

Action Dates 2014-2018 Faculty Collective Agreement

Source: OFR 2016/03

When	CA Dates	Action	Article	Clause(s)
January	by January 15	The Annual Performance Committee shall, by January 15 of each year, assess for each Member of the Department, School or Faculty the Member's performance in fulfillment of his or her responsibilities and duties in Teaching, Research and/or Service.	Annual Perf...	10
January	by January 15	If Dean does not agree that the ratified resubmitted Normal Workload permits the Unit to fulfill its obligations, or in the absence of a ratified proposal, Dean identifies the Normal Workload.	Workload	3.3.2
January	by January 30	Proposed procedures and criteria are ratified by Full-time Members and are forwarded to Dean, or designate, for approval by Employer or 5.3.3 applies (Dean can impose).	Annual Perf...	5.1, 5.2
January	by January 31	An updated Employment Equity report shall be sent to Senate, the Board and the Association	Employment Equity	10
January		OFR produces list of Members / Preferred Status, and Standing Appointment eligibility for next fiscal year. Units assign courses to FT, SA, and clause 3 d) before posting.	Appointments	14
January	within 4 weeks of start of classes	Letter of Appointment shall be provided no later than four weeks prior to the start of classes for teaching in the Summer/Intersession Term	Appointments	16
January	last day of January	Units must have received approval for posting of notices for anticipated Intersession/Summer Limited-Duties Appointments and such notices must be posted by this date.	Appointments	15.2
January	within 2 weeks of consideration of Member's response	P&T Committee has two weeks to file response with Provost after consideration of concerns and Member's response.	P&T	18.2, 18.3
January	within 2 weeks of subsequent response	Provost makes decision within two weeks of receipt of Committee's subsequent response to request for additional information/consultation.	P&T	18.4
January	January 1 or July 1	Start dates of Sabbatical Leave.	Sabbatical Lv	9 - 10
January	up to one year	Dean may request Member to defer Sabbatical Leave by up to one year.	Sabbatical Lv	14
January / February	within 2 weeks of return to APE Committee (or Chair/Director)	If proposed procedures and criteria are not approved by Employer, they are returned to APE Committee (or Chair/Director), and Dean for revisions which shall be submitted to the Dean, or designate, for approval by the Employer.	Annual Perf...	5.3.1 to 5.3.3
February	no later than January 31	Copy of APE Committee's (or Chair's/Director's) assessment signed by all Committee members, if applicable, sent to Member's Dean, or designate, and to the Member. If Dean, or designate, accepts assessment, assessment will be placed in Member's Official File and a copy supplied to the Member. If Dean, or designate, does not accept assessment, he/she informs Member and APE Committee (or Chair/Director) with reasons and APE Committee (or Chair/Director) reassesses Member's performance.	Annual Perf...	12, 12.1, 12.2
February	by February	The Appointments Committee in each Unit shall ascertain those faculty who are eligible for consideration for a Standing Appointment and shall determine if Standing Appointment is to be offered and what courses are on the roster.	Appointments	18.1
February	by February 1	PAI scores must be sent to the Office of Faculty Relations by February 1		
February	within 30 days of posting	Applications must be received within 30 days of posting of notices for anticipated Limited-Duties Appointments for Intersession/Summer. Appointments committee must ratify LD appointments recommended by Chair / Director / Dean if delegated under clause 5.1.3	Appointments	15.4
February	before March 1	Dean, or designate places paper copy of Annual Report in Member's Official File. Copy of the CV is added to Member's P&T file, if applicable.	P&T	6.3 a)
February		Probationary Member not approved for early tenure decides whether to remove external referee letters from File before considered again in final year.	P&T	19.1
February	February 1 to March 31	Members submit receipts for expenditures.	Prof Expense...	7
March	2 years' notice of non-renewal	Required if not renewing (1) Limited-Term Appointment beyond seven years; (2) Limited-Term Appointment offered under Letter of Understanding: Limited Duties Conversions (3) Standing Appointment (severance also an option) (grounds required).	Appointments	8.4, 8.5, 8.6.1, 18.10 LU LD Conversions
March	within 6 weeks	All applicants must be notified by Chair or Unit Head of results of application process for Intersession/Summer.	Appointments	15.5
March	by end of March	Dean, in consultation with Chair/Director and P&T Chair (if applicable), reviews each Member's P&T File who is at the rank of Associate Professor. If Member is jointly appointed, Dean consults with Dean of the non-Home Unit (if applicable) and members of the P&T Committees elected from the Member's Home Units.	P&T	15
March		Dean identifies all Probationary Assistant Professors in last year for review under Clause 15.1, initiates consideration and requests items from the Member as outlined in Clause 6.4 for the P&T File.	P&T	15.1
March		Dean identifies all Probationary Associate Professors in last year for review under Clause 15.2, initiates consideration and requests items from the Member as outlined in Clause 6.4 for the P&T File.	P&T	15.2
March		Dean identifies those Probationary Members who will be invited to undergo early review under Clause 15.3 and asks for their consent. If consent is given, Dean will request items from Member as outlined in Clause 6.4 for the P&T File.	P&T	15.3
March	by March 31	Probationary Assistant Professors in third year with outstanding record may request consideration in fourth year, in writing, under Clause 15.4 and provides items referred to in Clause 6.4.	P&T	15.4
March	by March 31	Limited-Term Assistant Professors in or after 5th year with outstanding record in Teaching and Research may apply for Promotion, in writing, under Clause 15.4.2 and provides items referred to in Clause 6.4.	P&T	15.4.2
March	within 2 weeks of invitation	Tenured Associate Professors who were invited to provide items required for P&T File and who fail to supply the items within two weeks will not be considered.	P&T	15.5
March		Dean in consultation with Chair/Director (if applicable) identifies Tenured Assoc Professors to be invited to undergo review for promotion under Clause 15.5, extends invitation and requests items from the Member as outlined in Clause 6.4.	P&T	15.5
March		Dean in consultation with Chair/Director (if applicable) identifies Limited-Term Assistant and Associate Professors to be invited to undergo review for promotion under Clause 15.5.1, extends invitation and requests items outlined in Clause 6.4.	P&T	15.5.1
March	by March 31	Tenured Associate Professors, no earlier than three years after previous request for review, may request consideration, in writing, under Clause 15.6 and provide items referred to in Clause 6.4.	P&T	15.6
March	by March 31	Limited-Term Associate Professors may request consideration for Promotion, in writing, under Clause 15.6.1 and provides items referred to in Clause 6.4.	P&T	15.6.1
March	before March 31	Notwithstanding Clause 15.7 of this article, a Member may elect to be considered for Tenure, and where applicable, Promotion, in what would have been the final year of his or her Probationary Appointment but for the Leave(s) taken.	P&T	15.7.1
March	as of March 31, 2018	Any Professional Expense Reimbursement funds carried forward and not claimed by Member will revert to the Employer.	Prof Expense...	8
March		Dean, or designate, identifies those Members accepting or declining Professor Emeritus/a status.	Retirement...	5
March	within three months of return	Member must file report on Sabbatical Leave ending Dec 31.	Sabbatical Lv	18
March	by March 30	Copies of the procedures and criteria shall be made available to Members, in the Faculty or Department or School office, as applicable, and a copy shall be sent to the Association.	Annual Perf...	7
March		If Dean, or designate, accepts reassessment, or if Dean does not accept and undertakes own assessment, a copy of the final assessment is sent to Member and final assessment is placed in Member's Official File.	Annual Perf...	12.2.1, 12.2.2
Spring	annual election	Appointments Committee in Unit elected annually. Vote to determine if management of Limited Duties appointments is delegated to Chair / Director / Dean.	Appointments	5, 5.3
Spring	Spring	Membership of Appointments Committee reported annually to Office of Faculty Relations.	Appointments	5.9
Spring	within 4 weeks of start of classes	Letter of Appointment shall be provided no later than four weeks prior to the start of classes for teaching in the Fall term	Appointments	16
Spring	annual election	(Special note by OFR: consider electing an alternate at the same time to serve in cases of conflict of interest.) Promotion and Tenure Committee constituted.	P&T	7 to 10
Spring	annual report to OFR	Membership of P&T Committee reported annually to Office of Faculty Relations.	P&T	13
April	by April 15	Full-Time Members in Unit determine by majority (secret) ballot whether or not existing Normal Workload for Unit should be reviewed.	Workload	3
April	by April 15	Member gives notice in writing to the Dean regarding resignation at the earliest possible opportunity but not later than April 15	Retirement...	1

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April	by April 15 every three years	Normal Workload must be reviewed by Unit every three years at minimum or at request of Dean in April.	Workload	3
April	by April 30	Once annual assessment is accepted by Dean, or designate, and copy placed in Member's Official File, the Dean, or designate, or the Member may request a meeting which must occur prior to this date.	Annual Perf...	12.3
April	within 2 weeks of Dean's, or designate's, report	Member has right to respond to report in writing and response will be added to Member's Official File.	Annual Perf...	12.3.2
April	prior to the review (annual interview)	Prior to annual interview with Probationary Member, Dean, or designate, may solicit comments from Probationary Member, other Members, colleagues from the discipline within the University, and/or the Chair/Director, if applicable, on the Member's progress towards meeting the expectations for Promotion and/or Tenure. Member may suggest names and Dean must solicit their comments	P&T	5
April	no later than April 30	Dean, or designate, (both Deans if joint appointment), hold(s) annual interview with each Probationary Member. Interview includes discussion of Annual Performance Evaluation.	P&T	5.1 - 5.3
April	within 2 weeks of annual interview	Dean, or designate, provides written report of meeting to Probationary Member and places report in Member's P&T File.	P&T	5.1.2
April	within 4 weeks of Dean's request	Members must provide items described in Clause 6.4 as requested by the Dean.	P&T	6.6
April	by April 30	Units must have received approval for posting of notices for anticipated Fall/Winter Limited-Duties Appointments and such notices must be posted by this date.	Appointments	15.1
April	within 3 months of end of Academic Year	Association provided with the number and total value of adjustments made under each of Clauses 36 and 36.1 of Compensation related to Market Adjustments	Compensation...	36.2
May	by May 1	If the Normal Workload of Unit is to be reviewed, Members must elect a Workload Committee.	Workload	3.1
May	within 2 weeks of meeting to discuss annual assessment	Dean, or designate, provides written report of meeting to the Member and places report in Member's Official File.	Annual Perf...	12.3.1
May	within 30 days of posting	Applications must be received within 30 days of posting of notices for anticipated Limited-Duties Appointments for Fall/Winter. Appointments committee must ratify LD appointments recommended by Chair / Director / Dean if delegated under clause 5.1.3.	Appointments	15.4
May		If notice of Limited-Duties Appointment cancellation is given before the first day of cancelled classes, one-time cancellation fee of \$750 required.	Appointments	17.1
May		If notice of Limited-Duties Appointment cancellation is given on or after the first scheduled class, one-time cancellation fee of \$1500 required.	Appointments	17.2
May	no later than month of May in Chair/Director final year	In year preceding last year of term of current Chair/Director, Dean calls for election to Chair/Director Selection Committee.	Dept Chairs....	9.1
May	within 2 weeks of Dean's report	Probationary Member has right to respond to Dean's report of annual interview and written response placed in Member's P&T File.	P&T	5.1.4
May	by May 31	Teaching and Service workload assignments sent to Full-Time Members for following September to August.	Workload	5.2.1
June	before June 1	Copy of Normal Workload to be made available to Members in Unit's office and electronic copy to be sent to OFR.	Workload	3.4
June	June 1, 2017	Career Trajectory Fund adjustments recommended to the Provost	Compensation...	35.4
June	within 6 weeks	Limited-Duties applicants must be notified by Chair or Unit Head of results of application process for Fall/Winter.	Appointments	15.5
June	by end of Academic Year	Employment Equity Committee shall receive data sorted by gender and by such other groups for which data are available, on the number of Probationary and Tenured faculty hired in that year	Employment Equity	10
June		Probationary Member who withdraws his/her File or is not recommended for Tenure in final year is terminated.	P&T	16.2.2
June		Probationary Member who is not recommended for Tenure in final year is terminated unless a grievance has been filed.	P&T	19, 19.3
June	before end of Academic Year	Employer provides annual report to final Senate meeting of academic year.	P&T	21
June	at end of Academic Year	June 30th is normal resignation date.	Retirement...	1
June	twelve months in advance	Probationary and Tenured Members and Members on a Limited-Term without a specified end date choosing to phase retirement must give written notice to Dean at least 12 months in advance of the July 1 on which they wish to begin phased retirement.	Retirement...	4.1
June	at end of Academic Year	Annual report covering May 1 to April 30 period provided to Members of Unit by end of June listing courses taught, etc. and copy sent to Office of Faculty Relations for transmission to Association. New for 2007 is inclusion of Alternative Workload arrangements for Members in the Unit.	Workload	10
July		If notice of Limited-Duties Appointment cancellation is given before the first day of the cancelled class, one-time cancellation fee of \$750 required.	Appointments	17.1
July		If notice of Limited-Duties Appointment cancellation is given on or after the first scheduled class, one-time cancellation fee of \$1500 required.	Appointments	17.2
July	July 1	Annual increases to Full-Time salaries for continuing Limited-Term, Probationary and Tenured faculty members.	Compensation...	1 to 35.4
July	for Academic Year	Committee member must retire from P&T Committee if also being considered for P&T and replacement elected.	P&T	12
July	July 1 or January 1	Start dates of Sabbatical Leaves.	Sabbatical Lv	9 - 10
July	deemed July 15 for 22 working days	If a Full-time Member has not provided vacation plans, July 15 plus annual allotment is deemed to be the vacation period.	Vacations...	2.2
July	up to one year	Dean may request Member to defer Sabbatical Leave by up to one year.	Sabbatical Lv	14
July	July 1 coincident with following 65th birthday	Deemed Normal Retirement Date	Retirement...	2.1
July		A member who is a Department Chair or Director of a School is not eligible to take a Sabbatical Leave during his or her term as Chair.	Sabbatical Lv	2.1
August	at least one week before P&T Committee meets	Dean, or designate, ensures that contents described in Clause 6.4 are added to the P&T File and Member invited to sign table of contents.	P&T	6.4
August	at least 72 hours before Committee meets	If late referee report received, Member provided 72 hours before Committee meets to review letter and provide additional relevant information for File.	P&T	6.4.1.1
August/September	within 4 weeks of start of classes	Letter of Appointment shall be provided no later than four weeks prior to the start of classes for teaching in the Winter term	Appointments	16
September	September 1	Annual increases to pay rates for Part-Time faculty members.	Compensation...	43 to 44
September		If notice of Limited-Duties Appointment cancellation is given before the first day of the cancelled class, one-time cancellation fee of \$750 required.	Appointments	17.1
September		If notice of Limited-Duties Appointment cancellation is given on our after the first scheduled class, one-time cancellation fee of \$1500 required.	Appointments	17.2
September		Committee members convened by its chair, and the Chair shall fully explain the requirements of the committee confidentiality, shall inform the Committee of its duties under the Article Employment Equity.	P&T	14
September		If member of P&T Committee declares conflict, member withdraws from consideration of the File and a replacement elected (<i>Special Note by OFR: elect an alternate at time of annual election.</i>)	P&T	14.1
September		P&T Committee attends to Tenure Files before Promotion Files.	P&T	14.4
September	within 2 weeks of request for additional information	Should the Committee or Dean/Designate have questions or concerns, the Committee Chair may request additional information from the candidate in writing. Request and any information received are added to the P&T File.	P&T	16.1
September	within 2 weeks of request for consultation	If after reviewing additional information Committee still has concerns, Member is invited to a consultation. Member must meet with P&T Committee within two weeks unless extenuating circumstances. Any additional documentation added to P&T File.	P&T	16.1, 16.1.2
September	at any time prior to Committee's recommendation	Member may withdraw File, in writing, at any time prior to Committee's decision.	P&T	16.2

When	CA Dates	Action	Article	Clause(s)
September	not later than second Monday in September	Tenured, Probationary (being considered for Tenure) and Permanent Limited Term Members (with Research component) may apply for Sabbatical Leave to be taken in the next Academic Year.	<i>Sabbatical Lv</i>	2, 4.1, 12.1, 13.1
September		A copy of all invitations if the Member intends to spend all or part of the Sabbatical Leave as one or more locations other than the Member's normal assigned workplace. Where the Member intends to spend more than 6 months out of the province of Ontario, the Member shall indicate so that WSIB coverage can be continued.	<i>Sabbatical Lv</i>	12 c)
September	within 2 weeks of Dean's request	Member provides information in response to Dean's request for more information regarding Sabbatical Leave application. All information is placed in Member's Official File.	<i>Sabbatical Lv</i>	13.2
September	within three months of return	Member must file report on Sabbatical Leave ending June 30.	<i>Sabbatical Lv</i>	18
September	by September 15	If Normal Workload of Unit is to be reviewed, Workload Committee reviews workload obligations of the Unit during previous Fiscal Year, current Fiscal Year and next three Fiscal Years in accordance with the provisions of Clause 3.1	<i>Workload</i>	3.1
October	by October 1	Each Unit determines by majority ballot of Members of the Unit whether the work of the APE Committee will be conducted by an APE Committee or delegated to the Chair/Director/Dean or designated Associate Dean of Unit.	<i>Annual Perf...</i>	4
October	by October 1	If Normal Workload of Unit is to be reviewed, Workload Committee proposes a Normal Workload for the Unit	<i>Workload</i>	3.1.1
October	within 2 weeks of letter from Dean requesting meeting	Member meets with Dean (or declines) within 2 weeks of Dean's request for a meeting regarding Sabbatical Leave application.	<i>Sabbatical Lv</i>	13.2
October	by October 15	If Normal Workload of Unit <u>not</u> being reviewed, existing Normal Workload forwarded to Dean as proposed, ratified Normal Workload.	<i>Workload</i>	3
October	by October 15	If Normal Workload of Unit is being reviewed, proposed Normal Workload is to be ratified by a majority (secret) ballot of Full-Time Members of the Unit and forwarded to the Dean.	<i>Workload</i>	3.2
November	by November 1	Unit shall determine by majority ballot whether or not the existing APE Evaluation criteria for the Unit should be reviewed. Review must occur at least every three years.	<i>Annual Perf...</i>	5
November	by November 1	Where the Unit elects to have an APE Committee, the APE shall be established by election	<i>Annual Perf...</i>	4.1
November	November 1	Deadline for P&T File (Tenure cases only) and recommendations to reach Provost.	<i>P&T</i>	17
November	by November 15	Members not exempted by clause 9.1 shall provide Dean, or designate, (through Chair/Director, if applicable) with an Annual Report reflecting the Member's record of performance in Teaching, Research and Service for the preceding three Academic Years (some exceptions apply)	<i>Annual Perf...</i>	9
November	by November 15	Member files Paid Activities Report as part of Member's Annual Report on significant Paid Professional Activities outside of his/her Academic Responsibilities.	<i>Conflict...</i>	15.1
November	November 15	Deadline for P&T File (Promotion cases only) and recommendations to reach Provost.	<i>P&T</i>	17
November	by November 15	If Dean does not agree with proposed Normal Workload, proposal returned to Workload Committee with reasons. Note: If proposed Normal Workload was submitted to Dean under Clause 3 without a review, a Workload Committee will need to be elected in accordance with Clause 3.1.	<i>Workload</i>	3.3.1
November	within one month of return of proposal to Workload Committee	If Dean returned proposal, Workload Committee submits the same or a revised Normal Workload to Full-Time Members for ratification and proposal is resubmitted to the Dean.	<i>Workload</i>	3.3.1
November	within 2 Academic Years following implementation of Normal Workload	If Normal Workload identified by Dean increases Teaching and Service work, Dean must return magnitude of the sum of Teaching and Service to that of pre-existing Normal Workload unless Full-Time Members have agreed otherwise through a majority (secret) ballot.	<i>Workload</i>	3.4.1
December	by December 1	APE Committee (or Chair/Director/Dean) together with the Dean / Assoc. Dean must identify in writing procedures and criteria for assessment of performance of Full-time and Part-time Members in the Unit to be applied in the next Academic Year.	<i>Annual Perf...</i>	5.1, 5.2
December	by December 15	Provost approves/denies Sabb applications from Tenured and Permanent LT applicants where no further information is required. Note: for Probationary applicants, Provost will provide decision within two weeks of a successful Tenure decision.	<i>Sabbatical Lv</i>	13.1 a) b)
December	by December 15	Annual reimbursement for the purchase of safety footwear to be requisitioned by Department/Faculty for payment on first pay period of calendar year	<i>Health and Safety</i>	2.4
December		The Provost may consult the Vice-Provost (Academic planning, Policy and Faculty) and/or the Vice-President (Research and International Relations) regarding the File.	<i>P&T</i>	18.1
December	within 2 weeks of Provost's written concerns	If Provost requires additional information or has concerns about P and/or T recommendation and/or is considering denial, he/she may consult or return File and Member has two weeks to address Provost's concerns. Timeline may be extended if Promotion only.	<i>P&T</i>	18.2, 18.3
December	within 6 weeks of receipt of File	Provost makes decision in Promotion and/or Tenure cases not requiring additional information/consultation. Timeline may be extended if Promotion only.	<i>P&T</i>	18.4

This document is for summary reference purposes only. Please refer to the 2014-18 Western Faculty Collective Agreement for full text. Should any part of this document conflict with the Collective Agreement, the Collective Agreement will prevail.