

# AGREEMENT

Between

BRANDON UNIVERSITY

And

BRANDON UNIVERSITY  
FACULTY ASSOCIATION

April 1, 2011 to March 31, 2015

**This collective agreement made in duplicate**

**This 6th day of December, 2011**

**In effect from 1 April 2011 to 31 March 2015**

**between**

**Brandon University  
A body corporate  
hereinafter referred to as**

**"THE EMPLOYER"**

**-and**

**THE BRANDON UNIVERSITY FACULTY ASSOCIATION  
hereinafter referred to as**

**"THE UNION"**

**BUFA NEGOTIATORS**

**BOARD NEGOTIATORS**

\_\_\_\_\_  
**Joe Dolecki**

\_\_\_\_\_  
**Grant Mitchell**

\_\_\_\_\_  
**Bill Paton**

\_\_\_\_\_  
**Scott Grills**

\_\_\_\_\_  
**Derek Brown**

\_\_\_\_\_  
**Scott Lamont**

\_\_\_\_\_  
**David Winter**

\_\_\_\_\_  
**Barbara Smith**

\_\_\_\_\_  
**Elizabeth MacDonald-Murray**

In witness whereof we have hereunto set our hands for and on behalf of the  
Brandon University and the Brandon University Faculty Association.

\_\_\_\_\_  
Joe Dolecki, President  
Brandon University  
Faculty Association

\_\_\_\_\_  
Laura McDougald-Williams, Chair  
Board of Governors  
Brandon University

\_\_\_\_\_  
Deborah Poff, President  
Brandon University

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## **PREAMBLE**

The Employer and the Union recognize that the major purposes of Brandon University are:

- to provide a facility for higher education;
- to provide students with an environment in which they may develop intellectually, emotionally and socially;
- to promote the pursuit, advancement, and dissemination of truth and knowledge;
- to serve the community; and
- to encourage a climate of freedom, responsibility, and mutual respect in the pursuit of these goals.

The Parties agree, in the furtherance of these aims, to promote harmonious relations and, should any misunderstandings or disputes arise, to attempt to settle them peacefully and co-operatively.

## **DEFINITIONS**

Every attempt has been made to use inclusive language in this agreement; however, a word used in the feminine gender shall also include the masculine gender and vice versa and a word used in the singular number shall also include the plural number when the context so requires.

For the purpose of this Collective Agreement, the following definitions have been agreed upon:

"Academic Administrators" designates the Vice-President (Academic & Research), Deans, University Librarian, Director of BUNTEP, Director of Campus Manitoba, Director of Rural Development and the Registrar.

"Academic members" designates individuals holding appointments as Lecturers, Assistant, Associate, or Full Professors.

"Academic term" means one of fall, winter, spring/summer.

"Academic year" means from 1 September to 31 August.

"BUFA" designates the Brandon University Faculty Association.

"CAUT" designates the Canadian Association of University Teachers.

"Dean" designates one of the following administrative officers of Brandon University (the Employer): the Dean of the Faculty of Arts, the Dean of the Faculty of Education, the Dean of the Faculty of Science, the Dean of the School of Health Studies, the Dean of the School of Music, the Dean of Students and the Dean of Graduate Studies.

"Department" in this Collective Agreement refers to

- (a) the subject areas in the Faculties of Arts, Science, and Education in which there are at least three faculty members;
- (b) the undergraduate program areas in the School of Music and the School of Health Studies;
- (c) graduate program areas in academic faculties with Masters programs and the Department of Rural Development;
- (d) the "Units" as defined below; and
- (e) such other departments as may be determined from time to time by the Employer upon the recommendation of Senate.

"Director" designates one of the following academic administrative officers of Brandon University (the Employer): the University Librarian, the Director of Rural Development, the Director of BUNTEP, the Director, Recruitment and Retention, the Director, Aboriginal Initiatives, and where appropriate in relation to the Collective Agreement, the Director of Campus Manitoba, the Vice-President (Academic & Research), and the Vice-President (Administration & Finance) when a direct supervisor.

"Employer" designates the Board of Governors of Brandon University.

"Faculty" refers to the five academic faculties (Arts, Education, Health Studies, Music, and Science), and Graduate Studies.

"Grievancer" designates the officer of the Employer who has allegedly violated one of the Articles of this Collective Agreement and against whom a member or the Union has filed a grievance.

"Grievor" designates the one who files a grievance in accordance with Article 6. It may be a member, or the Union acting on behalf of a member, or the Union acting on its own.

"Member" designates a member of the bargaining unit defined in MLB Certificate No. 3976.

"MOFA" designates the Manitoba Organization of Faculty Associations.

"Own-account work" refers to professional activity engaged in by the member for the purpose of receiving remuneration from an Employer other than Brandon University or from Brandon University for non-bargaining unit work.

"Parties" designates the Union and the Employer.

"President" designates the President of Brandon University or her/his designate.

"Special Projects" designates Campus Manitoba, BUNTEP, BUHEP, IUN, and PENT.

"Spouse" includes common-law spouse, in the absence of a legal spouse. "Common-law spouse" is a person publicly represented by an employee as the spouse of the employee, where:

- (a) either of the persons is prevented by law from marrying the other, for a period of not less than three (3) years, or
- (b) neither of them is prevented by law from marrying the other, for a period of not less than one (1) year, and
- (c) the employee has on file in the Human Resources Office a declaration of same.

"Union" designates BUFA.

"Unit" refers to Library Services, Student Services, the Registrar's Office, and such other units as may be determined from time to time by the Employer upon the recommendation of Senate.

"Vice-President" designates the Vice-President (Academic and Research), unless otherwise stated in this Collective Agreement.

"Working files" means any material in whatever form, assembled and/or maintained by any Academic Administrator for any purpose, which relates to any BUFA member.

## **ARTICLE 1: RECOGNITION**

The Employer, pursuant to the certification of the Manitoba Labour Board, recognizes the Union as the exclusive bargaining agent for all members described in Certificate No. MLB 3976 as being within the bargaining unit.

## **ARTICLE 2: MANAGEMENT RIGHTS**

### **2.1**

Subject to the provisions of this Collective Agreement, the Union acknowledges the right of the Employer to operate and to manage the University in accordance with its commitments, responsibilities, and obligations as set down in the Brandon University Act.

### **2.2**

The Employer shall exercise this right with due regard for the rights of the members and for just and equitable procedures consistent with this Collective Agreement.

## **ARTICLE 3: UNION RIGHTS AND SECURITY**

### **3.1**

The Employer shall deduct and remit dues and provide information to the Union as required by the provisions of the Labour Relations Act of the Province of Manitoba, as may be amended from time to time.

### **3.2**

The Employer shall forward to the Union, by the 15th of each month, a list showing, since the issuance of the last such list, the names of all new members, the dates on which they were employed, the Departments in which they are employed, the names of all members who have left the employ of the Employer, with the dates of their severance, and the names of all members who have been granted leave.



### **3.3**

The Employer agrees to provide the Union with the following services and facilities:

- (a) serviced office space at agreed rates as specified on a standard lease form; the Union will bear the total cost of any telephone installation and maintenance;
- (b) internal mail service for Union business, provided that such use is not excessive; if it is, charges may be negotiated; all external mailing will be charged normal postal rates;
- (c) duplicating service, computer and audio-visual facilities at internal rates; the priority will be on the same basis as that afforded to other internal users;
- (d) meeting rooms free of charge, provided that the normal business of the University is not interrupted;
- (e) processing of the Union payroll at agreed rates as specified on a standard lease form;
- (f) access to existing bulletin boards and an additional bulletin board outside the Union office;
- (g) an account receivable for the Union, subject to the same service charges as other University accounts receivable.

### **3.4**

The Union will have the right to have an observer present at open University meetings and, subject to the usual consent of the body, to make representation to such meetings.

### **3.5**

The Union will have the right at any time to call upon the assistance of representatives of CAUT and MOFA. Such representatives shall have access to Brandon University premises to consult with members, Union officials, or the Employer, provided that such consultations shall not interfere with ordinary, University business. Access in this Article shall not include the right of CAUT or MOFA representatives to call meetings on Brandon University premises.

### **3.6**

The Employer shall give the Union at least three (3) months notice of any intention to propose changes in legislation affecting the Employer, with a copy of the proposed changes.

### **3.7**

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, the provisions of the Manitoba Labour Relations Act shall apply.

### **3.8**

In the event of an expansion and/or extension of the University by the creation of colleges, schools, or other academic units or sub-units offering academic programmes, or of the offering of academic programmes off-campus, the employees therein who are eligible for membership in the bargaining unit shall immediately become members of the bargaining unit and the provisions of this Collective Agreement shall apply to them.

### **3.9**

Members travelling on authorized University business shall be reimbursed for reasonable and actual costs of travel and subsistence according to University policy.

### **3.10**

Members on full-time or part-time appointments are entitled to office space. The Employer shall make reasonable efforts to provide appropriate office space, which should include a telephone and a computer, to sessional members. Members are entitled to make use of the stenographic, duplicating, and computer services of the Employer for purposes of carrying out their University duties as specified in Article 9. Work related to normal departmental activities shall take precedence.

## **ARTICLE 4: NO DISCRIMINATION**

### **4.1**

There shall be no discrimination, interference, restriction, or coercion exercised or practised with respect to any Member or applicant for a position under MLB Certificate No. 3976 in regard to terms or conditions of employment by reason of age (except where required by group benefit plans approved by the Parties, and except for retirement as provided in this Collective Agreement), race or perceived race, ancestry, creed, colour, nationality or national origin, citizenship (except as required by federal law pertaining to immigration), ethnic background or origin, political or religious affiliation or belief or activity, gender (except as provided for in Article 30 of this Collective Agreement, or as required under group benefit plans approved by the Parties), sexual orientation, marital or family status, personal life-style, physical or mental disability or related characteristics or circumstances, or membership or activity in BUFA, CAUT, or any other trade union or association (except as limited by the provisions of the Labour Relations Act).

### **4.2**

No Member and no officer of the Employer shall take part in formal discussions or vote with regard to the determination of the terms and conditions of employment which apply particularly to individuals of her/his immediate family.

## **ARTICLE 5: ACADEMIC FREEDOM**

### **5.1**

Academic freedom is essential to the pursuit and dissemination of truth and knowledge as well as to the fulfillment of the University's objectives.

### **5.2**

Academic Freedom includes the freedom

- to examine, to question, to teach, and to learn;
- to disseminate opinions on questions relating to the member's teaching, professional, and research activities both inside and outside the classroom;
- to pursue, without interference or reprisal, a member's own research, creative or professional activities, and to publish the results thereof.

### **5.3**

Academic freedom respects the rights of members by protecting them from institutional censorship or reprisal when they act as members of the society or members of the University.

### **5.4**

Academic freedom does not require neutrality on the part of the member. Rather, academic freedom makes commitment possible. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base research and teaching on an honest search for knowledge. Members shall attempt to make clear that, except when specifically authorized to do so, they are acting in their own name and not in the name of the Employer.

### **5.5**

The Parties agree that they will not infringe or abridge the academic freedom of any member.

## **Article 6: GRIEVANCE AND ARBITRATION**

This Article does not apply to disputes concerning promotion or tenure, which are covered by the appeals procedures of Articles 12 and 13.

### **6.1 Definition**

A grievance is any dispute or complaint concerning the meaning, the application, or the alleged violation of one or more Articles of this Collective Agreement.

### **6.2 Informal Resolution**

When a member believes that he/she has been aggrieved, he/she shall make every effort to resolve the problem informally, including, if appropriate, making use of the good offices of any member of the Union executive and/or of the University administration.

### **6.3 Formal Grievance, Step One**

The member shall apply to the Union for consideration of his/her case. The Union shall decide whether or not to present a formal grievance. An individual member may present a formal grievance relating to himself/herself should the Union decide not to do so.

### **6.4**

The Union has the right to be present at any stage of the procedures. The grievor has the right to have advisors present at any stage of the procedures.

## **6.5**

Formal grievances shall be in writing and shall:

- (a) specify which Article of the Collective Agreement has allegedly been violated, misinterpreted, or misapplied;
- (b) specify the nature of the grievance and the redress sought;
- (c) be presented within forty (40) working days of the date of the alleged breach, or within forty (40) working days of the date on which the grievor first knew or ought reasonably to have known about the alleged breach;
- (d) be addressed to the grievancer;
- (e) be copied to Human Resources and to the Union.

## **6.6**

Within five (5) working days of the receipt of the formal grievance, the grievancer and the grievor shall meet in an attempt to settle the grievance.

## **6.7 Formal Grievance, Step Two**

If no settlement is reached within five (5) working days, the grievor may take the grievance to the President by written notice.

## **6.8**

Within five (5) working days of such notice, the President or his/her designate and the grievor shall meet.

## **6.9**

Within ten (10) working days of the meeting, the President or his/her designate shall reply in writing to the grievor with a copy to the Union.

## **6.10**

A grievance is settled by a written statement to that effect signed by the grievor and the Employer with appropriate action being initiated as specified in the written statement.

## **6.11**

All time limits in this Article are directory and not mandatory with the exception of those specified in Clauses 6.5(c) above and 6.12 below. Time limits may be extended only by written mutual consent of the Parties.

## **6.12 Arbitration**

If there is no settlement of the grievance after forty (40) working days from the start of the formal grievance procedures, then the grievor may file Notice of Arbitration with the President. Notice of Arbitration must be filed within forty-five (45) working days of the presentation of the formal grievance.

### **6.13 Arbitration by Three-Member Boards**

Three-member Boards of Arbitration shall be used to settle grievances which specify Articles pertaining in whole or in part to academic freedom, discrimination, and/or dismissal. The grievor shall, in the Notice of Arbitration, inform the Employer of the name and address of the grievor's appointee to the Board of Arbitration.

### **6.14**

Within ten (10) working days of being served with the Notice of Arbitration, the Employer shall inform the grievor of the name and address of the Employer's appointee. If the Employer fails to do so, the grievor shall ask the Manitoba Labour Relations Board to make the appointment.

### **6.15**

The two (2) appointees shall jointly appoint a third person who shall act as Chairperson. If the appointees fail to agree upon a Chairperson, or if the Chairperson agreed upon is not available within two (2) months, then either party may ask the Manitoba Labour Relations Board to appoint a Chairperson.

### **6.16 Arbitration by Single Arbitrators**

Single arbitrators shall settle grievances other than those specified in Clause 6.13. The President or his/her designate and the grievor shall meet within five (5) working days of receipt of the Notice of Arbitration to appoint an arbitrator. If they are unable to agree or if the arbitrator agreed upon is not available within two (2) months, then either party may ask the Manitoba Labour Relations Board to make the appointment.

### **6.17**

Notwithstanding the provisions of Clause 6.16, the Employer and the grievor may agree to submit any particular grievance to a three-member Board of Arbitration.

### **6.18**

No person who has been involved in an attempt to negotiate, mediate, or settle the grievance in question, and/or who is precluded from participation by the provisions of the Manitoba Labour Relations Act, shall be appointed as an arbitrator of the grievance in question unless by mutual agreement of the Parties.

### **6.19**

The arbitrator shall hear evidence from both Parties and render a written decision which shall be final and binding on both Parties. The arbitrator shall not amend, modify, or act inconsistently with the Collective Agreement.

## **6.20 Costs**

Each party shall bear the costs of bringing its case to arbitration.

## **6.21**

Each party shall bear the costs of its appointee and shall share equally the costs of the Chairperson of a Board of Arbitration.

## **6.22**

The costs of a single arbitrator shall be borne equally by the Parties.

## **6.23**

In cases where an individual member pursues a grievance to arbitration without Union support, he/she is responsible for his/her portion of the costs.

# **ARTICLE 7: APPOINTMENTS**

## **7.1 Procedures**

- (a) A Selection Committee, composed of members chosen according to procedures approved by the appropriate Faculty or Unit and Chaired by the Dean/Director (or, in the event of a conflict of interest or extended absence only, a designate, who shall be another member of the Faculty/School) shall evaluate applications for all non-sessional appointments. The Committee will ensure that the search is conducted in a manner consistent with the letter and spirit of Article 30 of this Collective Agreement. The Committee will make a recommendation to the Dean/Director, who may only offer an appointment to an individual so approved. If the Dean/Director does not accept the Committee's recommendation, he or she will provide the Committee with reasons and the process will be repeated. An offer of appointment shall be made by the Dean/Director to the recommended candidate, subject to the final approval of the President.
- (b) Each candidate interviewed shall, at the time of the interview, be provided a copy of this Collective Agreement and scheduled times to meet with a member of the BUFA executive, and with Human Resources (to discuss employee benefits). The Dean/Director shall provide BUFA a copy of the curriculum vitae of the approved candidate once the contract has been signed.
- (c) The Dean/Director will advise the Department, in writing, when a position is to be filled and shall indicate the type and duration of appointment that the Employer is committed to make. This advice on the type and duration of appointment will take into account the recommendation of the Department. The composition and working procedures of the Selection Committee shall be determined by the Faculty concerned. The Committee shall review all applications and shall recommend to the Dean/Director the initial rank and salary of the appointee, basing its

- recommendation on the qualifications by rank of Article 8 and Appendix F, taking into account the provisions of Articles 7.6 and 20.36.
- (d) Notice of openings shall be sent to the Union and posted in prominent places throughout the University. Openings for full-time and part-time positions shall be advertised in the CAUT Bulletin and University Affairs (paper and/or electronic versions), unless the Department recommends otherwise, and other relevant publications and/or their electronic equivalents as recommended by the Department and approved by the Dean. Copies of the Advertisements shall also be sent to the Status of Women Review Committee.
  - (e) Appointments of all members shall be made in compliance with the items in Appendix A. Copies of signed contracts will be forwarded to the Union.

### **7.1.1 CIS Coaches and Athletic Therapist**

CIS coaches and Athletic Therapist shall be selected in accordance with Clause 7.1, with the following additions:

- (a) The Administrator to whom the CIS Coach or Athletic Therapist reports shall Chair the Selection Committee and serve the role of Dean/Director.
- (b) The Selection Committee shall be composed of the Athletic Director and all BUFA members from Athletics and the Department of Physical Education. In addition, Members of Athletics shall choose two (2) Faculties/Units from among the Faculties/Units of Arts, Science, Education, Music, Health Studies, Library, Registrar's Office and Student Services who shall each elect one BUFA member to serve on the committee, one of whom shall be an academic member.
- (c) A Selection Committee for the Department responsible for the duties that comprise the non-coaching elements of the appointment (normally teaching) and the Dean/Director shall consider the qualifications of the recommended candidate for acceptance into the Department, in accordance with Article 7.1.

### **7.2 Full and Part-time Appointments**

- (a) All members shall be appointed to one of the following ranks: Lecturer, Assistant Professor, Associate Professor, Professor, Professional Associate I, II, III, or IV, Instructional Associate I, II, or III, Administrative Associate I or II.
- (b) Full-time appointments are those wherein a member carries a normal workload as defined in Article 9.
- (c) Part-time appointments are those wherein a member has less than a normal workload as defined in Article 9 and the member's duties are not such as to classify the appointment as a sessional appointment. No one with a standard teaching workload of more than twelve (12) credit hours in one academic year shall have a part-time appointment. Full-time equivalence for part-time appointments shall be calculated based on the teaching workload as specified in Article 9.4.1 (a). Any increase in teaching workload shall result in a recalculation of the full-time equivalence and shall result in a recalculation of the full-time equivalence for the entire academic year, unless the reason for the increase is due to an unforeseeable circumstance. In that case, the recalculated appointment shall commence on the date the additional workload begins and shall continue until the end of the academic year. This Article shall not apply to tenured members

who have been granted amended reduced or part-time appointments under Article 7.12.

- (d) Successive term appointments shall be considered as continuous appointments for the purpose of determining rank and step in rank.
- (e) Members may apply to change their Full-time Regular or Full-time Teaching appointment to a part-time appointment subject to the eligibility restrictions of Article 7.12. Article 7.12 shall apply to such applications. No member shall be compelled or otherwise coerced to apply for or accept a part-time appointment.

### **7.3 Term Appointments**

A Term Appointment is a temporary appointment, which stipulates a terminal date in the letter of appointment, and implies no obligation or expectation for extension or renewal. Specified positions for term appointments shall be for a maximum duration of three (3) years except as specified in this Article. Members who have held specific term appointments for the maximum period of three (3) years are eligible, however, to apply for other term appointments or for re-appointment provided the maximum duration for which the particular position can be filled on a term basis is not exceeded.

Term Appointments shall be offered only to meet the following special needs:

- To fill a position to replace a member on leave or on temporary secondment/re-assignment to other units within the University or as a Canada Research Chair as per Article 7.19(b)(vi). Explicit terms and conditions pertaining to full-time appointments made to replace members on sabbatical leave (Article 20.24) or on special leave that has been declared to be for the same purpose as sabbatical leave (Article 20.22) are covered by Article 7.10.
- To fill a position in an experimental program or to fill a position for which there is external targeted funding, only for the duration of the external targeted funding. Such positions can be filled on a term basis for no more than six (6) years unless otherwise agreed to by the Parties.
- To fill a position in response to the death, resignation, illness or disability of a member, a dramatic increase in enrollment, or some similar circumstances. Such positions can be filled on a term basis for no more than six (6) years.
- To fill a position left vacant by a member appointed as an academic administrator. Such positions can be filled on a term basis for the duration of the administrative appointment. Normally, the term of a member appointed to replace an academic administrator will be for three (3) years.
- To fill a position where search procedures fail to identify an applicant qualified for a probationary or continuing appointment. Appointments of this type shall not exceed twelve (12) months.
- In accordance with Article 7.2(c) and Article 7.13(b).
- To fill other positions as agreed to by the Parties. The length of such appointments and the maximum period for which such positions can be filled on a term basis are subject to mutual agreement by the Parties.

In the instance of an opening for a position currently held by a member on a term appointment, the President, upon recommendation of the appropriate Dean/Director and Department, may offer the position to the incumbent, negating the process outlined in Article 7.1(d).



Except where it has been determined by the Senate or the Board of Governors of Brandon University, in accordance with the Brandon University Act, that a Department will be eliminated, term appointments shall not form the majority of appointments in a Department. Further, term appointments, other than administrative or leave replacements, shall not exceed 25% of faculty positions, excluding the Special Projects.

#### **7.4 Probationary Appointments**

- (a) A Probationary Appointment stipulates a terminal date in the letter of appointment but is tenurable under the provisions of this Article, and the conditions of Article 13 (Tenure).
- (b) (i) All initial probationary (i.e. tenurable) appointments shall be for a duration of five (5) years. However, where a probationary appointment at a tenurable rank follows a term appointment or term appointments (as per Article 7.3) and the time served in the term or terms is two (2) years or greater, the duration of the probationary contract shall be three (3) years. Where the time served in the term appointment(s) is greater than one (1) year and less than two (2) years, the duration of the probationary contract shall be four (4) years. Where the time served in the term appointment(s) is less than one (1) year the duration of the probationary contract shall be five (5) years. For the purposes of this calculation, only full years shall be counted (e.g. a member whose probationary contract follows an eighteen (18) month term contract shall receive a four (4) year probationary contract).
- (ii) Probationary appointments at a tenurable rank that follow a probationary appointment at a non-tenurable rank shall be for a duration such that the total probationary period (excluding leaves approved in accordance with Article 20) in both ranks equals seven (7) years. The total probationary period in both ranks may be extended by the provisions of Article 13 (Tenure), to a maximum of seven (7) years (or, where Article 7.4c applies, seven (7) years plus the extension period agreed to). A member promoted in their fifth (5<sup>th</sup>) year of service in a non-tenurable rank and considered for tenure in the seventh (7<sup>th</sup>) year of service (or, where Article 7.4c applies, seven (7) years plus the extension period agreed to) may not be granted a one-year extension of the probationary period (Article 13.7).
- (c) In exceptional circumstances (arising, for example, from maternity, illness, special leave, etc.), the probationary period may be extended, prior to application for tenure, by mutual written agreement of the member and the Dean. Members whose probationary period is so extended shall not forfeit the possibility of the one-year extension referred to in 7.4(b)(ii) above.
- (d) Members holding probationary appointments at a tenurable rank may apply for tenure during any year of their probationary appointment, but no later than the final year of the probationary period.
- (e) (i) The employment of members, whose tenure application was submitted in the final year of their probationary appointment and who are not granted tenure or an extension under Article 13.7 or Article 13.12, shall terminate at the end of the academic year in which the final decision is reached.

- (ii) The employment of members, whose tenure application was submitted prior to the final year of their probationary appointment and who are not granted tenure or an extension under Article 13.7 or Article 13.12 shall terminate at the end of the academic year following that in which the final decision is reached.
- (iii) Members who apply for tenure prior to the final year of their probationary appointment and who are granted an opportunity to reapply under Article 13.7 or Article 13.12 are only eligible to reapply in the next academic year, and if not granted tenure under Article 13.7 or Article 13.12 their appointment shall terminate at the end of that academic year.

## **7.5 Continuing Appointments**

A Continuing Appointment may be offered only to Instructional and Administrative Associates. During the first twenty-four (24) months of a Continuing Appointment as an Instructional Associate or Administrative Associate, the member is on probation. This probationary period shall include service under term contracts, if applicable. By the twenty-fourth (24<sup>th</sup>) month, the Department shall review the member using just and equitable procedures and shall recommend to the Dean/Director whether the appointment should continue. If a decision to terminate the appointment is made after the twenty-first (21<sup>st</sup>) month, there shall be three (3) months notice or pay in lieu of notice.

## **7.6 Tenured Appointments**

A Tenured Appointment may be offered to members on Probationary Appointments in accordance with the provisions of Article 13 and which, if offered as a first appointment, will normally only be offered to individuals appointed at a rank of Associate Professor, Professor, Professional Associate III, or Professional Associate IV. A Selection Committee, in recommending a Tenured Appointment as a first appointment, shall base its recommendation on the criteria for tenure outlined in Article 13. A Tenured Appointment may be offered to members on Probationary Appointments in CIS Athletic ranks in accordance with the provisions of Appendix J and which, if offered as a first appointment, will normally only be offered to individuals appointed at a rank of CIS Coach II or III, Athletic Therapist II or III, or Athletic Director II or III.

## **7.7**

If a member whose Tenured Appointment was discontinued as a result of retrenchment or redundancy is subsequently given an appointment in a similar discipline within the University, his/her appointment shall be a Tenured Appointment.

## **7.8**

If a member, having voluntarily terminated his/her Tenured Appointment, subsequently receives a tenurable appointment with the University in a similar discipline, the new appointment shall be tenured, provided that he/she has been working in his/her profession in the interim.

## **7.9**

When members holding a tenured or probationary appointment in three-member Departments vacate their positions permanently, they shall be replaced and their replacement shall be offered a tenured or probationary appointment, except as provided for by Article 7.3 (i.e., search procedures fail to identify a qualified applicant).

## **7.10 Leave Replacements**

All full-time appointments made to replace members on sabbatical leave or special leave declared to be for the same purpose as sabbatical leave shall be for the duration of the leave. Workload expectations for the replacement position shall be decided in advance of advertising the position and shall be included in the position description. Expectations with respect to teaching workload shall be decided according to the procedures outlined in Article 9.3. An additional factor that may be taken into account in deciding teaching workload is the type of appointment held by the member on leave. The standard teaching workload of a sabbatical/special leave replacement normally shall be eighteen (18) credit hours. In no event shall a leave replacement teach more than twenty-four (24) credit hours in one (1) academic year or twelve (12) credit hours in any given academic term.

## **7.11 Joint Appointments**

A Joint Appointment is one in which a member is responsible to more than one (1) Department. Contracts for members with Joint Appointments shall specify the Departments concerned. All evaluations, recommendations, and decisions concerning a member's career shall take into account the Joint Appointment.

## **7.12 Amended Appointments**

All members on Amended Appointments as of April 01, 2002 shall have the option of having Article 7 of the 1 April 1998-31 March 2002 Collective Agreement apply in their case.

Tenured Members on a regular full-time appointment may apply for the following types of amended appointment: Reduced Regular Appointment, Reduced Teaching Appointment, Full-time Teaching Appointment, Full-time Research Appointment subject to the eligibility restrictions below:

- (a) Eligibility - Tenured members shall be eligible to apply for an amended appointment if they have completed at least three (3) years of full-time service (including approved leaves) with the University immediately preceding the commencement of the proposed amended appointment.
- (b) Reduced Regular Appointment - the duties of such members involve the same elements as those of members on regular appointment but are carried out on a less than full-time basis. For example, academic members would be expected to be involved in Teaching, Scholarship/Research and Service to the University and to the Community, but for only part of the year.
- (c) Reduced Teaching Appointment - the duties of such members shall involve only Teaching and Service to the University and to the Community and are carried out on a less than full-time basis. The standard teaching workload of such members shall be

pro-rated based on a full-time teaching workload of twenty-four (24) credit hours per academic year. For example, a reduced teaching appointment for nine (9) months would involve teaching eighteen (18) credit hours.

- (d) Full-time Teaching Appointment - the duties of such members shall involve only Teaching and Service to the University and Community. The standard teaching workload of such members shall be twenty-four (24) credit hours.
- (e) Full-time Research Appointment – the standard teaching load of such members shall fall within the range of nine (9) to fifteen (15) credit hours with a proportionately greater emphasis on research/scholarly activities. Such members are also responsible for Service to the University and to the Community. The term of a full-time research appointment shall be for no more than three (3) years (excluding approved leaves), although there is no limit on the number of terms to which a member may be reappointed. In no circumstances shall such a member agree to overload exceeding three (3) credit hours.
- (f) The maximum reduction from full-time service to any reduced amended appointment shall be fifty percent (50%).
- (g) Members who are eligible for an amended appointment must make application at least six (6) months prior to the requested commencement date of the amended appointment.
- (h) An application for an amended appointment shall be submitted, through the Department, to the Dean/Director. The application shall be accompanied by a recommendation from the applicant's Department. The accompanying recommendation shall specify the manner in which the appointment is to be amended and the duties to be performed by the member while on the amended appointment. It shall also take into account academic and financial requirements of the Department/Faculty/School and the assessment of the overall needs of the University. With the exception of full-time teaching appointments, the recommendation of the department shall include a review of the effect of the loss of credit hours of instruction to the department and the Faculty/School and the specific measures required to address the loss of credit hours of instruction.
- (i) After consulting with the faculty member, the Dean/Director shall forward the application, the Department's recommendation and her/his recommendation regarding the amended appointment to the Vice-President (Academic & Research). With the exception of full-time amended teaching appointments, the Dean's/Director's recommendation shall include a review of the effect of the loss of credit hours of instruction to the Department and the Faculty/School and the specific measures required to address the effect of the loss of credit hours of instruction. The Vice-President (Academic & Research) shall forward the application, the Department's recommendation, the Dean's recommendation and her/his recommendation regarding the amended appointment to the President. The President shall base his/her decision on the criteria referenced in Article 7.12 (h) and (i). In the case of amended research appointments, the merit of the application, and, where the applicant has held prior amended research appointments, the record of research accomplishment during the term of the most recent amended research appointment shall also be considered. Normally, the final decision regarding the granting of an amended appointment will be made at least four (4) months prior to the commencement of the amended appointment. With the approval of an amended appointment, the University shall implement measures required to address the effect of the loss of credit hours of instruction as determined by the President.

- (j) Written reasons for negative decisions shall be given to the applicant. These reasons must be substantive and clearly related to the criteria, and be sufficiently specific to allow the applicant to know the basis for the decision.
- (k) Members whose application for an amended appointment is rejected shall have recourse to an appeals procedure. Notice of an appeal must be submitted to the President no later than one (1) month after the member is notified of the decision. Within one (1) week of receiving notice of appeal, an Appeals Committee shall be struck. The Committee shall consist of: one member appointed by BUFA, one member chosen by the President, and a Chair chosen by the two (2) appointed members. The Appeals Committee shall establish its own procedures. The decision of the Appeals Committee is binding, and shall be implemented by the President. Normally, the Appeals Committee will render its decision within two (2) months of being struck.
- (l) Members whose application for an amended appointment is approved shall have a "Base Salary Rate" computed as if the member were continuing on full-time status. All relevant salary adjustments shall be applied to the Base Salary Rate. The "Actual Salary" to be paid to the member shall be pro-rated from the Base Salary Rate in direct relation to the approved change in duties for the amended appointment. The "Actual Salary" for Full-Time Amended Appointments would be one hundred percent (100%) of the Base Salary Rate.
- (m) Members, whose application for an amended appointment is approved, shall continue to participate in the University benefit plans. Except as provided below, both the member's contributions and the Employer's contributions shall be based on the Base Salary Rate.
- (n) The contributions and coverage under the Long-Term Disability Plan shall be based on the member's Actual Salary.
- (o) For the purposes of computing credited service for the formula pension, a member on an amended appointment, who is continuing contributions to the University Pension Plan based on the Base Salary, shall receive credit as if employed on a full-time basis.
- (p) Members maintaining contributions to the Long-Term Disability Plan shall be covered under the University's Long-Term Disability salary continuation plan. Disability payments under the plan shall be on the basis of Actual Salary.
- (q) Members whose application for a reduced amended appointment is approved shall have their vacation entitlement pro-rated on the basis of the percentage for the Actual Salary Rate.
- (r) Members whose application for an amended appointment is approved shall continue their original appointment status and shall be eligible for promotion, leaves, and other provisions of this Collective Agreement. Members on full-time teaching appointments are not eligible for promotion on the basis of these duties until twenty-four (24) months have elapsed since their amended appointment took effect; any application for promotion prior to that time shall be assessed on the basis of their previous appointment.
- (s) Eligibility for promotion, leaves, and other provisions of this Collective Agreement shall be determined on the basis of calendar years of service as if the member were working full-time. Payments to a member on sabbatical leave shall be calculated on the basis of the number of full-time years plus the number of part-time years and paid at the regular percentage of full-time salary. (Example: a member who had, in the previous six (6) years, worked four (4) years at full-time and two (2) years at fifty percent (50%) would be entitled to  $((4 \times 80) + (2 \times 40)) / 6 \times 100\% = 67\%$  full salary).

- (t) Members whose application for an amended appointment is approved shall receive a letter of Amended Appointment from the President which shall state:
  - i) the member's current Base Salary Rate;
  - ii) the percentage change for Actual Salary calculations;
  - iii) the member's current Actual Salary on the effective date of the amended appointment;
  - iv) the effective date of the amended appointment;
  - v) the revised duties of the member; and
  - vi) any other related conditions.
- (u) No amended appointment shall take effect until and unless the appointee indicates in writing to the Dean/Director acceptance of the amended appointment and all of its terms and conditions as specified in the letter of Amended Appointment.
- (v) Members whose application for amended appointment is approved may return to their previous appointment within the first twenty-four (24) months following the effective starting date of that amended appointment, provided that the member gives six (6) months notice in writing to the Department and to the Dean/Director of his/her intention to do so. Following this twenty-four (24) month period, a member on an amended appointment (excluding full-time research appointments) shall not be required to return to his/her previous appointment or change the percentage reduction in duties unless as recommended by the Department and approved by the Dean/Director, and the member is given six (6) months notice in writing.
- (w) Members whose amended appointment is approved for externally funded research purposes, may return to full-time duties provided that the member gives notice of either twelve (12) months or a time equivalent to the duration of the replacement appointment, whichever is less, of his/her intention to do so to the Department and to the Dean/Director.

### **7.13 Sessional Appointments**

There are two types of sessional appointments.

- (a) An internal sessional appointment offered to a full-time or part-time member for an additional workload. No member shall be assigned more than twelve (12) credit hours in addition to their standard assigned load in one (1) academic year. Unless otherwise agreed by the parties, if a member is issued an internal sessional contract which makes the total sessional credit hours exceed twelve (12) credit hours, the Employer shall pay into the Brandon University Board of Governors' Entrance Scholarship a sum of ten thousand dollars (\$10,000).
- (b) An external sessional appointment wherein a person:
  - i) is hired to teach one (1) or more specific courses only and is not required to engage in other non-teaching activities that form part of the workload of full-time and part-time members. For example, appointments to teach specific courses under the auspices of Campus Manitoba will normally be sessional appointments. The total number of credit hours for this category of appointment shall not exceed nine (9) credit hours in one (1) academic term or twelve (12) credit hours in one (1) academic year. Unless otherwise agreed by the parties, if a member is issued an external sessional contract which makes the total sessional credit hours exceed twelve (12) credit

hours, the Employer shall pay into the Brandon University Board of Governors' Entrance Scholarship a sum of ten thousand dollars (\$10,000), or

- ii) who is employed by a post-secondary educational institution other than Brandon University, is seconded to teach one (1) or more specific courses for Brandon University. No such individual appointment shall exceed six (6) credit hours in one (1) academic year. The total number of credit hours for this category of appointment shall not exceed thirty-six (36) credit hours in an academic year. With agreement of BUFA, this total may be increased to, but in no circumstances shall exceed, a maximum of seventy-two (72) credit hours.

- iii) Right of First Refusal

If as per (b) (i), a person has been issued at least one (1) external sessional appointment for each of four (4) consecutive academic years, for the same course of three (3) student credit hours or more, that person shall have the Right of First Refusal (RFR) for subsequent external sessional contracts offered for one (1) offering of that course per academic term. In the School of Health Studies, the RFR does not apply to clinical practice or field placement courses. The first academic year to be considered for building RFR entitlement is 2012-13, with the following exception. Persons who as of January 1, 2012 have been issued at least one (1) appointment for each of the previous four (4) consecutive academic years for the same three (3) or more student credit hour course shall be eligible for the RFR for that course as at May 1, 2014, subject to the external sessional member having taught the course at least once from January 1, 2012 to December 31, 2012 and at least once from January 1, 2013 to December 31, 2013. Where one or more members hold a competing RFR, the department shall recommend a rank order among those holding the RFR and the Dean shall determine order of priority.

Once the RFR is achieved, the individual must teach the same course of three (3) credit hours or more at least once during every two (2) academic years in order to maintain the RFR. For the purpose of this provision, the two-year period is defined as starting on September 1 and ending twenty-four (24) months later on August 31.

The individual may apply to the Dean to extend this maintenance period for a maximum of one additional academic year in the following circumstances:

- (1) appointment to a full-time term faculty position at Brandon University or another post-secondary institution;
- (2) the course is not offered on a sessional basis during the academic year in question or another person with the RFR was appointed to teach the course;
- (3) absence to upgrade academic qualifications;
- (4) absence for maternity/parental purposes;
- (5) extended illness;
- (6) other approved absences; and

- (7) appointment(s) within the two-year maintenance period to teach another course in the department.

#### **7.14**

If there are no qualified internal candidates, the Employer may offer a sessional appointment to a qualified external candidate following generally the provisions of Article 7.1. The composition and working procedures of the Selection Committee for a sessional appointment shall be determined by the Faculty/School concerned.

#### **7.15**

Sessional appointments may be made by the Dean/Director only upon the recommendation of the Department for which the courses are being taught. Sessional contracts offered under the auspices of Campus Manitoba shall be made by the appropriate Dean/Director and countersigned by the Vice-President (Academic & Research).

The Curriculum Vitae of all persons being considered for an external sessional appointment [as per Articles 7.13(b)(i) and (ii)] shall be reviewed by the relevant Department to determine whether or not the person is suitable to teach the specific course or courses in question. The Department shall then make its recommendation to the Dean/Director. The Dean/Director shall not make any sessional appointment to a person not recommended by the Department.

#### **7.16 Visiting Appointments**

A visiting appointment may be offered to faculty appointees who are retired, self-employed, or who have full-time positions with another employer to which they can return.

#### **7.17 Rank**

- (a) No one with a Doctorate in the specialty shall be appointed to a rank lower than Assistant Professor or Professional Associate II. The application of this Clause does not extend to appointments made to Instructional or Administrative Associate positions.  
If the Doctorate in the specialty is received (confirmed by a letter from the Dean of Graduate Studies) while the member holds the rank of Lecturer (PA I), then the rank will be changed by issuance of a new appointment contract at the beginning of the following pay period to Assistant Professor or PA II.
- (b) No position which requires a Master's degree or equivalent shall be designated an instructional associate position.
- (c) Anyone with a Master's degree appropriate to the teaching area who is hired for an instructional associate position shall normally be appointed to the Instructional Associate III level.
- (d) Members on term contracts who are re-appointed in accordance with Article 7.3 cannot have their ranks changed as part of the terms of their re-appointments. To obtain promotion, they must go through the promotion procedures.

#### **7.18**

Members re-appointed in accordance with Article 7.12 and/or Article 7.19 cannot have their



rank or salary changed as a part of the terms of their reappointment.

### **7.19 Canada Research Chairs**

- (a) Canada Research Chair holders shall be required to teach three (3) credit hours as part of their assigned teaching workload and may elect, upon the recommendation of the department and the approval of the Dean, to teach up to six (6) additional credit hours as part of their assigned teaching workload. Such members are also responsible for Service to the University and to the Community. In no circumstance shall Canada Research Chair holders teach on an overload basis.
- (b) Applicants for a Canada Research Chair appointment shall be recruited and hired into (or if a member, granted) a Full-Time Canada Research Chair Appointment. Procedures for selecting positions under the Canadian Research Chairs program will include the following:
  - i) The Vice-President (Academic & Research) will advise the Senate Research Committee, in writing, when a Canadian Research Chair appointment is to be filled and shall indicate the type and duration of the appointment that the Employer is committed to make. The Senate Research Committee, subject to the conditions below, shall determine the composition and working procedures of the Selection Committee.
  - ii) A Selection Committee composed of members chosen according to procedures approved by the Senate Research Committee and Chaired by the Vice President (Academic & Research), or designate, shall evaluate applications. Academic members shall form at least seventy-five percent (75%) of the members of the Selection Committee, exclusive of the Chair. The Selection Committee Chair will ensure that the search is conducted in a manner consistent with the letter and spirit of Article 7 and Article 30 of the Collective Agreement.
  - iii) The Selection Committee will make a recommendation to the Vice-President (Academic & Research), who may only offer an appointment to an individual so recommended. If the Vice-President (Academic & Research), does not accept the recommendation, s/he shall provide the Committee with reasons and the process shall be repeated. An offer of appointment shall be made by the Vice-President (Academic & Research), to the recommended candidate, subject to the final approval of the President.
  - iv) If a candidate selected for an interview is external, the candidate's dossier will be forwarded to the candidate's proposed department(s) of appointment for review. The Department will meet with the candidate and, if the candidate is acceptable to the Department, will forward to the Dean/Director, for recommendation, and the Vice-President (Academic & Research), for decision, recommendations relative to rank, tenure, and other conditions of employment. The Department shall provide feedback to the Selection Committee prior to the committee's recommendation on appointment. No Department will be required to accept a candidate into the Department if, at a duly constituted Department meeting, that candidate is deemed to be unacceptable to the Department.
  - v) If the approved candidate is internal, the member's rank, tenure, and remuneration shall not change as a result of being granted the Canada Research Chair.
  - vi) If the candidate is internal, the member shall be replaced with a term appointment (or combination of term appointments), as mutually agreed upon by the Department and the Dean/Director, that matches the term of the appointment

- of the Canada Research Chair. Such replacements shall be adequate for maintaining program integrity.
- vii) BUFA shall be provided with a copy of the curriculum vitae of the approved candidate once the contract has been signed.
  - viii) Eligibility for renewal of a Canada Research Chair is subject to the approval of the Canada Research Chairs program. Application for renewal shall be on the recommendation of the Senate Research Committee to the President, or designate.
  - ix) No member on a probationary, tenured, or term contract shall be displaced from his/her position or have his/her rights, privileges, or benefits, under the Collective Agreement, reduced in any way by the entry of a Canada Research Chair into a department.
  - x) Members whose applications for a renewal/extension are rejected shall have recourse to an appeals procedure. Notice of an appeal must be submitted to the President no later than one (1) month after the member is notified of the decision. Within one (1) week of receiving notice of appeal, an Appeal Committee shall be struck. The Committee shall consist of: one (1) member appointed by BUFA, one (1) member chosen by the President, and a Chair chosen by the two (2) appointed members. The Appeal Committee shall establish its own procedures. The decision of the Appeal Committee is binding and shall be implemented by the President. Normally, the Appeal Committee will render its decision within two (2) months of being struck.

## **ARTICLE 8: QUALIFICATIONS BY RANK**

### **8.1**

The qualifications specified in this Article are modeled on the "traditional" career development pattern of an academic member. It is recognized that the career development of some members does not fit that model: some academics choose to pursue their scholarly activities without the Doctorate; in some fields the Doctorate is not the terminal degree; in some, scholarship/research is not measured by publications; and in some, experience, maturity, and/or service here or elsewhere rather than formal study are the best or only ways of developing professionally. The question of equivalency is addressed in Clause 3. Notwithstanding the generality of the preceding, the parties agree that where the earned doctorate is the normal level of professional preparation expected for the area, and the applicant to be appointed is in the process of completing a doctorate, the letter of appointment may stipulate the requirement of doctoral completion as a condition of promotion and tenure.

### **8.2**

The definition of the various elements of qualifications by rank are as follows:

- (a) "Professional preparation" refers to degrees and training from recognized institutions and/or professional experience. In fields such as applied music, fine arts and drama, relevant professional preparation may include performance in orchestras, concerts, art exhibits, dramatic productions, and one's general standing in the relevant professional community.

- (b) "Teaching" involves effectiveness in classroom and laboratory teaching, tutorials, private instruction, student supervision, etc.
- (c) "Scholarship/Research" refers to the quality and originality of both published and unpublished work. In the performing and fine arts, performance/creation is equivalent to scholarship/research.

Evidence of scholarship/research activity that may be considered includes: the publication of books, monographs, and contributions to edited books; papers in refereed journals; papers in non-refereed journals; book reviews; papers/presentations delivered at professional meetings; submissions to public bodies; participation in panels; unpublished research including current work in progress; editorial and refereeing duties; published textbooks and curriculum materials (including case studies); applied professional work (including clinical activity) that has had a recognized impact on the profession; creative works and performances; and scholarship as shown by the individual's depth and breadth of knowledge and general contributions to the research life of the university. Some criteria are more applicable than others to drama, fine arts, and music; thus, the following criteria for assessment are listed solely as a guide. For these disciplines, evidence of creativity and innovation may be assessed by: specific accomplishments, commissioned works, shows, exhibitions, performances, curatorial activities, publication (including recordings and broadcasts) of creative work; and may include the context of the creative accomplishment (e.g. where a work is performed or exhibited).

The following scale serves as a guideline to promotion and appointment and tenure Committees on the nature of Scholarship/Research expected at the various ranks:

**Lecturer:** None is required.

**Assistant Professor:** The Doctorate is sufficient, although not required, evidence of Scholarship/Research for appointment to this rank. Promotion from Lecturer requires clear evidence of Scholarship/Research activities beyond the requirements of the Master's degree. The members will also have demonstrated a record of progress in the development of research activities.

**Associate Professor:** There must be clear evidence of Scholarship/Research activities beyond the requirements for the Doctorate. The member will also have demonstrated a record of progress in the development of research activities.

**Professor:** Contributions to Scholarship/Research beyond those required for promotion or appointment to Associate Professor are essential.

- (d) "Service to the University and to the Community" includes participation in University, Faculty/Unit and Departmental Committees; Chairing a Department; union activities; counselling students; service in professional organizations; general administrative duties; community service where the individual has made an essential non-remunerative contribution by virtue of special academic competence.

### 8.3 Equivalencies

Since the professional preparation and Scholarship/Research of the "traditional" academic are established by external evaluation, Brandon University may wish to establish a non-traditional academic member's equivalencies thereto by means of external evaluation. Such external evaluations are not to be requested for individual items of work published in refereed journals or books; neither are they meant to transfer the responsibility of making judgments from the Dean/Director or Committee to an external body. Appropriate questions for external evaluations concern, for example, the general significance of a member's work in the special field; the significance of unpublished work or work in progress; and/or the standing of certain journals, institutes or publishers. In such cases, the Dean/Director and/or a Committee shall request a list of possible referees from the member. If additional referees are required, their names shall be submitted to the member for his/her approval. Assessments shall not be solicited without the consent of the member, but such consent shall not be unreasonably withheld.

In situations involving promotions to Professor or Professional Associate IV, the opinion of outside referees shall be sought. The candidate will submit three (3) names of persons whose references s/he would wish to place before the Promotions Committee. S/he should provide a brief statement about each person named. The Committee will consider the candidate's list and obtain references from not less than two (2) persons on that list. In addition, it will obtain references from one other qualified person whose name will be provided to the Committee by the appropriate Dean/Director in consultation with the Department. Such external evaluations are not to be requested for individual items of work published in refereed journals or books; neither are they meant to transfer the responsibility of making judgments from the Dean/Director or Committee to an external body. Appropriate questions for external evaluations concern, for example, the general significance of a member's work in the special field; the significance of unpublished work or work in progress; and/or the standing of certain journals, institutes or publishers.

## **8.4 Qualifications of Academic Members**

### **8.4.1 Lecturer**

- (a) Professional Preparation: The Master's degree or equivalent, normally in the area of specialization, is required.
- (b) Teaching Attainment: Little or no teaching experience is required but there must be some evidence of teaching potential.
- (c) Scholarship/Research: Refer to Clause 8.2 (c).
- (d) Service to the University and to the Community: None is required.

### **8.4.2 Assistant Professor**

- (a) Professional Preparation: The Master's degree or equivalent and five (5) post-Master's or equivalent years of relevant service or the Doctorate, normally in the area of specialization, is required.
- (b) Teaching Attainment: Evidence of success as a teacher is desirable for initial appointment to this rank. A record of success as a teacher is required for promotion to this rank [but see Article 7.17(a)]. All teaching experience, whether gained in the university or other environments, will be considered.
- (c) Scholarship/Research: Refer to Clause 8.2 (c).

- (d) Service to the University and to the Community: Some evidence of service is required for promotion to this rank and for the granting of tenure at this rank. For new appointments, some evidence of service to institutions where the member was employed and/or studied is desirable.

#### **8.4.3 Associate Professor**

- (a) Professional Preparation: The Doctorate or equivalent, normally in the area of specialization, is required.
- (b) Teaching Attainment: Evidence of success as a teacher in a university or equivalent environment is required. For an initial appointment and in exceptional cases where a person has had no previous experience, this condition may be waived.
- (c) Scholarship/Research: Refer to Clause 8.2 (c).
- (d) Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

#### **8.4.4 Professor**

- (a) Professional Preparation: The Doctorate or equivalent, normally in the area of specialization, is required.
- (b) Teaching Attainment: Evidence of success as a teacher in a university or equivalent environment is required. For an initial appointment and in exceptional circumstances, this condition may be waived.
- (c) Scholarship/Research: Refer to Clause 8.2 (c).
- (d) Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community which, for example, may include contributions to professional or learned societies through service on the executive or other senior Committees, service on government or other commissions in a professional capacity or consulting work which involves more than the routine application of the existing body of knowledge.

### **8.5 Qualifications of Professional Associates**

#### **8.5.1 Professional Associate**

Professional Associates are employed to facilitate the academic process by engaging in such functions as counselling, library, continuing education services, and Special Project off-campus deliveries. Assessment of their qualifications by rank shall take into consideration that:

- (a) "Professional preparation" refers to degrees, diplomas, certificates, and training from professionally recognized institutions or preparation recognized in the professional discipline concerned.
- (b) "Professional experience" refers to the member's competence and effectiveness in carrying out the activities of her/his professional specialty during the time period specified. The requirement for academic experience may be waived for the purposes of determining rank at initial appointment. A member's professional experience will be evaluated in terms of specific job descriptions within the current rank.

- (c) "Professional attainment" refers to the quality and quantity of the member's achievement in his/her profession and in university life. Factors that may be considered include general administrative duties, the depth and breadth of knowledge of her/his profession, contributions to the profession, and scholarship/research as defined in Article 8.2.c. A member's professional attainment will be evaluated in terms of specific job descriptions within the current rank.
- (d) "Service to the University and to the Community" refers to participation in University, Faculty/Unit, and Departmental Committees; service in professional organizations; community service where the member has made an essential non-remunerative contribution by virtue of special professional competence.

#### **8.5.2 Professional Associate I**

- (a) Professional Preparation: A Master's degree or equivalent in the professional specialty is required.
- (b) Professional Experience: Little or none is expected.
- (c) Professional Attainment: None is expected but there must be some evidence of potential.
- (d) Service to the University and to the Community: None is required.

#### **8.5.3 Professional Associate II**

- (a) Professional Preparation: A Master's degree or equivalent in the professional specialty is required.
- (b) Professional Experience: A record of at least five (5) years of successful service in the professional specialty is required. Normally at least two (2) of the years should have been in an academic environment.
- (c) Professional Attainment: Evidence of general understanding and command of the discipline is required.
- (d) Service to the University and to the Community: Some evidence of service is required.

#### **8.5.4 Professional Associate III**

- (a) Professional Preparation: A Master's degree or equivalent in the professional specialty is required. Additional professionally recognized study is expected.
- (b) Professional Experience: A record of at least ten (10) years of successful service in the specialty is required. At least seven (7) of the ten (10) years must be in an academic environment.
- (c) Professional Attainment: A demonstrated ability to use professional expertise effectively, a capacity to develop and extend professional expertise, an interest and competence in keeping up with advances in the profession, and promise of continuing professional development are required. At least some evidence of research or development of programs in the appropriate discipline is required.
- (d) Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

#### **8.5.5 Professional Associate IV**

- (a) Professional Preparation: The Doctorate or equivalent, normally in the area of specialization, is required.
- (b) Professional Experience: At least fifteen (15) years of service in the specialty are required. At least twelve (12) of the fifteen (15) years must be in an academic environment.
- (c) Professional Attainment: A record of excellent performance with demonstrated leadership and evidence of substantial achievement (including scholarship/research in the discipline) is required. The significance of the record must have been subjected to external peer review.
- (d) Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

## **8.6 Qualifications of Instructional Associates**

### **8.6.1 Instructional Associates**

Instructional Associates are employed to facilitate the academic process by engaging in such functions as supervision/set-up of laboratories, preparation of laboratory materials, manuals, lab tests and assignments, tutoring on an individual and group basis, maintaining and ordering of supplies and equipment, and assisting other faculty members in some aspect of their academic or professional activities. Instructional Associates may participate in University/Community service, faculty/professional organizations.

Assessment of their qualifications shall take into consideration that:

- (a) "Professional preparation" refers to degrees, diplomas, certificates and training from recognized institutions, or preparation recognized in the discipline concerned.

- (b) "Duties" refers to the member's obligations to the operation of his/her Department, evaluated in terms of a job description included in Appendix C. Any evaluation shall take into consideration the member's competence and effectiveness in carrying out the activities of his/her duties.
- (c) "Experience" refers to relevant years of service.

#### **8.6.2 Instructional Associate I**

- (a) Professional Preparation: A Bachelor's degree, or a two-year certificate from a recognized institution, or extensive experience directly related to the duties listed in the relevant job description is required.
- (b) Duties: The duties are specific, detailed, and normally carried out under close supervision.
- (c) Experience: None is required.

#### **8.6.3 Instructional Associate II**

- (a) Professional preparation: A Bachelor's degree, or a two-year certificate from a recognized institution is required.
- (b) Duties: The duties involve greater responsibility and less supervision than that of an Instructional Associate I.
- (c) Experience: A record of at least two (2) years of successful service in the specialty is required.

#### **8.6.4 Instructional Associate III**

- (a) Professional preparation: A Bachelor's degree in the discipline is a minimum requirement.
- (b) Duties: The duties require greater technical skills, greater autonomy and less supervision than an Instructional Associate II.
- (c) Experience: A record of at least five (5) years of successful service is required. Three (3) years of such service must be in an academic environment, unless the member holds a Master's degree.

#### **8.6.5 Instructional Associate IV**

- (a) Professional Preparation: A Master's degree, normally in the area of specialization, is required.
- (b) Duties: The duties require greater technical skills, greater autonomy, and less supervision than an Instructional Associate III, and may include self-directed contributions to program development and delivery, as well as the training and supervision of assistants. IA IV may teach up to nine (9) credit hours per academic year and also assist with or conduct scholarship/research activity.
- (c) Experience: A record of at least seven (7) post-Master's degree years of successful service in an academic environment, normally in the area of specialization, is required.

### **8.7 Qualifications of Administrative Associates**



- (a) Professional preparation: Training or experience is required which directly relates to the duties listed in job descriptions of administrative associate positions.
- (b) Professional activity: Administrative associates have administrative duties directly related to a project or to the delivery of an academic programme. The duties of each position are listed in a job description. Those of Administrative Associate I positions are specific, detailed, and are normally carried out under close supervision. Those of Administrative Associate II positions involve greater responsibility and less supervision.

## **8.8 Reclassification**

A member, his/her Department, or Dean/Director may request of the President that a Reclassification hearing be convened for an administrative or instructional associate position. (See Appendix G)

## **8.9 Qualifications of CIS Athletic Ranks**

CIS Coaches, Athletic Director and Athletic Therapist are employed to coach and lead CIS teams and team members by engaging in such functions as technical and tactical coaching, player recruitment, athletic and other forms of physical therapy, general administrative duties and fundraising for Athletics purposes. Assessment of their qualifications by rank shall be based on the following:

- (a) "Professional preparation" refers to degrees, diplomas, certificates, and training from professionally recognized institutions as accepted by the professional discipline.
- (b) "Professional experience" refers to the member's competence and effectiveness in carrying out the activities of her/his professional specialty. A member's professional experience will be evaluated in terms of specific job descriptions within the current rank.
- (c) "Professional attainment" refers to the effectiveness and success in the member's profession. Factors that may be considered include the depth and breadth of knowledge of her/his profession, and contributions to the profession. A member's professional attainment will be evaluated in terms of specific job descriptions within the current rank.
- (d) "Service to the University and to the Community" refers to participation in University, Faculty/Unit, and Departmental Committees; service in professional organizations; community service where the member has made an essential non-remunerative contribution by virtue of special professional competence.

### **8.9.1.1 CIS Coach I**

- (a) Professional Preparation: A Bachelor's degree or equivalent and complete NCCP Level III certification is required.
- (b) Professional Experience: Demonstrated experience at a level appropriate for the CIS league is required. This experience need not be gained only in the CIS league.
- (c) Professional Attainment: Demonstrated attainment at a level appropriate for the CIS league is required.
- (d) Service to the University and to the Community: Some evidence of potential is required.

### **8.9.1.2 CIS Coach II**

- (a) Professional Preparation: A Master's degree or equivalent and complete NCCP Level III certification is required.
- (b) Professional Experience: A record of at least five (5) years of successful service at a level deemed appropriate for the CIS league is required.
- (c) Professional Attainment: A demonstrated ability to use professional expertise effectively, a capacity to develop and extend professional expertise, an interest and demonstrated competence in keeping up with advances in the profession, and promise of continuing professional development are required.
- (d) Service to the University and to the Community: Some evidence of service is required.

### **8.9.1.3 CIS Coach III**

- (a) Professional Preparation: A Master's degree or equivalent and complete NCCP Level III certification is required.
- (b) Professional Experience: A record of at least ten (10) years of successful service at the CIS league level is required.
- (c) Professional Attainment: Evidence of independent and ongoing contributions to the discipline or profession is required.
- (d) Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

### **8.9.2.1 Athletic Director II**

- (a) Professional Preparation: A Master's degree or equivalent is required.
- (b) Professional Experience: A record of at least five (5) years of relevant service in the professional specialty is required. Normally at least two (2) of the years should have been in an academic environment.
- (c) Professional Attainment: A demonstrated ability to use professional expertise effectively, a capacity to develop and extend professional expertise, an interest and demonstrated competence in keeping up with advances in the profession, and promise of continuing professional development are required.
- (d) Service to the University and to the Community: Some evidence of service is required.

### **8.9.2.2 Athletic Director III**

- (a) Professional Preparation: A Master's degree or equivalent is required.
- (b) Professional Experience: A record of at least ten (10) years of relevant service in the professional specialty is required. Normally at least two (2) of the years should have been in an academic environment.

- (c) Professional Attainment: Evidence of independent and ongoing contributions to the discipline or profession is required.
- (d) Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

#### **8.9.3.1 Athletic Therapist II**

- (a) Professional Preparation: A Master's degree or equivalent and the Certified Athletic Therapist credential or equivalent is required.
- (b) Professional Experience: A record of at least five (5) years of relevant service in the professional specialty is required. Normally at least two (2) of the years should have been in an academic environment.
- (c) Professional Attainment: A demonstrated ability to use professional expertise effectively, a capacity to develop and extend professional expertise, an interest and demonstrated competence in keeping up with advances in the profession, and promise of continuing professional development are required.
- (d) Service to the University and to the Community: Some evidence of service is required.

#### **8.9.3.2 Athletic Therapist III**

- (a) Professional Preparation: A Master's degree or equivalent and the Certified Athletic Therapist credential or equivalent is required.
- (b) Professional Experience: A record of at least ten (10) years of relevant service in the professional specialty is required. Normally at least two (2) of the years should have been in an academic environment.
- (c) Professional Attainment: Evidence of independent and ongoing contributions to the discipline or profession is required.
- (d) Service to the University and to the Community: There must be evidence of a successful record of service to the University and to the Community.

## **ARTICLE 9: WORKLOAD**

### **9.1**

Academic members and professional associates are expected to engage in scholarship/research (or equivalent) and in service to the University and community as defined in Article 8 in addition to their teaching or professional duties as outlined in this Article.

### **9.2**

Members are expected to be engaged in appropriate professional activity during the entire year, with the exception of the vacation period as specified in Article 20. Members who will be off campus or absent from their domicile for more than five (5) working days shall inform their Dean.

### **9.3 Assignment of Teaching Workload**

- (a) The teaching workload assignment of members shall be recommended by the Department and approved by the Dean/Director who is responsible for ensuring the teaching assignments are fair and equitable. Factors to be taken into account when assigning a member's workload shall include, but not be limited to, the following:
- the number of new courses
  - the number of new preparations
  - class size
  - marker/demonstrator assistance
  - nature of the discipline
  - pedagogy
  - class scheduling
  - program needs
  - the teaching load of the member in previous years
  - the type of appointment held by the member and other duties of the member outlined in Article 8.
- (b) The Department, in a properly constituted departmental meeting, shall consider and recommend the teaching workload assignments of Department members. The Department shall forward its recommendation to the Dean/Director for approval. In the exceptional event that the Dean/Director disapproves the recommendation of the Department, s/he shall, in writing, give reasons, based upon Article 9.3(a), for disapproving the workload and ask the Department to reconsider its recommendations. Should the Department and the Dean/Director reach an impasse, the Dean/Director shall assign teaching workload. It is the Dean's/Director's responsibility to ensure that workload is assigned in a fair and equitable manner as outlined in Article 9.3(a).

In the School of Music, in properly constituted departmental meetings, the undergraduate departments shall each consider and recommend conductors for the large ensembles and forward recommendations to the Dean/Director. The Dean/Director shall review the recommendations and inform the undergraduate departments of her/his determination by July 01. Upon the request of an affected Department not chosen by the Dean/Director, the Dean/Director shall supply written reasons for the decision based on the criteria outlined in Article 9.3(a). The assignment of all other teaching workload in the School of Music shall proceed as outlined in Article 9.

- (c) Teaching Workloads of non-sessional members shall be assigned and communicated by the Dean/Director to members, in writing, no later than August 1. Specific courses must be assigned at least four (4) weeks prior to the start of the term in which they are to be offered except by mutual agreement of the member and the Dean/Director. Once assigned, no alterations may be made to workloads or assigned courses of a member except by mutual agreement of the Dean/Director and the member, and upon the recommendation of the department to the Dean/Director, which shall be provided within two (2) working days of the request in accordance with Article 9.3 (b). No member, who is assigned teaching workload in both the Fall and Winter terms, may be compelled to teach more than three (3) credit hours in Spring/Summer/Intersession.

- (d) Teaching workloads for new appointments shall be assigned and communicated to the member as far in advance of the commencement of instruction as possible, normally four (4) weeks in advance. Once assigned, no alterations may be made to workloads or assigned courses of a member except by the mutual agreement of the Dean/Director and the member, and upon the recommendation of the department to the Dean/Director, which shall be provided within two (2) working days of the request, in accordance with Article 9.3 (b).

#### **9.4.1 Teaching Workload**

- (a) The standard teaching load for academic members on a full-time regular appointment shall be eighteen (18) credit hours in one (1) academic year. Variations from eighteen (18) credit hours are possible provided that teaching workload is assigned as outlined in Article 9.3 and does not violate Clause 9.4.1 (f).
- (b) The teaching workload of academic members on amended appointments shall be consistent with the terms outlined in Article 7.12.
- (c) Professional Associates may teach a maximum of twelve (12) credit hours in one (1) academic year as part of their assigned workload. They may also accept sessional appointments of up to twelve (12) credit hours in one (1) academic year.
- (d) Instructional Associates may teach a maximum of six (6) credit hours in one (1) academic year as part of their assigned workload. They may also accept sessional appointments of up to twelve (12) credit hours in one (1) academic year.
- (e) Administrative Associates may not teach as part of their regular workload. They may, however, accept sessional appointments of up to twelve (12) credit hours in one (1) academic year.
- (f) In accordance with academic qualifications of the member, CIS Athletic ranks will normally teach six (6) credit hours but teaching may range from three (3) to nine (9) credit hours. These members may also accept sessional appointments of up to six (6) credit hours in one (1) academic year.
- (g) No member may be compelled to teach more than the standard load [i.e. eighteen (18) credit hours in one (1) academic year for members on a full-time regular appointment].
- (h) Members may elect, but shall not be required, to accept workloads beyond the 18-hour norm. With the exception of workload that qualifies under Article 9.6(a), overload (calculated at sessional rates) shall apply. Workload in excess of that assigned by the Dean/Director for the academic year shall be paid at sessional rates.

#### **9.4.2 Workload for Professional, Instructional, and Administrative Associates and CIS Athletic Ranks**

- (a) The workload of Professional Associates, Instructional Associates, Administrative Associates, and CIS Athletic Ranks shall be consistent with the duties and responsibilities described in the job descriptions listed in Appendices B, C, D and I.
- (b) Where the workload of Professional Associates, Instructional Associates or CIS Athletic Ranks includes teaching workload such workload shall be assigned as per 9.3.
- (c) If a Professional Associate or Instructional Associate teaches as part of their normal workload there shall be a commensurate reduction in their other duties. The Department (or unit as the case may be), shall meet and formulate a recommendation on the level of reduction in other duties and recommend this level of reduction to the Dean/Director.
- (d) When release time is granted to a member who holds the rank of Professional Associate, Instructional Associate or Administrative Associate, the level of reduction in the member's workload shall be negotiated by the member and the Department to which the member belongs, subject to the approval of the Dean/Director.
- (e) In the exceptional event that the Dean/Director disapproves the recommended level of reduction referred to in Clauses (c) and/or (d) of this Article, the Dean/Director shall give reasons and ask the Department to reconsider its recommendations. Should the Department and the Dean/Director reach an impasse, the Dean/Director shall determine the commensurate level of reduction. It is the Dean's/Director's responsibility to ensure that the level of reduction is fair and equitable.
- (f) Professional Associates may apply to the Dean/Director for time to carry out scholarship/research activities. Such applications will provide reasonable notice to the Dean/Director. While it is recognized that the amount of time allocated for such purposes will vary among members, and that the Dean's/Director's assessment of these applications will take into account the applicant's progress in her/his scholarship/research activity, members shall be entitled to utilize a minimum of five (5) working days per year for this purpose. There is no implication that five (5) working days per year satisfies the expectations for scholarship/research (e.g. Article 9.1 and Article 8).

## **9.5 Workload Calculation**

- (a) The teaching workload allocated to teaching a course, including those offered by distance delivery, normally is equivalent to its student credit hour weighting. The following exceptions are noted:
  - i) Team-taught courses in which all teachers attend all, or virtually all, the classes and are jointly responsible for the administration of the entire course, shall be weighed 4/3 in calculating teaching load. For example, each of two (2) members team teaching a three (3) credit hour course will be granted two (2) credit hours on workload.
  - ii) Shared courses in which teachers are responsible for portions of the course shall be pro-rated among the participants according to their respective

contributions. For example, each of two (2) members equally sharing a three (3) credit hour course will be given one and one-half (1.5) credit hours.

- iii) Credit hour rating for courses with special delivery- there is a requirement that in the conventional delivery of a Brandon University course there will be a minimum of thirty-six (36) lecture contact hours for each three (3) credit hour course. It is recognized that courses will sometimes require delivery modes other than the conventional where the number of contact hours greatly exceeds the minimum requirement of thirty-six (36) contact hours for each three (3) credit hour course. This will be the case in the Special Projects in particular. The following formula will apply for calculation of instructor workload: For a three (3) credit hour course, in the event that the lecture contact hours lie between the minimum requirement and forty-nine (49) contact hours, then the instructor credit hour rating will be the regular course credit rating. For every additional fifteen (15) lecture contact hours, the instructor credit hour rating will be increased by one (1) credit hour.

<u>Course Rating</u>	<u>Lecture Contact Hours</u>	<u>Instructor Credit Hours</u>
3	36 to 49	3
	50 to 64	4
	65 to 79	5
	80 to 94	6
	95 to 109	7
6	72 to 98	6
	99 to 128	8
	129 to 158	10
	159 to 188	12

In Education and Music, the supervision of the field experience of one (1) student for one (1) week equals 0.08 of one (1) credit hour if the supervision is conducted in Winnipeg by Brandon-based members and 0.04 of one (1) credit hour for all other instances if the supervision is assigned by the Office of Field Experience or BUNTEP to which the member is responsible. There is no additional workload credit for the supervision of field experience which is associated with a methods course for which the member is responsible.

- iv) Undergraduate topics courses are defined in the calendar with the course number X39, X49, X98, X99. Tutorial courses are any other non-regular courses in which there are fewer than three (3) students enrolled. Teaching load credit for undergraduate topics and tutorial courses will be one-third (1/3) the student credit hour rating.
- v) Graduate Topics and Tutorial Courses are weighted as follows:
- one (1) student: workload (and minimum weekly instructor contact) at one-half (1/2) the course credit hour rating.

- two (2) students: workload (and minimum weekly instructor contact) at two-thirds (2/3) the course credit hour rating.
  - three (3) students: workload (and minimum weekly instructor contact) at full course credit hour rating.
- vi) In Music, assigned private instruction of one (1) student for one hour per week over the fall and winter terms equals one (1) credit hour of teaching workload.
- vii) In Music, large ensemble conducting [ $>$  fifteen (15) members] over the fall and winter terms equals five (5) credit hours of teaching workload. Small ensemble and chamber music coaching/conducting will receive credit equivalent to one-half (1/2) the number of contact hours per week per term.
- viii) Laboratory Instruction. Instructors who teach a course with a laboratory component shall receive credit for teaching the laboratory component of the course according to the following scale: (1) If the course instructor is solely responsible for organizing, instructing and assessing student performance, s/he will receive credit equivalent to one-half (1/2) the number of laboratory contact hours per week per term. (2) If the course instructor is responsible for the overall organization and day-to-day operation of the lab, the evaluation of student performance, and s/he spends a significant portion of each laboratory period instructing students but receives some assistance, for example, the help of a student demonstrator, s/he will receive credit equivalent to one-quarter (1/4) the number of laboratory contact hours per week per term. (3) If the course instructor is responsible for the overall organization of the lab, the evaluation of student progress and some aspects of lab instruction, but the day-to-day operation of the lab and the bulk of student instruction is handled by a professional lab assistant/instructor, the course instructor will receive credit equivalent to one-ninth (1/9) the number of laboratory contact hours per week per term. (4) If the lab is handled solely by the lab instructor, the course instructor will receive no credit. Assignment of credit hour allocation shall be the responsibility of the Dean/Director in consultation with the Department. For the purposes of this section, a lab must meet the following criteria: (a) be listed in the calendar, (b) be scheduled in the time-table, (c) run for a minimum of ten (10) weeks per term and (d) at least twenty percent (20%) of the student's final grade be based on work done in the lab.
- ix) Workload for Thesis Exhibition within the Bachelor of Fine Arts (BFA) program shall be calculated at one-third (1/3) the credit hour rating for the course. Where the course is shared, credit hours shall be calculated in accordance with Article 9.5 (a) ii.
- x) In Master's programs, chairing a research project committee (e.g. 65:618, 07:600) shall carry a one-time credit of one (1) credit hour per student. Responsibility for supervision of a Master's thesis (e.g. 65:695, 07:650) shall equal one (1) credit hour in the first year and one (1) credit hour in the year of thesis defense (or equivalent). Supervision of a graduate practicum in Education (07:651) shall equal 0.25 of one (1) credit hour.
- xi) Courses with course numbers below 100 (the 090's) which normally involve instruction over two (2) terms and contact hours of seventy-two (72) hours or



more, but which carry only three (3) credit hours of student credit shall carry six (6) credit hours of workload to reflect these facts.

- xii) Studio art instruction, where the instructor is solely responsible for the studio component of the course, shall be deemed to be equivalent to one-half (1/2) the number of studio contact hours per week. Where the instructor receives some assistance, for example the help of a student studio assistant or other studio assistant, the instructor will receive credit equivalent to one-quarter (1/4) the number of studio contact hours per term. Where there is a lecture component of studio art courses the lecture component shall be calculated on a one-to-one basis (i.e. one lecture hour is equivalent to one contact hour). Instructors may, upon recommendation of the department and determination of the Dean/Director, combine studio and lecture components to produce three credit hour workload equivalents (e.g. six (6) studio hours; two (2) lecture hours and two (2) studio hours; one and one-half lecture hours (1.5) and three (3) studio hours).
  - xiii) In all undergraduate programs in Health Studies supervision of students for Senior Practicum shall be credited as 0.5 credit hours of teaching workload per student.
  - xiv) For technologically mediated courses, see Article 32.3 and Article 32.4.
  - xv) In the faculties of Arts and Science, teaching workload for practica shall be 0.5 credit hour per student.
- (b) Members performing the following duties shall receive a reduction in their teaching workload:
- i) Department Chairpersons – three (3) credit hours
  - ii) Campus Recreation Director – nine (9) credit hours
  - iii) The Coordinator of Student Advisors in Education – three (3) credit hours
  - iv) The Chair of the Graduate Program in Education – six (6) credit hours
  - v) The Chair of the Graduate Program in Music – three (3) credit hours
  - vi) Coordinator of IHHS – three (3) credit hours
  - vii) Coordinator of Gender and Women’s Studies – three (3) credit hours
  - viii) Coordinator of Environmental Science – three (3) credit hours
- (c) The University shall permit BUFA to purchase up to a six (6) credit hour reduction in the workload of each of the BUFA President and BUFA Vice-President at sessional rates.
- (d) The Employer shall permit the Eckhardt-Gramatte Conservatory of Music to purchase a three (3) credit hour reduction in workload for each of up to three Music Faculty members [a maximum of nine (9) credit hours] at sessional rates, provided the member and the Dean/Director agree.
- (e) Members may apply, on an annual basis, through the Department to the Dean/Director for a reduction in teaching load to carry out scholarship/research projects. The decision of the Dean/Director shall be based on the academic requirements of the Department/Faculty/School and the merits of the application.

Approval shall not be unreasonably withheld, but should the Dean/Director fail to approve such a request, the member and the Department shall be informed by the Dean/Director in writing of the substantive reasons for having done so. The decision of the Dean/Director may be appealed to the President.

The employer may permit members to purchase a reduction in teaching workload, at sessional rates, if funded by a research grant obtained from any of the federal granting agencies.

An application for a teaching workload reduction shall be submitted, through the Department, to the Dean/Director. The application shall be accompanied by a recommendation from the applicant's Department. The accompanying recommendation shall take into account academic and financial requirements of the Department/Faculty/School and the assessment of the overall needs of the University. The recommendation of the department shall include a review of the effect of the loss of credit hours of instruction to the Department and the Faculty/School and the specific measures required to address the loss of credit hours of instruction.

After consulting with the faculty member, the Dean/Director shall forward the application, the Department's recommendation and her/his recommendation regarding the teaching workload reduction to the President. The Dean's/Director's recommendation shall include a review of the effect of the loss of credit hours of instruction to the Department and the Faculty/School and the specific measures required to address the effect of the loss of credit hours of instruction. The President shall make the decision on the application. The final decision regarding the granting of a teaching workload reduction will be made prior to the submission of the application to the granting agency. With the approval of a teaching workload reduction by the President and the approval of the granting agency, the University shall implement measures required to address the effect of the loss of credit hours of instruction as determined by the President.

- (f) Any assignment of credit hours to members for activities not specified in this Article shall be negotiated between the Member and the Dean/Director. The Union shall be notified, with a detailed description of any such assignment, within ten (10) days of the assignment being made. All such activities and credit hour values assigned under this clause shall form a part of this Collective Agreement if, after twenty-four (24) months, the Dean and the Member are still in agreement and the activity will continue after the initial twenty-four (24) months.

## **9.6 Sessional Contracts and Stipends**

- (a) Persons on external sessional appointments [as per Article 7.13 (b) (i)] and members on internal sessional appointments shall be remunerated at sessional rates negotiated between the Parties. The remuneration shall be based on the credit hour rating assigned to the course or courses, or at the weighting outlined in this Collective Agreement, for which the sessional appointment is held.

In Health Studies clinical supervision of one (1) clinical section (up to 9 students per clinical section):

1. for courses with 4 clinical hours per week for 12-13 weeks equals 1.5 credit hours.
  2. for courses with 6 clinical hours per week for 12-13 weeks equals 2.25 credit hours.
  3. for courses with 8 clinical hours per week for 12-13 weeks equals 3 credit hours.
  4. for courses with 12 clinical hours per week for 12-13 weeks equals 4.5 credit hours.
  5. for courses with 16 clinical hours per week for 12-13 weeks equals 5.4 credit hours.
  6. for courses with forty (40) clinical hours per week for three weeks equals 3 credit hours.
- (b) Those persons seconded from other organizations [as per Article 7.13 (b) (ii)] are not entitled to stipends but are governed during their teaching responsibilities for Brandon University by relevant articles of this Collective Agreement.
- (c) Unless otherwise agreed by the parties, no one shall be issued contracts for sessional appointments totaling more than twelve (12) credit hours of teaching credit in any one (1) academic year. Instructor contact hours shall be the indicator on which this clause is based.

## **9.7**

The Employer recognizes the benefit for faculty members to have marker and demonstrator assistance in some courses and the benefits that accrue to students who serve in these functions and will provide funds for this purpose within the resources available to the faculties.

# **ARTICLE 10: OWN ACCOUNT WORK**

## **10.1**

A member may engage in own-account work provided that the activity does not interfere with the fulfillment of his/her obligations to the Employer as defined in this Collective Agreement.

## **10.2**

Before agreeing to undertake any substantial paid professional activity, the member shall discuss the activity with the relevant Dean/Director to ensure that the activity conforms to the requirements of Article 10.1.

## **10.3**

Upon written request of the Dean/Director, a member shall submit a written report of all paid professional activities.

## **10.4**

A member shall not use University facilities, equipment, supplies or other services, or engage any other University personnel in the conduct of own account activities without making appropriate financial arrangements in advance, with the Vice-President (Administration and Finance).

## **ARTICLE 11: EVALUATIONS**

### **11.1**

The performance of all members on term or probationary appointments (except for one-year non-renewable term appointments and sessional appointments) shall be evaluated in written form by their Dean/Director by December of each year. Tenured and continuing members will be evaluated every two (2) years. Nothing in this Article will preclude annual evaluations at the member's request or with the agreement of the member.

Evaluations shall address all relevant criteria as outlined in Article 8 and/or, if applicable, the member's job description. Evaluations shall be based on the Dean's/Director's assessment of the member's performance as well as self-evaluation of the member. As part of the evaluation process, members shall provide their Dean/Director with an updated curriculum vitae which addresses the Qualifications by Rank categories outlined in Article 8 and, if applicable, the member's job description.

### **11.2**

The evaluation of teaching attainment will take into account surveys of student opinion. Each faculty/unit will devise an instrument for use in such surveys. The form and administration of this instrument must be agreed to by the Dean/Director and the Faculty/Unit, but such agreement shall not be unreasonably withheld. When such surveys are used, only information expressed in summary or statistical form will be forwarded to the Dean/Director for use in formal evaluation. Transcriptions of comments by individual students will be made available to instructors who may determine without prejudice whether they shall be considered in formal evaluation.

Other factors which may be taken into account in evaluating teaching attainment include, but shall not be limited to, the following:

- Evidence of student achievements in which the instructor has played an important supporting role;
- Evidence of commitment and service to students;
- Development of new courses and revision of existing courses;
- The member's development of instructional materials, teaching aids and techniques;
- Efforts to evaluate and improve teaching;
- Assessments by graduates of the quality of instruction in light of subsequent professional or graduate school experience;
- Observations based upon classroom visitations with the member's consent;
- Assessments by colleagues, with the member's consent.

### **11.3**

A copy of any evaluation or set of evaluations must have been seen by the Member, who shall sign it as having been read before it is placed in the Member's Personnel File (see Article 19).

Any Member who considers that he/she has been unfairly or inadequately evaluated may submit to his/her Dean/Director, within one (1) week of seeing the evaluation, a written objection, one (1) copy of which shall be attached to the evaluation in question and one (1) copy, signed by the Dean/Director as having been seen, kept by the Member.

## **ARTICLE 12: PROMOTIONS**

### **12.1**

Members may apply to their Dean/Director for promotion. Applications and supporting dossiers, as per Article 12.2, must be received by 1 October to be considered that year. Within two (2) working days, the Dean/Director shall inform the Department of each member who has applied for promotion. By 15 October, Deans/Directors shall send the names of all applicants to the Chair of the University Promotions Committee. Applicants may withdraw their applications at any time.

### **12.2**

Applicants shall prepare dossiers documenting their academic and professional records in terms of the qualifications by rank outlined in Article 8. It is the applicant's responsibility to see that the dossier includes all information to be considered. All information on which promotions recommendations and decisions are to be based, including substance and sources, shall be added to the dossier. No anonymous or unverified material will be admitted for consideration or added to a dossier. The applicant shall be notified of all additions to the dossier. Departments and Deans/Directors can only add new information to the dossier, other than their recommendations (as required in Article 12.3), with agreement of the applicant. The contents of this dossier shall be available for inspection by the Department, the Dean/Director, the University Promotions Committee, and the President at the appropriate stages of deliberation. Applicants have the right to request, in writing, to the Dean/Director that material be removed from their dossier. Any disputes between the member and the Dean/Director on the removal of material from the member's dossier will be referred to the Joint Administrative Committee for resolution. Applicants have the right to inspect their dossier at any point, and to rebut any item. The applicant's additions to the dossier are restricted to rebuttals at any stage of the

proceedings, changes in status or clarification – but not content – of extant materials included when the dossier was originally submitted. The contents of the original dossier must be itemized by the applicant. Once it has been submitted, the applicant's Dean/Director is responsible for maintaining the dossier and informing the applicant of any additions. All additions to the dossier, including sources and dates of such additions, must also be itemized by the Dean/Director.

For the duration of the University Promotions Committee deliberations, the applicant's dossier shall be housed in the office of the Dean of the Faculty of the Chair of the University Promotions Committee. For the duration of the President's deliberations, the applicant's dossier shall be housed in the office of the President. For the duration of the University Promotion Appeals Committee deliberations, the applicant's dossier shall be housed in the office of the Vice-President. At each stage of the process, the office responsible for the dossier will ensure that Committee members and the applicant have convenient, secure, and unprejudiced access to the dossier.

### **12.3**

Members of an applicant's Department, excluding the Dean/Director and those members elected or appointed to the University's Promotions Committee and/or the Promotions Appeals Committee, shall meet with the applicant before 15 October, and shall formulate recommendations based upon the relevant sections of this Collective Agreement. The Department's recommendations will be sent to the Dean/Director and to the Chair of the University Promotions Committee by 1 November, with copies to the applicant. Departmental recommendations, which shall include written reasons, shall be signed by each member of the Department who voted in favour of the recommendation, with the exception of the applicant, members elected or appointed to the University Promotions Committee, and/or the Promotions Appeals Committee. Abstentions or dissenting viewpoints will be supported by written reasons which must be substantive and clearly related to the qualifications by rank and criteria for promotion and sufficiently specific to enable the applicant to know the basis for the recommendation.

In the case of applicants who are not members of a Department composed of at least three (3) members, the Dean/Director, in consultation with the applicant, shall designate a "non-Departmental Committee", excluding members elected or appointed to the University's Promotions Committee or the Promotions Appeals Committee, consisting of at least three (3) members whose discipline areas are as closely related to the applicant's as possible. Applicants will be permitted two (2) vetoes in this selection process.

#### **12.4**

Applicants shall meet with their Dean/Director before 7 November. A copy of the Dean's/Director's recommendation will be sent to the applicant and to the Chair of the University Promotions Committee by 15 November. The Dean's/Director's recommendation shall be supported by written reasons which must be substantive and clearly related to the qualifications by rank and criteria for promotion and sufficiently specific to enable the applicant to know the basis for the recommendation.

#### **12.5 University Promotions Committee**

By 1 October, a University Promotions Committee shall be struck consisting of:

- a Chairperson appointed by the President from among Professors and Professional Associate IVs;
- one (1) tenured member elected by and from each of the faculties of Arts, Education, Music, Science, and Health Studies;
- one (1) tenured member elected by and from those Professional Associates who are not members of the above Faculties;
- two (2) Deans/Directors appointed by the President, plus one (1) alternate to replace a Dean/Director during deliberations and voting on applications where there may be a conflict of interest.

Applicants for promotion may not serve on the Committee.

#### **12.6**

A quorum at all meetings will consist of six (6) members, plus the Chairperson.

Decisions on recommendations will be reached by simple majority in an open recorded vote, with the Chair voting only in the event of a tie. Committee members shall absent themselves from discussion and voting when applicants for whom they have prepared recommendations are considered.

It is the responsibility of the Chair of the Promotions Committee to implement the requirements of Article 8.3.

The Committee may request to meet with applicants, their designate(s), or with anyone who has submitted recommendations. Deans/Directors who have prepared recommendations must appear before the Committee if requested. The applicant may appear before the University Promotions Committee, and may be accompanied by advisors/spokespersons. The applicant shall be informed of when witnesses are to appear before the University Promotions Committee, and shall have the right to be present and to question evidence presented. The applicant also has the right to call witnesses. The applicant may enlist the aid of the Union or CAUT. Nothing in this Article shall be construed as requiring a member to appear before the Committee.

Minutes of proceedings, the names of witnesses heard, and copies of evidence received, shall be available to members of the Committee and to the applicant.

The Committee's recommendations will normally be sent to the President by 15 December, with copies to applicants, Departments, Deans/Directors, and the Union.

The Committee's recommendations, signed by those members who voted in favour of the recommendation, as well as any abstentions or dissenting viewpoints, shall be supported by written reasons which must be substantive and clearly related to qualifications by rank and criteria for promotion, and be sufficiently specific to enable the applicant to know the basis for the recommendation.

## **12.7**

- (a) Promotions approved by the President shall be implemented by 31 January, with copies to applicants, Departments, Deans/Directors, and the Union. Negative decisions shall be sent by 31 January to the applicants with copies to Departments, Deans/Directors, and the Union. Negative recommendations or decisions shall be accompanied by a statement of reasons. The reasons must be substantive, clearly related to the qualifications by rank and criteria for promotions, and sufficiently specific to enable the applicant to know the basis for the recommendation or decision.
- (b) Salary adjustments made necessary by promotion shall be effective on the beginning day of the pay period that includes 1 April.

## **12.8 Criteria for Promotion**

- (a) Promotions, recommendations and decisions shall be based upon applicants' contributions to their discipline, Department, Faculty and University within the current rank, except for promotion to Professor or Professional Associate IV, where the applicant's entire professional career shall be reviewed.
- (b) Recommendations and decisions shall be based upon the qualifications by rank as listed in Article 8, as well as upon Clauses 12.9, 12.10 and 12.11 below. In applying the criteria to persons in academic rank, all relevant factors included in Article 8, Clause 2 shall be

taken into account. Tenured academic members shall not be required to re-establish "Professional Preparation" in promotions proceedings. In applying the criteria to applicants in the Professional Associate ranks, all relevant factors in Article 8, Clause 5 shall be taken into account. Recommendations and decisions are expected to consider teaching and scholarly activity in the context of working conditions at Brandon University and the type of appointment held by the member, weighing carefully all criteria in accordance with accepted norms of scholarly and creative activity and in accordance with accepted norms of teaching adequacy.

- (c) A record of accomplishment in scholarship/research and/or effectiveness in teaching within rank is expected for promotion of an academic member to the next rank. A record of accomplishment in professional attainment and/or professional experience within rank is expected for promotion to the next professional associate rank. A normal expectation is that an Assistant Professor/PA II would require five (5) years within rank to demonstrate such a record and an Associate Professor/PA III seven (7) years. While this is the normal expectation, it is recognized that some members will require less time in rank and some more time in rank in order to demonstrate such a record.

## **12.9**

For promotion to Assistant or Associate Professor, excellence in one of teaching, scholarship/research or service to the University and community may compensate for achievements short of that specified in Articles 8.2 and 8.4 in one of the other criteria. For promotion to Professor, excellence in teaching attainment and scholarship/research may compensate for lesser achievement in service to the University and to the Community. Similarly, excellence in scholarship/research and service to the University and to the Community may compensate for lesser achievement in teaching attainment. External references (Article 8.3) are required for consideration of promotion to the rank of Professor. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

## **12.10**

For promotion to Professional Associate II or III, excellence in one of professional experience, professional attainment or service to the University and to the Community may compensate for achievement short of that specified in Article 8.5 in one of the other criteria. For promotion to Professional Associate IV, excellence in professional experience and professional attainment may compensate for lesser achievement in service to the University and to the Community. Similarly, excellence in professional attainment and service to the University and to the community may compensate for lesser achievement in professional experience. External references (Article 8.3) are required for consideration of promotion to the rank of Professional Associate IV. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

## **12.11**

For members who have, for extended periods of time, accepted and performed duties of primarily administrative nature, a clear record of excellence in service to the University Community may compensate for less extensive achievement in teaching attainment and scholarship (or, for Professional Associates, "research in the discipline"). Such compensation applies to the quantity, but not the quality, of achievement in these areas (i.e., quality



standards must be maintained). This Clause is not applicable to promotion to ranks of Professor and Professional Associate IV.

### **12.12 Promotions Appeals**

These appeal procedures replace grievance and arbitration (Article 6) for Promotions procedures and decisions. The decision of the Promotion Appeals Committee shall be final and binding on both Parties and the applicant. The Promotion Appeals Committee is an Arbitration Board under the Manitoba Labour Relations Act.

### **12.13**

Applicants denied promotion may appeal to the Promotions Appeals Committee within ten (10) working days of notification. A copy of the appeal, specifying the grounds on which it is based, shall be sent to the Chair of the Promotions Committee and the President.

### **12.14**

By 1 October, a Promotion Appeals Committee shall be struck composed of one (1) member of the Associate Professor or Professor (or equivalent) rank appointed by the Union, a Dean/Director or tenured member or the Senate representative on the Board of Governors appointed by the President, and a Chairperson chosen by the first two (2) from among Brandon University's Professors and Professional Associate IVs. If the first two (2) cannot agree upon a Chairperson within one (1) week, he/she shall be chosen by random selection by the Joint Administrative Committee from among the Professors and Professional Associate IVs, with each party having three (3) exclusions. Members of the Promotion Committee and applicants for promotion cannot serve on the Promotion Appeals Committee. Members of the Promotion Appeals Committee may not have participated within the past eighteen (18) months in the preparation of recommendations for applicants whose appeals are to be reviewed.

If the member appointed by BUFA, the member appointed by the President, or the Chair selected by the other two members, or any combination thereof, is subsequently unable to serve, then those members of the Appeals Committee that have already been chosen shall remain in place. The member(s) unable to serve shall be replaced utilizing the same process as the appointment of the original member(s).

### **12.15**

The Promotion Appeals Committee shall utilize the procedures set out by the Manitoba Labour Relations Act, and shall begin to hear appeals within one (1) week of their being entered, and shall normally make its decision within one (1) month of hearing an appeal. Witnesses shall give sworn testimony and are subject to cross-examination. Decisions shall be sent to the President for implementation, with copies to the appellants, Departments, the Chair of the University Promotions Committee, Deans/Directors, and the Union.

### **12.16**

If the Promotion Appeals Committee finds in favour of the appellant, and if the appeal was on the grounds:

- (a) that the decision of the President or the recommendation of the University Promotion Committee was based on a misapprehension or misapplication of the criteria for promotion, or was otherwise arbitrary, capricious, discriminatory or in bad faith, or
- (b) that the decision/recommendation was discriminatory (per Article 4), or
- (c) that the decision/recommendation violated the appellant's academic freedom (per Article 5),

then the Promotion Appeals Committee may overturn the decision of the President and grant promotion. If the appeal was on any other grounds than those outlined in subsections (a), (b), or (c) of this Clause, then the Promotion Appeals Committee may not overturn the decision, but may order the appropriate procedures to be repeated, if they are found to have had a material effect on decision making.

#### **12.17**

Reasonable costs associated with promotions and promotion appeals procedures will be borne by the Employer. Transcription services during meetings will not be provided.

## **Article 13: Tenure**

### **13.1**

Eligible members who wish to apply for tenure (Article 7.4) must apply in writing to their Dean/Director no later than 1 October. By 15 September, Deans/Directors shall notify all members whose terms of appointment require that they be considered in that year. Applications and supporting dossiers, as per Article 13.2, must be received by 1 October. By 5 October, Deans/Directors shall send the names of all applicants to relevant Departments. By 20 October, Deans/Directors shall send the names of all applicants to the Chair of the relevant Faculty/Unit Tenure Committee and to the Chair of the University Tenure Committee.

### **13.2**

Applicants shall prepare a dossier documenting their academic and professional records in terms of the qualifications by rank outlined in Article 8. It is the applicant's responsibility to see that the dossier includes all information to be considered. All information on which tenure recommendations and decisions are to be based, including substance and sources, shall be added to the dossier. No anonymous or unverified material will be admitted for consideration or added to a dossier. Applicants shall be informed of all additions to the dossier. Departments, Deans/Directors, and the Faculty Tenure Committee can only add new information to the dossier, other than their recommendations (as required in Articles 13.3 and 13.4), with agreement of the applicant. The contents of this dossier shall be available for inspection by the Department, the Faculty/Unit Tenure Committee, the Dean/Director, the University Tenure Committee, and the President at the appropriate stages of deliberation. Applicants have the right to request, in writing, to the Dean/Director that material be removed from their dossier. Any disputes between the applicant and the Dean/Director on the removal of material from the applicant's dossier will be referred to the Joint Administrative Committee for resolution. Applicants have the right to inspect their dossier at any point, and to rebut any item. The applicant's additions to the dossier are restricted to rebuttals, changes in status or clarification, but not content, of extant materials included when the dossier was originally submitted. The contents of the original dossier must be itemized by the applicant. All additions to the dossier, including sources and dates, must also be itemized. Once it has been submitted, the applicant's Dean/Director is responsible for maintaining the dossier and informing the applicant of any additions.

For the duration of the University Tenure Committee deliberations, the applicant's dossier shall be housed in the office of the Dean of the Faculty/School of the Chair of the University Tenure Committee. For the duration of the President's deliberations, the applicant's dossier shall be housed in the office of the President. For the duration of the University Tenure Appeals Committee deliberations, the applicant's dossier shall be housed in the office of the Vice-President (Academic & Research). At each stage of the process, the office responsible for the dossier will ensure that Committee members and the applicant have convenient, secure, and unprejudiced access to the dossier.

### **13.3**

Members of an applicant's Department, excluding the Dean/Director and those members elected or appointed to the Faculty/Unit and/or the University Tenure Committee or the Tenure

Appeals Committee, shall meet with the applicant before 15 October, and shall formulate recommendations based upon the relevant sections of the Collective Agreement. The Department's recommendations will be sent to the relevant Dean/Director, the Chair of the Faculty/Unit Tenure Committee, and to the Chair of the University Tenure Committee by 1 November, with copies to the applicant. Departmental recommendations, which shall include written reasons, shall be signed by each member of the Department who voted in favour of the recommendation, with the exception of the applicant, members elected or appointed to the Faculty/Unit and/or the University Tenure Committee, and/or the Tenure Appeals Committee. Abstentions or dissenting viewpoints will be supported by written reasons which must be substantive and clearly related to qualifications by rank and criteria for tenure, and sufficiently specific to enable the applicant to know the basis of the recommendation.

In the case of applicants who are not members of a Department composed of at least three (3) members, the Dean/Director, in consultation with the applicant, shall designate a "non-Departmental Committee", excluding members elected or appointed to the University Tenure Committee or the Tenure Appeals Committee, consisting of at least three (3) members whose discipline areas are as closely related to the applicant's as possible. Applicants will be permitted two (2) vetoes in this selection process.

#### **13.4**

By 15 September each faculty/unit with applicants for tenure shall strike a Faculty/Unit Tenure Committee composed of five (5) tenured members elected by and from the members. The Faculty/Unit Tenure Committee shall, by 15 October, select one (1) of its members to chair the Committee. The applicant shall meet with the Faculty/Unit Tenure Committee by 7 November. Decisions on recommendations will be reached by simple majority. The Chair will vote.

The Committee shall send its recommendation to the Chair of the University Tenure Committee by 15 November, with copies to the applicant, the Department, and the Dean/Director. The Committee's recommendations, as well as any abstentions or dissenting viewpoints, shall be supported by written reasons which must be substantive and clearly related to qualifications by rank and criteria for tenure.

#### **13.5**

Applicants shall meet with their Dean/Director before 7 November. A copy of the Dean's/Director's recommendation will be sent to the applicants, their Departments, and to the Chair of the University Tenure Committee by 15 November. The Dean/Director's recommendation shall be supported by written reasons which must be substantive and clearly related to the qualifications by rank and criteria for tenure and sufficiently specific to enable the applicant to know the basis for the recommendation.

#### **13.6 University Tenure Committee**

By 1 October, a University Tenure Committee shall be struck consisting of:

- a Chairperson appointed by the President from among tenured Professors and Professional Associate IV's;
- one (1) tenured member elected by and from each of the faculties of Arts, Education, Health Studies, Music, and Science;

- one (1) tenured member elected by and from those Professional Associates who are not members of the above Faculties;
- two (2) Deans/Directors appointed by the President, plus one (1) alternate to replace a Dean/Director during deliberations and voting on applications where there may be a conflict of interest.

A quorum at all meetings will consist of six (6) members, plus the Chairperson.

Decisions on recommendations will be reached by simple majority in an open and recorded vote, with the Chair voting only in the event of a tie. Committee members shall absent themselves from discussion and voting when applicants for whom they have prepared recommendations are considered.

The Committee may request to meet with the applicant, their designate(s), or with anyone who has submitted recommendations. Deans/Directors who have prepared recommendations must appear before the Committee if requested.

The applicant may appear before the University Tenure Committee, and may be accompanied by advisors/spokespersons. The applicant shall be informed of when witnesses are to appear before the University Tenure Committee, and shall have the right to be present, and to question evidence presented. The applicant may also call witnesses. The applicant may enlist the aid of the Union or CAUT. Nothing in this Article shall be construed as requiring a member to appear before the Committee.

Minutes of proceedings, the names of witnesses heard, and copies of evidence received, shall be available to members of the Committee and to the applicant.

The Committee's recommendations will normally be sent to the President by 15 December, with copies to applicants, Departments, Deans/Directors, and the Union.

The Committee's recommendations, signed by those members who voted in favour of the recommendation, as well as any abstentions or dissenting viewpoints, shall be supported by written reasons which must be substantive and clearly related to qualifications by rank and criteria for tenure, and be sufficiently specific to enable the applicant to know the basis for the recommendation.

### **13.7**

All recommendations and decisions on Tenure shall indicate whether the applicant should:

- be offered a Tenured Appointment, or
- be refused a Tenured Appointment, or
- if applying early (see 7.4(b)(ii)), reapply in the next academic year, or
- if applying in the last year of a probationary contract, be granted a one-year extension.

### **13.8**

Tenure recommendations approved by the President shall be implemented by 31 January, with copies to applicants, Departments, Deans/Directors, and the Union. Negative decisions shall be sent by 31 January to the applicants with copies to Departments, Deans/Directors, and the

Union. Negative recommendations or decisions shall be accompanied by a statement of reasons. Reasons must be substantive, clearly related to the qualifications by rank and criteria for Tenure, and sufficiently specific to enable the applicant to know the basis for the recommendation or decision.

### **13.9 Criteria for Tenure**

Tenured appointments will be offered as first appointments normally only to individuals who are to be appointed at a rank of Associate Professor, Professor, Professional Associate III, or Professional Associate IV. A Selection Committee, in considering a Tenured Appointment as a first appointment, shall base its recommendation on the criteria outlined in this Article. Members with probationary appointments shall be considered for tenure at the appropriate time according

to Article 7 (Probation). Tenurable ranks are Assistant Professor, Associate Professor, Professor, and Professional Associate II, III, and IV.

### **13.10**

Tenure recommendations and decisions shall be based upon the qualifications by rank (Article 8) as well as upon Article 13.11 below. In applying the criteria to persons in academic rank, all relevant factors included in Articles 8.2, 8.3 and 8.4, shall be taken into account. In applying the criteria to members in the Professional Associate ranks, all relevant factors in Article 8.5 shall be taken into account, in light of the job description stipulated in Article 8.5.1(b) and Appendix B.

### **13.11**

Recommendations and decisions must take into account the applicant's entire academic career and carefully examine the applicant's performance on all criteria in accordance with accepted norms of scholarly and creative activity and teaching adequacy. Recommendations and decisions must also take into account the applicant's progress in the various criteria and the context of teaching and scholarly activity at Brandon University. In Tenure decisions on Assistant, Associate or Full Professor, documented excellence in teaching attainment or in scholarship/research may compensate for achievements short of that specified in Articles 8.2 and 8.4 in one (1) of the other criteria. In Tenure decisions for Professional Associates, documented excellence in professional experience or professional attainment may compensate for achievement less than that specified in Article 8.5 in one (1) of the other criteria. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

### **13.12 Tenure Appeals**

These appeal procedures replace grievance and arbitration (Article 6) for Tenure procedures and decisions. The decision of the Tenure Appeals Committee shall be final and binding on both parties and the member. The Tenure Appeals Committee is an Arbitration Board under the Manitoba Labour Relations Act.

### **13.13**

Applicants not granted Tenure may appeal to the Tenure Appeals Committee within ten (10) working days of notification. A copy of the appeal, specifying the grounds on which it is based, shall be sent to the Chair of the Tenure Committee and the President.

### **13.14**

By 1 October, a Tenure Appeals Committee shall be struck composed of one (1) member of Associate Professor or Professor (or equivalent) rank appointed by the Union, a Dean/Director or tenured member or the Senate representative on the Board of Governors appointed by the President, and a Chairperson chosen by the first two (2) from among tenured members. If the first two (2) cannot agree upon a Chairperson within one (1) week, he/she shall be chosen by random selection by the Joint Administrative Committee from among tenured members, with each party having three (3) exclusions. Members of the Tenure Committee and applicants for tenure cannot serve on the Tenure Appeals Committee. Members of the Appeals Committee

may not have participated within the past eighteen (18) months in the preparation of recommendations for applicants whose appeals are to be reviewed.

If the member appointed by BUFA, the member appointed by the President, or the Chair selected by the other two members, or any combination thereof, is subsequently unable to serve, then those members of the Appeals Committee that have already been chosen shall remain in place. The member(s) unable to serve shall be replaced utilizing the same process as the appointment of the original member(s).

### **13.15**

The Tenure Appeals Committee shall utilize the procedures set out by the Manitoba Labour Relations Act, shall begin to hear appeals within one (1) week of their being entered, and shall normally make its decision within one (1) month of hearing the appeal. Witnesses shall give sworn testimony and are subject to cross-examination. Decisions shall be sent to the President for implementation, with copies to the appellants, Departments, the Chair of the University Tenure Committee, Deans/Directors, and the Union.

### **13.16**

If the Tenure Appeals Committee finds in favour of the appellant, and if the appeal was on the grounds:

- (a) that the decision of the President, or the recommendation of the University Tenure Committee was based on a misapprehension or misapplication of the criteria for tenure, or was otherwise arbitrary, capricious, discriminatory, or in bad faith, or
- (b) that the decision/recommendation was discriminatory (per Article 4), or
- (c) that the decision/recommendation violated the appellant's academic freedom (per Article 5),

then the Tenure Appeals Committee may overturn the decision of the President and offer a Tenured Appointment or grant a one (1) year extension of the probationary appointment. If the appeal was on any other grounds than those outlined in subsections (a), (b), or (c), of this Clause, then the Tenure Appeals Committee may not overturn the decision, but may order the appropriate procedures to be repeated.

### **13.17**

Reasonable costs associated with tenure and tenure appeals procedures will be borne by the Employer. Transcription services during meetings will not be provided.

## **ARTICLE 14: RETRENCHMENT**

### **14.1**

Retrenchment occurs when a reduction in members' salary costs is necessary for financial reasons.

### **14.2**

The President shall notify the Union in writing when he/she contends that, rigorous economies in all other segments of the budget having been exercised and all other practical means of alleviating the difficulty having been undertaken, financial constraints require a reduction in members' salary costs. He/she shall specify the amount of the reduction required and shall accompany the notice with all the budgetary information used in arriving at the retrenchment decision.

### **14.3**

Within two (2) weeks of such notice, the Union may challenge the contention that retrenchment is necessary, in which case the issue shall be submitted to a three-member Commission which shall advise the Board of Governors whether, and to what extent, the Commission considers retrenchment necessary. The Union shall name its appointee to the Commission in its challenge, the Employer shall name its appointee within three (3) days of that date, and the two (2) appointees shall name a mutually acceptable Chairperson within one (1) week of the Employer's appointment. If the appointees cannot agree upon a Chairperson, the Employer shall ask the Provincial Auditor to name one. The Commission shall report to the Board within four (4) weeks of the selection of the Chairperson.

### **14.4**

If retrenchment is necessary, there shall be negotiations between the Employer and the Union on methods of effecting it. These negotiations shall take into consideration the programme and curriculum needs of the Employer. Unless agreement is reached on other methods within twenty-one (21) days, Clauses 5 to 8 of this Article shall apply.

### **14.5**

If the financial exigency is in funding for the Projects, lay-offs will be restricted to the Project so affected. If the financial exigency occurs due to cutbacks in general University funding, lay-offs will be restricted to members supported by such funding.

### **14.6**

Members shall be laid off (in reverse order of seniority) in the order:



- (a) those on Term Appointments,
- (b) those on probation,
- (c) those on Tenured and non-probationary Continuing Appointments.

#### **14.7**

Members who are laid off shall receive a minimum of six (6) months written notice (or pay in lieu of notice) and severance allowance as determined below:

- (a) members on probation shall receive six (6) months salary;
- (b) members on Tenured and non-probationary Continuing Appointments shall receive twelve (12) months salary.

#### **14.8**

Members who have been laid off shall have their files maintained and shall be given the right of first refusal (in reverse order of lay-off) for a period of four (4) years to the appointment to any vacancy which may occur in their former Department and for which they are qualified, and shall be notified and encouraged to apply for any other vacancy which may occur in the University and for which they are qualified. It is the responsibility of the member to keep the University informed, via registered mail, of his/her whereabouts and to notify the Employer when he/she no longer wishes to be informed of vacancies.

### **Article 15: RETRENCHMENT OF MEMBERS EMPLOYED IN THE SPECIAL PROJECTS**

#### **15.1**

Retrenchment occurs when a reduction in members' salary costs is necessary for financial reasons.

#### **15.2**

The President shall notify the Union in writing when he/she contends that all practical means of eliminating the need for retrenchment having been taken, financial constraints require a reduction in members' salary costs. He/she shall specify the amount of the reduction required and shall accompany the notice with a report explaining the need for the retrenchment. The Union may examine the relevant documentation.

#### **15.3**

Within one (1) week of such notice, the Union may challenge the contention that retrenchment is necessary, in which case it will appoint two (2) members to a Joint Retrenchment Committee (J.R.C.). Within three (3) days of the Union appointment, the President shall appoint two (2) members to the J.R.C. The Committee will discuss whether retrenchment is necessary and, if

so, how it should be implemented. It will report back to its principals within three (3) weeks of its constitution.

#### **15.4**

Should the J.R.C. fail to come to agreement on the extent and method of the retrenchment, then the Employer shall determine which members shall be laid off, taking into account firstly, programme needs and secondly, seniority. Seniority shall be applied to members in reverse order in each of the following categories of appointment:

- (a) first, to those on term appointments,
- (b) second, to those on probation, and
- (c) finally, to those on tenured and non-probationary continuing appointments.

#### **15.5**

- a) Members on term or probationary appointments who are laid off, shall receive a minimum of six (6) months notice,
- b) Members on tenured or non-probationary continuing appointments who are laid off, will receive twelve (12) months notice.

#### **15.6**

Members who have been laid off shall have their files maintained and shall be given the right of first refusal (in reverse order of lay-off) for a period of four (4) years to the appointment to any vacancy which may occur in their former Department and for which they are qualified, and shall be notified and encouraged to apply for any other vacancy which may occur in the University and for which they are qualified. It is the responsibility of the member to keep the University informed, via registered mail, of his/her whereabouts and to notify the Employer when he/she no longer wishes to be informed of vacancies.

## **ARTICLE 16: REDUNDANCY**

#### **16.1**

Redundancy occurs when a position occupied by a member is declared unnecessary due to long-term changes in academic priorities, student enrolment patterns, or some such similar development.

#### **16.2**

The first step in such an occurrence is for the Senate to decide to curtail all or part of an existing academic programme and to so inform the Department affected.

#### **16.3**

The Department to be affected shall have the right to appeal to Senate prior to the implementation of any curtailment of a programme. Senate may confirm, reverse, or modify its original curtailment decision.

#### **16.4**

Appointments are distinct from positions: if a position has been declared redundant, it does not necessarily follow that the member appointed to that position will be the one affected.

#### **16.5**

Members to be affected by redundancy shall be identified by members of the Department which Senate has informed according to Clause 16.2 above. Identification shall be made using just and equitable procedures and shall be based upon the need for the member's professional skills, the criteria for granting tenure, and seniority.

#### **16.6**

The Department shall recommend the names of those members to be affected by redundancy to the Dean/Director.

#### **16.7**

The Dean/Director shall notify the affected members in writing.

#### **16.8**

Members identified by the processes above shall have the right of appeal.

#### **16.9**

Notice of intent to appeal must be received by the President within two (2) weeks of the Dean's/Director's notification to the member (Clause 16.7).

#### **16.10**

A separate Redundancy Appeal Committee shall be formed for each group of appellants from any single Department in any single declaration of redundancy. The Committee shall consist of five (5) members selected at random from a list of all tenured members. Individuals involved in declaring the redundancy and in identifying the members affected are not eligible to serve on the Appeal Committee. Their names, if drawn, shall be replaced by further random selections. If the Dean/Director and appellants agree to reject a name, it shall be replaced. The Dean/Director and the appellants may each reject three (3) names which shall be replaced. By 30 September of each year, the Secretary of the Board of Governors shall publish a list of members eligible to serve on Redundancy Appeal Committees and shall arrange and supervise the selection of members of the Committees.

#### **16.11**

The Committee shall hear the appeal within two (2) weeks of the notice of intent to appeal.

**16.12**

The appeal shall be in public within the University community unless both the appellant and the Dean/Director agree to its being held – in whole or in part – in camera.

**16.13**

The Committee shall elect its own Chairperson.

**16.14**

Both the appellant and the Dean/Director shall be permitted to appear with advisors at any stage in the proceedings and shall have the right to present and question evidence.

**16.15**

Minutes of the proceedings, including the names of witnesses heard, copies of evidence received, and decisions made, shall be available to members of the Committee and to the appellant and the Dean/Director.

**16.16**

The report of the Committee shall be sent to the President, with a copy to the appellant, and to the Union.

**16.17**

The President shall notify the affected member in writing at least twelve (12) months in advance that, unless the member obtains alternate employment under Clause 20 of this Article, her/his appointment shall terminate on August 31 next.

**16.18**

The President shall strike a Redeployment Committee consisting of two (2) members appointed by the Employer, two (2) members appointed by the Union, and a Chairperson who shall be one of the Senate's representatives to the Board of Governors elected by the Senate, unless those individuals are potentially affected, in which case the appointed members shall name a mutually agreeable Chairperson.

**16.19**

The Redeployment Committee shall make every effort to identify positions elsewhere in the University which affected members would be qualified to fill. Such efforts shall include consultation with Departments, Selection Committees, and Deans/Directors.

**16.20**

If the Redeployment Committee designates a vacant position which the affected member is qualified to fill, the Employer agrees to offer the position to the member. Moreover, the Committee may recommend that a position be offered to an affected member if it feels that, after a re-training period of up to twelve (12) months, the member would be qualified for the position. The member's salary would be continued during the training.

#### **16.21**

The Redeployment Committee shall meet within one (1) month of the President's notifying the member (Article 16.17) and shall arrive at a decision within two (2) months of its first meeting.

#### **16.22**

If an affected member who holds a Probationary, Tenured, or Continuing Appointment is not offered or does not accept redeployment, he/she shall be entitled to a severance allowance of six (6) months salary and an additional three (3) months salary for each year of service to Brandon University beyond the first year to a maximum severance allowance of twelve (12)

months salary. Members may choose to receive their severance allowance in a lump sum, or in equal monthly installments, or in a manner mutually acceptable to the member and the Employer.

## **ARTICLE 17: Redundancy for Members Employed in the Special Projects**

#### **17.1**

Redundancy occurs when a position occupied by a member is declared unnecessary due to long-term changes in academic priorities, student enrolment patterns, or some such similar development.

#### **17.2**

If the Employer declares a position redundant, thus necessitating the lay-off of a member, and if there are two (2) or more members occupying similar positions such that a decision must be made as to which member is to be laid off, then members shall be laid off (in reverse order of seniority) in the order:

- (a) those on term appointments,
- (b) those on probation,
- (c) those on tenured and non-probationary continuing appointments.

Once the Employer has determined which member is to be laid off, that member shall be notified by the President, in writing, with a copy to the Union. A member shall be given not

less than twelve (12) months notice if s/he has more than six (6) years service, and s/he shall be given not less than six (6) months notice if s/he has six (6) or less years service.

### **17.3**

If a member receives a notice of lay-off under this Article and if the member objects, asserting either:

- (a) no lay-off is necessary as the position is not redundant, or
- (b) lay-off is necessary, but another member should be the one laid off,

then the member may inform the President in writing of his objection. Such notice must be received by the President within fourteen (14) days of the receipt by the member of the notice of lay-off. In the event that the President receives such an objection within the prescribed time limit, the matter will be referred to a Committee composed of two (2) members appointed by the Union, two (2) members appointed by the President and a Chairperson chosen by the four (4) appointees from among Brandon University's Professors and Professional Associate IVs. If these four (4) cannot agree upon a Chairperson within one (1) week, s/he shall be chosen by random selection from among the Professors and Professional Associate IV's, with each party having three (3) exclusions. A member whose position has been declared redundant shall not be eligible to be a member of this Committee. In addition, individuals involved in declaring the redundancy and in identifying the members affected are not eligible to serve on the Appeals Committee.

### **17.4**

The Committee will decide whether the position referred to by the Employer in its declaration is, in fact, redundant and, if so, which member shall be laid off. The Committee's decision shall be sent to the President for implementation, with copies to the member who received notice under Clause 17.2 (above), and to the Union.

### **17.5**

This procedure replaces grievance and arbitration for matters dealt with under this Article. Article 6 does not apply to Redundancy in the Special Projects. The decision of the Committee described in Clauses 17.3 and 17.4 (above) shall be final and binding on both Parties and the member affected.

### **17.6**

The Committee shall hear the appeal within two (2) weeks of the notice of intent to appeal.

### **17.7**

The appeal shall be in public within the University community, unless both the appellant and the President agree to its being held – in whole or in part – in camera.

### **17.8**

Both the appellant and the President shall be permitted to appear with advisors at any stage in the proceedings and shall have the right to present and question evidence.

### **17.9**

Minutes of the proceedings, including the names of witnesses heard, copies of evidence received, and decisions made, shall be available to members of the Committee and to the appellant and to the President.

### **17.10**

If the decision is that a member is to be laid off, then the President shall establish a Redeployment Committee upon the request of the member declared redundant, consisting of two (2) members appointed by the Employer, two (2) members appointed by the Union, and a Chairperson who shall be the Senate's representative to the Board of Governors elected by the Senate, unless those individuals are potentially affected, in which case the appointed members shall name a mutually agreeable Chairperson.

### **17.11**

The Redeployment Committee shall make every effort to identify within the Bargaining Unit, positions elsewhere in the University which affected members would be qualified to fill. Such efforts shall include consultation with Departments, Selection Committees, and Deans/Directors.

### **17.12**

If the Redeployment Committee designates a vacant position within the Bargaining Unit which the Employer intends to fill, then the Employer agrees to consider the member for the position with the governing factors being qualifications by rank and seniority; that is, if there were two (2) applicants with equal qualifications, then the applicant with the greatest seniority at Brandon University would be offered the position first. The Employer further agrees that the member will be considered as a applicant if a retraining period of up to twelve (12) months would enable the member to become qualified for the position. The member's salary would be continued during the retraining period. If the member leaves the employment at Brandon University within one (1) year after the retraining period, then the amount of salary paid to the member during the retraining will be paid by the member to the Employer.

### **17.13**

The Redeployment Committee shall meet within one (1) month of the notification as per Clause 17.2, or if the decision is appealed and the decision is upheld, then the Redeployment Committee must meet within one (1) month of the notification to the President and the Union as per Clause 17.4.

### **17.14**

If an affected member who holds a Probationary, Tenured, or Continuing Appointment is not offered, or does not accept redeployment, he/she shall be entitled to a severance allowance of one (1) month's salary for each year of service to Brandon University beyond the first year, to a maximum severance allowance of twelve (12) months salary. Members may choose to receive their severance allowance in a lump sum or in equal monthly installments, or in a manner mutually acceptable to the member and to the Employer.

## ARTICLE 18: TERMINATION OF APPOINTMENT

The employment of members may be terminated in one of the following ways:

1. By retirement. A member who retires before or after her/his normal retirement date as provided in the Brandon University Pension Plan, shall give the Employer six (6) months notice in writing. The notice period may be waived by mutual agreement of the member and the Employer.
2. By resignation. A member who resigns shall give the Employer six (6) months notice in writing. The notice period may be waived by mutual agreement of the member and the Employer.
3. On expiration of a Term Appointment.
4. On expiration of a Probationary Appointment following non-granting of tenure according to the provisions of Article 13.
5. On expiration of the probationary period of a Continuing Appointment following recommendation of the Department.
6. Following Lay-off in accordance with the provisions of Article 14. Members who are laid off are eligible for call-back in accordance with the provisions of that Article.
7. Following completion of the procedures of Article 15.
8. In accordance with Article 20.18
9. After 720 continuous days of sick leave, if the member is not eligible for benefits under the Long Term Disability Plan.
10. By dismissal:
  - (a) Members may be dismissed only for just and reasonable cause such as, but not limited to, gross professional misconduct, persistent neglect of professional duty or gross incompetence.
  - (b) Criticism of the University or a controversial stand on public issues does not constitute just and reasonable cause.
  - (c) Personality conflict or incompatibility does not constitute just and reasonable cause.
  - (d) When the President feels there may be grounds for dismissal on the basis of persistent neglect of duties, s/he shall give the member due warning, pointing out the gravity of the situation and warning of the possibility of dismissal if the problem is not corrected. Such warning shall be in writing, shall specify the particulars which could lead to notice of dismissal, and shall be effective for a fixed and reasonable time period.
  - (e) The dismissal notice to the member shall contain a statement of the grounds for dismissal and shall specify the effective date of dismissal, which shall not be less than fifteen (15) working days from the date the notice is sent. From the date the notice is sent, the member may be suspended from all duties with or without pay.
  - (f) If a formal grievance is not presented within the fifteen (15) working day notice period, the member's employment terminates effective the date of dismissal. If a dismissal involving suspension from duties without pay results in a grievance that reaches arbitration, and if the arbitration board finds that insufficient or no cause for dismissal exists, the board shall award, at a minimum, all back pay and benefits, with interest.



## **ARTICLE 19: PERSONNEL FILES**

### **19.1**

Data pertaining to the employment of a member will be placed in an official Personnel File in the Human Resources Office. The data may include the usual pre-employment materials (e.g., college transcripts, letters of application, curriculum vitae, letters of reference), evaluation and observation reports, correspondence, copies of materials reflecting professional development and achievements, copies of materials reflecting the member's salary history, and such other materials as the Employer deems appropriate. It is the member's responsibility to ensure that her/his file in Human Resources is updated periodically.

### **19.2**

References to voluminous and/or bulky materials may be substituted for the originals by the University. The member must be notified of any such substitution.

### **19.3**

No anonymous material, except for the results of mutually agreed evaluation procedures, shall be kept by the Employer concerning any member.

### **19.4**

Deans/Directors and the Vice-President (Academic & Research) may maintain working files, a list of which will be included in the personnel file.

### **19.5**

Each member or his/her duly authorized representative shall have the right of access to her/his official file and working files, with the exception of confidential information therein, during regular office hours and upon written request to the President. For the purposes of this Article, "confidential information" means only signed letters of reference solicited at the time of appointment (unless the authors have provided written authorization for their release to the individual).

### **19.6**

A member may be required to produce identification to gain access to his/her file.

### **19.7**

Personnel files may not be removed from the Human Resources Office, nor working files from their respective repositories.

### **19.8**

The member shall have the right to have included in his/her file his/her written comments on the accuracy or the meaning of any of the contents of his/her personnel file, and to add any documents to the file that he/she deems relevant. A member shall have the right to have

removed from his/her personnel file any material which he/she can show is false, unsubstantiated or not related to work performance. Any disputes between the member and the Employer on the removal of material from the member's file will be referred to the Joint Administrative Committee for resolution.

#### **19.9**

The member, upon written request to the President and at his/her own expense, may obtain one (1) copy of each document to which he/she has the right of access.

#### **19.10**

Access to a member's file shall be restricted to the member or his/her duly authorized representative and to duly authorized officers of the Employer.

#### **19.11**

The Employer agrees not to release any information from a member's file except when required by law, and in any case, without the member concerned having the opportunity to verify the information before it is released.

#### **19.12**

The Employer agrees not to release any information from a member's file to any person, agency, body, or institution other than Statistics Canada unless:

- (a) The agency is covered by legislation and safeguards comparable to that of Statistics Canada, or
- (b) If such legislation is not in existence, without prior written consent of the member.

## **ARTICLE 20: VACATION AND LEAVE**

### **20.1 Vacation**

"Vacation" is defined as that period of time when a member need not be engaged in appropriate professional activity.

### **20.2**

Members on full-time appointments shall receive an annual vacation of six (6) weeks inclusive of the designated vacation days, plus one additional day, between Christmas and New Year's as determined and announced by Human Resources each year.

### **20.3**

Members on part-time appointments shall receive a vacation which is prorated.

#### **20.4**

A member shall schedule her/his vacation period by mutual agreement with his/her Department, subject to the approval of the Dean/Director before the vacation is taken. Such approval shall not be unreasonably withheld. Negative decisions shall be in writing and include reasons. All members, including Instructional Associates, shall be entitled to take their vacations for an uninterrupted period [namely five (5) or six (6) consecutive weeks].

#### **20.5**

There will be no carry-over of vacation from one calendar year (January – December) to the next. Members do not have the option of receiving pay in lieu of vacation.

#### **20.6 Holidays**

The following days shall be considered holidays:

New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any other day so proclaimed by the Federal, Provincial, or University authorities.

#### **20.7**

When any of the aforementioned holidays falls on a Saturday or Sunday, the President or her/his designate shall substitute another working day as the holiday. The President or his/her designate shall declare by March 1<sup>st</sup> the day the holiday(s) is (are) to be observed as a paid holiday for all members.

#### **20.8**

A member will not receive additional remuneration in the event he/she chooses to work on a holiday.

#### **20.9**

Regularly scheduled classes will not be held on a holiday, and only essential services will be provided by the Employer.

#### **20.10 Leave of Absence**

Upon the request of the member and on the recommendation of the Dean/Director, a member may be granted leave of absence without pay.

#### **20.11**

The letter authorizing the leave of absence without pay shall indicate the years accredited towards sabbatical leave at the commencement and at the completion of the leave. A member who takes a leave which has been declared not to be time toward Sabbatical Leave may not

subsequently grieve the declaration. Members on leave of absence who are engaged in activities covered by their qualifications by rank or job description shall receive salaries on return which include the total increases granted whilst they were on leave. Other members on return from such leave shall receive scale increases. A member's time on leave of absence shall be counted as time to seniority.

## **20.12**

A member on leave of absence shall be entitled, but not required, to maintain membership in the benefit plans from time to time in force, subject to the terms of the individual plans. The Employer is not required to maintain payments in such plans. The member's superannuation rights accrued prior to the date of the leave shall not be affected.

## **20.13 Court Leave**

A member served with a document requiring him/her to appear as a witness during court proceedings or to serve jury duty shall be paid the difference between his/her regular full salary during such leave and any sum paid him/her for such jury or witness duty.

## **20.14**

The Employer may require the member to furnish the document which requires her/him to appear as a witness or summons requiring him/her to appear for jury duty before making any payment under this Article.

## **20.15 Compassionate Leave**

It is recognized that certain emergencies may arise in a member's personal or family life which may require her/his absence from the University. The member shall request compassionate leave from his/her Dean/Director for a specified period of time. Such leave shall not be unreasonably refused. Compassionate Leave shall be at full salary and benefits.

## **20.16**

### **20.16.1 Sick Leave**

Members who are unable to carry out their duties because of illness, including psychoneurotic disorders or behavioral disorders, shall be entitled to full salary and benefits for up to one hundred and eighty (180) continuous calendar days. If the member returns to work for up to thirty (30) continuous calendar days and then goes on sick leave again for the the same illness as that which caused the original absence, the time away from work shall count to the one hundred and eighty (180) day total. At the conclusion of the one hundred and eighty (180) days, benefits to which the member may be entitled under the Long Term Disability Plan come into effect. Members shall notify their Deans/Directors and Department Chairpersons of their absence and its probable duration as soon as is reasonably possible. Members may be required to submit a medical certificate to cover illnesses which cause more than five (5) working days absence.

### **20.16.2 Employee Assistance Program**

The Parties recognize that most human problems can be dealt with successfully, provided they are identified during the early stages and referral is made to an appropriate helping resource. The Parties also recognize that to the extent that some problems may influence work performance, they are a legitimate concern of both the Administration and the Union. As a reflection of this recognition, the Parties have undertaken to utilize the services of the provincial Employee Assistance Program or equivalent, as appropriate and when available. Recognizing the desirability of having a coherent policy for dealing with unsatisfactory work performance brought about by any of the foregoing, the Parties agree that the following process should be initiated if the Dean/Director to whom a member is responsible feels that the member's work performance is unsatisfactory.

- 1) The Dean/Director will discuss the member's work performance with the member. This interview serves to establish the fact that the Dean/Director is aware of deteriorating job performance and expects the employee to resolve any problems that may be affecting ability to perform assigned duties as defined by the Collective Agreement. This meeting may be held with or without Union representation.
- 2) If, in the opinion of the Dean/Director, the problem persists, a second interview may be held in which the Dean/Director will again point out the deficiencies in job performance and urge the member to seek help if this seems appropriate. This meeting shall be conducted with a Union representative in attendance.
- 3) If, in the opinion of the Dean/Director, the member has still not taken the necessary action to bring his/her job performance up to an acceptable level, a third interview will be held with a Union representative in attendance. At this time, an appointment will be made for the member with the appropriate professional(s) specified by the Parties. Further, such professional(s) may specify a program of treatment, counselling, etc. for a member and participation in this program will be mandatory. Failure to keep the appointment with the doctor specified, or to participate in the treatment program outlined, will result in normal disciplinary action being taken under the terms of the Collective Agreement. This action may include the initiation of dismissal procedures. If, however, the member follows the prescribed program, the Employer will continue to pay the member's salary for a reasonable period of time while the member is engaged in treatment and will allow a reasonable period of time for the member's job performance to return to a satisfactory level.

The Parties agree that the foregoing procedures are not disciplinary in nature and that an employee's job security, evaluations and promotional opportunities are not jeopardized by his/her request (or that of the Dean/Director) for diagnosis and treatment.

The Parties recognize that the foregoing procedures will not be applicable in all cases of unsatisfactory job performance and thus the completion of the aforementioned steps is not required prior to any disciplinary action being taken under the Collective Agreement. On the other hand, where these procedures are appropriate and applied accordingly, the provisions of the Collective Agreement still apply and any disciplinary action taken must be in accordance therewith. The Parties hope, however, that where they are appropriate these procedures will result in persons obtaining the necessary help needed to again function as valuable members of the Brandon University community.

## **20.17 Political Leave**

It is appropriate that members run for election for municipal office, for the Legislature, or for Parliament. A member is entitled to four (4) weeks paid leave in the period from the issuance of the writ to the election itself to participate as a applicant for election to the Legislature or Parliament. He/she is expected to arrange the leave with his/her Dean/Director with as little dislocation as possible to the functioning of his/her Department.

#### **20.18**

If elected, the member shall be granted leave of absence for the term of office. Should he/she be elected for subsequent terms in the Legislature or Parliament that extend beyond six (6) years, then after the sixth (6<sup>th</sup>) year, his/her appointment and leave terminate, but he/she shall be given a priority position for the first opening in his/her area of competence.

#### **20.19**

During the period of his/her leave as an elected representative, a member shall be entitled to the normal rights of leave such as the right to continue to make payments to the pension plan (although not to claim payments from the Employer), and to continue to make his/her own contributions for any other benefit plans as well, as per the terms of the pension and other benefit plans.

#### **20.20**

These conditions ought to be looked upon as being minimum conditions and ought not to preclude the possibility of making other mutually acceptable arrangements, as, for example, arrangements for part-time teaching where it is practicable.

#### **20.21 Special Leave**

Special leave is leave granted by the Employer with full or partial pay and which is not dealt with by other Clauses of this Article. This Clause provides the necessary flexibility to allow consideration of all applications for leave, as, for example, applications by Instructional Associates for study leave. The conditions of special leaves will be agreed to by the member, the Employer and the Union after consultation with the Dean/Director and the Department concerned. A member who has taken a special leave is under an obligation to return to Brandon University for a period equal in length to the duration of the special leave or to reimburse the University an amount equal to her/his salary while s/he was on leave. This requirement may be waived by mutual agreement of the member and the Employer.

#### **20.22**

Leave granted under Article 20.21 shall be accompanied by a statement as to whether the leave period is declared by the Employer to be for the same purpose as sabbatical leave as defined in Article 20.24. If the special leave is declared to be for the same purpose as sabbatical leave, the member's accumulated years of service accredited toward sabbatical leave at the completion of the special leave shall be nil. If the special leave is not declared to be for the same purpose as sabbatical leave, the years accredited toward sabbatical leave at the completion of the special leave will be the years accredited toward sabbatical leave at the commencement of the leave. A member who takes a special leave which has been declared to be for the same purpose as sabbatical leave, may not subsequently grieve the declaration.

Members on special leave shall receive annual salaries on return which include the total increases granted whilst they were on special leave. When the Employer grants a special leave, the number of sabbatical leaves granted as per Article 20.28(a) shall not be reduced.

### **20.23 Maternity and/or Parental Leave**

A member, who qualifies under the Manitoba Employment Standards Code, is eligible for maternity and/or parental leave as per the provisions of the Manitoba Employment Standards Code.

A member on maternity and/or parental leave may elect to defer contractual decisions (e.g. re-appointment, tenure, etc.) by an equivalent period of time, and shall so advise the Dean/Director by written notice.

Nothing in this article shall prevent a member from claiming sick leave for absences from work due to illness.

The parties agree that the provisions of this article shall be no less than those in the Manitoba Employment Standards Code and the Federal Employment Insurance Act as may be amended from time to time.

The purpose of parental leave is to provide time off for childcare that is necessitated by the birth or adoption of a child. There shall be one total period of parental leave, with or without allowance, per pregnancy or adoption such that the total period of parental leave is not greater than thirty-seven (37) continuous weeks. When both parents are members, this period may be taken wholly by one or shared between the two eligible parents.

A member who takes Maternity Leave and Parental Leave shall take them in one continuous period unless the member and the Employer otherwise agree. A member's parental leave shall end no later than thirty-seven (37) weeks after it began, assuming the parental leave is not being shared between the parents, and commence not later than the first anniversary of the date on which the child is born or adopted or comes into the care and custody of the member. However, a member may end her/his parental leave earlier by giving written notice to the Dean/Director at least two (2) weeks or one (1) pay period, whichever is longer, before the day the member wishes to end the leave.

Upon return to work, a member who has taken leave(s) under this Article shall resume his/her position, unless otherwise agreed to by the parties and assuming the member's employment contract date has not expired, with her/his full regular bi-weekly salary and benefits as provided under this Collective Agreement.

#### **20.23.01 Maternity Leave Allowance**

In order to qualify for Maternity Leave Allowance during maternity leave, a pregnant member must qualify for Maternity Leave in accordance with the provisions of the Manitoba Employment Standards Code and:

- i) hold a continuing, probationary, or tenured appointment, or a term appointment for more than one (1) year, and

- ii) have completed at least seven (7) consecutive months of employment with the University, with an appointment of at least fifty percent (50%) of a normal workload, immediately prior to the date on which the proposed leave commences; and
- iii) submit a written notice to the Dean/Director prior to the commencement of the academic term during which the leave is to occur and at least four (4) weeks prior to the commencement of the leave (such notice period being alterable by mutual agreement and inapplicable if the member stops working because of complications caused by pregnancy or because of birth, still birth, or miscarriage); and
- iv) provide the Dean/Director with a medical certificate from a duly qualified medical practitioner certifying that the member is pregnant and specifying the estimated date of delivery; and
- v) provide Human Resources with proof that she has applied for, and is eligible to receive, Employment Insurance maternity benefits.

The member is required to return to work upon the expiration of the maternity leave (or after parental leave, if applicable) for an equivalent period to the leave taken. The member shall be required to sign an agreement acknowledging that failure to return to work for the time period specified shall result in a requirement for repayment of the allowance received during the leave, on a pro-rated basis, unless waived by mutual agreement. In the case of a member holding a term appointment, the Maternity Leave Allowance paid by the University to the member, as specified below, shall terminate as of the expiration date of said contract, and the requirement to return to work following the expiration date of said contract shall be waived by the University.

During the period of Maternity leave, the member who qualifies shall receive an allowance from the University calculated as follows:

- i) for the first two (2) weeks, one hundred percent (100%) of the member's actual bi-weekly salary immediately prior to the commencement of the leave, and
- ii) for up to a maximum of fifteen (15) additional weeks, an amount equal to the difference between the Employment Insurance (EI) benefits received by the member and one hundred percent (100%) of the member's actual bi-weekly salary immediately prior to the commencement of the leave.

Contributions to the University Retirement Plan and group benefit plans shall be continued by the University and the member throughout the period that the member is in receipt of Maternity Leave Allowance from the University, on the basis of one hundred percent (100%) of the member's actual salary, or amended salary in the case of an amended appointment, immediately prior to the commencement of the leave. The period of leave shall count as credited service in the calculation of pension benefits. The member's contributions shall be deducted from the Maternity Leave Allowance paid by the University to the member.

### **20.23.02 Parental Leave Allowance**

A member who has been granted maternity leave with allowance prior to the parental leave is not eligible for parental leave with allowance. A member who has been granted a maternity leave without allowance immediately prior to the parental leave and where the other parent is a member who qualifies for parental leave with allowance, as indicated below, the Members may share the period of parental leave with allowance.

Only one parental leave with allowance period, per pregnancy or adoption, will be granted if both parents are members and if both members are qualified.



In order to qualify for Parental Leave Allowance during parental leave, a member must qualify for Parental Leave in accordance with the provisions of the Manitoba Employment Standards Code and:

- i) hold a continuing, probationary, or tenured appointment, or a term appointment for more than one (1) year, and
- ii) have completed at least seven (7) consecutive months of employment with the University, with an appointment of at least fifty percent (50%) of a normal workload, immediately prior to the date on which the proposed leave commences; and
- iii) submit a written notice to the Dean/Director prior to the commencement of the academic term during which the leave is to occur and at least four (4) weeks prior to the commencement of the leave (such notice period being alterable by mutual agreement if the child comes into the custody, care, and control of the member sooner than expected); and
- iv) provide the Dean/Director with evidence of the commencement/completion of legal proceedings leading to/resulting in adoption, and a statutory declaration that the member is the primary caregiver of the child, if applicable; and
- v) provide Human Resources with proof that he/she has applied for, and is eligible to receive, Employment Insurance parental benefits.

The member is required to return to work upon the expiration of the parental leave for an equivalent period to that during which the member received parental leave allowance from the University. The member shall be required to sign an agreement acknowledging that failure to return to work for the time period specified shall result in a requirement for repayment of the allowance received during the leave, on a pro-rated basis, unless waived by mutual agreement. In the case of a member holding a term appointment, the Parental Leave Allowance paid by the University to the member as specified below shall terminate as of the expiration date of said contract, and the requirement to return to work following the expiration date of said contract shall be waived by the University.

During the period of Parental leave, the member who qualifies shall receive an allowance from the University calculated as follows:

- i) for up to a maximum of ten (10) weeks, an amount equal to the difference between the Employment Insurance (EI) benefits received by the member and one hundred percent (100%) of the member's actual bi-weekly salary immediately prior to the commencement of the leave, and
- ii) if EI determines that there will be a two (2) week waiting period before EI parental benefits begin, the Member's parental leave allowance during the two (2) week waiting period shall be one hundred percent (100%) of the member's actual bi-weekly salary immediately prior to the commencement of the leave and therefore the maximum period of parental leave with allowance shall be two (2) weeks greater than specified in i) above.

Contributions to the University Retirement Plan and group benefit plans shall be continued by the University and the member throughout the period that the member is in receipt of Parental Leave Allowance from the University, on the basis of one hundred percent (100%) of the member's actual salary, or amended salary in the case of an amended appointment, immediately prior to the commencement of the leave. The member's contributions shall be deducted from the Parental Leave Allowance paid by the University to the member. The period of leave shall count as credited service in the calculation of pension benefits.

### **20.23.03 Federal Employment Insurance Benefits**

In the event that the Federal Employment Insurance Act, or the equivalent, should cease to provide benefits for maternity or parental leaves; all provisions of Article 20.23 shall continue to apply, except as specifically changed by the following:

- i) to qualify, otherwise qualified members shall not be required to provide proof that he/she is eligible to receive Employment Insurance Benefits;
- ii) the qualified member shall be entitled to receive Maternity or Parental Leave Allowance from the Employer for a maximum of twelve (12) weeks; and
- iii) the Maternity Leave Allowance shall be one hundred percent (100%) of the member's actual bi-weekly salary just prior to the commencement of the leave.

### **20.24 Sabbatical Leave**

Sabbatical leave is a benefit provided to enable members to maintain their effectiveness as teachers, scholars, and professionals. A sabbatical leave is for the purpose of scholarly and creative activity and/or of professional development, to the benefit not only of the leave-taker, but also of the Employer and of the academic community in general.

### **20.25**

Eligible members requesting a sabbatical leave shall make application in writing to the Dean/Director as follows:

- i) if a Member wishes to apply for a sabbatical to start any time between 1 July 2013 and 30 June 2014, s/he must apply before 1 March 2012.
- ii) if a Member wishes to apply for a sabbatical to start any time between 1 July 2014 and 30 June 2015, s/he must apply before 1 March 2013.
- iii) if a Member wishes to apply for a sabbatical to start any time between 1 July 2015 and 30 June 2016, s/he must apply before 1 March 2014.
- iv) If a Member wishes to apply for a sabbatical to start any time between 1 July 2016 and 30 June 2017, s/he must apply before 1 March 2015.

### **20.26**

The application shall include a summary of scholarly and professional activities undertaken by the member during her/his most recent leave (see Article 20.34) as well as a detailed statement of plans (namely goals and objectives, methodology and expected outcomes of the research proposed) for the entire period of the sabbatical leave and shall indicate the benefits which shall accrue to the applicant, to the institution, and to the academic community. Applications shall be submitted on the appropriate form.

### **20.27**

The Department of the applicant shall meet with the applicant and make a recommendation based on Article 20.24 by April 1. The Dean/Director shall meet with the applicant and forward the application, the Department's recommendation, and his/her own recommendation to the President, by April 15.

### **20.28**

- (a) The Employer shall provide paid Special Leaves and Sabbatical Leaves for a full year for thirteen (13) members (or equivalent) in any one (1) year, provided that there are that many members entitled to such leave under the provisions of this Article. For the members employed in the Special Projects, the Employer shall provide paid Special Leaves and Sabbatical Leaves for a full year for one (1) member (or equivalent) in any one (1) year, provided there is (are) member(s) entitled to such a leave under the provisions of this Article.
- (b) Members will be permitted to apply for a sabbatical over a two-year period. In that event, seniority toward a future sabbatical shall be counted from the time of return from the second half of the sabbatical, but shall include the period of service between the two sabbatical halves.
- (c) A member may opt to apply for a one-half (1/2) sabbatical leave after six (6) years of service. Should this option be approved, the member shall be entitled to receive one hundred percent (100%) of salary and benefits. If this option is taken, the member will be deemed to have received the equivalent of a full sabbatical.

### **20.29**

Ordinarily, no more than one (1) member from a Department of four (4) or fewer eligible members, two (2) members from a Department of five (5) to nine (9) eligible members, three (3) members from a Department of ten (10) to fourteen (14) eligible members, and four (4) members from a Department of fifteen (15) or more eligible members shall be on paid leave other than sick, compassionate, or maternity leave at any one time. The Employer may permit these quotas to be exceeded.

### **20.30**

If necessary, members shall defer their sabbatical leaves in order to meet the requirements of Articles 20.28 and 20.31. Members shall defer leaves in the order:

- (a) those who were last on sabbatical or similar (as defined in Articles 20.22 and 20.24) leave, and if (a) does not solve the problem, then
- (b) those with the least seniority.

### **20.31**

Members who defer their sabbatical leave in order to meet the requirements of Article 20.28 or 20.29, shall not forfeit the leave credits which they have accumulated. The excess service due to the application of Article 20.28 or 20.29 shall be credited against a subsequent sabbatical leave.

### **20.32**

The President shall submit his/her decisions to the Board of Governors for ratification and shall inform the applicants by 31 May. Refusals shall be accompanied by reasons.

### **20.33**

Once leave has been granted, it is expected that it will be taken. Only under extraordinary conditions may the applicant cancel the leave by notifying the Dean/Director at least eight (8) months prior to the commencement of the leave. It is the responsibility of the member to notify the Dean/Director in writing of any changes in plans and to consult with the Dean/Director on these changed plans.

#### **20.34**

A member shall submit to her/his Dean/Director within one (1) month after his/her return from sabbatical leave a full written account of the scholarly and professional activities undertaken during that leave. This report shall indicate how the statement of plans submitted in accordance with Articles 20.26 and 20.33 have been or shall be realized. This report and scholarly and creative activities [as defined by Article 8.2 (c)] during the sabbatical or during the period following the sabbatical shall be taken into account by the Dean/Director and the Department in evaluating applications for a subsequent sabbatical leave.

#### **20.35**

A member who has taken a sabbatical leave is under an obligation to return to Brandon University for a period equal in length to the duration of the sabbatical leave or to reimburse the University an amount equal to his/her salary while he/she was on leave. This requirement may be waived by mutual agreement of the member and the Employer.

#### **20.36**

Tenured members are eligible for a full sabbatical leave after six (6) years and for a half sabbatical leave after three (3) years of service at Brandon University. Service to be counted as time towards a sabbatical must be uninterrupted by a sabbatical or by any other leave declared by the Employer to be for the same purpose as sabbatical leave. A member shall be entitled to count similar previous service at any recognized university toward a first sabbatical leave at Brandon University (excluded service includes, but is not limited to, sessional appointments and graduate teaching assistantships). Such service shall be counted two (2) years elsewhere as one (1) year at Brandon University to a maximum of two (2) years toward a full sabbatical leave and one (1) year toward a half sabbatical leave and shall be stipulated in the original letter of appointment. The excess service due to the application of Article 20.28 or 20.29 shall be counted as accumulated service towards sabbatical.

#### **20.37**

A full sabbatical leave shall be from 1 July to 30 June next and a half sabbatical leave from either 1 July to 31 December next or 1 January to 30 June next or as agreed by the Employer and the member.

#### **20.38**

A member's salary while on sabbatical leave shall be eighty percent (80%) of his/her annual salary in effect during the sabbatical period, or as calculated based on Article 7.12(s) for those members on amended appointment, with the Employer continuing benefit payments at base salary rates [however, see Article 20.28 (c)].

### **20.39**

If (a) a member's sabbatical salary, plus (b) other income arising out of the sabbatical leave, exceeds (c) his/her base salary at Brandon University plus reasonable travel and additional living costs for himself/herself and his/her dependents, then the Employer shall reduce (a) until  $a+b=c$ . Any monies recovered under this Clause shall be dedicated to research at Brandon University.

### **20.40**

A member may apply to receive part of her/his salary as a research grant.

### **20.41**

A member going on sabbatical leave shall be encouraged to apply for financial assistance from external sources. Entitlement to leave, however, shall not be dependent upon receiving such assistance.

### **20.42**

Members on sabbatical or special leave shall not participate in Brandon University activities (for example, university committee work, Pension Trustees Committee responsibilities, teaching on a sessional basis) other than those for which the sabbatical was given. However, if the member's Department requires a decision which is of importance to the member, including recommendations on workload, parts of the program affecting the member's teaching workload, selection of a departmental chair, selection committees for appointments in the member's department (term or probationary positions) and others as determined by the Department, and the member is available, the member may attend meetings called for that purpose.

Should the member not be available locally, he/she may participate as a non-voting member of the selection committee. For all other matters identified above, he/she shall be requested to participate and vote by mail or e-mail on important decisions. Every reasonable effort shall be made to notify the member at least one week in advance of such decisions.

## **ARTICLE 21: COPYRIGHT**

### **21.1**

The Employer acknowledges that it has no interest in the sense of ownership or part ownership in any printed work, lecture notes, work of art, computer programme, or recorded work (for the purposes of this Article "recorded work" means any recording, whether audio or video, made by means of tape, film, phonograph, kinescope, software or other similar medium and including any notes or other matter which accompany the medium) of a member unless special arrangements have been made with the member. Such special arrangements can only be made by completing the Copyright Licence Agreement in Appendix E. Entering into such special arrangements shall not be a condition of employment, except for those external sessional appointments [Article 7.13 (b)] made for the purpose of developing courses for distributed/distance delivery. The Union shall be notified of any such external sessional appointments.

## **21.2**

The completion of a Copyright Licence Agreement supersedes all provisions of this Article.

## **21.3 Internal Use of Recorded Works**

The internal use, including distance delivery, of any recorded work produced by a member shall be under his/her control. If the production of the work was funded directly by the Employer or was produced using University facilities at substantially below local commercial rates, the member shall not be reimbursed in addition to his/her ordinary salary for its use in any credit course which is part of his/her regular teaching load. Payment for all other internal use of his/her recorded work shall be at rates agreed by the Parties.

## **21.4**

The in-house use of recorded works shall not constitute part or all of the justification by the Employer for any reduction in the complement of the Department of the member who produced the material and shall not constitute part or all of the justification for any lay-offs or terminations of contract.

## **21.5 External Use of Recorded Works**

External use of recorded works shall be subject to the agreement of the Employer, which agreement shall not be unreasonably withheld. Unless otherwise agreed by the Parties, all rents and other proceeds from the use outside the University of recorded works (except that separately contracted for) shall, after deducting the expenses incurred in that particular use of the recorded material (but not including production costs), be distributed forty percent (40%) to the Employer and sixty percent (60%) to the member. The amount of rent and fees for such external use shall be established by agreement between the Parties.

## **21.6**

Producers and other members of the audio-visual production staff in their role as producers have no rights over recordings produced by them on behalf of the Employer.

## **21.7**

The Employer shall store all recorded works which were made by a member for use at the University and shall exercise reasonable care to ensure that such works are not damaged, erased, or copied without the authorization of the member. The Employer retains ownership of the stock on which the recorded work was made. The member may acquire the work by replacing the stock.

## **21.8**

The Employer shall not erase, copy, amend, edit, use, or permit the use of a member's recorded work without the written permission of the member.

## **21.9**

Whenever the Employer or member uses the recorded material, all reasonable steps shall be taken to ensure that those to whom the recorded material is shown or played are aware of the identity of the Employer and of the member.

## **21.10**

If the member believes that the recorded work is unsatisfactory for use due to dating or some other good reason, he/she may amend it or may require its use to be withheld.

## **21.11 Severability of Recorded Works**

Where more than one member have an interest in a recorded work, any member may obtain exclusive interest in the work by paying to the others a sum to be agreed among them, in which event the others shall have no further interest in that recorded work.

## **21.12**

Where more than one member have an interest in a recorded work, each member may exercise her/his rights under this Article with respect to his/her contribution, provided that it is severable.

## **21.13**

A contribution is severable for this purpose if it could be erased without destroying the value of the other contributions to the same recorded work or if it could be replaced in the work by another contribution by someone else.

## **21.14 Estates**

If a member's appointment with the Employer is suspended or terminated, his/her rights under this Article shall continue during his/her lifetime.

## **21.15**

When a member or former member dies, his/her estate shall retain all of his/her rights under this Article.

# **ARTICLE 22: PATENTS**

## **22.1 Disclosure of Patent Applications**

Any member who has applied for a patent, whether or not the invention, device, substance, or process was developed with University support, shall file a copy of the patent application with the President.

## **22.2**

Disputes as to whether an invention, device, substance, or process was developed with or without University support shall be settled by the arbitration procedures of Article 6.

## **22.3 Inventions, et cetera Developed Without University Support**

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

## **22.4**

The member shall bear all costs in obtaining such patents.

## **22.5 Inventions, et cetera Developed With University Support**

The patent for any invention, device, substance, or process developed with University support shall belong to Brandon University and the inventor shall assign such patent applications or any patents resulting therefrom to, or as designated by, the Employer.

## **22.6**

With respect to any patent obtained by or through the Employer or assigned to it in accordance with the foregoing provisions, the Employer, in recognition of the meritorious services of the inventor and in consideration of his/her agreement that the invention shall belong to the Employer, will make provision entitling the inventor and his/her heirs or legatees to a share in any proceeds from the management and licensing of such patent to the extent of fifty percent (50%) of the gross royalties (after direct patent costs) paid under the patent, unless this exceeds the limits fixed by applicable regulations of a relevant sponsoring agency, which will control in such cases.

## **22.7**

Any revenue which the Employer may receive as a result of the provisions of this Article shall be dedicated to research.

## **22.8**



The Employer shall bear all costs in obtaining such patents.

## **ARTICLE 23: UNIVERSITY RESEARCH COMMITTEE**

### **23.1**

All Brandon University-based research funds as well as General Research grants from NSERC/SSHRC earmarked for the support of research at Brandon University, with the exception of new externally generated funds targeted for specific research projects and/or research infrastructure enhancement, shall be administered by a Research Committee composed of:

- two (2) members and one alternate elected by and from each of the Faculties of Arts, Science, Education, Health Studies, and Music;
- one (1) member and one alternate elected by and from among members in Student Services, Campus Manitoba, Centre for Learning Technology, and the Library;
- two (2) Deans/Directors or Members and one alternate appointed by the President; and
- the Vice-President (Academic & Research), who shall serve as Chair.

Members and alternates shall be elected for a three-year term (faculties are encouraged to avoid appointing both of their members in the same year). In the event of a member of the Committee being on leave for six (6) months or more, he/she shall resign from the Committee and shall be replaced by the alternate, and a new alternate shall be elected. The relevant alternate shall serve as the replacement for a committee member who, by reason of other commitments, cannot attend a meeting or meetings, and shall assume the full rights of the member for the duration of the replacement period. If in the Committee's judgement, the work of the Committee is suffering from a lack of participation, the Committee shall be empowered to remove members who have missed more than two (2) consecutive meetings and request a replacement from the area concerned.

### **23.2**

The Committee shall establish its own procedures, and develop criteria for the administration of the funds which are just and equitable and consistent with the objective of nurturing and stimulating research and scholarship at Brandon University. These guidelines shall become a public document available to all applicants for Brandon University Research Committee (BURC) funding.

### **23.3**

The BURC shall maintain records and deposit, in the Vice-President (Academic & Research)'s Office, copies of all proceedings, statements and correspondence related to the Committee's policies and the awarding of grants. This material will be made available to BUFA upon request.

### **23.4**

The Committee, or its designate, shall review the amount of salary which a member wishes to be recorded as a research grant while on sabbatical or special leave. Any such amount is subject to assessment by Revenue Canada. The Committee is not responsible in any way for the results of such assessment or any discrepancy between the amounts approved by the Committee and the amounts which may be approved by Revenue Canada.

## **23.5**

Applicants whose applications are rejected by the BURC shall have recourse to an appeals procedure. Notice of an appeal must be submitted to the Chair of the BURC no later than one (1) month after the applicant is notified of the decision. Within one (1) week of receiving notice of appeal, the Chair shall strike an Appeals Committee. Members of the Appeals Committee should be selected in light of research experience and expertise. The Committee will consist of:

- one member appointed by BUFA;
- one appointment by the President; and
- a Chair chosen by the two (2) appointed members.

If the member appointed by BUFA, the member appointed by the President, or the Chair selected by the other two members, or any combination thereof, is subsequently unable to serve, then those members of the Appeals Committee that have already been chosen shall remain in place. The member(s) unable to serve shall be replaced by the same process as the appointment of the original member(s).

The Appeals Committee shall establish its own procedures taking into account the provisions of this Article and the published policies and procedures for grant applications of the Research Committee. Should the appeal be upheld, the appellant will either be given first priority for funding at the next competition or other appropriate remedies identified by the Appeals Committee.

The decision of the Appeals Committee shall be final and binding on all Parties. The Appeals Committee shall communicate its decision and its reasons in writing to the appellant and the Chair of the BURC within one (1) month of hearing the appeal.

## **ARTICLE 24: CORRESPONDENCE**

A copy of each and every piece of correspondence passing between the Union and the Employer shall be sent to the designated Office of the President of the University and the Office of the President of the Union. Where written notice is specified in this Collective Agreement, the Brandon University internal mail system will be deemed adequate means. Where receipted delivery is specified, a handwritten receipt signed by the member concerned or by the officer of the University or his/her Executive/Administrative Assistant is adequate, or, where this is not practical, ordinary registered mail shall be used.

## **ARTICLE 25: SELECTION OF CHAIRPERSONS AND COORDINATORS**

### **25.1**

For purposes of this Article, "Department" refers to the subject areas in the Faculties of Arts, Education, and Science, and to program areas in the School of Music and the School of Health Studies. For purposes of this Article, in Faculties offering Masters degree programs, the Chairperson of Graduate Program(s) is considered equivalent to a Department Chairperson.

### **25.2**

The function of the Department Chairperson/Coordinators of Gender and Women's Studies and Environmental Science Programs at Brandon University is to coordinate, facilitate, and expedite matters pertaining to the operation of the Department/Program, to ensure that departmental/program policy decisions are carried out, and to demonstrate initiative and leadership in the conduct of departmental/program business.

### **25.3**

Responsibilities of Department Chairpersons are of two (2) types:

- (a) those that require transmission or implementation of the collective decisions made by a majority vote of all members of the Department, and
- (b) those that normally do not require consultation with members of the Department.

For example, the determination of departmental course offerings, recommendations concerning appointments, dismissals, tenure, promotion, workload, and budget are type (a) responsibilities.

### **25.4**

Department Chairpersons and Coordinators of Gender and Women's Studies and Environmental Science Programs shall be selected by procedures established by Faculty Councils. Such procedures must satisfy the following criteria:

- (a) selection must be by majority vote of a Committee chaired by the Dean/Director; Department/Program members shall form a majority of the Committee; the Dean/Director may vote only to break a tie;
- (b) in the exceptional event that no member of the department is willing and/or available to assume the role of Chair, the department shall promptly notify the Dean/Director. In that case, duties of the Chair shall be discharged on an interim basis by the Dean/Director. The Dean/Director shall not act as Chair on any matter that would normally require a recommendation to the Dean/Director. The Dean/Director shall, at the next meeting of the Faculty Council, seek election of the relevant Department Chairperson, from members of the Faculty Council, who is acceptable to the majority of the members of the department;
- (c) terms of office may not exceed three (3) years; there is no limit to the number of terms a Chairperson/Coordinator may serve;

- (d) in the event a Chairperson/Coordinator would be on leave for more than three (3) months, a new Chairperson/Coordinator shall be selected;
- (e) during his/her term, a Chairperson/Coordinator may be removed from office by a Review Committee similar to the Selection Committee which appointed him/her; the Dean/Director shall strike a Review Committee at the request of two (2) members of the Department/Program or on his/her own initiative.

## **25.5**

The Director of Athletics shall be selected in accordance with Clause 7.1, with the following additions:

- 1) The Administrator to whom the Athletic Director reports shall Chair the Selection Committee.
- 2) The Selection Committee shall be composed of the BUFA members from Athletics and the Department of Physical Education. In addition, Members of Athletics shall choose two (2) Faculties/Units from among the Faculties/Units of Arts, Science, Education, Music, Health Studies, Library, Registrar's Office and Student Services who shall each elect one BUFA member to serve on the committee, one of whom shall be an academic member.
- 3) In the event a Director is on leave for more than three (3) months, an Acting Director acceptable to a majority of members of Athletics shall be selected for the duration of the leave.
- 5) During his/her term, a Director may be recalled from office by a Review Committee similar to the Selection Committee which appointed him/her. The administrator to whom the Athletic Director reports shall strike a Review Committee at the written request of two (2) members of Physical Education, Campus Recreation, and Athletics plus three (3) regular employees of Brandon University from other areas of the University, none of whom may subsequently serve on the Review Committee.
- 6) The function of the Athletic Director is to ensure that the University's policy decisions relating to Athletics are carried out and to demonstrate initiative and leadership in the conduct of the Athletic Program.

## **25.6**

The Coordinator of the Bachelor of General Studies program shall be selected by a Committee composed of the following members:

- one Dean appointed by the President;
- six (6) representatives, one elected by and from the Faculties of Arts, Science and Education, the Schools of Music and Health Studies, and Student Services;
- the Vice-President (Academic & Research) as Chair.

The term of office for the Coordinator of the Bachelor of General Studies program shall be three (3) years (renewable).

## **25.7**

The Director of Campus Recreation shall be selected by a Committee according to the following procedures:

- (a) the Selection Committee shall consist of the BUFA members of the Department of Physical Education and be chaired by the Administrator to whom the Director, Campus Recreation reports;
- (b) the term of office may not exceed three (3) years; there is no limit to the number of terms the Director may serve;
- (c) in the event the Director would be on leave for more than three (3) months, a new Director shall be selected;
- (d) during her/his term, the Director may be removed from office by a Review Committee similar to the Selection Committee which appointed him/her; the Administrator shall strike a Review Committee at the request of two (2) members of the Department or on her/his own initiative.

## **ARTICLE 26: DURATION AND CONTINUANCE OF THE AGREEMENT**

### **26.1**

This Collective Agreement shall be for four (4) years from April 1, 2011 to March 31, 2015.

### **26.2**

Notice to bargain for a renewal of this Collective Agreement with or without modifications or for the making of a new Collective Agreement shall be given in accordance with the provisions of the Manitoba Labour Relations Act.

### **26.3**

In accordance with the provisions of the Manitoba Labour Relations Act:

- (a) The Union shall not declare or authorize a strike by members while this Collective Agreement is in force;
- (b) The Employer shall not declare or cause a lock-out of members while this Collective Agreement is in force;
- (c) No member shall strike while this Collective Agreement is in force.

### **26.4**

In the event of a strike or lock-out, members who require access to University facilities in order to prevent irreparable damage (such as the loss of life and/or decomposable materials) shall prevent such damage. Requirements for such access shall be made known to the Dean/Director prior to any strike or lock-out.

### **26.5**

If, during the term of this Collective Agreement, the Parties hereto agree on an addition to, an amendment of, or an interpretation of any of the provisions of this Collective Agreement, the

same may be added to this Collective Agreement in the form of a supplement hereto, and shall thereafter become part of this Collective Agreement. Nothing in this Clause shall be deemed or in any manner construed as providing either of the Parties with a right, additional to that provided above, to require the other Party to commence collective bargaining.

## **26.6**

The Parties hereby acknowledge the benefits of a consultative process for the purpose of discussing issues relating to the workplace which affect the Parties to this Agreement or any member bound thereby. To this end, the Parties recognize the provisions of Section 81 (2) of the Labour Relations Act. Specifically, the Parties agree to establish a Joint Consultation Committee, consisting of three (3) persons representing each Party. The Committee shall, at the request of either Party, meet at least once every two (2) months, or at such times and in such manner as the Parties may agree.

Quorum for meetings of the Joint Consultation Committee shall be four (4) members, provided that at least two (2) members from each Party are present. The Chair shall alternate, from meeting to meeting, between the Parties and retain voting rights.

## **26.7 Right to Privacy**

The Parties agree that members have the right to privacy, consistent with the traditions of Academic Freedom and Article 5 of this Collective Agreement. Furthermore, the Parties agree to the application of the provisions of the Manitoba Freedom of Information and Protection of Privacy Act, or any other applicable statutes of Manitoba and the government of Canada related to privacy, as they may be proclaimed or amended from time to time.

## **26.8 Technological Change**

The Parties recognize that technological change may affect the environment within which the professional duties and responsibilities of members are undertaken. Accordingly, the Parties agree that a Technology Review Committee shall be established to make recommendations, when requested to do so by either Party, regarding changes in technology (hardware and software). Prior to the implementation of such technological change, the Employer shall notify BUFA in writing of the proposed change. The Technology Review Committee shall consist of three (3) persons representing each Party. Quorum for meetings of the Technology Review Committee shall be four (4) members, providing that at least two (2) members from each Party are present. The Chair shall alternate from meeting to meeting, between the Parties, and retain voting rights. Recommendations of this Committee must be submitted to the Employer within thirty (30) calendar days after the notice of the proposed change, or such further period as the Parties may mutually agree. If no such timely recommendation is submitted, the Employer is free to implement the proposed change. Minority, as well as majority, recommendations may be submitted.

## **26.9**

During the term of this Agreement, the Employer shall not establish new by-laws or policies or amend existing bylaws or policies, which affect a change in the terms or conditions of employment without prior consultation with BUFA. For the purposes of interpreting this Article, the requirement of prior consultation shall be satisfied by informing BUFA, in a timely fashion,

in writing, of the proposed new or amended by-laws or policies and allowing for written representation.

## **26.10**

Any policy enacted by the Board of Governors which contains provisions of a disciplinary nature shall be applied, in respect of BUFA members, only for just and reasonable cause (as limited by Article 18.10.b) and 18.10.c)) and shall at all times be in accordance with the principles of academic freedom as set out in Article 5 of this agreement.

## **ARTICLE 27: SENIORITY**

### **27.1**

A seniority list which places all members shall be established by the Union using the following method:

- (a) members with earlier dates of appointment are senior to those with later dates;
- (b) if two (2) members have the same date of appointment, then the older is the senior;
- (c) if a) and b) are equal, then the ranking will be determined by random selection.

Effective September 1, 2012, additions to the existing Seniority List shall be made using the following method:

- (a) members with earlier dates of appointment are senior to those with later dates;
- (b) if two (2) or more members have the same date of appointment, then their seniority ranking will be determined by random selection.

### **27.2**

An academic administrator and the Senate representatives on the Board of Governors who are excluded from the bargaining unit by virtue of holding such an appointment and who would otherwise fall within the scope of the bargaining unit described by Certificate No. MLB 3976 shall, at the termination of that appointment, immediately be a member as if he/she had been a member continuously throughout the duration of such appointment.

### **27.3**

Time spent on political leave will not accrue to seniority.

### **27.4**

Members on lay-off in accordance with Article 14 retain their seniority, but time while laid off shall not accrue to seniority.

### **27.5**

Members whose employment terminates in accordance with Article 15 and who are later re-employed within the bargaining unit shall regain their former seniority, but time while terminated shall not accrue to seniority.

#### **27.6**

Seniority shall be pro-rated for part-time members.

## **ARTICLE 28: ACADEMIC ADMINISTRATORS**

#### **28.1**

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 bargaining unit.

#### **28.2 Promotion and Tenure**

No internally selected Academic Administrator shall receive tenure or promotion as a condition of employment in administration. The consideration of promotion and tenure of such Academic Administrators during their term of office shall be in accordance with Articles 12 and 13 of this Agreement.

#### **28.3 Entry and Re-entry into the Bargaining Unit**

All such Academic Administrators who were members of the bargaining unit before being excluded by virtue of their administrative position may re-enter the bargaining unit upon completion of their term of office.

#### **28.4**

Those Academic Administrators who were not members of the bargaining unit before taking up their administrative positions, shall be admitted to the bargaining unit provided that the Department to which the Academic Administrator will become a member upon entering the bargaining unit will have had an opportunity to meet with the applicants on an individual basis (using similar procedures as for Departmental selections) and shall recommend rank and type of appointment (i.e. tenure) to the Search Committee. Should the Search Committee's recommendation to the Board of Governors be different from that of the Department, it shall state reasons for the difference in its report to the Board of Governors. Such reports shall be copied to the Department, which shall be given an opportunity for rebuttal to the President.

#### **28.5**

All such Academic Administrators who have entered or re-entered the bargaining unit according to the terms of Articles 28.3 or 28.4 shall henceforth be governed by this Agreement and enjoy all the rights, privileges and duties of members, subject only to the restriction that they may not grieve on any issue arising from their former administrative position.



## **28.6 Administrative Leaves**

Such Academic Administrators shall not be eligible for sabbatical leave during their terms of office but may be granted administrative leaves on such terms as may be determined by the Board of Governors. If such an administrative leave is taken at the end of the administrative term, no seniority towards a future sabbatical leave shall be carried into the unit on entering or re-entering it. If such an administrative leave is not taken, the service as Academic Administrator shall count as accrual for sabbatical leave. In addition, an Academic Administrator who has accumulated a number of years as a member prior to entering administration will be entitled to accrue those years toward a future sabbatical upon re-entering the bargaining unit.

Should an administrator not receive an administrative leave and apply subsequently for a sabbatical leave, the latter may be granted but only in addition to the number of leaves earmarked by the University according to the provision of Article 20.29.

## **28.7**

No tenured or probationary member shall be displaced from the Department/School by the entry or re-entry of former Academic Administrators.

## **28.8**

Employees who are currently excluded from the bargaining unit by virtue of their administrative employment will drop their Administrative stipend when they return to the bargaining unit and shall receive the salary they would have received had they been in the bargaining unit throughout.

## **28.9**

Academic Administrators who teach as part of their workload may participate as full members of their Department, except for when recommendations are being made in the following matters for which the Academic Administrator has decision-making authority or makes separate recommendation by virtue of his/her administrative duties and responsibilities:

- (a) Appointments
- (b) Dismissals
- (c) Tenure
- (d) Promotion
- (e) Workload
- (f) Budget
- (g) Sabbaticals, or
- (h) Any other matter in which the Academic Administrator has decision-making authority or makes separate recommendation by virtue of his/her administrative duties and responsibilities.

# **ARTICLE 29: JOINT ADMINISTRATIVE COMMITTEE**

## **29.1**

A Joint Administrative Committee (JAC) consisting of three (3) representatives of each Party shall be established. Either Party may at any time, but with seven (7) days written notice, replace any of its representatives.

## **29.2 Functions**

Without prejudice to the functions and responsibilities of the various duly constituted bodies of the University, the JAC shall concern itself with the following general matters:

- (a) the administration of the Collective Agreement;
- (b) the timely correction of conditions which may give rise to misunderstandings and grievances.

## **29.3**

Nothing in the foregoing shall prevent the Parties from agreeing to expand, on a parity basis, the JAC or to form sub-Committees thereof in order to expedite its proceedings.

## **29.4 Procedures**

The JAC shall meet as necessary. Either party may call a meeting on seven (7) days written notice. The Parties shall exchange agendas at least forty-eight (48) hours prior to any meeting. Two (2) members of the Committee representing each Party must be present to constitute a quorum. Decisions of the Committee shall, when initialed by all Committee members, constitute Memoranda of Agreement between the Parties. Such memoranda may interpret, but may not amend, the Collective Agreement.

# **ARTICLE 30: POSITIVE ACTION TO IMPROVE THE STATUS OF WOMEN**

- (a) The Parties to this agreement are committed to the objective of equal opportunities for women in the University community and, recognizing the systemic discrimination to which women have been subjected in the past, the Parties are specially committed to improving the status of women in the University to achieve such equality.
- (b) A Review Committee on the status of women shall be established, consisting of: one (1) member appointed by the BUFA Executive; one (1) member of the Board of Governors; one (1) administration representative; one (1) academic member from each Faculty; and one (1) member from the Library/Student Services. Review Committee members must be committed to establishing equity for all members of the University.
- (c) Factors which differentiate on the grounds of sex may not be used to justify any salary differential. Within the framework of the University's salary policy based on rank, experience, merit and market factors as reflected in Articles 7, 8, 27, 30 of this agreement, members of the academic staff are entitled to equal pay for work of equal value without regard to sex. If, through the grievance procedure, the employer is found to be in violation of this Clause, the salary of the lower paid employee(s) shall be increased to the salary of the higher paid employee(s).

- (d) The following Articles of this Agreement, in particular, form part of this commitment to the objectives of equal opportunities for women and men and are to be interpreted accordingly:
  - i) non-discrimination, with particular reference to the grounds of sex and family status: Article 4;
  - ii) sexual harassment: Article 31;
  - iii) maternity and adoption leave: Article 20; and
  - iv) conditions of part-time, sessional and term appointments, Articles 7 and 10.
- (e) Each Faculty/Unit will be responsible for establishing reasonable goals for the hiring of women where there are serious imbalances in the composition by sex of the membership of the Faculty/Unit. These goals shall be set by December 31, 1988.
- (f) Subject to goals being achieved and prior to making any initial term, continuing, probationary or tenure appointments, the Employer shall make a positive attempt in good faith to recruit women candidates. In addition to the citations in Article 7, Appointments, this shall include:
  - i) contact with the persons Chairing relevant University Departments in Canada requesting the names of possible candidates and specifically asking them to suggest names of men and women candidates;
  - ii) asking for suggestions from organizations within the profession or discipline which specifically represent the interests of Women in the profession or discipline; the names of these organizations shall be provided by the Union to the Employer;
  - iii) requesting nominations from all women members of academic staff in the academic unit and related disciplines within the university.
- g) Evaluation of candidates shall be based on objective job-related criteria. The applicant who is clearly best shall be recommended, but where no male applicant is clearly better, then the best female applicant shall be recommended until the academic unit has met the employment goals established under (e) above.

In the evaluation of candidates for appointment, applicants shall not be disadvantaged by reason of career interruptions caused by family responsibilities.

- h) Upon approving a recommendation, the Dean/Director shall certify in writing to the Review Committee that the Faculty/Unit or its appointments Committee fairly reviewed the applications of all candidates, that the best candidate was chosen, or that, in the circumstance where no male candidate was clearly better than the best female candidate, the best female candidate was chosen when the Faculty/Unit had not met its employment goals. Where these criteria have not been met, the Dean/Director shall reject the recommendation from the selection Committee.
- i) Any alleged violation of the provisions of this Article or any decision of the Dean/Director to reject a recommendation for appointment under this Article, may be grieved by any member of the Faculty/Unit concerned or by any member of the review Committee who is a member of the bargaining unit. Any such grievance is subject to the grievance and arbitration procedures under Article 6. Nothing in this Clause affects the right of the Union to grieve such matters.

- j) Where a grievance relating to a recommendation for appointment under this Article is submitted to arbitration, the arbitrator shall decide the merits of the recommendation for appointment, and not merely whether proper procedures have been followed. The arbitrator shall ascertain whether or not the criteria were met and whether or not the best candidate was recommended. The arbitrator shall admit expert testimony from persons in the profession or discipline with respect to issues relating to the qualifications of applicants. The arbitrator may provide an appropriate remedy, including an order that the recommended candidate be appointed or an order that the Faculty/Unit make a new recommendation.
- k) Where any person or body, including the Board of Governors, exercises any discretion to reject a recommendation for appointment approved by a Dean/Director, such discretion shall be exercised in accordance with the letter and spirit of this Article. Any such rejection of a recommendation for appointment may be grieved mutatis mutandis as if it were a rejection of a recommendation by a Dean/Director under (i) (above).
- l) The Review Committee shall review actions taken to improve the status of women in the university community and, in particular, the development and implementation of the hiring goals required for academic faculties/units. It is also responsible for ongoing reviews to ensure that there is no discrimination based on sex in salaries, the process of securing tenure, promotion, the granting of sabbaticals or research grants. The Review Committee shall conduct a major review of such matters within one (1) year of April 1, 1988 and a similar retrospective review of five-year intervals thereafter. The Review Committee shall report at least annually to the Parties to this agreement. The Review Committee shall include an assessment of the progress being made towards the objectives of this Article. The Review Committee may assist academic Faculties/Units in establishing outreach programs to ensure equal access of women and men to all university programs.
- m) The Employer and BUFA shall provide the Review Committee with adequate resources to fulfill the requirements of this Article. In particular, the Employer and BUFA will provide access to legal counsel independent of the University's solicitor in any case involving any possible conflict of interest. In addition, up to three (3) credit hours of funding, at sessional rates, shall be provided to the Status of Women Review Committee to be used for the purpose of fulfilling the research requirements of the assessment responsibilities outlined in this Article (for example; workload release, salary for casual employees or to purchase relevant data). Costs will be shared equally between the Parties.

## **ARTICLE 31: SEXUAL HARASSMENT**

### **31.1**

Sexual harassment is defined as sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic status or academic accreditation;

- (b) submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting any term or condition of an individual's employment, academic status or academic accreditation; or
- (c) such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

### **31.2**

For purposes of this Article, a member may be the alleged harasser or the victim of alleged harassment.

### **31.3**

This Article shall not be construed so as to inhibit freedom of expression or consensual social or sexual relationships. A member who is involved in, or is entering into consensual relationship which the member is concerned may relate to matters dealt with in this Article may advise the Dean/Director or those concerned and ask the Dean/Director to relieve him/her of any related supervisory or evaluative role. The Dean/Director shall make every reasonable effort to meet such a request.

### **31.4**

The Parties agree that sexual harassment as defined herein is an abuse of professional authority and may be the subject of discipline. The Parties further agree that individuals who perjure themselves during disciplinary hearings or make false and malicious accusations may be subject to disciplinary action themselves.

### **31.5**

Complaints of sexual harassment shall be directed to the Officer, as defined by University policy. The Officer shall investigate the complaint and mediate. All investigations and mediations at this stage shall be kept in strict confidence. In the event the complaint is not settled, the Officer will make recommendations to all the Parties involved.

### **31.6**

Discipline for sexual harassment shall only be imposed in a situation involving professional or supervisory relationship of an academic, counselling or administrative character to which a student, an academic, support or administrative staff member, or another member of the university community is subject.

### **31.7**

Any discipline imposed on a member for sexual harassment shall be subject to the grievance and arbitration procedure. No one involved in the dispute as a mediator under Article 31.5 shall be a competent or compellable witness in the arbitration. No evidence shall be given or received as to statements made during the mediative procedures under Article 31.5. In the event that the penalty is removed in the grievance or arbitration procedure, at the member's request all reference to the complaint of sexual harassment shall be removed from her/his

personnel file, and placed in an appropriate archive with access provisions acceptable to the Parties.

### **31.8**

Any complaint of sexual harassment which is not resolved by the procedure in Article 31.5 may be subject to the grievance and arbitration procedure. No one involved in the dispute as a mediator under Article 31.4 shall be a competent or compellable witness in the arbitration. No evidence shall be given or received as to statements made during the mediative procedures under Article 31.5.

## **ARTICLE 32: TECHNOLOGICALLY MEDIATED COURSES**

### **32.1**

Regular credit courses offered by Brandon University are classroom based. Most of these involve some form of technological mediation. However, in addition to Regular (classroom based) courses, two other types of courses utilize technology:

- (i) Synchronous multi-location and site-specific technologically mediated courses (hereafter called synchronous courses), and
- (ii) Asynchronous technologically mediated courses (hereafter called asynchronous courses).

### **32.2**

Synchronous courses include courses where students participating in the classroom are split between two or more physical locations yet joined in real time by technological mediators such as the internet or video link.

Asynchronous courses include courses where lecture content is primarily delivered through previously stored data (usually electronically stored) and made available to students via the internet. Correspondent courses are also asynchronous courses.

### **32.3**

The development of asynchronous courses shall be equal to one (1) to two (2) times the number of student credit hours. The precise credit hour weighting shall be decided by mutual agreement between the member and the Dean/Director. In determining the precise credit hour weighting, factors to be taken into account include, but are not limited to, prior teaching experience with the course, the technological complexity of the planned course development, and the extent to which member-authored content is being developed in support of the course. For example, where a member is the primary author of a course of moderate to high technological complexity and the member has little or no experience teaching the course or directly related courses, workload shall normally be two (2) times the number of student credit hours; and where a member is not the primary author of a course of modest technological complexity and the member has considerable experience teaching the course or related courses, workload shall normally be one (1) times the student credit hours. Such workload shall be assigned in accordance with Article 9.

## **32.4 Teaching Workload**

- (a) Teaching load credit for synchronous or asynchronous courses shall equal the student credit hour rating, with the exception of synchronous or asynchronous courses with fewer than three (3) students enrolled for which the teaching load credit shall be one-third (1/3) the student credit hour rating.
- (b) Where, as part of assigning workload, the member and the Dean/Director agree to the teaching of a synchronous course and mutually agree that teaching the course shall involve regular travel between classroom sites more than 100 km from Brandon University, the assigned teaching workload shall be one and one-half (1.5) times the number of student credit hours.

## **32.5**

No member shall be required to teach synchronous or asynchronous courses without their consent. Where a member agrees to teach synchronous or asynchronous courses, these courses shall constitute part of their normal or overload teaching assignment, in accordance with Article 9, except as modified or limited by this Article.

## **32.6**

Members assigned to teach synchronous or asynchronous courses shall be provided with the technological and human resources reasonably required to develop and to conduct the course. Members shall be provided with appropriate training in the use of required technology. Members shall be notified of the resources available to them, and any travel requirements associated with the course before their consent to teach a synchronous or asynchronous course is obtained. Once agreed to, no alteration may be made in the resources available or travel requirements for an assigned synchronous or asynchronous course without the consent of the member.

## **32.7**

Instructional support (e.g. markers, clerical assistance) shall be made available for synchronous or asynchronous courses on the same basis as regular courses.

## **32.8**

Technological support for students enrolled in synchronous or asynchronous courses shall be the responsibility of professional, technical, and support staff, not the instructor.

## **32.9**

Synchronous or asynchronous courses shall not be offered by Brandon University unless a member (sessional, term, probationary, continuing, or tenured) has been assigned to teach it.

## **32.10**

Members who are the creators of a synchronous or asynchronous course that involve the broadcast, transmission, retransmission, publication, recording, or storage of the contents of

the synchronous or asynchronous course shall retain copyright under Article 21 regardless of the medium used to broadcast, transmit, retransmit, publish, record, or store the synchronous or asynchronous course.

### **32.11**

As copyright holder, the member who creates a synchronous or asynchronous course retains exclusive rights to its alteration, revision, or amendment. No other changes may be made without the written consent of the copyright holder.

### **32.12**

The Parties agree that academic freedom in teaching includes the freedom of members to select and use those teaching and support materials they believe to be appropriate, including the freedom to use or not use any specific technology.

### **32.13**

With the exception of Campus Manitoba, Canadian Virtual University, and Inter-Universities North (or the successors of these organizations as they may be known from time to time), synchronous or asynchronous courses offered by any organization other than Brandon University shall not be delivered by Brandon University, where (a) such course is equivalent to a course listed in the University Calendar; (b) the content of the course is currently taught by members; (c) members are qualified to deliver the course; (d) directly related positions have been declared redundant under the provisions of Article 16; or (e) in the event of a labour dispute.

### **32.14.**

No member holding a continuing, tenured, or probationary appointment shall be displaced, laid off, or made redundant as the result of the use of instructional technology.

## **ARTICLE 33: OPENNESS AND TRANSPARENCY**

### **33.1**

The Parties agree that openness and transparency are essential to collegiality and academic freedom. In addition, openness fosters accountability and responsibility, and safeguards fairness and due process by providing the parties with a reasonable opportunity to know and respond fully to the evidence before a decision maker.

### **33.2**

Pursuant to achieving the goals of Article 33.1 above, the Parties agree that the decision-making structure and the financial operations of the University shall be open.

### **33.3**

For the purposes of interpreting this clause, the standard of openness, as it pertains to the decision-making structure of the University, is satisfied through the normal advance notice of



the meetings of the Board of Governors, Senate, Central Appointments Committee, and Management Advisory Council and access to the agenda and minutes of the open portion of scheduled meetings of the same.

## **ARTICLE 34: PRINTING AND DISTRIBUTING THIS AGREEMENT**

The Employer agrees, as soon as possible following ratification of this Collective Agreement by the Parties, to have the Collective Agreement printed, to distribute one (1) copy to each member, to send thirty (30) copies to the Union office, and to make additional copies available at cost. In addition, the Collective Agreement shall be posted to the Brandon University web-site and all members shall be advised when it has been posted. In addition, the Collective Agreement shall be posted to the Brandon University web-site and all members shall be advised when it has been posted.

## **ARTICLE 35: SALARIES AND BENEFITS**

Salaries and benefits for the period covered by this Collective Agreement shall be as listed in Appendix F.

## APPENDIX A: LETTER OF APPOINTMENT

Items to be referred to in appointment letters. Items in category A will be included in all letters. Items in category B will be included only in those letters where they are applicable.

### Category A

1. Name and address.
2. Type of appointment (full-time, part-time, sessional).
3. Type of appointment (term, probationary, tenured, continuing).
4. Effective dates.
5. Rank.
6. Salary.
7. Method of salary payment.
8. Dates of salary payment.

### Category B

1. Recommended by:
2. Faculty, Department and project.
3. Position title.
4. Workload, e.g. course name and number for sessional appointments.
5. Location.
6. Northern Allowance, Centre Co-ordinator Allowance, Travelling Professor Allowance, Distance Compensation.
7. Moving Allowance.
8. Minimum enrolment cancellation Clause.
9. Allowance termination Clause if workload changes.
10. Immigration approval Clause
  - a) Clause re necessity of subsequent immigration clearance, for e.g. "on a year to year basis".
11. Salary Clause if contract offer made before salary settlement for appointment after settlement.
  - a) Salary = x subject to increase
  - b) Salary = x not subject to increase
  - c) Salary = Step x on the (rank) scale
12. Responsible to:
  - a) academically
  - b) administratively
13. Clause for shared appointments re sessionals.
14. Clause for team taught course re sessionals.
15. Minimum contact hour Clause.
16. Restrictions on remuneration if additional contact hours are offered.

17. Provisions for reduced term appointments, if such a mechanism is adopted.  
Special Clauses required re:
  - a) Workload
  - b) Salary
  - c) Pension
  - d) Group Life
  - e) Disability
  - f) SabbaticalSome or all may be defined in the Collective Agreement.
18. Statement as to whether appointment is a post-retirement appointment.
19. Clause re replacing Faculty members on leave.
20. Any leave of absence provisions or special leave provisions which are part of the offer.
21. Benefit Plan eligibility.
22. Sabbatical credit from previous University recognized at Brandon University.
23. Doctoral completion as a condition of promotion and tenure, if required.

## **APPENDIX B: JOB DESCRIPTIONS OF PROFESSIONAL ASSOCIATE POSITIONS**

These job descriptions may be amended from time to time by the Employer after consultation with, and the approval of, the incumbent and the Union (such approval shall not be unreasonably withheld). Job descriptions for new positions shall be included in this Collective Agreement when they have been approved by the Employer and prior to candidate interviews.

### **B.1 Library Positions**

These job descriptions are written in terms of library functions, which are:

- a) Administration--the overall management of library activities; may be viewed as having planning, staffing, organizing, directing, and controlling aspects;
- b) Selection--choosing materials to be added to and removed from the collection;
- c) Acquisition--procuring selected materials;
- d) Cataloguing--preparing acquired materials for reference and bibliography;
- e) Processing--preparing catalogued materials for circulation;
- f) Reference--exploiting catalogued materials;
- g) Bibliography--exploiting extant materials;
- h) Circulation--controlling catalogued materials;
- i) Maintenance--procuring and maintaining library equipment and furnishings;
- j) Supply--procuring and controlling consumable supplies;
- k) Systems analysis--analyzing library systems.

#### **B. 1.1 Extension Librarian**

Is responsible to the University Librarian for the provision of library services in support of the University's extension and distance delivery courses; and for other duties as may be assigned by the University Librarian, through consultation with the incumbent.

#### **B.1.2 Reference and Electronic Services Librarian**

This position is responsible to the University Librarian for

- a) co-ordinating and providing reference services, library instruction, tours and workshops,
- b) evaluating and developing the reference collection,
- c) assisting with the planning, development, and implementation of innovative electronic reference services,
- d) assisting in the development and maintenance of library systems,
- e) participating in the library management team,
- f) serving as a faculty liaison,
- g) serving on library and university wide committees, and
- h) other professional duties as may be assigned by the University Librarian through consultation with the incumbent.

#### **B.1.3 Cataloguer**

This position is responsible to the University Librarian for

- a) original and complex copy cataloguing of all formats and in all languages,
- b) maintaining the integrity and consistency of the cataloguing records,

- c) establishing cataloguing policies and procedures,
- d) participating in the library management team,
- e) serving on library and campus-wide committees, and
- f) other professional duties as may be assigned by the University Librarian through consultation with the incumbent.

#### **B.1.4 Head, Automated Systems**

Is responsible to the University Librarian for the operation of all computerized systems, and other applications of technology within the library; for initiating and implementing systems development; and for such other professional duties as the University Librarian may assign, through consultation with the incumbent.

#### **B.1.5 Subject-Specialist Librarian**

Is responsible to the University Librarian for the provision of reference service, for faculty liaison, for collection development, for bibliographic instruction and for such other professional duties as the University Librarian may assign, through consultation with the incumbent.

### **B.2 Student Services Positions**

#### **B.2.1 Counsellor**

This position is responsible to the Dean of Students for providing counselling services and human development programs appropriate to the Brandon University community. This function may include tasks as follows:

- a) personal counseling,
- b) financial counseling,
- c) marriage and family counseling,
- d) crisis intervention,
- e) career and vocational counseling,
- f) academic counseling,
- g) group activities of a therapeutic and developmental nature,
- h) maintenance of appropriate records, and
- i) such other appropriate duties as may be assigned by the Dean of Students through consultation with the incumbent.

#### **B.2.2 Learning Skills Specialist**

This position is responsible to the Dean of Students. The positions may include duties as follows:

- a) consult with individual students and groups of students with regard to their learning skills needs,
- b) assess the learning skills needs of individual students and groups of students,
- c) develop, implement, evaluate, and revise programs to meet the learning skills needs of individual students and groups of students,
- d) design and develop programs which may involve cooperative endeavours with Faculty,
- e) engage in research activities related to professional development and educational programming, and

- f) perform such other appropriate duties as may be assigned by the Dean of Students through consultation with the incumbent.

### **B.2.3 Program specialist**

This position may include duties as follows:

- a) develop university programs and materials to aid student success and retention,
- b) provide academic advising to new, returning and continuing students regarding admission and registration,
- c) collect appropriate statistics,
- d) participate in the development, production and evaluation of promotions of the University's academic programs, and
- e) such other appropriate duties as may be assigned by the Dean of Students through consultation with the incumbent.

### **B.2.4 Disability Services Coordinator**

This position is responsible to the Dean of Students. The position may include duties as follows:

- a) reviews documentation, conducts interviews and determines eligibility for accommodations of students with disabilities
- b) identifies and implements effective and reasonable accommodations for students with disabilities, according to established policies, guidelines and best practices
- c) reviews relevant legislation and its application to post-secondary sector; assists with policy development and revision as needed
- d) provides direct support services to students with disabilities, including learning assistance and training with assistive technology
- e) communicates with faculty regarding the implementation of accommodations, including the identification, recruitment and training of note-takers and other classroom assistants
- f) provides assistance with grant applications from government and other external agencies for service and technology supports
- g) promotes increased awareness of disability issues to the campus community
- h) maintains confidential files and records of activities
- i) performs such other appropriate duties as may be assigned by the Dean of Students through consultation with the incumbent.

## **B.3 Project Positions**

### **B.3.1 Centre Coordinator, B.U.N.T.E.P.**

This position is responsible academically and administratively to the Dean of Education through the Director of B.U.N.T.E.P. Operationally responsible to the Director of B.U.N.T.E.P., Centre Coordinators are responsible to BUNTEP for a ten and a half (10 1/2) month work year.

#### I. Academic duties to include:

- 1. Course Instruction (9 credit hours where feasible),
- 2. Field Experience Placements and Supervision,
- 3. Tutorial requests,
- 4. Assist in implementing Study Skills Program, and
- 5. Assist students (in areas of expertise) with courses in progress.

#### II. Administration duties to include:

Coordinating activities for the University in the Centre:

1. Student Program:
    - a) receive University and B.U.N.T.E.P. application forms,
    - b) administer student registrations,
    - c) maintain student records, and
    - d) ensure students complete Application for Graduation, check and initial.
  2. Centre maintenance and supplies:
    - a) maintain stock of consumable supplies,
    - b) ensure maintenance of the physical center,
    - c) develop and maintain an adequate centre library and related resource materials, and
    - d) maintain an inventory of equipment in the Centre.
  3. Provide academic and attendance reports to sponsoring agencies,
  4. Administer and account for the Trust Account,
  5. Centre meetings and reports:
    - a) regular student meetings,
    - b) regular centre Committee meetings,
    - c) submit monthly reports of meetings and Centre activities to the Director, and
    - d) submit end of year center report to the Director,
  6. Assist in student recruitment as needed, and
  7. Provide support to travelling professors e.g. orientation to Centre, community, arrangements for local accommodation and travel; instructional support services (e.g. provision for A.V. equipment).
- III. Student Counselling (duties to include):
1. Academic (Program G.P.A. etc.), and
  2. Personal and, when necessary, referral services.
- IV. Community Relations (duties to include):
1. School  
Make arrangements for:
    - a) Use of School facilities, and
    - b) Provide Inservices: in conjunction with the Field Services Coordinator for cooperating teachers prior to field experience. Assist in the provision of personnel for professional development inservices (requests to be forwarded to Field Services Coordinator), and
  2. Liaise with Chief, Mayor, Council, School Principals and Area Superintendents.

Other duties as may be assigned by the Dean, Faculty of Education through the Director, BUNTEP through consultation with the incumbent.

### **B.3.2 Academic Program and Field Experience Coordinator, B.U.N.T.E.P.**

This position is responsible academically and administratively to the Dean of Education through the Director of B.U.N.T.E.P. Operationally responsible to the Director of B.U.N.T.E.P. and is a member of the Administrative team.

- I. Responsible for overall Program Planning and Implementation (duties to include):
1. Modify teacher education program models and develop long-term delivery model,
  2. Receive course requests and recommendations from Centre Coordinators, and the Field Services Coordinator and plan annual course delivery,
  3. Provide Deans and Department Heads annually with the overall course schedule.



- Initiate all Project Course offering forms and processes through Faculties. Ensure they are received by the Registrar,
4. Joint planning (with PENT) of on-campus spring and summer courses,
  5. Program modifications in collaboration with Centre Coordinators/Administrators, and
  6. Initiate action, within policy guidelines on matters relating to the delivery of courses.

II. Students (duties to include):

1. Resource to the Centres regarding each student's program,
2. Assists on campus students with course planning and registration,
3. Approves all registrations, course changes and voluntary withdrawals,
4. Coordinates and processes all tutorials and tutoring,
5. Check student degree programs and applications for graduation and certification, and
6. May teach up to one three (3) credit hour course.

III. Coordination of Field Experience (duties to include):

1. Coordinate with the Director, the time slot and faculty supervision for field experience,
2. Arrange external Faculty Supervision when required,
3. Visit classrooms in each centre, as required, when students are on field experience,
4. Review field experience reports and attempt to resolve possible problems,
5. Provide support services to faculty supervisors/centre coordinators and students during the field experience sessions when required,
6. Ensure that grades are checked, signed and forwarded to the appropriate Department Chair,
7. Ensure that Field Experience records are complete and current,
8. Organize workshops on Field Experience for students, cooperating teachers, principals, and centre coordinators/faculty supervisors when required,
9. Coordinate with the Faculty of Education's Director of Field Experience, the development of:
  - a) field experience support material;
  - b) evaluation forms;
  - c) criteria to be used with evaluation forms, and
10. Advise the BUNTEP Administration on skills that should be added or enlarged upon in the methods courses.

Other duties as may be assigned by the Dean, Faculty of Education through the Director, BUNTEP through consultation with the incumbent.

**B.3.3 Field Services and Community Liaison Coordinator, B.U.N.T.E.P.**

This position is responsible academically and administratively to the Dean of Education through the Director of B.U.N.T.E.P. Operationally responsible to the Director of B.U.N.T.E.P. and is a member of the Administrative Team.

Duties to include:

1. Survey communities regarding school populations and determine the need for teachers.
2. Advise on possible location of BUNTEP Centres.
3. Advise communities of requirements in their proposal for a BUNTEP centre and coordinate all information packages.

4. Report and recommend on adequacy of proposed physical facilities for new centres and ongoing centres.
5. Coordinate student recruitment, selection and orientation.
6. Assist in the opening of a new centre.
7. Assist community in forming a Centre Advisory Committee.
8. Provide workshops and support for new Centre Coordinators and community coordinators.
9. Provide ongoing support to Centre Coordinators as deemed necessary or requested (e.g. in monitoring attendance, study skills).
10. Provide regular reporting to Director and Administrative Team.
11. Liaise with Superintendents of Education, Directors of Education, Education Authorities, Post-Secondary Counsellors, Aboriginal Education Directorate, sponsoring agencies and community representatives.
12. With Academic Program and Field Experience Coordinator, interface with the community, provide information workshops and facilitate communication between Centre and community and University.
13. With Director meet with community leaders where centres are opening or where Centres will be phased out.
14. May teach up to two (2) three (3) credit hours courses (total of six (6) credit hours). This includes Field Experience supervision, tutorials and new program/initiative development.
15. Advise on new initiatives for BUNTEP.

#### **B.3.4 Student Affairs Coordinator, B.U.N.T.E.P.**

This position is responsible academically and administratively to the Dean of Education through the Director of B.U.N.T.E.P. Operationally responsible to the Director of B.U.N.T.E.P and is a member of the Administrative Team.

##### I. Student Affairs (duties to include):

1. Counsel students
  - a) Personal problems; finances; family and other problems
  - b) Visit student homes if feasible and/or when necessary,
2. Advise sponsoring agencies when there are student special needs requests,
3. Assist in conflict resolution affecting students,
4. Assist and recommend regarding transfers of students wishing to take courses in other Centres, in conjunction with appropriate sponsoring agency,
5. Be involved in student recruitment, assist with student applicant interviews in the community,
6. In conjunction with Centre Coordinator, monitor student progress and attendance record and follow up as required,
7. Provide ongoing support to Centre Coordinators as deemed necessary or requested (e.g. tutorials, study skills, field experience),
8. Provide regular reporting
  - a) to the Administrative Team, and
  - b) by submission of a monthly written report, to the Director, on centre visits,
9. Initiate plans and make recommendations to the Administrative Team and/or Director, within policy guidelines, on student issues (attendance, requests for leave of absence, course completion),

10. Represent student concerns to the administration and relevant sponsoring agencies, and
11. Coordinate students on campus for spring/summer sessions, responsibilities to include:
  - a) relocation/housing/daycare/recreation,
  - b) transportation, and
  - c) monitoring student progress and attendance, and
12. May teach up to one (1) three (3) credit hour course.

Other duties as may be assigned by the Dean, Faculty of Education through the Director, BUNTEP through consultation with the incumbent.

### **B.3.5 Director, Program for the Education of Native Teachers (PENT)**

This position reports to the Dean of Education. This position may include duties as follows:

- a) Administration of the program, including daily operations and contractual agreements
- b) Recommending employment and termination of employment of all faculty and support staff in the program
- c) Supervision of personnel; personnel relations within the program
- d) Developing and implementing operational policies/procedures
- e) Budget submissions and expenditures
- f) Program planning and delivery
- g) Supervision of field experience
- h) Liaison with government and its agencies, local agencies and authorities, and school officials and students
- i) Such other appropriate duties as assigned by the Dean of Education through consultation with the incumbent.

### **B.4 Distance Education/Distributed Learning Specialist**

This position reports to the Vice-President (Academic & Research)

- a) Maintain Web CT (or similar distributed classroom technology) pages for Brandon University Distance Education/Campus Manitoba initiatives.
- b) Assist in the planning and development of distributed learning courses to be delivered at a distance.
- c) Chair meetings of the Brandon University Distributed Learning user group.
- d) Provide and/or organize seminars on the use of distributed learning technologies at Brandon University on a quarterly basis.
- e) Provide coordination for the development of audio-visual materials for distributed learning environments (digitizing audio, visual, video material).
- f) Keep abreast of new tools for distance and distributed learning.
- g) Promote the use of technology in teaching.
- h) Other duties as assigned by the Vice-President (Academic & Research) through consultation with the incumbent.

### **B.5 University Archivist**

The University Archivist is responsible to the University Librarian and the Vice-President (Academic & Research) for the Administration, Acquisition, Cataloguing, Circulation, and

Reference functions of the University Archives and for such other professional duties as may be assigned by the University Librarian and the Vice-President (Academic & Research) through consultation with the incumbent.

## **B.6 Director, Rural Development Institute**

This position reports to the Vice-President (Academic & Research). This position may include duties as follows:

- a) Maintain effective communication between the Institute, the Department of Rural Development, Faculties/Schools, and other relevant units on campus.
- b) Effectively liaise with the Department of Rural Development in support of student, faculty and program related issues.
- c) Provide creative leadership and direction for the development and improvement of the Institute, including engaging Brandon University faculty in the research of the Institute and promotion research opportunities for Brandon University students.
- d) Represent the Institute on (or to) appropriate University committees (e.g. Brandon University Outreach Committee, RDI Advisory Committees, MRD Advisory Committees) and External Rural Stakeholder Committees or like bodies.
- e) Initiate, facilitate and coordinate long-range planning and direction within the Institute.
- f) Promote the development of the Institute by explaining and representing its goals, activities and needs to internal and external bodies.
- g) Ensure adequate staff and project personnel to undertake institute activities. Initiate contracts, as needed, with independent professionals.
- h) Provide support and direction for research activities within the Institute and to those working in conjunction with such projects.
- i) Network with other universities, relevant provincial and federal government ministries and secretariats, and public sector research, and policy and development agencies.
- j) Develop, coordinate and submit funding requests to appropriate external bodies to ensure the ongoing success of the Institute and negotiate contracts and external funders for institute activities.
- k) Develop, coordinate and submit annual budget requests and its accompanying rationale.
- l) Effectively oversee annual budgets and externally funded initiatives
- m) Carry out other responsibilities as reasonably requested by the Vice-President, Academic & Research, through consultation with the incumbent.

## **APPENDIX C: JOB DESCRIPTIONS OF INSTRUCTIONAL ASSOCIATE POSITIONS**

These job descriptions may be amended from time to time by the Employer after consultation with, and the approval of, the incumbent and the Union (such approval shall not be unreasonably withheld). Job descriptions for new positions shall be included in the Collective Agreement when they have been approved by the Employer and prior to candidate interviews.

### **C.1 Arts Positions**

#### **C.1.1 Instructional Associate in Languages**

- a) Preparation of materials for laboratory components of language courses,
- b) Supervision of Departmentally scheduled laboratory periods and assistance to instructors for courses offered by the Department when required,
- c) Assistance to members of the Department of Classical and Modern Languages in their research and teaching functions as needed within the language laboratory,
- d) Preparation of other taped materials normally used for teaching by members of the Language Department in or out of the laboratory,
- e) Ordering and maintenance of equipment, supplies and materials, including requesting service calls by qualified technical personnel when required,
- f) Maintenance of financial and other records of the laboratory (i.e. attendance, copying, etc.),
- g) Maintenance of the Language Laboratory Tape and Book Collections, and
- h) Such other appropriate duties as may be agreed to by the Department through consultation with the incumbent.

### **C.2 Science Positions**

The instructional associates are academically responsible to the Department, through its Chair, and administratively responsible to the Dean.

#### **C.2.1.1 Instructional Associate in Biology (Introductory emphasis)**

- a) Preparation of materials and direction of Biology I and II
- b) Preparation of laboratory outlines for Biology I and II
- c) Setting and marking laboratory tests and assistance in the marking of Biology I and II examinations. Occasional assistance in setting up other labs or lab tests in other Biology courses
- d) Ordering and maintenance of equipment and supplies
- e) Generation and maintenance of plant and animal collections in the Department
- f) Assistance to faculty members in their research programs. Some opportunity for independent research may occur, and
- g) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

### **C.2.1.2 Instructional Associate in Biology (Laboratory emphasis)**

- a) Maintenance and operation of Biology laboratories. Laboratory instruction will be done in cooperation with the course instructor
- b) Ordering and receiving Departmental supplies. This includes maintaining inventories and assisting the Chairperson with Departmental budgets and other financial records
- c) Assistance to faculty members in their research programs. Some opportunity for independent research may occur
- d) Serve as the Departments representative on Workplace Hazardous Materials Information System (WHMIS) on campus
- e) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

### **C.2.1.3 Instructional Associate in Biology (Animal Care Technician)**

- a) Maintain the Vivarium under the supervision of the Vivarium manager, who will report in turn to the Dean of Science
- b) Provide care for the Department of Biology live animals not in the Vivarium
- c) Serve on the Animal Care Committee
- d) Provide occasional assistance in laboratory preparation in Biology courses
- e) Provide support services to faculty members in their research program
- f) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

### **C.2.2 Instructional Associate in Chemistry**

- a) Preparation of materials for Chemistry laboratories,
- b) Supervision of first-year laboratories, tutorials, and demonstrations, including responsibility for manuals,
- c) Assistance in senior laboratories as required,
- d) Operation of chemical store room, including ordering of supplies and equipment,
- e) Maintenance of financial records of the Department,
- f) Assistance to faculty members in their research programs.
- g) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus, and
- h) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

### **C.2.3 Instructor in Chemistry/Mathematics/Physics**

- a) Chemistry 090 course
  - i) Instruction of the course,
  - ii) Instruction of the labs, and
  - iii) Preparation of assignments, labs, tests and evaluation of student progress.
- b) Mathematics 090 course
  - i) Instruction of the course,
  - ii) Instruction of the labs,
  - iii) Preparation of tests and assignments and evaluation of student progress, and
  - iv) Serve as contact person for IUN instructors teaching Basic Math or Core Math.
- c) Physics 090 course
  - i) Instruction of the course,

- ii) Instruction of the labs, and
- iii) Preparation of labs, tests and evaluation of student progress.
- d) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent, and
- e) The conditions of Article 9.4.1(d) do not apply to the teaching of any course below the 100 level for this position.

#### **C. 2.4 Instructional Associate in Geography**

- a) Assistance to and/or instruction of Geography course laboratories as determined by the Department,
- b) Assistance to and/or instruction of Geography courses as determined by the Department,
- c) Preparation of cartographic materials (i.e. maps, diagrams, etc.) for faculty research and classroom use,
- d) Technical assistance to faculty members in their research programs,
- e) Procurement, organization and maintenance of (i) the Topographic Maps and Map Library, and (ii) the Air Photos and Air Photo Library,
- f) Ordering, administering and maintenance of computer hardware and software,
- g) Ordering, storage and maintenance of departmental equipment, including audio-visuals, and supplies,
- h) Maintenance of departmental accounts and financial records,
- i) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus, and
- j) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

#### **C.2.5 Instructional Associate in Geology**

- a) Supervision of first year Geology laboratories, including preparation of laboratories, supervision of laboratory assistants, preparation of marking sheets and answer keys, grading of lab assignments, preparation and grading of laboratory exams, and maintenance of class records,
- b) Provide undergraduate instruction in a variety of 2<sup>nd</sup> to 4<sup>th</sup> year Geology laboratories,
- c) Provide undergraduate instruction in up to two Geology courses (lectures and laboratories), and assist in the Field Geology course,
- d) Act as curator of the Departmental teaching collections of minerals, rocks, ore specimens and paleontology specimens, including teaching kits for loan to teachers in SW Manitoba and Education students,
- e) Prepare specimens for teaching and research,
- f) Prepare and maintain geology displays and promotional material,
- g) Arrange for repair and maintenance of Departmental equipment as required,
- h) Purchase equipment and supplies for the Department and maintain the Department's financial records,
- i) Provide technical assistance to faculty for their research,
- j) Maintain and update the Geology web page,
- k) Serve as the Department's representative for Workplace Hazardous Material Information System (WHMIS) on campus, and
- l) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.



### **C.2.5.1 Instructional Associate in Geology (Analytical Scanning Electron Microscope Laboratory Technician)**

This position is academically responsible to the Department, through its Chair, and administratively responsible to the Dean of Science.

- a) Operate and maintain analytical equipment, primarily the analytical scanning electron microscope, but also other research equipment in Geology
- b) Provide assistance in research projects, and assist with internal and external partners in their research
- c) Develop and execute the Laboratory business plan and contact and liaise with external industry, government and academic users
- d) Supervise all work in the Laboratory and train all users of the Laboratory equipment
- e) Affirm the integrity of results from the analytical scanning electron microscope
- f) Develop a public relations/advertising strategy for the Laboratory, and
- g) Such other appropriate duties as may be assigned by the Department or Dean through consultation with the incumbent.

### **C.2.6 Instructional Associate in Mathematics and Computer Science**

- a) Hire and supervise markers and lab assistants for the Department,
- b) Hire and supervise lab advisors for the computer centre and math study hall,
- c) Assist in the labs for first year courses,
- d) Assist with senior labs as required,
- e) Administer and supervise tests,
- f) Prepare marking sheets, marker notes and answer keys for first year courses when necessary and upon agreement with individual faculty members,
- g) Arrange for tests to be marked and maintain mark records,
- h) Answer student inquiries,
- i) Post and keep regular office hours for each academic term as approved by the Department,
- j) Provide liaison with Information Technology Services,
- k) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus,
- l) Provide such technical support for research and course development as required,
- m) Arrange for repair and maintenance of Department equipment, exclusive of individual faculty members' equipment,
- n) Perform public relations duties for the Department both within the university and within the community and surrounding area, and
- o) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

### **C.2.7 Instructional Associate in Physics and Astronomy**

The following list of duties and functions are in order of priority and is intended as a guide. It is realized that some flexibility must be maintained in order to facilitate the operation of the Department and the achievement of the goals of the Department and its members.

- a) Preparation of all Physics laboratory classes,
- b) Assistance in Physics laboratory classes as determined by the Department, including supervision, limited instruction, grading of reports and examinations, preparing examinations and manuals, in some classes,
- c) Maintenance of laboratory and teaching apparatus and equipment,

- d) Maintenance of apparatus and equipment for research within the Department,
- e) Procurement of apparatus, equipment and supplies,
- f) Maintenance of financial records of the Department, including assistance in the preparation of the capital budget,
- g) Operation and maintenance of the Physics and Astronomy workshop,
- h) Design and fabrication of apparatus for teaching and research,
- i) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus,
- j) Assistance within the Faculty as agreed with the Department, and
- k) Such other appropriate duties as assigned by the Department through consultation with the incumbent.

### **C.2.8 Instructional Associate in Zoology**

- a) The instructional associate is responsible for the maintenance and operation of Zoology laboratories. Laboratory instruction will be done in cooperation with the course instructor,
- b) Ordering and receiving Departmental supplies. This includes maintaining inventories and assisting Chairperson with Departmental budgets and other financial records,
- c) Teach a Zoology course as necessary,
- d) Assistance to faculty members in their research programs. Some opportunity for independent research may occur,
- e) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus,
- f) Operation and maintenance of the vivarium under the supervision of Departmental Chairperson and in conjunction with the Chairperson of the Animal Care Committee, and
- g) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

## **C.3 Health Studies**

### **C.3.1 Instructional Associate in Health Studies**

The instructional associates are academically responsible to the Department, though its Chair, and administratively responsible to the Dean. Responsibilities: (Note: An individual instructional associate does not necessarily assume all of the outlined responsibilities.)

- a) Laboratory preparation and teaching,
- b) Facilitation and instruction of Health Studies courses,
- c) Clinical supervision and facilitation of clinical practica in collaboration with course professor(s),
- d) Maintenance of laboratory equipment and inventories, and ordering of supplies,
- e) Assistance to faculty members in their research programs as mutually negotiated,
- f) Orientation of new instructional associates,
- g) Student Advising,
- h) Serve as School's representative for Workplace Hazardous Materials Information System (WHMIS) on campus, and
- i) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

### **C.3.2 Indigenous Student Advisor**

This position reports to the Dean of Health Studies. The Advisor will teach a maximum of six (6) credit hours in an appropriate area. The main duties of this position include:

- a) Chair the Indigenous Health and Human Services (IHHS) Admissions Committee including coordination of all aspects of the selection process, screening applications, scheduling applicant interviews, and working in collaboration with Admissions Office; manage and maintain student files,
- b) Promote the IHHS program and the University via outreach and information sessions throughout the academic year and recruit new students to the program,
- c) Liaise with education counselors and/or sponsoring agencies, provide information to sponsoring agency, Band, or employer as appropriate, and obtain written consent from student to release information,
- d) Coordinate tutoring sessions, writing an study skills workshops,
- e) Provide feedback to students on academic performance; coordinate, advise and counsel current and prospective students, inform and clarify policies and procedures to enable students to make informed decisions/choices,
- f) Schedule initial assessment meetings with all new students, and continue to meet regularly with all students throughout the academic year,
- g) Facilitate orientation sessions for new students, organize and distribute pertinent information to students (career, personal, academic counseling, library and other resources, services and supports),
- h) Assist students in problem-solving (e.g. financial or academic holds),
- i) Organize, attend, and participate in special events such as feasts, orientation, etc.,
- j) Assist with planning the Elders Program,
- k) Support students in a culturally appropriate manner,
- l) Provide primary counseling as needed. Make referrals to appropriate therapeutic services and/or other resources for students with individual, couple/relationship, and family counseling needs, and
- m) Perform other appropriate duties as may be assigned by the Dean and/or Coordinator, IHHS through consultation with the incumbent.

#### **C.4. Indigenous Health & Human Services (IHHS)/First Nations and Aboriginal Counselling (FNAC)**

##### **C. 4.1 Instructional Associate**

This position reports to the Dean of Health Studies . The Instructional Associate will teach to a maximum of six (6) credit hours in an appropriate area. Responsibilities include:

- a) Supervise students in practicum courses,
- b) Receive and coordinate faculty and student requests for practicum placements, and investigate potential practicum opportunities,
- c) Negotiate and arrange practicum experiences where students can obtain learning opportunities appropriate to the curriculum objectives,
- d) Facilitate the signing and updating of practicum agreements between Brandon University and practicum sites,
- e) Act as a liaison between IHHS/FNAC programs and practicum sites,
- f) Coordinate the signing of Pledge of Confidentiality forms for all students,
- g) Coordinate the revision and distribution of the practicum manual,
- h) Facilitate the development and periodic review and revision of standard student evaluation tools for use by faculty and on-site preceptors,
- i) Conduct practicum orientation session for students,

- j) Coordinate annual recognition activities for preceptors and practicum providers, and
- k) Perform such other appropriate duties as may be assigned by the Dean through consultation with the incumbent.

## **APPENDIX D: JOB DESCRIPTIONS ADMINISTRATIVE ASSOCIATE POSITIONS**

These job descriptions may be amended from time to time by the Employer after consultation with, and the approval of, the incumbent and the Union (such approval shall not be unreasonably withheld). Job descriptions for new positions shall be included in this Collective Agreement when they have been approved by the Employer and prior to candidate interviews.

### **D.1 Student Services**

#### **D.1.1 Career Planning and Placement Officer**

This position reports to the Dean of Students and is responsible for assisting students in finding employment and enhancing their job search skills while promoting the hiring of students to potential employers and encouraging employers to recruit on campus. The position may include duties as follows:

- a) Plan and organize events to assist students in making career choices,
- b) Conduct workshops to assist students in enhancing their job search skills,
- c) Provide individual consultation to students regarding career and employment concerns,
- d) Encourage and assist employers to recruit from campus,
- e) Produce promotional materials to advertise the services available to students,
- f) Procure promotional materials to inform potential employers about the university and its students,
- g) Serve as a resource to Faculties and Departments regarding the employment of their students, and
- h) Such other appropriate duties as may be assigned by the Dean of Students through consultation with the incumbent.

#### **D.1.2 Coordinator of Indigenous Services**

This position is responsible to the Dean of Students for the provision of services deemed to be appropriate for First Nations, Metis, and Inuit students. The position aims to enhance access to and success at Brandon University for these learners. The position may include tasks as follows:

- a) Coordinate the design, delivery and evaluation of services provided to the focus group,
- b) Plan and participate in programs and services in the areas of outreach, orientation, holistic and developmental advising, counselling and academic assistance,
- c) Provide information about and make referrals to appropriate resources both on and off campus,
- d) Liaise with and act as a resource person to staff, students and external agencies regarding First Nations Services,

- e) Promote cross-cultural programming, and
- f) Such other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.

### **D.1.3 Advisor**

This position reports to the Dean of Students. The position may include duties as follows:

- a) Participate in the development and implementation of pre-enrolment and on-going advising programs to assist students with academic, personal, social, vocational, and financial concerns,
- b) Provide information about and undertake referral counselling to appropriate resources both on and off campus,
- c) Serve as an advocate for students and groups of students,
- d) Participate in the development, maintenance, and assessment of student support systems and programs, and
- f) Perform such other duties as may be assigned by the Dean of Students through consultation with the incumbent.

### **D.1.4 Learning Skills Associate**

These positions are responsible to the Dean of Students. These positions may include duties as follows:

- a) Provide individual and/or group assistance within limited areas of learning skills,
- b) Participate in the development and implementation of learning skills programs,
- c) Maintain appropriate records and statistics,
- d) Coordinate relevant programs within established procedural guidelines,
- e) Assist in the preparation of learning skills materials and administration of diagnostic tests, and
- f) Such other duties as may be assigned by the Dean of Students through consultation with the incumbent.

### **D.1.5 Writing Skills Associate – Academic Skills Center**

This position reports to the Dean of Students. This position may include duties as follows:

- a) Provide individual and group assistance within the area of writing instruction,
- b) Participate in the development and implementation of writing skills programming,
- c) Prepare writing skills materials,
- d) Collect appropriate records and maintain program statistics,
- e) Train and supervise student assistants,
- f) Assist in the hiring of student assistants,
- g) Such other duties as may be assigned by the Dean through consultation with the incumbent.

### **D.1.6 Student Success Officer**

This position reports to the Director, Recruitment and Retention. This position includes duties as follows:

- a) Participate in the development and delivery of the University's off-campus and on-campus recruitment campaign,
- b) Serve as a liaison between middle-years schools, secondary schools and the University,

- c) Provide and deliver accurate information and advice to students by keeping informed of all relevant university policies and procedures,
- d) Provide direct support for transition to university initiatives (e.g. advising, orientation, student leader programs),
- e) Provide direct support for the University's retention initiatives,
- f) Train and supervise student assistants as appropriate, including those in student ambassador and peer-mentoring roles, and
- g) Such other duties as may be assigned by the Director, Recruitment and Retention through consultation with the incumbent.

## **D.2 Health Studies**

### **D.2.1. Administrative Associate, Health Studies**

This position reports to the Dean, School of Health Studies. The responsibilities of this position include the following activities:

- a) Receive and coordinate faculty and student requests for clinical placements,
- b) Negotiate and arrange clinical placement experiences where students can obtain learning opportunities appropriate to the curriculum objectives,
- c) Facilitate the signing and updating of clinical affiliation agreements,
- d) Maintain records of the clinical agreements,
- e) Act as a liaison between the School of Health Studies and clinical placements sites; mediates conflict situations between students and on-site preceptors,
- f) Coordinate an orientation to the Personal Health Information Act (PHIA) and the signing of Pledge of Confidentiality forms for all students,
- g) Investigate potential clinical placement opportunities,
- h) Coordinate the distribution and revisions of the clinical program manual for clinical placement sites,
- i) Facilitate the development and periodic review and revision of a standard student evaluation tool for use by all faculty and all on-site preceptors,
- j) Facilitate orientation/training sessions for preceptors,
- k) Coordinate annual recognition activities for preceptors and providers of clinical placements,
- l) Receives from on-site preceptors, at the intervals specified, evaluations of students in clinical placements, and
- m) Performs such other appropriate duties as may be assigned by the Dean and/or Department through consultation with the incumbent.

## **D.3 Projects**

### **D.3.1 Administrative Associate, BUNTEP**

Responsible to the Director of BUNTEP, the duties include:

- a) Assisting in long-term planning of the Program through data collection and documentation,
- b) Overall supervision of computer equipment, maintenance and recommendation for changes to the computer program,
- c) Preparation of statistical information relating to students and of quarterly statistical reports for Council on Post Secondary Education (COPSE),
- d) Assisting in the on-going operation of B.U.N.T.E.P. as required by the Director,
- f) Record individual student costs (tuition and textbooks) and prepare invoice for billing sponsoring agencies, and

- e) Other appropriate duties as may be assigned by the Director through consultation with the incumbent.

### **D.3.2 Site Coordinator , Campus Manitoba**

This position reports to the Director, Campus Manitoba. The position is responsible for the administration of local Campus Manitoba centers and may include duties as follows:

- a) Coordinate university activities at the local Campus Manitoba centre including assisting students with application and registration procedures, collection of fees, and selling of textbooks,
- b) Manage learning and instructional technologies at Campus Manitoba sites, including training and ongoing support of students,
- c) Student advising and support in the area of course selection, learning and library skills, and identification of tutors,
- d) Liaise with local Campus Manitoba advisory committee and local community members,
- e) Promote the Campus Manitoba program and recruitment of students as needed,
- f) Administration of the centre including ordering of supplies and maintenance of an inventory of equipment,
- g) Attend Campus Manitoba coordinator meetings and submit centre reports as required, and
- h) Such other appropriate duties as assigned by the Director, Campus Manitoba through consultation with the incumbent.

## **D.4 Education**

### **D.4.1 Director of Field Experience**

This position is responsible to the Dean, Faculty of Education. This position will oversee the placement of students in their practica, the selection of cooperating teachers, and the selection/placement of faculty advisors. The position may include duties as follows:

- a) Negotiating and arrangement placements for field experience students during various periods from August to June (inclusive) in schools.
- b) Building and maintaining positive relationships with school districts, superintendents, schools, administrators, and cooperating teachers.
- c) Troubleshooting and remediation in situations in which students are experiencing difficulties.
- d) Recruiting, assigning, and supporting field supervisors.
- e) Planning and delivering orientation programs for cooperating teachers, field advisors, and practicum students.
- f) Maintaining and reviewing the Field Experience Practicum Handbook.
- g) Managing budgets and expenditures for the Field Experience Program.
- h) Providing accessibility to students through provision of regular office hours.
- i) Such other appropriate duties as assigned by the Dean, Faculty of Education **through consultation with the incumbent.**

## **D. 5 Registrar**

### **D.5.1 Director of Admissions**



This position is responsible to the Registrar. The position shall oversee the admission of all students to Brandon University. This position may include duties as follows:

- a) Train, supervise and advise staff in the Admissions office,
- b) Provide academic advising to new, returning and continuing students regarding admissions,
- c) Collect appropriate administrative and program statistics, and
- d) Such other appropriate duties as assigned by the Registrar through consultation with the incumbent.

#### **D.5.2 Recruitment Officer**

This position is responsible to the Registrar for overseeing the recruitment of University students. The position may include duties as follows:

- a) Participate in the development and delivery of a recruitment campaign that promotes Brandon University's academic programs and services to potential students and those identified as being influential in student decision making vis-à-vis choice of postsecondary institution,
- b) Provide academic advising to new students regarding admission and registration as required,
- c) Collect appropriate administrative and program statistics,
- d) Train and supervise student assistants as appropriate, and
- e) Such other appropriate duties as assigned by the Registrar through consultation with the incumbent.

#### **D.5.3 Prior Learning Assessment and Recognition Coordinator**

This position reports to the Registrar. The position is responsible for the development and delivery of Prior Learning Assessment and Recognition (PLAR) services and may include duties as follows:

- a) Promote awareness and understanding of PLAR principles and policies among faculty, staff, students, and prospective students,
- b) Serve as a resource to Departments and Faculties regarding the integration and application of PLAR to courses and programs,
- c) Serve as a resource to students seeking credit through PLAR,
- d) Recommend to the appropriate units and bodies such policies, procedures, and practices as will enhance the delivery of PLAR services,
- e) Collect administrative and program statistics relevant to the development and assessment of PLAR services, and
- f) Such other appropriate duties as assigned by the Registrar through consultation with the incumbent.

## Appendix E: Copyright Licence Agreement

This agreement made at Brandon in the province of Manitoba

this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_

between

---

(hereinafter called "the member")

and

BRANDON UNIVERSITY

(hereinafter called "the Institution")

Whereas copyright in printed or recorded material (more particularly described in the First Schedule hereto and hereinafter called "the Work") is presently vested in the member and the member has agreed with the Institution for the granting of a Licence in respect of the said Work on the terms hereinafter contained. Now this agreement witnesseth that in consideration of the fees and other payments hereinafter mentioned, the member hereby grants to the Institution a Licence in respect of the Work for a period of \_\_\_\_\_ calendar years from the date hereof subject to the terms and conditions following:

1. The Institution shall be at liberty to use the Work for the internal teaching and like purposes of the Institution (other than for non-credit extension or like classes or courses) without fee or royalty throughout the period of this agreement subject nevertheless as hereinafter mentioned.
2. The Work shall be used only in connection with classes or students in the following category or categories:
3. Except with the prior consent of the member, the Work shall not be used by or for the purposes of any person outside the Institution or any body other than the Institution.
4. If the member shall consent in writing to the use of the work by or for the purposes of any person outside the Institution (hereinafter referred to as 'the other user') or if the Institution shall use the Work for non-credit extension or like classes or courses, the Institution shall, subject to condition 11 hereof, pay to the member the fee appropriate to such use set forth in the Fourth Schedule hereto.
5. Without prejudice to the provisions of condition 4 hereof, it is hereby agreed and declared that the Work shall not be used or permitted to be used by any of the following other users namely:

6. The member may in writing waive any fee, royalty, or other payment payable in respect of the use of the Work, provided that any such waiver shall be limited to the occasion and the user or users specified in the said writing.
7. Where the member and the Institution agree in writing that the Work has been rendered obsolete by advances in knowledge, this agreement shall terminate provided that in case either party to this agreement asserts that the Work has been so rendered obsolete and the other disagrees, the Parties shall refer the disagreement to a specialist in the subject in another Institution (as may be agreed by the Parties) whose decision shall be binding on the Parties.
8. Where the Institution wishes to erase or otherwise destroy the Work whether during or at the end of the term of the present agreement, the member shall be given one month's notice of such intention and shall be permitted during that time to take a copy of all or part of the Work for his/her own use and at a cost not exceeding the cost of the physical stock upon which the copy is taken.
9. The member hereby undertakes that if he/she should leave the employ of the Institution during the currency of this agreement, he/she will keep the Institution informed of his/her subsequent address or addresses during the period covered by this agreement and for one calendar year thereafter.
10. Where the member either alone or in collaboration with others prepares notes or other matter to accompany the Work the member hereby grants to the Institution a Licence to reproduce copies of the said notes or other matter and claims no fees or royalties in return unless the Institution sells or hires such copies in which event the member shall, if he/she is the sole author thereof, receive 25% of the gross proceeds or if he/she is not the sole author thereof, the said 25% shall be shared between him/her and the co-author or co-authors named in the Third Schedule hereto in the proportions there set out. Should the Institution sub-license a publisher to reproduce the said copies, the member shall be a party to the publishing contract.
11. For the purposes of conditions 4 and 10 hereof where some person or persons (other than the member) are, by reason of their participation in making the Work or the accompanying notes, beneficially entitled to a share in any fees, royalties, or payments hereunder, the said share shall be based upon their relative contribution or contributions to the Work or accompanying notes and the said fees, royalties, or payments shall be paid to the member and the said person or persons named in the Second Schedule hereto in the proportion there set out.
12. The member hereby acknowledges that the physical stock containing the Work is and remains the property of the Institution.
13. The member guarantees that the material covered by this License Agreement does not infringe the copyright of any other work. In the event that such infringement has occurred, the member shall be held responsible.

FIRST SCHEDULE (See Preamble)  
Particulars of the Work

Title, Nature of the Work:

Place, Date, and Time Made, Duration:

SECOND SCHEDULE (See Clause 11)  
Persons having a copyright interest in the whole  
or part of the Work

1. \_\_\_\_\_ of \_\_\_\_\_ as to \_\_\_\_\_ per cent
2. \_\_\_\_\_ of \_\_\_\_\_ as to \_\_\_\_\_ per cent
3. \_\_\_\_\_ of \_\_\_\_\_ as to \_\_\_\_\_ per cent.

THIRD SCHEDULE (See Clause 10)  
Persons having a copyright interest in the whole  
or part of any accompanying notes or other matter

1. \_\_\_\_\_ of \_\_\_\_\_ as to \_\_\_\_\_ per cent
2. \_\_\_\_\_ of \_\_\_\_\_ as to \_\_\_\_\_ per cent
3. \_\_\_\_\_ of \_\_\_\_\_ as to \_\_\_\_\_ per cent.

FOURTH SCHEDULE (See Clause 4)  
Fees payable to the member

In witness whereof the Parties hereto have executed these presents all as of the day  
and year first above written.

## APPENDIX F: SALARIES AND BENEFITS

### F.1 Salaries

A one-time payment equivalent to retroactive salary adjustments will apply to members who retired or terminated their employment between 1 April 2011 and the date of signing this agreement. These payments are not subject to University pension or other employee group benefits.

### **Salary Scale for the period 1 April 2011 to 31 March 2012**

(Effective the first day of the pay period that includes 1 April 2011)

	Floor	Increment	Steps	Ceiling
Professor/PA IV	103,947	3,108	12	141,241
Associate Professor/ PA III/CIS III	83,373	2,559	13	116,645
Assistant Professor/ PA II/ AA II/IA IV/CIS II	63,750	2,003	13	89,791
Lecturer/PA I/AA I/IA III/CIS I	52,981	1,463	9	66,152
IA II	47,885	1,318	9	59,745
IA I	42,802	1,172	9	53,351

(a) Scale

Effective 1 April 2011, the salary scale shall be adjusted to raise the floor and ceiling of every rank by one (1) full increment. The number of steps shall remain unchanged from the 1 April 2008 to 31 March 2011 Collective Agreement. Any members at the Floor of the scale on 1 April 2011 will be placed at the new Floor. Members holding full-time or part-time appointments shall receive an increase of one percent (1%) on the scale, which is represented in the above salary scales.

(b) Current Increment

Effective July 1, 2011, all members holding full-time or part-time appointments shall receive a service increment as specified above. No member shall be entitled to more than one (1) increment in a calendar year.

## Salary Scale for the period 1 April 2012 to 31 March 2013

(Effective the first day of the pay period that includes 1 April 2012)

	Floor	Increment	Steps	Ceiling
Professor/PA IV	105,506	3,155	12	143,360
Associate Professor/ PA III/CIS III	84,624	2,598	13	118,395
Assistant Professor/ PA II/AA II/IA IV/CIS II	64,707	2,033	13	91,138
Lecturer/PA I/AA I/IA III/CIS I	53,776	1,485	9	67,144
IA II	48,604	1,338	9	60,641
IA I	43,444	1,190	9	54,151

(a) Scale

Effective 1 April 2012, members holding full-time or part-time appointments shall receive an increase of one and one-half percent (1.5%) on the scale, which is represented in the above salary scales.

(b) Current Increment

Effective July 1, 2012, all members holding full-time or part-time appointments shall receive a service increment as specified above. No member shall be entitled to more than one (1) increment in a calendar year.

## Salary Scale for the period 1 April 2013 to 31 March 2014

(Effective the first day of the pay period that includes 1 April 2013)

	Floor	Increment	Steps	Ceiling
Professor/PA IV	108,671	3,249	12	147,661
Associate Professor/ PA III/CIS III	87,163	2,676	13	121,947
Assistant Professor/ PA II/AA II/IA IV/CIS II	66,648	2,094	13	93,872
Lecturer/PA I/AA I/IA III/CIS I	55,389	1,530	9	69,159
IA II	50,062	1,378	9	62,461
IA I	44,747	1,225	9	55,775

(a) Scale

Effective 1 April 2013, members holding full-time or part-time appointments shall receive an increase of three percent (3%) on the scale, which is represented in the above salary scales.

(b) Current Increment

Effective July 1, 2013, all members holding full-time or part-time appointments shall receive a service increment as specified above. No member shall be entitled to more than one (1) increment in a calendar year.

## Salary Scale for the period 1 April 2014 to 31 March 2015

(Effective the first day of the pay period that includes 1 April 2014)

	Floor	Increment	Steps	Ceiling
Professor/PA IV	111,931	3,347	12	152,090
Associate Professor/ PA III/CIS III	89,778	2,756	13	125,605
Assistant Professor/ PA II/AA II/IA IV/CIS II	68,647	2,157	13	96,688
Lecturer/PA I/AA I/IA III/CIS I	57,051	1,576	9	71,233
IA II	51,564	1,419	9	64,334
IA I	46,090	1,262	9	57,449

(a) Scale

Effective 1 April 2014, members holding full-time or part-time appointments shall receive an increase of three percent (3%) on the scale, which is represented in the above salary scales.

(b) Current Increment

Effective July 1, 2013, all members holding full-time or part-time appointments shall receive a service increment as specified above. No member shall be entitled to more than one (1) increment in a calendar year.

### F.2 Promotion/Reclassification

Members who are promoted or reclassified, shall be placed on the salary scale of the rank to which they have been promoted or reclassified, either at their current salary, or, if their current salary is below the floor salary of the new rank, at the floor salary of the new rank. See Article 12.7(b), Appendix G and Appendix J for effective dates.

### F.3 Increment Payments

Normal increments (service increments);

- (a) New members who have completed nine (9) consecutive months of full-time service at Brandon University shall be eligible to receive a service increment beginning in the 10<sup>th</sup> month. Thereafter, such members shall receive a normal increment on July 1.
- (b) Members who are on a full-time Term Contract of less than one (1) year's duration, but more than six (6) months, then, after an interruption of service, receive a subsequent full-time contract, shall be credited with twelve (12) months uninterrupted service for the purpose of calculating increments. That is, the member shall receive a service increment



at the commencement of the new contract unless the member has received a service increment during the life of the previous contract.

- (c) Members who have completed twelve (12) months or more consecutive full-time service at Brandon University shall be eligible to receive a service increment on July 1; such an increase shall be limited by the ceiling for the member's rank.

#### **F.4 Allowances**

Effective 1 April 2011, the following allowances will be paid:

- (a) Northern Allowance of \$3,600 per annum for those members who are required to reside north of the fifty-third (53<sup>rd</sup>) parallel or in local government districts.
- (b) Centre Coordinator Allowance of \$3,600 per annum for those members designated as Centre Coordinators
- (c) Travelling Professor Allowance of \$7,200 per annum for those members designated as Travelling Professors.

#### **F.5 Sessional Stipend**

Effective September 1 of each year, the rate for sessional stipends is ten percent (10%) of the floor of the rank of Lecturer for each three (3) credit hour course (i.e. September 1, 2011 - \$5,298, September 1, 2012 - \$5,378, September 1, 2013 - \$5,539, and September 1, 2014 - \$5,705). For supervision of the field experience in Education and Music, see Article 9.5 a) iii.

#### **F.6 Cancellation Fee**

All credit courses offered under the auspices of Brandon University and reimbursed at sessional rates will be subject to the following cancellation fee:

- (a) All courses cancelled within the fifteen (15) day period prior to the start date of the class, as specified in the signed contract, will have a fifteen percent (15%) fee.
- (b) All courses cancelled after the start date of the class, as specified in the signed contract, will have a twenty-five percent (25%) fee.

#### **F.7 Pensions**

##### **F.7.1**

The present Brandon University Pension Plan, Group Life Insurance Plan, Long-Term Disability Plan, and Dental Plan shall continue to cover the eligible members for the duration of this agreement.

##### **F.7.2**

Employee and Employer contributions to the Pension Plan shall be in accordance with the Plan Document.

### **F.7.3**

- (a) The Employer shall make contributions to the University Pension Plan Fund, on behalf of each eligible member, in accordance with the terms of the plan, concurrent with the contributions made by the member, an amount equal to the sum of
  - i. Seven and one-half percent (7.5%) of the member's basic salary up to the Year's Basic Exemption and
  - ii. Five and seven-tenths percent (5.7%) of the member's basic salary between the Year's Basic Exemption and the Year's Maximum Pensionable Earnings and
  - iii. Seven and one-half percent (7.5%) of the member's basic salary, if any, in excess of the Year's Maximum Pensionable Earnings.
  
- (b) Effective April 1, 2012 the Employer and the Employee shall make contributions to the University Pension Plan Fund, on behalf of each eligible member, in accordance with the terms of the plan, concurrent with the contributions made by the member, an amount equal to the sum of
  - i. Eight percent (8.0%) of the member's basic salary up to the Year's Basic Exemption and
  - ii. Six and two-tenths percent (6.2%) of the member's basic salary between the Year's Basic Exemption and the Year's Maximum Pensionable Earnings and
  - iii. Eight percent (8.0%) of the member's basic salary, if any, in excess of the Year's Maximum Pensionable Earnings.
  
- (c) If unfunded liability special payments in 2012, 2013 or 2014 drop below \$3.126 million, one third (1/3) of the savings below the \$3.126 million shall be paid in the 2012-13, 2013-14 and 2014-2015 years respectively, as an equal one-time gross salary bonus to all BUFA members contributing to the Plan, prorated for part-time members, with a pool of funds to be agreed between the Parties for Sessional instructors out of that same one-third. One third (1/3) of the savings shall be paid into a pool for student bursaries. One third (1/3) of the savings shall remain in the operating budget for general purposes.

### **F.7.4 Operation of the Brandon University Plan**

- (a) No changes or amendments shall be made to the Brandon University Pension Plan or the Trust Agreement for that Plan without the prior approval of BUFA.
  
- (b) No retirement benefits shall be paid to any BUFA member other than those payable under the Plan, unless agreed to by BUFA and the University.
  
- (c) For BUFA Members who retire on or after the date of signing of this Collective Agreement, the Normal Form of pension (Article 8.1 of the Brandon University Retirement Plan) shall be changed to the form of pension currently known as the "Mandatory Survivor Pension" and commonly referred to as "joint and 2/3 survivor" for members who have an eligible spouse at retirement, i.e. the joint and 2/3 form of the pension shall not be actuarially reduced to account for the spousal entitlement. The costs associated with the change shall be financed by the Employer through an increase in the Employer contribution levels

under Article 4.1 and/or 4.2 of the Brandon University Retirement Plan text, in addition to those specified in F.7.3 above. The increased Employer contribution level shall be based on the cost of this improvement as recommended by the Plan actuary. The Employer will not finance this benefit through the use of actuarial surplus of the Plan.

- (d) For BUFA Members who retire on or after 1 April 2009, the maximum pension, as referenced under Article 7.4 of the Brandon University Retirement Plan, shall be \$1,975 per year of service, for all years of service. The costs associated with the change shall be financed by the Employer through an increase in the Employer contribution levels under Article 4.1 and/or 4.2 of the Brandon University Retirement Plan text, in addition to those specified in F.7.3 above. The increased Employer contribution level shall be based on the cost of this improvement as recommended by the Plan actuary. The Employer will not finance this benefit through the use of actuarial surplus of the Plan.
- (e) Effective 1 April 2009, BUFA members' contributions to the Plan shall increase by 0.5% of earnings.

#### **F.7.5 Early Retirement**

- (a) In the event that the University wishes to offer an Early Retirement Incentive Plan to BUFA members, the University, in consultation with BUFA, shall develop the terms and conditions of the Early Retirement Incentive plan proposal. In formulating the Plan the University shall take into account (1) the financial state of the University, (2) the interests of non-retiring members, and (3) the interests of members considering early retirement under the Incentive Plan. Under no circumstances shall any Early Retirement Incentive Plan offered by the University have a significant negative impact on the Brandon University Pension Plan.

The Early Retirement Incentive Plan Proposal shall be presented by the University to BUFA for its approval.

- (b) All BUFA members taking early retirement while an Incentive Plan is in effect, shall do so under the terms and conditions of the Plan as approved by BUFA.
- (c) BUFA shall be notified of the names of all members who take early retirement under the Early Retirement Incentive Plan and shall be provided with a summary of the benefit provisions agreed to by the University and the member.

#### **F.7.6 Members Leaving BU by means other than Retirement**

The University and BUFA are committed to the principle that members who leave the employ of the University by means other than retirement are entitled to receive fair value for their accumulated pension benefits.

#### **F.8 Tuition**

Full-time and part-time members will receive a one hundred percent (100%) waiver of tuition for credit courses taken at Brandon University.

#### **F.9 Relocation Expenses**

The Employer shall reimburse members who are required to relocate, either to commence employment at Brandon University or to offer courses on behalf of Brandon University in some other part of the province, for the actual costs incurred in the relocation. The Employer must approve the move. The total removal allowance shall be a maximum of:

- (a) 1/12 of salary or \$4,500, whichever is greater, for a member who commences employment at Brandon University, or is a member who is required to relocate to take up a new position which the member has applied for; or
- (b) 2/12 of salary for a member who is required to relocate by Brandon University in order to offer courses on behalf of Brandon University in some other part of the province.

[This part (b) allowance does not apply to the situation in which an employee has applied for another position at Brandon University.]

will be paid for the following expenses:

- (a) Actual transportation costs when supported by receipts, to a maximum of economy air fare.
- (b) When private automobile is used, not less than the current negotiated rate per kilometer/mile by the most direct route, plus lodging and meals en route for a reasonable number of driving days for the member and his/her immediate family. The maximum to be paid is the amount of economy air fare.
- (c) Lodging and meals to a maximum of five (5) days on arrival, when necessarily incurred, and limited to the member and his/her immediate family.
- (d) Approved freight, cartage, and storage costs on household furnishings and effects from place of domicile.

Travel expenses on standard expense vouchers for the member and his/her immediate family should be submitted to the Dean for approval.

#### **F.10 Extended Health and Life Insurance Plan Premiums**

The Employer shall pay one hundred percent (100%) of the premiums for the Extended Health Benefits Plan and the University Group Life Insurance Plan on behalf of BUFA members.

#### **F.11 Estate Benefit**

In the event of the death of a full-time or part-time member during his/her term of employment, a sum of money equivalent to three (3) months' salary shall be paid by the Employer as Severance Pay to the estate of the member.

## **Appendix G: Reclassification Procedures for Instructional Associates and Administrative Associates**

### **G1.**

Instructional Associate and Administrative Associate members may apply to their Dean/Director for reclassification. Applications and supporting documentation must be received by their Dean/Director by January 15 to be considered in that academic year. Letters of application shall be copied to the Director, Human Resources.

### **G2.**

Normally within two (2) working days of receipt of an application for reclassification, the Dean/Director shall request the Department of each member who has applied for reclassification to meet to review the application and to submit a recommendation, along with supporting evidence/rationale, to the Dean/Director by February 1. A copy of the recommendation shall be sent to the applicant and the BUFA.

### **G3.**

The Dean/Director shall send her/his recommendation and the recommendation of the department along with the submitted application, and supporting documentation, to the Chair of the Reclassification Committee, normally by February 15. The recommendation of the Dean/Director shall be copied to the Department Chair, the applicant and the BUFA.

### **G4.**

A Reclassification Committee consisting of three members appointed by the President and three members appointed by the BUFA shall be established. The Director of Human Resources shall be one of the President's appointees and shall serve as Chair of the Reclassification Committee with full committee participation rights and responsibilities.

### **G5.**

Prior to February 1 the Chair of the Reclassification Committee will advise the President and BUFA to appoint their members to the Reclassification Committee by February 15 ensuring that persons who have made, or will be making, recommendations under G2 or G3 are not appointed to the Reclassification Committee of a member. Normally the same Reclassification Committee will decide on all applications. If for any reason, a different Reclassification Committee must be struck, the composition of, and appointment to, the committee will be in accordance with G4.

### **G6.**

The Reclassification Committee shall normally meet between February 20 and March 15 to make a decision. The Committee may request to meet with the applicant or his/her representative and/or any of the persons who have made recommendations. On the request of the applicant, the Committee shall meet with the applicant or his/her designate.

**G7.**

- (i) All recommendations and decisions for the reclassification of a member who holds an Instructional Associate rank, shall be based on the job descriptions outlined in Appendix C and the Qualifications of Instructional Associates as outlined in Article 8.6.
- (ii) All recommendations and decisions for the reclassification of a member who holds an Administrative Associate rank, shall be based on the job descriptions outlined in Appendix D and the Qualifications of Administrative Associates as outlined in Article 8.7.

**G8.**

Decisions of the Reclassification Committee(s) shall normally be made by March 20 and sent to the President for implementation, with copies to the applicant, the Department, the Dean/Director, and the BUFA.

**G9.**

Decisions of the Reclassification Committee(s) shall be final and binding on both Parties and the applicant.

**G10.**

The effective date of any resultant reclassifications shall be the first day of the pay period that includes April 1

## **APPENDIX H: OTHER ALLOWANCES**

### **H.1 Professional Development Expense Reimbursement**

- (a) The Employer shall provide funds for the purpose of subsidizing the travel of members to meetings of learned societies, professional associations or similar groups. This fund may also be used for the purpose of subsidizing the purchase of equipment, books, journals, other published works and general supplies.
- (b) The Employer shall provide funds, on an annual basis, to each Faculty/Unit on the basis of \$1,725 per full-time equivalent member (exclusive of sessional appointments). Effective April 1, 2012, the Employer shall provide funds, on an annual basis, to each Faculty/Unit on the basis of \$1,800 per full-time equivalent member (exclusive of sessional appointments). The Funds shall be administered by the Dean/Director. The Dean/Director shall establish rules and regulations (which include criteria and priorities) after consulting with the members of his/her Faculty/Unit. Requests for reimbursement must be submitted on the Employer's expense report or cheque requisition, accompanied by the appropriate receipts and authorized by the Dean/Director. Items acquired by this reimbursement shall be the property of the Employer, shall be included in the Faculty/Unit inventory, and shall be made available for the use of other members of the Faculty/Unit.
- (c) The Employer shall make available, on an annual basis, a pool of funds equivalent to the stipend for six (6) sessional credit hours to which sessional members may make application, through their respective Dean/Director, for professional development purposes.

### **H.2 Expense and Travel Allowances**

#### **H.2.1**

Effective December 6, 2011, the Employer shall reimburse members, traveling on University business, at the rate of thirty-eight (38) cents per kilometer for private vehicle use only.

#### **H.2.2**

Effective December 6, 2011, the Employer shall reimburse members traveling on University business at the rate of fifty dollars (\$50.00) per day (\$10.00 breakfast, \$15.00 lunch, \$25.00 supper) for travel within the Province of Manitoba; and at the rate of fifty-five dollars (\$55.00) per day (\$11.00 breakfast, \$17.00 lunch, \$27.00 supper) for travel outside the province and at current CIDA rates for travel outside of Canada.

#### **H.2.3**

The distance compensation stipend for six (6) credit hour off-campus courses will be calculated at \$3.25 per kilometre one-way for the centres currently recognized.

## **APPENDIX I: OTHER JOB DESCRIPTIONS**

These job descriptions may be amended from time to time by the Employer after consultation with, and the approval of, the incumbent and the Union (such approval shall not be unreasonably withheld). Job descriptions of new positions shall be included in this Collective Agreement when they have been approved by the Employer and prior to candidate interviews.

### **I.1 Institutional Analyst**

Reporting to the President, through the Dean of Students, this position is responsible for the administration, production, and extraction of institutional data to be used as a basis for senior administrative planning and budgeting, and as a basis for communicating facts about Brandon University to government, other institutions, and/or the general public.

Duties:

- a) Determine the parameters of data to be extracted from or created within BU's existing records database for public communications (e.g. BU Fact Book, Accountability Page)
- b) Recommend utility of responding to external surveys, and, as required, coordinate their administration (e.g. CUSC, NSSE)
- c) Design, administer, and analyze internal surveys (e.g. student satisfaction)
- d) Report survey results to senior administrators (e.g. planning and budgeting)
- e) Participate in completion of BU Annual Report to CPSE and other government reports
- f) Utilize relevant analytical methods, software, technology, and other resources as required
- g) Other related analytical duties as assigned by the President or the Dean of Students, through consultation with the incumbent.

### **I.2 Canadian Interuniversity Sport (CIS) Coach**

Responsible to the Vice-President (Administration and Finance) or a Dean, as determined by the Employer from time to time, through the Athletic Director. Duties and responsibilities of the position include:

- a) Preparing a season schedule of training and competition
- b) Recruiting student athletes and selecting team members
- c) Teaching and training student athletes in individual and team skills and tactics
- d) Maintaining records and statistics of the team and players
- e) Coordinating assistant coaches and other assistants with the program
- f) Providing fundraising support to the Athletics program
- g) Developing relationships with alumni and the broader community
- h) Planning, coordinating and representing the University at camps specific to the sport
- i) Maintaining an inventory of team equipment and supplies
- j) Overseeing team members academic workloads and providing time management strategies
- k) Monitoring monthly financial statements and operating within the annual budget provided
- l) Normally teach six (6) credit hours but teaching may range from three (3) to nine (9) credit hours



- m) Other appropriate duties as assigned by the Athletic Director through consultation with the incumbent.

### **I.3 Campus Recreation Director**

Responsible to the Vice-President (Administration and Finance) or a Dean, as determined by the Employer from time to time. Duties and responsibilities of the position include:

- a) Providing leadership to the Campus Recreation programs; strategic, operational and resource including policy and procedures
- b) Assisting groups in the administration and operation of events, tournaments and leagues other than those of Athletics.
- c) Organizing intramural sports and tournaments, fitness programs, clubs, clinics and special events
- d) Liaising with other groups on and off campus in the promotion and development of healthy living
- e) Office administration in support of Campus Recreation programming
- f) Public relations, media relations, promotion of Campus Recreation activities
- g) Community relations and partnership building on and off campus
- h) Marketing and fundraising for Campus Recreation programs.
- i) Facility scheduling and equipment inventory and maintenance for Campus recreation
- j) Budget development, management and expenditure approval
- k) Coordinating the work of Program assistants including hiring and monitoring work
- l) Other appropriate duties as assigned by the administrator to whom the position reports, through consultation with the incumbent.

Qualifications and rank

- Bachelors, Masters or Doctorate degree
- Will be assigned a rank of Instructional Associate, Professional Associate or a Professorial rank, dependent on qualifications and responsibilities in addition to those of Campus Recreation Director.

### **I.4 Athletic Director**

Responsible to the Vice-President (Administration and Finance) or a Dean, as determined by the Employer from time to time. Work is assigned to the Athletic Director in terms of broad organizational objectives and policies. Duties and responsibilities of the position include;

- a) Providing strategic leadership to the Athletics Program, for operational and resource plans and objectives.
- b) Serving as Athletic representative for the University internally and externally
- c) Overseeing Media, Public Relations, marketing, promotional events and fundraising strategies for Athletics
- d) Responsibility for Athletics facility needs, game scheduling and Athletic game management
- e) Responsibility for compliance with all rules and regulations, and communication with Finance and Student Awards offices, to ensure athlete eligibility

- f) Responsibility for communication of, and compliance with, all program rules and regulations within Brandon University and each of the Leagues, and representation at League meetings
- g) Monitoring and assisting student athletes' academic, athletic and personal performance and development.
- h) Monitoring student athlete recruiting and communication
- i) Overseeing and providing leadership for the Athletics budget.
- j) Responsibility for recommending Program policy, policy development and management
- k) Reviewing and approving travel claims and Athletic expenditures
- l) Responsibility for day to day oversight and leadership of employees working within the Program and providing recommendations in the evaluation of these employees, which includes the coaches.
- m) Normally teach six (6) credit hours but teaching may range from three (3) to nine (9) credit hours.
- n) Other appropriate duties as assigned by the administrator to whom the position reports, through consultation with the incumbent.

## **I.6 Athletic Therapist**

Responsible to the Vice-President (Administration & Finance) or a Dean, as determined by the Employer from time to time, through the Athletic Director. Duties and responsibilities of the position include:

- a) normally teach six (6) credit hours but teaching may range from three (3) to nine (9) credit hours,
- b) supervise and control athletic therapy facility, including the Brandon University Sports Medicine Centre,
- c) evaluate, treat and rehabilitate injuries suffered by students, faculty and staff, and time permitting, community persons,
- d) attend all home intercollegiate athletic contests and attend to the needs of both home team and visiting teams as mandated by the Canada West University Athletic Association,
- e) order and maintain supplies and equipment for the athletic therapy facility/Sports Medicine Centre,
- f) train and supervise student assistants,
- g) work in cooperation with medical practitioners and coaches in developing exercise and rehabilitation programs,
- h) aid in preparation of budget for athletic therapy area,
- i) order and maintain supplies and equipment for training room, and
- j) such other appropriate duties as may be assigned by the Athletic Director through consultation with the incumbent.

## **APPENDIX J: TENURE AND PROMOTION PROCEDURES FOR CIS ATHLETIC RANKS**

### **J1.**

Eligible CIS Athletic Ranks members may apply to their Dean/Director for tenure or promotion. Applications and supporting documentation must be received by their Dean/Director by January 15 to be considered in that academic year. Letters of application shall be copied to the Director, Human Resources. Tenurable ranks are CIS Coach II and III, Athletic Director II and III and Athletic Therapist II and III.

### **J2.**

Normally within five(5) working days of receipt of an application for tenure or promotion, the Dean/Director shall request the Department of each member who has applied for reclassification to meet to review the application and to submit a recommendation, along with supporting evidence/rationale, to the Dean/Director by February 1. A copy of the recommendation shall be sent to the applicant and the BUFA.

### **J3.**

The Dean/Director shall send her/his recommendation and the recommendation of the department along with the submitted application, and supporting documentation, to the Chair of the CIS Athletic Ranks Tenure and Promotion Committee, normally by February 15. The recommendation of the Dean/Director shall be copied to the Department Chair, the applicant and the BUFA.

### **J4.**

A CIS Athletic Ranks Tenure and Promotion Committee consisting of three members appointed by the President and three members appointed by the BUFA shall be established. One of the members of the committee shall be elected to serve as Chair of the CIS Athletic Ranks Tenure and Promotion Committee with full committee participation rights and responsibilities.

### **J5.**

The President and BUFA will appoint their members to the CIS Athletic Ranks Tenure and Promotion Committee by February 15 ensuring that persons who have made, or will be making, recommendations under J2 or J3 are not appointed to the CIS Athletic Ranks Tenure and Promotion Committee of a member.

### **J6.**

The CIS Athletic Ranks Tenure and Promotion Committee shall normally meet between February 20 and March 15 to make a recommendation. The Committee may request to meet with the applicant and/or her/his representative and/or any of the persons who have made recommendations. On the request of the applicant, the Committee shall meet with the applicant and/or his/her designate.

**J7.**

All recommendations for the tenure or promotion of a member who holds a CIS Athletic Rank, shall be based on the job descriptions outlined in Appendix I and the Qualifications of CIS Athletic Ranks as outlined in Article 8.9.

**J8.**

Recommendations of the CIS Athletic Ranks Tenure and Promotions Committee shall normally be made by March 20 and sent to the President for approval and implementation, with copies to the applicant, the Department, the Dean/Director, the BUFA, and Human Resources.

**J9.**

Members wishing to appeal a tenure decision may appeal the decision using the provisions of Articles 13.12 – 13.17. Members wishing to appeal a promotion decision may appeal the decision using the provisions of Articles 12.12 – 12.17.

**J10.**

The effective date of any resultant decision shall be the first day of the pay period that includes April 1.

## **APPENDIX K: MEMORANDA**

1. The Parties agree that members hired prior to November 27, 2002 shall be treated as though Article 13.11 of the 1 April 1995 – 31 March 1998 Collective Agreement was still in effect.
2. The Parties agree that CIS Athletic members hired prior to March 31, 2011 shall be given the option to be subject to the terms and conditions of the 2008-2011 Collective Agreement or the 2011-2015 Collective Agreement as relates to rank, tenure and promotion.

### **3. MEMORANDUM OF UNDERSTANDING REGARDING ARTICLE 32**

Asynchronous course content is a form of academic intellectual property subject to copyright and the right of use consideration. The Parties consider it desirable to articulate a clear and fair set of guidelines to govern right of use and copyright agreements between members and the Employer with regard to asynchronous course content. To this end, the Parties agree that the Technology Review Committee (Article 26.8) shall undertake the task of developing a recommendation regarding such guidelines, and shall begin this task no later than one month after the signing of the 2011-2015 agreement. The Committee shall take into consideration the right of use agreements that other comparable universities have entered into with regard to asynchronous course content, and the right of use agreements the Employer has previously entered into with regard to previously developed asynchronous courses and other stored media (e.g. books, movies, software). The Committee shall attend to differences in right of use agreements where universities have paid for the full (e.g. an asynchronous course developed entirely the University) or partial (e.g. an asynchronous course developed externally but modified by the University to better serve its own needs) development of the resource(s) and where the universities have not contributed to development costs (e.g. modules acquired from other post-secondary institutions, software from an external vendor). The Committee shall submit its recommendations for approval by the Parties no later than thirteen (13) months after the signing of the 2011-2015 collective agreement.

Until such approval, any member who agrees to develop an asynchronous course shall enter into a one year renewable right of use Copyright License Agreement (Appendix E) with the Employer. That agreement shall have no impact on the determined credit hour weighting of that course development.

### **4. MEMORANDUM OF UNDERSTANDING REGARDING THE OPERATION OF THE BRANDON UNIVERSITY RETIREMENT PLAN**

The Parties consider it desirable to increase the “Defined Benefit Limit” (maximum pension) for eligible Brandon University Retirement Plan members, to the limit established by the Canada Revenue Agency from time to time. To this end, the Parties agree that a Pension Review Committee shall be established no later than one (1) month after the signing of the 2011-2015 collective agreement.

The Committee shall be composed of seven (7) members: three (3) representatives selected by the Employer and three (3) representatives selected by BUFA and a Chair

selected by the Committee. The Committee shall establish its own procedures. The Committee shall examine all relevant issues relating to the provision changes required in the Brandon University Retirement Plan (the "Plan") document, the costs of making the changes to the Plan, the method by which the Plan changes will be financed in the Plan, and the time and circumstances of when the change might become effective.

The Committee will formulate specific recommendations. The Committee shall develop a plan to implement its recommendations with a target implementation date of March 30, 2014. By January 31, 2013, this plan shall be submitted to the Parties for the approval of both Parties. The Parties further agree that failure of either Party to approve any or all of the recommendations for any reason, acting reasonably, shall not be considered to be a failure to participate in the work of the Committee in good faith.

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