

**COLLECTIVE AGREEMENT**

**between**

**CONCORDIA UNIVERSITY**

**and**

**THE CONCORDIA UNIVERSITY  
PART-TIME FACULTY ASSOCIATION  
(CUPFA)**

**2023-2026**

**(in effect until April 30, 2026)**

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## LIST OF ABBREVIATIONS

Abbrev.	Name
AMPS	Advanced Music Performance Studies
BoG	Board of Governors
CMLL	Classic, Modern Languages and Linguistics
CNESST	Commission des Normes, de l'Équité, de la Santé et de la Sécurité du Travail
CUFA	Concordia University Faculty Association
CUPFA	Concordia University Part-time Faculty Association
DNE	Did Not Enter (deadline for withdrawal with tuition refunds)
EI	Employment Insurance
F.A.L.R.I.P.	Faculty and Librarian Retirement Incentive Plan
F.R.I.S.	Faculty Resource Information System
GCSECS	Gina Cody School of Engineering and Computer Science
HRIS	Human Resources Information System
IITS	Instructional and Information Technology Services
JMSB	John Molson School of Business
LTAs	Limited Term Appointments
PROD	Production
PTHC	Part-Time Hiring Committee
QPIP	Quebec Parental Insurance Plan
RAMQ	Régie de l'assurance maladie du Québec
RCL	Reserve Course Limit

## **ARTICLE 1            PREAMBLE AND PURPOSE**

### **1.01    PREAMBLE**

The parties recognize the need for the successful operation of the University as an institution of higher learning and pledge to cooperate in order to promote a climate of freedom, responsibility and mutual respect. The parties acknowledge their joint responsibility to encourage teaching excellence and to enhance the contributions of part-time faculty members to the University.

### **1.02    PURPOSE**

The purpose of this Collective Agreement is to foster and maintain harmonious relations between the Employer and the employees represented by the Concordia University Part-time Faculty Association (CUPFA) through the establishment of an orderly collective bargaining relationship and the provision of an amicable and effective means for settling differences which may arise from time to time.

## ARTICLE 2     DEFINITIONS

'Academic justification' means a basis for policy implementation which is grounded upon legitimate pedagogical goals as policy approved by Senate.

'Academic term' means a period in the academic year which is currently defined in the University Calendar.

'Academic year' means a period of twelve (12) months from June 1 to May 31.

'Adjunct' means an individual who is assigned a Reserve Course under the provisions of Article 10.24, and who is not a Graduate Student or a Postdoctoral Fellow. Such definition shall include, but is not limited to, extra teaching by fulltime faculty, Retired Full-time faculty holding LTA contracts and individuals previously classified under the CUPFA Collective Agreement as Adjuncts, F.A.L.R.I.P. Adjuncts, Professional and Industrial Adjuncts, Managers (including members of ACUMAE), Directors, and Senior Administrators assigned a Reserve Course.

'Association' or 'CUPFA' means the Concordia University Part-time Faculty Association, certified as the exclusive bargaining agent for the part-time faculty members at the University.

'Beginning of classes' refers to the day classes begin according to the Academic Calendar.

'Canadian' means a person who is a citizen of Canada, or who on the date of application for a part-time contract at Concordia University is a permanent resident, or holds an open work permit allowing them to work for Concordia University for the entire duration of the part-time contract or is an indigenous person registered under the *Indian Act*.

'Child' or 'children' means a part-time faculty member's dependent child or children.

'Classification List' means a list of all individuals who have taught Reserve Courses under the previous CUPFA Collective Agreements, and/or as described in Article 10.24.

'Closely related' means a course which encompasses subject materials and topics which are substantively similar to another or previously offered course in the University, regardless of the course number or title.

'Concordia University' or the 'University' means the body politic and corporate entity, duly incorporated in accordance with the laws of the province of Quebec.

'Conflict of Interest' means a situation where a part-time faculty member has a personal interest, whether direct or indirect, of which he/she is aware and which is sufficient to put into question the independence, impartiality and objectivity that he/she is obliged to exercise in the performance of his/her duties and responsibilities as an employee.

'Consolidated' means a body politic and/or program created, consolidated, merged, transferred or incorporated into another Department, Unit, Faculty or other body continuing to offer courses, in whole or in part, from another previously defined Department, Unit, Faculty or body and governed by this Collective Agreement.

'Course' means a course scheduled and offered at various times, worth three (3) credits unless otherwise specified in this Collective Agreement.

'Course Equivalents' means, for the purpose of establishing the Total Number of Reserve Courses in Article 10.24, the total number of seniority credits awarded during an academic year, including additional seniority credits granted to part-time faculty members according to the provisions of Article 8.01 (e.g., labs, private music), but excluding seniority credits associated with remission contracts, service on departmental committees, and extra duties contracts divided by three (3). [i.e. 6,795 seniority credits / 3 = 2,265 Course Equivalents]

'Course remission' means remuneration, vacation pay, and all appropriate deductions, and seniority credits as compensation for activities completed on behalf of the Association. Course remissions are equivalent to the amounts of a three (3) or six (6) credit part-time contract or multiples thereof.

'Course remission contract' means a contract providing a Course Remission.

'CUFA Rate' means the rate specified in Article 16.12 a) of the current Collective Agreement between Concordia University and the Concordia University Faculty Association (CUFA) as amended from time to time in any renewal thereof, which is paid to members of full-time faculty at Concordia University for teaching additional courses above their workload as defined in Article 2 of said agreement. Notwithstanding the above, members of fulltime faculty at Concordia University may be paid at the Discretionary Rate subject to the terms and conditions contained in Article 10.24.

'CUPFA' – see 'Association'.

'CUPFA Rate' means the rate paid to part-time faculty members as stipulated in Article 18.03 for teaching a three (3) credit course. The CUPFA Rate including eight percent (8%) vacation pay shall not be less than the CUFA Rate.

'Days' means working days, i.e., Monday through Friday excluding holidays. Where a deadline is specified by a date in the Collective Agreement, and the date occurs on a weekend or holiday, the deadline is extended until the next working day.

'Department' or 'Unit' means a Department duly constituted by the Senate and the Board of Governors, any school which has Departments, colleges and institutes, off-campus programs, any additional department or similar units or bodies as may be duly constituted on or off-campus.

'Discretionary Rate' means a rate determined at the Provost's discretion.



'Electronic Course' or 'Distance Course' means any Course offered in whole or in part, outside a traditional classroom, which may include: video conferencing, correspondence, television, on-site, on-line, on the Internet, by tele-satellite, etc.

'Emergency allocation of courses' means courses allocated to part-time faculty members in excess of the limits specified in this Collective Agreement, with the approval of the Association, and which shall be the direct result of illness, death, or other departure of an individual who was previously assigned courses.

'Employer' means the body politic and corporate entity known as Concordia University and its affiliates.

'faculty' means the full-time and part-time professors who teach at Concordia University.

'Faculty' means an administrative academic body duly constituted by the Senate and Board of Governors which groups programs, Departments, colleges, schools, Units, and institutes into an academic area or field.

'Faculty Resource Information System' or 'FRIS' means an online platform created and managed by the Employer used for the purpose of assigning courses to part-time faculty (including the processes of creating job postings, submitting applications, confirming recommendations, producing, and entering into contracts).

'Graduate Student' means a Concordia University student at the Diploma, Master's or Doctoral level.

'member' – see 'Part-time faculty member'.

'Operational change' or 'organizational change' means a change in the procedure or organization structure in the University which directly affects the duties and employment of part-time faculty members.

'Overload' means the assignment of part-time contracts to part-time faculty members in excess of limits specified in this Collective Agreement and subject to course averaging, excluding remission credits.

'Parties' means the Employer and the Association.

'Part-time non-teaching contract' means a contract for duties of an academic nature not associated with a regular part-time teaching contract.

'Part-time teaching contract' means a teaching contract for an undergraduate, graduate, electronic, distant or off-campus course(s) for a fixed term, including details in accordance with Article 7 and for which the Association receives dues. All such contracts are uniform throughout the University and are duly signed by any individual who performs part-time teaching duties.

'Part-time faculty member' means a person included in the CUPFA bargaining unit, as defined in the accreditation certificate, and as classified by this Collective Agreement.

'Part-time Hiring Committee' or 'PTHC' means the Department/Unit committee, as composed and specified in this Collective Agreement, that allocates all posted Courses to part-time faculty members who have applied in that Department/Unit.

'Perceived conflict of interest' means a situation where an employee, while not in a conflict of interest, appears to have, in the opinion of a reasonably informed and well-advised person, a personal interest that is sufficient to put into question the independence, impartiality and objectivity which he/she is obliged to exercise in the performance of his/her duties and responsibilities as an employee.

'Prorated', 'prorated by hour', 'prorated by credit' means the prorated rates applied to the monetary value and the credit value of a three (3) or six (6) credit contract. The prorated hourly rate of a three (3) credit or six (6) credit course wherein one (1) hour is rounded-off to mean no more than sixty (60) minutes, and one-half (.5) hours is rounded off to mean no more than thirty (30) minutes. Prorated credits refers to the prorated seniority credits earned as a proportion of the total number of teaching hours provided.

'Rate' means the amount paid in consideration for teaching a Course.

'Remission credit' means the seniority credit value earned, as specified in this Collective Agreement, by a part-time faculty member in addition to or in lieu of their teaching load, for work conducted on behalf of the Association.

'Reserve Course' means a Course which is not allocated to:

- i) A part-time faculty member under the provisions of Articles 10.01 through 10.23
- ii) A member of full-time faculty (including, but not limited to, CUFA members and those holding positions excluded from the CUFA bargaining unit) as part of her/his workload

'Seniority' means the total number of credits attributed to the part-time faculty member, from the point of first hire at Concordia University or from the point of return to Concordia University after loss of seniority, whichever is later.

'Seniority List' means a list which contains the names of part-time faculty members and their total Seniority in the University.

'Service' means service to the Association, University, Faculty, Department/Unit, or community-at-large.

'Spouse' means a part-time faculty member's recognized spouse by marriage or common law relationship as defined by the Quebec Civil Code and including spouses in same-sex relationships.

'Teaching Assistant' is a student who is not a member of the Part-Time Faculty bargaining unit, hired in accordance with their own bargaining unit and University policies.

'Team taught course' means a course taught, except in rare cases, by no more than three (3) members of faculty, who teach a six (6) credit course simultaneously or in a manner that divides the teaching hours, remuneration, and workload equally among them.

'Unit' – see 'Department'.

## **ARTICLE 3                    RECOGNITION AND JURISDICTION**

- 3.01     For the purposes of all negotiations and application of this Collective Agreement, the Employer recognizes CUPFA as the official representative and the sole negotiating body for all part-time faculty members included in the certification issued by the Ministère du travail et de la main-d'oeuvre on 27 September 1989. (See Appendix A)
- 3.02     For the purposes of administration of this Collective Agreement, unless otherwise stipulated, the Office of the Provost shall act on behalf of the Employer.
- 3.03     No other written or verbal agreement(s) shall be made by the Employer or its representatives which may conflict with the terms of this Collective Agreement.
- 3.04     Notwithstanding the provisions of Article 10.24, the Employer shall neither aid, promote nor create any classification of employees who either teach parttime courses or who hold part-time contracts with the view to excluding them from the bargaining unit.

## **ARTICLE 4            GENERAL RIGHTS**

### **4.01    ACADEMIC FREEDOM**

The parties acknowledge that the University is committed to the pursuit of truth, the advancement of learning and the dissemination of knowledge. To this end, they agree to abide by the principles of academic freedom as expressed in the following statements:

- a) Academic freedom confers the freedom to examine, question, teach, and learn, and it involves the right to investigate, speculate, and comment without reference to prescribed doctrine, as well as the right to criticize the society at large and in a reasonable manner, the University. Academic freedom does not require neutrality on the part of the parttime faculty member, but rather makes commitment possible.
- b) The parties agree neither to limit nor constrain the academic freedom of part-time faculty members. Academic freedom implies the right of reasonable exercise of civil liberties and responsibilities in an academic setting. As such, it protects each part-time faculty member's freedom to disseminate their opinion both inside and outside the classroom, to practice their profession as teacher and scholar, to carry out such scholarly and teaching activities as they believe will contribute to and disseminate knowledge, and to express and disseminate the results of their scholarly activities in a reasonable manner, to select, acquire, and disseminate their chosen documents and materials in the exercise of their professional responsibilities, without interference from the Employer or its agents.

4.02 Scholarly and educational activities are to be conducted with due and proper regard for the academic freedom of others. Academic freedom does not confer legal immunity, nor does it diminish the obligation of part-time faculty members to meet their duties, responsibilities and adherence to the University's Code of Ethics, research policies, and to this Collective Agreement.

### **4.03    EQUITY, DIVERSITY, AND INCLUSION**

The Parties endorse the principle of equity in employment and support the University's Employment Equity Programs.

Concordia University will better advance the essential function of the University if the diverse composition of Canadian society is reflected in the bargaining unit. Therefore, the Parties agree to encourage an increase in the proportion of members of under-represented designated groups as defined in the relevant legislation, and to promote their full participation in the University Community. In order to do so, the Parties agree to cooperate in the identification and removal of all barriers to recruitment of groups designated in federal and provincial human rights legislation or agreed to by the Parties.

#### 4.04 NON-DISCRIMINATION AND HARASSMENT

The parties agree that there shall be no discrimination or unfair distinction with respect to any part-time faculty member by reason of age, race, creed, colour, national or ethnic origin, political or religious association or belief, pregnancy, gender, sexual orientation, civil status or family relationship, social and economic status, professional status, membership in the Association or the exercise of any rights conferred by this Agreement or the law.

- a) The parties agree that the employment or assignment of physically handicapped or disabled persons shall not be restricted provided that such disability does not interfere with their ability to perform necessary job requirements.
- b) The parties recognize that part-time faculty members are entitled to work in an environment free of any type of harassment and agree to prevent and to put an end to any harassment situation at work. The following definitions shall apply to issues involving harassment:
  - i) Harassment shall be defined as any humiliating behaviour perpetrated by a person or group of persons against a person or group of persons, which takes the form of hostile or undesired behaviours, words, actions or gestures in order to ridicule, humiliate or demonstrate a lack of respect to that person, or undermine her or his dignity or her or his psychological or physical integrity, or compromise her or his right to just and equitable work and study conditions, or bring about a harmful work or study environment.
  - ii) Sexual harassment shall mean any unilateral and undesired behaviour of a sexual nature, which takes the form of undue pressure placed on another person to obtain sexual favours from that person, or to ridicule either the person concerned or her or his sexual characteristics, and which compromises her or his right to just and equitable work and study conditions, and her or his right to dignity.
- c) The part-time faculty member who believes herself or himself to have been a victim of harassment may file a complaint in accordance with the procedures provided for in the official policy of Concordia University's "Rights and Responsibilities Code of Behaviour", or in accordance with the grievance procedure provided for in the present Collective Agreement. The Association shall not lose the right to proceed to the Arbitration stage on behalf of a part-time faculty member once the final report and documents from the Code Administrator are received.
- d) In cases involving harassment, the University's Code Administrator shall ensure that a part-time faculty representative sits on any hearings conducted on behalf of a part-time faculty member's complaint.
- e) Should a complaint be filed with the University's Code Administrator, the Code Administrator shall forward a detailed report, justifying a decision and outcome, to the Association along with all documentation, replies

and correspondence they have received within fifteen (15) days following the conclusion of a hearing or meeting with the part-time faculty member.

- f) The part-time faculty member who brings a complaint forward shall not be penalized or importuned in any way during the process or resolution of a complaint she or he brought to the attention of the University.

4.05 Whenever the singular, masculine or feminine is used in this Collective Agreement, it shall also denote the plural, feminine or masculine wherever the context so requires.

#### INTELLECTUAL PROPERTY – COPYRIGHT

4.06 Intellectual property includes any original work of a literary, artistic, musical or dramatic nature as well as mechanical contrivances defined by the Copyright Act of Canada, as amended from time to time. Intellectual Property includes, as well, processes, formulations, technical information, reports, models, prototypes, inventions, patterns, samples, software, designs or know-how whether or not protected by patent, copyright, industrial design or trade secret law.

4.07 For further clarity, and without limiting the scope and extent of Article 4.05, an original literary work shall include but not necessarily be limited to: computer software that is related to the support of writing and publishing or forms part of artwork; books; manuscripts; research papers; class lectures; course synopses and outlines; examination questions and course notes.

4.08 It is traditional at the University for the literary works set out in Article 4.06 as well as artwork to be deemed the property of the author/artist who is entitled to determine how such works are to be disseminated and to keep any income produced. As such, the University does not claim copyright ownership of such literary works and artwork by part-time faculty members whether in traditional or non-traditional forms.

In particular, the part-time faculty member is invested with the following rights:

- a) Copyright, being the part-time faculty member's exclusive right to copy or reproduce the work or contrivance for personal profit;
- b) Paternity rights, being the part-time faculty member's right to be publicly recognized or acknowledged as the creator of the work or contrivance or, if she/he so desires, to insist upon anonymity with regard to the creation of said work or contrivance;
- c) "Droit moral", being the part-time faculty member's right to insist upon the integrity of the work or contrivance.

4.09 A part-time faculty member shall be deemed to be the owner of an original work or contrivance when said work or contrivance is produced in the course of private research unrelated to the part-time faculty member's pedagogical duties to the University and when such activities do not involve any substantial use of University facilities.

- 4.10 Subject to the provisions below, a part-time faculty member shall also be deemed to be the owner of an original work or contrivance when said work or contrivance is created within the context of the part-time faculty member's pedagogical obligations to the University:
- a) works created by a part-time faculty member as a result of sponsored research may have intellectual property rights determined by the specific terms of the agreement with the sponsor;
  - b) works may be created by a part-time faculty member as a result of a formal agreement with the University wherein intellectual property rights are determined by specific terms of that agreement;
  - c) the University may claim ownership in computer software which may be patentable; and
  - d) the University may claim ownership in computer software which is unrelated to the support of writing and publishing or which does not form part of an artwork.
- 4.11 All part-time faculty members are required to declare any works, as defined in Article 4.05, produced in the course of carrying out University duties, using University facilities or made with material support of the University.
- 4.12 With a view to encouraging the dissemination of original works or contrivances created by part-time faculty members, the Office of Research may assist part-time faculty members with regard to the protection of intellectual property rights in an original work or contrivance. The University may also assist and collaborate with part-time faculty members with regard to the marketing and/or licensing for profit of said original work or contrivance.
- 4.13 Should the part-time faculty member and the University agree, the University may assume the total financial and management responsibility for commercialization of the work. Should the University not play an active role in commercializing the work, the part-time faculty member may choose to do so at her/his own expense. In the latter case, the part-time faculty member should report annually on the management of the work and no license or assignment may be executed without the knowledge of the University.
- 4.14 Net proceeds are defined as the gross amounts received by the University and the part-time faculty member from royalty and license fees from the commercialization of the work less the costs specifically related to the intellectual property protection and licensing of the work whether incurred by the University or the part-time faculty member.

When the University is managing the commercialization of the work, the net proceeds shall be shared in the ratio of sixty percent (60%) to the part-time faculty member and forty percent (40%) to the University.

When the part-time faculty member is managing the commercialization of the work, the part-time faculty member shall receive eighty percent (80%) of the first one hundred thousand dollars (\$100,000) of the net proceeds with the



remaining twenty percent (20%) to the University. Net proceeds in excess of one hundred thousand dollars (\$100,000) shall be shared in the ratio of sixty percent (60%) to the part-time faculty member and forty percent (40%) to the University.

4.15 A part-time faculty member who wishes to avail herself or himself of the services of the Office of Research shall be bound by the procedures, terms and conditions set forth by the Office of Research. They are equally bound by the procedures, terms and conditions governing research as set for in this Collective Agreement.

4.16 Contracts allocated by virtue of Appendix H shall not be subject to Articles 4.06 to 4.15 of the present Collective Agreement.

## **ARTICLE 5                    MANAGEMENT RIGHTS**

- 5.01      The Association acknowledges the right and the responsibility of the Employer to operate and manage Concordia University.
- 5.02      The Employer acknowledges its responsibility to exercise its managerial functions in a fair and reasonable manner and subject to the provisions of this Collective Agreement.
- 5.03      The Employer acknowledges its responsibility to exercise its managerial functions through consultation and cooperation with the Association on all matters directly affecting part-time faculty members when appropriate.

## **ARTICLE 6      LABOUR/MANAGEMENT COMMITTEE**

- 6.01      The parties acknowledge the mutual benefits to be derived from joint consultation and agree to the establishment of a Labour/Management Committee consisting of three (3) representatives from the Association and three (3) representatives from the Employer. The Committee shall meet as necessary, at the request of either party, upon ten (10) days' notice.
- 6.02      The Labour/Management Committee shall meet to:
- a)      coordinate and plan joint training between of administrative line and staff managers for the purpose of implementing specific clauses in this Collective Agreement;
  - b)      discuss issues not covered by this Collective Agreement and prepare joint "Letters of Understanding" or "Letters of Agreement" when necessary;
  - c)      discuss and plan operational changes having an impact on the duties or the working conditions of part-time faculty members; and
  - d)      resolve potential or outstanding grievances or arbitration cases. Such discussions in no way suspend the stipulated delays for grievance and arbitration procedures contained in this Collective Agreement, except by the written consent of both parties;
  - e)      Discuss any other labour relations issue.
- 6.03      In the event of an organizational change, the Employer shall give reasons to the Association, and allow fifteen (15) days for comment before said organizational changes are finalized. Such discussions shall include how these changes will be implemented or other alternatives elaborated for affected part-time faculty members.
- 6.04      Whenever possible, the parties agree to exchange agendas identifying those matters they wish to discuss three (3) days before the scheduled meeting.
- 6.05      The members of the Labour/Management Committee shall be appointed at the commencement of each academic year.

## **ARTICLE 7      RIGHTS OF THE ASSOCIATION**

### **7.01      UNION DUES**

The Employer shall deduct an amount equal to the dues established by the Association from the salary indicated on part-time contracts allocated to parttime faculty members.

- a) The Association shall notify the Employer in writing of the amount of the dues to be deducted and of any change thereof with its effective date. The Employer shall make the deductions and/or necessary changes within thirty (30) days following such notice.
- b) The Employer shall deposit the monies deducted for each bi-weekly pay period directly to an account designated by the Association within fifteen (15) days of each pay period and shall forward an alphabetical listing of the names of those from whom the deductions have been made, along with the cumulative amount deducted for each part-time faculty member.

### **7.02      LUMP SUM PAYMENTS**

The lump sum payments below cover individuals assigned Reserve Courses as defined in Article 10.24.

- a) The Employer shall remit to the Association, by the last pay period of each academic term (December, April and August), a lump sum payment calculated at the rate of two percent (2%) of the CUPFA Rate for each Reserve Course taught during the academic term.
- b) The Employer shall also remit simultaneously a Reserve Course summary for the academic term, including the names of individuals teaching Reserve Courses, their classification as per Article 10.24 Department/Unit, course title, course number, course section, number of credits, and type of remuneration (i.e. CUPFA Rate, CUFA Rate, or Discretionary Rate).

### **7.03      MEMBERSHIP LISTS**

- a) The Employer agrees to provide the Association with limited access to the Human Resources Information System (HRIS) for part-time faculty members. The information available to the Association shall include: full name, sex, date of birth, Canadian citizenship or immigration status, employee number, Seniority, home address and telephone number, University email address where available, total salary and stipends of part-time faculty member for the preceding academic year, each department/unit in which the part-time faculty member is teaching, and effective date of first part-time contract.
- b) The Employer will ensure that the Association's offices are connected to the University's Human Resources Information System (HRIS) and will provide the Association with the software, training and technical

assistance necessary to access the HRIS. In the interim, the Employer shall continue to provide a hard copy of the data.

7.04 The information contained in 7.03 (a) is confidential and is provided to the Association as information to be used for aggregate studies unless authorized otherwise by the part-time faculty members. The Association will only use home address, telephone information, and University e-mail address to contact part-time faculty members and agrees to keep them confidential.

7.05 The Employer shall, no later than ten (10) days after the commencement of classes, provide the Association with a copy of each part-time contract signed by a part-time faculty member. Each contract shall indicate the name, complete address, course name, course session and section, number of instructors and portion of course covered by the part-time contract (for team taught courses), total seniority credits, total hours for the course, duration, total student capacity, and any extra duties with corresponding remuneration and/or credits. Such part-time contracts shall be uniform and any alterations or changes shall be made with the consent of both parties.

7.06

- a) Three (3) times a year (15 October, 15 January, 15 May), the Employer shall supply the Association with a complete alphabetical listing, by Department/Unit, of all part-time faculty members who are teaching that academic term. This list shall indicate the full name, sex, contract dates, courses and seniority credits, and salary including stipends. This list shall be updated as required during the academic term.
- b) The Employer shall also remit, at the end of each month, Reserve Course payments processed for the previous month, including the names of individuals teaching Reserve Courses, their classification as per Article 10.24, Department/Unit, course title, course number, course section, number of credits, and type of remuneration (i.e. CUPFA Rate, CUFA Rate, or Discretionary Rate).

#### 7.07 CORRESPONDENCE AND UNIVERSITY DOCUMENTS

The Employer shall send to the Association copies of the following documents:

- a) All final drafts of new or revised Official University Policies that will be posted on the Employer's Official Policies Website, at least two weeks prior to their adoption, so that the Association may comment on said final drafts if it chooses to do so;
- b) the agenda, minutes, and attached documents of any open meeting of the Board of Governors, Senate, Faculty Councils, at the same time as such documents are mailed to their respective members or immediately thereafter in the case of documents distributed at meetings;
- c) the operating budget of the University within ten (10) days of approval by the Board of Governors;

- d) the annual audited statements of the University within ten (10) days of approval by the Board of Governors;
- e) two (2) copies each of the Undergraduate and Graduate University Calendars; two (2) undergraduate course schedules for each academic term; and two (2) graduate course schedules for each academic term;
- f) reports involving the succession, merger, consolidation, elimination or transfer of Departments/Units or programs at the same time such correspondence is sent;
- g) reports and tables from the Office of the Registrar concerning the number of student enrolments at the undergraduate and graduate levels sent to Deans, Departments/Units at the same time such correspondence is sent;
- h) reports from the offices of Institutional Planning or any other University body involving research on part-time faculty members;
- i) for each academic year, a list of part-time faculty members who appear on the Seniority List and who have a Limited Term Appointment (LTA) no matter the length of the Appointment;
- j) a list of part-time faculty members receiving large class supplements, and the amounts thereof;
- k) by February 1<sup>st</sup> each year, a list of part-time faculty members having received overloads or emergency overloads must be sent to the Association.

7.08 Any correspondence sent by administrators to a group of part-time faculty members or the entire membership on a matter covered by this Collective Agreement shall be sent simultaneously to the Association.

As well, all correspondence sent by the Employer to its administrators pertaining to the interpretation and/or application of any part of this Collective Agreement shall be sent simultaneously to the Association.

#### 7.09 ASSOCIATION OFFICES AND FACILITIES

The Employer shall continue to provide the Association with the furnished serviced offices it currently occupies or the equivalent footage, free of charge. The Association shall be responsible for monthly telephone charges.

7.10 The Employer shall permit the Association use of suitable meeting rooms in the University free of charge. The rooms shall be reserved according to usual University procedures.

#### 7.11

- a) The Employer shall permit the Association and its members the free use of the services of internal mail, electronic mail, electronic computer access, internet, payroll and security.

- b) The Employer shall provide the Association, at no cost, with one (1) parking space at the downtown campus immediately adjacent to the Association's offices.
- 7.12 The Employer shall permit the Association to use the University's duplicating services and Instructional and Information Technology Services (IITS) at normal internal University rates and on the same basis as other University users.
- 7.13 The Employer agrees to provide in a prominent and accessible location, at each campus, and in all Departments/Units, bulletin space for the posting of courses available to part-time faculty members, the Classification List, and information regarding Professional Development funds. In addition, the Association shall be permitted to affix notices of interest to its members on departmental and other bulletin boards according to usual departmental and University procedures.
- 7.14 Copies of correspondence sent to any part-time faculty member concerning salary, stipends and special adjustments shall be provided to the Association at the same time it is sent.
- 7.15 The Employer agrees not to amend any University policies or administrative directives in a manner inconsistent with the application of the current Collective Agreement, or with any Letter of Agreement signed by the parties.
- 7.16 The Employer shall make available to the Association, upon written request and within a reasonable time thereafter, official statistics, information, records, budget data and financial data necessary for negotiations and the implementation of this Collective Agreement. Such information shall not be unreasonably denied.
- 7.17 The Employer shall make copies of the results and/or modalities concluded in grievances, settlements or agreements, with respect to the part-time faculty members, to the appropriate University administrative offices responsible for their immediate implementation. In particular, copies shall be sent to the Office of the Provost.
- 7.18 **RIGHTS OF LEGAL COUNSEL AND ADVISER**

The Association has the right to invite any legal counsel or advisers or any other person(s) it deems necessary to enter the University for purpose of consultation. These persons shall have access to the Association's offices.

## 7.19 REMISSION CREDITS

### a) Association Remission Credits

- i) The Employer agrees to assign ninety-four and one half (94.5) credits per academic year (i.e., thirty-one and one half (31.5) credits per academic term) in course remissions to the Association as specified in Appendix E to facilitate the work of the Association.
- ii) The Association may amend the position titles stated in Appendix E.
- iii) The Employer agrees to assign nine (9) credits in course remissions for Labour/Management committees per academic year to the Association.
- iv) These remission credits assigned to part-time faculty members of the Association shall not be subject to limits prescribed in Article 10.18 or the averaging provisions contained in Article 10.22

### b) Pre-Negotiation Remission Credits

To facilitate preparations for negotiations, the Employer agrees to assign twelve (12) credits in course remissions to the Association during the academic term immediately preceding the expiration of this Collective Agreement. Such course remissions to part-time faculty members of the Association shall not be subject to the limits prescribed in Article 10.18 or the averaging provision contained in Article 10.22.

### c) One Year Negotiation Remission Credits

To facilitate the negotiation of this Collective Agreement and following the pre-negotiation stage specified above, the Employer agrees to assign an annual total of thirty-six (36) credits in course remissions during the period in which negotiations take place. Said remission credits shall not be issued beyond a one (1) year period from when actual negotiations begin. Such remission credits shall not be subject to limits prescribed in Article 10.18 or the averaging provision contained in Article 10.22.

### d) Failure to Conclude Negotiations

If negotiations are not concluded after one (1) year from the start of the negotiation period, the parties agree that a mediator shall be appointed and mutually selected by the parties, with said costs paid by the Employer. In the event that the parties mutually agree to extend negotiations, remission credits shall be offered in proportion to the time extended by twelve (12) course remission credits per academic term.

### e) Negotiation Remission Credits – Conclusion and Implementation

To facilitate the conclusion and implementation of negotiated text, final versions and ratification of this Collective Agreement, the Employer agrees to assign a total of nine (9) credits in course remissions per academic term for a maximum of two (2) terms, immediately following



the one (1) year period in which negotiations have taken place or negotiations are concluded by a mediator.

7.20

- a) No less than one (1) month prior to the beginning of each academic term, the Association shall provide the Employer with the names, in writing, of the Association representatives to whom the course remissions outlined in Article 7.19 are to be assigned. The designated representatives shall sign a course remission contract for each remission assigned.
- b) The course remission contract shall include the following text: "the parttime faculty member is exempt from the obligations of this contract inasmuch as the part-time faculty member is acting as an Association representative. Course remissions are prorated to a three (3) credit contract and include remuneration, seniority credits, vacation pay, and all appropriate deductions."
- c) Course remission contracts for service to the Association and for negotiation of this Collective Agreement shall be considered a factor in the evaluation of performance specified in Articles 9.01 and 10.16.

Service to the Association shall be considered as service to the University, Faculty, Department/Unit or community.

7.21 The Association shall provide the Employer, in writing, the names and positions of its executive officers and representatives, and shall inform the Employer of any changes within thirty (30) days. The Employer shall ensure all appropriate University offices are informed of the names and positions of the Association's executive officers and representatives.

7.22 The Association and the Employer shall inform each other, in writing, of any changes to the membership of their respective negotiating teams.

7.23 All course remissions and credits used by the members of the Association's executive and/or its representatives in carrying out Association activities shall count toward the ongoing cumulative seniority of those individuals.

7.24 **MERGERS AND CONSOLIDATIONS**

The Employer shall ensure that all creations, mergers, consolidations, transfers or elimination of Faculties, Departments, Units, Institutes, Colleges or Programs will not have, or cause to have, the effect of eliminating, reducing or altering the rights or provisions conferred to part-time faculty members as contained in this Collective Agreement, and in particular, those rights relating to seniority pursuant to Article 8 and to Article 10.

## 7.25 CLASS SIZE, LARGE CLASS SUPPLEMENTS AND TEACHING ASSISTANTS

### **I. Class Size**

a) Faculty of Arts and Science

With respect to courses taught by part-time faculty members, the Faculty of Arts and Science will continue to maintain class enrolment floors and ceilings, established in 1996-97 for special courses as follows: language courses, laboratory courses, production courses, seminar courses and graduate courses.

b) All Faculties

- i. Large class supplements shall be proportionally divided among instructors of a team-taught course based on the hours of teaching by instructors in the team.
- ii. Large class supplements are based on the credit value of a course and will be proportionally adjusted to reflect the credit value of the course taught (e.g. teaching a six (6) credit course with a large class entitles a part-time faculty member to receive double the large class supplements).
- iii. Save for exceptional circumstances and for academic reasons, subject to the approval of the Dean, a part-time faculty member will not be required to teach a course at or beyond the 400 level with a registration in excess of 70 students.

### **II. Large Class supplements (All Faculties)**

- a) Part-time faculty members who are teaching 200 or 300 level courses, with fifty-six (56) or more students at the deadline for withdrawal (DNE) with tuition refunds as specified in the University Calendar, will receive additional compensation, integrated into the bi-weekly pay, as follows:

56 to 80 students:	\$741
81 to 110 students:	\$1,484
111 to 150 students:	\$2,224
151 to 250 students:	\$2,966
251 students or more:	\$3,708

- b) Part-time faculty members who are teaching courses at or beyond the 400 level, with thirty-one (31) or more students at the DNE deadline, will receive additional compensation, integrated into the bi-weekly pay, as follows:

31 to 50 students:	\$372
51 to 70 students:	\$742
71 to 80 students:	\$1,113

81 to 110 students:	\$1,484
111 to 150 students:	\$2,224
151 to 250 students:	\$2,966
251 students or more:	\$3,708

- c) Part-time faculty members who are eligible for large class supplements will be notified by the Department Chair/Unit Head of the course enrolments as of the DNE deadline.
- d) A list of students enrolled in courses shall continue to be provided by the Department/Unit to each part-time faculty member prior to the commencement of classes, and updated student lists shall be provided following the late registration of students.

### **III. Teaching Assistants**

- a) In addition to the supplements, part-time faculty members teaching with a course enrolment of one hundred and fifty-one (151) or more students at the DNE deadline, will have the option of requesting the services of a Teaching Assistant. If the part-time faculty member opts to have a Teaching Assistant assigned for the entire term, she/he shall notify the Department Chair/Unit Head within one week of notification of the enrolment. In such a case, the Chair shall notify the part-time faculty member of the name and telephone number of the assistant hired by the Employer for such a purpose. A copy shall be sent to the Association by the Department/Unit.
- b) At the discretion of a Department, Chair/Unit Head, a Teaching Assistant may be provided for other courses, in consideration of teaching workload for instructors and delivery of the curriculum.
- c) The duties of Part-time faculty members in relation to Teaching Assistants are outlined in 9.01 d).
- d) If for any reason a Teaching Assistant resigns the Employer shall assign a replacement as soon as possible.
- e) A part-time faculty member is responsible for the assignment of student grades and the completion of grade sheets. However, a part-time faculty member who is assigned a Teaching Assistant shall not be reprimanded for student grades assigned or for grading not completed by the Teaching Assistant.

#### **7.26 ACCESS TO LIMITED TERM APPOINTMENTS (LTAS)**

- a) A copy of the posting shall be sent to the Association at the same time it is posted or advertised.
- b) A part-time faculty member who has acquired at least six (6) credits of seniority over two (2) terms or more and who applies for an LTA shall

be short-listed and interviewed for such an appointment provided she/he meets the advertised qualifications.

- c) Individuals on an LTA may apply for part-time contracts only if their LTA has terminated prior to the application dates for part-time contracts (i.e. before March 10, May 20, or October 20), and provided that they do not appear on the classification list.
- d) A part-time faculty member who accepts an LTA may lose her/his seniority in accordance with the provisions of Article 8.06 b).

7.27 Members of full-time faculty, and University employees who, in their regular full-time administrative or similar positions, are employed as managers (including members of ACUMAE), superintendents, foremen or representatives of the University in its relations with its employees will, from the date of signing of this Collective Agreement, not be eligible to receive part-time contracts. Rather, courses attributed to these individuals as Adjuncts will be considered as Reserve Courses.

#### 7.28 NOTIFICATION TO THE ASSOCIATION

The Employer shall notify the Association of any grievance filed with the Employer that has reached the arbitration stage, whose outcome could limit the rights or increase the obligations of the Association.

The Employer shall make the original grievance available to the Association within twenty-five (25) days of the nomination of an arbitrator. The Employer may redact the grievance to protect the confidentiality of a person named in the grievance.

## **ARTICLE 8                      SENIORITY**

### **8.01      CALCULATION OF SENIORITY**

A part-time faculty member acquires seniority, defined as the total number of credits attributed to the part-time faculty member, from the point of first hire at Concordia University or from the point of return to Concordia University after loss of seniority, whichever is later. The benchmark date for calculation of seniority is September 1974.

The parties agree that for the purposes of assigning seniority, a three (3) credit course represents twenty-two (22) hours and thirty-six (36) hours normally over a single-term (Summer, Fall or Winter) contract, and a six (6) credit course represents between forty-four (44) hours and seventy-two (72) hours normally over a two-term contract. Subject to Article 14 and Article 15.17, seniority credits are earned as follows:

- a) three (3) seniority credits earned for every completed three (3) credit course, and prorated by credits for courses of less than three (3) credits if offered: [e.g., a completed two (2) credit part-time contract earns two (2) seniority credits];
- b) six (6) seniority credits earned for every completed six (6) credit course, and prorated by credits for courses of less than six (6) credits if offered: [e.g., a completed four (4) credit course earns (4) seniority credits];
- c) Seniority credits proportionately earned and prorated by course credit (as per Article 8.01 and Article 18) for those part-time faculty members:
  - i) Who, without having been formally allocated the course, have replaced or substituted for another member of faculty on sick leave, jury duty or other emergency;
  - ii) who teach a team-taught course;
  - iii) who are required to conduct additional tutorials, labs, or seminars, beyond thirty-six (36) hours;
  - iv) who teach beyond thirty-six (36) hours for a three (3) credit course; and seventy-two (72) hours for a six (6) credit course;
  - v) who teach fewer than twenty-two (22) hours for a three (3) credit course or fewer than forty-four (44) hours for a six (6) credit course.
- d) pursuant to course remissions granted in accordance with Article 7.19, Article 16.04, and Appendix E;
- e) by virtue of service on departmental committees in accordance with Appendix E;
- f) pursuant to the specific credits attributed in a decision concluded in a grievance or arbitration;

- g) pursuant to Article 14.05 for credits which normally would have been earned prior to a deferred salary leave.

Where there is a difference between the credits listed in a document distributed by the University, the credits attributed for the same course to other part-time faculty members, and the part-time contract, the greater number of seniority credits shall be attributed.

The Employer will ensure that seniority credits are added to a part-time faculty member's seniority within fifteen (15) days following a final resolution and decision stemming from an Agreement, settlement, Letter of Understanding, grievance or arbitration decision. The Employer will also advise the appropriate offices in the University responsible for the Seniority List described in Article 8.07 ("Seniority List").

## 8.02 ACCRUAL OF SENIORITY

In order to ensure that part-time faculty members are eligible to receive the appropriate number of part-time contracts, seniority shall be accrued as follows:

- a) The total University seniority credits calculated as per Article 8.01.
- b) Part-time faculty members earn seniority in accordance with the credits specified on their part-time contract and University or Department/Unit course schedules.
- c) Part-time faculty members earn seniority credits in accordance with the credits specified on their course remission contracts. Such seniority credits are added to their University seniority.

## 8.03 PRESERVATION OF SENIORITY

Part-time faculty members shall preserve their seniority for the thirty-two (32) months following the end of the last academic term for which the parttime faculty member held a part-time contract or a course remission contract. Any hiatus is calculated as follows:

- a) The hiatus begins on the first day of the first month after the academic term (e.g., academic term ends April 27, the hiatus begins May 1).
- b) The hiatus ends on the first day in which the part-time faculty member begins teaching upon her/his return. Notwithstanding, a part-time faculty member whose thirty-two (32) month period would elapse by the end of December of a given year shall preserve his/her seniority if the part-time faculty member:
  - i) Applied to a course in the preceding February or May hiring round or requested to be placed in the Waiting List in the preceding February or May hiring round; and
  - ii) Is assigned, one or more course(s) to be taught in the subsequent Winter term prior to the first day of classes; and
  - iii) Completes the teaching in said subsequent term.

- c) Part-time faculty members are cautioned to apply for leave without pay in accordance with Article 14, if appropriate.
- d) Part-time faculty members who are absent from the University for more than thirty-two (32) months shall have their name removed from the Seniority List.

#### 8.04 RETENTION OF SENIORITY

Notwithstanding Articles 8.02 and 8.03, a part-time faculty member retains her/his seniority in the following cases:

- a) for the duration of leaves specified in Article 14 and Article 15;
- b) for the duration of a grievance or arbitration procedure pending a final decision.

#### 8.05 LOSS OF SENIORITY

Notwithstanding Articles 8.02, 8.03 and 8.04, a part-time faculty member loses her/his seniority if she/he is dismissed, unless the dismissal is overturned as a result of the grievance and/or arbitration procedure.

#### 8.06 SENIORITY WHILE SERVING AS A LIMITED TERM APPOINTMENT (LTA)

- a) Part-time faculty members who accept LTA appointments shall not accrue seniority credits while serving on such appointment.
- b) Part-time faculty members who, by virtue of accepting LTA appointments, exceed the hiatus period specified in Article 8.03, and/or LTAs who have taught a Reserve Course per Article 10.24, shall have their names removed from the Seniority List.

#### 8.07 SENIORITY LIST

The University shall maintain a Seniority List, by Department/Unit, to facilitate hiring within Departments/Units.

The Employer shall provide, by February 11 each year:

- a) a Seniority List to each Department Chair/Unit Head, with a copy to the Association.
- b) A CUPFA Waiting List available in FRIS, which shall indicate each member's seniority. The Waiting List will include all members with seniority who have taught in the academic unit, or who have indicated their desire to teach in the unit as of the beginning of the academic year. The Department Chair/Unit Head shall make the Waiting List available to the member of the PTHC and, upon request, to each part-time faculty member whose name appears therein.

The Waiting List is provided for informational purposes only. Any inconsistency between a Waiting List and the Seniority List shall be resolved by giving precedence to the Seniority List.

The Seniority List shall be made available to part-time faculty members via the University portal.

#### 8.08 FORMAT OF THE SENIORITY LIST

The Seniority List shall include the following:

- a) current academic year;
- b) names of part-time faculty members;
- c) total number of seniority credits accrued as per Article 8.02;
- d) each department/unit in which the part-time faculty member has taught (including all departments of a cross-listed course) and/or each department in which the member has received remission credits;
- e) The University shall also endeavour to provide the Association with the end date of the most recent part-time contract or course remission contract awarded to each part-time faculty member on the Seniority List.

- 8.09 A part-time faculty member is responsible, in the academic year in which the Seniority List is issued, for ensuring the accuracy of her/his current seniority. Part-time faculty members must send written notification to the University offices responsible for the Seniority List of any possible errors or corrections. Such a notice shall also be sent at the same time to the offices of the Association. The Association will advise the University of any adjustments required in the Seniority List.

The University office responsible for the Seniority List will ensure that the Association, the Department Chair/Unit Head, and the part-time faculty member(s) affected receive, within fifteen (15) days, the adjusted or corrected Seniority List.



## **ARTICLE 9      DUTIES OF PART-TIME FACULTY MEMBERS**

### **9.01      THE CONTRACTUAL OBLIGATIONS OF PART-TIME FACULTY MEMBERS MAY INCLUDE:**

- a) preparing, organizing and presenting course material at scheduled class times;
- b) being available to students outside class hours; where “being available to students outside class hours” shall be interpreted as:
  - (i) answering course-related inquiries (digital or otherwise) within seventy-two (72) hours (unless precluded from doing so due to religious observance, illness, jury duty or some other compelling ground), and
  - (ii) scheduling meetings to discuss course-related issues at times-of-day that are deemed reasonable by both professor and student. The professor and student may choose to meet in-person (on university property or at a remote location tied to a university-sanctioned activity, such as the workplace of a co-op student), virtually, by phone, or via any other communication platform that is reasonable (relative to the context of the meeting) and will take students' respective accessibility needs into consideration;
- c) directing and evaluating student progress in courses, i.e. grading assignments (including late completions), portfolios and examinations, providing feedback to students, submitting grades on time, invigilating examinations;
- d) preparing, delivering and grading one version of an alternate midterm and/or final examination per course section;
- e) conducting course evaluations as defined in Article 11 through the Centre for Teaching and Learning;
- f) attending Department/Unit committee meetings convened for the purpose of dealing with pedagogical matters;
- g) ensuring that the Department Chair/Unit Head is advised as soon as possible of class cancellation, anticipated absences, or any other instance requiring a substitute;
- h) ensuring, within reason and without infringements to academic freedom, that Department and University standards are maintained in the preparation of course outlines and course descriptions;
- i) when applicable:
  - engaging in remissionable activities;
  - conducting student advising, tutorials, seminars, reading courses with individual students, supervision of internships or research;
  - managing the Teaching Assistant(s) assigned to the part-time faculty member in the performance of their duties.

## 9.02 PART-TIME NON-TEACHING CONTRACTS

- a) Any other duties of an academic nature may be the subject of a non-teaching contract. Such duties shall be agreed upon in writing by the Department Chair/Unit Head and part-time faculty member prior to the signing of any contract(s). Such other duties may include, but are not limited to, labs, seminars, tutorials, student advising, supervision of research, and the management of field placements for internships. Such duties shall be indicated on the non-teaching contract along with the times, hours and seniority credits. Such other duties shall be compensated by seniority credits and/or remuneration not exceeding the prorated rates established in this Collective Agreement.
- b) A failure to include or indicate any additional duties and responsibilities as described in Article 9.02 shall not nullify a part-time faculty member's right to remuneration and credits if the part-time faculty member was obliged to perform the additional duties and responsibilities.

## **ARTICLE 10      HIRING AND COURSE ASSIGNMENT**

10.01    This article addresses University-wide policies and procedures on the hiring and re-hiring of part-time faculty members, Graduate Students and Adjuncts. Each Department/Unit may have a Departmental Hiring Document consistent with the terms of this Collective Agreement. Copies of hiring documents shall be sent to the Association.

- a)    Only applicants who are defined as Canadian per the definition in Article 2 at the time of application for a part-time contract shall be given consideration by the PTHC.

Non-Canadians shall only be eligible to receive Reserve Courses as per Article 10.24, and therefore shall be classified in accordance with Article 10.24 d.

- b)    The Association shall receive copies of all correspondence from administrators, Offices of the Deans, directors, or Department Chairs/Unit Heads involving the allocation of part-time contracts.

### **10.02      HIRING AND RE-HIRING OF PART-TIME FACULTY MEMBERS**

Each Department/Unit shall have a PTHC. Recommendations for hiring or rehiring of part-time faculty members are made by the PTHC.

### **10.03      COMPOSITION OF PTHC**

- a)    The composition of the PTHC in Departments/Units shall consist of:

- two (2) full-time faculty members of the Department/Unit;
- two (2) part-time faculty members provided by the Association from the part-time faculty members of the Department/Unit; and
- the Department Chair/Unit Head, who shall not vote except in the case of a tie.

In exceptional situations, the Association, after written notification to the Department Chair/Unit Head, may appoint a part-time faculty representative from outside the Department/Unit.

- b)    The parties can agree in writing to a smaller composition for a PTHC consisting of:

- one (1) full-time faculty member of the Department/Unit;
- one (1) part-time faculty member provided by the Association from the part-time faculty members in the Department/Unit; and
- the Department Chair/Unit Head who shall not vote except in the case of a tie.

The smaller composition for a PTHC can be used provided that:

- There are fewer than ten (10) individuals whose names appear on the Seniority List and who hold part-time teaching contracts or extra duties contracts in the Department/Unit in the current academic year or held part-time teaching contracts or extra duties contracts in one of the previous two (2) academic years
  - The Chair/Unit Head certifies that the part time faculty member who will sit on the PTHC will not require their qualifications to be discussed.
- c) The Association may name an alternate in each Department/Unit to serve in cases where the part-time member cannot participate in the hiring meeting.
- d) All conflicts of interest, or perceived conflicts of interest, must be disclosed.
- i. In order to prevent a situation of conflict of interest, or perceived conflict of interest, a part-time faculty member who is a member of the PTHC shall not participate in the discussion(s) about their qualifications to teach a course.
  - ii. When a situation of conflict of interest is identified, the PTHC member in conflict will leave the meeting for that discussion and vote(s) to take place. To preserve the parity of the committee, another member (identified by a flip of a coin) will also leave the meeting for that discussion and vote.
- 10.04 PTHCs must hold meetings on-site or synchronously with a video conferencing software for the allocation of courses. Under exceptional circumstances, the Association may agree to permit a PTHC to meet by telephone, or by email. The office of the Provost shall be informed of such exceptional agreements.
- 10.05 Part-time faculty members on PTHCs normally serve for a two (2) year term which may be renewed.
- 10.06 The Department Chair/Unit Head shall endeavour to accommodate scheduling requests of part-time faculty members with more than ninety (90) seniority credits, where such requests are received before October 1 of the previous academic year.
- 10.07 Part time teaching contracts are awarded based on posted courses that CUPFA members, or individuals eligible for CUPFA membership, have applied to teach. Reserve Courses are assigned in accordance with Article 10.24.

Faculties, in agreement with the Association, may elect each academic term to have all of their PTHCs meet on the same day to allocate part-time teaching contracts. Thereafter, the parties shall agree on the *modus operandi*.

## 10.08 POSTING OF COURSES

- a) The Employer and the Association agree that it is mutually beneficial to post, in the first instance, as many of the available part-time contracts as possible. There shall be three posting deadlines: February 18 for Summer courses; May 1 for Fall, Winter, and Fall/Winter courses; and October 1 for remaining Winter courses. A copy of the posting shall be sent to the Association by the office of the Provost within twenty-four (24) hours of the posting deadline. A PDF of the postings shall be available on the FRIS for consultation until the next round of applications.
- b) The February 18<sup>th</sup> posting shall include at least eighty (80%) per cent of all the part-time contracts planned to be offered during the coming summer semester. The May 1<sup>st</sup> posting shall include at least eighty (80%) per cent of all the part-time contracts planned to be offered during the coming fall, fall/winter and winter semesters. It is understood that courses/sections may be cancelled at a later date in accordance with Appendix C.
- c) In the event that additional courses become available between the application periods (after May 20, October 20 and March 10), they shall be allocated as stipulated in Article 10.18 and Article 10.19.
- d) Courses assigned to the part-time pool shall not be removed or assigned to a full-time faculty member or as a Reserve Course under Article 10.24, except under the provisions of Articles 10.20c) and 10.22. However, the parties may agree in writing to exchange a posted course for another course in the same academic year.
- e) All course postings shall be standardized in the same format across the University.

## 10.09 COURSE POSTINGS SHALL INCLUDE:

- a) the name of Department/Unit and name of the Department Chair/Unit Head;
- b) for each course: name, number, academic term, section, credits, schedule, and any specific academic and/or professional qualifications where required;
- c) team taught courses shall be so indicated, specifying the total number of credits to be awarded for the course, the number of instructors required for the course, the number of credits to be awarded per course segment, and the segments of the course available as part-time contracts;
- d) application deadline and date of posting; and
- e) projected class enrolment and ceiling;
- f) Electronic or on-line courses shall be so indicated.

## 10.10 APPLICATION FOR TEACHING

- a) Part-time faculty members and applicants not on the seniority list must apply by the posted deadlines by logging on to the FRIS using their employee netname and password and following the instructions.
- b) The application shall indicate all the posted courses members wish to teach, the total number of credits desired, the course name, course number, section, schedule and any additional Department Waiting List to which the part time faculty member and applicant wishes to be added. Application deadlines are no later than March 10 for summer courses, May 20 for Fall, Winter and Fall/Winter courses, and October 20 for remaining Winter Courses.
- c) Application information for each applicant will be submitted to the Association.
- d) Except for courses assigned using the Waiting List, part-time faculty members may only be assigned courses and sections for which they have applied.
- e) Applications may be rejected outright in the event that any information submitted is materially false or misleading (e.g. falsifying citizenship, residency, or Article 10.24 classification status; etc.)
- f) Applications may be rejected when information is incomplete.
- g) The process stated in the present article shall not be modified without the Association's approval.
- h) The Association shall be consulted about the implementation of the process stated in the present article on an electronic platform.
- i) Every part-time faculty member and applicant not on the seniority list who is part of a non-academic bargaining unit and is applying for courses during the normal working hours of their non-academic position, must submit a written proof of their availabilities to teach the courses they are applying for. Such written proof must be in the form of an email or a letter by the Applicant's supervisor in their non-academic positions at the University, stating that the Applicant is authorized to be absent during the posted teaching hours for the specific course(s) for which they are applying. Such written proof must be remitted by the Applicant to the appropriate Department Chair(s)/Unit Head(s), with a copy to CUPFA, by the deadline set out in Article 10.10 b).

The granting of such authorization to an Applicant is governed by the Applicant's non-academic bargaining unit's Collective Agreement.

An application received by the Department Chairs/Unit Head(s) without this written proof from the Applicant could be deemed by the University as incomplete, per Article 10.10 f).

#### 10.11 ACADEMIC AND PROFESSIONAL SERVICE DOSSIER

- a) Each part-time faculty member shall have an Online Academic and Professional Service Dossier (APSD) containing material relevant to their academic and professional activities (e.g., current curriculum vitae, course evaluations, course outlines, etc.). The APSD shall not contain material of a disciplinary nature. The part-time faculty member shall normally have access to her/his Online Academic and Professional Service Dossier online at all times, with the exception of the period between the application deadline and the due date for the PTHC recommendations to be submitted (March 11 – March 27, May 21 – June 6, and October 21 – November 6).
- b) In the exceptional circumstance that the Academic and Professional Service Dossier contains materials that cannot be uploaded to the Online APSD, a physical and/or electronic version is kept in the Department/Unit. In such cases, the part-time faculty member is responsible for seeing that their dossier is kept up to date with the addition or removal of relevant documents. Information from this dossier may be forwarded to the Dean's Office, with a copy sent at the same time to the part-time faculty member.
- c) When required, the Online APSD and/or the physical APSD shall be made available to the PTHC.

#### 10.12 PTHC PROCEDURES

The Department Chair/Unit Head or designate shall convene the PTHC to meet immediately following the application deadline as per Article 10.10 (a).

- a) Reasonably in advance of any meeting for the distribution of courses, but not less than forty-eight (48) hours prior to a scheduled meeting, members of the PTHC shall be provided with the applications received by the Department and attachments, if any. In addition, the PTHC shall be given access to the applicants' APSD.
- b) The PTHC shall forward its recommendations to the Dean no later than March 27, June 6, and November 6, with a copy sent to the part-time faculty member. The Office of the Provost will provide the Association with all PTHC recommendations within two (2) days of the recommendation deadline. In the case that no courses are to be assigned to the part-time faculty member, they shall be so informed.
- c) All recommendations shall be structured in the same format across the University.
- d) In the event that a grievance is filed in accordance with Article 13, the PTHC may be requested to respond in writing to questions concerning the hiring process.
- e) After agreement between the Association and the Provost's Office, a member of either or both of these offices may attend the PTHC meetings to facilitate the course assignment process.

- 10.13 Should a recommendation of the PTHC be refused by the Dean, the latter shall advise, in writing, the Department Chair/Unit Head, the Hiring Committee, the part-time faculty member and the Association, of the specific reasons for the refusal by April 4, June 14, November 14.

#### 10.14 ISSUING OF PART-TIME TEACHING CONTRACTS

- a) Part-time teaching contracts shall be issued by April 5 for Summer courses, June 15 for Fall, Winter, and Fall/Winter courses, November 15 for remaining Winter courses.
- b) Part-time faculty members must sign their part-time teaching contract(s) by logging on to the FRIS using their employee netname and password and following the instructions by April 15, June 25, or November 25. Upon signing a contract electronically, members shall be sent a confirmation by electronic mail.
- c) Provided the conditions of Article 10.14 (a) are met, failure of part-time faculty members to sign their part-time contract(s) by the prescribed deadlines as set out in (b) above shall be deemed by the Dean to constitute a refusal to teach and courses will be reassigned to available part-time faculty members in accordance with the procedures set out in Article 10.19.

#### 10.15 QUALIFICATIONS TO TEACH

- a) Part-time faculty members with seniority on November 22, 1991, are qualified to teach a course they apply for if:
  - i) They fulfill the requirements under article 10.15 b); or
  - ii) They taught the course once, successfully, in the four (4) academic years preceding the academic year for which they are applying.
- b) Part-time faculty members who have successfully taught a course three (3) times or more are deemed to be professionally and academically qualified to teach the same course or a closely related course.
- c) Part-time faculty members who apply for courses for which they are not deemed qualified under Article 10.15 a) or b) must demonstrate their competence to teach the course.
- d) Part-time faculty members who have developed a course by virtue of Appendix H shall be deemed professionally and academically qualified to teach said course insofar as they have either successfully developed or successfully taught said course in the four (4) academic years preceding the academic year for which they are applying.

- 10.16 In the assessment of qualifications, the PTHC shall take into account work experience in the field, academic and/or professional background, awards or honours received, and course evaluations.



10.17 When two or more members with equal seniority have applied for the same sections, the PTHC shall divide those sections equally among them, to complete their course assignment for that phase.

- If a section remains unassigned, the PTHC shall assign the section to the member who has been allocated a lesser workload.
- If the two or more members have been allocated an equal workload, the PTHC shall assign the section to the applicant with more teaching experience as measured by credits taught in the department/Unit.
- If the two or more members have equal teaching experience, the PTHC shall assign the section to the applicant who has achieved the higher academic degree.
- If the section remains unassigned, the section will be assigned randomly (by flip of a coin) to one of the members.

#### 10.18 ALLOCATION OF COURSES

- a) Course allocations and seniority credits for each academic year begin with the Summer term.
- b) Course entitlement limits are as follows:

- Part-time faculty members who have acquired ninety (90) credits or more of seniority may teach up to eighteen (18) credits per academic year;
- Part-time faculty members who have acquired twenty-four (24) credits or more of seniority but fewer than ninety (90) credits of seniority may teach up to twelve (12) credits per academic year;
- Part-time faculty members who have acquired less than twenty-four (24) credits of seniority and external candidates may teach a total of nine (9) credits per academic year.

For the purpose of this article, 'external candidates' refers to:

- persons who are not on the seniority list (including those who have lost their previously accrued seniority) and have neither taught nor are teaching a course in the current academic year;
- individuals hired under the provisions of Article 10.22 who taught or are teaching for the equivalent of less than one (1) credits.

- c) The courses to be assigned to part-time faculty members shall be allocated within each Department/Unit in the following manner:

##### **Phase 1**

- i) Part-time faculty members who have acquired ninety (90) credits or more of seniority at Concordia University shall, in order of seniority, be assigned twelve (12) credits, if available.

- ii) Part-time faculty members who have acquired twenty-four (24) or more credits of seniority at Concordia University but fewer than ninety (90) credits shall, in order of seniority, be assigned six (6) credits, if available.
- iii) In cases where a course is partially in phase 1 and 2 it will be considered a phase 1 allocation if a maximum of one (1) credit of the course falls into the phase 2 allocation.

## **Phase 2**

- i) Part-time faculty members who have acquired ninety (90) credits or more of seniority at Concordia University shall, in order of seniority, be assigned six (6) credits, if available.
- ii) Part-time faculty members who have acquired twenty-four (24) or more credits of seniority at Concordia University but fewer than ninety (90) credits shall, in order of seniority, be assigned (6) credits, if available.
- iii) Part-time faculty members who have acquired fewer than twenty-four (24) credits of seniority at Concordia University shall, in order of seniority, be assigned six (6) credits, if available.

## **Phase 3**

- i) Part-time faculty members who have acquired fewer than twenty-four (24) credits of seniority at Concordia University shall, in order of seniority, be assigned three (3) credits, if available
- ii) Should any courses still remain available, the PTHC may consider external candidates, who can be assigned up to nine (9) credits. Part-time faculty members who have applied to teach in the Department/Unit shall be assigned their full course entitlement, if they are qualified, before external candidates are offered any courses. All things being equal, preference shall be given to qualified external candidates from underrepresented groups designated in federal and provincial human rights legislation or agreed to by the Parties.
- d) In cases where a course is partially in phase 2 and 3, it will be considered part of the earlier phase allocation if a maximum of one (1) credit of the course falls into the later phase allocation.
- e) Part-time faculty members are responsible for ensuring they do not sign more part-time contracts than their entitled course load or course allocation. In the event that a part-time faculty member signs more part-time contracts than entitled as per Article 10.18, the Office of the Provost has the right to rescind any or all of the part-time contracts in excess of the entitlement.
- f) In a case where a part-time faculty member has applied to teach in more than one (1) Department/Unit, the respective Department Chairs/Unit

Heads are responsible for ensuring that the part-time faculty member is not allocated more than their course entitlement in accordance with Article 10.18 and Article 10.19. The Department Chairs/Unit Heads shall also ensure that the phases in Article 10.18 are integrated across all Departments/Units so that the appropriate limits specified in each of the hiring phases are respected University-wide.

- g) Courses requiring extra contact hours (labs and extended hour courses) shall be allocated in the same manner as other courses in Article 10.18. However, the prorated seniority credits as posted for that portion of extra contact hours shall not be counted when such courses are distributed.
- h) Team taught courses shall be allocated by segment according to Articles 10.18 and 10.19.

#### 10.19 WAITING LIST

- a) A Waiting List for each Academic Year is generated by FRIS at the conclusion of the PTHC meeting for the summer semester (held in the March 12 - March 27 period) and is valid for the following Academic Year. The list contains the names of all the part-time faculty members who have applied to teach in that Department or have indicated their availability to teach in that Department, ranked by their standing in Article 10.18. (i.e., their remaining allocation of courses for each phase).
- b) The list is kept up to date as courses are assigned and reviewed at each hiring round by adding, as appropriate, the names of all the part-time faculty members who have applied to teach in that Department, have indicated their availability to teach in that Department, or who were assigned a part-time teaching contract for the Academic Year, and who are not already on the Waiting List.
- c) An application to teach is defined as the submission, within the deadline, of a completed application on FRIS.
- d) There shall be one (1) Waiting List per Department (except where there is more than one, such as in Studio Arts, Education).
- e) Each department shall have a Waiting List. The Waiting List contains the names of all the part-time faculty members who have taught in that department and who are on the current Seniority List. The names of the part-time faculty members who have taught a course cross-listed among two or more departments, shall appear in the Waiting List of all said departments.
- f) Each Academic Year starts with the summer semester;
- g) It is the responsibility of each Department to verify that the standing of the part-time faculty member as per Articles 10.18 to 10.22 is updated and accurate before assigning a course with the Waiting List process

(10.19 h)). This assignment will take into consideration the courses allocated and the credit limits by seniority as specified in article 10.18.

- h) When a course becomes available to part-time faculty members after or outside of the standard allocation process established by article 10.18, and only after the applicable recommendation deadline as per article 10.12b) has passed, except for winter courses that shall be posted on October 1, if they become available before that date:
  - i. The academic unit shall inform, by email, all members listed on the affected Department or Unit's Waiting List, of the availability of said course, the qualifications required, and the delay to indicate their interest in teaching said course. It will also gauge interest for overloads. A template of such email can be found in the Appendix J;
  - ii. Interested members shall indicate their availability and qualifications to teach the course within the delay specified in the email sent as per clause 10.19h) (i), and their willingness to accept overloads, if applicable;
  - iii. A member who is not qualified under Article 10.15 to teach the course bears the responsibility to submit appropriate documentation to support their claim of qualification at the time they indicate their availability as per clause 10.19h) (ii);
  - iv. The academic unit head shall make a preliminary assessment of the qualifications of the candidates and provide all PTHC members with the materials presented by the interested members, along with his/her recommendation as to whether a qualified candidate has emerged from the exercise. Courses shall be offered to qualified applicants according to their seniority and phase eligibility;
  - v. The academic unit head will clearly indicate to all members of the PTHC the deadline to submit their comments regarding the candidates and the academic unit head's recommendation, stipulating that no response within the deadline is taken as agreement;
  - vi. A template of the message to be sent, as per clauses 10.19h) (iv) and (v), by the academic unit head to the PTHC members can be found in the Appendix J;
  - vii. Should a majority of the PTHC agree with the recommendation of the academic unit head, the recommendation will be entered in FRIS and thereby transmitted to the Office of the Dean;
  - viii. Should this process not identify a qualified candidate who has room in their teaching load, the department will proceed with the candidates who responded to the initial email and who wish to be considered for overload assignments;

- ix. Should this process still not identify a qualified candidate, the department will proceed to the provisions of Article 10.20.
- x. Should there be no courses posted for a hiring period and no Waiting List created for the Academic year and if a course, or courses, is (are) offered after the posting deadline, the department will proceed with Articles 10.20 and 10.21 until the next hiring period.

## 10.20

- a) Should a course remain unallocated after the application of the processes in 10.18 and 10.19, the Department Chair/Unit Head shall inform the Association if there is a qualified member who would require an overload and request from the Association permission to assign such overload or a ranked list of suitable internal candidates, whose qualifications shall be assessed by the PTHC. The Association shall compile said list according to its internal policies.
  - i. The Department Chair/Unit Head shall make a preliminary assessment of the qualifications of the candidates submitted by the Association and provide all PTHC members with the materials presented by the interested members, along with their recommendation as to whether a qualified candidate has emerged from the exercise. Courses shall be offered to members in the list provided by the Association who are qualified, according to their seniority and their phase eligibility;
  - ii. The Department Chair/Unit Head will clearly indicate to all members of the PTHC the deadline to submit their comments regarding the candidates and the Department Chair/Unit Head's recommendation, stipulating that no response within the deadline is taken as agreement;
  - iii. A template of the message to be sent, as per clauses 10.20 a) (i) and (ii), by the Department Chair/Unit Head to the PTHC members can be found in the Appendix J;
  - iv. Should a majority of the PTHC agree with the recommendation of the Department Chair/Unit Head, the recommendation will be entered in FRIS and thereby transmitted to the Office of the Dean;
- b) Should the above process fail to identify a suitable candidate, the Department Chair/Unit Head, in written consultation with the PTHC, shall, with due diligence, proceed with the following options, in any order:
  - Seek a qualified external candidate; or
  - Seek to assign an overload to a qualified member; or
  - Seek an agreement with the Association for a course exchange in accordance with article 10.08.

- c) If after exhausting all possible actions above, no qualified candidate is identified:
  - The Department Chair/Unit Head may, at their sole discretion cancel the course or convert the course to a Reserve Course assigned to a Graduate Student within their residency period; or
  - The Association and the University shall collaborate in finding an appropriate solution.

#### 10.21 OVERLOADS

- a) Notwithstanding the credit limits by seniority, the credit limits (art. 10.18 b) can be increased by the lesser of 2 courses or six (6) credits, with the allocation of an overload, subject to the following conditions:
  - Overload assignments must be offered in order of seniority to members who expressed their interest in teaching the course by responding to the email sent as per 10.19, recommended by the PTHC, and approved by the Association. Such approval shall be inferred five (5) days after the Association has received the request.
  - Overloads can only be assigned after the following dates: April 5 for a Summer (/1) course, June 15 for a Fall (/2) or Fall/Winter (/3) course, and November 15 for a Winter (/4) course.
  - In cases where a course is partially in phase 2 or 3, and an overload, it will be considered part of the earlier phase allocation if a maximum of one (1) credit of the course falls into the overload phase.
  - Prior to assignment of a course that results in a second overload to a part-time faculty member, other qualified members who expressed their interest in teaching the course by responding to the email sent as per Article 10.19 and have reached their credit limit but have no overloads must first be offered the course as an overload.
  - Overloads shall not become the norm in any Department.
- b) In the case where an increase in credits for a member teaching Private Study in the Department of Music causes the member to go over the limits specified on Article 10.18, Article 3.03 of Appendix F-A shall apply.

#### 10.22 SHORT-TERM REPLACEMENT

- a) When the need to replace a faculty member for two (2) weeks or less arises, the Department/Unit Academic Head shall at their sole discretion assign a suitable individual.
- b) When an individual who is not a part-time faculty member is assigned short-term replacement teaching (under the provisions of article 10.22) for the equivalent of less than 1 credit, said individual shall not accrue seniority and shall not become a part-time faculty member. Should said individual later be issued part-time contracts, the work done under this article shall not be retroactively applied to their seniority.

10.23 The Department/Unit shall post a list of part-time faculty members and course assignments by August 31, January 15 and April 30, with a copy sent at the same time to the Association.

10.24 RESERVE COURSES

a) Number of Reserve Courses

The number of Reserve Courses shall be equivalent to 17% of the Course Equivalents assigned to part-time faculty members in the previous academic year.

Each Academic year, an estimate of the Course Equivalents taught in that academic year shall be provided to the Association prior to January 20. This estimate shall be used to calculate the projected number of Reserve Courses available for the following academic year.

b) Notification of Reserve Courses

Notice of the projected Reserve Courses for the upcoming academic year will be posted, with a copy sent to the Association, by the Department/Unit by February 18 (for the summer sessions) and May 1 (for the fall, fall/winter and winter sessions).

c) Safeguard

In an academic year, increasing the number of Reserve Courses in a Department/Unit cannot have the effect of lowering the number of Part-time contracts in that Department/Unit.

d) Classification

Classification of reserve faculty allocated Reserve Courses is as follows:

- i) Graduate Students at the diploma level (eligible to teach up to two (2) Reserve Courses per academic year to a maximum of four (4) courses);
- ii) Graduate Students at the master's level (eligible to teach up to two (2) Reserve Courses per academic year to a maximum of four (4) courses);
- iii) Graduate Students at the doctoral level PhD students (eligible to teach up to two (2) courses Reserve Courses per academic year to a maximum of ten (10) courses);
- iv) Postdoctoral Fellows (eligible to teach up to two (2) Reserve Courses per academic year);
- v) Adjuncts (eligible to teach up to two (2) Reserve Courses per academic year).

Individuals teaching Reserve Courses shall not be provided Courses in overload.

Classification Lists are to be maintained according to the five classifications of reserve faculty.

A Graduate Student who is on the seniority list retains her or his status as a part-time faculty member, as long as he or she is not assigned a Reserve Course. No other Graduate Student shall be permitted to teach part-time courses, as defined in Article 2, until their degree has been conferred.

e) Application to Change Classification

Information about the consequences of accepting the assignment of a Reserve Course per this Collective Agreement, under the form determined by the documents in appendix I-A for Postdoctoral Fellows and I-B for Adjuncts, shall be annexed to all Postdoctoral Fellow and Adjunct Reserve Course contracts offered by the Employer.

Changes in classification for those who are no longer teaching Reserve Courses shall be implemented on February 1<sup>st</sup> and August 1<sup>st</sup> of each year.

Postdoctoral Fellows who are no longer employed at Concordia shall be removed from the Classification List.

Adjuncts shall only be removed from the Classification List four (4) years after the termination date of their employment from the Employer, or after their last Reserve Course taught, whichever is later. Once an Adjunct becomes a part-time faculty member, they will not be eligible to teach Reserve Courses for a period of two (2) years following their last part-time course contract.

Graduate Students who have been awarded their graduate studies degree shall be removed from the Classification List. Former students who have withdrawn from their program, or who have been inactive for a period of four years since the termination of their last reserve contract, shall be removed from the Classification List.

The Employer shall send the Classification List to CUPFA, shortly after updating it. In all cases, it shall indicate the end date of the most recent teaching contract. For students, it shall indicate the degree the University has awarded them, and the date on which the degree was conferred. At the same time, the Employer shall also provide CUPFA with access to the final list of graduating students who were on the classification list.

Credits acquired via the teaching of Reserve Courses shall not be transferable onto the Seniority List established for part-time faculty members.

f) Remuneration

Remuneration for Reserve Courses shall be as follows:



- Graduate Students and Postdoctoral Fellows – at the prevailing CUPFA rate.
- Adjuncts (up to seventy-five (75) Reserve Courses) – at a Discretionary Rate.
- Adjuncts (remaining Reserve Courses) – at the prevailing CUPFA Rate or the CUFA rate.

No additional stipends are to be paid for teaching without the agreement of the parties, with the exception of the supplements for class size as per Article 7.25.

g) Sanctions

Infractions involving the limits set out in Articles 10.24 a) c), d), and f) shall be sanctioned as follows:

- i) One or more infractions by an academic unit during an academic year shall entail an increase in part-time course sections the following year equal to twice the credit value of the infraction, as illustrated in Appendix G.
  - ii) One or more infractions by an academic unit during an academic year shall also entail: (a) a reduction of reserve courses the following year by the amount of the infraction, or (b) a further increase in part-time course sections the following year by at least the amount of the infraction. Note: if reserve courses decrease partially, but not to the pre-infraction level, the further increase to part-time offerings must be proportional, as illustrated in Appendix G.
  - iii) In the case of failure to increase the part-time offerings in accordance with 10.24 g) i) an automatic penalty of \$4,000 for each anticipated part-time course offering increase shall be applied, as illustrated in Appendix G.
  - iv) In the case of failure to either decrease the number of reserve courses or further increase the part-time course offerings in accordance with 10.24 g) ii) an automatic penalty of \$2,000 for each anticipated further increase in part-time course sections shall be applied, as illustrated in Appendix G.
  - v) At the department's discretion, reserve courses may be returned to the pre-infraction level in the year following the correct application of 10.24 g) i – iv).
  - vi) Other infractions shall follow the grievance procedure in this Collective Agreement.
- h) Notwithstanding the provisions of Article 10.24 g), no sanctions shall be applied if:

- i) the violation was occasioned by a replacement in a course, occurring after the start of the course in question.
- ii) no qualified CUPFA member or external candidate applied for a course that had been circulated through the 10.19 and 10.20 processes. In these circumstances, a department may exceed their reserve limit by one course per year. The Association may agree not to enforce the sanction for additional violations.
- iii) the violation was for less than fifty percent (50%) of a reserve or part-time course.

None of these sanction exceptions shall affect the calculations for Article 10.24 b) for the following year.

i) Compensation

To compensate for the loss of revenue and to monitor Reserve Course activity, the Employer shall remit to the Association on the last pay period of each academic term (December, April and August), an amount calculated at the rate of two percent (2%) of the CUPFA Rate for each Reserve Course taught during the academic term.

j) LTA

Courses in a LTA contract in which all courses are allocated in only one of the Summer (/1), Fall (/2) or Winter (/4) terms, or in a full-time faculty post-retirement LTA contract, shall be classified, for the purpose of this Collective Agreement, as Reserve Courses assigned to an adjunct.

## **ARTICLE 11 EVALUATION**

- 11.01 The Employer and the Association agree that the purpose of evaluating teaching is the improvement of instruction. Course outlines, course descriptions, pedagogical tools developed, student course evaluations, years of teaching experience and material contained in the Academic and Professional Services Dossier all form part of the teaching evaluation process.
- 11.02 Any part-time faculty member has the right to request a consultation with the Centre for Teaching and Learning or the offices responsible for conducting teacher training, and to receive assistance in teaching effectiveness.
- 11.03 Course evaluations shall be conducted by the Department/Unit through the Centre for Teaching and Learning. The results shall be given to the part-time faculty member and the Department Chair/Unit Head only. The use of evaluations shall be limited to the aggregate statistical information provided and used in a manner consistent with Article 11 and Article 12 of the Agreement. Only the part-time faculty member shall have access to the written comments contained within the evaluations. Written comments provided by students on course evaluations shall continue to be disseminated in typed-format by the Centre for Teaching and Learning.
- a) Course evaluations cannot be used as a ground for refusing to allocate a part-time contract unless the Department Chair/Unit Head has sufficiently notified a part-time faculty member of her/his previous difficulties in teaching.
  - b) Notification of teaching difficulties shall be based on the same criteria used to assess quality teaching for all other part-time faculty members of faculty in a Department/Unit.
  - c) The use of evaluations shall include the five (5) most recent years of course evaluations for part-time faculty members with more than ninety (90) credits of seniority and the three (3) most recent years of evaluations for part-time faculty members with less than ninety (90) credits of seniority.
  - d) In case of a grievance, results specified in Article 11.03 (b) and (c) shall also be provided to the Association. Results of any course evaluations will be made available to the Association by the Centre for Teaching and Learning or the offices responsible for teaching evaluations if these are required as per Article 13 of this Collective Agreement.
- 11.04 The parties agree that course evaluations involving team taught courses simultaneously are not a valid measurement of an individual part-time faculty member's teaching performance. In cases where team taught courses are taught by different members of faculty and in which a fixed number of classes is assigned to each member of faculty, each part-time faculty member involved in the team taught course will receive a separate teaching evaluation.

- 11.05 Evaluation results for courses in new programs or the introduction of a new pedagogical form shall not be used for re-hiring or disciplinary purposes until such time as teaching expectations, responsibilities, and/or performance criteria for such courses and programs are clearly elaborated and specifically communicated to a part-time faculty member.
- 11.06 The parties agree that caution shall be employed in the exclusive use of current course evaluations. The Employer and the Association agree to arrive at an understanding involving:
- a) the design and content of course evaluations throughout the University;
  - b) equity in the use of course evaluations for all members of faculty who teach;
  - c) sound methodological and statistical measurements for the validity and reliability of variables used in course evaluations;
  - d) the development of course evaluations, as far as possible University-wide, which distinguish several variables: teaching performance, course content, student commitment, frequency of response, etc.; and
  - e) the establishment of criteria for minimal teaching performance the next time course evaluations are reviewed.
- 11.07 Course evaluations cannot be used as a ground for refusing to allocate a parttime contract if new procedures and/or methods in evaluating teaching performance have been altered without the prior agreement of the parties.
- 11.08 Prior to the implementation of any changes in the method of evaluating teaching performance other than those specified in Article 11 by the Centre for Teaching and Learning, the Employer and the Association agree to collaborate in the development of any new form or method for assessing teaching performance. These new methods, procedures, or content shall include the criteria for teaching performance specified in Article 11.06.

## **ARTICLE 12        DISCIPLINE**

### **Preamble**

The Employer may investigate situations where it determines that circumstances warrant it. The Dean, his/her delegate, or an external party will conduct the investigation.

A notice of investigation will be sent by email to the Part-Time member with a copy to the Association.

12.01    The Employer may, in accordance with the provisions of Articles 12.02 and 12.03, discipline or dismiss a part-time faculty member for just cause. The Employer must advise the part-time faculty member and the Association of the disciplinary measure or dismissal by registered mail. Alternatively, if the Employer and the Association agree, the part-time faculty member can be advised at a meeting. The disciplinary measure or dismissal must specify the reasons justifying the Employer's decision.

- a)    Only serious professional misconduct, demonstrable incompetence or repeated negligence of duties shall constitute grounds for dismissal.
- b)    The Association may contest any disciplinary action or dismissal by filing a grievance as per Article 13.

The part-time faculty member has the right to request that the disciplinary measure or dismissal be sent by electronic mail instead of registered mail.

12.02    In the event the Employer and the Association agree to hold a meeting to hand a disciplinary measure or dismissal to a part-time faculty member, the part-time faculty member is entitled to be accompanied by a representative from the Association. A representative from Human Resources may also attend the meeting.

12.03    Part-time faculty members who have acquired at least twenty-four (24) seniority credits shall not be dismissed without having received two (2) written warnings. A reasonable time must elapse between each of the warnings and between the last warning and a dismissal. Part-time faculty members with fewer than twenty-four (24) seniority credits shall not be dismissed without having received one (1) written warning. A reasonable time must elapse between the warning and the dismissal. In all cases the written warnings must set out the specific reasons for the Employer's dissatisfaction.

- a)    In order to be deemed a letter of warning according to the terms of this Article, the warning must be signed by the responsible Dean or her/his designated representative and identified as such. A copy shall be sent simultaneously to the Association.
- b)    Any hearing conducted by a University body pursuant to a complaint against a part-time faculty member shall be conducted in accordance with the rules of natural justice and the duty to act fairly. An officer of

the Association shall be invited at such hearings as an observer. The Association reserves its right to grieve any recommendation(s) made as a result of such a hearing.

- 12.04 A part-time faculty member may avoid further disciplinary action by remedying the situation which gave rise to the Employer's dissatisfaction.
- 12.05 After a period of eighteen (18) months has elapsed, any record of disciplinary action is considered null and void, and is removed from the part-time faculty member's academic and professional dossier by the University provided there has not been any disciplinary action in the interim and provided that the parttime faculty member has held at least one (1) part-time contract during that period.
- 12.06 Notwithstanding Articles 12.01, 12.02, and 12.03, the Employer may dismiss a part-time faculty member for just cause, without prior notice, when the gravity of the cause necessitates immediate dismissal. The Employer must advise the part-time faculty member and the Association of the dismissal by registered mail. Alternatively, if the Employer and the Association agree, the part-time faculty member can be advised at a meeting. The dismissal must specify the reasons justifying the Employer's decision.

The part-time faculty member has the right to request that the disciplinary measure or dismissal be sent by electronic mail instead of registered mail.

- 12.07 In all cases involving disciplinary measures and dismissal, the burden of proof rests with the Employer.

## **ARTICLE 13 GRIEVANCE AND ARBITRATION**

- 13.01 A grievance shall be defined as any difference arising out of the interpretation, application, administration or violation of this Collective Agreement.
- 13.02 Grievances may be filed by the Association or by the Employer. The Association may file grievances on its own behalf or on behalf of an individual part-time faculty member or a group of part-time faculty members. All responses shall be sent by email and by internal mail. The delay periods in this article begin the day a grievance has been sent and end by 5:00 pm on the day that a reply is required.
- 13.03 The parties agree that all information required to present and prepare a grievance shall be available to both parties subject to the ethical and legal standards of confidentiality. Requests for the aforementioned information shall not be unreasonably denied.
- 13.04 The parties undertake to resolve all grievances expeditiously.
- 13.05 The parties agree that the submission of a grievance by the Association shall, under no circumstances give rise to reprisals against a part-time faculty member. Furthermore, the filing of a grievance shall under no circumstances adversely affect a part-time faculty member's future rights to employment and/or advancement in the University community.
- 13.06
- a) The parties agree that it is preferable to resolve grievances through discussions between those persons most directly affected before filing a formal grievance. To this end, a part-time faculty member is encouraged to discuss a potential grievance as soon as possible with the person to whom the part-time faculty member normally reports. While these discussions are encouraged, they shall not suspend the mandatory delays specified below.
  - b) The Association does not lose the right to grieve on any issue if, in the interests of conflict resolution, it approaches the Employer in writing with a view to negotiating an amicable resolution to the grievance.
  - c) Should the Employer or the Association decide to seek a declaratory decision on an interpretation of this Collective Agreement, the Employer or the Association shall file a grievance in accordance with Article 13.07 and shall clearly indicate that a declaratory decision is requested. Within fifteen (15) days of receipt of such a decision, the Employer or the Association may proceed to Internal Arbitration.

### **Stage I**

- 13.07 The Association shall file a grievance in writing to the Office of the Provost. The Employer shall file a grievance in writing to the Office of the VP Grievances and Collective Agreement. In either case, the grievance must be filed within six (6) months from the date on which the grievor acquired

knowledge of the specific ground(s) giving rise to the grievance but in any event no later than twelve (12) months from the incident giving rise to the grievance.

- 13.08 A grievance shall specify which provision of this Collective Agreement has allegedly been violated and how this provision was violated. The grievance shall also indicate the remedy or remedies sought, including cash settlement, vacation pay, and/or seniority credits.
- 13.09 Within fifteen (15) days of receipt of the grievance, a response shall be provided to the other party. If the response is deemed unsatisfactory, the grieving party has the option within thirty (30) days of receiving the response to send the grievance to stage II or III.
- 13.10 At any time during the process, either party may request a meeting of the parties to discuss the grievance. Such request cannot be denied by the other party. The meeting will normally be held within thirty (30) days of the request for the meeting. Should a party request a meeting in accordance with this article, the grieving party's delay to send the grievance to Stage II or III shall be extended to fifteen (15) days after the meeting is held.

## **Stage II - Internal Arbitration**

- 13.11 The purpose of proceeding to Internal Arbitration is to promote labour peace and to expeditiously render a decision in an unresolved grievance. The Arbitrator may either arbitrate or mediate the following issues:
  - a) grievances which involve the administration or implementation of this Collective Agreement;
  - b) grievances which turn on the interpretation and application of this Collective Agreement;
  - c) grievances of a declaratory nature;
  - d) grievances which turn on alleged departures from the procedures of natural justice in the application of this Collective Agreement.
- 13.12 When the Employer or the Association has opted for Internal Arbitration in accordance with Article 13.09 or 13.11, the Employer or the Association shall stipulate whether a mediated settlement or a final and binding decision is requested. No lawyers representing the parties as counsel shall be present at such Internal Arbitration hearings with the exception of Association grievances that are identified as seeking a declaratory decision in accordance with Article 13.06 c).
- 13.13 Costs for all cases involving Internal Arbitration are shared equally by the parties.

## **Internal Arbitration Protocol**

- 13.14 The Arbitrator shall ensure that a hearing does not exceed four (4) hours.



- a) Each party at the Internal Arbitration hearing shall be limited to two (2) representatives. However, the parties may call those witnesses whose testimony is deemed pertinent to their case.
- b) Not less than five (5) days prior to the hearing, the parties shall advise each other of the names of each party's representatives and witnesses.
- c) After hearing and examining the testimony and evidence submitted by the parties, the Arbitrator shall render a verbal reasoned decision at the conclusion of the hearing. The decision shall include, when applicable, financial awards and remedies (including payment, vacation pay, seniority credits, interest). A written reasoned decision shall be sent to the parties within fifteen (15) days of the hearing.
- d) The Employer or the Association agrees to implement the decision reached in Internal Arbitration within twenty (20) days following the expiry of the delay to proceed to Formal Arbitration, if applicable. In all other cases, the decision of the Arbitrator shall be implemented within twenty (20) days of receipt of the written decision.

### **Stage III - Formal Arbitration**

- 13.15 Either Party may elect to proceed to Formal Arbitration for grievances which are not resolved by the Office of the Provost as per Articles 13.09 and 13.11.
- 13.16 Either Party may elect to proceed to Formal Arbitration following the decision of Internal Arbitration stemming from the application of this Collective Agreement or a declaratory decision. The party wishing to proceed to Formal Arbitration in such a case shall notify the other party within fifteen (15) days of receipt of the written Internal Arbitration decision.
- 13.17 The parties shall inform each other, not less than five (5) days prior to the hearing, of the names of their representatives at the hearing.
- 13.18 The costs for the arbitrator in Formal Arbitration are shared equally by the parties except in cases appealed from Internal Arbitration.
- 13.19 The Formal Arbitrator shall be called upon to arbitrate the following issues:
  - a) grievances not resolved as per Articles 13.10 and 13.11.
  - b) grievances not resolved following the decision of Internal Arbitration.
- 13.20 Decisions stemming from a Formal Arbitration are final and binding.
- 13.21 The Employer and the Association shall ensure that a decision concerning awards, settlements and/or seniority credits is implemented within fifteen (15) days following receipt of the Formal Arbitration decision, except for the case where either party appeals the arbitral decision. Such awards, settlements, and/or Letters of Agreement shall also be communicated to all the appropriate University offices responsible for their implementation.
- 13.22 The following arbitrators shall serve for the duration of this Collective Agreement as Internal or Formal arbitrators. By mutual agreement of the

parties, an arbitrator may be removed from the list and replaced by a substitute:

1. Nancy Ménard-Cheng
2. Nathalie Massicotte
3. Pierre George Roy
4. Amal Garzouzi
5. Marie-Ève Crevier
6. Francine Lamy
7. Éric Lévesque

- 13.23 To ensure that cases are handled in a prompt and efficacious manner, the parties agree to proceed to arbitration with the selection of an arbitrator in the order listed in Article 13.23. If an arbitrator selected is not available within sixty (60) days from the notice to proceed to arbitration, the next arbitrator who follows on the list shall be selected. In the event that no arbitrator on the list is available within the specified period, either party may request the Minister of Labour to designate an arbitrator. However, by mutual agreement, an arbitrator whose name does not appear on the list may also be selected.
- 13.24 The jurisdiction of the Internal or Formal arbitrator is limited to those conditions established in this Collective Agreement and equally all other signed Letters of Agreement concluded between the Employer and the Association, and in no case does the arbitrator have the power to modify these agreements in any way.
- 13.25 Upon failure of either party to respond within the time limits or conditions as stipulated in article 13.09 or 13.11 of this Collective Agreement, unless it has been mutually agreed in writing to modify them, a grievance is deemed to have been settled in favour of the other party.
- 13.26 At any time during the grievance or arbitration process contained in Article 13, either party may desist from the process upon written notice to all parties involved.
- 13.27 The parties agree that a technical error does not invalidate a grievance. Amendments to grievances that have been filed do not extend or alter any delays specified in this article.

## ARTICLE 14 LEAVES

### Preamble

This Article describes the various types of leaves that are available to members. Unless otherwise specified, all leaves provided in this article are without pay. This article does not confer any advantage to a member from which she or he would not have benefited had she or he remained at work.

This Article provides for the following leaves:

- Leaves related to parenting (i.e. in the event of natural birth or legal adoption)
- Bereavement leaves
- Other leaves

Requests for leaves shall be made in writing to the Department Chair/Unit Head. Approvals in writing from the Department Chair/Unit Head shall be sent to the Office of the Association and to the Office of the Provost. Approval of requests from Department Chairs/Unit Heads shall indicate the inclusive dates of the leave, and, depending upon the nature of the leave, provide adequate documentation (medical certificates, birth or adoption documents, etc.). Requests for leaves to which members are not legally entitled can only be denied with a valid, written reason. Leaves will be deemed to have been approved if Department Chairs/Unit Heads or University Administrators do not respond in a timely fashion to requests for such leaves.

While on leave, part-time faculty members retain their seniority, rights and privileges contained in this Collective Agreement.

#### 14.01 Leaves related to parenting

The Employer shall conform with the *Quebec Act Respecting Labour Standards* (<http://www.cnt.gouv.qc.ca/en/all-standards/index.html>). This Act covers all matters related to the employees' and employer's rights and obligations (i.e. leaves, notices, duration, interruptions, documentation to provide, etc.). The following leaves are available to part-time faculty members, provided they fulfill the conditions for such leaves within the meaning of the law:

- preventative withdrawal
- special maternity leave
- birth leave
- maternity leave
- paternity leave
- parental leave in the event of natural birth
- adoption leave
- parental leave pursuant to the legal adoption of a child

To ensure a common understanding of this legal framework, the parties agree to jointly prepare an application guide adapted to the University context for part-time members, which shall be found on both the Association and the University websites. In case of discrepancy between the guide and this Collective Agreement and/or the law, the latter shall prevail. This guide will include information regarding: notices, documentation, procedures, etc.

The following section provides all supplementary benefits available to part-time faculty members. A part-time faculty member who is on maternity leave, on paternity leave or on parental leave pursuant to the legal adoption of a child may be entitled to the indemnities provided for in articles 14.02, 14.03 or 14.04, as the case may be, provided the part-time faculty member holds a part-time contract, and only for the period covered by this part-time contract.

a) Biological Parents

i. Birth Leave

The part-time faculty member whose spouse gives birth is entitled to a leave, without loss of salary, of a maximum duration of one (1) week, to be taken in the fifteen (15) days following the child's arrival at home.

No other supplementary benefits are provided for this leave.

ii. Maternity Leave

Upon presentation of a medical certificate attesting to the pregnancy and the expected date of delivery, the pregnant part-time faculty member is entitled to a maternity leave of a maximum duration of twenty (20) consecutive weeks, to be distributed before or after the date of delivery, at the part-time faculty member's discretion. The maternity leave may not begin before the sixteenth (16<sup>th</sup>) week preceding the expected date of delivery and shall end not later than twenty (20) weeks afterwards.

The maternity leave may be less than twenty (20) weeks if the member so wishes. If she returns to work within two (2) weeks of delivery, she must provide a medical certificate attesting to her fitness to return to work.

The part-time faculty member on maternity leave may be entitled to benefits as provided for in clause 14.02.

iii. Paternity Leave

The part-time faculty member is entitled to a paternity leave of a maximum duration of five (5) consecutive weeks at the birth of his child. This paternity leave may begin no earlier than the week of the birth of the child and end no later than 52 weeks later.

The part-time faculty member on paternity leave may be entitled to benefits as provided for in clause 14.03.

iv. Parental Leave

The part-time faculty member who becomes the parent of a newborn child is entitled to a parental leave of up to fifty-two (52) weeks. The parental leave may end no later than seventy (70) weeks after the birth.

The parental leave is in addition to the maternity and to the paternity leave.

No supplementary benefits are provided for parental leaves for biological parents.

A parental leave may be prolonged by an unpaid leave up to the end of the academic term in progress.

b) Adoptive Parents

i. Adoption Leave

The part-time faculty member who adopts a child is entitled to a leave, without loss of salary, of a maximum duration of one (1) week, to be taken in the fifteen (15) days following the child's arrival at home.

No other supplementary benefits are provided for this leave.

ii. Parental Leave

The part-time faculty member who becomes the parent of a newly adopted child is entitled to a parental leave of up to fifty-two (52) weeks. The parental leave may end no later than seventy (70) weeks after the child was entrusted to the part-time faculty member.

The part-time faculty member on parental leave pursuant to the legal adoption of a child may be entitled to benefits as provided for in clause 14.04.

A parental leave may be prolonged by an unpaid leave up to the end of the academic term in progress.

## **14.02 Supplementary Allowances during a Maternity Leave**

a) The part-time faculty member who has accumulated sixteen (16) weeks of service within the three (3) terms preceding the beginning of her maternity leave and

i. who is receiving Quebec Parental Insurance Plan (QPIP) maternity benefits is entitled to

- a. a supplementary allowance equal to the difference between ninety-three percent (93%) of her regular remuneration, incorporating all part-time contracts, and the QPIP benefit received, for a maximum duration of eighteen (18) consecutive weeks;
  - b. an additional period of two (2) consecutive weeks of maternity leave to be taken at the end of the period covered by QPIP. During this two (2) week period, the part-time faculty member will receive an allowance equivalent to ninety-three percent (93%) of her regular remuneration, incorporating all part-time contracts.
- ii. who is not eligible for QPIP benefits but is receiving Employment Insurance (EI) maternity benefits is entitled to,
  - a. for each week of the waiting period required by the EI program: an allowance equal to ninety-three percent (93%) of her regular remuneration, incorporating all part-time contracts;
  - b. for each week that the part-time faculty member receives maternity EI benefits: a supplementary allowance equal to the difference between ninety-three percent (93%) of her regular remuneration, incorporating all part-time contracts, and the EI benefit received;
  - c. for each week following the period described in b), and up to the end of the twentieth (20th) week of the maternity leave at the latest: an allowance equal to ninety-three percent (93%) of her regular remuneration, incorporating all parttime contracts for the period during which the maternity leave is in effect.

These allowances are payable only during the period(s) covered by the part-time contract(s) signed by the part-time faculty member.

- b) The part-time faculty member who has fewer than the sixteen (16) above required weeks of service before the beginning of her maternity leave and
  - i. who is eligible to either QPIP or EI benefits
    - a. for each week of the waiting period required by QPIP or EI program: an allowance equal to seventy percent (70%) of her regular remuneration, incorporating all part-time contracts;
    - b. for each week that the part-time faculty member receives maternity QPIP or EI benefits: a supplementary allowance equal to the difference between seventy percent (70%) of her regular remuneration, incorporating all part-time contracts, and the QPIP or EI benefit received;
    - c. for each week following the period described in b) and up to the end of the twentieth (20th) week of the maternity leave

at the latest: an allowance equal to seventy percent (70%) of her regular remuneration, incorporating all part-time contracts for the period during which the maternity leave is in effect.

These allowances are payable only during the period(s) covered by the part-time contract(s) signed by the part-time faculty member.

- c) The part-time faculty member who is ineligible to receive QPIP or EI maternity benefits, is entitled to an amount equal to fifty (50) percent of her regular remuneration, incorporating all part-time contracts.

This compensation is payable for a maximum period of eight (8) consecutive weeks and only during the period(s) covered by the part-time contract(s) signed by the part-time faculty member.

#### **14.03 Supplementary Allowances during a Paternity Leave**

- a) The part-time faculty member who has accumulated sixteen (16) weeks of service within the three (3) terms preceding the beginning of his paternity leave and
  - i. who is receiving Quebec Parental Insurance Plan (QPIP) benefits is entitled to
    - a. a supplementary allowance equal to the difference between ninety-three percent (93%) of his regular remuneration, incorporating all part-time contracts, and the QPIP benefit received, for a maximum duration of five (5) consecutive weeks;

This allowance is payable only during the period(s) covered by the part-time contract(s) signed by the part-time faculty member.

- b) The part-time faculty member who is ineligible for the supplementary allowance mentioned in paragraph a) above is not eligible for supplementary allowances under the present article.

#### **14.04 Supplementary Allowances during a Parental Leave Pursuant to the Legal Adoption of a Child**

- a) The part-time faculty member who has accumulated sixteen (16) weeks of service within the three (3) academic terms preceding the beginning of the parental leave pursuant to the legal adoption of a child and
  - i. who is receiving Quebec Parental Insurance Plan (QPIP) parental benefits: is eligible for a supplementary allowance equal to the difference between one hundred percent (100%) of her/his regular remuneration, incorporating all part-time contracts, and the QPIP benefit received.
  - ii. who is not eligible for QPIP benefits but is receiving Employment Insurance (EI) parental benefits: is eligible for a supplementary

allowance equal to the difference between one hundred percent (100%) of her/his regular remuneration, incorporating all part-time contracts, and the EI benefit received.

This supplement is payable for a maximum period of ten (10) consecutive weeks, only during the period(s) covered by the part-time contract(s) signed by the part-time faculty member.

- b) The part-time faculty member who is ineligible to the supplementary allowances mentioned in paragraph a) above is not eligible for supplementary allowances under the present article.

#### **14.05 Miscellaneous**

- a) For purposes of seniority, the part-time faculty member on maternity leave, paternity leave or parental leave pursuant to the legal adoption of a child shall be considered to have given the course(s) for which contracts have been signed as per Article 10 for a maximum duration respectively of twenty (20) weeks, five (5) weeks or ten (10) weeks.
- b) The parties agree to continue the joint and equal insurance contributions provided by the University and the part-time faculty members.
- c) The Employer does not reimburse the part-time faculty member for the amount(s) that the Canadian or Quebec government could require a part-time faculty member to repay with respect to QPIP or EI, when her/his remuneration, incorporating all part-time contracts, exceeds the insurable maximum by one and one half (1 ½) times.
- d) When a part-time faculty member requests such a leave related to parenting, they shall retain their seniority for the twelve (12) months following the first day of their leave. The retention period ends when they begin a new contract or at the last day of the twelve (12) month period, whichever happens first.
- e) Exceptionally, a member who has acquired twenty-four (24) credits or more, who is pregnant or has given birth and who has elected not to apply for a parttime contract for the sole reason that she is pregnant or has given birth shall be considered, upon request, to be on a leave without pay (until she signs her next contract or) for a maximum of twelve (12) months. The request must be made to the Department Chair/Unit Head no later than six (6) months following the date of delivery. The twelve (12) month period shall start on the day of delivery the whole without retroactivity on salary, on any benefits or on contracts that could have been given at any time during said period.
- f) The total amounts received by the part-time faculty member under clauses 14.02 a) and 14.03 a) in QPIP or EI benefits and supplementary allowances may not exceed ninety-three percent (93%), or one hundred percent (100%) in the case of a parental leave pursuant to the legal adoption of a child, of her/his normal weekly earnings from her/his part-time contracts at Concordia. For the purpose of this article, the allowances shall be calculated on the basis of the QPIP or EI benefits that the part-time faculty member is entitled to receive from her/his part-time contracts at Concordia without taking into account the amounts deducted from such benefits as a result of the reimbursement of



benefits, interest, penalties, and other amounts recoverable under the QPIP or EI plan.

### **Bereavement Leave**

- 14.06 A part-time faculty member is entitled to five (5) consecutive working days of paid leave in the event of the death: of a spouse, of a child, of the child of a spouse; of a father, of a mother, of a sister, of a brother, or any in-laws.

In exceptional circumstances or in the event of a death of any aforementioned family members at a distance exceeding a 300 km radius from the city of Montreal, a part-time faculty member is entitled to ten (10) consecutive working days of paid leave.

### **Other Leaves**

#### **14.07 JURY DUTY**

Part-time faculty members summoned for jury duty or as court witnesses must advise the appropriate Department Chair/Unit Head or designate as soon as they receive summons of their need to obtain a paid leave. When part-time faculty members are summoned for jury duty or as court witnesses, they shall not suffer any loss of salary or wages while so serving, except in situations where they are testifying or working as professionals on their own behalf. Remuneration paid to part-time faculty members by the court must be turned over to the Employer. However, this will not include expenses paid by the court.

#### **14.08 DEFERRED SALARY LEAVE**

Part-time faculty members who have acquired at least fifty (50) credits of seniority shall be eligible to apply for deferred salary for the purposes of taking a deferred salary leave. The conditions of such a leave shall be set forth in a signed contract provided to the part-time faculty member, and include as follows:

- a) The parties agree that no costs shall be incurred by the Employer for such leaves.
- b) A part-time faculty member on deferred salary leave shall earn the seniority credits they would have normally received had they not taken a deferred salary leave (calculated as the average from the last three years in which the part-time faculty member taught). Such seniority credits shall be specified in a deferred salary leave contract, and said seniority credits will be entered on the Seniority List by February 1 of the year the deferred salary leave takes place. A copy of the contract is to be provided to the Association and to the University offices responsible for compiling the Seniority List, payroll, etc.
- c) A part-time faculty member shall submit a written application to the Department Chair of the Department/Unit no later than March 1. The

letter shall include a request to defer twenty-five percent (25%), by the University, of the part-time faculty member's gross salary for a period of three consecutive years in which the part-time faculty member is hired, the exact dates for which the deferred salary leave begins and ends; and an agreement not to teach part-time contracts at Concordia University during the dates of the deferred salary leave.

- d) A part-time faculty member will ensure a copy of their application is also sent to the Association.
- e) Upon receiving a letter of recommendation from the Chair of the Department/Unit, a part-time faculty member shall forward the recommendation along with a notification to the University's Payroll Offices of the 25% deferred salary which shall be held in trust, and exact dates in which the deferred leave shall be taken.
- f) The deferred salary leave begins in the fourth year and is for a one year duration. The Employer agrees not to offer any part-time contracts to part-time faculty members during their deferred leave dates indicated on their deferred salary leave application(s). Under special circumstances, the parties may agree to delay the start date of the deferred salary leave.
- g) Part-time faculty members are responsible to apply for part-time contracts posted prior to the completion of their deferred salary leave to ensure their entitled course allotments can be provided upon their return.
- h) The parties agree that requests for a deferred salary leave shall not exceed one (1) academic year of leave and payment of deferred salary shall be the same as the bi-weekly remuneration periods including vacation pay and deductions.
- i) The parties agree that no more than two (2) part-time faculty members in a Department/Unit may be on deferred salary leave at any given time.
- j) The parties agree that recommendations to grant deferred salary leave will be based on the part-time faculty member's seniority.
- k) The part-time faculty member who cancels their deferred salary leave must advise the Department Chair/Unit Head in writing with a copy to the University's Payroll Office; a copy of this notification shall also be sent to the Association.
- l) Part-time faculty members shall ensure that the notification for the cancellation of a deferred salary is provided well in advance of the deadlines for the application of part-time contracts which will be offered during the deferred salary leave. The Employer will not be bound to allocate or provide part-time contracts to part-time faculty members who have not applied to teach within the deadlines prescribed in this Agreement.
- m) The part-time faculty member who cancels a deferred salary leave shall receive one (1) lump sum payment for the total deferred sums held in

trust by the University, including vacation pay and minus the usual payroll deductions.

- n) The part-time faculty member who is on deferred salary and who terminates their employment with Concordia, shall receive one (1) lump sum payment of the total deferred sums held by the University in trust, including vacation pay and interest.
- o) Part-time faculty members who suffer death shall have their total deferred salary held by the University in trust, including vacation pay and interest earned, paid to the part-time faculty member's estate or as specified in the original written notification to the Payroll Offices.

#### 14.09 LEAVE FOR FAMILY OBLIGATIONS

At the discretion of the Department Chair/Unit Head a paid or an unpaid leave may be provided to respond to certain circumstances or an emergency situation which may arise in a part-time faculty member's personal or family life necessitating an absence from teaching responsibilities. Written notification, shall be provided whenever possible, to the appropriate Department Chair/Unit Head citing the reasons for such a leave from the University. Department Chairs/Unit Heads may grant a paid or unpaid leave for a period not exceeding seven (7) consecutive working days upon written notification to the part-time faculty member and the Association.

#### 14.10 CONFERENCE LEAVE

Upon request and approval to the appropriate Department Chair/Unit Head, supported by a copy of an invitation, a part-time faculty member shall be granted paid leave of up the three (3) consecutive working days for the presentation of academic materials or lecture at a conference. The presenter must acknowledge Concordia University as one of her/his affiliations.

#### 14.11 ACADEMIC FACULTY EXCHANGE

The parties agree, when no additional costs are incurred by the University, to permit a part-time faculty member to engage in a lateral academic faculty exchange with a member of faculty at another University. Such requests shall follow the current University procedures and begin with a request to the Department Chair/Unit Head citing the academic terms in which an academic faculty exchange shall take place.

#### 14.12 LEAVE WITHOUT PAY

- a) To be eligible to apply for a leave without pay a part-time faculty member must hold a part-time contract at the time of the application.
- b) Normally the maximum duration of a leave without pay shall be twenty-four (24) months. Shorter leaves and extensions may be granted upon written approval from the Department Chair/Unit Head.

- c) Leaves without pay, involving the appointment to a government or community commission, body, or ministry will be granted for the duration of the appointed term(s).

## **ARTICLE 15      BENEFITS**

15.01 Part-time faculty members covered by this Agreement are entitled to participate in the following benefits in accordance with the terms contained therein, including:

- a) Pension Plan for Employees of Concordia University;
- b) Sick Leave and Salary Insurance Plans;
- c) Comprehensive Health Plan for part-time faculty members;

The Employer agrees to maintain the constituent plan a) for which the cost is borne forty-five percent (45%) by the plan member and fifty-five percent (55%) by the Employer.

The Employer agrees to maintain the constituent plans b) and c) above for which the costs are borne equally by the Employer and plan members.

The Employer shall provide a copy of the plans outlined in a), b) and c) above to the Association.

The Employer shall provide a copy of any correspondence related to Article 15 to the Association in advance of such correspondence being sent to the membership.

### **15.02 PENSION PLAN**

- a) The Employer agrees to maintain the Pension Plan currently in use for employees at the coverage and benefit levels and under the terms and conditions set by the Pension Committee and the Board of Governors;
- b) If eligible to participate, part-time faculty members can continue to provide additional voluntary contributions, as specified in the Pension Plan;
- c) The Pension Plan provided is a locked-in pension plan which is portable to another locked-in retirement plan after the termination of a teaching contract. By December 31 of each year, in which a part-time faculty member has received no earnings from the University, the University shall ensure once a year that the Pension Committee obtain the written consent of all such part-time faculty members to either maintain their pension funds with the Pension Plan for the Employees of Concordia University or transfer their funds to another locked-in pension plan.
- d) The parties agree that the Association shall be entitled to participate in all joint meetings which may be established between the Employer and other bargaining units within the University, for the purposes of negotiating common Articles dealing with any changes to the modalities or administration of the current Pension Plan.

### **Sick Leave and Salary Insurance Plans**

15.03 The purpose of the sick leave and salary insurance plans is to compensate for the loss of earnings of any part-time faculty member who is not able to

perform normal duties because of illness or accident other than an occupational injury;

### **Sick leave Plan**

- 15.04 A part-time faculty member who becomes disabled due to illness or injury, at any time when her/his part-time contract is in effect, shall be entitled to paid sick leave for a period of up to one (1) month, paid at the equivalent rate the part-time faculty member would have earned had she/he remained at work.
- 15.05 Part-time faculty members receiving paid sick leave may be required to provide satisfactory medical proof of disability.

### **Salary Insurance Plan**

- 15.06 When disability continues for more than one (1) month, the part-time faculty member shall be protected by the provisions of the salary insurance plan as follows:
  - a) For part-time faculty members with seventy-five (75) or more seniority credits, salary insurance payments for a maximum of two (2) consecutive academic terms in which the part-time faculty member was assigned courses.
  - b) For part-time faculty members with less than seventy-five (75) seniority credits, salary insurance payments until the end of the academic term in which the part-time faculty member becomes disabled.
- 15.07 The salary insurance plan applies as long as the disability begins, at the earliest, on the effective date the part-time faculty member signed her/his part-time contract.
- 15.08 Part-time faculty members receiving salary insurance benefits are required to provide satisfactory medical proof of disability, according to the terms and conditions of the salary insurance policy.
- 15.09 Salary insurance payments shall equal eighty-five percent (85%) of the rate the part-time faculty member would have received had she/he remained at work.
- 15.10 The Employer shall deduct from each pay, in equal amounts, the part-time faculty member's contribution to the salary insurance plan.
- 15.11 The Employer shall provide the Association with a copy of the salary insurance policy.
- 15.12 On June 1 of each year, the Employer shall provide the Association with a list of those part-time faculty members who received salary insurance, including the dates the leaves began and ended.

## **Occupational Illness or Injury**

15.13 In the case of occupational illness or injury, the Employer shall continue to pay the part-time faculty member until the date at which the individual begins to receive allocations from the Commission des Normes, de l'Équité, de la Santé et de la Sécurité du Travail (CNESST). Thereafter, the Employer shall pay the part-time faculty member the difference between her/his normal remuneration and the allocation paid by the CNESST and this, during the period of disability or to the end of the part-time faculty member's contract(s), whichever occurs first.

## **Comprehensive Health Plan**

15.14 The Employer shall maintain a Comprehensive Health Plan which includes the coverage of prescription drugs and which is administered under the terms and conditions of the group insurance plan policy.

Consistent with the normal practices of the University with respect to the administration of benefit plans, amendments may occur from time to time and coverage shall be amended accordingly. The Association will be informed in a timely manner of such changes.

- a) Except for those exclusions mentioned in paragraph d) below, part-time faculty members are eligible for the Comprehensive Health Plan for a twelve (12) month period known as the benefit year. The start and ending periods of the benefit year are:
  - 1. January to December
  - 2. May to April
  - 3. July to June
  - 4. September to August
- b) Enrolment in the plan shall be established on an annual basis, depending on the date on which the first part-time contract takes effect. Part-time faculty members are required to enroll in the plan with a completed Enrolment/Modification Form and if necessary, a Dependent's Statement Form, by the Deadlines established by the Human Resources Department's Benefits Unit. The Benefits Unit shall send forms to eligible part-time faculty members within thirty (30) days of receipt of a copy of the part-time contract
- c) During the first part-time contract of any Benefit Year, the Employer shall deduct from each pay, in equal amounts, the part-time faculty member's contribution to the health plan for the whole Benefit Year;
- d) The following part-time faculty members are excluded from the coverage of prescription drugs:
  - i) Those who are not permanent residents in the province of Quebec;
  - ii) Those who have attained sixty-five (65) years of age.

- e) Part-time faculty members who provide written proof to the Benefits Unit that they are covered elsewhere under a prescription drug plan equivalent to the RAMQ may opt out of the Comprehensive Health Plan.

### **RAMQ Drug Plan Equivalent**

- 15.15 Part-time faculty members who have attained sixty-five (65) years of age must register with the RAMQ for prescription drug coverage and may elect to remain covered under the Comprehensive Health Plan for other coverage, in which case they will be required to pay additional premiums.

### **Miscellaneous**

- 15.16 The part-time faculty member who is to be absent due to illness or injury shall, as soon as possible, inform the Department Chair/Unit Head or designate of the absence.
- 15.17 For purposes of seniority, the part-time faculty member who benefits from the sick leave/salary insurance program or from allocations from the CNESST shall be considered to have given the course(s) for which she/he is being compensated.
- 15.18 A part-time faculty member has the right to refuse to perform particular work if she/he has reasonable grounds to believe that the performance of that work would expose her/him to danger to her/his health, safety or physical wellbeing, or expose another person to a similar danger.  
  
No part-time faculty member may, however, exercise this right of refusal if the conditions under which she/he is asked to perform the work are the ordinary conditions under which she/he has performed the work in the past.
- 15.19 In the case of an emergency occurring during working hours, the Employer shall see that the part-time faculty member receives first-aid, and where required, transportation to the hospital at the Employer's expense.



## **ARTICLE 16 REPRESENTATION ON UNIVERSITY AND DEPARTMENT BODIES**

- 16.01 The Employer and the Association agree on the importance of the representation and integration of part-time faculty members into University, Faculty, and whenever possible, Department/Unit bodies.
- 16.02 The parties agree on the importance of quality teaching and the learning development of part-time faculty members as it relates to teaching and merit awards, curriculum development and research.
- 16.03 This Article affirms part-time faculty member representation where it is specified as part of this Collective Agreement, where it is already in place, and any additional representation on University bodies or committees as specified in Appendices B and E.
- 16.04 The Employer shall provide the Association with forty (40) remission credits per academic year for the purpose of compensating work done by part-time faculty members who are either elected or appointed with the approval of the Association, to serve on University bodies and committees as listed in Appendix E.
- 16.05 By February 1, the Association shall receive a bank of seniority credits to be distributed to part-time faculty members for service on bodies within their Departments/Units as listed in Appendix E. By July 1, the Association shall advise the appropriate University office responsible for the Seniority List of the names and Departments/Units of those part-time faculty members who are accorded seniority credits.
- 16.06 Every two (2) years, the Association shall conduct elections or appointments, as the case may be, among those part-time faculty members for the appropriate academic body as listed in Appendix E.
- 16.07 The Employer shall recognize the contribution of part-time faculty members to the University community with the inclusion, insofar as it is possible, of part-time faculty members in all other appropriate University programs; programs or awards involving teaching excellence; research; long term University service; improvement of student life; and creation of ad-hoc University committees.
- 16.08 Upon consultation with the Department Chair/Unit Head involving course schedules, and whenever possible, part-time faculty members with ninety (90) credits or more of seniority shall be listed in University Course Schedules. The parties agree that the University Course Schedule and the courses assigned to part-time faculty members therein, may be subject to change following a recommendation from the Department/Unit's PTHC or a course cancellation.

## **ARTICLE 17      PROFESSIONAL DEVELOPMENT**

17.01    The parties recognize the benefits to be gained by providing the Association or part-time faculty members with the opportunity to increase their academic, professional, and technical competency, particularly as they enhance teaching quality, learning development, teacher training, research skills, and new technological advances.

### **17.02 CUPFA PROFESSIONAL DEVELOPMENT ACCOUNT**

- a)    The Employer shall maintain a CUPFA Professional Development Account for the purpose of assisting part-time faculty members in their pursuit of research, study, and other scholarly/professional/artistic activities.
- b)    By May 1 of each year, the Employer shall add to the Professional Development Account the monetary equivalent of thirty-four (34) three (3) credit courses.
- c)    Annually, unspent monies shall be retained in the Professional Development Account to a maximum of half (1/2) of the monies allocated in Article 17.02 (b) the previous budget year. In sum, on May 1 of each year, the fund shall include said unspent money from the previous year and the new allocation provided by Article 17.02 (b).

### **17.03 CUPFA PROFESSIONAL DEVELOPMENT COMMITTEE**

- a)    The Professional Development Committee shall consist of four (4) members as follows: two (2) part-time faculty members to be selected by the Association, including a Professional Development Officer, who shall serve as Chair of the Committee, two (2) full-time faculty members, one (1) of whom shall also be a University administrator. The latter two (2) members are to be selected by the Employer. At least one (1) of the two (2) members from the University chosen to sit on the Professional Development Committee should come from the Faculty of Fine Arts.
- b)    The Committee shall be established for at least a two (2)-year term.
- c)    The Committee shall meet no less than three (3) times during the academic year.
- d)    Specific criteria and procedures, including monetary criteria, for the distribution of the professional development funds shall be established by the Committee. Such criteria shall reflect the objectives and modalities of Article 17.

### **17.04 ELIGIBILITY**

Provided funds are available in the CUPFA Professional Development Account, the following may be awarded funds:

- a)    Part-time faculty members who have acquired eighteen (18) or more credits of seniority, including those who are neither teaching nor on

leave, but who are still within hiatus period (in Article 8.03), shall be eligible to apply for professional development funds.

- b) The Association may make, with the appropriate documentation, direct application for professional development funds within a period of not less than fifteen (15) days prior to a planned event. Eligible claims may include scheduled events such as, but not limited to, workshops or conferences of an academic nature or in the area of labour relations or conflict resolution, computer training, teacher training, or learning development. Funds may also be used to purchase University expense report forms or to cover the costs of printing or mailing professional development or teacher training literature.
- c) Professional development funds provided directly to the Association in accordance with Article 17.04 (b) shall not exceed an annual amount of thirty thousand dollars (\$30,000). Allocation of funds shall be made to the Association within thirty (30) days of submitting receipts to the University's Budget Planning and Control Office.
- d) Funds described in Article 17.04 (b) shall not unreasonably be withheld by the Professional Development Committee and may be approved by the Professional Development Officer, or the Committee, outside a formal Committee meeting. An itemized report of expenditures shall be provided at or before the next meeting.

#### 17.05 ALLOCATION OF FUNDS

- a) The Committee shall allocate funds to a wide variety of academic activities such as attending or organizing conferences, seminars, workshops, printing a dissertation, engaging in a research project, etc. The Committee shall also allocate funds to part-time faculty members for professional or academic training, new technological training involving computers, or programs which will enhance their academic professional skills, teacher training or learning development, provided these are not accounted for under Article 9.01 (i.e., preparing, organizing and presenting course material at scheduled class times and being available to students outside class hours). Funds shall be allocated for actual expenditures and no funds shall be allocated as a stipend or salary paid to a part-time faculty member.
- b) Eligible applicants may request funds for activities involving the rental or purchase of materials, where relevant to their Department(s)/Unit(s) (e.g., computer software, inks, paper, paints, printing, recording media, studio rental paid to a third party) but no funds will be allocated for the purchase of equipment (computers, cameras, photocopiers, etc.). They may also receive funding for books, subscriptions, and association memberships relevant to the Department(s)/Unit(s) in which the parttime faculty member teaches.
- c) The parties agree that transportation costs, per diem costs for room and board, and travel expenses will be awarded according to the "Policy for Travel and Other Allowable Expenses" established by the Employer, unless:

- i) such expenses by a part-time faculty member are less than the amounts established by the Employer and its travel carriers or agents; or
- ii) the part-time faculty member has no choice in the selection of transportation carrier, meals or accommodation costs, as these have been pre-determined by the professional body that organized the conference or activity.
- d) Costs may be paid by the University in advance of scheduled activities and made available as soon as the grant has been awarded by the Professional Development Committee. Such advances for funds may include conference and registration fees, transportation, accommodation, etc.

#### 17.06 RESPONSIBILITIES OF GRANT RECIPIENTS

- a) Grant recipients may lose monies granted in an application if such sums are unclaimed within one (1) year from the time the Professional Development Committee confirmed the professional development award. Extensions may be provided by the Professional Development Officer under special circumstances, which shall be reported to the Professional Development Committee at its next meeting. Written requests for extensions shall be submitted to the Professional Development Officer not less than sixty (60) days prior to the one (1) year expiration date.
- b) Failure of a grant recipient to advise the Professional Development Committee of their inability to conduct the professional development activities for which funds have been requested or approved, may jeopardize the grant recipient's right to receive future professional development funds.
- c) A part-time faculty member who benefits from the support of CUPFA professional development funds shall provide a written report detailing the activities undertaken to the Professional Development Committee and their Department Chair/Unit Head, within sixty (60) days of the completion of the activities. Failure to provide such a written report will jeopardize a grant recipient's future right to receive professional development funds.

#### 17.07 SMALL CLAIMS

- a) Availability of funds permitting, the Professional Development account may be used for small claims by those defined in Article 17.04 (a) and part-time faculty members with twelve (12) or more credits of seniority and who are under contract within the academic year.
- b) Items that may be claimed include those identified in Articles 17.05 (a) and 17.05 (b).
- c) Small claims applications shall be approved by the Professional Development Committee which may delegate the authority to the

Professional Development Officer; however, Committee members may request an accounting of small claim awards. The Professional Development Officer shall oversee the completion of expense forms, identify them as small claims and verify attached receipts, the whole to be forwarded to the budget officer(s) in the appropriate Faculty, for final approval and processing.

17.08

- a) The Employer agrees to provide the Association with copies of budget records of professional development funds claimed by part-time faculty members at the same time as such claims are issued.
- b) The Employer agrees to provide for each Faculty an itemized list of expenditures by claimant, specifying small or large claims, when requested by the Professional Development Committee or the Professional Development Officer. Such a request normally shall not be made to any one Faculty more than four (4) times per year.
- c) When requested, the Employer agrees to provide the Association with a financial balance statement of the CUPFA Professional Development Account.

17.09 Professional development funds awarded are to be used for the purposes specifically requested and as allotted by the Professional Development Committee.

17.10 Part-time faculty members in violation of Article 17.09 may not be immune from legal liability and will be requested to return such funds to the CUPFA Professional Development Account administered by the University.

17.11 Professional development activities should in no way prevent a part-time faculty member from fulfilling the terms of her/his contractual obligations unless the part-time faculty member chooses to take a leave without pay in order to undertake these activities.

17.12 The parties agree that it is in the best interests of the Association, the relevant part-time faculty members, and the University, to make public the professional development accomplishments of part-time faculty, and the support provided by the Employer.

- a) Upon accepting grants, recipients must agree to credit support from a Concordia University Part-time Faculty Professional Development grant when publishing books, producing CDs or exhibiting art, etc. Similarly, Concordia must be listed as at least one of the grant holder's affiliations, when presenting papers or posters at conferences.
- b) The Employer agrees to provide display space in a University building or buildings (e.g., Hall, GM, Fine Arts, etc.) where available to showcase professional development accomplishments. The display may include books or CDs, or laminated covers from books or CDs, copies of papers accepted for publication or conference presentations, art work, etc. The

Professional Development Committee and/or the Association may suggest items for inclusion in such displays.

- c) Where possible, coverage may be provided in University publications such as newspapers, magazines, or press releases.

## **ARTICLE 18        REMUNERATION**

All part-time faculty members who receive a part-time contract shall be remunerated at the same rate, including vacation pay. Where applicable, all part-time faculty members who teach multiples or portions of courses shall be paid by a prorated hourly rate and shall receive prorated seniority credits along with vacation pay.

The parties support the principle of pay equity for University employees including parttime faculty members.

### **18.01 CALCULATION OF TEACHING HOURS AND WEEKS**

- a) The parties recognize the diversity of course offerings, course schedules and course terms at Concordia University. To facilitate the application of this Collective Agreement, the total number of actual teaching hours per course, and the total number of preparation hours per course are calculated below:
- b)
  - i) Part-time faculty members, without Student Class Assistants, are obliged to conduct, grade and invigilate their own examinations and to be available during the examination period. These obligations in Private Study in the Department of Music and for studio/production courses in the Department of Theatre are covered separately in Appendix F-A and Appendix F-B of this Agreement.
  - ii) Excluding the examination periods and preparation time, a part-time contract at Concordia University for a three (3) credit course represents between twenty-two (22) hours and thirty-six (36) hours normally over a single-term (Summer, Fall or Winter) contract, and a six (6) credit course represents between forty-four (44) hours and seventy-two (72) hours normally over a two-term contract.
  - iii) The teaching hours for a course at Concordia average between one (1) hour fifty (50) minutes, and, three (3) hours per week, or between twenty-two (22) hours and thirty-six (36) hours per academic term. The parties agree to use three (3) hours as the benchmark for calculating prorated hours and credits in excess of three (3) hours per week or one point eight (1.8) hours for those courses less than one (1) hour fifty (50) minutes per week. The hours involved for courses for Private Study in the Department of Music are as specified in Appendix F-A and for studio/production courses in the Department of Theatre as specified in Appendix F-B.
- c) Any extra student contact time requirement attributed to a three (3) hour, 3-credit course, or to a three (3) hour 6-credit course in the Faculty of Fine Arts which is expressly included on the part-time contract shall be remunerated at the hourly rate of eighty-three (\$83) for the 2023/2024 academic year, eighty-six (\$86) for the 2024/2025 academic year, and eighty-nine (\$89) for the 2025/2026 academic year.

- d) Part-time faculty members who teach less than a total of twenty-two (22) hours for a three (3) credit course and less than a total of forty-four (44) hours for a six (6) credit course shall be remunerated at the prorated hourly rate and receive the prorated seniority credits as determined for a three (3) or six (6) credit course respectively.
- e) Part-time faculty members who substitute for another member of faculty who is on leave shall have their hourly salary and credits prorated on the same basis of a regular three (3) credit or six (6) credit course.
- f) Courses taught on a volunteer basis shall be considered Reserve Courses and shall be governed by Article 10.24.

## 18.02 EMPLOYMENT INSURANCE HOURS

For the purposes of conforming to the federal government's Employment Insurance Program and calculating total preparation hours, the parties agree to use the same norms established at Quebec universities for the calculation of the preparation hours considered for a three (3) and a six (6) credit contract. The current rate as of the signing of this Collective Agreement is two hundred twenty-five (225) preparation hours per three (3) credit course or four hundred fifty (450) preparation hours per six (6) credit course. This rate is subject to adjustments concluded between the various parties at the provincial level and the Employment Insurance Commission.

## 18.03 CONTRACT REMUNERATION

- a) For the 2023/2024 academic year, the part-time contract remuneration per course will be raised by 6% as per the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2023-2024 to \$10,177 (which represents \$10,991.16 including vacation pay).
- b) For the 2024/2025 academic year, the remuneration per course will be raised by 3.2%, to \$10,503 (which represents \$11,343.24 with vacation pay), or the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2024-2025, whichever is the greatest.
- c) For the 2025/2026 academic year, the part-time contract remuneration will be raised 3.0% to \$10,818 (which represents, \$11,683.44 including vacation pay), or the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2025-2026, whichever is the greatest.



## **ARTICLE 19 MISCELLANEOUS**

### **19.01 OFFICE SPACE AND FACILITIES**

The Employer shall ensure that part-time faculty members, upon signing a part-time contract, will be provided with appropriate space for storage of materials, work areas, and private consultation with students and the appropriate but free and unhindered use of facilities, services and equipment required to meet the part-time faculty members' contractual obligations as per Article 9.01, including library services, telephone, photocopy access, electronic mail, computer access, secretarial and technical support. The Employer shall not deny part-time faculty members access to such facilities available to all other faculty and students.

- a) The Employer shall ensure that part-time faculty members are issued a University identification card for the purposes of obtaining University services (i.e., library, audio visual needs, etc.).
- b) It is understood that a Department/Unit shall provide a copy of any teaching guidelines or manuals to its part-time faculty.
- c) Departments/Units shall be responsible for providing part-time faculty members copies of their course outlines, course materials, exams, course descriptions, and professional development materials, in sufficient numbers for their students and as required for their contractual obligations.
- d) The parties agree that part-time faculty members normally require office space to perform part of their workload duties. The parties further agree that where an office is not provided, part-time faculty may request that the Employer acknowledge in writing the need for part-time faculty members to maintain an office or studio space at his or her own expense.

### **19.02 UNIVERSITY SEMINARS, COURSES, WORKSHOPS AND EMPLOYEE ASSISTANCE**

- a) Part-time faculty members shall be entitled to participate in seminars, workshops and/or training and development programs offered by the University.
- b) In the interest of physical well-being and enhancing intellectual wellbeing, any part-time faculty member shall have full use of available athletic facilities at the rates established for all other members of the University community.
- c) All part-time faculty members shall be entitled to make use of the University's health services, professional counseling services, substance abuse program, and all other assistance programs available to Concordia University employees.

### **19.03 TUITION FEE WAIVERS (NINE CREDITS OR ABOVE)**

Part-time faculty members shall receive tuition fee waivers for courses (including continuing education) at Concordia University taken personally or

by a part-time faculty member's recognized spouse or dependent children as follows:

- a) Part-time faculty members who have nine (9) credits or more of seniority on the Seniority List shall be entitled to receive a tuition fee waiver, effective the following summer semester, subject to the Tuition Benefits Policy (HR-19).
- b) Tuition fee waivers will be limited to no more than two (2) family members (including the part-time faculty member) per academic year. Such individuals shall each be entitled to the equivalent of one (1) full-time course load (i.e. ten (10) three credit courses per academic year).
- c) A copy of the most recent Seniority List shall accompany the application forms currently in use by the University for processing tuition waivers.
- d) Part-time faculty members (or their spouse or children) receiving tuition fee waivers are responsible for the payment of other educational costs including student fees, books, supplies. etc.
- e) Part-time faculty members (or their spouse or children) must apply for admission and meet all admissions standards for the desired course/program.
- f) Tuition fee waivers are non-transferable to academic institutions other than Concordia University.
- g) If an eligible part-time faculty member retires while a child or spouse is already enrolled in a program of study or degree program, the child or spouse may complete such a program with the same tuition fee waiver.
- h) If an eligible part-time faculty member who has completed at least ten (10) years at Concordia University dies, the surviving spouse and children already enrolled in a program of study or degree program, may complete such a program with the same tuition fee waiver.

#### 19.04 TUITION FEE WAIVERS: LANGUAGE AND TECHNOLOGY FLUENCY

Both parties recognize the importance to part-time faculty members of fluency in the French language and computer technology. Up to twenty (20) part-time faculty members a year shall be entitled to non-credit courses offered by the University in the French language and in computer courses. Part-time faculty members may enroll in such courses. Part-time faculty members may be required to submit a fifty percent (50%) deposit at the time of registration. These deposited funds shall be returned to the part-time faculty member provided eighty percent (80%) of the course has been completed by the part-time faculty member.

#### 19.05 LIBRARY PRIVILEGES

Part-time faculty members shall have the same library privileges available to all other faculty. Such privileges shall be maintained for part-time faculty members who are on the seniority list or who have requested leaves defined in Article 14 and Article 15.

## **ARTICLE 20      TRANSITION AND TRAINING OF THE COLLECTIVE AGREEMENT**

- 20.01    The parties agree on the importance of a common and shared understanding of a new Collective Agreement. This shared and common understanding shall be enhanced by promoting this Collective Agreement as a jointly signed and interest-based document of agreement by both parties. Ownership of this Collective Agreement is shared equally by the Employer and the Association.
- 20.02    To ensure the fair and expeditious implementation of this Collective Agreement, Articles 7.19 a), 15, 18, 19.03 and 19.04 shall enter into effect on May 1, 2025; all other Articles shall enter into effect on the Monday after the signing of this Collective Agreement.
- 20.03    In keeping with the Quebec Labour Code, the French version of this Collective Agreement shall be the official version in the event of interpretation.
- 20.04    Within a year of the signature of this Collective Agreement, to ensure the fair and expeditious implementation of this Collective Agreement the parties agree to provide joint training to various University administrative bodies and other personnel, Department Chairs/Unit Heads, Deans et al. who are responsible for carrying out their duties and responsibilities pursuant to those specific articles of this Collective Agreement requiring their implementation.
- 20.05    Projects or programs designed to offer joint training, manuals, and/or guidelines shall be discussed and coordinated through the Labour/Management Committee.

## **ARTICLE 21 COPIES OF THE AGREEMENT**

- 21.01 The Employer shall provide the Association with an electronic version amenable to both parties of the negotiated Collective Agreement in both the French and English languages, together with a hard copy.
- 21.02 The Employer and the Association shall co-operate in preparing and printing this Collective Agreement, together with an appropriate translation, after ratification of this Collective Agreement.
- 21.03 The Employer shall prepare the master copy for printing, and assume the total cost of production and printing.
- 21.04 The Employer shall make available to part-time faculty an electronic copy of this Collective Agreement with appendices as the parties agree should be distributed, and further, provide the Association with an initial allotment of one hundred printed (100) copies for its own use. Additional printed copies for later use by the Association shall be provided upon written request.
- 21.05 The Association shall provide each new part-time faculty member, at the point of first hire or shortly thereafter, with a copy of this Collective Agreement. To that end, the Employer shall provide the Association with a list of new hires as well as their phone number(s), personal electronic address, and mailing address.

## **ARTICLE 22    SUCCESSORSHIP**

- 22.01    In the event that Concordia University, in whole or in part, is consolidated or merged into or with any other division, school, college, or component of a system of higher education in Quebec during the life of this Collective Agreement, the present bargaining unit as defined in this Collective Agreement shall remain distinct and this Collective Agreement shall remain in full force and effect.
- 22.02    In the event that there is a successor or successors in interest, in whole or in part, to the Board of Governors of Concordia University, such successor(s) shall be bound by and shall assume all the rights, duties and obligations of the Board as if such successor(s) in interest were a named party and signatory to this Collective Agreement.
- 22.03    Within the scope of the current Collective Agreement, the Association recognizes the authority of the University to govern its academic programs. The Provost agrees to inform and consult with the Association within a reasonable delay and before new educational programs affecting the working conditions of part-time faculty members are created that involve Concordia credit courses.
- 22.04    The parties recognize the application of this Collective Agreement for all parttime faculty members employed by the Employer, eConcordia.com or any successor thereto that involves the teaching of Concordia credit courses. It is understood that should eConcordia.com or any successor thereto be dissolved, this clause will become null and void.

## **ARTICLE 23    NEGOTIATION PROCEDURES**

- 23.01    Either party desiring to propose changes to this Collective Agreement shall, between sixty (60) and one hundred and eighty (180) days prior to the expiry date of this Collective Agreement, give notice in writing to the other party of its desire to negotiate the renewal of this Collective Agreement. Within twenty (20) days of receipt of such notice, the parties shall establish the first joint meeting to prepare negotiations for a new Collective Agreement. The parties shall bargain in good faith and make every reasonable effort to reach agreement.
- 23.02    The parties shall begin the negotiation process in a joint meeting expressly called for the purposes of preparing for negotiations wherein:
- a) a written list of articles and issues subject to negotiations shall be exchanged ten (10) days prior to the joint meeting; the list shall specify clauses or matters sought to be amended, added or modified;
  - b) the parties shall mutually agree to place reasonable time constraints for the entire negotiations and develop a critical path for a one (1) year period by which time the negotiation of articles and issues should be completed;
  - c) no more than three (3) members of the respective negotiating teams will be identified and mandated to renegotiate the present Collective Agreement;
  - d) the parties shall mutually agree on any joint training required by the negotiators to conduct negotiations expeditiously, and in the interest of the University; the parties shall share equally in the cost of joint training;
  - e) the parties shall mutually agree on a protocol for negotiations including the fundamental tenets of reciprocity and equality;
  - f) both parties are required to submit written text for each of their proposed Articles highlighting the proposed changes; and
  - g) once articles have been agreed to, the written text shall immediately be sent for translation.
- 23.03    The parties agree that negotiations shall be concluded once ratification by the Association's members has been completed, final signatures of the English version of this Collective Agreement have been affixed, and completion of the agreed French version has been deposited.
- 23.04    The Employer shall ensure that final signatures to the English version of this Collective Agreement are affixed within thirty (30) days upon its ratification, and within ten (10) days upon completion of the agreed French version.
- 23.05    Should the parties not succeed with negotiations after a one (1) year period, a mediator, by mutual agreement, shall be selected to assist with the negotiations. Said costs shall be paid by the Employer.

23.06 By mutual agreement, the parties may waive Article 23.05 and extend negotiations for a period no greater than one (1) academic term or four (4) months. Remission credits for negotiations shall also be extended.

## **ARTICLE 24      DURATION AND RETROACTIVITY**

- 24.01    Once signed by the authorized representatives of the parties, the present Collective Agreement shall be in effect until April 30, 2026.
- 24.02    This Collective Agreement goes into effect as provided for in Article 20.02 and shall have no retroactive effect unless explicitly provided.
- 24.03    The present Collective Agreement remains in effect for the whole time period of negotiations for its renewal, until a new Collective Agreement comes into effect in accordance with the Labour Code and subject to the rights of the parties under said Code.
- 24.04    All appendices, "Letters of Understanding" or "Letters of Agreement" form an integral part of this Agreement and carry the same weight as its existing provisions.

The Letters of Agreement shall be translated into French, shall form an integral part of this Collective Agreement, and shall be filed with the Labour Department pursuant to Article 72 of the Labour Code.

- 24.05    In the event that the parties mutually agree to amend any of the provisions of the present Collective Agreement, such amendments will be incorporated into a "Letter of Agreement" and will be filed in accordance with Article 72 of the Quebec Labour Code.
- 24.06    If any provision of this Collective Agreement is found to be contrary to the provisions of any law, now or hereafter enacted, this Collective Agreement will not be abrogated, but it is subject to such amendments as may be necessary to bring it into conformity with the law. The parties shall meet as soon as possible prior to or just after laws or government legislation is enacted and agree to any new procedures or the implementation of any regulation resulting from new legal or governmental imperatives.
- 24.07    Retroactivity will be paid on salary on all part-time contracts, large class supplements, and extra student contact time.

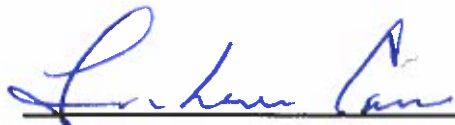
For cancelled courses, retroactivity will be paid at the respective percentage of the new contract amount (15%, 24%, or 35%). The changes in Appendix C e) ii) shall enter into effect in the 2025-2026 Academic year.

Retroactivity will be paid by the Employer, ideally on the pay of May 16, 2025, and at the latest within 60 days of the signature of the Collective Agreement.



IN WITNESS WHEREOF, the authorized representatives of the Parties have signed in Montreal, Quebec, on May 30, 2025.


**For Concordia University**



Dr. Graham Carr  
President and Vice-Chancellor



Dr. Anne Whitelaw  
Provost and Vice-President, Academic



Dr. Kristina Huneault  
Vice-Provost, Faculty Development and  
Inclusion



Dr. Aaron Johnson  
Associate Vice-President Research,  
Strategic Institutional Initiatives  
and Innovation



Ms. Andie Zeliger  
Manager, Academic Staff



Mr. Michael Di Grappa  
Vice-President, Services and Sustainability

**For the Concordia University Part-Time Faculty Association**



Prof. Robert Soroka  
President, CUPFA



Me Patrice Blais  
Vice-President, Collective Agreement and  
Grievance, CUPFA



Prof. June Riley  
Treasurer, CUPFA

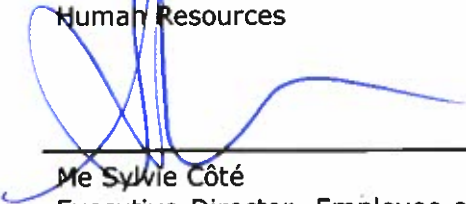


Prof. Veneta William  
Executive Secretary, CUPFA



---

Ms. Carolina Willsher  
Associate Vice-President,  
Human Resources



---

Me Sylvie Côté  
Executive Director, Employee and Labour  
Relations, Human Resources



---

Me Michael Mondelli  
Senior Advisor, Employee and Labour  
Relations, Human Resources

## **APPENDIX A    CERTIFICATE OF ACCREDITATION**

ACCREDITE "Concordia University Part-Time Faculty Association" pour représenter:

"all members of the part-time faculty at Concordia University in the faculties of Arts and (sic) Science, Commerce and Administration, Engineering and Computer Science, and Fine Arts who are on individual teaching contracts with the university and whose primary duty is to teach university-level credit courses.

The proposed bargaining unit excludes all part-time faculty at Concordia University who are on business contracts; continuing Education contracts; or those who, in their regular, full-time administrative or similar positions, are employed as managers, superintendents, foremen, or representatives of the university in its relations with its employees."

(original signed by)

Claude Malo

Agent d'accréditation

MONTREAL, le 27 septembre 1989

## **APPENDIX B REPRESENTATION ON UNIVERSITY BODIES AND COMMITTEES**

B-1 Part-time faculty members shall be represented on the following University bodies and committees with the full rights and privileges of all other committee members. The list is not restricted to the University bodies and committees herein contained and shall be expanded to include appropriate newly created bodies.

B-2 The Association shall receive, prior to the meetings of University bodies and committees, notices of meetings, the agenda, accompanying documents and minutes of the previous meeting for the Board of Governors, Senate, and the Faculty Councils. Said notices, agenda, documents and minutes shall also be sent to the part-time faculty representative(s) on University bodies and/or committees on which they serve.

B-3 The Employer shall ensure that the Association is represented on any newly created University body, committee or task force, subject to approval by the respective bodies.

B-4 In the event that no part-time faculty member stands for an elected position, the Association shall appoint a part-time faculty member to represent the interests of its part-time faculty members on any committees or bodies named below.

B-5 Given a willingness to serve, part-time faculty members shall be elected or appointed by the Association to sit on the following University bodies and committees:

a) Board of Governors

One (1) representative appointed by the Association, for a three (3)-year renewable term.

b) Senate

Representation of part-time faculty members on Senate shall be determined by University by-laws.

The Association will submit to each Faculty Council no later than May 1 of each year the name of the part-time faculty member elected or appointed by the Association to Senate for the consideration and approval of the respective Faculty Councils.

c) Faculty Councils

Representatives shall be elected or appointed by the Association from among the appropriate part-time faculty members who are not on the Classification List in each body for a two (2)-year renewable term.

i) Arts & Science Faculty Council

Two (2) elected or appointed by the Association representatives, one (1) of whom shall also sit on the Steering Committee of Faculty Council.

One (1) representative, elected or appointed by the Association, on the Teaching and Learning Committee.

ii) Gina Cody School of Engineering and Computer Science Council

One (1) representative elected by and from part-time faculty members who are not on the Classification List.

iii) Fine Arts Faculty Council

Three (3) representatives, elected or appointed by the Association, one (1) of whom shall also sit on the Steering Committee of Faculty Council. As currently established with the Faculty of Fine Arts, two (2) of the Association's representatives shall be from Visual Arts and one (1) of the Association's representatives shall be from Performing Arts.

One (1) representative on the Health & Safety Committee.

iv) John Molson School of Business Faculty Council

One (1) representative, elected or appointed by the Association, who will also sit on the Steering Committee of Faculty Council.

## OTHER UNIVERSITY COMMITTEES

- d) Advisory Committee on Rights & Responsibilities – two (2) representatives (one (1) of whom is an alternate) elected or appointed by the Association.
- e) Advisory Committee on Teaching and Learning – one (1) representative, elected or appointed by the Association.
- f) Environmental Health & Safety Committee - one (1) representative, elected or appointed by the Association.
- g) Pay Equity Committee - one (1) representative, elected or appointed by the Association.
- h) Library - One (1) representative, elected or appointed by the Association to the Open Access Committee.
- i) Advisory Search Committees and Evaluation Committees for senior administrators and senior academic administrators as defined in Board of Governors policy number BD-5, "Policy on Senior Administrative Appointments" and BD-8 "Policy on the Remuneration and Evaluation of Senior Administrators" shall have one (1) representative as provided for in those policies.

## DEPARTMENTAL COMMITTEES

- j) Search Committees established for the positions of Department Chair/Unit Head. One (1) representative whose name must appear on the Seniority List and who has held part-time contracts to teach in the Department/Unit in the current academic year or one of the previous two academic years. Exceptionally, in cases where no representative is able or willing to serve, the Association may appoint a representative from another Department/Unit.
- k) Ad-hoc University Committees struck for a specific mandate (e.g. Library Committee, Quality Teaching Committee, policy committees etc.) shall have at least one (1) representative elected or appointed by the Association.
- l) Part-time faculty members shall continue to serve, as they have in the past, on Departmental/Unit Committees (e.g. Curriculum, Department Council, etc.) and relevant task forces. Such part-time faculty members will be elected or appointed by the Association. There shall be a minimum of one (1) representative for each Department/Unit Council, and one (1) representative for the Committee that oversees development of undergraduate Curriculum

## **APPENDIX C    COURSE/SECTION CANCELLATION**

- a) Courses allocated to part-time faculty members may be subject to cancellation by a Department Chair/Unit Head, Dean or their designate, provided the following provisions have been respected:
  - i) the posting deadlines established by this Agreement; ii)  
deadlines for the issuing of part-time contracts;
  - iii) consistently applied enrolment criteria for course cancellation for all part-time faculty members in a Department/Unit
- b) Courses assigned to part-time faculty members shall not be cancelled without compensation as indicated below. Courses in private study in the Department of Music are subject to the course cancellation criteria established in Appendix F-A.
- c) For the purpose of the compensation provided for in this Appendix, a course shall be deemed cancelled on the day that the part-time faculty member is informed of the cancellation of the course. Further, the date that classes begin is stipulated in the Academic Calendar.
- d) In the event a course assigned to a part-time faculty member is cancelled before classes begin, every effort shall be made to offer the affected part-time faculty member a different section of the same course, or a course the part-time faculty member has taught before or is qualified to teach, in a time slot available to the part-time faculty member. In the case of a replacement course that has been accepted by the part-time faculty member, the Department Chair/Unit Head shall submit written confirmation to the Association of the part-time faculty member's acceptance. No indemnity shall be paid when a substitute course or a contract of equal value that the part-time faculty member is qualified and available to teach is offered to the part-time faculty member.
- e) In the event that a Department Chair/Unit Head, or a Dean or her/his designate, cancels a course/section for which a part-time faculty member on the Seniority List has signed a part-time contract as per Article 10, or a part-time contract has not been issued as per the delays specified in this Collective Agreement and for which the course/section is cancelled, the part-time faculty member shall be indemnified as follows:
  - i) Up to and including the eighth (8<sup>th</sup>) day prior to the beginning of classes, fifteen percent (15%) of the total value of the cancelled part-time contract, including vacation pay; in such instances, no seniority credits are awarded;
  - ii) Between seven (7) days prior to the beginning of classes and up to and including the beginning of classes, twenty-five percent (25%) of the total value of the cancelled part-time contract, including vacation pay; in such instances, full seniority credits are awarded;

- iii) The day after the Beginning of classes and up to and including the tenth (10th) day after the Beginning of classes, thirty-five percent (35%) of the total value of the cancelled part-time contract, including vacation pay; in such instances, full seniority credits are awarded;
  - iv) After ten (10) days following the beginning of classes, full seniority credits and the total value of the contract including vacation pay.
- f) Part-time faculty members who receive seniority credits as outlined in e) above, but who later received in the same academic year an additional parttime contract pursuant to Article 10.22, shall have their seniority credits which were awarded for the cancelled course withdrawn.
- g) In the case of a part-time faculty member who withdraws from a contract (or contracts) with less than 15 days' notice from the beginning of classes, or after classes have begun, said member will have his or her seniority reduced by one (1) seniority credit and will not accrue seniority for any class sessions already taught. With approval of the University, this provision may not apply to a member who withdraws from teaching due to unforeseen reasons.
- h) The University shall send to the Association within five (5) weeks after the commencement of an academic term, a list of all cancelled courses including the following: the name of the part-time faculty member whose course has been cancelled along with the course number, credit value, and class enrolment on the date the course was cancelled.



## **APPENDIX D    VACATION PAY**

A part-time faculty member shall receive vacation pay as follows:

Eight percent (8%) of the remuneration for which the part-time faculty member is entitled as per Article 18.

Vacation pay shall be paid on a bi-weekly basis, along with the remuneration received.

When grievance settlements or decisions involve awards that are equivalent to the amount of a part-time contract or a course remission contract, vacation pay shall be included as a lump sum.

## APPENDIX E COURSE REMISSIONS/EQUIVALENT COURSES/SENIORITY CREDITS

In the application of Articles 7.19 and 16.04, course remission contracts shall be treated in the same manner as part-time contracts with respect to remuneration and seniority credits, and shall include the appropriate credits, vacation pay, deductions, and benefits. Such course remissions shall be available only to part-time faculty members. Amounts provided for course remissions shall be equal to the amounts established for a course as specified in Article 18.

### Attribution of Course Remissions

Course remissions are assigned to part-time faculty members who perform work on behalf of the Association. At least twenty (20) days prior to the beginning of each academic term, the Association shall inform the Office of the Provost and the appropriate Dean(s) Office(s) of the course remissions and seniority credits assigned to part-time faculty members for that academic term. The Employer shall issue course remission contracts only to part-time faculty members recommended by the Association.

Unless the Employer is advised to the contrary by the Association, part-time faculty members shall be assigned no fewer than the number of course remission and seniority credits outlined in Articles 7.19 and 16.04, and detailed below:

#### Article 7.19 - Credit Allocations Per Year (Academic Term)

Position	Credits Per Year (Academic Term)
President	22.5 (7.5)
Chair of Research and Professional Development	12.0 (4.0)
VP Collective Agreement and Grievance	18.0 (6.0)
Treasurer	12.0 (4.0)
Secretary	6.0 (2.0)
Chair of Communications	6.0 (2.0)
Chair of External Relations	6.0 (2.0)
Chair of Mobilization	6.0 (2.0)
Executive Remission Bank	6.0 (2.0)
Total	94.5 (31.5)

#### Article 16.04 - Annual Allocations

Position	Credits per year
Member, Professional Development Committee	1.5
Member, Board of Governors	1.5
Members, Senate (1.5 X 4)	6

Members, Faculty councils (1.0 X 7)	7
Member, Teaching and Learning Committee FAS	1
Member, BoG Finance Committee	0.5
Member, Senate Steering Committee	0.5
Member, Faculty council-Steering or Budget committees (0.5 x 4)	2
Member, Environmental Health & Safety Committee (University Committee)	0.5
Member, Environmental Health & Safety Committee (Fine Arts)	0.5
Member, Advisory Committee, Rights and Responsibilities	0.5
Member, Advisory Committee, Rights and Responsibilities (alt)	0.5
Employment assistance program	0.5
Open Access Committee	0.5
Other University appointed committees <sup>#</sup>	10.5
Association credit bank <sup>*</sup>	6.5
Total	40.00

<sup>#</sup> These credits are to be used for representing the Association in committees, task forces, or other bodies, established by the University. (TBD if not used for this purpose.) The credits for participation on the appraisal committees and on Search committees for senior administration hiring shall not be taken from that list.

<sup>\*</sup> The Association shall have a yearly bank of six and one-half (6.5) credits to be distributed at its discretion for special task forces, study committees, or other bodies established by the Association or the University. Any unused credits for the categories listed above will revert to the Association credit bank. Credits for increased representation on existing temporary bodies as listed above, or for representation on newly created temporary bodies, shall be taken from the Association credit bank.

**In addition to the aforementioned list of remission credits, part-time faculty members serving on Advisory Search Committees for senior administrators will receive a course remission contract in the amount of one half (0.5) credits.**

#### **Seniority Credits Attributed for Service on Departmental Committees**

Each year the Association shall receive a bank of seniority credits to be distributed to part-time faculty members for service on the bodies listed below within their Departments/Units. A list of these part-time faculty members shall be provided on or before January 1 of each year to the University offices responsible for the entering of seniority credits for the academic year(s) in which part-time faculty members will serve on PTHCs, Department/Unit Councils, and on Curriculum Committees. The University offices responsible for the entering of seniority credits shall be provided as soon as possible with a list of those part-time faculty members appointed to special departmental committees (e.g. Chair Advisory Search Committees) which may be struck from time to time.

<b>Committees</b>	<b>Number of seniority points for each member</b>
Department Councils, Hiring Committees, Curriculum Committees, Advisory Search Committees (Chairs/Unit Heads) or other Department/Unit Committees.	2

## **APPENDIX F-A – PRIVATE STUDY IN THE DEPARTMENT OF MUSIC**

All Private Study courses in the Department of Music shall be governed by the terms of this Collective Agreement. Courses described in this appendix shall also be governed by the following conditions:

### **Part-time Contracts, Seniority, Duties**

- 1.01 Part-time contracts shall be allocated in the manner outlined in Articles 8, 9, and 10. They shall be the same part-time contracts used for all other part-time faculty members and shall contain the same information specified in Article 7 and Article 18. In addition, Article 4.04 (below) shall appear on each Part-Time Private Study contract.
- 1.02 Remuneration and seniority credits of part-time faculty members shall be subject to change until fifteen (15) days past the commencement of classes. Article 10.14 shall not apply to Private Study in the Department of Music in order to permit students and part-time faculty members to stabilize their class loads before said dates. Remuneration and seniority credits shall not be subject to change for any student adding or withdrawing from courses after this period.
- 1.03 Seniority for part-time faculty members in Private Study is earned and calculated under the following academic terms: for students registered in undergraduate Private Study courses, six (6) students equals three (3) credits for one academic term or six (6) students equals six (6) credits over two academic terms. Seniority is earned and calculated for AMPS 521 and 531 as five (5) students equals six (6) credits for one academic term and five (5) students equals (12) credits over two academic terms.
- 1.04 The Department of Music shall ensure that information forms are distributed to all incoming students well before any advising begins and that they contain a question to ascertain whether students wish to study with a particular member of faculty. Students shall be instructed to indicate the member of faculty with whom they wish to study or to leave blank if they do not know.
- 1.05 The PTHC shall have, as required, copies of all Departmental advising and information forms submitted by students that specifically request to study with a particular part-time faculty member.
- 1.06 Biographical summaries prepared by the part-time faculty members shall be available to all students on request.
- 1.07 A part-time faculty member's seniority will not be considered when a student specifically requests that part-time faculty member as the member of faculty with whom she/he wishes to study. Seniority shall, however, be considered in the allocation of students who have not specifically requested to study with a particular part-time faculty member.

- 1.08 All part-time faculty members in Private Study in the Department of Music are expected to prepare the student(s) for required juried concerts, examinations or the equivalent, and to adjudicate no more than three hours of juried examinations each academic year.
- 1.09 Whenever possible, a part-time faculty member will make an attempt to ensure that courses in Private Study are taught on University premises.
- 1.10 A part-time faculty member in Private Study shall be informed in writing of any extra duties required before the commencement of Private Study sessions.
- 1.11 Part-time faculty members will ensure that classes and hours as scheduled on their part-time contracts are maintained.

### **Posting of Courses**

- 2.01 A Private Study course shall be subject to the posting provisions in the manner outlined in Article 10 except when a student specializing in a particular musical instrument registers for Private Study and requests a particular part-time faculty member.
- 2.02 The posting of courses outlined in Article 10.08 shall, in the case of the Department of Music, include, for information purposes only, the Private Study courses already allocated. The list shall include the name of the part-time faculty member, the Private Study courses allocated, and the corresponding number of student hours. A copy shall be sent at the same time to the Association.
- 2.03 Courses in the Department of Music other than Private Study shall be posted to correspond to the same value in hours and seniority credits as courses throughout the University in accordance with Article 8.

### **Allocation of Courses and Part-time contracts**

- 3.01 The potential number of Private Study students whom the part-time faculty member may instruct is determined by the PTHC according to the part-time faculty member's credit limit as specified in Article 9 and by seniority in Article 8. The PTHC shall take into account the number of Private Study students already allocated to ensure that additional allocations of students do not exceed the credit limits of course allocation specified in Articles 9 and 10 of this Collective Agreement.
- 3.02 A list of part-time faculty members shall be prepared in accordance with Article 10.18 and Article 10.19 for those part-time faculty members who teach both courses and Private Study courses. The list as indicated in Article 10.19 shall be created at the end of May and shall be revised again at the end of August. Part-time faculty members who apply for courses they did not receive shall have said courses indicated on the preliminary Article 10.19 list in May. Private Study load will be considered only at the end of August. The PTHC will reconvene as necessary to ensure that part-time faculty members receive their entitled course loads.

- 3.03 In the case where a member has been attributed students following a formal request on the students' part (article 1.07 of this Appendix) causing the member to go over the credit limits specified in article 10.18, no approval by

the Association as determined in article 10.22 shall be needed. These extra credits will be averaged over a subsequent academic year's allocations only when the member has cumulatively banked a total of three (3) credits or more over the limit specified in article 10.18.

The limits specified in article 10.18 may only be increased by a maximum of three (3) credits in a given academic year.

The emergency overload procedure described in article 10.22 shall not apply.

## **Remuneration**

- 4.01 A part-time faculty member allocated Private Study courses shall receive the same remuneration for a three (3) credit course, or multiple thereof, as other part-time faculty members in conformity with Article 8 and Article 18. Courses exceeding six (6) seniority credits per year shall not be assigned to an Adjunct.

- 4.02 Remuneration shall be calculated on the following basis for part-time faculty members teaching Private Study courses:

i)	Undergraduate Private Study courses	Six (6) students = three (3) credits for one academic term, at sixty (60) minutes per week, for thirteen (13) weeks
ii)	Undergraduate Private Study courses	Six (6) students = six (6) credits for two academic terms, at sixty (60) minutes per week, for twenty-six (26) weeks
iii)	AMPS 521 and 531	Five (5) students = six (6) credits for one academic term, at one hundred twenty (120) minutes a week, for thirteen (13) weeks
iv)	AMPS 521 and 531	Five (5) students = twelve (12) credits for two academic terms, at one hundred twenty (120) minutes a week, for twenty-six (26) weeks

- 4.03 Private Study courses shall not exceed or fall below the minutes allocated in 4.02 above.

- 4.04 Should part-time faculty members be required for auditions for students that are not under their supervision, and/or to serve as an accompanist, remuneration shall be consistent with all other individuals required to perform similar duties, but not be less than the hourly rate for extra student contact time as per article 18.01 c).

## **Representation and Integration**

- 5.01 Given a willingness to serve, part-time faculty members who teach in the Department of Music shall be appointed or elected by the Association to sit as voting members on the following departmental committees: PTHC, Departmental Council, Advisory Search Committee for Department Chair, and Curriculum Committee. Each committee shall have no fewer than two (2) parttime faculty members.
- 5.02 Part-time faculty members shall also be invited to sit on all Departmental Council subcommittees.
- 5.03 To ensure their participation at departmental committee meetings, the Department will consult sufficiently in advance with part-time faculty member representatives sitting on committees. Notices of meetings and agendas shall be distributed in a timely fashion.
- 5.04 Meetings for all committees will take place on site rather than electronically. Under exceptional conditions, all of the members of a committee may agree to a different arrangement.
- 5.05 Changes to the curriculum in Private Study courses shall not alter the terms or conditions of this Collective Agreement.
- 5.06 Changes to the curriculum in Private Study courses shall not be made without the direct consultation of appropriate part-time faculty member teaching Private Study.



## **APPENDIX F-B – PRODUCTION AND STUDIO TYPE COURSES, DEPARTMENT OF THEATRE**

All courses in the Department of Theatre shall be governed by the terms of this Collective Agreement. Courses described in this appendix shall also be governed by the following conditions:

### **Remuneration and Credit Values - Studio-type Courses**

- 1.01 Studio courses with a total class time of 48 hours or more shall each have a credit value of four (4) earned seniority credits and be remunerated at no less than four (4) credits. However, for the purposes of Article 10.18 and the distribution of courses for the PTHC, they shall carry a value of three (3) credits.
- 1.02 The aforementioned courses shall not exceed seventy-one and one half (71.5) hours of class time.

### **Remuneration and Credit Values - Courses for Stage Managers/Supervisors, Directors/Leaders, and Designers**

- 2.01 Courses posted for Stage Managers/Supervisors and Production Managers shall have a credit value of no less than two (2) credits for each production. The credit value shall be prorated depending upon the complexity and the length of the production.
- 2.02 Courses posted for Directors/Leaders shall have a credit value of four (4), four and a half (4.5) or five (5) credits depending on the scale of the project.
- 2.03 Courses posted for Stage Managers/Supervisors, Directors/Leaders, and Designers shall not exceed one hundred and twenty (120) hours in terms of work schedule and rehearsals.
- 2.04 Courses posted for Designers shall have a credit value of 1 up to 3 credits depending upon the complexity and length of the production.

Part-time faculty members may apply for as many components of the design (stage design, lighting, costume design) of a particular production for which they are qualified. The PTHC will make every effort to assign to each applicant the appropriate number of components and levels for which they are qualified in a given production

### **Posting of Courses**

- 3.01 The Department shall ensure that the posting of courses for Designers identifies the component: Lighting, Costume Design, or Stage Design.
- 3.02 Copies of all postings for Directors and Designers, as applicable, will be sent to the Association by February 1. Postings of PROD courses, to be instructed by Directors, shall be made by February 1 and shall follow the deadlines specified for summer courses as contained in Articles 10.12, 10.13 and 10.14. Posting

for Design positions may also be made at that time, at the discretion of the Department Chair.

### **Allocation of Courses and Part-time contracts**

- 4.01 Once hired, Directors/Leaders shall be required to attend auditions and participate in the casting of productions. For attendance and participation at auditions, Directors/Leaders are paid at Extra contact time rate as per article 18.01 c). The number of hours for which each Director/Leader will be required at auditions shall be stipulated on the part-time contract, as shall the total amount to be paid for auditions.

## APPENDIX G ILLUSTRATION OF ARTICLE 10.24

The following scenario is intended to illustrate the application of article 10.24 g) i and ii

In Year 1, Department X has 50 part-time course sections, and 10 reserve course sections. In Year 2, Department X has 47 part-time course sections, and 12 reserve course sections. The department has committed an infraction of two sections under article 10.24 c) of the Collective Agreement: the number of reserve course sections has increased by two while part-time sections have decreased. In order to remedy the situation, the number of course sections must be modified for Year 3

	Maximum number of reserve course sections	Minimum number of part-time course sections	Relevant clause
Option A	10 (reduce by 2)	51 (increase by 4)	10.24 g i) and ii) a)
Option B	12 (keep as is)	53 (increase by 6)	10.24 g) i and ii) b)
Option C	11 (reduce by 1)	52 (increase by 5)	10.24 g) i and ii) <i>Note</i>

If the infractions are not remedied by the application of one of the options above in Year 3, then monetary penalties are applied.

Continuing the same scenario, where reserve sections increased by 2 and part-time sections decreased by 3 in year 2, and the infraction was not remedied as called for in article 10.24 g) i) and ii), the following examples illustrate the monetary penalties established in article 10.24 g) iii and iv):

	Number of reserve course sections in year 3	Number of part-time course sections in year 3	Monetary penalty
Example 1	11	50	\$6,000
Example 2	12	47	\$20,000

In Example 1: part-time course sections increased by three when they should have increased by four. A penalty of \$4,000 for the remaining anticipated part-time course section increase is applied. Reserve course sections were also not

reduced by the amount of the infraction (they decreased by one instead of two). A penalty of \$2,000 for the remaining anticipated decrease is applied.

In Example 2, there is no increase in part-time course sections, and no decrease in reserve course sections. A penalty of \$16,000 for the anticipated increase of four part-time course sections is applied and a penalty of \$4,000 for the anticipated decrease of two reserve course sections is applied.

## **APPENDIX H - DEVELOPMENT OF ECONCORDIA.COM COURSES**

The present appendix shall govern the conditions under which part-time faculty members are allocated contracts for the development of for-credit Online Courses. It shall apply only to the development of online courses prepared for and delivered through eConcordia.com on behalf of the University. It shall not govern any other activities that may be undertaken by eConcordia.com, such as offering non-credit courses on behalf of the University, offering credit or non-credit courses other than through the University, or providing corporate training or other courses of similar nature.

### **ARTICLE 1. DEFINITIONS FOR THE PURPOSE OF THE APPLICATION OF THIS APPENDIX**

'Online Course Development Contract' shall mean a distinct agreement entered into by the Employer and the part-time faculty member by virtue of the present appendix;

'Collaboration Services Agreement' shall mean a distinct agreement entered into by the Employer and the part-time faculty member setting out the particular nature of the services to be rendered by the part-time faculty member and the timeline for the delivery thereof;

'Intellectual Property Rights' shall mean all registered and unregistered intellectual property rights, as defined by law and including, without limiting the generality of the foregoing, rights to any inventions, whether patentable or not patentable, patents, trademarks, trade names, copyright, moral rights, neighbouring rights, designs, industrial designs, trade secrets; rights to one's name; and, rights to one's voice and rights to one's image;

'Development Rate' shall mean the amount paid in consideration for developing an Online Course;

'Online Course' shall mean courses developed by eConcordia.com for offer by the Employer as a for-credit Course;

'Works' shall mean all images, photographs, videos, audio pieces, sound recordings, sound bites as well as all discoveries, inventions, improvements, innovations, processes, topographies, codes, software, know how, recipes, technology, formulas, drawings, designs, product designs, industrial designs, illustrations, specifications for products, materials and equipment, process development, publicity or marketing concepts and ideas including all related documentation on whatever support it is, of which the part-time faculty member is solely or jointly, in whole or in part, a participant, actor, sound provider, director, producer, photographer,

videographer, inventor, discoverer, author, creator, conceiver or originator, including without limitation any element directly or indirectly portrayed, developed, conceived, created, improved upon or which the part-time faculty member in any way contributed to while performing the services, regardless of whether or not any such element was used or exploited in any manner by the Employer.

## **ARTICLE 2. ELIGIBILITY FOR THE PURPOSE OF THE APPLICATION OF THIS APPENDIX**

Only part-time faculty members having attained a minimum of twelve (12) seniority credits shall be eligible to enter into an Online Course Development Contract.

## **ARTICLE 3. INTELLECTUAL PROPERTY AND COPYRIGHT FOR THE PURPOSE OF THE APPLICATION OF THIS APPENDIX**

In consideration of the payment of the Development Rate, all Works (including all data and records pertaining thereto) that the part-time faculty member may have participated in, acted in, provided sound or audio clips for, directed, produced, photographed, taken video for, invented, discovered, authored, created, conceived or originated, whether individually or with others, while rendering the services to the Employer pursuant to the Online Course Development Contract shall be the sole and exclusive property of the Employer.

a) For greater certainty, the Parties hereby agree and acknowledge that all results and proceeds of the services rendered by the part-time faculty member pursuant to the Online Course Development Contract, whether such results and proceeds consist of literary, artistic, musical or audiovisual works or ideas, whether in writing or not, at any time heretofore or hereafter created or contributed, shall be treated as "work for hire" in accordance with United States copyright law and as "work made in the course of employment" for the purposes of Canadian copyright law.

b) Without limiting the generality of the foregoing, the part-time faculty member shall perform the following:

i) assign, upon request and in the manner prescribed by the Employer, all his or her rights, title and interest in and to said Works and Intellectual Property Rights related thereto throughout the world and waive any and all other rights that are non-assignable, including common law rights, but not limited to moral rights in all Works or any non-economic rights;

ii) deliver promptly to the Employer, upon request and in the form and manner prescribed thereby (without charge to the Employer but at the Employer's expense), all written instruments and documentation relating to resulting Works and Intellectual Property Rights and do such acts as deemed necessary by the Employer to obtain, maintain and to transfer all right, title and interest thereto to the Employer; and,

iii) give all assistance that may be required by the Employer or a person designated by the Employer in the Collaboration Services Agreement to enable it to protect or exploit resulting Works and Intellectual Property Rights relating thereto in any country of the world.

c) The part-time faculty member shall agree and represent and warrant that all Works that he/she participates in, acts in, provides sound or audio clips for, directs, produces, photographs, takes video for, invents, discovers, authors, creates, conceives or originates, whether individually or with others, will be original and will not to his or her knowledge infringe or violate any Intellectual Property Rights or confidential information of any of his/her former employers or of any other third party.

d) The Employer shall recognize and acknowledge the participation of the part-time faculty member in the creation of the Works in any subsequent use thereof, in whatever for the Works may be used or in any vehicle into which they may be incorporated, by crediting the participation of the parttime faculty member by name and, where possible, attributing the Works thereto.

e) The part-time faculty member shall have the right to request to remove any and all acknowledgment and attribution pursuant to section d) of the present article by a simple written request and the Employer shall heed any such request at its earliest convenience.

#### **ARTICLE 4. USE OF RESULTING WORKS BY PART-TIME FACULTY MEMBER**

In consideration of the rights granted to the Employer hereunder, the part-time faculty member shall retain a worldwide, perpetual and non-exclusive license to use, reproduce, publish and disseminate any Works resulting from the provision of his or her services hereunder for educational and/or employment purposes.

However, the part-time faculty member shall refrain from using said license to enter into competition with the Employer by providing

online educational resources for profit, i.e., outside of the course of his or her employment as a full-time or part-time faculty member of a degree-granting post-secondary academic institution.

## **ARTICLE 5. EARLY TERMINATION**

Without limiting the generality of the Employer's right to terminate for cause, the following compensation schedule shall apply in the event of a termination by the Employer without cause:

- a) Should the part-time faculty member have completed twenty-five percent (25%) or less than the total amount of work contemplated hereunder, the part-time faculty member shall receive an indemnity representing five percent (5%) of the Development Rate; and
- b) Should the part-time faculty member have completed more than twentyfive percent (25%) of the total amount of work contemplated hereunder, the part-time faculty member shall receive an amount representing the prorata of the Development Rate for services rendered prior to the termination date plus an indemnity representing ten percent (10%) of the Development Rate.

Should any form of termination occur, the Employer shall remain the sole and exclusive owner of all Works and all Intellectual Property Rights engendered hereunder.

## **ARTICLE 6. COMPENSATION**

Compensation for the development of eConcordia.com Course by a Part-time faculty member shall be governed by the following provisions:

- a) The Employer shall pay the part-time faculty member the Development Rate, subject to any and all applicable taxes, withholdings, and benefits, as follows:
  - i. Twenty-five percent (25%) upon signature of the Online Course Development Contract;
  - ii. Thirty-five percent (35%) upon reaching the second instalment objective, to be clearly stipulated in the Collaboration Services Agreement, representing approximately sixty percent (60%) of the total services to be rendered thereunder; and,
  - iii. Forty percent (40%) upon completion of the part-time faculty member's obligations under the Collaboration Services Agreement.



## **ARTICLE 7. CALCULATION OF SENIORITY**

The Parties agree that for the purposes of assigning seniority, the part-time faculty member shall receive the following for every course developed by virtue of the present:

- a) A number of seniority credits equivalent to the prorata of the Development Rate and the part-time contract remuneration amount applicable by virtue of Article 18.03 of the Collective Agreement divided by three (3).

The Parties further agree that seniority credits earned by virtue of the present Appendix shall count towards the credit limits imposed by Article 10.18 of the Collective Agreement.

Without limiting the generality of the foregoing, the Parties agree that Articles 8.02 to 8.09 of the Collective Agreement shall apply to seniority earned by virtue of the present Appendix.

## **APPENDIX I    INFORMATION ABOUT ACCEPTING THE ASSIGNMENT OF A RESERVE COURSE**

A copy of Appendix I-A shall be annexed to all Reserve Course contracts issued by the Employer to Postdoctoral Fellows, and a copy of Appendix I-B shall be annexed to all Reserve Course contracts issued by the Employer to Adjuncts.

## **APPENDIX I-A – INFORMATION ABOUT ACCEPTING THE ASSIGNMENT OF A RESERVE COURSE**

INELIGIBILITY to apply for part-time courses during Postdoctoral contract (Article 10.24 e))

Upon signing this contract your name will be added to the Classification List as a Postdoctoral Fellow. This means that you will not be able to apply for part-time courses for the entire duration of your postdoctoral contract.

Your name will be removed from the Classification List on the February 1st or August 1st following the end of your employment at Concordia, at which time you will become eligible to apply to teach part-time courses.

I have read and understood, and hereby accept these conditions:

---

Signature

---

Date

## **APPENDIX I-B – INFORMATION ABOUT ACCEPTING THE ASSIGNMENT OF A RESERVE COURSE**

### INELIGIBILITY to apply for part-time courses for four (4) years (Article 10.24 e)

Upon signing this contract your name will be added to the Classification List as an Adjunct. This means that you will not be able to apply for part-time courses while you teach a Reserve Course and for a period of four (4) years after the termination date of your full-time employment at Concordia University, or four (4) years after the last Reserve Course taught, whichever is later.

Your name will be removed from the Classification List on the February 1st or August 1st following the end of the four (4) year period, at which time you will become eligible to apply to teach part-time courses.

If you become a part-time faculty member, you will not be eligible to teach Reserve Courses for a period of two (2) years following your last part-time course contract.

I have read and understood, and hereby accept these conditions:

---

Signature

---

Date

## APPENDIX J – SAMPLE EMAILS

**Email to members on Waiting List regarding available courses, and emails in special circumstances.**

**Note: Members of PTHC, and appropriate departmental staff to be cc'd on these messages. Hide/bcc the email addresses of the Waiting List recipients for emails.**

Hello,

I am reaching out to you because your name appears on the Waiting List. Following the most recent posting round, we have the following additional courses available for part time instructors for TERM 20XX-20XX:

ANYC 210/2	BB	Monday 17:45 - 20:15
ANYC 325/2	DD	Tuesday 20:30 - 23:00

The relevant postings are attached.

If you are interested in teaching any of these courses, please send an email to my attention by DATE\*, cc'd to the departmental staff person, copied on this email, indicating which course(s), in order of preference, and your qualifications to teach the course in question. After DATE\*I will consult the PTHC so that we can allocate the course(s) in a timely manner. All members, including those who have received their full load, who are interested in the course(s) are invited to apply. Their qualifications will be considered by the PTHC, and courses will be allocated in consideration of eligibility (seniority and phases). Therefore, it is essential to indicate if you are interested in overload teaching.

**Email to PTHC members concerning allocation of available courses. To be sent after the date stipulated in the emails:**

Hello PTHC members,

As you are aware, we informed members on the Waiting List and of the availability of a number of courses. As of today we received responses from [insert number] individuals. Based on my assessment of qualifications as per the applications submitted, I am recommending that we assign the courses as follows:

[Insert as appropriate; e.g. ANYC 210/2 BB Monday 17:45 - 20:15]

I recommend that Prof. XXX, be offered the course as they are the person who meets the qualifications and has priority to receive a course, taking into account seniority and phase allocations.

[Insert as appropriate; e.g. ANYC 325/2 DD Tuesday 20:30 - 23:00]  
I recommend that Prof. XXX, be offered the course as they are the person who meets the qualifications and has priority to receive a course, taking into account seniority and phase allocations.

I have attached all the applications and supporting materials received for your review.

Please let me know if you have any concerns with my recommendation by DATE\*, so that we may proceed with advising the instructors and preparing the contracts. Should I not hear from you by 5:00 p.m. on DATE\*, it will be assumed that you agree.

### **Special circumstances:**

#### **1. Overloads**

Among the applications received in response to the email, the only qualified applicants are members who could only take on additional course(s) as overload(s). In that case, the email to the PTHC shall be modified as follows:

Hello PTHC members,

As you are aware, we informed members on the Waiting List of the availability of a number of courses. As of today, we received responses from [insert number] individuals. Based on my assessment of qualifications as per the applications submitted, I am recommending that we assign the courses as follows:

[Insert as appropriate; e.g. ANYC 210/2 BB Monday 17:45 - 20:15]  
I recommend that Prof. XXX, be offered the course as they are the person who meets the qualifications and has priority to receive a course taking into account seniority and phase allocations.

[Insert as appropriate; e.g. ANYC 325/2 DD Tuesday 20:30 - 23:00]  
I recommend that Prof. XXX, be offered the course. Note that Prof. XXX is at their maximum load and would require an overload. If the PTHC agrees with my assessment, I will seek permission for such overload.

I have attached all the applications and supporting materials received for your review.

Please let me know if you have any concerns with my recommendation by DATE\*, so that we may proceed with advising the instructors and preparing the contracts. Should I not hear from you by 5:00 p.m. on DATE\*, it will be assumed that you agree.

## 2. **Potentially available courses**

Possible courses available for CUPFA teaching. **This is only to be used after consultation with your Dean's office and in cases where there is uncertainty about the return of a faculty member from a leave, or the department has reason to believe that a member of faculty may be unable to teach an assigned course.** In this case the email to the members on the Waiting List shall be modified as follows:

Email to members on Waiting List regarding **potentially** available courses:

Note: Members of PTHC and appropriate departmental staff to be cc'd on these messages. Hide the email addresses of the Waiting List recipients for emails.

Hello,

I am reaching out to you because your name appears on the Waiting List. Due to a possible leave, we have the following additional courses that **may** be available for part time instructors for TERM 20XX-20XX:

ANYC 210/2	BB	Monday	17:45 - 20:15
ANYC 325/2	DD	Tuesday	20:30 - 23:00

The relevant postings are attached.

If you are interested in teaching any of these courses, please send an email to my attention by DATE\*, cc'd to the departmental staff person, copied on this email, indicating which course(s), in order of preference, and your qualifications to teach the course in question. All members, including those who have received their full load, who are interested in the course(s) are invited to apply. If it is confirmed that the courses do indeed require staffing, I will consult the PTHC so that we can allocate the course(s) in a timely manner. Courses will be allocated in consideration of eligibility (seniority and phases). Therefore, it is essential to indicate if you are interested in overload teaching.

\* Timelines for responses will vary, depending on how much time is available. Applicants and members of the PTHC will be given the following timeframes to respond:

- five working days when the notification to potential applicants is sent more than 15 working days prior to the beginning of classes.
- three working days when the notification to potential applicants is sent 11-15 working days prior to the beginning of classes.

- two working days when the notification to potential applicants is sent 6 - 10 working days prior to the beginning of classes.
- one working day when the notification to potential applicants is sent 5 working days or less prior to the beginning of classes, or after classes have already begun.
- If an instructor must be in the classroom within 72 hours, this may be as short as circulating a call at 9 am on business day and setting a deadline for 5 pm the same day. For calls circulated on the weekend, set a deadline for response at 5 pm on the next business day.

## APPENDIX K LETTERS OF AGREEMENT IN EFFECT AT THE DATE OF SIGNATURE OF THIS COLLECTIVE AGREEMENT

The LOAs listed below and hereby attached are continued under the 2023-2026 Collective Agreement and remain in full force and effect:

Subject	Date
eConcordia (tripartite)	April 15, 2004
Course Evaluations	June 28, 2000
Research Funding	June 9, 2010
Regarding remuneration, graduate students, and summer 2012 hiring and course assignment deadlines	June 15, 2011
Regarding the settlement of CUPFA grievance 1511	November 2, 2015
Hiring procedures at the Student Success Centre	May 20, 2016
LoA regarding grievance 1712	August 22, 2017
UNSS 201	March 20, 2019
Extra Student Contact Time	March 26, 2019
LoA regarding the development of online Academic Professional Service Dossier	September 8, 2020
JMSB qualifications for part-time faculty	December 21, 2021
LOA regarding the Institution of an Interview Process	November 27, 2022
LOA on Fine arts teaching and service bundles	March 8, 2024
LOA on the Course evaluation side table	November 26, 2024







## **Letter of Agreement**

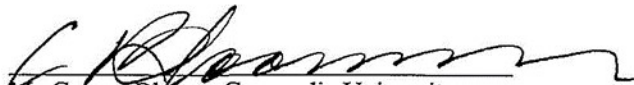
**Concordia University, and**

**eConcordia.com, and**

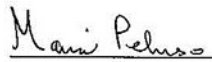
**Concordia University Part-time Faculty Association**

1. The Parties agree to the attached Article 22 that will be signed at the next negotiation meeting of April 15, 2004 between Concordia University and Concordia University Part-time Faculty Association.
2. Material for courses under the auspices of eConcordia.com may be purchased or secured from any source and, once so obtained, the intellectual property rights remain the property of eConcordia.com.
3. The Collective Agreement between Concordia University and the Concordia University Part-time Faculty Association (CUPFA) will be applied integrally with respect to all those persons covered by clauses 4 and 5 below, as well as all those persons who receive such teaching assignments in the future, other than full-time faculty working under the terms of the CUFA Collective Agreement.
4.  The Parties agree that CUPFA will receive by May 3, 2004 a list of all regular part-time faculty members since eConcordia.com's inception who taught courses through eConcordia.com with a list of courses taught by each member indicating course title, course number, course credits, term(s) and total amount paid.
5.  The Parties agree that CUPFA will receive by May 3, 2004 a list of all individuals since eConcordia.com's inception who taught courses through eConcordia.com, other than full-time faculty working under the terms of the CUFA Collective Agreement, with a list of courses taught by each individual indicating course title, course number, course credits, term(s) and total amount paid.
6. List of union dues paid to CUPFA in respect of items 4 and 5 since the inception of eConcordia.com.
7. The University agrees to provide remaining union dues, if any, that have not been paid for members or individuals listed in items 4 and 5 above since the inception of eConcordia.com.

8. CUPFA will withdraw its Application under Sections 39 and 45 of the Quebec Labour Code which it filed on or about July 2002 with respect to ~~Re~~ <sup>WP</sup> Concordia.com, upon the signing of this Letter of Agreement.
9. CUPFA will withdraw its request under "Access to Information" which it made recently requesting salary information for senior members of the University Administration, upon the signing of this Letter of Agreement.
10. The Parties agree to accept an English version of this Letter of Agreement with the understanding that a French version will be completed and made available for signature by May 10, 2004.

  
Mc Casper Bloom, Concordia University

  
Andrew McAusland, eConcordia.com

  
Maria Peluso, Concordia University Part-time  
Faculty Association

**April 15, 2004, Montreal**

## **Criteria, Purpose and Use Part-time Course Evaluations**

### **Purpose**

The parties have an obligation to provide a means for formative evaluation of courses as taught by part-time faculty throughout the University. Course evaluations shall be used in a manner consistent with Articles 10, 11, and 12 of the CUPFA Collective Agreement.

In the spirit of Article 11.06, the parties agree that, every three years, and in any case, before the expiry of the Collective Agreement, the Employer and the Association will review and revise as necessary their understanding concerning the methodology and content of course evaluations.

The objective of course evaluations is to provide Departments and individual Instructors a guide to enhance the effectiveness of a course. The ultimate purpose of any teaching assessment serves to promote sound pedagogy.

### **Distribution**

Course evaluation forms shall be made available to Instructors for distribution in their courses at least five weeks before the last of day of classes. Instructions for class distribution by a student class representative shall be provided to the instructor, who is responsible for assuring that the evaluation is distributed in class by the student representative.

### **Content**

The course evaluation for part-time faculty shall consist of 19 questions as indicated in the enclosed course evaluation. Additional open-ended questions may be added by the Instructor or a Department however, these results are outside the scope of an assessment of course effectiveness.

### **Methodology**

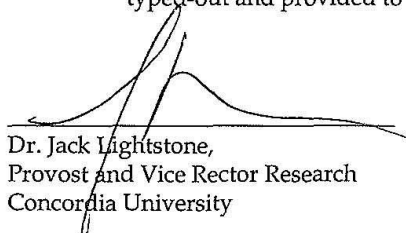
Statistical results indicating median scores, bar-graphs, and the criteria ranges for each question shall constitute the measurements used for the assessment of courses taught. The Association and the Offices of the Provost and Vice Rector Research will review and revise the criteria ranges after a three-year period.

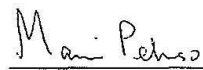
The following are the criteria ranges and the appropriate flagging for each range. The notation is printed in full for each item or the table is printed in full at the end and the individual items marked with an abbreviated indicator.

<u>Range</u>	<u>Notation for this category on evaluation report</u>
1.0 to 1.5	"Well above average. The Instructor and Department Chair/Head deserve commendation."
1.6 to 2.4	"Above average. The Instructor and Department Chair/Head are to be congratulated."
2.5 to 3.4	"Average. Instructor and Department Chair/Head might wish to explore available resources for further development."
3.5 to 3.9	"Below average. Instructor and Department Chair/Head should consult about actions for needed improvement."
4.0 to 5.0	"Well below average. The Instructor and Department Chair/Head must consult regarding immediate remedial measures."

#### **Summary of Results for Each Question**

- Number of respondents
- Aggregate results of the overall questions (questions 1, 2, 3) by Department/Sector are provided to the offices of the Provost and Vice Rector Research. Aggregate results shall not be used for the assessment of individual instructors.
- Aggregate results shall also be provided to the Instructor.
- The median for each response shall be provided to the Instructor and the Department Chair/Unit Head.
- Bar-graphs by interval shall be provided to the Instructor and Department Chair/Unit Head.
- The notation for criteria ranges and the appropriate flagging for each range are printed in full for each question or a table is printed in full at the end and the individual questions marked with an abbreviated indicator.
- Summaries for any question shall not include standard deviations nor Departmental means.
- Any written comments provide to the open questions (18 and 19) shall be typed-out and provided to the Instructor only.

  
Dr. Jack Lightstone,  
Provost and Vice Rector Research  
Concordia University

  
Maria Peluso,  
President, Concordia University  
Part-time Faculty Association

June 8, 2000

## PART-TIME FACULTY COURSE EVALUATION

Concordia University and the Concordia University Part-time Faculty Association (CUPFA) agree that the purpose of evaluating teaching is the improvement of instruction. Your instructor is participating in this effort by distributing a multipurpose questionnaire designed to gather your perspectives on several dimensions of the course you have taken: teaching, course materials and design, content, and learning. Results will be reported to your instructor and your Department Chair in the form of statistics, after final grades are reported. Any comments you write will be typed and given to your instructor only.

For each of the following statements and questions, please circle the response that most closely expresses your opinion; leave blank if you feel that no response applies.

### OVERALL RATINGS

1. Overall, this course has been ...	VERY GOOD 1	GOOD 2	FAIR 3	POOR 4	VERY POOR 5
2. Overall, the instructor has been ...	VERY GOOD 1	GOOD 2	FAIR 3	POOR 4	VERY POOR 5
3. Overall, my learning has been ...	VERY GOOD 1	GOOD 2	FAIR 3	POOR 4	VERY POOR 5

### COURSE ORGANIZATION & CONTENT RATINGS

4. Course outline and syllabus are clear, complete and well explained.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
5. Course materials, text book or readings are useful or relevant.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
6. I have found this course intellectually challenging and stimulating.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
7. The course met the objectives as stated in the course outline.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5

### INSTRUCTOR RATINGS

8. Instructor demonstrates a comprehensive knowledge of the subject matter.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
9. The instructor's explanations are clear.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5

10. The instructor provides feedback in the form of exams and/or assignment grading.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
11. Students are encouraged to ask questions.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
12. Students are encouraged to share their ideas and knowledge.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
13. The instructor is approachable.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5

#### STUDENT SELF-RATINGS

14. Overall, my involvement in this course has been ...	WELL-ABOVE AVERAGE 1	ABOVE AVERAGE 2	AVERAGE 3	BELOW AVERAGE 4	WELL-BELOW AVERAGE 5
15. What was your level of knowledge of the subject prior to taking this course?	VERY HIGH 1	HIGH 2	AVERAGE 3	LOW 4	VERY LOW 5
16. What was your level of interest in the subject prior to taking this course?	VERY HIGH 1	HIGH 2	AVERAGE 3	LOW 4	VERY LOW 5
17. What was your reason for taking the course?	REQUIRED FOR MAJOR OR SPECIALIZATION 1	ELECTIVE FOR MAJOR OR SPECIALIZATION 2	ELECTIVE OR MINOR 3	GENERAL INTEREST 4	FIT INTO SCHEDULE 5

18. How do you find the facilities for this course, (e.g. air, seating, temperature, class size, etc.)?

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19. What suggestions or comments do you want to give to your instructor about this course?

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**LETTER OF AGREEMENT**  
**BETWEEN CONCORDIA UNIVERSITY ("University")**  
**AND**  
**THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION**  
**("CUPFA") REGARDING**  
**ARTICLE 19: OFFICE SPACE AND FACILITIES**

WHEREAS the Collective Agreement signed between the University and CUPFA on March 16, 1998 (hereafter "1997-2002 CA") expired on April 15, 2002 but has remained in full force and effect pursuant to article 59 of the Quebec Labour Code and article 24.03 of the 1997-2002 CA, pending the negotiations regarding a new Collective Agreement;

WHEREAS the University and CUPFA have negotiated a new Collective Agreement ("2002-2012 CA") the English version of which is executed and signed simultaneously with the signature of the present Letter of Agreement ("LOA") and to which the present LOA is annexed to form an integral part thereof;

WHEREAS Article 19.01 of the 2002-2012 CA states:

*"19.01 OFFICE SPACE AND FACILITIES*

*The Employer shall ensure that part-time faculty members are provided with appropriate space for storage of materials, work areas, and private consultation with students and the appropriate but free and unhindered use of facilities, services and equipment required to meet the part-time faculty members' contractual obligations as per Article 9.01, including library services, telephone, photocopy access, electronic mail, computer access, secretarial and technical support The Employer shall not deny part-time faculty members access to such facilities available to all other faculty and students (...)*

*d) The parties agree that part-time faculty members normally require office space to perform part of their workload duties. The parties further agree that where an office is not provided, part-time faculty may request that the Employer acknowledge in writing the need for part-time faculty members to maintain an office or studio space at his or her own expense."*


WHEREAS a similar Article appeared in the 1997-2002 CA;

WHEREFORE the parties have agreed as follows:



1. The preamble forms an integral part of the present LOA;
2. Past practice related to Article 19.01 d) of the 1997-2002 CA shall not govern the interpretation and application of Article 19.01 d) of the 2002-2012 CA nor  
  
shall either party use any argument of promissory estoppel based on past practice with respect thereto;
3. In future grievances lodged under the 2002-2012 CA, both parties shall therefore be barred from adducing any evidence or raising any argument of  
  
past practice in any manner whatsoever or any evidence of previous detrimental reliance (i.e. promissory estoppel based on past practice);
4. Article 19.01 d) of the 2002-2012 CA shall be interpreted and applied as if was a completely new Article in the 2002-2012 CA;
5. Nothing in the present LOA shall be deemed to prevent either party from adducing evidence or pleading any ground including past practice or promissory estoppel based on past practice with respect to any other provision of the 2002-2012 CA.


**Concordia University**

  
\_\_\_\_\_  
Dr. David Graham  
Provost and VP, Academic Affairs

Date

22 June 2009

**CUPFA**

  
\_\_\_\_\_  
Professor Maria E. Peluso  
President

Date

June 22, 2009

**LETTER OF AGREEMENT**  
**BETWEEN CONCORDIA UNIVERSITY ("UNIVERSITY")**  
**AND**  
**THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION ("CUPFA")**  
**REGARDING RESEARCH FUNDING FOR PART-TIME FACULTY MEMBERS**

WHEREAS the parties have signed the English version of the 2002-2012 CUPFA Collective Agreement on June 22, 2009 and its official French version on October 7, 2009 (hereinafter the Collective Agreement);

WHEREAS the parties, after signature of the Collective Agreement, have met on numerous occasions to discuss various topics related to the Collective Agreement;

WHEREAS the parties recognize that from time to time part-time faculty members may wish to apply for research funding from external agencies and for which purpose they require an affiliation with the University;

WHEREFORE the parties have agreed as follows:


1. The preamble forms an integral part of the present Letter of Agreement ("LOA");
2. Research Funding for Part-time Faculty Members
  - a. Part-time faculty members seeking to receive research funds from granting agencies shall write to their Department/Unit Head expressing, in a reasoned letter accompanied by a CV, their desire to be appointed as "Affiliate Faculty". Being so appointed will allow them to apply for such funds and to co-supervise thesis graduate students with Full-time faculty;
  - b. The part-time faculty member's request shall be reviewed at the Departmental/Unit level. Upon recommendation by the Departmental/Unit level, it shall be reviewed by the Dean. Upon recommendation by the Dean, it shall be reviewed by the Provost;
  - c. Appointments as "Affiliate Faculty" are made by the Provost, without remuneration.
  - d. Any other titles currently used for this type of appointment will be changed to "Affiliate Faculty".
3. The parties have agreed that this Letter of Agreement be drafted in English, subject to a French version being prepared within ten days and filed with the Minister of Labour in accordance with Article 71 of the Quebec Labour Code and article 24.05 of the Collective Agreement. Les parties conviennent que la présente lettre d'entente soit rédigée en anglais, quitte à ce qu'une version française soit préparée dans un délai de dix jours et déposée avec le Ministre du travail en conformité avec l'article 71 du Code du travail du Québec et l'article 24.05 de la convention collective.

IN WITNESS HEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this 9 day of JUNE, 2010.

**Concordia University**

  
Dr. Rama Bhat  
Vice-Provost, Academic Relations

**CUPFA**

  
Professor Maria E. Peluso  
President

**LETTER OF AGREEMENT**  
**BETWEEN CONCORDIA UNIVERSITY ("UNIVERSITY")**  
**AND**  
**THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION ("CUPFA")**  
**REGARDING REMUNERATION, GRADUATE STUDENTS,**  
**and SUMMER 2012 HIRING AND COURSE ASSIGNMENT DEADLINES**

WHEREAS the parties have signed the English version of the 2002-2012 CUPFA Collective Agreement on June 22, 2009 and its official French version on October 7, 2009 (hereinafter the Collective Agreement);

WHEREAS the parties, after signature of the Collective Agreement, have met on numerous occasions to discuss various topics related to the Collective Agreement;

WHEREFORE the parties have agreed as follows:

- I. The preamble forms an integral part of the present Letter of Agreement ("LOA");
2. Remuneration:
  - a. The remuneration of part-time contracts shall be governed according to the terms of the Collective Agreement, signed June 22, 2009 including the Letters of Agreement signed between the parties which form a part of said Agreement.
  - b. In order to settle grievance# 0110, the parties have come to the following arrangements with respect to specific courses in the Departments of Music, Theatre and Contemporary Dance, in the Faculty of Fine Arts:
 

The remuneration for Dance Technique I, II, and III, (DANC 205, DANC 305 and DANC 405, respectively) will be \$23,400 per six (6) credit course beginning with the Summer 2010 session through the expiry of the Collective Agreement. Members teaching these courses will receive 15 seniority credits for teaching the entire course (payment and seniority credits to be pro-rated in the case that a course is team-taught). Each of these courses will be counted as six (6) credits for the purposes of Article 10.18 and the allocation by the Part-time Hiring Committee.
  - c. In order to settle grievance #0210, the parties have come to the following arrangements with respect to specific courses in the Departments of Music, Theatre, and Contemporary Dance, in the Faculty of Fine Arts:
 

The total remuneration for Choir I, MPER 231A (cross-listed with Choir II MPER 332A and Choir III MPER 432A) will be set at \$14,040 per three (3) credits for Summer 2010 session through the expiry of the Collective Agreement. This three (3) credit course (Choir I, cross-listed with Choir II and Choir III) will be counted as six (6) credits for the purposes of Article 10.18 and the allocation by the Part-time Hiring Committee. The parties recognize that this course may be posted as a team-taught course.
  - d. The total remuneration for Chamber Ensemble, MPER 321 (cross-listed with Chamber Ensemble II MPER 322, Chamber Ensemble III MPER 421 and Chamber Ensemble IV MPER 422), will be set at \$14,040 per three (3) credits beginning with the Summer 2010 session through the expiry of the Collective Agreement. This three (3) credit course (Chamber Ensemble I, cross-listed with Chamber Ensemble II, III and IV) will be counted as six (6) credits towards a member's maximum credit load. The parties recognize that this course may be posted as a team-taught course.
3. The University will remit to the Association the sum of \$500, in consideration of which the Association will withdraw grievance #0410.

4. Adjuncts and Graduate Students:

- a. Part-time faculty members can register in an academic graduate program, take courses, apply to teach courses posted for part-time teaching and retain their seniority. However, any part-time faculty member who teaches a reserve course shall lose their seniority credits.
- b. The residency period for a graduate student as defined in Schedule X begins upon the date they are first awarded a Reserve Course. In the event that a student is in transition between the Masters and Doctoral level, any Reserve Course assigned to be taught after entry into the PhD programme will count toward their maximum teaching as a Doctoral student.

5. Summer 2012 Hiring and Course Assignment Deadlines

The deadlines related to the Summer 2012 session will be adjusted as follows:

Posting deadline (Article 10.08 c):	February 1 deadline to be changed to February 15
Application deadline (Article 10.10 a):	February 15 deadline to be changed to March 2
Recommendation deadline (Article 10.12 b):	March 15 deadline to be changed to March 23
Deadline to issue part-time contracts (Article 10.14 a):	April 1 deadline to be changed to April 4
Deadline to sign part-time contracts (Article 10.14 b):	April 15 deadline to be changed to April 16

6. The parties agree that this Letter of Agreement shall be drawn up in English. Les parties se sont entendues pour que la présente lettre d'entente contrat soit rédigée en anglais.

IN WITNESS WHEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this 15 day of June 2011 .

**Concordia University**

**CUPFA**

Dr. Rama Bhat  
Vice-Provost, Academic Relations

Professor Maria E. Peluso  
President

June 15, 2011

June 15, 2011

**LETTER OF AGREEMENT  
BETWEEN CONCORDIA UNIVERSITY ("UNIVERSITY")  
AND  
THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION ("CUPFA")  
REGARDING THE SETTLEMENT OF CUPFA GRIEVANCE #1511**


- WHEREAS the parties, after signature of the 2002-2012 Collective Agreement, have met on numerous occasions to discuss various topics related to the Collective Agreement;
- WHEREAS the parties have concluded negotiations for the 2012-2015 CUPFA Collective Agreement and wish to resolve outstanding issues arising from grievances filed under the 2002-2012 Collective Agreement in a spirit of cooperation;
- WHEREAS the Association filed Grievance #1511 and the parties have extensively discussed the issues raised in the grievance, particularly the requirement that a certain percentage of courses offered by the Faculty of Engineering and Computer Science (ENCS) be taught by Licensed Professional Engineers;

WHEREFORE the parties have agreed as follows:


1. The preamble forms an integral part of the present Letter of Agreement ("LOA");
2. ENCS will support half the cost of applying for registration as a professional engineer for a part-time faculty member on a one-time-only basis, provided that the request satisfies the following conditions:
  - i. The PT professor meets the CEAB requirement that he/she complete the registration process within five (5) years of teaching his/her first course.
  - ii. The PT professor is typically teaching in ENCS for the second year, or longer.
  - iii. The PT professor typically teaches courses with engineering science and/or engineering design content that require professional registration.
3. The maximum number of requests that ENCS will fund in a given academic year is ten (10). The determination of the suitability of an application for support will be made by the Associate Dean of Academic Affairs in ENCS;
4. The Union withdraws grievance 1511;
5. The parties agree that the undertakings in this Agreement are in no way an admission of liability and do not constitute or shall not be cited as a precedent;
6. This Agreement shall be governed by, and interpreted and construed in accordance with the laws of Québec and constitutes a transaction according to the Civil Code of Québec;
7. The parties agree that this Letter of Agreement shall be drawn up in English. Les parties se sont entendues pour que la présente lettre d'entente contrat soit rédigée en anglais.

IN WITNESS WHEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this 9th day of November, 2015.

**Concordia University**

  
Ms. Sonia Coutu  
Executive Director, Employee and Labour relations

**CUPFA**

  
Dr. David Douglas  
President



  
Dr. Jorge Hansen  
Vice-Provost, Faculty Relations  
Me. Patrice Blais  
Vice-President, Collective Agreement  
and Grievance  
Dr. Amir Asif  
Dean, Faculty of Engineering and Computer Science

LETTER OF AGREEMENT  
BETWEEN CONCORDIA UNIVERSITY ("UNIVERSITY")  
AND  
THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION ("CUPFA")  
REGARDING THE CUPFA HIRING PROCEDURES  
AT THE STUDENT SUCCESS CENTRE

- WHEREAS the University will be offering complementary university credit courses in its Student Success Centre;
- WHEREAS most of these complementary university credit courses ("Courses") will be available to part-time faculty members;
- WHEREAS the parties recognize that SEL 149 was made up of two components, a general skills for university success component and an Information Literacy component;
- WHEREAS the parties have agreed, as a transition measure, to provide a workshop and interactive support during the period that the course takes place, specifically for CUPFA members who have taught the general skills for university success component of SEL 149 three times or more;
- WHEREAS the parties have recognized that the hiring provisions contained in the 2012-2015 CUPFA Collective Agreement ("CA") need to be adapted to meet the hiring needs of these Courses;
- WHEREAS the parties have reached an agreement on an adaptation of the hiring process to be used for these Courses;

WHEREFORE the parties have agreed as follows:

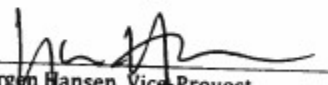
1. The preamble forms an integral part of the present Letter of Agreement ("LOA");
2. Notwithstanding the provisions of Articles 2, 10 and 12 of the 2012-2015 CA, the following shall apply to these Courses:
  - a. The Director of the Student Success Centre shall act as the "Dean" except in a case of discipline under the provisions of Article 12, in which case the Vice-Provost Teaching and Learning shall act as the responsible Dean;
  - b. Courses to be given in the Student Success Centre shall be posted in the Centre's buildings, as well as in any other Department/Unit of a cognate discipline. The list of posted courses shall be sent at the same time to CUPFA;
  - c. The Director of the Student Success Centre shall act as "Unit Head" of the Student Success Center for the purpose of the Part-Time Hiring Committee;
  - d. The Part-Time Hiring Committee for the Student Success Centre shall include two (2) full-time faculty members selected by the Director, one of whom must come from one of the following Departments: Applied Human Sciences, Psychology, Education, English or a cognate discipline and two (2) part-time faculty members appointed by CUPFA from the same departments;
3. The applications of all CUPFA members who apply will be considered in order of seniority in accordance with the provisions of Article 10.18 of the CUPFA CA. In the event that members who have taught the general skills for university success component of SEL 149 and who do not meet the


requirements as stated in the posting are first in consideration, they will be offered the courses with the following stipulation;

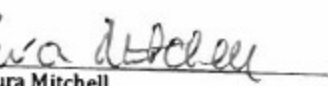
- a. Such CUPFA member will participate in a two (2) -day workshop to be scheduled in mid-late August at a time mutually agreed upon by the parties;
  - b. Additionally there will be mandatory interactive support during the period that course takes place. The form and frequency of the support shall be mutually agreed upon in writing by the parties before September 1<sup>st</sup> 2016;
4. A CUPFA member may voluntarily participate in the two (2) -day workshop even if they do not apply for, or are not allocated, a UNSS course. This attendance will be taken into account in future hiring processes. If CUPFA members require that the training be given again for the 2017-18 academic year, a second workshop will be offered on terms agreeable to the parties;
  5. Provided that the member completes the workshop and the interactive support, and after successfully teaching the Course, the member will be deemed qualified to teach future offerings of that Course as per the provisions of 10.15 b);
  6. CUPFA will be allowed one representative in any meeting pertaining to curricular issues pertaining to courses offered by the Student Success Center. That member will be compensated in accordance with Appendixes B and E of the collective agreement;
  7. The present LOA is made without prejudice and shall not constitute a precedent which can be invoked by either party;
  8. This Agreement shall be governed by, and interpreted and construed in accordance with the laws of Quebec and constitutes a transaction according to the Civil Code of Quebec;
  9. The parties agree that this Letter of Agreement shall be drawn up in English. Les parties se sont entendues pour que la présente lettre d'entente soit rédigée en anglais;
  10. This LOA shall come into effect on the date of its signature;

IN WITNESS HEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this 20 day of May, 2016.

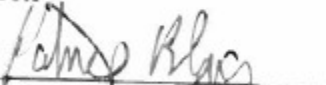
Concordia University

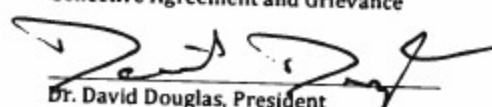
  
Dr. Jorgen Hansen, Vice Provost,  
Faculty Relations

  
Ms. Sonia Coutu, Executive Director,  
Employee and Labour Relations

  
Dr. Laura Mitchell  
Director, Student Success Centre

CUPFA

  
Me. Patrice Blais, Vice-President,  
Collective Agreement and Grievance

  
Dr. David Douglas, President



**LETTER OF AGREEMENT  
BETWEEN CONCORDIA UNIVERSITY ("University")  
AND  
THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION  
("CUPFA")  
REGARDING THE APPLICATION OF 7.25  
Grievance 1712**

WHEREAS The Union filed Grievance 1712 on September 14, 2012, alleging that increases in the capacity of certain language courses offered in the 2012-2013 academic year violated Article 7.25 I.a);

WHEREAS the parties decided to discuss grievance 1712 in the context of the negotiation of the 5<sup>th</sup> Collective Agreement (start date May 1, 2015);

WHEREAS the parties wish to settle grievance 1712 in an amicable fashion and without the necessity of legal proceedings;

WHEREAS the parties signed an Agreement in Principle on May 1, 2017 to settle grievance 1712, the whole without prejudice, admission, or creating a precedent;

WHEREFORE, the parties agree as follows:

1. The preamble forms an integral part of the present Letter of Agreement (hereinafter referred to as the "LoA").
2. The LoA shall be effective from May 1, 2015 until the date of entry into effect of the 6<sup>th</sup> Collective Agreement.
3. The LoA shall resolve all issues arising from grievance 1712 for the entirety of the period listed in section 2 hereof.
4. The parties agree to review article 7.25 I.a) during the negotiation of the 6<sup>th</sup> Collective Agreement.

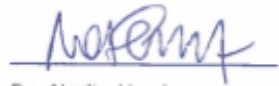
5. Application of 7.25 1.a)
- a. Appendix I sets out the exhaustive and definitive list of courses subject to the application of Article 7.25 1.a).
  - b. The capacity of the courses listed in Appendix I shall not be increased beyond the respective capacities listed therein, with the exception of those courses subject to section 5c) below.
  - c. The total capacity of courses identified as section 5c) courses in Appendix I may be increased, insofar as the capacity of the laboratory portions of said courses remain equal or inferior to the laboratory portions listed on the May 2017 part-time postings of these courses.
  - d. Any and all courses that CUPFA and the University mutually deem to be laboratory courses under the LoA shall thereby qualify as section 5c) courses.
  - e. All existing 500 and 600-level courses offered by the Faculty of Arts and Science are hereby incorporated into Appendix I.
  - f. For the purposes of the application of section 5e), the capacity of said courses is deemed to be highest capacity thereof during the following academic years: 2015-2016, 2016-2017, 2017-2018.
6. The LoA is incorporated into the 5<sup>th</sup> Collective Agreement and, as such, shall be deposited to the Minister of Labour accordance with general rules applicable to collective agreements and amendments thereto;
7. This Agreement constitutes a transaction within the meaning of articles 2631 and following of the *Quebec Civil Code* and shall be and remain binding upon the Parties and shall be governed and construed in accordance with the laws of the Province of Quebec;
8. Les parties se sont entendues pour que la présente entente soit rédigée dans la langue anglaise mais la version française constitue la version officielle du document. The parties have agreed that the present Agreement be drawn up in English but the French version constitute the official document.

IN WITNESS WHEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec, this 22 day of August 2017.

**Concordia University**



Ms. Sonia Coutu  
Executive Director, Employee and Labour Relations




Dr. Nadia Hardy  
Vice-Provost, Faculty Relations

**CUPFA**



Prof. Robert Soroka  
President



Me Patrice Blais  
VP Collective Agreement & Grievance

## APPENDIX I

AHSC 438 - Internship: Ther. Rec	10
AHSC 439 - Internship in Human Relations	15
BIOL 368 - Genetics and Cell Biology Laboratory	60
CHEM 477 - Advanced Laboratory in Biochemistry	18
CLAS 201 - Introductory Ancient Greek I	40
CLAS 202 - Introductory Ancient Greek II	35
CLAS 203 - Introductory Latin I	35
CLAS 204 - Introductory Latin II	35
CLAS 383 - Intermediate Ancient Greek I	15
CLAS 384 - Intermediate Ancient Greek II	15
COMS 411 - Sexuality & Public Discourse	20
EDUC 296 - Prekindergarten Teaching Seminar	25
EDUC 494 - Primary Teaching Seminar	36
ENVS 601 - EIA: Concept/Principles & Pract	30
ENVS 604 - Environmental Law & Policy	25
ENVS 653 - Geographical Information Systems for Environmental Assessment	25
ENVS 664 - Field Course in Environment Assessment	25
ESL 202 - Developing Academic English Language Skills	28
ESL 204 - Refining Academic English Language Skills	26
ESL 205 - Academic Oral Communication I	25
ESL 206 - Academic Oral Communication II	25
ETEC 635 - Principles/Educ Message Desi	20
ETEC 693 - Spec Issues in Educ Tech: Consulting in Educ Tech	20
FRAA 410 - Grammaire du français en contextes	30
FRAA 412 - Grammaire de texte	30
FRAA 413 - Rédaction I	30
FRAA 423 - Rédaction II	20
FRAN 211 - French Language: Elementary	30
FRAN 212 - French Language: Transitional Level	30
FRAN 213 - Langue française : Niveaux intermédiaires I et II	30
FRAN 214 - Langue française : Niveau intermédiaire I	30
FRAN 215 - Langue française : Niveau intermédiaire II	30
FRAN 218 - Initiation au français oral	25
FRAN 301 - Langue française : Niveaux d'approfondissement I et II	30
FRAN 305 - Communication orale	25
FRAN 306 - Communication écrite	30
FRAN 321 - Grammaire fonctionnelle du français	30
GERM 200 - Introductory German: Intensive Course	35
GERM 201 - Introductory German I	35
GERM 202 - Introductory German II	35
GERM 240 - Intermediate German: Intensive Course	35
GERM 241 - Intermediate German I	35
GERM 242 - Intermediate German II	35
GERM 301 - Advanced Grammar and Composition I	25
HENV 680 - Seminar in Environmental Science	20
ITAL 200 - Introductory Italian: Intensive Course	35
ITAL 201 - Introductory Italian I	35
ITAL 202 - Introductory Italian II	35
ITAL 240 - Intermediate Italian: Intensive Course	25
ITAL 241 - Intermediate Italian I	35
ITAL 301 - Advanced Grammar and Writing I	33
ITAL 302 - Advanced Grammar and Composition II	33

Appendix to Letter of Agreement between Concordia University and the Concordia University Part-time Faculty Association, settling grievance 1712

ITAL 305 - Comm STR & Oral Comm	30
LOYC 420 - Integrative Seminar	30
MARA 200 - Introduction to Modern Standard Arabic I	25
MARA 203 - Modern Standard Arabic for Heritage Speakers I	25
MARA 206 - Introduction to Modern Standard Arabic II	25
MCHI 200 - Introduction to Modern Chinese I	35
MCHI 206 - Introduction to Modern Chinese II	28
POLI 400 - Advanced Seminar in International Relations Theory	20
POLI 401 - American Political Thought	20
POLI 402 - Advanced International Political Economy	20
POLI 403 - Global Ecopolitical Analysis	20
POLI 404 - International Institutions	20
POLI 405 - Comparative Electoral Systems	20
POLI 406 - Comparative Federalism and Political Integration	20
POLI 407 - Parliamentary Bills of Rights	20
POLI 408 - Public Opinion and Public Policy	20
POLI 409 - Canada: State-Society Relations	20
POLI 410 - Environmental Policy in the Developing World	20
POLI 411 - Gender and Public Policy	20
POLI 412 - Comparative Social Policy	20
POLI 413 - Theories and Practices of Governance	20
POLI 414 - Authors of Political Imagination	20
POLI 415 - Modern Political Theory and Religion	20
POLI 416 - Ancient Political Texts	20
POLI 417 - Governance	20
POLI 418 - Machiavelli	20
POLI 419 - Strategic Studies	20
POLI 421 - Transnational Politics	20
POLI 422 - Canadian Foreign Policy	20
POLI 423 - Peace Studies and Global Governance	20
POLI 425 - Foundations of Liberalism	20
POLI 426 - Nietzsche	20
POLI 427 - Political Thought of the Enlightenment	20
POLI 428 - Constitutional Politics in Canada	20
POLI 429 - Political Socialization in Canadian and Comparative Perspective	20
POLI 430 - Scientism, Ideology and Liberalism	20
POLI 431 - State-Society Relations in China	20
POLI 432 - Comparative Public Administration and Bureaucracy	20
POLI 433 - Critics of Modernity	20
POLI 463 - Government and Business in Canada	20
POLI 481 - Issues in Western European Politics	20
POLI 483 - State and Society in Latin America	20
POLI 484 - Post-Communist Democracies	20
POLI 485 - Issues in Development and Democracy	20
POLI 486 - Advanced Seminar in International Relations	20
POLI 487 - Advanced Seminar in Comparative Politics	20
POLI 488 - Advanced Seminar in Canadian and Quebec Politics	20
POLI 489 - Advanced Seminar in Public Policy and Administration	20
POLI 490 - Advanced Seminar in Political Theory	20
POLI 496 - Honours Seminar	20
POLI 498 - Advanced Topics in Political Science	20
SCPA 412 - Senior Research Seminar	35
SPAN 200 - Introductory Spanish: Intensive Course	35
SPAN 201 - Introductory Spanish I	35
Appendix to Letter of Agreement between Concordia University and the Concordia University Part-time Faculty Association, settling grievance 1712	

SPAN 202 - Introductory Spanish II	35
SPAN 240 - Intermediate Spanish: Intensive Course	35
SPAN 241 - Intermediate Spanish I	35
SPAN 242 - Intermediate Spanish II	35
SPAN 301 - Grammar and the Process of Writing I	35
TESL 488 - Internship Seminar	30
URBS 433 - Advanced Urban Laboratory	20

**Section 5c) courses**

ANTH 440 - Culture, Language and Mind	25
GEOG 458 - Environmental Impact Assessment	28
GEOG 470 - Environmental Management	22
GEOG 474 - Sustainable Forest Management	22
GEOG 475 - Water Resource Management	22
URBS 420 - Social and Cultural Geographies of Montreal	25
URBS 450 - Industrial Restructuring	25
URBS 480 - Impact Assessment	30
URBS 486 - Behaviour and the Environment	30
WSDB 380 - Feminist Thought I	30

LETTER OF AGREEMENT  
BETWEEN CONCORDIA UNIVERSITY ("UNIVERSITY")  
AND  
THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION ("CUPFA")  
REGARDING THE CUPFA HIRING PROCEDURES  
AT THE STUDENT SUCCESS CENTRE PERTAINING TO UNSS 201

- WHEREAS CUPFA and the University signed a Letter of Agreement (LOA) on May 20, 2016, regarding the hiring procedures at the Student Success Centre, which specifically addressed conditions concerning CUPFA members applying to teach the general skills for university success component of SEL 149 (now UNSS 200);
- WHEREAS the parties recognize that UNSS 200 and UNSS 201 replaced SEL149 as two courses for failed students as a condition of readmission, with UNSS 200 retaining the self-management strategies component of SEL149 and UNSS 201 extending the study skills component of SEL 149;
- WHEREAS ambiguities exist concerning the application of the aforesaid LOA to UNSS 201;
- WHEREAS the parties recognize that UNSS 201 is offered in order to address study skills content as applied to core program courses in Social Sciences, Humanities or Science, Engineering and Computer Science, and Business, and that the distinct sections require that the applicants demonstrate discipline-specific competencies, which include teaching a core program course in the specified subject area in the five (5) years preceding the application;
- WHEREAS the parties have recognized that the hiring provisions contained in the 2015-2017 CUPFA Collective Agreement ("CA") need to be adapted to meet the hiring needs of these Courses;
- WHEREAS the parties have reached an agreement on an adaptation of the hiring process to be used for these Courses;

WHEREFORE the parties have agreed as follows:

1. The preamble forms an integral part of the present Letter of Agreement ("LOA");
2. The Letter of Agreement signed on May 20, 2016 is amended to include the following provision specific to applicants interested in teaching UNSS 201,
3. The applications of all CUPFA members who apply will be considered in order of seniority in accordance with the provisions of Article 10.18 of the CUPFA CA. In the event that members who have taught either component of SEL 149 and who do not meet the requirements as stated in the posting are first in consideration, they will be offered the courses with the following stipulation;
4. The member must demonstrate discipline-specific competencies, which include teaching a core program course in the specified subject areas (Social Sciences, Humanities or Science, Engineering and Computer Science or Business) in the five (5) years preceding the application;
5. Such CUPFA member will participate in a two (2) -day workshop offered on a once per year basis, to enable the member to receive instruction on applying the course's study skills approach to the member's discipline-specific content;
6. The present LOA is made without prejudice and shall not constitute a precedent which can be invoked by either party;

7. This Agreement shall be governed by, and interpreted and construed in accordance with the laws of Quebec and constitutes a transaction according to the Civil Code of Quebec;
8. The parties agree that this Letter of Agreement shall be drawn up in English. Les parties se sont entendues pour que la présente lettre d'entente soit rédigée en anglais;
9. This LOA shall come into effect on the date of its signature;

IN WITNESS HEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this 20<sup>th</sup> day of March, 2019.

Concordia University



Dr. Nadia Hardy, Vice-Provost,  
Faculty Development and Inclusion



Ms. Sonia Coutu, Executive Director,  
Employee and Labour Relations



Dr. Laura Mitchell  
Director, Student Success Centre

CUPFA



Me. Patrice Blais, Vice-President,  
Collective Agreement and Grievance



Mr. Robert Soroka, President





**LETTER OF AGREEMENT**  
(Hereinafter the "Agreement")

**BETWEEN CONCORDIA UNIVERSITY**  
(Hereinafter the "Employer")

**AND**

**THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION**  
(Hereinafter "CUPFA")

**REGARDING THE LIST OF ARTS AND SCIENCE COURSES  
PERTAINING TO EXTRA STUDENT CONTACT TIME**

- WHEREAS** CUPFA and the Employer (the Parties) are currently in negotiation for the Collective Agreement 2018-2021;
- WHEREAS** CUPFA and the University signed a Letter of Agreement (LOA) on July 4, 2017, regarding the three grievances, including Grievance 0810 which concerned extra student contact time contracts in the Faculty of Fine Arts and also specified certain courses outside the Faculty of Fine Arts which would have extra hours remunerated at the rate specified in Article 18.01 (c) of the CUPFA Collective Agreement;
- WHEREAS** The parties intention is to separate the discussion on extra student contact time, which was the subject of Grievance 0810 and one of the Grievances resolved in the LOA signed on July 4, 2017, from the other grievances which had been settled in aforementioned LOA;
- WHEREAS** the Parties wish to settle this issue in an amicable manner;

**WHEREFORE the parties agree as follows:**

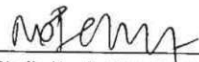
1. The above preamble forms an integral part of the present Letter of Agreement (LoA);
2. That the courses listed in the Appendix will continue to be remunerated using the established practice;
3. In consideration of the foregoing and subject thereto, the Association releases and forever discharges the Employer, its successors, insurers, employees, officers, directors, administrators and agents of any cause of action, grievance, complaint and/or claims for compensation and/or damages of any kind under the Collective Agreement or any law (including but not limited to, the Labour Code and the Charter of Human Rights and Freedoms), arising directly or indirectly from the events leading to the

Grievances and/or the settlement thereof, the whole, without prejudice, admission and without creating a precedent;

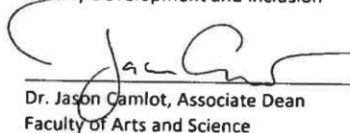
4. The LoA is incorporated into the Collective Agreement 2018-2021 and, as such, shall be deposited to the Minister of Labour accordance with Article 72 of the Quebec Labour Code and Section 24.05 of the Collective Agreement and amendments thereto;
5. This Agreement constitutes a transaction within the meaning of articles 2631 and following of the Quebec Civil Code and shall be and remain binding upon the Parties and shall be governed and construed in accordance with the laws of the Province of Quebec;
6. Les parties se sont entendues pour que la présente entente soit rédigée en anglais, mais la version française constitue la version officielle du document. The parties have agreed that the present LOA be drawn up in English, but the French version constitutes the official document.

IN WITNESS HEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this 26<sup>TH</sup> day of March, 2019.

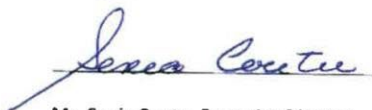
**Employer**



Dr. Nadia Hardy, Vice-Provost,  
Faculty Development and Inclusion



Dr. Jason Camlot, Associate Dean  
Faculty of Arts and Science

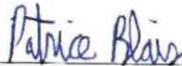


Ms. Sonia Coutu, Executive Director,  
Employee and Labour Relations

**CUPFA**



Prof Robert Soroka,  
President, CUPFA



Me Patrice Blais, Vice-President,  
Collective Agreement and Grievance, CUPFA



Prof June Riley  
Treasurer, CUPFA

## APPENDIX I

BIOL 201  
BIOL 227  
BIOL 322  
BIOL 330  
BIOL 337  
BIOL 340  
BIOL 368  
BIOL 382  
BIOL 450  
BIOL 459  
BIOL 515

EDUC 386  
EDUC 388

ETEC 637  
ETEC 640  
ETEC 641  
ETEC 648  
ETEC 650  
ETEC 651  
ETEC 665  
ETEC 669

EXCI 253

GEOG 260  
GEOG 362  
GEOG 363  
GEOG 372  
GEOG 373  
GEOG 374  
GEOG 377  
GEOG 398U  
GEOG 463  
GEOG 465

GEOL 210

LBCL 291

URBS 250  
URBS 260  
URBS 333  
URBS 360  
URBS 362  
URBS 433



**LETTER OF AGREEMENT**  
(Hereinafter the "Agreement")

**BETWEEN CONCORDIA UNIVERSITY**  
(Hereinafter the "Employer")

**AND**

**THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION**  
(Hereinafter "CUPFA")

**REGARDING THE DEVELOPMENT OF ONLINE ACADEMIC AND PROFESSIONAL SERVICE DOSSIER**

- WHEREAS** CUPFA and the Employer (the Parties) are currently in negotiations for the 7th Collective Agreement;
- WHEREAS** the parties entered into a pilot program to allow for electronic applications by Part-Time Faculty Members using the Faculty Resource Information System (FRIS) on August 21, 2017, and renewed the agreement to extend the pilot program on February 19, 2019;
- WHEREAS** Article 10.11 of the 2018-2021 CUPFA Collective Agreement stipulates: "Each part-time faculty member shall have an Academic and Professional Service Dossier containing material relevant to their academic and professional activities...";
- WHEREAS** the parties agreed to "facilitate the use of the online system to CUPFA's membership and collaborate to introduce an online Academic Professional Service Dossier (APSD) at the earliest opportunity following the successful completion of the pilot program concerning online applications";
- WHEREAS** the Parties agree that there should be minimum standards developed for what is contained in the APSD, and that members should be responsible for maintaining their electronic APSD;
- WHEREAS** the Parties agree that it would be beneficial to the members and department for the APSD to be available electronically to any department who is considering the application of a member (regardless of whether said member has taught there previously);

**WHEREFORE the parties agree as follows:**

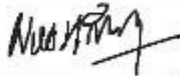
1. The above preamble forms an integral part of the present Letter of Agreement (LoA);
2. The Employer will continue to develop, in collaboration with the Association, the existing online tool to allow for members to create and add to their electronic APSD; being a fillable form which creates a uniform Curriculum Vitae (CV) for all members while also retaining the ability to upload other documents in PDF format;
3. CUPFA members will be prompted to create or update, as appropriate, their electronic APSD. With each subsequent application, they will be prompted to verify the information or update as appropriate. Members shall be responsible for updating their electronic APSD;
4. The Employer will offer training on creating/updating the electronic APSD together with the training it offers for electronic applications. Instructions will also be posted on the University's websites (FRIS and Human Resources) and provided to members of CUPFA's executive to be disseminated to the membership as needed;
5. All Part-Time Hiring Committees (PTHC) will be informed of the existence of the electronic APSD, which will be made available to all PTHC members in advance of a hiring meeting in accordance with Article 10.12 a) of the CUPFA Collective Agreement. The electronic and physical APSD will be made available to the PTHC as per Article 10.11 c) and 10.12 a) of the CUPFA Collective Agreement;
6. Should there exist both an electronic and a physical APSD, the following will apply:
  - For members who joined CUPFA by means of seniority obtained via courses posted on the October 2019 round or after, only the electronic APSD will be considered;
  - For any other CUPFA members, until the conclusion of the hiring round following the Parties agreeing on the final format of the electronic APSD, the PTHC will consider the physical version exclusively unless the CUPFA member checks the corresponding box in the FRIS APSD creation window that specifies that they wish the PTHC to exclusively consider their electronic APSD;
7. The Part-Time Hiring Committee (PTHC) will be informed of courses taught by part time faculty in the past at Concordia University for the purpose of application of article 10.15 of the Collective Agreement via the Work History report available in FRIS. This history is to be considered in conjunction with any letters issued in accordance with Article 11.03 which may be present in the member's departmental file;
8. The LoA is incorporated into the Collective Agreement 2018-2021 and, as such, shall be deposited to the Minister of Labour accordance with Article 72 of the Quebec Labour Code and Section 24.05 of the Collective Agreement and amendments thereto;



IN WITNESS HEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this \_\_\_\_ 8<sup>th</sup> day of September, 2020.

Employer

CUPFA



Dr. Nadia Hardy,  
Vice-Provost,  
Faculty Development and Inclusion



Prof. Robert Soroka,  
President, CUPFA



Ms. Sonia Coutu,  
Executive Director,  
Employee and Labour Relations



Mr. Patrice Blais,  
Vice-President,  
Collective Agreement and Grievance

LETTER OF AGREEMENT  
(Hereinafter the "Agreement")

BETWEEN CONCORDIA UNIVERSITY  
(Hereinafter the "Employer")

AND

THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION  
(Hereinafter "CUPFA")  
(Hereinafter collectively referred to as the "Parties")

REGARDING THE QUALIFICATIONS OF PART-TIME FACULTY WITH SENIORITY IN  
THE JOHN MOLSON SCHOOL OF BUSINESS

- WHEREAS The Parties agree that it is within the purview of Academic Units and Faculties to make decisions about their course descriptions and course offerings based on curricular and other objectives, and to determine the academic and professional qualifications to teach their courses;
- WHEREAS The 2018-2021 CUPFA Collective Agreement stipulates in article 10.15(b) that *"Part-time faculty members who have successfully taught a course three (3) times or more are deemed to be professionally and academically qualified to teach the same course or a closely related course"*;
- WHEREAS The John Molson School of Business has recently undertaken a revision of their course offerings which may have the impact of requiring certain Part-time faculty members to requalify for new courses that may be equivalent to the ones being deleted or modified and for which said members were qualified as per article 10.15(b);
- WHEREAS The parties have amicably agreed to resolve the situation.

WHEREFORE the parties have agreed as follows:

1. The above preamble forms an integral part of the present Agreement.
2. Part-time faculty members listed in Appendix I are deemed to be qualified to teach specific "new courses," under article 10.15 b) of the CUPFA 2018-2021 collective agreement, in virtue of having successfully taught specific deleted or modified courses (the "old courses"), as listed in said appendix, three (3) times or more successfully;
3. Appendix I will be updated to include all Part-time faculty members who have successfully taught the old courses before any of the new courses listed in said appendix are posted for Part-time teaching for the first time;
4. A Part-time faculty member identified in Appendix I, who loses their seniority for any reason and at any point, including those provided by Article 8.03(d) and 8.05 of the applicable CUPFA Collective Agreement, shall no longer benefit from the qualifications granted via this Agreement;
5. Part-time faculty members not named in the final draft of Appendix I, (as per Article 3 of this Agreement) for a specific course or at all, and new applicants for Part-time teaching, shall not be deemed to be qualified to teach the new courses and shall need to demonstrate their qualifications to teach new courses as per the requirements stated in the corresponding posting; The present Agreement does not apply to them;
6. While recognizing that the number of sections of a particular course available for Part-time teaching may fluctuate from year to year as a function of enrolments, budget, curricular decisions, full-time faculty

availability, and other pertinent variables, as long as the new courses are offered, the Employer will make reasonable efforts to maintain the number of sections of the new courses for Part-time teaching, listed in Appendix I, on par with the estimated number of sections per academic year listed in Appendix II;

7. While recognizing that the scheduling of sections of a particular course may fluctuate from year to year as a function of enrolments, curricular decisions, full-time faculty availability, and other pertinent variables, as long as the new courses are offered, the Employer will make reasonable efforts to schedule the sections of the new courses available for Part-time teaching, listed in Appendix II, at the time the corresponding old course section was scheduled;
8. The present agreement is concluded without admission of liability and shall not be invoked as precedent by either party.
9. The parties declare that the present Agreement constitutes a transaction within the meaning of Articles 2631 and following of the Civil Code of Quebec;
10. The parties have agreed that the present Letter of Agreement be drafted in English. Les parties conviennent que la présente lettre d'entente soit rédigée dans la langue anglaise.

IN WITNESS HEREOF the Parties have signed in Montreal, this 21 day of December, 2021

Concordia University (Employer) by:

Concordia University Part Time Faculty Association  
(CUPFA) by:



Dr. Nadia Hardy  
Vice-Provost, Faculty Development and Inclusion



Prof. Robert Soroka  
President



Ms. Andrée-Anne Bouchard  
Executive Director, Employee and Labour Relations



Me Patrice Blais  
VP CA and Grievance



RAC

LETTER OF AGREEMENT  
(Hereinafter the "Agreement")

BETWEEN CONCORDIA UNIVERSITY  
(Hereinafter the "Employer")

AND

THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION  
(Hereinafter "CUPFA")  
(Hereinafter collectively referred to as the "Parties")

REGARDING THE INSTITUTION OF AN INTERVIEW PROCESS FOR EXTERNAL APPLICANTS

WHEREAS external applicants may be assigned part-time teaching contracts for unallocated courses pursuant to Article 10.18 (phase 3) and Article 10.20 b);

WHEREAS the Parties have agreed to establish an interview process for the purpose of evaluating shortlisted external applicants and creating a pool of vetted applicants;

THEREFORE the Parties agree as follows:

1. When a department identifies the need to fill an available course with an external candidate, the PTHC shall establish a short list of candidates it wishes to interview.
2. The shortlist shall consist of one or more names of individuals without seniority who have applied for posted positions (10.18) or who have responded to a call for applicants after regular hiring (10.20).
3. The interviews shall be conducted by the Chair and at least two other available members of the PTHC, either during a regularly scheduled meeting or in the following days.
4. The interview process will be supported by an interview guide and a brief form to record the results, as well as an online training module developed by the Equity Office. Biennial training is required for all interviewers.
5. The purpose of the interview is to assess the candidate's general suitability as an instructor and their qualifications for a given course.

6. Candidates deemed suitable as instructors may be admitted to a pool of external candidates, whether or not they are assigned an available course.
7. Recommendations for admission to the pool are by majority decision.
8. When the requirement to interview and recommend external candidates leads to an exceptional and justified need for additional time, the parties may agree to extend the deadlines to issue recommendations and/or contracts for the applicable course(s)
9. Where the PTHC considers the application of an external candidate who has not been admitted to the pool by another department, they shall be interviewed, as per paragraph 3 above, before being offered the course.

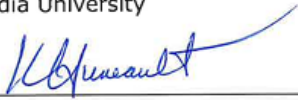
#### **Effects of admission to the pool**


10. Recommended external applicants shall receive a confirmation letter indicating that they have been admitted to the pool of external candidates. This letter shall be uploaded by the candidate when they apply for courses as external candidates.
11. Candidates shall remain in the pool of external candidates for a maximum of five (5) years from the date indicated on the confirmation letter.
12. Candidates in the pool have the right to decline an offered course. Declining an offer shall not remove the candidate from the pool.
13. The Employer is not bound to recruit new employees exclusively from this pool.
14. Departments may choose to interview a candidate already admitted to the pool by the PTHC of another department.
15. Candidates in the pool do not enjoy priority over any other external candidates.
16. Candidates in the pool must demonstrate their qualifications when applying for courses, as per the posting.
17. The present Agreement shall enter into effect on the date of signature of the 2023-2026 CUPFA Collective Agreement (Effective Date) and

shall continue for a period of three (3) years following the Effective Date.

IN WITNESS WHEREOF the authorised representatives of the Parties have signed in Montreal, Province of Quebec, this 27<sup>th</sup> day of November 2023.

Concordia University

  
Dr. Kristina Huneault  
Vice-Provost, Faculty Development  
and Inclusion

  
Dr. Nadia Hardy  
Deputy Provost and Vice-Provost,  
Enrolment and Student Experience


  
Me Michael Mondelli  
Senior Advisor, Employee and  
Labour Relations

CUPFA

  
Prof. Robert Soroka  
President

  
Me Patrice Blais  
Vice President, Collective Agreement  
and Grievance

  
Prof. June Riley  
Treasurer

  
Me Alexander Louis  
Legal Counsel

  
Me Katerina Cook  
Legal Counsel

**LETTER OF AGREEMENT**  
(Hereinafter the "Agreement")

**BETWEEN CONCORDIA UNIVERSITY**  
(Hereinafter the "University")

**AND**

**CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION**  
(Hereinafter the "Association")

(Hereinafter collectively referred to as the "Parties")

**CONCERNING TEACHING AND SERVICE BUNDLES**

- WHEREAS the Parties have signed a Collective Agreement on February 24, 2022;
- WHEREAS article 10 of that Agreement outlines a hiring process that allocates courses on an individual basis;
- WHEREAS a process for assigning extra-duties contracts for service duties also exists;
- WHEREAS the Parties wish to explore the mutual benefits of grouping teaching and service contracts together, on an occasional basis, to enhance members' participation within departments and provide greater stability;
- WHEREFORE the Parties have agreed to a two-year pilot project to create teaching and service bundles of no more than 18 credits that may be assigned to a specific member in accordance with the terms outlined in the present Agreement:

1. The above preamble forms an integral part of the present Agreement.
2. The pilot is limited to the Departments of Studio Arts and Theatre.
3. "Credits" refers to the credits allocated to a course in the Student Information System, unless the term "seniority credits" is expressly used.

**TERMS OF EMPLOYMENT**

4. Teaching and service bundles may be awarded for one- or two-year periods.

5. A member may receive a teaching and service bundle for up to a maximum of 2 consecutive years.
6. A member in receipt of a teaching and service bundle shall not be eligible to teach individually allocated courses (as per articles 10.18, 10.19 and 10.20) during the year(s) they hold the bundle.
7. Members who have had a teaching and service bundle for two consecutive years must wait twelve months to be eligible for a subsequent teaching and service bundle.
8. During the twelve-month waiting period, the member is eligible to teach individually allocated courses (as per articles 10.18, 10.19 and 10.20).

#### ELIGIBILITY

9. Members with fewer than twenty-four (24) seniority credits are not eligible for teaching and service bundles.
10. Members who have acquired at least twenty-four (24) and fewer than ninety (90) seniority credits shall only be eligible for a teaching and service bundle if the department has reduced its limited-term, visiting or in-residence appointments such that at least twenty-one (21) credits are newly made available to members, relative to the preceding year.
11. Members with ninety (90) or more seniority credits shall be eligible for a teaching and service bundle, provided that they have been assigned at least fifteen (15) credits in one of the two (2) preceding academic years. These bundles may be assigned without further reference to the preceding year's academic staffing complement or the number of courses available to members.
12. Members are required to have some relevant service experience at the university or elsewhere, or have a demonstrated aptitude for service.

#### CONTINUATION OF BUNDLES

13. A *further reduction* of limited-term, visiting or in-residence appointments shall not be required to renew, extend or transfer a teaching and service bundle allocated under the provisions of Article 10 of the present Agreement, provided that the initial increase of 21 credits and the associated reduction of limited-term, visiting or in-residence appointments remains in place.

#### WORKLOAD

14. The member's workload will be limited to eighteen (18) credits per year, allocated as follows:
  - a. The department may choose to offer the member a workload composed of fifteen (15) credits for course load and three (3) credits for service, OR;

- b. The department may choose to offer the member a workload composed of twelve (12) credits for course load and six (6) credits for service.
- 15. Members with ninety (90) or more seniority credits in receipt of a teaching and service bundle may be assigned an overload in accordance with the regular provisions of the CUPFA Collective Agreement.
- 16. Members with fewer than ninety (90) seniority credits in receipt of a teaching and service bundle shall only be considered for an overload after every other member without teaching and service bundle has been given due consideration and/or assigned six (6) credits of overload.

#### COMPENSATION AND SENIORITY CREDITS

- 17. Members' teaching and service will be compensated at the standard rates, in accordance with Article 18 of the CUPFA Collective Agreement.
- 18. Members who have acquired at least twenty-four (24) and fewer than ninety (90) seniority credits will accrue seniority congruent with their normal maximum annual course limit of twelve (12) SIS credits, plus any extra-contact hours normally factored into seniority calculations, where applicable.
- 19. Members with ninety (90) or more seniority credits will accrue seniority congruent with their normal maximum annual course limit of eighteen (18) SIS credits, plus any extra-contact hours normally factored into seniority calculations, where applicable.
- 20. Members receiving remission credits for the purpose of compensating work on University bodies and committees will also accrue seniority points for those assignments, in accordance with article 7.19 and 16.04 of the CUPFA Collective Agreement

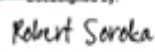
#### AUTHORIZATION AND HIRING PROCESS

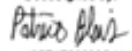
- 21. The Dean shall authorize teaching and service bundles upon recommendation by the department chair and after consultation with the Association and the Provost's Office.
- 22. A call for consideration may be issued by the department but will not be mandatory.
- 23. Selection of the member will be made by the Department Chair/Unit Head, who may choose to consult their full and/or part-time colleagues and/or the Association.
- 24. Contracts will be approved by the Dean prior to the May posting round, after informing the Association and the Provost's Office.
- 25. Separate contracts will be issued in FRIS for each course section and service assignment within the teaching and service bundle.

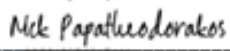
26. The Agreement shall enter into effect on the date of its signature.

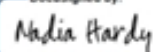
27. The pilot period will end on March 8, 2026, unless the Parties agree to renew the present Agreement, or a new agreement is reached.

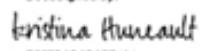
IN WITNESS HEREOF the Parties have signed in Montreal, this 8<sup>th</sup> day of March, 2024.

DocuSigned by:  
  
Robert Soroka  
President  
CUPFA

DocuSigned by:  
  
Patrice Blais  
Vice-President, Collective Agreement  
and Grievance  
CUPFA

DocuSigned by:  
  
Nick Papatheodorakos  
Chair of External Relations  
CUPFA

DocuSigned by:  
  
Nadia Hardy  
Deputy Provost

DocuSigned by:  
  
Kristina Huneault  
Vice-Provost, Faculty Development and  
Inclusion

DocuSigned by:  
  
Annie Gerin  
Dean, Faculty of Fine Arts

## LETTER OF AGREEMENT

### BETWEEN:

**Concordia University**, having its principal place of business at 1455 de Maisonneuve Boulevard West, in the city and district of Montreal, Province of Quebec, H3G 1M8, herein acting and represented by **Dr Kristina Huneault**, Vice-Provost, Faculty Development and Inclusion, and **Me Sylvie Côté**, Executive Director, Employee and Labour Relations, duly authorized to act hereunder for the purposes of the present Agreement;

(Hereinafter the "Employer")

### AND:

**Concordia University Part-Time Faculty Association**, having its address for the purposes of the present Agreement at Concordia University;

(Hereinafter the "Association")

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### OBJECT:

Article 11 of the CUPFA Collective Agreement – Side table on Course Evaluation

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- WHEREAS** the topic of Course Evaluation has been discussed during the negotiations for the 2023-2026 Collective Agreement;
- WHEREAS** the Employer has notified the Association that the existing software used to process paper-based course evaluations will soon become obsolete;
- WHEREAS** the Employer has expressed the need and intent to transition to an electronic format;
- WHEREAS** the Association has expressed concerns regarding response rates and timing of distribution of electronic course evaluations;
- WHEREAS** the Employer and the Association acknowledge the importance of working collaboratively to address the Association's concerns, with intent to find a solution to transition to an electronic format.
- 

### IT IS THEREFORE AGREED THAT:



1. The Employer and the Association shall establish a side table on Course Evaluation under Article 11 of the CUPFA Collective Agreement;
2. Each party shall appoint three (3) mutually agreed-upon representatives who will actively participate in the side table discussions.
3. The Employer and the Association will undertake discussions in a phased manner.
4. **Phase 1** of the discussions will aim to establish a mutually agreed-upon framework for the electronic delivery format, addressing the concerns of the Association mentioned above as informed by relevant data, research, and other reasonable evidence.
5. The Employer will consult with the Association regarding the selection of new software for processing course evaluations.
6. The Employer and the Association agree that any decision to proceed with **Phase 2** will be contingent upon mutual agreement following Phase 1 discussions.
7. **Phase 2**, if mutually agreed upon, will focus on collaboration to review and revise the content of the Course Evaluation as per Article 11.08.
8. Any agreed-upon changes that arise from the discussions in Phase 1 or Phase 1 and 2 shall be incorporated into the relevant sections of the CUPFA Collective Agreement or implemented in a future addendum to this Letter of Agreement.

**IN WITNESS WHEREOF**, the authorized representatives of the Parties have signed in Montreal, Province of Quebec, this 26th day of November, 2024.

Concordia University	Concordia University Part-Time Faculty Association
 Dr. Kristina Huneault, Vice-Provost, Faculty Development and Inclusion	 Prof. Robert Soroka President
 Me Sylvie Côté, Executive Director, Labour Relations/Human Resources	 Me Patrice Blais VP Collective Agreement and Grievance