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## Highlights of the Settlement

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| <ul style="list-style-type: none"><li>9 Workload agreement on a process to take teaching load below 2.5 credits</li><li>9 3 year agreement</li><li>9 Vision care and orthodontic coverage more than doubled</li><li>9 Professional expenses up to \$1200 by year 3</li><li>9 Salary increase: May 1, 2006: \$400 plus 4%**<br/>May 1, 2007: \$400 plus 4%<br/>May 1, 2008: \$400 plus 4.5%<br/><br/>**Those hired after May 1, 2006 will receive \$400.</li></ul> | <ul style="list-style-type: none"><li>9 What you don't see among the changes:<br/><br/>all threats of default denial CDI off the table - no change to CDI article<br/><br/>term appointments - no change<br/><br/>transfer to faculty rank from instructor rank - no change<br/><br/>teaching evaluations - no change<br/><br/>release time, etc. for engaging in union work as an Executive Member - no change</li></ul> |
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## Letter of Intent

*to be appended to the collective agreement*

### Re: Curriculum and Workload Review

At the beginning of each academic year, the President and Vice-Chancellor of Carleton University shall invite the Faculty Deans to initiate a curriculum and workload review of the academic degree programs offered by academic units within their Faculty.

The Dean will respond within thirty days to inform the President and Vice-Chancellor of the academics units which have elected to conduct such reviews.

The curriculum and workload reviews shall be conducted in accordance with the following principles:

#### Workload Principles

Workload needs to be addressed to maximize Carleton's ability to recruit and retain faculty. The parties are committed to addressing inequities in workload to support Carleton's objective to be a top tier research intensive university.

In order to be a research-intensive comprehensive university, Carleton faculty need a climate in which research and other academic functions of employees may be effectively carried out.

The parties agree that workload is an important and complex issue that involves a wide range of factors and variables that differ from one department and/or program to another.

Normal workload for faculty employees listed in Article 9.4(a)(i) is defined by Article 13.1 and the parties agree to achieve a teaching workload of fewer than 2.5 credits.

Achieving a teaching workload of fewer than 2.5 credits must:

1. not compromise the quality and integrity of academic programs
2. be addressed in a collegial manner across programs and departments
3. be addressed in a cost-neutral manner

Teaching workload and curriculum are closely related and change to one may require change to the other. Any such curricular change must be made in the context of existing academic planning and approval processes.

Where an academic unit proposes to implement teaching workload changes through curriculum reform, the Faculty Dean will be asked to attest to Senate that these curriculum changes can be achieved without net new resources and that the proposed changes meet the required academic standards.

Where an academic unit proposes to implement teaching workload changes through administrative changes within the unit, these changes shall only be undertaken with the approval of the Faculty Dean. In cases of disagreement between the Dean and the unit, the unit may, through its Chair or Director, appeal to the Provost.

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Changes to Articles in the Collective Agreement:

- 2.5 Persons engaged in instructional duties will be included in the bargaining unit if they teach more than two (2) full-credit courses in the **Fall and Winter** terms, or if they teach more than three (3) full-credit courses in any **academic year** ending **August 31**. (Repeated sections will count as if they were other courses.)
- 6.2 (b) (v) DELETE parity committee re guidelines for granting of tenure (never met)
- 9.1 (b) (iii) If no internal candidate is clearly acceptable, the vacancy shall be advertised externally in various publications as the *ad hoc* committee for the position concerned may deem suitable, but to include the **print CAUT Bulletin, University Affairs, and Feliciter**, and/or their web sites whenever publication schedules permit and the advertising copy shall be sent to the Association within ten (10) working days of its placement.
- 9.7 (a) (i) an initial undergraduate degree (the Association of Universities and Colleges of Canada may be applied to for an opinion in cases where there is doubt about whether the qualifications presented meet existing Canadian standards); **and**,
- 9.7 (b) (iv) In conjunction with the immediate supervisor of the position to be filled, the University Librarian **or his/her designate** shall assume responsibility for the receipt of applications and for all other documentation relating to appointments.
- 9.9 (d) DELETE advertisement of non-credit course instructor positions
- 10.2 (a) (ii) **Where the appointment is more than 50% in one faculty (the ‘majority**

**faculty’), the joint departmental committee shall have membership proportional to the weighting of the cross-appointment, and shall be chaired by a member of the majority department. The Committee shall make its recommendation to the Faculty Tenure Committee of the majority faculty, which shall make its recommendation to the University Promotions Committee.**

(iii) In all cases of formal cross-appointment **where the appointment is divided equally between the two faculties**, the committee shall be representative of each of the pertinent departments (or equivalent) and shall be comprised of the chairperson of each of the appropriate committees as determined in accordance with Article 10.2(a) and Article 10.2(a)(i) above, and at least one (1) other representative from each of the departments (or equivalent) at the invitation of the appropriate dean(s). The appropriate dean(s) shall designate a chairperson who shall be responsible for forwarding a written recommendation together with supporting evidence to the next level of consideration.

10.3 (d) **In cases of formal cross appointment where the appointment is divided equally between two faculties, the employee seeking promotion shall designate his/her ‘home faculty’. Such employees shall be considered only in the designated faculty in accordance with the procedures set out in paragraphs (a) to (c) above.**

10.4 (c) (ii) DELETE [align procedure with one ‘home’ department]

10.7 (a) (iv) In addition, the candidate must submit evidence of substantial achievement in at least two of the following areas: research, publishing, teaching, professional endeavours including significant involvement in professional organizations, significant service to the library or the University, or significant administrative duties.

10.7 (b) (ii) By October 1st of each year, the Peer Evaluation Committee shall **email to members and publicly post** the timetable for promotion proceedings.

13.2 (e) The chairperson shall endeavour to arrange teaching duties in a manner acceptable to each faculty member. Normally, the assignment of scheduled instruction shall be concentrated in two (2) consecutive terms of any **academic year ending August 31**

13.4 (b) (iv) Maximum contact hours per week in any one term shall be as follows:

- (1) in all other units in the Faculty of Arts and Social Science, except for the **Modern Languages** units in SLALS, seventeen (17) hours where five (5) sections are taught in that term; fourteen (14) hours where four (4) sections are taught in that term; and eleven (11) hours where three (3) sections are taught in that term; and,
- (2) in the AIMESL unit in SLALS, a maximum of **sixteen (16)** hours per week averaged over two (2) years where necessary.

13.4 (g) An Instructor employee may be assigned such other academic and administrative duties as he/she is able to perform in place of part of his/her teaching and/or job description duties, if a full load of teaching or job description duties is not available. Such duties may include counselling of students or preparing instructional material or designs of a sort not part of the usual preparation for courses which they customarily offer. Such assignments shall not take up more than about one-quarter (1/4) of an Instructor employee's total work time averaged over eleven (11) months. Instructor employees must be engaged at least one-half (1/2) time in teaching or performing job description duties.

DELETE reference to continuing education and assisting in registrarial operations

13.7 (a) (i) A faculty employee shall be assigned a teaching load of **one half (1/2) of the normal teaching load as defined in Article 13. 2. ....**

16.5 (a) No anonymous material shall be kept by the employer concerning any employee. If introduced, such material shall be sufficient in and of itself to invalidate the proceedings. Statistical information gathered pursuant to Article 26 shall not be considered anonymous material. Non-statistical information gathered pursuant to Article 26, however, shall not be exempt from the provisions of this article.

DELETE If introduced, such material shall be sufficient in and of itself to invalidate the proceedings.

(c) When written student comments are retained copies shall either be placed in the employee's file in accordance with Article 16.5(b), **and shall be** forwarded to the employee.

19 and Appendix I **The parties agree that JCAA will mandate a committee to report on how to deal with special courses (courses taught via non-traditional means).**

20.1 **Leave of Absence Without Pay**

- (a) **With the exception of leave of absence for compassionate reasons, at least six (6) months prior to the beginning of the leave of absence without pay, a faculty employee must submit a written statement to the appropriate dean describing in detail the nature and location of the activities to be undertaken during the leave period. If no detailed statement is provided or if the dean is dissatisfied with the statement, s/he, in consultation with the department, may seek revision of the statement; if no satisfactory revisions of the statement are forthcoming, the dean may recommend to the President that the leave be denied. In cases where less than six (6) months' notice of the request for leave is provided, such requests may be considered but approval of leave in this instance is less assured.**
- (b) **If applied for in accordance with 20.1(a) permission for leave of absence without pay shall be considered with due regard to the continued effective functioning of the academic program and the needs of students. Permission may be denied where it would cause an adverse impact on the academic program or the needs of students.** Leave of absence without pay under this Article shall not, except by agreement between the employer and employee, normally exceed two (2) consecutive years except for Political Leave as provided for in Article 20.3. **Leaves of absence without pay shall not be renewed. Any additional leave of absence without pay must be requested in accordance with Article 20.1(a).**

20.8 (b) Professional Librarian employees shall receive **twenty-two (22) working days' annual leave. After fourteen (14) years of service, such employees shall receive twenty-five (25) working days annual leave.**

21.3 (a) For a Lecturer, Assistant, Associate or Full Professor, when the first sabbatical is for a period of twelve (12) **or six (6)** continuous months and, is taken within the first fifteen (15) years of a preliminary or tenured faculty member's initial appointment at Carleton University or another University, the rate of sabbatical allowance shall be 100% of nominal salary.

25.1 (c) (i) For the period effective July 1, 2006 to June 30, 2009, a chairperson (or equivalent) during his/her term of office shall receive in addition to his/her annual salary, an annual stipend related to the number of employees, and technical and administrative support staff in his/her department (or equivalent) as set out below:

1-9 employees	<b>\$4,100.00</b>
10-19 employees	<b>\$4,600.00</b>
20-29 employees	<b>\$5,100.00</b>
30-39 employees	<b>\$5,600.00</b>
40 or more employees	<b>\$6,100.00</b>

25.2 (g) to submit to the appropriate dean in writing, after consultation with other members of the department, an estimate of the department's budgetary needs for the ensuing year **and to oversee and manage the allocated budget for the department;**

- 27.1 (c) DELETE reference to teaching in Continuing Education
- 27.5 Nothing herein shall prevent the performance of instructional duties by contract instructors hired to replace employees who have been granted **any form of leave**.
- 33.1 Except as specifically otherwise provided herein, the collective agreement ratified by the parties shall be binding and remain in effect from May 1<sup>st</sup>, **2006** until and including the 30<sup>th</sup> day of April **2009**.
- 35.6 (a) DELETE reference to sub-committee of JCAA to deal with courses delivered via non-traditional means  
(b) DELETE reference to September 15, 2002 reporting date
- 37.9 DELETE reference to University Research Fellows/Canada Research Fellows (no longer exist)
- 40.2 (c) For the extended Health Care Plan, the full premium. **Effective the date of signing of the collective agreement, the Extended Health Care Plan shall provide vision care of \$250.00 maximum with no deductible every twenty-four (24) months with 80% reimbursement.**  
(d) For the Dental Plan, the full premium cost. **Effective the date of signing of the collective agreement, the Dental Plan shall provide annual coverage of 80% of the cost of eligible orthodontic treatment per person covered per calendar year to a maximum of \$2,500.00 in a lifetime.**
- 40.6 (b) DELETE cost-containment mandate and report by October 31, 2002
- 40.10 (a) **For those employees hired before the date of ratification of this collective agreement, employees who retire at or after fifty-five (55) years of age, and who have at least five (5) years of continuous service at the University and who were members of the respective Plans at retirement will continue as members of the following Plans with the premiums paid for wholly by the employer:**  
(a) the Extended Health Care Plan; and,  
(b) the Dental Plan.
- (b) **For those employees hired after the date of ratification of this collective agreement who retire at or after fifty-five (55) years of age, and:**  
(i) **who have at least eight (8) years of continuous service at the University shall continue as members of the Plans listed in 40.10(a) above, with the premiums paid for wholly by the employer;**

- (ii) **who have at least four (4) years of continuous service at the University shall continue as members of the Plans listed in 40.10(a) above, with the premiums paid in accordance with Article 40.2 and 40.3(a); and,**
  - (iii) **employees who do not qualify under (i) or (ii) above shall have the right to participate in these Plans with the premiums paid for wholly by the retired member.**
- (c)
- (i) where a retired employee applies for contract teaching pursuant to this article, s/he will be appointed if, in the opinion of the department, his/her qualifications and experience are **demonstrably equal to those of the best candidate who meets the requirements of the position;**
  - (ii) the employer shall make reasonable efforts to provide teaching for retired members of the bargaining unit and in accordance with (i) above, such retired employees shall have preference to teach up to the equivalent of two (2) full credit courses per calendar year;
  - (iii) remuneration for teaching pursuant to (i) above shall not be less than **\$10,730** per full credit course or equivalent or **\$5,900** for a one-half credit course or equivalent.
- (d) Where the dean **of the appropriate Faculty agrees in writing**, upon the recommendation of the department, that there is a continuing need for graduate supervision by a particular retired faculty member, the retired faculty member will be **permitted to elect to continue the supervision or not. If the retired member elects to continue the supervision, the retired member shall be paid the sum of \$2,000 when the Master research thesis is accepted by Graduate Studies and \$4,000 when the PhD research thesis is accepted by Graduate Studies.**

#### 40.12 Tuition Waiver Program and Tuition Bursary Program

- (a) (i) Employees and, with the employee's written consent their dependent(s) and spouse are eligible for free tuition for all credit courses offered by Carleton University.
- (b) The parties agree that **both the Association and the employer through JCAA** shall continue to examine reciprocal free tuition benefit arrangements with other institutions.

- 40.13 (a) The employer shall make available to each member of the bargaining unit a sum for the purchase of items related to the performance of his/her professional and/or teaching duties. A member may use this sum, provided s/he presents the dean with receipts or records of purchase, for the purchase of books, equipment, or memberships in professional associations and/or for travel related expenses not covered by or in excess of other travel grants.

- (i) for the period May 1<sup>st</sup>, 2006 to April 30<sup>th</sup>, 2007 the sum shall be \$1,000.00;
- (ii) for the period May 1<sup>st</sup>, 2007 to April 30<sup>th</sup>, 2008 the sum shall be \$1,100.00; and,
- (iii) for the period May 1<sup>st</sup>, 2008 to April 30<sup>th</sup>, 2009 the sum shall be \$1,200.00.

(c) On each May 1<sup>st</sup>, unspent portions will be carried over provided that the total does not exceed three (3) years entitlement. On each May 1<sup>st</sup>, balances in excess of three (3) years will be permanently removed and transferred to the CUASA Scholarship Fund.

#### 42.4 Professional Achievement Awards

(a) There shall be **a maximum of seven (7)** Professional Achievement Awards per year, each valued at \$1,500. **Up to two (2)** awards shall be provided for professional librarians and **up to five (5)** awards shall be provided for Instructor employees, which may, at the discretion of the recipient, be added to their Professional expense Reimbursement.

43.1 The teaching of scheduled summer school courses by employees in addition to their normal workload, as provided in Article 13, shall be subject to additional compensation at the rate of not less than:

- (a) **\$9,340 for a full credit course and \$4,680 for a half credit course in 2006-07;**
- (b) **\$9,620 for a full credit course and \$4,820 for a half credit course in 2007-08; and**
- (c) **\$9,910 for a full credit course and \$4,970 for a half credit course in 2008-09.**

43.3 The stipend listed above has been adjusted each year at a rate equal to the percentage scale increase specified in Article 45.2.

44.3 DELETE reference to parity committee to examine Appendix E and report by January 31, 1997

- 45.2 (a) Subject to Article 45.4 below, the nominal salary as of April 30<sup>th</sup>, 2006, continuing employee shall be increased by **\$400.00 in the form of an equity adjustment.**
- (b) Subject to Article 45.4 below, the nominal salary in Article 45.2 (a) shall be increased by **4%.**
- (c) **For employees hired after May 1, 2006, the nominal salary as of date of hire shall be**

**increased by \$400.00 in the form of an equity adjustment.**

- (d) Subject to 45.4 below, the nominal salary as of April 30, 2007, of each continuing employee shall be increased by **\$400.00** in the form of an equity adjustment.
- (e) Subject to Article 45.4 below, the nominal salary specified in Article 45.2(d) shall be increased by **4%**.
- (f) Subject to 45.4 below, the nominal salary as of April 30, 2008, of each continuing employee shall be increased by **\$400.00** in the form of an equity adjustment.
- (g) Subject to Article 45.4 below, the nominal salary specified in Article 45.2 (d) shall be increased by **4.5%**.

### Materials and Services

1. The parties agree that the employer shall provide a level of facilities and support services necessary for CUASA employees to perform their work in accordance with Article 6.3(c) of the CUASA collective agreement.
2. The parties agree to establish a committee within thirty (30) days of the ratification of this collective agreement. The mandate of the committee shall be to consult with all the academic units and sub-units and report back to CUASA and the employer as what materials and services are provided to CUASA members and what materials and service are lacking.
3. Among other things, the committee will examine the provision of:

Services:                      administrative services  
   voice mail  
   access to University computer services,  
   assistance with instructional technology  
   mail services

Access:                         printer services  
   photocopying services

Supplies and Equipment:    appropriate adequate computers  
   paper  
   cartridges for standard printers

Space:                         office space  
   ergonomic furnishings in workplace

adequate office furnishings

4. The committee shall invite submissions from all units and sub-units based on consultation with members of CUASA regarding all materials and services provided. The submission should identify current practice, whether it is satisfactory and areas where improvement is required.
5. The committee shall also examine the matter of cost-containment regarding the provision of material and services.
6. The committee shall consist of four (4) members; two (2) shall be CUASA members designated by CUASA and two (2) shall be designated by the University President.
7. The committee shall provide a report with recommendations to the parties within six (6) months of its establishment unless the parties mutually agree in writing to extend the deadline. The report shall consist of an overview of materials and supplies available to CUASA members in all the units and sub-units and a determination of what would constitute adequate levels of supplies and materials.
8. All units, sub-units, Faculties and CUASA will be invited to comment on the report.
9. Within three (3) months of the receipt of the report, the employer will provide CUASA with a policy for approval at JCAA to address the provision of material and services to ensure that CUASA members have the tools necessary to perform their work on a continuing basis.

Memorandum from President Atkinson to Academic Deans

14 November 2006

Re: Reimbursement of Cost for Dossier Production

The Employer shall cover the costs associated with the production of dossiers for the purpose of tenure, confirmation, promotion and transfer applications, up to a maximum of \$150.00 per individual over a three year period. The employee shall provide the appropriate receipts to the Dean to support such costs.