

**April 27, 2021**  
**Employer Proposal on Unit 1 tickets**

The attached two revised proposals represent changes to the Employer's Comprehensive Package Proposal of Monday April 19, 2021 regarding CUPE 3903 Unit 1.

From the April 19 Comprehensive Package Proposal re Unit 1, **the following four proposals are replaced:**

1. Revised Employer Proposal re Unit 1, Article 12.07.2 – Deadlines for Unit 1 Contracts and Acceptance of Appointments
4. Revised Employer Proposal re Unit 1, Article 12.07.2 – Deadlines for Unit 1 Contracts and Acceptance of Appointments
6. Employer Proposal re CUPE Unit 1 Article 10.01.1 – Tickets
9. Employer Proposal re CUPE Unit 1 Article 10.01.1 – Distribution of tickets

**The above four proposals are replaced with the following two proposals:**

1. Revised Employer Proposal re Unit 1, Article 12.07.2 – Deadlines for Unit 1 Contracts and Acceptance of Appointments

See attached April 22, 2021 proposal

2. Employer Proposal re CUPE Unit 1 Article 10.01.1 – Tickets

See attached April 27, 2021 proposal

All other elements of the Employer's April 19 Comprehensive Package Proposal of Monday April 19, 2021 remain as presented on April 19, 2021.

**NOTE: BLUE TEXT REFLECTS CHANGES AS BETWEEN THE UNIVERSITY'S APRIL 19, 2021 AND APRIL 27, 2021 PROPOSALS**

**Delete Article 12.06 and revise Article 12.07 and Appendix "B" TA Offer of Appointment to add new deadlines relating to offers of appointment and a commitment to the expeditious payment of salary where payment of the first month's salary is late where the deadlines for making and accepting offers have been met:**

**~~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.~~

**April 22, 2021**

**Employer Proposal re Unit 1 Articles 12.06 and 12.07**

Corresponds to CUPE 3903 proposals #1, and #17-20

**12.076 WRITTEN OFFER OF APPOINTMENT**

12.076.1 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.

12.076.2 (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~~ offers of appointment for the Fall/Winter session will be issued by July 7.

~~(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.~~

~~(ii)~~ (ii) When practicable, offers of appointment for the Winter session will be made by December 1.

~~(iii)~~ (iii) When practicable, offers of appointment for the Summer Session will be made by April 1.

12.076.3 Candidates must confirm their acceptance of an offer of appointment within ~~calendar~~ five-ten working days, at which time the offer will expire.

12.06.4 Where the deadlines in 12.06.2 and 12.06.3 above are met and the Employer does not process the first month's salary on a regular pay date in the initial month of the contract, it will issue an off-cycle payment as soon as practicable thereafter.

**12.076.345 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 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.

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**Employer Proposal re Unit 1 Articles 12.06 and 12.07**

Corresponds to CUPE 3903 proposals #1, and #17-20

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~~ ten calendar working days. (~~Any delay in responding may delay your first salary payment.~~)

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**Employer Proposal re Unit 1 Article 10.01**

Corresponds to CUPE proposals #43 and #47

*NOTE: BLUE TEXT REFLECTS CHANGES AS BETWEEN THE UNIVERSITY'S APRIL 19, 2021 AND APRIL 22, 2021 PROPOSALS*

**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:

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**Employer Proposal re Unit 1 Article 10.01**

Corresponds to CUPE proposals #43 and #47

- (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:
  - 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.

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- (vii) Preference for appointments to ticketed course directorships will first be given to applicants in their upper years (year 4 and up) with the least prior experience as a course director.
  
- (viii) At the faculty level, 50% of the ticketed course directorships will be prioritized in each contract year for qualified applicants who self-identify as being from one or more of the Equity Groups, as follows:
  - (a) Among qualified applicants from Equity Groups, applicants who self-identify as Indigenous or racialized will be given first priority for the ticketed course directorship; and
  - (b) In considering between two or more qualified applicants from Equity Groups, the preference in (vii) above will determine appointment to the ticketed course directorship.