

**NINTH  
COLLECTIVE AGREEMENT**

**BETWEEN  
THE BOARD OF GOVERNORS OF  
ACADIA UNIVERSITY  
AND  
THE ACADIA UNIVERSITY  
FACULTY ASSOCIATION**

**November 1, 1997 - June 30, 2000**

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Article 0.00 **Preamble**

0.01 The purposes of this Agreement are:

- (a) to promote and maintain harmonious and well-defined relationships within the University by adhering to principles that are consistent with its overall objectives; and
- (b) to provide means acceptable to both Parties for settling differences which may arise between them from time to time.

0.02 The Parties to this Agreement acknowledge that the University serves both its own members and society by advancing learning and disseminating knowledge through teaching, research, scholarship, and other creative activities. The Parties agree:

- (a) to work in cooperation towards developing the quality and effectiveness of the education provided by the University;
- (b) to encourage a climate of freedom, responsibility, justice and mutual respect in the pursuit of the University's goals; and
- (c) to jointly pursue the above objectives with care and diligence.

0.03 The preamble may be used as a guide to interpretation of the Agreement but, of itself, has no independent validity as a source of rights or obligations; as such it cannot in itself be the subject of any grievance.

Article 1.00 **Definitions**

In this agreement,

- 1.01 Academic Unit means one of the listed Departments or Schools of Acadia University.
- 1.02 Academic Vice-President means the Vice-President (Academic) of Acadia.
- 1.03 Academic Year means the period from 1 July to the following 30 June, both dates inclusive.
- 1.04 Acadia means that entity which includes, but is not limited to the Board, Faculty members, Senate, students, Alumni, and all those employed by Acadia.
- 1.05 Anonymous material referred to in this Agreement does not include formal course evaluations by students.
- 1.06 Association means the Acadia University Faculty Association, Wolfville, Nova Scotia, a Trade Union certified as Bargaining Agent for certain employees of Acadia by the Labour Relations Board of Nova Scotia by Order Numbers 2285, 2420, 3338 and 3675.
- 1.07 Board means the Governors of Acadia University, a body corporate, created by the Laws of Nova Scotia.
- 1.08 Complement number: The sum of whole and fractional faculty positions which are identified by an assigned position number. Position numbers which are followed by a letter are not included.
- 1.09 Constitution of Faculty means the Constitution of the Faculty of Acadia University.
- 1.10 Dean means the Dean of a Faculty, or where the context so requires, the University Librarian.
- 1.11 Demonstrators are those members of the bargaining unit referred to in Article 43.
- 1.12 Department means one of the academic units or Library sectors into which Employees are classified for the execution of the educational activities of the University and includes, where the context so requires, a School of the University.
- 1.13 Director means the Director of a School within the Faculties of the University.
- 1.14 Elections Officer means the elections officer specified in the Constitution of the Faculty.

- 1.15 Employee means a person included in the Bargaining Unit defined by the Nova Scotia Labour Relations Board Order Numbers 2285, 2420, 3338 and 3675 and those persons referred to as half-time Employees in Article 10 or Article 50.
- 1.16 Faculty Member means a member of the Faculty of Acadia University as specified in the Constitution of Faculty.
- 1.17 Full-time faculty members are those individuals holding tenure, tenure-track, or CLT appointments to a full-time position. Faculty appointed to a fractional full-time position are full-time employees for the fractional period.
- 1.19 Full-time position refers to one of the numbered faculty positions at Acadia University but does not include positions bearing a number followed by a letter (e.g., R, V,).
- 1.20 Head means the Head of a Department in the Faculty of Arts, Faculty of Professional Studies, Faculty of Pure and Applied Science, or the Program Sector Head in the Library.
- 1.21 Librarian means a person who is employed and classified by the Employer as a professional librarian who holds the Master of Library Science degree or its equivalent.
- 1.22 Normal Retirement Age means the first day of July following the employee's sixty-fifth birthday.
- 1.23 Parties means the Board and the Association.
- 1.24 President means the President of Acadia.
- 1.25 Sector means one of the administrative units into which Library employees are classified for the execution of the activities of the Library.
- 1.26 Senate means the Senate of Acadia as specified by the laws of Nova Scotia.
- 1.27 University Librarian means the person appointed by the Board of Governors as the chief administrative officer for the University Library.
- 1.28 University means Acadia.

Article 2.00 **Recognition**

2.10 The Board recognizes the Association as the sole and exclusive bargaining agent for the Employees.

2.20 Subject to the provisions of this Agreement, the Association acknowledges that it is:

- (a) a function of the Board to hire and promote Employees; and
- (b) the right of the Board to discipline, suspend or discharge Employees for cause.

2.30 The Association recognizes that the Board has retained, shall possess and may exercise all rights, functions, powers, privileges and authority vested in it by the laws of Nova Scotia, excepting only those matters specifically relinquished or varied by this Agreement.

Article 3.00 **No Discrimination**

3.00 The Parties agree that there shall be no discrimination (except as may be necessary for correction of inequities by the implementation of affirmative action programs as may be agreed between the parties and provided for in the Collective Agreement), restriction or coercion of any person in the employ of the Board in respect of salary, fringe benefits, group fringe benefits, pension, appointment, reappointment, rank, promotion, tenure, dismissal, sabbatical or other leave, because of age, race, creed, national or ethnic origin, political or religious affiliation or belief, gender, sexual orientation, marital status, physical handicap, kinship to any person in the employ of the Board, place of residence or by reason of membership or activity or non-membership or non-activity in the Association or in any other lawful organization.

Article 4.00 **Membership and Dues**

4.10 Membership

Employees are not required to join the Association as a condition of employment. However, whether or not Employees are members of the Association they shall, as a condition of employment, pay the equivalent of union dues to the Association.

4.20 Dues Checkoff

The Board shall deduct dues as assessed by the Association from the salaries of all Employees on a continuing basis.

4.30 Remittance of Dues

The Board shall, once in every month during the life of this Agreement, remit the dues deducted in Accordance with Article 4.20 to the Association no later than the 15<sup>th</sup> day of the following month.

4.31 The Board shall inform the Association monthly of the names and ranks of the Employees from whose salaries deductions have been made and the amount so deducted from every Employee's salary.

4.32 At the commencement of this Agreement, the Association shall advise the Board in writing of the amount of its regular membership dues. Thereafter, the Association shall advise the Board in writing of any changes in the amount of the regular membership dues and the Board shall take no more than one month to put these changes into effect provided however that such changes shall not be made more frequently than once each year.

4.40 In the Event of a Strike or Lock Out

Articles 4.20, 4.30-4.32, are immediately suspended in the event of a strike by, or lock-out of, Employees. The suspension shall last for the duration of any strike or lock-out and the Board shall have one month from the end of the strike or lock-out to reinstate these Articles.

Article 5.00 **Academic Freedom and Responsibility**

5.10 It is recognized by both parties that many of the freedoms and responsibilities have been developed as a result of existing practices over a period of years. This Article seeks to outline the general areas into which academic freedoms and responsibilities fall.

5.20 Academic Freedom

Academic freedom includes the freedom of Employees to express and uphold opinions without incumbrance, to carry out research which they believe will enhance knowledge, and to express the results of such research in a reasonable manner without interference. The Parties shall scrupulously adhere to and protect this principle, against threats from inside and outside the University.

5.30 Academic Responsibility

In general, the responsibilities of faculty members and librarians are:

- (a) dissemination of knowledge through undergraduate and graduate teaching, or in the case of librarians, dissemination of knowledge through provision of Library services and programs,
- (b) research, scholarly or other creative activity,
- (c) service to the University and academic community, and where applicable, their profession.

5.31 Dissemination of Knowledge

A. Teaching Faculty

The dissemination of knowledge includes undergraduate and graduate teaching as well as research and in certain instances, community or clinical service. Employees are expected:

- (a) to develop and maintain scholarly competence and effectiveness as teachers within their discipline;
- (b) to prepare and organize their subject matter and revise that subject matter as appropriate;
- (c) to be available for the academic counseling and supervision of students, the supervision of examinations, and other related activities as may be deemed necessary by the Parties to this Agreement;
- (d) to contribute to the delivery of academic programs;

- (e) to supervise students' research and practical work and assist in thesis supervision as well as to participate in the evaluation of students' research and theses, consistent with Article 17.34 of this Agreement;
- (f) to make recommendations to the Head of the Department or Director of the School to delegate whenever necessary lecturing duties in their courses to others (it is agreed that others may include graduate students, teaching assistants, or visiting academics, or part-time instructors or professional experts);
- (g) to conduct their classes within the relevant academic regulations as agreed to by the Parties to this Agreement and maintain an orderly and productive academic environment;
- (h) to meet each class personally (with the exception of discussion groups and situations indicated in 5.31 (e)) and to be present for the full classroom period;
- (i) to inform students of the methods of instruction and evaluation in their courses at the beginning of each term and abide by Senate regulations in these matters. The Head or Director, as the case may be, shall be provided with copies of such information, within two weeks of the commencement of the course, including distance education courses;
- (j) to comply with all procedures and deadlines approved by the Senate concerning the reporting and reviewing of the grades of their students and such other formally approved and published procedures and deadlines as may be necessary for the well ordered operation of the teaching programs of the University which are agreed upon by the signatories to this Agreement;
- (k) to complete their duties as examiners within seven days of each examination, unless prior arrangement is made with the department and registrar;
- (l) to cancel instruction only for good cause and to notify the Head or Director if such cancellation is necessary. If possible, Employees shall give their students advance notice of such cancellation and Employees shall make every reasonable effort to reschedule the cancelled instruction, including laboratories;
- (m) to be present during the academic year up to and including the last day of an examination period and up to and including the Spring Convocation, except with the written approval of the Head of their Department or the Director of their School;
- (n) Faculty members shall conduct a course evaluation of each course they instruct (see Article 15.55). The evaluation shall be conducted during the last two weeks of regular classes. An

evaluation shall be conducted in each section of multi-section courses. Courses of six-hour credit shall be evaluated in the Winter term. Care should be taken in the preparation, completion and collection of evaluation instruments to ensure the anonymity of the respondents.

B. Librarians

Librarians disseminate knowledge by teaching information literacy, delivering information services and managing the development of the library collection. Librarians are expected to:

- (a) develop and deliver information literacy programs, which involves teaching research resources and methods within academic disciplines;
- (b) deliver information services which are designed to answer specific questions or provide information on a specific topic;
- (c) manage the development and maintenance of the library collection in all its formats;
- (d) advise on the selection of library materials in support of the teaching and research needs of the University;
- (e) assist in the management of the library, including developing library policies and procedures;
- (f) lead library program and project teams;
- (g) participate in professional development activities designed to maintain currency in their field of expertise or develop new areas of expertise;
- (h) promote library services and collaborative programs with faculty;
- (i) treat their colleagues, students and other members of the University community according to generally accepted professional standards;
- (j) contribute to the delivery of library programs.

5.32 Scholarly Activity

A. Teaching Faculty

This involves the creation of new knowledge, the creative use of existing knowledge, the organization and synthesis of existing knowledge, or creative expression such as music, art, drama, in the Employee's discipline.

Employees shall be encouraged and are expected to devote a reasonable portion of their time to meaningful research, scholarly or other creative activities, related to their discipline. Appropriate dissemination of research findings is expected and encouraged.

B. Librarians

This involves the creation of new knowledge, the creative use of existing knowledge, or the organization and synthesis of existing knowledge in the field of librarianship or in another academic discipline related to the librarian's background and experience.

- (a) Librarians are normally expected to devote 10% of their time to meaningful research, scholarly or other creative activities related to librarianship or another academic discipline.
- (b) The results and conclusions of research, scholarly or other creative activity shall be made accessible to the wider community through appropriate means.

5.33 Service to the University, the Profession and the Academic Community

Consistent with their primary duties, Employees have the right and responsibility to participate actively in the work of the University, the profession, and academic community through active membership on appropriate bodies, councils, committees, Senate, editorial boards, and as referees or on committees and juries for the evaluation of scholarly work and creative artists, etc. Employees have the right and are encouraged by the Board to participate actively in the work of all such academic and professional associations, especially when holding executive positions. Should this activity require significant amounts of time the Board shall provide some release time, up to a maximum of one half course, or for Librarians up to a maximum of six (6) hours per week, upon the recommendation of the Head, Dean, or University Librarian and the Vice-President (Academic).

Faculty members have the right and the responsibility to participate in the functioning of their Academic Units, Faculties and the University. Such participation includes development of content and requirements for academic programs. Service to the University shall include, where relevant, administrative duties and committee service of faculty members.

5.40 Community Service

Employees are encouraged by the Parties to engage in community service. Such service, if it be of a lasting nature, should be reported to the individual's Head or Director, or University Librarian, as the case may be. Community service is seen as being beneficial to the Employee and to the University, as well as to the wider community.

Community service includes participation in activities and organizations outside the University where the Employee's academic, professional, and/or research interests and competencies form the basis for such participation.

5.50 Demonstrators

5.51 Profile

Demonstrators are under the overall supervision of faculty. Their duties will in general consist of some or all of the following:

- (a) Assist students with meeting the objectives of the laboratory/studio/workshop activities.
- (b) Prepare laboratory manuals, handouts, instructions, exercises and/or reviews. This may include the use of electronic media.
- (c) Prepare and give pre-laboratory lectures.
- (d) Prepare laboratories/studios/workshops for instruction. Supervise technical help.
- (e) Develop and implement methods for evaluating student performance.
- (f) Supervise assistants and markers. Participate in their selection and hiring.
- (g) Supervise field trips.
- (h) Anticipate and order supplies. May involve keeping financial records.
- (i) Provide student counseling on both content and write-up of activities.
- (j) Set, supervise and mark laboratory/studio examinations.
- (k) Teach up to one full credit course.
- (l) Teach non-credit courses.
- (m) Work with individuals and groups in remedial activities.
- (n) Instruct students on the proper use of equipment and on workspace safety.
- (o) Oversee maintenance and repair of equipment.

- (p) The Technical Director for all Acadia Theatre Company productions shall be a Demonstrator and shall supervise all areas of production. She/he will interview students and recommend them for appointments to the various technical areas and supervise student crew chiefs.
- (q) Perform other appropriate duties as determined by the Head.

5.52 Responsibilities

The responsibilities of a Demonstrator include some or all of:

- (a) the dissemination of knowledge through undergraduate and graduate teaching;
- (b) laboratory, studio or theatre instruction and development;
- (c) administration and maintenance of workplaces and relevant equipment associated with 5.52(b);
- (d) academic and professional service;
- (e) community service.

5.70 The Parties recognize the importance of the Acadia Advantage initiative. Employees commit to exploring the use of information technology in developing effective means to meet pedagogical needs and using information technology when, in the instructor's judgement, it enhances the learning environment, and/or advances student and Faculty scholarship. The Parties shall support this commitment.

Article 6.00 **No Strikes or Lock-outs**

6.10 There shall be no strikes or lock-outs for the duration of this Agreement, except if the Parties have bargained collectively, pursuant to the Trade Union Act of Nova Scotia, and have failed to conclude revisions to the Collective Agreement.

6.20 In the event of a work interruption, lockout, or legal strike, Employees who require access to University facilities in order to prevent irreparable damage (such as danger to human, plant or animal life or decomposable material or to the personal property of the instructors) shall be granted such access, if their request is approved by the Vice-President (Academic).

Article 7.00 **Information on Board Decisions**

- 7.10 Decisions of the Board on renewal of appointment, promotion, tenure, continuing appointments, and leave shall be communicated in writing to the President of the Association at the same time as the candidate is informed.
- 7.20 A report listing appointments, renewals of appointment, promotions, leaves, and awards of tenure or continuing appointments granted during the preceding academic year shall be provided to the President of the Association by 1 September.
- 7.30 The Board shall provide to the President of the Association in electronic form the agenda and approved minutes of all meetings of the Board and its Executive Committee.

Article 8.00 **Provision of Facilities**

- 8.10 The Board shall provide the Association with a serviced wheelchair accessible office, free of charge, and the use of the internal University postal service.
- 8.20 The Board shall provide suitable meeting rooms for on-site meetings, as required, free of charge.
- 8.30 In return for payment at stipulated rates, where appropriate, the Board shall make available to the Association the University duplicating services, computing facilities, audio-visual equipment, mailing labels of members of the Association, and the like.
- 8.40 The Board shall arrange a courtesy account for the use of the Association. Charges incurred by the Association shall be debited to this account and the Association agrees to abide by the accounting procedures laid down by the Board.
- 8.50 Employees of the Association shall be treated as if they were in the employ of the Board so far as access to the University facilities, parking, and the like are concerned. Payment of salaries to persons employed by the Association (not to exceed three), including deduction of income tax, Canada Pension Plan and Employment Insurance payments shall be effected through Human Resources.
- 8.60 The provisions of Articles 8.10 through 8.50 shall be null and void during a strike or lockout.

Article 9.00 **Personal Files**

9.10 Location of Personal File

Data pertaining to the employment of Employees shall be placed in a personal file, herein called "the File", within the office of the President. Material held confidential shall be held in the President's office and nowhere else; other material may also be held in the office of the Vice-President (Academic) and the appropriate Dean, University Librarian or Head. The Board shall hold no material confidential to the employee except that specifically mentioned in this article. The employee shall have access to any Equity Officer file on the employee.

9.20 Content of Personal File

An Employee's File may include the following types of information:

- (a) pre-employment material such as college transcripts, letters of application, curriculum vitae, and letters of reference;
- (b) all recommendations of the University Review Committee or its predecessors concerning renewal, promotion, tenure or continuing appointment;
- (c) health records;
- (d) copies of correspondence with the Employee or made with the knowledge of the Employee, including copies of materials related to discipline;
- (e) copies of material reflecting professional development and achievements;
- (f) copies of material reflecting the salary history of the Employee;
- (g) information arising from annual Career Development Meetings.

9.21 Letters of reference and assessments solicited by Employees or by their Dean, University Librarian, the Vice-President (Academic), or the President, with the consent of the Employee, shall upon request of the author be held confidential. All letters of reference and assessments sought without the consent of the Employee shall not be held confidential to the Employee.

9.22 The File must not contain any anonymous material other than course evaluations. The Board must not keep any copy of anonymous material, and any such material present at the commencement of the Agreement must be destroyed.

9.23 The File shall contain an inventory of all the material contained in the File. This inventory shall list all the confidential material in the File by author,

substantive summary and date. The Employee has the right of examination of this inventory. The File shall not include any new confidential assessments by Deans, University Librarian and Department Heads.

9.30 Access to Personal File

Employees shall have the right to access the entire contents of their File, with the exception of confidential information, during regular office hours upon written request to the President.

9.31 With one day's notice to the appropriate office, employees shall have the right to access any file on that employee, including but not limited to the files of the Dean, the University Librarian, and the Head or Director.

9.32 Employees or their duly authorized representative shall examine their File only in the presence of the President or a person appointed by the President for this purpose, and shall not be allowed to remove the File or any part thereof from the office of the President. The foregoing procedure applies, *mutatis mutandis*, for examination of personal data kept in the offices of the Employees' Dean, University Librarian or Head.

9.40 Maintenance and Use of the Personal File

Employees shall have the right to have included in their File written comments on the accuracy or the meaning of any of the contents of the File and to add any relevant third party document to the File.

9.41 Employees, at their own expense and upon written request to the President or their Dean, University Librarian or Head as appropriate, may obtain copies of the documents to which they have the right of examination.

9.42 Except when authorized by the Employee concerned, the information contained in the File shall not be made available to third parties.

9.43 Article 9.42 notwithstanding, the Grievance Committee, University Legal Counsel, and Arbitration Board shall have access to all personal file documents, including confidential material, which they decide are relevant to the issue under consideration.

Article 10.00 **Faculty Appointments**

10.01 Except as may be necessary for the correction of inequities as agreed between the Parties, the same standards of non-discrimination as in Article 3.00 shall be applied in making new appointments.

10.02 Each Faculty has a defined complement of positions. Each position is identified by an assigned number. Positions may be moved among academic units within the faculty or among faculties in accordance with Article 20.

10.03 Only the following types of appointments may be made:

- (a) tenured
- (b) tenure-track (probationary)
- (c) contractually limited term (CLT)
- (d) part-time
- (e) temporary

Tenured, tenure track (probationary) and CLT positions may be filled on a half-time basis. The duties of a half-time employee shall be one-half of the responsibilities of full-time employees.

10.04 Appointment with Tenure

Appointment with tenure means permanency of employment up to retirement, subject to the right of the Board to dismiss for just and proper cause in accordance with the relevant provisions and procedures of this Agreement.

10.05 Tenure Track (Probationary) Appointments

Tenure Track (Probationary) appointment means appointment without tenure to a tenure-track position. A first probationary appointment shall be for a term of three years. During the course of this appointment, the faculty member shall be considered for a second probationary appointment in accordance with the procedures given in Article 12.00.

10.06 A second probationary appointment shall be for a term of up to three years. In the penultimate year of this appointment, the faculty member shall be considered for an appointment with tenure in accordance with procedures given in Article 12.00.

10.07 Seniority Towards Tenure

An appointee to a tenure-track position may be granted initial seniority towards the award of tenure as a condition of appointment as specified in Article 10.70 (f). Initial seniority may be of either one or two years.

- (a) Where two years' seniority is granted, the Employee shall be appointed to a three-year probationary term, during the third year of which he/she shall be considered for tenure. If tenure is not granted, an additional one-year terminal appointment shall be offered.
- (b) Where one year's seniority is granted, the Employee shall be appointed to a three-year probationary term, renewable under the terms of Article 12.00 for a further two year term. During the first year of the second probationary term he/she shall be considered for tenure. If tenure is not granted, the appointment will be terminated at the end of the second year of the existing appointment.

10.08 Contractually Limited Term Appointment

A Contractually Limited Term Appointment may be made for varying periods of time up to and including thirty-six months. A CLT appointment may be extended to a total of sixty months as per Article 10.52(a). CLT appointments shall begin at least one month prior to commencement of classes, if the appointment can be completed by that date.

CLT appointments that do not replace employees on leave are intended to provide staffing flexibility, and the number of persons holding such appointment shall at no time exceed thirty-two.

10.09 Any of the CLT positions which do not replace employees on leave under Article 24.00 or 26.30 and have been filled by appointees under 10.08 for five consecutive years shall be continued only as tenure track positions, in which case the appointment procedures outlined in 10.50 shall be followed.

10.10 CLT Appointments – Credit Towards Tenure

An Employee who has served on CLT appointments and who is the successful candidate for a tenure-track appointment shall, at the Employee's option, receive seniority towards tenure consideration for the number of years served.

No Employee who has served on CLT appointments may receive tenure without being recommended for tenure by the University Review Committee.

10.11 Conversion to Half-time Appointments

Tenured or probationary employees may request a half-time appointment, subject to the following conditions.

An application by a full-time tenured or probationary employee must be made to the President, with copies to the Head, Dean and Vice-President (Academic) by the 31 December prior to the 1 July of which the change of status shall become effective. The Head, Dean and Vice-President (Academic) must all be in agreement with the change. This agreement must also include the length of time that the half-time status will be in effect.

- 10.12 The duties of a half-time Employee who is employed on a twelve-month basis shall be one-half of the responsibilities of full-time Employees (including teaching) as indicated in Article 5.30.

Duties may be spread over the twelve-month period, or may be condensed, depending upon the agreement reached by the Employee and her/his academic unit.

- 10.13 The half-time Employee shall retain her/his status, rank and seniority. All half-time Employees shall participate, when they become eligible, in all pension and group health benefits as specified by the Acadia University Pension Plan and Group Insurance Contracts.

- 10.14 Salaries for Employees on sabbatical leave who have accumulated years of eligibility in both full-time and half-time status shall be calculated on a pro rata basis. For example, an Employee with six years of eligibility who has been full-time for four years and half-time for two years would be paid at:

Full-time salary x 80% x 10/12

- 10.15 All Articles of this Collective Agreement shall apply to all half-time Employees.

- 10.20 Visiting Appointment

A Visiting Appointment may be made for up to sixty months where external funding is available. Such appointments shall not be used in substitution of any other type of appointment but shall normally be used for bringing distinguished academics to the University. A Visiting Professor is not included in the full-time complement of the academic unit or the University. A Visiting Professor will be assigned a position number followed by the letter "V".

- 10.21 Externally Funded Chairs

- (a) When an agency or inter-agency group, external to Acadia University, provides funding for a Chair, not more than two delegates appointed by the agency or inter-agency may

participate as voting members on the Selection Committee (Article 10.53) and participate fully in the interview and selection process.

- (b) If the appointee is to be eligible for tenure consideration at Acadia University while holding the Chair, such opportunity must be so stated in the letter of offer and the unit assigned the Chair must designate one of its numbered complement positions for the Chair holder. The designated complement position must be open on the effective date of the granting of tenure or the first date at which Acadia University begins to contribute to the Chair holder's salary, whichever comes first.
- (c) If at some future date the Chair holder is to have access to tenure consideration at Acadia University, the conditions of Article 10.21(b) apply.
- (d) If the Chair holder is to have access to promotion considerations under the Collective Agreement, with or without access to tenure considerations, such conditions must be so stated in the letter of offer.

10.31 In cases where an Employee resigns from a tenured or tenure-track position after the 15<sup>th</sup> day of December, or in cases where insufficient time is available to follow normal appointment procedures, a CLT appointment may be made. Every effort shall be made to avoid delays in the hiring procedures.

10.32 Where an Employee is granted half-time status, and where a replacement for the reduction to the academic unit is authorized by the President on the recommendation of the academic unit, the Dean and the Vice-President (Academic), the level of replacement may be part-time or CLT, and for all or part of the period during which the half-time arrangement is in place. The replacement shall carry the same position number as that of the Employee, followed by the letter "R".

10.40 Part-time Appointments

10.41 Positions, or parts of positions, may be authorized by the President to be filled by Part-time Appointments.

10.42 Copies of appointment letters for all Part-time Faculty members by name, academic unit, salary and course load shall be provided to the President of the Association each semester.

10.45 Temporary Appointments

In certain circumstances not otherwise provided for by this Agreement such as sickness, death, or late resignation, the Board may act through its academic administrative appointees to fill vacancies in the faculty complement of Departments. Appointments so made shall be for a limited period not exceeding twelve months and the appointment

procedures laid down in this Agreement shall be followed to the extent that is possible under the circumstances. All efforts shall be made to avoid delays in the process of hiring.

When an Employee is, for medical reasons, suddenly unable to fulfil her/his teaching obligations, the following guidelines shall be used in making arrangements to cover the courses affected by the Employee's absence:

- (a) If the anticipated absence is for a period of less than two weeks, it is assumed that other members of the Department will, whenever possible, assist in the supervision and instruction of the classes concerned.
- (b) If the anticipated absence is for a period of more than two weeks, steps will be taken to secure part-time assistance. Where such part-time assistance is not available, other members of the Department may assume responsibility for the courses and shall be remunerated for their services in accordance with Article 21.03, prorated as appropriate.

#### 10.50 Procedures for Appointment

Faculty members who have tenure or tenure-track appointments or have completed two consecutive years' service in a CLT position, may participate in any appointment procedure provided also that they are not on leave and subject to the restrictions of Article 24.73.

Where conflict of interest such as family ties exists, the faculty member having such conflict will withdraw completely from the appointment procedure.

#### 10.51 Authority to Recruit

Recruitment of staff requires the authorization of the President.

#### 10.52 Advertising

- (a) Positions shall be advertised on the advice of the Department Selection Committee and the Dean through the office of the Vice-President (Academic) in appropriate electronic forums, academic and professional journals, including Canadian publications, as soon as possible after the vacancy is known to exist.

The advertisement shall designate rank, but not "step" (e.g., entry level assistant professor).

However, where a Department wishes to retain for further contractually limited appointment the services of an Employee whose contractual limited appointment is about to expire, no advertisement is necessary if two-thirds of the department are in

favour of retaining the Employee, provided that an authorized vacancy still exists and provided that Article 10.10 is not violated.

- (b) All advertisements shall include the statement that Acadia University is an Equal Opportunity Employer.
- (c) Applications shall be directed to the Chair of the appropriate Department Selection Committee.
- (d) All tenure-track positions shall be advertised.
- (e) All other positions shall be advertised as deemed appropriate by the Head in consultation with the Dean.

#### 10.53 Procedures within the Department

- (a) Each Department shall have a Selection Committee elected by the Department from within the Department, or where this is not possible, from cognate Departments as determined by the members of the Department in which the vacant position exists. For the purposes of this Article, when a member of a cognate department is required for the selection committee, the decision of the Selection Committee goes directly to the Dean without being considered by the Department under 10.53 (d). The Head of the Department shall normally be the chair of the Selection Committee which shall consist of at least three persons.

Students shall have input into hiring procedures, where possible. The department may either choose to add an upper level major in a program of the department selected under the auspices of the SRC to the Selection Committee as a member, or have student representation to the department.

A quorum will be fifty per cent (50%) plus one (1) of the faculty members on the committee.

- (b) With reference to the criteria in Article 10.60 and in consultation with the Department, the Selection Committee shall establish a short list of candidates which shall be made available to the members of the Department and copies thereof provided to the Dean, Vice-President (Academic) and President.
- (c) The Chair shall arrange for interviews of no more than three candidates in the first instance; further candidates may be interviewed on the approval of the Vice-President (Academic). Interviews shall be conducted by the Selection Committee. Each candidate shall meet the Dean or her/his delegate, and either the President or the Vice-President (Academic). Whenever possible, all members of the Department shall have an opportunity to meet with the candidates, each of whom shall, whenever possible, deliver a lecture or participate in a seminar involving students.

In the case of appointments of one year or less, on-site interviews, or travel by Employees for the purpose of interviewing, will be authorized only with the approval of the Vice-President (Academic) upon recommendation of the Selection Committee.

The short listed candidates shall receive a copy of the collective agreement from the President or Vice-President (Academic) during their visit.

- (d)
  - (i) The Selection Committee shall make a recommendation to the Department that a specific candidate be appointed with a rationale for the candidate's suitability in relation to the other short-listed applicants, and with reference to the criteria in Article 10.60.
  - (ii) In keeping with the spirit of affirmative action, when two or more candidates are otherwise equal, preference shall be given to members of under-represented groups.
  - (iii) The Department should ensure that it has advertised in Canadian publications and that the offer is made to a suitable candidate who is a Canadian citizen or landed immigrant. If a suitable candidate cannot be found in the above category, the search may be widened and an offer made to a non-Canadian.
  - (iv) Following majority approval by the Department, the Selection Committee shall make a recommendation that a specific candidate be appointed, with a rationale of the candidate's suitability in relation to other candidates. The recommendations will include any special conditions of appointment. The Committee shall recommend an appropriate rank and suggest a salary. The remaining candidates on the short list who are deemed acceptable by the Department shall be listed in order of priority. All votes on appointment recommendations within units shall be by secret ballot of those eligible to vote.
- (e) There shall be a University Appointments Committee, consisting of two elected members of the Association and two members of the University Administration. This Committee shall monitor and report on all appointments made in any given academic year.

10.54

The recommendation of the Selection Committee shall be sent to the Dean in confidence with a copy to the President of the Association. The President of the Association shall scrutinize all recommendations of appointments to ensure that they have been made in conformity with the terms of the Collective Agreement.

The Dean will comment on the recommendations of the Selection Committee before sending it on to the Vice-President (Academic), who in turn will comment on the recommendation and shall forward the recommendation and any comments to the President of Acadia University.

10.55 The President or Vice-President (Academic) or the Dean may request the Department to reconsider the proposed appointment, giving reasons for the request including comments, if any. Following this reconsideration, in instances where it is requested, the recommendation(s) of the Committee shall be forwarded to the Board for its action.

10.56 A Presidential recommendation to the Board to reject the recommendation from a Department shall be only on the basis of academic criteria set out in Article 10.60.

10.60 Criteria for Appointment

10.61 The factors to be considered in assessing applicants for appointment to the University shall be as follows:

- (a) verifiable academic qualifications, i.e., earned degrees, diplomas, and the like, or an acceptable combination of education and experience, as in Article 12.00;
- (b) performance and potential as a teacher and lecturer. Both qualitative and quantitative aspects shall be considered. The latter shall include such factors as the number of years in the present rank, supervision of Honours students and graduate students, evaluation of past teaching performance and ability and potential to participate in and contribute to the academic programs of the unit;
- (c) scholarly activity, including, but not limited to, research and publications;
- (d) previous contribution to a Department, Faculty, Continuing Education, or University, including course and program development;
- (e) contributions to the Employee's discipline or profession, including but not limited to, service or activities in professional organizations, service programs, and the like.

10.62 The above factors shall be considered in the priority order stated except in the case of appointments where the advertised terms of appointment differ from the activities of most teaching faculty. In such exceptional cases, the Selection Committee shall state the criteria to be used for evaluation, and their relative emphasis.

10.70 Mode of Appointments

The President shall provide to each new Employee a letter of appointment which shall include the following:

- (a) the effective date of appointment
- (b) the terminating date of appointment
- (c) the type of appointment as specified in Article 10.03
- (d) the rank and salary of the Employee as of the effective date of the appointment
- (e) the Department to which the Employee will be attached
- (f) special conditions, if any, including initial seniority in rank, or initial seniority toward award of tenure or sabbatical leave, or an emphasis on the criteria for appointment, promotion, renewal and tenure should these differ from the requirements for most teaching faculty.
- (g) Appointments normally begin on 1 July, but they may become effective on other dates; if so, Employees shall enjoy all appropriate benefits from the date of appointment, but seniority towards renewal, tenure, promotion and sabbatical leave shall begin from 1 July, following the commencement of employment.

10.71 Each individual to whom an offer is made shall receive a copy of this Agreement prior to the letter of appointment being sent. The letter shall state that the appointment is subject to the terms and conditions of this Agreement.

10.72 One copy of the letter of appointment shall be sent to the Head of the Department, the Dean of the Faculty, the Vice-President (Academic) the Chief Finance Officer, the Director of Human Resources and the President of the Association, and the Chair of the University Appointments Committee, as described in Article 10.53 (e).

10.80 Adherence to Procedures

No candidate shall be appointed without adherence to the above procedures.

10.90 Schools

In relation to Schools in this Article, substitute Director for Head.

Article 11.00 **Employment of Non-Members**

- 11.10 The Board recognizes that it is desirable to employ full-time Employees because of their full commitment to the best interests of the University.
- 11.20 The Association recognizes that it is necessary for the Board to utilize some part-time faculty members subject to the provisions of Article 10.40.
- 11.30 A part-time Faculty member is an individual who has received from the President a special letter of appointment, whose terms include specific reference to part-time employment. The term “part-time Faculty Member” does not include any full-time member of Faculty who, because of administrative duties, is teaching less than the standard load.
- Part-time Faculty members may not teach more than one full course in any one academic year unless the Association has agreed.
- 11.40 With the exception of the above, only members of faculty or demonstrators may teach.
- 11.50 The Board agrees that where recommended by the Head/Director or Dean, it will give consideration to Employees when employing persons to teach courses in Continuing Education as defined in Article 17.60.
- 11.60 Nothing herein shall prevent the performance of instructional duties by students or lecturers/lectrices under the supervision of an Employee.

Article 12.00 **Renewal, Tenure and Promotion**

12.01 The Head shall ask faculty members by 15 September if they wish to apply for renewal, tenure or promotion.

12.02 If one or more faculty members indicate that they intend to apply for renewal, tenure or promotion, then the Head shall so inform the Dean of the Faculty and the Chair of the University Review Committee and, in accordance with Article 12.10, establish a Departmental Review Committee.

12.03 Faculty members wishing to be considered for renewal, tenure or promotion, shall by 1 October, provide the Departmental Review Committee with a dossier which contains the following:

- (a) a complete up-to-date professional resume which adheres to the form described in Appendix II of this Article;
- (b) a copy of the letter of appointment and any other letters relating to the candidate's current responsibilities;
- (c) a covering letter indicating progress since the candidate's initial appointment or the last promotion, whichever is the more recent;
- (d) all records and associated correspondence of career development meetings as specified in Article 15;
- (e) any other material which the candidate deems to be pertinent to the application.

12.10 Departmental Review Committee

- (a) There shall be a Departmental Review Committee (DRC) in each Department for which there is an application for renewal, tenure or promotion.
- (b) It shall be the responsibility of the DRC to receive and review all applications for renewal, tenure or promotion and to make recommendations to the URC.
- (c) Those eligible to elect the DRC shall be those in the Department holding the rank of Lecturer, Assistant Professor, Associate Professor, or Professor, excepting those in the first year of appointment.
- (d) The DRC shall have a membership of six and be composed of:
  - (i) the Dean who shall be Chair;
  - (ii) the Head;

- (iii) three additional members elected from among the eligible members of the Department, subject to the terms in (e) below, one of whom shall be secretary to the committee;
  - (iv) if there are insufficient eligible members of the Department, then a sufficient additional number shall be selected from among eligible members of a cognate Department to make a total of five;
  - (v) one tenured faculty member from a cognate department;
  - (vi) a cognate Department shall be chosen by the Department in consultation with the Dean. The Faculty Council Nominating Committee shall then be responsible for appointing members of the cognate Department to the DRC.
- (e) Eligible faculty members are those who have been full-time or half-time faculty members for a minimum of three consecutive years, or who have tenure, and are not applying for renewal, tenure or promotion during the year of the committee membership and do not otherwise have a conflict of interest.
- (f) If the Head is applying for renewal, tenure or promotion, then, during the year of application, the Head's duties on the committee shall be performed by an alternate eligible member of the Department, elected by the full-time and half-time faculty members of the Department. The replacement shall be for the entire academic year in which the Head is applying.
- (g) If the Dean is applying, then the Dean shall be replaced by an alternate eligible member of the faculty, jointly appointed by the President of the University and the President of the Association. The replacement shall be for the entire academic year in which the Dean is applying.

12.20 Departmental Review Committee Procedures

12.21 The DRC shall review all applications for renewal, tenure and promotion and make recommendations to the URC according to the following schedule:

- (a) Renewal: no later than 1 November of the academic year in which the appointment terminates.
- (b) Tenure/Combined Tenure and Promotion to Associate Professor: no later than 15 November of the academic year during which the application for tenure is made.
- (c) Promotion: no later than 1 December of the academic year during which the application for promotion is made.

12.22

The DRC must adhere to the following:

- (a) It must use no anonymous material, as defined in Article 1.05.
- (b) It must base its decision on the contents of the candidate's dossier and the terms and conditions of the Collective Agreement.
- (c) It must invite all eligible members of the Department, as defined in 12.10 (c) above, other than members of the DRC to submit their views in writing, on the suitability of the candidate's application. The written submissions become part of the candidate's dossier.
- (d) When the candidate is applying for promotion to the rank of Professor, the DRC must seek the written advice of two external referees as described in Article 12.23.
- (e) At least seven days before it meets to review the application, the committee must make available to the candidate any materials in the candidate's dossier which were not submitted by the candidate.
- (f) The DRC must hold a meeting to review each application. The candidate shall be invited to discuss the contents of the dossier. It is the candidate's choice to be present for this purpose; the presence or absence of the candidate shall not be interpreted in a negative fashion in any of the proceedings. If present, the candidate shall withdraw at the completion of these discussions and the committee shall consider its recommendation in camera.
- (g) The DRC shall select a secretary who shall record minutes of each meeting, and keep a file of all documents consulted.

12.23

The external referees shall be recognized in the specific field of the candidate and shall have no strong personal relationship with the candidate. By 15 October, the DRC and the candidate shall endeavour to agree upon the choice of the external referees. Failing agreement, one shall be appointed by the committee and one shall be appointed by the candidate. In either event the candidate shall provide a written statement of the degree of his or her professional relationship with the chosen referees. The external referees shall be provided with a copy of the candidate's professional resume, a complete copy of Articles 5 and 12 and any additional material which the candidate or the committee deems relevant. The referees' reports become a part of the candidate's dossier. In assessing scholarship, the DRC and the URC shall normally be guided by the external assessments. Where the assessments differ, the DRC and the URC shall identify such differences in their reports and shall give reasons for the way in which their decisions were made in light of the differences. Where the DRC or the URC makes a decision on scholarship that differs from the two assessments, it shall give reasons for so doing in its report or letter.

- 12.24 In arriving at its recommendation, the DRC may consider no material in addition to that contained in the dossier or made available during the procedure outlined in Article 12.22.
- 12.25 The DRC shall decide by simple majority whether or not to recommend the application.
- 12.26 The secretary of the DRC shall write a letter to the Chair of the URC, with a copy to the candidate, recording the recommendation of the committee and summarizing the views expressed by members of the DRC both for and against the recommendation.
- 12.27 The DRC shall forward minutes of its meetings and the candidate's dossier to the URC.
- 12.30 University Review Committee
- 12.31 There shall be a University Review Committee (URC) which shall review all recommendations from the DRC for renewal, promotion and tenure and make recommendations to the Board. The purpose of the URC is to ensure that the criteria stated in Article 12.80 are adhered to and that they are applied consistently across the academic units.
- 12.32 The committee shall be composed of:
- (a) The Vice-President (Academic)
  - (b) Six tenured members of faculty, two from each Faculty, to be elected by that Faculty for a term of three years. Elections shall take place on or before 30 September. (In the first instance, the two members from each Faculty shall serve staggered terms of two and three years.)
  - (c) A quorum shall be five members including the chair.
  - (d) The committee shall select its own chair and secretary. The chair shall be granted a three hour course reduction during the winter term with a replacement for the Academic Unit.
- 12.33 Should an elected member of the committee have a conflict of interest with respect to a particular candidate, or be a member of the Academic Unit concerned, or be absent for an extended time, that person shall be replaced in this instance by a faculty member from the same Faculty, named by the committee and the Chair of the Faculty Council Nominating Committee.
- 12.40 University Review Committee Procedures
- 12.41 The URC shall complete its work according to the following schedule:

- (a) Renewal: no later than 15 November of the academic year during which the appointment terminates.
- (b) Tenure/Combined Tenure and Promotion to Associate Professor: no later than 31 December of the academic year during which the application is made.
- (c) Promotion: no later than 31 March of the academic year during which the application for promotion is made.

#### 12.42

- (a) The URC shall study the candidate's dossier and the recommendation of the DRC. It shall consider no anonymous material. (See Article 1.05).
- (b) The URC shall decide by simple majority whether the recommendation of the DRC adheres to the criteria in 12.80 and demonstrates consistency of application. If it decides in the affirmative, the procedure moves to that indicated in Article 12.43(b).

If it does not decide in the affirmative, or if the DRC has rejected the application, the URC shall meet with the candidate. The purpose of the meeting shall be to provide an opportunity for the candidate to present the case for renewal, tenure and/or promotion and for the committee to initiate discussion of the candidate's dossier. The URC shall also meet with the Chair of the DRC for the same purpose.

- (c) During the meeting, the candidate shall have an opportunity to update the dossier. The update shall be limited to changes in the status of material initially included in the dossier.
- (d) The URC and/or the candidate may invite other persons to the meeting for the purpose of clarifying information they have contributed to the dossier.
- (e) At the conclusion of the meeting the URC shall consider its decision in camera. In the event further clarification is necessary, the candidate and the advocate and/or the Chair of the DRC may be recalled.
- (f) In arriving at its recommendation, the URC may consider no material in addition to that contained in the dossier or made available during the procedure outlined in 12.42 (a) through (e).
- (g) The URC secretary shall keep minutes of each meeting, including attendance and decisions, and a file of all documents consulted.

#### 12.43

- (a) The URC shall decide by simple majority whether or not the application is recommended for approval.
- (b) The URC shall report its decision to the candidate in a registered letter, a copy of which shall be sent by registered mail to the DRC through its Chair. The letter shall include the URC's assessment of the candidate. The assessment shall be based on the criteria in Article 12.80, the candidate's initial and subsequent letters of appointment and letters to the candidate from previous URC's. The URC shall not make its final decision until it has reviewed all recommendations within a given year, to ensure consistency.

Should the URC find that the criteria have not been adhered to or that there is not consistency of application, the letter from the URC shall specify the areas in which such consistency is absent and shall indicate the standards that it applied in making its decision.

- 12.44 If the candidate, or the DRC, wishes to appeal the decision of the URC, then, within ten working days of receipt of the registered letter, a notice of appeal must be sent to the Chair of the UAC with a copy to the Chair of the URC. If no intention to appeal is declared, the URC shall make its recommendation known in a letter to the President with copies to the candidate, the Chair of the DRC and the President of the Association.
- 12.50 University Appeals Committee
- 12.51 There shall be a University Appeals Committee (UAC) which shall hear all appeals against decisions of the URC.
- 12.52 Appeals against decisions of the URC may be made to the UAC, by either the candidate or the DRC, or the candidate jointly with the DRC.
- 12.53 Appeals shall be based only on procedural grounds. Procedural grounds are to be interpreted as including the procedures of this collective agreement as it applies to the review process as well as consistency of application of the criteria (12.80) by the URC during the life of this collective agreement. The candidate may only appeal in cases where:
- (i) the URC's decision has the effect of terminating employment, or
  - (ii) the URC's decision conflicts with that of the DRC.
- 12.54 Notice of appeal against a decision of the URC shall be submitted in accordance with Article 12.44. This notice shall include the evidence on which the appeal is based and it shall form the basis on which the appeal is to be heard by the UAC.
- 12.55 (a) The membership of the UAC shall be as follows:

- (i) One tenured faculty member, jointly appointed by the Association and the Board, for a three-year term, to act as a non-voting Chair.
- (ii) Two tenured faculty members, jointly appointed by the Association and the Board for a three-year term.
- (iii) One tenured faculty member jointly appointed by the Association and the Board. This individual shall possess expertise relevant to the particular appeal being heard.

If any member of the committee has a conflict of interest with respect to a particular appeal, the Association and the Board shall jointly appoint a replacement for that appeal.

- (b) No individual may serve on the URC and the UAC during the same academic year.

#### 12.60 University Appeals Committee Procedures

#### 12.61

- (a) The University Appeal Committee may decide by unanimous vote that no hearing is needed because the procedural grounds advanced by the candidate (Article 12.53) are deemed not to be substantive and, thus, not material to the URC's decision. In that case it shall not hear the appeal but shall uphold the URC's decision. Where the grounds are substantive, the UAC must hold a hearing. Where there is to be a hearing, the UAC shall begin to hear the appeal within fifteen working days of receipt of the notice of appeal.
- (b) The UAC shall consider only the evidence which was presented to the URC, but may take into account recommendations of the URC which have occurred within the time frame of the current collective agreement.
- (c) The UAC shall invite the candidate, who shall be allowed to bring a faculty member to act as advocate, and two representatives of each of the DRC and the URC.
- (d) The candidate and advocate, DRC and URC representatives shall be invited to be present throughout the hearing and shall have the opportunity to address the grounds for appeal. Each party to the appeal shall be allowed to make a presentation and question the other parties to the appeal. The UAC, as a courtesy, shall inform participants of their rights and duties prior to the commencement of any testimony. Failure to do so shall not invalidate the hearing.
- (e) At the conclusion of the hearing the UAC shall consider its decision in camera. The decision shall be by simple majority. The

UAC shall render a decision within five working days of the conclusion of the hearing.

- (f) In rendering a decision, the UAC may either uphold the recommendation of the URC or determine that the grounds for the appeal have been substantiated.
  - (i) If the UAC upholds the appeal, then it must recommend a mechanism by which such error can be corrected. The mechanism may include referral of the matter back to the URC or evaluation of the application by the UAC. However, before reversing a recommendation of the URC, the UAC must follow the procedures set down for the URC. The UAC must not base its decision on the grounds for appeal alone but rather on an overall assessment of the candidate and the criteria for renewal, tenure or promotion. It may not recommend that renewal, tenure or promotion be granted solely on the basis of a procedural error.
  - (ii) Decisions of the UAC shall be binding.
  - (iii) The UAC shall, through its Chair, make its recommendations known in writing to the candidate with copies to the President, the DRC, the URC and the Association, stating its reasons based on the appropriate criteria, the candidate's letter of appointment, and the specific grounds in the notice of appeal.
- (g) The Chair of the UAC shall keep minutes of each meeting, including a record of attendance and decisions, and a file of all documents consulted.

12.70 Procedures Relating to Decisions on Renewal, Tenure and Promotion

12.71 The President shall transmit a recommendation in favour of the candidate to the Board. A recommendation that is not in favour of the candidate shall constitute the decision of the Board.

12.72 If the Board decides not to adopt the recommendation of the URC or the UAC, it shall do so only on the basis of the criteria stated in the relevant articles of this agreement and shall give written reasons for its decision to the candidate, the URC or the UAC as appropriate, the DRC, the President and the Association.

12.73 In cases of tenure, if the Board's decision is that it be denied, the candidate's appointment shall terminate at the end of the current probationary term unless the candidate is in the last year of such a term, in which case a one-year terminal appointment shall be offered.

12.74 Decisions on tenure shall be deferred only with the written agreement of the candidate and on the basis of clearly stated conditions based on the

criteria in the relevant articles of this agreement. The meeting of these conditions shall result in the award of tenure. Final decisions must be reached within two years, and the candidate's probationary term shall be extended to make deferral possible.

12.75 The President shall communicate the Board's decisions on renewal, tenure or promotion according to the following schedule:

- (a) Renewal of Appointment – no later than 15 December of the academic year during which the appointment terminates.
- (b) Tenure – no later than 31 March of the academic year in which the application for tenure is made.
- (c) Promotion – no later than 31 May of the academic year in which the application for promotion is made.

12.76 An annual report which summarizes the activities of the URC shall be prepared by the Chair and distributed to faculty members by 30 June. The report shall include, but is not necessarily limited to, the following statistics separately for each of tenure and promotion:

- (a) the number of candidates recommended by their DRC;
- (b) the number of candidates not recommended by their DRC;
- (c) the number of recommendations in (a) which were over-ruled by the URC;
- (d) the number of recommendations in (b) which were over-ruled by the URC.

12.77 An annual report which summarizes the activities of the UAC shall be prepared by the Chair of the UAC and distributed to faculty members by 30 June. The report shall include, but is not necessarily limited to, the following statistics separately for each of tenure and promotion:

- (a) the number of candidates who appealed to the UAC, who were recommended by their DRC but not by the URC;
- (b) the number of candidates who appealed to the UAC, who were not recommended by either their DRC or the URC;
- (c) the number from (a) where the UAC reversed the recommendation of the URC;
- (d) the number from (b) where the UAC reversed the recommendation of the URC.

12.80 Criteria for Renewal, Tenure and Promotion

12.81 Consideration for Promotion

A faculty member is eligible for consideration for promotion at any time, the essential element in any promotion being the demonstration of a consistent record of achievement over a period of time. Although the time of service in a particular rank may not be used to deny promotion to a higher rank, the normal time of service in any rank is six years.

12.82 If service at other institutions is to be considered, such must be stipulated in the letter of appointment.

12.83 The factors to be considered in assessing performance of a faculty member in relation to renewal, tenure and promotion to ranks above assistant professor shall be:

- (a) academic qualifications
- (b) performance as a teacher
- (c) scholarly activity
- (d) service.

All of these criteria must be present in an application for renewal, tenure and promotion although they need not be present to the same degree. It is the overall assessment of the candidate which must guide the URC's decision. Remuneration received in connection with the criteria shall in no way diminish their value in consideration for renewal, tenure and promotion.

(a) Academic Qualifications

The normal criterion will include an earned doctorate at the assistant rank and higher. Equivalent qualifications and/or experience may be substituted, such as professional qualifications in fields where doctorates are not normally available, or where the candidate has accumulated experience judged to be particularly relevant and valuable to a discipline. The letter of appointment should state whether or not the faculty member has the appropriate academic qualifications, or whether further qualifications must be obtained. Once a candidate has been recognized as having appropriate academic qualifications either by letter of appointment or by a ruling of the URC during consideration for renewal, tenure or promotion, the criterion of academic qualifications will be deemed satisfied for future consideration under this article.

(b) Performance

Performance in teaching, scholarly activity, and service shall be evaluated in relation to the duties expected of faculty members in

Article 5.00 and in relation to the Annual Career Development Meetings and supplemented by other materials provided under Article 12.03.

12.84 The parties recognize that the nature of teaching duties, scholarly activities and service contributions may vary from discipline to discipline and, as a consequence, the evidence used to demonstrate levels of performance will depend on an individual faculty member's Department or School affiliation. To assist faculty members with the preparation of their dossier and professional resume, lists of activities which might be used to demonstrate the required level of competence in the various criteria at each rank have been appended as Appendix I. The list of activities is neither inclusive nor exclusive.

12.85 The assessment of faculty members shall take due account of performance in the specified spheres of teaching and non-teaching activities, giving such performance the same relative emphasis as indicated by their order in Article 12.83 unless stated otherwise in the candidate's letter of appointment or as indicated by the candidate's current responsibilities.

12.86 Joint Application for Tenure and Promotion

Employees holding the rank of Assistant Professor may make a single application for tenure and promotion to the rank of Associate Professor. If the Employee meets the criteria for Associate professor, tenure shall also be granted. Notwithstanding the above, the Departmental Review Committee and/or the University Review Committee may determine that it is appropriate to award tenure but not promotion to Associate Professor.

12.90 Qualifications for Renewal, Tenure and Promotion

12.91 Renewal

The qualifications for renewal of a probationary appointment shall include evidence of suitability as a teacher, evidence of developing scholarly activity and evidence of contribution to the academic community as indicated in the reports of annual Career Development Meetings and by other materials provided under Article 12.03.

12.92 Tenure

The qualifications for tenure shall be:

- (a) possession of an earned doctorate or its equivalent as specified in Article 12.83 (a);
- (b) evidence of satisfactory performance as a teacher;
- (c) evidence of involvement in scholarly activity;

- (d) evidence of participation in activities which contribute to the function of the University.
- (e) the records of annual Career Development Meetings and other materials provided under Article 12.03 shall be a primary source of information in assessing (b) – (d) above.

12.93 Assistant Professor

The qualifications for promotion to assistant professor shall be possession of an earned doctorate or its equivalent as specified in Article 12.83 (a). According to whether all degree requirements are successfully completed before or after 31 December, such promotion shall become effective either the previous 1 July or the following 1 July.

12.94 Promotion to ranks beyond assistant professor shall be based upon the criteria, with the same priority, as specified in Articles 12.83 and 12.85.

12.95 Associate Professor

Promotion to the rank of associate professor shall be based upon a record of consistent accomplishment:

- (a) evidence of a consistently positive record of performance as a teacher;
- (b) evidence of consistent accomplishment in the discipline to be demonstrated by scholarly activity which is supported by external recognition of the candidate's work;
- (c) evidence of ongoing service to the University and academic community, the discipline and/or the community;
- (d) the records of annual Career Development Meetings and other materials provided under Article 12.03 shall be a primary source of information in assessing (b) – (d) above.

12.96 Professor

The qualifications for promotion to the rank of professor must include continuing performance consistent with the rank of associate professor and a distinctive contribution to academic life above the standard required for promotion to associate professor.

Distinction is defined in the following ways:

- (a) To be recognized as a distinctive teacher, the candidate must present evidence of performance as a teacher and evidence of contributions to the teaching of the discipline.

- (b) Distinctive scholarly activity is scholarly activity recognized at national or international levels. Both the quality and quantity of such work shall be considered by the DRC, the URC and the external referees.
- (c) Distinctive service to the University and academic community would be evidenced by the candidate having made contributions of leadership and innovation involving decisions and policies which have had a major beneficial influence. The holding of any office, administrative position or memberships are not, in themselves, meritorious but must be accompanied by evidence of contributions which are recognized as outstanding examples of service.
- (d) The records of annual Career Development Meetings and other materials provided under Article 12.03 shall be a primary source of information in assessing (b) – (d) above.

## Article 12 - Appendix I

Lists of activities which might be used to demonstrate the required level of competence in the various criteria at each rank are presented below. Such evidence may include both quantitative and qualitative aspects. The list of activities is neither inclusive or exclusive, nor does it imply expectations of performance. The lists are not presented in order of preference with regard to renewal, tenure or promotion but reflect activities which employees perform in carrying out their normal Academic Responsibilities as required in Article 5.30 and 5.40.

(a) Performance as a Teacher and Lecturer

(i) Teaching Activities

- Course work (course outlines, manuals, etc.)
- Course coordination
- Course revisions
- New course development and design
- Preparation of laboratory and course material
- Supervision of advanced and graduate students, honours and graduate theses, practical internships, field work, and co-op programs
- Classroom teaching
- Laboratory and studio teaching
- Continuing and Distance Education teaching
- Teaching innovations
- Development of teaching aids
- Academic counseling
- Guest lecturing
- Participation in seminars and colloquia

(ii) Teaching Activity Assessment

Candidates will present evidence of their teaching activities as part of their dossier. Where the evidence relates to classroom performance, it should be based on direct observation by students, peers and/or academic administrators through a formal course evaluation as in Article 5.31.

(b) Scholarly Activity

Examples of scholarly activities which may be presented by a candidate for evaluation are listed below. The list is not ranked but the candidate should be aware that material adjudicated by external referees carry significantly more weight than do non-refereed materials. Materials produced for external use would, in general be of more significance than material produced for internal use.

- Books
- Monographs
- Papers in refereed and non-refereed journals
- Obtained research grants and funding
- Contract research

Patents  
Creative work and performances  
Commissioned works and special assignments  
Awards in recognition of scholarly achievement  
Papers delivered at professional meetings, conferences and seminars  
Papers/works/research in progress  
Consulting and other professional activities which require research or scholarly competence, editorial and refereeing duties  
Service on external grant committees  
External reader on theses  
Commissioned reports for external circulation  
Audio-visual materials and computer software/courseware available commercially or through a publishing house provided the materials are related to scholarly activities  
Participation in external panels, seminars, etc.  
Active participation in and leadership given to professional conferences, workshops, symposia, etc.  
Public speaking engagements related to one's academic expertise.

(c) Service

(i) Service to the University and Academic Community

Service to the University and the academic community includes contributions to the development and effective functioning of the University through contribution to student activities, membership on Department, School, Faculty, Senate, University, Board and Association committees and councils; and contribution to the administrative functioning of the University as an Academic Administrator, or through other administrative assignments inside and outside the Bargaining Unit; active participation in local, provincial, national and international organizations and programs related to the candidate's discipline.

(ii) Community Service

Service to the wider community includes active participation in a wide variety of governmental, societal and community institutions, programs and services, where such participation is based on the candidate's academic or professional expertise.

## Article 12 - Appendix II

### Resume Format

1. Name; Academic Qualifications: including a university and professional educational history with dates for degrees and certification;

personal continuing education such as attendance at short courses, workshops, leadership training etc.;

awards such as scholarships; employment history at Acadia and elsewhere including dates of previous promotions.

2. Performance as a Teacher

Candidates will be required to clearly document teaching performance, and should refer to Appendix I for the type of information which must be included in the section.

3. Scholarly Activity

Candidates should refer to Appendix I for suggestions as to the type of information which must be included in this section.

4. Service

Service is classified into service to the University and academic communities (Article 5.33), and community service (Article 5.40); examples of the type of service which will be considered are found in Appendix I.

Article 13.00 **Resignations and Termination of Appointment**

- 13.01 Employees wishing to terminate their employment shall give written notice to the President, with copies to their Head and Dean or University Librarian. For faculty, notice must be given no later than 31 March of the year during which such termination is to become effective. Librarians shall give at least one month's notice. The Board reserves the right not to accept faculty resignations submitted after 31 March or librarian resignations with less than one month's notice.
- 13.02 Employment may be terminated by mutual written agreement at any time. The President of the Association shall be notified of any termination.
- 13.03 Employees terminating a first appointment before the expiry of such appointment shall repay to the Board, on a pro rata basis, any moving expenses paid to them.

Article 14.00 **Reprimand, Discipline, Suspension, and Dismissal**

14.01 Discipline of Employees shall be only for just and proper cause. The disciplinary measures taken shall be commensurate with the just cause.

14.02

(a) When a Dean has been informed by a Head according to the procedure of Article 15.50 (f) or by other sources of an Employee's deficiency or area of neglect in which there has not been acceptable improvement, the Dean may call a meeting of the Employee and the Head when applicable in an attempt to resolve the issue. A representative of the Faculty Association may be present. The employee shall be notified of this right.

(b) If the issue is not resolved at the meeting and if the Dean considers that just cause for disciplinary action against an Employee may exist, she/he shall give written notice and recommendation to the Vice-President (Academic), with particulars thereto, and shall inform the Employee of the action that she/he has taken, giving specific details of the alleged cause for disciplinary action.

(c) Where applicable, and taking into account the protection of students, this statement shall include all names, places and dates of alleged incidents. Complaints must be written and signed but names may be protected until reaching Article 14.03.

14.03 If the Vice-President (Academic) considers that just cause exists to warrant further action respecting the discipline of the Employee, she/he shall notify the Employee, giving specific details of the allegations, and shall initiate procedures for informal mediation. The Vice-President (Academic) shall arrange a meeting with the Employee, the Head, and the Dean, in an attempt to reach a settlement. A representative of the Association shall be present.

14.04 Within ten working days of the meeting, the Vice-President (Academic) shall notify the Employee in writing either that the matter will not proceed further or that the Employee will be disciplined on the grounds included in the written submission.

14.05 If the Vice-President (Academic) has determined that disciplinary action is warranted, she/he shall give written notice through registered mail to the Employee, with copies to the Head, the Dean, and the President of the Association, that one of the following penalties is being invoked, and the particulars thereto:

(a) a formal letter of reprimand to the Employee, specifying the grounds. This reprimand shall be placed in the Personal File of the Employee;

- (b) written notice of suspension with pay and life/health benefits for up to fourteen (14) calendar days. Notice to include reasonable details for the suspension and commencement date of the suspension;
- (c) written notice of suspension without pay for up to thirty (30) calendar days. Life/health benefits only may be maintained and only the Board's portion shall be paid by the University. Notice to include details for the suspension and commencement date of the suspension;
- (d) written notice of the permanent loss of a grid step beginning the year subsequent to the infraction. Notice to include reasonable details for the loss of grid step and commencement date of the loss of grid step;
- (e) a recommendation to the President that the Employee be dismissed according to the procedures of Article 14.

14.06 The Association wishing to contest disciplinary action other than dismissal must, within fourteen (14) calendar days of receipt of the notice, file a grievance directly to the Grievance Committee. If the Association wishes to contest dismissal, within fourteen (14) days of receipt of notice, the matter shall proceed directly to arbitration.

14.07 Copies of written reprimands shall be removed from the Employee's Personal File after five (5) successive years have elapsed during which there was no further record of disciplinary action, or such shorter period as the President may determine.

14.08 In the event that the behaviour giving rise to the disciplinary action was related to emotional illness or the use of alcohol or drugs, the Employee shall be given the opportunity to voluntarily seek treatment/counseling for the problem. If the Employee participates in an active treatment program, the Vice-President (Academic) may mitigate or suspend the disciplinary action pending the outcome of the treatment/counseling as certified by the University Physician. In this case Article 24.60 may apply.

14.09 In the case of suspension without pay, an Employee's salary and group life/health benefits shall continue without interruption until grievance and arbitration processes (if any) have concluded.

14.21 A decision by the President to terminate will be in writing, sent by registered mail, with a copy to the President of the Association. It shall include reasonable details for the dismissal and the effective dates.

14.22 The Association has the right to grieve discipline levied. The procedures are outlined under Article 18 (Grievance) and Article 19 (Arbitration).

14.23 Termination of the employment of an Employee who has permanent tenure or a continuing appointment, or whose probationary or term

appointment has not expired, other than by resignation, shall be in accordance with the dismissal procedures following.

14.24 No Employee shall be dismissed unless and until the procedures in Article 14.05 have been followed.

14.30 Hearings in Cases of Proposed Dismissal for Cause

14.31 When it is proposed that an Employee be dismissed for just and proper cause, the President shall inform the Employee in writing, with a copy to the President of the Association, and invite the Employee and the President of the Association or the President of the Association's representative, to meet with him/her or the Vice-President (Academic) at a time and place specified in the communication, with at least seven working days' notice being given.

14.32 At the meeting of the Employee and the President or Vice-President (Academic), and the President of the Association, or the President of the Association's representative, the discussion shall be directed toward resolving the situation in a manner satisfactory to the Employee and the Board. The meeting may be attended as well by two relevant appointees as advisors to the Board and two appointees as advisors to the Employee, one appointed by the Employee and one appointed by the Association. All those attending the meeting shall be entitled to participate in the discussion.

Both the Board and the Employee concerned shall have the right to replace one of its advisors by a consultant from outside the University after giving written notice to the other of this intention at least two working days before the scheduled meeting. The written notice shall give the name, address and occupation of the consultant. In this case, the other side shall automatically have the right to replace one of its advisors by a consultant from outside the University.

14.33 If for any reason the meeting provided for in Article 14.32 does not take place, or if no mutually satisfactory resolution of the situation is reached at the meeting, the Employee shall be given detailed written reasons for the proposed dismissal no later than seven working days after the meeting or after the date of the meeting referred to in Article 14.31 should that meeting not take place. The statement of these reasons shall constitute the Board's case for dismissal of the Employee. Where applicable, and taking into account the protection of students, this statement shall include all names, places and dates of alleged incidents.

14.34 Article 19.10 notwithstanding, if the Association wishes to bring the matter to Arbitration, notice in writing to this effect shall be given by the Association to the President no later than fourteen (14) days from the receipt of the written reasons for the proposed dismissal.

14.38 The salary and life/health benefits of the Employee shall continue at least until the Arbitrator or Arbitration Board has handed down a decision.

14.39 At her/his discretion, the President may at the time of giving notice of the proposed dismissal referred to in Article 14.31 relieve the Employee of her/his duties. Such relief of duties shall not be considered to be suspension as described in Article 14.05, and salary and group life/health benefits shall continue as in Article 14.38.

14.40 All written communications from the Board to the Employee and from the Board to the President of the Association or her/his representative in matters of reprimand, suspension and dismissal shall be by personal service or registered mail.

14.41 University Library

In relation to the Library in this Article, substitute Program Sector Head (Library) for Head, and University Librarian for Dean.

Article 15.00 **Policies and Practices in Departments and Schools**

15.10 Each Department shall have a Head who represents the Department in other areas of the University and works to achieve, in cooperation with other bodies of the University, progress and development in all matters affecting the academic well-being of the Department and Faculty as well as other Departments, Faculties and Schools.

15.20 In establishing and implementing policy within a Department, the Head shall consult fully with faculty members to determine what the majority sentiment is, and shall normally proceed in accordance with this majority sentiment.

If the Head wishes to implement a policy that does not have majority support, he/she shall inform the Dean of the situation. Should the Dean decide in favour of the majority sentiment, that view shall be implemented. Any decision by the Dean against the majority sentiment shall be taken only on proper academic grounds, on budgetary grounds or on the ground that the majority sentiment is not consistent with Faculty and University policy at Acadia, and such grounds shall be given to the members of the Department in writing.

15.30 Heads are responsible to the Dean of the Faculty for the efficient administration of their Departments in accordance with the present Agreement. If a Head has been advised by a Dean of a deficiency or an area of neglect, and no acceptable improvement results, then the provision of Article 15.50 (f) shall apply, with the appropriate substitution of Dean for Head.

15.40 The Head remains at all times a scholar for whom scholarly activity is a fundamental responsibility.

15.50 While generally responsible for communication, organization and administration within the Department, the Head shall exercise the following particular responsibilities:

- (a) Initiate and formulate departmental academic policies and the planning and development of academic programs, including continuing education.
- (b) Supervise generally the programs and progress of students in the Department.
- (c) Make known and carry out University policies as they affect the Department.
- (d) Meet with each member of her/his Department once a year before 15 May to undertake a career development meeting.

- (e) Advise members of the Department of their professional responsibilities, and bring to the attention of colleagues concerned any reported neglect of such responsibilities.
- (f) Where a member of the Department has been advised of a deficiency or an area of neglect without resulting in an acceptable improvement, the Head shall address the issue in a letter to the Department member concerned. The letter shall outline the nature of the problem(s) and the potential solutions. A copy of that letter and any response shall be submitted to the Dean. The Employee has the right of a response which, if written, shall be appended to all copies of the letter.
- (g) Prepare, after consultation with all members of the Department, an allocation and scheduling of teaching responsibilities taking into consideration the availability of appropriate classroom space (Article 17.23) and potential conflicts among required courses as determined by the Registrar. This consultation shall be made as early as possible. It shall normally be completed by the first day of July of the year concerned and shall be communicated to the Dean. Members of the Department who are dissatisfied with their allocation of teaching duties shall have the right to put their dissatisfaction to the Dean for a decision. The Dean will normally make a decision within fifteen (15) days of receiving the request. In attempting to resolve the dissatisfaction, the Dean does not have the right to change the duties of a satisfied member without consultation with the affected member. An appeal can be made to the Vice-President (Academic) whose decision shall be final. A Dean who is dissatisfied with her or his teaching assignment may appeal to the Vice-President (Academic).
- (h) After consultation with all Department members and with the agreement of the Dean, take necessary action to cancel courses or alter sections of courses as need arises.
- (i) Prepare departmental budget in consultation with members of the Department and submit it to the Dean.
- (j) Administer the departmental budget as authorized.
- (k) With due notice, call and chair meetings of the Department at least once each term as need arises.
- (l) Make arrangements, agreeable to the Dean, for the discharge of her/his duties as a Head during annual vacations and other occasional absences.
- (m) Select, assist and supervise academic support staff and cooperate with the Personnel Services Department in the administration of terms of employment.

(n) Before exercising the foregoing responsibilities, the Head shall, whenever it is possible to do so, carry out full prior consultation with all the members of the Department.

15.51 On request of a Head, her/his academic teaching load shall be reduced below the normal by one-half course or equivalent for Departments with a faculty complement of four to six, by one full course for Departments with a faculty complement of seven to ten, and by one and one-half full courses for Departments with a faculty complement of more than ten.

15.55 Each instructor shall designate a student to distribute the course evaluations in class and to be responsible for delivering immediately the completed course evaluations to the Head/Director of the unit. The instructor shall leave the classroom while the students complete the evaluation. In the case of courses offered by the Head/Director, evaluations shall be delivered directly to the Dean. The Head/Director/Dean shall review the evaluations and return them to the instructor within three weeks following submission of grades for the course. The evaluations shall be discussed with the instructor as part of the career development meeting as stated in Article 15.60. The purpose of the evaluations is to provide the instructor with an opportunity to enhance her/his teaching development. The evaluations belong to the instructor, and can be used for any purpose she/he chooses.

The instructor shall retain them for a minimum of one year.

Course evaluation data aggregated at the Department, School, or Faculty level shall be made available to the Dean.

15.60 Responsibilities of the Head for Career Development Meetings

15.61 The Head has the responsibility for meeting once a year with each Employee who holds a continuing appointment in the Department for the purpose of discussing the Employee's career profile, encouraging its positive development, and evaluating performance. The discussion will be based on the responsibilities stated in Article 5.00 and the criteria stated in Article 12.80. By 15 May of each academic year the reports of the Career Development Meetings will be sent to the Dean for review.

15.62 The Head will solicit from each Employee before she/he meets her/him an updated version of her/his curriculum vitae in a form that is compatible with Article 12, Appendix II, and a completed Faculty Annual Career Development Meeting Record Sheet, Article 15, Appendix I.

The Career Development Meeting shall include all documentation or information the faculty member or Head deems necessary, including, but not limited to information pertaining to teaching activities inside and outside the classroom and all student course evaluations. If the Head or Dean wishes clarification of any item that cannot be adduced immediately, she/he may reconvene the meeting within one year when

the faculty member or the Head will introduce such clarification to the discussion.

15.63 The objectives of the meeting are:

- (a) To recognize and reinforce the positive contributions made by the faculty member and to obtain an accurate written record of such contributions for inclusion in the President's Annual Report and unless the faculty member makes written instructions to the contrary, the eventual announcements of them to the public by the administration. The foregoing does not limit Employees from publicizing their contributions as they see fit.
- (b) To discuss the immediate and long-range plans of the Employee for academic research and the development of courses to be taught at Acadia taking into consideration her/his other legitimate academic commitments and the needs of the department.
- (c) To discuss the financial and time requirements of research and development of courses and to initiate steps to obtain grants from the SSHRC, the NSERC, other external funding agencies, or the University Research Fund to facilitate such projects.
- (d) To plan and discuss the suitability of the Employee's application to the DRC for tenure and/or promotion, including time of application, criteria for such evaluations, and her/his performance relative to the criteria.
- (e) The employee shall indicate in this report any use of University support staff, equipment, materials, computer services, laboratories, or office space for personal use or for the use of external organizations.

15.65 The Head shall assess and comment on the three areas of performance in a letter to the employee. If the Head assesses performance to be unsatisfactory in any of the three areas, the Head shall give reasons for the assessment and outline the agreed-upon plan for remedies in accordance with Article 15.50(e). If the Employee disagrees with the Head's evaluation of any area, the Employee may append written comments to the report.

15.67 The Employer agrees to publicize the academic achievements of each Employee which she/he and the Head have deemed suitable for inclusion in the President's Annual Report and will endeavour to make these achievements known to the wider public in the local and provincial media without prejudice to the achievements of any one faculty member unless the Employee specifically requests that information be withheld from the public.

15.68 The Employer agrees that an Employee will find it easier to improve her/his performance in an atmosphere of adequate working conditions, as

specified in, but not limited to, Articles 17.11, 17.14, 17.20, 17.80 and 17.90 in order that an Employee has an opportunity to meet her/his professional duties as specified in this Article.

15.69 In the case of the Head, the career development meeting will take place between her/him and the Dean within the dates and in the same manner described in Article 15.60.

15.70 Schools

In relation to Schools in this Article, substitute "Director" for "Head".

Article 15, Appendix I

**FACULTY ANNUAL CAREER DEVELOPMENT MEETING REPORT**

Faculty Member		Signature	
Head/Director		Signature	
Date of Meeting		Department/School	

Teaching Activity	
List courses taught or coordinated:	Comments:
List advanced students supervised (honours, masters, advanced studies, fieldwork, internship. Indicate whether completed or in progress. Include thesis committee work.	
New course development and design. Comment on any activity that led to the revision or creation of new teaching material or techniques.	
Teaching activity more broadly defined. Comment on any other teaching activity including academic counselling, guest lectures, continuing education teaching.	

List any publication or production of material related to pedagogy.

Comment on any other teaching activities.

Comment on teaching plans for the upcoming year.

**Research Activity**

List any new books, monographs, or publications that appeared in print or were accepted for publication in the past year. For journal publications, indicate whether they were refereed with an "R".

List any creative work, patents, performances, commissioned work, technical reports, or special assignments.
List current and new grants and sources of funding to support research and creative work.
List papers and attendance at professional meetings and seminars.
Papers/works/research in progress.
Public speaking engagements, colloquia related to research activity.

Support of research: List any editorial, reviewing or grant adjudication activity that supports research.

Comment on research mentoring activities.

Comment on any other research achievements.

Comment on research plans for the future.

**Service Activity**

List committees served on at Acadia:

Comments:

List committees served on in the broader community/government/profession related to your discipline:	Comments:
Comments on any other service activity.	
Comment on service activities for the coming year.	

Article 15, Appendix II

**DEMONSTRATOR'S ANNUAL CAREER DEVELOPMENT MEETING  
REPORT**

Demonstrator		Signature	
Head/ Director		Signature	
Date of Meeting		Department/ School	

Teaching Activity	
List courses taught or supported:	Comments:
List advanced students aided (honours, masters, advanced studies, fieldwork, internship).	
New course development and design. Comment on any activity that led to the revision or creation of new teaching material or techniques.	
Teaching activity more broadly defined. Comment on any other teaching activity including academic counselling, guest lectures, continuing education teaching.	
List any publication or production of material related to pedagogy.	

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Comment on any other teaching activities.

Comment on teaching plans for the upcoming year.

**Professional Development**

List conferences/workshops attended pertaining to academic discipline.

List workshops attended of a technical nature.

Comment on other aspects of professional development.

**Service Activity**

List committees serve on at Acadia:

Comments:

<p>List service activities within the Acadia community, e.g., open house, High School Student Programs, See Earth, partent/student tours, etc.</p>	
<p>List committees served on in the broader community/government/profession related to your discipline:</p>	<p>Comments:</p>
<p>Comments on any other service activity.</p>	
<p>Comment on service activities for the coming year.</p>	

Article 16.00 **Appointment and Review of Heads**

16.00 Eligible Members

For purposes of this section, “eligible members of the Department” shall be deemed to mean all those within the Department holding the rank of Lecturer, Assistant Professor, Associate Professor, or Professor, including those in their second consecutive year of a Contractually Limited Term Appointment within the same department.

16.01 Term as Head

The headship term shall be three years.

Time spent on sabbatical leave shall not be included in the three years mentioned above nor shall such leave be construed as interfering with continuity as Head.

16.04 Possibility of Acting Head

An Acting Head may be appointed in certain circumstances detailed below.

Where required by certain sections of this Article, the Dean, the Dean shall call and chair a meeting of the eligible members of the department. If a majority of the department is in favour of an Acting Head, and the Dean concurs, then the procedures of Article 16.14 shall apply. Otherwise a search (Article 16.08) will be initiated.

16.08 Search Procedures

Internal, or internal/external

When a search is to be undertaken the Dean shall inquire of the Vice-President (Academic) whether the search is to be internal or both internal and external. If a tenure track position is available the President may authorize an internal and external search.

16.09 Dean seeks nominations

Where a search is to be internal only, by November 30 of the last year of the Head’s term, the Dean shall call for nominations, then hold an election in which all eligible employees in the Department may vote subject to Article 24.73. Successive rounds of voting shall be held, if necessary, until one candidate has a majority. If the department members are evenly divided, the Dean shall give the Department the opportunity to take a second ballot within one week. If the result of the second ballot is still a tie, the Dean shall cast the deciding vote.

16.10 No Candidates

Should circumstances arise in which the appointment of an acting Head has been authorized but cannot be implemented, the President, acting on the recommendation of the appropriate Dean of Faculty and the Vice-President (Academic) may appoint a substitute from another unit, as follows:

- (a) The individual appointed shall be known as the Acting Chair of the Department and shall carry out the administrative functions of the Department (which would normally be the responsibility of the Head).
- (b) The Acting Chair may be appointed for a period of not less than six months and beyond that, not longer than is required to appoint a Head or Acting Head from within the unit under the procedures of the Collective Agreement.
- (c) The Acting Chair shall receive the administrative stipend which would have been paid to the Head (Article 21.07) and, if appropriate, the course remission provided in Article 15.51. If course remission is given, the Department/School of the Acting Chair shall be compensated for any reduction in teaching capacity.

16.11 Advertising

Where the search is internal/external, advertising shall take place as per Article 10.52(a).

16.12 Search Committee

Where the search is to be both internal and external, when there are two or more candidates, or when the sole candidate does not receive unanimous endorsement of the eligible members of the Department, the Dean shall convene a search committee having the following membership:

- (a) The Dean of the Faculty who shall be the Chair;
- (b) two faculty members elected by the Department concerned;
- (c) one Faculty member from a cognate Department or School selected by the Faculty of which the Department is a part;
- (d) a person distinguished in the discipline from another institution, chosen by the four persons mentioned above. This requirement may be waived if the Department, by a majority vote so requests, and the Dean and the Vice-President (Academic) concur;
- (e) one senior or graduate student from the Department concerned, to be elected by or under the auspices of the Student Representative Council.

## 16.13

### Short List

- (a) All eligible members of the Department concerned shall have the opportunity to apply and to nominate other eligible members, subject only to the provision that no one may run for Head whose own appointment contract does not encompass the term of Headship.
- (b) After consultation with the eligible members of the Department, the Search Committee will draw up a short list of not more than three candidates and shall arrange for those on the short list to meet the members of the Department, and present a public lecture. This lecture shall take place even if there is only one short-listed candidate for the position.
- (c) Thereafter the Search Committee shall give full consideration to the preferences of members of the Department before making a recommendation for the position.
- (d) The Search Committee shall have the right to recommend an acting Headship, subject to Article 16.15, unless by agreement by both Parties, and the provisions of 16.14 shall thereafter apply.
- (e) Except in the case where the Search Committee recommends an acting Headship, the recommendation of the Search Committee shall be forwarded to the Vice-President (Academic). The Vice-President (Academic) shall have the right to request the Search Committee to reconsider, giving reasons for the request. Following this reconsideration, if any, the recommendation of the Search Committee shall be forwarded to the Board for action.

## 16.14

### Acting Head

#### Selection Process

Where an Acting Head is to be appointed, the Dean shall carry out the following procedures:

- (a) Call for nominations by and from the eligible members of the Department, who are not on leave.
- (b) Following the close of nominations, call and chair a meeting of all eligible members of the Department to elect an Acting Head by a majority vote.
- (c) If the vote results in a tie, the Dean shall give the Department the opportunity to take a second ballot within one week. If the result of the second ballot is still a tie, the Dean shall cast the deciding vote.

- (d) The Dean shall forward the Department's recommendation to the Vice-President (Academic) for transmission to the Board.

16.15 Duties, etc.

An Acting Head has the duties, responsibilities and remuneration of Head. The period of appointment is for not more than one year, renewable only once. If an Acting Head is appointed Head the year following his or her appointment as Acting Head, the service as Acting Head shall not count in the term of service as Head.

16.16 Head Leaves Office

- (a) When a Head leaves office at a date other than 30 June, or goes on leave for a period not exceeding one year, an Acting Head will be appointed under the provisions of 16.14.
- (b) When a Head leaves office on 30 June of the first or second year of a three-year term, or when a Head goes on leave for a period exceeding one year, Article 16.04 will apply.

Acting Head Leaves Office

- (c) When an Acting Head leaves office prior to the end of his or her term, an Acting Head shall be appointed under the provisions of 16.14.

16.18 In-term Review

- (a) At any time during the service of a Head or an Acting Head, eligible members may vote non-confidence by a simple majority. The vote shall be reported to the Dean, who shall then attempt to mediate between the Department and the Head (or Acting Head). If such mediation fails, the Dean shall within two weeks of being notified of a non-confidence voting result, establish an in term Review Committee as in (c) below.
- (b) At any time in the service of a Head, the Board may request a review of the performance of the incumbent. Within one month of such a request being received, the Dean shall set up a Review Committee.
- (c) The Review Committee shall have the composition of the Search Committee defined in Article 16.12 of this Agreement and shall have the duty of advising the Vice-President (Academic) as to whether the appointment of the Head should be continued to the end of the existing term, or terminated sooner. The Vice-President (Academic) shall have the right to request the Review Committee to reconsider, giving the reasons for the request. Following this reconsideration, if any, the recommendation of the Review Committee shall be forwarded to the Board for its action.

16.19

If a recommendation concerning a Head or Acting Head is rejected by the Board, the rejection will be on the basis of proper academic grounds or on the administrative performance of the candidate.

Article 17.00 **Working Conditions**

17.10 Standard Office Facilities

17.11 The Board shall make a reasonable effort to provide each employee with a private office containing ergonomically sound furnishings, telephone, computer, mouse, keyboard, keyboard tray and network access from that office. "Private" shall be assumed to include ceiling to floor walls with sound insulation; lockable doors; lighting sufficient for reading, writing, and computer work; appropriate window and floor coverings; temperature maintained in normal room temperature range; and acceptable air circulation and quality.

The Board will provide an annual budget administered by a committee consisting of the Deans and the Environmental/Occupational Health and Safety Officer to address proactively the requirements of Article 17.11 during the term of this agreement and beginning with the ratification of this agreement.

17.12 Except as provided in Article 17.13, Employees' offices shall not be occupied or used without their written consent.

17.13 If Employees are absent from their offices for more than one month, their offices may be used temporarily for other purposes. In this case, the Head, Dean or Vice-President (Academic) as appropriate, shall give the Employees concerned and the President of the Association written notice of its intentions so that such Employees may remove their personal belongings from their offices if they so desire. In the event of an absence of more than two months, the University will have the right to remove the Employee's personal belongings to a secure area. The Association will be invited to provide a witness to the relocation process.

17.14 Computer Access

Access by Employees to computer facilities shall continue to be decided by the Board on the advice of the Information Resources Advisory Committee (IRAC). The Board recognizes the value to the Employee of having ready access to such facilities and will seek to maintain it. Charges may be levied for computer facilities and services used in contract work or consulting.

17.15 The Parties agree to respect the principle of privacy in the use of Acadia's computer facilities.

17.16 Off campus access to Acadia's computer system shall be maintained and provided from the internet free of charge as per current practice.

17.17 The Board will not appropriate any course materials provided through the Acadia computer network by Employees without the Employee's written permission.

- 17.20 Scheduling of Classes and Laboratories
- 17.21 Classes and laboratories taught by Employees shall normally be scheduled between 8:30 am and 6:30 pm. Employees are not required to teach more than one three-hour course or laboratory per term between the hours of 6:30 pm and 10:30 pm consistent with the regulations of the T.I.E. Committee. Scheduling of classes and laboratories is arranged as in 15.50(g).
- 17.22 No Employee shall be required to teach more than two hours consecutively of class time except in offering a single course. For the purposes of this clause, two separate sections of the same course shall be interpreted as being two different courses.
- 17.23 Adequate Classroom Space
- The Board shall make a reasonable effort to provide classroom and library space which meets the pedagogical needs of the various academic subjects. Appropriate classroom size, level of permissible background noise, appropriate blackboard space and library facilities, and the need for access to audiovisual equipment shall all be considered when allocating classrooms. Employees with mobility disabilities shall be assigned to workspaces in wheelchair accessible buildings.
- 17.30 Teaching Expectation
- 17.31 The normal teaching expectation is three full-year credit courses (undergraduate or graduate) or equivalent per Employee. The Parties recognize that teaching patterns vary appreciably from one academic discipline to another and that in consequence the teaching expectation in certain Departments may depart from this norm. The teaching expectation for a given year may be increased to four full courses and no more, only if the Head requests the increase in writing to the Dean on the basis of program needs and, only if the Dean and the Employee agree in writing. Should this occur, remuneration shall be at the rate specified in Article 21.03. Copies of the request and the agreements shall be sent to the President of the Association. If an individual is appointed to teach a normal teaching load for a period less than the academic year, that individual shall be regarded as a full-time Employee for the period of her/his service.
- 17.32 Each hour of a music studio or laboratory period or other regularly scheduled teaching, which is supplementary to the classroom activity, shall be considered to be equivalent to one-half hour of a classroom period. Employees must be present and teaching for the period for which they are claiming teaching load credit.
- 17.33 Employees' responsibilities extend beyond the classroom. Employees shall be available in their offices for consultation with students for at least six hours per week at stated times between 8:30 am and 6:30 pm

Monday through Friday and shall contribute to the administrative work of the Department and of the University.

17.34 The supervision of advanced students shall be voluntary on the part of Employees. The University recognizes the value of Honours and Graduate programs, and the necessity for conscientious supervision of students writing theses in these programs. Those Employees in a Department who have a heavy supervisory load may be granted an appropriate reduction in teaching expectation.

17.35 The President of the Association shall, on request, have her/his teaching expectation reduced by one course. If requested by the Department/School, the Board shall provide the necessary funds to employ a replacement.

The Association may, in agreement with the appropriate Dean and the Vice-President (Academic) buy release time for up to the equivalent of one full course for two additional members of the Association. The cost of such release time shall be that set forth in Article 21.03.

17.36 With the exception of members who are teaching at this university for the first time or teaching in a new program, no member shall be required in an academic year to prepare for more than the equivalent of three half courses which she/he has not taught at least once during the previous four years.

17.40 Standard Workload for Librarians

(a) The workload for a Librarian shall be determined by the University Librarian in consultation with the Program Sector Head and the Librarian. Individual schedules of work for each librarian are arranged in consultation with the Program Sector Head.

(b) The hours of work scheduled for full-time librarians in the performance of their duties in the library shall normally be thirty-five (35) hours per week, and shall be fairly and equitably distributed during the operating hours of the library.

(c) The schedules of librarians may include weekend hours as part of the normal work week. Such assignments are to be shared equitably among librarians.

(d) Librarians normally shall not be assigned more than one (1) evening shift per week. Evening assignments shall be such that librarians carry equitable loads.

(e) Librarians scheduled to work on a paid holiday as defined in Article 24.82 shall be compensated at the rate of one and one-half hours for each hour worked. Such assignments shall be fairly and equitably distributed among librarians.

- (f) On request of the Librarian and with the approval of the University Librarian and the Program Sector Head, a librarian's duties may be reduced.

17.50 Standard Teaching Expectation (Demonstrators)

- (a) Full-time Demonstrators involved exclusively with laboratory/studio/theatre instruction should have a maximum teaching expectation of 18 hours per week. This amount should be decreased proportionately as other academic duties are assigned or if the position is other than full-time.
- (b) Demonstrators teaching credit courses shall receive a reduction of 1.5 hours per week from their studio/laboratory contact hours per hour of classroom teaching.
- (c) Demonstrators shall be available in their offices for consultation with students for at least three hours per week at stated times between the hours of 8:30 am - 6:30 pm, Monday through Friday.

17.60 Continuing Education

17.61 For the purposes of this Article, Continuing Education includes the teaching of University credit courses in the Spring and Summer Sessions, and by Extension and Distance Education.

17.62 Courses offered in Continuing Education except those offered under Article 17.63 shall not be counted in calculating the teaching load of an Employee nor shall the holder of a part-time teaching appointment be considered full-time because of the teaching of such courses.

17.63 Employees shall not be required to teach courses in Continuing Education. However, with the assent of the Employee, on the recommendation of the Head, and with the approval of the Dean and the Vice-President (Academic), an Employee may teach one Continuing Education course as part of a normal teaching load. In this case, no additional stipend shall be paid to the Employee, but travelling and other approved expenses will be paid as appropriate.

17.64 The recommendation of an Employee to teach a course in Continuing Education shall be made by the Employee's Head of Department, taking into account the Employee's other commitments. No Employee shall teach more than one full course in Continuing Education, in addition to normal teaching load, during the period 1 September to 30 April.

17.70 Outside Employment

17.71 The University recognizes the value of faculty members and librarians serving as consultants in ways that enhance their professional, scholarly and scientific competence. Full-time Employees may therefore engage in consultancy activities insofar as these are compatible with their University

responsibilities and the general educational goals of the University. Such consultancy activities should not exceed one working day per week for full-time Employees. Consultancy activities should not interfere with the normal timetable for lectures and laboratories or with the normal provision of library services.

- 17.72 Commitments outside the University which are intended to be or probably will become of a major or continuing nature require the recommendation of the Head following consultation with the Department and written approval by the Dean or University Librarian, which shall be obtained prior to acceptance of the commitment.
- 17.73 The use of University equipment, for consulting purposes, is permitted subject to the following conditions:
- (a) Priority use of the equipment will be teaching and research or library service.
  - (b) If substantial or sustained use of the equipment for consulting purposes is required, the faculty member or librarian must negotiate with the Head/Director of the Department/School or University Library a reasonable rate for the use of the equipment. The rate will take account of any commercial rate for similar equipment and incidentals, such as solvents, gases, paper, etc., provided by the Department/School.
  - (c) In the case of teaching equipment, funds will be credited to the Department/School/Library budget. In all other cases an equitable distribution between the Department/School/Library and research accounts must be agreed upon by the faculty member and the Department/School/Library.
  - (d) Items (b) and (c) must have the written approval of the Faculty Dean or University Librarian.
- 17.74 Teaching commitments outside the University require the written approval of the Vice-President (Academic) or, in the case of Spring and Summer Session, the written approval of the Dean. Applications shall be made through the Head, with copies to the Dean and President. Such approval shall be obtained prior to acceptance of the commitment. Library service commitments outside the University require the written approval of the Vice-President (Academic). Applications shall be made through the Program Sector Head (Library), with copies to the University Librarian and the President. Such approval shall be obtained prior to acceptance of the commitment.
- 17.80 Research Assistance
- 17.81 Employees are expected to engage in research as part of their University duties and the Board will encourage research and other scholarly and creative endeavours as its resources and priorities permit. The Vice-

President (Academic) will work with the Director of Research and Graduate Studies in assisting faculty in applying for external grants and contracts.

17.82 Department Secretaries and the staff of the Secretarial Pool will assist members of Faculty by typing research material whenever time is available, as determined by the Head. Such research material shall be submitted through the Head. Priority shall be given to normal departmental work such as typing of correspondence, reports, course materials, examinations and tests, Department records, reception work, and other regular recurring duties.

17.83 If research grants are not available to assist in the necessary costs incurred in the publication of research in professional journals, the Board will attempt to meet requests for aid if the proposed publication has been accepted by a refereed journal, or has been submitted to a refereed journal which demands a submission fee.

17.90 Health, Safety and Security

The Board recognizes its responsibilities to provide sufficient facilities, supplies and services to protect the health, safety, and security of Employees as they carry out their responsibilities on campus.

17.99 Schools

In relation to Schools in this Article, substitute Director for Head.

Article 18.00 **Grievance**

18.10 The Parties will use every effort to encourage informal, amicable and prompt settlement of complaints and grievances arising from the administration of this Agreement. (See Article 30.23) However, the Parties recognize that one of the cornerstones of collective bargaining is a viable grievance procedure allowing for prompt and fair hearing of matters arising from the interpretation and application of the Collective Agreement. There shall be no discrimination, harassment or coercion of any kind against an Employee who elects to use these procedures.

18.11 Article 18.00 establishes a Grievance Committee and sets forth principles and procedures for its operation. The Parties agree that the mandate of the Grievance Committee is to resolve grievances arising from the administration of this Agreement and that, subject to the restriction that the Grievance Committee must adhere to the principles and procedures detailed hereunder, nothing in this Agreement shall be interpreted in such a way as to limit or imply a limitation upon the Grievance Committee in the exercise of its mandate.

18.12 Except as otherwise specified in this Agreement, the procedures detailed hereunder shall be the sole method to be used for the resolution of complaints or grievances arising from the interpretation and application of this Agreement.

18.13 All pending or unsatisfied grievances brought to the attention of the Board by the Association prior to the execution of this Agreement shall be subject to the grievance and arbitration procedures of this Agreement.

18.20 Definition of "Grievance"

A grievance is any complaint arising out of the interpretation, application, administration or alleged violation of this Collective Agreement or existing and approved practice if not in conflict with Articles of this Agreement, in which case the latter have precedence.

18.30 Who May Grieve

- (a) The Association may grieve on behalf of any one Employee or a group of Employees or the bargaining unit as a whole.
- (b) The Board may grieve.

18.40 Grievance Committee

18.41 There shall be a Standing Grievance Committee consisting of eight members: four designated by the Association and four designated by the Board. After such designation, members of the Committee are not "representing" a Party but shall use their independent judgement in resolving cases. The Grievance Committee shall serve for the life of this

Agreement. Should a member of the Committee resign for any reason, the Party who designated that member shall designate a replacement to serve the remainder of the term. The eight members of the Grievance Committee will select from among themselves a permanent secretary and an alternate, whose duty it will be to receive grievances and call meetings. If there are insufficient members available to hear a grievance within designated time limits, the relevant Party may appoint an alternate(s). The Parties shall endeavour to select alternates with prior experience.

18.42 The Grievance Committee shall be constituted not later than 15 days following the execution of the Agreement by both Parties.

18.43 Each grievance will be heard by four members of the Committee, two from among those designated by the Board and two from among those designated by the Association. The four members designated by a Party shall determine which two shall hear a specific grievance. The four members designated to hear a grievance will select from among themselves a Chair who shall have a vote.

18.44 A quorum shall be the four members hearing the grievance as specified in Article 18.43, except that if any member is absent, that member shall be replaced by another member designated by the same Party.

18.45 If a member of the Grievance Committee has a conflict of interest in a particular case, that member shall withdraw from hearing that case.

Simple unwillingness to hear a grievance does not constitute grounds for declaring conflict of interest.

For the purpose of this Article, a person is deemed to have conflict of interest if that person was a party to an action out of which another person's grievance has arisen. "Party to the action" means that the former had discharged a contractually required responsibility as a result of which a grievance was lodged.

A person is also deemed to have a conflict of interest if that person is in either a supervisory or subordinate relation to someone who has lodged a grievance, or is directly associated with that person's performance of her/his responsibility to the University.

Family ties may also be construed as ground for conflict of interest.

If any member of the Grievance Committee lodges a grievance of her/his own, he/she will withdraw from the Committee until her/his case is resolved.

18.46 The four members hearing a grievance shall render the decision specified in 18.62 (k).

18.50 Grievance Procedures

- 18.51 It is expected that the Parties will attempt informal resolution of problems at the administrative levels that are appropriate for a particular problem. If informal resolution attempts are unsatisfactory to the Parties, they may initiate formal grievance procedures.
- 18.52 Within thirty (30) working days of first learning of the event giving rise to the complaint, the Party wishing to initiate formal grievance procedures shall write to the Vice-President (Academic) notifying her/him of that intention, outlining the problem, and indicating attempts at an informal resolution.
- 18.53 Within five working days of receiving the grievance, the Vice-President (Academic) shall arrange a meeting with the employee and the Association President or her/his representative. This meeting shall take place within ten working days of the time the Vice-President (Academic) received the grievance, unless the Parties agree to extend this time limit.
- 18.54 At the above meeting, the Vice-President (Academic) or her/his representative shall indicate any steps that he/she feels might resolve the grievance, and shall take an active part in initiating those steps.
- 18.55 If a grievance involves the conduct of the Vice-President (Academic), the President shall carry out the functions of the Vice-President (Academic) specified in this Article.
- 18.56 If the grievance has not been resolved within ten working days of the meeting described in Article 18.54, the grievance may be submitted by the Association in writing to the Grievance Committee within 20 working days of presentation of the complaint to the Vice-President (Academic), or President, as indicated by Articles 18.51 through 18.55 above. The Association shall make its submission to the Grievance Committee through the President of the Association or her/his representative. The Grievance shall be submitted using Appendix B in this Collective Agreement. These time limits may be extended with the agreement of the Parties.
- 18.57 The Grievance Committee may within ten working days following receipt of the grievance inform the Parties in writing that it is of the majority opinion that the matter raised is not within its jurisdiction. In this Article, "majority" means seven of the eight people on the Grievance Committee. Such a decision shall be made only if the grievance does not meet the requirement set down in Articles 18.20 and 18.30. In the event of such a majority decision, the grievance is terminated. This time limit may be extended with the agreement of both Parties.
- 18.58 If the Grievance Committee determines that the matter raised is within its jurisdiction, it shall hold a hearing within ten working days of the meeting described in Article 18.57. This time may be extended with the agreement of both Parties.

- 18.59 Once the Committee has announced its intention to hold a hearing, all material considered relevant by the Committee shall be available to it.
- 18.60 In order to withdraw a grievance, the Party to the grievance must write a letter to the Secretary of the Grievance Committee asking the Committee not to proceed with the hearing. Once a grievance has been withdrawn, it may not be again the matter of a subsequent grievance.
- 18.61
- (a) At the hearing, the employee has the right to be present and must be represented by the President of the Association or her/his designate. There shall be no legal counsel present at the grievance proceedings.
  - (b) The Parties to the grievance shall have the right to submit all relevant material, including personal files to the Grievance Committee. Relevance shall be determined by the Grievance Committee.
- 18.62 The Grievance Committee shall:
- (a) give reasonable notice to the Association and the Board of its meetings;
  - (b) give reasonable notice to the persons it wishes to have appear before it and inform the Association and the Board of the appearance of these persons;
  - (c) hear the Association, the Board and all witnesses called by the Grievance Committee;
  - (d) examine the documents referred to in Article 9.43 of this Agreement as appropriate;
  - (e) allow the Association and the Board to call, to examine and to cross-examine witnesses, to adduce evidence and make submissions;
  - (f) make available to the Association and the Board, all documents presented or examined in evidence;
  - (g) conclude its hearing of a grievance within 60 calendar days after beginning the hearing unless an extension of the time limit is granted. Either Party may for good reason request an extension for a specified period of time. The Grievance Committee shall determine whether the extension requested is justified. Refusal to grant an extension must be by simple majority of the Grievance Committee.
  - (h) allow a report by the minority in the decision;

- (i) establish by consensus any other procedural rules governing its activities not outlined above;
- (j) maintain confidentiality at all times within the committee, and urge all participants to maintain confidentiality;
- (k) reach its decision within 30 calendar days of concluding the hearing and make its report in writing, with detailed reasons for its decision, to the Association, the Board and all persons named in the statement of the grievance and the report.

18.63 A unanimous decision of the Grievance Committee shall be final and binding.

18.64 If the Grievance Committee's decision is not unanimous, the Association or the Board may proceed to arbitration.

18.65 The Parties shall abide by and give full and prompt effect to decisions arrived at under the procedures detailed above. All committees created through the Agreement are bound by the unanimous decisions of the Grievance Committee, and if such decisions require the actions of a committee, the particular committee concerned shall act expeditiously in carrying out its responsibilities.

The Grievance Committee shall not have the right to alter or add to or delete anything covered by this Agreement.

18.66 All communications required by these grievance procedures shall be delivered by internal mail or by external registered mail with acknowledgment of receipt. The communication must be received by the addressee or a person authorized by him or her.

18.67 Costs incurred by the Committee shall be shared equally by both Parties.

18.68 Records of Committee hearings and copies of all documents brought before the Committee shall be for the sole use of the Committee and shall remain in its possession.

18.70 Party Grievance

18.71 A complaint or grievance arising directly between the Parties hereto concerning the applied interpretation, application or alleged violation of this Agreement shall be carried directly to the Grievance Committee.

18.72 Either Party shall have the right to bring grievances directly to the Grievance Committee.

18.73 If either Party to this Agreement claims that the decision of the Grievance Committee is not being implemented, the Party making such an allegation shall have the right to proceed to arbitration. The arbitration shall not

involve the substance of the original grievance but shall be limited to the allegation that Article 18.65 has been violated.

18.80 Rights and Responsibilities of Grievors

18.81 The Association shall be present at all steps of the grievance and arbitration procedure and shall represent employees throughout those processes.

18.83 Failure of the Vice-President (Academic) to act within specified time limits allows the Association to proceed to the next stage of the grievance procedure. Failure of the Grievance Committee to act within specified time limits allows the Party to the grievance to proceed to arbitration.

18.84 A failed grievance may not be re-introduced.

18.85 Continuity from Agreement to Agreement.

Article 18.41 notwithstanding, the membership of the Grievance Committee in the process of hearing a particular grievance shall not change until its report is made, except with the consent of the Parties.

Article 19.00 **Arbitration**

19.10 No matter shall go to arbitration unless it has first been raised as a grievance and has not been finally disposed of by the Grievance Committee, except in cases covered by Article 18.83.

19.20 If either the Association or the Board decides that a case should proceed to arbitration, it must serve notice within 14 calendar days of receipt of the Grievance Committee's decision.

19.30 Both the Association and the Board shall have the right to carry to arbitration all grievances described under the heading Party Grievances.

19.40 Arbitration Board

There shall be an Arbitration Board composed of three persons, one appointed by the Association, one appointed by the Board, and one who shall act as chair, selected as provided in Article 19.41 hereof.

19.41 The Parties will endeavour to draw up an agreed-upon list of Arbitrators to act as Chair of the Arbitration Board. In the event that there is no agreed-upon list of arbitrators, then the Parties agree that the appointment of a chair shall be made by the Minister of Labour for Nova Scotia upon the application of either Party. Such application must occur within five (5) working days of receipt of notice provided for in Article 19.20.

In the event that there is an agreed upon list of Arbitrators, then, within five (5) working days of receipt of the notice provided for in Article 19.20 above, the Parties shall meet and select a chair from the agreed list of Arbitrators. If there are problems with the availability, etc., of Arbitrators, within the time limits, then either of the Parties shall ask the Minister of Labour for Nova Scotia to name an arbitrator who shall act as the chair.

19.42 In cases requiring academic judgment, the members of the Arbitration Board shall be current or former members of a Faculty of a Canadian University other than Acadia University.

19.43 The Arbitration Board shall be established by the Parties within 21 calendar days of receipt of notice from the Association or the Board.

19.44 The Arbitration Board shall hold its first hearing within a reasonable time after its constitution.

19.45 A quorum shall be all three members.

19.46 Should a member of the Arbitration Board resign for any reason, a replacement shall be designated by the Party or Parties who originally appointed that member.

19.47 The Decision

The decision of the majority shall be the decision of the Arbitration Board. When there is no majority decision, the decision of the chair shall be the decision of the Arbitration Board.

19.49 The Arbitration Board shall not have the right to alter any matter covered by this Agreement.

19.50 The decision of the Arbitration Board shall be final and binding on all Parties. The decision shall be put into effect without delay.

19.60 Expenses

Each Party shall pay the cost of its appointee. Each of the Parties shall jointly share the fees and expenses of the chair and other expenses of the hearing. Costs of counsel shall be borne by the Party retaining same.

19.70 Technical and Formal Irregularities

Technical and formal irregularities in processing a grievance shall not prevent the rendering of a valid decision by the Grievance Committee or Arbitration Board on the substance of the dispute.

19.80 Time Limits

The time limits fixed in the grievance and arbitration procedures may be extended by mutual agreement between the Parties.

19.90 The Parties may agree to use a single arbitrator, selected as in Article 19.41 above.

Article 20.00 **Full-time Employee Complement**

20.01 Except with the consent of both Parties, there shall be no layoff for redundancy, or for any financial reason, during the lifetime of this Agreement. Termination of employment during the period of appointment shall only be by resignation or for just cause (as set forth in Article 14).

20.02 The full-time Employee complement is defined as the number of full-time Employees in the bargaining unit and includes those full-time Employees on leave but excludes replacements for those on leave. The number is composed of tenured and tenure track positions and also includes a number of contractually limited positions as described and limited in Article 10.08.

20.03 The Board may leave unfilled vacancies caused by natural attrition or by the expiry of contractually limited term appointments; or, it may transfer such positions to other academic units.

Such decisions when taken by the Budget Committee which have not been made by Senate and which result in a net permanent reduction of the authorized complement of a unit, or which result in a change in the type of position within a unit (e.g., tenure to CLT), may be appealed by the unit through the Head to the Teaching Complement Committee. Such appeal must be made within fourteen days of the decision of the Budget Committee being communicated to the Head of the unit by the Dean.

20.04 The Teaching Complement Committee will consist of three members of faculty appointed by the Association (one from each Faculty), three members of the administration who also hold academic appointments, chosen by the Board, and the Vice-President (Academic) of the S.R.C. A chair shall be jointly chosen from the preceding by the Association and the Board, and shall have a vote.

20.05 The Teaching Complement Committee will meet and reach a decision on the appeal within fourteen days of receipt of the appeal. In reaching its decision the Committee shall invite a representative of the Department and a representative of the Board to appear before it. The Committee will consider all evidence presented which shall include consideration as to whether the unit will remain academically viable in the face of the proposed reduction; academic viability involves maintenance of coherent programs which meet national standards as defined within the academic discipline.

20.06 In the event that the Teaching Complement Committee agrees with the appeal, it shall forward its recommendation to Senate, via a member of Senate, for a decision on the matter by Senate. If Senate agrees with the appeal it shall send the matter forward to the Board for reconsideration giving reasons for supporting the appeal. In the event that the Teaching Complement Committee rejects the appeal, the issue shall end at that point as far as this Collective Agreement is concerned.

- 20.07 Faculty appointed during the period of the Contract to staff newly approved and externally-funded programs are excluded from this Article.
- 20.08 The Board shall endeavour to reduce administrative and other staff complements in parallel with reductions in Employee complement.

## Article 21.00 **Remuneration of Employees**

A salary grid incorporating the principles agreed appears as Appendix C for Faculty, as Appendix F for Librarians, and Appendix G for Demonstrators for each of the years of this agreement, with effective dates as noted.

All Employees shall move up one full grid step on 1 July of each year this collective agreement is in effect beginning in 1998.

### 21.01 Contractually Limited Term Appointments

During the term of this agreement it is understood that all employees on Contractually Limited Term Appointments (Article 10.08 and Article 50.08) where the number of months worked in any academic year is less than twelve (12), shall receive salaries that are a fraction (where the numerator is the number of months worked and the denominator is twelve) of the appropriate grid salary in Appendix C and F.

### 21.02 Retroactive Salary

Retroactive salary increases for Employees shall be distributed no later than the end of the month which follows the signing of the Agreement.

### 21.03 Part-time Instructors

Effective 1 July 1998, a part-time instructor, including those teaching extension and spring or summer courses, shall receive a fee of \$875 per credit hour of instruction (\$5,250 per full course; \$5,500 effective 1 July 1999).

A course that is normally supplemented by a laboratory period shall be remunerated in accordance with Article 17.32, up to a maximum of 1.5 times the above fee.

### 21.04 Correspondence Courses

An Employee offering correspondence courses during the period of this Agreement will be entitled to a fee of \$315 for each full credit course registrant.

### 21.07 Effective July 1, 1998 and for the remainder of this collective agreement, employees serving as heads shall during the period they serve as heads, receive a stipend in addition to their base salary, computed by the following formula:

\$1,575 per annum plus \$160 times the faculty complement (Article 1.08) and filled demonstrator positions in their department, excluding the Head. A Program Sector head in the Library shall receive a stipend of \$1,575.

### 21.08 Assistant Deans

Assistant Deans will receive a stipend of \$2,000 each.

21.11

Mechanism for the Review of the Remuneration of Demonstrators

- (a) The Parties agree to establish a committee which shall make recommendations to the Vice-President (Academic) regarding both the placement of Demonstrators on the 1 November 1997 salary grid and the appropriate length of appointment. This committee will examine pay scales for positions which require equivalent levels of qualification and experience advertised internally for comparison purposes.
- (b) The committee shall consist of Professors Hobson and Hilda Taylor representing the Association and Professor Leiter and Mr. Robert Flecknell representing the Board.
- (c) All Demonstrators shall have the right to present their cases to this committee in person, in writing, or both. Demonstrators may be accompanied by their Department Heads. The group may also choose to make a joint presentation.
- (d) Recommended changes to present salaries will become effective as of 1 November 1997 and will be funded from a sum made available for this purpose by the Board.
- (e) It is understood that no salaries will decrease as a result of this review.
- (f) The committee shall complete its work within two months of the signing of the 9<sup>th</sup> Collective Agreement.

Article 22.00 **Anonymous Material**

Anonymous material shall not be used in the implementation of any Article of this Agreement and shall be destroyed by the Parties.

Article 23.00 **Pensions**

23.10 Pension Plan

The plan will follow the provisions described in the “Group Pension Plan Program for Acadia University” as revised from time to time.

23.20 Changes in the Pension Plan

The University Standing Committee on Pensions shall continue to oversee the plan and make recommendations concerning changes in the plan.

23.21 The Association will have representation on any committee dealing with changes in the Pension Plan.

Changes in the Pension Plan shall be put to a vote (secret ballot) by all participants in the Plan, and their decision shall be determined by a simple majority of votes cast.

Article 24.00 **Leaves, Absences, Vacations and Exchanges**

24.10 Sabbatical Leave

Sabbatical leave is the earned right of any employee who is granted leave by the Sabbatical Leave Committee.

Sabbatical leave is intended to provide an opportunity for faculty and librarians to pursue scholarly interests which are related to their academic and professional responsibilities and which also meet the needs of the University. Such leaves will normally be pursued at other locations such as universities. Those faculty employees who are eligible are full-time faculty employees with permanent tenure who are in their third or subsequent year of service and non-tenured faculty employees who are in their sixth or subsequent year of consecutive service. Librarians with a continuing appointment who are in their sixth or subsequent year of consecutive service are eligible to apply.

24.11 The period of leave may be for a full or half University year, the period being 1 July to 30 June for a full sabbatical, and 1 January to 30 June or 1 July to 31 December for half sabbaticals. Employees who are eligible for a six month leave on July 1 of an academic year, but opt to take their leave from January 1 to June 30 of that year shall be given six months credit toward a subsequent leave.

The salary for leave shall be according to the following scale:

<u>Eligible Service</u> <u>(years)</u>	<u>12-Month Leaves</u>	<u>Sabbatical Salary</u> <u>(per cent)</u>
less than 6		13.3% per year (faculty only)
6 or more than 6		80% faculty and librarians

In the determination of years of service at Acadia, interrupted service may be totaled if such provision is included in the most recent letter of appointment.

<u>Eligible Service</u> <u>(years)</u>	<u>6-Month Leaves</u>	<u>Sabbatical Salary</u> <u>(per cent)</u>
3 and more		80% (faculty only)

Employees with six or more years eligibility, whose applications have been approved, and who have been asked by their Department to delay

for one year will be granted leave the next year and will receive one year of credit toward a subsequent sabbatical leave.

In all cases, full group insurance benefits shall be provided. The Employee's total employment income shall not exceed 120% of the salary the Employee would have received had such Employee remained at the University. Any excess above that amount shall be remitted to the University within 90 days of the end of the leave period.

Returning Employees are required to submit a financial statement to the Vice-President (Academic) within 60 days of the end of the leave period.

- 24.12 There shall be a Sabbatical Leave Committee which shall:
- (a) review and make decisions on all applications for sabbatical leave based on the information provided under Article 24.13;
  - (b) maintain records of sabbatical leave applications and reports.

- 24.13 Procedures for Applying for Sabbatical Leave
- (a) Employees who are eligible for Sabbatical Leave may make an application on the appropriate form (as contained in Appendix D) in writing to the Sabbatical Leave Committee by 1 October of the year preceding the year in which the Leave is to be undertaken. An up-to-date Curriculum Vitae shall form part of the application. A copy of this application should be forwarded to the applicant's Head and Dean or University Librarian at the same time as forwarded to the Sabbatical Leave Committee. The Employee shall submit a Sabbatical Leave project which demonstrates to the satisfaction of the department and the Committee that the Leave will be of sufficient benefit to the University to justify its award.
  - (b) If the Department envisions that granting leave to an individual will severely limit the program of study of a number of students, or the delivery of library services, the Department may ask that the applicant's leave be deferred. Such a recommendation for deferment should be made to the Sabbatical Leave Committee by 21 October of the year in which the application is made with copies to the applicant and the appropriate Dean or University Librarian. To minimize such deferrals, the Department should undertake long-range planning for sabbatical leaves.
  - (c) In all cases, the Department shall forward the complete application together with its recommendation to the Dean or University Librarian and the Sabbatical Leave Committee by 21 October. Where the Sabbatical Leave project is directed primarily toward enhancement of teaching, the Department shall indicate how the project fits into its overall instructional program. For faculty, the plan will indicate how it will impact on the factors outlined in Article 5.30. Where the leave project is directed toward

enhancement of a librarian's professional skills or ability to deliver service, the department shall indicate how the project fits into the overall plan for the Library.

- (d) The Dean or University Librarian, with consideration of the Department's overall sabbatical plan and for its proposed replacement plan, shall also submit a recommendation to the Sabbatical Leave Committee by 30 October. The Dean's/ University Librarian's report will clearly indicate the impact of the leave on the department's ability to carry out its academic or library programs and provide service to students.

24.14 The Sabbatical Leave Committee shall be composed of:

- (a) the Vice-President (academic);
- (b) one faculty member appointed by the President;
- (c) four members elected by faculty and university librarians. The elected Committee members shall serve for three years. No elected member shall be eligible for re-election to the Committee for a subsequent term until one year without service has elapsed. Elections shall take place annually on or before 1 March;
- (d) one student appointed under the auspices of the Students' Representative Council.

24.15 Should a member of the Committee have a conflict of interest with respect to a particular candidate or should any member of the Committee be a member of the Department concerned, such member shall withdraw from the Committee during deliberation on such applications. Should a member of the Committee decide to apply for leave, that person shall be required to resign from the Committee before submitting an application for leave. An elected member shall be replaced by a member named by the Committee. An appointed member shall be replaced by the President.

24.16 Replacement of those on sabbatical leave shall be at no net cost to the University.

24.17 Because of a particular situation in a Department, a leave for which an Employee is eligible may have to be postponed (see Article 24.11).

24.18 The Sabbatical Leave Committee shall, through its Chair, make its decision concerning leaves known to the President in writing, with copies to the applicants and the appropriate Head, and the appropriate Dean or University Librarian. The Committee will render a decision based on its evaluation of the items identified in 24.13.

The Dean of each Faculty and University Librarian, after consultation with the unit Head(s), shall recommend the distribution of replacements within the units on the basis of the funds available.

- 24.20 Employees shall be notified by 31 December whether or not leave is to be granted and shall confirm acceptance of an offered leave by 1 February. The Department shall be notified on the same date. Once an Employee's plan for Sabbatical Leave has been accepted, he or she is expected to carry it out. Employees may only be granted an exemption if the Head, Dean or University Librarian and Vice-President (Academic) are all in agreement.
- 24.21 Leaves of absence without pay shall not be counted as time gained in eligibility for sabbatical leave.
- 24.22 In determining eligibility for sabbatical leave, the possibility of taking into account years of service at another university must be stated in the letter of appointment.
- 24.23 On return to the University, the recipient of sabbatical leave shall submit a written report to the Vice-President (Academic) with copies to the Dean or University Librarian and Head, as well as the sabbatical leave committee. Such a report shall be submitted within ten weeks of the completion of the leave. These reports on sabbatical leaves shall be reviewed by the Sabbatical Leave Committee. The employee will present a public lecture on the scholarly developments made during the leave. The Dean/University Librarian will establish a schedule of such lectures during the academic year immediately following the end of the leave.
- 24.24 The Employee shall have to make a formal request prior to 1 April preceding the approved period of Leave for any major changes in the Employee's plan for Leave. The request shall be addressed to the Dean or University Librarian who will consult with the Department.
- 24.30 Political Leave of Absence
- The Board recognizes that employees ought to be as free as are members of any profession to participate in public life. It will, therefore, upon written request, grant leaves of absence to Employees who are candidates in a federal or provincial election, but subject to the following conditions.
- 24.31 Employees shall be entitled to leave of absence with full salary and fringe benefits during the election campaign as follows:
- (a) for election to the parliament of Canada: one month's leave;
  - (b) for election to the Legislature of Nova Scotia: one month's leave.
- 24.33 Employees who are elected shall be entitled to leave of absence as follows:
- (a) to the parliament of Canada: full-time leave of absence without pay during one term of office;

- (b) to the Nova Scotia Legislature: full-time leave of absence during one term of office without pay. Employees on such leave are eligible to continue to teach courses up to nine (9) credit hours and shall receive the per course stipend for such courses taught.

24.34 Jury Duty

24.35 Employees summoned to be court witnesses or for Jury duty shall notify their Dean or University Librarian as soon as possible.

24.36 Employees summoned to be witnesses or for Jury duty shall be entitled to full salary and allowances.

24.40 Family Leave Policies

24.41 An employee requesting maternity leave shall notify her Head at least ten (10) weeks in advance that she is pregnant and specifying the anticipated date of delivery. She shall be granted maternity leave for a period of fifteen (15) continuous weeks, taken at her discretion, including the anticipated date of delivery. In cases where complications arise from pregnancy, she shall be entitled to sick leave as provided under Article 24.60.

24.42 Employees are eligible for parental leave for up to ten (10) weeks duration, giving four (4) weeks notice to their Head of Department. Eligible members are as follows:

- (a) Women completing maternity leave may request a parental leave to be contiguous with maternity leave in 24.41.
- (b) Natural fathers of an infant less than 12 months of age can request parental leave if they have a spouse who, though currently employed, is unable to obtain paid maternity leave because of their employment practices at her work.
- (c) Adoptive parents are eligible for parental leave. Appropriate documentation certifying that a child under the age of twenty-four (24) months is being adopted to the care of the Employee shall accompany their request for leave. Where both adoptive parents are employed at Acadia University, this leave can either be taken by only one parent, or it can be split between two parents.

24.43 The benefit payable by the University for an approved Family Leave is an amount which combined with the employment insurance benefit will be equal to 100% of the employee's salary at the commencement of the leave.

24.44 An employee planning a Family Leave will cooperate with the Human Resources Department as necessary with respect to the benefits, pension and administrative mechanisms of the leave.

24.60 Sick Leave

When the Head, in consultation with the Dean or University Librarian, suspects illness is the basis whereby Employees are unable to carry out their obligations to the Board, the Board may place the employee on sick leave. In this event, the employee will cooperate with the University physician in determining the extent of the illness. Upon certification from the University Physician, full salary will be paid Employees during the first six months of such illness. Any further provisions for salary continuance after six months of illness are provided by the Group Insurance Program as applicable. Preceding a return to regular employment, the University Physician shall certify to the Vice-President (Academic) that the Employee is again able to carry out her/his obligations to the Board.

24.61 Compassionate Leave

Compassionate leave may be granted by the Board of Governors for a period of time and at a salary to be determined by the Employee and the Board.

24.62 The Board shall make funds available to cover the costs of making substitute arrangements in consultation with the Dean or University Librarian for the loss of service due to maternity, paternity, adoption, sick and compassionate leave.

24.70 Leaves of Absence

Leaves of absence without pay may be granted to Employees. The Board, if requested, shall replace such Employees in a manner deemed appropriate by the Dean or University Librarian. Such leaves include the privilege of continued participation up to a total of two consecutive years in the Group Insurance Plan, provided that the Employee on leave pays both his or her and the University's obligations in this regard. Leaves of absence may be granted for a variety of reasons such as further studies, special service for the Government and Canadian International Development Agency. Only in exceptional circumstances can leave of absence be extended beyond two years, and in no case can a leave be extended beyond three years.

24.71 The Employee shall submit his or her application to the Dean or University Librarian, with a copy to the Head, by 1 December of the year preceding that for which leave is being sought. The Dean or University Librarian, after consultation with the Head and Department, shall recommend to the President with written reasons whether or not the leave should be granted. The President may ask the Dean or University Librarian to reconsider her/his recommendation and give reasons for such request. Following this reconsideration, the Employee shall be notified of the President's decision by 31 December and shall accept or reject any offer by 1 February.

- 24.72 If the request for leave of absence is denied, the applicant shall be given written reasons for the denial.
- 24.73 Employees on any leave shall not have voting rights within the unit or faculty on any matter during the period of the leave. They may, however, be consulted for their input if readily available.
- 24.80 Vacations, Absences, Holidays
- 24.81 The employment year shall normally be from 1 July to the following 30 June. Every full-time Employee is entitled to vacation annually of one month's duration during that part of the year when the University is not in regular Fall/Winter session. Employees shall cooperate with other members of their Department in making the arrangements necessary so that the business of the University can be carried on during their vacations.
- 24.82 In addition to annual vacation, Employees are entitled to the following holidays: Canada Day; Civic Holiday (if declared); Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; New Year's Day; Good Friday; Victoria Day and any other day proclaimed as a holiday by the University or as a statutory holiday by federal or provincial authorities.
- 24.83 Employees are required to spend the remainder of their time fulfilling their responsibilities under Article 5.30.
- 24.84 Employees shall inform their Head of their whereabouts during recesses of the University and shall cooperate in making arrangements for the handling of any departmental or University business that may arise between terms.
- 24.85 When, because of their absence from the University or for any other reason, Employees foresee that their regular work schedule may be interrupted, they must notify their Head to ensure that the work of the University is effectively carried on.
- 24.86 In all cases not covered by the provisions of Articles 24.80 to 24.85, arrangements shall require the approval of the Dean or University Librarian.
- 24.90 Exchanges
- The Parties agree that academic/professional exchanges between faculty members and librarians are particularly valuable. The Parties further agree that such exchanges shall be implemented within the following guidelines:
- (a) before an exchange may be implemented, the recommendation of the Head and the Dean of the Faculty or University Librarian shall

be necessary; the exchange shall be approved by the Vice-President (Academic);

- (b) faculty members and librarians wishing to become part of such an exchange must make application to the Department by the deadline provided in the Collective Agreement for the submission of applications for sabbatical leave;
- (c) each Exchange Professor or Librarian shall retain her/his home university salary, pension rights and other benefits;
- (d) all costs of medical insurance and/or treatment relating to an Exchange Professor or Librarian and her/his dependents shall be that person's responsibility;
- (e) Acadia University shall provide to the Exchange Professor or Librarian who comes to this University all normal faculty and librarian facilities and shall extend all normal faculty member and librarian privileges;
- (f) The exchange shall not interfere with an Acadia Professor's seniority towards tenure, promotion, and sabbatical leave;
- (g) An Acadia Professor or Librarian who participates in an exchange shall be regarded as being on leave from Acadia University.
- (h) The exchange shall not interfere with an Acadia librarian's seniority toward promotion and sabbatical leave.
- (i) Such exchange shall not normally be considered for more than one (1) year.

#### 24.95

#### Secondment of Faculty Members and Librarians

The Parties agree that the secondment of faculty members and librarians to positions in government and/or business or to other duties in the University is valuable. The Parties further agree that such secondments shall be implemented as set out in the following manner:

- (a) Prior to the implementation of a secondment, the recommendation of the Head and the Dean of the Faculty or the University Librarian shall be necessary; the secondment agreement shall be approved by the Vice-President (Academic);
- (b) the Employee wishing to become seconded must make application to her/his Department by the deadline provided in this agreement for the submission of applications for sabbatical leave;
- (c) the seconded Employee shall retain her/his University salary, pension rights and all other benefits and the University will be fully

compensated by the government or organization to whom the individual has become seconded;

- (d) the duration of the secondment shall be negotiated at the time of its commencement and may be renewed with the agreement of the Board;
- (e) the responsibility of the Association for one of its members who is engaged in a secondment shall be limited to that individual's relationship to Acadia University;
- (f) where deemed appropriate and desirable by the University, the seconded Employee may attempt to work out an exchange secondment with an individual from the government or organization to which he/she is to be seconded; any seconded individual coming to Acadia University shall be bound by the same regulations as outlined in Article 24.90;
- (g) the secondment shall be considered to be the same as a leave of absence for any Acadia professor in so far as seniority towards tenure, promotion and sabbatical leave are concerned.
- (h) The secondment shall be considered to be the same as a leave of absence for any Acadia Librarian in so far as seniority towards promotion and sabbatical leave are concerned.
- (i) Such secondments shall not normally be considered for more than one (1) year.

#### 24.98

#### Doctoral Study Leave

- (a) Eligibility for doctoral study leave will be restricted to those on probationary appointments or extended to those who have held three consecutive full-time appointments at Acadia and who are in the first or second year of a three year CLT appointment.
- (b) Remuneration for doctoral study leave will parallel that for sabbatical leave at the appropriate level of salary, with the balance reverting to the library or faculty concerned.
- (c) The Sabbatical Leave Committee will be reconstituted as the "Study Leave Committee" to assess the merit of study leave proposals and will review and make recommendations on applications for doctoral study leave. The composition of the committee for the review of applications for study leave and other conditions of the leave will be as prescribed for sabbatical leave under Articles 24.13 through 24.24.
- (d) Procedures for applying for doctoral study leave are as follows:

- (i) Employees who are eligible for doctoral study leave shall make application in writing by 1 October of the year preceding the year in which the leave is to be taken. The application must include an up to date curriculum vitae and a study plan which demonstrates to the satisfaction of the Study Leave Committee that the leave will allow the applicant substantially to complete his or her doctoral research and dissertation.
  - (ii) The applicant must have the majority approval of his or her unit in order to apply for doctoral study leave.
- (e) As a condition of being awarded a doctoral study leave, the employee must agree in writing that seniority towards any future sabbatical shall date from the time when eligibility for the first sabbatical would normally have occurred.
- (f) The recipient of a doctoral study leave is expected to serve at Acadia for at least a total of six years continuous employment (not including the doctoral study leave) since the time of first appointment. An individual who does not return after the doctoral study leave will reimburse the University by the full amount of the salary received during the leave. Those who return but who choose not to serve the balance of the six year period shall provide reimbursement on a pro-rated basis. This reimbursement shall not be required should the individual lose his or her position because of University decisions.

24.99

Schools

In relation to Schools, in this Article, substitute "Director" for "Head".

Article 25.00 **Professional and Personal Development Allowances**

25.10 Professional Development

On the recommendation of the Vice-President (Academic), the Board shall grant full tuition for courses taken as "professional development" offered by an institution other than Acadia University up to a maximum of \$900 in a three-year period (beginning at the date of first request) and continuing on that cycle as stated in this or previous collective agreements to a given Employee. The Board shall grant expenses incurred for courses, workshops, and seminars attended as professional development. The total sum expended by the University shall not exceed \$5,000 for any one year.

25.11 Grants for professional development shall not be accorded to Employees taking courses which may lead to a degree in their field of study.

25.12 Professional Development for Demonstrators

- (a) A fund of \$3,750 a year shall be established. This fund shall be administered by a committee of the Deans of those faculties having demonstrators.
- (b) Unspent fund balances shall be carried forward from year to year.
- (c) Applications for professional development must be made by the Demonstrator through the Head to the Dean. Normally, applications should be received by 31 December.
- (d) The fund may be used for the support of any type of professional development activity approved by the Department and the Dean.

25.20 Tuition Discounts

With the exception of correspondence courses, the academic fees charged to the children or spouse of an Employee in respect of any or all credit courses taken at the University shall be one-half of the standard fees.

25.21 To qualify for this benefit, an Employee must be employed on a full-time basis from 1 July of the academic year for which the allowance is being claimed.

25.30 Moving Expenses

Subject to the provisions of Article 13.03, the Board shall pay to new Employees their actual moving expenses up to the equivalent of one month's salary.

25.31 In exceptional cases, and at the discretion of the Board, actual moving expenses may be paid.

25.32 Failure to fulfill the conditions as specified in the letter of appointment shall result in the reimbursement of moving expenses on a pro rata basis.

25.52 Research Fund

The Board recognizes the desirability of supporting research at Acadia and has established a research fund.

25.54 Travel and Professional Allowance Fund

The Board shall provide a sum equal to \$750 times the filled faculty complement, excluding part-time positions, and the number of filled library positions, excluding part-time positions, for the fiscal year beginning 1 April 1998 and each fiscal year thereafter. The above amount shall increase to \$1,000 for the fiscal year beginning 1 April 1999.

The Travel and Professional Allowance Fund shall be divided among Departments, Schools and the University Library in proportion to the filled faculty complement and filled librarian positions in each.

Each unit shall distribute the money from this fund to members in what it believes to be the most appropriate manner and consistent with responsibilities outlined in Article 5. The decision shall be made annually by members of the unit and so minuted.

Unspent funds revert to the appropriate Dean or University Librarian on 31 March of each year but at the same time departments may submit requests for the use of same.

25.55 Research Monies

A sum of \$75,000 (\$80,000 for 1999/2000) shall be provided by the Board for the support of research in each academic year (July 1 to June 30 next) of the Collective Agreement, beginning with the academic year 1998-99, and to be administered as follows:

- (a) A total sum of \$30,000 will be distributed to the faculties and the library and the amount per unit calculated as a percentage of the whole, based on the percentage of the filled full-time positions in the unit as of 1 July of a given academic year. The remaining monies will be distributed by the allocating committee based on an open competition. A maximum of 2/3 of the yearly allowance will be available in the first competition in a given academic year.
- (b) The funds will be administered through the Office of Research and Graduate Studies which will appoint a committee to allocate the funds. The committee will consist of:
  - (i) Director of Research and Graduate Studies (Chair);

- (ii) two members of each Faculty chosen from a pool of six members of each Faculty, elected on an annual basis by the Faculty (elections to be held prior to 30 September of each academic year);
  - (iii) one librarian chosen from the University librarians by 30 September of each academic year.
- (c) No individual may serve on the committee during a competition in which the individual has a grant application before the committee.
- (d) There will be two deadlines per year for the receipt of applications, namely:
- (i) 1 October
  - (ii) 1 February

Decisions will be announced by 31 October and 28 February respectively.

- (e) Only one-year awards will be made and the maximum amount of an award per project will be \$2500, and only one award may be received in a given academic year.
- (f) An individual may not receive funding from this source for more than two years in a row unless an application has been made during that period to one or more national granting agencies. An individual must make such an application before reapplying.
- (g) Subsequent requests to this fund must be accompanied by a brief report (one page) on the results of the project funded by the previous award.
- (h) Application for funds must be made on Grant Application forms available from the Office of Research and Graduate Studies.
- (i) This Research Fund is only available to faculty members and librarians.
- (j) The monies in this fund are available on an academic year basis only, during the term of the Collective Agreement and beginning with the academic year 1998-99.

Article 26.00 **Insurances**

26.10 Life Insurance

The formula for application of insurance coverage as described in the policy of the most recently revised Group Insurance Programs for Acadia University shall be in force.

26.20 Health Care Benefits

The provisions described in the contract of the most recently revised Group Insurance Program for Acadia University shall be in force.

26.30 Group Disability Insurance

The provisions described in the Policy of the most recently revised Group Insurance program for Acadia University shall be in force.

26.40 Liability Insurance

The University shall protect Employees through liability insurance coverage for damages up to \$2 million which may arise in the fulfillment of their duties, for example, for accidents in a laboratory, during field trips, and in other similar situations.

26.41 Fire Insurance

The University shall provide insurance adequate to compensate Employees for damage to their personal property on campus as a consequence of fire up to a maximum coverage of \$2,000.00 less a deductible of \$100.00 for each Employee.

26.50 Changes in Group Insurance Benefits

The University Standing Committee on Group Insurance shall continue to oversee all Group Insurance Benefits and make recommendations concerning changes in these benefits.

26.51 The Association will have representation on any Committee dealing with changes in Group Insurance Benefits.

Changes in the pension plan or group insurance plan shall be put to a vote (secret ballot) by all participants in the plan. The decision shall be determined by a simple majority of votes cast.

Article 27.00 **Copies of this Agreement**

27.10 Within 30 days of the execution of this Agreement, the Board shall prepare and provide to each Employee free of charge, one copy of this Agreement and any appendices thereto.

27.20 Upon a one-time request of the Association, the Board shall provide 100 up-to-date copies of this Agreement.

Article 28.00 **Financial Information**

28.10 As soon as such information is available, the Board shall provide to the Executive of the Association the following information:

- (a) detailed information on the annual budget as approved by the Board of Governors;
- (b) detailed budget information as provided to the Maritime Provinces Higher Education Commission;
- (c) departmental budget information using the format of the official University financial statements;
- (d) a listing of all Employees by name, age, rank, appointment status, date of initial appointment and salary.

28.20 The Parties agree to continue the extant University Standing Committees on Group Insurance and on Pensions.

The Board agrees to provide these Standing Committees with copies of the contracts involving group insurance and pensions and further agrees to provide these Committees with any information necessary for the accomplishment of their duties.

28.30 There shall be a Standing Committee on Financial Information which shall meet not less than three times a year. The purpose of the Committee is to examine and review financial statements and information pertaining to the operation of Acadia University. Through these meetings, it is hoped that an understanding of the University's financial policy and position will evolve, thereby leading to a better informed University community.

The Committee shall have seven members, three appointed by the Association, three by the Board, and the Vice-President (Finance) of the Acadia Students' Union.

Article 29.00 **Amendments to the Acadia University Act**

29.10 The Board undertakes to make known to the Association its proposals to amend the Acadia University Act, and to give consideration to any comments of the Association thereon before seeking to have such proposals implemented.

Article 30.00 **Joint Committee for the Administration of this Agreement**

- 30.10 Recognizing the mutual benefits to be derived from joint consultation, the Parties agree to a Joint Committee for the administration of this Agreement.
- 30.11 The Committee shall consist of two representatives of the Board and two representatives of the Association.
- 30.20 Functions of the Joint Committee
- 30.21 The Committee shall not have the power to add to or in any way modify the terms of this Agreement but shall function in an advisory capacity to the Parties with the general aim of ensuring that this Agreement is administered in a spirit of cooperation and mutual respect.
- 30.22 The Committee may, within the lifetime of this Agreement, recommend to the Parties amendments to the wording hereof to remove ambiguities and to ensure that the intentions of the Parties are carried into effect. Such recommendations may be rejected by either Party within 15 days.
- 30.23 Article 30.21 notwithstanding, the Joint Committee may authorize procedures in order to achieve ends which are within the terms and spirit of this Agreement. Such authorization may be rejected by either Party within 15 days.
- 30.30 Procedures of the Joint Committee
- 30.31 The Committee shall determine its own procedures, subject to the following provisions:
- (a) a representative of the Board and a representative of the Association shall jointly chair the Committee and shall together be responsible for preparing and distributing agenda for meetings and shall alternate in presiding over meetings;
  - (b) the Committee shall meet by mutual agreement of the Chairs or, on five days' written notice, at the call of either of the Chairs;
  - (c) a quorum shall be its entire membership;
  - (d) its decision shall be unanimous;
  - (e) its records of decisions, when initialed by all members of the Committee, shall constitute Memoranda of Agreement between the Parties unless rejected by either Party within 15 days;
  - (f) the Parties may, in mutual consent, expand the membership of the Committee on a parity basis.

Article 31.00 **Amalgamation, Consolidation, Merger or Expansion of the University**

- 31.10 In the event of an amalgamation, consolidation or merger of the University or any of its constituent units or sub-units with any other institution, persons eligible for membership in the bargaining unit who are not members of another bargaining unit with a current Collective Agreement in force shall immediately become members of the bargaining unit. In such an event, the terms and conditions of this Agreement will apply immediately to all such persons.
- 31.20 In the event of an expansion or extension of the University through the creation of colleges, Schools, Institutes or Faculties, or any other academic units offering academic programs, the Employees eligible for membership in the bargaining unit in such colleges, Schools, Institutes or Faculties or other academic units or offering courses at locations other than the main campus of the University shall immediately become members of the bargaining unit.
- 31.30 The Board undertakes to make known to the Association plans for any major change to the organizational structure, as described in 31.10, either on its own initiative or in accordance with the guidelines and decisions of governmental agencies, and to give consideration to any comments of the Association before implementing any such proposals
- 31.40 The Board undertakes to make known to the Association any proposals to sell or transfer the whole of the assets of the University, or a major portion thereof, or to amalgamate or merge with another body, and to give consideration to any comments of the Association before implementing any such proposals.
- 31.50 In the event that an academic unit or program is terminated, employees of that unit shall be eligible to terminate employment under 31.70 or for transfer to other units appropriate to the individual's discipline. The transfer location will be determined by the Vice-President (Academic) in consultation with the appropriate Dean and the affected employee. Once a new unit is identified, the employee shall receive a new letter of appointment. There shall be no loss of rank. This letter shall specify the duties associated with the new appointment, and indicate a schedule for attaining the additional knowledge, skills, and abilities necessary for fulfilling duties associated with the new appointment. The Board shall cover the costs of approved retraining.
- 31.60 Employees who are dissatisfied with the unit to which they are reassigned may appeal this decision to a committee comprising the Head of the originally assigned unit, the Head of the preferred unit, and a Chair jointly appointed by the President and the President of the Association. This committee shall review both the recommendation of the Vice-President (Academic) and a plan for reassignment submitted by the faculty member. The decision of this appeal committee shall be binding.

31.70 The Board shall compensate employees who have chosen to terminate their employment under these Articles on the following basis:

Full-time employee: one (1) month of base salary per year of continuing service, or equivalent notice, from a minimum of six (6) months to a maximum of twenty (20) months.

31.80 Notwithstanding Article 20.01, where program closures are imposed upon the University by the provincial government, employees affected must choose only between the various options offered by the government and not the options outlined in this Article.

Article 32.00 **Validity**

32.10 All the provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted or any decision of a court, board or tribunal shall invalidate any portion of this Agreement, the remainder of the Agreement shall not be invalidated and all other rights, privileges, and obligations of the Parties hereunder shall remain in force. Either Party, upon notice to the other, may open for re-negotiation those parts of this Agreement that have been thus invalidated and as well any other parts affected by such invalidation.

Article 33.00 **Patents and Copyrights**

33.00 The Parties shall establish a committee comprising two members appointed by the President and two members appointed by the President of the Association to address the issues in Article 33. This committee, which may have access to outside expertise, shall be formed within one month of the signing of this agreement and shall present to the Parties a draft Memorandum of Agreement within eight months of the signing of this agreement.

33.10 Patents

The Employer agrees that the members of the academic staff have no obligation to seek patent protection for the results of scientific work or to modify research to enhance patentability. The Employer further agrees that Employees have the unqualified right to publish their inventions.

33.11 The Employer waives, disclaims and abandons any interest in or claim to any invention, improvement, design or development made by Employee(s) without the use of the Employer's funds, facilities or support/technical personnel. Such inventions and any patents arising therefrom shall be the sole property of the Employee(s) who is (are) the inventor(s).

33.12 Employees agree to disclose the existence of any patent applications to the Vice-President (Academic) within three months of the date of the application and shall affirm in writing at that time whether or not the discovery has been made and developed with the use of University funds or support/technical personnel. The Employer may, within one month of receipt of the statement of the faculty member, challenge in writing the assertion of the Employee in regard to the use of University funds or personnel in which case the matter shall be settled as detailed in Article 33.40. Any challenge by the Employer shall be null and void unless received within the above noted time limit. If the Employee(s) fail(s) to disclose the existence of patent applications within three months, it shall be understood that the Employer maintains its rights under this Article until such disclosure is made. Failure by the Employer to challenge the assertion of the Employee within one month shall constitute a waiver of any rights which the Employer may have had in such discovery.

33.13 Employees shall grant to the employer a non-exclusive royalty-free, irrevocable, indivisible, and non-transferable right to use solely for the University's internal use any patented device, equipment or process when such device, equipment or process has been invented with the use of the Employer's funds or support/technical personnel. Such right, however, shall not include the right to transfer or to exploit any product or process.

33.14 Employees shall have the right to make their own arrangements at their own expense to patent an invention subject to the obligations in this Article and shall be entitled to all the proceeds therefrom except that

where the invention has involved the use of the Employer's funds, facilities or support/technical personnel, the Employee(s) who is (are) the inventor(s) shall share the net proceeds beyond the first \$10,000 so that the Employee(s) receives fifty per cent (50%) thereof and the Employer fifty per cent (50%) thereof. The term "net proceeds" as used herein shall mean the net profits derived from licensing or commercialization of the patented product, equipment or process after deduction of all expenses incurred for patent searches, for obtaining patent protection and for maintaining said protection in Canada and in other countries.

33.15 For the purposes of interpreting Articles 33.11, 33.12, 33.13, 33.14, the payment of salary to Employees and the provision of a normal academic environment in which to work shall not be construed as use of the University's funds or use of its support/technical personnel. However, if the work was carried out on the University's premises or as part of the normal duties of the employee then Article 33.14 shall pertain.

33.16 The name of the University shall not be used in connection with inventions in which the Employer has no interest without mutual agreement.

33.17 Any revenue which the Employer may receive from inventions shall be used for University research with 50% of such income designated for research in the Department or School with which the inventor(s) is (are) affiliated. These funds shall be maintained in a special account which shall be open for inspection to the President of the Faculty Association or her/his delegate.

33.18 The Employer agrees that it shall not enter any agreement without the consent of the Employee to sub-contract work or responsibilities already undertaken or possessed by the Employer and Employees without securing to the Employee(s) who may be seconded to or be employed by the sub-contractor all the rights, privileges and benefits accorded to them in this Patent Article of this Collective Agreement nor shall the Employer enter into any agreement to create a consortia of universities or government departments or private companies for the purposes of research or development or commercial exploitation without securing to the Employee(s) who may be seconded to or employed by such consortia, departments or private companies all the rights, privileges and benefits accorded by this Article.

33.20 Copyright

The Employer hereby agrees and undertakes to transfer to the author(s) and hereby transfers to the author(s) the copyright(s) in any intellectual property produced or created by an Employee(s) except that no Employee(s) shall claim to hold copyright in any assessment, grading, report or correspondence produced pursuant to her/his normal administrative duties within the University. Intellectual property may be deemed to include such matters as books, articles, works of art, computer

programs, lectures, recorded works (including film, video tape, audio recording).

### 33.21 Income Generated from Copyright Works

When the Employee has made normal use of direct University funding or the use of University facilities free of charge or substantially below local commercial rates and intends to generate income from he completed project, the author and the University will agree to an income-sharing agreement. The income received will first be used to meet all marketing costs and to repay any identifiable funds specifically advanced for or spent on the project by the University.

The distribution of further income will be:

- (a) the first \$10,000 will accrue to the author(s);
- (b) of the remainder
  - (i) the author(s) will receive 50%;
  - (ii) the University will receive 50%. The University agrees to use its share of the income to support further scholarly activity by employees of the University with 50% of such income designated for scholarly activity in the Department or School in which the author(s) is (are) affiliated.

### 33.22 License for Internal Use

If requested by the Employer, the Employee(s) shall make available to the Employer for its educational program without payment of royalty but at the expense of the Employer one copy or reproduction of any work of intellectual property produced by the Employee(s) in the course of her/his employment and involving the use of direct University funding or the use of University production facilities free of charge or substantially below local commercial rates.

### 33.23 Reporting

Employees are required to report annually to the Patents and Copyright Committee on the status of all patents and copyright in which the University has an interest. The report must include a financial statement for the year completed and a total revenue/cost picture to date.

### 33.24 Estates

When an Employee or former Employee dies, her/his estate shall retain all her/his rights under this Article.

### 33.30 Patents and Copyrights Committee

The Parties agree to create a continuing Committee on Patents and Copyright, which shall be composed of two (2) members appointed by the Employer and two (2) members appointed by the Association with the chair alternating between the Employer's representatives and the Association's representatives at each successive meeting.

The Committee shall meet at least once annually to:

- (a) conduct routine business;
- (b) consider proposals for modifications or changes in the Patents and Copyright Articles of this Collective Agreement;
- (c) mediate any disputes relating to inventions, copyrights and the like as per Article 33.40 below;
- (d) report annually to the President.

#### 33.40 Grievances

For the purposes of this Agreement, any grievance pertaining to this Article shall be handled in accordance with the following procedure:

- (a) The Employee(s), within 20 days of the event giving rise to the grievance or the date on which the Employee(s) knew or reasonably should have know of such event if that date is later, shall present a grievance to the Patents and Copyright Committee with a copy to the Vice-President (Academic).
- (b) The Patents and Copyright Committee will allow two weeks for the Vice-President (Academic) and the Employee to find an acceptable resolution to the grievance.
- (c) If the Vice-President (Academic) and the Employee fail to find an acceptable resolution, then the Committee on Patents and Copyright, within one month of the receipt of the grievance, shall attempt to resolve the grievance. If the grievance is not resolved by unanimous agreement of the Committee, it may be submitted in writing to the University Grievance Committee within 20 calendar days. The grievor shall use Appendix B.

Article 34.00 **Transition to the Agreement**

34.10 All salary, benefits and prerogatives provided by this Agreement which can be applied retroactively shall be applied or granted as though this Agreement came into effect on 1 November 1997.

34.20 Notwithstanding any other provision of this Agreement, the Joint Committee for the Administration of this Agreement shall be responsible for making such ad hoc arrangements as are necessary to ensure an orderly transition to the provisions of this Agreement.

Article 35.00 **Continuing Existing Practices**

- 35.10 Those rights and duties of the Parties which have been openly observed during the three years prior to the execution of this Agreement, and have not been expressly modified hereby, shall continue.
- 35.20 Subject only to expressed changes, nothing in this Agreement shall be construed so as to increase or diminish any rights or duties of Employees with respect to their terms and conditions of employment, nor to deny or diminish any existing rights, privileges or responsibilities of Employees, individually or collectively, to participate directly in the formation and recommendation of policy within Acadia University and its component parts as these rights, privileges and responsibilities are provided for under established practices.
- 35.30 The Board shall maintain and support a library system at a level of staffing, collections and hours that will properly support the academic and research programs of the University and its faculty.
- 35.40 The Board shall provide sufficient funds to pay all reasonable charges incurred by Employees for inter-library loan services and on-line searches.
- 35.50 Employees shall provide the Board with a list, annually, of University services utilized by the employee (or those associated with the employee) in carrying out consulting activities or research contracts. The University may require the employee to reimburse the University for such services.

Article 36.00 **Employee Representatives on the Board of Governors**

36.10 This Article shall apply only to those employees who would ordinarily be members of the bargaining unit but have been excluded from the unit as defined by the Labour Relations Board because they are representatives of the employees to the Board of Governors.

Such an employee shall be governed by the Articles of this Agreement and enjoy all of its rights and privileges.

Article 37.00 **Directors of Schools**

37.10 The Association recognizes and accepts the status of Directors of Schools as not being members of the bargaining unit.

37.20 The Association accepts that the conditions of employment for Directors of Schools are determined by the Board.

37.30 In the search for a Director of a School, the relevant provisions of Article 16.00 shall apply.

37.40 Eligible Members

For the purposes of this section, "eligible members of the School" shall be deemed to mean all those within the School holding the rank of Lecturer, Assistant Professor, Associate Professor, or Professor, including those in their second consecutive year of a Contractually Limited Term Appointment within the same department.

37.41 Term as Director

The Director term shall be up to six years.

Time spent on sabbatical leave shall not be included in the six years mentioned above nor shall such leave be construed as interfering with continuity as Director.

37.44 Possibility of Acting Director

An Acting Director may be appointed in certain circumstances detailed below.

When deemed appropriate by the Dean, the Dean shall call and chair a meeting of the eligible members of the school. If a majority of the school is in favour of an Acting Director, and the Dean concurs, then the procedures of Article 37.54 shall apply. Otherwise a search (Article 37.48) will be initiated.

37.48 Search Procedures

Internal, or internal/external

When a search is to be undertaken, the Dean shall inquire of the Vice-President (Academic) whether the search is to be internal or both internal and external. If a tenure track position is available the President may authorize an internal and external search.

37.49 Dean seeks nominations

Where a search is to be internal only, by November 30 of the last year of the Director's term, the Dean shall call for nominations, then hold an

election in which all eligible employees in the School may vote according to Article 24.73. Successive rounds of voting shall be held, if necessary, until one candidate has a majority. If the members of the school are evenly divided, the Dean shall give them the opportunity to take a second ballot within one week. If the result of the second ballot is still a tie, the Dean shall cast the deciding vote.

37.50 No Candidates

Should circumstances arise in which the appointment of an Acting Director has been authorized but cannot be implemented, the President, acting on the recommendation of the appropriate Dean of Faculty and the Vice-President (Academic) may appoint a substitute from another unit, as follows:

- (a) The individual appointed shall be known as the Acting Director of the School and shall carry out the administrative functions of the School (which would normally be the responsibility of the Director).
- (b) The Acting Director may be appointed for a period of not less than six months and beyond that, not longer than is required to appoint a Director or Acting Director from within the School under the procedures of the Collective Agreement.
- (c) The Acting Director shall receive the administrative stipend which would have been paid to the Director (Article 21.07) and, if appropriate, the course remission provided in Article 15.51. If the course remission is given, the School of the Acting Director shall be compensated for any reduction in teaching capacity.

37.51 Advertising

Where there is an internal/external search, advertising shall take place as per Article 10.52(a).

37.52 Search Committee

Where the search is to be both internal and external, when there are two or more candidates, or when the sole candidate does not receive unanimous endorsement of the eligible members of the School, the Dean shall convene a search committee having the following membership:

- (a) the Dean of the Faculty who shall be the Chair;
- (b) three faculty members elected by the School concerned;
- (c) one Director of a School or member of faculty appointed by the President;

- (d) a person distinguished in the discipline from another institution, chosen by the four persons mentioned above – this requirement may be waived if the School, by a majority vote, so request and the dean and the Vice-President (Academic) concur;
- (e) one senior or graduate student from the School concerned, to be elected by or under the auspices of the Student Representative Council.

37.53

#### Short List

- (a) All eligible members of the School concerned shall have the opportunity to apply and to nominate other eligible members, subject only to the provision that no one may run for Director whose own appointment contract does not encompass the term of Directorship.
- (b) After consultation with the eligible members of the School, the Search Committee will draw up a short list of not more than three candidates and shall arrange for those on the short list to meet the members of the School, and present a public lecture. This lecture shall take place even if there is only one short-listed candidate for the position.
- (c) Thereafter the Search Committee shall give full consideration to the preferences of members of the School before making a recommendation for the position.
- (d) The Search Committee shall have the right to recommend an acting Directorship but not in violation of 37.55, unless by agreement by both Parties, and the provisions of 37.54 shall thereafter apply.
- (e) Except in the case where the Search Committee recommends an acting Directorship, the recommendation of the Search Committee shall be forwarded to the Vice-President (Academic). The Vice-President (Academic) shall have the right to request the Search Committee to reconsider, giving reasons for the request. Following this reconsideration, if any, the recommendation of the Search Committee shall be forwarded to the Board for its action.
- (f) The Board shall make the final decision on the appointment of a Director of a School.

37.54

#### Acting Director

##### Selection Process

Where an Acting Director is to be appointed, the Dean shall carry out the following procedures:

- (a) Call for nominations by and from the eligible members of the School, who are not on leave.
- (b) Following the close of nominations, call and chair a meeting of all eligible members of the School to elect an Acting Director by a majority vote.
- (c) If the vote results in a tie, the Dean shall give the School the opportunity to take a second ballot within one week. If the result of the second ballot is still a tie, the Dean shall cast the deciding vote.
- (d) The Dean shall forward the School's recommendation to the Vice-President (Academic) for transmission to the Board.
- (e) The Board shall make the final decision on the appointment of an Acting Director of a School.

37.55 Duties, etc.

An Acting Director has the duties, responsibilities and remuneration of Director. The period of appointment is for not more than one year, renewable only once. If an Acting Director is appointed Director the year following his or her appointment as Acting Director, the service as Acting Director shall not count in the term of service as Director.

37.56 Director Leaves Office

- (a) When a Director leaves office at a date other than 30 June, or goes on leave for a period not exceeding one year, an Acting Director will be appointed under the provisions of 37.54.
- (b) When a Director leaves office on 30 June on the first or second year of a three-year term, or when a Director goes on leave for a period exceeding one year, Article 37.44 will apply.

Acting Director Leaves Office

- (c) When an Acting Director leaves office prior to the end of his or her term, an Acting Director shall be appointed under the provisions of 37.54.

37.58 In-term Review

- (a) At any time during the service of a Director or an Acting Director, eligible members may vote non-confidence by a simple majority. The vote shall be reported to the Dean, who shall then attempt to mediate between the Department and the Director (or Acting Director). If such mediation fails, the Dean shall within two weeks of being notified of a non-confidence vote, establish an in term Review Committee as in (c) below.

- (b) At any time in the service of a Director, the Board may request a review of the performance of the incumbent. Within one month of such a request being received, the Dean shall set up a Review Committee.
- (c) The Review Committee shall have the composition of the Search Committee defined in Article 37.52 of this Agreement and shall have the duty of advising the Vice-President (Academic) as to whether the appointment of the Director should be continued to the end of the existing term, or terminated sooner. The Vice-President (Academic) shall have the right to request the Review Committee to reconsider, giving the reasons for the request. Following this reconsideration, if any, the recommendation of the Review Committee shall be forwarded to the Board for its action.

Article 38.00 **Retirement Enhancement**

38.00 The parties agree to establish a subcommittee to achieve a mutually beneficial early retirement program. This committee, which may have access to outside expertise, shall be formed within one month of the signing of this agreement and shall present to the parties a draft Memorandum of Agreement within eight months of the signing of this agreement.

38.10 Eligibility

38.11 Retirement Enhancement shall be granted to all Employees who are eligible (see Article 38.12) and who make application. The type of replacement appointment (if any) for the unit will be agreed upon by the Head, Dean or University Librarian and Vice-President (Academic) by 30 November in the year preceding the 1 July when retirement enhancement is to take effect.

38.12 The following terms and conditions for retirement enhancement shall apply:

(a) employees must have reached their 60<sup>th</sup> birthday prior to the first day of July on which retirement is to commence;

(b) this option is available from ages 60-62.

38.20 Procedures

The following procedures shall be followed by any Employee seeking retirement enhancement:

(a) Employees shall submit written requests for retirement enhancement to the Vice-President (Academic) through the Head of the Employee's Department, with copies to the Dean or University Librarian and the President of the Association by 1 July, twelve months prior to the date upon which the Employee wishes to take retirement.

(b) The Employee and the Board of Governors must confirm in writing, with copies to the Head, Dean or University Librarian and President of the Association, their acceptance of the retirement enhancement agreement by 30 November in the year preceding the 1 July on which retirement is to take effect.

38.30 Terms and Conditions

38.31 The University will provide an amount equal to a sum of dollars X years of service to the Employee on the date of retirement to be deposited to an RRSP or as a lump sum payment at the option of the Employee.

At age 60 - \$2000 X years of service

- 61 - \$1500 X years of service
- 62 - \$1000 X years of service

- 38.33 Retirees may convert their University Group Life Insurance policy to private coverage in accordance with the Policy of the most recently revised Group Insurance Program for Acadia University.
- 38.34 Retirees may continue to contribute to the health insurance scheme at their own expense (i.e., to bear the full cost of their premium). Contributions in respect to income disability insurance will be discontinued.

Article 39.00 **Schools**

39.10 In the implementation of the relevant Articles of this Agreement, in the case of Schools substitute "Director" for "Head".

Article 40.00 **Academic Administrators**

40.10 This Article shall apply only to those academic administrators who hold academic rank, who would be members of the bargaining unit were it not for the fact that they hold administrative positions which exclude them from the unit, and who are not already covered by Article 36.00.

40.20 Promotion, Renewal and Tenure

The consideration of promotion, renewal and tenure of such academic administrators during their term of office shall be in accordance with Article 12.00 of this Agreement.

40.30 Entry and Re-entry into the Bargaining Unit

40.31 All such academic administrators who have been teaching throughout their terms of office and who were members of the bargaining unit before being excluded by virtue of their administrative position in accordance with decisions of the Labour Relations Board may re-enter the bargaining unit upon completion of their term of office, subject only to the salary review as described in Article 40.60.

40.32 Those academic administrators who were not members of the bargaining unit before taking up their administrative positions shall be admitted to the bargaining unit providing the following conditions were met by the search committee that recommended the appointment of the academic administrators:

- (a) that the members of the Department to which the academic administrator will become affiliated have an opportunity to meet with the candidates on an individual basis;
- (b) that the Department to which the academic administrator will become affiliated be invited to submit a report to the search committee regarding the suitability of the candidate as a colleague and as fulfilling the Department's projected needs.

40.33 All such academic administrators who have entered or re-entered the bargaining unit according to the terms of Articles 40.31 and 40.32 shall henceforth be governed by the Articles of this Agreement and enjoy all the rights, privileges and duties of Employees, subject only to the restriction that they may not grieve on any issue arising from their former administrative position.

40.40 Administrative Leaves

Service as an academic administrator rendered following an in-term administrative leave shall count towards a subsequent sabbatical leave. If such an administrative leave is not taken, the service as academic administrator shall count as accrual for sabbatical leave which shall be considered under Article 24.00.

40.50 No Employee shall be displaced from the unit by the entry or re-entry of former academic administrators. If there is no vacancy in the Department/School concerned, the additional allocation shall not be at the expense of another Department/School allocation. Nothing in this Article shall be construed as contravening Article 20.00.

40.60 Salary on Entry or Re-entry

All academic administrators as described in Article 40.31 upon termination of their academic administrative appointments may re-enter the bargaining unit provided that the following terms and conditions have been fulfilled:

- (a) The President shall refer the matter of re-entry to the University Appointments Committee as described in Article 10.53 (e).
- (b) The University Appointments Committee shall examine the professorial salary of the individuals concerned. If in the opinion of the University Appointments Committee the salary of the individual(s) re-entering the bargaining unit is not consistent with the terms and conditions of the current Collective Agreement, the University Appointments Committee shall devise a formula to ensure that the salary conditions of the Employee re-entering the unit are consistent with, and compatible to, the Collective Agreement.
- (c) The University Appointments Committee may, if it so desires, construct a salary formula for the re-entrant which would be implemented over three consecutive years. At the end of the aforementioned three-year period, the salary of the Employee re-entering shall be in conformity with the salary formula then in operation for the bargaining unit as a whole.
- (d) No academic administrator as described in Article 40.32 shall re-enter the bargaining unit until the University Appointments Committee has established the requisite salary formula or declared that no anomaly exists.

40.61 The above procedures shall also apply to academic administrators as described in Article 40.32 but shall be implemented only after the requirements of Article 40.32 (a) and (b) have been fulfilled.

Article 41.00 **Commencement and Duration of Agreement**

41.10 Commencement

This Agreement shall come into effect on 1 November 1997.

41.20 Duration of the Agreement

This Agreement shall remain in effect until 30 June 2000.

Article 42.00 **Assistant Deans**

42.10 Assistant Deans may be appointed in the Faculties of Arts, Pure and Applied Science, and Professional Studies. Such appointments shall be made on the recommendation of a committee consisting of the Vice-President (Academic), the Dean, and two members elected by the Faculty concerned. The appointment is for up to three years, carries an administrative stipend as defined in Article 21.08, and the incumbent shall remain a member of the bargaining unit.

Article 43.00 **Demonstrators**

43.10 Rights and Benefits

43.11 Demonstrators will have all the rights of the current Collective Agreement excepting Articles 5.30 - 5.32, Articles 10.04 - 10.10, Article 10.14, Articles 10.20 - 10.21, Article 10.40, Article 10.50, Article 10.53 (b, c) - 10.62, Article 10.70 (f), Article 12.00 (except 12.55 - 12.61), Articles 17.80 - 17.81, Article 21.07, Article 24.10 - 24.24, Articles 25.52 - 25.55.

43.20 Appointment of Demonstrators

43.21 There shall be five types of appointments for Demonstrators:

- (a) probationary
- (b) continuing
- (c) contractually limited term
- (d) half-time
- (e) part-time

43.22 Probationary Appointments

- (a) Demonstrators shall initially receive a probationary contract for two academic years. A Demonstrator shall be reviewed by their Department by 31 October of the final year of the appointment. The review shall be carried out by a committee made up of the Head and two departmental members who interact professionally with the Demonstrator. All departmental members may submit written comments on the performance of the candidate but individuals for whom the Demonstrator carries out duties shall provide their written comments as part of the review process. These comments must be noted in the record of the review. A successful review is subject only to the fulfillment of the points listed in Article 5.50. The results of the review shall be transmitted by the Head to the Dean of the Faculty with a copy of the letter to the Demonstrator. The Dean will notify the Vice-President (Academic) in writing. The Vice-President (Academic) shall transmit the decision to the president who may reject the recommendation only for sound academic reasons using Article 5.50 as a basis for the decision. Such a decision must be sent to the candidate by registered letter. The President shall transmit a recommendation in favour of a Demonstrator to the Board.
- (b) If, as a result of the review, a continuing appointment is denied for any reason, the demonstrator may appeal to the UAC (As in Articles 12.55-12.61). If the candidate wishes to appeal the decision of the committee, then within ten working days of receipt

of the registered letter, a notice of appeal must be sent to the Chairperson of the UAC with copies to the Dean and the Department Head.

- (c) One of the two faculty members required in 12.55 (ii) shall be replaced by a Demonstrator who holds a continuing appointment jointly appointed by the Association and the Board.
- (d) The procedures of Article 12.60 shall apply with the DRC and URC committees being replaced by the committee described in Article 43.22. Continuing appointment replaces all references to tenure.

#### 43.23 Continuing Appointments

A continuing appointment means permanency of employment subject to the convention of the Collective Agreement.

#### 43.24 Contractually Limited Term

A contractually limited term appointment may be made for varying periods of time in order to replace employees on leave or for other special circumstances.

#### 43.25 Half-Time Appointment

Half-time appointments shall be made as defined in Article 10.03. Demonstrators wishing to convert their appointment to half-time status shall be governed by procedures set out in Article 10.11 - 10.13.

#### 43.26 Part-time Appointments

Demonstrator positions or parts of positions may be authorized by the President and filled on a part-time basis.

#### 43.27 Procedures for Appointment

- (a) The following portions of Article 10.00 of the Collective Agreement shall be considered to apply to Demonstrators: 10.45, 10.51, 10.52, 10.53 (a), (d), (e), 10.54, 10.55, 10.70, 10.71, 10.72, 10.80, and 10.90. It is understood that advertising may be at a more local level (Article 10.52), and the selection committee (Article 10.53 (a)) may have the cognate member and one faculty member deleted from its constitution.
- (b) The chair shall arrange for interviews of no more than three candidates in the first instance. Interviews shall be conducted by the selection committee.

#### 43.50 Career Development Meetings of Demonstrators

- (a) Each Demonstrator who holds a continuing appointment shall meet with the Head for a Career Development Meeting. The discussion will be based on Articles 5.51 and 5.52. The demonstrator will bring a completed Article 15, Appendix II to the meeting. The appropriate summary of course evaluation forms will be provided and form part of the discussion. The Head shall write an assessment of the Demonstrator based on these criteria. Any areas of performance deemed unsatisfactory by the Head shall be noted with appropriate explanations. This report shall be passed to the Dean by 15 May for review.
- (b) the Head and demonstrator, together with appropriate involved faculty members, shall develop a plan to improve areas of unsatisfactory performance.
- (c) The student course evaluation forms used by Demonstrators shall be developed by a committee of Demonstrators and faculty appointed by the Deans. This form shall be ready for use by 1 November 1998. The procedure for the implementation of student course evaluations shall be that set out in Article 15.55.

43.60

A parity committee with two Demonstrator members appointed by the Association and two Faculty appointed by the Vice-President (Academic) shall address the role of Demonstrator with particular reference to career paths. The report of the committee shall be submitted to the President of the Association and the Vice-President (Academic) before the termination of this Collective Agreement.

Article 45.00 **Professional Librarians**

45.01 Professional Librarians will have all the rights of the current collective agreement excepting Article 10.00, Article 12.00, Article 15.00, Article 16.00, Articles 17.20 – 17.35, Articles 20.02 – 20.08, Articles 21.03 - 21.06, Article 21.08, Article 37.00, Article 40.00, Article 42.00, Article 43.00.

Article 46.00 **Policies and Practices in the Library**

- 46.10 The Library shall have a Program Sector Head who represents the Program Sector in other areas of the Library and works to achieve in co-operation with other areas of the Library, progress and development in all matters affecting the well-being of the Program Sector and the Library as well as other areas of the University.
- 46.20 In establishing and implementing policy with the Sector, the Head shall consult fully with Librarians to determine what the majority sentiment is, and shall normally proceed in accordance with this majority sentiment.
- 46.30 The Program Sector Head is responsible to the University Librarian for the efficient administration of the Program Sector in accordance with the present Agreement. If the Head has been advised by the University Librarian of a deficiency or an area of neglect, and no acceptable improvement results, then the provision of Article 46.50 (f) shall apply, with the appropriate substitution of University Librarian for Head.
- 46.40 The Program Sector Head remains at all times a Librarian for whom librarianship is a fundamental responsibility.
- 46.50 While generally responsible for communication, organization and administration within the Library's Program Sector, the Program Sector Head shall exercise the following particular responsibilities:
- (a) Initiate and formulate policies for the Sector and plan and develop Sector services in the short, mid and long term, for recommendation to the University Librarian.
  - (b) Supervise generally any staff and the provision of services provided by the Sector and the effectiveness of these services in meeting the needs of Library users.
  - (c) Make known and carry out Library and University policies as they affect the Sector.
  - (d) Meet with each Librarian in the Sector once a year to undertake a career development meeting.
  - (e) Advise Librarians in the Sector of their professional responsibilities, as outlined in their job descriptions, and bring to the attention of colleagues concerned any reported neglect of such responsibilities.
  - (f) When a Librarian has been advised of a deficiency or an area of neglect without resulting in an acceptable improvement, the Program Sector Head shall address the issue in a letter to the Librarian concerned. The letter shall outline the nature of the problem(s) and the potential solutions. A copy of that letter shall

be submitted to the University Librarian. The Librarian has the right of a response which, if written, shall be appended to all copies of the letter.

- (g) Prepare, after consultation with the Librarians, an allocation of Library responsibilities. This consultation shall be made as early as possible. It shall normally be completed by the first day of July of the year concerned and shall be communicated to the University Librarian. Librarians who are dissatisfied with their allocation of duties shall have the right to put their dissatisfaction to the University Librarian for a decision. The University Librarian will normally make a decision within 15 days of receiving the request. In attempting to resolve the dissatisfaction, the University Librarian does not have the right to change the duties of a satisfied Librarian without consultation with the affected Librarian. An appeal can be made to the Vice-President (Academic) whose decision shall be final.
- (h) After consultation with the Librarians, and with the agreement of the University Librarian, take necessary action to cancel or alter services as need arises.
- (i) Prepare the Sector's budget and any request for expenditures in consultation with members of the Sector and submit it to the University Librarian.
- (j) Administer the Sector's budget as authorized.
- (k) With due notice, call and chair meetings of the Sector at least once each term and as need arises.
- (l) Make arrangements, agreeable to the University Librarian, for the discharge of her/his duties as a Head during annual vacations and other occasional absences.
- (m) Ensure that staff in the Sector receive proper and adequate training.
- (n) Establish the type and level of service to be provided on statutory holidays, in consultation with the University Librarian.
- (o) Establish and chair any selection committees for the appointment of Program Sector support staff and co-operate with the Human Resources Department in coordinating the administration of terms of employment.
- (p) Advise on various leaves as outlined in Article 24.00.

46.51

On request of the Program Sector Head, and with the approval of the University Librarian, her/his Librarian responsibilities may be reduced.

46.60 Responsibilities of the Program Sector Head for Career Development Meetings

46.61 The Head has the responsibility for meeting once a year with each Librarian in the Sector for the purpose of discussing the Librarian's career profile and encouraging its positive development and evaluating performance. The discussion will be based on the responsibilities stated in Article 5.00 and the criteria stated in Article 51.80. No later than May 15 of each academic year, the reports of the Career Development Meetings will be sent to the University Librarian for review.

46.62 The Head will solicit from each Librarian before she/he meets her/him an updated version of her/his curriculum vitae in a form that is compatible with Article 51, Appendix II and a completed Librarian Annual Career Development Meeting Record Sheet (Article 46, Appendix I).

The Career Development Meeting shall include all documentation or information the Librarian or the Head deems necessary. If the Head or University Librarian wishes clarification of any item that cannot be adduced immediately she/he may reconvene the meeting within one year, when the Librarian or the Head, will introduce such clarification to the discussion.

46.63 The objectives of the meeting are:

- (a) To recognize and reinforce the positive contributions made by the Librarian and to obtain an accurate written record of such contributions for inclusion in the President's Annual Report and unless the Librarian makes written instructions to the contrary, the eventual announcements of them to the public by the administration. The foregoing does not limit Librarians from publicizing their contributions as they see fit.
- (b) To discuss the immediate and long-range plans of the Librarian for scholarly research and changes in program or departmental liaison assignments, if any, in accordance with the needs of the Library, and taking into consideration her/his other legitimate professional commitments and the needs of the Sector.
- (c) To discuss the financial and time requirements of research and development of Library services and to initiate steps to obtain grants from the SSHRC, the NSERC, other external funding agencies, or the University Research Fund to facilitate such projects.
- (d) To plan and discuss the suitability of the Librarian's application to the Library Review Committee for continuing appointment and/or promotion, including time of application, criteria for such evaluations, and his/her performance relative to the criteria.

(e) The Librarian shall indicate in this report any use of University support staff, equipment, materials, computer services, laboratories, or office space for personal use or for the use of external organizations.

46.65 The Head shall assess and comment on the three areas of performance in a written letter to the Librarian. If the Head assesses performance to be unsatisfactory in any of the three areas, the Head shall provide reasons for the assessment and outline the agreed upon plan for remediation in accordance with Article 46.50(e). If the Librarian disagrees with the Head's evaluation of any area, the Librarian may append written comments to the report.

46.67 The Employer agrees to publicize the professional achievements of each Librarian which she/he and the Head have deemed suitable for inclusion in the President's Annual Report and will endeavour to make these achievements known to the wider public in the local and provincial media without prejudice to the achievements of any one librarian unless the Librarian specifically requests that information be withheld from the public.

46.68 The Employer agrees that a Librarian will find it easier to improve her/his performance in an atmosphere of adequate working conditions, in order that a Librarian has an opportunity to meet her/his professional duties as specified in this Article.

46.69 In the case of the Head the career development meeting will take place between her/him and the University Librarian within the dates and in the same manner described in Article 46.60.

**Article 46, Appendix I**

**LIBRARIAN ANNUAL CAREER DEVELOPMENT MEETING REPORT**

Librarian		Signature	
Head/ Director		Signature	
Date of Meeting		Department/ School	

<b>Provision of Library Services and Programs</b>
Developing and delivering information literacy programs:
Delivering information services:
Managing the development and maintenance of the library collection:
Advising on the selection of library materials:
Assisting in the development or revision of library policies/procedures/programs:

--

Leading library program and project teams:
--

Participating in professional development activities:
---

Promoting library services and collaborative programs with faculty:
---

Other:
--------

Comment on plans for the upcoming year.
---

<b>Scholarly Activity</b>
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Publication of books, articles or other materials:
--

Papers/research/creative projects in progress:
Receipt of grants and funds in support of research or creative activity:
Presentation of papers/research at professional meetings, conferences, seminars:
Presentation of professional techniques at workshops, symposia, conferences:
Participation in and leadership given to professional conferences, workshops, symposia, etc.:
Consulting and other activities which require professional or scholarly competence:
Awards in recognition of scholarly or professional achievement:
Other:
Comment on plans for the future:

<b>Service Activity</b>	
List committees served on at Acadia University:	Comments:
List committees served on in the broader community/government/profession related to your discipline:	Comments:
Comments on any other service activity:	
Comment on service activities for the coming year.	

Article 47.00 **Appointment and Review of Program Sector Head**

47.00 Eligible Members

For purposes of this section, "eligible members" shall be deemed to mean all those within the Program Sector, who are not on leave, holding the rank of Librarian I, II, III, or IV, including those in their second consecutive year of a Contractually Limited Term Appointment within the Program Sector.

47.01 Term as Head

The Headship term shall be up to three years.

Time spent on sabbatical leave shall not be included in the three years mentioned above nor shall such leave be construed as interfering with continuity as Head.

47.02 Possibility of Acting Head

An Acting Head may be appointed in certain circumstances detailed below.

Where required by certain sections of this Article, the University Librarian shall call and chair a meeting of the eligible members of the Sector. If a majority of the Sector is in favour of an Acting Head, and the University Librarian concurs, then the procedures of 47.14 shall apply. Otherwise a search (47.03) will be instituted.

47.03 Search Procedures

Internal, or internal/external

When a search is to be undertaken, the University Librarian shall inquire of the Vice-President (Academic) whether the search is to be internal or both internal and external.

47.04 University Librarian seeks nominations

Where a search is to be internal only, the University Librarian shall, by November 30 of the last year of the Program Sector Head's term, call for applications and nominations from the eligible members in the Sector.

47.05 Only one candidate or no candidates

(a) When there is only one candidate, and the University Librarian has ascertained that the individual is willing to serve, then each eligible member of the Sector shall indicate in writing to the University Librarian whether or not the candidate is acceptable to her/him. If all replies in the Sector are affirmative, the University

librarian shall so notify the Vice-President (Academic). Upon receipt of this information, the Vice-President (Academic) shall process the information as though it had come from a search committee. If any replies in the Sector are negative, the University Librarian shall set up the Search Committee described in Article 47.07.

- (b) When there are no candidates, the University Librarian will temporarily assume the responsibilities of the Program Sector Head.

47.06 Advertising

Where the search is to be both internal and external, advertisements shall take place as specified in Article 50.52 (a).

47.07 Search Committee

When there are two or more candidates, or when the sole candidate does not receive unanimous endorsement of the eligible members of the Sector, or where the search is to be both internal and external, the University Librarian shall convene a search committee having the following membership:

- (a) The University Librarian, who shall be the Chair;
- (b) two Librarians elected by and from the eligible members of the Sector;
- (c) a Dean, chosen by the Vice-President (Academic);
- (d) one faculty member elected by Faculty;
- (e) a Library Sector Manager;
- (f) one senior or graduate student to be elected by or under the auspices of the Students' Representative Council.

47.13 Short List

- (a) All eligible members of the Sector shall have the opportunity to apply and to nominate other eligible members, subject only to the provision that no one may run for Head whose own appointment contract does not encompass the term of Headship.
- (b) After consultation with the eligible members, and in accordance with the criteria in Article 50.60, the Search Committee will draw up a short list of not more than three candidates and shall arrange for those on the short list to meet the members of the Sector, and make a public presentation. This presentation shall take place even if there is only one short-listed candidate for the position.

- (c) Thereafter the Search Committee shall give full consideration to the preferences of members of the Sector before making a recommendation for the position.
- (d) The Search Committee shall have the right to recommend an acting Headship, subject to Article 47.15, unless by agreement by both Parties, and the provisions of 47.14 shall thereafter apply.
- (e) Except in the case where the Search Committee recommends an acting Headship, the recommendation of the Search Committee shall be forwarded to the Vice-President (Academic). The Vice-President (Academic) shall have the right to request the Search Committee to reconsider, giving reasons for the request. Following this reconsideration, if any, the recommendation of the Search Committee shall be forwarded to the Board for action.

47.14 Acting Head

Selection Process

Where an Acting Head is to be appointed, the University Librarian shall carry out the following procedures:

- (a) Call for applications and nominations by and from the eligible members of the Sector who are not on leave.
- (b) Following the close of applications and nominations, call and chair a meeting of eligible members, to elect an Acting Head by a majority vote.
- (c) If the vote results in a tie, the University Librarian shall give the eligible members the opportunity to take a second ballot within one week. If the result of the second ballot is still a tie, the University Librarian shall cast the deciding vote.
- (d) The University Librarian shall forward the librarians' recommendation to the Vice-President (Academic) for transmission to the Board.
- (e) If there are no applications, then the University Librarian assumes the responsibilities associated with the Headship until another search process can be completed, according to the terms of this Article.

47.15 Duties, etc.

An Acting Head has the duties, responsibilities and remuneration of the Program Sector Head. The period of appointment is for not more than one year, renewable only once. If an Acting Head is appointed Head the

year following her or his appointment as Acting Head, the service as Acting Head shall not count in the term of service as Head.

47.16 Head leaves Office

- (a) When a Head leaves office during the final year of her/his term but prior to June 30, or goes on leave for a period not exceeding one year, an Acting Head will be appointed under the provisions of 47.14.
- (b) When a Head leaves office in the first or second year of a three-year term, or when a Head goes on leave for a period exceeding one year, Article 47.04 will apply.

Acting Head leaves Office

- (c) When an Acting Head leaves office prior to the end of her/his term, an Acting Head may be appointed under the provisions of 47.14.

47.18 In-term Review

- (a) At any time during the service of a Program Sector Head or an Acting Head, eligible members may vote non-confidence by a simple majority. The vote shall be reported to the University Librarian, who shall then attempt to mediate between the Sector and the Head (or Acting Head). If such mediation fails, the University Librarian shall within two weeks of being notified of the non-confidence vote establish an in term Review Committee as in (c) below.
- (b) At any time during the service of a Head, the Board may request a review of the performance of the incumbent. Within one month of such a request being received, the University Librarian shall set up a Review Committee.
- (c) The Review Committee shall have the composition of the Search Committee defined in 47.07 of this Agreement and shall have the duty of advising the Vice-President (Academic) as to whether the appointment of the Head should be continued to the end of the existing term, or terminated sooner. The Vice-President (Academic) shall have the right to request the Review Committee to reconsider, giving the reasons for the request. Following this reconsideration, if any, the recommendation of the Review Committee shall be forwarded to the Board for its action.
- (d) Assessment of the Program Sector Head shall be based primarily upon her/his ability to perform the administrative duties of the position.

47.19

If a recommendation for the appointment of a Head or Acting Head is rejected by the Board, the rejection shall be on the basis of the criteria for appointment specified in Article 50.60 or on the administrative ability of the candidate.

Article 50.00 **Librarian Appointments**

50.01 Except as may be necessary for the correction of inequities as may be agreed between the Parties, the same standards of non-discrimination as in Article 3.00 shall be applied in making new appointments.

50.02 The President will determine the type of appointment when filling librarian positions in the University library. The following types of appointments may be made:

- (a) continuing
- (b) probationary
- (c) contractually limited term (CLT)
- (d) part-time

Continuing, probationary and CLT positions may be filled on a half-time basis. The duties of a half-time Librarian shall be one-half of the responsibilities of full-time Librarians.

50.05 Continuing Appointment

Continuing appointment means full-time continuing employment, normally to retirement, subject to the right of the Board to dismiss for just and proper cause in accordance with the relevant provisions and procedures of this Agreement.

A Librarian may be appointed to a continuing appointment:

- (a) on an initial appointment upon the recommendation of the Library Selection Committee;
- (b) upon completing a successful probationary appointment.

50.06 Probationary Appointment

A probationary appointment means appointment for a specified probationary period, which leads upon successful completion to a continuing appointment.

- (a) A Librarian may be appointed to a probationary position upon the recommendation of the Library Selection Committee. The Committee shall recommend the length of the probationary period based on relevant professional experience, or advanced qualifications, as recognized by the University. Probationary periods will be no less than one year and shall not exceed three years.
- (b) In all cases, the probationary period shall begin with the date of appointment. The probationary period shall be specified in the letter of appointment (Article 50.70).

- (c) A librarian in the first year of probation shall undertake a Career Development Meeting with the Program Sector Head at the end of six (6) months and annually in any subsequent years of probation.
- (d) No later than six (6) months prior to the end of the probationary period, a Librarian on probation shall be considered for a continuing appointment in accordance with procedures given in Article 51.00.

50.08 Contractually Limited Term Appointment

A Contractually Limited Term (CLT) appointment means an appointment for a specific period, which may be for varying lengths of time up to and including thirty-six (36) months.

A Librarian appointed to a CLT for a period of six (6) months or longer shall be entitled to benefits.

A Librarian may be appointed to a contractually limited term position upon the recommendation of the Library Selection Committee.

- (a) A librarian may hold a contractually limited term appointment at Acadia University for a maximum of five consecutive years.
- (b) A Librarian who has served on contractually limited term appointments, and who is the successful candidate for a probationary appointment shall, upon the recommendation of the Library Selection Committee, be entitled to a reduction of the probationary period. No such reduction shall reduce the probationary period to less than one year.
- (c) No Librarian who has served on CLT appointments may receive a continuing appointment without being recommended for it by the Library Selection Committee.
- (d) CLT appointments that do not replace Librarians on leave are intended to provide staffing flexibility and the number of persons holding such appointments shall at no time exceed 2, without the written consent of the Association.

50.11 Conversion to Half Time Appointments

Librarians with continuing or probationary appointments may request a half-time appointment, subject to the following conditions.

An application by a full-time Librarian with a continuing or probationary appointment must be made to the President, with copies to the Program Sector Head, University Librarian and Vice-President (Academic) by the 31 December prior to the 1 July on which the change of status shall become effective. The Program Sector Head, University Librarian and Vice-President (Academic) must all be in agreement with the change.

This agreement must also include the length of time that the half-time status will be in effect.

- 50.12 The duties of a half-time Librarian who is employed on a twelve month basis shall be one-half of the responsibilities and standard workload of full-time Librarians as indicated in Articles 5.30 and 17.40.

Duties may be spread over the twelve-month period, or may be condensed, depending upon the agreement reached by the Librarian and the University Librarian.

- 50.13 The half-time Librarian shall retain her/his status, rank and seniority. All half-time Librarians shall participate, when they become eligible, in all pension and group insurance benefits.

- 50.14 Salaries for Librarians on sabbatical leave who have accumulated years of eligibility in both full-time and half-time status shall be calculated on a pro rata basis. For example, a Librarian with six years of eligibility who has been full-time for four years and half-time for two years would be paid at:

Full-time salary x 80% x 10/12

- 50.15 All Articles of this Collective Agreement shall apply to all half-time Librarians.

- 50.31 In cases where a Librarian resigns from a continuing or probationary position and insufficient time is available to follow normal appointment procedures, a CLT appointment may be made. Every effort shall be made to avoid delays in the hiring procedures.

- 50.32 Where a Librarian is granted half-time status, and where a replacement for the reduction to the Library is authorized on the recommendation of the Librarians, the University Librarian and the Vice-President (Academic), the level of replacement may be part-time or CLT, and for all or part of the period during which the half-time arrangement is in place.

- 50.40 Part-Time Appointments

Part-time appointment means appointment to a position for less than seventeen and one-half (17.5) hours per week.

A Librarian may be appointed to a part-time position upon the recommendation of the Library Selection Committee.

Copies of appointment letters for all part-time Librarians by name, salary, and hours shall be provided by the Board to the President of the Association each semester.

- 50.50 Procedures for Appointment

Eligible members, as defined in Article 47.00 may participate in any appointment procedure.

Where conflict of interest exists, such as family ties, the Librarian having such a conflict will withdraw completely from the appointment procedure.

50.51 Authority to Recruit

Recruitment of Librarians requires the authorization of the President.

50.52 Advertising

- (a) Positions shall be advertised on the advice of the Library Selection Committee through the office of the Vice-President (Academic) in appropriate electronic forums, academic and professional journals, including Canadian publications, as soon as possible after the vacancy is known to exist.
- (b) All advertisements shall include the statement that Acadia University is an Equal Opportunity Employer.
- (c) Applications shall be directed to the Chair of the Library Selection Committee.
- (d) All probationary positions shall be advertised.
- (e) All other positions shall be advertised as deemed appropriate by the Program Sector Head in consultation with the University Librarian.
- (f) However, where the Program Sector wishes to retain for further contractually limited appointment the services of a Librarian whose contractually limited appointment is about to expire, no advertisement is necessary if two-thirds of the Librarians are in favour of retaining the Librarian, provided that an authorized vacancy still exists and provided that Article 50.08 is not violated.

50.53 Procedures within the Library

- (a) The Library shall have a Selection Committee having the following membership:
  - (i) the Program Sector Head, who shall be Chair
  - (ii) the University Librarian
  - (iii) three (3) librarians, elected from the eligible members as defined in Article 47.00
  - (iv) a Dean, chosen by the Vice-President (Academic)

- (b) With reference to the criteria in Article 50.60 and in consultation with the Librarians, the Selection Committee shall establish a short list of candidates which shall be made available to the Librarians and copies thereof provided to the Vice-President (Academic) and the President.
- (c) The Chair shall arrange for interviews of no more than three candidates in the first instance; further candidates may be interviewed on the approval of the Vice-President (Academic). Interviews shall be conducted by the Library Selection Committee. Each candidate shall meet the Vice-President (Academic). Whenever possible, Librarians shall have an opportunity to meet with the candidates, each of whom shall, whenever possible, deliver a presentation

In the case of CLT appointments of twelve (12) months or less or part-time appointments, on-site interviews, or travel by Employees for the purpose of interviewing, will be authorized only with the approval of the Vice-President (Academic) upon recommendation of the Library Selection Committee.

- (d) Short-listed candidates shall receive a copy of the collective agreement from the Vice-President (Academic) during their visit.
- (e)
  - (i) All Librarians shall be invited to submit individual written comments to the Library Selection Committee. After full consideration of the written comments of Librarians, and comment by Library staff, the Library Selection Committee shall make a recommendation to the Vice-President (Academic) that a specific candidate be appointed with a rationale for the candidate's suitability in relation to other candidates. The recommendation will include any special conditions of appointment. The Committee shall recommend an appropriate rank and suggest a salary. The remaining candidates on the short list who are deemed acceptable by the Library Selection Committee shall be listed in order of priority.
  - (ii) In keeping with the spirit of affirmative action, when two or more candidates are otherwise equal, preference shall be given to members of under-represented groups.
  - (iii) The Library should ensure that it has advertised in Canadian publications and that the offer is made to a suitable candidate who is a Canadian citizen or landed immigrant. If a suitable candidate cannot be found in the above category, the search may be widened and an offer made to a non-Canadian.

- (iv) The recommendation of the Library Selection Committee shall be sent to the Vice-President (Academic) in confidence with a copy to the President of the Association.
- 50.54 The Vice-President (Academic) will comment on the recommendation of the Selection Committee and will forward the recommendation and any comments to the President of Acadia University.
- 50.55 The President or Vice-President (Academic) may request the Library Selection Committee to reconsider the proposed appointment, giving reasons for the request including comments, if any. Following this reconsideration, in instances where it is requested, the recommendation(s) of the Committee and the President shall be forwarded to the Board for its action.
- 50.56 A Presidential recommendation to the Board to reject the recommendation from the Library Selection Committee shall be only on the basis of the criteria set out in Article 50.60.
- 50.60 Criteria for Appointment
- 50.61 The factors to be considered in assessing applicants for appointment as Librarians to the University shall be as follows:
  - (a) verifiable academic qualifications, i.e., earned degrees, diplomas, and the like. The minimum academic qualification for appointment as a Librarian is a Master of Library Science or its equivalent from an institution accredited by the American Library Association or an equivalent organization acceptable to the University;
  - (b) performance and potential as a professional librarian. Both qualitative and quantitative aspects shall be considered, with the latter including such factors as the number of years in the profession and records of performance. Evaluation of past performance and ability and potential to participate in and contribute to the programs of the Library shall both be considered.
  - (c) previous contribution to a Library, University, or Institution, including library services and program development;
  - (d) contributions to the library profession, including but not limited to, service or activities in professional organizations, service programs, and the like;
  - (e) scholarly activity, including, but not limited to, research and publications.
- 50.62 The above factors shall be used by the Library Selection Committee in its evaluation of candidates. The Library Selection Committee shall state the criteria to be used for evaluation, and their relative emphasis for each vacancy.

50.70 Mode of Appointments

The President shall provide to each new Librarian a letter of appointment which shall include the following:

- (a) the effective date of appointment
- (b) the terminating date of the appointment
- (c) the type of appointment as specified in Article 50.02
- (d) the rank and salary of the Librarian as of the effective date of the appointment
- (e) special conditions, if any, including initial seniority in rank, or initial seniority toward award of continuing appointment or sabbatical leave, or an emphasis on the criteria for appointment, promotion, continuing appointment should these differ from the requirements for most Librarians.
- (f) Appointments may become effective at any time, but normally begin on 1 July. Librarians shall enjoy all appropriate benefits from the date of appointment, but seniority towards continuing appointment, promotion, and sabbatical leave shall begin from 1 July, following the commencement of employment.
- (g) The letter shall state that the appointment is subject to the terms and conditions of this Agreement.

50.72 One copy of the letter of appointment shall be sent to the Program Sector Head, the University Librarian, the Vice-President (Academic), the Chief Finance Officer, the Director of Human Resources, the President of the Acadia University Faculty Association, and the Chair of the University Appointments Committee, as described in article 10.53(e).

50.80 Adherence to Procedures

No candidate shall be appointed without adherence to the above procedures.

Article 51.00 **Continuing Appointment and Promotion of Librarians**

51.01 The Program Sector Head shall ask Librarians by 15 September if they wish to apply for continuing appointment or promotion.

51.02 If one or more Librarians indicate that they intend to apply for continuing appointment or promotion, then the Program Sector Head shall so inform the University Librarian and the Chair of the University Review Committee and, in accordance with Article 51.10, establish a Library Review Committee.

51.03 A Librarian wishing to be considered for continuing appointment or promotion shall, by 1 October, provide the Library Review Committee with a dossier which contains the following:

- (a) a complete up-to-date professional resume which adheres to the form described in Appendix II of this Article;
- (b) a copy of the letter of appointment and any other letters relating to the candidate's current responsibilities;
- (c) a covering letter indicating progress since the candidate's initial appointment or the last promotion, whichever is the more recent;
- (d) all records and associated correspondence of the career development meetings specified in Article 47;
- (e) Any other material which the candidate deems to be pertinent to the application.

51.10 Library Review Committee

- (a) It shall be the responsibility of the Library Review Committee to receive and review all applications for continuing appointment or promotion and to make recommendations to the URC.
- (b) Those eligible to elect the Library Review Committee shall be those in the Library holding the rank of Librarian I, Librarian II, Librarian III, or Librarian IV, excepting those in the first year of appointment.
- (c) The Library Review Committee shall have a membership of seven and be composed of:
  - (i) The University Librarian who shall be chair
  - (ii) The Program Sector Head
  - (iii) Three additional Librarians elected from among the eligible Librarians, subject to the terms in (d) below, one of whom shall be secretary to the committee.

- (iv) If there are insufficient eligible Librarians, then a sufficient additional number shall be selected from among the eligible members of a cognate Department.
  - (v) One tenured faculty member from a cognate department.
  - (vi) A cognate Department shall be chosen by the Librarians in consultation with the University Librarian. The Faculty Council Nominating Committee shall then be responsible for appointing members of the cognate Department to the Library Review Committee.
  - (vii) One student selected by the SRC.
- (d) Eligible Librarians are those who have been full-time or half-time Librarians for a minimum of three consecutive years, or who have continuing appointments, and are not applying for continuing appointment or promotion during the year of committee membership and do not otherwise have a conflict of interest.
- (e) If the Head is applying for continuing appointment or promotion, then, during the year of application, the Head's duties on the committee shall be performed by an alternate eligible Librarian, elected by the eligible Librarians defined in (d) above. The replacement shall be for the entire academic year in which the Head is applying.

51.20 Library Review Committee Procedures

51.21 The Library Review Committee shall review all applications for continuing appointment and promotion and make recommendations to the URC according to the following schedule:

- (a) Continuing Appointment: no later than 15 November of the academic year during which the application for continuing appointment is made.
- (b) Promotion: no later than 1 December of the academic year during which the application for promotion is made.

51.22 The Library Review Committee must adhere to the following:

- (a) It must use no anonymous material, as defined in Article 1.05.
- (b) It must base its decision on the contents of the candidate's dossier and the terms and conditions of the Collective Agreement.
- (c) It must invite all Librarians other than members of the Library Review Committee to submit their views individually in writing, on

the suitability of the candidate's application. The written submissions become part of the candidate's dossier.

- (d) At least seven days before it meets to review the application, the committee must make available to the candidate any materials in the candidate's dossier that were not submitted by the candidate.
- (e) The Library Review Committee shall invite the candidate to discuss the contents of the dossier. It is the candidate's choice to be present for this purpose; the presence or absence of the candidate shall not be interpreted in a negative fashion in any of the proceedings. If present, the candidate shall withdraw at the completion of these discussions and the committee shall consider its recommendation in camera.
- (f) The Library Review Committee shall select a secretary who shall record minutes of each meeting, and keep a file of all documents consulted.

51.25 The Library Review Committee shall decide by simple majority whether or not to recommend the application.

51.26 The secretary of the Library Review Committee shall write a letter to the Chair of the URC, with the copy to the candidate, recording the recommendation of the committee and summarising the views expressed by members of the Library Review Committee both for and against the recommendation.

51.27 The Library Review Committee shall forward minutes of its meetings and the candidate's dossier to the URC.

51.30 University Review Committee

51.31 Applications by Librarians for continuing appointment or promotion shall be reviewed by the University Review Committee (URC) as specified in Article 12.30 to 12.44, except that the criteria referred to in 12.43(b) shall be the criteria in Article 51.80, and references to the Chairperson of the DRC shall mean the Chair of the Library Review Committee.

51.50 University Appeals Committee

51.51 Appeals against decisions of the URC may be made to the University Appeals Committee (UAC) as specified in Article 12.50 to 12.61, except that references to the Departmental Review Committee shall mean the Library Review Committee and references to Professor shall mean Librarian IV.

51.70 Procedures relating to decisions on Continuing Appointment and Promotion

- 51.71 The President shall transmit a recommendation in favour of the candidate to the Board. A recommendation that is not in favour of the candidate shall constitute the decision of the Board.
- 51.72 If the Board decides not to adopt the recommendation of the URC or the UAC, it shall do so only on the basis of the criteria stated in the relevant articles of this agreement and shall give written reasons for its decision to the candidate, the URC or the UAC as appropriate, the Library Review Committee, the President and the Association.
- 51.73 In cases of continuing appointment, if the Board's decision is that it be denied, the candidate's appointment shall terminate at the end of the current probationary term.
- 51.74 Decisions on continuing appointments shall be deferred only with the written agreement of the candidate and on the basis of clearly stated conditions based on the criteria in the relevant articles in this agreement. The meeting of these conditions shall result in the award of continuing appointment. Final decisions must be reached within one year, and the candidate's probationary term shall be extended to make deferral possible.
- 51.75 The President shall communicate the Board's decisions on continuing appointment or promotion according to the following schedule:
- (a) Continuing Appointment
- No later than 31 March of the academic year in which the application for continuing appointment is made.
- (b) Promotion
- No later than 31 May of the academic year in which the application for promotion is made.
- 51.76 Recommendations on applications by Librarian candidates for continuing appointment or promotion shall be included in the annual report summarising the activities of the URC as specified in article 12.76.
- 51.77 Recommendations on applications by Librarian candidates for continuing appointment or promotion shall be included in the annual report summarising the activities of the UAC as specified in article 12.77.
- 51.80 Criteria for Continuing Appointment and Promotion
- 51.81 Consideration for Promotion
- The normal time of service as Librarian I is three years, as Librarian II, four years, and as Librarian III, six years.

51.82 If service at other institutions is to be considered, such must be stipulated in the letter of appointment.

51.83 The factors to be considered in assessing performance of a Librarian in relation to continuing appointment and promotion to ranks above Librarian II shall be:

- (a) academic qualifications
- (b) performance as a Librarian
- (c) scholarly activity
- (d) service

All of these criteria must be present in an application for continuing appointment and promotion. Nevertheless, performance as a Librarian will receive greater relative emphasis than scholarly activity or service, unless stated otherwise in a candidate's letter of appointment or as indicated by the candidate's current responsibilities. It is the overall assessment that must guide the decision of the URC. Remuneration received in connection with the criteria shall in no way diminish their value in consideration for continuing appointment and promotion.

(a) Academic Qualifications

The minimum criterion is a Master of Library Science from an institution accredited by the American Library Association. Equivalent qualifications and/or experience may be substituted. Once a candidate has been recognised as having appropriate academic qualifications either by letter of appointment or by a ruling of the URC during consideration for continuing appointment or promotion, the criterion of academic qualification will be deemed satisfied for future consideration under this article.

(b) Performance

Performance of library responsibilities, scholarly activity and service shall be evaluated in relation to the duties expected of Librarians in Article 5 and in relation to the annual Career Development Meetings and by other materials provided under Article 51.03.

51.84 The parties recognise that the nature of library responsibilities, scholarly activities and service contributions may vary from Librarian to Librarian and from time to time according to program assignments. As a consequence, the evidence used to demonstrate levels of performance will also vary.

51.85 The assessment of Librarians shall take due account of performance in the specified spheres of library service and non-library service activities, giving such performance the same relative emphasis as indicated by their order in Article 51.83, unless stated otherwise in the candidate's letter of appointment or as indicated by the candidate's current responsibilities.

51.90 Qualifications for Continuing Appointment and Promotion

51.92 Continuing Appointment

The qualifications for continuing appointment shall be:

- (a) possession of a Master of Library Science or its equivalent as specified in Article 51.83(a);
- (b) evidence of satisfactory performance as a Librarian;
- (c) evidence of involvement in scholarly activity;
- (d) evidence of participation in activities that contribute to the functioning of the University.
- (e) the records of annual Career Development Meetings and other materials provided under Article 51.03 shall be a primary source of information in assessing (b) – (d) above.

51.93 Librarian II

Promotion to the rank of Librarian II shall coincide with the awarding of continuing appointment for a Librarian appointed to a Librarian I rank in a probationary appointment.

51.94 Promotion to ranks beyond Librarian II shall be based upon the criteria, with the same priority as specified in articles 51.83 and 51.85.

51.95 Librarian III

Promotion to the rank of Librarian III shall be based upon a record of consistent accomplishment:

- (a) evidence of a consistently positive record of performance as a Librarian;
- (b) evidence of consistent accomplishment in the discipline to be demonstrated by scholarly or professional activity;
- (c) evidence of ongoing service to the University and academic community, the profession and/or the community;
- (d) the records of annual Career Development Meetings and other materials provided under Article 51.03 shall be a primary source of information in assessing (a)-(c) above.

51.96 Librarian IV

Promotion to the rank of Librarian IV shall be based upon:

- (a) evidence of a consistently high record of performance as a Librarian,

- (b) evidence of contributions to the profession or a relevant academic discipline,
- (c) evidence of service to the University and academic community, such as contributions of leadership and innovation involving decisions and policies which have had a major beneficial influence;
- (d) the records of annual Career Development Meetings and other materials provided under Article 51.03 shall be a primary source of information in assessing (a)–(c) above.

## Article 51 – Appendix I

Lists of activities that might be used to demonstrate the required level of competence in the various criteria at each rank are presented below. Such evidence may include both quantitative and qualitative aspects. The list of activities is neither inclusive nor exclusive, nor does it imply expectations of performance. The lists are not presented in order of preference with regard to continuing appointment or promotion but reflect activities that Librarians may perform in carrying out their normal responsibilities as required in Article 5.30 through 5.40.

### (a) Performance as a Librarian

- Development of information literacy programs (outlines for class presentations, research guides, home pages, etc.)
- Class presentations
- Library orientations
- Student consultation
- Delivery of information services
- Development of the library collection
- Selection of library materials
- Development or revision of library policies and procedures
- Administration of library services
- Leadership of library program and project teams
- Participation in professional development activities
- Promotion of library services and collaborative programs with faculty
- Contribution to the delivery of library programs

Candidates shall present evidence of their library service activities as part of their dossier.

### (b) Scholarly Activity

Examples of scholarly activities that may be presented by a candidate for evaluation are listed below. The list is not ranked but the candidate should be aware that material adjudicated by external referees carry significantly more weight than do non-refereed materials. Materials produced for external use would, in general, be of more significance than material produced for internal use.

- Books
- Reports
- Papers in refereed and non-refereed journals
- Obtained research grants and funding
- Contract research
- Awards in recognition of scholarly or professional achievement
- Papers delivered at professional meetings, conferences and seminars
- Papers/research in progress
- Consulting and other activities which require professional or scholarly competence, editorial and refereeing duties
- Service on external grant committees
- Commissioned reports for external circulation

Participation in external panels, seminars, etc.  
Active participation in and leadership given to professional conferences, workshops, symposia, etc.  
Public speaking engagements related to one's professional expertise

(c) Service

(i) Service to the University and Academic Communities

Service to the University and the academic community includes contributions to the development and effective functioning of the University through contribution to student activities, membership on Library, Faculty, Senate, University, Board and Association committees and councils; and contribution to the administrative functioning of the University as an Academic Administrator, or through other administrative assignments inside and outside the Bargaining Unit; active participation in local, provincial, national and international organisations and programmes related to the candidate's discipline.

(ii) Community Service

Service to the wider community includes active participation in a wide variety of governmental, societal and community institutions, programmes and services, where such participation is based on the candidate's academic or professional expertise.

## Article 51 – Appendix II

### Resume Format

1. Name: Academic Qualifications: including a university and professional educational history with dates for degrees and certifications;

Personal continuing education such as attendance at short courses, workshops, leadership training, etc.;

Awards, such as scholarships; employment history at Acadia and elsewhere including dates of previous promotions.

2. Performance as a librarian:

Candidates will be required to clearly document performance of library responsibilities and should refer to Appendix I for the type of information which must be included in the section.

3. Scholarly Activity:

Candidates should refer to Appendix I for suggestions as to the type of information which must be included in this section.

4. Service:

Service is classified into service to the University and academic communities (Article 5.33), and community service (Article 5.40); examples of the type of service which will be considered are found in Appendix I.

Article 60.00 **General**

60.10 Binding Effect

Subject to the terms and conditions hereof, this Agreement shall enure to the benefit of, and be binding upon, the Parties hereto and their respective successors and assigns.

60.20 Whenever the context of this Agreement so requires, the singular number shall include the plural and vice versa.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement this 25<sup>th</sup> day of February, 1998.

ACADIA UNIVERSITY  
FACULTY ASSOCIATION

GOVERNORS OF  
ACADIA UNIVERSITY

Per: \_\_\_\_\_  
\_\_\_\_\_

Per:

Per: \_\_\_\_\_  
\_\_\_\_\_

Per:

ACADIA UNIVERSITY

**APPEIDIX B**

Ninth Collective Agreement

Grievance Form

Employee's \_\_\_\_\_ Name

Department/School \_\_\_\_\_ Phone  
\_\_\_\_\_

Home Address \_\_\_\_\_ Phone  
\_\_\_\_\_  
\_\_\_\_\_

1. Nature of the Dispute:

2. Section(s) of Agreement violated:

3. Facts of the Case: (attach separate page, if necessary)

4. Remedy sought:

5. Results of informal stage of settlement:

6. \_\_\_\_\_  
\_\_\_\_\_  
Signature of Employee Date

7. \_\_\_\_\_  
\_\_\_\_\_

Signature of AUFA Representative

Date

ACADIA UNIVERSITY

**APPENDIX C**

Ninth Collective Agreement

Grid Principles

1. A normal career salary profile should be available to each faculty member and librarian.
2. There should be a separate scale for each rank (Lecturer, Assistant Professor, Associate Professor, Professor, Librarian I, II, III, IV).
3. Within a given rank, increases should be larger in the initial stages, and should gradually level off after the mean has been reached.
4. A normal career pattern would lead to promotion to the next highest scale before the levelling-off stage of the individual's current scale is reached.
5. Salary upon promotion shall be determined by first computing the new salary in the old rank as of the effective date of the promotion, then moving to the closest grid point for the new rank which exceeds this new salary.

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**APPENDIX C**

Salary Grid - Effective: November 1, 1997

Step	Lecturer	Assistant	Associate	Professor
1	32,611	38,880	48,315	60,199
2	33,797	40,421	50,027	62,387
3	34,983	41,962	51,741	64,576
4	36,171	43,506	53,454	66,764
5	37,357	45,047	55,167	68,952
6	38,543	46,589	56,881	71,142
7	39,598	47,972	58,593	73,209
8	40,518	49,290	60,307	75,276
9	41,440	50,609	61,943	77,343
10	42,181	51,663	63,524	79,409
11	42,838	52,716	64,974	81,355
12	43,498	53,639	66,292	83,301
13	44,156	54,563	67,345	85,246
14	44,815	55,354	68,203	87,069
15	45,474	56,145	68,927	88,894
16	46,134	56,804	69,588	90,413
17	46,793	57,462	70,245	91,569
18	47,452	58,122	70,905	92,237
19	48,111	58,780	71,564	92,906
20	48,769	59,438	72,223	93,575
21	49,429	60,098	72,882	94,244
22	50,086	60,757	73,541	94,913
23	50,745	61,416	74,198	95,582

ACADIA UNIVERSITY

**APPENDIX C**

Salary Grid - Effective: July 1, 1998

Step	Lecturer	Assistant	Associate	Professor
1	33,263	39,658	49,281	61,403
2	34,473	41,229	51,028	63,635
3	35,683	42,801	52,776	65,868
4	36,894	44,376	54,523	68,099
5	38,104	45,948	56,270	70,331
6	39,314	47,521	58,019	72,565
7	40,390	48,931	59,765	74,673
8	41,328	50,276	61,513	76,782
9	42,269	51,621	63,182	78,890
10	43,025	52,696	64,794	80,997
11	43,695	53,770	66,273	82,982
12	44,368	54,712	67,618	84,967
13	45,039	55,654	68,692	86,951
14	45,711	56,461	69,567	88,810
15	46,383	57,268	70,306	90,672
16	47,057	57,940	70,980	92,221
17	47,729	58,611	71,650	93,400
18	48,401	59,284	72,323	94,082
19	49,073	59,956	72,995	94,764
20	49,744	60,627	73,667	95,447
21	50,418	61,300	74,340	96,129
22	51,088	61,972	75,012	96,811
23	51,760	62,644	75,682	97,494

ACADIA UNIVERSITY

**APPENDIX C**

Salary Grid - Effective: July 1, 1999

Step	Lecturer	Assistant	Associate	Professor
1	33,928	40,451	50,267	62,631
2	35,162	42,054	52,049	64,908
3	36,397	43,657	53,832	67,185
4	37,632	45,264	55,613	69,461
5	38,866	46,867	57,395	71,738
6	40,100	48,471	59,179	74,016
7	41,198	49,910	60,960	76,166
8	42,155	51,282	62,743	78,318
9	43,114	52,653	64,446	80,468
10	43,886	53,750	66,090	82,617
11	44,569	54,845	67,598	84,642
12	45,255	55,806	68,970	86,666
13	45,940	56,767	70,066	88,690
14	46,625	57,590	70,958	90,586
15	47,311	58,413	71,712	92,485
16	47,998	59,099	72,400	94,065
17	48,684	59,783	73,083	95,268
18	49,369	60,470	73,769	95,964
19	50,054	61,155	74,455	96,659
20	50,739	61,840	75,140	97,356
21	51,426	62,526	75,827	98,052
22	52,110	63,211	76,512	98,747
23	52,795	63,897	77,196	99,444

ACADIA UNIVERSITY

**APPENDIX D**

Ninth Collective Agreement  
Application for Sabbatical Leave

Name of Applicant:

Present Address:

Office Telephone:

Home Telephone:

Department/School:

Date of Appointment at Acadia:

Present Academic Rank:

Date of Continuing Appointment:

Date of Tenure:

Date(s) of previous Sabbatical Leave(s):

Please provide the following information:

1. Nature of your most recent Sabbatical Study.
2. Dates of Sabbatical Leave for which you are asking.
3. Location of proposed Sabbatical activity.
4. Statement of the program and nature of your Sabbatical Plan. (Attach in greater detail on separate sheets a full description of the activities you intend to pursue while on Sabbatical, giving specific dates, places, persons with whom you will work, and copies of applications for any grants you are seeking.)
5. Comment upon the relevance and benefit of this plan to you personally, your Department/School, and to the University.
6. Attach curriculum vitae (Article 24.13).
7. Date Application
8. Sign Application

ACADIA UNIVERSITY

**APPENDIX F**

LIBRARIANS

Salary Grid - Effective: November 1, 1997

Step	Librarian I	Librarian II	Librarian III	Librarian IV
1	29,449	34,049	39,184	47,126
2	30,488	35,088	40,222	48,165
3	31,526	36,127	41,262	49,203
4	32,566	37,166	42,300	50,243
5	33,604	38,205	43,339	51,282
6			44,561	52,319
7			45,417	53,359
8			46,456	54,398
9			47,495	55,437
10				56,476
11				57,515
12				58,553
13				59,593
14				60,631
15				61,667
16				62,700
17				63,729
18				64,754
19				65,774
20				66,788

ACADIA UNIVERSITY

**APPENDIX F**

LIBRARIANS

Salary Grid - Effective: July 1, 1998

Step	Librarian I	Librarian II	Librarian III	Librarian IV
1	30,038	34,730	39,968	48,069
2	31,098	35,790	41,026	49,128
3	32,157	36,850	42,087	50,187
4	33,217	37,909	43,146	51,248
5	34,276	38,969	44,206	52,308
6			45,452	53,365
7			46,325	54,426
8			47,385	55,486
9			48,445	56,546
10				57,606
11				58,665
12				59,724
13				60,785
14				61,844
15				62,900
16				63,954
17				65,004
18				66,049
19				67,089
20				68,124

ACADIA UNIVERSITY

**APPENDIX F**

LIBRARIANS

Salary Grid - Effective: July 1, 1999

Step	Librarian I	Librarian II	Librarian III	Librarian IV
1	30,639	35,425	40,767	49,030
2	31,720	36,506	41,847	50,111
3	32,800	37,587	42,929	51,191
4	33,881	38,667	44,009	52,273
5	34,962	39,748	45,090	53,354
6			46,361	54,432
7			47,252	55,515
8			48,333	56,596
9			49,414	57,677
10				58,758
11				59,838
12				60,918
13				62,001
14				63,081
15				64,158
16				65,233
17				66,304
18				67,370
19				68,431
20				69,486

ACADIA UNIVERSITY

**APPENDIX G**

DEMONSTRATORS

Salary Grid - Effective: November 1, 1997

Step

1	23,135
2	23,735
3	24,353
4	24,986
5	25,636
6	26,301
7	26,985
8	27,686
9	28,407
10	29,146
11	29,903
12	30,681
13	31,479
14	32,297
15	33,137
16	33,999
17	34,883
18	35,789
19	36,720
20	37,674
21	38,654
22	39,660
23	40,690
24	41,748
25	42,833
26	43,948
27	45,090
28	46,262
29	47,465
30	48,699

ACADIA UNIVERSITY

**APPENDIX G**

DEMONSTRATORS

Salary Grid - Effective: July 1, 1998

Step

1	23,598
2	24,210
3	24,840
4	25,486
5	26,149
6	26,827
7	27,525
8	28,240
9	28,975
10	29,729
11	30,501
12	31,295
13	32,109
14	32,943
15	33,800
16	34,679
17	35,581
18	36,505
19	37,454
20	38,427
21	39,427
22	40,453
23	41,504
24	42,583
25	43,690
26	44,827
27	45,992
28	47,187
29	48,414
30	49,673

ACADIA UNIVERSITY

**APPENDIX G**

DEMONSTRATORS  
Salary Grid - Effective: July 1, 1999

Step

1	24,070
2	24,694
3	25,337
4	25,996
5	26,672
6	27,364
7	28,076
8	28,805
9	29,555
10	30,324
11	31,111
12	31,921
13	32,751
14	33,602
15	34,476
16	35,373
17	36,293
18	37,235
19	38,203
20	39,196
21	40,216
22	41,262
23	42,334
24	43,435
25	44,564
26	45,724
27	46,912
28	48,131
29	49,382
30	50,666