

February 16, 2021
Employer's Unit 1 proposals

1. PROPOSAL 1: CONTRACT DEADLINES

Revise Article 12.06 to reflect the current electronic posting process and Article 12.07 and Appendix "B" TA Offer of Appointment to add deadlines relating to offers of appointment:

12.06 NOTIFICATION OF APPLICANTS FOR POSITIONS

Each hiring unit shall post its hiring decisions by posting ~~on the hiring unit's CUPE 3903 Bulletin Board~~ the names of the persons offered/appointed to positions. Where practicable, this information will be posted in the hiring unit at least four weeks before the commencement of classes with a copy to the union. For summer positions such posted Notice will indicate which positions, if any, fulfil the employer's priority pool obligations.

12.07 WRITTEN OFFER OF APPOINTMENT

12.07.1 Appointments shall be made in writing by a letter or letters similar to the "Offer of Appointment" form contained in Appendix B. The employer shall send the appointee two copies of the "Offer of Appointment." If the appointee accepts the offer, one copy shall be signed and returned to the hiring unit, and the other will be retained by the appointee. A Revenue Canada TD1 form shall be included with the first "Offer of Appointment" sent to an employee for each academic session.

12.07.2 (i) When practicable, course directors shall be advised in writing of appointments two months prior to the beginning of the term in which the course will be offered in order to allow adequate preparation time.

(ii) When practicable, offers of appointment, other than course directorships, shall be issued at least four weeks prior to the start of the term in which the appointment is held.

12.07.3 Candidates must confirm their acceptance of an offer of appointment within five calendar days, following which the offer will expire.

12.07.34 CANCELLATION OF APPOINTMENTS

When a position which has been offered in writing is cancelled for reasons of insufficient enrolment in the course in question, and no assistantship of equivalent monetary value is found for the employee, she shall receive one-eighth of the salary for the position as severance pay. When a position which has been offered in writing is cancelled for any other reason, and no assistantship of equivalent

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monetary value is found for the employee, she shall receive two-fifths of the salary for the position as severance pay. Where the cancelled appointment had been allocated under the priority pool provisions of this agreement, an assistantship of equivalent monetary value shall be found for the employee.

APPENDIX "B" TA OFFER OF APPOINTMENT

...

If you accept this offer of appointment, please complete, sign, and return the attached copy of this form to me within five calendar days. ~~(Any delay in responding may delay your first salary payment.)~~

2. PROPOSAL 2: Tickets and Equity Hiring

ARTICLE 10 – POSITIONS AND RATES OF PAY

10.01.1 The parties recognize that the employer wishes to provide teaching opportunities for full-time graduate students. Such students will normally be employed in tutor 1, tutor 2, tutor 3, tutor 4, tutor 6, tutor 7, or writing instructor positions. However, the employer reserves the right to appoint such students to no more than ~~fifty-fifty-five~~ (55) type one full course director positions (not including any course director positions to which full-time graduate students are appointed when there have been no suitably qualified candidates with applicable prior experience in Unit 2 for course director positions originally posted in Unit 2) during any twelve-month period ending 31 August. ~~Further, the employer reserves the right to appoint such students to an as yet undetermined number of additional positions in the Faculty of Education which will be based on the number of "net new" course director positions in the faculty, subject to a process to be worked out between the parties via the Labour/Management Committee. In the event that either the Faculty of Environmental Studies or the Faculty of Education does not use all of their allotted positions, they will not be transferable to, nor can they be borrowed by, other Faculties.~~ In identifying courses to be made available as ticketed course opportunities, hiring units will give first consideration to courses that were not taught by an employee in the Unit 2 bargaining unit in the immediately preceding contract year.

Notwithstanding Article 10.01.2, the employer further reserves the right to appoint such students to additional positions equal to one-third of the number of Research release-time stipends granted each year to holders of SSHRC Research Grants. If a hiring unit has an even number of research release-time stipends in a single year, the ratio shall be achieved by averaging the positions over two or more years.

The Administration will ensure – and verify through report – that released courses are being distributed on the basis of one Unit 1 ticket for each group of two Unit 2 replacement appointments. The courses filled must have been taught in the previous year by a faculty member on release, or by a faculty member now taking on courses of released colleagues, or courses that the faculty member on leave had been scheduled to teach. These Unit 1 tickets shall not exceed the forenoted ratio. The Administration will report as soon as the grants are accepted and again, when the appointments begin.

Effective 2015-16 the ticket application process is as follows:

- (i) PhD students wishing to apply for a ticketed course directorship will do so by January 31st using the standard Application for Teaching Assistantship Positions in Appendix F.
- (ii) Applications for ticketed course directorships will additionally include, along with the Application Form in Appendix F:

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- a. A letter indicating the applicant's interest in teaching a course; how teaching a course fits with the applicant's future career aspirations; the subject matter the applicant is most qualified to teach; and the term or terms in which the applicant would be available to teach the course;
- b. A statement from the applicant's supervisor indicating a ticketed course director position at this stage is appropriate and will not negatively affect the applicant's progress in the Program.
- c. Units may also require references from one or more course directors for whom the applicant has served as a teaching assistant.

Units may wish to provide additional guidance regarding item (ii)(a) above; such additional guidance will be communicated by the Unit to potential applicants.

- (iii) Programs will identify the potential ticketed course opportunities and will communicate the list of opportunities to applicants by no later than April 1. If the Program will have no ticketed course directorship opportunities, it will advise the applicants by no later than April 1. Applicants may indicate their preference for a specific opportunity by April 15.
- (iv) Applicants will be assessed and ranked on the basis of their applications. Units may optionally include an interview process; if an interview process is included, the interview process and its role in the applicant assessment will be communicated to applicants. In all cases, appointment decisions will be communicated to applicants by May 15.
- (v) Preference will be given to applicants with least prior experience as a ticketed course director. Units may establish their own eligibility criteria with respect to year or years of program and/or progress toward completion; any such criteria will be communicated by the Unit to potential applicants.
- (vi) A minimum of two ticketed courses directorships will be made available to each faculty to ensure the equitable availability of ticketed course directorship among those faculties who may wish to use ticketed courses directorships.
- (vii) For each faculty utilizing ticketed course directorships for a period from September 1 to August 31, 50% of the ticketed course directorships must be prioritized for qualified candidates who self-identify as being from one or more of the Equity Groups. As among qualified candidates from Equity Groups, individuals who self-identify as being from two or more Equity Groups will be further prioritized to be awarded the position. Where there are no qualified candidates for a ticketed course directorship from among the prioritized course directorships from an Equity Group, the position will be awarded in the normal fashion as set out on this Article.