

Joint Committee on the Administration of the Agreement

Summary of Interpretations and Agreements for 2015 – 2016

A. Discussions related to the promotion and tenure process:

1. **External Referees for Promotion to Associate Teaching Professors** (sections 17.13, 25.3, 33.1 – 33.4)

Agreed that the language in the section for promotion to Associate Teaching Professor had not been intended to create a barrier for promotion for those faculty members who are currently Assistant Teaching Professors. The Committee agreed that not every Assistant Teaching Professor will have a dossier and a vitae that lends itself easily to external review. Members who are in this position will be encouraged by the Association to seek that the Dean use their discretion in section 33.4 to grant a waiver on the requirement for three external reviews. Deans will be informed that they are able to use the language of section 33.4 to waive the requirement that applicants for promotion to Associate Teaching Professors have external referees.

2. **Should Chairs of Departments Receive a Copy of a UAAC Report?** (section 41)

Deliberations of the UAAC (University Academic Appointments Committee) must remain confidential until after the President has communicated his decision to the candidate. Further discussion will be held as to how to inform departmental RPT Committees the reasons behind a UAAC recommendation, especially when the recommendation is contrary to a Departmental recommendation, but without violating the confidentiality of the report to the President. Based on a case from this year, the Association and administration may both communicate that the UAAC may not favour strict quantitative interpretations of whether or not a candidate for promotion to Associate Professor has made a substantive contribution to the discipline.

3. **Grand-parented Assistant Teaching Professors and Options for Promotion** (section 25.8; 33)

Assistant Teaching Professors who have the option of applying directly for Teaching Professor should have the option, if their application for Teaching Professor is refused, of being promoted to Associate Teaching Professor if the RPT committee so recommends. It would be the Assistant Teaching Professor's choice to accept promotion to Associate Teaching Professor or to resubmit their application for Teaching Professor in a later year. In addition, promotion to Associate Teaching Professor, if offered by the RPT committee, should be treated as a negative decision and subject to consideration by the UAAC.

4. **Date for UAAC Report where Tenure Granted and Promotion Denied** (section 41.18)

Where a tenure application has received the support of both the RPT Committee and the Dean, but the related promotion application has not, the issue of promotion will be considered at the date at which all promotions come to the UAAC, as opposed to the earlier date at which the UAAC considers tenure cases.

5. Should the UAAC have a Quorum Requirement?

The UAAC will not have a quorum requirement but will only meet when all members or alternates are available to attend. A schedule of meeting dates will be circulated with the call for nominees and nominees and elected representatives will be reminded that attendance at meetings is mandatory.

B. Discussions related to leaves

1. Impact of Leaves on Research Performance (sections 19.5.7; 19.29.3)

Faculty and Departmental Evaluation policies should give more guidance as to how to address the impact that leaves have on research performance. In the case of teaching and service, the clock is automatically extended by a year, where the absence has been for more than one teaching term. Members are encouraged to submit an impact statement with their performance review file and this possibility should be included in Departmental and Faculty Evaluation Policies.

2. Teaching Load on Returning from Half Study Leave for those with 3/2 Split Teaching Load

The usual practice is to try to arrange that when a faculty member returns from their first half study leave in these circumstances, he or she returns to a 2-course term; then, after the second half study leave, the faculty member returns to a 3-course term. Agree that this is a reasonable practice and should be continued by units if they could reasonably arrange it, recognizing that in some cases flexibility would be required.

C. Discussions related to best practices

1. Teaching Stream Faculty Holiday and Preparation Time

While a previous JCAA had recommended a 4-week connected time free of teaching for teaching stream faculty, and a committee had been struck in the past that had developed a memorandum of agreement on this issue, that memorandum had not been signed and the matter was not addressed in the new Collective Agreement. Agreed that the message should be conveyed that Faculties should use all reasonable efforts to give teaching stream faculty a connected four week break to allow for vacation and preparation time.

D. Discussions related to Professional Expense Reimbursement Policy

1. Use of Professional Expense Reimbursement to Pay for Services (Appendix B)

The Policy does not explicitly preclude faculty from using PER funds to pay for services. Complications can arise from this practice with respect to liability for statutory deduction and GST. Faculty should be informed of the potential problems and risks.