

Article 18: Faculty Member Rights and Responsibilities

Workload/Teaching Request Form

- Teaching Request Form expanded to include proposed **mode of delivery** for each non-E-Learning course, and optionally, preferred scheduled class meeting days for courses taught in-person, online synchronous, hyflex and blended modes (18.19.1.1) and **comment on past requests/assignments** (18.19.1.3)
 - **Interim strategy 2022:** Email from Chair to faculty for proposed MOD for 2023-2024 assigned teaching
- If a member requests to teach a course in blended mode, they may attach an extra page detailing the way they wish to teach the course (18.19.1.2)
- The Chair shall note, where applicable, issues that the Dean needs to resolve (18.19.1.5).

Article 18: Faculty Member Rights and Responsibilities

- For courses assigned less than 8 months in advance, Members will be asked for their preferred mode of delivery. For non-E-learning courses, Deans will decide between preferred mode and in-person (18.22)
- Teaching schedule defined in article 1: 'Teaching Schedule' – complete finalized schedule that lists member's DOE, name of instructor(s), name(s) of course coordinators (if any), estimated enrollment and any teaching support (2, xxx)
- Provided to all members of the Department by the Dean at least 6 months in advance of the assigned teaching (18.21)
- No later than Feb. 15 each year, University provides UGFA with the list of Departments that have confirmed distribution of their final Teaching Schedules (13.2(I))

Article 18: Faculty Member Rights and Responsibilities

- Completed Workload/DOE forms, including the following information, will be placed in Member's Official File (new article 18.XX)
 - Name
 - Department
 - DOE
 - Percentage workload
 - Assigned teaching and **mode of delivery** for each course
 - Scheduled research and development semester
 - **Proposed study research leave**
 - **Expected service commitments**
- **Strategy 2022:** One-month extension to meet these requirements (i.e., by January 31, 2023)

New Letter of Understanding: Modes of Course Delivery

Definitions:

- E-Learning (Online Asynchronous; DE suffix)
- In Person
- Online Synchronous
- Blended
 - Instruction takes place through a combination of in-person and online teaching. The majority of the course will be taught by the instructor. Assessments may take place in-person or online (synchronously or asynchronously).
- Hyflex
 - Instruction takes place using both in-person and online components. Instructors teach in-person, online synchronously or through recordings and completing activities asynchronously. All students in the course attend in person and/or online; maximum registration will not exceed classroom capacity. Online assessment must be available.
- Only DE courses have a default/associated mode of course delivery.

New Letter of Understanding: Modes of Course Delivery

The Chair and Dean consult on the Member's requested Mode of Course Delivery as indicated on the Teaching Request Form. The Dean considers request and makes a decision based on:

- the Member's wishes;
- the complement of course delivery modes across offerings; and
- fairness in current and past assignment of requests.

If a Member's request to teach in a blended, hyflex, or online synchronous mode is turned down, assignment of teaching will be in-person or E-Learning.

In consulting on a Member's teaching, the Dean, designate or Chair may enter into conversations with Tenured Members and request the use of blended, hyflex, or online synchronous modes of course delivery, which require mutual agreement of both the Member and the University.

New Letter of Understanding: Modes of Course Delivery

- Deans or designates will not specifically ask or require a Member to (video- or audio-) record their lectures or other class meetings.
- For non-E-Learning courses, Deans or designates will not specifically ask or require a Member to post course materials on Courselink.

Article 21: Tenure, Promotion, and Review of Faculty Members

Acknowledgement of Submission

- NEW – 21.26 – With the exception of 21.46 and 21.47, it is the Faculty Member's responsibility to submit their finalized Member Template PDF file by August 15th to be considered by the T&P Committees. It is the responsibility of the Member to ensure that their Member Template PDF file includes the required SFQs and/or completed In-Class Peer Observation Form(s). Each Member will receive an acknowledgement of the submission of their PDF file.
- Change to 21.39 – Each year, Tenure-track Faculty Members at any rank will submit a completed Progress towards Tenure Member Template PDF file ~~Template to the Chair~~ according to the timelines indicated in this Article. They shall receive an acknowledgement of the submission of their PDF file

Article 21: Tenure, Promotion, and Review of Faculty Members

Responsibility for Student Feedback Questionnaires

- Change to 21.28 – The Chair shall ensure that documentation pertaining to the Faculty Member's DOE, ~~teaching/course evaluations~~, and letters of external assessment (where applicable), are properly included in the Member's Assessment file prior to the commencement of the deliberations process.
- Addition to 21.63 – It is the responsibility of the Member to ensure that their Member Template PDF file includes the required SFQs and/or completed In-Class Peer Observation Form(s).
- NEW – 21.26.3 – The Dean may verify that the required Student Feedback Questionnaires and/or completed In-class Peer Observation Forms are submitted.

Article 21: Tenure, Promotion, and Review of Faculty Members

External Assessors

- NEW – Process if 3 external assessors are not obtained

21.22 c) The Department Chair and the Member will agree upon a list of six (6) individuals who would be acceptable Assessors and will forward this list to the Dean. If agreement cannot be reached, the Department Committee will decide on the acceptable Assessors;

NEW – d) If three (3) external assessments are not obtained from the list of six (6) in c) above, the process in c) shall be repeated to name two (2) more individuals if one (1) additional external assessment is needed, and three (3) more individuals if more than one (1) additional external assessment is needed. This process will be repeated until three (3) external assessments are obtained.

Article 21: Tenure, Promotion, and Review of Faculty Members

External Assessors cont'd

Revised 21.22 f)

The following information will be made available (see also Article 21.26.1 and 21.63.1) to the External Assessors:

1. applicable approved Departmental Guidelines document(s);
2. the Faculty Member's materials, which include:
 - a. their lifetime electronic Curriculum Vitae (eCV) (the completed Member Progress Template, which includes the required SFQs and/or completed In-Class Peer Observation Form(s));
 - b. published work chosen by the Faculty Member, or links to same in a) above;
 - c. any other evidence of Scholarship as determined by the Faculty Member, or links to same in a) above; and
 - d. any other information that the Member wishes to include;
3. the Member's DOE or DOE history.

Article 21: Tenure, Promotion, and Review of Faculty Members

Nomination and Election Periods: Department, College and Appeals Tenure & Promotion Committees

- Change to nomination period from two (2) weeks to one (1) week
 - The election period shall be for one week immediately following the one-week nomination period and shall occur electronically
- Change to voting process
 - Voting will be by electronic secret ballot

Letter of Understanding

Optional 4-Year Assessment Cycle

- New Letter of Understanding – Optional 4-year assessment Cycle (applies to 2026 cycle)

A Tenured Member who has received an overall Assessment of “Good,” “Very Good,” or “Outstanding” in the most recent Performance Assessment process may choose to receive neither a Performance Assessment nor a Performance Increment in the next Biennial Year Performance Assessment process

Letters of Understanding

Revised and New Letters

- New Letter of Understanding - COVID-19 Continuing Commitments
 - This letter captures the continuing commitments of the COVID LOUs that were negotiated between March 2020 and Fall 2022
- New Letter of Understanding - Review of Departmental Tenure and Promotion Guidelines
 - This letter commits the parties to a review of T&P guidelines – UGFA will conduct initial review, followed by a meeting to ensure compliance

Letters of Understanding

Revised and New Letters

- New Letter of Understanding – University Pension Plan
 - a. The University agrees to deliver 2/3 of the agreed-upon positions by July 1, 2023.
 - b. The University further agrees to deliver the remaining 1/3 of positions by January 1, 2024.
 - c. The University further agrees to deliver quarterly reports to the Association on its progress towards meeting the agreed-upon targets.