

# Memorandum of Agreement

- Between -

Ontario College of Art & Design University

- And -

Ontario College of Art & Design Faculty Association

Duration: July 1, 2013 to June 30, 2016

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# Preamble And General Information

## ARTICLE 1 PREAMBLE

### 1.1 Statement of Principles

1.1.1 The Ontario College of Art & Design University (“OCAD U” or “the University”) and the Ontario College of Art & Design Faculty Association (“OCADFA”), (collectively “the Parties”), enter into this Memorandum of Agreement (“this Agreement”) in the belief that its implementation will enable OCAD U to continue providing outstanding professional education for aspiring artists, designers and educators, now and in the future, while:

1.1.1.1 Meeting the needs of students;

1.1.1.2 Respecting the academic and personal rights of faculty and academic staff;

1.1.1.3 Maintaining OCAD U’s integrity as a highly respected, studio-based art and design university where, from exemplary educators, practitioners and academics, students learn creative production, critique, inquiry, discovery, analysis, and research; and

1.1.1.4 Ensuring OCAD U’s long-term administrative and financial health.

1.1.2 The Parties are committed to hiring and retaining faculty and academic staff whose professional qualifications and ongoing endeavours enable

OCAD U to fulfill its educational mandate consistent with the provisions of the *Ontario College of Art & Design Act*.

1.1.3 The Parties are committed to encouraging and assisting in the Professional Development of faculty and academic staff, and recognizing their achievements.

1.1.4 The Parties are committed to the provision of safe and appropriate working conditions for faculty and academic staff, including access to office and studio space and equipment, where relevant, within the framework of available financial and physical resources.

## ARTICLE 2 RECOGNITION AND EXCLUSIONS

### 2.1 Recognition

2.1.1 OCAD U recognizes OCADFA as the sole and exclusive bargaining agent for all OCAD U faculty and academic staff.

2.1.2 OCAD U shall not enter into any agreement or terms and conditions of employment with individual faculty or academic staff, which are contrary to the provisions of this Agreement.

2.1.3 "Faculty" are those who teach within the OCAD U credit curriculum, Maximum-Load or Partial-Load, and who have one of the following appointments:



- 2.1.3.1 Sessional;
- 2.1.3.2 Teaching-Intensive Stream;
- 2.1.3.3 Contractually Limited Term Appointment (CLTA);
- 2.1.3.4 Continuing;
- 2.1.3.5 Probationary; or
- 2.1.3.6 Tenured.

2.1.4 “Academic Staff” include those who directly facilitate student learning within the OCAD U credit curriculum, specifically:

- 2.1.4.1 Technicians;
- 2.1.4.2 Academic Counsellors; and
- 2.1.4.3 Teaching Assistants.

## **2.2 Exclusions**

2.2.1 The Parties agree that the following OCAD U employee groups are excluded from membership in OCADFA:

- 2.2.1.1 Administrative Managers;
- 2.2.1.2 Academic Managers (while serving in this capacity);
- 2.2.1.3 Non-Credit Instructors;
- 2.2.1.4 Employees in the bargaining unit represented by the Ontario Public Service Employees Union (“OPSEU”) Unit 1 (support staff);
- 2.2.1.5 Exempt Staff (support staff positions which are equivalent to

OPSEU Unit 1, but exempt on the basis of confidentiality); and

- 2.2.1.6 Employees in the bargaining unit represented by OPSEU Unit 2 (class assistants, models and student monitors).

## 2.2.2 Academic Managers

- 2.2.2.1 “Academic Managers” include the Deans of Faculty, Associate Deans and the Vice-President, Academic, who are part of OCAD U Management and, during the course of their managerial tenure, are not represented by OCADFA.
- 2.2.2.2 The equivalent of OCADFA dues are deducted from Associate Dean’s salaries for any courses taught during their managerial tenure.
- 2.2.2.3 Faculty and, where appropriate, other academic staff, are represented on hiring and performance assessment committees for Deans of Faculty, Associate Deans and the Vice-President, Academic. The Committee shall be comprised of not less than 33% faculty.
- 2.2.2.4 The hiring process for Academic Managers considers qualifications for both teaching and administrative duties.

## ARTICLE 3 MEMBERSHIP IN OCADFA

### 3.1 Preamble

- 3.1.1 While membership in OCADFA shall not be a condition of employment, the

Parties acknowledge that the negotiation and ongoing administration of this Agreement entails expenses which should be appropriately shared, through the payment of dues, by all faculty and academic staff members who are beneficiaries of said Agreement.

### **3.2 Requirement to Pay Dues**

3.2.1 All faculty, whether Sessional, Teaching-Intensive Stream, CLTA, Continuing, Probationary or Tenured, and all academic staff, whether Contract, Probationary or Tenured, shall be required to pay dues to OCADFA, and shall sign a letter to OCAD U acknowledging their consent to the deduction of OCADFA dues at the commencement of their employment.

3.2.2 The payment of dues through payroll deduction is a condition of employment for all faculty and academic staff. Termination of employment is a specific penalty for the failure to authorize the payment of dues through payroll deduction. In a case of termination of employment arising from a failure to pay dues, neither a grievance nor dismissal arbitrator or arbitration board, nor a Peer Review Appeal Committee, has the authority to order reinstatement once it has been established that the faculty or academic staff member refused to authorize dues.

3.2.3 OCAD U shall, once in each month during the life of this Agreement, deduct from the salaries of all faculty and academic staff such fees,

monthly dues or assessments as may be authorized from time to time by OCADFA, and certified in writing to OCAD U.

3.2.4 OCAD U shall indicate the amount of OCADFA deductions on T-4 slips for faculty and academic staff.

3.2.5 The employer shall remit the amounts deducted to OCADFA no later than fifteen (15) days after the deductions have been made, and shall inform OCADFA monthly of the names of employees from whose salaries deductions have been made, and the amounts so deducted from each employee's salary.

### **3.3 Membership Not Compulsory**

3.3.1 All faculty and academic staff shall be free to be members of OCADFA or not to be members of OCADFA.

3.3.2 The Parties agree that no faculty or academic staff member shall be discriminated against by OCAD U or by OCADFA because of her/his choice to be or not to be a member of OCADFA.

3.3.3 Faculty and academic staff who wish not to become members of OCADFA, or who wish to discontinue their membership in OCADFA, must indicate this in writing to the President of OCADFA, with a copy to the Executive Assistant of OCADFA. It is understood that in the absence of such written notification having been received by OCADFA, all faculty and academic

staff shall be considered members of OCADFA. It is also understood that faculty and academic staff who choose not to be members shall in all cases continue to pay dues.

3.3.4 Faculty or academic staff who have chosen not to belong to OCADFA may join or rejoin at any time by indicating this in writing to the President of OCADFA, with a copy to the Executive Assistant of OCADFA. The faculty or academic staff member shall be re-instated as a member of OCADFA as soon as practicable after said written notification has been received by OCADFA.

### **3.4 Memorandum of Agreement**

3.4.1 The University agrees to provide a copy of this Agreement and any subsequent amendments to all new faculty and academic staff at the time of hire, and to provide any subsequent amendments in a timely manner not exceeding 60 calendar days.

### **3.5 Information Sharing Between OCAD U and OCADFA**

3.5.1 The Employer shall provide to the offices of OCADFA the following information regarding each member of the bargaining unit: name, home faculty/unit, status, rank, salary level, percentage of workload and salary. The salary-related information of individuals shall not be distributed or publicized by those in OCADFA who review it. Such information shall normally be provided no later than November 1<sup>st</sup> of each academic year.

## ARTICLE 4 DEFINITIONS APPLYING TO ALL FACULTY AND ACADEMIC STAFF

### 4.1 Senate

4.1.1 “Senate” is the Senate of the University as defined in the *Ontario College of Art & Design Act*, 2002.

### 4.2 Board of Governors

4.2.1 “Board of Governors” is the Board of Governors of the University as defined in the *Ontario College of Art & Design Act*, 2002.

### 4.3 Conflict of Interest and Bias

4.3.1 For faculty and academic staff who serve on Committees with Faculty Representation, a “Conflict of Interest” and/or “Bias” exists when a current or former relationship with a candidate or some other matter could improperly influence his/her judgment, and/or could reasonably create a perception of Bias.

4.3.2 Faculty and academic staff who serve on Committees with Faculty Representation must declare to the Chair of the Committee a Conflict of Interest and/or Bias as soon as it arises.

4.3.3 Faculty and academic staff who are under consideration by Committees with Faculty Representation have the right to declare to the Chair of the Committee a belief that a member of the Committee has a Conflict of

Interest and/or Bias. A declaration of Conflict of Interest and/or Bias by a faculty or academic staff member under consideration by Committees with Faculty Representation must be made as soon as it is known, and should be made in advance of the relevant Committee meeting (if notified in advance of the composition of the Committee) or at the outset of the meeting, unless the Conflict of Interest and/or Bias was not reasonably discoverable at that time.

4.3.4 The Chair of the Committee with Faculty Representation must determine if:

- 4.3.4.1 The Conflict of Interest and/or Bias, or perceived Conflict of Interest and/or Bias, requires disclosure to the full Committee;
- 4.3.4.2 The faculty or academic staff member with the Conflict of Interest and/or Bias, or perceived Conflict of Interest and/or Bias, may continue to serve on the Committee; and
- 4.3.4.3 Any special conditions are required to govern the faculty or academic staff member's continued participation on the Committee, e.g. absenting her/himself from specific discussion or decision processes.

#### **4.4 Curricular Necessity**

- 4.4.1 "Curricular Necessity" is a situation whereby major curricular change, such as the closing of an academic Program, is required in order for the University to meet its educational goals. Such decisions must be made in

consultation with relevant faculty and academic staff, and must be approved by the appropriate University committees, including the Board of Governors.

#### **4.5 Financial Exigency**

4.5.1 “Financial Exigency” is a demonstrated, bona fide financial crisis which, by its gravity and the likelihood of its long-term continuation, threatens the fulfillment of the University’s educational mandate, and which can be alleviated only by the layoff of faculty and/or academic staff.

#### **4.6 Final Decision**

4.6.1 A “Final Decision” is a decision which gives rise to no difference between the Parties arising from the interpretation, application, administration, or alleged violation of this Agreement except only to the extent that the decision is alleged to be discriminatory, arbitrary, made in bad faith, or tainted by procedural unfairness which has affected the outcome, and to that extent the decision is subject to Article 13 (i.e. the Grievance Process).

#### **4.7 Panel of Arbitrators**

4.7.1 A “Panel of Arbitrators” is mutually agreed to by the Parties and listed in **Appendix E** to this Agreement. Where the terms of this Agreement provide for the selection of an arbitrator from the Panel, the Parties will attempt to agree to one of the arbitrators listed on the Panel. Failing



agreement, a member of the Panel will be chosen randomly. If that arbitrator is not available to hear the matter within a reasonable timeframe, the Parties shall re-select.

## **4.8 Pension Committee**

4.8.1 The “Pension Committee” consists of:

- 4.8.1.1 1 representative of OCADFA;
- 4.8.1.2 1 representative of OPSEU Local 576;
- 4.8.1.3 1 representative of the Administrative Managers and Exempt Staff;
- 4.8.1.4 The Vice-President, Administration (non-voting);
- 4.8.1.5 The Director, Human Resources (non-voting); and
- 4.8.1.6 The Director, Finance (non-voting).

4.8.2 The Chair of the Pension Committee is selected from among the Committee’s voting members by mutual agreement of all voting members.

4.8.3 In accordance with the *Ontario Pension Benefits Act*, the mandate of the Pension Committee is to monitor the administration of the University’s pension plan, make recommendations to the Parties regarding changes, and promote awareness and understanding of the plan among University employees.

## **4.9 Quorum**

4.9.1 For Committees with Faculty Representation, “Quorum” is 50% plus 1 of the total Committee membership, and includes the Chair (or designate) and a minimum of 50% of faculty and academic staff representatives on that Committee.

## **4.10 Term and Academic Year**

4.10.1 Each “Academic Year” consists of three 17-week “Terms” of study: Fall (September - December); Winter (January - April); and Summer (May - August).

### **4.10.2 Academic Employment Year**

The employment year shall normally be from July 1<sup>st</sup> to the subsequent June 30<sup>th</sup>, and shall include Teaching & Teaching-Related Responsibilities and Professional Practice/Research (for those who hold such responsibilities), and Service, as well as vacation, payment for which is included in the annual salary. Employees with appointments of less than twelve months shall receive a portion of the annual salary pro-rated accordingly. Those employees teaching courses that fall in two academic years shall have their pay calculated in accordance with the appropriate rates in effect as of the date their courses commence.

4.10.3 Faculty and academic staff are entitled to the following paid holidays in accordance with the *Employment Standards Act*:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday (Simcoe Day)	Family Day

4.10.4 None of the above holidays shall be deemed as part of the employee's vacation days.

4.10.5 If any of the above days falls on a Saturday or Sunday, the previous Friday or following Monday shall be deemed by the President or designate as the holiday.

#### **4.11 WHMIS**

4.11.1 The Workplace Hazardous Materials Information System ("WHMIS") is a government-mandated "Right-To-Know" program, which requires employers to have all dangerous materials in the workplace labeled, to supply Material Safety Data Sheets, and to train workers on how-to use those materials and obtain additional information on them.

## ARTICLE 5 ENDORSEMENT OF AUCC STATEMENT ON ACADEMIC FREEDOM AND INSTITUTIONAL AUTONOMY

### 5.1 Endorsement

5.1.1 The Parties endorse the “Statement on Academic Freedom and Institutional Autonomy”, as adopted by the Association of Universities and Colleges of Canada (“AUCC”) on May 5, 1988, and is attached to this Agreement as **Appendix A**.

5.1.2 The Parties shall uphold and protect the principles of academic freedom.

5.1.3 Academic freedom is essential to the teaching function of the University, as well as to the creative and scholarly pursuits of the faculty, academic staff, other staff, and students. This includes a commitment to unfettered intellectual and aesthetic inquiry and judgment and to the provision of those textual, audio, and visual resources necessary to free inquiry and practice. Academic freedom includes: the right of responsible teaching from a subjective point of view; the right to freedom of creative practice or expression; and the right of dialogue, discussion, debate and criticism in the exercise of professional responsibilities including those referred to herein.

## ARTICLE 6 RIGHTS AND RESPONSIBILITIES - FACULTY AND ACADEMIC STAFF

### **6.1 Responsibilities to Students**

6.1.1 The Parties agree that faculty and academic staff shall deal fairly and ethically with students, make themselves accessible to students for academic and creative consultation, honour commitments to students (including, but not limited to, adhering to class schedules or posted office hours), and provide students with course outlines and other relevant information to assist them in the successful pursuit of their studies. Faculty and academic staff shall make every effort to create an atmosphere in which students may learn and thrive.

### **6.2 Creative and Academic Freedom**

6.2.1 The Parties agree that academic freedom is to be exercised responsibly and in a collegial manner.

### **6.3 Collegial Behaviour**

6.3.1 The Parties agree that in performing their professional responsibilities, faculty and academic staff must demonstrate Collegial Behaviour at all times when dealing with academic and administrative colleagues, students, and other members of the University community. "Collegial Behaviour" includes treating others with dignity, respect, fairness, equality and integrity, and maintaining confidentiality when required. Faculty and

academic staff shall not criticize colleagues to students, encourage or solicit criticisms of colleagues from students, or discuss professional or personal grievances with students.

## ARTICLE 7 RIGHTS AND RESPONSIBILITIES - MANAGEMENT

### 7.1 Management Rights

7.1.1 OCADFA recognizes that it is the exclusive function of OCAD U, through its officers and Board of Governors, to manage the University including, but without restricting the generality of the foregoing:

7.1.1.1 The right to plan, direct and control all operations and facilities;

7.1.1.2 The right to control, regulate and determine the educational policies of the University;

7.1.1.3 The right to determine the University's educational offerings and admissions standards;

7.1.1.4 The right to manage faculty and academic staff, to determine the number of faculty and academic staff required, except as restricted by Articles 39 and 40, to determine the initial level placement on the relevant Pay Scale for new faculty and academic staff, and to assign their scheduling and their responsibilities;

7.1.1.5 The right to discipline or dismiss a faculty or academic staff member for just cause; and

7.1.1.6 Generally to fulfill the University's educational mandate consistent with the provisions of the *Ontario College of Art & Design Act*.

7.1.2 Just cause for the dismissal of Tenured faculty and Tenured academic staff shall be based on one of the following grounds:

7.1.2.1 Gross misconduct, which may be found to arise from a single incident but which also may include repeated serious misconduct;

7.1.2.2 Persistent failure to discharge professional responsibilities; and/or

7.1.2.3 Abandonment of duties.

## **7.2 Consistency with the Memorandum of Agreement**

7.2.1 The Parties agree that the Management Rights referred to herein shall be exercised fairly and reasonably, and in a manner consistent with the provisions of this Agreement.

## **7.3 Consultation on Curricular Decisions**

7.3.1 The Parties agree that curricular decisions shall be made in a collegial manner, in consultation with the appropriate committees of faculty.

## ARTICLE 8 NO DISCRIMINATION

### 8.1 No Discrimination

8.1.1 The Parties agree that there shall be no discrimination against a member of faculty or academic staff on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, handicap, political or religious affiliation or beliefs, number of dependents, or place of residence. The definitions and defences set out in the *Ontario Human Rights Code* are deemed to apply. There shall be no discrimination by either Party against a member of faculty or Academic Staff for participation or non-participation in the lawful activities of OCADFA.

8.1.2 The Parties agree that the resolution of any grievance pursuant to this provision, whether by agreement or by arbitration, shall be deemed a settlement between the Parties for purposes of any proceedings which may be brought pursuant to the *Ontario Human Rights Code*.

8.1.3 The Parties agree that the implementation or continuation of an Employment Equity program which is not inconsistent with any other provisions of this Agreement shall be deemed not to be a violation of this Article.



## ARTICLE 9 EMPLOYMENT AND EDUCATIONAL EQUITY

### 9.1 Commitment to Employment and Educational Equity

9.1.1 The Parties are committed to addressing issues of Employment and Educational Equity, in order to eradicate barriers which prevent women, visible minorities, aboriginal peoples, and people with disabilities from participating fully as OCAD U students or employees.

9.1.2 The Parties agree that an Employment and Educational Equity Task Force shall be established within the term of the Memorandum of Agreement to review the progress made to date with Equity 2000 Phases I and II, and to develop recommendations to further advance issues of equity. In fulfilling its mandate, the Task Force shall consult widely with the University community.

9.1.3 The Task Force shall consist of:

9.1.3.1 Members of the under-represented groups as outlined in Article 9.1.1;

9.1.3.2 Representatives of OCADFA, OPSEU and the OCAD U Student Union; and

9.1.3.3 Individual students, faculty, Academic Staff, and other OCAD U staff and managers.

## ARTICLE 10 JOINT COMMITTEE

### 10.1 Mandate

10.1.1 The Parties are committed to ongoing, regular communication regarding the administration of this Agreement, exploration of issues regarding the delivery of curriculum, and other such matters of interest or concern to either Party, and therefore agree to the creation and ongoing operation of a “Joint Committee” to deal with such matters.

### 10.2 Operation

10.2.1 The Joint Committee consists of the following:

10.2.1.1 6 members (3 from OCAD U and 3 from OCADFA);

10.2.1.2 Chair of each Party's Negotiation Team, and the Director, Human Resources are ex officio members of the Joint Committee; and

10.2.1.3 3 additional members (1 elected or appointed by OCAD U and 2 elected or appointed by OCADFA), with annual terms commencing in January of each year.

10.2.2 With the exception of ex officio members, no member may serve longer than 3 consecutive years.

10.2.3 The Committee may, by mutual consent of its members, invite guests to meetings to present information or discuss particular issues.

- 10.2.4 The Joint Committee normally meets monthly, but may meet more or less frequently by mutual agreement. Time, date and locations of meetings are also by mutual agreement.
- 10.2.5 Quorum consists of no fewer than 3 representatives from each Party.
- 10.2.6 Committee members may submit proposed agenda items to the respective Chair of their Negotiations Team.
- 10.2.7 Meetings are chaired by the Chairs of the respective Negotiations Teams on an alternating basis. Minutes are taken with only basic principles and motions recorded. Minutes are subject to approval by the Chairs of each Negotiations Team, or designates, prior to distribution and/or posting.
- 10.2.8 Minutes are normally public information, but the Committee reserves the right to declare certain items or meetings confidential, with the minutes thereof (if any) available to Committee members only.
- 10.2.9 Wherever possible, decisions are achieved by consensus rather than by voting.
- 10.2.10 While the Committee's process may culminate in agreements being reached between the Parties, the Committee does not have the power to make decisions binding on the Parties in the absence of negotiated agreement between the University and OCADFA.

## ARTICLE 11 NEGOTIATIONS PROCESS AND DURATION OF AGREEMENT

### 11.1 Duration

11.1.1 This Agreement is in effect from July 1, 2013 to June 30, 2016, and shall continue to be in effect from year to year thereafter, until replaced in accordance with this Article, and/or as modified by mutual consent of the Parties.

### 11.2 Notice to Bargain

11.2.1 Either Party to this Agreement shall serve a Notice to Bargain ("Notice") to the other Party by November 30 of any year, if it wishes to negotiate changes to the Agreement for the following Academic Year(s). The Party serving Notice shall endeavour to specify the major items which it wishes to negotiate.

### 11.3 Negotiations

11.3.1 Representatives of the University and OCADFA shall meet within 45 calendar days of receipt of the Notice and commence to:

11.3.1.1 Negotiate in good faith; and

11.3.1.2 Make every reasonable effort to reach a mutually acceptable agreement on all issues.

## **11.4 Time Limits**

11.4.1 The Parties may, by mutual agreement, decide to extend any of the time limits set out in this Article.

## **ARTICLE 12 NEGOTIATIONS MEDIATION AND ARBITRATION PROCESS**

### **12.1 Request for Negotiations Mediation and Arbitration**

12.1.1 If negotiations for a renewal Agreement are not concluded by April 1 of any year, either Party may request “Negotiations Mediation and Arbitration”, as set out in Article 12.2.

### **12.2 Negotiations Mediation and Arbitration Process**

12.2.1 The Parties select a “Negotiations Arbitrator” from the Panel, as listed in **Appendix E**, within 30 calendar days of a written request under Article 12.1.1.

12.2.2 The expenses of the Negotiations Arbitrator are borne equally by the Parties.

12.2.3 With the Parties’ consent, the Negotiations Arbitrator may attempt to assist the Parties to reach a mutually acceptable renewal Agreement through Mediation.

12.2.4 If either Party does not consent to Mediation, or if the Parties fail to reach a mutually acceptable renewal Agreement through Mediation, the

Negotiations Arbitrator shall hold a hearing. The Negotiations Arbitrator shall determine the manner of proceeding at the hearing but the Parties shall be entitled to present evidence and arguments with respect to any issues which remain in dispute between them.

12.2.5 Within 30 calendar days of the conclusion of the hearing, the Negotiations Arbitrator shall by order resolve the issues in dispute between the Parties. The order of the Negotiations Arbitrator is final and binding upon the Parties, and the Parties shall execute minutes of settlement for a renewal Agreement based on the order. The Negotiations Arbitrator shall remain seized with respect to the drafting of minutes of settlement.

12.2.6 The Negotiations Arbitrator has the duties and powers of an interest arbitrator or board of arbitration under section 40 of the *Labour Relations Act, 1995* and the powers of an arbitrator under the *Arbitration Act*.

### **12.3 Time Limits**

12.3.1 The Parties may, by mutual agreement, decide to extend any of the time limits set out in this Article.

## **ARTICLE 13 COMPLAINT, GRIEVANCE, GRIEVANCE ARBITRATION AND DISMISSAL ARBITRATION PROCESS**

### **13.1 Preamble**

13.1.1 The Parties agree to encourage and facilitate the fair and expeditious

resolution of Complaints and Grievances.

13.1.2 With respect to Grievance Arbitration and Dismissal Arbitration, the Parties agree to use best efforts, in cases of urgency, to schedule hearings expeditiously.

13.1.3 Except as otherwise specified in this Agreement, the Complaint, Grievance, Grievance Arbitration, and Dismissal Arbitration Process, as set out in this Article, is the sole method for the resolution of Complaints and Grievances. There shall be no discrimination or reprisal against any person who elects to use this process.

## **13.2 OCADFA Representation**

13.2.1 A representative of OCADFA may be present at all stages of the Complaint, Grievance, Grievance Arbitration and Dismissal Arbitration Process, and has the right to represent the Complainant or Grievor at each and every stage if the Complainant or Grievor so desires.

## **13.3 Stage One: Complaint**

13.3.1 Any Complaint may be presented and discussed informally between a member of faculty or Academic Staff and the appropriate Dean(s) of Faculty, Associate Dean(s), or Manager(s).

## **13.4 Stage Two: Grievance**

13.4.1 A “Grievance” is defined as any difference arising out of the interpretation, application, administration, or alleged violation of this Agreement.

13.4.2 If OCADFA, or a member of faculty or Academic Staff, decides to lodge a Grievance, such Grievance must be delivered in writing to the Vice-President, Academic, or designate, within 21 calendar days of the date of the act or omission giving rise thereto, or of the date on which the Grievor first knew, or ought reasonably to have known, of such act or omission.

13.4.3 The Vice-President, Academic, or designate, holds a Stage Two Grievance meeting with the Grievor and other individuals directly involved in the Grievance, within 21 calendar days of receipt of the Grievance. If the Grievance is resolved at this meeting, the agreed resolution of the matter is set out in writing by the Vice-President, Academic, or designate, and delivered to the Grievor and to OCADFA within 14 calendar days of the meeting. The Grievor confirms in writing that the resolution is acceptable and delivers same to the Vice-President, Academic, or designate, and to OCADFA within a further 7 calendar days.

13.4.4 If the Grievance is not resolved at the Stage Two Grievance meeting, the decision of the Vice-President, Academic, or designate, is set out in writing and delivered to the Grievor and to OCADFA within 14 calendar days of the meeting.



13.4.5 If the University decides to lodge a Grievance, such Grievance must be delivered in writing to the President of OCADFA, or designate, within 21 calendar days of the date of the act or omission giving rise thereto, or of the date on which the University first knew, or ought reasonably to have known, of such act or omission.

13.4.6 The President of OCADFA, or designate, holds a Stage Two Grievance meeting with representatives of the University and other individuals directly involved in the Grievance, within 21 calendar days of receipt of the Grievance. If the Grievance is resolved at this meeting, the agreed resolution of the matter is set out in writing by the President of OCADFA, or designate, and delivered to the University within 14 calendar days of the meeting. The University confirms in writing that the resolution is acceptable, and delivers same to the President of OCADFA, or designate, within a further 7 calendar days.

13.4.7 If the Grievance is not resolved at the Stage Two Grievance meeting, the decision of the President of OCADFA or designate, is set out in writing and delivered to the University within 14 calendar days of the meeting.

### **13.5 Stage Three: Grievance Arbitration**

13.5.1 In the event that a Grievance is not resolved at the Stage Two Grievance meeting, the University or OCADFA delivers written notification to the other Party, within 21 calendar days of receipt of the decision referred to in

Articles 13.4.4 or 13.4.7, if it intends to proceed to “Grievance Arbitration”.

13.5.2 Within 21 calendar days of notification under Article 13.5.1, the Parties jointly select a “Grievance Arbitrator” from the Panel as listed in **Appendix E**.

13.5.3 By mutual agreement, the Parties may decide to appoint a “Grievance Arbitration Board”, comprised of 3 members, 1 appointed by the University, 1 appointed by OCADFA, and a Chair selected from the Panel as listed in **Appendix E**.

13.5.4 In the case of a Grievance Arbitration Board, the University and OCADFA each bear the costs of their appointed member, and the costs of the Chair are borne equally by the Parties. The costs of a single Grievance Arbitrator are borne equally by the Parties.

13.5.5 The Grievance Arbitration Board or Grievance Arbitrator conducts a hearing into the Grievance and renders a decision, in which the decision is final and binding on the Parties and on any employee(s) affected by the decision (subject to Article 13.5.1).

13.5.6 In the case of a Grievance Arbitration Board, the decision of the majority governs and, failing a majority decision, the decision of the Chair shall govern.

13.5.7 A Grievance Arbitration Board or Grievance Arbitrator has jurisdiction to

determine a Grievance remitted to it which arises under this Agreement, including any question as to whether a matter is arbitrable. A Grievance Arbitration Board or Grievance Arbitrator has all the powers of an arbitrator under the *Arbitration Act* and under the *Labour Relations Act*. A Grievance Arbitration Board or Grievance Arbitrator has the power to determine the remedy it/she/he deems appropriate, except as limited by the terms of this Agreement. A Grievance Arbitration Board or Grievance Arbitrator does not have the power to change this Agreement, or to alter, modify, or amend any of its provisions. A Grievance Arbitration Board or Grievance Arbitrator does not have the power to make any decision inconsistent with the terms of this Agreement.

## **13.6 Dismissal Arbitration**

13.6.1 Except in cases of Grievances alleging dismissal without just cause, any settlement reached between the University and OCADFA to resolve any Grievance is binding on the Parties and on any employee(s) affected.

13.6.2 In the event of an alleged dismissal without just cause, the dismissed member of faculty or Academic Staff wishing to contest such dismissal notifies the Vice-President, Academic, or designate, in writing within 14 calendar days of the receipt of the notice of dismissal. Within 14 calendar days of such notification, a representative of the University and the dismissed employee, or her/his designate, meet to appoint a “Dismissal Arbitration Board”, comprised of three members not associated with the

University, one appointed by the University, one appointed by the dismissed employee, or designate, and a third as Chair, selected by the two appointed members from the Panel as listed in **Appendix E**.

13.6.3 By mutual agreement, the University and the dismissed employee may decide to appoint a single “Dismissal Arbitrator”, selected from the Panel as listed in **Appendix E**.

13.6.4 In the case of a Dismissal Arbitration Board, the University and the dismissed employee each bear the costs of their appointed member, and the costs of the Chair are borne equally by the University and the dismissed employee. The costs of a single Dismissal Arbitrator are borne equally by the University and the dismissed employee.

13.6.5 The Dismissal Arbitration Board or Dismissal Arbitrator conducts a hearing into the dismissal and renders a decision as promptly and expeditiously as possible, which decision shall be final and binding on the Parties and on the employee affected by the decision.

13.6.6 A Dismissal Arbitration Board or Dismissal Arbitrator has the right to establish its/her/his own procedures and to require all relevant parties to make full disclosure of material facts and documents which it/she/he deems relevant. In any event, the Dismissal Arbitration Board or Dismissal Arbitrator notifies the Parties and the employee of the time and place of its hearing, and affords the Parties and the employee the right to appear in

person, with or without counsel or other advisor(s). A Dismissal Arbitration Board or Dismissal Arbitrator has all the powers of an arbitrator under the *Arbitration Act* and under the *Labour Relations Act*. A Dismissal Arbitration Board or Dismissal Arbitrator has the power to determine the remedy it/she/he deems appropriate, except as limited by the terms of this Agreement. A Dismissal Arbitration Board or Dismissal Arbitrator does not have the power to change this Agreement, or to alter, modify, or amend any of its provisions. A Dismissal Arbitration Board or Dismissal Arbitrator does not have the power to make any decision inconsistent with the terms of this Agreement.

13.6.7 By agreement between OCADFA and the dismissed employee, OCADFA may represent the employee in the dismissal Grievance and Arbitration process. In such a case, OCADFA is considered the dismissed employee's designate for the purposes of the Article and OCADFA shall be responsible for the dismissed employee's costs as set out in this Article, subject to any arrangement between OCADFA and the dismissed employee with respect to reimbursement, in whole or in part, of OCADFA's costs by the dismissed employee.

13.6.8 The provisions of Article 13.5.7 shall apply to a Dismissal Arbitration Board.

## **13.7 Time Limits**

13.7.1 The Parties may, by mutual agreement, decide to extend any of the time

limits set out in this Article.

## ARTICLE 14 EMPLOYEES' RIGHTS TO ACCESS PERSONNEL FILES

### 14.1 Access to Information

14.1.1 A personnel file shall be kept in Human Resources for each member of faculty and academic staff. In addition, an academic file shall be kept in the Home Faculty office for each member of faculty, and an employee file shall be kept in the Supervisor's office for each member of academic staff. In the case of cross-appointed faculty, academic files may be kept in more than one Faculty office.

All personnel, academic and employee files shall contain only material pertaining to the individual's employment. Such files shall contain no document that was not originally addressed to, copied to or provided by the employee, not any anonymous material.

Each member of faculty and academic staff has the right to:

Examine all documents in his/her personnel and academic or employee file with reasonable advance notice (not to exceed 3 calendar days) provided to the Director, Human Resources, Dean, or Supervisor, and request copies thereof;

Request that such document(s) be corrected, supplemented, or removed, in case of error or inadequacy; and

14.1.2 Require that a statement of disagreement be attached to the information reflecting any change that was requested but not made.

14.1.3 No document contained in individual personnel files will be released or made available to any other person or institution, except for internal university administrative purposes, without the written consent of such individual faculty and/or such individual academic staff, or as required by law.

14.1.4 Nothing in this Article entitles a member of faculty or academic staff to request access to aggregated statistical surveys which might include information about that individual and which are used by the University for administrative purposes other than personnel decisions directly affecting the individual.

# Issues And Definitions Applying to Faculty

## ARTICLE 15 SUMMARY OF FACULTY RANKS AND APPOINTMENTS

### **15.1 Types of Appointments**

15.1.1 All faculty shall have one of the following appointments:

15.1.1.1 Sessional;

15.1.1.2 Teaching-Intensive Stream;

15.1.1.3 CLTA;

15.1.1.4 Continuing;

15.1.1.5 Probationary; or

15.1.1.6 Tenured.

### **15.2 Partial-Load and Maximum-Load**

15.2.1 Teaching-Intensive Stream, CLTA, Probationary and Tenured faculty shall be one of:

15.2.1.1 Partial-Load; or

15.2.1.2 Maximum-Load.

15.2.2 All Continuing faculty shall be Partial-Load.



### **15.3 Faculty Ranks**

15.3.1 All Sessional faculty shall hold the Rank of Instructor.

15.3.2 All Teaching-Intensive Stream faculty shall hold the Rank of Lecturer.

15.3.3 CLTA, Continuing, Probationary and Tenured faculty shall hold one of the following Ranks:

15.3.3.1 Lecturer;

15.3.3.2 Assistant Professor;

15.3.3.3 Associate Professor; or

15.3.3.4 Professor.

## **ARTICLE 16 DEFINITION OF FACULTY APPOINTMENTS**

### **16.1 Sessional Appointment**

16.1.1 “Sessional” faculty are hired annually on a per-course basis, with commensurate Teaching & Teaching-Related Duties, but no requirements regarding Professional Practice/Research or Service.

16.1.2 Sessional faculty:

16.1.2.1 Must hold the Rank of Instructor;

16.1.2.2 Have a maximum course assignment of 5 Studio half-credit courses or 3 Liberal Arts & Sciences half-credit courses per

Academic Year, with exceptions requiring the approval of the Dean of Faculty;

16.1.2.3 Have no job security beyond the current contract;

16.1.2.4 Are subject to Performance Review prior to any renewal of contract.

16.1.3 In each Academic Year, a maximum of 30% of the University's credit curriculum, as defined by the total number of courses offered, is normally taught by Sessional faculty, except in 2007/08 when the maximum shall be 40% and 2008/09 when the maximum shall be 35%. The University shall present to the Joint Committee by November 1<sup>st</sup> of each Academic Year a report on the Sessional maximum. In the event that this ceiling is exceeded, the University shall, by April 1<sup>st</sup> of that Academic Year, present to the Joint Committee plans to restore the balance the following Academic Year. The sessionals hired as a result of course load reductions in the 2008/09 and 2009/10 academic years are not to be counted towards the hiring cap on sessionals. For both the 2013/14 and 2014/15 Academic Years, the University's obligations under this article are suspended.

16.1.4 Sessional faculty are intended to augment, rather than replace, Tenured faculty. While Sessional faculty teach the same or similar courses as Continuing and Tenured faculty, with accompanying expectations concerning Teaching and Teaching-Related Duties, there are no requirements regarding Professional Practice/Research or Service. This reduced scope of responsibilities is reflected in lower salary levels.

Because Sessional faculty are temporary employees with whom the University does not have a long-term employer/employee relationship, they are hired on the basis of fixed-term contracts, and receive additional pay in lieu of benefits. The 30% ceiling on Sessional Teaching is intended to ensure that Tenured faculty employment opportunities are not eroded. The maximum renewal period is intended to ensure the ongoing creation of employment opportunities for new Sessional faculty, and to ensure that, over time, increased expectations are not made of temporary employees.

16.1.5 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal for just cause, cancellation or termination of contract in accordance with Article 23.3.9, and/or layoff for reason of Financial Exigency or Curricular Necessity.

16.1.6 Subject to the foregoing, once a person has taught five or more 0.5 courses on a sessional basis, he or she shall automatically be short-listed for consideration for any sessional course that the person taught when the course was last offered or for any sessional course that is closely related to a course he or she taught previously, whether or not the person is currently a sessional faculty member.

## **16.2 Teaching-Intensive Stream**

16.2.1 “Teaching-Intensive Stream” faculty have neither Probationary nor Tenured status, but are hired on fixed-term contracts of three to five years (other

than in exceptional circumstances) to fulfill Teaching & Teaching-Related Duties and Service, but have no requirement for Professional Practice/Research

16.2.2 Teaching-Intensive Stream faculty:

16.2.2.1 Normally hold the Rank of Lecturer;

16.2.2.2 Are Partial-Load or Maximum-Load;

16.2.2.3 Have no job security beyond the contract period of up to 5 years  
(renewable)

16.2.2.4 Are subject to Performance Review prior to any renewal of  
contract.

16.2.3 Employment may be terminated through non-renewal of contract,  
resignation (with appropriate notice), retirement, dismissal for just cause, or  
layoff for reason of Financial Exigency or Curricular Necessity.

### **16.3 CLTA Appointment**

16.3.1 “Contractually Limited Term Appointment” or CLTA faculty have neither  
Probationary nor Tenured status, but are hired on fixed-term contracts to  
fulfill Teaching & Teaching-Related Duties, Professional Practice/Research  
and Service.

16.3.2 CLTA faculty include but are not limited to the following:

16.3.2.1 Replacements for Tenured faculty who are on Sabbatical, Leave

of Absence, or appropriate special assignment;

- 16.3.2.2 Faculty hired to respond to specific Teaching & Teaching-Related, Professional Practice/Research, or other needs, which the University, for academic and/or budgetary reasons, does not wish to result in a Probationary, Tenured or Continuing appointment;
- 16.3.2.3 Faculty on exchange from other institutions;
- 16.3.2.4 Artists-in-residence and designers-in-residence;
- 16.3.2.5 Faculty whose positions are externally-funded; and
- 16.3.2.6 Faculty hired as a result of a failed search.

#### 16.3.3 CLTA faculty:

- 16.3.3.1 Normally hold the Rank of Lecturer;
- 16.3.3.2 Are Partial-Load or Maximum-Load;
- 16.3.3.3 Have no job security beyond the specific contract period of up to 3 years, normally not renewable beyond a total maximum of 6 years; and
- 16.3.3.4 Are subject to Performance Review prior to any renewal of contract.

16.3.4 CLTA faculty are intended to augment Tenured faculty and/or to replace Continuing and Tenured faculty who are on leave. CLTA faculty teach the same or similar courses as Continuing and Tenured faculty, with accompanying expectations concerning Teaching & Teaching-Related

Duties, but must also meet requirements regarding Professional Practice/Research and Service. This full range of responsibilities is reflected in the same salary levels as Tenured faculty. CLTA faculty receive the same paid vacation and access to benefits and pension as Tenured faculty (all pro-rated for Partial-Load).

16.3.5 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

#### **16.4 Continuing Appointment**

16.4.1 “Continuing” faculty have neither Probationary nor Tenured status, but have an ongoing relationship with the University through which they fulfill Teaching & Teaching-Related Duties, Professional Practice/Research and Service.

16.4.2 “Continuing faculty” is a category of distinguished art and design practitioners who are able to fulfill the full range of responsibilities for Tenured faculty, but whose professional commitments limit their ability to meet the minimum Workload required of Tenured faculty.

16.4.3 In each Academic Year, the University’s total complement of Continuing faculty shall be a maximum of 15 Maximum-Load-Equivalent positions. Should this ceiling be exceeded in any Academic Year, the matter will be referred to the Joint Committee to explore and mutually agree on methods

of restoring this balance.

#### 16.4.4 Continuing faculty:

16.4.4.1 May hold the Rank of Assistant Professor, Associate Professor or Professor;

16.4.4.2 Are Partial-Load, with a partial Workload from one course up to and including 50% of Maximum-Load;

16.4.4.3 Are hired on contracts of up to 5 years (renewable); and

16.4.4.4 Are subject to the same ongoing Performance Reviews as Tenured faculty and, in particular, prior to any renewal of contract.

16.4.5 Continuing faculty are intended to augment, rather than replace, Tenured faculty. Continuing faculty teach the same or similar courses as Tenured faculty, with accompanying expectations concerning Teaching and Teaching-Related Duties, but must also meet specific requirements regarding Professional Practice/Research and Service. This full range of responsibilities is reflected in the same salary levels as Tenured faculty. While not Tenured employees, Continuing faculty do have a long-term employee/employer relationship with the University and therefore receive the same paid vacation and access to benefits, pension, and Professional Development as Tenured faculty (all pro-rated for Partial-Load). The 15 Maximum-Load-Equivalent ceiling on Continuing faculty is intended to ensure that the bulk of the University's curriculum is delivered by a core of

Tenured faculty, who have made a strong professional commitment to the University as reflected in a Workload of 50% or more.

16.4.6 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **16.5 Probationary Appointment**

16.5.1 “Probationary” faculty are working towards Tenured status and fulfill Teaching & Teaching-Related Duties, Professional Practice/Research and Service.

16.5.2 Probationary faculty:

16.5.2.1 May be Maximum-Load or Partial-Load;

16.5.2.2 May hold the Rank of Assistant Professor, Associate Professor or Professor;

16.5.2.3 Appointments shall normally be 5 years, and may be waived or reduced if warranted by the candidate’s rank and experience; and

16.5.2.4 Are subject to annual Performance Reviews, with a comprehensive Peer Review prior to awarding of Tenured status, such status not to be unreasonably withheld.



16.5.3 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **16.6 Tenured Appointment**

16.6.1 Tenure signifies the right of a faculty member to permanency of appointment which may be terminated only through:

- i) Resignation
- ii) Retirement
- iii) Reasons of financial exigency or curricular necessity as provided for under Article 16.5.4
- iv) Dismissal for just cause as provided under Article 7.1.2

16.6.2 “Tenured” faculty have successfully completed a Probationary period and, through a Peer Review process, have been awarded Tenured status.

Tenured faculty fulfill Teaching & Teaching-Related Duties, Professional Practice/Research and Service.

16.6.3 Tenured faculty:

16.6.3.1 May be Maximum-Load or Partial-Load;

16.6.3.2 May hold the Rank of Assistant Professor, Associate Professor or Professor; and

16.6.3.3 Are subject to triennial Performance Reviews, with a comprehensive Peer Review every 5 years, unless extended by approved Leaves.

16.6.4 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## ARTICLE 17 DEFINITION OF FACULTY RANKS

### **17.1 Sessional Instructor**

17.1.1 Sessional “Instructors” have the following qualifications:

17.1.1.1 Advanced degree in the relevant discipline. Exceptions may be considered on the basis of outstanding career achievement on the recommendation of the hiring committee; and

17.1.1.2 Relevant professional practice/experience.

### **17.2 Lecturer**

17.2.1 “Lecturers” may be:

17.2.1.1 Advanced degree in the relevant discipline. Exceptions may be considered on the basis of outstanding career achievement on the recommendation of the hiring committee;

17.2.1.2 Increasing their teaching experience at a post-secondary level; or

17.2.1.3 Focusing on teaching rather than professional practice/research.

17.2.2 With the exception of those holding Teaching-Intensive Stream appointments, Lecturers may apply for the Rank of Assistant Professor after a minimum of 3 years as a Lecturer or at such time as they have completed their terminal degree (or equivalent), with the decision made via Peer Review (subject to Appeal).

### **17.3 Assistant Professor**

17.3.1 “Assistant Professors” have the following qualifications:

17.3.1.1 Advanced degree in the relevant discipline. Exceptions may be considered on the basis of outstanding career achievement on the recommendation of the hiring committee;

17.3.1.2 Minimum of 2 years relevant teaching experience at the post-secondary level (or equivalent); and

17.3.1.3 Relevant professional practice/experience.

17.3.2 Assistant Professors may apply for the Rank of Associate Professor after a minimum of 3 years as an Assistant Professor, with the decision made via Peer Review (subject to Appeal).

### **17.4 Associate Professor**

17.4.1 “Associate Professors” have the following qualifications:

17.4.1.1 Advanced degree in the relevant discipline. Exceptions may be considered on the basis of outstanding career achievement on the recommendation of the hiring committee;

17.4.1.2 Minimum of 5 years relevant teaching experience, at the post-secondary level, as an Assistant Professor (or equivalent);

17.4.1.3 Record of high quality professional practice/scholarly activity;  
and

17.4.1.4 Record of committed Service in a post-secondary institution.

17.4.2 Associate Professors may apply for the Rank of Professor after a minimum of 3 years as an Associate Professor, with the decision made via Peer Review (subject to Appeal).

17.4.3 Length of service neither automatically entitles a faculty member to, nor excludes a faculty member from, the Rank of Associate Professor.

## **17.5 Professor**

17.5.1 In addition to Associate Professor qualifications, “Professors” must have the following:

17.5.1.1 Exceptional and sustained background in teaching and professional practice/scholarly activity; and

17.5.1.2 Major regional, national and/or international recognition.

17.5.2 Length of service neither automatically entitles a faculty member to, nor

excludes a faculty member from, the Rank of Professor.

## ARTICLE 18 DEFINITION OF PARTIAL-LOAD AND MAXIMUM-LOAD FOR FACULTY (EXCLUDING SESSIONAL FACULTY)

### **18.1 Partial-Load Continuing Faculty**

18.1.1 “Partial-Load” Continuing faculty may carry a Workload from one course up to but not including 50% of Maximum-Load, which includes Teaching & Teaching-Related Duties, Professional Practice/Research, and Service.

### **18.2 Partial-Load Teaching-Intensive Stream, CLTA, Probationary and Tenured Faculty**

18.2.1 “Partial-Load” Teaching-Intensive Stream faculty carry a partial Workload which is not less than 20% of Maximum-Load, and which includes Teaching & Teaching-Related Duties and Service.

18.2.2 “Partial-Load” CLTA, Probationary and Tenured faculty carry a partial Workload which is not less than 50% of Maximum-Load, and which includes Teaching & Teaching-Related Duties, Professional Practice/Research, and Service.

### **18.3 Maximum-Load Teaching-Intensive Stream, CLTA, Probationary and Tenured Faculty**

18.3.1 “Maximum-Load” Teaching-Intensive Stream, CLTA, Probationary and

Tenured faculty carry a full Workload, which includes Teaching & Teaching-Related Duties, Professional Practice/Research (except in the case of Teaching-Intensive Stream) and Service.

## ARTICLE 19 FACULTY COMPENSATION

### 19.1 Sessional Instructor

19.1.1 Sessional Instructor compensation includes:

- 19.1.1.1 A per-course Pay Scale with 4 distinct steps for Studio and 3 distinct steps for Liberal Arts & Sciences (see **Appendix C**), placement on which reflects experience and career achievement;
- 19.1.1.2 4% pay in lieu of vacation;
- 19.1.1.3 7% pay in lieu of benefits; and
- 19.1.1.4 No access to pension, Professional Development funding or Sabbaticals.

### 19.2 Teaching-Intensive Stream

19.2.1 Teaching-Intensive Stream faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.2.1.1 Salary on the Lecturer CLTA Pay Scale (see **Appendix C**);
- 19.2.1.2 Initial placement on the relevant Pay Scale reflects experience

- and career achievement, subject to a maximum starting level;
- 19.2.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental half-steps based on Career Progress (continuous years of Teaching-Intensive Stream appointment), and discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;
- 19.2.1.4 4 weeks per year paid vacation;
- 19.2.1.5 Access to full benefits;
- 19.2.1.6 Access to full pension contributions after one (1) year; and
- 19.2.1.7 No access to Professional Development funding or Sabbaticals.

### **19.3 CLTA Faculty**

19.3.1 CLTA faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.3.1.1 Salary on the Lecturer, Assistant Professor, Associate Professor or Professor CLTA Pay Scale (see **Appendix C**);
- 19.3.1.2 Initial placement on the relevant Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 19.3.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental half-steps based on Career Progress (continuous years of CLTA appointment), and

discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;

- 19.3.1.4 4 weeks per year paid vacation;
- 19.3.1.5 Access to full benefits;
- 19.3.1.6 Access to full pension contributions after one (1) year; and
- 19.3.1.7 No access to Professional Development funding or Sabbaticals.

## **19.4 Continuing Faculty**

19.4.1 Continuing faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.4.1.1 Salary on the Assistant Professor, Associate Professor or Professor Pay Scale (see **Appendix C**);
- 19.4.1.2 Initial placement on the relevant Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 19.4.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental half-steps based on Career Progress (years of service), and discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;
- 19.4.1.4 4-6 weeks per year paid vacation, based on years of service;
- 19.4.1.5 Access to full benefits;



- 19.4.1.6 Access to full pension contributions after one (1) year; and
- 19.4.1.7 Access to Professional Development funding, except Sabbaticals.

## **19.5 Probationary and Tenured Faculty**

19.5.1 Probationary and Tenured faculty Compensation (all pro-rated for Partial-Load faculty, according to the employee's Workload percentage of Maximum-Load) includes:

- 19.5.1.1 Salary on the Assistant Professor, Associate Professor or Professor Pay Scale (see **Appendix C**);
- 19.5.1.2 Initial placement on the relevant Pay Scale reflects experience and career achievement, subject to a maximum starting level;
- 19.5.1.3 Subsequent progress on the relevant Pay Scale shall represent a combination of annual incremental half-steps based on Career Progress (years of service), and discretionary incremental steps based on Merit Progress and review (as outlined in Article 24.3) of a faculty member's performance of his/her responsibilities;
- 19.5.1.4 4-6 weeks per year paid vacation, based on years of service;
- 19.5.1.5 Access to full benefits;
- 19.5.1.6 Access to full pension contributions after one (1) year; and
- 19.5.1.7 Access to Professional Development funding and Sabbaticals.

## **19.6 Overload Rate**

19.6.1 The teaching of a credit course beyond the faculty member's regular Workload in any Academic Year shall be defined as overload teaching unless such additional teaching is assigned as part of normal load in lieu of some component of the faculty member's non-teaching duties. Faculty have no guarantee of overload teaching, and it shall not form part of their regular Workload.

19.6.2 Such overload teaching shall be compensated in accordance with the overload rate, which is equivalent to that set out in **Appendix C** for level S2 for Studio Sessional faculty and level L2 for Liberal Arts & Sciences Sessional faculty.

## **19.7 Benefits and Pension Plans**

19.7.1 Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty shall be provided with benefits coverage, including medical, dental, life, accidental death and dismemberment and long-term disability insurance, as well as the opportunity to participate in the University's pension plan, as outlined in **Appendix C**. The University will endeavour to provide current information regarding details of benefits and pension plans to faculty in a timely manner.

19.7.2 The provision of benefits coverage is not to be construed as a guarantee of specific coverage and eligibility, which is established by the terms and

conditions of the various insurance policies held. The University's obligation under this Article is limited to making the policies available and paying the premiums as set out in **Appendix C**.

19.7.3 The University reserves the right to change carriers as and when necessary, provided that there shall be no change or reduction in the level of benefits and pension plan coverage, except with the mutual agreement of the Parties.

## **19.8 Sick Leave**

### **19.8.1 Sick Leave**

19.8.1.1 Sick leave refers to occasional absence due to illness, injury, or for medical appointments, which prevents the faculty member from performing his/her duties.

19.8.1.2 A faculty member shall inform his/her Associate Dean or designate of sick leave promptly and shall provide an estimate of its duration. The faculty member will be required by the Associate Dean or designate to provide satisfactory proof of illness or disability for any absence of more than seven (7) calendar days. This requirement may be waived at the discretion of the University. Such proof shall be in the form of a medical certificate from a duly qualified medical practitioner. Notwithstanding this provision, the Associate Dean or designate may, at his/her discretion, require the faculty member to provide

a medical certificate for a period of absence of seven (7) calendar days or less.

### **19.8.2 Short-term Disability**

- 19.8.2.1 Short-term disability refers to ongoing absence due to illness, injury, or hospitalization, which prevents the faculty member from performing his/her duties. Faculty qualify for short-term disability as of the first (1<sup>st</sup>) day of hospitalization or accident or the eighth (8<sup>th</sup>) day of illness. For those who qualify, short-term disability benefits may extend for a period of up to seventeen weeks with the provision of satisfactory medical evidence from a duly qualified medical practitioner.
- 19.8.2.2 Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty who are on short-term disability are entitled to receive 100% of their regular salary for a maximum of eight weeks, and 66.67% of their regular salary for up to an additional nine weeks. A new short-term disability benefits duration begins upon a return to work for a minimum of two weeks before becoming disabled again due to the same cause, or a return to work and then becoming disabled due to a different cause.
- 19.8.2.3 For those enrolled in the group benefits plan at the time of illness, the University shall continue to pay its portion of benefits premiums for short-term disability up to seventeen weeks, with contributions to the University's pension plan adjusted according

to salary.

19.8.2.4 In the event the absence extends beyond seventeen weeks, payment of regular salary and the payment of benefits premiums shall cease and application should be made for benefits under the Long-term Disability plan. Individuals may choose to continue benefit coverage beyond the seventeen-week short-term disability period by paying the full cost of such premiums.

## **19.9 Maternity and Parental Leave**

### **19.9.1 Maternity Leave**

19.9.1.1 Unpaid maternity leave is available to members of faculty as provided in the *Employment Standards Act* for a total of 17 weeks.

19.9.1.2 Faculty members seeking maternity leave must provide a medical certificate to support their request, and shall provide the Associate Dean or designate and Human Resources with reasonable notice to enable the University to hire a suitable replacement. Such notice shall include the dates upon which the leave will begin and end. A faculty member who has given notice to return to work at the end of a pregnancy or parental leave may change the expected date of return to work to an earlier or later date provided the employee gives written notice to the University at least four (4) weeks prior to the earlier date (to return earlier) or the initial date the leave was to end (to return

later).

- 19.9.1.3 Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty on maternity leave are eligible for full pay for the first 2 weeks of the leave. In addition, those in receipt of Employment Insurance maternity leave benefits shall receive a top-up of 80% of their full salary from the third week of the leave to a maximum of 15 weeks; insofar that such a top-up is permitted under the applicable Employment Insurance rules. For Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty taking maternity leaves of up to 17 weeks, benefits and pension coverage is maintained as prior to such leave and Sabbatical eligibility is not affected.

## **19.9.2 Parental Leave**

- 19.9.2.1 Unpaid parental leave is available to faculty members as provided in the *Employment Standards Act* for a total of 35 weeks for the birth mother who has taken maternity leave and 37 weeks for all other parents. Parental leave may begin for the birth mother as soon as the maternity leave ends and for the other new parents no later than 52 weeks after the baby is born or the date their child first came into their care, custody or control.

### **19.9.3 Benefits while on Maternity and Parental Leave**

19.9.3.1 A faculty member planning to maintain their benefits while on maternity or parental leave may, prior to commencing such leave, make arrangements with the University to pay the employee share of the premium cost of the insured benefits and the University shall continue its share of the premium cost. If the faculty member gives the University written notice that he/she chooses not to pay the employee's share of the premium cost of any benefit during a period of the maternity or parental leave, the University will not be required to continue its share of the premium cost and the benefit will be discontinued. A faculty member may choose to pre-pay their premiums prior to taking the leave.

19.9.3.2 Years of Service shall continue during the maternity or parental leave.

### **19.10 Paternity Leave**

19.10.1 Paid paternity leave for a period of 3 working days is available to members of Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty. Extensions for compassionate reasons may be considered.

## **19.11 Bereavement, Compassionate Care and Personal Emergency Leave**

### **19.11.1 Bereavement Leave**

19.11.1.1 In the event of the death of a faculty member's Spouse (includes common-law spouse and same sex partner), Parent, Child, Brother, Sister, Mother-in-law, Father-in-law, Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law, Grandparent, Grandchild, the employee will be granted up to one (1) week leave of absence without loss of regular pay for the purposes of bereavement. It is understood that the faculty member shall not receive payment for absence on a day or days on which he/she would not otherwise have worked. Additional leave may be granted at the University's discretion upon submission of a request to his/her Associate Dean or designate.

19.11.1.2 In the event of the death of a faculty member's close friend or any other relative, the faculty member will be granted one (1) day leave of absence with pay for the purposes of bereavement. It is understood that in some circumstances one (1) day will be insufficient and additional leave may be granted at the University's discretion upon submission of a request to the Associate Dean or designate.

19.11.1.3 In cases where there has been a death that affects the faculty member, bereavement leave without pay for a period of up to three (3) days may be granted at the University's discretion upon



submission of a request to his/her Associate Dean or designate.

19.11.1.4 Approval of bereavement leave shall not be unreasonably withheld.

#### **19.11.2 Compassionate Care Leave**

19.11.2.1 In accordance with the Employment Standards Act, the

University agrees to grant a leave of absence without pay for up to eight (8) weeks to a faculty member to provide compassionate care and support to an immediate family member with a serious medical condition with a significant risk of death occurring within a period of twenty-six (26) weeks. Such immediate family members shall be defined as the faculty member's: Spouse (includes common-law spouse and same-sex partner), Parent, Step-Parent, Foster Parent; or the Child, Step-Child, or Foster Child of the employee or his/her Spouse. A medical certificate from a duly qualified medical practitioner shall be required to substantiate such leave. Faculty members should provide their Associate Dean or designate with as much advance notice as is practicable regarding a request for compassionate care leave.

19.11.2.2 Approval of compassionate leave shall not be unreasonably withheld.

### **19.11.3 Personal Emergency Leave**

19.11.3.1 In accordance with the Employment Standards Act, the

University agrees to grant a leave of absence without pay for up to ten (10) days per calendar year to a faculty member because of a personal illness, injury or medical emergency, or the death, illness, injury or medical or other emergency of a family member. Such family member shall be defined as the employee's: Spouse (includes common-law spouse and same-sex partner); Brother or Sister; the Parent, Step-Parent, Foster Parent, or the Child, Step-Child or Foster Child of the employee or his/her Spouse; the Grandparent, Step-Grandparent, Grandchild, or Step-Grandchild of the employee or his/her Spouse; or a relative of the employee who is dependent on the employee for care and assistance. In the event a faculty member takes any part of a day as personal emergency leave, it shall be counted as a full day for the purpose of calculating the total leave entitlement. Documentation (medical or otherwise) may be required to substantiate such leave. Faculty members should provide their Associate Dean or designate with as much advance notice as is practicable regarding a request for personal emergency leave.

### **19.12 Legal leave**

19.12.1 The University shall grant leave of absence with pay to a member of

faculty who is called to serve as a juror or a witness in a court of law in a matter in which he/she is not a party or an accused.

## ARTICLE 20 DEFINITION OF FACULTY RESPONSIBILITIES

### **20.1 Faculty Responsibilities**

20.1.1 The primary responsibility of faculty is the pursuit, production and transfer of knowledge and understanding through an appropriate combination of Teaching & Teaching-Related Responsibilities, Professional Practice/Research, and Service. The workload of the faculty member at the University involves a synergized output and balanced contributions within the following three areas of engagement as assigned by the Dean of Faculty or designate in consultation with faculty and in consideration of individual faculty expertise and University needs.

### **20.2 Teaching & Teaching-Related Responsibilities**

20.2.1 Teaching & Teaching Related Responsibilities are essential to the role of a faculty member as a university educator committed to the delivery of curriculum, which includes curricular development, innovation, and refinement that ensures student learning and academic success. A faculty member's "Teaching & Teaching-Related responsibilities" may include but are not limited to the following:

20.2.1.1 Course development, including research of current subject

matter and literature, and consideration of appropriate teaching and learning methodologies;

- 20.2.1.2 Course preparation, including organization of teaching and learning materials, other resources, visiting lecturers, etc.;
- 20.2.1.3 Course delivery, including distribution of course outline, classroom/studio contact hours, course-related student advising, and grading/evaluation;
- 20.2.1.4 Student supervision and advising re graduate committees, and undergraduate thesis courses, field study and self-directed study;
- 20.2.1.5 Writing letters of reference;
- 20.2.1.6 Participation in Home Faculty (see definition, Article 23.12) and program meetings concerning course offerings, curriculum delivery and other matters affecting faculty and students;
- 20.2.1.7 Studio supervision, where relevant, including teaching, modeling and enforcing proper health & safety procedures, liaison with Studio Manager and Technicians, and supervision of class assistants and student monitors;
- 20.2.1.8 Mandatory participation in health & safety, WHMIS, and first aid training, as specified by the Manager, Health & Safety; participation in the provision of a safe and secure environment for all members of the university community and its facilities;
- 20.2.1.9 Participation in the provision of a safe and secure environment for all members of the university community and its facilities;

- 20.2.1.10 Supervision, where relevant, of Teaching Assistants;
- 20.2.1.11 Upgrading of teaching skills and appropriate use of learning technologies;
- 20.2.1.12 Upgrading meeting academic and curricular requirements and deadlines; and
- 20.2.1.13 Preparing and submitting Annual Reports (except in the case of Sessional faculty

### **20.3 Professional Practice/Research**

20.3.1 The purpose of Professional Practice/Research is to provide both the basis for ongoing engagement and growth of the Faculty member within her or his chosen discipline and to support the University's profile, its mission, and its research initiatives, including art and/or design practice which leads to the production of new knowledge that is shared within a wide community of peers. A faculty member's "Professional Practice/Research" may include, but is, not limited to, the following:

- 20.3.1.1 Art and/or design practice;
- 20.3.1.2 Original research, writing, publication and scholarship;
- 20.3.1.3 Public and commercial exhibition/presentation/performance /media activity and other forms of dissemination;
- 20.3.1.4 Curating and criticism;
- 20.3.1.5 Delivering guest/special lectures, participating in conferences, etc.;

- 20.3.1.6 Teaching at other institutions;
- 20.3.1.7 Active participation with professional bodies and other relevant organizations;
- 20.3.1.8 Serving on external boards, juries, committees, or as a thesis or program adviser;
- 20.3.1.9 Consulting work relating to the art, design, education, private, corporate or government sectors; and
- 20.3.1.10 Maintaining currency as a professional art/design practitioner and/or academic researcher.

## **20.4 Service**

20.4.1 Service to the University defines the role of a faculty member as an active participant in building the University community and promoting the quality of student life and University culture. A faculty member's "Service" responsibilities may include but are not limited to the following:

- 20.4.1.1 Committee work, including curriculum and new course development, the Board of Governors, Senate and related committees, and other standing and ad hoc committees;
- 20.4.1.2 Serving as a Cross-Appointed Faculty Representative and/or assisting in the communication of information from Home Faculty and program meetings to cross-appointed faculty from other Home Faculties;
- 20.4.1.3 Admission interviews and portfolio review;

- 20.4.1.4 Participation in University projects/activities/ceremonies, including Annual Student Exhibition, Scholarships & Awards, Graduation, National Portfolio Day, and other special events;
- 20.4.1.5 General student advising, advising student groups, and advising students, re. special projects;
- 20.4.1.6 Mentoring of junior and/or Sessional faculty;
- 20.4.1.7 Serving on Committees with Faculty Representation;
- 20.4.1.8 Assisting with University fundraising, sponsorships, marketing and public relations, including acting as a University spokesperson/ambassador;
- 20.4.1.9 OCADFA service;
- 20.4.1.10 Special assignments and administrative responsibilities;
- 20.4.1.11 Assisting with resource and facility development, including Fabrication Studios, Library, AV & Imaging Services, Academic Computer Centre, OCAD U Gallery, etc.;
- 20.4.1.12 Representing OCAD U on external boards, juries, committees, or as a thesis or program adviser; and
- 20.4.1.13 Researching other educational institutions and their pedagogical practices, studio facilities, learning resources, etc.

## **20.5 Conflict of Commitment**

- 20.5.1 Faculty members have the right to engage in outside activities, provided that such activities are arranged so as not to conflict or interfere with the faculty member's commitment to the University. Further, activities of a

substantial or continuing nature must be recorded in the faculty member's Annual Report.

20.5.2 It is the responsibility of faculty to be alert to the possible effects of their external activities on their obligations to the University. In the event that participation in such external activities conflicts with their obligations to the University, the faculty member must discuss the matter with their Associate Dean. A written summary of the discussion, and the agreement reached to by both parties, shall be kept on file.

## ARTICLE 21 FACULTY PROFESSIONAL DEVELOPMENT

### **21.1 Definition**

21.1.1 "Professional Development" for faculty includes Sabbaticals, as well as special-purpose funding provided by the University to enable faculty to pursue professional growth and upgrading.

### **21.2 Purpose**

21.2.1 The purpose of Professional Development is:

- 21.2.1.1 To support faculty in their pursuit of new professional skills within their specific art and/or design discipline;
- 21.2.1.2 To enhance their expertise and effectiveness as educators;
- 21.2.1.3 To support and encourage their research and professional practice as scholars and/or art or design practitioners, in relation



to their responsibilities at the University; and/or

21.2.1.4 To assist the University in meeting its educational and institutional mandate.

21.2.2 In addition, the specific purpose of Sabbaticals is:

21.2.2.1 To enable faculty to devote an extended period of time to cultural production, research work or similar endeavours; and/or

21.2.2.2 To acquire relevant experience in areas related to their specialization, with the objective of enabling faculty members to make their Teaching activities more complete and/or more appropriate to the curricular needs of the University; however, except by mutual consent of the University and the faculty member, there shall be no expectation of the faculty member on sabbatical to develop new courses.

### **21.3 Professional Development Proposals**

21.3.1 Written proposals for Professional Development, including Sabbaticals, shall include the following:

21.3.1.1 A statement regarding years of service and a summary of the faculty member's professional activities and dates of prior Professional Development activities, including Sabbaticals, if any;

21.3.1.2 A proposal that identifies the creative or scholarly purposes and

activities of the proposed Professional Development, including Sabbaticals, its potential benefit to the faculty member and to OCAD U, and the anticipated outcome of the proposed activities;

21.3.1.3 A budget outlining the associated costs; and

21.3.1.4 Other relevant information, which may include letters of support.

## **21.4 Professional Development Funding, excluding Sabbaticals**

21.4.1 Each Continuing, Probationary and Tenured faculty shall be entitled to be reimbursed for up to \$500.00 of receipted professional development expenditures for the year. This amount shall be pro-rated for Continuing, Probationary and Tenured faculty who are not full-time.

21.4.2 Effective July 1, 2014, each Continuing, Probationary and Tenured faculty shall be entitled to be reimbursed for up to \$750.00 of receipted professional development expenditures for the year. This amount shall be pro-rated for Continuing, Probationary and Tenured faculty who are not full-time.

21.4.3 Effective July 1, 2015, each Continuing, Probationary and Tenured faculty shall be entitled to be reimbursed for up to \$1,000.00 of receipted professional development expenditures for the year. This amount shall be pro-rated for Continuing, Probationary and Tenured faculty who are not full-time.

21.4.4 Eligible expenses under this Program shall be:

- 21.4.4.1 Equipment and/or materials related to professional/scholarly practice;
- 21.4.4.2 Travel to a professionally related conference or seminar;
- 21.4.4.3 Books, magazines, computer software, scholarly journals, and technical materials or publications; or
- 21.4.4.4 Professional memberships and course fees.

## **21.5 Professional Development Eligibility, Excluding Sabbaticals**

21.5.1 All Continuing, Probationary and Tenured faculty are eligible to apply for Professional Development Funding.

21.5.2 Sessional, Teaching-Intensive Stream, CLTA faculty are not eligible to apply for Professional Development Funding.

## **21.6 Sabbatical Funding**

21.6.1 Sabbatical salaries consist of 80 percent of the faculty's base salary. Such calculation shall include salary from teaching, course release, and administrative stipends. Sabbaticals may be granted each Academic Year by the Professional Development Committee in accordance with the criteria outlined in Article 21.8.2, with total sabbatical salaries not to exceed in any Academic Year a maximum amount calculated as follows: C2 salary x 80% x 7 Maximum-Load faculty (or the equivalent number of Partial-Load). Unused Sabbatical funds, if any, **shall** be carried forward to the following Academic Year, to a maximum of \$50,000.

21.6.2 In the event that a Sabbatical Appeal as outlined in Article 21.10 is successful and the associated costs exceed the remaining Sabbatical Funds for that Academic Year, such costs may be charged against the Sabbatical Funds for the following Academic Year.

21.6.3 Once approval is granted for a half-year or full-year Sabbatical, its scheduling is determined by mutual agreement of the faculty member and the Dean of Faculty. In the event a sabbatical application is found to be meritorious but is not approved due to insufficient funds, such application may be resubmitted the following year and will be given priority consideration.

## **21.7 Sabbatical Eligibility**

21.7.1 Tenured faculty are eligible to apply for Sabbaticals if they have:

21.7.1.1 Served as Probationary or Tenured faculty for a minimum of 6 years since joining the University

21.7.1.2 Served as Tenured faculty for a minimum of 6 years since their last full-year Sabbatical, or

21.7.1.3 Served as Tenured faculty for a minimum of 3 years since their last half-year Sabbatical.

21.7.2 Sessional, Teaching-Intensive Stream, CLTA, Continuing and Probationary faculty are not eligible for Sabbaticals. However, years served as Probationary faculty and/or years credited towards Sabbatical at the point

of hire are included as part of the Sabbatical qualifying period for Tenured faculty.

21.7.3 Leaves are not included as part of the Sabbatical qualifying period.

## **21.8 Professional Development Decisions**

21.8.1 Applications for Professional Development, including Sabbaticals, are reviewed by a “Professional Development Committee”, consisting of the following:

21.8.1.1 Vice-President, Academic, or designate (Chair, non-voting);

21.8.1.2 All Deans of Faculty; and

21.8.1.3 2 faculty selected by the Chair from each Faculty’s Faculty Representatives (for a total of 6), who are not under consideration that year for Professional Development including Sabbaticals;

21.8.2 In making decisions to grant, defer, or deny Professional Development, including Sabbaticals, the Professional Development Committee bases its decisions on:

21.8.2.1 The content and quality of each proposal;

21.8.2.2 The merits of each proposal and its relevance to the faculty member’s Teaching duties and Professional Practice/Research;

21.8.2.3 The relevance of each proposal to the University’s educational

objectives;

21.8.2.4 Recommendations regarding Professional Development arising from faculty's Performance Reviews;

21.8.2.5 Faculty members' previous Professional Development opportunities, including prior Sabbaticals (if any), which may include reports on accomplishments during such prior Professional Development;

21.8.2.6 Faculty members' years of Service;

21.8.2.7 Faculty members' record of Service; and

21.8.2.8 The cost of the proposal within the context of available funds, except in the case of Sabbaticals.

21.8.3 The Chair of the Professional Development Committee will notify the faculty member of the Committee's decision, in writing, and will make every effort to do so within 14 calendar days following the relevant Committee meeting.

21.8.4 For Sabbatical proposals, the Chair's letter will include, in addition to the Committee's decision, an assessment from the Committee of the proposal and/or recommendations for applying in a subsequent year.

## **21.9 Appeal of Professional Development Decisions, Excluding Sabbaticals**

21.9.1 Faculty whose requests for Professional Development, excluding Sabbaticals, that are unsuccessful may submit a "Request for Professional Development Appeal" to the Office of the Vice-President, Academic within

14 calendar days following notification of the decision which the faculty member wishes to appeal.

21.9.2 The Professional Development Committee will reconsider its decision and provide a Final Decision within 21 calendar days of receipt of the Request for Professional Development Appeal.

## **21.10 Appeal of Sabbatical Decisions**

21.10.1 Faculty who disagree with a Professional Development Committee decision concerning awarding of a Sabbatical may submit a "Request for Sabbatical Appeal" to the Office of the Vice-President, Academic within 14 calendar days following notification of the decision which the faculty member wishes to appeal.

21.10.2 The Vice-President, Academic (or designate) will investigate the Professional Development Committee's decision-making process and, within 10 business days of receipt of the Request for Sabbatical Appeal, make a determination to:

21.10.2.1 Reject the Appeal in writing; or

21.10.2.2 Instruct the Committee to reconsider its decision.

21.10.3 If the Vice-President, Academic (or designate) instructs the Committee to reconsider its decision, the Committee must do so within 21 calendar days and report back to the President (or designate).

21.10.4 Within 14 calendar days of the reconsidered Committee decision, the Vice-President Academic (or designate) renders a Final Decision.

## ARTICLE 22 FACULTY REPRESENTATIVES

### **22.1 Selection of Faculty Representatives**

22.1.1 Probationary, Tenured, Continuing, CLTA and, Teaching-Intensive Stream faculty are eligible to serve on Committees with Faculty Representation (except where specifically prohibited under this Agreement) including but not limited to the following:

22.1.1.1 Search;

22.1.1.2 Appointment;

22.1.1.3 Peer Review;

22.1.1.4 Peer Review Appeal;

22.1.1.5 Performance Review; and

22.1.1.6 Professional Development.

22.1.2 Each Dean oversees an election process at the commencement of each Academic Year and/or as required in order to select faculty to serve on Committees with Faculty Representation. Such faculty shall be elected from among Probationary, Tenured and Continuing and CLTA faculty members by a majority of votes of Probationary, Tenured, Continuing and CLTA faculty in the relevant Faculty.



22.1.3 Faculty may serve on Committees with Faculty Representation for terms of up to three consecutive years, with positions staggered to ensure continuity.

22.1.4 All faculty serving on Committees with Faculty Representation shall, at the commencement of such Committee service, receive training and guidance on best practices, University policy, and labour law regarding recruitment, selection and employment equity, as required and in consultation with OCADFA.

## **22.2 Operation of Committees with Faculty Representation**

22.2.1 In selecting representatives for a particular Committee with Faculty Representation, the Chair makes every effort to include appropriate representation and expertise from the relevant discipline(s).

22.2.2 Given the important role of Committees with Faculty Representation, members are expected to make every effort to attend all meetings. A meeting shall not proceed without Quorum.

22.2.3 Whenever possible, Committee with Faculty Representation decisions are achieved by consensus. However, in the event that a vote is required, the Chair shall vote only in order to break a tie.

## **22.3 Confidentiality**

22.3.1 By participating on Committees with Faculty Representation, each member agrees to respect the immediate and ongoing confidentiality of the process, and to identify to the Chair any perceived or actual Conflict of Interest as soon as it arises.

## **ARTICLE 23 FACULTY APPOINTMENT AND ASSIGNMENT PROCESS**

### **23.1 Approval of Faculty Complement, Including Existing and New Faculty Positions**

23.1.1 Each Dean of Faculty recommends to the Vice-President, Academic the “Faculty Complement” for the following Academic Year, including new faculty positions required within her/his Faculty (Sessional, Teaching-Intensive Stream, CLTA, Continuing and Tenured) as well as changes to existing positions, such as increases from Partial-Load to Maximum-Load. This normally takes place on or before November 1 of each year.

23.1.2 In developing these recommendations, the Dean of Faculty shall consult with other Deans of Faculty and with her/his Faculty’s Associate Dean(s) and faculty, and forward recommendations to the Senate, taking into account the following factors:

23.1.2.1 Current and desired balances with respect to Tenured and Continuing vs. Sessional, and Maximum-Load vs. Partial-Load

faculty;

23.1.2.2 Expertise required;

23.1.2.3 Short-term and long-term curricular objectives;

23.1.2.4 Amount of new curriculum development required;

23.1.2.5 Anticipated changes to the current Faculty Complement,  
including Leaves of Absence, Sabbaticals and retirements; and

23.1.2.6 Anticipated availability of financial resources.

23.1.3 The Vice-President, Academic reviews the Deans of Faculty's recommendations in light of the University's educational goals, and consults with the Vice-President, Administration with respect to financial and labour implications. Once approval from the Vice-President, Academic is obtained, the Dean of Faculty proceeds with the necessary searches and appointments in consultation with Human Resources.

## **23.2 Assignment Process for Current Continuing, Probationary and Tenured Faculty**

23.2.1 In order for the Deans of Faculty to plan Course Load and Workload Assignments for the following Academic Year, faculty who wish to request Sabbaticals, Leaves of Absence, or changes in Partial-Load/Maximum-Load status, must provide timely notice as follows:

23.2.1.1 **Sabbaticals:** The Office of the Vice-President, Academic will notify faculty in writing of their eligibility to apply for a Sabbatical,

and will make every effort to do so by August 1 (i.e. 11 months in advance of the commencement of the sabbatical). Tenured faculty who wish to apply for a full or partial Sabbatical must submit a completed Application for Sabbatical form to the Dean of Faculty, with a copy to the Vice-President, Academic by no later than September 1 (10 months in advance of the commencement of the sabbatical).

23.2.1.2 **Leaves of Absence:** Faculty who wish to apply for a full or partial Leave of Absence for the following Academic Year must notify the Dean of Faculty in writing no later than October 15. Approval of Leave of Absence requests shall not be unreasonably withheld. Requests received after October 15 are considered only under exceptional circumstances, and are accommodated only if practicable. A Leave of Absence is normally granted for a maximum of 1 Academic Year. Faculty whose requests for Leaves of Absence are unsuccessful may discuss their concerns with the Dean of Faculty. In the event a satisfactory resolution is not found at that stage, faculty may appeal the matter in writing to the Vice-President, Academic, who will make a determination. Wherever applicable, a Leave of Absence shall be inclusive of and not in addition to legislated leaves under the Employment Standards Act (i.e. Personal Emergency Leave).

23.2.1.3 **Change of Workload:** Partial-Load faculty who seek to

permanently or temporarily increase their Workload for the following year, and Maximum-Load faculty who seek to permanently or temporarily decrease their Workload for the following year, must notify the Dean of Faculty in writing no later than October 15. Temporary Workload increases shall be paid the overload rate in accordance with Article 19.5. In making a determination regarding faculty requests for Change of Workload, the Dean of Faculty considers the existing Faculty Complement as well as the faculty member's expertise and qualifications within the context of current and/or future curricular needs.

23.2.1.4 **Retirement:** Faculty who plan to retire from the University the following Academic Year must notify the Dean of Faculty in writing no later than October 15, unless otherwise agreed by the Employer.

23.2.2 In consultation with other Deans of Faculty and, where relevant, Associate Dean(s), each Dean of Faculty prepares Course Load and Workload assignments for the coming year. In the event of significant changes to teaching assignments and scheduling, particular emphasis is placed on timely consultation with individual faculty directly affected. The Dean of Faculty will make every effort to notify faculty no later than January 15 of their teaching assignment for the following Academic Year.

23.2.3 Faculty who disagree with their Course Load and/or Workload assignments

for the following year may discuss their concerns with the Dean of Faculty. In the event that a satisfactory resolution is not found at that stage, faculty may appeal the matter in writing to the Vice-President, Academic who will make a determination.

### **23.3 Hiring of Sessional Faculty**

23.3.1 Current Sessional faculty who seek a teaching assignment for the following Academic Year must indicate their interest in writing to the relevant Associate Dean of Faculty no later than February 1. The Associate Dean of Faculty, in consultation with the Program Chair or designate, shall review such current Sessional faculty for reappointment and shall forward such recommendations to the Dean of Faculty for approval.

23.3.2 The appointment process for new Sessional faculty is conducted by the Associate Dean of Faculty, or designate. A list of Sessional vacancies is posted on the University's website, with further external advertising conducted as appropriate.

23.3.3 Sessional appointments are determined by a "Sessional Faculty Appointments Committee", consisting of the following:

23.3.3.1 Associate Dean of Faculty, or designate (Chair, non-voting);

23.3.3.2 2 Tenured faculty selected in accordance with Article 22.1; and

23.3.3.3 1 additional internal or external faculty member may be added at the discretion of the Committee for diversity and/or specific

expertise.

23.3.4 All applications received for Sessional faculty positions must be reviewed by the Sessional Faculty Appointment Committee. The Committee determines which applicants require interviews and the nature of such interviews.

23.3.5 The Chair checks professional references for new Sessional faculty appointments prior to hiring, and conveys the results to the Committee. Where relevant, the Committee reviews the applicants' previous Annual Reports and/or Performance Reviews.

23.3.6 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further discussion and deliberation.

23.3.7 The Committee's recommendation is forwarded by the Chair to the Dean of Faculty for approval.

23.3.8 Offers of employment to new Sessional faculty include the following information:

23.3.8.1 Home Faculty;

23.3.8.2 Courses to be taught; and

23.3.8.3 Starting salary.

23.3.9 Sessional appointments are subject to cancellation due to enrolment and other operational reasons. In the event that a sessional appointment is cancelled less than one week prior to the scheduled first day of class, the instructor will receive a payment of one week's salary for fall/winter courses (pro-rated accordingly for summer) in order to compensate for preparation time.

23.3.10 In the event of a resignation, termination or approved leave less than three months prior to the scheduled start of class, the Associate Dean or designate may appoint a Sessional replacement for up to one academic year only.

#### **23.4 Internal Applicants for Sessional Faculty Positions**

23.4.1 Academic staff may apply for Sessional faculty positions when they become available provided that the new appointment does not conflict with their current work schedule, and shall be considered along with all other applicants.

23.4.2 Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Sessional positions when they become available, and shall be considered along with all other applicants. Teaching-Intensive Stream faculty and CLTA faculty, if successful, shall be obliged to relinquish their current positions. Continuing, Probationary and Tenured faculty, if successful, shall be paid the overload rate in accordance with Article 19.5.



## **23.5 Hiring of Teaching-Intensive Stream Faculty**

23.5.1 Current Teaching-Intensive Stream faculty who seek to be re-appointed for the Academic Year following expiry of their current appointment must indicate their interest in writing to the Dean of Faculty no later than October 15.

23.5.2 The appointment process for Teaching-Intensive Stream faculty is conducted by the Dean of Faculty, or designate.

23.5.3 All Teaching-Intensive Stream positions must be posted internally, as well as advertised locally at a minimum. All applicants are considered under the same criteria and procedure.

23.5.4 Teaching-Intensive Stream faculty appointments are determined by a 'Teaching-Intensive Stream Faculty Appointment Committee' consisting of the following:

23.5.4.1 Associate Dean of Faculty, or designate (Chair, non-voting, except in the case of a tie);

23.5.4.2 2 Tenured faculty selected in accordance with Article 22.1; and

23.5.4.3 1 additional OCAD U faculty member internal or external to the Faculty may be added at the discretion of the Committee for diversity and/or specific expertise (voting).

23.5.5 All applications received for Teaching-Intensive Stream positions must be

reviewed by the Committee. Normally the committee interviews all short-listed candidates.

23.5.6 The Chair checks professional references for all new Teaching-Intensive Stream appointments and conveys the results to the Committee. Where relevant, the Committee reviews the applicants' previous Annual Reports and/or Performance Reviews.

23.5.7 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed, the Chair refers the matter back to the Committee for further discussion and deliberation.

23.5.8 The Committee's recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President, Academic for approval.

23.5.9 Offers of employment to new Teaching-Intensive Stream faculty include the following information:

23.5.9.1 Home Faculty;

23.5.9.2 Rank;

23.5.9.3 Percentage of Maximum-Load; and

23.5.9.4 Starting salary.

23.5.10 Teaching-Intensive Stream appointments are subject to reduction or

cancellation due to enrolment. In the event that Teaching-Intensive Stream appointment is reduced or cancelled, the faculty member will receive a payment of six weeks' salary per course reduced. Efforts will be made to maintain Teaching-Intensive Stream contracts as offered.

23.5.11 In the event of a resignation, termination or approved leave less than three months prior to the scheduled start of class, the Dean or designate may appoint a Teaching-Intensive Stream faculty.

## **23.6 Internal Applicants for Teaching-Stream Faculty Positions**

23.6.1 Academic staff and faculty may apply for Teaching-Intensive Stream faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

## **23.7 Hiring of CLTA Faculty**

23.7.1 Current CLTA faculty who seek to be re-appointed for the following Academic Year, must indicate their interest in writing to the Dean of Faculty no later than October 15.

23.7.2 The appointment process for CLTA faculty is conducted by the Dean of Faculty, or designate. Advertising may be conducted at her/his discretion.

23.7.3 CLTA faculty appointments are determined by a "CLTA Faculty

Appointment Committee,” consisting of the following:

23.7.3.1 Associate Dean of Faculty, or designate (Chair, non-voting, except in the case of a tie);

23.7.3.2 2 Tenured faculty selected in accordance with Article 22.1; and

23.7.3.3 1 additional OCAD U faculty member internal or external to the Faculty may be added at the discretion of the Committee for diversity and/or specific expertise (voting).

23.7.4 All applications received for CLTA faculty positions must be reviewed by the Committee. Normally the Committee interviews all short-listed candidates; however, the Committee may decide to waive the interview requirement.

23.7.5 The Chair checks professional references for all new CLTA appointments and conveys the results to the Committee. Where relevant, the Committee reviews the applicants’ previous Annual Reports and/or Performance Reviews.

23.7.6 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed, the Chair refers the matter back to the Committee for further discussion and deliberation.

23.7.7 The Committee’s recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President,

Academic for approval.

23.7.8 Offers of employment to new CLTA faculty include the following information:

23.7.8.1 Home Faculty;

23.7.8.2 Rank;

23.7.8.3 Percentage of Maximum-Load; and

23.7.8.4 Starting salary.

23.7.9 CLTA appointments are subject to reduction or cancellation due to enrolment. In the event that a CLTA appointment is reduced or cancelled, the instructor will receive a payment of six week's salary per course reduced. Efforts will be made to maintain CLTA contracts as offered.

23.7.10 In the event of a resignation, termination or approved leave less than three months prior to the scheduled start of class, the Dean or designate may appoint a CLTA replacement for up to one academic year only.

## **23.8 Internal Applicants for CLTA Faculty Positions**

23.8.1 Academic staff may apply for CLTA faculty positions when they become available, and shall be considered along with all other applicants.

However, successful applicants shall be obliged to relinquish their current positions.

23.8.2 Sessional and Teaching-Intensive Stream faculty may apply for CLTA faculty positions when they become available, and shall be considered

along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.8.3 Continuing, Probationary and Tenured faculty who are Partial-Load may apply for Partial-Load CLTA faculty positions when they become available, provided that the Workload of the position advertised, combined with their existing Workload, does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants. Continuing, Probationary and Tenured faculty who are Partial-Load, and who seek to temporarily increase their Workload are, however, encouraged to do so as provided in Article 23.2.1.3.

## **23.9 Hiring of New Continuing Faculty**

23.9.1 The hiring process for new Continuing faculty is conducted by the Dean of Faculty (or designate). In conjunction with Human Resources, the Dean of Faculty prepares a search plan for each Continuing faculty position approved, including a position description and membership of the Search Committee. The Dean of Faculty then convenes a meeting of the Search Committee to determine appropriate advertising venues and search procedure to be followed, and incorporates these items into the search plan.

23.9.2 OCADFA is notified of all Continuing faculty vacancies and is provided with a copy of relevant position descriptions.

23.9.3 A “Continuing Faculty Search Committee” consists of the following:

23.9.3.1 Dean of Faculty, or designate (Chair, non-voting);

23.9.3.2 Associate Dean (or designate);

23.9.3.3 2 Tenured faculty selected in accordance with Article 22.1;

23.9.3.4 1 additional internal or external faculty member may be added at the discretion of the Committee for diversity and/or specific expertise.

23.9.4 All Continuing faculty positions must be posted internally, as well as advertised locally at a minimum. All applicants are considered under the same criteria and procedure.

23.9.5 The Committee shortlists applicants, conducts interviews, ranks candidates and makes a determination as to the most qualified candidate(s), in accordance with criteria contained in the position description. In addition to interviews, the selection process may include meetings with faculty and students, public lectures and guest critiques.

23.9.6 The Chair (or designate) shall check professional references for the final candidate(s), and convey the results to the Committee. For Continuing faculty seeking re-appointment, the Committee reviews the applicant's previous Performance Reviews.

23.9.7 Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further

discussion and deliberation.

23.9.8 The Committee's recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President, Academic for approval.

23.9.9 Offers of employment to new Continuing faculty include the following information:

23.9.9.1 Home Faculty;

23.9.9.2 Rank;

23.9.9.3 Percentage of Maximum-Load; and

23.9.9.4 Starting salary.

## **23.10 Internal Applicants for Continuing Faculty Positions**

23.10.1 Academic staff may apply for Continuing faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.10.2 Sessional, Teaching-Intensive Stream, and CLTA faculty may apply for Continuing faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.10.3 Probationary and Tenured faculty, whether Partial-Load or Maximum-Load,



may apply for Continuing faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

### **23.11 Hiring of New Tenured Faculty**

23.11.1 The hiring process for new Tenured faculty is conducted by the Dean of Faculty (or designate). In conjunction with Human Resources, the Dean of Faculty prepares a search plan for each Tenured faculty position approved, including a position description and membership of the Search Committee. The Dean of Faculty then convenes a meeting of the Search Committee to determine appropriate advertising venues and search procedure to be followed, and incorporates these items into the search plan.

23.11.2 OCADFA is notified of all Tenured faculty vacancies and is provided with a copy of relevant position descriptions.

23.11.3 A “Tenured Faculty Search Committee” consists of the following:

23.11.3.1 Dean of Faculty, or designate (Chair, non-voting, except in the case of a tie);

23.11.3.2 Associate Dean, or designate (voting);

23.11.3.3 2 Tenured faculty selected in accordance with Article 22.1;

23.11.3.4 1 student representative from the Home Faculty selected by the Chair (voting); and

23.11.3.5 1 additional OCAD U faculty member internal or external to the

Faculty may be added at the discretion of the Committee for diversity and/or specific expertise (voting).

23.11.4 All Tenured faculty positions must be posted internally, as well as advertised nationally at a minimum. All applicants are considered under the same criteria and procedure.

23.11.5 The Committee shortlists applicants, conducts interviews, and makes a determination as to the most qualified candidate(s), in accordance with criteria contained in the position description. In addition to interviews, the selection process may include meetings with faculty and students, public lectures and guest critiques.

23.11.6 The Chair (or designate) shall check a minimum of 3 professional references for the final candidate(s), and convey the results to the Committee.

23.11.7 Should there be any concerns with respect to the decision or process followed, the Chair refers the matter back to the Committee for further discussion and deliberation.

23.11.8 The Committee's recommendation, accompanied by a report on the selection process, is forwarded by the Chair to the Vice-President, Academic for approval.

23.11.9 Offers of employment to new Tenured faculty include the following information:

23.11.9.1 Home Faculty;

23.11.9.2 Rank;

23.11.9.3 Percentage of Maximum-Load;

23.11.9.4 Starting salary; and

23.11.9.5 Probationary term as outlined in Article 16.4.

## **23.12 Internal Applicants for Tenured Faculty Positions**

23.12.1 Academic staff may apply for Tenured faculty positions when they become available, and shall be considered along with all other applicants.

However, successful applicants shall be obliged to relinquish their current positions.

23.12.2 Sessional, Teaching-Intensive Stream, CLTA , and Continuing faculty may apply for Tenured faculty positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

23.12.3 Probationary and Tenured faculty who are Partial-Load may apply for Partial-Load Tenured faculty positions when they become available, provided that the Workload of the position advertised, combined with their existing Workload, does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants.

Probationary and Tenured faculty who are Partial-Load, and who seek to permanently increase their Workload are, however, encouraged to do so as

provided in Article 23.2.1.3.

### **23.13 Training of New Faculty**

23.13.1 All new faculty, including Sessional, Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured, are required to undergo reasonable and appropriate orientation and/or teacher education workshops, according to individual needs, as mutually determined by the faculty member and the Dean of Faculty, as part of his/her Teaching and Teaching-Related responsibilities, prior to working in this capacity at the University. Participation in health and safety, WHMIS, and first aid training, as specified by the Director, Safety & Risk Management, is mandatory for all new faculty.

### **23.14 Home Faculty and Cross-Appointments**

23.14.1 At time of hiring, all Sessional, Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty are assigned to a Home Faculty, reflecting the program(s) in which all or most of the faculty member's Course Load will occur.

23.14.2 Faculty are supervised by the Dean of their Home Faculty and liaise with the Dean and/or Associate Deans of that Faculty for purposes of Workload assignments including Undergraduate and Graduate Teaching, Performance Review, applications for promotion, requests for change in Partial-Load/Maximum-Load status, etc.

23.14.3 In the case of faculty who are cross-appointed to other Faculties, the Dean of Faculty consults with other relevant Deans of Faculty and/or Associate Deans in preparing Workload assignments and Service obligations, and in developing recommendations to the Vice-President, Academic regarding Faculty Complement for the following Academic Year. In terms of Workload assignments and Service obligations, the Deans of Faculty will consider the particular circumstances of cross-appointed faculty.

23.14.4 If, over time, a faculty member's proportion of Course Load shifts from one Faculty to another, she/he may be re-assigned to another Home Faculty by the Dean of Faculty, in consultation with other relevant Dean(s) of Faculty, and with the approval of the Vice-President, Academic.

23.14.5 Faculty who are cross-appointed in relatively equal proportions to more than 1 Faculty may request a change of Home Faculty by writing to the Vice-President, Academic, who will make a determination.

23.14.6 Faculty are expected to attend all Faculty or program meetings within their Home Faculty and to assist the cross-appointed Faculty Representatives by communicating information from these meetings to cross-appointed faculty from other Home Faculties.

## **23.15 Years of Service**

23.15.1 Years of Service are calculated for Continuing, Probationary and Tenured faculty on the basis of years of continuous service, with one year awarded

per year of active employment. For the purposes of this calculation, sabbatical leaves are included, whereas full-year leaves of absence are not. Years of Service are not calculated for Sessional faculty, Teaching-Intensive Stream faculty, or CLTA faculty.

23.15.2 In each Faculty, annual committee and course assignments shall be made available to all Faculty Members by February 15<sup>th</sup> of the current academic year.

## ARTICLE 24 FACULTY REVIEW AND PROMOTION

### **24.1 Procedure for Promotion of Rank**

24.1.1 Assistant Professors and Associate Professors are eligible to apply for promotion to the next Rank after a minimum of 3 years at their current Rank at OCAD U.

24.1.2 Candidates for promotion of Rank must submit an application in writing to the Dean of Faculty, no later than October 1 for promotion in the following Academic Year.

24.1.3 Candidates who are unsuccessful in applying for promotion of Rank may re-apply after a minimum of 2 years.

24.1.4 See Standards of Performance for Academic Ranks, attached as **Appendix B.**

## **24.2 Annual Reports**

24.2.1 All faculty shall submit each Academic Year an “Annual Report” which summarizes the faculty member’s contributions and accomplishments in Teaching & Teaching-Related Responsibilities (as outlined in Article 20.2). In the case of Teaching-Intensive Stream faculty, the Annual Report shall also include contributions and accomplishments in Service (as outlined in Article 20.4). In the case of CLTA, Probationary, Continuing and Tenured faculty, the Annual Report shall also include contributions and accomplishments in Professional Practice/Research and Service (as outlined in Articles 20.3 and 20.4). Receipt of such reports will be confirmed by the appropriate Home Faculty office.

24.2.2 **Sessional faculty:** For Sessional faculty, classroom visits may be conducted. Prior to reappointment of Sessional appointments, student evaluations, course outlines, any other teaching materials, and any classroom visits conducted will be assessed to ensure adherence to standards and expectations with regard to Teaching & Teaching-Related Responsibilities.

## **24.3 Performance Reviews**

24.3.1 Performance Reviews are conducted (as outlined in Articles 24.3.4 and 24.3.5) in order to review and assess overall performance, ensure adherence to standards and expectations with regard to Teaching &

Teaching-Related Responsibilities, Professional Practice/Research (except in the case of Teaching-Intensive Stream appointments) and Service, and to make recommendations to the Dean of Faculty regarding career progress and merit progress increments (as defined in Article 24.3.6).

24.3.2 Each non-sessional faculty member shall be reviewed every three years, unless otherwise specified.

24.3.3 Career progress increments shall be awarded to all non-sessional faculty members of all ranks who are not at the ceiling of that rank.

24.3.4 Each non-sessional faculty member shall submit materials required for Performance Review no later than January 31<sup>st</sup> of the year in which he/she is to be reviewed.

24.3.5 Materials are reviewed by the Performance Review Committee of each Faculty which comprises:

24.3.5.1 The appropriate Associate Dean of Faculty (or designate); and

24.3.5.2 2 faculty members elected by a quorum (=50% +1) of the total Tenured faculty members in the relevant Faculty or, in the event a quorum does not respond, two faculty members selected by the Dean of Faculty from the Faculty's tenured faculty members.

24.3.6 The Performance Review Committee shall recommend career and merit progress increments based on each faculty member's performance review,



which shall apply for the three academic years following the review:

	PERFORMANCE REVIEW OUTCOMES	CAREER/MERIT PROGRESS INCREMENTS (First Year Following Review)	CAREER/MERIT PROGRESS INCREMENTS (Second Year Following Review)	CAREER/MERIT PROGRESS INCREMENTS (Third Year Following Review)
CAREER PROGRESS	Meets basic expectations	0.5	0.5	0.5
	Fully meets expectations	1.0	1.0	1.0
MERIT PROGRESS	Exceeds expectations	1.5	1.5	1.5
	Significantly exceeds expectations	2.0	2.0	2.0

24.3.6.1 Career/Merit Progress Increments represent the average of the above four possible outcomes as applied to each of the three areas of Performance Review: Teaching and Teaching-Related Responsibilities, Professional Practice/Research (except in the case of Teaching-Intensive Stream appointments) and Service, pro-rated accordingly (as per Article 27.4) and rounded to the

nearest half step.

Example: A faculty member is assessed as follows:

Teaching	$1.0 \times 40\% = 0.40$
Practice/Research	$0.5 \times 40\% = 0.20$
Service	$2.0 \times 20\% = 0.40$
	1.00

Career/Merit Progress Increment for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year  
following the review = 1.0

24.3.6.2 Career/Merit Progress Increments represent the number of step  
increases on the faculty salary pay scale.

24.3.7 In the event the Performance Review Committee finds a faculty member  
does not meet basic expectations, the Committee shall refer the matter to  
the Dean of Faculty for disciplinary action.

24.3.7.1 “Basic Expectations” shall include the following:

- Submitting Annual Report;
- Submitting course outlines to Faculty Office prior to start of semester;
- Responsibly managing student contact hours, e.g., arriving on time for classes, being available to students during pre-arranged office hours (generally one hour per course per

week), arranging for substitute or make-up class for any class hours missed;

- Reporting any absences and make-up arrangements to the Faculty Office;
- Submitting all grades on time.

24.3.8 Faculty members who are at the ceiling of their rank are not entitled to Career Progress Increments except through application for promotion or, in the case of full professors, through application for a merit increment.

24.3.8.1 Merit increments for full professors are determined by the regular triennial review process. An assessment of 1.5 steps will result in a one merit step increase in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year following the review. An assessment of 2 steps will result in 2 merit step increases in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year following the review. An assessment of 0.5 or 1 steps will result in no merit step increases.

24.3.9 The recommendations resulting from all Performance Reviews shall be submitted to the University Performance Review Committee (comprising the Vice-President, Academic and the three Deans of Faculty) no later than April 1<sup>st</sup> for review and final approval. This Committee shall be responsible for maintaining consistent standards across the University.

24.3.10 All awarded Career/Merit Progress Increments shall be effective July 1<sup>st</sup> of

the Review Year.

24.3.11 The total number of steps awarded (Career/Merit Progress Increments) shall not exceed 1.2 times the number of faculty members eligible for career progress increments.

24.3.12 The results of the Performance Review shall normally be communicated to the faculty member in writing no later than May 1<sup>st</sup> of the review year and shall include an overall assessment of his/her strengths and/or recommendations for improvement.

24.3.13 A faculty member who disagrees with the Performance Review and/or its recommendations may discuss his/her concerns with the Associate Dean. In the event that a satisfactory resolution is not found, the faculty member may appeal the matter in writing to the Dean of Faculty, who will make a determination.

#### **24.4 Peer Review**

24.4.1 A “Peer Review” is conducted (as outlined in Articles 24.4.2 and 24.4.3) in order to assess overall performance and make recommendations for the following purposes:

24.4.1.1 **Probationary faculty:** For Probationary faculty, a Peer Review is conducted to recommend conferral of Tenure status, and promotion of Rank if warranted. If a Probationary faculty

member fails to achieve Tenure as a result of Peer Review, his/her employment will continue only to the end of the following academic year at his/her current salary rate;

24.4.1.2 **Continuing and Tenured faculty:** For Continuing and Tenured faculty, a Peer Review is conducted to recommend promotion of Rank.

24.4.2 Probationary, Continuing and Tenured faculty will submit materials required for Peer Review which, in combination with previous Annual Reports and Performance Reviews, will be reviewed by the “Peer Review Committee”. The Peer Review Committee consists of the following:

24.4.2.1 Dean of Faculty, or designate appointed by the Vice-President, Academic (Chair, non-voting except in the case of a tie);

24.4.2.2 Associate Dean of Faculty, or designate (voting);

24.4.2.3 2 faculty members selected by the Chair from the Home Faculty’s Tenured faculty, both of whom must be of equal or, where possible, higher Rank than the candidate (voting); and

24.4.2.4 Up to 1 additional faculty member who may be added at the discretion of the Committee, for diversity and/or specific expertise (voting).

24.4.3 In cases of Tenure and of Promotion of Rank to Full Professor, the chair of the Faculty Peer Review Committee shall, in consultation with the candidate, determine the names of five mutually-agreed referees external

to the University, of whom three shall be selected by the Chair. Such referees must have sufficient subject expertise and knowledge of the candidate's achievements to make dispassionate and critically-informed judgments. Selected referees shall be asked to comment on the candidates' contribution in the area of professional practice/research, and shall be provided with the relevant sections of **Appendix B** to provide context in this regard.

24.4.4 The appropriate Dean of Faculty (or designate) will meet with each faculty member to discuss his/her Peer Review. The results of the Peer Review are communicated to the faculty member in writing following this meeting, including an overall assessment of his/her strengths and/or recommendations for improvement. In cases of Promotion of Rank, the candidate may choose to withdraw his/her application at this stage.

24.4.5 The Faculty Peer Review Committee shall submit its recommendations to the University Peer Review Committee, which consists of the Vice-President, Academic (Chair, voting), the Chair of Senate, and a faculty member of Senate normally holding the rank of Full Professor. The recommendations of the University Peer Review Committee shall then be subject to approval by the President and the Board of Governors.

24.4.6 A faculty member who disagrees with a Peer Review decision has recourse to the Peer Review Appeal process (as outlined in Article 24.5).

## 24.5 Peer Review Appeal

24.5.1 “Peer Review Appeal” provides a mechanism to review decisions made via Peer Review which result in:

24.5.1.1 **Probationary faculty:** For Probationary faculty, failure to confer Tenured status, or denial of promotion of Rank;

24.5.1.2 **Continuing faculty:** For Continuing faculty, failure to recommend eligibility for renewal, or denial of promotion of Rank;

24.5.1.3 **Tenured faculty:** For Tenured faculty, denial of promotion of Rank;

24.5.2 A Peer Review Appeal is initiated when a faculty member submits a “Request for Peer Review Appeal” to Human Resources within 14 calendar days following notification of the Peer Review decision which the faculty member wishes to appeal.

24.5.3 A “Peer Review Appeal Committee” consists of the following:

24.5.3.1 Vice-President, Academic, or designate with approval of the President (Chair, non-voting);

24.5.3.2 Dean (or designate) from another Faculty with approval of the Vice-President, Academic;

24.5.3.3 2 faculty selected by the Chair from the Home Faculty’s Tenured faculty, both of whom must be of equal or, where possible, higher Rank than the candidate; and

24.5.3.4 1 Tenured faculty member selected by the candidate.

24.5.4 The Chair will make every effort to convene a meeting of the Peer Review Appeal Committee within 30 calendar days of a receipt of a “Request for Peer Review Appeal” by Human Resources, and to communicate the Committee’s decision in writing to the faculty member in a timely manner.

24.5.5 A grievance challenging the decision of the Peer Review Appeal Committee gives rise to a difference between the Parties arising from the interpretation, application, administration, or alleged violation of this Agreement, only to the extent that:

24.5.5.1 A significant irregularity or unfairness has occurred in the procedure, or in the selection of committee members;

24.5.5.2 There has been Bias or motive on the part of a committee member;

24.5.5.3 There has been Bias or motive on the part of any person whose opinion may have materially influenced the decision; or

24.5.5.4 The decision is unreasonable in the light of the evidence which was available or should have been available, and in light of the standards applied since ratification.



ARTICLE 25 FACULTY CALENDAR OF COMMITMENT (EXCLUDING SESSIONAL  
AND TEACHING-INTENSIVE STREAM FACULTY)

**25.1 Partial-Load CLTA, Continuing, Probationary and Tenured Faculty**

25.1.1 Partial-Load CLTA, Continuing, Probationary and Tenured faculty normally have 2 Teaching Terms and 1 Practice/Research Term per Academic Year.

25.1.2 Teaching Workload is normally distributed evenly between the 2 Teaching Terms.

25.1.3 By mutual consent of the faculty member and the Dean of Faculty, up to the full Teaching Workload could occur in 1 Term, provided that the total Teaching Workload per Term does not exceed Maximum-Load.

25.1.4 The Practice/Research Term includes Vacation time and a limited amount of Service.

25.1.5 In exceptional circumstances (i.e. when agreed to be of benefit to both the university and the faculty), and by mutual consent of the University and the faculty member, a Partial-Load faculty member's annual Teaching Workload may be distributed over all 3 Terms.

**25.2 Maximum-Load CLTA, Probationary and Tenured Faculty**

25.2.1 Maximum-Load CLTA, Probationary and Tenured faculty have 2 Teaching Terms and 1 Practice/Research Term per Academic Year.

25.2.2 Teaching Workload is normally distributed evenly between the 2 Teaching Terms.

25.2.3 By mutual consent of the faculty member and the Dean of Faculty, a larger percentage of Teaching Workload may occur in 1 Term, provided that the total Teaching Workload per Academic Year does not exceed Maximum-Load.

25.2.4 The Practice/Research Term includes Vacation time and a limited amount of Service.

25.2.5 In exceptional circumstances (i.e. when agreed to be of benefit to both the University and the faculty), and by mutual consent of the University and the faculty member, annual Teaching Workload may be distributed over all 3 Terms.

## ARTICLE 26 FACULTY COURSE LOAD (EXCLUDING SESSIONAL FACULTY) PRO- RATED FOR PARTIAL-LOAD

### **26.1 Definition of Course Load**

26.1.1 The “Course Load” (averaged over the academic year) required of Maximum-Load faculty per Term is normally 12 student contact hours per week for Studio courses (15 student contact hours per week for Teaching-Intensive Stream appointments), and 7.5 student contact hours per week for Liberal Arts & Sciences courses (9 student contact hours per week for

Teaching-Intensive Stream appointments). Individual course loads may vary as assignment by the Dean of Faculty or designate. Such course load assignment will be made in consultation with individual faculty in consideration of all areas of faculty responsibility as they contribute to the University and its mission.

26.1.1.1 Effective July 1, 2008, the course load required of Maximum Load faculty per term is normally 13.5 student contact hours per week for Studio courses (averaged over the academic year), and 9 student contact hours per week for Liberal Arts & Sciences courses. Effective July 1, 2009, the course load required of Maximum Load faculty per term is normally 12 student contact hours per week for Studio courses (averaged over the academic year), and 7.5 student contact hours per week for Liberal Arts & Sciences courses. It is understood that sessional appointments arising from the implementation of this article shall not be considered in a calculation made under article 16.1.4 (sessional maximum).

26.1.1.2 Effective July 1, 2015, the “Course load” (averaged over the academic year) required of Maximum Load faculty per term is normally 10.5 student contact hours per week for Studio courses (15 student contact hours per week for Teaching-Intensive Stream appointments), and 7.5 student contact hours per week for Liberal Arts & Sciences courses (9 student contact hours per

week for Teaching-Intensive Stream appointments). It is understood that sessional appointments arising from the implementation of this article shall not be considered in a calculation made under article 16.1.4 (sessional maximum).

26.1.2 Course Load may include course-release time for special projects or assignments.

## **26.2 Distribution of Course Load**

26.2.1 Determination of specific Course Load in any Term will be based on a fair and equitable distribution of faculty responsibilities, taking into consideration the following factors:

26.2.1.1 Class size and total student load;

26.2.1.2 Course levels;

26.2.1.3 Nature of the course (including method of measuring learning outcomes);

26.2.1.4 Mode of delivery;

26.2.1.5 Course-related responsibilities (e.g. tutorial direction, thesis supervision, supervision of Teaching Assistants, grading responsibilities, course preparation);

26.2.1.6 Whether or not courses are new;

26.2.1.7 Number of different courses per Term (vs. multiple sections of the same course);

26.2.1.8 Other unusual expectations re. Service (e.g. special projects or assignments); and

26.2.1.9 Cross-appointments with other Faculties.

26.2.2 Faculty (except in the case of Teaching-Intensive Stream faculty) normally teach a maximum of 2 classes per day, scheduled with a minimum of 12 hours between classes on consecutive days. Teaching-Intensive Stream faculty normally teach a maximum of six (6) hours per day.

26.2.3 While the necessity to provide suitable scheduling and breadth of academic offerings may require year to year course changes, the Deans of Faculty shall make every effort to ensure that these changes are reasonable, and to distribute them equitably.

### **26.3 Disagreement with Course Load**

26.3.1 Faculty who disagree with their Course Load assignments for the following year may discuss their concerns with the Dean of Faculty (or designate). In the event that the matter has been discussed with the Dean of Faculty (or designate) and a satisfactory resolution has not been found, faculty may appeal the matter in writing to the Vice-President, Academic, who will make a determination.

26.3.2 There shall be no expectation of faculty to use Sabbaticals for purposes of developing new courses, and new courses will not normally be assigned for the first term following a sabbaticant's return.

## ARTICLE 27 FACULTY COURSE LOAD (EXCLUDING SESSIONAL FACULTY) PRO- RATED FOR PARTIAL-LOAD

### 27.1 Definition of Workload

27.1.1 “Workload” includes a combination of Teaching & Teaching-Related Duties, Professional Practice/Research (except in the case of Teaching-Intensive Stream faculty) and Service.

### 27.2 Teaching Term Workload (excluding Teaching-Intensive Stream faculty)

27.2.1 A “Teaching Term” normally consists of:

27.2.1.1	Teaching & Teaching-Related Duties,	
27.2.1.2	Practice/Research, Service	14 weeks
27.2.1.3	Teaching-Related Duties; Practice/Research, Service	3 weeks
27.2.1.4	Total	17 weeks

27.2.2 In each Teaching Term, Workload is based on a full-time commitment for 17 weeks, with the following approximate breakdown:

27.2.2.1	Teaching & Teaching-Related Duties	60%
27.2.2.2	Practice/Research	20%
27.2.2.3	Service	20%
27.2.2.4	Total	100%

27.2.3 While acknowledging the difficulty of scheduling meetings and other Service-related activities at times mutually agreeable to all participants,

every effort is made to ensure that Teaching & Teaching-Related Duties and Service are confined to 4 days per week.

27.2.4 With permission from the Dean of Faculty or Vice-President, Academic, faculty may receive course-release time during a Teaching Term, in order to pursue special projects or assignments.

### **27.3 Practice/Research Term Workload (excluding Teaching-Intensive Stream faculty)**

27.3.1 A “Practice/Research Term” normally consists of:

27.3.1.1	Practice/Research (plus limited Service)	11 -13 weeks
27.3.1.2	Vacation (based on years of service)	4 - 6 weeks
27.3.1.3	Total	17 weeks

27.3.2 During a Practice/Research Term, faculty are expected to provide 55-65 hours of Service (based on 11-13 wks x 5 hrs/wk).

27.3.3 With permission from the Dean of Faculty or Vice-President, Academic, faculty may perform the Service component of their Practice/Research Term during the previous or subsequent Teaching Terms, in order to travel and/or devote themselves to intensive projects.

### **27.4 Academic Year Workload**

27.4.1 For Teaching-Intensive Stream faculty, in addition to 4 weeks paid

vacation, the normative full Academic Year normally consists of:

27.4.1.1	Teaching & Teaching-Related Duties	70%
27.4.1.2	Service	30%
27.4.1.3	Total	100%

27.4.2 Teaching-Intensive Stream faculty's Service responsibilities are subject to approval by the Dean of Faculty (or designate).

27.4.3 For CLTA, Continuing, Probationary and Tenured faculty, in addition to 4-6 weeks paid vacation, a normative full Academic Year normally consists of:

27.4.3.1	Teaching & Teaching-Related Duties	40%
27.4.3.2	Practice/Research	40%
27.4.3.3	Service	20%
27.4.3.4	Total	100%

## **27.5 Disagreement with Workload**

27.5.1 Faculty who disagree with their Workload assignments for the following year may discuss their concerns with the Dean of Faculty (or designate). In the event that the matter has been discussed with the Dean of Faculty (or designate) and a satisfactory resolution has not been found, faculty may appeal the matter in writing to the Vice-President, Academic, who will make a determination.



# Issues And Definitions Applying to Academic Staff

## ARTICLE 28 SUMMARY OF ACADEMIC STAFF APPOINTMENTS

### **28.1 Types of Appointments**

28.1.1 All Technicians and Academic Counsellors shall have one of the following appointments:

28.1.1.1 Contract;

28.1.1.2 Probationary; or

28.1.1.3 Tenured.

### **28.2 Partial-Load and Maximum-Load**

28.2.1 All Technicians and Academic Counsellors shall be either:

28.2.1.1 Partial-Load; or

28.2.1.2 Maximum-Load.

### **28.3 Teaching Assistant**

28.3.1 All Teaching Assistants shall have the following appointment:

28.3.1.1 Contract.

## ARTICLE 29 DEFINITION OF ACADEMIC STAFF APPOINTMENTS

### **29.1 Technician and Academic Counsellor - Contract Appointment**

29.1.1 “Contract” Technicians and “Contract” Academic Counsellors are hired on a fixed-term contract, based on a specified number of weeks, and specified hours per week up to and including 35.

29.1.2 Contract Technicians and Contract Academic Counsellors:

29.1.2.1 Have no job security beyond the current contract; and

29.1.2.2 Are subject to Performance Review prior to any renewal of contract

29.1.2.3 Are normally not renewable beyond 3 years.

29.1.3 In exceptional circumstances (i.e. when agreed to be of benefit to both the University and the academic staff member), and by mutual consent of the University and the academic staff member, a Contract appointment may be renewed for up to 1 additional year, subject to approval by OCADFA.

29.1.4 In each Academic Year, a maximum of 30% of technician and academic counsellor appointments shall be contract. Should this ceiling be exceeded in any Academic Year, the balance will be restored the following Academic Year.

29.1.5 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

## **29.2 Technician and Academic Counsellor - Probationary Appointment**

29.2.1 “Probationary” Technicians and Academic Counsellors are working towards tenured status.

29.2.2 Probationary Technicians and Academic Counsellors:

29.2.2.1 May be Maximum-Load or Partial-Load;

29.2.2.2 Are hired for a maximum of 1 year (if Maximum-Load) or 2 years (if Partial-Load), unless extended by approved Leaves, after which the appointment must be terminated or become Tenured; and

29.2.2.3 Are subject to Performance Reviews after 1 year and/or Peer Review prior to awarding of Tenured status.

29.2.3 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

### **29.3 Technician and Academic Counsellor - Permanent Appointment**

29.3.1 “Permanent” Technicians and Academic Counsellors have successfully completed a Probationary period and, through a Peer Review process, have been awarded Permanent status.

29.3.2 Permanent Technicians and Academic Counsellors:

29.3.2.1 May be Maximum-Load or Partial-Load;

29.3.2.2 Are subject to annual Performance Reviews, with comprehensive Peer Reviews every 5 years, unless extended by approved Leaves; and

29.3.3 Employment may be terminated through resignation (with appropriate notice), retirement, dismissal for just cause, or layoff for reason of Financial Exigency or Curricular Necessity.

### **29.4 Teaching Assistant - Contract Appointment**

29.4.1 All Teaching Assistantships shall fall into one of the following categories:

29.4.1.1 Teaching Assistant I (Undergraduate Research Assistant), with responsibilities outlined in Article 37.3.2

29.4.1.2 Teaching Assistant II (Marker/Grader), with responsibilities limited to those outlined in Articles 37.3.1.1 and 37.3.1.4 only;

29.4.1.3 Teaching Assistant III (Tutorial Leader), with responsibilities as outlined in Articles 37.3.1.1 to 37.3.1.5 and Articles 37.3.1.7 to

37.3.1.8; or

29.4.1.4 Teaching Assistant IV (Tutorial Leader), with responsibilities including all of 37.3.1.

29.4.1.5 Teaching Assistant V (Graduate Research Assistant), with responsibilities as outlined in Article 37.3.2

29.4.2 Teaching Assistants are hired on fixed-term annual contracts, based on a specified number of hours per Term as determined by the Dean, Associate Dean and/or supervising faculty member based on the particular needs and format of the course or research project, and set out in writing in advance of the appointment.

29.4.3 Teaching Assistants:

29.4.3.1 Have no job security beyond the current contract;

29.4.3.2 Are subject to Performance Review prior to any renewal of contract; and

29.4.3.3 Are normally not renewable beyond 3 years.

29.4.4 In exceptional circumstances (i.e. when agreed to be of benefit to both the University and the Teaching Assistant), a Teaching Assistant who is not a graduate student may be renewed beyond the initial 3 years, subject to approval by the Dean of Faculty or designate.

29.4.5 Teaching Assistants are intended to assist, rather than replace, faculty in the delivery of curriculum or carrying out research activities. Because

Teaching Assistants are temporary employees with whom the University does not have a long-term employer/employee relationship, they are hired on the basis of fixed-term contracts, and receive additional pay in lieu of benefits. The maximum renewal period is intended to ensure the ongoing creation of employment opportunities for new Teaching Assistants, and to ensure that increased expectations for Teaching Assistants are not made beyond those outlined in Article 37.3.

29.4.6 Employment may be terminated through non-renewal of contract, resignation (with appropriate notice), retirement, dismissal as a result of Performance Review, dismissal for just cause, or termination of contract for enrolment funding or other operational reasons. In the event his/her appointment is cancelled, a Teaching Assistant will receive a payment of one week's salary.

## **29.5 Externally Funded Academic Counsellors**

29.5.1 "Externally funded" Academic Counsellors are probationary or permanent Academic Counsellors as defined above in Articles 29.2 or 29.3, where more than 40% of the salary of the appointee is paid from a funding source external to the University, and not from the University's operating budget. Notwithstanding those Articles, should the funding for such an appointment cease, the appointment shall terminate at the end of the academic year. Such termination shall not be characterized as dismissal as a result of Performance Review, or dismissal for just cause, or layoff for reason of

Financial Exigency or Curricular Redundancy as defined in this agreement.

## ARTICLE 30 DEFINITION OF PARTIAL-LOAD AND MAXIMUM-LOAD FOR ACADEMIC STAFF (EXCLUDING TEACHING ASSISTANTS)

### 30.1 Maximum-Load

30.1.1 Maximum-Load Technicians and Academic Counsellors carry a full Workload of 35 hours per week, 52 weeks per year

### 30.2 Partial-Load

30.2.1 Partial-Load Technicians and Academic Counsellors carry a partial Workload which is less than 35 hours per week and/or less than 52 weeks per year.

## ARTICLE 31 ACADEMIC STAFF COMPENSATION

### 31.1 Technician and Academic Counsellor - Contract Appointment

31.1.1 Contract Technician and Contract Academic Counsellor compensation (all pro-rated for Partial-Load, according to the employee's Workload percentage of Maximum-Load) includes:

31.1.1.1 Salary on the relevant academic staff Pay Scale (see **Appendix D**);

31.1.1.2 Placement on this Pay Scale reflects experience and career

achievement, subject to a maximum starting level;

31.1.1.3 4% pay in lieu of vacation;

31.1.1.4 6% pay in lieu of benefits; and

31.1.1.5 No access to pension or Professional Development.

## **31.2 Technician and Academic Counsellor - Probationary Appointment**

### **31.2.1 Probationary Technician and Probationary Academic Counsellor**

compensation (all pro-rated for Partial-Load, according to the employee's Workload percentage of Maximum-Load) includes:

31.2.1.1 Salary on the relevant academic staff Pay Scale (see **Appendix D**);

31.2.1.2 Placement on the Pay Scale reflects experience and career achievement, subject to a maximum starting level;

31.2.1.3 3 weeks per year paid vacation, based on years of service;

31.2.1.4 Access to full benefits;

31.2.1.5 Access to full pension contributions after one (1) year; and

31.2.1.6 No access to Professional Development funding.

## **31.3 Technician and Academic Counsellor - Permanent Appointment**

31.3.1 Permanent Technician and Academic Counsellor compensation (all pro-rated for Partial-Load, according to the employee's Workload percentage of Maximum-Load) includes:



- 31.3.1.1 Salary on the relevant academic staff Pay Scale (see **Appendix D**);
- 31.3.1.2 Progress on the Pay Scale reflects a combination of annual incremental steps based on Career Progress (years of service), and discretionary incremental steps based on Merit Progress;
- 31.3.1.3 3-6 weeks per year paid vacation, based on years of service;
- 31.3.1.4 Access to full benefits;
- 31.3.1.5 Access to full pension contributions after one (1) year; and
- 31.3.1.6 Access to Professional Development funding.

#### **31.4 Teaching Assistant - Contract Appointment**

31.4.1 Teaching Assistant compensation includes:

- 31.4.1.1 Hourly pay at the appropriate Teaching Assistant Pay rate (see **Appendix D**);
- 31.4.1.2 4% pay in lieu of vacation;
- 31.4.1.3 6% pay in lieu of benefits; and
- 31.4.1.4 No access to pension or Professional Development funding.

#### **31.5 Benefits and Pension Plans**

31.5.1 Probationary and Permanent Technicians and Academic Counsellors shall be provided with benefits coverage, including medical, dental, life, accidental death and dismemberment and long-term disability insurance, as well as the opportunity to participate in the University's pension plan, as

outlined in **Appendix D**.

31.5.2 The provision of benefits coverage is not to be construed as a guarantee of specific coverage and eligibility, which is established by the terms and conditions of the various policies held. The University's obligation under this Article is limited to making the policies available and paying the premiums as set out in **Appendix D**.

31.5.3 The University reserves the right to change carriers as and when necessary, provided that there shall be no change in the level of benefits and pension plan coverage, except with the mutual agreement of the Parties.

## **31.6 Sick Leave**

### **31.6.1 Sick Leave**

31.6.1.1 Sick leave refers to occasional absence due to illness, injury, or for medical appointments, which prevent the academic staff member from performing his/her duties.

31.6.1.2 An academic staff member shall inform his/her Supervisor or designate of sick leave promptly, and shall provide an estimate of its duration. The academic staff member will be required by the Supervisor or designate to provide satisfactory proof of illness or disability for any absence of more than seven (7)

calendar days. This requirement may be waived at the discretion of the university. Such proof shall be in the form of a medical certificate from a duly qualified medical practitioner. Notwithstanding this provision, the Supervisor or designate may, at his/her discretion, require the academic staff member to provide a medical certificate for a period of absence of seven (7) calendar days or less.

### **31.6.2 Short-term Disability**

31.6.2.1 Short-term disability refers to ongoing absence due to illness, injury, or hospitalization, which prevents the academic staff member from performing his/her duties. Academic staff qualify for short-term disability as of the first (1<sup>st</sup>) day of hospitalization or accident or the eighth (8<sup>th</sup>) day of illness. For those who qualify, short-term disability benefits may extend for a period of up to seventeen weeks with the provision of satisfactory medical evidence from a duly qualified medical practitioner.

31.6.2.2 Permanent and Probationary Technicians, and Permanent and Probationary Academic Counsellors who are on short-term disability are entitled to receive 100% of their regular salary for a maximum of eight weeks, and 66.67% of their regular salary for up to an additional nine weeks. A new short-term disability benefits duration begins upon a return to work for a minimum of

two weeks before becoming disabled again due to the same cause, or a return to work and then becoming disabled due to a different cause.

31.6.2.3 For those enrolled in the group benefits plan at the time of illness, the University shall continue to pay its portion of benefits premiums for short-term disability up to seventeen weeks, with contributions to the University's pension plan adjusted according to salary.

31.6.2.4 In the event the absence extends beyond seventeen weeks, payment of regular salary and the payment of benefits premiums shall cease and application should be made for benefits under the Long-term Disability plan. Individuals may choose to continue benefit coverage beyond the seventeen-week short-term disability period by paying the full cost of such premiums.

### **31.6.3 Occasional Sick Leave**

31.6.3.1 Technicians and Academic Counsellors who have completed their probationary period are entitled to up to ten days off with pay per annum (pro-rated for less than Maximum-Load) when they are unable to attend work for medical reasons. They shall accumulate ten (10) sick leave credits per year of active employment (pro-rated for less than Maximum-Load) to be used

for this purpose. Such credits are not accrued beyond the current academic year.

#### **31.6.4 Leave for Care of Dependent**

31.6.4.1 Technicians and Academic Counsellors who have completed their probationary period are entitled to up to five (5) days per annum off with pay (pro-rated for less than Maximum-Load) when an employee is unable to attend work due to the serious illness or incapacity of a dependent person living in the employee's home. Such time shall be deducted from the employee's annual sick leave credits.

### **31.7 Maternity and Parental Leave**

#### **31.7.1 Maternity Leave**

31.7.1.1 Unpaid maternity leave is available to all members of academic staff as provided in the *Employment Standards Act* for a total of 17 weeks.

31.7.1.2 Academic staff seeking maternity leave must provide a medical certificate to support their request, and shall provide their direct Supervisor and Human Resources with reasonable notice to enable the University to hire a suitable replacement. Such notice shall include the dates upon which the leave will begin

and end. A member of academic staff who has given notice to return to work at the end of a pregnancy or parental leave may change the expected date of return to work to an earlier or later date provided the employee gives written notice to the University at least four (4) weeks prior to the earlier date (to return earlier) or the initial date the leave was to end (to return later).

31.7.1.3 Probationary and Permanent Technicians on maternity leave and Probationary and Permanent Academic Counsellors on maternity leave are eligible for full pay for the first 2 weeks of the leave. In addition, those in receipt of Employment Insurance maternity leave benefits shall receive a top-up of 80% of their full salary from the third week of the leave to a maximum of 15 weeks, insofar as such a top-up is permitted under the applicable Employment Insurance rules. Probationary and Permanent Technicians and Academic Counsellors on maternity leave, who qualify for employment insurance maternity benefits are eligible for 2 weeks at full pay and fifteen weeks at 80% of salary, less the amount of such maternity benefits. For Probationary and Permanent Technicians and Academic Counsellors taking maternity leaves of up to 17 weeks, benefits and pension coverage is maintained as prior to such leave.

### **31.7.2 Parental Leave**

31.7.2.1 Unpaid parental leave is available to academic staff as provided in the *Employment Standards Act* for a total of 35 weeks for the birth mother who has taken maternity leave and 37 weeks for all other parents. Parental leave may begin for the birth mother as soon as the maternity leave ends and for the other new parents no later than 52 weeks after the baby is born or the date their child first came into their care, custody or control.

### **31.7.3 Benefits while on Maternity and Parental Leave**

31.7.3.1 Academic staff planning to maintain their benefits while on maternity or parental leave may, prior to commencing such leave, make arrangements with the University to pay the employee share of the premium cost of the insured benefits and the University shall continue its share of the premium cost. If the academic staff gives the University written notice that he/she chooses not to pay the employee's share of the premium cost of any benefit during a period, the University will not be required to continue its share of the premium cost and the benefit will be discontinued. Academic staff may choose to pre-pay their premiums prior to taking the leave.

31.7.3.2 Years of Service shall continue during the maternity or parental leave.

## **31.8 Paternity Leave**

31.8.1 Paid paternity leave for a period of 3 working days is available to members of Probationary and Permanent Technicians and Academic Counsellors. Extensions for compassionate reasons may be considered.

## **31.9 Bereavement, Compassionate Care and Personal Emergency Leave**

### **31.9.1 Bereavement Leave**

31.9.1.1 In the event of the death of a Probationary and Permanent academic staff member's Spouse (includes common-law spouse and same-sex partner), Parent, Child, Brother, Sister, Mother-in-law, Father-in-law, Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law, Grandparent, Grandchild, the employee will be granted up to one (1) week leave of absence without loss of regular pay for the purposes of bereavement. It is understood that an academic staff member shall not receive payment for absence on a day or days on which the employee would not otherwise have worked. Additional leave may be granted at the University's discretion upon submission of a request to the academic staff member's Supervisor.



- 31.9.1.2 In the event of the death of a Probationary and Permanent academic staff member's close friend or any other relative, the employee will be granted one (1) day leave of absence with pay for the purposes of bereavement. It is understood that in some circumstances one (1) day will be insufficient and additional leave may be granted at the University's discretion upon submission of a request to the employee's Supervisor.
- 31.9.1.3 Leave without pay for a period of up to three (3) days may be granted at the University's discretion upon submission of a request to the employee's Supervisor.
- 31.9.1.4 Approval of bereavement leave shall not be unreasonably withheld.

### **31.9.2 Compassionate Care Leave**

- 31.9.2.1 In accordance with the Employment Standards Act, the University agrees to grant a leave of absence without pay for up to eight (8) weeks to an academic staff member to provide compassionate care and support to an immediate family member with a serious medical condition with a significant risk of death occurring within a period of twenty-six (26) weeks. Such immediate family members shall be defined as the faculty member's: Spouse (includes common-law spouse and same-sex partner), Parent, Step-Parent, Foster Parent; or the Child, Step-Child, or Foster Child of the employee or his/her Spouse. A

medical certificate from a duly qualified medical practitioner shall be required to substantiate such leave. Academic staff members should provide their Supervisor with as much advance notice as is practicable regarding a request for compassionate care leave.

- 31.9.2.2 Approval of compassionate leave shall not be unreasonably withheld.

### 31.9.3 **Personal Emergency Leave**

- 31.9.3.1 In accordance with the *Employment Standards Act*, the University agrees to grant a leave of absence without pay for up to ten (10) days per calendar year to an academic staff member because of a personal illness, injury or medical emergency, or the death, illness, injury or medical or other emergency of a family member. Such family member shall be defined as the employee's: Spouse (includes common-law spouse and same-sex partner); Brother or Sister; the Parent, Step-Parent, Foster Parent, or the Child, Step-Child or Foster Child of the employee or his/her Spouse; the Grandparent, Step-Grandparent, Grandchild, or Step-Grandchild of the employee or his/her Spouse; or a relative of the employee who is dependent on the employee for care and assistance. In the event of an academic staff member takes any part of a day as personal emergency leave, it shall be counted as a full day for the purpose of calculating the total leave entitlement. Documentation (medical

or otherwise) may be required to substantiate such leave.

Academic staff members should provide their Supervisor with as much advance notice as is practicable regarding a request for personal emergency leave.

### **31.10 Legal Leave**

31.10.1 The University shall grant leave of absence with pay to a member of academic staff who is called to serve as a juror or a witness in a court of law in a matter in which he/she is not a party or an accused.

## **ARTICLE 32 ACADEMIC STAFF PROFESSIONAL DEVELOPMENT**

### **32.1 Definition**

32.1.1 Professional Development refers to special-purpose funding provided by the University to enable academic staff to pursue professional growth and upgrading.

32.1.2 Academic staff are not eligible for Sabbaticals.

### **32.2 Purpose**

32.2.1 The purpose of Professional Development is:

32.2.1.1 To support academic staff in their pursuit of new skills or knowledge within their specific professional discipline, in relation

to their responsibilities at the University; and/or

32.2.1.2 To assist the University in meeting its educational and institutional mandate.

### **32.3 Professional Development Proposals**

32.3.1 Written proposals for Professional Development shall include the following:

32.3.1.1 A statement regarding years of service and a summary of the academic staff member's professional activities and dates of prior Professional Development activities;

32.3.1.2 A proposal that identifies the purposes and activities of the proposed Professional Development, its potential benefit to the academic staff member and to OCAD U, and the anticipated outcome of the proposed activities;

32.3.1.3 A budget outlining the associated costs; and

32.3.1.4 Other relevant information, which may include letters of support.

### **32.4 Professional Development Funding**

32.4.1 Funding available for academic staff Professional Development is determined by the university on an annual basis, acknowledging that Professional Development of academic staff is an important investment in the University's future, but also recognizing the existence of external financial pressures over which the university may have no control.

## **32.5 Professional Development Eligibility**

32.5.1 All Probationary and Permanent academic staff are eligible to apply for Professional Development Funding.

32.5.2 Contract academic staff are not eligible to apply for Professional Development Funding.

## **32.6 Professional Development Decisions**

32.6.1 Applications for Professional Development are reviewed by a “Professional Development Committee”, consisting of the following:

32.6.1.1 Vice-President, Academic, or designate (Chair, non-voting); and

32.6.1.2 1 academic staff Supervisor, and 2 academic staff members who are not under consideration that year for Professional Development;

32.6.2 In making decisions to grant, defer, or deny Professional Development, the Supervisor and Vice-President, Academic base their decisions on:

32.6.2.1 The content and quality of each proposal;

32.6.2.2 The merits of each proposal and its relevance to the academic staff member’s duties at the University;

32.6.2.3 The relevance of each proposal to the University’s educational objectives;

32.6.2.4 Recommendations regarding Professional Development arising

from academic staff member's Performance Reviews;

32.6.2.5 Previous Professional Development opportunities;

32.6.2.6 Academic staff members' years of service; and

32.6.2.7 The cost of the proposal within the context of available funds

32.6.3 The Vice-President, Academic will make every effort to notify the academic staff member, in writing, of the decision in a timely manner.

### **32.7 Appeal of Professional Development Decisions**

32.7.1 Academic staff whose requests for Professional Development are unsuccessful may submit a "Request for Professional Development Appeal" to the Office of the Vice-President, Academic within 14 calendar days following notification of the decision which the academic staff member wishes to appeal.

32.7.2 The Vice-President, Academic will reconsider the decision, and provide a Final Decision within 21 calendar days of receipt of the Request for Professional Development Appeal.

## **ARTICLE 33 ACADEMIC STAFF FACULTY REPRESENTATIVES**

### **33.1 Selection of Faculty Representatives**

33.1.1 In recognition that academic staff members meet the needs of faculty by supporting the delivery of OCAD U's credit curriculum, faculty who have been elected to serve as Faculty Representatives are, when appropriate,

also asked to serve on Academic Staff Committees with Faculty Representation.

33.1.2 All academic staff members, as well as elected Faculty Representatives, form a pool which is drawn upon for membership of specific Academic Staff “Committees with Faculty Representation” including but not limited to the following:

- 33.1.2.1 Search;
- 33.1.2.2 Appointment;
- 33.1.2.3 Peer Review;
- 33.1.2.4 Peer Review Appeal;
- 33.1.2.5 Merit Progress; and
- 33.1.2.6 Professional Development.

## **33.2 Operation of Committees with Faculty Representation**

33.2.1 In selecting representatives for a particular Committee with Faculty Representation, the Chair makes every effort to include appropriate representation and expertise from the relevant discipline(s).

33.2.2 Given the important role of Committees with Faculty Representation, members are expected to make every effort to attend all meetings. A meeting shall not proceed without Quorum.

33.2.3 Whenever possible, Committee with Faculty Representation decisions are

achieved by consensus. However, in the event that a vote is required, the Chair shall vote only in order to break a tie.

### **33.3 Confidentiality**

33.3.1 By participating on Committees with Faculty Representation, each member agrees to respect the immediate and ongoing confidentiality of the process, and to identify to the Chair any perceived or actual Conflict of Interest as soon as it arises.

## **ARTICLE 34 ACADEMIC STAFF APPOINTMENT AND ASSIGNMENT PROCESS**

### **34.1 Approval of Changes to Existing and New Academic Staff Positions (Permanent and Contract)**

34.1.1 The Supervisor recommends to the Vice-President, Academic for the following Academic Year any new academic staff positions required (Permanent and Contract), as well as changes to existing positions, such as increases from Partial-Load to Maximum-Load.

34.1.2 In developing these recommendations, the Supervisor consults with relevant Deans of Faculty, Associate Deans, faculty, academic staff and other Managers, and takes into account the following factors:

34.1.2.1 Current and desired balances with respect to Permanent vs. Contract, and Maximum-Load vs. Partial-Load academic staff;

34.1.2.2 Expertise required;



- 34.1.2.3 Short-term and long-term curricular objectives;
- 34.1.2.4 Anticipated changes due to Leaves of Absence and retirements;  
and
- 34.1.2.5 The anticipated availability of financial resources.

34.1.3 The Vice-President, Academic reviews the Supervisors' recommendations in light of the University's educational goals, and consults with the Vice-President, Administration with respect to financial and labour implications. Once approval from the Vice-President, Academic is obtained, the Supervisor proceeds with the necessary searches and appointments in consultation with Human Resources.

## **34.2 Assignment Process for Current Academic Staff**

34.2.1 In order for Supervisors to plan Workload Assignments for the following Academic Year, academic staff who wish to request Leaves of Absence or changes in Partial-Load/Maximum-Load status must provide timely notice as follows:

- 34.2.1.1 **Leaves of Absence:** Permanent academic staff members who wish to apply for a full or partial Leave of Absence for the following year must notify the Supervisor in writing no later than October 15. Approval of a Leave of Absence request will not be unreasonably withheld. Requests received after October 15 are considered only under exceptional circumstances and are

accommodated only if practicable. A Leave of Absence is normally granted for a maximum of one (1) Academic Year. Academic staff whose requests for Leaves of Absence are unsuccessful may discuss their concerns with the Supervisor. In the event a satisfactory resolution is not found at that stage, academic staff may appeal the matter in writing to the Vice-President, Academic, who will make a determination. Wherever applicable, a Leave of Absence shall be inclusive of and not in addition to legislated leaves under the Employment Standards Act (i.e. Personal Emergency Leave)

34.2.1.2 **Change of Workload:** Partial-Load academic staff who seek to permanently or temporarily increase their Workload for the following year, and Maximum-Load academic staff who seek to permanently or temporarily decrease their Workload for the following year, must notify the Supervisor in writing no later than October 15.

34.2.1.3 **Retirement:** Academic Staff who plan to retire from the University the following Academic Year must notify the Dean of Faculty in writing no later than October 15, unless otherwise agreed by the Employer.

34.2.2 In consultation with relevant University managers, including the Deans of Faculty and/or Associate Deans, each Supervisor prepares academic staff Workload assignments for the coming year. In the event of significant

changes to assignments and/or scheduling, particular emphasis is placed on timely consultation with individuals directly affected. The Supervisor will make every effort to notify academic staff members no later than April 1 of their Workload assignments for the following Academic Year.

34.2.3 Academic staff who disagree with their Workload assignments for the following year may discuss their concerns with the Supervisor (or designate). In the event that the matter has been discussed with the Supervisor (or designate) and a satisfactory resolution has not been found, academic staff may appeal the matter in writing to the Vice-President, Academic, who will make a determination.

### **34.3 Hiring of Contract Technicians and Contract Academic Counsellors**

34.3.1 Current Contract Technicians and Contract Academic Counsellors who seek a work assignment for the following Academic Year must indicate their interest in writing to the Supervisor no later than February 1.

34.3.2 The appointment process for Contract Technicians and Contract Academic Counsellors is conducted by the Supervisor. A list of vacancies is posted on the University's website, with further advertising conducted as appropriate.

34.3.3 Contract Technician and Academic Counsellor appointments are determined by a "Contract Academic Staff Appointments Committee", consisting of the following:

34.3.3.1 Supervisor, or designate (Chair);

34.3.3.2 1 Associate Dean, or designate, from the relevant Faculty.

34.3.4 All applications received for Contract positions must be reviewed by the Contract Academic Staff Appointments Committee. The Committee determines which applicant(s) require interviews and the nature of such interview(s).

34.3.5 The Chair checks professional references for all new Contract appointments and conveys the results to the Committee. Where relevant, the Committee reviews applicants' previous Performance Reviews.

34.3.6 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further discussion and deliberation.

34.3.7 The Committee's recommendation is forwarded by the Chair to the Vice-President, Academic for approval.

34.3.8 Offers of employment to new Contract Technicians and Contract Academic Counsellors include the following information:

34.3.8.1 Term of contract;

34.3.8.2 Hours of work; and

34.3.8.3 Starting salary.

34.3.9 In the event of a resignation, termination or approved leave less than three months prior to the start of class, the Supervisor or designate may appoint a replacement for up to one academic year only.

#### **34.4 Internal Applicants for Contract Technician and Contract Academic Counsellor Positions**

34.4.1 Contract, Probationary and Permanent academic staff who are Partial-Load may apply for Partial-Load Contract Technician and Partial-Load Contract Academic Counsellor positions when they become available, provided that the Workload of the position advertised, combined with their existing Workload, does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants. Probationary and Permanent academic staff who are Partial-Load, and who seek to temporarily increase their Workload are, however, encouraged to do so as provided in Article 34.2.1.2.

34.4.2 Sessional faculty may apply for Contract Technician and Contract Academic Counsellor positions when they become available, and shall be considered along with all other applicants.

34.4.3 Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Contract Technician or Contract Academic Counsellor positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to

relinquish their current positions.

### **34.5 Hiring of Teaching Assistants**

34.5.1 Current Teaching Assistants who seek a work assignment for the following Academic Year must indicate their interest in writing to the Associate Dean of Faculty or supervising faculty member no later than February 1.

34.5.2 The appointment process for Teaching Assistants is conducted by the Associate Dean of Faculty or designate in consultation with the supervising faculty member. Teaching Assistant opportunities are assigned to the University's graduate students on a priority basis. A list of vacancies is posted on the University's website, with further advertising conducted as appropriate.

34.5.3 Teaching Assistant II, III, and IV appointments are determined by a "Teaching Assistant Appointments Committee", consisting of the following:

34.5.3.1 Associate Dean of Faculty, or designate (Chair); and

34.5.3.2 Faculty with whom the Teaching Assistant(s) will work.

34.5.4 Teaching Assistant I and V appointments are recommended by the supervising faculty member to the Office of the Vice-President, Research & Graduate Studies.

34.5.5 While all applications received for Teaching Assistant positions must be reviewed by the Teaching Assistant Appointments Committee, there is no

requirement to interview candidates. The Committee determines which applicants require interviews.

34.5.6 The Chair (or designate) may check professional references for new Teaching Assistant appointments, and convey the results to the Committee. For Teaching Assistants seeking re-appointment, the Committee reviews the applicant's previous Performance Reviews.

34.5.7 The Committee makes a determination as to the most qualified candidate(s). Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further discussion and deliberation.

34.5.8 Offers of employment to Teaching Assistants include the following information:

34.5.8.1 Term of contract;

34.5.8.2 Hours of work; and

34.5.8.3 Starting salary.

34.5.9 In the event of a resignation, termination or approved leave less than three months prior to the start of his/her appointment, the Associate Dean of Faculty or supervising faculty member designate may appoint a replacement for up to one academic year only.

## **34.6 Internal Applicants for Teaching Assistant Positions**

34.6.1 Contract, Probationary and Permanent Technicians and Contract, Probationary and Permanent Academic Counsellors may apply for Teaching Assistant positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

34.6.2 Sessional, Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Teaching Assistant positions when they become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

## **34.7 Hiring of Permanent Technicians and Academic Counsellors**

34.7.1 The hiring process for new Permanent academic staff is conducted by the Supervisor, or designate. In conjunction with Human Resources, the Supervisor prepares a search plan for each Permanent academic staff position approved, including a position description and membership of the Search Committee. The Supervisor then convenes a meeting of the Search Committee to determine appropriate advertising venues and the search procedure to be followed, and incorporates these items into the search plan.

34.7.2 OCADFA is notified of all Permanent academic staff vacancies and is



provided with a copy of the relevant position descriptions.

34.7.3 A “Permanent Academic Staff Search Committee” consists of the following:

34.7.3.1 Supervisor, or designate (Chair);

34.7.3.2 1 Dean or Associate Dean of a relevant Faculty;

34.7.3.3 1 Faculty selected by the Chair from a relevant Faculty; and

34.7.3.4 1 Additional internal or external academic staff and/or faculty members may be added at the discretion of the Committee, for diversity and/or specific expertise.

34.7.4 All Permanent academic staff positions must be posted on the University's website, with further advertising conducted as appropriate. All applicants are considered under the same criteria and procedure.

34.7.5 The Search Committee shortlists applicants, conducts interviews, and makes a determination as to the most qualified candidates(s) in accordance with criteria contained in the position description.

34.7.6 The Chair (or designate) shall check references for the final candidate(s) and convey the results to the Committee.

34.7.7 Should there be any concerns with respect to the decision or process followed the Chair refers the matter back to the Committee for further discussion and deliberation.

34.7.8 The Committee's recommendation is forwarded by the Chair to the Vice-

President, Academic for approval.

34.7.9 Offers of employment to new Permanent academic staff include the following information:

34.7.9.1 Percentage of Maximum-Load;

34.7.9.2 Starting salary; and

34.7.9.3 Probationary term as outlined in Article 29.2.

### **34.8 Internal Applicants for Permanent Academic Staff Positions**

34.8.1 Contract, Probationary and Permanent academic staff who are Partial-Load may apply for Partial-Load Permanent academic staff positions when they become available, provided that the Workload of the position advertised, combined with their existing Workload does not exceed Maximum-Load (100%). Such applications shall be considered along with all other applicants. Probationary and Permanent academic staff that are Partial-Load, and who seek to permanently increase their Workload are, however, encouraged to do so as provided in Article 34.2.1.2.

34.8.2 Sessional faculty may apply for Permanent academic staff positions when they become available, and shall be considered along with all other applicants.

34.8.3 Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty may apply for Permanent academic staff positions when they

become available, and shall be considered along with all other applicants. However, successful applicants shall be obliged to relinquish their current positions.

### **34.9 Training of New Academic Staff**

34.9.1 All new academic staff, including Contract, Probationary and Permanent, are required to undergo training and orientation, according to individual needs as mutually determined by the academic staff member and the Supervisor, prior to working in this capacity at the University. For Technicians, relevant health and safety standards training is mandatory. Participation in health and safety, WHMIS, and first aid training, as specified by the Director, Safety & Risk Management is mandatory for all new academic staff.

### **34.10 Years of Service**

34.10.1 Years of Service are calculated for Probationary and Permanent Technicians and Academic Counsellors on the basis of years of continuous service, with one year awarded per year of active employment. For the purposes of this calculation, full-year leaves of absence are not included. Years of Service are not calculated for Contract academic staff, including Teaching Assistants.

ARTICLE 35 PERFORMANCE AND PEER REVIEW FOR TECHNICIANS AND  
ACADEMIC COUNSELLORS

**35.1 Performance Reviews**

35.1.1 “Performance Reviews” are conducted (as outlined in Article 35.1.2) in order to review and assess overall performance with respect to their Responsibilities, and to make recommendations for the following purposes:

35.1.1.1 **Contract Technicians and Academic Counsellors:** For Contract Technicians and Academic Counsellors seeking re-appointment, a “Performance Review” is conducted in order to make recommendations concerning future re-appointment;

35.1.1.2 **Probationary Technicians and Academic Counsellors:** For Probationary Technicians and Academic Counsellors, Performance Reviews are conducted annually in order to make recommendations concerning continuation of their Probationary Appointment;

35.1.1.3 **Permanent Technicians and Academic Counsellors:** For Permanent Technicians and Academic Counsellors, Performance Reviews are conducted every year.

35.1.2 The Supervisor shall, in consultation with relevant faculty, conduct a Performance Review for each Technician and/or Academic Counsellor. The performance review will include a review of responsibilities and

expectations. The Supervisor and/or Manager will meet with each Technician and Academic Counsellor to discuss her/his Performance Review. The results of the Performance Review are communicated to the individual in writing following this meeting, including an overall assessment of her/his strengths and/or recommendations for improvement.

35.1.3 A Technician or Academic Counsellor who disagrees with the Performance Review and/or its recommendations may discuss her/his concerns with the Supervisor and/or Manager (or designate). In the event that the matter has been discussed with the Supervisor and/or Manager (or designate) and a satisfactory resolution has not been found, the individual may appeal the matter in writing to the next level of Supervisor, who will make a determination.

## **35.2 Review for Permanent Status**

35.2.1 A “Review for Permanent Status” is conducted for Technicians and Academic Counsellors (as outlined in Articles 35.3.2 and 35.3.3) in order to assess their overall performance for the purpose of recommending the conferral of Permanent status.

35.2.2 Performance Reviews are reviewed by the “Review for Permanent Status Committee”, consisting of the following:

35.2.2.1 Supervisor, or designate (Chair);

35.2.2.2 2 faculty, with relevant expertise, selected by the Chair from the

relevant Faculty;

35.2.2.3 Up to 1 additional academic staff or faculty member may be added at the discretion of the Committee, for diversity and/or specific expertise.

35.2.3 An academic staff member who disagrees with a Review for Permanent Status decision has recourse to the Review for Permanent Status Appeal process (as outlined in Article 35.3).

### **35.3 Review for Permanent Status Appeal**

35.3.1 “Review for Permanent Status Appeal” provides a mechanism to review decisions made via Review for Permanent Status which result in failure to confer Permanent status on a Probationary academic staff member.

35.3.2 A Review for Permanent Status Appeal is initiated when an academic staff member submits a “Request for Review for Permanent Status Appeal” to the Office of the Vice-President, Academic within 14 calendar days following notification of the Review for Permanent Status decision which the academic staff member wishes to appeal.

35.3.3 A “Review for Permanent Status Appeal Committee” consists of the following:

35.3.3.1 Vice-President, Academic, or designate (Chair);

35.3.3.2 2 faculty, with relevant expertise, selected by the Chair from the

relevant Faculty, and who was not a member of the Review for Permanent Status Committee which made the decision being appealed.

35.3.4 The Chair will make every effort to convene a meeting of the Review for Permanent Status Appeal Committee within 30 calendar days of receipt of a “Request for Review for Permanent Status Appeal” by the Office of the Vice-President, Academic, and to communicate the Committee’s decision in writing to the academic staff member in a timely manner.

35.3.5 A grievance challenging the decision of the Review for Permanent Status Appeal Committee gives rise to a difference between the Parties arising from the interpretation, application, administration, or alleged violation of this Agreement, only to the extent that:

35.3.5.1 A significant irregularity or unfairness has occurred in the procedure, or in the selection of committee members;

35.3.5.2 There has been Bias or motive on the part of a committee member;

35.3.5.3 There has been Bias or motive on the part of any person whose opinion may have materially influenced the decision; or

35.3.5.4 The decision is unreasonable in the light of the evidence which was available or should have been available and in light of the standards applied since ratification.

## 35.4 Merit Progress

35.4.1 “Merit Progress” is awarded each year to Technicians and Academic Counsellors who have distinguished themselves through outstanding and meritorious contribution to the University, based on each individual’s performance review, which shall apply for the academic year following the review.

35.4.2 Career/Merit Progress takes the form of additional step(s) on the relevant as follows:

	PERFORMANCE REVIEW OUTCOMES	CAREER/MERIT PROGRESS INCREMENTS (Year Following Review)
CAREER PROGRESS	Meets basic expectations	0.5
	Fully meets expectations	1.0
MERIT PROGRESS	Exceed expectations	1.5
	Significantly exceeds expectations	2.0

35.4.3 Merit Progress is awarded on a competitive, University-wide basis, with funding, in any given year equivalent to 10% of the total cost of Academic Staff Career Progress for that year.

35.4.4 Within the framework of funding available, Merit Progress is awarded by the “Academic Staff Merit Progress Committee”, which consists of the



following:

35.4.4.1 Vice-President, Academic, or designate (Chair, non-voting);

35.4.4.2 All academic staff Supervisors.

35.4.5 The Committee then renders a Final Decision.

## ARTICLE 36 ACADEMIC STAFF WORKLOAD (EXCLUDING TEACHING ASSISTANTS) PRO-RATED FOR PARTIAL-LOAD

### **36.1 Workload & Scheduling**

36.1.1 Academic staff "Workload" is normally based on 35 hours per week and 52 weeks per year (less vacation).

36.1.2 Academic staff may be required to work up to 5 additional hours per week during busy periods, with such additional hours to be taken as time off in lieu of payment at a mutually agreeable time.

36.1.3 Work in excess of 40 hours per week is subject to mutual agreement between the academic staff member and the Supervisor, and compensated at 1.5 times the normal hourly rate, to be taken in the form of overtime pay or, at the academic staff member's option, time off in lieu of payment at a mutually agreeable time.

36.1.4 Regular work schedule for academic staff may require evenings and/or weekends (not to exceed 5 days out of 7) and is subject to change based

on curricular needs, as determined by the Supervisor (in consultation with the academic staff member). For academic staff hired prior to September 1, 2001, an ongoing change in work schedule to include weekend work is subject to mutual agreement between the academic staff member and the Supervisor, unless the academic staff member obtains a new position at the University, for which weekend work is identified as a requirement.

36.1.5 Technicians may be required to work in more than 1 studio facility, where expertise permits, as assigned by the Supervisor.

36.1.6 Technicians may be provided with release time to attend seminars or courses related to their work responsibilities. Such seminars/courses and release time must be approved in advance by their Supervisor.

36.1.7 The University recognizes the right of academic staff to participate in OCADFA activities. Employees requiring release time for such activities must make request in advance to their Supervisor, with such approval not to be unreasonably withheld.

## ARTICLE 37 ACADEMIC STAFF RESPONSIBILITIES

### **37.1 Technician**

37.1.1 Technician responsibilities may include, but are not limited to, the following:

37.1.1.1 Working in 1 or more OCAD U studio facilities, supervised by the relevant Manager or Dean of Faculty;

- 37.1.1.2 Working with Deans of Faculty, Associate Deans, faculty and other academic staff in support of the University's educational goals and objectives;
- 37.1.1.3 Supporting the faculty's delivery of curriculum, i.e. preparing materials; setting up equipment; and providing individual and small group instruction of specialized techniques or equipment with approval from the Supervisor and/or Studio Manager;
- 37.1.1.4 Supporting students in their learning, i.e. acting as a resource regarding materials and processes; and assisting with the technical resolution of assignments;
- 37.1.1.5 Being responsible for the safe and efficient operation of facilities and equipment, i.e. maintaining, repairing and/or sending equipment out for repair; conducting research and recommending the purchase of new or replacement equipment when required; and initiating improvements in studio operation and usage;
- 37.1.1.6 Performing administrative duties, i.e. coordinating the purchase of supplies and resale of materials; maintaining inventory; assisting the supervisor with preparation and tracking of studio budgets; and development of student access policies and procedures;
- 37.1.1.7 Being responsible for health and safety, i.e. explaining hazards associated with materials and equipment; demonstrating, modeling and enforcing proper health and safety procedures;

and promptly reporting unsafe conditions to the Supervisor and to the Director, Safety & Risk Management;

37.1.1.8 Mandatory participation in health & safety, WHMIS, and first aid training, as specified by the Director, Safety & Risk Management;

37.1.1.9 Participating in the provision of a safe and secure environment for all members of the OCAD U community and its facilities;

37.1.1.10 Supervising open studio access time, and participating in the hiring, training, scheduling and supervision of class assistants and/or student monitors, where relevant;

37.1.1.11 Serving on committees and participating in University special events and projects; and

37.1.1.12 Maintaining currency in technical developments within the discipline.

## **37.2 IT Technician**

37.2.1 IT Technician responsibilities may include, but are not limited to, the following:

37.2.1.1 Working in 1 or more OCAD U computer labs, student laptop program, and/or faculty support technology facilities, supervised by the relevant Manager;

37.2.1.2 Working with Deans of Faculty, Associate Deans, faculty and other academic staff in support of the University's educational

goals and objectives;

- 37.2.1.3 Supporting the faculty's delivery of curriculum, i.e. preparing materials; setting up equipment; and providing individual and small group instruction of specialized techniques or equipment with approval from the supervisor and/or Manager;
- 37.2.1.4 Supporting students in their learning, i.e. acting as a resource regarding materials and processes; and assisting with the technical resolution of assignments;
- 37.2.1.5 Being responsible for the safe and efficient operation of facilities and equipment, i.e. maintaining, repairing and/or sending equipment out for repair; conducting research and recommending the purchase of new or replacement equipment when required; and initiating improvements in studio operation and usage;
- 37.2.1.6 Performing administrative duties, i.e. coordinating the purchase of supplies and resale of materials; maintaining inventory; assisting the supervisor with preparation and tracking of studio budgets; and development of student access policies and procedures;
- 37.2.1.7 Being responsible for health and safety, i.e. explaining hazards associated with materials and equipment; demonstrating, modeling and enforcing proper health and safety procedures; and promptly reporting unsafe conditions to the Supervisor and to the Director, Safety & Risk Management.

- 37.2.1.8 Mandatory participation in health & safety, WHMIS, and first aid training, as specified by the Director, Safety & Risk Management;
- 37.2.1.9 Participating in the provision of a safe and secure environment for all members of the OCAD U community and its facilities;
- 37.2.1.10 Supervising open studio access time, and participating in the hiring, training, scheduling and supervision of class assistants and/or student monitors, where relevant;
- 37.2.1.11 Serving on committees and participating in University special events and projects; and
- 37.2.1.12 Maintaining currency in technical developments within the discipline.

### **37.3 Academic Counsellor**

37.3.1 Academic Counsellor responsibilities may include, but are not limited to, the following:

- 37.3.1.1 Working in a specific counselling function in such areas as Student Affairs or CIADE, supervised and reviewed by the Supervisor and/or Manager or Dean of Faculty;
- 37.3.1.2 Working with Deans of Faculty, Associate Deans, faculty and other academic staff in support of the University's educational goals;
- 37.3.1.3 Supporting the faculty's delivery of curriculum, i.e. Providing

and/or facilitating individual and group instruction within a relevant discipline or subject matter;

- 37.3.1.4 Supporting students in their learning, e.g. assessing and documenting their academic and learning needs; and assisting them in the development of relevant skills;
- 37.3.1.5 Working with faculty and other academic staff to develop collaborative programming and to promote awareness of the relevant discipline internally;
- 37.3.1.6 Promoting the University and the relevant discipline externally through participation in conferences, seminars and related research;
- 37.3.1.7 Providing one-on-one counselling, within a specific area of expertise, and referring students to other services as required;
- 37.3.1.8 Performing administrative responsibilities in the provision of counselling services, including: related reporting; budget management; long-term planning; and supervision of peer tutors;
- 37.3.1.9 Participating in the provision of a safe and secure environment for all members of the OCAD U community and its facilities;
- 37.3.1.10 Serving on committees and participating in University special events and projects; and
- 37.3.1.11 Maintaining currency within the field.

## **37.4 Teaching Assistant**

37.4.1 Teaching Assistant II, III, and IV responsibilities may include, but are not

limited to, the following:

- 37.4.1.1 Working within 1 or more OCAD U Faculties, directly supervised by 1 or more faculty members with administrative supervision by 1 or more Associate Deans;
- 37.4.1.2 Working with Associate Deans, Chairs, faculty members and other academic staff in support of the University's educational goals and objectives;
- 37.4.1.3 Meeting these educational goals by assisting with course preparation and delivery, i.e. organizing teaching and learning materials, and other resources, based on curricular outlines provided by a supervising faculty member, or by providing group instruction in specialized techniques;
- 37.4.1.4 Assisting in the evaluation of student work, using criteria established by the supervising faculty members;
- 37.4.1.5 Supporting students in their learning, i.e. through individual or small group instruction and/or assisting with assignments;
- 37.4.1.6 Conducting separately scheduled tutorial classes;
- 37.4.1.7 Working with Technicians, class assistants and/or monitors, where relevant, by ensuring the appropriate and safe use of materials, equipment and/or facilities; and
- 37.4.1.8 Participating in the provision of a safe and secure environment for all members of the University community and its facilities.



37.4.2 Teaching Assistant I and V responsibilities may include, but are not limited to, the following:

- 37.4.2.1 Working within 1 or more OCAD U Faculties, directly supervised by 1 or more faculty members;
- 37.4.2.2 Working with Associate Deans, Chairs, and/or faculty members and other academic staff in support of the University's research goals and objectives;
- 37.4.2.3 Meeting these research goals by assisting with data collection, literature searches, data compilation, processing, entry and analysis, and experimental systems design, fabrication and maintenance;
- 37.4.2.4 Assisting with supervision of research activities in the lab, classroom, and within the field;
- 37.4.2.5 Assisting with preparation of proposals, progress and final reports, and promotion of research activities;
- 37.4.2.6 Providing project coordination, budget management, and administration of research activities;
- 37.4.2.7 Participating in the hiring, scheduling and supervision of Teaching Assistant I (Undergraduate Research Assistant), Class Assistants, and/or Student Monitors, where relevant;
- 37.4.2.8 Working with Technicians, class assistants and/or student monitors, where relevant, by ensuring the appropriate and safe use of materials, equipment and/or facilities; and

- 37.4.2.9 Participating in the provision of a safe and secure environment for all members of the University community and its facilities.

## ARTICLE 38 ACADEMIC STAFF QUALIFICATIONS

### **38.1 Technician**

38.1.1 Technicians have the following qualifications:

- 38.1.1.1 Undergraduate degree or equivalent in a relevant discipline;
- 38.1.1.2 Minimum of 5 years' experience, with demonstrated technical expertise in the operation of relevant studio facilities, equipment, materials and processes;
- 38.1.1.3 Strong organizational, interpersonal, communications and problem-solving skills; and
- 38.1.1.4 Sound knowledge of, and commitment to, healthy and safe work practices.

### **38.2 Academic Counsellor**

38.2.1 Academic Counsellors have the following qualifications:

- 38.2.1.1 Graduate degree or equivalent in a relevant discipline;
- 38.2.1.2 Minimum of 3 years' experience, with demonstrated counselling expertise and professional activity in the relevant discipline;
- 38.2.1.3 Outstanding interpersonal, problem-solving, and oral and written communications skills;

- 38.2.1.4 Demonstrated sensitivity to the needs and concerns of students and a commitment to quality service provision; and
- 38.2.1.5 Strong organizational skills and initiative, with a particular interest in working within the curricular context of a visual art and design educational institution.

### **38.3 Teaching Assistant**

38.3.1 Teaching Assistants have the following qualifications:

- 38.3.1.1 Completion of a relevant graduate degree or current enrollment in a relevant graduate program and/or equivalent training and professional experience, with the exception of Teaching Assistant I (Undergraduate Research Assistant). Teaching Assistant I (Undergraduate Research Assistant) will have the completion of a relevant undergraduate degree or current enrollment in a relevant undergraduate program and/or equivalent training and professional experience;
- 38.3.1.2 Where relevant, sound knowledge of, and commitment to, healthy and safe work practices; and
- 38.3.1.3 Where relevant, strong organizational, interpersonal, oral and written communications, and problem solving skills.

# Provisions For Layoff

## ARTICLE 39 LAYOFF FOR REASON OF FINANCIAL EXIGENCY

### **39.1 Statement of Joint Responsibility**

39.1.1 The Parties acknowledge that:

- 39.1.1.1 OCAD U's faculty and academic staff represent a core strength of the University, and are central to its educational mandate;
- 39.1.1.2 The Parties have a joint responsibility to maintain the University in a financially and educationally sound position;
- 39.1.1.3 The University has a responsibility to take all reasonable measures to prevent financial circumstances which would require the layoff of Tenured faculty and/or Permanent academic staff; and
- 39.1.1.4 Faculty, academic staff and academic and administrative managers have a responsibility to show reasonable flexibility in assisting the University to meet its educational goals, while adapting to changing financial circumstances.

### **39.2 Declaration of Financial Exigency**

39.2.1 In the event that the University makes a preliminary determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of Financial Exigency, the President (or designate) provides a

“Declaration of Financial Exigency”, which discloses the circumstances and reasons for such Declaration and the magnitude of the proposed layoff, to the Joint Committee.

39.2.2 The University provides all relevant information to the Joint Committee for purposes of review.

39.2.3 The Joint Committee reviews the circumstances and reasons for the Declaration of Financial Exigency to satisfy itself that:

39.2.3.1 A state of Financial Exigency does indeed exist;

39.2.3.2 All appropriate means of achieving cost savings in OCAD U's operation, consistent with the University's educational mandate, have been explored and/or implemented in order to avoid layoff;

39.2.3.3 All appropriate means of increasing OCAD U's revenues, consistent with the University's educational mandate, have been explored and/or implemented in order to avoid layoff;

39.2.3.4 All reasonable methods of re-assigning Tenured faculty and/or Permanent academic staff, including the provision of Professional Development, have been explored and/or implemented in order to avoid layoff;

39.2.3.5 All reasonable methods of reducing the complement of Tenured faculty and/or Permanent academic staff, including attrition, retirement, early retirement and voluntary severance, have been explored and/or implemented in order to avoid layoff; and

39.2.3.6 The proposed layoff of Tenured faculty and/or Permanent academic staff will achieve the necessary financial goals, and to ascertain what the effects of the layoff are likely to be.

39.2.4 Following a thorough review of the Declaration of Financial Exigency by the Joint Committee for a period of up to 45 calendar days from the first meeting, a recommendation for the layoff of Tenured faculty and/or Permanent academic staff, including the circumstances and reasons for this recommendation and a summary of the Joint Committee's review, may be submitted by the President (or designate) to OCAD U's Board of Governors.

39.2.5 The Board of Governors makes a final determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of Financial Exigency, and approves the financial magnitude of the layoff.

## ARTICLE 40 LAYOFF FOR REASON OF CURRICULAR NECESSITY

### **40.1 Statement of Joint Responsibility**

40.1.1 The Parties acknowledge that:

40.1.1.1 OCAD U's faculty and academic staff represent a core strength of the University and are central to its educational mandate;

40.1.1.2 The Parties have a joint responsibility to maintain the integrity, credibility, viability and currency of the University's educational

offerings;

40.1.1.3 The University has a responsibility to take all reasonable measures to prevent curricular circumstances which would require the layoff of Tenured faculty and/or Permanent academic staff; and

40.1.1.4 Faculty and academic staff have a responsibility to show reasonable flexibility in assisting the University to meet its educational goals, while adapting to changing curricular or societal circumstances.

## **40.2 Declaration of Curricular Necessity**

40.2.1 In the event that the Senate and Board of Governors make a preliminary determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of Curricular Necessity, the President (or designate) provides a “Declaration of Curricular Necessity”, which discloses the circumstances and reasons for such Declaration and the magnitude of the proposed layoff, to the Joint Committee.

40.2.2 The University provides all relevant information to the Joint Committee for purposes of review.

40.2.3 The Joint Committee reviews the circumstances and reasons for the Declaration of Curricular Necessity to satisfy itself that:

40.2.3.1 A state of Curricular Necessity does indeed exist;

40.2.3.2 All reasonable methods of re-assigning Tenured faculty and/or Permanent academic staff, including the provision of Professional Development, have been explored and/or implemented in order to avoid layoff;

40.2.3.3 All reasonable methods of reducing the complement of Tenured faculty and/or Permanent academic staff, including attrition, retirement, early retirement and voluntary severance, have been explored and/or implemented in order to avoid layoff; and

40.2.3.4 The proposed layoff of Tenured faculty and/or Permanent academic staff will achieve the necessary curricular goals, and to ascertain what the effects of the layoff are likely to be.

40.2.4 Following a thorough review of the Declaration of Curricular Necessity by the Joint Committee for a period of up to 45 calendar days from the first meeting, a recommendation for the layoff of Tenured faculty and/or Permanent academic staff, including the circumstances and reasons for this recommendation and a summary of the Joint Committee's review, may be submitted by the President (or designate) to OCAD U's Board of Governors.

40.2.5 The Board of Governors makes a final determination that a layoff of Tenured faculty and/or Permanent academic staff is required as a result of Curricular Necessity.



## ARTICLE 41 LAYOFF AND RECALL PROCESS

### **41.1 Layoff Process**

41.1.1 Once the Board of Governors has made a final determination that a layoff of Tenured faculty is required as a result of Financial Exigency or Curricular Necessity, the Vice-President, Academic recommends to the Senate in which Faculty or program(s), and in what proportion, layoffs should occur, taking into account:

41.1.1.1 The educational mandate;

41.1.1.2 The financial parameters, including enrollment, program costing and other relevant statistics; and

41.1.1.3 The magnitude of the layoff required.

41.1.2 Once the Senate has approved a resolution determining the academic and curricular priorities of the University in the circumstances, the University shall post a “Notice of Intention to Layoff faculty and/or academic staff”.

### **41.2 Layoff of Faculty**

41.2.1 A member of the faculty who wishes to assert qualifications and ability to perform Teaching & Teaching-Related Responsibilities within an additional discipline, or disciplines, must deliver to Human Resources a written statement including a summary of the member’s qualifications within the relevant discipline(s) within 21 calendar days of the posting of the Notice of

Intention to Layoff faculty and/or academic staff.

41.2.2 The order of layoff of faculty shall be as follows, provided that the remaining faculty members have the qualifications (which in appropriate circumstances could include Rank) and ability to perform the remaining work:

41.2.2.1 Sessional faculty;

41.2.2.2 Teaching-Intensive Stream;

41.2.2.3 CLTA faculty;

41.2.2.4 Continuing faculty, in reverse order based on years of service;

41.2.2.5 Probationary faculty, in reverse order based years of service;

41.2.2.6 Tenured faculty, in reverse order based on years of service.

### **41.3 Layoff of Academic Staff**

41.3.1 A member of the academic staff who wishes to assert qualifications and ability to perform responsibilities within an additional discipline or disciplines must deliver to Human Resources a written statement including a summary of qualifications within the relevant discipline(s) within 21 calendar days of the posting of the Notice of Intention to Layoff faculty and/or academic staff.

41.3.2 The order of layoff of academic staff shall be as follows, provided that the remaining academic staff members have the qualifications and ability to perform the remaining work:

41.3.2.1 Contract academic staff;

41.3.2.2 Probationary academic staff, in reverse order based on years of service;

41.3.2.3 Permanent academic staff, in reverse order based on years of service.

#### **41.4 Notice of Layoff**

41.4.1 The University shall provide notice of layoff in writing to each member.

#### **41.5 Recall Process**

41.5.1 Continuing, Probationary and Tenured faculty members and Probationary and Permanent academic staff members retain recall rights for 24 months from the effective date of layoff.

41.5.2 Upon layoff, or at any time during the 24 month recall period, the member may elect to receive any severance pay to which the member is entitled under Article 42, and upon making that written election, the employment relationship is at an end.

41.5.3 At the end of the 24 month recall period, if the member has not been recalled, the employment relationship is at an end and the member becomes entitled to receive any severance pay to which the member is entitled under Article 42.

## **41.6 Recall of Faculty**

41.6.1 Recall of Continuing, Probationary and Tenured faculty occurs in the reverse order of layoff as positions become available according to the following procedures:

41.6.1.1 A Continuing faculty member is recalled to an available Continuing Faculty Appointment at the same or lesser Workload as worked by the member prior to the layoff, subject to qualifications (which in appropriate circumstances could include Rank) and ability to do the work. The University shall provide written notice to a Continuing faculty member of any such position available in the relevant discipline(s), and the member shall have 14 calendar days following receipt to apply in writing to be recalled to the position, which shall include a summary of the member's qualifications for the position.

41.6.1.2 A Probationary or Tenured faculty member is recalled to an available Tenured Faculty Appointment at the same or lesser Workload as worked by the member prior to the layoff, subject to qualifications (which in appropriate circumstances could include Rank) and ability to do the work. The University shall provide written notice to a Probationary or Tenured faculty member of any such position in the relevant discipline(s), and the member shall have 14 calendar days following receipt to apply in writing to be recalled to the position, which shall include a summary of

the member's qualifications for the position.

- 41.6.1.3 When a faculty member's application for recall is accepted, the University shall provide written notice of recall to the member and the recall shall not be effective for a minimum of 21 calendar days following the receipt of such notice.
- 41.6.1.4 A Continuing, Probationary or Tenured faculty member who is recalled at a lesser Workload than the member worked prior to the layoff may apply for an increase in Workload under the provisions of Article 23.2.1.3.
- 41.6.1.5 A Continuing or Probationary faculty member who is recalled resumes her/his Appointment at the point at which it was left off.

## **41.7 Recall of Academic Staff**

41.7.1 Recall of Probationary and Permanent academic staff occurs in the reverse order of layoff as positions become available according to the following procedures:

- 41.7.1.1 A Probationary or Permanent academic staff member is recalled to an available Permanent academic staff Appointment at the same or lesser Workload as worked by the member prior to the layoff, subject to qualifications and ability to do the work. The University shall provide written notice to a Probationary or Permanent academic staff member of any such position, and the member shall have 10 calendar days to apply in writing to be

recalled to the position, which shall include a summary of the member's qualifications for the position.

41.7.1.2 When an academic staff member's application for recall is accepted, the University shall provide written notice of recall to the member and the recall shall not be effective for a minimum of 21 calendar days following the receipt of such notice.

41.7.1.3 An academic staff member who is recalled at a lesser Workload than the member worked prior to the layoff may apply for an increase in Workload under the provisions of Article 34.2.1.2.

41.7.1.4 A Probationary academic staff member who is recalled resumes her/his Appointment at the point at which it was left off.

## **41.8 Notice**

41.8.1 Notice under this Article shall be by regular mail to the faculty or academic staff member's most recent address on the member's personnel file and it shall be deemed to be received 4 calendar days after the date of mailing; if the member so requests in writing, the notice shall be provided by email.

## **ARTICLE 42 SEVERANCE PAY**

### **42.1 Severance Pay**

42.1.1 Tenured and Probationary faculty and Permanent and Probationary academic staff who suffer a loss of employment as a result of the layoff process outlined in Article 41 shall be provided with severance pay

calculated on the basis of 3 weeks' pay for every year of service as a member of one of the above-listed categories to a maximum of 40 weeks' pay, which shall be deemed to include termination pay within the meaning of the *Employment Standards Act*.

42.1.2 Teaching-Intensive Stream, CLTA and Continuing faculty who suffer a loss of employment as a result of the layoff process outlined in Article 41 shall be provided with severance pay calculated on the basis of 3 weeks' pay for every year of service as a member of Teaching-Intensive Stream, CLTA or Continuing faculty to a maximum of 12 weeks' pay or the remaining unexpired portion of the contract, whichever is less, which shall be deemed to include termination pay within the meaning of the *Employment Standards Act*.

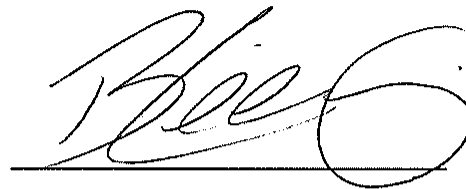
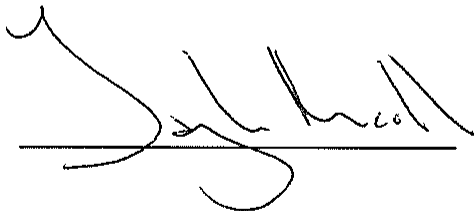
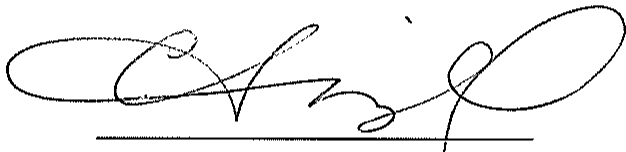
42.1.3 An individual's rate of pay at time of loss of employment is used for purposes of calculating severance pay.

42.1.4 Nothing in this Article should be construed to derogate from minimum standards established under the *Employment Standards Act*.

IN WITNESS WHEREOF the parties hereto have executed this Collective Agreement on the 23 day of April 2014.

OCAD UNIVERSITY

ONTARIO COLLEGE OF ART &  
DESIGN FACULTY ASSOCIATION  
(OCADFA)





## APPENDIX A

### ASSOCIATION OF UNIVERSITY AND COLLEGES OF CANADA STATEMENT ON ACADEMIC FREEDOM AND INSTITUTIONAL AUTONOMY

#### **Introduction**

It is the essence of a university freely to pursue knowledge and understanding and to search for the reasons for things. This search implies that some of the reasons are unknown or uncertain and that opinions about them must be questioned. The right and the responsibility to raise such questions is the justification for academic freedom.

Constraints on academic freedom may arise both from inside and outside universities. It is a major responsibility of university governing bodies and senior officers of universities to maintain an environment in which academic freedom is realized. Threats to freedom of inquiry, independent judgment and free expression may come from administrators, students or faculty members, sometimes in groups, who attempt to require all members of a department or faculty to adhere to a particular version of orthodoxy. The reliance of universities on government financing and private donations may create pressures on the institutions and on their members to conform to short-sighted or ill-advised political, corporate or personal interpretations of what should be studied and how it should be studied. It is the obligation of faculty members in particular, supported by their administration, senate and boards, to ensure that these pressures do not unduly influence the intellectual work of the university. When conflicts arise because of such pressures, it is essential that a full airing and consideration of a broad range of viewpoints be possible.

It is essential that universities have the freedom to set their research and educational priorities. How the members of universities will teach and impart skills, conduct research and the pursuit of knowledge, and engage in fundamental criticism is best determined within the universities themselves. It is here that academic freedom, in its collective form of institutional autonomy, can ensure freedom of inquiry for individual faculty members and students. Historically there has been a struggle for university autonomy, arising from the conviction that a university can best serve the needs of society when it is free to do so according to the dictates of the intellectual enterprise itself.

Freedom of inquiry must have as its corollary a high degree of respect for evidence, impartial reasoning and honesty in reporting. It should include a willingness to make known the underlying assumptions and the results of the inquiry. All research and scholarship must be conducted ethically, with full consideration of the implications and in ways that respect fully human rights as defined by law.

In their relations with students, faculty members and others who work in the universities have an obligation to ensure that the students' human rights are respected and that they are encouraged to pursue their education according to the principles of academic freedom embodied in the university itself. In relation to the wider society, universities should accept the obligation to account for their expenditure of funds, through their boards and through public audits of their accounts.

## Principles

1. The AUCC believes that the principles of academic freedom and institutional autonomy are essential to the fulfillment of the role of universities in the context of a democratic society.
2. The AUCC believes that academic freedom is essential to the fulfillment of the universities' primary mandate, the pursuit and dissemination of knowledge and understanding. Freedom of inquiry is fundamental to the search for truth and the advancement of knowledge. Freedom in teaching, justified by the special professional expertise of the faculty members, is fundamental to the protection of the rights of the teacher to teach and of the student to learn. Academic freedom is essential in order that society may have access to impartial expertise for knowledgeable comments on all issues studied in universities, including those surrounded by controversy.
3. The AUCC recognizes the obligation of universities to ensure the academic freedom of individual faculty members to conduct inquiries, to make judgments, and to express views without fear of retribution. The practice of tenure is one important means of meeting this obligation. In addition, decisions relative to appointments and the granting of tenure and promotion must be conducted according to principles of fairness and natural justice.
4. The AUCC recognizes that universities should ensure that students are treated according to principles of fairness and natural justice and are encouraged to

pursue their education according to the principle of academic freedom.

5. The AUCC recognizes the historically the universities of Canada have struggled to achieve institutional autonomy and must continue to do so. The Association affirms that this autonomy provides the best possible condition for the conduct of scholarship and higher education essential to a free society. As centres of free inquiry, universities have an obligation to society to resist outside intrusion into their planning and management and to insist that institutional autonomy be recognized by governments and others as the necessary pre-condition to their proper functioning. Institutional autonomy includes, inter-alia, the following powers and duties: to select and appoint faculty and staff; to select and admit and discipline students; to set and control curriculum; to establish organizational arrangements for the carrying out of academic work; to create programs and to direct resources to them; to certify completion of a program of study and grant degrees.
6. The AUCC recognizes that the academic freedom of individual members of universities and the institutional autonomy accorded to the institutions themselves involve the following major responsibilities to society: to conduct scholarship and research according to the highest possible standards to excellence so that society may benefit; within the constraints of the resources available to them, to ensure high quality education to as many academically qualified individuals as possible; to abide by the laws of society; and to account publicly through boards and audits for their expenditure of funds.

May 5, 1988

## APPENDIX B

### STANDARDS OF PERFORMANCE AND CRITERIA FOR PLACEMENT & PROMOTION OF ACADEMIC RANK

#### **Preamble**

OCAD University, along with other university-level institutions devoted to professional education in art and design, has been established to develop society's creative and intellectual resources and preserve its cultural traditions. The University has a responsibility to provide a vibrant and creative environment in which new knowledge, practices and ideas may evolve and flourish.

To this end, faculty are expected to be effective teachers, committed scholars and active practitioners who are dedicated to expanding their knowledge, professional practice and expertise, while making these endeavours accessible to the larger community. Faculty are also expected to make a significant contribution through Service to the University community.

This Appendix elaborates the context and process for fairly evaluating and recognizing faculty achievement and performance (cf. Article 24) and should be read in tandem with the Definitions of Academic Ranks (Article 17) and Faculty Responsibilities (Article 20).

## **Standards of Performance**

Standards of Performance are used in the context of biennial **Performance Reviews** to evaluate, recognize and/or make recommendations concerning the Career Progress and Merit Progress of all non-sessional faculty, as well as to make recommendations concerning future re-appointment of CLTA faculty, continuation of Probationary (Tenure-Track) faculty, and reappointment of Continuing faculty.

In all cases, Standards of Performance take into account the following three general categories:

1. Teaching & Teaching-Related Responsibilities;
2. Professional Practice/Research; and
3. Service, primarily to the University but also to the field of Art & Design education and to the community at large.

While faculty are expected to exhibit accomplishment in all three categories, the specific weight assigned to each in terms of the devotion of time and effort, may vary from year to year, and from one faculty member to another.

Faculty are assessed against four possible levels of performance in each of the three general categories, pro-rated according to Article 27.4 and rounded to the nearest half step to determine the Career/Progress Increment for each of the next two years. Article 27.4 currently weights the three general categories as follows:

Teaching and Teaching-Related Activities:	40%
Practice/Research:	40%
Service:	20%

The Standards of Performance for each level are as follows:

## **Career Progress Levels I & II:**

### **I. Meets Basic Expectations**

A faculty member is expected minimally to perform the following tasks without intervention from the Faculty Offices:

- Submits Annual Report;
- Submits course outlines to Faculty Office at least two weeks prior to start of semester;
- Responsibly manages student contact hours, e.g., arriving on time for classes, being available to students during pre-arranged office hours (generally one hour per course per week), arranging for substitute or make-up class for any class hours missed;
- Reports any absences and make-up arrangements to the Faculty Office;
- Submits all grades on time.

If a faculty member performs these basic tasks but does NOT meet Level II expectations, he/she will receive a Career/Merit increment of 0.5 (equivalent of one-half step increase on the faculty salary scale)

## II. Fully Meets Expectations (includes all of Level I plus the following):

- Demonstrates an ability to engage students in learning and to advance their knowledge in the subject area;
- Stays current and advances work within a discipline as recognized by peers;
- Maintains high standards of collegiality including participation in Faculty meetings and supporting University governance.

Faculty performing at Level II are fully meeting the expectations of the job. Their performance across the three key areas will average ca. 1.0, although in a given two-year evaluation period, their efforts may favour one area above the other two. For example, a faculty member may develop several innovative new courses and hence put more time and effort into teaching at the expense of his/her research/practice, while maintaining service by serving on Faculty- or University-wide committees or supporting specific Faculty- or University-wide events/initiatives:

Teaching = $1.5 \times 40\%$ =	0.60
Research/Practice = $0.5 \times 40\%$ =	0.20
Service = $1.0 \times 20\%$ =	0.20
	1.00
Career/Merit Increment =	1.0



## Merit Progress: Levels III and IV

### III. Exceeds Expectations (includes all of Level II, plus the following):

- Demonstrates teaching excellence by communicating enthusiasm for the subject and by inspiring students to excel; tangibly this may be demonstrated by, e.g., outstanding teaching evaluations and the development and/or updating of courses to reflect ground-breaking material and/or innovative delivery methods;
- Demonstrates significant achievement in practice and/or research, e.g., major publications, exhibitions, commissions, contracts;
- Demonstrates outstanding leadership/initiative in Faculty and University committees and/or events.

### IV. Significantly Exceeds Expectations (includes all of Level III, plus the following):

- *Exceptional* professional achievement and peer recognition in teaching and/or practice/research, e.g., major teaching awards, exhibitions, publications, commissions, contracts.

## Implementation of Standards of Performance in Performance Reviews

It may help, at least initially, to think about the levels of performance as similar to the following grading schema:

Level I: Meets Basic Expectations	Value = 0.5
Level II: Fully Meets Expectations	Value = 1.0

(This level captures the largest number of faculty and reflects a broad range of performance. It is important to point out the faculty member's strengths and weaknesses in each of the three general categories.)

Level III: Exceeds Expectations

Value = 1.5

Level IV: Significantly Exceeds Expectations

Value = 2.0

Worksheet for Tabulating Performance:

<b>Tom Thomson</b>	<b>Faculty of Art</b>	<b>Teaching (40%)</b>	<b>Practice/Research (40%)</b>	<b>Service (20%)</b>	<b>Total (100%)</b>
Performance		0.5	2.0	0.5	
Pro-rated value		0.2	0.8	0.1	1.1
Career/Merit Progress Increment					1.0

## Sample Situations

1. What if a faculty member has a once in a lifetime success in the area of Practice/Research and performs at below Level II in Teaching and Service? Is it fair to grant a Career/Merit Progress Increment of only 1.0?

*The committee should make a special recommendation, citing reasons for deviating from the formula. It may be one thing not to attend any meetings for a year or two, but to work on one's practice/research at the expense of basic teaching*

*requirements (at the expense of the students), is another.*

2. What if the pro-rated value falls right between two levels, e.g., 1.25?

*The committee has the prerogative to make a recommendation either up or down, depending on the specifics of the faculty member's performance. This would also be the case with pro-rated values that hover close to, but not quite, at the half-way point between levels, e.g., 1.21 or 0.68.*

3. What if a faculty member suffered a major medical or other personal setback during the evaluation period and simply could not perform up to par? Should he/she be penalized for this?

*There are going to be two-year periods in a faculty member's career when they could not, for whatever reason, perform up to par. We cannot reward him/her for a performance that was not there. If the faculty member was capable of working, then the minimum level of performance should have been fulfilled. Extenuating circumstances should be noted on the record so that a marginal performance review can be placed in the proper perspective should the faculty member choose to apply for promotion of academic rank at a later date.*

## **Criteria for Placement and Promotion of Academic Rank**

Generally, the distinction between the ranks of Lecturer, Assistant Professor, Associate Professor, and Professor (Full) is based on a combination of educational attainment; experience and effectiveness as a teacher; experience and effectiveness as a colleague; and breadth, depth, and consistency of contributions to knowledge.

### **Lecturer**

Most CLTA appointments and any tenure-track appointment where the faculty member has not yet completed the terminal degree, and has limited teaching experience and publications/shows/practice would be ranked as a Lecturer. In the case of a tenure-track appointment, the criteria and timetable for promotion to Assistant Professor should be clearly articulated in the contract.

### **Assistant Professor**

A tenure-track appointment where the faculty member has completed the requisite terminal degree (PhD, MFA, Mdes) or equivalent in professional accomplishment, would normally be ranked as an Assistant Professor. This is generally the entry-level rank for new faculty in a career appointment. The probationary period of five years should be viewed as time to gain experience as a teacher and colleague, as well as time to develop a research/practice agenda and establish a rhythm of publications/shows/commissions/contracts. Requests for an early tenure decision should normally be discouraged.

## **Associate Professor**

Normally a faculty member who has successfully served his/her probationary period, i.e., reached a level of maturity and confidence as a teacher, built a network of relationships within the University through committee work and other collaborations, and extended his/her reputation as a researcher/scholar/practitioner beyond the regional to the national or even international arena, would be promoted to Associate Professor. Although promotion to this rank often goes hand-in-hand with a tenure decision, it should not be viewed as automatic.

## **Professor (Full)**

Only a faculty member who has made a significant contribution to his/her field of research/practice or to art and design education can expect to be promoted to the rank of Professor. He/she will have a solid national or international reputation, developed and nurtured over a period of at least eight to ten years in the profession, usually post-terminal degree, not least of all through the success of students, both undergraduate and graduate, who have benefited from his/her mentoring and tutelage.

The following descriptions elaborate the above and should replace the Faculty Responsibilities in Article 20:

## **Descriptions for each Rank (and Category)**

### **Lecturer**

- An entry level position, possibly still completing terminal degree
- Developing expertise in his/her practice/area of research and beginning to establish credibility in the discipline
- Capable professionally and beginning to gain external recognition
- Innovation in practice as well as in teaching
- Enthusiastic teacher, developing skill
- Active faculty member, good colleague
- Limited expectation of service to the OCAD U community

### **Assistant Professor**

- Terminal degree completed, or equivalent in professional accomplishment
- Developing expertise in his/her practice/area of research and establishing credibility in the discipline
- Capable professionally, and gaining external recognition
- Innovation in practice as well as in teaching
- Competent and enthusiastic teacher, developing skill
- Active faculty member, contributing to curriculum development, supporting program, Faculty or University initiatives
- A contributing member of the OCAD U community, participating on committees, at University events, and ceremonies

## **Associate Professor**

- Ongoing and consistent achievement in his/her practice/area of expertise which has resulted in a considerable contribution to the discipline
- Very capable professionally due to a good level of expertise, the depth and reach of contribution, and external recognition of it
- Good pedagogical understanding (effective as a teacher)
- Often plays a leadership role as a faculty member, contributing to curriculum development, mentoring junior faculty, significantly supporting program or Faculty initiatives etc.
- Makes a significant contribution to the OCAD community, actively participating on committees, at University events, and ceremonies

## **Professor**

- Significant and ongoing achievement in his/her practice/area of expertise which has resulted in a substantial contribution to the discipline
- Seen to play a leadership role professionally due to the high level of expertise, the extensive depth and reach of contribution, and external recognition of it
- Innovation a key aspect of practice as well as teaching
- Highly skilled pedagogically (inspiring, depth of knowledge, good communicator, engages the students)
- Consistently plays a leadership role as a faculty member, contributing substantially to curriculum development, mentoring junior faculty initiating program, or Faculty events etc.

- A vital member of the OCAD U community, providing leadership on committees, and University events, and ceremonies

## APPENDIX C

### FACULTY COMPENSATION

#### I. Remuneration

***Across-the-Board Wage Increases:*** Upon ratification, the Parties agreed upon the following across-the-board wage increases to be paid retroactively:

##### **Sessional Faculty**

ATB increases for sessional faculty as follows:

July 1, 2013 0%

July 1, 2014 1%

July 1, 2015 1%

##### **Teaching-Intensive Stream Faculty**

ATB increases for teaching-intensive stream faculty as follows:

July 1, 2014 1%

July 1, 2015 1%

##### **Contractually Limited Term Appointment Faculty**

ATB increases for CLTA faculty as follows:



July 1, 2013 0%

July 1, 2014 1%

July 1, 2015 1%

### **Tenured, Probationary and Continuing Faculty**

ATB increases for tenured, probationary and continuing faculty as follows:

July 1, 2013 0%

July 1, 2014 1%

July 1, 2015 1%

#### **A. Pay Rate for Sessional Faculty:**

The following Pay Scales are for Sessional faculty.

##### **1. Effective July 1, 2013**

<b>Level</b>	<b>Type</b>	<b>Rate</b>
S1	Studio	3,861
S2	Studio	4,504
S3	Studio	5,147
S4	Studio	5,543
L1	Liberal Arts & Sciences	5,791
L2	Liberal Arts & Sciences	6,756
L3	Liberal Arts & Sciences	7,720

## 2. Effective July 1, 2014

Level	Type	Rate
S1	Studio	3,900
S2	Studio	4,549
S3	Studio	5,198
S4	Studio	5,598
L1	Liberal Arts & Sciences	5,849
L2	Liberal Arts & Sciences	6,824
L3	Liberal Arts & Sciences	7,797

## 3. Effective July 1, 2015

Level	Type	Rate
S1	Studio	3,939
S2	Studio	4,594
S3	Studio	5,250
S4	Studio	5,654
L1	Liberal Arts & Sciences	5,907
L2	Liberal Arts & Sciences	6,892
L3	Liberal Arts & Sciences	7,875

**B. Pay Scales for Teaching-Intensive Stream Faculty and Contractually Limited Term Appointment (CLTA) Faculty:**

The following Annual Pay Scales are for Maximum-Load Teaching-Intensive Stream faculty (Lecturer Scale only) (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load) and CLTA faculty (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

**1. Effective July 1, 2013**

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>
Lc1	46,866	Ac1	63,082	Bc1	75,698	Cc1	88,315
Lc2	48,036	Ac2	64,344	Bc2	76,959	Cc2	89,576
Lc3	49,209	Ac3	65,605	Bc3	78,222	Cc3	90,837
Lc4	50,379	Ac4	66,865	Bc4	79,484	Cc4	92,099
Lc5	51,553	Ac5	68,128	Bc5	80,743	Cc5	93,361
Lc6	52,724	Ac6	69,391	Bc6	82,006	Cc6	94,623
Lc7	53,896	Ac7	70,651	Bc7	83,268	Cc7	95,884
Lc8	55,067	Ac8	71,912	Bc8	84,529	Cc8	97,145
Lc9	56,239	Ac9	73,175	Bc9	85,790	Cc9	98,408
Lc10	57,412	Ac10	74,438	Bc10	87,052	Cc10	99,667
Lc11	58,582	Ac11	75,698	Bc11	88,315	Cc11	100,930

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc12	59,754	Ac12	76,958	Bc12	89,576	Cc12	102,192
Lc13	60,925	Ac13	78,222	Bc13	90,837	Cc13	103,456
Lc14	62,097	Ac14	79,484	Bc14	92,099	Cc14	104,715
Lc15	63,268	Ac15	80,743	Bc15	93,360	Cc15	105,975
Lc16	64,441	Ac16	82,006	Bc16	94,623	Cc16	107,240
Lc17	65,613	Ac17	83,268	Bc17	95,884	Cc17	108,501
Lc18	66,783	Ac18	84,529	Bc18	97,145	Cc18	109,762
Lc19	67,954	Ac19	85,790	Bc19	98,407	Cc19	111,022
Lc20	69,127	Ac20	87,052	Bc20	99,667	Cc20	112,284
Lc21	70,297	Ac21	88,315	Bc21	100,930	Cc21	113,547
		Ac22	89,578	Bc22	102,193	Cc22	114,810

## 2. Effective July 1, 2014

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>	<b>Level</b>	<b>Salary</b>
Lc1	47,335	Ac1	63,713	Bc1	76,455	Cc1	89,198
Lc2	48,516	Ac2	64,987	Bc2	77,729	Cc2	90,472
Lc3	49,701	Ac3	66,261	Bc3	79,004	Cc3	91,745
Lc4	50,883	Ac4	67,534	Bc4	80,279	Cc4	93,020
Lc5	52,069	Ac5	68,809	Bc5	81,550	Cc5	94,295

<b>Lecturer</b>		<b>Assistant Professor</b>		<b>Associate Professor</b>		<b>Professor</b>	
Lc6	53,251	Ac6	70,085	Bc6	82,826	Cc6	95,569
Lc7	54,435	Ac7	71,358	Bc7	84,101	Cc7	96,843
Lc8	55,618	Ac8	72,631	Bc8	85,374	Cc8	98,116
Lc9	56,801	Ac9	73,907	Bc9	86,648	Cc9	99,392
Lc10	57,986	Ac10	75,182	Bc10	87,923	Cc10	100,664
Lc11	59,168	Ac11	76,455	Bc11	89,198	Cc11	101,939
Lc12	60,352	Ac12	77,728	Bc12	90,472	Cc12	103,214
Lc13	61,534	Ac13	79,004	Bc13	91,745	Cc13	104,491
Lc14	62,718	Ac14	80,279	Bc14	93,020	Cc14	105,762
Lc15	63,901	Ac15	81,550	Bc15	94,294	Cc15	107,035
Lc16	65,085	Ac16	82,826	Bc16	95,569	Cc16	108,312
Lc17	66,269	Ac17	84,101	Bc17	96,843	Cc17	109,586
Lc18	67,451	Ac18	85,374	Bc18	98,116	Cc18	110,860
Lc19	68,634	Ac19	86,648	Bc19	99,391	Cc19	112,132
Lc20	69,818	Ac20	87,923	Bc20	100,664	Cc20	113,407
Lc21	71,000	Ac21	89,198	Bc21	101,939	Cc21	114,682
		Ac22	90,474	Bc22	103,215	Cc22	115,958

### 3. Effective July 1, 2015

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
Lc1	47,808	Ac1	64,350	Bc1	77,220	Cc1	90,090
Lc2	49,001	Ac2	65,637	Bc2	78,506	Cc2	91,377
Lc3	50,198	Ac3	66,924	Bc3	79,794	Cc3	92,662
Lc4	51,392	Ac4	68,209	Bc4	81,082	Cc4	93,950
Lc5	52,590	Ac5	69,497	Bc5	82,366	Cc5	95,238
Lc6	53,784	Ac6	70,786	Bc6	83,654	Cc6	96,525
Lc7	54,979	Ac7	72,072	Bc7	84,942	Cc7	97,811
Lc8	56,174	Ac8	73,357	Bc8	86,228	Cc8	99,097
Lc9	57,369	Ac9	74,646	Bc9	87,514	Cc9	100,386
Lc10	58,566	Ac10	75,934	Bc10	88,802	Cc10	101,671
Lc11	59,760	Ac11	77,220	Bc11	90,090	Cc11	102,958
Lc12	60,956	Ac12	78,505	Bc12	91,377	Cc12	104,246
Lc13	62,149	Ac13	79,794	Bc13	92,662	Cc13	105,536
Lc14	63,345	Ac14	81,082	Bc14	93,950	Cc14	106,820
Lc15	64,540	Ac15	82,366	Bc15	95,237	Cc15	108,105
Lc16	65,736	Ac16	83,654	Bc16	96,525	Cc16	109,395
Lc17	66,932	Ac17	84,942	Bc17	97,811	Cc17	110,682
Lc18	68,126	Ac18	86,228	Bc18	99,097	Cc18	111,969

Lecturer		Assistant Professor		Associate Professor		Professor	
Lc19	69,320	Ac19	87,514	Bc19	100,385	Cc19	113,253
Lc20	70,516	Ac20	88,802	Bc20	101,671	Cc20	114,541
Lc21	71,710	Ac21	90,090	Bc21	102,958	Cc21	115,829
		Ac22	91,379	Bc22	104,247	Cc22	117,118
		Ac23	92,666	Bc23	105,534	Cc23	118,405

**c. Pay Scales for Tenured, Probationary and Continuing Faculty:**

The following Annual Pay Scales are for Maximum-Load Tenured, Probationary and Continuing faculty (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

**1. Effective July 1, 2013**

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
L1	51,698	A1	64,622	B1	81,425	C1	98,224
L2	52,990	A2	65,913	B2	82,717	C2	99,518
L3	54,281	A3	67,208	B3	84,009	C3	100,811
L4	55,575	A4	68,499	B4	85,302	C4	102,103
L5	56,868	A5	69,791	B5	86,594	C5	103,396
L6	58,159	A6	71,086	B6	87,885	C6	104,687

Lecturer		Assistant Professor		Associate Professor		Professor	
L7	59,453	A7	72,377	B7	89,179	C7	105,980
L8	60,745	A8	73,667	B8	90,470	C8	107,273
L9	62,037	A9	74,960	B9	91,762	C9	108,565
L10	63,329	A10	76,254	B10	93,056	C10	109,857
L11	64,622	A11	77,549	B11	94,349	C11	111,149
L12	65,913	A12	78,839	B12	95,639	C12	112,443
L13	67,208	A13	80,130	B13	96,933	C13	113,733
L14	68,499	A14	81,425	B14	98,224	C14	115,026
L15	69,791	A15	82,717	B15	99,518	C15	116,320
L16	71,086	A16	84,009	B16	100,811	C16	117,611
L17	72,377	A17	85,302	B17	102,103	C17	118,904
L18	73,667	A18	86,594	B18	103,396	C18	120,197
L19	74,960	A19	87,885	B19	104,688	C19	121,490
L20	76,254	A20	89,179	B20	105,979	C20	122,781
L21	77,549	A21	90,470	B21	107,273	C21	124,073
		A22	91,761	B22	108,568	C22	125,364



## 2. Effective July 1, 2014

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
L1	52,215	A1	65,268	B1	82,239	C1	99,206
L2	53,520	A2	66,572	B2	83,544	C2	100,513
L3	54,824	A3	67,880	B3	84,849	C3	101,819
L4	56,131	A4	69,184	B4	86,155	C4	103,124
L5	57,437	A5	70,489	B5	87,460	C5	104,430
L6	58,741	A6	71,797	B6	88,764	C6	105,734
L7	60,048	A7	73,101	B7	90,071	C7	107,040
L8	61,352	A8	74,404	B8	91,375	C8	108,346
L9	62,657	A9	75,710	B9	92,680	C9	109,651
L10	63,962	A10	77,017	B10	93,987	C10	110,956
L11	65,268	A11	78,324	B11	95,292	C11	112,260
L12	66,572	A12	79,627	B12	96,595	C12	113,567
L13	67,880	A13	80,931	B13	97,902	C13	114,870
L14	69,184	A14	82,239	B14	99,206	C14	116,176
L15	70,489	A15	83,544	B15	100,513	C15	117,483
L16	71,797	A16	84,849	B16	101,819	C16	118,787
L17	73,101	A17	86,155	B17	103,124	C17	120,093
L18	74,404	A18	87,460	B18	104,430	C18	121,399

Lecturer		Assistant Professor		Associate Professor		Professor	
L19	75,710	A19	88,764	B19	105,735	C19	122,705
L20	77,017	A20	90,071	B20	107,039	C20	124,009
L21	78,324	A21	91,375	B21	108,346	C21	125,314
		A22	92,679	B22	109,654	C22	126,618

### 3. Effective July 1, 2015

Lecturer		Assistant Professor		Associate Professor		Professor	
Level	Salary	Level	Salary	Level	Salary	Level	Salary
L1	52,737	A1	65,921	B1	83,061	C1	100,198
L2	54,055	A2	67,238	B2	84,379	C2	101,518
L3	55,372	A3	68,559	B3	85,697	C3	102,837
L4	56,692	A4	69,876	B4	87,017	C4	104,155
L5	58,011	A5	71,194	B5	88,335	C5	105,474
L6	59,328	A6	72,515	B6	89,652	C6	106,791
L7	60,648	A7	73,832	B7	90,972	C7	108,110
L8	61,966	A8	75,148	B8	92,289	C8	109,429
L9	63,284	A9	76,467	B9	93,607	C9	110,748
L10	64,602	A10	77,787	B10	94,927	C10	112,066
L11	65,921	A11	79,107	B11	96,245	C11	113,383
L12	67,238	A12	80,423	B12	97,561	C12	114,703

Lecturer		Assistant Professor		Associate Professor		Professor	
L13	68,559	A13	81,740	B13	98,881	C13	116,019
L14	69,876	A14	83,061	B14	100,198	C14	117,338
L15	71,194	A15	84,379	B15	101,518	C15	118,658
L16	72,515	A16	85,697	B16	102,837	C16	119,975
L17	73,832	A17	87,017	B17	104,155	C17	121,294
L18	75,148	A18	88,335	B18	105,474	C18	122,613
L19	76,467	A19	89,652	B19	106,792	C19	123,932
L20	77,787	A20	90,972	B20	108,109	C20	125,249
L21	79,107	A21	92,289	B21	109,429	C21	126,567
		A22	93,606	B22	110,751	C22	127,884
		A23	94,924	B23	112,070	C23	129,202

## II. Benefits Eligibility, Premiums and Coverage for Faculty

### A. Sessional Faculty

1. Sessional faculty receive 7% pay in lieu of benefits.

### B. Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured Faculty

1. Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty are eligible for the following benefits coverage:

a. **Medical, Dental, Life Insurance and Long-term Disability (LTD)**

- (1) Eligibility:** All Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty are eligible to enrol for medical, dental and life insurance coverage (single or dependent, including same-sex spouse), as well as LTD insurance, to take effect on the first day of the month following their date of employment with the University.
- (2) Payment of Premiums:** Maximum-Load faculty are responsible for 10% of the medical premiums, 80% of the long-term disability premiums and 50% of the life insurance premiums. The above premiums are pro-rated on the same basis for Partial-Load faculty according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%. Dental premiums are fully paid by the University for Maximum-Load faculty and pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%.
- (3) Medical Coverage:** According to the current employee group benefits booklet.

- (4) **Dental Coverage:** According to the current employee group benefits booklet.
- (5) **Life Insurance:** According to the current employee group benefits booklet.
- (6) **Long-Term Disability Insurance:** According to the current employee group benefits booklet.
- (7) **Vision Coverage:** According to the current employee group benefits booklet.

### **III. Pension Eligibility and Contributions for Faculty**

#### **A. Sessional Faculty**

- 1. Sessional faculty are not eligible to participate in the University's pension plan.

#### **B. Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured Faculty**

- 1. Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty are eligible to participate in the University's pension plan as follows:
  - a. **Eligibility:** All Teaching-Intensive Stream, CLTA, Continuing, Probationary and Tenured faculty are normally eligible to enrol in the pension plan following one year of employment with the

University. Such requirement may be waived by the University at the point of hire in the case of Associate or Full Professors.

- b. **Contributions:** The defined-contribution pension plan provides for a choice of contribution level by the employee, to a maximum of 7.5% of gross earnings, which is matched by the University.

#### **IV. Vacation Entitlement**

##### **A. Sessional Faculty**

- 1. Sessional faculty receive 4% pay in lieu of vacation.

##### **B. Teaching-Intensive Stream Faculty**

- 1. Teaching-Intensive Stream faculty are entitled to four weeks of paid vacation per year.

##### **C. CLTA Faculty**

- 1. CLTA faculty are entitled to four weeks of paid vacation per year.

##### **D. Continuing, Probationary and Tenured Faculty**

- 1. Continuing, Probationary and Tenured faculty are entitled to annual paid vacation at the following rate:
  - a. Four weeks/year after one year of continuous service
  - b. Five weeks/year after eight years of continuous service
  - c. Six weeks/year after 16 years of continuous service.

Annual paid vacation is not accruable beyond the current year.

## APPENDIX D

### ACADEMIC STAFF COMPENSATION

#### I. Remuneration

***Across-the Board Wage Increases:*** Upon ratification, the Parties agreed upon the following across-the-board wage increases to be paid retroactively:

##### **All Classifications**

ATB increases for all academic staff as follows:

July 1, 2013 2%

July 1, 2014 2%

July 1, 2015 2%

#### **A. Pay Rate for Teaching Assistants:**

##### **1. Effective July 1, 2013**

Teaching Assistant I (Undergraduate Research Assistant):	\$17.22
Teaching Assistant II (Marker/Grader):	\$23.62
Teaching Assistant III & IV (Tutorial Leader):	\$27.30
Teaching Assistant V (Graduate Research Assistant):	\$27.30

## 2. Effective July 1, 2014

Teaching Assistant I (Undergraduate Research Assistant):	\$17.57
Teaching Assistant II (Marker/Grader):	\$24.09
Teaching Assistant III & IV (Tutorial Leader):	\$27.84
Teaching Assistant V (Graduate Research Assistant):	\$27.84

## 3. Effective July 1, 2015

Teaching Assistant I (Undergraduate Research Assistant):	\$19.92
Teaching Assistant II (Marker/Grader):	\$24.57
Teaching Assistant III & IV (Tutorial Leader):	\$28.40
Teaching Assistant V (Graduate Research Assistant):	\$28.40

### B. Pay Scales for Contract Technicians and Academic Counsellors:

The following Annual Pay Scales are for Maximum-Load Contract Technicians and Academic Counsellors (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

#### 1. Effective July 1, 2013

Contract Technicians & Academic Counsellors	
Level	Salary
Dc1	47,767
Dc2	49,131



<b>Contract Technicians &amp; Academic Counsellors</b>	
Dc3	50,496
Dc4	51,859
Dc5	53,224
Dc6	54,589
Dc7	55,955
Dc8	57,318
Dc9	58,683
Dc10	60,049
Dc11	61,414
Dc12	62,778
Dc13	64,144
Dc14	65,506
Dc15	66,873
Dc16	68,237
Dc17	69,601
Dc18	70,967
Dc19	72,330
Dc20	73,696
Dc21	75,062
Dc22	76,428
Dc23	77,793

<b>Contract Technicians &amp; Academic Counsellors</b>	
Dc24	79,159

## 2. Effective July 1, 2014

<b>Contract Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
Dc1	48,722
Dc2	50,114
Dc3	51,506
Dc4	52,896
Dc5	54,288
Dc6	55,681
Dc7	57,074
Dc8	58,464
Dc9	59,857
Dc10	61,250
Dc11	62,642
Dc12	64,034
Dc13	65,427
Dc14	66,816
Dc15	68,210

<b>Contract Technicians &amp; Academic Counsellors</b>	
Dc16	69,602
Dc17	70,993
Dc18	72,386
Dc19	73,777
Dc20	75,170
Dc21	76,563
Dc22	77,957
Dc23	79,349
Dc24	80,742

### 3. Effective July 1, 2015

<b>Contract Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
Dc1	49,696
Dc2	51,116
Dc3	52,536
Dc4	53,954
Dc5	55,374
Dc6	56,795
Dc7	58,215
Dc8	59,633
Dc9	61,054

Dc10	62,475
Dc11	63,895
Dc12	65,315
Dc13	66,736
<b>Contract Technicians &amp; Academic Counsellors</b>	
Dc14	68,152
Dc15	69,574
Dc16	70,994
Dc17	72,413
Dc18	73,834
Dc19	75,253
Dc20	76,673
Dc21	78,094
Dc22	79,516
Dc23	80,936
Dc24	82,357

**c. Pay Scales for Permanent and Probationary Technicians and Academic Counsellors:**

The following Annual Pay Scales are for Maximum-Load Permanent and Probationary Technicians and Academic Counsellors (pro-rated for Partial-Load faculty according to the employee's Workload percentage of Maximum-Load).

# 1. Effective July 1, 2013

Permanent & Probationary Technicians & Academic Counsellors	
Level	Salary
D1	48,932
D2	50,332
D3	51,728
D4	53,126
D5	54,524
D6	55,923
D7	57,320
D8	58,719
D9	60,118
D10	61,515
D11	62,914
D12	64,310
D13	65,708
D14	67,107
D15	68,506
D16	69,903
D17	71,301
D18	72,699

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
D19	74,097
D20	75,494
D21	76,895
D22	78,293
D23	79,689
D24	81,087

## 2. Effective July 1, 2014

<b>Permanent &amp; Probationary Technicians &amp; Academic Counsellors</b>	
<b>Level</b>	<b>Salary</b>
D1	49,911
D2	51,339
D3	52,763
D4	54,189
D5	55,614
D6	57,041
D7	58,466
D8	59,893
D9	61,320
D10	62,745

Permanent & Probationary Technicians & Academic Counsellors	
D11	64,172
D12	65,596
D13	67,022
D14	68,449
D15	69,876
D16	71,301
D17	72,727
D18	74,153
D19	75,579
D20	77,004
D21	78,433
D22	79,859
D23	81,283
D24	82,709

### 3. Effective July 1, 2015

Permanent & Probationary Technicians & Academic Counsellors	
Level	Salary
D1	50,909
D2	52,366

Permanent & Probationary Technicians & Academic Counsellors	
D3	53,818
D4	55,273
D5	56,726
D6	58,182
D7	59,635
D8	61,091
D9	62,546
D10	64,000
D11	65,455
D12	66,908
D13	68,362
D14	69,818
D15	71,274
D16	72,727
D17	74,182
D18	75,636
D19	77,091
D20	78,544
D21	80,002
D22	81,456



Permanent & Probationary Technicians & Academic Counsellors	
D23	82,909
D24	84,363

## II. Benefits Eligibility, Premiums and Coverage for Academic Staff

### A. Teaching Assistants and Contract Academic Staff

1. Teaching Assistants and Contract Academic Staff receive 6% pay in lieu of benefits.

### B. Probationary and Permanent Technicians and Academic Counsellors

1. Probationary and Permanent Technicians and Academic Counsellors are eligible for the following benefits coverage:

#### a. **Medical, Dental, Life Insurance and Long-term Disability (LTD)**

- (1) **Eligibility:** All Probationary and Permanent Technicians and Academic Counsellors are eligible to enrol for medical, dental and life insurance coverage (single or dependent, including same-sex spouse), as well as LTD insurance, to take effect on the first day of the month following their date of employment with the University.

- (2) Payment of Premiums:** Maximum-Load Technicians and Academic Counsellors are responsible for 10% of the medical premiums, 80% of the long-term disability premiums and 50% of the life insurance premiums. The above premiums are pro-rated on the same basis for Partial-Load Technicians and Academic Counsellors according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%. Dental premiums are fully paid by the University for Maximum-Load Technicians and Academic Counsellors and pro-rated for Partial-Load Technicians and Academic Counsellors according to the employee's Workload percentage of Maximum Load, rounded to the next highest 25%.
- (3) Medical Coverage:** According to the current employee group benefits booklet.
- (4) Dental Coverage:** According to the current employee group benefits booklet.
- (5) Life Insurance:** According to the current employee group benefits booklet.
- (6) Long-Term Disability Insurance:** According to the current employee group benefits booklet.
- (7) Vision Care:** According to the current employee group benefits booklet.

### **III. Pension Eligibility and Contributions for Academic Staff**

#### **A. Teaching Assistants and Contract Academic Staff**

1. Teaching Assistants and Contract Academic Staff are not eligible to participate in the University's pension plan.

#### **B. Probationary and Permanent Technicians and Academic Counsellors**

1. Probationary and Permanent Technicians and Academic Counsellors are eligible to participate in the University's pension plan as follows:
  - a. **Eligibility:** All Probationary and Permanent Academic Counsellors are eligible to enrol in the pension plan following one year of employment with the University.
  - b. **Contributions:** The defined-contribution pension plan provides for a choice of contribution level by the employee, to a maximum of 7.5% of gross earnings, which is matched by the University.

### **IV. Vacation Entitlement**

#### **A. Teaching Assistants and Contract Academic Staff**

1. Teaching Assistants and Contract Academic Staff receive 4% pay in lieu of vacation.

## **B. Probationary and Permanent Technicians and Academic Counsellors**

1. Probationary and Permanent Technicians and Academic Counsellors working 52 weeks per year are entitled to annual paid vacation at the following rate:
  - a. Three weeks/year after one year of continuous service
  - b. Four weeks/year after six years of continuous service
  - c. Five weeks/year after 12 years of continuous service
  - d. Six weeks/year after 18 years of continuous service

Annual paid vacation is not accruable beyond the current year.

2. Probationary and Permanent Technicians and Academic Counsellors working less than 52 weeks per year are entitled to pay in lieu of vacation at the following rate:
  - a. 6% after one year of continuous service
  - b. 8% after six years of continuous service
  - c. 10% after 12 years of continuous service
  - d. 12 % after 18 years of continuous service

Vacation time is paid out on the last pay of the academic year. Those wishing to take vacation time off, rather than receiving vacation pay, may do so with the approval of their supervisor. Such approval shall take into consideration operational efficiencies of the area, and shall not be unreasonably withheld.

Vacation time taken is deducted from vacation pay owing.

APPENDIX E  
PANEL OF ARBITRATORS

Kevin Burkett

Gerald Charney, Q.C.

Louisa Davie

William Kaplan

Paula Knopf

Mort Mitchnick

Kenneth Swan

Martin Teplitsky, Q.C.

## MEMORANDUM OF UNDERSTANDING

### OCAD UNIVERSITY POLICY ON INTELLECTUAL PROPERTY RIGHTS

Between:

OCAD UNIVERSITY

and


ONTARIO COLLEGE OF ART & DESIGN FACULTY ASSOCIATION ("OCADFA")

The parties have agreed that:

1. Appendix A, entitled OCAD University Policy on Intellectual Property Rights ("the Policy") shall govern the relationships between OCAD University and Faculty Members, and between OCAD University and Academic Staff in matters pertaining to Intellectual Property, unless otherwise agreed by OCAD University and OCADFA.
2. Disputes about the respective rights of OCAD University and Faculty Members, or of OCAD University and members of the Academic Staff, under the Policy shall be subject to Article 13 of the Memorandum of Agreement between OCAD University and OCADFA ("the MOA").
3. Where OCAD University and a Faculty Member are unable to reach agreement within sixty (60) days after OCAD University has informed the Faculty Member of its intention to participate in the protection, licensing and/or commercialization of patentable inventions and other registrable Intellectual Property under the Policy, with respect to the terms and conditions under which that participation shall occur, the matter shall be considered a dispute subject to Article 13 of the MOA.
4. OCAD University cannot amend the Policy as it concerns the rights of Faculty Members and Academic Staff as set out in this Letter of Understanding and its Appendix A, except with the agreement of OCADFA.
5. The Ontario College of Art & Design Collaboration Policy shall be rescinded.
6. This Letter of Understanding shall take effect upon ratification by OCAD University and by OCADFA. Bill Kaplan shall remain seized pursuant to his appointment by the parties until ratification by both parties. This Letter of Understanding and its Appendix A shall be reproduced behind the MOA following the renewal of the MOA.

SIGNED AT TORONTO THIS 5th DAY OF JANUARY 2011.

  
OCAD University

  
OCADFA

## APPENDIX F

### OCAD UNIVERSITY POLICY ON INTELLECTUAL PROPERTY RIGHTS

#### **PREAMBLE**

WHEREAS the common good of society is served by the unfettered search for knowledge in all fields of study, and upon its public exposition;

WHEREAS OCAD University is committed to preserving the principles of academic freedom and ensuring that all creators of Intellectual Property have their rights protected;

THEREFORE, OCAD University has adopted the following Policy.

#### **A. DEFINITIONS**

In this Policy, the following definitions apply:

- (a) *Academic Staff* means academic staff as defined in the MOA.
- (b) *Contributions* shall be assessed in accordance with the academic conventions pertaining to the discipline and Canadian intellectual property law.
- (c) *Costs* mean all costs associated with the registration, protection and enforcement of Intellectual Property rights including, but not limited to, government filing fees, legal costs, insurance, accounting and other incidental costs. *Costs* also include those costs associated directly with the research, development, creation and production of

the Intellectual Property itself and indirectly through the use of any OCAD University Resources, Ordinary Support or Extraordinary Support and any costs associated with the distribution, exhibition, publication, or exploitation thereof including without limitation marketing, promotion and advertising of the Intellectual Property or any product, good or service incorporating the Intellectual Property.

(d) *Extraordinary Support* means OCAD University funds, personnel, facilities, equipment and other resources that are provided to a Faculty Member to a degree that is in excess of that normally available and does not include “Ordinary Support”. Such “Extraordinary Support” will be recognized by all parties through a written agreement before such support is provided.

(e) *Faculty Member* means faculty member as defined in the MOA.

(f) *Intellectual Property* means any result of intellectual, design, literary or artistic activity giving rise to a copyright, patent, trade-mark, industrial design or trade secret that accrues to intellectual property by statute, application, or registration, or other rights accruing under this Policy, whether or not protected by statute, including:

(i) Inventions, arts, processes, machines, compositions of matter and improvements;

(ii) Original literary, dramatic, artistic, and musical works as well as sound recordings, performer’s performances and communication signals , including but not limited to: publications, notes, books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, websites, course work



delivered on the Internet, including distance education, multimedia instructional packages, course syllabi, tests and work papers, course lectures, public lectures, choreographic works, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer software, computer programs and code of all types, layouts, interfaces, applications and tools, all databases and database layouts, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs, works of visual art and music (including any software which expresses the said notes, manuals, artifacts or works), and productions (including sound, video, film, hypertext multimedia);

(iii) Proprietary information, trade secrets and know-how;

(iv) Industrial designs, architectural designs, environmental designs and artistic designs;

(v) Tangible research property including research data, and databases, integrated circuit topography, engineering drawings, engineering prototypes and other property which can be physically distributed, whether or not any such property is registrable or registered, or the subject of applications for registration;

(vi) And all other products of research or discovery which are protected by law, including by a statutory regime, or which may be licensable.

(g) *MOA* means the Memorandum of Agreement between OCAD University and OCADFA.

(h) *Moral Rights* means the author's right to claim authorship and to protect the integrity of a work under applicable law, including (i) the right of attribution of authorship or performership, (ii) the right not to have authorship or performership falsely attributed, and (iii) the right of integrity of authorship or performership, including but not limited to the right to object to any distortion, mutilation or other modification of, or other derogatory action in relation to the author's or performer's work which would be prejudicial to the author's honour or reputation.

(i) *OCADFA* means the OCAD University Faculty Association.

(j) *OCAD University Resources* means facilities, equipment, materials, premises, financial and capital resources and/or administrative services made available by OCAD University and the work-time of an employee carrying out the duties associated with his or her employment.

(k) *Ordinary Support* of a Faculty Member means regular salary, professional allowance, professional development funds, course release stipends, sabbaticals, supplies, benefits, professional support, use of the library, use of equipment including computing and other and facilities made available to a Faculty Member in the normal course of his or her employment and without the necessity of OCAD University providing additional support.

(l) *Professional Practice/Research* has the same meaning as in the MOA.

(m) *Sponsor* means any third party not covered under this Policy, including but not limited to an individual, corporation, partnership, not-for-profit, charitable organization, association or post-secondary institution, who provides support to the research and/or creative activities carried on by persons covered by this Policy, whether the support is provided in cash or in-kind.

## **B.INTRODUCTION**

B.1 The status of an individual while he or she is engaged in the creation of a work shall be determinative with respect to the application of this Policy. For example, where an individual holds both an Academic Staff appointment and a Faculty Member designation, it is the “work assignment” that is assigned to the individual as part of each appointment that determines which clauses of this Policy apply.

B.2 As a publicly-assisted university, OCAD University shall have the right to report on the publications, exhibitions, shows, patents, licenses and other forms of research, scholarly and creative activity of its employees where such activities are conducted as part of their OCAD University responsibilities.

## **C. ACADEMIC STAFF**

C.1 Intellectual Property developed and/or created by Academic Staff as work for hire in the course of their employment by OCAD University shall be the exclusive property of OCAD University from the moment of the creation thereof and OCAD University shall have the unfettered rights thereto. An Academic Staff member is encouraged to seek clarification from his/her supervisor if there is a question about the application of this paragraph to a particular activity.

C.2 Academic Staff shall disclose fully and immediately all Intellectual Property developed in the course of their employment to their Senior Manager, Dean or the Vice-President Research and Graduate Studies.

C.3 OCAD University may, as owner of Intellectual Property as described in paragraph C.1, freely license such Intellectual Property to third parties. OCAD University will first offer the right to license such Intellectual Property to the Academic Staff member who created the Intellectual Property. If a license agreement is not reached between OCAD University and such Academic Staff member, OCAD University shall nonetheless offer a first right of refusal to such member prior to entering a license agreement with a third party. Such license agreement shall, at a minimum, always be subject to OCAD University retaining a royalty free, non-exclusive, non-transferable right to use such Intellectual Property for teaching, research and administrative purposes.

C.4 In the event that OCAD University elects to license the Intellectual Property to any third parties, OCAD University shall share with the Academic Staff, in proportionate shares equivalent to the Contributions of the Academic Staff to the work, all gross revenue derived from the exploitation thereof after the deduction of all Costs as defined in this Policy, but in any event such share to be payable to OCAD University shall not exceed 75% of the net revenues. OCAD University shall report to the Academic Staff in writing on a semi-annual basis all gross revenues derived from the exploitation of the Intellectual Property, together with all Costs deducted therefrom and the respective sums payable to OCAD University and the Academic Staff.

#### **D. FACULTY MEMBERS**

D.1 A Faculty Member shall not be obliged to engage in the commercial exploitation of professional or scholarly work or to provide commercial justification for it, except as agreed in any grant application, award or contract, or as set out in this Policy.

D.2 Faculty Members are free and encouraged to publish, or use other means of distribution and exhibition to disseminate, the results and proceeds of the teaching or research conducted at OCAD University or his or her Professional Practice/Research.

D.3 The ownership of all Intellectual Property in works created by a Faculty Member shall belong to the Faculty Member responsible for the creation of such work, in proportion to his or her Contributions to the work, except as provided by this Policy.

D.4 Since the dissemination of knowledge is one of the primary functions of OCAD University, the dissemination of the results and proceeds of teaching or Professional Practice/Research should be such that the results may be freely published or otherwise made available to the public. Where a Sponsor wishes to delay publication of work produced under a contract with the Sponsor, such publication delay shall not normally be longer than three (3) months from the date of the submission of the final work to the Sponsor, unless otherwise agreed in writing between OCAD University, the Sponsor and the Faculty Member.

D.5 OCAD University may enter into agreements to subcontract the services of a Faculty Member to Sponsors, with the consent of the Faculty Member. Prior to granting such consent, a Faculty Member shall have the opportunity to consult with the OCAD University Faculty Association. In such agreements, OCAD University will advise Sponsors of the principles outlined in the Preamble and make best efforts to secure to the Faculty Member whose services are subcontracted all the rights, privileges and benefits accorded to Faculty Members in this Policy. If OCAD University makes an agreement that fails to secure the said rights, privileges and benefits to a Faculty Member as set out in this Policy, the Faculty Member shall have the right to choose not to participate. In such circumstances, OCAD University shall be free to contract with alternate individuals to provide such services to the third party. Faculty Members are encouraged to seek the advice of OCADFA prior to entering into any agreement with OCAD University and a Sponsor.

D.6 A Faculty Member will acknowledge his/her affiliation with OCAD University on scholarly and research publications, juried exhibitions and shows, trademarks, patents, or other forms of research, scholarly and creative dissemination of works whenever OCAD University Resources, Ordinary Support or Extraordinary Support was used by the Faculty Member in the creation thereof. A Faculty Member is not permitted to imply that OCAD University approves, promotes or endorses works produced as part of the Professional Practice/Research of the Faculty Member without the prior written agreement of OCAD University.

## **E. COPYRIGHT AND RELATED INTELLECTUAL PROPERTY RIGHTS – FACULTY MEMBERS**

E.1 Paragraphs E.1 to E.12 apply to Faculty Members in respect of: (i) all copyright protected works as described in paragraphs E.2 and E.3, as well as (ii) all works giving rise to Intellectual Property as defined in this Policy and listed in paragraph E.3 that are not covered by the Copyright Act, paragraph F or registered or registrable under patent or industrial design legislation.

E.2 Copyright protection applies to all original pedagogical, scholarly, scientific, literary, dramatic, musical, artistic, designed and recorded works in any fixed medium or material form, provided such works meet the criteria set out under the Copyright Act of Canada, as amended from time to time, for copyright protection to subsist.

E.3 Subject to the requirement to meet the criteria as set out in paragraphs E.1 and E.2 above, for the purposes of this Policy, original works may include but are not limited to: websites, books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, course work delivered on the Internet, including distance education, multimedia instructional packages, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, choreographic works, performers' performances, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs, communication design applications (including digital and web), interactive



design, works of architectural, landscape artistic or environmental design including plans and drawings, computer software, tangible research property, research data and databases or other products of research and discovery and other works.

E.4 No Faculty Member shall claim any Intellectual Property as described at paragraphs E.1 - E.3 in any assessment, grading, report, or correspondence produced pursuant to her/his normal administrative duties within OCAD University.

E.5 No Faculty Member shall claim Intellectual Property as described at paragraphs E.1 - E.3 in any work provided by OCAD University to the Faculty Member to assist him/her in carrying out his/her duties, even if such work is modified by the Faculty Member for such purposes or claim copyright in any work produced and designed to assist in the day-to-day administration, operation and/or management of OCAD University's affairs.

E.6 Where copyright or other Intellectual Property as described at paragraphs E.1-E.3, other than the rights covered by paragraph F, has been assigned to it by a Faculty Member, OCAD University shall give written notice to the Faculty Member who assigned such intellectual property right to OCAD University, of any agreements OCAD University enters into with third parties assigning such rights or any licenses related thereto.

E.7 Subject to paragraph E.4, all Intellectual Property described at paragraphs E.1 – E.3 in any works created by a Faculty Member who created the work using the Ordinary Support of OCAD University shall be deemed to vest exclusively in the Faculty Member, even if it was created solely on OCAD University's time and with OCAD University's facilities and resources, except in cases of works where there is a contract to the

contrary between the Faculty Member and OCAD University.

E.8 When a Faculty Member is contracted by OCAD University for the express purpose of creating or producing specific works that may give rise to Intellectual Property, there shall be a written agreement between OCAD University and the Faculty Member which shall, at minimum, address the following matters:

- (i) Definition of the works(s) to be produced;
- (ii) Scheduling and funding of the project;
- (iii) Ownership and use of the works(s), including ownership of Intellectual Property described at paragraphs E.1 – E.3 above and rights in the master copy of all contracted works;
- (iv) Distribution, leasing and/or licensing of the use of the works(s), including the rights of the Faculty Member to use the work if the Faculty Member has not retained ownership;
- (v) Rights of revision, if any; and
- (vi) Definition, distribution and timing of royalty and other payments, if applicable.

E.9 Unless the written agreement between the Faculty Member and OCAD University provides otherwise:

- (i) The Faculty Member shall continue to be entitled to use works he or she has contracted for under paragraph E.8 in an unrestricted fashion for internal OCAD University purposes in the course of his or her employment, including teaching a course on the same subject matter, as well as for articles, conference presentations, textbooks

and other derivative creations unless such entitlement or a portion thereof has been expressly waived as a condition of the commissioned work agreement or sale provided OCAD University is credited as the owner thereof. Such a sale, license or lease does not preclude a Faculty Member from requiring that the work not be associated with the Faculty Member, if that is the wish of the Faculty Member, and should the Faculty Member wish, that the Faculty Member no longer be associated with the work if the Faculty Member originally chose to be associated with it, provided the Faculty Member has not previously waived his or her Moral Rights to require same. Moreover, nothing in this provision precludes the Faculty Member from negotiating with OCAD University the waiver of any Moral Rights associated with the work;

(ii) Notwithstanding the preceding paragraph, there shall be no waiver of the Faculty Member's right to the use of distributed learning materials her or she has contracted for under paragraph E.8 in an unrestricted fashion for internal OCAD University purposes in the course of his or her employment, including teaching a course on the same subject matter, as well as for articles, conference presentations, textbooks and other derivative creations; and

(iii) The Faculty Member who created the work shall have the first right to participate in the revisions and updating of the commissioned work, normally at the end of five years, under a separate contract for services. In the event that the Faculty Member does not exercise such right, the OCAD University shall be free to contract with third parties to revise and update the commissioned work and the Faculty Member shall waive Moral Rights in the work in order to permit such revisions and updates. In such case, the Faculty Member shall have no rights with respect to the revised content.

E.10 Where OCAD University contracts with a Faculty Member to create a work as described at paragraph E.8, and that contract provides that OCAD University retains the right to distribute, sell, lease or license such work to third parties for a fee or at no cost, in the event that OCAD University elects to distribute such work for a fee, then OCAD University's share under such a contract shall not exceed 75% of the net revenues earned by OCAD University from the exploitation thereof after the deduction of all Costs as defined in this Policy. OCAD University shall report to the Faculty Member in writing on a semi-annual basis all gross revenues derived from the exploitation of the commissioned work, together with all Costs deducted therefrom and the respective sums payable to OCAD University and the Faculty Member and shall pay out to the Faculty Member her/his share of royalties and net revenues within one month of each report.

E.11 An agreement between a Faculty Member and OCAD University for OCAD University to provide Extraordinary Support shall be in writing, shall be entered into in advance of the provision of such support, and shall describe the Extraordinary Support that OCAD University intends to provide or the Costs it expects to incur. OCAD University shall maintain a record of these Costs related to the Extraordinary Support for reporting to the Faculty Member. Any contract for Extraordinary Support shall specify who owns the Intellectual Property rights arising from the provision of such Extraordinary Support. Such contract shall also include an agreement with a Faculty Member who is the creator to participate in the royalties, if any. OCAD University's share of such royalties shall not normally exceed 50% of gross royalties or other proceeds earned by a Faculty Member. OCAD University's share of such royalties or other proceeds that are in excess of the Extraordinary Support shall be used to fund activities in support of

research scholarship and creative activity and commercialization of OCAD University developed Intellectual Property. Disbursements of these funds shall be reported to the University community annually, no later than October 1st for the immediately preceding academic year (1 July to 30 June).

E.12 A Faculty Member entering into collaborations with a person who is not subject to this Policy is encouraged to enter into a written agreement in advance regarding Intellectual Property.

## **F. PATENTS, TRADE-MARKS, and RELATED INTELLECTUAL PROPERTY – FACULTY MEMBERS**

F.1 Paragraphs F.1 to F.12 apply to an invention, integrated circuit, trade-mark, industrial design and any result of intellectual or artistic ability by a Faculty Member registrable under applicable law, excluding any work to which Paragraph E attaches.

F.2 Any decision concerning whether to seek patent protection or other form of registration of Intellectual Property described at paragraph F.1 rests, initially, with the Faculty Member who is the creator or inventor, unless the invention or creation is the result of services provided under a written agreement the provisions of which dictate otherwise.

F.3 A Faculty Member shall make full and complete written disclosure to OCAD University of any discovery for which she/he wishes to file a patent application or an application for another form of registration of Intellectual Property described at paragraph F.1 and shall assert at that time whether it refers to an invention, improvement, design or

development made with the Ordinary Support or made with the Extraordinary Support of OCAD University. OCAD University shall affirm in writing to the Faculty Member whether any Extraordinary Support was provided to the development of the disclosed discovery, normally within thirty (30) days of the disclosure.

F.4 OCAD University shall describe in writing the time frame, normally within sixty (60) working days, within which OCAD University shall decide whether to participate in the application for a patent or for another form of registration of Intellectual Property described at paragraph F.1, and/or if issued, in its licensing and/or commercialization.

F.5 Except where the invention, improvement, design or development is made independently of OCAD University, OCAD University shall have the first right of refusal, but shall have no obligation to participate in any application for a patent or other form of registration of Intellectual Property described at paragraph F.1 or otherwise in the protection, licensing and commercialization of the invention, improvement, design or development, either solely or through a consortium. If OCAD University chooses to do so, OCAD University assumes the Costs of obtaining such protection, and will share net proceeds with the Faculty Member after the recouping of all Costs of protection, licensing and commercialization (normal requirements for assignment, cooperation, etc.). OCAD University shall be entitled to 40% of the net proceeds. OCAD University will report to the Faculty Member semi-annually and pay out shared royalties semi-annually (normally January 15 and July 15).

F.6 If OCAD University chooses not to participate in the application for registration, protection licensing and/or commercialization of the discovery, a Faculty Member may, at

his/her sole discretion, make his/her own arrangements for an application for patent or other form of registration of Intellectual Property described at paragraph F.1, and for the commercial exploitation of any invention, improvement, design or development so patented, at his/her sole expense. In such case, a Faculty Member shall enter into an agreement with OCAD University which agreement shall provide that where OCAD University has provided Extraordinary Support, OCAD University shall recover those costs by taking not more than 50% of the gross revenues in each year until such time as OCAD University has recovered its Extraordinary Support. Thereafter, OCAD University shall receive 25% of gross revenues. Where OCAD University has provided Ordinary Support, OCAD University shall be entitled to 10% of the gross revenues.

F.7 For the purpose of paragraph F.3 above, a Faculty Member shall disclose any invention, improvement, design or development to the Vice-President, Research & Graduate Studies, and her/his desire to apply for registration, protection, license and/or commercialize same. Within thirty (30) working days of the receipt of such a full and complete disclosure, the Vice-President, Research & Graduate Studies, or his/her designate, shall inform the Faculty Member whether OCAD University shall choose to participate in the application for a patent or other form of registration of Intellectual Property described at paragraph F.1 or otherwise in the protection, licensing and/or commercialization of the Intellectual Property, identify the time frame and develop a schedule to finalize terms and conditions with the Faculty Member or his/her designate.

F.8 A Faculty Member has the right to withdraw from his/her agreement with OCAD University where OCAD University has failed to bring appropriate skill and effort to bear on the exploitation over a reasonable period of time to allow for the proper disclosure,

technical assessment, protection, and negotiation of a license or other agreement, as agreed in writing between the Faculty Member and OCAD University. In such a case a Faculty Member may require all rights in the Intellectual Property described at paragraph F.1 to be reassigned to himself/herself and where that occurs, he/she shall reimburse OCAD University for the direct costs incurred to protect and license the Intellectual Property. For clarity, the Faculty Member shall retain Intellectual Property rights as described in paragraph D.3 above.

F.9 OCAD University has the right to withdraw from its agreement with a Faculty Member where the Faculty Member has failed to provide OCAD University with full, complete and timely disclosure of the Intellectual Property described at paragraph F.1 as required to properly evaluate the Intellectual Property against the criteria for patent protection or other form of registration and/or to enter into licensing or other agreements to facilitate commercialize the Intellectual Property in which case paragraph F.6 shall apply.

F.10 OCAD University shall be deemed to have, and a Faculty Member shall be deemed to have granted to OCAD University, a nonexclusive, royalty-free, irrevocable and non-transferable, noncommercializable license to use solely for OCAD University internal use any patented or otherwise registered Intellectual Property described at paragraph F.1 when such was made, discovered or developed using OCAD University Resources, Ordinary Support or Extraordinary Support.

F.11 Any net revenue that OCAD University may receive as a result of the application of this Policy shall be dedicated to research and other forms of scholarly activity and OCAD University shall report annually to the OCAD University community on the use of all net



revenue for the support of research, scholarship and creative activity.

F.12 A Faculty Member entering into a collaboration to create any new invention, improvement, design or development with persons not subject to this Policy is encouraged to enter into a written contract in advance regarding Intellectual Property.