
MEMORANDUM OF AGREEMENT ON ALL OUTSTANDING MATTERS

August 20, 2026

QUEEN'S UNIVERSITY

and

QUFA

THE PARTIES RESERVE THE RIGHT TO MAKE ALL NECESSARY HOUSEKEEPING AMENDMENTS TO THE PROPOSED COLLECTIVE AGREEMENT IN ORDER TO GIVE EFFECT TO THE OVERALL INTENTION OF THE PARTIES.

FINAL AGREEMENT ON ALL MATTERS IS SUBJECT TO RATIFICATION BY BOTH PARTIES.

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**MEMORANDUM OF AGREEMENT WITH RESPECT TO ALL MATTERS RELATING TO THE
NEGOTIATION OF A RENEWED COLLECTIVE AGREEMENT
("RENEWAL AGREEMENT MOA")**

Between:

Queen's University Faculty Association ("QUFA")

- and -

Queen's University ("the University")

WHEREAS QUFA and the University ("the Parties") have engaged in collective bargaining and have reached a tentative agreement on all issues regarding a Renewed Collective Agreement;

AND WHEREAS following successful ratification of this RENEWAL AGREEMENT MOA by the Parties, the Renewed Collective Agreement will succeed the collective agreement that is currently in operation (July 1, 2022 to June 30, 2026) with effective dates July 1, 2026 to June 30, 2029;

AND WHEREAS the Parties have agreed to record their tentative agreement regarding a Renewed Collective Agreement in this RENEWAL AGREEMENT MOA;

NOW THEREFORE the Parties agree as follows:

1. This RENEWAL AGREEMENT MOA constitutes the entire agreement of the Parties with respect to a Renewed Collective Agreement, and consists of:
 - A. Articles, Appendices, Schedules, and Letters of Understanding which were amended by the Parties in the course of the current round of collective bargaining and will form part of the Renewed Collective Agreement ("Attachment A").
 - B. Items which were agreed to by the Parties in the course of the current round of collective bargaining but will not form part of the Renewed Collective Agreement ("Attachment B").
 2. As soon as practicable following execution of this RENEWAL AGREEMENT MOA, the Negotiating Committees of the Parties shall present it to their respective principals and will recommend unanimously its ratification.
 3. Ratification by the University and the ratification vote by QUFA membership of this RENEWAL AGREEMENT MOA shall occur as soon as practicable.
 4. Until successful ratification, the Parties agree and undertake to keep the content, terms and details of this RENEWAL AGREEMENT MOA confidential, except as necessary to advise their respective principals.
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5. Unless expressly provided for to the contrary, the Articles, Appendices, Schedules, and Letters of Understanding listed at Attachment A will be effective upon successful ratification by the Parties and will continue to operate for the duration of the Renewed Collective Agreement.
6. Unless expressly provided for to the contrary, neither this RENEWAL AGREEMENT MOA, nor any constituent part, shall have any retroactive force or effect.
7. This RENEWAL AGREEMENT MOA may be amended by the Parties, prior to ratification, by means of written instrument executed by the Lead Negotiator of both Parties.
8. In the event that there are any errors or omissions in this RENEWAL AGREEMENT MOA, or in any of its constituent parts, the Parties shall make the amendments required to give effect to their negotiated intention. The Parties further agree to make any housekeeping modifications to this RENEWAL AGREEMENT MOA that are required to give effect to their negotiated intention.

SIGNED THIS 20th DAY OF August, 2026

FOR THE UNIVERSITY:

FOR THE UNION:

ATTACHMENT A

ARTICLE 12 – STRIKES AND LOCKOUTS

12.3 No Member shall be disciplined for refusing to cross the picket line of another bargaining unit that is engaged in a legal strike against the University or has been locked out by the University, if any of the following applies:

- (a) The Member has reasonable grounds to believe that their personal safety may be jeopardized;
- (b) The Member has scheduled duties that would be affected by their declining to cross the picket line of another bargaining unit but has advised the appropriate **Unit Head-Dean (or delegate)** as early as reasonably possible, and has made alternate arrangements for carrying out the scheduled duties;
- (c) The Member has scheduled duties that will not be carried out and has advised the appropriate **Unit Head-Dean (or delegate)** as early as reasonably possible that the Member will not be available, it being understood that for each day on which this occurs the Member will be deemed to have sought and been granted a one (1) day leave without pay, but with existing benefits; or
- (d) The Member is a Term Adjunct and has scheduled duties which will not be carried out and has advised the appropriate **Unit Head-Dean (or delegate)** as early as reasonably possible that the Member will not be available, it being understood that for each scheduled classroom hour (or part thereof) for which this occurs, the Member will be deemed to have sought and been granted a pro rata leave without pay, but with existing benefits, based on the ratio of the scheduled classroom hours for which duties are not performed and twice the number of classroom hours in the course(s) for which the Member is appointed.
- (e) Such refusal will not constitute just cause for discipline pursuant to Article 20.

ARTICLE 13 – JOINT COMMITTEE ON THE ADMINISTRATION OF THE AGREEMENT (JCAA)

13.4 The JCAA shall

- (a) endeavour to maintain and develop a spirit of cooperation and mutual respect;
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- (b) review matters arising from the administration, interpretation and operation of the Agreement and other matters of mutual concern ~~but excluding any dispute which is currently being resolved under the grievance procedures in this Agreement;~~
 - (c) endeavour to facilitate better working relationships between the University and the Association and its Members;
 - (d) endeavour to foster better communications between the various components of the University community;
 - (e) carry out functions specifically delegated by this Agreement.

ARTICLE 19 – GRIEVANCE AND ARBITRATION

- 19.1.1 The Parties agree to use every reasonable effort to resolve differences or disputes arising from this Agreement informally, amicably and promptly. All ~~exchanges of information, communications and information exchanged for the purpose of exploring opportunities for, and offers of settlement and/or early resolution~~ shall be kept confidential and are without prejudice.
 - 19.4.1 Within twenty (20) working days of an event, transaction, decision, or the end of a set of circumstances, or twenty (20) working days from the date the grievor(s) knew or ought reasonably to have known of the relevant event, transaction, decision or set of circumstances, the grievor(s) shall file a written Notice of Intention to Grieve with the responding party to the grievance. The Notice of Intention to Grieve shall ~~be in the form prescribed in Appendix B to this Agreement and shall~~ set out the event, transaction, decision, or set of circumstances which are the subject matter of the grievance, ~~and the remedy sought~~.
 - 19.4.2 Within two (2) working days of its receipt of the Notice of Intention to Grieve, the Party responding to the grievance shall ~~notify the Party that initiated the grievance to provide written confirmation of confirm receipt to the Party that initiated the grievance.~~
 - 19.4.5 No later than five (5) working days prior to the Step 1 meeting, ~~each of both~~ the University, ~~the grievor(s)~~ and the Association, ~~if it participates~~, shall provide to the other participant(s) a copy of any documents they wish to disclose with a view to resolving informally the issue raised by the grievance. ~~The University shall create a book of the documents so disclosed for the use of all participants at the Step 1 meeting.~~
 - 19.4.6 The purpose of the Step 1 meeting is to resolve informally the issue raised by the grievance. ~~The meeting, if it is not by mutual agreement continued on a later date, shall end with a memorandum which either sets out the terms of resolution, or records the end of the meeting without resolution.~~ If either party concludes that a Step 1 meeting in progress is not contributing to the resolution of the matter, that party can end the meeting, and the outcome of the Step 1
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meeting be recorded as "without resolution", in each party's respective records, as provided for above. The memorandum shall be signed by the grievor(s), a representative of the University and a representative of the Association, if it participated. If the Association did not participate, a copy of the memorandum must be delivered to it by the University within two (2) working days.

ARTICLE 23 – PRIVACY

- 23.1.6 If no active surveillance or active electronic monitoring was undertaken in a calendar year, the University shall submit a report to that effect to the Association by April 30 of the following year.
- 23.1.7 Information obtained through surveillance devices and practices or electronic monitoring shall not be used in any evaluation of a Member's teaching, research, or service performance, in any renewal, promotion or tenure proceeding, nor shall it be made part of a Member's Official file.
- 23.1.8 If no active surveillance or active electronic monitoring was undertaken in a calendar year, the University shall submit a report to that effect to the Association by April 30 of the following year.
- 23.2.4 If no actions were taken under Article 23.2.2 in a calendar year, the University shall submit a report to that effect to the Association by April 30 of the following year.

23.3 Standing Joint Committee on Technology

- 23.3.1 The Standing Joint Committee on Technology (SJCT) will be a subcommittee of the JCAA that will discuss and address Information Technology (IT) and all related matters with respect to technology impacting the terms and conditions of employment for Members.
- 23.3.2 The SJCT will be composed of three faculty members appointed by the Association, Queen's Chief Information Officer and two representatives appointed by the Provost. The committee will be co-Chaired by the Parties. The SJCT shall meet at least quarterly, or as otherwise agreed. Significant, enterprise-wide changes to IT policy and digital products for use by Members will be communicated and discussed at the SJCT.

ARTICLE 24 – EMPLOYMENT EQUITY

- 24.1.5 Consistent with Article 24.1.2, the Parties agree that in the evaluation of applicants for renewal, tenure, continuing appointment, and promotion and adjunct reappointment and conversion.
- 24.2.2 While all Appointments Committee and Personnel Committee members shall adhere to the principles of employment equity, one (1) Member (normally with tenure, continuing or a

Continuing Adjunct appointment) of each such Committee shall be designated as the Equity Representative and shall have explicit responsibility for the Committee adhering to the rules and expected practices that assure equity, and for data collection and reporting per Article 24.4. The Committee member charged with this responsibility shall be selected by the Committee, and shall be a person who understands and is sympathetic to the objectives of this Article. Persons with this responsibility will require training in excess of that foreseen in Article 24.2.1 unless waived by the Parties.

ARTICLE 25 – APPOINTMENTS

25.1.1.1 A Teaching-Focused appointment is a faculty appointment with rank and a full range of academic responsibilities, **with Teaching forming the majority of duties no less than 50% and no more than 70%.** Teaching-Focused appointments can be Initial per Article 25.1.2.1, Renewed per Article 25.1.2.2 or Tenured per Article 25.1.2.3.

25.1.4.4 Reappointment of a Special Appointee is subject to the requirements of and continued funding by the external funding agency. Special Appointees may be reappointed using the procedures and appropriately modified criteria for the renewal of Tenure-track faculty **or Continuing-track librarians or archivists.** Subsequent to two (2) such reappointments, or any number of reappointments, which when added to the term of the original appointment equals six (6) years or more, any further reappointment shall occur if there is continued funding by the external funding agency and shall not require the application of these procedures and criteria. If the current term of a Special appointment is longer than twelve (12) months, the Member shall either be reappointed or given notice of non-appointment no later than the commencement of the final year of their appointment. Failure to provide notice shall result in an extension of the appointment for twelve (12) months.

25.1.4.3 The Association shall be advised **as soon as reasonably possible** in advance of the particulars of any Special appointments to be **offered.**

25.3.1 **F**aculty Members shall be appointed at one of the following ranks:

25.3.4 Term Adjuncts shall normally be appointed at the rank of:

(a) Lecturer if they have not yet earned a degree that is considered a prerequisite for a Tenure-track appointment in the discipline.

(b) Assistant Professor if they have earned a degree, usually a doctorate that is considered a prerequisite for a Tenure-track appointment in the discipline.

(c) Associate Professor if they qualify for appointment at the Assistant Professor rank and meet the following criteria:

- (i) A record as a very good teacher committed to academic and pedagogical excellence; and
- (ii) A record of high quality and expert peer-assessed scholarly or creative work which is normally, **but not necessarily**, demonstrated by presentation or publication in a suitable academic or artistic forum. Writing and research on pedagogy and innovative teaching shall be assessed as scholarly activity. The diverse backgrounds of Members and the type of scholarship appropriate to their research areas, **as well as the diverse range of scholarly methodologies and ways of measuring impact**, shall be taken into account when assessing the quality of scholarly or creative work.

25.3.7 **Library and Archivist Members shall be appointed at one of the following ranks:**

(a) General Librarian/General Archivist;

(b) Assistant Librarian/Assistant Archivist;

(c) Associate Librarian/Associate Archivist, or

(d) Librarian/Archivist.

25.7.2 **Appointments Process for Replacing Librarians or Archivists on Leave for Up to ~~Eighteen (18)~~ Twelve (12) Months**

25.7.2.1 An Abridged Appointments Committee ("Abridged Committee") may be established to replace a librarian or archivist on leave of up to **twelve (12)–eighteen (18)** months. Each Abridged Committee shall be composed of the University Librarian or delegate, the relevant Library department head, and one other librarian/archivist from that Library department elected by the Members of the Library department. In the absence of the Library department head or another Member in the relevant Library department, the Unit shall elect a librarian/archivist from another Library department to that Abridged Committee.

- 25.9.1 To enable candidates to obtain advice or assistance on terms and conditions of employment,
- (a) the advertisement required by Article 25.6.1(b) and Article 25.10 shall provide that the academic staff at Queen's are governed by ~~a the eCollective aAgreement~~ between QUFA and the University which is posted on the Faculty Relations [website](#) and on the QUFA [website](#); and

25.10.4.1 A Modified Appointments Committee shall be established in each Unit no later than January 31 for the purpose of making recommendations on the granting of a General Right of Reappointment (GRoR) and Continuing Adjunct Appointments. The Modified Appointments Committee shall be the Unit's standing Appointments Committee as described in Article 25.5.1(a), except that when the Committee is reviewing applications for GRoR or a Continuing Adjunct appointment,

- (a) it shall be chaired by someone other than the Unit Head (or delegate), and the Unit Head (or delegate) shall recuse themselves from the Committee for those applications. The Chair shall be a voting member; and
- (b) if not already elected as per Article 25.5.1 (a), a Continuing Adjunct Member in the Unit may be elected to the Committee, provided they are available and willing to serve.

~~If the Member applying for GRoR or Continuing Adjunct appointment is affiliated with a non-Unit program, there shall be a Member of the non-Unit program elected to the Committee.~~

ARTICLE 28 – ANNUAL PERFORMANCE REVIEW

- 28.1.1 The University shall review annually the performance of Members other than Term Adjuncts:
- (a) to assess all of the Member's achievements and activities and to identify areas for development in the Member's teaching, research and service responsibilities, taking into account the Member's workload, the ~~w~~Workload ~~s~~Standard in the Member's Unit, and the Member's career stage ~~and~~
 - (b) to determine the Member's ~~annual merit rating performance~~ based on the annual assessment ~~and~~
 - ~~(c) The University shall provide training for heads-on bias in faculty evaluation to provide feedback to the Member as part of their continuous professional development~~
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(d) The University shall provide training for heads on bias in faculty evaluation.

28.1.2 A Term Adjunct's performance of assigned duties shall be reviewed annually, at least once in the July 1 through June 30 period during which the Member has or had an appointment as a Term Adjunct. The purpose of this review is

(a) to assess all of the Member's achievements;

(b) to identify areas ~~of~~ for development in the Member's teaching and

(c) to determine the Member's suitability for reappointment per Article 32.

28.2.2 The Member's Annual Report shall be completed on standardized forms which are proposed by the Faculties/Library and approved by the Parties and may include additional material provided by the Member. The form shall direct Members that they may, in any section of the form, include activities that advance I-EDIAA and that such information will be considered in the evaluation. The form shall include:

(k) self-nomination for merit, indicating for which responsibilities (teaching, research, and/or service; or professional practice, scholarly and/or professional development, and service) the Member will be considered,

Continuing Adjunct faculty Members are entitled to report activities in any areas included on the standardized forms whether or not these activities are part of the duties for which they are appointed. However, while a Unit Head may comment on activities that do not form part of a Continuing Adjunct's assigned duties, such activities shall not be formally assessed for the purpose of determining the Members Career Development Increment,

28.3.1 The Unit Head (or designate) shall review the Member's Annual Report and any other documents in the Member's Official File per Article 28.1.5(b) that are relevant to a review of the Member's performance in teaching, research and service for Faculty Members and professional practice, research and service for Librarians/Archivists in the Academic Year(s) under review and shall prepare an assessment and evaluation of the Member's Annual performance.

28.3.2 In conducting the review, the Unit Head shall refer to Article 29.1 for guidelines on the assessment and evaluation of teaching, and shall consider any relevant factor, including but not limited to

(b) the appropriateness of the facilities and support available for the Member's teaching and research and service;

28.3.3 The review shall assess the Member's performance in the Academic Year(s) under review as either "performance meets expectations" or "performance does not meet expectations" in each of the areas (teaching, research, service for Faculty Members and professional practice, research and service for Librarians/Archivists according to their Unit's Workload Standard and consistent with their appointment).

Note: Renumber remaining Article numbers accordingly.

28.3.5 A copy of the review shall be provided to the Member prior to merit performance decisions. Each Member shall have an opportunity to meet with their Unit Head (or designate) before and/or after the review is completed to discuss the Member's performance. A Member who receives an evaluation of "performance does not meet expectations" shall receive written feedback that sets out the basis upon which the performance decision was made.

28.3.7 A copy of the signed review shall be

(a) given to the Member;

(b) placed in the Member's Official File; and

(c) forwarded to the Dean/University Librarian for use together with the materials specified in Article 28.1.5 for the assignment of annual merit the Career Development Increment (CDI).

28.3.8 For Members who receive "performance does not meet expectations" in their review:

(a) The Member will develop an improvement plan.

(b) The Unit Heads (in departmentalized Faculties) or Deans (in non-departmentalized Faculties) or their delegate shall meet to discuss the Member's performance to support and mentor the Member so they will be able to meet expectations the following Academic Year.

28.5.5 The Unit Head shall prepare a written assessment of the Member's performance of assigned duties and shall provide the Member with a copy by December 15. Each Member shall have an opportunity to meet with the Unit Head to discuss the assessment, if requested by the Member.

ARTICLE 29 – ASSESSMENT AND EVALUATION OF TEACHING

- 29.2.1 Teaching Dossiers are intended to provide a description of a Member's major teaching accomplishments and strengths in a manner that conveys the scope and quality of the individual's teaching. Responsibility for gathering and collecting the evidence for a dossier is the Member's. The contents of the Teaching Dossier may include, but should not be restricted to, such items as the following:
- (e) Data from students including Queen's Survey of Student Experience of Teaching ("QSSET") per Article 29.3 **USATs** and the Member's Course Survey per Article 29.4, and subject to Article 18.1.2.2, letters and testimonials;

ARTICLE 30 – RENEWAL, TENURE AND PROMOTION FOR TENURE-TRACK AND TENURED FACULTY

- 30.2.1 By May 1 of each year, each Unit shall elect a standing Renewal/Tenure/Promotion Committee. The Committee shall elect its own Chair who shall be a voting member of the Committee. Members of the Committee shall be elected following a process of nomination of individual Members. Members of the Committee may be elected for staggered terms of more than one year. Members who intend to apply for Renewal/Tenure/Promotion shall not stand for election. Elections shall be conducted by a form of secret ballot. The Department Head in a departmentalized faculty and the Dean shall be excluded from such Committees. The Committee shall have a minimum of three (3) Members of the Bargaining Unit who shall be Tenure-track or Tenured Members, and the majority of the committee members shall be Tenured Members. Units that are too small to form representative committees (fewer than three (3) Members) should invite representatives from related Units to serve as members. All other Units may invite representatives from cognate or related Units to serve on the Committee. **Where a Member of a non-Unit program is applying for Renewal/Tenure/Promotion a Member affiliated with the non-Unit program shall be elected by the non-Unit program to the Committee as applicable.**
- 30.3.1 The Renewal/Reappointment, Tenure and Promotion processes of Members in clinical Departments in the Faculty of Health Sciences shall conform to all provisions of the Agreement in all respects except the following:
- (a) The Member may suggest to their Dean the group(s), Unit(s), or office(s) that the Member regards as most competent to assess their Renewal/Reappointment, Tenure or Promotion file. Individuals in the named group(s), Unit(s) or office(s) need not necessarily be Members.
- (b) Should there be a disagreement between the Member and the Dean

regarding the named group(s), Unit(s) or office(s), the matter shall be referred to the JCAA.

- (c) The election of an RTP Committee need only occur when a Member has notified their Unit Head of an intent to apply as per Article 30.7.3 in which case an election must occur by July 15.

30.5.2 In exceptional cases, the Member may be considered for Renewal earlier than the final year of the Initial Tenure-track appointment. Such consideration must ~~be requested by the Member, outline the reasoning for the exceptional circumstances, to be reviewed by the Head and Dean, and approved by the Provost, prior to the assessment beginning, be agreed by the Member and the Dean before the assessment begins.~~

30.5.4 In exceptional circumstances, the Member may be considered for Tenure and Promotion earlier than the final year of the Renewed Tenure-track appointment. Such consideration must ~~be requested by the Member, outline the reasoning for the exceptional circumstances, to be reviewed by the Head and Dean, and approved by the Provost, prior to the assessment beginning, agreed to by the Member and the Dean before the assessment begins.~~

30.6.4 Tenure as defined in Article 25.1.2.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following, which may include any information provided per Article 24.1.6:

- (a) A record as a very good teacher committed to academic and pedagogical excellence;
 - (b) A record of high quality and expert peer-assessed scholarly or creative work which is normally, ~~but not necessarily~~, demonstrated by presentation or publication in a suitable academic or artistic forum; writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity; the diverse backgrounds of Members and the type of scholarship appropriate to their research areas, as well as the diverse range of scholarly methodologies and ways of measuring impact, shall be taken into account when assessing the quality of scholarly or creative work; and
 - (c) A record of ~~high quality~~ professional, University or community service which has contributed to the Department, Unit, Faculty, University or broader academic community.
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30.6.8

 Subject to Article 30.6.6, the normal expectations for Promotion to the following faculty ranks are as follows, which may include any information provided per Article 24.1.6:

- (a) **Assistant Professor:** The Member must be a good teacher. In those disciplines where a Ph.D. is usually required, the Member normally will have completed the doctorate. Otherwise, evidence of the successful initiation of research and scholarly work or comparable professional or creative work is required. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity. The Member's participation in the operation of the Department, Unit, Faculty or University or contributions to their profession may be taken into consideration. Any tenure track Member who was initially appointed with the rank of Lecturer because they have not yet obtained their Ph.D. shall be appointed with the rank of Assistant Professor upon obtaining this degree without the need to apply for promotion under this Article.
- (b) **Associate Professor:** For Members in Tenure-track appointments the criteria for the granting of Tenure shall apply. Article 30.6.4 outlines the expectations for Tenure.
- (c) **Professor:** The Member must either combine:
 - (i) scholarly or creative work judged to be distinguished with very good teaching; or
 - (ii) continuing high quality scholarly work with exceptional contributions in teaching; or
 - (iii) scholarly or creative work judged to be distinguished with exceptional contributions in teaching.

Members shall demonstrate international stature in their discipline, where appropriate. The Member is also expected to have made a contribution to the successful operation of the Department, Unit, Faculty or University via their administrative service responsibilities. Contributions to their profession and community also are relevant. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity.

Primary Emphasis will be placed on teaching, research, and service since the last promotion within the context of a Member's entire career. Any positive recommendation with regard to

promotion to the rank of Professor shall clearly indicate whether the recommendation is made on the basis of the criteria described at Article 30.6.8 (c)(i) or 30.6.8 (c)(ii) or 30.6.8 (c)(iii).

30.9.1 By July 15, the Member shall provide the following materials to the Committee:

- (a) An up-to-date curriculum vitae;
- (b) A teaching dossier including a separate summary of teaching experience and evidence of teaching effectiveness, and which for faculty Members may include surveys (which may be in the form of a teaching dossier and which may include surveys prepared pursuant to Article 29.4);
- (c) Copies (if feasible) of all relevant scholarly or creative work (or at least citations for such work) and a description of any work in progress. If relevant, the Member will provide a description of their contributions in the case of collaborative scholarly/creative work, including co-authorship on publications, grant applications and/or other collaborative projects;
- (d) A summary of the Member's administrative service responsibilities and professional service; and
- (e) A copy of any Letter(s) of Deferral and Notice(s) to Assessors and Referees.

The Member at their discretion may also provide a letter of introduction to their materials and may address any career interruptions. Where appropriate, letters of introduction should also include a description of publication conventions relevant to the discipline, and any additional information demonstrating the impact of the scholarship.

30.11.1 By September 15 the Member's Application File as described in Article 30.9.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit so that colleagues may submit to the Committee written and signed opinions on the merits of the application. "Colleagues" includes current Members and non-Bargaining Unit clinical faculty within the Unit but does not include members of the Committee, Department Heads, Deans, Associate Deans and students. Where the candidate has a joint appointment or cross appointment or non-Unit program affiliation, the documentation noted above shall be made available to the relevant Units or non-Unit programs.

30.14.7 The following procedures apply in departmentalized Faculties only:

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- (b) The Department Head shall form a recommendation on the merits of the file based on the material in Article 30.14.6 and any response made by the Member per Article 30.14.7(a). In the case of a non-Unit program the Department Head and the Director shall form a joint recommendation. The recommendation shall clearly indicate whether the Department Head supports or is opposed to the granting of Renewal/Tenure/Promotion.

ARTICLE 31 - RENEWAL, CONTINUING APPOINTMENT AND PROMOTION FOR LIBRARIAN AND ARCHIVIST MEMBERS

31.4.2 In exceptional cases, the Member may be considered for Renewal earlier than the final year of the Initial Continuing-track appointment. Such in either case, consideration must be agreed to by the University Librarian before the assessment begins.

31.5.8 Subject to Article 31.5.6, the normal expectations for Promotion to the following librarian/archivist ranks are as follows, which may include any information provided per Article 24.1.6:

(d) Librarian/Archivist: The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization. emphasis will be placed on scholarly and/or professional development and significant achievement in the field of service or specialization since the last promotion within the context of a Member's entire career. Contributions to their profession and community are also relevant.

31.8.1 By July 15, the Member shall provide the following materials to the Committee:

- (a) An up-to-date curriculum vitae;
 - (b) A summary of the Member's professional practice as described at Article 15.2.5 , and a teaching dossier (if appropriate) as described in Article 29.2 and 29.1.6 for teaching effectiveness;
 - (c) Copies (if feasible) of all relevant scholarly work (or at least citations for such work) and a description of any work in progress. If relevant, the Member will provide a description of their contributions in the case of collaborative scholarly/creative work, including co-authorship on publications, grant applications and/or other collaborative projects.
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(d) A summary of the Member's administrative and professional service responsibilities; and

(e) A copy of any Letter(s) of Deferral and Notice(s) to Assessors and Referees.

The Member at their discretion may also provide a letter of introduction to their materials and may address any career interruptions. Where appropriate, letters of introduction should also include a description of publication conventions relevant to the discipline, and any additional information demonstrating the impact of the scholarship.

31.9.1 By September 15 the Member's Application File as described in Article 31.8.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit so that colleagues may submit to the Committee written and signed opinions on the merits of the application. "Colleagues" includes current Members within the Unit but does not include members of the Committee, the University Librarian, or Associate University Librarian/University Archivist. Where the candidate has a joint appointment, or cross appointment, or non-Unit program, the documentation noted above shall be made available to the relevant Units or non-Unit program.

ARTICLE 32 - REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.2.1 A Term Adjunct who has had full responsibility for teaching one or more course(s) at Queen's as an Adjunct at least three (3) times in three separate Academic Years over five (5) consecutive Academic Years shall have a Specific Right of Reappointment (SRoR). The SRoR is a right to teach the same specific course(s) in the same course-delivery format in subsequent Academic Years. Courses shall be deemed to be the same specific course where they are exclusive of one another for credit within a given Unit and are offered at the same level in a degree program. The granting of SRoR is contingent upon a record of good teaching per Article 29 and satisfactory performance of assigned duties, based on at least three (3) evaluations per Article 28 for the course(s) in which the SRoR will be granted. A Member shall not be penalized if they have completed and submitted their report and the University fails to perform the evaluation(s) per Article 29 provided that the Member had been notified of the requirement to submit the report.

32.3.1.5 A GRoR shall be granted to an eligible Term Adjunct when there is clear evidence, based on at least ~~three (3)~~ four (4) evaluations per Article 28, of demonstrated professional growth and the promise of future development as reflected in the following:

(a) A record of very good teaching (per Article 29) and clear evidence of a commitment to academic and pedagogical excellence; and

(b) A record of high-quality performance of assigned duties.

32.3.2.2 The Unit Head shall inform, **in writing**, all Term Adjuncts who ~~will become eligible to have met the eligibility requirements to apply for GRoR pursuant to Article 32.3.1.1 in writing of their eligibility by December 31. Such notice shall be provided no later than the first day of the Term prior to the Term in which they become eligible~~ **December October 15**. At that time the Unit Head shall also advise the Member that they may submit their application for consideration by the Modified Appointments Committee (the Committee). Within thirty (30) days, a Member must indicate to the Unit Head in writing that they wish to be considered for a GRoR.

32.3.2.3 The A Term Adjunct who has indicated to the Unit Head in writing that they wish to apply for a GRoR in accordance with Article 32.3.2.2 shall, on or before the subsequent **January 31 February 15**, submit their application for consideration by the Modified Appointments Committee. The application shall include:

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of all courses or subject areas within the Unit the Member believes they are demonstrably qualified to teach; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

The Member may also choose to include other material they believe is relevant to the criteria at Article 32.3.1.5.

32.3.2.4 Prior to **February 15 March 1**, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
 - (b) make available to the Committee information from the Member's Official File that is relevant to the application (including the Member's Appointment Reports and teaching evaluations); and
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- (c) make available to the Committee the Member's materials submitted pursuant to Article 32.3.2.3.

32.3.4.1 By March 15 30 the Modified Appointments Committee shall meet to assess all materials in the Application File in order to determine

- (a) if the Member has met the criteria set out at Article 32.3.1.5; and
- (b) which courses the Member is demonstrably qualified to teach in the Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it unless evidence to the contrary is contained within the application file in which case the Committee must assess rather than presume that the Member is qualified to teach the course in question.

32.3.4.4 By May 1 15 the Chair of the Modified Appointments Committee shall forward to the Member the written recommendation of the Committee on the question of whether to grant a GRoR with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons. The Committee shall also compile a list of the courses the Member is demonstrably qualified to teach within the Unit.

32.3.4.5 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend granting a GRoR unless the Unit Head is not persuaded that the Member has met the criteria set out at Article 32.3.1.5. If the Member is affiliated with a non-Unit program the Unit Head and the Director shall form a joint recommendation based on the assignment of duties.

32.3.4.6 For a departmentalized faculty, by May 15 30, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

- (a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and
- (b) the Department Head's written recommendation and reasons.
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32.3.6.7 A Term Adjunct with a SROr who wishes to apply teaching experience in one Unit to their eligibility for GROr in another Unit shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 15 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.

32.3.9.3 A Term Adjunct who wishes to apply to add to the list of courses they are demonstrably qualified to teach shall, on or before January 31 February 15, submit their application for consideration by the Modified Appointments Committee. The application shall include:

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of the additional courses within the applicable Unit the Member believes they are demonstrably qualified to teach and evidence as to why; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

The Member may also choose to include other material they believe is relevant to the criteria set out in Article 32.3.9.2.

The Application File shall consist of all materials submitted pursuant to this Article.

Each Unit in which a Term Adjunct has a GOR and where they would like to apply to add to the list of courses they are demonstrably qualified to teach shall independently complete the procedures as set out at Article 32.3.9.

32.3.9.4 Prior to February 15 March 1, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
- (b) make available to the Committee the Member's Application File submitted pursuant to Article 32.3.9.3;
- (c) make available to the Committee the positive recommendation from the Modified Appointments Committee.

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- Appointments Committee granting the Member GROR pursuant to Article 32.3.4.4; and
- (d) make available to the Committee the Dean's GROR notification letter pursuant to Article 32.3.5.2

32.3.9.5 By March 15 30, the Modified Appointments committee shall meet to assess all materials in the Application File in order to determine

- (a) if the Member has met the criteria set out at Article 32.3.9.2; and if so,
- (b) which additional courses the Member is demonstrably qualified to teach in the applicable Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it unless evidence to the contrary is contained within the Application File in which case the Committee must assess rather than presume that the Member is qualified to teach the course in question.

32.3.9.8 By May 15 15, the Chair of the Modified Appointments Committee shall forward to the Member the written recommendation of the Committee with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons. In the case of a positive recommendation, the Committee's recommendation shall include a list of the additional courses the Member is demonstrably qualified to teach within the Unit.

32.3.9.10 For a departmentalized faculty, by May 15 30, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

- (a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and
- (b) the Department Head's written recommendation and reasons.

32.5.3.2 The Unit Head shall inform in writing, all Term Adjuncts who will become eligible have met the eligibility requirements by December 31 to apply for a Continuing Adjunct appointment pursuant to Articles 32.5.1.1 in writing of their eligibility no later than the first day of the Term prior to the Term in which they become eligible. Such notice shall be provided no later than December October 11. Within thirty (30) days, a Member must indicate to the Unit Head in writing that they will consider Continuing Adjunct appointment, and submit any materials pursuant to Article 32.5.3.3 that they wish to be considered by the Modified Appointments Committee.

32.5.3.3 A Term Adjunct who wishes to apply for a Continuing Adjunct appointment shall, on or before ~~January 31~~ February 15 following the Unit Head's notice under Article 32.5.3.2 submit the application for consideration by the Modified Appointments Committee. The application shall include

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of all courses or subject areas within the Unit the Member believes they are demonstrably qualified to teach; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

A Member may also choose to include other material they believe is relevant to the criteria in Article 32.5.2.1.

32.5.3.4 Prior to ~~February 15~~ March 1, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
- (b) make available to the Committee the information from the Member's Official File that is relevant to the application (including the Member's Appointment Reports and teaching evaluations); and
- (c) make available to the Committee the Member's materials submitted pursuant to Article 32.5.3.3.

32.5.5.1 By March ~~15~~ 30, the Modified Appointments Committee shall meet to assess all materials in the Application File in order to determine if the Member has met the criteria set out at Article 32.5.2.1.

32.5.5.4 By May ~~4~~ 15, the Modified Appointments Committee Chair shall forward to the Member the written recommendation of the Committee on the question of whether to grant a Continuing Adjunct

appointment with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons.

32.5.5.6 For a departmentalized faculty, by May 15 30, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File including

(a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and

(b) the Department Head's written recommendation and reasons.

If the Member is affiliated with a non-Unit program the Unit Head and the Director shall form a joint recommendation.

32.6.2 For the promotion of Adjuncts,

(c) Where any Adjunct who was initially appointed at the rank of Lecturer and who has not obtained their Doctorate Ph.D. applies for promotion to Assistant Professor:

32.6.3 Any Adjunct who was initially appointed with the rank of Lecturer because they had not yet obtained their Doctorate Ph.D. shall be appointed with the rank of Assistant Professor upon obtaining the degree without the need to apply for promotion under this Article.

32.6.5 A Continuing Adjunct who is successful in obtaining multi-year external research funds as a principal investigator, shall be granted no more than a one-half (0.5) credit course teaching release, per year of grant funding excluding extensions granted by the relevant funding agency, with no reduction to salary. The timing of teaching releases shall be negotiated with the Unit Head.

32.6.7 A Continuing Adjunct with an active research program and an FTE of at least 0.8 who has been promoted to the rank of Associate Professor in accordance with Articles 30 and 32 shall be eligible to convert to a full-range Tenured Associate Professor with a teaching focused appointment per Article 25.1.2.4. Eligibility to apply for Academic Leave would be in the third year of their tenured appointment. A Continuing Adjunct who has been promoted to rank of Associate Professor may also elect to remain a Continuing Adjunct. All conversions are subject to a recommendation by the Appointments Committee.

ARTICLE 33 – LEAVES

33.1.2.9 Academic Leaves for librarians and archivists may commence at any time during the year subject to Article 33.1.7.7. After six (6) credited years of service following the previous Academic Leave, Librarians and Archivists shall be eligible for a second or subsequent Academic Leave as described in 33.1.2.8. After three (3) credited years of service following the previous Academic Leave, Librarians and Archivist shall be eligible for an Academic Leave of up to four (4) months at eighty-five (85) percent of the Member's Regular Salary. Second or subsequent leaves for shorter periods than the norms described in Articles 33.1.2.8 and 33.1.2.9, where the project is of particular interest to the Library or Archives, may be at full remuneration.

33.2.3.2 If a medical certificate is required to establish the state of the Member's health, the Associate Vice Principal (Faculty Relations) or designate Employee Wellness shall request that the Member provide a certificate dealing with the Member's ability to perform their responsibilities. If the Associate Vice Principal (Faculty Relations) or designate Employee Wellness has reason not to be satisfied, an independent medical examination may be sought from a physician agreed to by the University and the Member. The fees associated with the physician's services for the independent medical examination shall be paid by the University and any travel costs incurred by the Member to attend the independent medical examination shall be reimbursed to the Member in accordance with the Queen's Policy for Travel and Related Expenses.

ARTICLE 36 – WORKING CONDITIONS

36.3.2 The University shall reimburse Term Adjunct faculty Members for such expenses to the following annual maxima per half (0.5) credit course or equivalent:

- (a) Four hundred and fifty (\$450) dollars for 2023-2027
- (b) (\$) dollars for 2027-2028
- (c) (\$) dollars for 2028-2029

36.3 Fund for Scholarly Research and Creative Work and Professional Development (Librarians and Archivists)

36.3.1 A fund of fifty thousand dollars (\$50,000) per annum, to be known as the 'Fund for Scholarly Research and Creative Work and Professional Development (Librarians and Archivists)', shall be established. This fund will provide support for scholarly and/or creative work and/or professional development undertaken by eligible Librarian and Archivist Members in the form of either:

(a) a salary stipend; or

(b) a grant (provided through a research/professional development account); or

(c) a combination of the two.

36.3.2 The Fund shall be administered by the subcommittee of the JCAA established in Article 36.2.2 that administers the Fund for Scholarly Work and Creative Work and Professional Development (Adjuncts) at its fall term meeting.

36.3.3 The subcommittee shall determine the frequency of competitions (which shall be held a maximum of three times per year – i.e., May 1 – April 30) and the form and deadlines for application to the Fund.

36.3.4 It is the intention of the Parties that the Fund be used to support as many deserving applications as possible.

36.3.5 In making awards from the Fund, the sub-committee shall give consideration to the relative merits of proposed applications and projects and to other sources of funding available to the applicant.

36.3.6 Librarian and Archivist Members may make only one application in any year for a maximum of five thousand (\$5,000) per year.

36.3.7 Librarian and Archivist Members who receive awards from the Fund in the form of salary stipends shall submit a report to the sub-committee of the JCAA on the progress or completion of the scholarly or creative work, or professional development as set out in their applications to the Fund.

36.3.8 Unspent money in the Fund in any fiscal year shall carry-forward in the Fund for disbursement in the subsequent fiscal year.

ARTICLE 37 – WORKLOAD

37.1.2 Each academic Unit must have a Workload Standard that

(a) Does not conflict with the Collective Agreement, conforms with the provisions of Article 37 and, without limiting the generality of the foregoing, conforms with Articles 37.1.5 and 37.1.6, and only contains materials pertinent to the distribution, assignment and allocation of academic responsibilities of the Unit;

(b) Is constructed using the Workload Standard Template and Guidelines and Examples agreed to by the Parties. Workload Standards ratified and approved prior to this agreement shall remain valid until their subsequent review per Articles 37.1.7 and

37.1.8

- (c) addresses all academic responsibilities of Members per Article 15;
- (d) ensures that the academic program obligations of the Unit as approved by the Senate can be met;
- (e) ensures that the assignment of scheduled duties of Members in the Unit is carried out as equitably as possible;
- (f) has been reviewed, **as ratified**, by the subcommittee of JCAA mandated to review Unit workload standards ("Workload Standards Review Subcommittee");
- (g) has been amended as per any modifications or recommendations made by the Workload Standards Review Subcommittee;
- (h) has been ratified by a majority of Members in the Unit who cast ballots in a ratification vote; and
- (i) has been approved by the Dean.

37.1.3 The Workload Standards Review Subcommittee ("the Subcommittee") shall consist of two (2) QUFA representatives and two (2) University representatives

(a) The mandate of the Subcommittee is to ensure that the proposed Workload Standard does not conflict with the Collective Agreement, and conforms with Article 37.

(b) The Subcommittee also ensures that the workload documents have processes for the equitable distribution but not the output of assigned work.

37.1.5 A Workload Standard shall **address and**, where applicable, stipulate guidelines concerning the following:

- (a) The range of responsibilities required for promotion, tenure and **merit Career Development Increment**
 - (f) Mechanisms for dealing with extraordinary tasks accompanying **teaching (including but not limited to responsibilities carried forward from a previous term that may impact the Member's research responsibilities), administrative and professional service and**
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research, scholarly and/or creative activity responsibilities; and

- (h) Mechanisms to allow Members, in co-operation with the Unit Head, to arrange their responsibilities in a manner that provides for the most efficient allocation of work and time while allowing the Unit to fulfill its academic program obligations.

37.1.6

Guided by the Workload Standard for each Unit, the Unit Head shall

- (a) allow Members, in co-operation with the Unit Head, to arrange their responsibilities in a manner that provides for the most efficient allocation of work and time while allowing the Unit to fulfill its academic program obligations—assign Members teaching and administrative service responsibilities according to their individual appointments that will support their career development and progression, and ensure that they have sufficient time to pursue research and scholarly activities and professional service;
- (b) allow Members to see and understand the calculation of their own responsibilities and the responsibilities of their colleagues. To facilitate transparency, the Unit Head shall make available a list of assigned teaching and service duties of all Members along with the average and range of undergraduate and graduate supervision as they are being formulated for the following Academic Year, and a summary list of final allocations in the fall for that year;
- (f) include mechanisms for dealing with extraordinary tasks related to teaching, such as academic accommodation responsibilities carried forward from a previous term that may impact the Member's research responsibilities.

37.1.7

With respect to a review by a Unit of its Workload Standard:

- (a) A Unit shall initiate the review of its Workload Standard by the date that is ten (10) years after the date that the Workload Standard was established, unless Article 37.1.7 (b) or (c) applies. A review as per Article 37.1.7(a) shall be precipitated by an announcer that, by the Unit Head or delegate, at a Unit meeting, the Workload Standard will be reviewed provided that the Unit's normal quorum requirements for such a meeting have been met;

37.1.8

- (c) The current Workload Standard does not adequately lead to a fair allocation of workload in the Unit and/or a fair balance between assigned, scheduled and unscheduled/unassigned duties.
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- 37.1.9 Where the Unit and the Dean or delegate agree deems that no changes to the Workload Standard are necessary after a review as per Article 37.1.7(a), the existing Workload Standard shall be reviewed and ratified through the process outlined in Article 37.6.
- 37.1.14 If the Dean has rejected a ratified Workload Standard in accordance with Article 37.1.13, the Dean shall meet with the Committee to address their concerns and endeavor to come to an agreement on an acceptable Workload Standard. This meeting shall address only those matters relevant to whether the Workload Standard permits the Unit to fulfill its academic program obligations. An agreement reached between the Committee and the Dean that changes the ratified Workload Standard is subject to approval by a majority of Members who cast secret ballots in a ratification vote. If the Dean and the Committee are unable to reach an agreement, the disputed Workload Standard shall be referred to the process outlined in LOA #X.
- 37.1.17 A The Dean shall provide a copy of any new or updated Workload Standard that has been established to the Association and the Faculty Relations Office within two (2) weeks of its establishment.
- 37.2.2 Teaching and service duties are assigned to a Member by the Unit Head as part of the Member's workload. While time can be allocated for research, scholarly or creative work, specific research or creative tasks or areas shall not be assigned. In the assignment of teaching and service duties, continuing responsibilities for previously accepted service and/or teaching duties shall be taken into account, and care must be taken to ensure that the balance of scheduled assigned and not assigned scheduled duties affords adequate opportunity for each Member to meet their Academic Responsibilities as outlined in Article 15.
- 37.2.3 A Member's workload shall be assigned by the Unit Head in accordance with the Workload Standard for the Unit. After consultation with the Member, the Member shall be offered an initial teaching workload proposal in writing by April 15 and administrative workload proposal by May 15. The Unit Head and the Member shall use their best efforts to reach agreement on the workload assignment. The Unit Head shall provide the Member with the Member's workload in writing for the September to August 31 period normally by the preceding May 30.
- 37.2.5 Creative ways to arrange teaching assignments, such as team teaching (two or more Member teaching different parts of the same course) and doubling-up (one Member teaching more than one section of the same subject at the same time) shall be encouraged and may be supported by the Unit Head provided the program obligations of the Unit can be met, and the teaching credit assigned shall be measured by the proportion of classroom teaching assumed by the Member without reference to whether it is organized in one of these ways.
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- 37.2.7 Notwithstanding Article 37.2.6(b), Members in the School of Rehabilitation Therapy may have a minimum of five (5) months per Academic Year without assigned teaching duties, at least three (3) months of which shall be consecutive, if the Director determines that it is not practical to provide ~~4~~ four consecutive months without assigned teaching duties. Members who have teaching duties assigned under these circumstances shall not be eligible for additional compensation by an overload payment or a corresponding reduction of workload in any subsequent Academic Year due to the assignment.
- 37.2.12 If a course is cancelled, the assigned teaching load of a Member can be adjusted, so long as does not increase the Member's total teaching load within the Unit's planning cycle. The Unit planning cycle for this purpose can be up to five (5) years, as set out in the Workload Standard. ~~the course is cancelled after the first two weeks, the Unit Head and the Member shall reach agreement on the appropriate adjustment of teaching duties.~~
- 37.3.4 The Association shall be informed of any proposals for significant changes to the system of timetabling that arise from the recommendations of the University Timetable Committee. ~~The Association shall be informed one (1) month prior to the implementation of any accepted proposal for significant changes.~~
- 37.4.3 In the case of Continuing Adjuncts, Unit Heads shall normally offer to them as overload on preferential basis those available courses or services
- (a) that they have previously undertaken with success;
 - (b) that fit their schedules; and
 - (c) in which the Member has expressed an interest,
- provided that these courses or services are not being re-assigned to another Tenure track/Tenure or Continuing Adjunct faculty Member, or to a graduate student or a recent graduate student of the University, or to a ~~Post-Doctoral Fellow~~ as part of an established practice within the Unit to provide such students and fellows with teaching experience.
- 37.5.2 A proposed Workload Standard for the Library and Archives shall be formulated by a Workload Committee established within the Library and Archives. The Committee shall be composed of six (6) ~~Members~~, ~~three (3) two (2)~~ to be selected by the University Librarian ~~three (3) (4) four~~ to be librarian and archivist Members elected by the librarian and archivist Members. The University Librarian and Associate University Librarians shall not be members of the Committee. The Committee shall consult with Members in the Library and Archives regarding the development of proposed Workload Standard and the draft Workload Standard shall be ratified through the process outlined in Article 37.6.
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37.5.3 Articles 37.1.9, 37.1.10, 37.1.11, 37.1.12, 37.1.15 and 37.1.16 shall apply to librarian and archivist Members, mutatis mutandis.

37.5.5 If the University Librarian has rejected a ratified Workload Standard in accordance with Article 37.5.4, the University Librarian shall meet with the Committee to address their concerns and endeavour to come to an agreement on an acceptable Workload Standard. This meeting shall address only those matters relevant to whether the Workload Standard permits the Unit to meet its obligations to develop and provide services. Any agreement reached between the Committee and the University Librarian that changes the ratified Workload Standard is subject to approval by majority of Members who cast secret ballots in a ratification vote. If the University Librarian and the Committee are unable to reach an agreement the disputed Workload Standard shall be referred to the process outlined in LOA #X.

37.5.7 A Librarian and Archivist Workload Standard shall, where applicable, stipulate guidelines concerning the following:

(a) The range of responsibilities required for promotion, Continuing Appointment and Career Development Increment;

(e) Normal expectations for those serving as leaders of working groups or other groups or initiatives; and

(f) Mechanisms for dealing with extraordinary tasks accompanying administrative or other workloads; and

(g) Mechanisms to allow Members, in cooperation with the University Librarian (or delegate) to arrange their responsibilities in a manner that provides for the most efficient allocation of work and time while allowing the Unit to fulfill its academic program obligations.

37.5.8 Guided by A the librarian or archivist Workload Standard, the University Librarian (or delegate) shall

(a) allow Members, in cooperation with the University Librarian (or delegate), to arrange their responsibilities in a manner that provides for the most efficient allocation of work and time while allowing the Unit to fulfill its academic program obligations assign Members professional practice and administrative service responsibilities according to their individual appointment

that will support their career development and progression, and ensure that they have sufficient time to pursue research and scholarly activities and professional service.

37.5.9 The duties for each librarian or archivist Member shall be assigned in writing by the University Librarian (or delegate) in accordance with the Workload Standard for the Library and Archives, after consultation with the Member. Members shall be offered an initial workload proposal by April 1; should have a reasonable period of time to respond to an initial proposal. The University Librarian (or delegate) and the Member shall use their best efforts to reach agreement on the workload assignment. Each Member's annual assigned duties shall be confirmed in writing by the University Librarian (or delegate) annually by May 31. In urgent and unforeseen circumstances which require changes in workloads to become effective more quickly, the University Librarian (or delegate) shall make all reasonable efforts to re-arrange duties with the consent of the Member or group of Members affected, and shall only make such alteration without the consent of a Member if those efforts to re-arrange with consent have failed.

37.5.12 With respect to a review of the Workload Standard for the Library and Archives:

- (a) The Library and Archives shall initiate the review of its Workload Standard by the date that is ten (10) five (5) years after the date that the Workload Standard was established, unless Article 37.5.12(b) or (c) applies. A review as per Article 37.5.13(a) shall be precipitated by an announcement that by the University Librarian or delegate, at a Library and Archives meeting, the Workload Standard will be reviewed provided that the Library and Archives normal quorum requirements for such a meeting have been met;

37.6.1 A Unit Workload Committee, including the Library and Archives Workload Committee, shall review Article 37 and follow the process as outlined when conducting a Workload Standard review and ratification.

- (c) The Unit Workload Committee shall amend the proposed Workload Standard as modified by and based on the recommendations of the Subcommittee, and shall resubmit it for review by the Subcommittee. If the Subcommittee has made agrees that no further modifications or recommendations are required, the Unit Workload Committee shall proceed expeditiously to ratification by the Members in the Unit. If the Subcommittee has made modifications or recommendations, the Unit Workload Committee shall amend the proposed Workload Standard, as above, and then resubmit it for review by the Subcommittee.
 - (e) If the proposed Workload Standard is not ratified by a majority of Members, the Unit Workload Committee shall: provide written notification about the outcome of the vote to
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the Subcommittee, the Unit Head, and the Dean or University Librarian, as applicable, about the outcome of the vote; and may again propose a **revised** Workload Standard by submitting it to the Subcommittee and following the process steps set out in this Article.

(g) If the proposed Workload Standard is ratified by a majority of Members, the Unit Workload Committee shall provide written notification to the Subcommittee, the Unit Head, and the Dean or University Librarian, as applicable, about the outcome of the vote, providing a copy of the **ratified** proposed **ratified** Workload Standard **to both the Dean and to the Subcommittee.**

(h) The Dean or University Librarian shall respond in writing in accordance Article 37.1.13 or 37.5.4, as applicable, normally within six (6) weeks of receiving the **ratified** proposed **ratified** Workload Standard from the Unit Workload Committee.

ARTICLE 40 – ACADEMIC ADMINISTRATORS

40.04 Academic Administrators hold appointments within a particular Unit. When a Dean, Associate Dean, University Librarian, University Archivist or Associate University Librarian is recruited from outside the University as an Academic Administrator, the Members of the prospective Unit shall have an opportunity to meet the candidate **and to send their comments to the Appointment Committee** as will the Appointments Committee of that Unit. The Appointments Committee shall forward a recommendation to the Provost and Vice-Principal (Academic) or delegate dealing with the appropriate rank and the suitability of the candidate for Tenure or Continuing Appointment within that Unit. If the Provost and Vice-Principal (Academic) or delegate decides differently, they shall provide reasons to the Appointments Committee.

ARTICLE 42 – COMPENSTION AND BENEFITS

42.1 Compensation: Across-the-Board Increase

42.1.1 The across-the-board (ATB) increase in all Members' salaries shall be

(a) **2.25%** effective July 1, 2026

(b) **2.3%** effective July 1, 2027

(c) **2.75%** effective July 1, 2028

42.2 Compensation: Faculty (except Term Adjuncts)

42.2.1 Salary Floors

42.2.1.1 The Assistant Professor Floor will be \$130,000 on July 1, 2026. The value of this Floor will be indexed to the ATB increases on July 1, 2027 and July 1, 2028 as follows: :

- | | |
|---------------|-----------|
| (a) 2026-2027 | \$130,000 |
| (b) 2027-2028 | \$XXXXX |
| (c) 2028-2029 | \$XXXXX |

42.2.2 Career Development Increment (CDI)

42.2.2.1 The career development increment will be implemented so that a CDI salary threshold shall be \$ 180,000 beginning July 1, 2027. The value of this threshold will be indexed by the ATB increase on July 1, 2028.

42.2.2.1

42.2.2.2 Any Member receiving an assessment of "performance meets expectations" in all areas of their appointment as per Article 28.3.3 will receive a career development increment to base salary.

42.2.2.3 On July 1, 2027, the career development increment will be \$3,800. Thus career development increments are as follows:

- | | |
|---------------|------------------------------------|
| (a) 2026-2027 | \$ See Compensation transition MOA |
| (b) 2027-2028 | \$3,800 |
| (c) 2028-2029 | \$XXXX |

For nominal salaries equal to or greater than the CDI threshold per Article 42.2.2.1 the values are as follows:

- | | |
|--------------|---------------------------------------|
| a) 2026-2027 | \$ \$ See Compensation transition MOA |
| b) 2027-2028 | \$2,000 |

This salary floor is 10% lower than the salary of the lowest-paid Assistant Professor as of [date of execution].

42.2.2.4 Any Member receiving an assessment of "performance does not meet expectations" in any area of their appointment as per Article 28.3.3 will receive a career development increment to base salary of half the value in 42.2.2.3. Any Member receiving an assessment of "performance does not meet expectations" in any area of their appointment as per Article 28.3.3 in the year immediately following is not eligible for a career development increment. A Member receiving an assessment of "performance does not meet expectations" shall receive written reasons from the Dean that set out the basis upon which the performance has been judged to be deficient for the year(s) in question.

42.2.2.5 In the event that an assessment of "does not meet expectations" is grieved, and the grievance is arbitrated, the onus shall be upon the University to show that its assessment is justified.

42.2.3 Promotion

42.2.3.1 A Member promoted from the rank of Assistant Professor to Associate Professor shall receive a salary increase equal to 1.0% effective the date of promotion.

42.2.3.2 A Member promoted from the rank of Associate Professor to Professor shall receive a salary increase equal to 2.0% effective the date of promotion.

42.2.4

42.2.3 Merit Awards

42.2.3.1 Members who meet performance expectations in accordance Article 42.2.2.2 are eligible to be nominated for additional merit that can be awarded in one of two ways including:

a) a Merit Award per Article 42.2.3.2 and 42.2.3.3, or

b) an Exceptional Career Achievement Award per Article 42.2.3.4 and 42.2.3.5

42.2.3.2 The Merit Award is based on demonstrating meritorious performance above career development expectations using the objective, transparent criteria reflective of disciplinary differences in any of the three main areas of Academic Responsibility (Teaching, Research or Service). Members who meet this requirement will be awarded with an additional increase to base salary, per Article 42.2.3.3.

42.2.3.3 The value of the Merit Award will be \$2,800 in 2027-2028. The cumulative total value will be equal to the value of the Merit Award multiplied by 15% of the total number of eligible Members. The value of Annual Merit Award will be indexed to the ATB increases in the third year of the Collective Agreement as follows:

(a) 2026-2027 See Compensation transition MOA \$

(b) 2027-2028 \$2,800 2028-2029 \$2,800

If the total value of the Merit Awards, per Article 42.2.3.3 surpasses the cumulative total value, the awards shall be prorated for all Members who qualify. Unspent money in the cumulative total value, in any academic year, shall carry-forward in the cumulative total for disbursement in the subsequent academic year.

42.2.3.4 Members demonstrating exceptional career achievements while at the University will be eligible for an Exceptional Career Achievement Award, providing they have not received this award within the previous five years. The Exceptional Career Achievement Award is a one-time payment of \$10,000 and is not added to base salary. Members shall not be eligible to receive this award until they have had at least five years of employment at the University.

42.2.3.5 This award per Article 42.2.3.4 may be awarded to approximately (10) ten Members per year.

42.2.3.6 Nominations for the Merit awards can be by self, peer, Department Head or Dean and are submitted to the University Merit Awards Committee by December 15. The Committee will make recommendations to the Provost or delegate for final confirmation by March 1. By March 31:

a) Individual Members will be notified if they have been granted an Merit Award.

b) The names of Members who receive both Merit Awards will be announced in For the Record by the Office of the Provost, including a short description of the contributions and achievements which led to the Exceptional Career Achievement Award, and

c) The Association shall receive a report of the number of Members nominated for both the Merit Awards and the Exceptional Career Achievement Awards, and the successful recipients of both awards, including Units.

42.2.3.7 The University Merit Awards Committee shall be comprised of equal representation by Members appointed by the Association and by members appointed by the University. The recommendations of the Committee shall be based upon confirmation that nominated Members have met the objective, transparent criteria used to determine meritorious performance.

42.2.3.8 Whenever the term "research" is used in this Article, it shall be taken to include scholarly and/or creative activity, as appropriate to the discipline.

42.2.3.1 Merit Criteria Committee

42.2.3.1.1 The objective, transparent criteria used in the determination of meritorious performance shall be collegially determined by a Merit Criteria Committee, as outlined in LOA#X and will be comprised of equal representation by Members (appointed by the Association) and by members appointed by the University. This joint standing committee shall review the objective, transparent criteria for both meritorious awards annually to ensure that the criteria remain relevant and incorporate disciplinary developments.

42.2.3.1.2 Separate criteria will apply for each area of responsibility (Teaching, Research, Service) and should be achievable at every career stage. Nominations may be based on any area of responsibility.

42.2.3 Indexing

42.2.3.15 The Assistant Professor Floor, the value of the standard career development increments and Merit Awards outlined in Article 42.2.3.3 shall be indexed to the ATB increases in each of the X years.

42.2.4 Anomalies Fund

42.2.4.15 An anomalies fund of forty (40) thousand dollars will be available in each year of this Agreement in order to adjust the salaries of individual Members. This fund will be divided between the Anomalies Side-Table of the JCAA and the Principal's Retention Fund, as set out below.

42.2.4.16 Anomalies Side-Table of JCAA

42.2.4.16.1 There shall be an Anomalies Side-Table of the JCAA to which will be available an anomalies fund of twenty (20) thousand in each year of this Agreement in order to recommend to the JCAA the adjustment of salaries of individual Members that are found to be anomalous.

42.2.4.16.2 The Anomalies Side-Table shall base its recommendations on the following grounds:

42.2.4.16.2.1 The need to establish and maintain pay equity between men and women;

42.2.4.16.2.2 The need to maintain an equitable application of the career development and merit policy amongst Members in the same discipline for the following discipline groups:

42.2.4.16.2.2.1 [OBJ] [OBJ] ([OBJ] [OBJ] [OBJ] [OBJ] and Information Science);

42.2.4.16.2.2.2 Social Sciences (excluding Economics);

42.2.4.16.2.2.3 Humanities;

42.2.4.16.2.2.4 Basic Health Sciences;

42.2.4.16.2.2.5 Nursing, Rehabilitation Therapy; and

42.2.4.16.2.2.6 Education.

42.2.4.16.3 The Anomalies Side-Table shall address anomalies according to the methodology outlined in Appendix K.

42.2.4.16.4 The Parties shall each nominate one (1) individual to comprise the Anomalies Side-Table of the JCAA.

42.2.4.16.5 If any adjustments are required, allocation by the JCAA on the recommendation of the Anomalies Side-Table of the JCAA shall be made annually by November 15.

42.2.4.17 Principal's Retention Fund

42.2.4.17.1 A Principal's Retention Fund in the amount of twenty thousand (20,000) dollars may be distributed in each year of the Agreement by the Provost and Vice-Principal (Academic) on the recommendation of the Deans or University Librarian.

42.2.4.17.2 The Principal's Retention Fund is intended to address retention and market related cases.

42.2.4.17.3 Distribution of the Principal's Retention Fund shall be governed by the following factors:

42.2.4.17.3.1 Academic or performance record of the individual. No

retention and market related award shall be made to any faculty Member or to any librarian or archivist Member whose "performance does not meet expectations" for career development increment ;

42.2.4.17.3.2 Difficulty of replacing the Member's contribution to research and/or program delivery;

42.2.4.17.3.3 Strategic importance of the Member and the Member's area of expertise to the Unit or Faculty;

42.2.4.17.3.4 Competing demands for retention adjustments;

42.2.4.17.3.5 Availability of funds.

42.2.4.17.4 The distribution under the Principal's Retention Fund may be made at any time during the year and reports shall be made every quarter (on July 31, October 31, January 31 and April 30) to the JCAA listing recipients of the awards, the amount of the award, and the basis of the award.

42.2.5 Compensation: Stipends

42.2.5.15 Each Unit Head shall receive an annual stipend in recognition of service. The minimum annual stipend for the duration of this Agreement shall be \$11,000.

42.2.5.16 The minimum stipend for overload teaching for Members with a Tenure, Tenure-Track, Non-Renewable or Special Appointment shall be the Base Stipend for Term Adjuncts.

42.3 Compensation: Continuing Adjuncts

42.3.3 Term Adjunct Members who are converted to Continuing Adjuncts per Article 32, shall have FTE salaries that are comparable to existing salaries of Members in the same discipline at Queen's who have similar years of experience and accomplishments.

42.3.4 Where a Member is converted to a Continuing Adjunct as a Lecturer in a discipline normally requiring a doctorate degree because they have not yet obtained a doctorate and their salary upon conversion to a Continuing Adjunct has been determined by the University so as to reflect that they have not yet attained a doctorate degree, and then they are subsequently promoted to Assistant Professor upon obtaining a doctorate degree, then the Member's salary will be reassessed and revised as may be required to accord with Article 42.3.1.

42.3.5 The standard FTE percent for Continuing Adjunct Members shall either be

- (a) Sixty (60) percent for a teaching load equivalent to the Unit teaching workload (Article 37) and a full Unit service load, pro-rated for teaching loads that differ from the Unit's normal teaching load, or;

-
- (b) fifty (50) percent for a teaching load equivalent to the Unit teaching workload (Article 37), pro-rated for teaching loads that differ from the Unit's normal teaching load. The FTE percent calculation includes an allowance for course-related administration.

42.3.6 The FTE percentage (%) shall only be adjusted in accordance with Article 32.5.7.2 or Article 32.5.7.3.

42.3.7 Calculation of years of experience shall be in accordance with the most recent Years of Experience Guidelines approved by the JCAA.

42.3.8 The University shall inform the Association of the FTE, number of half-courses taught and any additional duties for each Continuing Adjunct at the time of their appointment. The University shall also inform the Association of any changes to a Continuing Adjunct's FTE, number of courses taught or additional duties.

42.3.9 The minimum stipend for overload teaching for Continuing Adjuncts shall be the Base Stipend for Term Adjuncts.

42.3.10 A Continuing Adjunct may agree to a request from a Unit Head to perform additional duties including administrative service, instructional or supervisory duties for a specified period related to any academic program during the Member's appointment as a Continuing Adjunct. Unless Article 37 applies, any such duties shall

- (a) be appropriately compensated according to Article 42 and Appendix Q; and

- (b) be outlined in a supplementary letter to the Member's letter of appointment.

42.3.11 Additional duties and compensation must be agreed to by the Unit Head in advance of the commencement of the duties.

42.3.12 Refusal to assume additional duties such as those described in Article 42.3.8 or Article 15 after an original letter of appointment has been issued shall not prejudice the Member in respect of personnel processes.

42.4 Compensation: Term Adjuncts

42.4.3 Base Stipends

42.4.3.15 The across-the-board (ATB) increase in Article 42.1.1 shall apply to all Term Adjuncts who are reappointed or whose employment continues.

42.4.3.16 The Base Stipend per half (0.5) credit course equivalent shall be as set out in Table A:

Table A (Base Stipends):

Year (July 1 - June 30)	2026-27			
Base 0.5-credit Stipend	\$			

42.4.3.17 The Base Stipends shall be supplemented, where applicable, by:

- (a) a years of teaching experience credit, as set out in Article 42.4.2.1
- (b) a large enrolment credit, as set out in Article 42.4.2.2
- (c) salary in lieu of benefits, as set out in Article 42.4.2.3

The addition of the applicable supplements to the Base Stipend results in the following Minimum Stipends per half (0.5) credit course equivalent for Term Adjuncts:

Table B (Minimum Stipends where there is no enrolment supplement):

Minimum Stipends including supplements for years of teaching experience only (no enrolment supplement)				
Years of Teaching Experience	2026-27			
0	\$			
1	\$			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Table C (Minimum Stipends where there is an enrolment supplement):

Minimum Stipends including supplements for years of teaching experience and classes with an enrolment of 100 or more students				
Years of Teaching Experience	2026-27			
0				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Table D (Minimum Stipends where there is an enrolment supplement):

Minimum Stipends including supplements for years of teaching experience and classes with an enrolment of 200 or more students				
Years of Teaching Experience	2026-26			
0				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

42.4.3.18 Units may pay stipends that are greater than the Minimum Stipends set out in Article 42.4.1.3 (Table B, Table C, or Table D). Stipends above the minimum are deemed to include compensation for experience and course-section enrolment and as such are not subject to the supplements set out in Article 42.4.2. In no case shall a Member's stipend be less than the sum of the Base Stipend set out in Article 42.4.1.2 (Table A) plus any applicable supplements set out in Article 42.4.1.3 (Table B, Table C, or Table D).

42.4.3.19 Members who are reappointed during the period of this Agreement to teach the same course or course-section that they taught as a Sessional Adjunct in the May 1, 2006 to April 30, 2008 period, shall receive the greater of their previous stipend or the stipend calculated according to Article 42.4.1.3.

42.4.3.20 All stipends, whether at the minimum level or higher, and including the supplements set out in Article 42.4.1.3, shall be pro-rated to

(a) the course credit-weight equivalent; and

(b) Member's percentage responsibility for the course. Where more than one appointee is assigned to the course, the percentage responsibilities shall sum to one hundred (100) percent.

42.4.3.21 All stipends, whether at the minimum level or higher, and including the supplements set out in Article 42.4.1.3 (Table B, Table C, or Table D) are deemed to include an allowance for course-related administrative duties.

42.4.3.22 Vacation pay shall be paid in accordance with the *Employment Standards Act, 2000*.

42.4.4 Supplements to the Base Stipends

42.4.4.15 The Base Stipends shall be supplemented, where applicable, by one and one-half (1.5) percent of the Base Stipend for each year that the Member has taught at Queen's University to a maximum of twelve (12) years. For the purposes of this Article, a year is a July 1 through June 30 period. Calculation of the supplement for teaching experience shall be retrospective to May 1, 2003. The supplement for teaching experience will apply to an appointment at a Minimum Stipend level in a year following the year in which the Term Adjunct accumulated the teaching experience.

42.4.4.16 The Base Stipends set out in Article 42.4.1.2 (Table A) shall be supplemented,

where applicable, by twelve and one-half (12.5) percent in cases where the Member's assigned course or course-section has an enrolment of one hundred (100) or more students, or by eighteen and three-quarters (18.75) percent in cases where the

Member's assigned course or course-section has an enrolment of two-hundred (200) or more students. Course or course-section enrolment shall be determined on the last date a student may drop that course without financial penalty.

42.4.4.17 For Term Adjuncts who do not qualify for insured benefits pursuant to Article 42.6.1, the Base Stipends set out in Article 42.4.1.2 (Table A) plus any applicable supplements set out in Article 42.4.2.1 and Article 42.4.2.2 shall be supplemented by eight (8) percent for salary in lieu of benefits.

42.4.4.18 The Minimum Stipends per half (0.5) credit course or equivalent that result from the addition of the supplements set out in Article 42.4.2.1 and 42.4.2.2 to the Base Stipends set out in Article 42.4.1.2 (Table A) are shown in Article 42.4.1.3 (Table B and Table C).

42.4.4.19 The Base Stipend for each half (0.5) credit course shall be supplemented by seven hundred (700) dollars for each additional hour per week of assigned tutorial or laboratory duties above the first three hours of lectures, tutorials and/or laboratories per week.

42.4.5 Course Cancellation

42.4.5.15 If a course is cancelled within two weeks of the start of the term or session in which it is scheduled, the Member shall be paid a course cancellation fee. The course cancellation fee shall be one thousand ~~two hundred-fifty (1,250)~~ dollars for one hundred (100) percent responsibility for a half (0.5) credit course (or equivalent), pro-rated to the course credit (e.g., ~~two thousand five hundred (\$2,500)~~ dollars for one hundred (100) percent of a full (1.0) credit course (or equivalent)), and pro-rated to the Member's percentage responsibility for the course.

42.4.6 Additional Duties

42.4.6.15 A Member may agree to a request from the Unit Head to perform additional duties including administrative service, instructional or supervisory duties related to any academic program during the Member's appointment as a Term Adjunct. Any such duties shall

(a) be appropriately compensated according to Article 42 and Appendix Q;

(b) not duplicate the allowance set out in Article 42.4.1.7; and

(c) be outlined in a supplementary letter of appointment to the Member, if not outlined in the Member's original letter of appointment.

42.4.6.16 All additional duties for which compensation is paid must be agreed to by the Unit Head in advance of the commencement of the duties.

42.4.6.17 Refusal to assume additional duties such as those described in Article 42.4.4.1 or Article 15 after an original letter of appointment has been issued shall not prejudice the Member in respect of personnel processes including eligibility for appointment.

42.4.6.18 Where additional instructional, supervisory, or administrative service duties are required to be performed beyond the end date of the contract, such additional duties may be offered by the Unit Head to the Term Adjunct and Article 42.4.4.1 (a), (b) and (c) shall apply.

42.4.6.19 The number of hours recorded for Employment Insurance (EI) purposes for Term Adjuncts is set out in Appendix R.

42.4.7 Other Employment at the University

42.4.7.15 Term Adjuncts who are also employed by the University in some other capacity shall not have either their remuneration or hours of employment adjusted to compensate for any increase in their Term Adjunct stipend for the same teaching load.

42.5 Compensation: Librarians and Archivists

42.5.1.1 All across-the-board increases provided in Article 42.1.1 shall be applicable to librarian and archivist Members.

42.5.2 Salary Floors

42.5.2.1 The General Librarian/General Archivist salary floors will be \$75,000 July 1, 2026. The value of this floor will be indexed to the ATB increases starting July 1, 2027 as follows: :

(a) General Librarian/General Archivist Floor

(i) 2026-2027	\$75,000
(ii) 2027-2028	\$XX,XXX
(iii) 2028-2029	\$XX,XXX

(b) Assistant Librarian/Assistant Archivist Floor

(i) 1.3 times the General Librarian/General Archivist Floor

(a) 2026-2027 \$97,500

(b) 2027-2028 \$XXXXXX

(c) 2028-2029 \$XXXXXX

42.5.3 Career Development Increment for Librarians/Archivists

42.5.3.1 The career development increment will be implemented using two CDI salary thresholds beginning July 1, 2027. The values of these thresholds will be indexed by the ATB increase on July 1, 2028.

(a) 2026-2027

(i) Threshold 1: \$See Compensation transition MOA

(ii) Threshold 2: See Compensation transition MOA

(b) 2027-2028

(i) Threshold 1: \$90,000

(ii) Threshold 2: \$150,000

(c) 2028-2029

(i) \$XXXXXX

(ii) \$XXXXXX

42.5.3.2 Any Member receiving an assessment of "performance meets expectations" in all areas of their appointment as per Article 28.3.3 will receive a career development increment to base salary.

42.5.3.3 The career development increments will be added to the salary of Members as follows. The CDI values will be indexed to the ATB increase on July 1, 2028, as follows:

Nominal salaries below CDI threshold 1:

(a) 2026-2027 \$See Compensation transition MOA

(b) 2027-2028 \$4,350

(c) 2028-2029 \$X,XXX

Nominal salaries equal to or greater than CDI Threshold 1 and below CDI Threshold 2:

(a) 2026-2027 \$\$See Compensation transition MOA

(b) 2027-2028 \$3,700

(c) 2028-2029 \$X,XXX

Nominal salaries equal to or greater than CDI Threshold 2:

(a) 2026-2027 See Compensation transition MOA

(b) 2027-2028 \$2,000

(c) 2028-2029 \$X,XXX

42.5.3.3

42.5.3.4 Any Member receiving an assessment of "performance does not meet expectations" in any area of their appointment as per Article 28.3.3 will receive a career development increase to base salary of half the value in article 42.5.3.2. Any Member receiving an assessment of "performance does not meet expectations" in any area of their appointment as per Article 28.3.3 in the year immediately following is not eligible for a career development increment. A Member receiving an assessment of "performance does not meet expectations" shall receive written reasons from the University Librarian, setting out the basis upon which the performance has been judged to be deficient for the year in question.

42.5.3.5 In the event that an assessment of "performance does not meet expectations" is grieved, and the grievance is arbitrated, the onus shall be upon the University to show that its assessment is justified.

42.5.4 Promotion

42.5.4.1 A Member promoted from the rank of General Librarian/Archivist to Assistant Librarian/Archivist shall receive a salary increase equal to 1.0% effective the date of

promotion.

- 42.5.4.2 A Member promoted from the rank of Assistant Librarian/Archivist to Associate Librarian/Archivist shall receive a salary increase equal to 1.0% effective the date of promotion.
- 42.5.4.3 A Member promoted from the rank of Associate Librarian/Archivist to Librarian/Archivist shall receive a salary increase equal to 2% effective the date of promotion.

42.5.4 Merit Awards (Library and Archives)

42.5.4.1 Members who meet performance expectations in accordance Article 42.2.2.2 are eligible to be nominated for additional merit that can be awarded in one of two ways including:

- a) a Merit Award per Article 42.2.3.2 and 42.2.3.3, or
- b) an Exceptional Career Achievement Award per Article 42.2.3.4 and 42.2.3.5

42.5.4.2 The Merit Award is based on demonstrating meritorious performance above career development expectations using the objective, transparent criteria reflective of disciplinary differences in any of the three main areas of Academic Responsibility (Professional Practice, Research or Service). Members who meet this requirement will be awarded with an additional increase to base salary, per Article 42.5.4.3.

42.5.4.3 The value of the Merit Award will be \$ 2,500 in 2027-2028. The cumulative total value will be equal to the value of the Merit Award multiplied by 15% of the total number of eligible Members. The value of the Individual Annual Merit Award will be indexed to the ATB increases in the third year as follows:

(c) 2026-2027 \$ See Compensation transition MOA

(d) 2027-2028 \$ \$2,500

(e) 2028-2029 \$ X,XXX

If the total value of the Merit Awards, per Article 42.5.4.3 surpasses the cumulative total value, the awards shall be prorated for all Members who qualify. Unspent money in the cumulative total value, in

any academic year, shall carry-forward in the cumulative total for disbursement in the subsequent academic year.

42.5.4.4 Members demonstrating exceptional career achievements while at the University will be eligible for an Exceptional Career Achievement Award in accordance with Articles 42.2.4.6 and 42.2.4.7.

42.5.4.6 Nominations for the Merit awards can be by self, peer, Department Head or Dean and are submitted to the University Merit Awards Committee by December 15. The Committee will make recommendations to the Provost (or delegate) for final confirmation by March 1. By March 3:

- a) Individual Members will be notified if they have been granted a Merit Award;
- b) The names of Members who receive both Merit Awards will be announced in For the Record by the Office of the Provost, including a short description of the contributions and achievements which led to the Exceptional Career Achievement Award, and
- c) The Association shall receive a report of the number of Members nominated for both the Merit Awards and the Exceptional Career Achievement Awards, and the successful recipients of both awards, including Units.

42.5.4.7 The University Merit Awards Committee shall be comprised of equal representation by Members appointed by the Association and by members appointed by the University. The recommendations of the Committee shall be based upon confirmation that nominated Members have met the objective, transparent criteria used to determine meritorious performance.

42.5.4.8 Whenever the term "research" is used in this Article, it shall be taken to include scholarly and/or creative activity, as appropriate to the discipline.

42.5.4.1 Merit Criteria Committee

42.5.4.1.1 The objective, transparent criteria used in the determination of meritorious performance shall be collegially determined by a Merit Criteria Committee, as outlined in LOA#X and will be comprised of equal representation by Members (appointed by the Association) and by members appointed by the University. This joint standing committee shall review the objective, transparent

criteria for both meritorious awards annually to ensure that the criteria remain relevant and incorporate disciplinary developments.

42.5.4.1.2 Separate criteria will apply for each area of responsibility (Professional Practice, Research, Service) and should be achievable at every career stage. Nominations may be based on any area of responsibility, even if an area is not included in the Member's employment letter as assigned duties..

42.5.5

42.5.6 Indexing

42.5.6.1 The floors outlined in Article 42.5.2 shall be adjusted to incorporate ATB increases as they occur.

42.5.6.2 The career development increments outlined in Article 42.5.3 and the Merit Awards outlined in Article 42.5.4 shall be adjusted to incorporate ATB increases as they occur..

42.5.7 Access by Librarians/Archivists to the Principal's Retention Fund

42.5.7.1 Librarians and archivist Members shall have access to the Principal's Retention Fund in accordance with Article 42.2.5.3.

42.5.8 Administrative Stipends for Librarians/Archivists

42.5.8.1 Library department head term positions as defined in Article 41.8.1 shall carry a minimum annual stipend of seven thousand and five hundred (\$7,500) dollars. This minimum value is also the normal value. In the event Library department head duties are less than full-time, the annual stipend shall be pro-rated according to the Library department head's administrative FTE.

42.5.8.2 Stipends may exceed the normal value in unusual circumstances, in which case the Association shall be provided with written reasons. Appropriate grounds for providing

greater than normal stipends may include, but are not limited to

42.5.8.2.1 unusually high level of responsibility;

42.5.8.2.2 market forces; or

42.5.8.2.3 the rapid career advancement of a person.

42.5.8.3 No stipend shall be increased by more than two thousand five hundred (\$2,500) dollars.

42.5.8.4 If an incumbent in a 'department' head term position leaves that position to take another position in the Library system, their stipend for the 'department' head position will be lost, but the stipend associated with the new position, if any, shall be accorded. Base salary will not be affected.

42.5.9 Anomalies Fund for Librarians/Archivists

42.5.9.1 A side-table of the JCAA shall review existing salaries of all librarian and archivist Members to identify any internal anomalies.

42.5.9.2 An anomalies fund of five thousand (\$5,000) dollars in each year of the Agreement shall be available in order to adjust the salaries of individual librarian and archivist Members that are found to be anomalous.

42.5.9.3 Articles 42.2.5.2.2 (a) and 42.5.2.3 – 42.5.2.5 shall apply *mutatis mutandis* to the anomalies fund for Librarians/Archivists.

42.6 Benefits

42.6.1 All Members, save and except Term Adjuncts with appointments of less than two years in duration regardless of their teaching load and Term Adjuncts teaching less than two full-course equivalents per year regardless of the duration of their appointments, are entitled to benefits as set out in Article 42.6.2(a) through (d). All Members are entitled to benefits set out in Article 42.6.2(e) through (h).

42.6.2 Except as otherwise indicated in this Article, the existing plans set out below shall be continued during the term of this Agreement and shall not be amended or changed without the agreement of the Association:

(a) Long Term Disability Insurance (100% of premiums paid by eligible Members);

(b) Group Life Insurance with a maximum of \$200,000.00 coverage (55% of premiums paid by the University and 45% of premiums paid by eligible Members);

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- (c) Queen's Supplementary Medical Plan (100% of premiums paid by the University);
 - (d) Queen's Enhanced Dental Plan, for which the University shall pay one hundred (100) percent of the premiums, effective May 1, 2009;
 - (e) The Child Care Benefit attached as Appendix M; and
 - (f) The Tuition Support Plan attached as Appendix N.

42.6.3 Long Term Disability insurance enrolment is mandatory for all Members enrolled as of the date of ratification of this Agreement and all Members appointed after the date of ratification of this Agreement who are eligible to enroll under Article 42.6.1.

42.6.4 The Parties agree to establish a Joint Benefits Committee to advise the Parties on the operations of all benefits plans (excluding the University Pension Plan). The Parties shall each appoint three (3) individuals to the Joint Benefits Committee. The Committee shall meet periodically at the request of either Party and at least once per year. The mandate of the Committee shall be

- (a) to receive financial reports from the University and insurance carrier(s) showing the claims made, expenses incurred, and reserves for each benefit plan;
- (b) to provide input to the University on considerations for plan changes that may be desired;
- (c) to advise the Parties on any decision to publicly tender the plans;
- (d) to advise the Parties on the need to retain consultants or outside advisors; and
- (e) to advise the Parties on any improvements or additions to the plans and the costs of such improvements or additions.

42.6.5 Members are entitled to statutory holidays and annual vacations according to existing practice.

42.6.6 The five-twelfths (5/12) employee portion of the University's EI premium ~~reduction attributable to Members will be allocated, for the benefit of Members,~~

to the following employee benefit plans:

(a) Short-Term Sick Leave (Article 33.2.3);

(b) Income top-up for pregnancy and parental leave (Article 33.3.1 and Article 33.3.3); and

(c) Child-care Support (Appendix M).

APPENDIX C – LIST OF ARBITRATORS

LIST OF ARBITRATORS

Eli Gedalof

Mark Har

William Kaplan

Paula Knop

Archana Mathew

Jasbir Parmar

Sheri Price

Brian Sheehan

The JCAA may review and amend this list if agreed.

APPENDIX B

MEMORANDUM OF AGREEMENT RE: STUDENT EXPERIENCE OF TEACHING

BETWEEN

QUEEN'S UNIVERSITY

AND

QUEEN'S UNIVERSITY FACULTY ASSOCIATION

Re: Student Experience of Teaching

1. THE PARTIES AGREE to expand the mandate of the standing subcommittee of the JCAA ("the QSSET Subcommittee) beyond conducting an ongoing review of the Queen's Survey of Student Experience of Teaching (QSSET) to also recommend a new student experience assessment tool that is effective, efficient and responsive to emerging conditions in the University. The QSSET Subcommittee will:

(a) review the implementation, administration and reporting of QSSET, and recommend to the JCAA what, if any, changes should be made to these processes, including revisions to ancillary documents;

(b) recommend to the JCAA additional questions to tailor the QSSET to reflect the different pedagogies of Faculties and Schools with the University;

(c) monitor the privacy and security of QSSET data;

(d) monitor the qualitative student responses to QSSET for disrespectful, demeaning, discriminatory or harassing comments and make recommendations as appropriate;

(e) review the QSSET design and questions for ongoing appropriateness to the work of QUFA Members and the needs of the University;

(f) Recommend a new student experience assessment tool or an alternative method to collect feedback about the course and assess teaching effectiveness to the JCAA that reflects current best practices.

2. In conducting its work, the QSSET Subcommittee should consider the student evaluation assessment tool as having two purposes:

(a) the formative purpose of providing constructive feedback to the course instructor(s) on the students' experience of teaching in the course; and

(b) the summative purpose of providing part of the information to assess the instructor's teaching in annual performance reviews and in the Renewal, Tenure, Continuing Appointment, Reappointment, Promotion processes.

3. The QSSET Subcommittee shall continue to comprise:

- three (3) faculty Members appointed by the Association, one of whom shall act as a Co-Chair
- three (3) members appointed by the University, one of whom shall act as a Co-Chair
- two (2) students, one nominated by the AMS, the other nominated by the SGPS

4. The QSSET Subcommittee may call upon other resources within the University to assist them in their work, including representation from the Office of the University Registrar and the Office of the Vice-Principal (Teaching and Learning).

5. The QSSET Subcommittee shall submit its recommendation for a new student evaluation assessment tool or **alternative method of assessment** to replace the QSSET to the JCAA by June 30, 2027. The Parties may agree to an extension for up to one (1) year.

6. Following the submission of its recommendation, the QSSET Subcommittee will continue to review the student experience assessment tool in place and provide a report, including any recommendations, to the JCAA annually by June 30 of each year of this Agreement. At the QSSET Subcommittee's discretion, it may also provide a report and recommendations at any other point in the year.

7. The University shall not rely on any Student Experience of Teaching data for any purposes if the response rate was less than 20%.

APPENDIX K – ANOMALIES SIDE-TABLE OF THE JCAA

1. Anomalies Side-Table Fund

- 1.1 The Anomalies Funds of Articles 42.2.5.2 and 42.5.7 will be available in **each** year of this Agreement for allocation in order to address anomalies within discipline groups using the methodology previously developed by the Anomalies Side-Table of the JCAA and according to the list of disciplines set out in Section
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3 of this Appendix. The Anomalies Side-Table shall also apply the principles set out in Section 2, below, in making its recommendation to the JCAA.

2. Anomalies Side-Table Fund Implementation and General Methodology

2.1 In making recommendations for anomalies, the Side-Table shall base its recommendations on the following grounds in the following order of priority:

- (a) The need to establish and maintain pay equity between women and men;
- (b) The need to maintain an equitable application of the career development and merit policy amongst Members.

2.2 The allocation from the Anomalies Side-Table Fund shall be performed by an Anomalies Side-Table of the JCAA pursuant to the following terms:

- (a) The Anomalies Side-Table shall compare all salaries to a model based on years of experience, merit and discipline group. Applications shall not be required nor entertained for Anomalies Side-Table decisions.
 - (b) Years of Experience shall be as determined by the Deans or University Librarian according to the most recent Years of Experience Guidelines approved by the JCAA.
 - (c) No awards shall be made to any Member who is not identified by the model as anomalous. Anomalous is defined as a salary that is at least 5% below the predicted salary for the Member. No requests for special adjustments will be entertained, nor recommendations made with respect to such adjustments.
 - (d) No later than two (2) months following its recommendations on salary anomalies under the existing model, the Anomalies Side-Table shall provide an analysis of the compensation between women and men to ascertain whether there are gender discrepancies not explained by the model.
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(e) The University shall provide the Anomalies Side-Table with the salary information necessary for it to recommend allocations from the fund by the end of the second month following the month in which annual salary increases have been implemented.

(f) The Anomalies Side-Table shall meet to recommend allocations as soon as the information specified above has been provided. The Anomalies Side-Table shall commence its work no later than three months following the month in which annual salary increases have been implemented.

2.3 No Member shall be notified of an award by either Party until after the JCAA has received and approved a report on the Anomalies Side-Table's recommendations.

3. Discipline Groups and the Library

3.1 The following discipline groups, and the Library, shall be eligible for funds from the Anomalies Side-Table for the duration of this Agreement:

1. Physical Sciences [excluding Engineers and Computing and Information Science]
2. Social Sciences [excluding Economics]
3. Humanities
4. Basic Health Sciences [excluding Nursing and Rehabilitation Therapy]
5. Nursing/Rehabilitation Therapy
6. Education

3.2 The following discipline groups shall not be eligible for funds from the Anomalies Side-Table for the duration of this Agreement:

7. Business/Economics
8. Applied Science [excluding Electrical and Computer Engineering]
9. Computing and Information Science, Electrical and Computer Engineering

10. Law

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- 3.3 Engineers in Physical Science Departments are distributed between discipline group 8 (in Section 3.2) and discipline group 9 (in Section 3.2) above.

Individuals in the School of Policy Studies are distributed between discipline group 2 (in Section 3.1) and discipline group 7 (in Section 3.2) above.

APPENDIX L – TERM ADJUNCTS IN THE DAN SCHOOL OF DRAMA AND MUSIC

1. Application of Appendix L

- 1.1 Appendix L applies to Term Adjunct Members appointed to provide instruction in the Dan School of Drama and Music.
- 1.2 All other provisions of the Collective Agreement apply to Members covered by this Appendix to the extent that they are consistent with the provisions of this Appendix. Where there is inconsistency between another provision of the Collective Agreement and this Appendix, this Appendix shall prevail.

2. Appointment and Compensation

- 2.1 The assigned teaching load in a Term Adjunct's appointment shall be determined by the course weightings included in the Workload Standard of the Dan School of Drama and Music. If partial responsibility is assigned, the Term Adjunct's teaching load for each course will be prorated appropriately.
- 2.2 The total assigned teaching load is the sum of course weightings, or portions thereof, of all assigned courses.
- 2.3 The compensation for the assigned teaching load referred to in Paragraph 2.1 and 2.2, shall, at a minimum, be determined per Article 42.4, prorated as appropriate.
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3. Cancellation

- 3.1 Course cancellation fees shall conform to Article 42.4.3 and be pro-rated as appropriate.

4. Right of Reappointment for the Dan School of Drama and Music

- 4.1 The Right of Reappointment for the Dan School of Drama and Music shall be governed by the total assigned teaching load per Paragraphs 2.1 and 2.2.

- 4.2 Notwithstanding Article 32.2.2, a Term Adjunct whose total assigned music teaching load sums to at least a half (0.5) course equivalent at least two (2) times over a minimum of two (2) consecutive Academic Years shall be offered Right of Reappointment for the Dan School of Drama and Music to instruct music in subsequent Academic Years. The Right of Reappointment for the Dan School of Drama and Music is the right to teach music courses, or portions of music courses, not less than the total assigned music teaching load of the Member, provided there is a record of good instruction and satisfactory performance of assigned duties, unless

(a) The course or portion of the course is being assigned to a Tenure-track/Tenured Member; a Continuing Adjunct; or a Teaching Fellow who would not otherwise have an opportunity to teach as part of their graduate education;

(b) the Term Adjunct's Right of Reappointment has expired per Article 32.4.1; or

(c) the Term Adjunct has lost their Right of Reappointment per Article 32.4.2.

- 4.1 Bumping Rights for Term Adjunct Members with a Right of Reappointment for the Dan School and Drama and Music shall be consistent with Article 32.3.8.

5. Conversion to a Continuing Adjunct Appointment

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- 5.1 Notwithstanding Article 32.5.1, a Member with a minimum of six (6) years of consecutive service as a Member in the Bargaining Unit and whose years of service multiplied by the cumulative total of full-course equivalents or fractions thereof they have successfully instructed in that period equals seventy-two (72) or more may apply for a Continuing Adjunct appointment. Years of service in a continuing (e.g. tenured) or continuing-track appointment from which a Member has retired, resigned or been dismissed, or following which a Member has received a terminal appointment pursuant to Article 30.17.1 or Article 31.14.1 shall not count towards eligibility for a Continuing Adjunct appointment.
- 5.2 A Member newly appointed as Continuing Adjunct shall be entitled to a course load entitlement per 32.5.7.

APPENDIX M – CHILD-CARE BENEFIT PLAN

1. Subject to the following, Members who have dependent children under the age of seven, and Members who have dependent children under the age of twelve in before and/or after school programs, summer camps, or programs during school professional activity days are eligible for reimbursement of child-care costs:
- (a) All applications must be received in Human Resources by **February 1st March 1st** (i.e., the online application on the Human Resources website must be completed). If audited, Members will be required to submit proof of attendance from the provider, and amounts paid, to Human Resources prior to confirm entitlement to reimbursement.
 - (b) Reimbursement for dependent children under the age of seven will be made if the child-care costs are incurred at the usual facility attended by the child or at a summer camp. Reimbursement will not be provided for casual care. A Member on Academic Leave will be reimbursed for child-care expenses incurred at facilities away from the child's normal place of residence if the expenses qualify under (c).
 - (c) Reimbursement will be made only for child-care expense payments that meet the Canada Revenue Agency definitions for the Child Care Expenses Deduction.
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- (d) If both parents are eligible, only one may claim the Child-Care Benefit.
 - (e) The plan maximum of \$2,250 per child will be provided annually, based on a calendar year. There are no carryover provisions if the full \$2,250 is not used in any given year.
 - (f) The daily maximum reimbursement for child-care expenses incurred by a Member for participation by a dependent child at a summer camp is \$5.25.
 - (g) Eligible dependent children are natural, step, common-law or adopted children or wards.
 - (h) The nominal value of the fund for this plan is \$351,714 in each year of the collective agreement. In the event that the value of eligible claims is less than the total amount available, the surplus shall normally be carried forward and added to the fund for the following calendar year. However, where monies remain in the Child-Care Benefit and applications to the Tuition Support Plan exceed available monies in that fund, Child-Care Benefit surplus funds shall be transferred, in whole or in part, to the Tuition Support Plan as requested by the Association, no later than April 15 30th. If the eligible claims exceed the total amount available per year, the fund will be reviewed and amounts will be pro-rated based on the number of eligible claims. The participation rate, reimbursement levels, funding and administration of this plan will be evaluated each year.
 - (i) In respect of dependent children of a Member whose service to the University has ended by moving to Long Term Disability, the Member shall only be entitled to apply for childcare benefits for any remaining Academic Terms in the applicable Academic Year following the last day actively worked by the Member. Payments shall be calculated on the same basis as when the Member was in active service.

APPENDIX N – TUITION SUPPORT PLAN

- 6. In the event that the value of eligible applications is less than the total amount available, the surplus shall normally be carried forward and added to the fund for the following academic year. If the eligible applications exceed the total amount available per year, the fund will be reviewed and amounts will be prorated based

on the number of eligible applications. Where monies are returned to the fund after the monies have been distributed, these also shall normally be carried forward to the following academic year. However, where monies remain or are returned to the Tuition Support Plan fund and applications to the Child-Care Benefit exceed available monies in that fund, Tuition Support Plant surplus funds shall be transferred, in whole or in part, to the Child-Care Benefit as requested by the Association no later than April 30th. The University shall apprise the Association annually of the number and amounts of scholarships distributed and of the method of and reasons for the distribution process so that the Association may advise its Members.

APPENDIX O – INDIGENOUS PARTICIPATION IN RENEWAL, TENURE – OR IN THE CASE OF LIBRARIAN AND ARCHIVIST MEMBERS, CONTINUING APPOINTMENT – OR PROMOTION COMMITTEES

1. In this Appendix, "Committee" refers to the Committee described in Article 30.2 in the case of faculty Members, and to the Committee described in Article 31.2 in the case of librarian and archivist Members. "Unit Head" refers to the Heads of both an Academic Unit and a Library 'department'.
 2. By May 15, for Renewal, Tenure — or in the case of librarian and archivist Members, a Continuing Appointment — or Promotion, a Member who is an Indigenous person shall be advised that they may, by July 1, request that the Unit Head add an Indigenous person as a participant to the Committee and may suggest to the Unit Head the name(s) of suitable participants. The Unit Head, upon receipt of this request, shall in consultation with the Indigenous Council Office of Indigenous Initiatives, select a person which participant(s), normally from the Member's list, are suitable to participate on the committee, and provide a suggested rank ordering of the participants to the committee. The participant who may or may not be an academic and who is at shall be arm's length from the candidate to be the Indigenous participant in the relevant personnel process regarding this applicant. If a participant cannot be secured from the Members list, the Unit Head, Dean and/or the Office of Indigenous Initiatives may suggest names of potential participants. The Member will have an opportunity to describe the nature of their relationship with any additional participants added, and comment on their suitability to participate on the committee.
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3. The ~~Indigenous Council~~ Office of Indigenous Initiatives shall provide the Unit Head with the name and contact information of its recommendation(s) by August 1st.
 4. Prior to being nominated to join a Committee as an Indigenous participant, a person must undertake to be bound by the provisions of the Collective Agreement, including those respecting confidentiality.
 5. The Unit Head shall advise the Committee Chair and the applicant of the name of any Indigenous participant selected to join the Committee as soon as possible after they have been identified.
 6. The Indigenous participant shall be a member of the Committee with respect to the Indigenous candidate, and shall attend meetings, have access to all documents, and be able to participate in all discussions about the Indigenous candidate.
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APPENDIX XYZ – MEMORANDUM OF AGREEMENT RE ANOMALIES

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN

QUEEN'S UNIVERSITY (the "UNIVERSITY")

AND

**QUEEN'S UNIVERSITY FACULTY ASSOCIATION (the "ASSOCIATION")
[the Parties"]**

RE: Articles 42.2.5, 42.5.7 and Appendix K

WHEREAS the parties have agreed to develop and implement a new compensation scheme with a revised Career Development and Merit system;

AND WHEREAS a goal of the University is for the merit system to reward and motivate performance and allow for salary divergence;

AND WHEREAS the University determines starting salaries subject to salary minimums in article 42;

AND WHEREAS the parties have a shared goal that the merit system is equitable;

AND WHEREAS the parties agree that the Anomalies Side Table (AST) system should be reviewed as it is a significant component of the compensation system;

AND WHEREAS the parties have previously expressed an interest in having the AST subcommittee review and make recommendations on the AST process;

NOW THEREFORE, the parties agree as follows:

1. During the first year of the collective agreement the Anomalies fund will be available for allocation pursuant to articles 42.2.5 and 42.5.7 in order to address anomalies within discipline groups using the methodology previously developed by the Anomalies-side table of the JCAA and according to Appendix K.
 2. Following the completion of the allocation in 1. above, the AST will:
 - a) review and make a recommendation to JCAA on changes to the methodology previously developed by the AST to account for the University's right to determine starting salaries and progress through the new CDI and Merit system.
 - b) Review and make recommendations to JCAA on the AST process factoring in market forces.
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3. The objective is to have the revised AST process in place to enable the AST to address anomalies identified following the full implementation of the new CDI and merit system, and shall be run for year three and any necessary adjustments will be made retroactive July 1, 2027 for year two of the renewed Collective Agreement

SIGNED THIS _____ DAY OF AUGUST, 2026

Michael Villeneuve

Jordan Morell

Chief Negotiator (Queen's)

Chief Negotiator (QUFA)

**APPENDIX XYZ – MEMORANDUM OF AGREEMENT RE COMPENSATION
TRANSITION**

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN

QUEEN'S UNIVERSITY (the "UNIVERSITY")

AND

QUEEN'S UNIVERSITY FACULTY ASSOCIATION (the "ASSOCIATION")

["the Parties"]

RE: Article 42

WHEREAS the parties have agreed to develop and implement a new compensation scheme with a revised Career Development and Merit system;

AND WHEREAS faculty members were assessed for merit performance for the year ending June 30th 2025, under the terms of the July 1 2022 to June 30, 2026 Collective Agreement;

NOW THEREFORE, the parties agree as follows:

1. Career Development and Merit increases on July 1, 2026 will be based on Article 42 of the July 1, 2022 to June 30, 2026 Collective Agreement with values indexed to the July 1 2026 Across the Board (ATB) increase;
2. Effective July 1, 2027:
 - a) Career Development increases (CDI) will be applied according to article 42;
 - b) All eligible members will receive transitional merit based on the cumulative total value as per article 42.2.3 divided by total number of eligible Members;
3. In each of the years 2026-2027 and 2027-2028 the University shall accord to the Association (6) additional units of support for the Association President and/or other officers designated by the Association, the value of which shall be calculated according to Article 7.2 in support of implementation of the new system;
4. Effective July 1, 2028 Article 42 applies;

SIGNED THIS DAY OF AUGUST, 2026

Michael Villeneuve
Chief Negotiator (Queen's)

Jordan Morell
Chief Negotiator (QUFA)

LOA #

LETTER OF AGREEMENT

BETWEEN

QUEEN'S UNIVERSITY (the "University")

AND

**THE QUEEN'S UNIVERSITY FACULTY ASSOCIATION (the
"Association")**

RE: Extension of Renewed Appointment and Reapplication

The Parties Agree as follows:

1. If an application for tenure or continuing appointment is found to be inadequate in any one of the three areas (teaching, research or service for Faculty and professional practice, research, or service for Librarians and Archivists), and at either the Committee, the Unit Head or the Decanal level, or at either the Committee or the Vice-Provost and University Librarian level in the Library, there was at least one positive recommendation, then the Provost shall elect to extend their appointment for an additional two (2) years and request that they reapply for tenure in accordance with the regular timeline set out in Article 30 or continuing appointment in accordance with the regular timeline set out in Article 31 (one year into their two-year extension), or grant renewal, tenure, or continuing.
 2. This process may only be used one time.
 3. The Association will be notified in addition to the Member.
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4. The Member is encouraged to update materials in their application file outlined in Articles 30.9.1 and 31.8.1 and may request to have up to two referee letters replaced with new referees.
5. The Member is encouraged to have new material collected in accordance with Article 30.10 (Student views) and Articles 30.11 and 31.9 (Colleague opinions) but may reuse the materials collected under Articles 30.10 and 30.11 from their previous tenure application.
6. The Unit will be responsible for including updated materials as per Articles 30.12 and 31.10.
7. The Member is encouraged to add/update any material to their file in accordance with Articles 30.13.5 and 31.11.5.
8. The evaluation of the file shall proceed as outlined in Articles 30.14 and 31.12.

Dated at Kingston this day of August 2026

Michal Villeneuve

Chief Negotiator (Queen's)

Jordan Morelli

Chief Negotiator (QUFA)

SCHEDULE A – LIST OF REGISTERED CHARITIES (PUSUANT TO ARTICLE 3.1.2)

Change Lion Heats Inc. to Lion Hearts Inc.

LOA #1 – CONFLICT RESOLUTION PROGRAM AND MEMBER EDUCATION PROGRAM

The parties agree to renew LOA #1 and remain status quo.

LOA #3— RE: INFORMATION TECHNOLOGY

**LETTER OF
AGREEMENT
BETWEEN**

**QUEEN'S UNIVERSITY
(the "University") AND**

**THE QUEEN'S UNIVERSITY FACULTY ASSOCIATION (the
"Association")**

RE: Information Technology

WHEREAS the Academic Responsibilities of faculty members intersects with Information Technology ("IT")

AND WHEREAS the evolving digital landscape introduces additional security risks which are of mutual concern and involve discussions between University administration and the Association on means of mitigating these risks

AND WHEREAS the best way to protect personal, intellectual and institutional data from loss, theft and leakage is through comprehensive information and security controls and the adherence to cybersecurity best practices

AND WHEREAS IT security is a matter of mutual concern for the Parties, including the requirements of the Collective Agreement, such as Article 14 and Article 23

AND WHEREAS the JCAA shall review matters of mutual concern, endeavour to foster better communications between the various components of the University community, and facilitate better working relationships between the University and the Association and its Members (per Article 13.4)

AND WHEREAS the JCAA requires the assistance of knowledgeable individuals

NOW THEREFORE, the Parties agree as follows

1. For the duration of the 2022-2025 Collective Agreement, the JCAA shall have a meeting with a standing agenda item to address matters arising with respect to IT at a minimum of one (1) meeting per Academic Term;

2. Each Party will be permitted up to two (2) additional attendees at scheduled meetings of JCAA, with technology or other relevant expertise, one of whom would normally be the University's Chief Information Officer;

3. Significant, enterprise-wide changes to IT policy and digital products for use by Members will be communicated and discussed at JCAA;

4. Article 13 is otherwise unaffected by this Letter of Agreement, including without limitation the second sentence of Article 13.2 which pertains to quorum; and

5. This Letter of Agreement shall cease to operate and will expire upon the expiry of the Parties' 2022-2025 Collective Agreement;

Signed on behalf of the University, 9 day of February
this 2023;

ORIGINAL SIGNED BY:

Dan McKeown Co-Chair, JCAA

Signed on behalf of the Association on this 9 day of
February this 2023;

ORIGINAL SIGNED BY

James Stota

Co-Chair, JCAA

LETTER OF AGREEMENT

Between

Queen's University ("Queen's")

AND

Queen's University Faculty Association ("QUFA")

Re: Appendix L

WHEREAS The Parties desire to ensure that all Units, including the Dan School of Drama and Music, have workload standards that allow the Unit to deliver their programs while providing a consistent standard across the entire Unit.

AND WHEREAS The Parties desire that Units have the flexibility to determine the course offerings comprising their programs according to collegial curricular processes.

NOW THEREFORE, the Parties agree that:

1. The Dan School of Drama and Music shall follow the process outlined in Article 37 to develop a New Unit Workload Standard.
2. Until the New Unit Workload Standard has been ratified by the Unit and approved by the Dean, the version of Appendix L in the 2022-2026 Collective Agreement shall prevail. Once the New Unit Workload Standard is in force, the version of Appendix L in the 2026-20** Collective Agreement shall come into full force and effect.
3. The Parties, either individually or collectively, may provide support to the Workload Committee of the Dan School of Drama and Music, if requested by the Committee, to facilitate an expedited process.

SIGNED THIS ____ DAY OF _____, 2026

ORIGINAL SIGNED BY:

ORIGINAL SIGNED BY:

QUEEN'S UNIVERSITY

per Michael Villeneuve

QUFA

per Jordan Morelli

LOA #X – RE: WORKLOAD STANDARD IMPASSE RESOLUTION

LETTER OF AGREEMENT

BETWEEN

QUEEN'S UNIVERSITY (the "University")

AND

THE QUEEN'S UNIVERSITY FACULTY ASSOCIATION (the "Association")

RE: Workload Standard Impasse Resolution

WHEREAS Article 37 outlines the process for the development and ratification of Academic Unit Workload Standards;

AND WHEREAS the Parties have an interest in an effective Workload Standards development and ratification process;

NOW THEREFORE, the Parties agree as follows:

When the Dean or University Librarian and the Committee are unable to reach an agreement at Articles 37.1.14 and 37.5.5, a Workload Standard impasse resolution panel will be formed. The panel will consist of two (2) University representatives appointed by the Office of the Provost or delegate and two (2) QUFA representatives, who together shall develop a recommendation to reach an agreement.

The resulting recommendation will be sent to the Dean and the Committee for the purpose of facilitating an agreement between them as described in Articles 37.1.14 and 37.5.5.

LOA #? – JOINT WORKING GROUP ("JWG") TO DEVELOP TRANSPARENT CRITERIA FOR THE DETERMINATION OF MERIT

The Parties to the Joint Working Group to Review the Compensation Model created by Letter of Agreement #6 of the Queen's-QUFA Collective Agreement 2022-26 recommended in their Joint Report to the JCAA the formation of a new joint working group that would be tasked with developing the transparent criteria that would be used in the assessment of merit under the new framework. The Joint Working Groups ("JWG") created by this LOA is to collegially develop the transparent criteria to be used in the assessment of merit during the first two years of the term of the renewed Collective Agreement with the goal of implementing the new merit framework in the third year.

Career Development Increments ("CDI") are awarded for satisfactory performance in all areas of responsibility and are assessed separately from merit, and merit recognizes performance that exceeds normal expectations and is awarded in two forms: (i) an annual increase to base salary, and (ii) a periodic one-time payment not to base salary in recognition of exceptional achievement.

The following terms will govern the operation of the LOA#? JWG:

1. The JWG will have four members appointed by the Association and four members appointed by the University (one on each side may be a staff person).
 2. The JWG will be jointly chaired and chairing will alternate between the Association and the University.
 3. The mandate of the JWG is to solicit and develop the criteria to be used in the assessment of merit under the new framework. These criteria must be:
 - a. Collegially determined by Members of the Association and the University
 - b. Determined at the discipline, faculty and University level. Discipline specific criteria refer to the discipline groups and the Library/Archives as listed in Appendix K.
 - c. Defined in all three areas of responsibility (Teaching, Research, Service and commensurate areas in the Library/Archives), and awarded in such that the awards for teaching and service shall not comprise less than 30% of the total awards.
 - d. Achievable at every career stage.
 - e. Achievable irrespective of appointment type or area of scholarship.
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4. In the 6 months following ratification of the renewed Collective Agreement, the JWG will assemble a list of principles, spanning research, teaching and service, that will be used to guide the development of meritorious criteria across the University. These will be broad and will be focused on standards that exceed normal expectations. Research-associated benchmarks will be informed by responsible research assessment principles, which considers all scholarly disciplines focuses on impacts to a variety of stakeholders, including the University, scholarly associations, the community and humanity.
 5. Units, Deans/Faculty Boards, and the University/ shall, respectively collegially develop a list of meritorious criteria in keeping with the Discipline Groups outlined in paragraph 3 of Appendix K – Anomalies Side-Table of the JCAA within the 6 months following ratification of the renewed Collective Agreement. In Departmentalized faculties, this should be done initially at the Unit level and then consolidated at the Faculty level. Criteria should be agreed on collegially in keeping with Faculty and Library processes. The list will be comprised of no more than 12 items per area of responsibility (Research, Teaching, Service and commensurate areas in the Library/Archives).
 6. It is expected that there will be similarities across the University, particularly in the areas of teaching and service. Accordingly, the JWG will refine and consolidate the lists into a master list of discipline-specific, faculty-wide and university-wide criteria. This list will be approved by QUFA and Queen's University, by December 15, 2027. The JWG will submit a final report to JCAA stating the master list used in the determination of merit and the processes for updating and confirming merit as per Articles 42.2.3.4 and 42.2.3.6. This list will be subject to approval by the JCAA.
 7. These criteria are solely for the determination of merit and shall not be considered for CDI, RTP, or any other personnel processes.
 8. The JWG shall report its progress, at a minimum, every two months to the JCAA.
 9. At the expiration of the term of the 2026-XX Collective Agreement, the parties may jointly agree to incorporate the new or revised merit framework into the subsequent renewal Collective Agreement. Following the completion of three (3) complete merit cycles, either party may decide to revert back to the status quo as outlined in the Collective Agreement 2022-26 with respect to the compensation model.
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LOA #

LETTER OF AGREEMENT

BETWEEN

QUEEN'S UNIVERSITY (the "University")

AND

**THE QUEEN'S UNIVERSITY FACULTY ASSOCIATION (the
"Association")**

RE: Professor of Practice Pilot

WHEREAS the Parties recognize that a subset of Term Adjuncts are professional, business, industry or government leaders who have made significant contributions to their field or discipline and are engaged primarily in teaching related to their practice field or discipline in the Unit or Faculty in which they are appointed ("Professor of Practice");

AND WHEREAS A Professor of Practice is appointed on the basis of their professional practice and expertise. Their primary professional responsibilities remain with the organization from which their professional experience is derived;

AND WHEREAS the qualifications for appointment as a Professor of Practice are earned primarily through professional experience as practitioners;

AND WHEREAS the University and the Association ("the Parties") shall pilot Professor of Practice as a new type of appointment in the Faculty of Law during the term of the renewed Collective Agreement;

NOW THEREFORE the Parties agree as follows:

1. Instructors in the Faculty of Law who would otherwise be appointed as Term Adjuncts and who meet the definition of Professor of Practice set out in this Agreement and who teach an online course shall be appointed as Professors of Practice
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2. Professors of Practice shall be subject to the terms and conditions of employment applicable to Term Adjuncts as set out in the renewed Collective Agreement, with the exception of Article 32.

3. Any rights of reappointment that a Professor of Practice previously accrued as a Term Adjunct pursuant to Article 32 shall be held in abeyance for the duration of the renewed Collective Agreement.

4. By September 30th of each year of the renewed Collective Agreement, the University shall provide the Association with a list of all Professors of Practice appointed in the Faculty of Law during the preceding academic year.

5. The Parties agree that persons appointed as a Professor of Practice are deemed included in Article 1.3 of the Collective Agreement.

Dated at Kingston this day of August 2026

Michal Villeneuve

Chief Negotiator (Queen's)

Jordan Morell

Chief Negotiator (QUFA)

ATTACHMENT B

This attachment will show the intent of the Parties, but will not be included in the Collective Agreement

Workload Standard Template

GUIDELINES

- Workload Standards should address all of the required context in Article 37 (Workload) of the Queen's-QUFA Collective Agreement and addresses the academic responsibilities of Members as outlined in Article 15 (Academic Responsibilities). Workload standards are not Collective Agreements and, in fact, are subordinate to the Queen's-QUFA Collective Agreement.
 - The development of a Workload Standard must follow the process outlined in Article 37. The Workload Standard must comply with the Collective Agreement, and must not contravene any statute, or any applicable law, otherwise it is without force or effect to the extent of such conflict.
 - The Workload Standard promotes fairness through transparency of assigned duties, and its primary function is as an administrative document and should strive for clarity and brevity. While preambles/introductions can provide important context, excessive preambles, discussions about pedagogy and research, and editorial comments are to be avoided. Workload Standards are expressions of an equitable distribution of duties among Members of a Unit, and the goal of Workload Standards should be to enable a Unit to fulfill its academic program obligations as approved by Senate and a Workload Standard should reflect the need for research, scholarly, and/or creative activities as included in Members' appointments.
 - A Workload Standard should address the **current** workload of the Unit. It should not address hypothetical situations, possible future workloads, or pending changes that have yet to be implemented. Should the workload of a Unit change substantially as a result of new programs, Unit mergers, etc., the Collective Agreement has mechanisms to revise the Workload Standard.
 - To address discussions about pedagogy and research and other editorial comments, some Units find it helpful to include that material in a separate Unit-level policy document.
 - A Workload Standard should not include lengthy excerpts from the Collective Agreement. If necessary, it is permissible to include references to appropriate sections of the Collective Agreement. However, these should be made sparingly as the Collective Agreement may change over the life of the Workload Standard.
 - A Workload Standard should not include excerpts from, references to, or interpretations of University/Senate policies, legislation, regulations, and codes.
-

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- A Workload Standard cannot directly or indirectly alter a Member's appointment. Alterations to an appointment letter can only be made by the Dean with approval from the Provost.
 - As a reminder Article 37.2.4 states that a Member may carry a credit/debit balance in teaching duties as long as their teaching load over a five-year period is consistent with the Workload Standard.
 - The Unit Workload Standard committee should carefully proofread the document to make sure that terms and dates are consistent with those defined by or used in the Collective Agreement.
 - As a reminder, Article 37.1.16 outlines when a Workload Standard is without force or effect and should be reviewed by the Unit.
 - A Workload Document should not:
 - Interpret or reproduce University/Senate policies;
 - Replace collegial governance processes;
 - Determine outcomes in Renewal, Tenure, and Promotion (RTP) processes.
-

SECTION 1: Unit Information

Unit: *Click or tap here to enter the name of your Unit. [Field is expandable]*

Faculty: *Click or tap here to enter the name of your Faculty [Field is expandable]*

Date of Submission: *Click or tap to enter the date that the Workload Standard was submitted to the Workloads Standards Subcommittee.*

Date of Ratification: *Click or tap to enter the date that the Workload Standard was ratified by the Unit.*

Date of Approval: *Click or tap to enter the date that the Workload Standard was approved by the Dean.*

Unit Workload Committee Members: *Click or tap to enter the Members of the Unit Workload Committee and indicate who was Chair. [Field is expandable]*

SECTION 2: Introduction and/or Preamble

An introduction and/or preamble are not required as part of the Workload Standard; however, the majority of Units do incorporate this as an element of their Workload Standard. If utilized, they are there to provide context for the document. Practically speaking, think no more than a paragraph or two.

Insert Introduction/Preamble Text below [Limit to 300 words].

Click or tap here to provide an Introduction/Preamble if desired. [Field is expandable]

SECTION 3: Teaching and (for the Library) Professional Practice

PART A: The normal expected teaching load, with respect to courses taught, for a typical tenured appointment should be described. This should be a single weighted value derived using criteria outlined in part B expressed in terms of Full Course Equivalents (for example, 1.5 or 2.0). The course allotment should combine potential undergraduate and graduate course instruction, depending on course offering and availability. When considering the normal teaching load, all potential tasks that contribute to teaching a course should be considered as outlined in 37.1.5(b).

What is the normal teaching load in the Unit?

Click or tap here to enter the normal teaching load for the Unit as a single number.

PART B: It is understood that teaching a standard half (0.5 Full Course Equivalent) credit course is not universal. For transparency of non-standard courses, a Unit may create a weighting system to compare the workload of different courses. This weighting system shall then be converted to the Full Course Equivalent measure in Part A. When describing how teaching loads will be distributed as equitably as possible, the Unit

should consider teaching in a manner that encompasses all of the teaching responsibilities undertaken by Members. Descriptions should be understandable by all Members of the Unit, support staff, and the Workload Subcommittee. This could include recognizing a distribution of light, moderate and heavy courses, or distributing teaching between first year, second and third year, and fourth year or graduate courses are methods used in some Units across campus. Given the modes of instruction in your Unit, provide a description of how special consideration is given to the ways in which courses are weighted or counted.

Describe the way courses are weighted or counted.

Click or tap here to describe the way courses are weighted or counted. [Field is expandable]

PART C: The supervision of students includes the academic supervision of both undergraduate and graduate students as outlined in Article 37.1.5(b). Note that the supervision of undergraduate and graduate students is considered teaching, and the Unit can indicate whether supervision is included as part of the Normal Teaching Load, in addition to the Normal Teaching Load, or is recognized through other means, such as a points system or equivalent course weights.

Describe the normal supervisory load.

Click or tap here to describe the normal supervisory load. [Field is expandable]

Part D: For Librarians and Archivists: In lieu of teaching, the primary responsibility of the Library and Archives is professional practice as outlined in Article 15.2.3. This includes “supporting the teaching and research needs of the University community by providing instructional, consultative and research assistance to patrons; and managing and developing the Library and Archives collections, information systems and service programs.” As such, Professional Practice may include the supervision of staff or students.

Provide guidelines describing how the workload for Librarians and Archivists can be fairly distributed as well as the normal workload that a Librarian or Archivist would commit to professional practice.

Describe the normal load for professional practice.

Click or tap here to describe the normal load for professional practice. [Field is expandable]

SECTION 4: Research, Scholarly, and Creative Activity

Specific Research, Scholarly, and Creative Activity are not assigned, and they are protected by the Academic Freedom principles of Article 14. Members are expected to

devote time to Research, Scholarly, and Creative Activity that is appropriate to their discipline and commensurate with their appointment. Article 37.1.5(c) specifies the inclusion of the "normal expectations of the extent of commitment to scholarly/research or other creative work, without stipulating quantity of research work to be produced." The Workload Standard should provide guidelines regarding the types of activities that a Member may typically devote to Research, Scholarly, and Creative Activity as well as the types of scholarly activities that a Member may choose to pursue, without stipulating quantity of research work to be produced. The Workload Standard shall recognize the many diverse forms that scholarship can take.

Describe the normal expectations of the extent of commitment to scholarly/research or other creative work.

Click or tap here to describe the normal expectations of the extent of commitment to scholarly/research or other creative work. [Field is expandable]

SECTION 5: Administrative Service

Administrative service relates to service contributed to the operation of the department, faculty, or university as part of the collegial governance model. While the Workload Standard will address the equitable distribution of assigned administrative service, other administrative service roles, where a Member is elected or nominated, must also be considered. When describing the normal administrative load of the Unit below, it can also be noted that not all administrative appointments are equivalent. Appendix Q articulates different categories of administrative service and may be used to inform the development of this section.

Describe the normal administrative load.

Click or tap here to describe the normal administrative load. [Field is expandable]

SECTION 6: Additional Considerations When Assigning Workload

PARTS A to D: Describe mechanisms for dealing with extraordinary tasks accompanying teaching, administrative service, professional service and research responsibilities through an equitable reduction of teaching and/or administrative service responsibilities, in consultation with the Unit Head.

PART A: Describe mechanisms for dealing with extraordinary tasks related to teaching such as curricular reform, and significant teaching responsibilities carried forward from a previous term that may impact the Member's research responsibilities (e.g., academic accommodations, academic integrity investigations).

Describe mechanisms for addressing extraordinary tasks related to teaching.

Click or tap here to describe mechanisms for addressing extraordinary tasks related to teaching. [Field is expandable]

PART B: Describe mechanisms for addressing extraordinary administrative service.

Click or tap here to describe mechanisms for addressing extraordinary tasks accompanying administrative service. [Field is expandable]

PART C: Describe mechanisms for addressing extraordinary professional service.

Click or tap here to describe mechanisms for addressing extraordinary tasks accompanying professional service. [Field is expandable]

PART D: Describe mechanisms for addressing extraordinary research responsibilities.

Click or tap here to describe mechanisms for addressing extraordinary tasks accompanying research responsibilities. [Field is expandable]

PART E: The Workload Standard can also articulate varied workload expectations for Members at different moments in their career or those with specialized functions or appointments appropriate for the Unit. One particular example that should be discussed is in relation to Article 37.2.6(a), which mandates a reduction in teaching and service duties for the first year of an Initial, Tenure-track appointment, and that a continued reduction in duties would normally be available to a Member on this appointment. These reductions are to be described in the Workload Standard with the caveat that beyond the first year, the reduction in assigned duties is normal, but may not be guaranteed. The Unit should consider other specific appointments or specialized functions according to their discipline.

Describe the workload expectations for the diversity of types of appointments and specialized functions within a Department/Unit.

Click or tap here to describe mechanisms for addressing workload expectations for the diversity of types of appointments and specialized functions within a Department/Unit. [Field is expandable]

PART F: Article 37.1.5(g) outlines other methods in which the workload of Members within a Unit can be efficiently and equitably assigned. While some discussion of this may have occurred in the Introduction/Preamble, specific guidelines should be outlined to provide a complete framework of how workload should be assigned. Some examples could include, where possible, aligning teaching with research interests of Members or balancing teaching across semesters.

Provide additional considerations to guide the efficient and equitable distribution of workload.

Click or tap here to describe additional considerations for the efficient and equitable distribution of workload. [Field is expandable]

SECTION 7: Collective Agreement

Any reference to an article in the Collective Agreement (CA) is referring to the CA corresponding to the following years:

Click or tap here to provide the version of the Collective Agreement that is referenced.

SECTION 8: Signatures

The Co-Chairs of the Workload Standards Subcommittee confirms that the Workload Standard adheres to the Collective Agreement.

Name of Subcommittee Co-Chairs

Date

Name of Subcommittee Co-Chairs

Date

The Chair of the Unit Workload Standards Committee confirms that the Workload Standard has been ratified with the processes outlined in Article 37.

Name of Committee Chair

Date

The Dean of the Faculty Approves that the Workload Standard enables the Unit to fulfill its academic program obligations as outlined in Article 37.

Name of Dean
Dean, Name of Faculty

Date

GUIDELINES AND EXAMPLES

Introduction and/or Preamble

As stated in the guidelines, excessive introductions should be avoided including discussions about pedagogy, research and editorial comments. Some considerations to think about when constructing the introduction/preamble including the following, however these elements should also be woven throughout their appropriate sections. Article 37.1.6 can be considered in your introduction, which is summarized below.

- To allow Members, in co-operation with the Unit Head, to arrange their responsibilities in a manner that provides the most efficient allocation of work and time while allowing the Unit to fulfill its academic program obligations.
- To consider the academic program obligations, the current state of the faculty complement, and the ability to fulfill those obligations.
- To distribute responsibilities among Unit Members as equitably as possible and to reflect the need amongst all tenured and tenure-track Members for research time.
- To allow Members to see and understand the calculation of their own responsibilities and the responsibilities of their colleagues. To facilitate transparency, the Unit Head shall make available a list of assigned teaching and service duties of all Members along with the average and range of undergraduate and graduate supervision as they are being formulated for the following Academic Year, and a summary list of final allocations in the fall for that year.
- To integrate teaching with research by providing for the assignment of teaching within a Member's area of research interest and expertise, subject to the Unit's ability to fulfill its academic program obligations.
- What are the workload expectations for the diversity of types of appointments and specialized functions within a Department/Unit (for example, Continuing Adjuncts, Research Chairs).

Example 1:

An annual collaboration among Members and the Head is employed to arrive at suitable teaching and service assignments. To integrate teaching with research, teaching is typically assigned within a Member's area of research interest and expertise and will consider different forms of teaching, including student supervision. The Head makes available a list of assigned teaching and service duties of all Members, the five-year average and range of undergraduate and graduate supervision, and a summary list of final allocations in the fall for that year.

Our Unit consists of ## full time equivalent Members, including Members who are teaching focused (e.g. continuing adjuncts and teaching faculty) as well as those with increased research (e.g. research chairs) or service (e.g. Head) responsibilities. Assigned

teaching and administrative service is balanced across Members in a manner that is commensurate to the appointment type of a faculty member, and all types of work are valued.

Our Unit is responsible for delivering ## degree programs and service courses to support other departments that require the delivery of approximately ## and ## undergraduate and graduate courses respectively. Considering the teaching capacity of each faculty member in the department and discounting expected teaching relief, the department can cover ## courses in total, which is sufficient to deliver the program with limited term adjunct support to fill gaps. Our Unit employs a range of pedagogical approaches, including online learning, flipped classrooms, experiential learning, laboratories, and apprenticeships. Assigning different course types a specific course-equivalent value recognizes that each course involves a different amount of work and helps ensure balanced annual workload.

Example 2:

The Department is committed to research excellence and to providing a high quality education to the undergraduate and graduate student population. Excellence in research and teaching in the department has been recognized by a number of institutional, national and international awards. As a result, the department is a leader in its field across the country across both teaching and research.

In the recent academic year, ## students were enrolled in the degree programs offered by the department, and a total of ## students were taught across all courses delivered by the department. ## students were enrolled in graduate programs, and another ## undergraduate students participated in course development and research activities.

The purpose of this document is to have guidelines in place that help to ensure a fair and collegial workload distribution among the faculty members in the department. Members of the department are committed to providing a diverse, equitable, and healthy work environment that continues to foster excellence in teaching and research. Every faculty member is expected to participate in the life and general well-being of the department. This is accomplished through high-quality research and the pursuit of scholarly works, teaching, and administrative and professional service. Normal workloads for faculty with a full range of academic responsibilities are described below and adhere to a typical "40/40/20" distribution (40% research, 40% teaching, 20% service) with variations specified in individuals' letter(s) of appointment. It should be recognized, however, that circumstances may dictate variations from these norms between individuals and also for a given individual from year to year. It is the Head's responsibility to ensure overall fairness between faculty members, and to solicit input from the members on their proposed responsibilities for a given year.

Example 3:

This document sets out the agreed-upon workload standard for full-responsibility and Continuing Adjunct Members in the Department. It reflects the goal of members of the Department to create and maintain an equitable and collegial working environment where the assignment of workload is transparent and equitable. At the same time, the guidance in this workload standard looks to maintain the integrity and quality of our undergraduate and graduate programs and allow the department's research mission to intensify.

The assumptions guiding the document are as follows:

1. The academic work of department members may address social issues and the nature of that work is recognized.

2. Members will do their best work in an environment that fosters a balance between their working and personal lives.

3. All members of the unit shall endeavour to help make this balance achievable for everyone in the unit.

4. Continuing Adjunct faculty members may be recognized and valued as researchers.

5. Time to think is integral to academic work.

6. Where possible, core undergraduate courses are to be taught by regular tenured, tenure-track, and Continuing Adjunct faculty.

Teaching

Part A shall include only a single, weighted value that should be entered to represent the teaching of a typical faculty Member with a standard tenured appointment. This should be expressed in terms of a Full Course Equivalent, where a Full Course Equivalent of 0.5 is a standard 3.0 credit course. How the weightings of courses are calculated is discussed in Part B. For other types of appointments, such as teaching-focused or Continuing Adjunct appointments, teaching loads will be scaled from this normal teaching load.

Part B allows the specifics of how the Unit allocates weightings of courses to then construct the normal teaching load in Part A. Typically, a standard 3-lecture-per-week course was considered having a Full Course Equivalent of 0.5. With new types of courses and instruction, the teaching load of a course may differ, and is discussed here to ensure a transparent and equitable allocation of teaching responsibilities among Members in the Unit. Such considerations may include instruction in the Unit through lab or clinical teaching, fieldwork, colloquia or moots, capstone courses or directed readings. The ~~weighting system used could be general (light/heavy) or may use a finer grained points~~

system that best suits the Unit. Other possible considerations to the total workload in teaching are listed below:

- Preparing/presenting courses;
- Evaluation;
- Academic counseling;
- Curriculum development and revision;
- Supervising academic and teaching assistants;
- The nature of the course;
- The enrollment per instructor;
- How team teaching is counted;
- Method of instruction;
- Method of evaluation;
- Course level;
- Availability of teaching assistance;
- The number of times the course has been taught by a Member.

Part C is used to describe the normal supervisory load in your Unit, which will depend on how your Unit carries out its program obligations. Different types of supervision can be delineated, and ranges of anticipated supervision can be provided, which may include rolling averages, credit systems, etc. You may also describe how graduate student or undergraduate student (such as an undergraduate thesis) supervision is allocated? Acknowledging that some supervision is driven by external factors, guidelines may be provided to balance supervision duties across the Unit.

The normal supervisory load may include (depending on the Unit) a combination of:

- Undergraduate theses or independent research projects
- Master's students
- Doctoral students
- Professional or clinical students
- Internships, practica, or equivalent
- Visiting research students
- Staff (for Librarians and Archivists)

Part D is exclusively for Librarians and Archivists, where professional practice is the primary responsibility. Given the diversity of practice across library units, specific tasks may be outlined for the various library units.

Example:

The majority of a librarian's or archivist's responsibilities will normally fall under this category and may include a combination of one or more of the following:

- a. instruction and research services
- b. collection development and management
- c. organization and management of bibliographic access to library collections
- d. information technology development, application and management
- e. service on committees to which you are appointed or participate in by virtue of your role,
- f. research and preparatory work required to conduct these activities

Example 1:

PART A: What is the normal teaching load in the Unit? 4 half (0.5) credit courses

PART B: Describe the way courses are weighted or counted.

Courses require different time and effort from the faculty member delivering the course, depending on, for example, the number of students in the class, contact hours, laboratory and/or tutorial components, mode of delivery (in-person lecture or online), the level of course development required (first time vs. previously taught course), and level of TA support. To reflect this reality, courses in the department will be described as "Light", "Average", or "Heavy".

The four courses usually comprise two undergraduate courses and two graduate level courses. An example of an average teaching load may be one heavy course, two average courses and one light course. An example of a heavy course might be a graduate course with 3 hours/week course that has a significant design project content and/or a course which has more than 150 students enrolled. A light course example is a laboratory course with no lectures and 3 hours/week in the lab. Some specialized courses, such as graduate directed readings courses, may be subject to a non-zero weighting as determined by the Head.

Note that the teaching load in any single year may fluctuate from the norm, but the Collective Agreement states that the average over five years must be maintained. Faculty members and the Head should discuss when this happens, and a written email will be sent by the Head to the member with the agreed upon resolution.

Any courses taught by faculty members for which specific compensation is paid in addition to a faculty member's annual Queen's salary will not count as part of that faculty member's Departmental workload.

PART C: Describe the normal supervisory load.

Supervision involves overseeing undergraduate and graduate students in work required towards the fulfillment of their degree. It normally includes research and thesis work, but it may also include intern, clinical, or other academic supervision. The typical graduate student load is currently around 2 students, although consideration will be given to the commitment of the type of supervision. If graduate supervision is below the norm, supplemental assignment of other types of supervision may be assigned or requested.

Example 2:

PART A: What is the normal teaching load in the Unit? 2.0

PART B: Describe the way courses are weighted or counted.

To assign an appropriate workload for teaching and supervision, a points system is used to weight courses that differ from a standard course. In this weighting system, 10 points is a standard 0.5 Full Credit Equivalent undergraduate or graduate course with three lectures per week. The table below *[not shown for this example]* shows weightings for courses in the department that differ from the typical 10 points.

The normal expectation is that within that 40-point course load, in keeping with departmental needs and in consultation with the Head, each Member's will:

- a) teach courses distributed over a range of levels on a rotating basis,
- b) teach 100- or 200- level lecture courses and undergraduate or graduate seminar courses, on a regular basis, and
- c) not be required on a regular basis to teaching at both first and the second-year levels at the same time.
- d) have their teaching load adjusted to an average of 40 points over a rolling 5-year period if the teaching load differs from 40 points in any given year, as mandated by the Collective Agreement.

The Head will be responsible for the open and equitable assignment of teaching as set out in the Workload article of the current Collective Agreement.

In course scheduling, a determined effort will be made to plan for the future. Faculty should be able to anticipate when they will need to develop a new course, so that they can accordingly adjust their research program, grant application schedule, etc. The Head will be expected to take a leading role in the planning process, in consultation with individual faculty and the department as a whole.

PART C: Describe the normal supervisory load.

A point system is used for supervision and instruction for graduate and undergraduate students. The table below *[not shown for this example]* identifies the relative weighting that different modes of supervision and instruction are allotted. Faculty should strive for a rolling average of 20 points per any given 5-year period, and if appropriate, the Head

may request that a faculty member accept additional supervision if their supervision is not typical

Research, Scholarly, and Creative Activity

The Workload Standard should provide guidelines for the types and extent of research that is typical in a Unit, but it cannot prescribe quotas for Members. As a Workload Standard, these should be examples for Members in a Unit regarding how research time can be allocated rather than criteria for career advancement. For Continuing Adjuncts, the Workload Standard may contemplate transparent conditions under which a Member and a Unit Head may work together to organize their workload in support of research activities.

may be included in the Workload Standard.

Such commitment to research may be reflected in activities including, but not limited to:

- Submission of work for peer-review
- Development of scholarly books or book chapters
- Creative production or performance
- Applications for grants and research funding
- Writing and research related to pedagogy and innovative teaching
- Supervision of research staff (e.g. Research Associates, Post-doctoral Fellows, summer students)
- Submission of research for conference presentation
- Research workshops and colloquia
- Patent applications
- Knowledge mobilization
- Stakeholder engagement, policy engagement, or community collaboration

Example 1:

Describe the normal expectations of the extent of commitment to scholarly/research or other creative work.

Each faculty member is expected to maintain an ongoing commitment to scholarship through ongoing research and/or the production of scholarly works accessible to the community. Examples of modes for the dissemination of research findings include publication in peer-reviewed journals and books, the presentation of papers at conferences and research workshops, colloquia, public lectures and other appropriate channels. Considering the importance of research in a Faculty member's appointment, they are encouraged to seek, where appropriate to the requirements of their research, external research funding to help support the dissemination of their research as well as

to support a research team that may include a combination of graduate students, undergraduate students, post-doctoral fellows, and/or staff, as funding permits.

Example 2:

Describe the normal expectations of the extent of commitment to scholarly/research or other creative work.

Each faculty member is expected to maintain an ongoing commitment to scholarship through ongoing research and/or the production of scholarly works accessible to the community. The department recognizes the many different forms that scholarship may take, which may include conventional research, field work, academic discussion, or creative production. Time to read, think, and examine the human condition is considered scholarly work. A faculty member is the best judge of where to disseminate their scholarly work, and example modes include publication in books and journals, conference presentations, exhibitions, workshops, colloquia, and public lectures. Where appropriate, faculty members are encouraged to apply for funding to support their scholarly work.

Administrative Service

To ensure the transparent and equitable distribution of administrative service and stipulate the normal the administrative load, some Units give weights to the various committees within the Unit while others designate major and minor time commitments for committee work. In addition to typical committee assignments, participation in graduate and undergraduate thesis examination committees shall be considered administrative service. Also, note that service to QUFA shall be considered as service to the university, notwithstanding release time units that may be granted. Professional service, such as service to your profession or engagement with the public community, is also expected for Members if included in their appointment. However, Professional Service is not assigned like Administrative Service nor required for the Workload Standard.

Example 1:

Describe the normal administrative load.

Service includes both administrative and professional service. At the typical 20% service level, each faculty member would be spending, on average, approximately one day per week on service duties. This includes service to the Department, the Faculty and the University, as well as service to the profession. The expectation in this Department is that devoting at least half of service time to service at the Department level is typical. Furthermore, faculty are expected to have some involvement in service to the Faculty and/or University, which would be considered when assigning service to the Department. Service to the profession may include reviews of scholarly materials and grants, conference organization, support for professional organizations, external program

reviews, and tenure and promotion reviews. Faculty members should consult with the Department Head before undertaking major duties (for example journal editorship), which might detract from service to the Department or other assigned duties.

Faculty Members are expected to perform their assigned administrative duties with diligence, to the best of their abilities and to respond in a timely fashion to requests for information and assistance on Department matters. Service to the Department includes for example formal roles in the department, elected and appointed committee work, department meetings and events, maintaining up to date equity training. An example of a normal service load might include chairing one departmental committee, membership on one committee, participating in 3-5 defenses or comprehensive exams during the year, and regularly attending departmental meetings. The assignment of administrative service responsibilities will begin with elections for the RTP Committee, Appointments Committee, and the QUFA Councillor for the department. Subsequent assignments by the Head will fill remaining committees and department responsibilities.

Example 2:

Describe the normal administrative load.

Faculty members are expected to make administrative contributions to the Department, Faculty and University, and administrative Service to the Department, Faculty, University, and/or QUFA should be included in calculation of total service workload. Faculty members will normally participate in one to three Department, Faculty, University, or QUFA administrative tasks per year, taking into account the significance of the faculty member's role, the workload, and the complexity of the task. Where a faculty member has undertaken increased administrative service assignments, that faculty member may expect a lesser service load in a subsequent year.

After administrative service responsibilities have been finalized for the coming academic year, the Head shall circulate a document setting out the service responsibilities of faculty members. The document shall show the following: name, appointment type (tenure, tenure-track, continuing adjunct); assigned service responsibilities, and whether each service responsibility is classified as "light", "medium", or "heavy" in accordance with the table below [*table not shown in this example*]. Deviations from the norm for assigned service (e.g., if a service role is unusually light/heavy or if a faculty member took on an ad hoc role) shall also be noted. If a new committee is established and not on the list in the Workload Standard, it will be decided upon in a Department Meeting and included in the next revision of the Workload Standard.

Additional Considerations When Assigning Workload

Parts A through D shall describe mechanisms for dealing with extraordinary tasks accompanying teaching, administrative service, professional service and research responsibilities, as outlined in Article 37.1.5(e).

Part A Describes mechanisms for dealing with extraordinary tasks related to teaching such as curricular reform, and significant teaching responsibilities carried forward from a previous term that may impact the Member's research responsibilities (e.g., academic accommodations, academic integrity investigations).

Part B addresses extraordinary administrative service, which typically includes teaching reductions for Members undertaking heavy administrative service roles in a Unit including (but not limited to) the Unit Head, Undergraduate Chair, or Graduate Chair.

Part C should outline mechanisms that address other extraordinary professional service responsibilities, such as a leading role on an editorial review board or service at a national professional organization in keeping with Article 15.5.2 of the Collective Agreement.

Part D should include mechanisms for addressing extraordinary research responsibilities, where examples may include:

- Leadership of major externally funded research projects
- Significant graduate supervision clusters
- Research centre directorships or comparable leadership roles
- Large-scale collaborative or interdisciplinary initiatives

Such roles considered above may provide reduced teaching or administrative responsibilities, and these types of scenarios should be contemplated and described.

Part E shall discuss the workload expectations for the diversity of types of appointments and specialized functions within a Unit, which is mandated in Article 37.1.5(f).

Part F shall discuss the efficient and equitable distribution of workload as discussed in 37.1.5(h).

Example 1:

PART A: Describe mechanisms for addressing extraordinary tasks related to teaching.

In the event of student accommodations or considerations granted by the University:

- For student accommodations or considerations beyond the end of the academic term every five (5) or portion thereof of student submissions of major deliverables will equal one (1) unit.
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- If the University grants an extension as part of accommodation or consideration that requires a Faculty Member to do work during the four-month period that would normally be free of teaching responsibilities or during an academic leave, they will be compensated with future teaching release upon accumulating sufficient deferred and/or additional work. The accumulation of twelve (12) units would equal a (0.5) half credit course release.

PART B: Describe mechanisms for addressing extraordinary administrative service.

It is recognized that heavy administrative service to the Department is normally accompanied by a reduction in other assigned tasks. In particular, the Head would normally receive a 2-course reduction in teaching while the Associate Head, UG Chair, and Graduate Coordinator receive a 1-course reduction. As these roles result in *ex officio* roles on various committees, assigned administrative service may also be reduced.

Other significant administrative service roles (such as a significant workload on a faculty/university committee or department initiative) may result in reduced assigned service or teaching. However, such relief may only occur with prior consultation and approval of the Head.

Part C: Describe mechanisms for addressing extraordinary professional service.

For extraordinary professional service that involves a major time commitment, a reduction in assigned tasks may occur with prior consultation and approval by the Head. For example, a 1 course reduction has previously been granted for membership on a national granting agency review group or the president of a national professional organization.

Part D: Describe mechanisms for addressing extraordinary research responsibilities.

A faculty member may have a larger than normal commitment to research as a result of, for example, a significantly larger than expected intake of graduate students or as the Principal Investigator of a significant awarded grant. Upon consultation with the Head, a reduction of assigned teaching and/or service may be granted.

PART E Describe the workload expectations for the diversity of types of appointments and specialized functions within a Department/Unit.

Our Unit includes teaching focused members (e.g. continuing adjuncts and teaching faculty) as well as those with increased research (e.g. research chairs) or service (e.g. Heads) responsibilities. For those Members with appointments that differ from a typical tenured appointment, the proportion of tasks will scale with the workload expectations outlined in this Workload Standard. If assigned tasks are above such scaled expectations, an appropriate reduction in unassigned workload is accepted.

The goal is for each faculty member, including Continuing Adjuncts, to teach across all levels of the program, including at least one large undergraduate course each year, one fourth-year undergraduate seminar every other year and one graduate course every other year.

For new appointees, a less than typical load of teaching and administrative service duties is normal during the first and subsequent years of a Member's initial tenure-track appointment. If possible, practice within the Department has been to provide 1.0 full course equivalent teaching release in year 1, and 0.5 full course equivalent release in the subsequent years of the initial tenure-track appointment.

PART F Provide additional considerations to guide the efficient and equitable distribution of workload.

All reasonable effort will be made to ensure that teaching workloads are equitable and transparent. This should include consideration of factors listed under Article 37 of the CA as well as those listed in this Workload Standard. (e.g., level and type of class, anticipated class size, the number of times that an instructor has taught a particular course, availability of markers or teaching assistants, requirements for supervision of practical or internship work, and any other special factors). In addition, the assignment of upper-year and graduate courses should align with the faculty member's research interests and expertise.

All reasonable effort will be made to ensure that service workload is equitable and transparent. The Head will assign administrative service responsibilities with the goal of rotating high, moderate, and low intensity service responsibilities through the years. It is also expected that all major administrative responsibilities will be shared among all tenured faculty from year to year.
