

**Joint Committee for the Administration of the 15th Collective Agreement
Memorandum of Agreement**

March 18, 2020

Extensions and Amendments due to the COVID-19 Outbreak

Without prejudice or precedent, the Parties agree to the following. Items 1, 2, 4, and 5 shall remain in effect until May 31, 2020.

1. Interviews for Faculty Positions

Articles 10.53 (c), 43.35 (c), 50.53 (c), 58.11 (c) (ii)

If on-site interviews have already been conducted for one or more short-listed candidates for a particular search but not for other short-listed candidates for the same search, the requirement to conduct all interviews in the same manner shall be waived.

2. Employment Insurance and Records of Employment (RoEs) for Part-Time Faculty

Article 11.17 (d)

Regardless of alterations to class schedules and delivery methods, the hours specified in Article 11.17 (d) shall not be reduced. The Employer shall comply with the Canada Revenue Agency requirement to issue RoEs within five (5) calendar days after the end of the pay period in which an Employee's interruption of earnings occurs.

3. Student surveys

Articles 12.03 (e), 15.55, 15.60 (b), 17.02 A (n)

Student surveys that normally would have been conducted during the last two weeks of classes in the Winter 2020 term are suspended. As always, faculty members may employ informal means of gathering student feedback as they see fit. The absence of the Winter 2020 surveys in dossiers for renewal, tenure, promotion, or continuing appointment shall not be interpreted negatively. The absence of the Winter 2020 surveys among the documentation required for career development meetings shall not be interpreted negatively.

4. Syllabi

Article 17.02 A (i)

Faculty members may update the information provided to students at the beginning of courses as per Article 17.02 A (i) as they deem necessary, with updates copied to the Head/Director.

5. Office Hours

Articles 17.33, 17.50 (d)

Faculty members shall make every reasonable attempt to be available for consultation with students by e-mail or other online means for at least two hours per week for each three-hour credit course taught.

6. Article 17: Academic Responsibilities and Working Conditions

- Article 17.02 A (h) is suspended until April 30, 2020.
- Article 17.02 A (l) is suspended until April 30, 2020.
- Article 17.02 A (m) is modified as follows: “to be ~~present~~ **reasonably available** 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 or Director of their Academic Unit”
- Article 17.08 is modified as follows: “Part-time Employees are expected to be **reasonably** available throughout the academic term(s) for which they are employed and up to and including the last day of an examination period except with the written approval of the Head or Director of their Academic Unit.”
- Article 17.21 is suspended until April 30, 2020.

7. **Changes to Approved Leaves**

Article 24.24

The deadline to formally request any major changes to an approved plan for a leave is extended from 1 April to 30 April.

8. **Professional Development Funds**

Articles 25.10, 25.54

Unspent funds carried over from fiscal year 2018-2019 into fiscal year 2019-2020 may be carried forward to March 31, 2021. Unspent funds from fiscal year 2019-2020 may be carried forward to March 31, 2021.

Employees who have already incurred eligible (Article 25.57) out-of-pocket costs for work-related travel shall be reimbursed regardless of whether the travel is cancelled.

9. **University Research Fund**

Article 25.55

Unspent funds carried over from fiscal year 2018-2019 into fiscal year 2019-2020 may be carried forward to March 31, 2021. Unspent funds from fiscal years 2019-2020 may be carried forward to March 31, 2022. Employees in the second (2nd) year of a two- (2-) year award who have to carry over unspent funds shall be permitted to apply for a new award in 2020-21.

10. **Academic Unit Scholarly Activities Fund**

Article 25.56

Unspent funds carried over from fiscal year 2018-2019 into fiscal year 2019-2020 may be carried forward to March 31, 2021. Unspent funds from fiscal year 2019-2020 may be carried forward to March 31, 2021.

11. **Per-Course Offers of Employment**

Article 58.11 (d)

The deadline for the Employer to e-mail and mail Offers of Employment for Summer Intersession is extended from 15 April to 30 April.

12. **Papers Accepted, but not Delivered, at Professional Meetings, Conferences and Seminars**

Articles 12, 43, 51, and 59, Appendix I (b)

Papers that were accepted at professional meetings, conferences and seminars but not delivered because of

cancellations, travel restrictions, or other circumstances related to COVID-19 shall still be considered evidence of scholarly activity for the purposes of renewal, tenure, promotion, and continuing appointment.

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