



UNIVERSITY OF REGINA
FACULTY ASSOCIATION

SESSIONAL ORIENTATION

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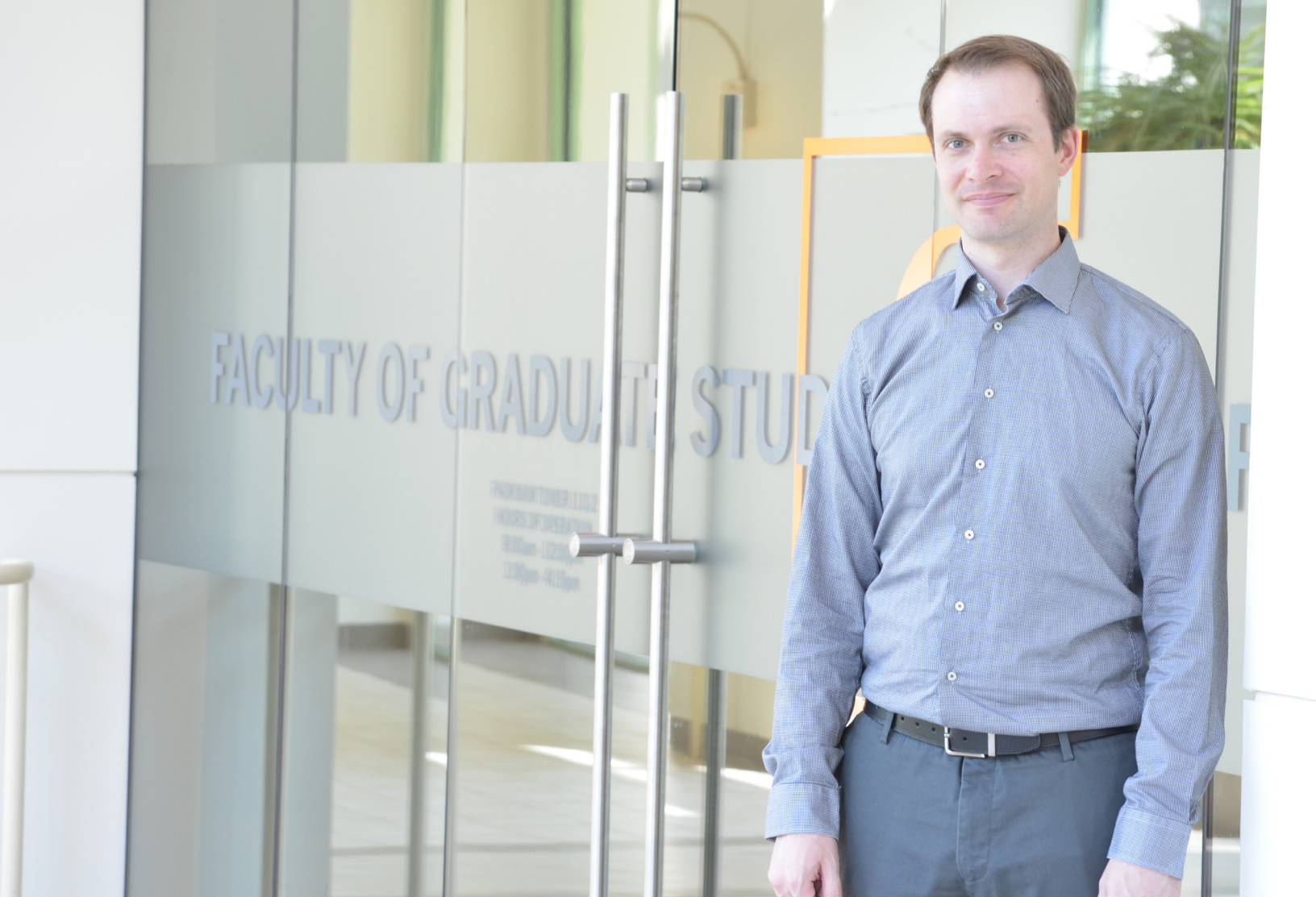
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UNIVERSITY OF REGINA
FACULTY ASSOCIATION

welcome
to URFA

Your union on campus.



URFA is more than

1,500

employees across four campuses who are working to advance the academic mission of our universities and colleges.

Who we are

The University of Regina Faculty Association (URFA) is a union of more than 1,500 professionals working to advance the academic mission of the University of Regina, Campion College, Luther College, and the First Nations University of Canada.

Members of URFA include faculty, sessionals, librarians, instructors, laboratory instructors and administrative, professional and technical (APT) employees across seven bargaining units on campuses in Regina, Saskatoon and Prince Albert, along with multiple satellite locations across the province.

URFA is made up of seven different bargaining units, each with their own collective agreement:

- U of R Academic
- U of R APT
- Campion College Academic
- Luther College Academic
- First Nations University Academic
- First Nations University APT
- First Nations University Sessionals

URFA works for its members to negotiate strong collective agreements, ensure a safe and healthy working environment, and to provide guidance, assistance and support to members on a number of workplace issues.

URFA members work as faculty, sessionals, administrative professional and technical employees, librarians, instructors and lab instructors.

Working for you

URFA's full time professional staff work on your behalf.

Whether you need advice, clarification, or have a workplace issue that you need to discuss with someone in private, URFA offers a welcoming and safe environment for members. URFA's team of Member Services Officers are experts on your collective agreement and are able to provide you with guidance and advice.

All URFA Member Services Officers also have mental health first aid training and are able to provide immediate support and guidance in a safe environment, can have conversations about mental health issues, and are able to provide members with assistance in finding profes-

sional and other mental health supports.

Please do not hesitate to contact URFA if you have any questions, want more information about your collective agreement, or feel you need guidance and support when dealing with an issue in your workplace.

All communications and meetings are kept strictly confidential, and URFA will never share information or contact the University/College on your behalf without your consent.

URFA's team of Member Services Officers are able to help members with:

- Workplace complaints and grievances
- Representation in meetings between yourself and the employer
- Resolving member conflicts
- Assistance with workplace accommodations
- Member appeals
- Providing guidance and advice for performance reviews
- Providing guidance, advice, and support during workplace investigations
- Assistance with return to work following a leave



We're here to help.

You can contact the URFA office for assistance at any time and a Member Services Officer will be assigned to you.

We can be reached at 306-585-4378 or urfa@uregina.ca. Our office is located in Room 122, Campion College on the University of Regina campus.

All communications with URFA are kept strictly confidential. URFA will never share information or contact the University/College without your consent.

Your elected representatives

URFA is managed by an **Executive Committee** made up of and elected by URFA members. The Executive Director and URFA staff handle the day-to-day operations of URFA and are directed by the Executive Committee. The Executive Committee is also responsible for ensuring that URFA's constitution and bylaws are maintained and upheld. The URFA constitution and bylaws can be found online at www.urfa.ca.

The URFA Executive Committee is made up of eight elected positions:

- President
- Treasurer
- Grievance Chair
- Equity Chair
- Vice President (Academic)
- Vice President (APT)
- Member at Large (Academic)
- Member at Large (APT)

The President, Treasurer and Vice Presidents are elected to two year terms. The Equity Officer and Members at Large are elected by and from all voting members of the Council of Representatives for one year terms. The Grievance Officer is appointed by the Executive Committee, following recommendation from the Grievance Committee.

URFA's **Council of Representatives** is made up of and elected by URFA members and provides policy advice and recommendations to the Executive Committee for the benefit of the Association. The Council of Representatives meets quarterly and is made up of mem-

bers from across all bargaining units and includes the following elected positions:

- Faculty of Arts (3)
- Faculty of Business (1)
- Centre for Continuing Education/ESL (1)
- Faculty of Education (1)
- Faculty of Engineering (1)
- Faculty of Media, Art and Performance (1)
- Johnson Shoyama Graduate School of Public Policy (1)
- Faculty of Kinesiology and Health Studies (1)
- Faculty of Nursing (1)
- Faculty of Science (2)
- Faculty of Social Work (2)
- La Cité universitaire francophone (1)
- Librarians and Archivists (1)
- Lab Instructors (1)
- Campion College (1)
- Luther College (1)
- First Nations University of Canada (1)
- Sessionals (5)
- University of Regina APT (5)
- First Nations University of Canada APT (2)
- Finance Committee (1)
- Pension and Benefits Committee (1)
- Equity Committee (1)
- Sessional Advocacy Committee (1)
- Bylaws and Resolutions Committee (1)
- Grievance Chair (1)

Members of the Council of Representatives are elected to two year terms and approximately one half are elected each year.

Find out who your representative on COR is at www.urfa.ca



Member-driven leadership.

URFA is managed by a volunteer Executive committee made up of and elected by URFA members.

Members of the Council of Representatives are made up of and elected by URFA members, and provide the Executive with feedback and advice.

Elections for various positions are held annually and on a rotating basis.

Your collective agreement

Your collective agreement is the written contract that outlines many of the terms and conditions of your employment as a member of the bargaining unit. The terms and conditions of the agreement are reached through collective bargaining between URFA and the University/College.

Terms and conditions in your collective agreement include your salary and benefits, conditions of employment including job postings, responsibilities and obligations of the University/College, yourself, and URFA, as well as procedures for dispute resolution.

Your collective agreement is negotiated every few years by a committee of URFA members from your bargaining unit who negotiate on behalf of all the members in your unit. Every URFA member has the opportunity to provide input during the negotiation process, and every member has the opportunity to vote on the final collective agreement that is presented to the membership.

URFA is made up of seven separate bargaining units, each with its own collective agreement. The bargaining unit you belong to should have been specified in your original letter of offer from the University/College. If you are unsure which bargaining unit you belong to, and which collective agreement outlines the terms and conditions of your employment, contact the URFA Office for assistance.

Copies of your collective agreement are available online at www.urfa.ca or you may contact the URFA office for a printed copy. We strongly recommend that you take the time to read through and understand your collective agreement and the benefits and provisions that you are entitled to under your agreement.

If you have any questions about your collective agreement, you can contact the URFA office at any time and we will be happy to assist you.

All of URFA's collective agreements are available online at www.urfa.ca



URFA is made up of seven separate bargaining units, each with its own collective agreement.

- University of Regina Academic
- University of Regina APT
- Champion College Academic
- Luther College Academic
- First Nations University Academic
- First Nations University APT
- First Nations University Sessionals

Get Involved

URFA has a number of volunteer committees run by members that ensure the success of URFA's operations, as well as raise awareness of member issues and advocate on behalf of the membership.

The **Grievance Committee** works to ensure that the provisions of the URFA Collective Agreements are maintained and that all members of the Association are treated fairly. The committee works to ensure that members are provided with fair representation when filing a grievance.

The **Sessional Advocacy Committee** advocates on behalf of sessional lecturers, including for improved benefits and job security.

The **Equity Committee** represents the interests of equity seeking groups and works to ensure a more fair and equitable working environment for all members.

The **Member Mobilization Committee** works to increase member involvement and engage and

educate members on workplace issues.

The **Pension and Benefits Committee** provides advice and recommendations to the URFA Executive concerning all matters related to pension and benefit provisions of the Collective Agreements.

URFA also has a number of committees relating to the operations of URFA, including the Finance Committee and Trust Committee, as well as a number of joint University Committees with seats dedicated to URFA members.

Members are encouraged to get involved with URFA committees or put their name forward for an elected position on the Executive or Council of Representatives. However, there are other ways to participate with URFA, including attending the fall and spring general meetings and other URFA events throughout the year.

Volunteer with URFA.

URFA has a number of volunteer positions as elected members of the Executive or Council or Representatives, or on committees run by members that ensure the success of URFA's operations, as well as raise awareness of member issues.

Membership Benefits

The benefits that you are entitled to as an URFA member are the result of decades of negotiations on behalf of URFA members. The biggest difference between a unionized workplace and a non-unionized workplace is negotiated collective agreements versus the exclusive use of employer policies. Negotiated collective agreements set out your salary and benefits and establish mechanisms to deal with day-to-day issues in the workplace.

URFA's negotiated collective agreements help to ensure:

- A safe and healthy workplace
- Fair wages and benefits
- Job security
- Dignity and Respect for all members
- Equity and fairness
- Opportunities for Professional Development and career advancement.

URFA is member-funded through the payment of dues at a rate decided by the membership.

Union dues are tax deductible and provide all members with a range of services and benefits including:

- Assistance when dealing with workplace-related issues, questions, concerns, appeals, and grievances
- Negotiating contracts to ensure that members get the best possible salaries and benefits
- Lobbying for improvements to your workplace
- Communications to raise the profile and awareness of URFA and the work its members do
- Membership in affiliate organizations including the Canadian Association of University Teachers (CAUT) and the Canadian Labour Congress
- Access to other URFA services including notary public and member emergency fund.

Your union, your voice.

As a member of URFA, you are part of the collective voice of over 1,500 employees at the University of Regina, Campion and Luther Colleges, and First Nations University of Canada. Together we are stronger, and can work to bring positive change to our workplaces.

Contact Us

Whether you have an issue at work, need some help, or just want to say hello, URFA is there for you.

We're located in Room 122, Campion College on the University of Regina Campus.

Our phone number is 306-585-4378.

Our email is urfa@uregina.ca.

You can find us online at www.urfa.ca

on Facebook at www.facebook.com/UofRFA

and on Twitter [@UofRFA](https://twitter.com/UofRFA).



www.urfa.ca



facebook.com/UofRFA



[@UofRFA](https://twitter.com/UofRFA)

Stay Informed

All sessionals are **URFA members for 13 months** from the first day of your last appointment, with all the same rights, privileges, and voting abilities of that membership.

URFA maintains its own email database. In order to ensure that we can keep you up-to-date about issues, opportunities and events, please **contact URFA** at urfa@uregina.ca to provide your preferred email address and mailing information.

You can also keep informed by following URFA online and on social media:



www.urfa.ca



facebook.com/UofRFA



[@UofRFA](https://twitter.com/UofRFA)

Contact Us

Please don't hesitate to contact URFA if you have any questions, want more information about your collective agreement, or feel you need guidance or support in dealing with an issue in your workplace. URFA staff are available to assist you in a professional and confidential manner.

URFA is located on the University of Regina Campus. Our Address is:

University of Regina Faculty Association
Room 122, Campion College
Regina, Sk. S4S 0A2

The office is typically open during University business hours from 8:00 am until 4:30 pm, Monday-Friday.

Phone: 306-585-4378
Email: urfa@uregina.ca
Fax: 306-585-5208



UNIVERSITY OF REGINA
FACULTY ASSOCIATION

Sessional Advocacy Committee

About Us

The URFA Sessional Advocacy Committee works to promote the rights of sessionals at the University of Regina, First Nations University of Canada, and Luther and Campion Colleges.

The Sessional Advocacy Committee lobbies, educates and mobilizes in order to ensure sessional academic staff are aware of, and afforded access to, their rights as members of URFA.

Did You know?

▶ In the spring 2018 semester, **Almost 50 per cent** of all U of R Undergraduate courses were taught by sessional instructors.

What We Do

The Sessional Advocacy Committee undertakes lobbying, education, and action to:

- Ensure Sessionals are treated with respect and dignity
- Reduce exploitation through job security, equitable stipends, and benefits.
- Encourage sessionals to become active in URFA and vote in URFA elections
- Provide information about the rights and benefits within the collective agreements.

The committee also hosts events, provides opportunities for networking and career development, and advises the URFA executive and Bargaining Committees in all areas affecting sessionals.

Get Involved

Join the Sessional Advocacy Committee and advocate for your coworkers.

We are a standing committee of the URFA Executive and meet monthly to advocate on behalf of sessionals.

All members of the Sessional Advocacy Committee receive a stipend for their participation.

If you are interested in getting involved with the committee, contact the URFA office for more information.

Did You know?

▶ As a sessional, you are afforded the **same rights, privileges, and voting abilities** as all other URFA members.



Important Information for Sessionals

RE: Part-Time Benefits and Pension Plan Eligibility for U of R Sessionals

Am I eligible for benefits?

To qualify for part-time benefits, a sessional must be employed for twenty-six consecutive weeks. During this period, they must work the labour-equivalent of 390 hours for a single educational institution. (A 3 credit-hour course is equivalent to 208 hours.)

To qualify for full time benefits, a sessional must be employed for 26 consecutive weeks. During this period, they must work equivalent to 780 hours for a single educational institution. (A 3 credit-hour course is equivalent to 208 hours.) Full time benefits are only currently available at the UofR.

What benefits are provided for sessionals?

Benefits include group life (term insurance), dental care, and extended health care.

How do I maintain my benefit coverage?

In order to maintain coverage, a sessional must teach 624 (U of R and Campion) or 780 (Luther) hours per calendar year for a single institution.

To maintain full time benefits a sessional must work at least 1,560 hours in a calendar year.

Do these plans rely on employee contributions?

No. The University and Federated Colleges (Campion and Luther) currently pay the premiums for these plans.

How will breaks in teaching affect my coverage?

Sessionals maintain eligibility to the benefits described in Articles 23.5.4 to 23.5.6 of the Collective agreement if the work at least 624 hours in a calendar year.

What about pension benefits?

In order to qualify for pension benefits, you must work two consecutive calendar years for a single institution. During this two year period, you must either

- a) have worked a minimum of 700 hours in each calendar year prior to eligibility, or
- b) have earned not less than 35% of the Year's Maximum Pensionable Earnings (as set by CPP).

According to Article 13 of The Pension Benefits Act of Saskatchewan, **it is the employer's responsibility** to inform an employee when he or she "is about to be eligible" for the plan and to provide "an explanation or summary" of that plan. You may request retroactive benefits if you were

eligible for participation in the plan. You and your employer will be required to make contributions on the eligible pensionable earnings.

What portion of my earnings will I contribute to my pension plan?

Upon eligibility, you will contribute, 7.5% (Campion & Luther) and 8% (UofR), of your pensionable earnings.

How much money will the employer contribute to my plan?

The University or College will match your contributions dollar for dollar.

How many courses must I teach per year in order to maintain my pension benefits?

You are not required to teach a minimum number of courses in order to maintain pension benefits. However, if you do not teach at all for a period of two consecutive years, you will need to re-qualify for the pension plan.

How do I apply for benefits?

Contact:

Human Resources Office (Pension and Benefits), 585-4167

Luther sessionals should contact Myra Cole at 585-5021

Campion sessionals should contact James Gustafson at 359-1231

Did you know...

Payment for Expenses

Under Appendix A, Item 4.2 of the University of Regina Academic Collective Agreement effective July 1, 2015: "Academic units shall reimburse sessional lecturers for allowable expenses related to the specific course(s) to which they have been appointed (to a maximum of \$250 per course). " You are urged to submit your receipts to your faculty administrator and/or Dean, and inform the Faculty Association regarding problems with reimbursement.

In the CBAs for Champion College, under Appendix A, Item 10.1.1; and Luther College, under Appendix A, Item 10.1.3. This article states "The College shall reimburse sessional lecturers for approved expenses related to the specific course(s) to which they have been appointed (to a maximum of \$250 per course at Champion and \$200 at Luther). Please submit your receipts to the Dean of the appropriate college and inform the Faculty Association of any problems with reimbursement.

Did you know...

Payment for Expenses

Under Appendix A, Item 4.2 of the University of Regina Academic Collective Agreement effective July 1, 2019: The University shall make available to the Faculty Association \$12,000 per year in order to support the professional development of Sessional Lecturers. Sessional Lecturers with priority status may apply, to this fund, for costs associated with creative, scholarly, or professional works. Acceptable expenses may include registration, travel, publication fees, or discipline specific equivalents. You are urged to submit applications to the Faculty Association April 1, September 1 and December 1.

Did you know...

How we Communicate with Members

The Faculty Association DOES NOT use the University listservs to communicate with our members, we maintain and use our own database. It is imperative that we be able to communicate with you through the most efficient means possible. If you have not provided us with your e-mail address please do so by contacting urfa@uregina.ca.

The Faculty Association is a separate entity from the University of Regina. Changes made to mailing addresses and so forth are not regularly reported to the Faculty Association. If you have moved recently, or your mailing address changes, please contact the Faculty Association and provide us with your new mailing address.

Did you know...

Length of URFA Membership

In accordance with the URFA Constitution, Bylaw 1.5, Sessional Lecturers shall be eligible to continue as members in good standing of the Association for **thirteen** months from the first month in which they hold a sessional appointment. All such members will be eligible to vote on collective agreements and be active in URFA affairs.

**EXCERPTS FROM THE 2107-2021 URFA/UR ACADEMIC STAFF
COLLECTIVE AGREEMENT**

ARTICLE 5 – ACADEMIC PLANNING

5.8 Whenever an academic staff member holding a tenure-track, tenured or multi-year term appointment is absent from the University and it is known that the member will not be returning within the next year, the University shall endeavour to make a term appointment to cover the member's teaching duties. Though all candidates will be considered, sessional lecturers holding preference and priority status in accordance with Article 13.7 will receive first consideration for these replacement appointments.

ARTICLE 11 – WORKING ENVIRONMENT

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

- library resources;
- office facilities, including computers, university-licensed office software, access to the Internet and email, and technical support;
- secretarial services;
- printing 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 University will make every effort to provide full-time academic staff members with a fully enclosed private office. Sessionals teaching on-campus courses, part-time academic staff, and full-time academic staff who do not require individual offices and who agree to share, may be assigned appropriate shared office space.

ARTICLE 12 – APPOINTMENTS

12.2.1 Sessional Appointment Procedures

Sessional lecturers with priority status (per Article 13.7) shall be notified of available sessional lecturer contracts at least three weeks prior to the posting deadline. Sessional lecturers 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 sessional lecturer on the priority list applies for a particular course(s), the academic unit may conduct a separate competition for the course(s) in question following the process outlined per Article 12.1.2.

All academic units shall have formal written procedures for making recommendations for, and appointments of, sessionals. These procedures shall follow the guidelines prescribed by the University Employment Equity and Diversity Policy and shall at a minimum stipulate what role the unit will assign to educational credentials, teaching experience, and professional or other experience in assessing applications. These procedures will be reviewed and updated every third year 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 in the academic unit.

Appointments shall be made in accordance with the formal written procedures established above and shall be offered to qualified applicants with preferential 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 forty days prior to the start of the semester. If circumstances preclude an appointment from being made in the normal way, the Faculty Association shall be informed in a timely manner.

Applications for sessional lecturer 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. Sessional Lecturers may also provide updated information to the file at any time.

Candidates whose applications for appointment are unsuccessful shall be so informed in writing.

12.3 **Appointment Offer and Acceptance**

Each academic staff member appointed by the University shall be sent an appointment letter setting forth the conditions of the appointment. The appointment letter shall indicate the URL (uniform resource locator) for the Faculty Association website, specify the conditions by which the member shall become eligible for benefits, and describe the benefits that are available.

Sessional appointment letters shall also indicate the start and termination dates of the appointment and stipulate that the University acknowledges that sessional lecturers may have preparatory work to do before the start date and sometimes may have to deal with grading tasks after the termination date. The letter shall also state that sessional lecturers are not required to respond to inquiries from students or the academic unit after the final grades have been approved by the Dean or equivalent, provided they have ensured that the academic unit 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 academic staff member accepts in writing within the time limit specified in the appointment letter.

A copy of the appointment letter shall be forwarded to the Faculty Association immediately once the University 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.

12.4 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. For members whose appointments have not yet commenced or have already ended, the timing and extent of library privileges may be constrained by legal agreements between the University of Regina Library and its service providers.

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

12.6.1 For courses offered through the Centre for Continuing Education, sessionals shall be compensated for course cancellations as follows:

- Certificate courses, UR Xcelerated courses and face-to-face courses offered in Regional Colleges: if the course is cancelled in less than fifteen days prior to the start of class.

- For all other courses: if the course is cancelled less than fifteen days prior to the start of the semester.

Compensation shall consist of a cash payment equal to one-third of the stipend indicated in the original letter of appointment.

- 12.6.2 For all other courses offered by the University, sessionals shall be compensated if the course is cancelled less than one month prior to the start of the semester. Compensation shall consist of a cash payment equal to one-quarter of the stipend indicated in the original letter of appointment.
- 12.6.3 If the credit course is cancelled after the start of the semester, 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 University shall consult with the Faculty Association to determine appropriate compensation.

ARTICLE 13 – APPOINTMENT CATEGORIES AND COMPENSATION

13.6 Sessionals

13.6.1 Every appointment of a Sessional shall be to one of the categories as defined in Appendix A.

13.6.2 Sessional Lecturers

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

Sessional Lecturer IV

Sessional Lecturer III

Sessional Lecturer II

Sessional Lecturer I

The rank of appointment shall be determined as follows:

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

Sessional Lecturer II: the academic staff member possesses a Master's degree, or possesses a four-year Bachelor's degree or equivalent and has taught 12 three credit hour courses or equivalent.

Sessional Lecturer III: the academic staff member possesses a Ph.D. or equivalent, or possesses a Master's degree and has taught 15 three credit hour courses or equivalent.

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

An ESL/La Cité Sessional Lecturer shall move from one Sessional Lecturer rank to the next by either meeting the educational requirement specified above or upon the completion of fifteen hundred (1500) hours of instruction.

The Dean or designate, in consultation with the appropriate department head or equivalent, shall assess professional experience, credentials, and teaching experience to determine the appropriate level of appointment.

Academic staff members, in the faculty ranks, who retire from the University of Regina and who later agree to teach on a sessional basis shall be classified at the Sessional Lecturer III level.

For appointment to a higher rank, a Sessional Lecturer must have achieved the necessary qualifications. When qualifications have been met prior to commencement of the class, the appointment shall be revised to the higher rank.

13.7 Preference and Priority Status for Sessional Lecturers

13.7.1 The University shall give preference in sessional lecturer contracts to individuals who have completed at least five contracts in total, in at least three distinct semesters, in the past three years. Academic staff members, in the faculty ranks, who have retired from the University of Regina and teach on a sessional basis shall acquire preference following their first appointment.

The University shall give priority status in sessional contracts to individuals who have completed twenty-five (25) or more sessional lecturer contracts (2500 hours for ESL or La Cité) in the past five years. These individuals shall be eligible to receive pre-posting offers within that unit in accordance with Article 12.2.1.

Members shall have preference and priority only in one Faculty or equivalent unit at a time; and the above eligibility criteria must have been met within that unit alone. If a member is eligible for preference and priority within multiple units, the member shall choose which unit to which their preference and priority shall apply.

These provisions shall apply unless a member has been informed in writing by the Dean that their performance has been determined to be unsatisfactory through the review process outlined in Article 17. The sessional lecturer must be qualified to teach the course(s) in question.

13.7.2 Sessional lecturers with priority status shall be considered for courses in advance of postings within an academic unit to a maximum of four (4) pre-posting offers. Sessional lecturers with preference but not priority may claim said preference for a maximum of four (4) courses per semester. If a course assigned on the basis of priority or preference is cancelled, the member may claim priority or preference for another course that has not already been assigned. In the event that no such course is available for the member to claim, and the member has no other current appointment, then the member's priority or preferential status shall be extended for an additional four months.

13.7.3 Members shall maintain their priority or preferential status for a period of up to two years from the time of their last sessional appointment at the University.

13.7.4 When more than one applicant for a sessional posting holds the same status, the contract shall be offered to the candidate who is most qualified for the position in accordance with Article 12.2.1. In cases where two or more candidates are equally qualified, a decision will be guided by the formal written procedures established in Article 12.2.1 and the principles in Article 3. If formal written procedures are not established, the applicant who has taught that particular or an equivalent course the greatest number of times shall be offered the appointment.

13.7.5 When an instructor position becomes available in an academic unit, a sessional who has taught for five consecutive years at the University of Regina and who has taught twenty-five credit courses (2500 hours for ESL and La Cité sessional lecturers) or more within that academic unit, shall be given first consideration as a right of first refusal among the applicants for the position. Such

consideration is contingent on the member meeting the qualifications defined in the job description for the available Instructor position.

13.7.6 The University in conjunction with the Faculty Association shall annually inform Deans, Directors, Department Heads and academic staff members of these preference provisions and their application.

13.7.7 The University shall maintain and distribute to Deans, Directors, and Department Heads the sessional priority and preference list as described in Article 10.4.

ARTICLE 23 – BENEFIT PROVISIONS

23.5 Benefit Plans

23.5.2 Eligibility

23.5.2.1 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 23.5.3 to 23.5.7.

23.5.2.2 Eligibility for Sessionals in Part-time Benefit Plans

Members with sessional appointments shall be entitled to the benefits described in sections 23.5.4 to 23.5.6 after they have been employed at the University 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 208 hours.) In order for members with sessional appointments to maintain eligibility, they must work at least 624 hours in a calendar year.

23.5.2.3 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 23.5.4 to 23.5.6. In order for members to maintain full-time eligibility, they must work at least 1,560 hours in a calendar year.

23.5.2.5 Pension Plan Eligibility for Sessional Appointments

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 university 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.

23.5.3 Salary Continuance Plan

23.5.3.3 In the event of illness or injury incapacitating the member, academic staff members who qualify for benefits in accordance with Article 23.5.2.2 and are not eligible for the salary continuance 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.

23.5.4 Group Insurance Plan

All academic staff members who qualify for benefits in accordance with Articles 23.5.2.1 and 23.5.2.2 shall be provided, at University 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.

23.5.5 Dental, Optical, and Extended Health Plan

All academic staff members who qualify for benefits in accordance with Article 23.5.2.1 and 23.5.2.2 and their eligible dependants shall be covered by family dental, optical, and extended health care benefit plans. The University shall pay the cost of the premiums for these plans.

For the period of this Collective Agreement, the costs of these Plans shall not fall below 2% of the payroll for members covered. The AABC shall be tasked with reviewing the coverage on an annual basis and making recommendations to the parties for changes to these Plans to ensure compliance with the stipulated percentage.

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

23.5.6 Comprehensive Health and Fitness Assessment

All academic staff members who qualify for benefits in accordance with Article 23.5.2.1 and 23.5.2.2 shall be entitled to an annual assessment at the Dr. Paul Schwann Applied Health and Research Centre. The University shall pay the cost of the yearly assessment.

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 University is to promote the advancement and dissemination of knowledge. The University 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 University 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 University encourages academic staff members to make their IP freely accessible to the academic community and to the general public. The University and the Faculty Association recognize that in specific circumstances it may be in the public interest to limit access.

29.1.5 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 University. Except as provided for by Article 30, IP shall not be used or distributed by the University without the express written consent of the members who own it.

APPENDIX A

1. Salary Ranges

Effective July 1, 2017

Sessional Lecturer III	7,916
Sessional Lecturer II	7,348
Sessional Lecturer I	7,063
ESL/La Cité Sessional Lecturer III	36.19
ESL/La Cité Sessional Lecturer II	32.43
ESL/La Cité Sessional Lecturer I	27.80

Effective July 1, 2018

Sessional Lecturer III	7,916
Sessional Lecturer II	7,348
Sessional Lecturer I	7,063
ESL/La Cité Sessional Lecturer III	36.19
ESL/La Cité Sessional Lecturer II	32.43
ESL/La Cité Sessional Lecturer I	27.80

Effective July 1, 2019

Sessional Lecturer IV-Ph.D.*	9,503
Sessional Lecturer IV-Master's*	8,343
Sessional Lecturer III	8,055
Sessional Lecturer II	7,477
Sessional Lecturer I	7,187
ESL/La Cité Sessional Lecturer III	36.82
ESL/La Cité Sessional Lecturer II	33.00
ESL/La Cité Sessional Lecturer I	28.29

Effective July 1, 2020

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
ESL/La Cité Sessional Lecturer III	37.56
ESL/La Cité Sessional Lecturer II	33.66
ESL/La Cité Sessional Lecturer I	28.86

4. **Sessional Lecturers**

Sessional Lecturer stipends include vacation pay of 4/52nds.

- 4.1 Sessional Lecturer stipends are based on a three-credit-hour class. Classes for other than three credit hours shall be pro-rated.
- 4.2 Academic units shall reimburse sessional lecturers 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, 2017.

Effective July 1, 2019, the University shall make available to the Faculty Association \$12,000 per year in order to support the professional development of Sessional Lecturers. Sessional Lecturers with priority status may apply to this fund for costs associated with creative, scholarly, or professional works. Acceptable expenses may include registration, travel, publication fees, or discipline specific equivalents. Funds will be distributed by the Faculty Association, in equal allotments, three times per year. Applications will be submitted to the Faculty Association office on April 1, September 1, and December 1. Funds will then be distributed by the Faculty Association in a timely manner. Undistributed funds may be carried over, but the fund shall not at any one point in time exceed \$12,000. The Association shall supply to the University, on May 31st each year, a report regarding funds distributed and the balance remaining in the fund.

4.3 **Sessional Lecturers Teaching Calculus**

Sessional Lecturers teaching Calculus Tutorials shall be paid the equivalent of one credit hour at the appropriate Sessional Lecturer level.

4.4 **Sessional Lecturer IV**

A sessional lecturer who has achieved priority status in accordance with Article 13 shall be paid per course as a Sessional Lecturer IV as follows:

The following formula will apply to an academic staff member who possesses a Ph.D. or equivalent, or possesses a Master's degree and has taught 15 three credit hour courses or equivalent:

$$\frac{\text{Floor of Instructor III} \times 0.7}{6}$$

The following formula will apply to an academic staff member who possesses a Master's degree, or possesses a four-year Bachelor's degree or equivalent and has taught 12 three credit hour courses or equivalent:

$$\frac{\text{Floor of Instructor II} \times 0.7}{6}$$

5. **Practicum Coordinator appointments (Department of Justice Studies):**

The Practicum Coordinator will be a term or tenure-track appointment.

6. **Sessional Lecturers in ESL and La Cité**

ESL and La Cité Sessional Lecturers shall be paid at the hourly rates specified in Item 1 of this Appendix. Those hourly rates include vacation pay of 4/52nds. With each hour of classroom instruction ESL or La Cité Sessional Lecturers shall be credited with and paid for another hour of preparation and marking time. All other duties assigned to the member shall be paid on a one-for-one basis at the hourly rates specified in the ESL/La Cité section of Appendix A.1. In its bi-weekly statement of pay to these Sessional Lecturers, Human Resources shall provide a breakdown of hours paid.

7. **EMBA Overloads and Sessional Lecturers**

The stipend for an academic staff member teaching an EMBA course on an overload basis shall be as follows:

7.1	Effective July 1, 2017	\$4,624 per credit hour
7.2	Effective July 1, 2018	\$4,624 per credit hour
7.3	Effective July 1, 2019	\$4,705 per credit hour
7.4	Effective July 1, 2020	\$4,799 per credit hour

The stipend for a Sessional Lecturer teaching an EMBA course shall be as follows and includes 4/52nds vacation pay:

7.5	Effective July 1, 2017	\$4,624 to \$6,602 per credit hour
7.6	Effective July 1, 2018	\$4,624 to \$6,602 per credit hour
7.7	Effective July 1, 2019	\$4,705 to \$6,718 per credit hour
7.8	Effective July 1, 2020	\$4,799 to \$6,852 per credit hour

8. **Sessional Supervisors (Faculty of Education)**

The stipend for a Sessional Supervisor in the Faculty of Education shall be as follows and includes vacation pay of 4/52nds.

8.1 For the supervision of interns:

Effective July 1, 2017	\$592.21 per student per semester
Effective July 1, 2018	\$592.21 per student per semester
Effective July 1, 2019	\$602.57 per student per semester
Effective July 1, 2020	\$614.62 per student per semester

8.2 For the supervision of pre-interns (per three-week placement):

Effective July 1, 2017	\$234.18 per student
Effective July 1, 2018	\$234.18 per student
Effective July 1, 2019	\$238.28 per student
Effective July 1, 2020	\$243.05 per student

9. **Sessional Practica and Clinical Nursing Practica Coaches (Faculties of Education and Nursing)**

Sessional Practica and Clinical Nursing Practica Coaches shall be paid per hour of classroom time at the following rates (all of which include vacation pay of 4/52nds):

Effective July 1, 2017	\$54.58
Effective July 1, 2018	\$54.58
Effective July 1, 2019	\$55.54
Effective July 1, 2020	\$56.65

10. **Sessional Laboratory Instructors**

Sessional Laboratory Instructors shall be paid per hour of classroom time at the following rates (all of which include vacation pay of 4/52nds):

Effective July 1, 2017	\$93.60
Effective July 1, 2018	\$93.60
Effective July 1, 2019	\$95.24
Effective July 1, 2020	\$97.14

11. **Course Developers**
Effective July 1, 2017, Sessional Course Developers shall receive a stipend of \$9,000. Compensation for major revisions shall be a minimum of 60% of the course development rate. Stipends include 6% in lieu of benefits. Stipends are not eligible for pension contributions.
12. **Overload Stipends**
Overload stipends shall be set at the Sessional Lecturer I stipend as stipulated in Item 1 above for the period July 1, 2017 to June 30, 2019. Effective July 1, 2019, these stipends shall be at the appropriate sessional rate.
14. **Additional Taxable Allowances for Travelling**
- 14.1 For teaching classes coordinated through the University of Regina and offered outside the city of Regina, or coordinated through a Community Education Centre at Prince Albert or Saskatoon and offered outside of Prince Albert or Saskatoon respectively, academic staff members shall be paid the following travel allowances:
Effective July 1, 2017:
- within 150 kilometres of the coordinating city: \$360
 - more than 150 kilometres from the coordinating city: \$560
- 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.
- 14.2 Academic staff members who teach a course by means of Instructional and Information Technology shall receive an allowance equal in value to the lower of the two travel allowance specified in Item 14.1.
- 14.3 **Sessional Supervisors (Faculty of Education)**
For supervising interns and pre-interns outside the city of Regina, Sessional Supervisors shall be paid the following travel allowances per location that they must visit to carry out their supervision:
Effective July 1, 2017:
- for locations between 50 and 150 kilometres from Regina: \$90
 - for locations more than 150 kilometres from Regina: \$130

15. The salary ranges stipulated in Item 1 have been determined as follows:

- July 1, 2017** Increase salary scales for all academic staff members by zero (0) per cent.
- July 1, 2018** Increase salary scales for all academic staff members by zero (0) per cent.
- July 1, 2019** Increase salary scales for all academic staff members by one and three quarter (1.75) per cent.
- Create a new Sessional Lecturer IV stipend.
- Increase the floor, ceiling and increment of the Lecturer range.
- Drop one (1) increment from the bottom and add one (1) increment to the top of the ranges for faculty, librarians, laboratory instructors, and instructors. Note: Faculty,

librarians, laboratory instructors, and instructors already at, or above, their normal ceiling in 2018-2019 shall be eligible for an increment as a result of this change.

July 1, 2020 Increase salary scales for all academic staff members by two (2.0) per cent.

The salaries of all academic staff members in the faculty, librarian, laboratory instructor, and instructor categories shall be determined as follows:

July 1, 2017 Increase salaries by zero (0) per cent.

July 1, 2018 Increase salaries by zero (0) per cent. One-time lump sum payment of \$2,500, which is not applied to base salaries or salary scales, to be paid to academic staff members in the faculty, librarian, lab instructor, instructor ranks, and sessionals who have worked a minimum of 1,040 hours in the previous academic year (2017-2018).

July 1, 2019 Increase salaries by one and three quarter (1.75) per cent. All academic staff members who are below the new floor shall have their salary increased to the new floor.

July 1, 2020 Increase salaries by two (2.0) per cent.

Salaries shall be increased retroactive to these dates if the contract has not been signed before they pass.

Article 4.4 of the URFA Constitution states the following:

Sessionals that are appointed as representatives to Committees shall be paid a per meeting honourarium.

Bylaw 1.6 of the URFA Constitution states the following:

Sessional Lecturers shall be eligible to continue as members in good standing of the Association for thirteen months from the first month in which they hold a sessional appointment.

This entitles sessionals to be representatives on committees, vote in elections (and on collective agreements), and so forth for thirteen months from the start of their sessional appointment....regardless of if they are teaching. They are also entitled to representation by URFA, should they require it, during that period.