11.3.4 Expenditures may not be reimbursed which would result in a taxable benefit to the academic staff member. Furthermore, no salary, fee, stipends, etc., paid to the individual or to that person's immediate family shall be reimbursed, and no entertainment expenses may be reimbursed.

#### 11.4 **Fund Upon Retirement or Death**

**Upon retirement, an academic staff member with funds remaining in the Luther College Research Trust Fund can elect from the following options:**

- **Declaration that they will continue to use the remaining research funds as Professor Emeritus for a period of up to five (5) years past the retirement date. An extension may be requested if the Member is still actively participating in research past the five (5) year period.**
- **Indicate to what area of the College they would like the funds donated (area of greatest need, scholarships, President's Research Fund, etc.).**

**Upon the death of an academic staff member, in the absence of a declaration of intent for the unused funds, any remaining funds will be returned to the area of greatest need.**

#### 12. **Administrative Stipends**

The stipend for the Assistant Dean shall be **\$7,520** per annum.

#### 13. **Caregiver Fund**



**Upon ratification, the College shall make available a fund of \$3,000 annually to help offset the costs to regular or term Academic staff members for minor children and/or those unable to care for themselves to accompany the Member for work-related travel or for respite care for elders for whom the Member is the primary caregiver during work-related travel. Academic staff members will apply to the Dean as required. Applications to the fund will be made in accordance with procedures and criteria established by consultation in committee, comprised of three (3) Academic staff members and the Dean. Funds will be distributed by the College in a timely manner. This provision shall not apply to sabbatical travel.**

## **APPLICATION AND REIMBURSEMENT PROCEDURES**

### **THE LUTHER COLLEGE RESEARCH TRUST FUND**

#### **APPLICATIONS FOR FUNDS**

1. Application for funds will be made in writing to the Dean of the College giving the following information:
  - a) The title of the research project/scholarly work and/or sufficient detail to justify the request.
  - b) The amount of money requested with details of each category of expenditure.
  - c) Is it anticipated that there will be a scholarly publication, performance or exhibition from the work? If so, when?
  - d) Have you applied for or received any other funds for this project/scholarly work? If so, list sources and amounts.
  - e) A current curriculum vitae.
2. The Dean will notify all applicants, in writing, normally within a month, of the disposition of their applications.

#### **APPLICATIONS FOR REIMBURSEMENT**

3. Applications for reimbursement will be made to the Dean of Luther College by submitting the forms (accompanied, where appropriate, by proper receipts and supporting documents) for the following categories of expenditures:
  - a) equipment, supplies and like purchases - Purchase Requisition Form;
  - b) payment of salaries to approved casual and part-time assistants - Payroll Change Forms;
  - c) travel expenses and other allowable expenses/expenditures - Travel or Expense Claim Form.

**APPENDIX B**

**THE EDUCATIONAL GOALS**  
**of**  
**LUTHER COLLEGE, UNIVERSITY OF REGINA**

Luther College is a college of the Evangelical Lutheran Church of Canada, federated with the University of Regina. The aim of the College is to provide a quality liberal education in a Christian context.

Luther College is academically integrated with the University of Regina and fully shares its excellent campus and facilities. The University has encouraged the growth of its federated colleges to aid in “presenting, reflecting upon and scrutinizing as broad a spectrum as possible of values and viewpoints”, and to afford some students the opportunity “to become associated, within the broader context of the University with a smaller college environment”. (University of Regina General Calendar, 1977-78)

In carrying out these functions Luther College brings a commitment to liberal education and a Christian perspective, as it seeks to develop the whole person. It provides an educational environment wherein students can develop the intellectual tools which will enrich their personal lives and enhance their service to others, and in which they can pursue the exciting process of self-discovery within a sharing and caring community.

The following specific objectives express the primary aim and ideals of Luther College:

- |  |   |
|--|---|
| <b>The<br/>Christian<br/>Dimension</b>   | <ol style="list-style-type: none"> <li>1. To provide an education in a Christian context,</li> <li>a) by striving to maintain a Christ-inspired atmosphere in the total life of the College;</li> <li>b) by assisting students to develop a creative and active integration of faith, learning and culture;</li> <li>c) by assisting students to probe the dimensions of the Christian Gospel in relation to their own lives and to society;</li> <li>d) by providing opportunities for Christian worship, study and fellowship;</li> <li>e) by giving counsel and guidance to students who desire to enter church-related vocations.</li> </ol>  |
| <b>Quality<br/>Liberal<br/>Education</b> | <ol style="list-style-type: none"> <li>2. To provide an education which is broad and liberal, excellent and purposeful,</li> <li>a) by introducing students to major fields of human knowledge and experience;</li> <li>b) by encouraging sound habits of thinking about those ideas and experiences, and by stimulating imaginative and intelligent responses to them;</li> <li>c) by encouraging both faculty and students to strive for high quality standards in their academic performance;</li> <li>d) by making it possible for students to concentrate on one of more areas of learning, and to equip themselves for further education, for a profession, or for life in the contemporary world.</li> </ol> |
| <b>The<br/>Whole<br/>Person</b>          | <ol style="list-style-type: none"> <li>3. To provide an education that encourages the development of the whole person,</li> <li>a) by placing the educational process within a small, friendly and closely-interacting community of family, staff and students;</li> </ol>  |

- |                           |    |  |
|---------------------------|----|--|
|                           | b) | by providing wholesome residential facilities and a broad range of student life services and programs;   |
|                           | c) | by providing rich opportunities for students to develop all aspects of their person - emotional, physical and spiritual, as well as intellectual.                        |
| <b>Concern for People</b> | 4. | To provide an education that produces concern for people and for the solution of human problems,   |
|                           | a) | by developing alertness to the needs of others in the immediate social context and awareness of the importance of mutual support;  |
|                           | b) | by introducing students to local, national, and global issues and problems that seriously affect people, and by encouraging the discussion of possible solutions;        |
|                           | c) | by bringing to attention practical opportunities for student involvement in social service activities;   |
|                           | d) | by supporting student government, student-organized projects, and student involvement in administrative action, thus developing leadership and responsibility.           |
| <b>Community Service</b>  | 5. | To provide an education that serves the wider community,   |
|                           | a) | by making contributions to the cultural life of the community;   |
|                           | b) | by providing stimulation and resources for the study and discussion of significant ideas and issues;   |
|                           | c) | by encouraging and inviting all community members to take advantage of the College's educational opportunities;  |
|                           | d) | by encouraging and enabling faculty to make educational and social contributions to the general community through lectures, counselling, research, and other activities. |

Although it is an autonomous educational institution, Luther College, in carrying out these objectives, is dependent upon and co-operates with the University of Regina and its other federated colleges.

## APPENDIX C

### TIMELINES

#### General

Academic year	July 1 to June 30
Review year	January 1 to December 31
Normal date of appointment for academic staff members in faculty, instructor, and laboratory instructor categories.	July 1

#### Performance Review Sequence

July 1	<ul style="list-style-type: none"><li>DEAN: Deadline for the Dean or equivalent to inform academic staff members not normally due to be reviewed that they are going to be reviewed (in accordance with Articles 17.2.2 or 17.3).</li></ul>
November 30	<ul style="list-style-type: none"><li>MEMBER: Deadline for academic staff members not due for a performance review to request a performance review (in accordance with Article 17.3).</li></ul>
December 15	<ul style="list-style-type: none"><li>MEMBER (tenure track): Deadline for academic staff members with tenure-track appointments to submit their Annual Information Forms and supporting documentation.</li></ul>
January 31	<ul style="list-style-type: none"><li>MEMBER (term/tenured): Deadline for academic staff members with term or tenured appointments to submit their Annual Information Forms and supporting documentation (as identified in Article 17.9).</li></ul>
No later than June 30	<ul style="list-style-type: none"><li>DEAN: Dean to communicate the final review to the academic staff member.</li></ul>

#### Career Progress Sequence

November 30	<ul style="list-style-type: none"><li>MEMBER (tenured/tenure track): Deadline for notification of intent to apply for promotion, tenure, or merit.</li><li>MEMBER: Deadline for submitting the names of three referees for academic staff members applying for promotion to Professor or Librarian IV, or applying for tenure.</li></ul>
December 15	<ul style="list-style-type: none"><li>MEMBER (tenure-track): Deadline for application for merit and submission of supporting documentation, including full dossier, for members applying for tenure.</li></ul>
January 31	<ul style="list-style-type: none"><li>MEMBER (tenured): Deadline for application for merit and submission of supporting documentation, including full dossier, for members applying for promotion.</li></ul>
No later than April 30	<ul style="list-style-type: none"><li>DEAN: Academic staff members with tenure-track</li></ul>

appointments to be informed concerning renewal of appointment or granting of tenure.

- Within 30 days of notification and no later than May 31     ■ MEMBER: Deadline for academic staff members to file notice of appeal with the Faculty Association of the non-renewal of a tenure-track appointment or the denial of tenure.
- No later than June 30     ■ DEAN: Academic staff members to be informed of decisions respecting career growth increment, merit, or promotion.
- July 1     ■ Career progress decisions take effect.  
               ■ Increments awarded to academic staff members not being reviewed.
- September 1     ■ MEMBER: Deadline for academic staff members to file notice of appeal of a career progress decision with the Faculty Association.

### **Sabbaticals**

- October 1, 2025     ■ MEMBER: Deadline to apply for a sabbatical to commence in the ensuing 2026-27 academic year
- April 30     ■ MEMBER: Deadline to apply for a sabbatical to commence in the academic year beginning July 1 of the following calendar year (i.e., 14 months prior), beginning with the 2027-28 academic year.
- By July 1     ■ Deadline for Peer Review Committee to complete its review and recommendation of applications for sabbatical  
                   ■ DEAN: Deadline for Dean or equivalent to notify academic staff members of decision.
- By Feb. 28 or Aug. 31     ■ MEMBER: Deadline for academic staff members to cancel a sabbatical that has already been granted to commence July 1 or Jan. 1, respectively.
- By April 30 or Aug. 31     ■ MEMBER: Deadline for academic staff members to apply for part of remuneration as a research grant, for a sabbatical to commence July 1 or Jan. 1, respectively.

### **Sessional Hiring Cycle**

- 3 weeks prior to advertising     ■ DEAN: Priority members are notified of courses for which they are qualified to teach.
- 1 week prior to advertising     ■ MEMBER (sessional): Priority members respond to the notification, indicating their interest to teach the specified course(s).
- By June 1, Oct. 1, Feb. 1     ■ DEAN: Advertisements posted for courses to begin in the following academic term (i.e., Fall, Winter, Spring/Summer, respectively).

By July 15, Nov. 15, March 15     ■     Sessional appointments made for courses to begin in the following academic term (i.e., Fall, Winter, Spring/Summer, respectively).

In the case that any deadline date falls on a weekend or statutory holiday, the deadline will be extended to 8:30 a.m. the next following business day.

## **APPENDIX D**

### **GENERAL PROCEDURES FOR TRIPARTITE BOARD REVIEW**

The purpose of these procedures is to outline an agreed upon process when a Tripartite Board review is conducted in accordance with Article 17.17.4 of the Luther College Academic Collective Agreement.

1. An academic staff member can request, in writing to the Dean, that a Tripartite Board (the Board) be formed to determine whether or not comments made in a performance review (whether by the performance review committee, the Dean or the President) be excised or amended. The Dean may also refer the matter to the Board.
2. The composition of the Board shall be determined in accordance with Article 17.17.4.
3. The academic staff member and the Dean will be apprised of the composition of the Board. Should either party express, and demonstrate, a conflict of interest with a member of the Board, an alternate member shall be chosen in accordance with Article 17.17.4.
4. A representative from the Faculty Association and a representative from the College will meet to determine the material that will be provided to the Board. The material will include the following:
  - previous correspondence between the Dean and the academic staff member's request regarding the comments to be reconsidered;
  - the letter from the academic staff member requesting that this matter proceed to the Board;
  - documentation that was available during the previous stage(s) of review.
5. Should a conflict of interest be expressed, and demonstrated, this process will be suspended until an alternate member for the Board can be chosen. Once the Board has been formed, and provided with the material that has been agreed to, there will be a pre-meeting with the Board, a representative from the College, and a representative from the Faculty Association. This meeting will be held to inform the Board of their responsibility under Article 17.17.4 and to determine if any member of the Board has a conflict of interest with either the academic staff member or the Dean.

The representatives from the College and the Faculty Association will respond, in consultation, to questions from the Board and then will leave the meeting. Neither representative will be present at any further meetings of the Board.

6. Neither the academic staff member nor the Dean will attend any meetings of the Board.
7. The Board will review the comment(s), material provided and will determine if the comments in question should be excised, amended, or left as is. The decision of the Board will be conveyed to the College and the Faculty Association along with the rationale for their decision.
8. If the comments are to be excised or amended, the Dean's Assistant will prepare a new document as per the Board's decision to be included in the remainder of the stages of the review process.

Correspondence related to the removal of comments will not form part of the academic staff member's official file and will not be used during any further stages of review.

9. The decision of the Board is final.
10. The review process will be suspended until this stage is complete. Upon completion of this stage, there will be a seven day period in which to proceed to the next stage of review.



## MEMORANDUM OF AGREEMENT

### Priority Status for Sessionals

WHEREAS the parties negotiated changes to the criteria by which Priority Status for Sessionals is achieved in the 2021-2027 Collective Agreement, and

WHEREAS it was the intention of the parties to achieve a balance between reducing barriers to achieving priority status while ensuring that priority status nevertheless recognizes a consistent commitment to the College over a period of time,

The parties agree to amend Article 13.2.2.3 as follows:

#### 13.2.2.3 Priority

The College shall give priority status in sessional contracts to individuals who have completed **twenty (20)** or more sessional contracts in the past six (6) **academic** years, **with at least three (3) courses each in at least four (4) of the six (6) qualifying academic years.** These individuals shall be eligible to receive pre-posting offers within the College. **This provision shall be subject to the Sessionals having received satisfactory evaluations (as per Article 17) and being qualified to teach the specific course(s) in question.**

For Luther College:



Dr. Tom Phenix, President



Jodi Kydd, Director of Human  
Resources

Date: January 12, 2026

For URFA:



Britt Hall, URFA President

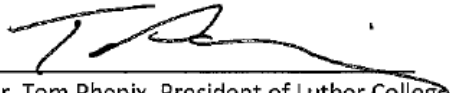


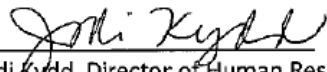
Heather Ritenburg, Executive Director

Date: December 22, 2025

IN WITNESS THEREOF the parties have caused these presents to be executed this 15th day of September, 2025.

LUTHER COLLEGE, represented by:

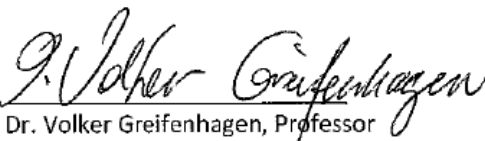
  
Dr. Tom Phenix, President of Luther College  
and witness as to the signatures


  
Jodi Kydd, Director of Human Resources  
Lead Negotiator

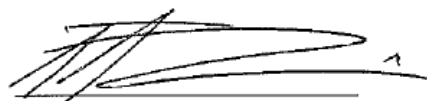
  
Dr. Derrek Eberle, Dean of the College  
Negotiating Committee Member

THE UNIVERSITY OF REGINA FACULTY ASSOCIATION, represented by:

  
Dr. Britt Hall, President of the Faculty Association  
and witness as to the signatures

  
Dr. Volker Greifenhagen, Professor  
Lead Negotiator

  
Dr. Barbara Reul, Professor  
Negotiating Committee Member

  
Scott J. Wilson, Instructor  
Negotiating Committee Member

  
Landon Schaffer, URFA MSO  
Negotiating Committee Member