



UNIVERSITY OF REGINA
FACULTY ASSOCIATION

**Collective Agreement 2017-2021 Information Sheet
University of Regina Academic
Term, Tenured, and Tenure-Track Staff Members**

May, 2019

Collective Agreement 2017-2021 Information Sheet University of Regina Academic Term, Tenured and Tenure-Track Staff Members Table of Contents

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The following sheet provides U of R Academic staff members with information on changes made to the collective agreement during the last round of negotiations. It also highlights important sections of the collective agreement that you should be aware of.

Please note that this document is for information purposes only. Should any conflict arise, the 2017-2021 University of Regina Academic Staff Member Collective Agreement shall be the final authority. For full language on each article, appendix, or MOA, please consult the collective agreement.

As always, if you have any questions you may contact URFA at any time at urfa@uregina.ca or by calling 306-585-4378.

Article 21-Grievance Procedures

What is a grievance?

A grievance is a complaint made in writing by URFA to the employer. The grievance procedure is an agreed upon process between members and the employer that is outlined in your collective agreement to deal with disputes and complaints.

How does the grievance process work?

Should any dispute or difference arise between the University and any of its members concerning the meaning, interpretation, application, or alleged violation of the terms of the collective agreement, the difference shall be settled first by an informal discussion, where the parties make reasonable attempts to settle the dispute.

The Faculty Association and members of the University Administration may meet to discuss the dispute or an academic staff member may present a verbal complaint to the head of the academic unit or to the Dean as soon as the grounds for the complaint are known.

If the dispute or difference cannot be settled informally, either party may, within 30 calendar days of the incident present a formal written grievance to the other party. In unusual circumstances, where the grievor could not reasonably have been expected

to have learned of the incident, these time requirements shall be waived.

If the Dean does not render a written response within the time limit, or if the response is unsatisfactory, the Faculty Association may submit the grievance to the Associate Vice-President (Human Resources).

In the event that any grievance has not been settled through the procedure outlined above, the grievance may proceed to a second stage or ultimately proceed to an arbitration board.

Why it is important to discuss potential grievances with URFA?

It is important that you make URFA aware of any potential grievances so that URFA can recognize any patterns and trends in your workplace that could be a policy grievance, or that may need to be resolved through future negotiations.

If you have any questions about the grievance process, or have an issue or dispute you believe is a grievance, contact URFA and a Member Services Officer will be assigned to assist you. URFA will always maintain your confidentiality and does not take any action without your explicit direction, and will never make any decisions on your behalf without your consent.

Article 30- Instructional and Information Technology

Protections for intellectual property have been strengthened for academic staff.

What does the collective agreement say about protections for Intellectual property?

According to the collective agreement, when academic staff members other than sessional course developers, receive project funding or additional compensation from the University specifically to develop a course or complete major revisions of a course designed around the use of instructional and information technology, the University shall have the right to use the resulting intellectual property for a period of five years. This right shall extend only to University teaching-related use. The Uni-

versity 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 University shall not receive the right to use the intellectual property. During the five year period the University 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 University and the academic staff member may negotiate a further license or purchase for the continued use of the intellectual property.

Appendix D – Timelines

Timelines for the performance review sequence have changed.

Academic Year: July 1 to June 30

Review year: January 1 to December 31

Performance Review Sequence:

September 30

- Deadline for academic staff members to notify the dean of their intent to apply for tenure or promotion
- Deadline for submitting the names of three referees for academic staff members applying or being considered for tenure.
- Deadline for academic staff members not due for a performance review to request a performance review.
- Deadline for an academic staff member on leave to initiate a review (including an application for promotion or an appointment with tenure) by notifying the Dean in writing.

October 31

- Deadline for submission of documentation following application for promotion or tenure.

December 15

- Deadline for academic staff members with term or tenured appointments to submit their annual information forms and supporting documentation.

January 1

- Deadline for members on leave to withdraw a request for review by notifying the Dean in writing.

January 31

- Deadline for academic staff members with term or tenured appointments (other than those in the career planning process), to submit their Annual Information Forms and supporting documentation.
- Deadline for academic staff members applying for merit to submit their application and supporting documentation, including members who are on leave.

March 31

- Deadline for academic staff members with tenure-track appointments to be informed concerning renewal of appointment or granting of tenure.

Within 30 days of notification and no later than April 30:

- 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.

June 30

- Deadline for academic staff members to be informed about granting increments, merit, and promotion.

July 1

- Decision on career progress takes effect.

- Increments awarded to academic staff members in the career planning process.
- Increments awarded to academic staff members not being reviewed.
- Deadline for the Dean to inform academic staff members not normally due to be reviewed that they are going to be reviewed.

July 31

- Deadline for academic staff members to file notice of appeal with the Faculty Association.

Sabbaticals

October 1

- Deadline to apply for a sabbatical in the ensuing academic year.

December 31

- Deadline for Dean to notify academic staff members of decision.

February 28

- Deadline for academic staff members to cancel a sabbatical that has already been granted.

Sabbatical commencement dates:

A sabbatical is for a period of twelve months or for the period of six months, and may commence on January 1, May 1, July 1, or September 1.

Article 17 Performance Review and Article 18-Merit

What is the new application deadline for those applying for tenure and promotion?

Those applying for tenure or promotion shall notify

the Dean of their intent to apply with a copy to the department head or other appropriate person, no later than **September 30th**.

Those intending to apply for tenure or promotion to the ranks of Professor or Librarian IV shall supply names and contact information of at least three referees no later than **September 30th**.

Supporting documentation for applications for tenure or promotion, as outlined, shall be submitted to the Dean no later than **October 31st**.

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.

What is the new application deadline for merit?

Merit applications are due in the office of the relevant Dean or equivalent by **January 31st** of the year immediately following the period for which merit is being requested; no late applications will be accepted.

What other changes have been made to the merit process?

Article 18 in the new agreement outlines the changes to the merit process, including:

- Members applying for merit based on sustained performance will remain within their regular review cycle.
- Decisions are now made by a centralized Campus Merit Committee, rather than the Dean with input from Department Heads and the Review Committee. The Committee shall consist of seven members who now hold or have held academic rank with tenure. The University and the Faculty Association shall each appoint three members, and the chair shall be selected by agreement between the Univer-

sity and the Faculty Association. The Campus Merit Committee will consider all applications and nominations for merit and decide whether or not to grant merit. The Committee will inform applicants and nominees of its decisions in writing. In cases where it decides not to support an application or a nomination, the Committee will provide the member with a written rationale for its decision.

- The process for nominating people for merit and the corresponding documentation has been clarified. In cases where members have not applied, but have been nominated, the nominator(s) will supply a written rationale of a maximum of two pages outlining how the criteria for merit has been met.
- Merit for sustained performance is assessed on the preceding three years.
- It has been clarified in the new agreement that merit is awarded for performance in relation to the Criteria Document.

What are the changes to tripartite review?

The new agreement clarifies that tripartite reviews are initiated if a comment is unsupported by the evidence and that language will be rescinded based on the board's findings.

Academic staff members may identify, in writing to the appropriate Dean, comment(s) made in a performance review (whether by the initial reviewer, the performance review committee, or the Dean) that they consider to be unsupported by the evidence and ask that the comment(s) be rescinded. If the Dean agrees, the author shall be asked to rescind the comment(s). If the Dean does not agree, or if the author refuses to rescind the comment(s), 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 any comment(s).

What are the changes to career planning and mentorship?

There is now an option of career planning for members in senior ranks instead of regular performance review.

Unless a performance review is requested by either the member or the Dean in accordance with Article 17.2.2, tenured academic staff members holding the rank of Professor, Librarian IV, Laboratory/Clinical Instructor III, or Instructor III shall meet once every three years with their Dean for career planning. The career planning process serves as a replacement for the regular performance review process outlined in Article 17.12 to 17.21.

Members within the normal review process have access to mentorship opportunities. All other tenured members may request a career mentorship meeting with their Dean or equivalent to discuss mentoring opportunities and support in achieving their academic and career goals. Such a request shall not be unreasonably denied.

What about performance reviews for members on leave?

Except under unusual circumstances, a review shall not be initiated for an academic staff member who is on leave. Deans intending to review a member on leave shall notify the member in writing before July 1st. An academic staff member on leave may initiate a review (including an application for promotion or an appointment with tenure) by notifying the Dean in writing no later than **September 30th**.

Members on leave may withdraw a request for review by notifying the Dean in writing by **January 1st**.

Do sessionals have a performance review under the new collective agreement?

Yes. Under the new agreement, sessionals will be reviewed by department heads.

Article 16- Performance of Duties

New notice and rest provisions have been added to the collective agreement.

Article 16.4.6 of the collective agreement states that academic staff members (excluding sessionals) shall be given a minimum of four months prior notice if they are scheduled to teach early morning, evening, or weekend classes.

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.

If these provisions are not followed by the employer, they can be grieved.

Article 16.7- Sabbaticals

What are the changes made to duration of sabbaticals?

According to article 16.7.2 of the new agreement, sabbaticals can now start July 1, September 1, January 1, or May 1. With the concurrence of the Dean, an academic staff member may take a 12-month sabbatical in two six-month periods with an interval of six months between.

Appendix A- Financial Changes

What are the negotiated salary adjustments? When do they go into effect?

The negotiated salary adjustments are as follows:

Year 1- 2017

▪**0% economic adjustment** on all scales and salaries.

Year 2- 2018 (Upon ratification)

▪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 received five or more contracts in the previous academic year (2017-2018).

▪Increase APEA by **\$600** May 1, 2019.

Year 3 - July 1, 2019-June 30, 2020

▪**1.75% economic adjustment** on all scales and salaries;

▪Increase **floor and increment level of the Lecturer rank** to the **midpoint of the Assistant Professor and Lecturer 2018** scales;

▪**Drop one increment and add one increment** to the top of all ranks (including Lecturer rank)*

*This provision is currently in dispute with the employer, for more information, see May 10, 2019 Bargaining Update at www.urfa.ca/bargaining-unit/university-of-regina-academic

▪**Add** Program Chair Administrative Stipend;

▪**Increase** Administrative Stipends;

Year 4 - July 1, 2020-June 30, 2021

▪**2.0% economic adjustment** on all scales and salaries.

▪**Article 23 Pension - increase pension contributions to 16%** (0.5% increase paid by employer, 0.5% increase paid by employee) effective January 1, 2021.

Article 5 - MOA on Instructor/Faculty ratio

What does the MOA on article 5 mean?

The MOA on article 5 resolves the outstanding grievance brought by URFA as a result of the University having exceeded the 13% ratio identified in Article 5.7 of the University of Regina/University of Regina Faculty Association Collective Bargaining Agreement.

New Transfer from Instructor to Faculty Ranks Provision

Instructors in all faculties may apply for promotion, under the appropriate criteria document, to the rank of Assistant Professor. An Instructor who is meeting the relevant criteria shall be promoted to that rank.

Article 23- Liability Insurance, Flexible Spending Account, Family Tuition Scholarship

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What are the changes to liability insurance?

The change confirms that liability insurance protects members acting in accordance with duties under Article 16.

What are the changes to the Flexible Spending Account?

The Flexible Spending Account has been **increased from \$900** effective January 1, 2018, and will **increase to \$1000** effective January 1, 2020.

What are the changes to the Family Tuition Scholarship?

The Family Tuition Scholarship has been **increased from \$1000 to \$2000**.

Article 24- leaves

What are the changes to Parental leave?

Parental leave has been brought in line with the new federal regulations. Sessionals now have parental leave provisions as well.

Still have Questions?

URFA Member Services Officers are experts on your Collective Agreement. Contact the URFA office at urfa@uregina.ca or 306-585-4378, and a Member Services Officer will be assigned to answer any questions you may have.