

Article 11: Committees

COMMITTEES PERTAINING TO FACULTIES

11.01 ADVISORY SEARCH COMMITTEE FOR ACADEMIC UNIT HEAD (ASCAH)

Purpose

- a) Advisory Search Committees for Academic Unit Heads (ASCAHs) shall be established as necessary to make recommendations concerning the appointment of academic unit heads.

Composition

- b) A recommendation for the appointment of the academic unit head shall emanate from an ASCAH established by the Dean and which shall be constituted so that the majority of members shall be members of the bargaining unit. An effort shall be made to achieve gender balance in the membership of the committee when possible.
- c) The ASCAH shall include:
 - i) the Dean or her or his representative who will act as a non-voting Chair;
 - ii) three (3) available regular members elected by the available members of the unit;
 - iii) one (1) part-time faculty member from the unit chosen by the regular part-time faculty members of the unit;
 - iv) one (1) head of another academic unit in that Faculty appointed by the Dean;
 - v) one (1) available faculty member from outside the academic unit appointed by the Dean;
 - vi) one (1) undergraduate student from the academic unit;
 - vii) one (1) graduate student, where applicable, from the academic unit.
- d) If fewer than three (3) members of the academic unit are available, the Dean shall appoint additional members from other academic units in the Faculty to complete the search committee's membership.
- e) If more members need to be added to the ASCAH to meet the majority rule, they shall be drawn in the first instance from the academic unit.

11.02 DEPARTMENT HIRING COMMITTEE (DHC)

Purpose

- a) In each academic year in which hiring is undertaken in an academic unit, that unit shall have one or more Department Hiring Committees (DHCs) which shall make recommendations to the Department Personnel Committee (DPC) concerning the selection of candidates for academic appointments.

Composition

- b) Each DHC shall be drawn from available regular members. The process used to constitute the committee shall be established through consultation of all available regular members of the academic unit and shall require the approval of the DPC and the Dean, who shall also be informed of the DHC composition upon its formation.
- c) The DHC shall choose its own Chair from among its members.
- d) In the case of a joint appointment, a cross appointment or, exceptionally, an appointment where the primary unit is not known at the time the DHC is formed, the provisions of 11.02 b) shall be applied with the proviso that the membership of the DHC shall be drawn from the relevant academic units, and the process shall be approved by the relevant DPCs and Dean or Deans.
- e) At the request of the DHC, the Dean may appoint one additional member from a different academic unit to the DHC. The additional member shall be selected from a list of available regular members supplied by the DHC following consultation with members of the academic unit in which it is constituted.
- f) Members who are on leave may stand for election for service upon their return.

11.03 DEPARTMENT PERSONNEL COMMITTEE (DPC)

Purpose

- a) Each academic unit shall have a Department Personnel Committee (DPC), which shall make recommendations about hiring, reappointments, promotions, and performance evaluations and also approve the process used to establish DHCs.

Minimum Membership

- b) Each academic unit with three (3) or more available tenured members shall have a DPC.
- c) In the case of Departments with fewer than three (3) available tenured members, the Faculty Personnel and Tenure Committee (FPTC) shall serve as the DPC.
- d) In the case of Colleges with fewer than three (3) available tenured members, a maximum of two (2) available tenured fellows elected by the available tenured members and available tenured fellows may serve as members of the DPC, with

the proviso that the DPC shall have three (3) members and that all available tenured members shall serve. Otherwise, the FPTC shall serve as the DPC.

Composition

- e) The DPC shall be composed of the academic unit head as well as available tenured members (or available tenured fellows) elected by secret ballot by the available regular members (including available tenured fellows). Prior to the annual DPC elections the members of the academic unit shall establish the size of the DPC.
- f) The academic unit head shall serve as Chair of the DPC and shall vote only in the event of a tie and then only if tenured.
- g) Elections to the DPC will normally take place by April 30 in each year. Members of the DPC shall serve terms of two (2) years beginning June 1 and may stand for re-election. Every effort shall be made to ensure that approximately half the membership is renewed each year. A reasonable time period shall be provided for all nomination and election processes. Only available members shall vote.
- h) Notwithstanding Article 11.03 e), in the case of academic units with three (3) available tenured members, the DPC shall be composed of all available tenured members of the unit and the academic unit head.
- i) Total membership of the DPC, including the Chair, shall not be less than three (3) members and shall not exceed seven (7) members.

11.04 DEPARTMENT TENURE COMMITTEE (DTC)

Purpose

- a) Each academic unit shall have a Department Tenure Committee (DTC), which shall make recommendations about the granting of tenure.

Minimum Membership

- b) Each academic unit with three (3) or more available tenured members shall have a DTC.
- c) In the case of academic units with fewer than three (3) available tenured members, the FPTC shall serve as the DTC.
- d) In the case of Colleges with fewer than three (3) available tenured members, a maximum of two (2) available tenured fellows elected by the available tenured members and available tenured fellows may serve as members of the DTC, with the proviso that the DTC shall have three (3) members and that all available tenured members shall serve. Otherwise, the FPTC shall serve as the DTC.

Composition

- e) All available tenured members shall be members of the DTC.
- f) The academic unit head shall serve as Chair of the DTC and shall vote only if tenured.
- g) Notwithstanding the above, an academic unit head who is being considered for tenure shall not serve on the DTC in that academic year. In such a case, the DTC shall elect its Chair from among its members by secret ballot.

11.05 FACULTY ELECTIONS COMMITTEE (FEC)

Purpose and Composition

- a) Each Faculty Council shall elect, from among the available regular members, two (2) members and one (1) alternate to call for nominations and conduct the election of faculty members to the FPTC, and of academic staff to the Board of Governors and relevant search committees of the Board of Governors. Members of the FEC will normally serve for a period of two (2) years.
- b) The FEC shall ensure that all nominees are willing to serve for the duration of the mandate of a given committee;
- c) The FEC shall endeavour to ensure balanced representation of the different disciplinary sectors where applicable;
- d) All elections shall be carried out by secret ballot.

11.06 FACULTY PERSONNEL AND TENURE COMMITTEE (FPTC)

Purpose

- a) Each Faculty shall have a Faculty Personnel and Tenure Committee (FPTC), which shall review recommendations emanating from DPCs and DTCs under the provisions of Articles 14 and 18.

Composition of the FPTC Pool

- b) The FPTC Pool shall consist of eight (8) tenured members, elected so that each year four (4) new members are elected and four (4) members continue into the second year of their term.
- c) The FEC shall supervise the nomination process and each FPTC Pool election.
- d) The FEC shall ensure that, in any given year, the newly elected members (elected for a two-year term) are from different academic units. In the Faculty of Arts and Science, the FEC shall also ensure that there is a balanced representation of the disciplinary sectors among FPTC Pool members.
- e) Members of the FPTC Pool shall serve terms of two (2) years beginning June 1 following the election.
- f) Elections shall be held in each Faculty on or before April 15. Voting shall be by secret ballot. All available members shall be eligible to vote.
- g) If an elected member is unable to serve the entire two-year term, another member shall be elected to complete the balance of the term.

Composition of the FPTC

- h) The FPTC shall be composed of four (4) voting members and the Dean who shall serve as Chair. At the discretion of the Dean, a staff member may provide administrative support to the FPTC. Only the four (4) voting members of the FPTC, the Dean, as well as the staff member shall be present for deliberations of the FPTC. The FEC of each Faculty Council shall establish an impartial procedure for selecting and rotating the members of the FPTC for each case from among the elected FPTC Pool members.
- i) The quorum for each case shall be the Chair and all members thus selected. To exercise the right to vote on any matter under consideration by the FPTC, a voting member must be present for the entire period of deliberation related to that matter.
- j) A member of the FPTC Pool who is a member of the same academic unit as a candidate being considered by the FPTC shall neither serve on the FPTC nor be present during consideration of this candidate.

11.07 UNIVERSITY COMMITTEE ON PROMOTION TO PROFESSOR

Purpose

- a) There shall be a University Committee on Promotion to Professor (UCPP), which shall make decisions regarding promotion to the rank of Professor.

Composition

- b) The membership of UCPP shall consist of the Provost, the Vice-President, Research and Graduate Studies, and the Faculty Deans.
- c) The UCPP shall be chaired by the Provost.

COMMITTEES PERTAINING TO THE UNIVERSITY LIBRARIES

11.08 LIBRARY ADVISORY SEARCH COMMITTEE (LASC)

Purpose

- a) In each academic year in which hiring is undertaken, a Library Advisory Search Committee (LASC) shall be struck to make recommendations to the Dean concerning the selection of candidates for librarian appointments.

Composition

- b) The LASC shall be composed of two (2) available regular librarian members elected by the available librarian members as well as two (2) members of the academic staff or professional or managerial University staff appointed by the

Dean to make it representative of the professional librarian activities. In addition, one (1) available regular librarian member shall be elected by the available librarian members as an alternate and shall serve only as required to replace one (1) of the elected members.

- c) Elected members of the LASC shall be elected for one (1) year by secret ballot from the available regular librarian members by September 30. These members shall participate in all search processes for vacant librarian positions during the year.
- d) Members of the LASC appointed by the Dean may vary from search to search.
- e) Members who have served previously on the LASC are eligible for reelection.
- f) The LASC shall elect a Chair from among its members by secret ballot.

11.09 LIBRARY ELECTIONS COMMITTEE (LEC)

Purpose and Composition

- a) Librarian members shall elect, from among the available regular librarian members, two (2) members and one (1) alternate to call for nominations and conduct the election of librarians to all committees governed by this Agreement and to relevant search committees of the Board of Governors. Members of the LEC will normally serve for a period of two (2) years.
- b) The LEC shall ensure that all nominees are willing to serve for the duration of the mandate of a given committee.
- c) The LEC shall endeavour to ensure balanced representation of professional librarian activities in the membership of committees governed by this Agreement.
- d) All elections shall be carried out by secret ballot.

11.10 LIBRARY PERSONNEL COMMITTEE (LPC)

Purpose

- a) The Library Personnel Committee (LPC) shall make recommendations about reappointments, promotions, and performance evaluations.

Composition

- b) There shall be a single LPC composed of five (5) available tenured librarian members elected by secret ballot by the available regular members.
- c) Elections to the LPC shall take place by April 30 in each year. Members of the LPC shall serve terms of two (2) years. Every effort shall be made to ensure that

approximately half the membership is renewed each year. A reasonable time period shall be provided for all nomination and election processes. Only available members shall vote.

- d) The LPC shall elect its own Chair from among its members by secret ballot.
- e) The Chair of the LPC shall vote only in the event of a tie.
- f) The Chair of the LPC shall aid the LPC by soliciting all relevant documentation as requested.
- g) Members of the Library Personnel Review Committee (LPRC) pool shall not stand for election to the LPC.

11.11 LIBRARY PERSONNEL REVIEW COMMITTEE (LPRC)

Purpose

- a) The Library Personnel Review Committee (LPRC) shall review the recommendations of the LPC under the provisions of Article 15 and the recommendations of the LTC under the provisions of Article 19.

Composition of the LPRC Pool

- b) The LPRC pool shall consist of six (6) available tenured librarian members, elected so that each year, three (3) new members are elected and three (3) members continue into a second year of a two (2)-year term.
- c) Members of the LPRC Pool shall serve terms of two (2) years beginning June 1 following the election.
- d) Elections will normally be held on or before April 15. Voting shall be by secret ballot. All available members shall be eligible to vote.
- e) If an elected member is unable to serve for the entire two (2)-year term, another member shall be elected to complete the balance of the term.

Composition of the LPRC

- f) The LPRC shall be composed of four (4) voting members and the Dean who shall serve as non-voting Chair except as stipulated in Article 19.14 h). At the discretion of the Dean, a staff member may provide administrative support to the LPRC. Only the four (4) voting members of the LPRC, the Dean, as well as the staff member shall be present for the deliberations of the LPRC.
- g) The LPRC pool shall employ an impartial procedure for selecting and rotating voting members for each case.
- h) The quorum shall be the Chair and all voting members thus selected.

- i) To exercise the right to vote on any matter under consideration by the LPRC, a voting member must be present for the entire period of deliberation related to that matter.
- j) Members of the LPC shall not stand for election to the LPRC pool.
- k) Members of the LPRC pool who review the recommendations of the LTC shall not themselves be members of the LTC.

11.12 LIBRARY TENURE COMMITTEE (LTC)

Purpose

- a) There shall be a single Library Tenure Committee (LTC), as set out below, to make recommendations about the granting of tenure.

Composition of the LTC

- b) The LTC shall consist of all available tenured librarian members, excluding those four (4) librarian members serving on the LPRC to review the recommendations of the LTC.
- c) The LTC shall elect its chair from among its members by secret ballot.
- d) To exercise the right to vote on any matter under consideration by the LTC, a voting member must be present for the entire period of deliberation related to that matter.

11.13 SEARCH COMMITTEE FOR SUPERVISORY LIBRARIAN (SCSL)

Purpose

- a) Search Committees for Supervisory Librarian (SCSL) shall be established to make recommendations concerning the appointment of supervisory librarians when a position becomes vacant or a new position is created.

Composition

- b) A recommendation for the appointment of a supervisory librarian shall emanate from an SCSL established by the Dean and which shall be constituted so that the majority of members shall be members of the bargaining unit. An effort shall be made to achieve gender balance in the membership of the committee when possible.
- c) The membership of the SCSL shall include:
 - i) the Dean or her or his representative who will act as a non-voting Chair;
 - ii) three (3) librarian members elected by the librarian members;
 - iii) a supervisory librarian elected by the librarian members.

11.14 UNIVERSITY COMMITTEE ON PROMOTION TO SENIOR LIBRARIAN (UCPSL)

Purpose

- a) There shall be a University Committee on Promotion to Senior Librarian (UCPSL), which shall make decisions regarding promotion to the rank of Senior Librarian.

Composition

- b) The membership of the UCPSL shall be as follows: the Provost, the University Librarian, the Dean of the Faculty of Fine Arts and the Vice-President, Services.
- c) The UCPSL shall be chaired by the Provost.

OTHER COMMITTEES

11.15 JOINT EMPLOYMENT EQUITY COMMITTEE (JEEC)

Purpose

- a) There shall be a Joint Employment Equity Committee (JEEC) whose purpose shall be to ensure that fair hiring practices are observed with respect to members of designated groups, including women, visible minorities, persons with disabilities and aboriginal persons.

Composition

- b) The JEEC shall be composed of three (3) persons. One (1) committee member shall be appointed by the Association and one (1) committee member shall be appointed by the Employer. These two appointees shall agree upon a third committee member. Committee members shall serve for two years.

11.16 JOINT GRIEVANCE COMMITTEE (JGC)

Purpose

- a) There shall be a Joint Grievance Committee (JGC) which shall hear grievances under the provisions of Article 22.

Composition

- b) Persons selected for the JGC shall not act or serve as representatives of either party to this Agreement, but shall use their independent judgment in attempting to resolve grievances.
- c) The JGC shall be composed of four (4) members of the academic staff.

- i) Two (2) appointees and two (2) alternates shall be selected by the Association from a list of at least six (6) nominees provided by the Employer.
- ii) Two (2) appointees and two (2) alternates shall be selected by the Employer from a list of at least six (6) nominees provided by the Association.
- d) The President, Vice-Presidents, Deans and members of the CUFA Executive may not serve as members of the JGC.
- e) The position of JGC Chair shall be held by each member in rotation.
- f) The four (4) JGC appointees and the four (4) alternates shall be designated by April 30 of every year, and will normally serve for a one-year term and may be proposed for membership in successive years. This mandate may be renewed.
- g) Four (4) JGC members (or alternates) must be present at all deliberations of the Committee.
- h) To provide for cases where a regular member of the JGC is unable to serve (e.g. illness, conflict of interest, scheduling difficulties, etc.), one of the alternates chosen from the same list as that of the member shall serve in her or his place. If necessary, additional members of the JGC shall be nominated and appointed in accordance with the procedure outlined in paragraph c) above.

11.17 LIAISON COMMITTEE (LC)

Purpose

- a) There shall be a Liaison Committee (LC) to ensure regular communication between the Parties concerning matters of interpretation and implementation of this Agreement.

Composition

- b) The LC shall be composed of up to three (3) persons appointed by the Employer and up to three (3) persons appointed by the Association.
- c) Members of the LC shall be appointed by July 3 and shall serve for at least a one (1) year term. Wherever possible to provide continuity, members shall serve for the duration of the Collective Agreement.

Procedure

- d) The LC shall meet as necessary, at the written request of either party, upon ten (10) days notice, to discuss matters of concern to either party, and shall attempt to maintain a spirit of cooperation and mutual respect; to facilitate good working relationships between the Employer and the Association; to seek the timely

correction of conditions which may give rise to misunderstandings or grievances, and to be a forum for the exchange of information.

- e) The parties agree to exchange lists of those matters they wish discussed three (3) days before the scheduled time of the meeting.
- f) This Committee may make recommendations and shall make a report to the Association and the Employer as a result of its discussions; however it does not have the power to alter or amend the Collective Agreement.
- g) Matters that are being dealt with at Stage 4 of the grievance and arbitration procedure shall not be the subject matter of these meetings, if the arbitration hearings have already begun.

11.18 PATENTS AND COPYRIGHT COMMITTEE (PACO)

There shall be a Patents and Copyright Committee whose composition and mandate are described in Article 27.

11.19 SALARY REVIEW COMMITTEE (SARC)

Purpose

- a) There shall be a Salary Review Committee (SARC), which shall make decisions regarding the award of post-hire supplements and stipends to continuing members. It shall also be responsible for the establishment of and/or adjustment to market supplements for each discipline.

Composition

- b) The membership of SARC shall consist of the Provost and the Deans.
- c) The SARC shall be chaired by the Provost.

Observer Status

- d) The President of CUFA and one (1) other representative shall have observer status on the SARC.

11.20 UNIVERSITY APPEALS BOARD (UAB)

Purpose

- a) There shall be a single University Appeals Board (UAB), which shall hear appeals limited to reappointment (Articles 14 and 15), tenure (Articles 18 and 19), promotion (Articles 14 and 15) and denial of career development increment (Articles 14 and 15).

- b) The UAB is neither a grievance committee nor a substitute for peer evaluation, but an appellate panel available to members.

Composition

- c) To be eligible for service as UAB members or alternates, candidates shall be tenured members and shall have completed a minimum of two (2) years of service. They shall be available in order to serve as alternates or regular members of the UAB, but a member who is not available may be elected while on leave for service upon her or his return in the following academic year;
 - i) for each position on the UAB the alternate and member shall be from different academic units/Library divisions;
 - ii) if a member of the UAB is a member of the same academic unit/Library Division as the appellant, the UAB member shall withdraw from the UAB during consideration of this appeal and be replaced by the alternate from that Faculty/Library.
- d) The Employer and the Association shall each nominate at least one (1) member for each position. Should the same individual be nominated by both parties, the individual shall be acclaimed. The composition of the UAB shall be as follows:
 - i) two (2) full-time faculty members from the Faculty of Arts and Science to be elected by the full-time faculty of that Faculty;
 - ii) one (1) full-time faculty member from the JMSB to be elected by the full-time faculty of that School;
 - iii) one (1) full-time faculty member from the Faculty of Engineering and Computer Science to be elected by the full-time faculty members of that Faculty;
 - iv) one (1) full-time faculty member from the Faculty of Fine Arts to be elected by the full-time faculty members of that Faculty;
 - v) one (1) full-time librarian member elected by the full-time librarian members;
 - vi) to provide for cases where a regular UAB member is unable to serve (e.g., illness, conflict of interest, etc), there shall be elected an alternate for each of the six (6) positions according to the same procedures;
 - vii) Whenever possible, at least one (1) member or alternate in the Faculty of Arts and Science should come from a science discipline.
- e) Members on the UAB shall serve for a two-year term effective June 1. Members may be reelected. Elections for half the members and alternates shall take place each year.

- f) Nominations shall be received by March 1 with elections to take place during the months of March and April.
- g) The UAB shall choose its own Chair from the elected members. The Chair shall vote only in the case of a tie.
- h) The quorum of the UAB shall be five (5) members, including at least one member from the Appellant's Faculty.
- i) The Chair of the UAB shall be granted one three (3) credit course remission or the equivalent for each academic year that she or he serves in that position. The remission shall be provided by the Association in odd numbered years in accordance with Article 8.16 and by the Employer in even numbered years.
- j) The UAB shall be provided with secretarial support to facilitate its operation.

Agreed March 18, 2013