

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

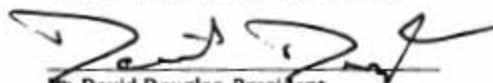
  
Dr. Jorgen Hansen, Vice Provost,  
Faculty Relations

  
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