

## QUFA Continuing Adjunct Representative Position Description

2022

The Continuing Adjunct Representative is a member of the QUFA Executive Committee. The QUFA Executive Committee is part of a tripartite system of governance of the Association including the Council of Representatives and the Membership of the Association. The composition and duties of the Executive are outlined in Article 9 of the *QUFA Constitution* (the “Constitution”)<sup>i</sup>. The term of office is two years, normally starting on July 1 and ending June 30.

The Executive meets once per month from September to June and more often if there are special matters to consider. Council meets monthly from September to May. The Membership meets twice per year in December and April.

The Constitution also mandates the existence of a number of Standing Committees to advise the Executive and Council including:

- Finance
- Grievance
- Joint Committee to Administer the Agreement (JCAA)
- Nominations & Elections
- Political Action and Communications (PACC)
- Staff Relations

The general responsibilities of these committees are outlined in Article 10 of the Constitution. More details can be found for some in the *Committee Terms of Reference* document posted on the QUFA website<sup>ii</sup>. More information about the JCAA can be found in Article 13 of the Queen’s-QUFA Collective Agreement<sup>iii</sup>.

The Continuing Adjunct Representative is welcome to contact chairs of standing or ad hoc committees if they are interested in joining.

Information about nominations and elections to Executive positions is in Article 9.2 of the Constitution and in By-Law No. 1 appended to the Constitution. Elections are held at the Spring General Meeting in April. The Continuing Adjunct Representative must be a Continuing Adjunct. Other members of the Executive committee may also be Continuing Adjuncts but there must also be a dedicated Continuing Adjunct Representative.

Details about such matters as email motions, expense reimbursement and donations are found in the *QUFA Policies & Protocols* document on the website<sup>iv</sup>. The Continuing Adjunct Representative should pay particular attention to policies for Executive Committee members.

Your work for the Association may be Service to the University following Article 7.6.4.

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### Primary Responsibilities

1. Attend all QUFA Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution, paying particular attention to and raising concerns about matters that impact Continuing Adjunct members.
2. Attend all General meetings, paying particular attention to and raising concerns about matters that impact Continuing Adjunct members.
3. Together with the Term Adjunct representative, introduce yourselves to Queen's Adjuncts at the beginning of each academic year using the QUFA Adjunct listserv managed by QUFA Staff.
4. Forward any queries or complaints from Adjuncts to QUFA Staff.
5. While QUFA Staff keep Adjuncts apprised of annual deadlines (such as the deadline to apply to the Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts)), the Continuing Adjunct representative, in cooperation with the Term Adjunct representative, should advertise any other issues and events of interest to Adjuncts.
6. Participate in or chair QUFA ad hoc committees or working groups formed to research or advocate around Adjunct concerns at Queen's.
7. Participate in other activities of the Association as interest and time permit.

### Secondary Responsibilities

1. When QUFA qualifies for a position on the Canadian Association of University Teachers' Contract Academic Staff Committee, represent QUFA on that committee if requested by the QUFA President. Note that the Term Adjunct Representative can also fill this role and that QUFA does not have a guaranteed position each year.
2. Attend the Contract Faculty Committee of OCUFA if requested by the QUFA President. Note that the Term Adjunct Representative can also fill this role.
3. Work with the Political Action Committee on planning for Fair Employment Week (October) or other events that raise awareness of Adjunct concerns.
4. Monitor developments in the Post Secondary arena or at Queen's University that are of interest to QUFA members.

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<sup>i</sup> The QUFA Constitution can be found on the QUFA website: <https://www.qufa.ca/wp-content/uploads/2020/05/QUFA-Constitution-May-2020.pdf>.

<sup>ii</sup> See the QUFA website: <https://qufa.ca/wp-content/uploads/2019/10/QUFA-Committee-Terms-of-Reference-October-2019.pdf>.

<sup>iii</sup> <https://www.qufa.ca/collective-agreement/>

<sup>iv</sup> <https://www.qufa.ca/wp-content/uploads/2021/06/QUFA-Policies-Protocols-June-2021.pdf>.