

Memorandum of Agreement of the Joint Committee
DRC/LRC Procedure Form

In a unanimous ruling, the Joint Committee to administer the 12th Collective Agreement agrees, subject to Articles 30.23 and 30.31 (e), that:

- 1) The appended documents, "DRC Procedure Form for Professors", "DRC Procedure Form for Instructors," and "LRC Procedure Form for Librarians" shall constitute the appropriate Procedure Form for procedures related to the renewal, tenure and promotion of Professors, Instructors and Librarians as required by the following articles:

12.22 (g) The DRC shall select a secretary who shall record minutes of each meeting, keep a file of all documents consulted and ensure completion of the DRC procedure form.

12.27 The Secretary of the DRC shall forward minutes of its meetings and the candidate's dossier and the signed DRC procedure form to the Chair of the URC.

43.61 The procedures set down in Articles 12.00 through 12.77 and shall be used for promotion of Instructors.

51.22 (f) The LRC shall select a secretary who shall record minutes of each meeting, keep a file of all documents consulted and ensure completion of the LRC procedure form.

51.27 The Secretary of the LRC shall forward minutes of its meetings and the candidate's dossier and the signed LRC procedure form to the Chair of the URC.

- 2) The Procedure Form is a procedural requirement intended to aid DRCs and LRCs in satisfying their obligations to the URC, especially as pertaining to Articles 12.31, 12.42 (b) (i) and 12.43 (b), which generally require: (12.31) *that the DRC/LRC has followed proper procedure, has used the appropriate criteria and qualifications, as identified in the table below, and that the criteria are applied consistently across the academic units.*

	Procedure	Criteria and Qualifications
Professors	12.10 and 12.20	12.80 and 12.90
Librarians	51.10 and 51.20	51.80 and 51.90
Instructors	12.10 and 12.20	43.50 and 43.60

- 3) The Procedure Form is subject to the terms and conditions of the 12th Collective Agreement which take precedence over the Procedure Form. If any part of the Procedure Form is at variance with the terms and conditions of the 12th Collective Agreement, the Procedure Form shall stand corrected by the terms and conditions of the 12th Collective Agreement.

Date: Sept 29/08

Signed: Janice Best

Janice Best

Vernon Provencal

Neil Carruthers

Neil Carruthers

Robert Perrins