



# NEWS

Volume 19 No.2 December 2003

Concordia University Part-time Faculty Association Newsletter

## President's Message

I believe all of us are in agreement that the current academic term has been an active one.

Student enrolment at Concordia has increased to a total of 33 thousand students (a new high). While some Departments experienced an overall reduction of courses as new full-time faculty continue to be hired, the good news is that the total number of available part-time courses has increased by 8 to 10%. When more new buildings and space becomes available, the University will be able to accommodate a greater number of students. Many of us are only too aware of how crowded our classrooms have already become, to say nothing about the condition of the classrooms in which we teach.

Other good news involves the overall reduction of premiums (as high as 35%) for our Short Term Disability Plan (salary insurance) and for those members enrolled in the Comprehensive Medical Health Plan. CUPFA has been working with the Concordia University Inter-Union Council to seek a university policy on disability management. All Universities across Quebec, except Concordia, have such a policy. The policy would have the effect of co-ordinating efforts from several offices that administrate health, safety, and benefit claims. Resistance stems from the Department of Human Resources and from Employee Relations. We have been in contact with the Vice-Rector Institutional Relations and hope to break an impasse on this issue in the New Year.

Unfortunately, the negotiation of the Collective Agreement is taking much longer than expected. In the entire 10 months at the table, we have completed only Articles 12 and 9.

### 2002-2005 CUPFA Executive

#### President

Maria Peluso

#### Interim Vice-President, Internal

Leslie Cohen

#### Vice-President, External

Pierre Ouellet

#### Secretary

Leslie Cohen

#### Treasurer

Umanath Tiwari

### CUPFA OFFICE

2150 Bishop, Annex K, Suite 340  
Montreal, QC, H3G 1M8

Tel: 514-848-2424 ext.. 3691

FAX: 514-848-3648

Email: [cupfa@vax2.concordia.ca](mailto:cupfa@vax2.concordia.ca)

[www.cupfa.org](http://www.cupfa.org)

#### Office Hours

Monday, Tuesday & Wednesday  
09:00-16:00

#### Grievance Counselling

By appointment (Pierre Ouellet)

Professional Development, Chair

Leslie Cohen

While we have concluded many issues involving Article 17 (professional development) and Article 8 (seniority) a different model that would speed up the process may be required. Until we have a new Collective Agreement, however, it is important to realise that our current Collective Agreement remains in force. The University cannot alter it. We hope the New Year will bring a faster pace and encourage deliberations in good faith.

The CUPFA Constitution Committee has completed its draft of the CUPFA Constitution and the Executive has had its first meeting to discuss changes. Later, it will be sent to the Advisory Council for input. The Constitution Committee has done exceptional work with such a daunting mandate and their efforts should be lauded by all of us. It is not easy to revise a Constitution. While many may be anxious to see any amended Constitution come forward at this time, it is important to have a quality document before it is transmitted for discussion and final approval by the membership. We are not quite ready at this time.

Our Association has issued a Call for Nominations for two Executive positions: Vice-President, Internal and Secretary. They will be for a one-year mandate ending May 1, 2005. Voting will take place at our General Annual Meeting on Thursday, March 25 at 4:45 p.m. in H-767. Polls for advance voting will also take place the weekend prior to our AGM.

Members should be aware of our concerns involving Bills 7, 8, and 31. These are revisions to the Labour Code advanced by the provincial "Liberal" government. Consider the following issues in the proposed legislation: changes to Article 45 will permit more contracting and sub-contracting out; unionisation will be curbed and greater powers to de-certify bargaining units will be provided to employers; greater privatisation and de-regulation of public sector services etc. These types of changes have been tried elsewhere with staggering and disastrous failures.

The fact remains that privatisation and de-regulation have produced more marked inequalities, a decline in the quality of services, loss of jobs and expertise, reduced salaries, and a erosion of working conditions. Labour unions across Quebec are contesting the proposed changes and demanding open public consultations on labour issues.

The new 're-engineering' is not confined to labour issues. Also proposed are confusing policies that deal with reducing taxes on the one hand, while increasing fees for services such as day care, drug insurance, and Hydro. Labour federations are planning a number of public demonstrations across the province. These will continue in the New Year if the Quebec government refuses to consult with the public on these issues.

Members are reminded to complete their "Application to Teach Form" as completely as possible and ensure a copy is sent by internal mail (not by fax) to our offices (no need to enclose résumés, course descriptions, etc.). Members are also reminded to request their "Office Expense Claim Forms" from Suzanne Downs, Office of Academic Relations (ER-601) by writing her formally at the start of January.

On behalf of the Executive, I wish members the very best of the holiday season, good cheer, and peaceful greetings for 2004. We continue to be vigilant in defending your rights and remain accessible to all.

***Maria Peluso***

## **Hiring - Article 10.18**

As part of our review of various Articles in the CUPFA Collective Agreement, this issue of *CUPFA News* addresses the confusion that may arise with the application of Article 10.18 and the various Phases courses are distributed by the Part-time Hiring Committees in the Departments. There are no difficulties with the application of Article 10.18 for the majority of members who teach in one Department. Difficulties do arise, however with those who teach in more than one Department. Here are a few of the difficulties members and part-time faculty representatives should be made aware of:

- Overloads being awarded because one Department was not made aware of the courses already given to that member by another Department
- Usurping of the meaning and purpose of the Phases in Article 10.18, defeating its purpose

The allocation of courses according to Article 10.18 is cumulative and includes all courses and all terms. All phases begin with the term you first apply to teach courses. If you apply in the summer term then the phases begin in the summer term. If you apply to teach in the fall term, then phases begin in the fall term, etc. Courses first allocated in the summer must be applied to Phase 1 and 2 when you apply in another term, or another Department. One does

not begin anew-allocating courses in Phase 1 and Phase 2 each and every term or with each and every Department independently. The purpose of Article 10.18 was to ensure some equity and fairness to those members who have less seniority. It is known as the "waterfall clause" and its intent was clearly a method to distribute courses fairly according to the seniority credits you have achieved.

It is important to bear in mind that you must make any Department to which you have applied aware of two important pieces of information:

1. all the Departments in which you have applied to teach
2. the courses you have already taught or have been recommended to teach in other Departments

This information should be included with each application form you submit. What is also helpful for those who teach in multiple Departments is to indicate what courses you would like to teach as a priority. All should indicate how many courses you would like per term.

The Association is working hard to protect university-wide seniority in particular for those members who teach in multiple Departments. It is difficult to argue about the merits of university-wide seniority when some members may unknowingly abuse the provisions of Article 10.18 and jump the queue, forget to inform all the Departments of courses already received or allocated. Part-time faculty reps on Hiring Committees may not be aware of the difficulties the Association has encountered. If you are confused or have any difficulties of how courses need to be distributed according to Article 10.18 please contact the Association.

## **Grievance Report Pierre Ouellet, Grievance Officer**

As recently reported there have been a decreasing number of grievances filed by the Association. It would appear that Departments, in general, are making every effort to implement our Collective Agreement properly. When in doubt, they often call for advice. This is appreciated as it invariably ends up saving the University and the Association valuable time and effort. Corrections of a problematic situation can be made a lot easier at the very early stages. The same logic should apply to our members. Unfortunately, many CUPFA members wait too long before reporting incidents that cause them a prejudice and in some cases it is too late for the Association to do anything.

Our Collective Agreement is quite generous in terms of "delays" to file a grievance. We have up to 12 months to file a grievance. In general, grievances have to be filed within the first 6 months from the moment the incident occurred. Our Collective Agreement allows for an additional 6 months. In all cases, no grievance can be filed after a 12-month period.

We have noted that most of our recent grievances were filed after the incidents were reported to us within the 6 to 12 month period. In many cases, however, we were closer to the 12th month. Here is what happens in such cases.

It gives the Association very little time to properly investigate the cause(s) of the problem. Unless a case

is very clear, it can take up to 3-4 weeks to file a grievance that accurately reflects the situation that gave rise to the grievance. If problems are reported late within that 6-12 month period, grievances may still be filed but will not necessarily do justice to your cause. Should arbitration become necessary, it would definitely play against us. A grievance, even a simple one, is still a legal procedure. It has to be researched, drafted and processed in a very specific manner as per the Collective Agreement. In cases such as harassment for instance, consultation with our Legal Counsel is involved and undoubtedly adds time to the process.

Filing a grievance late can be an exercise in frustration. Depending on the time of year, the Association can be awfully busy. It may be difficult to get in touch with us. Pertinent documents may not be available (or released) quickly. Panic may set in! This can all be avoided if the problem is reported in a timely fashion.

Please keep in mind the following,

- As much as we want to help you to the best of our ability, like you, we often operate in the dark.
- What may be obvious for you at times may not be as clear for us.
- We are dealing with a bureaucratic structure at Concordia that stretches the concept of "red tape" to its extreme. It can be a difficult environment.
- Report your problems early, so we can maximize our assistance to you.

## **PROFESSIONAL DEVELOPMENT**

### **Leslie Cohen, Professional Development Officer**

The Professional Development Committee welcomed a new member, representing full-time faculty, Annie Martin, Assistant Professor, Studio Arts. The other members of the Committee are Liselyn Adams, Associate Dean, Fine Arts; Susan Anastasopoulos, Part-time Faculty, Economics; and Leslie Cohen, Part-time Faculty, Psychology and Management. We met recently to review the applications received in October. We awarded six grants, asked for further documentation from four applicants, and did not award funding in two cases. In one, we had already provided funding for this project which is still in progress. Our rules stipulate that we cannot fund any one project more than once. The other application was in part denied because the activity started before the deadline for application.

The next deadline for applications is **January 15, 2004**. Please consult Article 17 of the Collective Agreement and our information and guideline handouts. To be eligible for Professional Development, you must be a regular part-time faculty member with **24** or more credits of seniority. Application and budget forms are available through the CUPFA office. We fund for conference presentations, workshops/training, research, preparation of art, etc. We also fund conference attendance which may be at 1/3 total costs or for those who have not received grants in the last four budget years, you may be awarded a maximum of \$2500. If you are planning an activity that will take place anywhere from **May to August**, you are strongly encouraged to apply in **January** and not April. If you think you might be going to a conference to present a paper; but, proof of paper acceptance will not be known until after January, you should still apply and note that you will send notification from the conference organizers when it becomes available.

When it comes to travel, there are three agents used by the university, and you must use them or show same-day written quotes indicating your prices are the cheapest. Please consult the university's travel policy for standard rates for meals, etc. (<http://encs.concordia.ca/Index/texts/CFO-3.pdf>.) Should you have any questions, please contact me.

#### **"Small Claims"**

As most of you are aware, we have been trying hard to make maximum use of the fund and to distribute monies to as many of you as possible. This has been a labour intensive process; however, it has been so well received by the members, we are pleased to offer the service. This year, we will again try to have a "small" claims process. We will need to know how many would like to participate, and how much money is being distributed from the January round of applications, before we will know how many applications can be processed and how much money each person can receive. This means that claims will not be handled before February. We estimate that people may claim between \$200 and \$500. If you would like to be considered, please complete the enclosed form. Remember that if you are awarded a claim, original receipts must be from **June 1, 2003, to April 15, 2004** (Note: the budget officers want all files processed by April 15, as Financial Services conducts its year-end assessment in May). We cannot accept invoices, only proofs of payment. Receipts should be in your name, and if in foreign currency, you will need to show the exchange rate for the date in question. Items must be relevant to your teaching and professional development.

#### **Some of the items we may fund:**

Association Memberships

Books, periodicals, etc.\*

Subscriptions (e.g., periodicals, newsletters, etc.)\*

Software\*

Stationery Supplies

Art Supplies (where applicable -- for members in Fine Arts)

Conference Registration and/or other fees

Other similar items will be considered on a case-by-case basis.

\*Titles must be on the receipts; must be relevant to your department(s)

#### **Negotiations**

We are in the process of negotiating Article 17. We are trying for an increase in funds that are clearly needed. We are also asking for recognition of our members' accomplishments; we will tell you more about this at a later date once we have come to an agreement with the university. As well, we are looking at the number of seniority points needed before one can make use of the fund. This is an important Article that allows us to work with the university in a positive direction. We hope we will be able to reach an agreement in the near future.

## **REPORT FROM THE INTERIM VICE-PRESIDENT, INTERNAL Leslie Cohen**

It has been a hectic time at CUPFA with negotiations, requests to place representatives on some departmental committees, such as search for chair committees, work on the database of members, campus equity week, etc. We have, as well, worked long hours revising the Constitution. Clearly, there is a need to have more people working for the Association. This will likely mean expanding membership on the Executive and changing some of the current portfolios. Currently I am serving as both VP, Internal and Chair of Professional Development. The job description for the former position has been adjusted and these two positions seem to co-ordinate well together. Similarly, the latest draft of the Constitution includes a VP, Professional Development and Training; however, no changes in the composition of the Executive will occur until a new Constitution is ratified. Meanwhile, there will be an election for the remaining one-year term for VP Internal. I have been asked to run, and to do so will have to resign my seat as Secretary, effective following the AGM. As many of you know, I have close to ten years of experience on the Executive. I do feel ready for a new challenge. Because of this, and because there will likely be a combined VP and PD Chair two years from now, I have decided to run for Vice-President, Internal, while maintaining Chair, of PD.

On other fronts.....

I am happy to report that we are redesigning our web site. After reviewing proposals, we are pleased to announce that Pankaj Kamthan, one of our members in Computer Science, was awarded the project. Our documents are being up-dated and new versions of the application for teaching form (Appendix H) and Professional Development forms will be available through the site. Our hope is that you will be able to work with them in an interactive way, saving the file to your disk, filling in your co-ordinates, and keeping completed copies. In this way, you can reuse files from one year to the next. We will let you know when the new site is ready for exploration.

Another project involves developing a database of our members, including as many email addresses as possible. Sometimes we need to reach members in a hurry, and email allows us to communicate quickly to many people at once. It also saves money and a few trees when we do not waste paper. If you have not already done so, please send us your email address. If you do not want to be on a email mailing list, please let us know. You can contact me at lescohen@pubnix.net or email Karen, the CUPFA secretary, at cupfa@vax2.concordia.ca

Some projects are underway to help celebrate the 15<sup>th</sup> Anniversary of our Association. We have, to use a cliché, come a long way. We have a strong membership, and hope that these projects will demonstrate our accomplishments and heighten our profile in both the university and Montreal communities.

Do you have any other concerns you would like me to address? Please let me know.

**Call for Nominations  
Election of Vice-President, Internal and  
Election of Secretary  
CUPFA Executive  
Deadline Thursday, January 22, 2004 before 12 noon**

Regular part-time faculty members are notified of the Call for Nominations for two positions on the CUPFA Executive for a duration of one year from May 1, 2004 until April 30, 2005. One position is for Vice-President, Internal and the other position is for Secretary. Interested members are advised to follow procedures outlined in the CUPFA Constitution. Obtain nomination forms by calling the CUPFA office at 848-2424, ext. 3691. All nomination forms must be duly completed and received before or by 12 noon, Thursday, January 22, 2004. Completed forms sent to CUPFA offices at S-K-340 are to be addressed and received by CUPFA's Secretary, Leslie Cohen, for examination by the legal counsel and returning officer. No nominations will be accepted after 12 noon on Thursday, January 22, 2004.

## **REPORT FROM THE CONSTITUTION COMMITTEE**

The Committee consisting of Leslie Cohen, Pierre Fréreau and Pierre Ouellet, began its work in the fall of 2002. It has been a lengthy process of research, meetings, and debate; but, we are now pleased to report we have completed a draft of the new Constitution. After receiving input from the Association's legal counsel, the draft was submitted to the CUPFA Executive. The Executive Committee has met once to propose further changes; but, will need to meet at least once more before the draft can be finalized. The Advisory Council will be asked to review the document, as will the general membership

Pierre Ouellet/Leslie Cohen  
Members, Constitution Committee

## **CAMPUS EQUITY WEEK**

A few words about the latest North American "Campus Equity Week" campaign that took place at the end of October.

More than 400 students, staff, and instructors signed the "Class Size Our Demise" postcards you received recently by mail at kiosques set up in the McConnell Library (LB) and Fine Arts (VA) buildings. A special thanks to John Fiset, Bruno Grenier, Joannabbey Sack, Umanth Tiwari and Leslie Cohen for help and for being so generous with their time. As usual, most full-time faculty members either ignored our presence or refused to support us. Many of them claimed it would be "inappropriate" to do so. What is inappropriate in supporting smaller class groups and better education? At least, an overwhelming majority of the people we talked to feel like us. There is hope after all!

Pierre Ouellet  
Grievance Officer and Vice-President, External

### **NOTICE**

#### **CUPFA Annual General Meeting and Notice of Election**

Thursday, March 25, 2004  
4:45 p.m. Hall Bldg. H-767

- Position of Vice-President, Internal
- Position of Secretary

### **CALL FOR NOMINATIONS**

**Board of Governors  
Senate  
Faculty Councils**

Regular part-time faculty members in their respective faculties are invited to consider running for a position on University bodies and councils. It is an opportunity to get involved and be a part of the team!

Don't delay – complete the enclosed nomination form NOW!

## LA VOIX FRANÇAISE

Comme toujours, nous avons connu un automne particulièrement occupé. Les dossiers s'accumulent et n'avancent pas toujours aussi rapidement que nous le voudrions. En particulier, les négociations en vue du renouvellement de notre convention collective avancent à pas de tortue. Débutées il y a 18 mois, les négociations achoppent sur plusieurs points. L'Université est engagée à combattre certaines clauses fondamentales telles l'ancienneté universitaire, la liberté académique, les clauses de réserve, etc. Cette attitude de la part de l'Employeur est franchement déplorable considérant toutes les propositions et contrepropositions amenées par l'Association. Espérons que la nouvelle année amènera avec elle un vent de changement positif.

Le comité pour le renouvellement de la Constitution, composé de Leslie Cohen, Pierre Frégeau et Pierre Ouellet, a soumis ses dernières recommandations à l'Executif. Le document sera ensuite présenté au Conseil Consultatif et par la suite à l'ensemble des membres. Nous vous inviterons à nous faire parvenir vos commentaires.

Vous serez aussi invité à soumettre votre candidature afin de combler un des postes vacants à l'Executif. Les postes de secrétaire et de vice-président interne sont ouverts à tous. La date limite pour nous faire parvenir votre candidature est le jeudi 22 janvier 2004 avant 12h00. Les élections se tiendront en même temps que l'Assemblée Générale Annuelle le jeudi 25 mars 2004 au Pavillon Hall, H-767, à 16h45. Il y aura aussi des bureaux de votes par anticipation le week-end précédent.

Plusieurs membres nous ont fait part ces derniers temps de problèmes survenus dans leurs départements respectifs. Plusieurs de ces problèmes font maintenant l'objet de griefs lancés par l'Association. Malheureusement, dans certains cas il fut impossible de faire quoique ce soit parce que les délais prescrits dans notre convention collective étaient dépassés. Nous vous rappelons l'importance de respecter ces dates limites. Notre convention collective est généreuse car elle prévoit une période de 6 à 12 mois afin de faire grief. Toutefois, pour faire un grief, il nous faut certaines informations qui peuvent nécessiter plusieurs jours de recherche. En attendant à la dernière minute, vous risquez non seulement d'être "hors délai" mais aussi de devoir faire un grief incomplet ou ne rendant pas justice à votre cause. Soyez vigilant et agissez plus rapidement que trop tard!

Finalement, nous voudrions remercier ceux et celles qui nous ont donné un coup de main lors du dernier "Campus Equity Week", plus particulièrement John Fiset, Bruno Grenier, Joannabey Sack, Umanath Tiwari, Leslie Cohen, et Pierre Ouellet. Plus de 300 personnes ont signé nos cartes dénonçant le nombre trop élevé d'étudiant(e)s par groupe-cours. Nous les feront parvenir aux différents doyens, vice-recteurs et Recteur de l'Université afin de leur faire savoir notre mécontentement ainsi que celui des 300 personnes nous ayant donné leur appui. Un gros merci à tous ces gens pour leurs commentaires chaleureux et leur soutien à notre endroit.

### IMPORTANT DATES TO REMEMBER

December 17 – January 6, 2004	CUPFA Office closed for the holidays
Jan 15, 2004	Application deadline for Professional Development
February 1, 2004	Courses posted for Summer Term
February 2, 2004	Last day for application for Small Claims (PD Fund)
February 15, 2004	Last day for application for Summer Term

## SPECIAL RATES TO CUPFA MEMBERS

PLEASE ENSURE YOU PRESENT YOUR CUPFA MEMBERSHIP CARD

**HOME AND CAR INSURANCE.** Essor Insurance (merged with the old Lewis Apedaile & Hansen Inc).

Members wishing 30-40% reductions in home or automobile insurance can contact 1080 Beaverhall Hill, Montreal, QC, H2Z 1X9, QC Phone: 514-878-9373.

**FINANCIAL SERVICES, TAX RETURNS - J. Freed**

THERE IS NO FREEDOM WITHOUT FINANCIAL FREEDOM - LA LIBERTÉ PERSONNELLE PASSE PAR LA LIBERTÉ FINANCIÈRE. Financial services for individuals and small businesses; budgeting, debt management, investments, future planning, personal taxes done quickly, wealth enhancement strategies. Special rates for CUPFA members.

Call J. Freed 514-483-5130 or email: [jfreed@videotron.ca](mailto:jfreed@videotron.ca)

**TRAVEL - Superior Travel Agency Inc.**

Members looking for special packages or reduced fares for their personal travel can contact Eirini Demetlan, Agences de Voyages Superieur Inc./**Superior Travel Agency Inc.** Place Beaumont - 590 avenue Beaumont, Montreal, QC, H3N 1T7 Phone: 514-277-8677 Fax 514- 277-2542.



### Stay Informed - Email Addresses

CUPFA is still in the process of putting together a list of members' email addresses in order that we may be able to communicate quickly to the membership about urgent and pressing issues that come up (e.g., security issues, salary increases, etc.,). The list is strictly confidential and will be used by the CUPFA Executive for announcements or urgent news. Your email address will not be sent to anyone else or advertised. If you want to be kept informed and have not yet sent us your email address, please submit the following to:

Karen Taillon in the CUPFA offices K-310, or email us at [cupfa@vax2.concordia.ca](mailto:cupfa@vax2.concordia.ca)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Department \_\_\_\_\_ Email Address \_\_\_\_\_