

Action Dates 2010-2014 Faculty Collective Agreement

Source: OFR 2012/01

When	CA Dates	Action	Article	Clause(s)
January	by January 15	Annual Performance Evaluations must be completed for each Member (Full-Time and Part-Time), not exempted by clause 9.1. (Special note by OFR: encouraged for non-member Limited-Duties appointees as well.)	Annual Perf...	11
January	by January 30	Proposed procedures and criteria ratified by Members are forwarded to Dean, or designate, for approval by Employer.	Annual Perf...	5.1
January		OFR produces list of Members / Preferred Status, and Standing Appointment eligibility for next fiscal year. Units assign courses to FT, SA, and GS before posting.	Appointments	14
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	by February 1, 2014	Salary Anomaly Committee makes recommendations on anomalies to Provost.	Compensation...	39.4
January	within 2 weeks of	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	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 / February	within 2 weeks of return	If proposed procedures and criteria are not approved by Employer, they are returned to APE Committee (or Chair/Director), and	Annual Perf...	5.2.1 to 5.2.3
February	no later than February 15	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.	Annual Perf...	12
February		If Dean, or designate, accepts assessment, assessment will be placed in Member's Official File and a copy supplied to the Member.	Annual Perf...	12.1
February	within 30 days	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	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 March 1, 2014	Provost responds to Salary Anomaly Committee recommendations and informs parties.	Compensation...	39.5
February	previous Academic Year	Member files Paid Activities Report as part of Member's Annual Report on significant Paid Professional Activities outside of his/her	Conflict...	15.1
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	6.4 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
February		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
February / March		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...	12.2
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	8.2, 8.3, 18.9 LU LD Conversions
March	within 4 weeks	All applicants must be notified by Chair or Unit Head of results of application process for Intersession/Summer.	Appointments	15.5
March	by March 15, 2012	Appointments Committee shall review the teaching records of each Member who holds a Probationary Standing Appointment	Appointments	22.2
March	by end of March	Dean, in consultation with Chair/Director and P&T Chair (if applicable), reviews each Member's P&T File. If Member is jointly	P&T	15
March		Dean identifies all <u>Probationary Assistant Professors</u> in last year for review under Clause 15.1, initiates consideration and requests items from the Member as outlined in Clause 6.5 for the P&T File.	P&T	15.1
March		Dean identifies all <u>Probationary Associate Professors</u> in last year for review under Clause 15.2, initiates consideration and requests	P&T	15.2
March		Dean identifies those <u>Probationary Members</u> 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 6.5 for the P&T File.	P&T	15.3
March	by March 31	<u>Probationary Assistant Professors</u> in third year with outstanding record may request consideration in fourth year, in writing, under	P&T	15.4
March	by March 31	<u>Limited-Term Assistant Professors</u> 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 6.5.	P&T	15.4.2
March	within 2 weeks of	<u>Tenured Associate Professors</u> who were invited to provide items required for P&T File and who fail to supply the items within two	P&T	15.5
March		Dean in consultation with Chair/Director (if applicable) identifies <u>Tenured Assoc Professors</u> to be invited to undergo review for promotion under Clause 15.5, extends invitation and requests items from the Member as outlined in Clause 6.5.	P&T	15.5
March		Dean in consultation with Chair/Director (if applicable) identifies <u>Limited-Term Assistant and Associate Professors</u> to be invited to undergo review for promotion under Clause 15.5.1, extends invitation and requests items outlined in Clause 6.5.	P&T	15.5.1
March	by March 31	<u>Tenured Associate Professors</u> , no earlier than three years after previous request for review, may request consideration, in writing,	P&T	15.6
March	by March 31	<u>Limited-Term Associate Professors</u> may request consideration for Promotion, in writing, under Clause 15.6.1 and provides items referred to in Clause 6.5.	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, 2014	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	Annual Perf...	7
March	by March 15	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
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
March	by March 15, 2014	Appointments Committee shall review the teaching records of each Member who holds a Probationary Standing Appointment against the criteria for Standing Appointment and determine if a non-probationary Standing Appointment will be offered.	Appointments	22.3
March / April	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
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	annual report to OFR	Membership of Appointments Committee reported annually to Office of Faculty Relations.	Appointments	5.9
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	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 30	Units must have received approval for posting of notices for anticipated Fall/Winter Limited-Duties Appointments and such notices	Appointments	15.1
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
April	within 2 weeks of	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	Prior to annual interview with Probationary Member, Dean, or designate, may solicit comments from Probationary Member, other	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	P&T	5.1 - 5.3

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April	within 2 weeks of annual	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 6.7 as requested by the Dean.	P&T	6.7
April	by April 15	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 every three	Normal Workload must be reviewed by Unit every three years at minimum or at request of Dean in April.	Workload	3
May	within 30 days	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 Limited-Duties Appointment cancelled up to the start of classes , one-time cancellation fee of \$750 required.	Appointments	17.1
May		If Limited-Duties Appointment cancelled within 2 weeks after classes start , one-time cancellation fee of \$1500 required.	Appointments	17.2
May	May 1, 2014	If a Member holding a Probationary Standing Appointment has sustained a sufficiently strong record of performance in teaching to warrant a Standing Appointment, the Probationary Standing Appointment shall be converted to a Standing Appointment	Appointments	22.3.1
May	no later than month of	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 1	If the Normal Workload of Unit is to be reviewed, Members must elect a Workload Committee.	Workload	3.1
May	by May 31	Teaching and Service workload assignments sent to Full-Time Members for following September to August.	Workload	5.2.1
June	within 4 weeks	Limited-Duties applicants must be notified by Chair or Unit Head of results of application process for Fall/Winter.	Appointments	15.5
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	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 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	Workload	10
July		If Limited-Duties Appointment cancelled up to the start of classes , one-time cancellation fee of \$750 required.	Appointments	17.1
July		If Limited-Duties Appointment cancelled within 2 weeks after classes start , one-time cancellation fee of \$1500 required.	Appointments	17.2
July	by July 31, 2011	Appointment Committee shall determine what criteria shall be applied under Clause 18.1 to assess whether a candidate for Standing Appointment has sustained a "sufficiently strong" record in teaching to warrant a Standing Appointment.	Appointments	22.1
July	July 1	Annual increases to Full-Time salaries for continuing Limited-Term, Probationary and Tenured faculty members.	Compensation...	1 to 43
July	Academic Year 2013-14	The Performance-Based and Gender-Based Anomaly Fund, shall be fully distributed in this Academic year.	Compensation...	25.1
July	not exceed 2 years for Acting	Term of Acting Chair or Acting Director shall not exceed two years.	Dept Chairs....	10.1
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	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	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	2.2
July	deemed July 15 for 22	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
August	Aug 31, 2011	Standing Appointment criteria shall be ratified by Membership in the Unit.	Appointments	22.1
August	at least one week before	Dean, or designate, ensures that contents described in Clause 6.5 are added to the P&T File and Member invited to sign table of	P&T	6.5
August	at least 72 hours before	If late referee report received, Member provided 72 hours before Committee meets to review letter and provide additional relevant	P&T	6.5.1.1
September		If Limited-Duties Appointment cancelled up to the start of classes , one-time cancellation fee of \$750 required.	Appointments	17.1
September		If Limited-Duties Appointment cancelled within 2 weeks after the start of classes , 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 (Special Note by OFR: elect an alternate at time of annual election.)	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	Committee, if considering negative recommendation or has concerns about the record, requests 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	Member may withdraw File, in writing, at any time prior to Committee's decision.	P&T	16.2
September	not later than second	Tenured, Probationary (being considered for Tenure) and Permanent Limited Term Members (with Research component) may apply	Sabbatical Lv	2, 2.1, 4.1,
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	Sabbatical Lv	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.	Sabbatical Lv	13.2
September	within three months of return	Member must file report on Sabbatical Leave ending June 30.	Sabbatical Lv	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	Workload	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.	Annual Perf...	4
October	by November 1, 2013	Members must file applications for correction of salary anomalies to Dean.	Compensation...	39
October	within 2 weeks of letter	Member meets with Dean (or declines) within 2 weeks of Dean's request for a meeting regarding Sabbatical Leave application.	Sabbatical Lv	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.	Workload	3
October	by October 1	If Normal Workload of Unit is to be reviewed, Workload Committee proposes a Normal Workload for the Unit	Workload	3.1.1

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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 Members of	Workload	3.2
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	Annual Perf...	9
November	by December 1, 2013	Deans must file applications for correction of salary anomalies to Office of Faculty Relations.	Compensation...	39
November	before November 16,	Non-Traditional Units develop plans for structures for their organization and governance that fulfill the requirements of the FCA for	Non-Traditional U	3
November	before November 30	P&T Committee (excl. Dean and external members) meet to consider Promotion File of each Member and provide advice to Dean by December 20.	P&T	6.2
November	November 1	Deadline for P&T File (Tenure cases only) and recommendations to reach Provost.	P&T	17
November	November 15	Deadline for P&T File (Promotion cases only) and recommendations to reach Provost.	P&T	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	Workload	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.	Workload	3.3.1
November	within 2 Academic Years	If Normal Workload identified by Dean increases Teaching and Service work, Dean must return magnitude of the sum of Teaching	Workload	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	Annual Perf...	5
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.	P&T	18.1
December	within 2 weeks of Provost's written	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.	P&T	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.	P&T	18.4
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.	Sabbatical Lv	13.1 a) b)

This document is for summary reference purposes only. Please refer to the 2010-14 Western Faculty Collective Agreement for full text. Should any part of this document conflict with the Collective Agreement, the Collective Agreement will prevail.