

**FACULTY  
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## Memo

**To: Members of the CUPE 3903 Conversion Pool**

**From: Mihaela Stancescu, Senior Labour Relations Advisor**

**Date: December 22, 2022**

**Subject: 2022-2023 CUPE 3903 Conversion Exercise**

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### Summary

The 2020-2023 CUPE 3903 Unit 2 Collective Agreement Article 23.04 stipulates that the Office of the Provost & Vice-President Academic shall make at least two recommendations of Affirmative Action Pool members for full-time faculty positions in the probationary tenure- stream in the 2022-23 contract year with a July 1, 2023 start date. These recommendations will be for full-time faculty positions to the professorial or teaching stream. Please note that per Article 23.03.4 in all cases, candidates will identify the stream (teaching, professorial or both) to which they are applying, and Units will identify the stream(s) they are recommending.

A minimum of one recommendation in this year (2022-23) will be prioritized for candidates who self-identify as Aboriginal (Indigenous) or as a member of a visible minority (racialized group). If the Office of the Vice-President Academic and Provost is unable to make a recommendation with respect to a prioritized candidate who self-identifies as Aboriginal (Indigenous) or as a member of a visible minority (racialized group), the next priority will be to make a recommendation with respect to a candidate from one or more of the other Equity Groups. The Equity Groups include the four Federal Contractor Program (FCP) Equity Groups, which are: (1) women, (2) racialized groups, (3) Indigenous peoples, and (4) persons with disabilities, and in addition to the FCP Equity Groups, 2SLGBTQIA+ .

You must submit a completed self-identification form (a copy is appended to this letter) with your application in order for your equity status to be considered in the selection process.

### Two Additional Conversion Appointments

In accordance with the Letter of Agreement: Job Stability in the renewal 2020-23 York-CUPE 3903 Unit 2 Collective Agreement, the employer will provide two additional conversion appointments retroactive for the 2020-2021 collective agreement year. These two additional conversion appointments combine with those in Article 23.04 (ii) to provide for a total of six conversion appointments over the life of the three year 2020-2023 collective agreement.

In the 2021-22 contract year, a total of four conversion appointments were made and appointments began July 1, 2022.

The purpose of this memorandum is to alert you to the onset of the 2022-2023 conversion program in which a minimum of two recommendations will be made to the professorial or teaching stream.

As most of you already know, CUPE conversion appointments can take two forms: either the making of an appointment of an individual to a specific position, either within a hiring unit or on a cross-appointed basis, or as the result of a specific search restricted to members of the CUPE 3903 affirmative action pool. Please see Articles 23.03.1 and 23.03.2 in the Unit 2 Collective Agreement.

Please note that while the figures noted above in the Summary are minimums, currently there are significantly more individuals identified as fulfilling the criteria for membership in the affirmative action pool than available conversion appointments. Therefore, one should not conclude that membership in the pool automatically guarantees a conversion appointment. Also, interested parties are cautioned that, as always, the authorization for any appointment is still contingent on that appointment being in one of the areas articulated as a current academic priority for the hiring unit, the Faculty and the University. Success then, in the “competition” for a conversion appointment will depend on the relative priority of the hiring unit, the quality of the candidate, and the fit between the two. Moreover, again as always, success will not be automatic but will require the ultimate approval of the President.

If you are interested in being considered for appointment or if you are approached by an interested hiring unit and you have not already done so, now is the time to begin preparing your file. Please note that per Article 23.03.3 in the 2020-2023 CUPE 3903 Unit 2 collective agreement, an individual may apply for a conversion appointment directly to a Dean/Co-Principal. Where an application is so submitted, the Dean/Co-Principal will consult the relevant hiring unit(s) concerning the application.

The actual files, which are submitted by the Chairs to the Dean/Co-Principal’s Office, are normally accompanied by the following documentation: current *curriculum vitae*, letters of reference (including external letters), assessment by the hiring unit of the candidate’s teaching, research and scholarly or creative work, and service potential; and an indication of how the appointment fulfils departmental needs and, where appropriate and in light of the candidate’s unique career path, his or her potential for participation in graduate teaching and supervision.

In order that hiring units and individuals be provided the maximum amount of time to prepare files, the following tentative schedule has been set:

**Timeline:**

Individuals apply to hiring units or Dean/Principal	February 10, 2023
Units submit files to the Dean/Principal	March 10, 2023
Faculties forward recommendations to Associate Vice-President, Faculty Affairs	April 7, 2023
Announcement to Community	May 7, 2023
Appointment Starts	July 1, 2023

If you have any questions regarding the LSTA process, please do not hesitate to contact me at [mihaelas@yorku.ca](mailto:mihaelas@yorku.ca).

Thank you,



Mihaela Stancescu  
Senior Labour Relations Advisor  
Faculty Relations

Cc: Lisa Philipps, Vice-President Academic and Provost  
Laina Bay-Cheng, Associate Vice-President, Faculty Affairs  
CUPE 3903

**Article 12.03.2, Article 23.04.2 (“Conversion Appointments”) and Article 24.07 (“Long Service Teaching Appointments”) in the Unit 2 Collective Agreement contain provisions that have potential impact on members of the four employment equity groups. If you wish to be considered pursuant to these provisions, please self-identify in one or more of the following:**

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

<p><b>A. Visible minorities (racialized)</b> are persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour, regardless of birthplace.</p> <p>Based on this definition, are you a visible minority (racialized)?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes, you are invited to check all that apply:</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Black (e.g., African, American, Canadian Caribbean)</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Filipino</p> <p><input type="checkbox"/> Japanese</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Non-White Latin American (including indigenous persons from Central and South America)</p> <p><input type="checkbox"/> Non-White West Asian (e.g., Iranian, Lebanese, Afghan)</p> <p><input type="checkbox"/> South Asian/East Indian (e.g., Bangladeshi, Pakistani, Indian from India, East Indian from Guyana, Trinidadian, Sri Lankan, East African)</p> <p><input type="checkbox"/> South East Asian (e.g., Burmese, Cambodian/Kampuchean, Laotian, Malaysian, Thai, Vietnamese, Indonesian)\</p> <p><input type="checkbox"/> Persons of mixed origin (e.g., with one parent member of a visible minority racialized group)</p>
<p><b>B. Persons with disabilities</b> are those that have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:</p> <p>a) consider themselves to be disadvantaged in employment by reason of that impairment, <b>or</b></p> <p>b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. This also includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.</p> <p><b>Based on this definition, are you a person with a disability?</b>      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p><b>C. An Aboriginal (Indigenous) person</b> is a North American Indian, Métis, or Inuit and/or a Treaty Indian or a Registered Indian and/or member of an Indian Band/First Nation.</p> <p><b>Based on this definition, are you an Aboriginal (indigenous) person?</b>      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p><b>D. What is your gender identity?</b></p> <p><input type="checkbox"/> Man      <input type="checkbox"/> Woman      <input type="checkbox"/> Trans*      <input type="checkbox"/> Gender Non-conforming</p> <p>Trans* includes, for example trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman</p>
<p><b>E. LGBTQ2</b> is an umbrella term for persons who identify, for example as, lesbian, gay, bisexual, transgender, two-spirited, genderqueer, questioning, or who otherwise express gender or sexual diversity. Do you identify as LGBTQ2?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>*Trans includes, for example trans, transgender, transsexual, gender queer, two-spirit, transwoman, transman</p>
<p><b>F.</b> In our work to sustain an inclusive work environment where every employee feels valued, respected and supported, we often seek input from York employees on initiatives specifically aimed at reducing potential bias and/or barriers in the employment/student life cycle.</p> <p>Please let us know if you would like to get involved in equity, diversity &amp; inclusion initiatives at York and would like to be contacted by the Equity, Diversity &amp; Inclusion Officer.      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p><b>G.</b> <input type="checkbox"/> I choose not to complete the self-identification survey at this time.</p>

Please note that this Self ID information will be forwarded to Christal Chapman, Equity, Diversity & Inclusion Program Manager to be added to York University’s Self ID database.