

**LETTER OF AGREEMENT**  
(Hereinafter the "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. Nadia Hardy, Vice-Provost, Faculty Development and Inclusion**, and **Ms. Sonia Coutu, 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 "CUPFA")

**SUBJECT:** **Continuation of pilot program: Electronic application for teaching of posted courses**

**WHEREAS** courses have been posted electronically, as well as physically, since February 2011;

**WHEREAS** there is currently no mechanism in the 2015-2017 CUPFA Collective Agreement for individuals desiring to teach posted courses to apply electronically;

**WHEREAS** the parties deem it to be desirable that individuals desiring the option of applying for courses electronically to be able to do so;

**WHEREAS** the parties entered into a pilot program to allow such applications and declare themselves satisfied that the program should continue;

**WHEREAS** the parties share the goal of implementing a fully electronic application system at the earliest opportunity;

**IT IS THEREFORE AGREED BY THE PARTIES THAT:**

1. The above preamble forms an integral part of the present Agreement;
2. The Employer will provide in-person training to representatives and employees of CUPFA as well as to members who desire such training on the use of the electronic application feature within the Faculty Resource Information System (FRIS). This training will be continue to be offered prior to the hiring rounds;
3. CUPFA members will have the option of either submitting a duly completed Appendix H in person to each department in identical copies, as provided for in the 2015-2017 Collective Agreement, or applying electronically using the FRIS, which will be distributed to each department to which a member has applied;
4. The Employer will not disqualify any application with an electronic component pursuant to articles 10.10 e) and f) of the Collective Agreement without the prior approval of CUPFA;

5. The parties shall facilitate the use of online applications to CUPFA's membership and collaborate to introduce a fully online application system at the earliest opportunity following the successful completion of the pilot program;
6. The Part-Time Hiring Committee (PTHC) will be informed of the 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;
7. The Employer will add to the online application system the following functionality by the October 2019 hiring round:
  - Ability to accept contracts and union cards electronically;
8. They will continue discussing how to integrate the professional and academic dossier into an electronic platform with the objective of making it uniform across the University;
9. Until such time as the Association has access to reports on recommendations, overloads, cancelled courses and work history, the Office of the Provost will submit these reports to the Association upon request.
10. This Agreement will expire on April 30, 2021 unless it is expressly renewed or renegotiated or an agreement is reached to modify the CUPFA Collective Agreement to allow for electronic submission of electronic applications;
11. No grievance will be filed arising from the application of this agreement;
12. This Agreement does not contain any admission of liability and shall not be cited as a precedent;
13. This Agreement constitutes a transaction, the whole pursuant to article 2631 and following of the *Civil Code of the Province of Quebec*, and shall be governed by and interpreted and construed in accordance with the laws of the Province of Quebec;
14. The present agreement will be filed with the Minister of Labour in accordance with Article 72 of the Quebec Labour Code and Section 24.05 of the Collective Agreement;
15. The parties have requested that the present document be written in the English language. Les parties ont demandé que la présente Entente soit rédigée dans la langue anglaise.

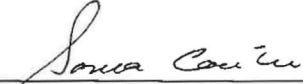
IN WITNESS WHEREOF, THE PARTIES HAVE SIGNED in Montreal, this 19<sup>th</sup> day of the month of February, 2019.

Concordia University (Employer) by:

Concordia University Part Time Faculty Association (CUPFA) by:

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

  
 Me Patrice Blais  
 Vice-President, Collective Agreement and Grievance

  
 Ms. Sonia Coutu  
 Executive Director, Employee and Labour Relations

  
 Mr. Robert Soroka  
 President, CUPFA