

2004 – 2007  
COLLECTIVE AGREEMENT

BETWEEN

THE EMILY CARR INSTITUTE  
OF ART AND DESIGN

AND

THE EMILY CARR INSTITUTE  
OF ART AND DESIGN  
FACULTY ASSOCIATION

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## **PREAMBLE**

- A. The Parties agree that it is mutually beneficial and desirable to promote harmonious relations and to set forth herein the Agreement concerning rates of pay, hours of work, and conditions of employment to be observed between the Parties and to provide a method for the orderly adjustment of disputes and grievances.
  
- B. This Agreement, together with any individual contracts of employment between the Institute and individual Faculty Members which are entered into pursuant to this Agreement, represent all the terms and conditions which govern the relations between the Faculty Association, the Institute, and those employees of the Institute to whom this Agreement applies. No other or further terms and conditions are applicable or enforceable except where, and to the extent of, further mutual agreements are committed to writing by the Parties to this Agreement and are intended, either expressly or by implication, to be incorporated into this Agreement.

## **ARTICLE 1 - DEFINITIONS**

The Institute and Faculty Association agree that where this Agreement stipulates in the membership of certain Institute committees persons who are not members of the Faculty Association (**eg** students, staff) the following interpretations be used: the Institute and Faculty Association will make every effort to include those persons on the committees. However, non-participation by other groups will not impair the functioning of the committees or their deliberations.

- 1.01 **The Board** is the Board of Governors of the Emily Carr Institute of Art and Design as defined by The College and Institute Act, as amended from time to time.
- 1.02 **The Education Council (EDCO)** and its committees have representatives from all Institute constituencies. The responsibilities of the Education Council and its committees are defined in The College and Institute Act, and by its own Constitution and Bylaws, as amended from time to time.
- 1.03 **Institute Policy**, to the extent that it refers to or impacts on the rights and responsibilities of Faculty Association Members, shall be arrived at jointly by the Institute and the Faculty Association.
- 1.04 **The Joint Consultation Committee** consists of **up to three members each from the Institute and the Faculty Association. The Vice President Academic and the Vice President Finance and Administration shall sit on the Committee for the Institute and the President and the Vice President of the Faculty Association shall sit on the Committee for the Faculty Association.** The Committee is established to review workplace issues **at least once every two months** as per Articles 53 and 54 of the Labour Relations Code.
- 1.05 **The Benefits Committee** is a committee consisting of representatives from each employee group. Each employee group will have a minimum of two members who will be elected/appointed representatives of, and responsible to, their constituencies. New members will be elected/appointed by their constituencies when a position becomes vacant. Ideally, each constituency's members will serve staggered two-year terms to provide continuity. Ex-officio non-voting members of the committee include the Vice President, Finance and Administration, the **Director** of Human Resources and the Human Resources Benefits Administrator (Article 21.07.3).
- 1.06 **The Sabbatical and Educational Leave Committee** is a committee consisting of the Vice President Academic as chairperson, the Dean, three Regular Faculty representatives chosen by the Faculty Association, one Board member elected by the Board from Ministry appointments, and two external members from other institutions, appointed by the President of the Institute, as required by Article 18.05.2.
- 1.07 **The Professional Development Fund Committee** is a committee consisting of **an equal number of** Faculty Members, appointed by the Faculty Association, and Institute members, appointed by the President **or designate**, as required by Article 17.03.
- 1.08 **The Developmental Review Committee** is a committee consisting of the Dean or a designate selected by the President **as Chairperson of the Committee, the Associate Dean** or a designate from the area of speciality of the Faculty Member being reviewed, and two Regular Faculty Members as set out in Article 11.02.3.

## **ARTICLE 1 – DEFINITIONS**

- 1.09** **The Evaluation Committee** consists of any two of the President, the Vice President Academic (chairperson), and the Dean. Additional members may be included, at the discretion of the committee, when added expertise is required, as set out in Article 11.02.4.
- 1.10** **The Probationary Selection Committee – Teaching Faculty** is a committee whose purpose is to nominate one candidate for a tenure track faculty appointment. It shall consist of the **Dean or Vice President Academic as Chairperson of the Committee, an Associate Dean** appointed by the Vice President Academic, three Faculty Members, normally two from the relevant curriculum area, **one of which is appointed by the Faculty in the curriculum area**, and one from another area, appointed by the Vice President Academic **or designate, up to two** students appointed by the Vice President Academic **or designate**, other members, if invited by the committee, to provide special expertise, and the **Director** of Human Resources, or a designate, as an ex-officio, non-voting member, as set out in Article 10.02.1.
- 1.11** **The Probationary Selection Committee – Non-Teaching Faculty** shall consist of the administrative supervisor of the position as chairperson of the committee, two Regular Faculty Members appointed by the chairperson of the committee, **up to two** students appointed by the chairperson of the committee, other members, if invited by the committee, to provide special expertise, and the **Director** of Human Resources, or designate, as an ex-officio, non-voting member, as set out in Article 10.02.2.
- 1.12** **Permanent Workload Increase Committee** is a committee consisting of the Dean as chairperson, three Regular Faculty Members appointed by the Dean (two from the affected curriculum area(s) and one Faculty Member from another curriculum area); and the **Director** of Human Resources as an ex-officio member. The Permanent Workload Increase Committee membership must include representation with expertise related to the identified position, as set out in Appendix III, 1.1.4.
- 1.13** **The Tenure and Promotion Review Committee** is a committee established to recommend conferral of Regular status and/or promotion of rank, consisting of the **Vice President Academic or a designate selected by the President as Chairperson of the Committee, the Dean, two Regular Faculty Members selected by the candidate, two Regular Faculty Members selected by the Committee Chairperson who are of equal or higher rank than the candidate, one (non-voting) member from the Human Resources Department to advise on the process, and up to two additional external members who may be added, one at the discretion of the Chairperson of the Committee and one at the discretion of the Committee, for diversity or expertise, as set out in Article 11.03.3.**
- 1.14** **Placement Committee** shall meet to decide on the placement on the salary scale of a **newly-appointed** Probationary Faculty Member. The committee shall consist of the **Vice President Academic or designate, the Vice President Finance and Administration, Hiring Committee Chair, Faculty Association President or designate, Curriculum Area Head** and the **Director** of Human Resources, as set out in Appendix II, 1.6.
- 1.15** **The Employment Year for Regular or Probationary Teaching Faculty Members** shall commence on 1 August and continue through 31 July of the following year. The employment year shall consist of two academic teaching semesters and one non-teaching professional development period of twenty working days and an annual vacation of forty-three working days.

## **ARTICLE 1 – DEFINITIONS**

- 1.16 The Employment Year for Regular or Probationary Non-Teaching Faculty Members** shall correspond to the calendar year from the date of hiring. The employment year includes annual vacation (Article 16) and professional development time (Article 17). The date of hiring shall be used as the anniversary date for purposes of salary placement step increases.
- 1.17 The Retirement Date** for Faculty Members will occur on 31 July following their sixty-fifth birthday.

## **ARTICLE 2 – APPLICABILITY OF THE COLLECTIVE AGREEMENT**

- 2.01** The Institute recognizes the Faculty Association as the sole and exclusive bargaining unit described in the British Columbia Labour Relations Board Certification, as amended from time to time. This will not prevent agreements being made between individual Faculty Members and the Institute as permitted by this Agreement. However, the Institute shall not make any oral or written agreement with a Faculty Member which conflicts with any items of this Agreement.
- 2.02** The terms of this Collective Agreement shall apply to all Regular, Probationary and Non-Regular Faculty Members, including Artists/Designers/Scholars in Residence and Substitute appointments, whose contracts of employment are in excess of thirty calendar days. No items of this Agreement shall apply to Faculty Members engaged in the Institute's non-credit programs unless such coverage is expressly indicated herein.
- 2.03** The Association shall instruct its members to abide by the terms of the Agreement, and the Institute shall instruct its representatives that they are required to know, apply, and abide by the terms of the Agreement.
- 2.04** If any articles of this Agreement or part thereof is declared invalid or altered by legislation, the remainder of this Agreement shall remain in full force and effect for its term.



### **ARTICLE 3 – ASSOCIATION MEMBERSHIP AND DUES**

- 3.01** As a condition of continued employment, each Regular, Probationary, Non-Regular, Artist/ Designer/Scholar in Residence, full-time or part-time Faculty Member or substitute whose contract of employment is in excess of thirty calendar days shall become a member in good standing of the Faculty Association, and shall maintain such membership while employed.
- 3.02** Prior to or on the date of commencement of employment with the Institute, each Faculty Member covered by the terms of this Agreement shall authorize the Institute, in writing, to deduct the Faculty Association monthly dues by signing the following authorization provision:
- “I hereby assign to the Emily Carr Institute of Art and Design Faculty Association and authorize the Institute to deduct from my salary earned or to be earned as its employee, all dues levied against me by the Faculty Association for each calendar month following the date of this assignment.”
- 3.03** Pursuant to the above written authorization, the Institute shall deduct the monthly dues owing to the Faculty Association, on their behalf, from monthly pay cheques of the Faculty Members covered by this Agreement. Such dues shall be forwarded to the Association’s Treasurer by the fifteenth of the month following the month of deduction.
- 3.04** Within thirty calendar days following ratification of this Agreement, the Association will provide written notice to the Institute’s Vice President, Finance and Administration, of the amount of monthly dues to be deducted. It is also agreed that the Association’s Treasurer shall **provide the Institute with at least thirty (30) days notice**, in writing, of any proposed changes to the specified monthly dues, with the understanding that **such changes** shall not occur more than twice in any contract year.

## **ARTICLE 4 – MANAGEMENT RIGHTS**

- 4.01** The operation, control and management of the Institute, and all activities of the Institute, and the supervision and direction of the Faculty Members are, and shall continue to be, solely and exclusively the functions and prerogatives of the Management of the Institute. All of the rights, functions, and prerogatives of management which are not expressly and specifically restricted or modified by one or more explicit provisions of this Agreement are reserved and retained exclusively by the Institute.
- 4.02** The Institute shall not make or publish any regulation which is in conflict with this Agreement, and shall forthwith amend any regulation discovered to be so in conflict; but in any case, in the event that there is a conflict between any term of this Agreement and any regulation made by the Institute, or on behalf of the Institute, this Agreement shall take precedence over said regulations.
- 4.03** In the matter of working conditions, the Faculty Association shall have the opportunity to contribute to the development of applicable policies and procedures through the Joint Consultation Committee.

### **4.04 Joint Consultation Committee**

At the request of either Party, the Joint Consultation Committee shall consult during the term of this Agreement for the purpose of discussing issues relating to the workplace (other than grievances or complaints under statutes) that affect the Parties or any Faculty Member bound by this Agreement.

#### **4.04.1 Composition of Committee**

The Joint Consultation Committee shall consist of **up to three (3) members each from the Institute and the Faculty Association. The three members of the Institute shall include the Vice President Academic and the Vice President Finance and Administration. The three members of the Faculty Association shall include the President and the Vice President of the Faculty Association. Either party may call upon additional persons, as required, provided the other party is provided with at least two (2) business days notice.**

#### **4.04.2 Purpose of Committee**

The purpose of the Joint Consultation Committee is to promote the cooperative resolution of workplace issues, to respond and adapt to changes in the economy **that affect the Institute, to foster understanding between the Institute and the Faculty Association, to foster the development of work-related skills, and to promote workplace productivity. The Committee shall meet at least once every two months for the purpose of discussing issues relating to the workplace that affect the Parties or any Faculty Member bound by this Agreement. In exceptional circumstances the Committee shall meet at the request of either party.**

#### **4.04.3 Operation**

The Joint Consultation Committee shall meet at a time, date and location mutually agreeable to the Parties.

## **ARTICLE 4 – MANAGEMENT RIGHTS**

The Party requesting a meeting shall inform the other Party of the reason for the meeting at the time of making the request. Additional proposed agenda items shall be mutually agreed upon.

A quorum shall consist of one member from each Party.

## **ARTICLE 5 – RELEASE TIME FOR FACULTY ASSOCIATION DUTIES**

- 5.01** Faculty Association Members required to serve in elected Association positions shall be granted the release time required to conduct the business of the Association, as approved by the Association. Such release time shall be arranged in consultation with the Dean, or designate, to ensure continuing of instructional and other duties. The Faculty Association shall reimburse the Institute for the actual costs of the substitutes or replacements employed to replace Faculty Members engaged in Association business.
- 5.02** The President and Vice President of the Faculty Association shall not normally be required to participate on Institute committees while holding office, with the exception of departmental or area meetings and/or committees.
- 5.03** Service to the Faculty Association shall be considered service to the Institute under Article **12.08**.
- 5.04** Members of the Faculty Association Negotiating Committee shall be granted the time off as approved by the Executive of the Association for committee meetings, but in consultation with the appropriate supervisor to ensure continuity of instructional and other duties. The Faculty Association shall reimburse the Institute for the actual costs of the substitutes or replacements employed to replace Faculty Members engaged in Association business.

## **ARTICLE 6 – TEACHING BY ADMINISTRATORS**

- 6.01** Administrators have the right to teach at any time if the need exists. Such rights shall not operate to displace Faculty Members from their normal teaching load.
- 6.02** When such appointments involve credit programs, they will normally be filled by administrators such as the Dean, the President of the Institute, or the Curator of the Gallery and will be made in consultation with the Dean, the Regular Faculty Members of the affected curriculum area, and the Faculty Association.

## **ARTICLE 7 – MOVEMENT BETWEEN FACULTY AND ADMINISTRATIVE APPOINTMENTS**

**7.01** Any member of the Faculty Association may apply for a position within the administration and be considered along with all other candidates. If hired to the position, the Faculty Member will cease to be a member of the Faculty Association during the period of time the administrative appointment is held. At the conclusion of the administrative appointment, the Faculty Member will be permitted to return to the Faculty position formerly held, with years of service in the administrative position counted towards years of service as a Faculty Member, subject to Article 18.04.2.3.

## **ARTICLE 8 – EMPLOYMENT CLASSIFICATIONS**

### **8.01 Types of Faculty Appointments**

**8.01.1 Regular Appointments** – Tenured full-time or part-time.

**8.01.2 Probationary Appointments** – Tenure track full-time or part-time.

#### **8.01.3 Non-Regular Appointments**

Lecturer  
Sessional  
Adjunct  
Substitute  
Librarian  
Counsellor  
Artist/Designer/Scholar in Residence

### **8.02 Faculty Ranks and Positions**

#### **8.02.1 Regular and Probationary Positions**

- Teaching ranks:  
  
Assistant Professor  
Associate Professor  
Professor
- Non-Teaching ranks:  
  
Librarian  
Counsellor

#### **8.02.2 Non-Regular Positions**

- Teaching positions:  
  
Lecturer  
Sessional Instructor  
Adjunct Instructor  
Substitute Instructor  
Artist/Designer/Scholar in Residence
- Non-Teaching positions:  
  
Librarian  
Counsellor

### **8.03 Faculty Appointments**

Faculty Members shall be appointed as one of the following:

## **ARTICLE 8 – EMPLOYMENT CLASSIFICATIONS**

### **8.03.1 Regular Appointments**

Regular Faculty Members have successfully completed their Probationary appointments and, through the tenure and promotion review process, have achieved tenure. Regular Faculty Members fulfill teaching and teaching-related duties or Librarian or Counsellor duties, professional practice/research, and service to the Institute and to the community.

Regular Faculty Members:

- shall hold full-time or part-time appointments without term;
- shall be either Teaching Faculty Members holding the rank of Assistant Professor, Associate Professor or Professor; or
- shall be Non-Teaching Faculty Members holding the positions of Librarian or Counsellor;
- may make application through the promotion and tenure review process for advancement in rank;
- shall have a comprehensive performance review every three years, unless extended by approved leaves;
- may have their employment terminated through resignation, retirement, dismissal for just cause, or pursuant to the provisions of Articles 33 or 34.

### **8.03.2 Probationary Appointments**

Probationary Faculty Members are working towards achieving Regular status and fulfill teaching and teaching-related duties, or Librarian or Counsellor duties, professional practice/research and service to the Institute and to the community.

The anniversary date for Teaching Faculty appointments shall normally be 1 August of the year in which the appointment commences. The anniversary dates for Non-Teaching Faculty appointments shall be the dates of hire to the positions.

Probationary Teaching Faculty Members:

- shall hold full-time or part-time appointments;
- shall hold the rank of Assistant Professor, Associate Professor or Professor;
- shall be hired for a maximum of six years, unless extended by approved leave. Regular status may be awarded in less than six years but usually not less than one year. By the end of the sixth year of the appointment, unless extended by approved leave, a recommendation must be made to the President by the Tenure and Promotion Committee to either grant Regular status or to terminate the Probationary Faculty Member's appointment. In exceptional circumstances, the President may approve the appointment of the Faculty Member to Regular status upon hiring following consultation with the Selection Committee. Notification of such an exception shall be sent to the Faculty Association;
- may initiate an application through the tenure and promotion review process (Article 11.04) for advancement in rank and/or for Regular status;



## **ARTICLE 8 – EMPLOYMENT CLASSIFICATIONS**

- must initiate an application for Regular status through the tenure and promotion review process before 1 October of his/her sixth year of appointment;
- shall have annual reviews through the performance review process;
- shall have tenure and promotion reviews prior to consideration for Regular status;
- may have his/her employment terminated through resignation, retirement, dismissal for just cause, as a result of an unsatisfactory performance review or, subject to appeal under Article 11.08, Tenure Review, or pursuant to the provisions of Articles 33 or 34.

Probationary Non-Teaching Faculty Members:

- shall hold the position of either Librarian or Counsellor;
- shall be hired for a period of two years. Before the end of the second year of the appointment, unless extended by approved leave, the Tenure and Promotion Committee must initiate a tenure review in order to make a recommendation to the President either to grant Regular status or to terminate the Probationary Faculty Member's appointment;
- shall have a twelve month review through the performance review process;
- shall have a tenure and promotion review prior to the completion of his/her Probationary appointment;
- may have his/her employment terminated through resignation, retirement, dismissal for just cause, as a result of an unsatisfactory performance review or, subject to appeal under Article 11.08, tenure review, or pursuant to the provisions of Articles 33 or 34.

### **8.03.3 Non-Regular Appointments**

Non-Regular Faculty Members shall be hired annually, and, in the case of Adjuncts, confirmed annually, on a per-course basis with commensurate teaching duties.

Non-Regular Teaching Faculty:

- shall hold the position of Lecturer, Sessional Instructor, Adjunct Instructor, Substitute, or Artist/Designer/Scholar in Residence;
- shall have no job security beyond the current contract, except as provided for in Article 8.03.
- shall be available as part of their regular teaching responsibilities for student consultations **one (1) hour per three-credit course per week to a maximum of three (3) hours a week**, at a time convenient to students as determined by the Faculty Member, and shall post the consultation time(s).

### **8.03.4 Lecturer Appointments**

Lecturer Faculty have had Non-Regular appointments and have taught the equivalent of sixty percent or more for five (5) consecutive years from the beginning of the 2001-2002 academic year, are hired on an annual per-course basis, with commensurate teaching and student consultation, provide service to the Institute, but have no requirement regarding professional practice/research.

## **ARTICLE 8 – EMPLOYMENT CLASSIFICATIONS**

**To retain the position of Lecturer, Lecturers must teach at least four (4) sections in each academic year. However, they may retain their status for one (1) academic year in the event that there are fewer than four (4) sections available to them, or if they have given written notification to the Dean that they will be unavailable to teach for up to one (1) academic year.**

Lecturer Faculty:

- shall hold the position of Lecturer;
- shall acquire the right of first refusal to courses in accordance with the provisions of Article 8.03.6.
- shall have right of first refusal to teach courses they have taught continuously at the Institute which are the same or substantially similar, provided that they have the qualifications to teach the required subject matter, **to a maximum of three (3) sections of any three (3) credit course workload;**
- shall be hired on yearly contracts;
- shall have performance reviews annually to determine suitability for renewal of appointments;
- shall be eligible for the following benefits:
  - an additional two percent vacation pay added to their base salary;
  - leaves of absence as outlined in Article 19;
  - sick leave as outlined in Article 20.02;
  - health and welfare benefits as outlined in Article 21, with the exception of long-term disability benefits. If the workload for a lecturer drops below forty percent in any contracted semester, a payment of ten percent of the current stipend shall be made in lieu of benefit coverage. During any semester with no contract, the lecturer may elect either to pay the full premiums to maintain coverage or drop the coverage until a new contract comes into effect. **Lecturers may only choose to drop or begin their coverage once in any twelve (12) month period.** All benefit plans are subject to the terms of the benefit providers;
  - the College Pension Plan as outlined in Article 22.03;
  - death benefits as outlined in Article 26;
  - annual progression through the salary scale to a maximum of **Step 3 of the April 1, 2004 scale.**

### **8.03.5 Sessional Appointments**

Appointments are normally offered yearly on a per-course basis in the credit program.

Sessional Faculty Members have teaching and teaching-related duties that include preparation, student consultation and student assessment, but no requirement regarding professional practice, research or service to the Institute, nor committee or administrative work not directly related to their teaching duties unless otherwise contracted.

Sessional Faculty:

- shall hold the position of Instructor;
- shall have no job security beyond the current contracts;

## **ARTICLE 8 – EMPLOYMENT CLASSIFICATIONS**

- shall have performance reviews annually to determine suitability for renewal of appointments;
- are eligible for the following benefits:
  - two percent in lieu of benefits;
  - sick leave as outlined in Article 20.02;
  - leaves of absence as outlined in Article 19;
  - death benefits as outlined in Article 26;
  - stipends, which include vacation pay.

### **8.03.6 Right of First Refusal**

A Sessional Faculty shall acquire the Right of First Refusal to specific courses offered **during the academic year** as follows:

#### **8.03.6.1 Qualifications**

**A Sessional Faculty Member who has taught four (4) consecutive (not concurrent) course deliveries of the same or substantially similar course shall have Right of First Refusal, to the identical or substantially similar course, if such course continues as a curriculum offering and is made available for non-regular appointment, to a maximum of three (3) sections of any three (3) credit course workload.**

Course catalogue descriptions and not course numbers shall be used to identify those courses which are identical or substantially similar for the purpose of Right of First Refusal.

**The Human Resources Department shall maintain a list of Sessional Faculty Members who have Right of First Refusal, the courses to which they have such rights, and, for the purpose only of determining priority rights if two or more sessional applicants have Right of First Refusal to the same course, length of service from first dates of hire. A copy of the list will be available to the Faculty Association upon request.**

If a Sessional Faculty Member fails to maintain satisfactory performance reviews his/her Right of First Refusal shall be revoked.

#### **8.03.6.2 Priority Basis for Course Allocation**

**Courses available for offer for sessional appointments, including those subject to Right of First Refusal, are those remaining after allocation to Regular Faculty for permanent or temporary workload increases, artists/designers/scholars in residence, and lecturers and adjuncts, as determined by the Vice President Academic.**

#### **8.03.6.3 Retention of Right of First Refusal**

**Sessional Faculty Members with Rights of First Refusal shall retain such rights:**

## **ARTICLE 8 – EMPLOYMENT CLASSIFICATIONS**

- **for up to one (1) academic year if there are no courses available to which they would otherwise have been entitled to exercise their Rights of First Refusal; or**
- if they have given written notification to the Dean that they will be unavailable to teach for up to one academic year.

**For the purpose of attaining or losing Right of First Refusal, only courses offered during the academic year (fall/spring) shall be considered. However, Faculty Members with Right of First Refusal may exercise their rights in any semester.**

### **8.03.7 Adjunct Appointments**

Appointments are offered for two to five years, subject to confirmation annually, on a per-course basis in the credit program. Appointments are for not more than two sections/courses at any one time, or four courses/ sections in an academic year. Adjunct Faculty Members have specialized skills and knowledge required for teaching specific courses, supplementary to the resources and expertise within the Faculty. Adjunct Faculty Members have teaching and teaching-related duties that include preparation, student consultation and student assessment, but no requirement regarding professional practice, research or service to the Institute, nor committee or administrative work not directly related to their teaching duties unless otherwise contracted.

- Adjunct Faculty
  - shall hold the position of Instructor;
  - shall have no job security beyond the current contracts;
  - shall have performance reviews annually to determine suitability for confirmation or renewal of appointments;
  - are hired on contracts, confirmed annually, for no less than two and no more than five years;
  - are eligible for the following benefits:
    - two percent in lieu of benefits;
    - sick leave as outlined in Article 20.02;
    - leaves of absence as outlined in Article 19;
    - death benefits as outlined in Article 26;
    - stipends, which include vacation pay.

### **8.03.8 Substitute Faculty Member**

A Substitute Faculty Member shall be appointed to replace a Regular, Probationary or Non-Regular Faculty Member who is absent due to illness or other unforeseen circumstances as described in Articles 19.01, 19.02, 19.03 and Article 19.04.

- The appointment shall be on an hourly, daily, weekly, monthly or semestral basis.
- Compensation shall be based on an hourly substitute rate pursuant to Article 14.
- A substitute appointment shall be made according to Institute policy.

## **ARTICLE 8 – EMPLOYMENT CLASSIFICATIONS**

### **8.03.9 Artist/Designer/Scholar in Residence Appointments**

Artist/Designer/Scholar in Residence Faculty may be appointed by the President in consultation with the Vice President Academic or designate and the President of the Faculty Association, supplementary to the classifications described above, for appointments not to exceed one year. Candidates shall be recognized as outstanding practitioners within their fields who will make valuable contributions to the Institute. An individual appointment as an Artist/Designer/Scholar in Residence shall not be given a successive appointment.

The conditions of employment for Artist/Designer/ Scholar in Residence shall be specified on an individual basis between the candidate and the President prior to commencement of employment. The Faculty Association shall be notified in writing of all such conditions of employment.

### **8.03.10 Non-Regular, Non-Teaching Appointments**

Appointments as Librarians or Counsellors are pro-rated according to workloads performed and stipulate commencement and termination dates. Hiring decisions shall be determined by the Institute. The Faculty Association shall be provided with copies of all appointment letters.

Non-Regular Librarians and Counsellors:

- shall be hired on term appointments, with start and end dates;
- shall be eligible for the following benefits:
  - compensation based on hourly rates for Librarians and Counsellors;
  - two percent in lieu of benefits;
  - four percent vacation pay or time in lieu of vacation pay;
  - sick leave as outlined in Article 20.02;
  - leaves of absence as outlined in Article 19;
  - death benefits as outlined in Article 26.

## **ARTICLE 9 – FACULTY QUALIFICATIONS**

### **9.01 Teaching Faculty Qualifications - Probationary and Regular Appointments**

To qualify for appointment to Teaching Faculty ranks, Teaching Faculty Members shall have the following qualifications:

#### **9.01.1 Assistant Professors**

- Appropriate academic qualifications in the discipline for which the Faculty Member has been hired, such as a Masters or PhD Degree, or an equivalent combination of education, experience and professional practice;
- normally, a minimum of two years relevant teaching experience at the post-secondary level;
- a suitable record of professional practice or scholarly activity.

An Assistant Professor may apply for the rank of Associate Professor after a minimum of three years as an Assistant Professor. In exceptional circumstances, a lesser period may be considered. Progression is subject to the tenure and promotion review process.

#### **9.01.2 Associate Professors**

- The highest degree or its equivalent generally required for the discipline in which the Faculty Member has been hired to teach, or equivalent professional qualifications;
- normally a minimum of five years relevant teaching experience at the post-secondary level as an Assistant Professor or equivalent;
- a suitable professional record of practice and/or scholarly activity.

An Associate Professor may apply for the rank of Professor after a minimum of three years as an Associate Professor. In exceptional circumstances, a lesser period may be considered. Progression is subject to the tenure and promotion review process.

#### **9.01.3 Professor**

- Associate Professor qualifications (as above); and
- an outstanding and sustained record in teaching and professional practice and/or scholarly activity; and
- major regional, national or scholarly recognition.

Length of service shall neither automatically entitle nor exclude a Faculty Member for consideration for the rank of Professor.

### **9.02 Teaching Faculty Qualifications – Non-Regular Teaching Faculty**

#### **9.02.1 Lecturer, Sessional, Adjunct or Substitute Appointments**

- Appropriate academic qualifications in a relevant discipline; and/or
- relevant professional practice and experience.

## **ARTICLE 9 – FACULTY QUALIFICATIONS**

### **9.03 Non-Teaching Faculty Qualifications**

Appropriate academic and professional qualifications in a relevant discipline; and relevant professional practice and experience.

## **ARTICLE 10 – HIRING OF FACULTY**

### **10.01 Hiring Procedures for Probationary Appointments**

Whenever a hiring need for a permanent Faculty position occurs by reason of retirement, resignation, dismissal, creation of new courses, non-renewal of contract, or other cause, the following shall apply:

**10.01.1** In the case of a teaching position, the Dean and Vice President Academic, in consultation with Curriculum Area Heads and Regular Faculty in the specific curriculum area(s), shall recommend a search plan to the President;

**10.01.2** In the case of a non-teaching position, the administrative supervisor of the position, in consultation with Department Chairs and Curriculum Area Heads, shall recommend a search plan to the President.

**10.01.3** Upon approval by the President, a Probationary Appointments Selection Committee shall be convened and the Faculty Association shall be notified of the approval to fill the vacancy.

### **10.02 The Probationary Selection Committee**

The Vice President Academic, or designate, shall be responsible for managing a probationary hiring process following the approval to fill a vacancy. The Vice President Academic shall appoint the members of the Probationary Selection Committee and meet with the committee to outline the criteria for the position, and shall notify the Faculty Association.

The purpose of the Probationary Selection Committee is to recommend one candidate for a probationary appointment.

**10.02.1** A Probationary Selection Committee for a teaching position shall consist of:

- **the Dean or Vice President Academic, as Chairperson of the Committee;**
- **an Associate Dean** appointed by the Vice President Academic;
- **two (2) teaching Faculty Members** appointed by the Vice President Academic;
- **one Faculty Member appointed by the Faculty Members in the curriculum area;**
- **up to two (2) students** from the relevant curriculum area, appointed by the Vice President Academic **or designate;**
- other members, if invited by the Committee, to provide special expertise; and
- the **Director** of Human Resources, or a designate, as an ex-officio, non-voting member.

**10.02.2** A Probationary Selection Committee for a non-teaching position shall consist of:

- the administrative supervisor of the position, as Chairperson of the Committee;
- two Regular Faculty Members appointed by the Chairperson of the Committee;
- one student appointed by the Chairperson of the Committee;
- other members, if invited by the Committee, to provide special expertise; and
- the **Director** of Human Resources, or designate, as an ex-officio, non-voting member.



## **ARTICLE 10 – HIRING OF FACULTY**

**10.02.3** The Committee shall prepare a search plan for the vacancy which shall include:

- the description and qualifications for the position;
- the process for advertising the position internally and nationally;
- the process for considering and evaluating candidates, and
- the process to ensure a similar routine for each candidate to visit the Institute and to be interviewed by the Committee, meet with Faculty and students, and/ or to present lecture or slide presentations, or whatever is deemed necessary and appropriate.

**10.02.4** When the search plan is complete and all applications are received, the Probationary Selection Committee shall review the applications and identify a shortlist of candidates to be interviewed.

**10.02.5** Following the interview process with all **short listed** candidates, the committee shall decide on a recommended candidate for the position. The Chairperson of the Committee shall present a written recommendation to the President for consideration.

**10.02.6** The President **may approve or reject the recommendation**. In the event that the President of the Institute does not accept the Committee's recommendation, a written statement shall be made to the Probationary Selection Committee indicating the reasons for the President's decision. The position may be filled as a Non-Regular Faculty position or reopened at the discretion of the President.

**10.02.7** Offers of employment to prospective Probationary Faculty Members shall include the curriculum areas, percentage of workload, rank, step placement and Probationary term. Copies shall be sent to the Faculty Association.

### **10.03 Placement of New Probationary Faculty on the Salary Scale**

#### **10.03.1 Placement Committee**

A Committee shall meet to decide on the placement of a **newly-appointed** Probationary Faculty Member comprised of:

- **Vice President Academic or designate**
- **Vice President Finance and Administration**
- **Hiring Committee** Chair (for teaching appointments)
- Faculty Association President or designate
- **Curriculum Area Head**
- **Director** of Human Resources

#### **10.03.2 Appeals**

The Institute reserves the right to place Faculty positions on the salary scale at its sole discretion, but agrees that alterations to this placement policy will be made in consultation with the Faculty Association.

## **ARTICLE 10 – HIRING OF FACULTY**

Following their initial step placement, Faculty Members shall be eligible to have their starting salary reconsidered on the basis of new information or re-interpretation of existing information for the first four months following their appointment date. Such appeals shall be initiated in writing to the **Director** of Human Resources with a copy to the Faculty Association stating with details the reasons for the appeal.

The Committee for Placement of Probationary Faculty shall reconvene to decide upon the appeal. The decision of the Committee shall be final. The Faculty Member shall be notified in writing concerning the decision with a copy to the Faculty Association.

**10.04** The following appendices will continue to apply until the Institute and the Faculty Association agree upon new hiring guidelines and methods of calculating placement for new appointments:

- Appendix II – Placement of New Probationary Faculty on the Salary Scale.
- Appendix III - Letter of Understanding: Temporary and Permanent Workload Increases.
- Appendix IV - Procedures for Semestral Sessional Non-Continuing Appointments.

### **10.05 Equity Hiring**

**In accordance with the Letter of Understanding on Employment Equity, the parties are committed to identifying and removing any barriers which may prevent access to equal opportunity in employment.**

## **ARTICLE 11 – FACULTY PERFORMANCE AND TENURE AND PROMOTION REVIEWS**

### **11.01 Performance and Tenure and Promotion Reviews**

Faculty Members shall have the following types of reviews:

- Performance reviews
- Tenure and promotion reviews

### **11.02 The Performance Review Process**

#### **11.02.1 General**

The purpose of the performance review process shall be to **support** the Faculty Member's development and performance in the areas of teaching, professional practice, community and Institutional involvement, and to provide the information and constructive criticism necessary to meet the objectives and responsibilities set out in Articles **8 and 12**.

The performance review process is designed to provide the Institute with performance information which may be used:

- to determine the continuation of Probationary appointments;
- in the tenure and promotion review process;
- to determine **eligibility for** renewal of Non-Regular appointments; and
- for Faculty development.

#### **11.02.2 Performance Review Process**

The Institute shall be responsible for the performance review process and shall ensure fair and reasonable treatment of any Faculty Members being reviewed.

Student course evaluation forms shall be completed for each assigned credit course prior to the end of each academic semester.

At the conclusion of each semester, the Institute shall produce a summary of all numerical ratings along with a record of all written comments from every student course evaluation form. This documentation shall be placed in each Faculty Member's personnel file, with a copy to the Vice President Academic.

For each Non-Teaching Faculty Member, an administrative assessment shall be completed annually by the Non-Teaching Faculty Member's direct administrative supervisor and placed in the Faculty Member's personnel file.

The Developmental Review Committee shall review Regular Faculty Members every three years, and shall review Probationary and Non-Regular Faculty Members annually.

## **ARTICLE 11 – FACULTY PERFORMANCE AND TENURE AND PROMOTION REVIEWS**

### **11.02.3 The Developmental Review Committee**

The Committee shall be composed of the following:

- the Dean or a designate selected by the President as **Chairperson of the Committee**;
- the **Associate Dean** or a designate from the area of specialty of the Faculty Member being reviewed, and
- two Regular Faculty Members, who are not undergoing evaluations that year, elected by the Regular Faculty Members.

The Developmental Review Committee shall consider the following:

- summaries of student course evaluations placed in the Teaching Faculty Member's personnel file;
- written administrative assessments completed by administrative supervisors for Non-Teaching Faculty Members;
- annual reports for professional development month;
- current curriculum vitae on file with the Institute;
- a statement and/or documentation provided by the Faculty Member of teaching, scholarly and/or professional activities, **research**, and service to the Institute and community;
- **other relevant information as determined by any member of the Committee.**

The Developmental Review Committee shall produce a report regarding any Faculty Members whose performance review indicates a need for performance development or improvement, including recommendations.

The report developed by the Developmental Review Committee, together with the relevant performance review files, shall be forwarded to the Evaluation Committee for further action.

All Faculty Members shall be notified when their summaries of course evaluations (for Teaching Faculty) or written administrative assessments (for Non-Teaching Faculty) are available for examination and shall be required annually to examine their own summary or assessment and to sign an affidavit confirming that they have done so.

### **11.02.4 The Evaluation Committee**

The Evaluation Committee shall consist of two of the following three people:

- the President;
- the Vice-President Academic (chairperson);
- the Dean;
- additional members may be included, at the discretion of the Committee, when added expertise is required.

## **ARTICLE 11 – FACULTY PERFORMANCE AND TENURE AND PROMOTION REVIEWS**

The Evaluation Committee shall send a letter to each Faculty Member named in the report from the Developmental Review Committee as needing performance development or improvement. This letter shall identify those areas of performance requiring development or improvement and shall schedule a meeting with the Evaluation Committee in order to work out a strategy which effectively responds to the performance issues indicated.

The Chairperson of the Evaluation Committee, or designate, shall meet with each Faculty Member named in the report as needing performance development or improvement, and, in consultation with the Faculty Member, shall devise a plan to address the areas of concern which may stipulate a specific term and/or time frame for improvement. The Faculty Member shall be provided with a summary of the meeting and the strategy for improvement, with the time frame for resolution. A copy of the summary shall be forwarded to the Faculty Association.

The Evaluation Committee, or its designate, shall reconvene with the Faculty Member at the end of the stipulated period described above, to discuss the progress and outcome regarding the plan. Based on this review, the Committee shall then notify the Faculty Member, in writing, with a copy to the Faculty Association, that:

- the Faculty Member has satisfied the stated criteria for improvement;
- the Faculty Member has failed to show the required level of improvement, and further improvement is required;
- if a Probationary Faculty Member, and he/she has not satisfied the criteria for improvement, the Faculty Member's employment will not be continued.

When a disagreement arises concerning the nature or existence of a problem, the Faculty Member may write a letter of dissension and submit affidavits and testimony contrary to any finding of the Evaluation Committee, or of the Developmental Review Committee, and request inclusion of same in his/her personnel file.

### **11.03 Tenure and Promotion Reviews**

The purpose of tenure and promotion reviews shall be to assess overall performance and make the following recommendations:

**11.03.1 Probationary Faculty Appointments** – Tenure and promotion reviews shall be conducted to recommend conferral of Regular status and/or promotion of rank. The recommendations for Regular status and promotion of rank are distinct.

**11.03.2 Regular Faculty Appointments** – Tenure and promotion reviews shall be conducted to recommend promotion of rank.

### **11.03.3 The Tenure and Promotion Committee**

The Tenure and Promotion Committee shall consist of the following:

## **ARTICLE 11 – FACULTY PERFORMANCE AND TENURE AND PROMOTION REVIEWS**

- **the Vice President Academic or designate selected by the President as Chairperson;**
- **the Dean**
- two Regular Faculty Members selected by the candidate;
- **two Regular Faculty Members selected by the Committee Chairperson who are of equal or higher rank than the candidate;**
- one (non-voting) member from the Human Resources Department to advise on the process;
- up to two additional **external** members who may be added, **one at the discretion of the Chairperson of the Committee and one at the discretion of the Committee.**

### **11.04 Procedure for Tenure or Promotion of Rank**

#### **11.04.1 Promotion of Rank**

Assistant Professors and Associate Professors are eligible to apply for promotion to the next rank after a minimum of three years in their current ranks at the Institute. Candidates must submit an application in writing to the Vice President Academic, no later than 1 October for promotion during that academic year.

#### **11.04.2 Tenure Reviews – Faculty Members**

Probationary Faculty Members **may apply for tenure review anytime after appointment** but must apply no later than the sixth year. Candidates must submit an application in writing to the Vice President Academic, no later than 1 October for tenure review during that academic year.

#### **11.04.3 Tenure Reviews – Non-Teaching Faculty Members**

At least four months before the end of the second year of employment, the Tenure and Promotion Committee must initiate the tenure review. The review must be complete by the end of the second year.

**11.04.4** The Tenure and Promotion Review Committee shall meet to review the application and documentation prior to meeting with the candidate.

**11.04.5** A meeting shall be scheduled between the candidate and the Tenure and Promotion Review Committee, at which details of the application shall be discussed.

**11.04.6** The Tenure and Promotion Review Committee shall decide on the application, and submit its recommendation to the President for a decision.

**11.04.7** The Vice President Academic, or designate, shall meet with each Faculty Member reviewed, to discuss the outcome of his/her tenure and promotion review. The results of the review shall also be communicated to the Faculty Member in writing following this meeting, including an overall assessment of his/her strengths, and/ or, recommendations for improvement, when applicable. A Faculty Member who disagrees with the results of his/her review has recourse to the appeal process as outlined in Article 11.08, below.

## **ARTICLE 11 – FACULTY PERFORMANCE AND TENURE AND PROMOTION REVIEWS**

**11.04.8** Candidates who are unsuccessful in applying for promotion of rank may reapply after a minimum of two years.

### **11.05 Standards of Performance**

Candidates for promotion or tenure review, in addition to the appropriate educational qualifications, are judged according to the objectives and responsibilities outlined in Article 12 – Faculty Objectives and Responsibilities.

### **11.06 Documentation Required for Tenure or Promotion Review**

**11.06.1** The Institute shall assemble the following documentation components:

- personnel files covering the period since hiring, ranking or last promotion, whichever is appropriate;
- three confidential letters of appraisal from colleagues at the Institute which have been solicited by the chairperson of the committee from the list of names submitted by the candidate;
- confidential letters on the quality and significance of the artistic, creative or scholarly achievements of the candidate, solicited by the chairperson of the committee from external, professional colleagues in the field, at least half of whom shall be from a list of names and addresses submitted by the candidate.

**11.06.2** The candidate shall provide the following documentation components:

- a complete, current curriculum vitae;
- an artist statement or equivalent statement about scholarly work/ research;
- a report on professional development, professional practice and Institute service activities carried out during the evaluation period, including, but not limited to, a listing of exhibitions, design commissions and projects, courses taught and/or developed, committee work, publications, reviews, residencies, visiting-artist presentations, work as an editor or juror, and any additional service to the Institute or community;
- a statement of teaching philosophy;
- documentation of personal work, published articles or work and exhibitions, catalogues, along with any additional documentation which may be applicable, including student work.

### **11.07 Confidentiality and Conflict of Interest or Bias**

By participating on the Tenure and Promotion Committee, each Committee member shall agree to respect the immediate and ongoing confidentiality of the process, and to identify to the Chairperson of the Committee any perceived or actual conflict of interest or bias as soon as it arises.

**11.07.1** A conflict of interest and/or bias exists when a current or former relationship with a candidate or some other matter could improperly influence the Committee member's judgement, and/or could reasonably create a perception of bias.

## **ARTICLE 11 – FACULTY PERFORMANCE AND TENURE AND PROMOTION REVIEWS**

**11.07.2** Faculty Members who are under consideration for tenure and promotion reviews have a right to declare to the Chairperson of the Committee a belief that a member of the Committee has a conflict of interest and/or bias. Such a declaration must be made as soon as it is known and should be made in advance of the relevant Committee meeting or at the outset of the meeting, whichever comes first, unless the conflict of interest and/or bias could not have been reasonably known at that time.

**11.07.3** The Committee shall make the determination about whether or not a conflict of interest and/or bias or perceived conflict of interest and/or bias exists. In the case of a tie vote, the Chairperson of the Committee shall cast the deciding vote. The decision shall include whether or not the Committee member can continue to sit on the Committee and if any special considerations are required. Special consideration could include the Committee member absencing him/herself from specific discussions or decisions.

### **11.08 The Appeal Process**

**11.08.1** The appeal process provides a mechanism to review decisions made by the Tenure Track and Promotion Review Committee that result in:

**Probationary Faculty Members:** Failure to confer Regular status and/or denial of promotion of rank;

**Regular Faculty Members:** Denial of promotion or rank.

**11.08.2** The appeal process is initiated when a Faculty Member submits a request to appeal the tenure and promotion review decision within ten working days following receipt of the written copy of the decision.

### **11.08.3 The Appeal Committee**

The Appeal Committee shall consist only of members who have not sat on the Tenure and Promotion Committee. The Appeal Committee shall consist of the following:

- President of the Institute, or designate, (Chairperson, non-voting);
- Vice President Academic;
- two Regular Faculty Members selected by the Chairperson, in consultation with the Faculty Association, from the appealing Faculty Member's discipline, who were not on the original Committee, both of whom must be of equal or higher rank than the Faculty Member appealing;
- one Regular Faculty Member selected by the appealing Faculty Member.

### **11.08.4 The Tenure and Promotion Appeal Process**

A recommendation may be appealed on the following grounds:

- a significant irregularity or unfairness has occurred in the procedure, or in the selection of the Committee members;
- there has been bias or motive on the part of a Committee member;



## **ARTICLE 11 – FACULTY PERFORMANCE AND TENURE AND PROMOTION REVIEWS**

- there has been bias or motive on the part of any person whose opinion may have materially influenced the decision; or
- the decision is unreasonable in the light of the evidence which was available or should have been available, and in light of the standards applied in other similar instances under this Article.
- The Appeal Committee shall hear the appeal and either:
  - direct the matter to be reconsidered should it decide the appeal has merit and provide specific direction as to what must be undertaken upon the reconsideration. The Committee shall adjourn the hearing until the reconsideration has occurred; or
  - where grounds of bias, motive, or unreasonableness form the basis for the appeal, and is such that it is not deemed possible for the appeal to be fairly dealt with upon reconsideration, the Appeal Committee shall reverse the decision where evidence warrants; otherwise the appeal shall be denied.

**11.08.5** If a grievance under this Article proceeds to arbitration, the arbitrator's decision shall be limited to a finding that the Tenure and Promotion Committee did, or did not, violate the criteria outlined in Article 11.08.4. If the arbitrator finds that the committee did violate the criteria, the arbitrator shall have the authority to render a decision, including but not limited to referring the matter back to the Tenure and Promotion Committee or the Appeal Committee, whichever is appropriate, or, where the grievor has demonstrated that he/she has satisfied the criteria for successfully completing his/her probation period, recommending that a candidate be offered a Regular position.

## **ARTICLE 12 – FACULTY OBJECTIVES AND RESPONSIBILITIES**

### **12.01 Teaching Faculty Members**

The primary duties and responsibilities of each teaching Faculty Member shall be to teach educational program(s) and course content as described in the curriculum assigned to the Faculty Member and shall include, but not be limited to, the specific responsibilities listed in the following applicable sub-articles:

### **12.02 Definition of Teaching**

Teaching is defined as the responsibility for the research, design, preparation, coordination, delivery, grading, evaluation, assessment and supervision of scheduled curriculum course content, and, for Regular Faculty Members, curriculum development.

Teaching includes presentation, whether through lectures, seminars, tutorials, workshops, demonstrations, audio visual presentations, individual or group discussion, supervision of students' work, or other means by which students learn.

### **12.03 Teaching Faculty Members and Instructional Duties**

Responsibilities shall include, but are not limited to, the following:

**12.03.1** Faculty Members shall develop an approach to learning designed to meet student needs.

**12.03.2** Faculty Members shall treat all students fairly, with respect and genuine interest and in a non-discriminatory manner.

**12.03.3** Faculty Members shall be clear and effective in dealing with all communication components of their scheduled curriculum; written, visual and oral.

**12.03.4** Faculty Members shall supervise students within their teaching areas, shall respond to student needs and questions, and shall publish and keep office hours.

**12.03.5** Faculty Members shall complete written course outlines and in the case of Regular and Probationary Faculty Members, carry out effective course and program planning and development.

**12.03.6** Faculty Members shall arrange for access to relevant resources and equipment for the research, preparation, design and delivery of their education program(s) and course content.

**12.03.7** Faculty Members shall evaluate students' work constructively and grade it fairly and consistently, according to Institute policy and the grading system described therein.

**12.03.8** Faculty Members shall encourage the attendance of all students.

**12.03.9** Faculty Members shall initiate, design and supervise the delivery of demonstrations pertaining to professional studio and workshop practices, including technical processes which support their scheduled curriculum course content, and shall coordinate with studio and technical support staff.

## **ARTICLE 12 – FACULTY OBJECTIVES AND RESPONSIBILITIES**

**12.03.10** Faculty Members shall ensure that students receive instruction in studio, lab and workshop safety, including teaching, modeling and enforcing proper health and safety standards. They shall advise the Institute when and where unsafe working conditions may exist, and shall participate with the Institute in the provision of a safe and secure environment consistent with the Workers' Compensation Board Act and Regulations.

**12.03.11** Faculty Members shall influence the intellectual, creative and scholarly development of students.

### **12.04 Non-Teaching Faculty Members**

#### **12.04.1 Librarians**

Librarians' duties and responsibilities shall include, but not be limited to, those duties listed in the following applicable sub-articles:

- The primary duties and responsibilities of Librarians shall be to ensure that library services meet the multiplicity of user needs.
- Librarians shall work with other Faculty Members, administration and staff in support of curriculum and Institutional goals.
- Librarians shall encourage library users in achieving their educational objectives.
- Librarians shall understand and be current in the latest development within the field of library sciences, information management and related subjects.
- Librarians shall support students in their learning and assist them with developing relevant skills.
- Librarians shall work within instructional goals and methods; develop and organize library collections which meet curriculum needs; design and provide information and orientation services; and perform the technical functions necessary to provide efficient library services to all users.
- Librarians shall work towards developing services appropriate to meeting curriculum and user needs.
- Librarians shall treat all members of the Institute community fairly, with respect, and in a professional and non-discriminatory manner.

#### **12.04.2 Counsellors**

The primary duties and responsibilities of Counsellors shall be to offer personal counselling to students, on a full range of issues, in order to assist them to deal effectively with academic, social and life pressures. Personal counselling shall include, but not be limited to, crisis intervention, psychological adjustment and development, student success strategies, and referral advice. Personal counselling may be provided on an individual basis and/or in a group workshop format. The range of issues shall include, but not be limited to, stress management, depression, career uncertainty, relationship issues, family problems, psychological disorders, and addictive behaviour. Duties include, but are not limited to, the specific responsibilities listed in the following sub-articles:

- Counsellors shall provide consultation to administration, Faculty Members and staff in order to assist them in dealing with student concerns.

## **ARTICLE 12 – FACULTY OBJECTIVES AND RESPONSIBILITIES**

- Counsellors shall maintain professional competence and qualifications in the area of counselling psychology and maintain currency with the developments in their field.
- Counsellors shall adhere to the professional code of ethics and standards of practice for their professional field as recognized by their professional counselling association.
- Counsellors shall work toward developing services appropriate to meeting curriculum and user needs.
- Counsellors shall treat all members of the Institute community fairly, with respect, and in a professional and non-discriminatory manner.

### **12.05 Faculty Members and their Subject Areas**

**12.05.1** Faculty Members shall understand and be current in the latest developments within their fields or subject areas.

**12.05.2** Faculty Members shall maintain their effectiveness within the Institute and the wider cultural and professional communities through pedagogical research, professional practice and scholarly activity.

### **12.06 Faculty Members' Professional Practice and Research**

**Faculty Members are part of a community of artists, designers and scholars whose essential functions are the dissemination and advancement of artistic and scholarly knowledge within the public domain through research, teaching and artistic pursuits.** Professional practice and research may include, but are not limited to, the following activities:

- art and/or design practice;
- research, writing, publication and scholarship;
- public and commercial exhibitions/presentations/performances/media activity and other forms of dissemination of art/design or scholarship;
- curating and criticism;
- participation in conferences, symposia, etc;
- delivering guest/special lectures;
- active participation within professional bodies and other relevant organizations;
- serving on external boards, juries, committees or as thesis or program advisors;
- creative or scholarly consulting work related to the art, design, education, private, corporate or government sectors;
- maintaining currency as a professional artist/designer, teacher, counsellor, librarian or academic researcher.

### **12.07 Faculty Members and the Faculty Community**

**12.07.1** Faculty Members are expected to exchange ideas and to assist each other professionally.

**12.07.2** When dealing with students, Faculty Members shall not denigrate the teaching, work or reputation of a fellow Faculty Members. However, this clause shall not be used to limit the academic freedom of Faculty Members to criticize the teaching or work of other Faculty Members.

## **ARTICLE 12 – FACULTY OBJECTIVES AND RESPONSIBILITIES**

### **12.08 Faculty Members and the Institute**

- 12.08.1** Regular and Probationary Faculty Members shall participate in planning, administrative and committee meetings as assigned by the Dean or appropriate administrative supervisor, consistent with their workload, and perform student consultation and other such activities.
- 12.08.2** Faculty Members shall keep informed on current issues directly related to their work at the Institute.
- 12.08.3** Faculty Members shall have the ability and demonstrated willingness to work within the Institute and shall conscientiously fulfill their duties and responsibilities.
- 12.08.4** Faculty Members shall participate in the review processes as defined in Article 11 of this Agreement.

## **ARTICLE 13 – FACULTY WORKLOAD**

### **13.01 Regular and Probationary Teaching Faculty**

**13.01.1** The employment year for Regular and Probationary Teaching Faculty Members normally begins on 1 August and continues through 31 July of the following year. The employment year consists of two academic teaching semesters, one non-teaching, professional development month, and an annual vacation period.

**13.01.2** Full-time Regular and Probationary Faculty Members are required to fulfill workloads as set out below. Workloads shall be pro-rated for part-time Regular and Probationary Faculty Members.

**13.01.3** Prior to the commencement of each academic year, the Dean **and/or designate** shall assign workloads in consultation with each Regular and Probationary Faculty Member. Workload assignments shall consider:

- class size and total number of students under supervision;
- course levels;
- the nature of the courses, including method of measuring learning outcomes;
- mode of delivery;
- course-related responsibilities (eg course preparation);
- whether or not courses are new;
- number of different courses per term (**versus** multiple sections of the same course);
- other unusual expectations (eg special projects or assignments);
- cross appointments with other disciplines or departments;
- the Faculty Member's qualifications and abilities; and
- grading and evaluation requirements of academic teaching assignments.

### **13.02 Librarians and Counsellors**

**13.02.1** The employment year for Librarians and Counsellors begins with the anniversary of the date of hiring. The employment year includes an annual vacation period and professional development time.

**13.02.2** Full-time Regular and Probationary Librarians and Counsellors are required to fulfill a weekly workload of thirty-five hours, which may include evening or weekend shifts. Prior to commencement of each academic year, workload schedules shall be assigned in consultation with the Librarian or Counsellor.

### **13.03 Teaching Responsibilities**

#### **13.03.1 Contact Hours**

The course load required of full-time Faculty each term is normally twelve contact hours for Faculty teaching academic studies courses and fifteen contact hours, **depending on the delivery model**, for Faculty teaching studio courses. Scheduled contact hours are defined as a Faculty Member's formal class time spent teaching students in the subject area(s) of his/her course assignments.

## **ARTICLE 13 – FACULTY WORKLOAD**

In addition, **outside of scheduled contact hours**, Regular and Probationary Faculty Members shall make themselves available **not less than three** posted office hours a **week** for student consultation, **as part of their regular teaching duties**.

Non-Regular Faculty Members shall make themselves available for student consultation in accordance with Article 8.03.3.

The Vice President Academic or delegate may approve course release time for special projects or assignments.

### **13.04 Administrative Responsibilities**

Administrative responsibilities include:

- course outline preparation for each course assignment;
- program and Institutional planning;
- committee participation;
- student **assessments**;
- student intake interviews and portfolio reviews; and
- other responsibilities which may be assigned by the **Vice President Academic or Dean**.

Faculty Members shall be responsible for developing course outlines consistent with Institute policy and for distributing course outlines to students at the commencement of classes.

### **13.05 Course Preparation**

No Faculty Member shall **normally** be assigned more than three courses or course preparations of different subject matter within the workload in any one semester, without his/her consent.

### **13.06 Reduced Workload**

The Institute shall consider, on a case by case basis, written requests for **temporary** voluntary reduction in workloads **for Regular Faculty**. If granted, the terms shall be agreed upon in writing between the Faculty Member, the Faculty Association, and the Institute, consistent with the current Collective Agreement.

### **13.07 Teaching Assignments**

**13.07.1** In exceptional circumstances and upon consultation and agreement with the Faculty Association, a Faculty Member may request and, at the discretion of the Dean, be assigned a work overload in one semester of an academic year with a comparable reduction in the subsequent semester.

**13.07.2** Scheduled contact hours each day shall not exceed six hours and not span a period greater than ten hours without the consent of the Faculty Member.

**13.07.3** Scheduled classes on successive days shall require a fifteen hour break between teaching assignments unless otherwise requested by the Faculty Member.

## **ARTICLE 13 – FACULTY WORKLOAD**

### **13.08 Joint Consultation Committee**

For the period of the Agreement, the Joint Consultation Committee shall be responsible for developing and recommending policy concerning the implementation of the equitable allocation of workload as described in this Agreement.

The Committee shall receive and recommend to the President resolutions to written appeals submitted by Faculty Members on workload issues, and shall make recommendations about the equitable allocation of workload to the President and the Faculty Association.

### **13.09 Pro-Rata Faculty Workloads**

#### **Faculty Workloads (Studio)**

Faculty (studio) – contact hours may vary by semester but shall not generally exceed the total contact hours for two semesters.

| <b>Workload Percentage</b> | <b>Total Weekly Hours</b> | <b>Semester A Contact Hours</b>           | <b>Semester A Additional Hours</b>        | <b>Semester B Contact Hours</b>           | <b>Semester B Additional Hours</b>        |
|----------------------------|---------------------------|---|---|---|---|
| 100.0%                     | 35                        | 15  | 20  | 15  | 20  |
| 90.0%                      | 31.5                      | 12  | 19  | 15  | 16  |
| 83.3%                      | 29                        | Year 1 – 15<br>Year 2 – 12<br>Year 3 – 12 | Year 1 – 14<br>Year 2 – 17<br>Year 3 – 17 | Year 1 - 12<br>Year 2 - 12<br>Year 3 - 12 | Year 1 – 17<br>Year 2 – 17<br>Year 3 – 17 |
| 80.0%                      | 28                        | 12  | 16  | 12  | 16  |
| 70.0%                      | 24.5                      | 12  | 12.5                                      | 9   | 15.5                                      |
| 60.0%                      | 21                        | 9   | 12  | 9   | 12  |
| 50.0%                      | 17.5                      | 9   | 8.5                                       | 6   | 11.5                                      |

Additional hours include:

- Preparation, student consultation and assessment.
- Administration responsibilities.
- Professional practice, pedagogical research and scholarly activity.

#### **Faculty Workloads (Academic)**

Faculty (academic) – contact hours may vary by semester but shall not generally exceed the total contact hours for two semesters.

| <b>Workload Percentage</b> | <b>Total Weekly Hours</b> | <b>Semester A Contact Hours</b>         | <b>Semester A Additional Hours</b>        | <b>Semester B Contact Hours</b>        | <b>Semester B Additional Hours</b>        |
|----------------------------|---------------------------|---|---|--|---|
| 100.0%                     | 35                        | 12                                      | 20  | 12                                     | 20  |
| 80.0%                      | 28                        | Year 1 – 12<br>Year 2 - 9<br>Year 3 - 9 | Year 1 – 16<br>Year 2 – 19<br>Year 3 – 19 | Year 1 – 9<br>Year 2 – 9<br>Year 3 – 9 | Year 1 - 19<br>Year 2 - 19<br>Year 3 - 19 |
| 75.0%                      | 26.25                     | 9                                       | 17.25                                     | 9                                      | 17.25                                     |
| 62.5%                      | 22                        | 9                                       | 13  | 6                                      | 16  |
| 50.0%                      | 17.5                      | 6                                       | 11.5                                      | 6                                      | 11.5                                      |



## **ARTICLE 13 – FACULTY WORKLOAD**

Additional hours include:

- Preparation, student consultation and assessment.
- Administration responsibilities.
- Professional practice, pedagogical research and scholarly activity.

### **13.10 Combined Studio/Academic Faculty Workloads**

In the event that Faculty Members teach a combined workload of studio and academic courses in an academic year, the workload plan shall be based on the following combinations. These combinations are to be regarded as guidelines and will take into account Article 13.01.3 in order to optimize an equitable distribution of work among all Faculty Members.

| 100%     | Semester A* | Semester B* |
|----------|-------------|-------------|
| Academic | 4 Sections  | 3 Sections  |
| Studio   | 0 Sections  | 1 Section   |
| Academic | 3 Sections  | 3 Sections  |
| Studio   | 1 Section   | 1 Section   |
| Academic | 3 Sections  | 2 Sections  |
| Studio   | 1 Section   | 3 Sections  |
| Academic | 2 Sections  | 2 Sections  |
| Studio   | 3 Sections  | 2 Sections  |
| Academic | 2 Sections  | 1 Section   |
| Studio   | 3 Sections  | 3 Sections  |
| Academic | 1 Section   | 1 Section   |
| Studio   | 4 Sections  | 4 Sections  |
| Academic | 0 Sections  | 1 Section   |
| Studio   | 5 Sections  | 4 Sections  |

- Semesters A and B may be either semester in one academic year.

| 80%      | Semester A* | Semester B* |
|----------|-------------|-------------|
| Academic | 3 Sections  | 3 Sections  |
| Studio   | 0 Sections  | 1 Section   |
| Academic | 2 Sections  | 3 Sections  |
| Studio   | 1 Section   | 1 Section   |
| Academic | 2 Sections  | 2 Sections  |
| Studio   | 2 Sections  | 1 Section   |
| Academic | 1 Section   | 2 Sections  |
| Studio   | 3 Sections  | 2 Sections  |
| Academic | 1 Section   | 1 Section   |
| Studio   | 3 Sections  | 3 Sections  |
| Academic | 0 Sections  | 1 Section   |
| Studio   | 4 Sections  | 3 Sections  |

- Semesters A and B may be either semester in one academic year.

## **ARTICLE 13 – FACULTY WORKLOAD**

| 75%      | Semester A* | Semester B* |
|----------|-------------|-------------|
| Academic | 3 Sections  | 3 Sections  |
| Studio   | 0 Sections  | 0 Sections  |
| Academic | 3 Sections  | 2 Sections  |
| Studio   | 0 Sections  | 1 Section   |
| Academic | 2 Sections  | 2 Sections  |
| Studio   | 1 Section   | 1 Section   |

- Semesters A and B may be either semester in one academic year.

### **13.11 Split Workload Averaging for Studio and Academic Courses**

- 13.11.1 Regular and Probationary Teaching Faculty Members whose workload is split between academic and studio shall be averaged over four (4) terms.**
- 13.11.2 For Regular and Probationary Faculty Members who teach more than their normal percentage course load, adjustments will be made in course load, not in salaries.**
- 13.11.3 When Regular and Probationary Members teach less than their normal percentage course loads, adjustments will be made in course loads, not in salaries.**
- 13.11.4 If Regular or Probationary Members leave or retire from the Institute, the Institute shall make any required wage adjustments.**

## **ARTICLE 14 – SALARIES**

### **14.01 General**

The salary scales for Regular and Probationary Faculty Members for the period 1 April 2004 to 31 March 2007 shall be listed as Appendix 1.

### **14.02 Pro-rating of Salaries for Part-Time Regular and Part-Time Probationary Faculty Members**

Part-time Regular and part-time Probationary Faculty Members shall be paid on a pro-rated basis according to their percentile workloads and step levels.

### **14.03 Regular and Probationary Faculty Pay Periods**

Faculty Members shall be paid semi-monthly.

### **14.04 Incremental Step Increases**

**14.04.1** Regular and Probationary Teaching Faculty Members shall normally have their step placement increased by one step increment annually, on 1 August of each year.

**14.04.2** Upon qualifying for the rank of Lecturer, Faculty Members shall move up one increment step effective 1 August of the next academic year and shall have their step placement increase by one step increment annually on 1 August of each year upon receiving new contracts, up to the maximum level for Lecturers.

### **14.05 Part-Time Regular Faculty Temporary Workload Increases**

Remuneration shall be based on the following formulae:

#### **14.05.1 Stipend – Studio Instruction**

Per three credit studio course:  $1/10^{\text{th}}$  of the Faculty Member's 100% annual stepped salary multiplied by 0.75. However, the stipend shall not be lower than the base stipend for studio Sessional/Adjunct Faculty Members.

#### **14.05.2 Stipend – Academic Instruction**

Per three credits academic course:  $1/8$  of the Faculty Member's 100% annual stepped salary multiplied by 0.75. However, the stipend shall not be lower than the base stipend for academic Sessional/ Adjunct Faculty Members.

### **14.06 Sessional and Adjunct Non-Regular Appointments**

#### **14.06.1 Stipend – Studio Instruction**

Remuneration will be based on the following formula and includes preparation time and student consultation:

29 August 2005 – 75% of  $1/10$  of Step 7 of the April 1, 2004 Salary Scale

The above stipend includes a four percent allowance in lieu of vacation.

## **ARTICLE 14 – SALARIES**

### **14.06.2 Stipend - Academic Instruction**

Remuneration will be based on the following formula and includes preparation time and student consultation:

29 August 2005 – 75% of 1/8 of Step 7 of the April 1, 2004 Salary Scale

The above stipend includes a four percent allowance in lieu of vacation.

### **14.06.3 Benefits**

Adjunct and Sessional Faculty Members shall receive a two percent cash payment calculated on their base stipend. Monies received for additional or assigned duties are not subject to the benefit calculation.

## **14.07 Lecturer Appointments**

**14.07.1** Remuneration will be based on the following formula and includes teaching related duties and service to the Institute.

Per three credit studio course  $1/10$  of the Faculty Member's eligible annual step salary multiplied by 0.75 = the stipend.

Per three credit academic course  $1/8$  of the Faculty Member's eligible annual step salary multiplied by 0.75 = the stipend.

**14.07.2** The stipend includes a four percent vacation pay per three credit course and, in addition, a further two percent vacation pay shall be paid on the stipend, for a total of six percent vacation pay.

## **14.08 Additional Compensation for Non-Regular Teaching Faculty**

### **14.08.1 Additional Duties**

Additional duties may be authorized by the Dean. Payment shall be as follows:

- an additional payment of \$300 maximum per three credit course may be authorized for additional duties specified by the Dean, not generally to exceed six hours per three credit course;
- a payment of \$50 an hour may be authorized by the Dean for additional specified duties.

### **14.08.2 Assigned Duties**

An additional payment of \$300 may be authorized for assigned duties as specified in the letter of appointment, not generally to exceed six hours.

## **ARTICLE 14 – SALARIES**

### **14.09 Substitute Appointments**

**14.09.1** Substitute Faculty shall be paid a remuneration rate which reflects direct instruction time together with appropriate course preparation time.

#### **14.09.2 Studio Course Substitutes**

The hourly rate will be 1/60<sup>th</sup> of the three credit base stipend payable for studio Adjunct and Sessional courses as outlined in Article 14.06.1.

- Remuneration for each three hour studio class shall be for four hours. This shall include payment for three hours of instructional time plus one hour of preparation time.
- The above rate shall be adjusted to reflect future salary increases.

#### **14.09.3 Academic Course Substitutes**

The hourly rate will be 1/60<sup>th</sup> of the three credit base stipend payable for academic Adjunct and Sessional courses as outlined in Article 14.06.2.

- Remuneration for each three hour academic class shall be for four hours. This shall include payment for three hours of instructional time plus one hour of preparation time.
- The above rate shall be adjusted to reflect future salary increases.

#### **14.09.4 Librarian and Counsellor Substitutes**

Substitute Librarians and Counsellors shall be paid at a minimum hourly rate based on the Librarian and Counsellor entry step level.

### **14.10 Non-Regular Librarian and Counsellor Appointments**

Remuneration shall be based on the following formulae:

**14.10.1** A minimum rate based on Step 13 of the salary scale, pro-rated according to workload.

**14.10.2** A two percent allowance shall be added to the base stipend in lieu of employee benefits.

**14.10.3** At the option of the Faculty Member, vacation will be taken as paid time off or as pay in lieu of vacation, either on each pay cheque or as a lump sum at the end of the calendar year or their contract at the rate of four percent of gross earnings.

### **14.11 Cancellation Fees for Non-Regular Faculty**

The Institute may terminate the individual contract of a Non-Regular Faculty Member. **However,** the Institute shall **endeavour to give as much advance notice as possible if terminating a contract.**

## **ARTICLE 14 – SALARIES**

- a. If a contract is terminated after August 1 but before the beginning of term, the Institute will pay the Faculty Member two (2) weeks salary in lieu of notice.**
- b. If a contract is terminated during the first three (3) weeks of the term because of insufficient student enrolment, the Institute will pay three (3) weeks salary in lieu of notice to the Faculty Member to compensate for preparation time, in addition to normal compensation for classes and duties completed at the time the contract is terminated.**

## **ARTICLE 15 – GENERAL HOLIDAYS**

**15.01** Faculty Members shall receive the following Statutory Holidays:

|                  |             |
|------------------|-------------|
| New Year's Day   | 1 January   |
| Good Friday      |             |
| Easter Monday    |             |
| Victoria Day     |             |
| Canada Day       | 1 July      |
| BC Day           |             |
| Labour Day       |             |
| Thanksgiving Day |             |
| Remembrance Day  | 11 November |
| Christmas Day    | 25 December |
| Boxing Day       | 26 December |

Any additional Statutory Holidays proclaimed by the Province of British Columbia shall also be observed.

## **ARTICLE 16 – ANNUAL VACATIONS**

### **16.01 Teaching**

- 16.01.1** All Regular and Probationary Teaching Faculty Members are entitled to an annual vacation of forty-three working days with pay per year at their contracted salary.
- 16.01.2** The annual vacation shall normally be taken in the period between the professional development month and the first duty day of the Fall semester of each year.
- 16.01.3** In the event that a Faculty Member is on any type of leave of absence, paid or unpaid, or on sick leave, LTD claim or WCB claim during the period normally assigned for annual vacation, no additional annual vacation time will be provided to compensate for such.
- 16.01.4** Annual vacation periods will not be curtailed for time spent on any type of leave of absence, paid or unpaid, sick leave or WCB claim during the previous year.
- 16.01.5** The base salary for Non-Regular Faculty Members includes compensation equal to four percent in lieu of paid annual vacation. Lecturers shall receive an additional two percent in lieu of Regular and Probationary Librarians and Counsellors are entitled to annual vacation totaling six weeks with pay at their contracted salary, per year. Vacation scheduling shall be done in consultation with the administrative supervisor and may occur at any agreed time throughout the year.

### **16.02 Non-Teaching Regular and Probationary Faculty**

- 16.02.1** All Regular and Probationary Non-Teaching Faculty Members are entitled to annual vacation totalling six weeks with pay at their contracted salary, per year. Vacation scheduling shall be done in consultation with the administrative supervisor, and may occur at any agreed time throughout the year.



## **ARTICLE 17 – PROFESSIONAL DEVELOPMENT**

### **17.01 Professional Development Month – Teaching Faculty Members**

- 17.01.1** Between the last duty day of the Spring semester and the first duty day of the Fall semester of each employment year Regular and Probationary Teaching Faculty Members shall be granted one non-teaching month for professional development, which is considered to be of mutual benefit to both the Faculty Member and the Institute.
- 17.01.2** Evidence of the professional development project(s) undertaken during the non-teaching professional development month shall be submitted in the form of a report by each Faculty Member to the Developmental Review Committee by 15 October following.
- 17.01.3** Such reports shall conform to Institute policy.
- 17.01.4** Where the **President or Vice President Academic** is not satisfied that the Faculty Member's professional development project was beneficial to the Institute, or where the Faculty Member fails to respond **in a timely manner** to the **Developmental Review Committee's** request for additional information, **the President or Vice President Academic** may determine **to withhold one month's salary from the Faculty Member, subject to the Faculty Member's right to grieve the decision.**

### **17.02 Professional Development – Non-Teaching Faculty Members**

- 17.02.1** Regular and Probationary Non-Teaching Faculty shall have up to twenty working days per year for professional development activities, which are considered to be of mutual benefit to both the Faculty Member and the Institute, and are in keeping with the objectives and responsibilities outlined in Article 12.04. These include, but are not limited to attendance at workshops, courses, conferences, or development of special projects. Professional development is not restricted to off campus activities.
- 17.02.2** Professional development may be undertaken at any time during the year in consultation with their administrative supervisor.
- 17.02.3** Evidence of the professional development activities undertaken shall be submitted in the form of a report to the Developmental Review Committee by 15 October each year.
- 17.02.4** Such reports shall conform to Institute policy.
- 17.02.5** Where the Developmental Review Committee is not satisfied that the Faculty Member's professional development project was beneficial to the Institute, or where the said committee is not satisfied with the details of the Faculty Member's report and the Faculty Member fails to respond quickly and reasonably to the committee's request for additional information, the committee may recommend to the President of the Institute who, in turn, may determine that the Institute withhold one month's salary from the Faculty Member concerned.

## **ARTICLE 17 – PROFESSIONAL DEVELOPMENT**

### **17.03 Professional Development Fund Committee**

**17.03.1 Effective April 1, 2006, the Institute will establish a Professional Development Fund of six-tenths of one percent (0.6%) of the salaries of Faculty Members. This will be the total amount of any funds the Institute is obligated to contribute to professional development, and will replace any and all other professional development commitments.**

**17.03.2 The Professional Development Committee will agree on a process and criteria for the review and adjudication of employee applications for disbursement of professional development funds to Faculty Members to support proposed professional development activities.**

**17.03.3 The Professional Development Committee will review applications and make recommendations to approve requests for funds to the Vice President Academic.**

**17.03.4 The Vice President Academic may approve, modify, reject or request more information about applications from the applicants.**

**Note: The funds committed to professional development, as per the March 18, 2003 Settlement Agreement, for the years ending March 31 2007/2008 and 2009 less amounts pre-allocated from this fund as at March 31, 2006 will be applied to increase the total amount of Sabbatical Leave available per year from up to 42 months to up to 48 months until such funds are exhausted. This additional Sabbatical time shall be allocated in accordance with Article 18. Costing of Sabbatical Leaves will be based on the total costs to Emily Carr of replacement, which includes stipend and all statutory and contractual payments.**

## **ARTICLE 18 – SABBATICAL AND EDUCATIONAL LEAVE**

### **18.01 Preamble**

Sabbatical and educational leaves are granted for the purpose of furthering the qualifications, scholarship, professional practice, and/or teaching ability of Regular Faculty Members when they are considered to be of mutual benefit to the Faculty Member and the Institute.

### **18.02 Sabbatical Leaves**

- 18.02.1** The granting of sabbatical leaves shall be based on the merit of the application as well as on the service of the applicant. Detailed written applications shall outline the proposed programs of work and shall contain the information detailed in Article 18.06.
- 18.02.2** All Faculty Members shall make every reasonable effort to fulfill the programs of work for which their sabbatical leaves were granted. Within two months of returning to work, Faculty Members shall be required to submit a detailed written and, if applicable, illustrated report outlining the results of their sabbatical leaves.
- 18.02.3** Prior to the granting of a sabbatical leave for a Teaching Faculty Member, the Vice President Academic shall confirm that the absence of the Faculty Member requesting sabbatical leave will not adversely affect the level and quality of teaching in the curriculum area(s).
- 18.02.4** Prior to the granting of a sabbatical leave for a Non-Teaching Faculty Member, the appropriate administrative supervisor shall confirm that the absence of the Faculty Member on sabbatical leave will not adversely affect the quality of service.
- 18.02.5** The Institute shall grant annually up to forty-two months of sabbatical leaves.
- 18.02.6** Three month sabbatical leaves shall be available to qualified Non-Teaching Faculty Members and shall not be fixed to time periods during the academic year. Such leaves may be taken in conjunction with vacation and professional development leave. Such leaves shall be in addition to the leaves granted under the provisions of Article 18.02.
- 18.02.7** Short term (six month) sabbatical leaves shall be taken either in the period 1 July to 31 December or 1 January to 30 June.
- 18.02.8** Long term (twelve month) sabbatical leaves shall be taken either in the period 1 January to 31 December or 1 July to 30 June.
- 18.02.9 Intent of Sabbatical Leaves**

Sabbatical leaves are extended periods of time when Faculty Members are away from the Institute and are to enhance the ongoing professional, creative and scholarly development of Regular Faculty Members and so benefit the Institute.

Sabbatical leaves may be used for the following purposes:

- studio work related to professional practice as an artist or designer;
- pedagogical research;
- skills development or credential upgrading;

## **ARTICLE 18 – SABBATICAL AND EDUCATIONAL LEAVE**

- scholarly research and/or critical writing;
- in-depth study of comparative systems and methods at different educational institutions;
- studies in pursuit of activities relevant to the Institute curriculum;
- studying new technological developments, related to the academic or administrative role of the applicant;
- in the case of Non-Teaching Faculty Members, practice-related skills development or credential upgrading;
- other activities considered to be mutually beneficial to the Institute community and the applicant.

### **18.03 Funding**

**18.03.1** The Institute and the Faculty Association will annually negotiate the funding required to finance the cost of the recommended sabbatical leaves, including the salary costs of Substitute Faculty where applicable.

**18.03.2** The Institute and the Faculty Association will work together to establish policies and procedures regarding sabbatical leave funding formulae and the application of funds to the sabbatical leave program.

**18.03.3** Discretion to grant sabbatical leaves shall reside with the Institute which shall make every reasonable effort to grant appropriate requests. Operational requirements, budgetary priorities, and financial constraints are factors which shall be considered in the approval process.

### **18.04 Eligibility**

**18.04.1** Regular Faculty Members with a minimum of six years of qualifying service are eligible for sabbatical leave.

**18.04.2** Qualifying service is defined as a term of consecutive employment as a Regular and Probationary Faculty Member, subject to the following:

**18.04.2.1** Leaves of absence without pay beyond an accumulated maximum of six weeks do not count as qualifying service.

**18.04.2.2** Leaves of absence with pay in excess of three months do not count as qualifying service unless approved by the President.

**18.04.2.3** Secondment from Faculty Association Membership to take up administrative positions in excess of six months does not count as qualifying service.

**18.04.2.4** All qualifying service is cancelled on resignation or termination of employment.

## **ARTICLE 18 – SABBATICAL AND EDUCATIONAL LEAVE**

**18.04.2.5** Following completion of a sabbatical leave, the Teaching Faculty Member shall be eligible for another long term sabbatical leave after completion of an additional six years of qualifying service; or shall be eligible for a short term sabbatical leave after completion of an additional three years of qualifying service.

**18.04.2.6** Following completion of a sabbatical leave, the Non-Teaching Faculty Member shall be eligible for another three months sabbatical leave after the completion of an additional six years of qualifying service.

### **18.05 The Sabbatical and Educational Leave Committee**

**18.05.1** The Sabbatical and Educational Leave Committee (the committee) shall be convened annually by the second week of October in order to review applications and prepare recommendations to be submitted to the President of the Institute by the end of October. All applications must be submitted by 1 September of the academic year prior to the intended sabbatical leave.

**18.05.2** The committee shall be composed of the following:

- the Vice President Academic (as Chairperson);
- the Dean;
- three Regular Faculty Members chosen by the Faculty Association;
- one Board member elected by the Board from Ministry appointments;
- two external members from other institutions, appointed by the President (the external members of the Committee shall have expertise related to the positions of Non-Teaching Faculty Members when assessing such applications).

**18.05.3** The Committee shall consider all applications for sabbatical leaves submitted by Regular Faculty Members and by Probationary Faculty Members in their fifth year of probation.

**18.05.4** The Committee shall:

**18.05.4.1** Acknowledge receipt of applications by date and ensure that all required information is submitted in order to accommodate thorough assessment.

**18.05.4.2** Review applications in accordance with established assessment criteria and time lines.

**18.05.4.3** Recommend disposition of applications in writing to the President of the Institute.

**18.05.4.4** Review procedural guidelines, on an annual basis, to ensure fair and consistent treatment of applicants, respect for the principles of natural justice, and compliance with conflict of interest legislation. The resolutions of the Committee regarding procedures shall annually be forwarded to the Faculty Association.

## **ARTICLE 18 – SABBATICAL AND EDUCATIONAL LEAVE**

### **18.06 Application Format**

To support the program of work planned for the sabbatical leave, the application shall include the following:

- 18.06.1** a description of the artistic, professional or scholarly purpose and activities of the proposed project of work, with the stated objective of the proposed project, anticipated outcome and the potential benefit to the Faculty Member and the Institute;
- 18.06.2** a detailed project description;
- 18.06.3** details of any outside institutional participation, including endorsements, and/or invitation, if applicable;
- 18.06.4** evidence of achievement of Faculty Objectives and Responsibilities as described in Article 12;
- 18.06.5** a current curriculum vitae and the length of time, if any, since the last sabbatical leave;
- 18.06.6** any appropriate supporting materials such as visual media or publications;
- 18.06.7** for Non-Teaching Faculty Members, a letter of evaluation of the sabbatical leave application may be submitted by the appropriate administrative supervisor upon request;
- 18.06.8** the Committee, or the President may request additional information should they deem it necessary in order to complete their assessment of the application;
- 18.06.9** a statement regarding any paid compensation expected by the Faculty Member during the sabbatical leave, outside of salary from the Institute, including details of any anticipated grants, bursaries, leaves, etc, or invitations or appointments related to the sabbatical period.

### **18.07 Application Submission and Notification of Disposition**

- 18.07.1** Application for sabbatical leave shall be made to the Vice President Academic by 1 September of the academic year prior to the intended sabbatical leave.
- 18.07.2** The Committee shall assess all applications and submit a written recommendation for review by the President of the Institute by the end of the second week of October.
- 18.07.3** The President of the Institute shall advise each applicant, in writing, by the end of the first week in November of the committee's recommendation regarding their application which will be submitted to the Institute Board at its December meeting.
- 18.07.4** The President of the Institute shall submit his/her sabbatical leave recommendations to the Institute Board for its decision at its December meeting.
- 18.07.5** The President of the Institute shall advise applicants, in writing, of the decision of the Institute Board no later than 31 December each year.

## **ARTICLE 18 – SABBATICAL AND EDUCATIONAL LEAVE**

### **18.08 Application Assessment**

Applications shall be assessed based on the following criteria:

- 18.08.1** the merit of the proposed project, program of work or study;
- 18.08.2** the anticipated significance of the proposed project, program of work or study to both the applicant and the Institute;
- 18.08.3** the feasibility of concluding the project, program of work or study, as described;
- 18.08.4** confirmation that the project, program of work or study is beyond the scope of normal employment expectations;
- 18.08.5** achievement of Faculty Objectives and Responsibilities as described in Article 12.

### **18.09 Appeal**

- 18.09.1** An applicant may appeal the Committee's recommendations to the President of the Institute. The appeal shall be in writing and must be received by the President within seven working days of the date the Faculty Member received his/her copy of the Committee's recommendations.
- 18.09.2** The President shall consider the appeal and advise the applicant, the Committee and the Faculty Association of the decision regarding the recommendation of the Committee prior to submission of that recommendation to the Board.
- 18.09.3** The decision of the President of the Institute regarding the final disposition of the appeal is final and is not subject to further appeal.

### **18.10 Conditions**

- 18.10.1** Faculty Members granted sabbatical leave shall be paid the equivalent of eighty percent **(80%)** of their annual salaries **for the** approved duration of the leave. Health and welfare benefits payments and other statutory contributions made on behalf of the Faculty Member shall be maintained by the Institute throughout the approved sabbatical leave. **The Faculty Member shall continue to accrue salary increments and other benefits during sabbatical leaves.**
- 18.10.2** For the purposes of **this clause only, annual salary shall be defined as the salary for the salary step the Faculty Member worked during the sabbatical multiplied by the average teaching load of the Faculty Member's six (6) best years or since the last sabbatical was taken.**
- 18.10.3** No Faculty Member shall be granted a cumulative total of educational and sabbatical leaves in excess of thirty-six months during the entire period of employment with the Institute, effective 1 April 1988.

## **ARTICLE 18 – SABBATICAL AND EDUCATIONAL LEAVE**

- 18.10.4** Within two months of return from a sabbatical leave, the Faculty Member shall submit a detailed, written and, if applicable, illustrated report to the Sabbatical and Educational Leave Committee for approval, following which the Committee's findings, together with a copy of the report, will be submitted to the President. This report shall include a detailed description of the project, program of work or study as completed, including any variances from the sabbatical proposal as approved. The Committee may request further information required to evaluate the program of work undertaken during the sabbatical leave.
- 18.10.5** The Faculty Member may be required, at the request of the President of the Institute or the Institute Board, to personally present his/her sabbatical activity report to the Board.
- 18.10.6** The Faculty Member shall be required to publicly present his/her sabbatical activity report to the Institute community.
- 18.10.7** The Faculty Member shall submit a copy of any published material produced as a result of the sabbatical leave to the Institute for inclusion in the library holdings.
- 18.10.8** In the event of the Faculty Member failing to comply with Articles 18.10.4 to 18.10.7 inclusive, if applicable, the Faculty Member, on written request from the President of the Institute, shall immediately refund any amount paid by the Institute during the sabbatical leave.
- 18.10.9** Should the Faculty Member fail to remain in the employment of the Institute for at least one year immediately following return from such sabbatical, the Faculty Member shall refund to the Institute the amount of salary paid during this sabbatical leave less any amount pro-rated for that portion of the year served subsequent to the leave.
- 18.10.10** If applicable to the proposed program of work, a Faculty Member may receive bursaries, grants, scholarships, salary, travelling expenses, etc, which supplement financial resources while on sabbatical leave. However, a Faculty Member shall not engage in any employment for compensation while on sabbatical leave unless authorized in writing by the President of the Institute, prior to the commencement of the leave.
- 18.10.11** Where employment for compensation is authorized, the annual sabbatical salary otherwise payable by the Institute shall be decreased so the amount of financial assistance, together with outside compensation, shall not exceed 125% of the Faculty Member's salary step for the sabbatical leave, plus reasonable travel and other expenses.

### **18.11 Educational Leaves**

**18.11.1** An educational leave shall be defined as a leave of not less than eleven days and not greater than four months in duration.

#### **18.11.2 Funding**

Educational leaves shall be granted subject to available funds.



## **ARTICLE 18 – SABBATICAL AND EDUCATIONAL LEAVE**

### **18.11.3 Eligibility**

Regular Faculty Members shall be eligible to apply for such leave after they have been employed by the Institute for the equivalent of two continuous years at the time of application.

### **18.11.4 Application Format and Assessment Process**

**18.11.4.1** The application format, application submission and notification of disposition, assessment procedures and appeal shall conform with those for sabbatical leave described in Articles 18.06 to 18.10 above, in the case of applications which are for a period of four months in duration.

**18.11.4.2** When the application is for less than a four month period, the application format above shall apply with the exception that such submission be made two months prior to the proposed commencement date. This application will be reviewed at a special meeting of the Sabbatical and Educational Leave Committee who will inform the applicant of its decision at least one month prior to the proposed commencement date of the leave.

### **18.11.5 Conditions**

**18.11.5.1** Faculty Members granted educational leaves shall be paid the equivalent of seventy five percent of their annual salary during the approved duration of the leave. Health and welfare benefit payments and other statutory contributions made on behalf of the Faculty Member shall be maintained by the Institute throughout the approved educational leave.

**18.11.5.2** Within one month of returning to the Institute from an educational leave, the Faculty Member shall submit to the Committee a written and, if applicable, illustrated report as evidence of having carried out the purpose for which the leave was granted.

**18.11.5.3** In the event of non-compliance with Article 18.11.5.2 the Faculty Member shall, on written request from the President of the Institute, immediately refund any amount paid by the Institute during the approved educational leave.

**18.11.5.4** Should the Faculty Member fail to remain in the employment of the Institute for at least one year immediately following return from such educational leave, the Faculty Member shall refund to the Institute the amount of salary paid during this leave less any amount pro-rated for that portion of the year served subsequent to the educational leave.

## **ARTICLE 19 – LEAVES OF ABSENCE**

### **19.01 Leave of Absence Without Pay**

Leave of absence without pay may be granted to Regular or Probationary Faculty Members at the discretion of the President of the Institute. Applications are to be made to the Dean (or the administrative supervisor in the case of a Librarian or Counsellor). Such leave shall not be withheld unreasonably.

**19.01.1** When leave of absence without pay is granted it will be on the understanding that normal remuneration will be deducted on a per diem basis.

**19.01.2** When leave of absence without pay exceeds thirty calendar days, Article 21.07.7 will apply.

### **19.02 Leave of Absence With Pay**

**19.02.1** Leave of absence with pay shall be granted to Faculty Members who would otherwise be working on that calendar day or portion thereof in the following amounts and for the following purposes.

**19.02.1.1** Up to a maximum of five consecutive working days upon a death in the immediate family of the Faculty Member or his/her spouse or partner. Immediate family includes spouse, common-law spouse, partner, parent-in-law, parent, child, brother, sister, grandparent or grandchild. The President of the Institute may grant additional leave in extenuating circumstances.

**19.02.1.2** One day to attend funeral as a pallbearer.

**19.02.1.3** When summoned or subpoenaed as a juror in any proceedings under any federal or provincial statute. Faculty Members may retain the small sum paid to them by the courts in lieu of expenses incurred.

**19.02.1.4** When summoned or subpoenaed as a witness in any proceedings under any federal or provincial statute, if not a party to the action.

**19.02.1.5** When appearing as a defendant in a criminal or traffic case, if acquitted.

### **19.03 Maternity and Parental Leave**

#### **19.03.1 General Provisions**

**19.03.1.1** The services of a Faculty Member on maternity leave will be considered continuous for the purpose of any pension, medical or other plan benefit to the employee and for the purposes of Article 34. The Institute will continue to make payments to the benefit plans in the same manner as if the employee were not absent. Where the employee shares or pays for the cost of benefit premium, she will have the option of continuing the coverage for the duration of the leave. All benefit plan coverage, terms, conditions and eligibility requirements will at all times be covered by the actual terms and conditions of the benefit plan contracts.

## **ARTICLE 19 – LEAVES OF ABSENCE**

- 19.03.1.2** An employee who returns to work following a maternity or parental leave, shall be placed in the position the employee held prior to the leave or in a comparable position.
- 19.03.1.3** **An employee who has taken leave under this provision is entitled to all increases in wages and benefits the employee would have been entitled to had the leave not been taken.**
- 19.03.1.4** **A Faculty Member on maternity or parental leave will accrue vacation time during the period of the leave but will not receive vacation pay for vacation time accrued during the unpaid leave.**
- 19.03.1.5** **Where the proposed commencement of the leave or return to work does not coincide with the instructional calendar the Institute and the Faculty Member may negotiate a mutually acceptable return date.**
- 19.03.1.6** The Human Resources Department will make available information regarding Employment Insurance benefits, the College Pension Plan and the Supplementary Employment benefits.
- 19.03.1.7** **Upon written request and** provided the Institute is given reasonable notice to enable it to hire a suitable replacement, **an employee may be entitled to a leave of absence without pay of up to six (6) consecutive months, in addition to statutory requirements, provided the return date coincides with the instructional calendar.**

### **19.03.2 Maternity Leave**

- 19.03.2.1** A pregnant full-time or part-time Regular or Probationary Faculty Member is entitled to unpaid maternity and parental leave for a combined total of up to fifty-two consecutive weeks.
- 19.03.2.2** A Lecturer, Adjunct or Sessional Faculty Member is entitled to an unpaid maternity leave for the duration of her current contract.
- 19.03.2.3** A Faculty Member who takes maternity leave will also be eligible for parental leave as provided for in Article **19.03.3**.
- 19.03.2.4** The Institute may require an employee to commence a leave of absence without pay, vacation leave or maternity leave where the duties of the employee cannot reasonably be performed because of the pregnancy and to continue the leave of absence until the Faculty Member provides a certificate from a medical doctor stating that she is able to perform her duties.
- 19.03.2.5** In the event that a Faculty Member gives birth before the request for a maternity leave is made and she provides a certificate from her medical doctor stating the birth date, the Institute will grant her maternity leave as provided for in Article **19.03.2**, **19.03.3**. If the pregnancy has terminated and she provides a certificate from a medical doctor, the leave will be for a period requested by the Faculty Member to a maximum of six weeks.

## **ARTICLE 19 – LEAVES OF ABSENCE**

**19.03.2.6** A Faculty Member will apply in writing for maternity leave at least four weeks prior to the leave, stating the duration of the leave. A Faculty Member will provide a certificate from a medical doctor stating the estimated date of birth.

**19.03.2.7** Maternity leave will normally commence eleven weeks prior to the estimated date of delivery. Upon request, a Faculty Member may commence maternity leave at a later date.

**19.03.2.8** A Faculty Member has the option of deferring the commencement of her maternity leave by electing to first take all or part of any annual vacation at full salary to which she is entitled at the commencement of the leave, provided the Institute is given reasonable notice of her intention to do so.

### **19.03.3 Parental and Adoption Leave**

**19.03.2.1** **Unpaid** parental leave of up to thirty-seven weeks shall be granted to Regular **and** Probationary Faculty Members upon written request subject to the other provisions of this Article 19.03.

**19.03.2.2** A Lecturer, Adjunct or Sessional Faculty Member is entitled to an unpaid parental or adoption leave for the duration of his/her current contract.

**19.03.2.3** The Faculty Member shall provide the Institute with a minimum of four weeks written notice of intent to take parental or adoption leave and will provide as much information regarding the assumption of custody as possible.

**19.03.2.4** A natural father or adopting parent may take parental leave any time within one year of the birth or adoption but must take the leave at one time. A birth mother shall take parental leave immediately following her Employment Insurance maternity benefit.

### **19.03.4 Supplemental Employment Benefit for Maternity and Parental Leave**

**19.03.4.1** The Institute will provide a Supplementary Employment Benefit (SEB) Plan for Regular and Probationary Faculty Members on maternity leave.

**19.03.4.2** The SEB plan is intended to supplement the Employment Insurance benefits received by Faculty Members for temporary unemployment caused by maternity leave.

**19.03.4.3** Except as provided in Article **19.03.5**, Special Supplementary Employment Benefits (SSEB), the SEB plan will provide Faculty Members on approved maternity leave with \$125 per week for seventeen weeks.

**19.03.4.4** If a Faculty Member receives Special SEB payments as provided for in Article **19.03.5**, she is eligible to receive regular SEB payments from time not used under the Special SEB plan, but the maximum received from the two plans will be for seventeen weeks. At no time shall a Faculty Member receive more than 100% of net salary from these plans and Employment Insurance.

## **ARTICLE 19 – LEAVES OF ABSENCE**

**19.03.4.5** A Faculty Member is not entitled to receive Supplemental Employment Benefits and disability benefits concurrently. To receive Supplemental Employment Benefits the Faculty Member shall provide the Institute with proof of application for and receipt of Employment Insurance benefits.

**19.03.4.6** The SEB Benefit is payable for the two week Employment Insurance waiting period.

**19.03.4.7** If a Faculty Member receives Special SEB payments as provided for in Article 19.03.5, she is eligible to receive regular SEB payments from time not used under the Special SEB plan, but the maximum received from the two plans will be for seventeen weeks. At no time shall a Faculty Member receive more than 100% of net salary from these plans and Employment Insurance.

### **19.03.5 Special Supplementary Employment Benefits**

**19.03.5.1** The Institute will provide a Special Supplementary Employment Benefit plan (SSEB) to supplement the Employment Insurance benefits received by Regular or Probationary Faculty Members on approved maternity leave who are medically unable to perform her job duties due to the pregnancy.

**19.03.5.2** The benefit level paid under the SSEB plan is 100% of normal gross pay minus Employment Insurance benefits and required deductions.

**19.03.5.3** A Faculty Member must prove that she is in receipt of Employment Insurance benefits in order to receive the SSEB payments.

**19.03.5.4** This plan is payable for the two week Employment Insurance waiting period.

### **19.04 Compassionate Care Leave**

#### **19.04.1 Entitlement**

**A Faculty Member will be granted a compassionate care leave of absence without pay for up to eight (8) weeks to care for a gravely ill parent, partner, child or step-child. In order to be eligible for this leave, the Faculty Member must provide a medical certificate as proof that the ill family member needs care or support and is at risk of dying within 26 weeks.**

**A Faculty Member who is granted a compassionate care leave of absence to care for a gravely ill parent, partner, child or step-child, shall be entitled to the benefits as follows:**

- a. The Faculty Member's benefit coverage will continue for the duration of the compassionate care leave, to a maximum of eight (8) weeks, and the premium payment shall be on the same basis as if the Faculty Member were not on leave.**

## **ARTICLE 19 – LEAVES OF ABSENCE**

- b. Where a Faculty Member elects to buy back pensionable service for part or all of the duration of the compassionate care leave, to a maximum of eight (8) weeks, the Institute shall pay the Employer portion of the pension contributions in accordance with the Pension Plan regulations.**
- c. A Faculty Member who returns to work following a leave granted under this provision shall be placed in the position the employee held prior to the leave or in a comparable position.**

### **19.05 Additional Leaves**

**Should a Faculty Member require additional time to care for a gravely ill parent, partner, child or step-child, additional leaves may be granted beyond the 8 week period specified in Article 19.04 above. Such additional leave shall be pursuant to Article 19.01 General Leave.**

### **19.06 Public Duties**

**19.06.1 The Institute may grant a leave of absence without pay to a Regular Faculty Member to engage in election campaign activities in a municipal, provincial or federal election to a maximum of ninety (90) days. Such requests shall be made with sufficient notice to enable the Institute to hire a suitable replacement.**

### **19.07 Exchange Leave**

**19.07.1 A Regular Faculty Member may, with the agreement of the Vice President Academic, after consultation with Faculty Members curriculum area, exchange her/his position and responsibilities with a qualified person from another institution for a fixed period of time.**

**19.07.2 A request for exchange shall be considered for approval only if the exchange is of benefit to both the Institute and the Faculty Member.**

**19.07.3 The Faculty Member will continue to receive his/her salary and benefits for the duration of the exchange.**

**19.07.4 The exchange shall be at no additional cost to the Institute. All costs and pay for the exchanging individual shall be borne by the individual's institution.**

## **ARTICLE 20 – SICK LEAVE**

### **20.01 Regular and Probationary Faculty**

**20.01.1** All full-time and part-time Regular and Probationary Faculty Members will be paid one hundred percent (100%) of salary for the first ninety days of any one continuous illness, injury or disability. Any one illness, injury or disability is deemed continuous for a maximum of six months following a return to work from sick leave or LTD benefits for that illness, injury or disability.

**20.01.2** The Faculty Association and the Institute will implement a third party adjudication plan with a health insurance provider agreed to by the Parties with the cost to be borne by the Institute and with a jointly agreed appeal procedure.

**20.01.3** If a Faculty Member produces a medical certificate from a duly qualified medical practitioner with respect to an absence due to illness, the Institute may request third party adjudication of the medical reasons for the absence. The Faculty Association shall be informed of any such request.

**20.01.4** Where the Institute requests a third party adjudication, the Faculty Member agrees to provide authorization for such adjudication. The Institute, the Faculty Association and the Faculty Member agree to be bound by the adjudicated decision reached in accordance with Article 20.01.2.

**20.01.5** The Institute and the Faculty Association recognize the confidentiality of health and medical information of employees. Access to employee health information will remain solely with the Faculty Member, the Faculty Member's doctor, and the third party adjudicator.

**20.01.6** No Regular or Probationary Faculty Member shall receive sick leave pay while on a leave of absence without pay, maternity, parental or adoption leave, WCB benefits, or layoff.

### **20.02 Non-Regular Faculty**

**20.02.1** All Non-Regular Faculty Members shall earn sick leave credits on a pro-rated basis according to their contracted teaching load at the rate of one and one-half days for each month worked for a 100% teaching load.

**20.02.2** No Non-Regular Faculty Member shall earn sick leave credits while on a leave of absence without pay, maternity, parental or adoption leave, sick leave, WCB benefits or layoff.

### **20.03 General**

**20.03.1** Any Faculty Member absent because of illness may be required by the Institute to produce a certificate from a duly qualified medical practitioner of their choice who is licensed to practice in the Province of British Columbia, certifying that they are unable to carry out their duties due to illness. Any costs for the certificate will be paid by the Institute.

## **ARTICLE 20 – SICK LEAVE**

- 20.03.2** Any Faculty Member returning to work from an absence due to illness, injury or disability for five or more consecutive working days may be required by the Institute to provide confirmation of illness by a duly qualified medical practitioner of their choice who is licensed to practice in the Province of British Columbia certifying that they are medically able to resume their duties. Any costs for the certificate will be paid by the Institute.
- 20.03.3** Immediately following the conclusion of a sick leave, LTD or WCB benefits period, the Faculty Member shall be returned to his/her contracted salary status.
- 20.03.4** Upon the conclusion of sick leave, LTD or WCB benefits period, Regular and Probationary Faculty Members shall be immediately returned to their duties or, if during the annual vacation period, they will proceed to use the time remaining for their annual vacation. If arrangements cannot be made for a return to normal instructional duties, alternative duties will be proposed by the Faculty Member concerned in conjunction with the Dean and the Faculty Association. A report will be submitted to the Dean at the conclusion of the period of special duties outlining the nature of work carried out and the results achieved. In any case, the Faculty Member will be returned to Regular salary status immediately upon the conclusion of sick leave, LTD or WCB benefits period.



## **ARTICLE 21 – HEALTH AND WELFARE BENEFITS**

### **21.01 Basic Medical and Extended Health Insurance**

The Institute shall arrange and pay for 100% of the monthly premiums for the Medical Services Plan of British Columbia and arrange and pay for 100% of the monthly premiums for an extended health insurance plan for all Regular and Probationary Faculty Members and Lecturers (full-time and part-time) and their dependents only.

### **21.02 Optical Care Insurance**

The Institute shall arrange and pay for optical care insurance for all Regular and Probationary Faculty Members (full and part-time), and Lecturers, **to a maximum of \$250.00 payable in any twenty-four (24) month period after six months participation in the plan. The terms and conditions of the Plan shall prevail, and any payment shall be subject to the provisions of the insurance carrier.**

### **21.03 Dental Plan**

**21.03.1** The Institute shall arrange and pay for a dental plan for all Regular, Probationary Faculty Members and Lecturers (full-time and part-time) and their dependents, the Plan shall provide the following minimum coverage:

| <u>Plan</u>                         | <u>Percentage of Approved Plan Schedule of Fees</u> |
|-------------------------------------|---|
| A – Basic Dental                    | 100%  |
| B – Prosthetics, Crowns and Bridges | 50%   |
| C – Orthodontics                    | 50%   |

**21.03.2** A participating Faculty Member is only eligible for orthodontic services under Plan C after six months' participation in the Plan. The maximum amount for orthodontic treatment coverage shall be \$2,000 during a lifetime for any individual.

### **21.04 Long-Term Disability Plan Coverage**

**21.04.1** All Regular and Probationary Faculty Members (full-time and part-time) who have been actively employed for a period in excess of three months shall participate in the long term disability plan.

**21.04.2** Lecturers are not eligible for long term disability benefit coverage.

**21.04.3** Long term disability coverage will be provided in accordance with the terms and the contract with the insuring company on the following general basis:

- amount of benefit – sixty percent of basic monthly rate of earnings;
- benefit effective – following three months continuous absence due to sickness or injury;

## **ARTICLE 21 – HEALTH AND WELFARE BENEFITS**

- when so advised by the medical practitioner, and subject to the agreement of the LTD carrier, a Faculty Member may return to work on a part-time basis on salary for the workload actually taught, with the LTD carrier covering the remaining portion of the contracted salary at the sixty percent benefit amount.

**21.04.4** The premium cost of salary indemnity coverage shall be borne entirely by the eligible Faculty Member and shall be paid by means of payroll deductions.

### **21.05 Group Life Insurance**

The Institute shall arrange and pay for a group life insurance plan for all Regular and Probationary Faculty Members and Lecturers (full-time and part-time), who have been actively employed for three consecutive months. This plan shall provide three times annual salary to the next higher \$1,000. For Lecturers, the plan shall provide a flat benefit of \$75,000.

### **21.06 Employee Assistance Plan**

**21.06.1** The Institute shall maintain an employee assistance plan to be funded by the employer and employee portions of the Employment Insurance rebate for all Regular, Probationary and Non-Regular Faculty Members which provide counselling services to Faculty Members and their dependents with assured confidentiality.

**21.06.2** Each year, the Institute shall provide the Benefits Committee with a financial summary of the administration of the plan within thirty (30) days of receipt of the information. The financial summary shall include a description of the employer and Faculty pro-rated portion of the Employment Insurance rebate described in 21.06.1

### **21.07 Benefit Coverage**

**21.07.1** Subject to the specific provision stated herein, all benefit plan coverage, terms, conditions and specific eligibility requirements with regard to optical care insurance, dental insurance, long term disability insurance, and group life insurance, shall at all times be covered by the actual terms and conditions of the contracts issued by the insurance carrier(s).

The benefit plan descriptions contained in this Agreement are provided only for the purpose of general information.

**21.07.2** Regular and Probationary Faculty Members and Lecturers working less than forty percent of a full-time workload are not eligible for benefit coverage.

### **21.07.3 Choosing and Ratifying Insurance Carriers and Plans**

The Institute will consult with the Faculty Association through the Faculty representatives on the Benefits Committee regarding the insurance carriers and policies as well as continuance, changes and provisions related to any and all elements of the benefits coverage.

Authorization for approval for any changes or amendments to any of the existing health and welfare plans terms of coverage provided for through this Agreement rests with the Faculty Association and is subject to ratification by it.

## **ARTICLE 21 – HEALTH AND WELFARE BENEFITS**

### **21.07.4 Duty to Provide Information**

The Institute will ensure that current information regarding details of plans, carriers, coverage, limitations, exclusions and eligibility requirements is issued regularly to all insured Faculty Members and immediately following any changes. The above information will include procedural instructions and deadlines for application as well as any other administrative details specific to the Institute.

The Institute shall arrange that the insurance carriers notify both the Institute and the Faculty Association immediately when changes are foreseen or planned in the limits or substance of the policy contracts.

The Institute and the Faculty Association will make every effort to promptly provide any information regarding the benefit plans to any Faculty Member requesting the information.

### **21.07.5 Responsibility of the Insured**

It is understood and agreed that it is the responsibility of all Faculty Members to acquaint themselves with the specific details of coverage and eligibility requirements of all benefit plans, subject to having been provided with the relevant information as per Article 21.07.4.

The Faculty Association and the Institute will not be directly responsible for oversights and errors made by the Faculty Members as to conditions of coverage or entitlement to benefits and to requirements for eligibility beyond the obligations specifically stipulated in this Agreement.

### **21.07.6 Institute's Liability Limit**

The Faculty Association recognizes and agrees that the Institute's obligation and liability with regard to providing the benefit and insurance coverages agreed to herein is in all events limited to arranging the underwriting of coverages by insurers and to the internal procedural administration of the plans. The Institute cannot be held liable for refusal by insurers to underwrite any plan, for cancellation of coverage by insurers, or for the rejection of any claim or claims by insurers. However, the Institute shall be responsible for the fair treatment of Faculty Members by the insurers.

### **21.07.7 Leave of Absence Without Pay**

**21.07.7.1** The Parties to this Agreement recognize and agree that except where specifically provided in this Agreement, all benefits and entitlements provided by this Agreement are suspended for a Faculty Member who is absent on a leave of absence without pay in excess of thirty calendar days.

**21.07.7.2** Except where otherwise stated in this Agreement, where a Faculty Member has been granted an approved leave of absence without pay in excess of thirty calendar days, and the Faculty Member has been participating in the following benefits coverages:

## **ARTICLE 21 – HEALTH AND WELFARE BENEFITS**

- basic medical and extended health insurance
- optical care insurance
- dental plan
- long term disability plan
- group life insurance

The Faculty Member may maintain the coverages in those plans subject to eligibility to remain covered under the terms of the individual policies. The Faculty Member must pay 100% of the premiums for those coverages during such leave, paid in advance before the leave commences or through a payment schedule prearranged with the Institute.

### **21.07.8 Same Sex Spouse**

The Institute will recognize a same sex spousal relationship in the same way it recognizes opposite gender relationships.

If the underwriters of the Institute's group benefits plan do not provide coverage for same sex couples, the Institute will make every reasonable effort, keeping in mind financial considerations, to obtain an underwriter that provides this coverage.

## **ARTICLE 22 – BC COLLEGE PENSION PLAN**

### **22.01 Full-Time Regular and Probationary Faculty Members**

**22.01.1** All full-time Regular and Probationary Faculty Members must participate in the Superannuation Plan, as required by the College Pension Act. The Institute will contribute to the cost of such coverage to the extent provided for in the College Pension Act.

**22.01.2** Full-time Regular and Probationary Faculty Members who do not wish to participate in the Superannuation Plan may apply for an exemption as provided for in the College Pension Act.

### **22.02 Part-Time Regular Faculty Members**

In accordance with the legislation, part-time Regular and Probationary Faculty Members must first apply to the Institute for approval to participate in the College Pension Plan. Following such approval, the part-time Regular or Probationary Faculty Member is entitled to participate on the same basis as a full-time Regular or Probationary Faculty Member.

### **22.03 Non-Regular Faculty Members**

Non-Regular Faculty Members are eligible to participate in the British Columbia College Pension Plan during their period of employment with the Institute following application to the Institute for approval to participate, in accordance with current legislation.

## **ARTICLE 23 – EMPLOYMENT INSURANCE**

**23.01** Faculty Members shall be covered for employment insurances insofar as the statutes permit.

## **ARTICLE 24 – CANADA PENSION PLAN**

**24.01** All Faculty Members shall participate in and contribute to the Canada Pension Plan in accordance with the applicable legislation. The Institute will contribute to the plan for each Faculty Member, to the extent provided for in the applicable legislation.

**ARTICLE 25 – WAIVER OF FEES FOR FACULTY MEMBERS REGISTERING  
IN INSTITUTE COURSES**

**25.01** In order to facilitate professional development and skills upgrading, Faculty Members will be able to access credit and Continuing Education courses offered by the Institute and will not be required to pay tuition fees, provided that no fee paying student is displaced and that the Faculty Member is not counted towards the minimum enrolment number required to run a particular course.



## **ARTICLE 26 – DEATH BENEFIT**

**26.01** In the event of the death of a Regular or Probationary Faculty Member (full-time or part-time), or a Non-Regular Faculty Member who has been employed by the Institute for at least one year, the Institute shall pay to the widow or widower or surviving partner (if neither, to the Estate), one month's salary exclusive of any amount already earned by the deceased up to the date on which the deceased was last employed by the Institute.

## **ARTICLE 27 – HEALTH AND SAFETY**

### **27.01 Workers Compensation Act**

The Institute and the Faculty Association agree to comply with all regulations made pursuant to the Workers Compensation Act, or any other statute of the Province of British Columbia pertaining to the safe working environment of the Faculty, staff, students and the Institute.

**27.02** It is agreed that the maintenance of a safe, non-hazardous and sanitary environment requires the cooperation and contribution of every Faculty Member and of the Institute. Accordingly, Faculty Members are obligated to fully comply with any and all reasonable rules of conduct established by the Institute.

**27.02.1** The Institute and Faculty Association agree to maintain an Occupational Health and Safety Committee to include at least one representative from the Faculty Association. The Faculty Association agrees to support the Institute in obtaining representatives to serve on the committee.

**27.02.2** The Occupational Health and Safety Committee shall hold meetings at regular intervals and where necessary on an expedited basis to consider any unsafe, hazardous, **violent**, or dangerous conditions in the workplace, to review any specific complaints pertaining thereto, and to make recommendations pertaining to the alleviation and elimination of occupational health and safety hazards and unfavourable conditions. A copy of all minutes of the Health and Safety Committee shall be sent to the President of the Institute.

**27.02.3** Every Faculty Member is obligated to report at the first possible opportunity any injury or accident and/or any unsafe, hazardous, violent, or unsanitary condition which might result in an injury or accident, to the President of the Institute or to the Institute Facilities Manager and, in addition, is obligated at the first possible opportunity to file an immediate written report of the injury or accident or the unsafe, hazardous, violent, or unsanitary condition with the chairperson of the Occupational Health and Safety Committee.

**27.02.4** Provided the Faculty Member reports the injury or accident or the unsafe, hazardous, violent, or unsanitary condition in accordance with 27.02.3 above, the Faculty Member shall not be disciplined or suffer any loss of wages for a refusal to work until either a member of the Occupational Health and Safety Committee, or a person designated to investigate the complaint by the said committee, or a safety officer from the Workers' Compensation Board advises that the situation complained of does not constitute an unsafe, hazardous, violent, or unsanitary condition. In such cases, the Institute reserves the right to direct the Faculty Member to carry on responsibilities in another safe and non-hazardous area, provided that the Faculty Member can do so in a reasonable manner.

### **27.03 Protective Gear**

The Institute will provide protective clothing and equipment determined necessary by the Occupational Health and Safety Committee. Requests for replacement of safety gear which has deteriorated will not be unreasonably denied.

## **ARTICLE 28 - HARASSMENT**

### **28.01 Statement of Commitment**

The Faculty Association and the Institute are committed to providing a working and learning environment free of harassment. Harassment is a serious offence that may be cause for disciplinary sanctions including, where appropriate, dismissal.

### **28.02 Definitions**

**28.02.1** Harassment is a form of discrimination that adversely affects the recipients on one or more of the prohibited grounds under the BC Human Rights Code. The prohibited grounds are age, race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex, sexual orientation, and, in the case of employment, unrelated criminal convictions.

**28.02.2** Harassment as defined above is behaviour or the effect of behaviour, whether direct or indirect, which meets one of the following conditions:

- is abusive or demeaning;
- would be viewed by a reasonable person experiencing the behaviour or effect of the behaviour, as an interference with his/her participation in an institutional related activity;
- creates a poisoned environment.

**28.02.3** Sexual harassment is behaviour of a sexual nature by a person who knows or ought reasonably to know that the behaviour is unwanted or unwelcome; and

- which interferes with another person's participation in an institution-related activity, or
- leads to or implies employment, or academically-related consequences for the person harassed, or
- which creates a poisoned environment.

## **ARTICLE 29 – DISCIPLINE, SUSPENSION AND DISMISSAL**

### **29.01 Discipline**

**29.01.1** No Faculty Member shall be disciplined or dismissed without just and reasonable cause.

**29.01.2** A Faculty Member shall have the right to Faculty Association representation at any formal meeting with the Institute regarding matters of a potentially disciplinary nature involving the Faculty Member and at any disciplinary meeting with the Institute.

**29.01.3** The Institute shall remove disciplinary letters from the Faculty Member's personnel file that are three years or older, provided that there have been no further disciplinary infractions of any nature within the preceding three year period. **This provision does not apply to letters of suspension issued under Article 29.02.**

### **29.02 Suspension**

In accordance with Section 37(1) of The College and Institute Act, the Institute President may suspend a Faculty Member for just and reasonable cause. The reasons for which a suspension may be made include, but are not limited to:

- repeated or gross misconduct;
- neglect of duty;
- refusal or neglect to obey a lawful order of the Institute;
- being charged with a criminal offence and where the circumstances thereby created render it inadvisable for the continuance of duties;
- willful or repeated disregard of established Institute policies and procedures;
- personal behaviour that is unacceptable and will bring disrepute upon, or is detrimental to, the Institute;
- unsatisfactory service;

**29.02.1** Suspension shall be preceded or accompanied by notice, in writing to the Faculty Member with a copy to the Faculty Association, giving reasons for, as well as the duration of the suspension.

**29.02.2** In cases of suspension, the Institute President shall report the action to the Board with a statement of his/her reasons in accordance with Section 37(3) of The College and Institute Act.

**29.02.3** Suspension of a Faculty Member may be with or without pay and benefits.

**29.02.4** The Faculty Member, in accordance with Section 37(4) of The College and Institute Act, may appeal the suspension to the Board.

**29.02.5** In the event that the appeal results in the exoneration of the Faculty Member, no further disciplinary action shall be taken and a record to this effect shall be placed in the Faculty Member's personnel file. The Faculty Member may request the removal of all reference material concerning this matter from his/her files.

## **ARTICLE 29 – DISCIPLINE, SUSPENSION AND DISMISSAL**

### **29.03 Dismissal**

**29.03.1** The Institute may dismiss a Faculty Member for just cause. Cause shall include, but is not limited to:

- gross misconduct;
- persistent neglect of Faculty responsibilities;
- professional incompetence directly related to Faculty responsibilities.

**29.03.2** When the Institute President, or his/her designate, determines that there is just cause for dismissal, termination shall be preceded or accompanied by notice, in writing, giving the reason for the dismissal, with a copy to the Faculty Association.

**29.03.3** A Faculty Member may appeal his/her dismissal to the Board.

**29.03.4** In the event that the appeal results in the exoneration of the Faculty Member, no further disciplinary action shall be taken and a record to this effect shall be placed in the Faculty Member's personnel file. The Faculty Member may request the removal of all reference material concerning this matter from his/her files.

### **29.04 Right to Grieve**

A Faculty Member considered by the Faculty Association to be wrongfully or unjustly disciplined, suspended, or dismissed shall be entitled to recourse under Article 30 (Grievance Procedure).

### **29.05 Reinstatement**

**29.05.1** When a Faculty Member has been suspended or dismissed and, as a result of a subsequent grievance procedure the suspension or dismissal is found to be unjustified and no alternate discipline has been substituted, the Faculty Member shall be reinstated immediately and no record of the matter shall remain on the Faculty Member's personnel file unless requested by the Faculty Member.

**29.05.2** In any reinstatement arising from this Article, there shall be full reimbursement of seniority and repayment of all back pay and benefits unless otherwise jointly decided by the President of the Institute, the Faculty Association and the Faculty Member, or by a mutually agreed to arbitrator who shall provide a written decision.

### **29.06 Termination for Cause**

A Faculty Member terminated for cause shall, without prejudice, be given one month's salary and benefits under Articles 21.01, 21.02, 21.03, and 21.05, after dismissal.

## **ARTICLE 30 – GRIEVANCE PROCEDURE**

**30.01** The Institute and the Faculty Association recognize that grievances may arise concerning differences between the Parties respecting the interpretation, application, operation, or any alleged violation of this Agreement, including a question as to whether or not a matter is subject to arbitration.

### **30.01.1 Initiation of Grievance**

When a dispute arises, an attempt shall be made by the Faculty Member to settle the grievance with the appropriate management representative. Failing a satisfactory solution, the Faculty Association shall initiate an informal meeting between the Grievor, a Faculty Association representative and the Dean or the administrative supervisor in the case of a Librarian or Counsellor within ten working days after the situation leading to the grievance has arisen or within ten working days from the time the Faculty Member should reasonably have known of the occurrence of the situation giving rise to the grievance.

### **30.01.2 Stage One**

Should the Grievor not receive a satisfactory response from the Dean, (or the administrative supervisor in the case of a Librarian or Counsellor) within ten working days after the initial consultation referred to above, the Faculty Association, upon the request and on behalf of the Grievor, may submit a written grievance to the Vice President Academic, or designate. The written grievance shall cite the factual background of the grievance, the provision(s) of the Agreement alleged to have been infringed upon or violated, and the remedy sought. The Grievor and/or the designated executive member of the Faculty Association shall attempt to settle the matter with the Vice President Academic or his/her designate. A written reply shall be given to the Grievor and to the Faculty Association within ten working days of receipt of the written grievance.

### **30.01.3 Stage Two**

Within ten working days from the date of the written response by the Vice President Academic, or designate, the grievance may be referred by the Faculty Association to the President who shall then attempt to resolve the matter. Such reference shall be accompanied by the written grievance statement from stage one.

The Grievor and the Faculty Association shall be given a written reply within ten working days following receipt by the President of the stage two written grievance.

### **30.01.4 Arbitration**

Within ten working days from the date of the President's written response to stage two, the Faculty Association's representatives may advise the President in writing that the Association wishes to refer the matter to an arbitrator for final and conclusive settlement. If the Faculty Association proposes referring the grievance to a three member arbitration board, such written advice shall include the name of the Faculty Association's nominee.

## **ARTICLE 30 – GRIEVANCE PROCEDURE**

### **30.01.5 Expedited Arbitration**

As an alternative to arbitration, the Parties may agree to expedited arbitration as provided for in the Labour Code of British Columbia at which time the provisions of the Labour Code shall take effect.

**30.02** The Parties may agree to waive **any stage of the grievance procedure and/or to extend or waive time limits therein. Such agreement shall not be withheld unreasonably.**

## **ARTICLE 31 – ARBITRATION PROCEDURE**

- 31.01** Within seven days of receiving written notice under Article 30.01.4, the Parties shall confer and agree upon a mutually agreeable arbitrator to decide the grievance. If the Parties cannot agree upon a mutually agreeable arbitrator, either Party may apply to the Minister of Labour to make such appointment.
- 31.02** The decision of the arbitrator shall be in writing and shall be final and binding. Such decisions shall be made and a copy provided to both Parties within fifteen days from the date of the appointment of the arbitrator.
- 31.03** The Parties shall jointly bear the costs of the arbitrator. Each Party shall bear the expenses and costs of its witnesses and counsel.
- 31.04** Notwithstanding the above, if the Parties mutually agree to refer the grievance to a three-person arbitration board whose decision shall be final and binding, one member shall be nominated by each Party and the two nominees shall appoint the chairperson within seven days of notification under Article 30.01.4. If the nominees cannot agree upon a mutually agreeable chairperson, either Party may apply to the Minister of Labour to make such an appointment. The costs of the chairperson shall be shared equally between the Parties. Each Party shall bear the expenses and cost of its own nominee.



## **ARTICLE 32 – PERSONNEL FILES**

**32.01** An official personnel file shall be maintained by the Institute for every Faculty Member and shall include the following, if applicable:

- summaries of course evaluations (for Teaching Faculty) or administrative assessments (for Non-Teaching Faculty);
- the recommendation forwarded by the Development Review Committee to the Evaluation Committee;
- the Evaluation Committee's letter concerning developmental issues;
- peer letters of assessment;
- curriculum vitae;
- professional development reports;
- sabbatical reports;
- teaching schedules, course outlines, course enrolment figures, and synopses of grades (for Teaching Faculty Members);
- and any other material regarding teaching, scholarly activity or professional practice as provided by the Faculty Member.

**32.02** Every Faculty Member shall have access to his/her personnel file during working hours with reasonable notice to the Human Resources Department.

**32.03** A Faculty Member shall be copied with any negative or adverse entry to his/her personnel file within ten working days of the entry being made. Failure to so advise the Faculty Member shall result in the removal of the entry from the file.

**32.04** Except for routine administrative access, personnel files shall be open to other persons only with the written permission of the Faculty Member concerned.

**32.05** Upon the conclusion of any disciplinary complaint, investigation, or action in which the Faculty Member does not receive disciplinary action, and with the agreement of the Faculty Member concerned, all documents relating to the incident shall be removed from the Faculty Member's personnel file.

## **ARTICLE 33 – VOLUNTARY RESIGNATIONS AND RETIREMENTS**

**33.01** A Regular or Probationary Faculty Member may resign by giving four months notice, in writing for Teaching Faculty Members, and one month notice in writing for Non-Teaching Faculty Members, to the President of the Institute, with a copy to the Faculty Association.

**33.02** A Regular or Probationary Faculty Member's appointment may be terminated at any time by mutual consent on an agreed date.

### **33.03 Early Retirement**

All Regular Faculty Members who meet the qualifications may participate in the early retirement plan.

#### **33.03.1 Conditions**

**33.03.1.1** The Institute recognizes the mutual benefits of an early retirement plan for Regular Faculty Members and agrees to make such opportunities available to qualified members at its sole discretion within the parameters of available funds.

**33.03.1.2** Once early retirement has been offered and accepted, at midnight of the retirement date mutually agreed on, a Faculty Member ceases to be an employee of the Institute and member of the Faculty Association, and forfeits all privileges of seniority.

#### **33.03.2 Eligibility and Qualifications**

**33.03.2.1** To be eligible to apply for early retirement, a Faculty Member must be fifty-five or older at the time of the proposed retirement, have a minimum of ten years' service to the Institute and be at the maximum step allowed on the current salary scale.

#### **33.03.3 Procedures**

**33.03.3.1** A Regular Faculty Member may apply for early retirement at any time prior to or following his/her fifty-fifth year by making written application to the President of the Institute with a copy to the Faculty Association.

**33.03.3.2** Regular Faculty Members must apply for early retirement at least one year in advance of the desired retirement date.

**33.03.3.3** Faculty Members returning from sabbatical leaves must remain in the employment of the Institute for at least one year prior to the desired retirement date, or refund salary as provided in Article 18.10.9.

**33.03.3.4** The application should provide evidence of eligibility and specify the desired date of termination.

**33.03.3.5** The Faculty Member's remuneration as determined in Article 33.03.4.2 will be paid over a period not to exceed five years.

## **ARTICLE 33 – VOLUNTARY RESIGNATIONS AND RETIREMENTS**

- 33.03.3.6** The President and/or the Vice President Academic, in consultation with the Dean, will review early retirement applications.
- 33.03.3.7** In making decisions about early retirement applications the President shall take into account the long and short term objectives of the Institute, the effect of the early retirement requests on the Institute’s educational programs and course offerings, replacement strategies and available resources over the affected period.
- 33.03.3.8** Applicants shall be informed of the decisions about their requests within six months of submitting their applications. All decisions shall be at the Institute’s sole discretion.
- 33.03.3.9** A Faculty Member has the right to accept or decline an early retirement incentive offer made by the Institute within thirty days of the offer being proposed.

### **33.03.4 Early Retirement Financial Considerations**

**33.03.4.1** Total remuneration for early retirement shall be based on one year’s salary at time of retirement, pro-rated for part-time Regular appointments.

**33.03.4.2** Remuneration for early retirement shall be calculated as follows:

| <u>Age (years)</u> | <u>Remuneration (% of total salary)</u> |
|--------------------|---|
| 55 to 60           | 100%                                    |
| 61                 | 80%                                     |
| 62                 | 60%                                     |
| 63                 | 40%                                     |
| 64                 | 20%                                     |

**33.03.4.3** Payments for Faculty Members who retire between ages fifty-five and sixty shall be made in five equal payments on successive anniversary dates or on such dates as mutually agreed. Payments for Faculty Members who retire between ages sixty-one and sixty-five shall be divided by the number of years between sixty-five and the age at which the Faculty Member retires and paid in equal payments on successive anniversary dates or on such dates as mutually agreed.

**33.03.4.4** Subject to the health and welfare carrier’s provisions, basic medical, extended health and dental benefits provided by the Institute to the retiring Faculty Member shall remain in place until the end of the month following the month in which he/she retires. The Faculty Member shall be responsible for paying the full cost of benefits provided for the additional month.

**33.03.4.5** The Institute is not required to replace Faculty Members granted early retirement. All decisions to fill tenure track positions shall be made under the provisions of Article 10 – Hiring of Faculty.

## **ARTICLE 34 – REDUCTIONS IN NUMBERS OF REGULAR AND PROBATIONARY FACULTY**

**34.01** In the event of decreased enrollment, elimination of programs, changes in course offerings, or a shortage of funds, the Institute may deem it necessary to reduce the number of Faculty Members. The Institute recognizes the importance to Faculty Members, their families, and to the community of a stable employment situation and the desirability that it be maintained if possible and therefore, will apply the following procedures in the event it finds it necessary to reduce numbers of Faculty Members.

### **34.02 Reduction Sequence**

**34.02.1** If it is probable that a reduction of Regular **or Probationary** Faculty Members will be necessary, the Faculty Association will be notified immediately of the probability and the areas in which it might occur.

**34.02.2** At least thirty days before the Institute intends to give written notice to the Regular **and/or Probationary** Faculty Members affected, the Institute will arrange meetings with the Faculty Association to explore alternatives. Alternatives may include reassignment, subject to the operational requirements of the Institute. Such reassignment will be made by the Dean, in consultation with the affected Faculty Member. The Faculty Member will have the option to refuse reassignment and accept salary and time reduction of an equivalent percentage time to the class that has inadequate enrollment. Such reassignment or time reduction shall only be for the semester period during which the enrollment deficiency occurs.

**34.02.3** If the reductions in the number of Regular **and/or Probationary** Faculty Members are necessary, the order will be on the basis of reverse seniority within the specific art discipline area. Leave of absence is not an interruption of continuous employment for purposes of applying this provision.

**For the purpose stated above, seniority is calculated from date of hire as a Probationary Faculty Member.**

**34.02.4** Wherever possible, Regular **and/or Probationary** Faculty Members affected by such reduction will be given preference for movement to another instructional area of the Institute for purposes of employment, provided no other Regular **and/or Probationary** Faculty Member will be displaced as a result.

**34.02.5** The Institute recognizes that in some circumstances, **Regular and/or Probationary** Faculty Members may require time to train for such positions. Therefore, the preference above may be preserved for one year after the Faculty Member ceases to be employed pursuant to the reduction sequence. During that year, the Institute may employ new instructors only on a sessional basis so that this preference can be exercised at the end of the year.

**34.02.6** This Article does not apply to Probationary or Non-Regular Faculty Members or **to** other Faculty Members whose contracts expire at the end of the Institute year.

## **ARTICLE 34 – REDUCTIONS IN NUMBERS OF REGULAR FACULTY**

### **34.03 Conditions of Termination**

#### **34.03.1 Notice of Termination**

**34.03.1.1** Regular **or Probationary** Faculty Members with less than six years of continuous employment with the Institute will be given a minimum of six months advance notice of the date of their termination.

**34.03.1.2** Regular Faculty Members with less than eight years of continuous employment with the Institute and more than six years will be given a minimum of eight months advance notice of the date of their termination.

**34.03.1.3** Regular Faculty Members with more than eight years of continuous employment with the Institute will be given a minimum of nine months advance notice of the date of their termination.

**34.03.2** Where the Institute fails to give the required notice of termination to an eligible Faculty Member under Article 34.03.1 above, it may give the Faculty Member a shorter advance notice of the date of termination provided it continues payment after the date of termination of that Faculty Member's regular base salary on a monthly basis until the applicable notice period is met by any combination of advance notice, if any, and the monthly base salary payments. However, if a Faculty Member is subsequently offered and accepts re-employment with the Institute under Article 34.04 prior to the expiration of post-termination monthly base salary payments, such monthly payments shall cease forthwith and be replaced by the regular monthly compensation attached to the position of employment.

**34.03.3** The records of Regular **or Probationary** Faculty Members terminated owing to necessary Faculty reduction and all references supplied to others with respect to the Faculty Member involved shall clearly point out the nature of the release and every effort shall be made to avoid any stigma of dismissal being attached thereto.

**34.03.4** These provisions do not apply to Non-Regular Faculty Members or to any other Faculty Members whose contracts expire at the end of the Institute year.

### **34.04 Reappointment Period**

**34.04.1** If it is found that Faculty Members can be increased in a specific case, the Institute shall offer re-appointment to those Regular **or Probationary** Faculty Members who are qualified for this area and who were terminated according to Article 34.03 above within the previous two years, in the reverse order of termination.

**34.04.2** Former Faculty Members may extend the two year re-appointment period for an additional twelve months, provided they apply in writing to the President of the Institute for the extension, at least one month prior to the expiration of the initial re-appointment period.

## **ARTICLE 35 – TECHNOLOGICAL CHANGE**

### **35.01 Definition**

For purposes of this Agreement the term “technological change” shall be understood to mean Institute implemented changes in the manner in which teaching operations and services are performed, where such change or changes significantly alter the terms and conditions or security of employment of full-time and/or part-time Regular Faculty Members, or alter significantly the basis on which this Agreement was negotiated. “Technological change” shall not refer to changes in teaching operations and services for reasons enumerated in Article 34 dealing with “reduction” in numbers of Faculty Members.

### **35.02 Notice**

When the Institute intends to introduce a technological change:

**35.02.1** The Institute agrees to notify the Faculty Association as far as possible in advance of its intention and to update the information provided as new developments arise and modifications are made;

**35.02.2** The foregoing notwithstanding, the Institute shall provide the Faculty Association, at least ninety days before the term in which an introduction of a technological change is foreseeable effects and repercussions on Regular Faculty Members.

### **35.03 Data to be Provided**

The notice mentioned in Article 35.02 shall be given in writing and shall contain pertinent data, including:

**35.03.1** the nature of the change;

**35.03.2** the date on which the Institute proposes to effect the change;

**35.03.3** the approximate number, type and location of Regular Faculty Members likely to be affected by the change;

**35.03.4** the effects the change may be expected to have on their working conditions and terms of employment;

**35.03.5** all other pertinent data relating to the anticipated effects on Regular Faculty Members.

**35.04** The notice mentioned in Article 35.02 and information mentioned in Article 35.03 shall also be given to Regular Faculty Members likely to be affected.

### **35.05 Consultations**

Where the Institute has notified the Faculty Association of its intention of introducing a technological change, the Parties will undertake to meet within the next thirty calendar days and to hold constructive and meaningful consultations in an effort to reach an agreement on solutions to the problems arising from this intended change and on measures to be taken by the Institute to protect Regular Faculty Members from any adverse effects. The Institute and Faculty Association agree to bargain in good faith on all aspects of the intended change.

## **ARTICLE 35 – TECHNOLOGICAL CHANGE**

### **35.06 Resulting Agreements**

Where the Parties agree to appropriate solutions to the problems arising out of intended technological changes, the solution shall be prepared as a Letter of Agreement between the Parties. Such Letter of Agreement shall have the same effect as the provisions of the existing Collective Agreement and shall be subject to the grievance procedure, up to and including arbitration.

### **35.07 Failure to Agree**

Where the Parties do not reach an agreement within sixty calendar days after the date in which the Faculty Association has received notification from the Institute of its intention of introduction of a technological change, and various matters, including compensation in the event of reduction, remain unresolved, the Parties shall refer such matters to arbitration within twenty-one calendar days of failure to agree.

### **35.08 Effect of Dispute Resolution on Introduction of Technological Change**

Technological change shall not be introduced by the Institute until the matter is resolved by agreement or arbitration.

### **35.09 Reduction in Number of Regular Faculty Members as a Result of Technological Change**

In the event of a reduction in the number of Regular Faculty Members as a consequence of technological change, such reductions shall be governed by the reduction sequence provisions of this Agreement contained in Article 34.02.

### **35.10 Relocation or Reassignment**

A Regular Faculty Member cannot be relocated or reassigned within the Institute as a result of technological change without the written consent of the Faculty Member.

### **35.11 Notice of Termination**

Should a Regular Faculty Member not be relocated, reassigned, or retrained, advance notice of termination shall be given as follows:

**35.11.1** Regular Faculty Members with less than six years of continuous employment with the Institute will be given a minimum of six months advance notice of the date of their termination.

**35.11.2** Regular Faculty Members with less than eight years of continuous employment with the Institute and more than six years will be given a minimum of eight months advance notice of the date of their termination.

**35.11.3** Regular Faculty Members with more than eight years of continuous employment with the Institute will be given a minimum of nine months advance notice of the date of their termination.

## **ARTICLE 35 – TECHNOLOGICAL CHANGE**

**35.11.4** Where the Institute fails to give the required notice of termination to an eligible Faculty Member under Article 35.11.1 it may give the Faculty Member a shorter advance notice of the date of termination, provided it continues payment after the date of termination of that Faculty Member's regular base salary on a monthly basis until the applicable notice period is met by any combination of advance notice, and the monthly base salary payments.



## **ARTICLE 36 – INDEMNIFICATION**

**36.01** Except where there has been gross negligence or malicious or willful misconduct on the part of a Faculty Member, or any criminal acts committed by the Faculty Member, the Institute will:

**36.01.1** indemnify and save harmless the Faculty Member from any action brought against the Faculty Member which arises from the proper performance of approved duties for the Institute by the Faculty Member, and for any legal fees and disbursements actually and reasonably incurred in such proceedings; and

**36.01.2** provide notice to any current or former Faculty Member who is named in a claim or action filed against the Institute.

**36.02** In the event of any claim or action being brought against a current or former Faculty Member in his/her professional capacity, or the occurrence of any incident or event that could lead to legal proceedings, the Faculty Member will:

**36.02.1** notify the Institute forthwith in writing, and

**36.02.2** provide all relevant information to the Institute.

**36.03** The Institute shall have the discretion to retain counsel of its choice to defend the Faculty Member during any proceeding brought against the Faculty Member and subject to this Article, to direct the defense of the action, and to settle in compromise any claim after consultation with the Faculty Member.

## **ARTICLE 37 – INTELLECTUAL PROPERTY RIGHTS**

### **37.01 Preamble**

The Parties to this Collective Agreement agree to comply with the federal statutes and common law governing intellectual property rights as they apply to copyright, trademarks, patents, industrial designs and trade secrets.

As such, the Institute recognizes that the delivery of its curriculum benefits from the investment in scholarship, research, professional practice, and course development undertaken by Faculty.

### **37.02 General**

The Faculty recognizes the Institute's ownership of the curriculum and of the material developed which defines that curriculum, such as course outlines.

A Faculty Member's lecture materials, demonstrations, written or graphic materials, audio visual, digital, or new media materials and any other teaching aids which the Faculty Member creates, develops, acquires or introduces into the Institute in support of that Faculty Member's teaching or **teaching** related functions shall be the Faculty Member's sole property and shall not be used by others **without the Faculty Member's permission, with the exception of course outlines which are the property of the Institute.**

### **37.03 Intellectual Property**

**37.03.1** When one or more Faculty Members have been hired (full or part-time) in an appointment solely to create and produce a specific, tangible product for the Institute, or

When one or more Faculty Members are given specifically defined release time (full or part-time) from usual duties, including voluntary release from activities which would otherwise be done during a Faculty Member's non-teaching month, solely to create and produce a specific tangible product for the Institute, or

When one or more Faculty Members are paid in addition to their time (or a flat rate), in an appointment solely to produce a specific tangible product for the Institute (such payment to be subject to negotiation between the Parties), the product shall be the property of the Institute. The following provisions shall apply.

**37.03.2** If the user of the product produces any income, other than direct Institute student fees when the product is used by the Faculty Members in offering Institute courses, then the income shall be shared 63/37 respectively between the Institute and those Faculty Members significantly involved in the creative aspects of the production after the following costs have been met:

- direct salary costs of the Faculty Members with significant creative roles in the production, excluding clerical, technician and management functions;
- cost of benefits directly related to the salary amounts;
- other direct compensation costs such as overtime;
- pro-rated share of major production costs such as any special equipment leased or purchased, and major materials cost;
- specific marketing costs.

## **ARTICLE 37 – INTELLECTUAL PROPERTY RIGHTS**

- 37.03.3** In the event that more than one person is significantly involved in creating the product, as described in Article 37.03.1 above, then the proportion of the production attributable to each Faculty Member shall be determined by those Faculty Members. If agreement among them is not reached by the time the finished product is created, then the Institute shall determine the proportionate sharing of authorship and production among Faculty Members. The proportionate sharing of the Faculty Members' share of net proceeds shall be in accordance with Article 37.03.2 above.
- 37.03.4** The income and costs described in Article 37.03.2 above shall be calculated in accordance with accepted accounting principles; and further, those calculations shall, upon request, be available to the Faculty Members concerned. The calculation of income and costs, if unsatisfactory to any Faculty Member involved, is subject to the grievance procedure as to the mathematics and the appropriateness and the amounts of the factors involved.
- 37.03.5** The Institute shall, upon request, grant license to the producer(s) to market the product, but subject to the Institute's approval regarding the marketing plan, advertising and promotional materials, price and market.
- 37.03.6** Other than as provided in Article 37.02 above, when a Faculty Member creates and produces manuals, texts, workbooks, films, slides, video tapes, audio visual materials, digital media, courseware or computer programs, etc, with Institute resources, and does so under an agreed grant, subsidy or compensation from the Institute, all of which are subject to negotiation between the Parties, ownership of any materials produced shall remain with the Faculty Member. If there is income from the sale, rent or lease of the product, then the proceeds shall be shared equally between the producer and the Institute until the Institute's accumulated share of the proceeds equals any originally agreed grant, subsidy, or compensation from the Institute.
- 37.03.7** Where Faculty Members use production facilities outside the control of the Institute, non-Institute supplies, and work outside of their usual duties, the Institute shall have no right, title, or interest in any product, copyright, patent, trademark or industrial design.

## **ARTICLE 38 – ON-LINE LEARNING COURSES CREDIT PROGRAMMES**

**38.01 The Institute and the Faculty Association support the application of on-line learning to enhance student access and choice within a framework of pedagogically sound delivery modes.**

**On-line learning may include, but is not limited to, on-line or web-based instruction, hybrid or mixed-mode programs and courses.**

**The successful development, delivery and planning of on-line learning programs or courses will be done through a process that includes consultation between the Vice President Academic or designate and the Faculty Members who will plan and deliver the courses.**

**38.02 Criteria for the determination of appropriate release time for the development and revision of on-line learning programs or courses shall be developed in consultation between the Vice President Academic or designate and the Faculty Members involved.**

**If it is anticipated that the curriculum development activity will exceed the contracted timeframe, the Faculty Member shall meet with the Vice President Academic and provide rationale for the extension. If the Vice President agrees to extend the curriculum development activity, appropriate remunerations and/or release time shall be provided.**

**38.03 The Institute shall provide the necessary technological and human resources support to enable Faculty Members assigned to develop and deliver on-line learning programs and courses to successfully perform the work.**

**38.04 Faculty Members assigned to deliver on-line learning programs and courses shall be provided with appropriate training in the relevant technology, as determined by the Institute.**

**38.05 The Institute shall determine the level of technical expertise and support to be provided for students enrolled in on-line learning courses.**

**38.06 Faculty Members shall not be required to deliver on-line learning programs/courses from their homes.**

## **ARTICLE 39 – GALLERY SHOW**

**39.01** The Faculty Association will have a group show for one month per year in the Charles H. Scott Gallery. The Institute shall contribute fifty percent of the cost of the exhibition to a maximum of \$500 annually.

## **ARTICLE 40 – DEFERRED SALARY PLAN**

**40.01 The Institute and the Faculty Association agree to meet before the end of the academic year 2006 to discuss the feasibility of and interest in establishing a Deferred Salary Plan.**

## **ARTICLE 41 – GENERAL PROVISIONS**

- 41.01** The Institute shall provide to all Faculty Members bound by this Agreement a copy of any notice affecting their employment.
- 41.02** The Institute shall provide to the President of the Faculty Association, or designate, copies of the agenda for the Institute Board meetings, the approved minutes of such meetings, and any other public information requested.
- 41.03** Prior to the beginning of every semester, or whenever changes occur, the Institute shall provide the Faculty Association with a list of workload allocation per Faculty Member.
- 41.04** The Institute shall meet with the Faculty Association on a semestral basis, to discuss the range of information required regarding Faculty Member's employment status and related data available through administration records.
- 41.05** Subject to prior use for educational purposes, the Faculty Association shall have the right to use Institute facilities for meetings.
- 41.06** The Institute and the Faculty Association agree to share equally the cost of the production and distribution of copies of this Collective Agreement so that up-to-date copies can be provided to all Faculty Members, administration, Board Members and appropriate staff.

## **ARTICLE 42 – BUDGETS AND FINANCIAL INFORMATION**

- 42.01** Curriculum area budgets and capital budgets shall be developed with the aid of proposals and consultation from the Faculty Members in that curriculum area.
- 42.02** The Dean shall be responsible for seeking such input from Faculty Members within their respective curriculum area prior to the curriculum area budgets being submitted to the Institute Vice President, Finance and Administration Services.
- 42.03** The administrative supervisor shall be responsible for seeking such input from Librarians and Counsellors prior to the budgets being submitted to the Vice President, Finance and Administration Services.
- 42.04** The Institute agrees that in the interests of open administration it will make available all relevant and non-confidential financial information to representatives of the Faculty Association when requested to do so by a member of the Association's Executive, or in any event prior to such time as budgets are submitted.
- 42.05** Without limiting the generality of the foregoing, the Institute will provide financial documents of public record and documentation relative to the preparation of budgets and discuss same with the representatives of the Faculty Association, when requested to do so by a member of the Association's Executive.



## **ARTICLE 43 – STRIKE AT INSTITUTE PREMISES**

- 43.01** An employee's refusal to cross a legal picket line at any Institute premises shall not be considered a violation of this Agreement nor in itself constitute grounds for suspension, dismissal or warning of unsatisfactory service.
- 43.02** The withholding of pay from Faculty Members for services not performed because of picket lines is understood not to constitute disciplinary action by the Institute as described in Article 43.01.
- 43.03** When Faculty Members are on strike or locked out, their health and welfare benefits, other than pension benefits or contributions, normally provided under Article 21 by the Institute shall continue to be provided by the Institute for the duration of the strike or lockout.
- 43.03.1** During a strike or lockout the Faculty Association shall reimburse the Institute, on a monthly basis, 100% of benefits premium costs incurred for Faculty Members during the strike or lockout.
- 43.04** In the event of a strike or lockout at the Institute premises, the Faculty Association may request access to its office for members of the Faculty Association Executive. Such access shall be used only for the purpose of accessing Faculty Association files, information or computers within the Faculty Association office. Such access shall not be denied unreasonably.

## **ARTICLE 44 – RULES OF INTERPRETATION FOR THIS AGREEMENT**

- 44.01** The Parties agree to comply with the provisions of the Human Rights Act and agree that any alleged violations of the Act can be grieved pursuant to this Agreement.
- 44.02** In this Agreement, unless the context otherwise requires, words importing a male person shall include a female person and vice versa, and words used in the singular shall be constructed as meaning the plural if the facts or context so require.

## **ARTICLE 45 – SAVING CLAUSE**

**45.01** In the event that any future legislation renders null and void or materially alters any provision of this Agreement, the remaining provisions shall remain in effect for the terms of the Agreement, and the Parties hereto shall negotiate a mutually agreeable provision to be submitted for the provisions so rendered null and void or materially altered.

## **ARTICLE 46 – TERM AND DURATION**

- 46.01** This Agreement shall become effective on **06 February 2006** and shall continue in full force and effect until the **31st day of March 2007**, and from year to year thereafter unless on or before the 1st day of January 2007, either Party gives to the other written notice of its desire to alter or amend same. Unless noted otherwise, all changes to the Agreement shall be effective the date of ratification by both Parties.
- 46.02** During any period when collective bargaining negotiations are being conducted between the Parties to amend this Agreement, the present Agreement shall continue in full force and effect until:
- 46.02.1** the Faculty Association commences a lawful strike; or
  - 46.02.2** the Institute commences a lawful lockout; or
  - 46.02.3** the Parties enter into a new or amended Agreement.
- 46.03** There is agreement that any wage increase agreed to during the term of this Agreement shall be made retroactive to 1st April of the applicable contract year.

IN WITNESS THEREOF the Parties hereto have entered into this Agreement on the **7th** day of **February 2006** at the City of Vancouver, in the Province of British Columbia.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2007 on behalf of:

*The Emily Carr Institute of Art and Design*

Per: \_\_\_\_\_  
**George Pedersen, Board Chair**

Per: \_\_\_\_\_  
Dr. Ronald Burnett, President

Per: \_\_\_\_\_  
Michael Clifford, VP Finance and Administration

Per: \_\_\_\_\_  
**Anne Stobart, Director** of Human Resources

*Post-Secondary Employers' Association*

Per: \_\_\_\_\_  
**Nick Rubidge, Chair**

*The Emily Carr Institute of Art and Design Faculty Association*

Per: \_\_\_\_\_  
**Rory Wallace, President**

Per: \_\_\_\_\_  
**Sandra Semchuk, Vice President**

## **APPENDIX I**

### **SALARY SCALES 2004 TO 2007**

| <b>STEP</b> | <b>1 January 2004<br/>to<br/>31 March 2004</b> | <b>1 April 2004<br/>to<br/>31 March 2006</b> | <b>1 April 2006<br/>STEP</b> | <b>1 April 2006<br/>to<br/>31 March 2007</b> |
|-------------|--|--|------------------------------|--|
|             |  |  | <b>1</b>                     | <b>\$76,480</b>                              |
| <b>1</b>    | <b>\$70,591</b>                                | <b>\$73,257</b>                              | <b>2</b>                     | <b>\$73,257</b>                              |
| <b>2</b>    | <b>\$68,238</b>                                | <b>\$68,238</b>                              | <b>3</b>                     | <b>\$68,238</b>                              |
| <b>3</b>    | <b>\$65,445</b>                                | <b>\$65,445</b>                              | <b>4</b>                     | <b>\$65,445</b>                              |
| <b>4</b>    | <b>\$63,048</b>                                | <b>\$63,048</b>                              | <b>5</b>                     | <b>\$63,048</b>                              |
| <b>5</b>    | <b>\$60,651</b>                                | <b>\$60,651</b>                              | <b>6</b>                     | <b>\$60,651</b>                              |
| <b>6</b>    | <b>\$58,254</b>                                | <b>\$58,254</b>                              | <b>7</b>                     | <b>\$58,254</b>                              |
| <b>7</b>    | <b>\$55,857</b>                                | <b>\$55,857</b>                              | <b>8</b>                     | <b>\$55,857</b>                              |
| <b>8</b>    | <b>\$53,460</b>                                | <b>\$53,460</b>                              | <b>9</b>                     | <b>\$53,460</b>                              |
| <b>9</b>    | <b>\$51,063</b>                                | <b>\$51,063</b>                              | <b>10</b>                    | <b>\$51,063</b>                              |
| <b>10</b>   | <b>\$48,666</b>                                | <b>\$48,666</b>                              | <b>11</b>                    | <b>\$48,666</b>                              |

## **APPENDIX II**

*The provisions set out in Article 10 (Hiring of Faculty) supercede those of this Appendix II. Refer to Article 10.3.1 (Placement Committee) and 10.3.2 (Appeals).*

### **PLACEMENT OF NEW PROBATIONARY FACULTY ON THE SALARY SCALE**

#### **Preamble**

*This Appendix will continue to apply until the Institute and the Faculty Association agree upon new guidelines and methods of calculating placement for new appointments.*

Salary placements on the scale will take into account three components: education, teaching and professional practice.

#### **1.1 Guidelines**

- A system of points are used for recognizing the various components of a Faculty curriculum vitae or resume.
- No new Faculty will be placed higher than three steps below the top step.
- There can be no more than one point attributed for one year.

#### **1.2 Points for Education**

- Diploma **zero** point
- Bachelor's Degree **zero** points
- Master's Degree **one** points
- Doctorate **two** points

(The points are not cumulative. Points are attributed to the highest educational level attained.)

**The Committee at it's discretion, may award cumulative points based on additional post-secondary diplomas and credentials.**

#### **1.3 Points for Teaching**

**A maximum of 0.5** points for each year of full-time teaching. (A pro-rated formula of part-time courses is based on a full-time load per year.) **Non-credit courses shall not be counted.**

#### **1.4 Points for Professional Practice**

**A maximum of 0.25** points for each year of professional practice **or relevant employment** as verified through the **candidate's professional practice history** or in the case of self-employed artists or designers by exhibition record, receipt of grants or commissions, completed projects.

## 1.5 Calculations

**Any combination of teaching experience/professional practice/relevant employment that overlaps within one year will be counted as 12 months maximum per year.**

|  |               |               |
|--|---------------|---------------|
| Professional Practice/Relevant Employment _____            | / .25 = _____ |               |
| Teaching _____   | / .50 = _____ |               |
| <b>Total Points for Professional Practice and Teaching</b> | _____         | <b>Line 1</b> |
| <b>Education</b>   | _____         | <b>Line 2</b> |
| <b>Total</b>   | _____         | <b>Line 3</b> |

**Add together Line 1 plus Line 2 to get Line 3. Line 3 is the only figure that will be either rounded up or down.**

**Line 3 equals the number of steps to count up from the bottom of the scale, with Step 10 being (1).**

## 1.6 Committee for Placement of Newly Appointed Faculty

A Committee will decide on the placement of newly-appointed Faculty. It will comprise the following:

- Vice President Academic or designate
- Vice President Finance and Administration
- Emily Carr Faculty Association President or designate
- **Curriculum Area Head**
- **Director** of Human Resources
- Hiring Committee Chair

## 1.7 Placement of New Regular Faculty on Salary Scale

The Institute and Faculty Association agree that new placements on the salary scale should reflect a Faculty Member's level of education, teaching experience and professional practice involvement and consequently agree to use this Appendix as a guideline for such placements.

It is further agreed that this process is an administrative guideline only, is neither grievable nor attributable, nor does it supersede any provisions of the Collective Agreement. The Institute reserves the right to place Faculty positions on the salary scale at its sole discretion, but agrees that alterations to this placement policy will be made in consultation with the Faculty Association.



## **APPENDIX III**

**Appendix III will be reviewed during the period of this Agreement.**

### **LETTER OF UNDERSTANDING TEMPORARY AND PERMANENT WORKLOAD INCREASES**

#### **1.1 Permanent Workload Increase**

Part-time Regular Faculty Members and those part-time Probationary Faculty Members who have completed three years in their appointment shall have priority rights to any work identified as available for permanent workload increase and for which they are qualified. Whenever a course section is identified as available for permanent workload increase, all part-time Probationary Faculty Members who have completed three years in their appointment shall be notified and invited to apply for the position. The permanent workload increase procedure shall occur prior to Non-Regular hiring procedures on an annual basis.

##### **1.1.1 Procedure**

The Dean, in consultation with the Regular Faculty Members within specific curriculum areas, will identify those course sections available to part-time Regular Faculty Members and those part-time Probationary Faculty Members who have completed three years in their appointment for permanent workload increase and make a recommendation to the Vice President Academic for approval.

##### **1.1.2 Posting**

All part-time Regular Faculty Members and those part-time Probationary Faculty Members who have completed three years in their appointment shall receive notification of the availability of all course sections available for permanent workload increase through the Institute's mail, voice mail, bulletin board systems and by email. The notification shall clearly indicate the course title, catalogue description, course relationship to the specific curriculum area(s), and application requirements. The posting period shall be for ten continuous days.

##### **1.1.3 Application Process**

A covering letter identifying course(s) applied for and outlining how their experience and expertise are appropriate for the position, and

A curriculum vitae documenting teaching experience, professional experience, research/scholarly activity, and community service.

##### **1.1.4 Permanent Workload Increase Committee**

Applications shall be reviewed by the Permanent Workload Increase Committee comprising of the Dean; the **Director** of Human Resources (as an ex-officio, non-voting member); and three Regular Faculty Members (two from the affected curriculum area(s) and one Faculty Member from another curriculum area).

Committee membership shall include representation of areas of expertise relative to the identified course sections.

## **APPENDIX III**

### **LETTER OF UNDERSTANDING TEMPORARY AND PERMANENT WORKLOAD INCREASES**

**Page 2 of 2**

#### **1.1.5 Selection Criteria**

Whether only one or more than one candidate applies, the Permanent Workload Increase Committee will make its decision using as non-prioritized guidelines such criteria as: teaching experience and effectiveness; professional practice/scholarship; seniority; service to the Institute community; service to the art and design communities.

#### **1.1.6 Selection Process**

The Permanent Workload Increase Committee shall present their recommendation to the President. In the event that the President does not agree with the Committee recommendation, the course(s) will be filled by a Non-Regular appointment and reviewed the following year.

#### **2.1 Temporary Workload Increase**

Part-time Regular Faculty Members and those part-time Probationary Faculty Members who have completed three years in their appointment may increase their teaching load on a semester-by-semester basis when required to replace other Faculty Members, to teach additional temporary sections, or to explore and test new areas of curriculum.

Part-time Regular Faculty Members and those part-time Probationary Faculty Members who have completed three years in their appointment may apply for any work identified as available for Non-Regular appointment and for which they are qualified. Annually, part-time Regular Faculty Members and those part-time Probationary Faculty Members who have completed three years in their appointment shall be notified and invited to apply for a temporary workload increase on a non-priority basis through the Non-Regular hiring process.

Regular Faculty Members receiving such appointments are expected to participate in additional committee, administrative and Institute service commensurate with the increase in teaching load.

## **APPENDIX IV**

Appendix IV will be reviewed during the period of this Agreement.

*The provisions set out in Article 14 (Salaries) supersede those of this Appendix IV. Refer to Article 14.08 (compensation for Non-Regular Teaching Faculty).*

### **PROCEDURES FOR SEMESTRAL SESSIONAL NON-CONTINUING APPOINTMENTS**

*Draft: March 1997*

#### **Preamble**

Semestral Sessional appointments are offered in the credit program on a semester-by-semester basis and stipulate specific commencement and termination dates in a given academic year. A semestral Sessional appointment can stipulate a teaching lead from three up to a maximum of fifteen credits per semester for studio appointments or from three up to a maximum of twelve credits per semester for academic appointments.

#### **1.1 Procedure for Identifying Course Sections**

The Dean, in consultation with Regular Faculty in the specific curriculum area(s), will identify those course sections which should be created and filled as semestral Sessional appointments and will recommend suitable candidates to the President of the Institute. The decision to grant the appointments resides with the President in consultation with the Dean. Appointments will be announced prior to the end of the previous semester. It is recognized that some appointments cannot be confirmed until the beginning of each academic semester.

#### **1.2 Duties and Responsibilities**

The primary duties and responsibilities of each Faculty Member shall be to teach educational program(s) and course content as described in the curriculum assigned to the Faculty Member.

Teaching is defined as the responsibility for the research, design, preparation, coordination, delivery, grading, evaluation, and supervision of a scheduled curriculum course content.

#### **1.3 Contract Duration**

Contracts are sixteen weeks in duration. The Fall semester contract period will commence with the first duty day in August. The Spring semester contract will commence with the first duty day in January.

Each contract shall expire on its termination date automatically and without notice. Any further appointment, even one following immediately upon a previous one, shall constitute a new, separate appointment, not a renewal or extension of the previous one.

The Institute offers this appointment in good faith and makes no commitment beyond the terms and duration of the appointment.

## APPENDIX IV

### **PROCEDURES FOR SEMESTRAL SESSIONAL NON-CONTINUING APPOINTMENTS**

#### **Page 2 of 3**

#### **1.4 Remuneration and Benefits**

Remuneration will be based on the following formulas:

- **Studio Semestral Sessional Appointments**

Per three credit course: 1/10 of Step 7 (April 1, 2004 Salary Scale) multiplied by 0.75 = \$4,189.28.

The stipend includes a four percent allowance per three credit course in lieu of vacation leave.

Benefits: studio semestral Sessional Faculty shall receive a two percent cash payment per three credit course in lieu of fringe benefits.

Assigned duties - \$300: an additional payment for assigned duties as specified in the letter of appointment not generally to exceed six hours per three credit course.

Additional duties - \$300: an additional payment of \$300 maximum per three credit course may be authorized for additional duties specified by the Dean, not generally to exceed six hours per three credit course.

Preparation time: remuneration for preparation time is included in the per course stipend.

- **Academic Semestral Sessional Appointments**

Per three credit course: to 1/8 of Step 7 (April 1, 2004 Salary Scale) multiplied by 0.75 = \$5,236.60.

The stipend includes a four percent allowance per three credit course in lieu of vacation leave.

Benefits: academic semestral Sessional Faculty shall receive a two percent cash payment per three credit course in lieu of fringe benefits.

Assigned duties - \$300: an additional payment for assigned duties as specified in the letter of appointment not generally to exceed six hours per three credit course.

Additional duties - \$300: an additional payment of \$300 maximum per three credit course may be authorized for additional duties as specified by the Dean, not generally to exceed six hours per three credit course.

Preparation time: remuneration for preparation time is included in the per course stipend.

## **APPENDIX IV**

### **PROCEDURES FOR SEMESTRAL SESSIONAL NON-CONTINUING APPOINTMENTS**

**Page 3 of 3**

#### **1.5 Application Process**

All applicants will apply in writing to the **Director** of Human Resources and include:

- a covering letter identifying course(s) and outlining how their experience and expertise are appropriate for such an assignment, and
- a curriculum vitae documenting teaching experience, professional experience, research/scholarly activity, and community service,
- slides of recent work if applicable and/or examples of published scholarship and recent portfolio samples.

#### **1.6 Evaluation**

Semestral Sessional Faculty shall be subject to the Faculty evaluation process as outlined in the Collective Agreement.

#### **1.7 Selection Criteria**

Candidates will be recommended for semestral Sessional appointments using the following non-prioritized guidelines: teaching experience and effectiveness, professional practice/scholarship, service to the Institute community, service to art and design communities, and employment equity policies of the Collective Agreement.

## **APPENDIX V**

### **LETTER OF UNDERSTANDING GRANDFATHERING ROFR FOR EXISTING LECTURERS**

**During the term of this Agreement (April 1, 2004 to March 31, 2007) the Institute and the Faculty Association agree that the following four individuals who have Lecturer status as April 4, 2004, shall be able to exercise existing Right of First Refusal to the maximum of a full-time equivalent workload, subject to all provisions of Article 8.03.6.**

- **Janice Ball**
- **Martin Borden**
- **Sheila Hall**
- **Phillippe Raphanel**

**The aforementioned Lecturers may retain their Lecturer status for two (2) academic years in the event that they do not secure any contracts during that period. For the purpose of maintaining Lecturer status, courses delivered during the summer shall be considered. If, after two academic years without a contract, they subsequently receive a contract the terms and conditions applicable to Sessional Faculty will apply.**

**The aforementioned Lecturers may apply for up to one year's leave of absence on a one time basis. If granted, the leave shall not form part of the two year period referenced above.**

## **APPENDIX VI**

### **LETTER OF UNDERSTANDING FACULTY MEMBERS AND NON-BARGAINING UNIT POSITIONS**

The Faculty Association recognizes the Institute's right to establish and fill non-bargaining unit positions, subject to the Faculty Association's right under the provisions of the Labour Relations Code to challenge the exclusion of such positions from the bargaining unit.

The Faculty Association also recognizes the Institute's right to fill such positions with Faculty Members, subject to the provisions of the Collective Agreement between the Emily Carr Institute of Art and Design and the Emily Carr Institute of Art and Design Faculty Association.

Notwithstanding its rights, the Institute recognizes that when a new, non-bargaining unit position is established that will be filled by a member of the bargaining unit, it is in the interests of both Parties to the Collective Agreement to meet to discuss the position.

To this end, the Institute will meet with representatives of the Faculty Association prior to filling such temporary or permanent positions to discuss any concerns that the Faculty Association may have regarding:

- Faculty Association Members appointed to excluded full or part-time positions.
- The application of the Collective Agreement to movement of Faculty Association Members out of and back into the Faculty Association, and
- Non-Faculty Institute employees coming into the Faculty Association.

## **APPENDIX VII**

### **LETTER OF UNDERSTANDING VIOLENCE IN THE WORKPLACE**

The Faculty Association and the Institute agree that the Joint Occupational Health and Safety Committee will be requested to draft a policy and procedures for consideration by the Institute concerning violence in the workplace. The draft should include, but not be limited to, the following:

- a statement on a commitment to a workplace free from violence;
- a statement that there will be zero tolerance of violence in the classroom and the Institute;
- procedures for dealing with violent situations;
- procedures for dealing with violent individuals;
- procedures and information to be included for reporting violent incidents;
- responsibilities of the Institute, the Faculty Members, staff, and students.

The Occupational Health and Safety Committee shall also draft a recommendation for an education program dealing with violence prevention and response to violent situations.



## **APPENDIX VIII**

### **LETTER OF UNDERSTANDING PROBATIONARY SELECTION COMMITTEE**

#### **Associate Deans**

**The Faculty Association and the Institute agree that the position of Associate Dean shall remain in the bargaining unit during the life of this Collective Agreement until March 31, 2007.**

## **APPENDIX IX**

### **LETTER OF UNDERSTANDING EMPLOYMENT EQUITY**

- 1. The Parties agree that, notwithstanding the following, the Institute retains its right to hire Faculty Members, subject only to any provisions contained in this Agreement.**
- 2. Neither the Institute, Faculty Association or Faculty Members, in carrying out their obligations under this Agreement shall discriminate in matters of hiring and employment because of race, colour, creed, national origin, age, sex, marital status, persons with disabilities or sexual orientation.**
- 3. The Parties to this Agreement shall jointly appoint at least two members to an Employment Equity Committee whose responsibility shall be to identify any barriers that would prevent the Parties from meeting their obligations. If barriers are identified an action plan will be developed.**
- 4. Policies or measures designed to support the proactive recruitment of members of the four groups identified in the Human Rights Act shall not be considered as discrimination for the purposes of this Letter of Understanding. The four designated groups are: women, aboriginals, visible minorities and persons with disabilities.**
- 5. The Committee shall meet to begin its work within three months of the ratification of the Agreement.**
- 6. Recommendations of the Committee shall be made to the President of the Institute with a copy to the Faculty Association President.**
- 7. Any Action Plan shall be implemented in the Institute by the expiry of this Agreement.**

**APPENDIX X**

**LETTER OF UNDERSTANDING  
ARTICLE 18**

**Re: Article 18.10.01 – Sabbatical Salary Calculation**

**The Parties agree that any written commitments regarding sabbatical leaves for individual faculty members made prior to the signing of the Agreement shall be honoured.**

## **APPENDIX XI**

### **LETTER OF UNDERSTANDING JOINT COMMITTEE – ARTICLE 37**

#### **Article 37 – Intellectual Property Rights**

**The Faculty Association and the Institute shall establish a joint committee consisting of two Faculty Association representatives and two representatives of the Institute.**

**The Committee shall review the current provisions of Article 37 concerning intellectual property rights. The Committee shall make any recommendations concerning amendments to Article 37 to both the Association and the Institute.**

**The Committee shall complete its work before the expiry of this Agreement.**

## **APPENDIX XII**

### **LETTER OF UNDERSTANDING CREATION OF REGULAR POSITIONS**

- 1. The Joint Consultation Committee will review course offerings annually to provide input into the assessment of whether there is the potential to create one or more new Regular Faculty positions.**
- 2. If potential Regular Faculty positions are identified, the Joint Consultation Committee will make its recommendation to the President. The President shall have sole discretion to approve or reject the Joint Consultation Committee's recommendation.**
- 3. If the President approves the creation of a new Regular position, recruitment for the new position will be as outlined in Article 10 – Hiring of Faculty.**
- 4. The review of course offerings by the Joint Consultation Committee in no way limits the rights of the Institute as described in Article 4.01 – Management Rights.**

## **APPENDIX XIII**

### **LETTER OF UNDERSTANDING INCREASE TO TOP STEP OF SALARY SCALE**

**The difference between the 1.5% increase on April 1, 2006 and the April 1, 2006 to March 31, 2007 total salary increase of any faculty agreement that includes the Provincial Salary Scale shall be applied to the top step of the scale effective April 1, 2006. Such application shall be made as soon as practicable and applied retroactively.**



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