



## **COLLECTIVE AGREEMENT**

**Between**

**King's University College (King's)**

**and**

**King's University College Faculty Association (KUCFA)**

**May 1<sup>st</sup>, 2024 to April 30<sup>th</sup>, 2027**

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## **1. THE PURPOSE AND GENERAL PRINCIPLES OF THIS DOCUMENT**

This document is the Collective Agreement between King's University College, "(hereafter referred to as "King's") and the King's University College Faculty Association (hereafter referred to as "KUCFA"). It provides the regulations and procedures governing the terms and conditions of employment for Full-Time Faculty, Limited-Term Appointments (LTA's), and Academic Librarians. "Full-Time Faculty" is defined as all academic staff holding tenure or tenure-track positions or limited term appointments employed by King's University College in and out of the City of London save and except employees holding the position of President, Vice President I Academic Dean (VPAD), and Associate Academic Dean – Academic and Research.

The terms and conditions of employment in this document are applicable to persons holding LTA's, except where reference to the term "Full-Time Faculty" is made. For further clarity and summary, specific provisions applicable to LTA's are outlined in Appendix F.

The terms and conditions of employment in this document are applicable to Academic Librarians except where indicated otherwise in this document. For further clarity and summary, specific provisions applicable to Academic Librarians are outlined in Appendix I.

All regulations and procedures in this document are intended to conform to the general principles noted in clauses 1.1 to 1.10.

### **1.1 Shared Mission**

The parties agree that the regulations and procedures in this document are intended to further the Mission of King's. All parties are to recognize and respect the Catholic identity of King's.

### **1.2 Natural Justice**

In the implementation of regulations and procedures called for in this document, all committees, commissions and similar bodies will be established and will function in such a manner that respects the principles and rules of natural justice. Particular care will be given to avoid possible conflicts of interest. Whenever evidence is to be given or taken, every effort will be made to guarantee that the parties in the case will have full access to all evidence, and a full opportunity to comment on all evidence.

### **1.3 Academic Freedom**

The common good of society depends upon the search for knowledge and its free exposition. Academic Freedom is recognized by both parties as essential to the life and functioning of the University as an institution of higher learning and as a centre for research and scholarship. Academic freedom does not imply neutrality on the part of the individual. Rather, it is academic freedom that makes commitment possible. The right to academic freedom carries with it the duty to use that freedom in a responsible way in the instruction of students, in the production of scholarly work, and the efficient functioning of King's. All Faculty have a responsibility to promote or at least respect the Catholic identity of King's.

All Faculty Members and Academic Librarians are entitled: to carry out their research and publish its results; to teach, to employ a pedagogical style of their choice; to be creative; to select, acquire, disseminate, and use documents of their choice in the exercise of their professional activities; and to criticize the University and the Association in a responsible way, irrespective of any prescribed doctrine and free from any and all institutional censorship. Faculty Members and Academic Librarians shall not be hindered or impeded in any way by King's or KUCFA in exercising their contractual rights as Members of the King's community or legal rights as citizens of the community at large, nor shall they suffer any penalties because of the exercise of such legal rights. Finally, Faculty Members and Academic Librarians have the right to cite affiliation with and title at King's when exercising their rights of action or expression. Faculty Members and Academic Librarians shall, however, endeavour to ensure that their actions or expressions are not interpreted as representing the official position of King's.

1.4

**Collegial Governance**

Collegial governance is essential to the Mission of King's and is a necessary element in the strategy to realize the Vision for King's. The parties acknowledge the existing rights, privileges, and responsibilities of Faculty Members and Academic Librarians to participate in the formulation and/or recommendation of policy within the governance structures of King's as set out in the King's by-laws.

Subject to the provisions of clause 1.5, the Parties agree that the governance of King's will be open and transparent (e.g. copies of the line budget and expenditure report; the opportunity for full participation by the Faculty in major planning exercises; access by a Member to any file containing confidential and personal information about that Member). Transparency shall extend to matters before the Board of Directors, Academic Council, and the meetings of standing committees and subcommittees.

1.5 **The Right to Privacy**

The parties both acknowledge the importance of the right to privacy of individuals in their personal and professional capacities. It is agreed that all the parties bound by this document shall refrain from acting in ways that could have been reasonably foreseen to be understood as an invasion of privacy. King's and KUCFA shall make every reasonable effort to protect confidential and personal data of all kinds (files, electronic correspondence, etc.), and shall release that information only where it is required by law or with the express permission of the Member.

Thus, notwithstanding clause 1.5, it is understood that in certain circumstances decision making agents of King's will need to protect the privacy of individuals when making decisions. In such instances, all Members of Faculty, administration, and students who are Members of any committee mandated under this agreement shall respect the confidentiality of the committee's deliberations, consultations, and any other relevant committee activities and proceedings. This constraint shall also apply to all other individuals who may from time to time be required to appear before or otherwise be involved in proceedings of any such committee in the capacity of consultant, counsel of an academic colleague, witness, or party.

As the use of anonymous material can be a breach of procedural fairness, it is agreed that there shall be no circumstances when a decision affecting the legal rights of a Faculty Member or Academic Librarian shall be made on the basis of anonymous information. If there is an issue of protection of the party providing the information, then this would be a serious issue that would involve an external legal process.

1.6 **Harassment and Discrimination**

The parties to this agreement share the commitment to the Harassment and Discrimination Policy and the Workplace Violence Policy of King's. The activities of King's and membership, as well as this document are subject to the provisions and spirit of the Harassment and Discrimination Policy and the Workplace Violence Policy of King's. =



1.7 **Health and Safety**

The parties to this agreement share the commitment to the Occupational Health and Safety Policy, the Workplace Violence Policy of King's, and the Harassment and Discrimination Policy.

The parties agree to adhere to health and safety standards as embodied in the current government legislation. Members who have reason to believe that a work situation is likely to endanger them have the right to refuse unsafe work pursuant to and in accordance with the provisions of the *Occupational Health and Safety Act*.

1.9 **Employment Equity**

Both parties share the commitment to revise the Employment Equity Plan of King's. The policies and procedures included in the Collective Agreement document must conform to the letter and spirit of the *Human Rights Code of Ontario* as well as the Harassment and Discrimination and the Workplace Violence Policies at King's.

In accordance with the King's general commitment to non-discrimination, as contained in Article 1, and to the principles of employment equity, the Parties recognize that particular measures are required to promote equity in the employment of Indigenous people, persons with disabilities, persons who identify as Lesbian, gay, bi-sexual, trans, or two-spirited, racialized people, and women hereinafter collectively referred to as "equity-denied" groups".

1.9.1 **Equity in Employment**

1.9.1.1 The Parties are committed to eliminating or modifying those employment policies, practices, and systems, whether formal or informal, shown to have an unfavourable effect on the appointment, retention, remuneration, and promotion of members of the following equity-denied groups: women, Indigenous persons, racialized persons, persons with disabilities, persons who are in a visible minority in Canada and persons in a sexual and/or gender minority.

1.9.1.2 King's agrees to maintain search procedures in academic units and sub-units which require an active search for qualified persons from the equity-denied groups, including:

(a) advertisements which include the statement that King's is committed to employment equity and welcomes applications from qualified individuals, including persons of all genders and sexual orientations, persons with

disabilities, Indigenous persons, and racialized people (this wording may be revised during the lifespan of this agreement with the approval of both parties to the agreement);

(b) providing to each Chair of a Department (or equivalent) Appointment and Promotion Committee, a copy of the King's Equity Plan and the Best Practices Recruitment and Selection for Faculty which provides guidelines for fairness and equity in appointments;

(c) other such measures including training as authorized by the VPAD or designate in consultation with the Chair or equivalent representative of Members of the academic unit or sub-unit, and the KUCFA.

1.9.1.3 The Parties agree that it is desirable for King's employee complement to change over time to reflect the evolving composition of Canadian society, including appropriate representation of the equity-denied groups.

Based on a process of self-identification, King's in conjunction with KUCFA shall maintain an ongoing employee data base to identify membership in the equity-denied groups.

1.9.2 **Accommodations for Members with Disabilities**

If funds are required to pay for services, equipment or other accommodations for a Member with disabilities, the Member shall make a written request to the Director of Human Resources, with the involvement of the VPAD as necessary. This request shall list the type of accommodation required, and its intended purpose. King's shall review such requests, and these requests shall not be unreasonably denied, but will not create undue hardship on King's. The Member has a right to include a Member of KUCFA of their choosing, in any discussions.

1.10 **Procedures for Negotiation**

The following information will be provided not later than December 15<sup>th</sup> in each bargaining year, or as early as it is available.

- (a) King's will make available to the Collective Bargaining Committee of KUCFA, for information purposes only, the following data:
  - (i) The annual audited financial statements of King's for its most recent fiscal year.
  - (ii) The Annual budget of King's for its current year as it has been adopted by the Board. (For greater clarity, it is understood that this is not intended to include the detailed working documents which may support the information contained in such budget.)

- (iii) The StatsCan data on average salaries for Associate Professors within Southwestern Ontario universities.
  - (iv) Average salaries of Full-Time Faculty Members grouped by Department and rank will be disclosed to the Collective Bargaining Committee of KUCFA, unless such disclosure would state the salary of an individual Faculty Member. The data will provide the following: median salary by rank; standard deviation; number of faculty at each rank; and number of faculty teaching course overloads in each rank.
  - (v) Such additional material information as has been previously presented to the Board and as may be pertinent to discussions relating to Faculty salaries.
- (b) KUCFA agrees to provide salary information for Ontario universities and colleges including data received from OCUFA.
  - (c) The Parties agree that a Comparison Target Group and information related to the CPI will be used to prepare proposals to be used in negotiations.

KUCFA and King's agree to adopt a comparator group for King's faculty. This comparator group consists of the following seven (7) institutions - University of Western Ontario, Huron University College, Brock University, St. Jerome's University, Wilfrid Laurier University, University of Guelph, University of Windsor – located in southwestern Ontario, as salaries are reported in current data from StatsCan Data, excluding all professional Faculty except Social Work. Moreover, any salary data should exclude any administrative stipends.

It is the purpose of this report, therefore, to investigate the salaries and benefits at the above named institutions in southwestern Ontario and compare them to salaries and benefits at King's and conclude whether or not a salary gap exists and if so, the approximate size. It is understood that any gap is not the sole determining factor during negotiations of the agreement.

In keeping with conventional practice, the inflation rate (based on the Consumer Price Index, all items) will be understood to be the average of the previous twelve monthly inflation rates (calculated on a year-over-year basis) ending in the month of October preceding annual negotiations.

#### 1.11

##### **Notice to Bargain**

Either party may, within the period of ninety (90) days prior to the expiry of the Collective Agreement, give notice in writing to the other party of its desire to bargain with a view to the renewal of the Collective Agreement.

The first meeting will be held within fifteen (15) business days of receipt of Notice to Bargain. Both parties will identify sections of the agreement that will be subject to bargaining. These documents will be exchanged at this meeting.

1.12 **Joint Consultative Committee**

1.12.1 A Joint Committee shall be established within one month of the ratification of this Collective Agreement by the Parties.

1.12.2 The Joint Committee shall be composed of four (4) representatives of the Association (named by the Association) and four (4) representatives of the University (named by the University). At least two (2) representatives of the University and two (2) Members of the Association must be present at any meeting of the Joint Committee.

1.12.3 The Joint Committee shall review matters of concern arising from the application of this Collective Agreement, excluding any dispute which is at that time being resolved under the Grievance and Arbitration procedures set out in Article 16. The Joint Committee shall attempt to foster effective communications and working relationships between the Parties and shall attempt to maintain a spirit of mutual co-operation and respect.

1.12.4 The Joint Committee shall meet once a month from September to May inclusive, and at other times as it decides. Regular meetings may be waived by agreement of both Parties.

1.12.5 If a new or amended policy discussed during a Joint Consultative Committee Meeting (item 1.13.6) is determined to affect the terms and conditions of employment of Members, then the policy or practice must be negotiated prior to its implementation.

1.12.6 The Joint Committee shall not have the power to add to, or to modify, the terms of this Collective Agreement.

**2. "KING'S" AS THE EMPLOYER**

2.1 **Recognition of Employer and Employer Management Rights**

KUCFA recognizes that King's is represented by the Board of Directors of King's. The Board has retained, shall possess, and may exercise or delegate all rights, functions, powers and privileges, and authority vested in it, excepting only those matters specifically relinquished or varied by this Collective Agreement.

2.2 **Commitment to the Principles of the Document**

King's agrees that it has the important responsibility to exercise its management functions in a manner that upholds the general principles governing this document.

2.3 **Duty to inform Candidates of the Policies of King's**

King's shall refer all Candidates for tenure, tenure-track, LTA Academic, and Academic Librarian Appointments at King's to Academic Council documents and policies, and inform them that they have the right to contact KUCFA for advice prior to signing any letter of offer.

2.4 **Working Conditions**

King's recognizes that Faculty Members and Academic Librarians cannot fulfil their academic responsibilities without the necessary facilities and support services. King's therefore agrees to provide Faculty Members and Academic Librarians with office and laboratory space as appropriate, with communication platforms reasonably necessary for effective communication, and with administrative, library, computing infrastructure, duplicating, technical, and other support services.

**3. "KUCFA" AS THE ASSOCIATION**

3.1 **Recognition of KUCFA**

King's recognizes the KUCFA as the exclusive bargaining agent for all academic staff holding tenure or tenure-track positions or limited-term appointments and Academic Librarians employed by King's in and out of the City of London save and except employees holding the position of President, Vice President and Academic Dean (VPAD), Associate Dean – Academic, Associate Dean – Research, and Director of Libraries.

3.2 **Commitment to the Principles of the Document**

KUCFA agrees that it has the important responsibility to exercise its functions in a manner that uphold the general principles governing this document.

3.3 **Duty to Inform Candidates**

KUCFA undertakes to inform all final candidates for Academic and Academic Librarian appointments of the role and responsibilities of KUCFA, and to answer any questions that final Candidates may have.

3.4 **Release Time for Full-Time Faculty**

3.4.1 KUCFA may purchase teaching load reductions from King's for its officers and/or representatives calculated at the half-course rate, to a maximum of four half-courses.

3.4.2 KUCFA shall normally indicate to King's by December 15<sup>th</sup> the names of the Faculty Members designated to receive teaching load release for a given Academic Year.

3.4.3 Such release time will be restricted to tenured Faculty and must be approved by the Department Chair, the VPAD, and the President. Then, if approved, Members who have received teaching load reductions under the provisions of this Clause shall be deemed to have an Alternative Workload in which the proportions of Teaching, Research and Service will be adjusted. This adjustment will reflect the replacement of the teaching load reductions with Service responsibilities.

3.5 **KUCFA Dues**

3.5.1 On behalf of KUCFA, King's shall deduct from the salary of each Member the KUCFA Bargaining Unit's regular dues and/or other assessments. KUCFA shall notify King's, in writing, of the amount of its regular dues and/or other assessments, and advise King's thirty (30) calendar days prior to the date of effect of any change in regular dues or assessments.

3.5.2 The dues deducted under this Article shall be remitted by the fifteenth (15<sup>th</sup>) day of the month following the month of deduction and shall be accompanied by a list of the Members from whom dues have been deducted along with the amounts deducted of each Member.

3.5.3 KUCFA shall indemnify and save harmless King's from any claim made against it pursuant to the deduction or non-deduction of Association dues.

3.6 **No Strikes or Lockouts**

3.6 KUCFA agrees that, during the term of this Collective Agreement, it will not authorize or condone any unlawful strike. King's agrees that, during the term of this Collective Agreement, it will not illegally lockout Members. The terms "strike" and "lockout" shall bear the meaning given them in the Ontario *Labour Relations Act* (1995).

**4. OBLIGATIONS OF FACULTY AND ACADEMIC LIBRARIANS**

The general duties of Full-Time Faculty shall be a combination of Teaching, Service, and Scholarly Research.

A Faculty Member shall have these responsibilities unless there is written agreement between KUCFA, the Vice President and Academic Dean, and the Member to the contrary, or unless otherwise stated within the provisions of the Collective Agreement.

In fulfilling these responsibilities, Faculty Members are expected to adhere to the Guidelines Concerning Professional Ethics and Professional Relationships found in Appendix B.

In all interactions with Members regarding their obligations, the Employer shall treat Members equitably and respect the provisions of the contract.

#### 4.1 **Teaching Workload**

4.1.1 A regular Full-Time teaching load is five (5.0) full-course equivalents per two sequential teaching years as specified in Appendix E: Teaching Load.

4.1.2 In the first year of appointment to a Full-Time tenure track position at King's the regular teaching load is two (2.0) course equivalents with no course releases to support program administration or development. The expectation is the Member will be establishing a research program and developing new courses. The teaching load for the second and subsequent years of the Full-Time tenure track contract will be 2.5 per year. Faculty Members in their first year of a probationary tenure-track appointment shall not have any service requirements other than participation in department meetings. Normally no course releases will be given for administrative purposes or course overloads unless approved by the VPAD or designate, for purposes of program integrity.

4.1.3 In the event that a Member with six (6) years of continuous credited teaching service fails to apply for a sabbatical leave or is denied a sabbatical by the Faculty Leave Committee pursuant to clause 10.2, the Member's teaching load will be three (3.0) full-course equivalents over the academic year (subject to 4.1.5) until such time as the Member applies and is granted a sabbatical.

4.1.4 A regular teaching load for a Member on LTA will be three (3.0) full-course equivalents over the academic year. The rules for the assignment of Teaching Load are designed to meet two objectives: to enhance both the teaching and research experience of Faculty, and consequently, the educational experience of their students; and to ensure that all academic units have the flexibility and resources necessary to manage their programs effectively.

4.1.5 It is understood that the academic year is comprised of the summer, fall, and winter semesters. The Parties agree that teaching will be assigned during the fall and winter semesters and Faculty Members are not required to teach regularly scheduled courses for more than two (2) semesters in any academic year. With mutual agreement, and upon consultation with the Chair/Director, a Member may request to teach during the summer semester and may distribute workload over two (2) or three (3) academic semesters, subject to the agreement of the VPAD. It is further understood that, subject to operational requirements, or to ensure that the Member is assigned the appropriate teaching load in accordance with Appendix E, the VPAD may request that the Member teach during the summer semester, upon consultation and written agreement with the Chair/Director and the Member. If agreed to, this would be considered part of their normal teaching load and not subject to overload in accordance with Appendix E.

#### 4.2 **Teaching Duties**

A Faculty Member's responsibilities in the area of teaching may include, but is not limited to:

- a) Giving Senate-approved courses;
- b) Preparing assignments, tests, examinations and/or other methods of assessment as determined by the Member;
- c) Grading or oversight of the grading of course assessments;
- d) Participating in the pedagogical development of teaching methods, programs, or course content;
- e) Preparing course outlines and instructional material the Faculty Member deems necessary for the purpose of instruction;
- f) Being available to students for consultations during scheduled office hours;
- g) Supervising teaching assistants, markers, and lab instructors (if applicable).

Teaching duties will normally be performed in-person, however virtual on-line or asynchronous delivery for program integrity can be requested by Schools and academic Departments, subject to the discretion and approval of the VPAD.



#### 4.3 **Service: Committee Work and College Governance**

Full Time Faculty and Academic Librarians are expected to participate in committee work and King's governance as per their normal obligations. Areas of recognized service may include, but are not limited to:

- a) Chairing and participating in King's and University and Faculty Association committees;
- b) Chairing and participating in departmental committees;
- c) Participating in the development of academic programs;
- d) Taking an active role in professional associations and learned societies;
- e) Organizing and/or leading conferences, symposia, workshops, speaking events, public seminars, and other types of professional activities;
- f) Serving as a reviewer for journals, granting bodies, refereed conferences, and publishers;
- g) Serving on editorial boards, including for publishers, journals, and conference proceedings;
- h) Representing King's at internal and/or external events and external organizations;
- i) Mentoring colleagues;
- j) Serving in administrative roles at King's, the University, and the Faculty Association.

As part of their Services responsibilities, Faculty are encouraged to attend some King's functions which may include but are not limited to King's graduation ceremonies and University Convocation.

#### 4.4 **Scholarly Research**

Full-Time Faculty are expected to engage in scholarly and professional activities. Research may take several equally valuable forms, some of which may be non-traditional. Forms of research may differ from discipline to discipline, and scholar to scholar.

A Full-Time Faculty Member's responsibility in the area of research may include, but is not limited to:

- a) Writing, editing, and/or publishing books, chapters in books, textbooks, book reviews, papers in journals, and papers in conference proceedings;
- b) Compiling and publishing bibliographies;
- c) Creating literary or artistic work;
- d) Engaging in the scholarship of teaching and learning;
- e) Applying for external research grants;
- f) Writing case studies;
- g) The creation of new knowledge, understandings, or concepts;
- h) The dissemination of the outcome of research activities in both traditional and non-traditional methods including but not limited to Indigenous ways of knowing.

#### 4.5 **Availability**

All Faculty are expected to be available for teaching and service duties at King's campus from the day after Labour Day in September to Spring Convocation in June, subject to 4.1.5, and apart from reasonable absences for professional or vacation purposes, provided these absences do not interfere with scheduled duties.

#### 4.6 **Other Employment: Conflict of Commitment**

4.6.1 The nature of the professional competence of some Faculty affords opportunities for the exercise of that competence outside the Faculty Member's academic responsibilities, on both remunerative and non-remunerative bases. Recognizing that such professional activities can bring benefits to and enhance the reputation of King's and of Faculty, King's agrees that Faculty may engage in part-time professional activities, paid or unpaid, provided that such activities do not conflict or interfere with the Faculty Member's responsibilities to King's as defined in the section 4: Obligations of Faculty.

4.6.2 Members cannot make use of King's facilities, supplies, and services for professional activities outside of their Obligations as Members without prior written approval of the Vice-President, Finance and Support Services and the Vice President and Academic Dean. This includes, but is not limited to, King's email, research office, meeting and office space, computer labs, subject also to the following conditions:

- (a) Costs for the use of facilities, supplies or services shall be communicated in advance to the Member and borne by the Member at prevailing rates set by King's, unless King's agrees, in writing, to waive all or part of such costs; and
- (b) King's approval of the use of the Employer's facilities shall not signify that such activities count as part of the Member's fulfillment of the Obligations of Faculty.

4.6.3 If a Faculty Member plans to undertake a major external activity that has the potential to interfere with the Obligations of Faculty, the Faculty Member must disclose the plans and seek approval to undertake the activity in accordance with the steps set out below. The disclosure shall be in writing to the VPAD and shall include:

- (a) a description of the nature of the work;
- (b) an estimate of the time required to perform the work;
- (c) an estimate of the extent, if any, of the use of King's facilities, supplies, support staff or students;
- (d) a list of any other external activities that have already been approved in that year or which are continuing from an earlier year; and
- (e) an estimate of the impact the activity will have on Teaching, Research, and Service responsibilities.

4.6.4 The VPAD shall evaluate the request to determine the extent to which the activity will enhance or detract from the fulfillment of the Obligations of Faculty.

4.6.5 The VPAD shall consider the request as soon as possible and shall render a decision in writing within ten (10) days of the receipt of the written request. If approval is denied, or offered only on conditions, the Faculty Member shall be provided with reasons in writing for the decision.

4.6.6 If the planned activity would detract from the fulfillment of the Obligations of Faculty, the VPAD may require, as a condition of granting approval, that the Faculty Member agree to a Leave of Absence without pay.

4.6.7 A Paid Professional Activity is an activity funded by sources other than King's which arises from the Faculty Member's academic position and expertise and which confers a financial benefit.

4.6.8 Each Faculty Member who engages in significant Paid Professional Activities outside the Obligations of Faculty in the previous Academic Year shall submit a Paid Activities Report as part of the Faculty Member's Annual Report. The Paid Activities Report shall include:

(a) the total time involved in each Paid Professional Activity and a brief description of the activities involved; and

(b) any significant use of King's resources in any Paid Professional Activity.

4.6.9 All information or reports disclosed in accord with this Article will be confidential.

#### 4.7 **The Obligations of Academic Librarians**

4.7.1 a) The primary role of Academic Librarian Members is to support the academic activities of the University through the Professional Practice of Academic Librarianship and to share with Faculty the responsibility for the collection, dissemination, and structure of knowledge. Academic Librarians must devote their energies conscientiously to the development of professional competence and effective provision of service.

b) It is the responsibility of Academic Librarians to provide a high level of professional service, including the development, management and evaluation of information resource collections; provision of subject specialized and general reference services; appraisal, acquisition, bibliographic control, storage, preservation and conservation of information resources and collections; development, implementation and management of information systems designed to enable access to library services and resources, build digital collections, and facilitate scholarly communication; provision of information literacy and curriculum support including programming, collaboration, instruction and instructing; Faculty outreach and liaison, including participation in research and support for scholarly communication; and evaluation, measurement and analysis of user needs and library services and resources; research services, extension, and other activities related to programs under contract to the University; and any other function performed by Academic Librarians.

c) It is the right and responsibility of Academic Librarians to develop professionally, continuing to improve themselves in their profession by keeping current with developments in Library and Information Science and their areas of subject specialization where applicable.

#### 4.8 **Professional Ethics**

Faculty Members and the Academic Librarians shall adhere to the Guideline concerning Professional Ethics and Professional Relationships of the Canadian Association of University Teachers found in Appendix B. Faculty Members and the Academic Librarians shall adhere to the Guide to the Proper Conduct of Research at King's (Appendix C).

## **5. SALARIES AND BENEFITS FOR FULL-TIME FACULTY AND ACADEMIC LIBRARIANS**

5.1 The salary and benefits settlement is presented in Appendix A. \_\_

## **6. APPOINTMENTS**

### **6.1 The Authority to Appoint**

Appointments to faculty positions at King's are made by the President, subject to verification of transcripts and the approval of the President. Appointees and the terms of their appointment are ordinarily recommended to the President by the Department concerned and the VPAD, who shall consult with the Committee on Promotions and Tenure, sitting as an Appointments Committee, concerning the rank of the appointee. Should the President decide not to act upon the VPAD recommendation, they shall report their reasons to the Department concerned and to the VPAD.

The recruitment process for Academic Librarians is managed by the Director of Libraries in consultation with the Vice President and Academic Dean, subject to approval of transcripts.

#### **6.1.1 Definitions**

(a) "Nominal salary" means the salary that would be paid to the Faculty Member or Academic Librarian if the Member were on Full-Time workload.

(b) "Basic salary" means the salary of the Faculty Member or Academic Librarian on Workload Reduction which is the same proportion of nominal salary as the Member's workload is of a Full-Time workload.

(c) "Actual salary" means the salary received by the Faculty Member or Academic Librarian on Workload Reduction, which consists of basic salary plus any adjustments made in accordance with the following provisions of this agreement.

#### **6.2 Types of Academic Appointments**

- 6.2.1 A “Limited Term Appointment” is a contract for a specified period of time and carries no implication that the appointee is on probation for an extended appointment.

Limited Term Full-Time appointments are restricted to functionally defined positions such as replacements for Faculty on leave, or to positions which are by their very nature limited in term, as, for example, positions funded by contract and are restricted as noted in Section 1 of this document.

The minimum term of a LTA contract is 12 months, normally from July 1 to June 30. A contract with a lesser duration requires approval of the VPAD or designate and Chair/Director of the Department/School.

- 6.2.2 A “Probationary Tenure Track Appointment” is one made to permit a period of mutual appraisal by both King’s and the appointee. Such an appointment does not necessarily imply the eventual granting of tenure, but it does imply that King’s will give serious consideration to the granting of tenure.

- 6.2.3 An “Appointment with Tenure” means an appointment which can be terminated by King’s in accordance with Section 12 or by lay-off following a declaration of redundancy or financial exigency.

In university practice, tenure is a privilege earned by a period of appropriate service and achievement in the academic profession. A tenured appointment represents what the institution can do to protect the incumbent’s rights to teach, to enquire critically, and to organise their programme of academic work, while immune from improper interference by the institution itself. It also ensures that Faculty who have served an institution for many years will not be dismissed without cause.

- 6.2.4 In the case of a person engaged in an academic activity which does not involve responsibility for teaching a course or half-course, but which is in some way connected with King’s, King’s may offer that person an honorary appointment. The appointment, including its terms, conditions, and length, shall be recommended by the appropriate Department, and subject to the approval of the Committee on Promotions and Tenure, the VPAD, and the President.

It is understood that none of the provisions of the document King’s and KUCFA’s Collective Agreement apply to such an appointment, and that renewal and/or termination are at the discretion of King’s. It is further understood that the recipient of such an appointment is not entitled to any of the benefits and privileges enjoyed by Full-Time or part-time Faculty which may be specified in other documents of the King’s, unless provided for in the terms of appointment.

It is understood that King's may offer Adjunct appointments where the appointee will offer limited contributions to an academic program and where the qualifications for the appointment emanate primarily from an individual's expertise and/or experience within a non-academic occupational field, and not from academic qualifications per se. It is understood that Adjunct appointments are not, and cannot be, eligible for membership in the bargaining unit.

6.2.5 **Academic Librarians**

An Academic Librarian holds a continuing academic appointment within the University that encompasses the academic and professional responsibilities of Librarians as defined in this Article. The duties and responsibilities of an Academic Librarian shall be a combination of Professional Practice of Academic Librarianship; scholarship: research, study, professional development, scholarly and creative activities; and, university service and academic or professional service. Academic Librarians shall have a year-round involvement in the work of the University, exclusive of vacation, and approved leaves. Service includes the right to participate in the work of professional associations, learned societies, consortial bodies, and relevant community service.

6.2.6 **Cross-appointments**

A cross-appointment shall be made where the interests and abilities of a Faculty Member are coincident with the needs and goals and objectives of one Department and another Department or Program. A cross-appointment shall facilitate extensive involvement of a Faculty Member in a broad range of activities in a second Department or Program. Departments and Programs have the right to reject a cross-appointment when the majority of the permanent Faculty Members of that Department or Program determine that such an appointment is not in the interest of the Department.

6.2.6.1 **Terms of Cross-Appointments**

Cross-appointments will be made on the following grounds:

- (a) The Faculty Member shall hold a Full-Time probationary or tenured appointment;
- (b) The consideration of the establishment of a cross-appointment may be initiated by a Department as a whole, or the VPAD. A cross-appointment shall not be made without the explicit agreement of the Departments/Programs concerned;

- (c) The division of Faculty effort and budgetary funds and the commitment of research facilities, equipment, and financial support must be agreed to by the Faculty Member, the Department/Program Chairs, and the VPAD and set out in their Letter of Appointment;
- (d) The nature of the terms of the cross-appointment will be reviewed at the request of either the Faculty Member, or the Department Chair or School Director or VPAD; and
- (e) In the event that one of the other Departments/Programs is closed according to sections 14 and 15, the Faculty Member shall automatically become a full Member of the other Department/program.

6.2.6.2 In regard to all evaluations, annual reports, reviews for promotion and tenure, each Department/Program will report directly and independently to the VPAD or the Promotion and Tenure Committee as appropriate.

6.2.7 **Reduced Responsibility Appointment for Full-Time Faculty**

A “Reduced Responsibility Appointment” is one in which an individual Faculty Member’s current appointment is reduced from regular Full-Time to less than Full-Time for a specified period of time not exceeding two years but subject to approved renewal. Reduced Responsibility will not normally be less than 50% of normal workload. If a Member is collecting their pension, they are not eligible for a Reduced Responsibility Appointment.

In instances, when a Member is not collecting their pension and the renewal term is agreed upon to be for only one (1) year, the reduced responsibility will not normally be less than forty percent (40%) of normal workload.

6.2.7.1 Under Reduced Responsibility, a Faculty Member is expected to maintain an active involvement in teaching, research, and service. However, under exceptional circumstances, consideration may be given to an alteration in the balance among the three components.

6.2.7.2 All Full-Time tenured and probationary Faculty Members are eligible to apply for a Reduced Responsibility Appointment. Full-time Members who are at least 55 years of age and have completed at least ten (10) years of pensionable service at King’s may choose to be considered for a Pre-Retirement Workload Reduction Appointment (see clause 6.3).

6.2.7.3 In the case of probationary Members, if a 50% reduction has occurred for two (2) years, the probationary period for tenure will be extended by one (1) year (e.g., from six (6) to seven (7) years). It is the responsibility of the Faculty Member to request such an extension through the Department Chair



and the VPAD no later than the beginning of the second year of 50% reduced responsibility.

- 6.2.7.4 The level of salary will be pro-rated to reflect the proportion of Reduced Responsibility to Full-Time responsibility.
- 6.2.7.5 Salary increases will occur *pro rata* based on the relationship as in clause 6.2.7.4 above. Salary payments will continue to be made on a monthly basis over twelve (12) months.
- 6.2.7.6 Prevailing arrangements for all benefits shall be maintained based on the nominal salary level as per clause 6.1.1
- 6.2.7.7 Under Reduced Responsibility, sabbatical entitlement will continue as if the Faculty Member was in Full-Time status, but sabbatical salary and benefits will be prorated as in clause 6.2.7.4 above.
- 6.2.7.8 Faculty on Reduced Responsibility will be eligible for consideration for promotion.
- 6.2.7.9 Reduced Responsibility will normally be granted under conditions to be negotiated through the Department Chair with the VPAD.
- 6.2.7.10 Details of the final Reduced Responsibility arrangements, including extensions to the probationary period, will be confirmed in writing and signed by the applicant, Department Chair, and VPAD.
- 6.2.7.11 Should the VPAD and Department Chair approve the application, it will be forwarded to the President for final approval.
- 6.2.7.12 Requests for revised Reduced Responsibility arrangements must follow the foregoing procedures.

6.2.8 **Professor Emeritus/Emerita and Librarian Emeritus/Emerita Designation**

Each Member who has held a full-time Appointment for at least five (5) years at the rank of either Associate or Full Professor and retires in accordance with the provisions in section 13, shall qualify for the designation of "Professor Emeritus/Emerita". Candidates have the right to decline this designation by written notification to the President.

Each Member who has held a full-time appointment as Academic Librarian for at least five (5) years shall qualify for the designation of "Librarian Emeritus/Emerita". Candidates have the right to decline designation by written notification to the President.

6.2.8.1 The conferring of the designation of Professor Emeritus/Emerita or Librarian Emeritus/Emerita does not preclude the Member's remunerated employment at less than a full academic load at King's or elsewhere, either as a Member or not, depending on the level of employment.

6.2.8.2 Professor Emeritus/Emerita and Librarian Emerita/Emeritus designation comes with the following privileges:

a) being identified as Professor Emeritus/Emerita or Librarian Emerita/Emeritus within the Departmental listing of academic staff;

b) being welcome to attend to all public events of King's to which all faculty are invited, and may elect to take part in Convocation processions of the Faculty;

c) continuing access to the e-mail address they had prior to retirement, subject to the provisions of the provider;

d) they shall be provided with identification cards and accorded full library privileges.

6.3 **Pre-Retirement Reduced Workload Appointment For Full-Time Faculty**

6.3.1 To be eligible to apply for a Pre-Retirement Workload Reduction Appointment, a Faculty Member must be at least 55 years of age and have completed at least ten (10) years of pensionable service at King's as of the proposed date of commencement of Reduced Load Status, which must be on July 1<sup>st</sup>. Application for a reduced workload arrangement will be made by July 1<sup>st</sup> of the year prior to the proposed commencement date so as to facilitate planning within Departments. The application will include the proposed workload reduction and the retirement date subject to clause 6.3.3 below. Once approved, the workload reduction is irrevocable and retirement date may not be extended. Participation in a pre-retirement reduced workload arrangement excludes the Member from participation in the Phased Retirement Plan outlined in clause 6.4 below.

6.3.2 Subject to the eligibility requirements set out in clause 6.3.1 above, the Faculty Member may apply for a 20%, 40% or 60% reduction in teaching load which will be applied over the two-year teaching load cycle ensuring that the minimum teaching load is one (1) full course or equivalent in each year. If the pre-retirement reduced load period results in an odd number of years, the last year's reduction will be applied to the regular teaching load and rounded to the nearest half course subject to the minimum one course

requirement. The workload for each year of the phased reduction shall be set prior to the first year of the phased retirement reduction.

- 6.3.3 The pre-retirement reduced workload arrangement will be limited to a maximum of ten (10) academic years and must end no later than July 1<sup>st</sup> following the Member's 69<sup>th</sup> birthday.
- 6.3.4 Applications for Pre-Retirement Workload Reduction shall be submitted to the VPAD of King's. After consultation with the appropriate Department Chair, the VPAD shall recommend to the President either that the application is approved or that it is postponed. If a postponement is recommended, the Member must be informed of the reasons in writing within one (1) month. A recommendation to postpone may be appealed in writing to the President within one (1) month. The President's decision, which is subject to grievance, must follow within one (1) month of receiving the appeal. In no case will resolution of an application be delayed past September 1<sup>st</sup> proceeding the July 1<sup>st</sup> on which Reduced Load Status is to commence, unless a grievance is filed.
- 6.3.5 An eligible application for Pre-Retirement Workload Reduction may not be postponed beyond the July 1 following the Faculty Member's 60th birthday.
- 6.3.6 The actual salary of a Faculty Member on Pre-Retirement Workload Reduction shall be the sum of basic salary plus twenty-five percent (25%) of the difference between nominal salary and basic salary.
- 6.3.7 A Faculty Member on Pre-Retirement Workload Reduction shall be entitled to full benefits based on nominal salary, to the extent permitted by the Canada Revenue Agency regulations (Appendix D). Where required contributions with respect to benefits are based on salary, the Faculty Member's contribution shall be based on actual salary and King's contribution shall be based on nominal salary. In addition, King's shall contribute the difference between the Member's contribution based on actual salary and the required contribution based on the Member's nominal salary. An exception shall occur in the case of pension contributions. Since the pension plan provides for the option of receiving twice the Member's contributions with interest, contributions to the pension plan shall be determined by the following method. The Member will make contributions according to the percentage determined in Appendix A applied to the Member's actual salary. The difference between the amount contributed by the Member based on actual salary and the contribution that would have been made based on nominal salary will be contributed by King's and paid to the Member who shall contribute it to the plan in addition to the contribution based on actual salary. This allows for the accrual of a full year's pension entitlement at full nominal salary at no cost to the other Members of the pension plan.)

- 6.3.8 Sabbatical leave credit accrues to a Faculty Member on Pre-Retirement Workload Reduction. Sabbatical leave stipend is based on actual salary.
- 6.3.9 The President shall confirm the terms of the Pre-Retirement Workload Reduction Appointment in writing to the Faculty Member specifying the applicant's nominal, basic, and actual salary figures, the reduction in regular duties and responsibilities, the date of commencement of the Pre-Retirement Workload Reduction, and any other special terms and conditions of the appointment. Return of a copy of this letter to the President within one (1) month of receipt, duly signed by the applicant, shall constitute acceptance of the Pre-Retirement Workload Reduction appointment. No such appointment shall take effect without such acceptance.
- 6.3.10 Copies of the application, the VPAD's recommendation to the President, the VPAD's letter giving reasons for a postponement (if applicable), the Faculty Member's appeal to the President (if applicable), the President's decision (if applicable), and the signed letter of appointment shall be filed in the Faculty Member's Human Resource file and given to the Faculty Member.

6.4 **Phased Retirement Appointment for Full-Time Faculty**

- 6.4.1 To be eligible to apply for a Phased Retirement Appointment, a Faculty Member must be at least 64 years of age and have completed at least ten (10) years of pensionable service at King's as of the proposed date of commencement of Phased Retirement Status, which must be on July 1<sup>st</sup>. Application for a phased retirement arrangement will be made one (1) year in advance of the proposed commencement date so as to facilitate planning within Departments. The application will include the proposed workload reduction and the retirement date subject to clause 6.4.3 below. Once agreed upon, the workload reduction is irrevocable and the retirement date may not be extended. Participation in a phased retirement reduced workload arrangement excludes the Member from participation in the Pre-Retirement Plan outlined in clause 6.3 above.
- 6.4.2 Subject to the eligibility requirements set out in clause 6.4.1 above, the Faculty Member may apply for a 20%, 40% or 60% reduction in teaching load which will be applied over the two-year teaching load cycle ensuring that the minimum teaching load is one (1) full course or equivalent in each year. If the pre-retirement reduced load period results in an odd number of years, the last year's reduction will be applied to the regular teaching load and rounded to the nearest half course subject to the minimum one course requirement. The workload for each year of the phased reduction shall be set prior to the first year of the phased retirement reduction.

- 6.4.3 The phased retirement reduced workload arrangement will be limited to a maximum of three (3) academic years and must end no later than July 1<sup>st</sup> following the Member's 69<sup>th</sup> birthday.
- 6.4.4 The Participant's salary during the one (1) to three (3) year phased retirement period will be prorated on the basis of the proportion of a Full-Time load that they are teaching.
- 6.4.5 The Participant will be eligible to receive a retiring allowance equal to 20% of the Participant's nominal salary determined on the date immediately prior to the commencement of the phased retirement, less legislated deductions, for each year of the phased retirement ("the Retiring Allowance"). The Retiring Allowance will be paid in a lump sum at the completion of the phased retirement period.
- 6.4.6 A Faculty Member on Phased Retirement Workload Reduction shall be entitled to full benefits as outlined in clause 6.3.7 above.
- 6.4.7 Sabbatical leave credit does not accrue to a Faculty Member on Phased Retirement Workload Reduction.

6.5 **Initial Full-Time Faculty Appointments: Duration and Rank**

- 6.5.1 Initial probationary appointments are usually made for a three (3)-year period, followed by a three (3)-year renewal. All essential terms shall be specified in the appointment letter, a copy of which will also be provided to the KUCFA.
- 6.5.2 All tenured and tenure-track appointments are made at the academic rank of Assistant Professor, Associate Professor or Professor. The rank of Associate Professor is to be regarded as a career rank.=-

6.6 **Renewal of Appointments**

- 6.6.1 Pursuant to Article 6.2.1, Limited-Term Contracts are renewable to a maximum of four years, after which the position may be converted to a probationary tenure-track contract upon recommendation of the Chair/Director and on confirmation by the VPAD of ongoing program need. If a formal and comprehensive interview process was undertaken in awarding the Limited-Term contract, and at the will of the Department/School and with the approval of the VPAD, the Member in the Limited-Term Appointment may be offered the converted tenure-track position.
- 6.6.2 **Appointments (Lecturer)**

A Full-Time appointment at the rank of Lecturer shall not normally be continued for more than three (3) years.

6.6.3 **Appointments (Academic Librarians)**

Academic Librarians are appointed on a continuing, full-time basis, after successfully completing six months of probation. At the end of the probationary period, the Director of Libraries or designate will conduct an evaluation of the Academic Librarian's performance and recommend to the VPAD if the Academic Librarian is to be confirmed in their position or that their employment be terminated.

6.6.4 **Probationary Appointments (Assistant Professor)**

Appointments at the rank of Assistant Professor may, after the initial appointment period, be extended. An untenured appointment at the rank of Assistant Professor may not be extended beyond six (6) years completed in that rank at King's.

6.6.5 **Probationary Appointments (Associate Professor)**

A probationary appointment to King's at this rank may not extend beyond three (3) years.

6.6.6 **Probationary Appointments (Professor)**

A probationary appointment to King's at this rank may not extend beyond two (2) years.

6.6.7 **Probationary Cross-Appointments:**

The renewal of Probationary Cross-Appointment Contracts is subject to the same conditions as the renewal of other Probationary Appointments as concerns the time limits associated with the level of the appointment (i.e. Lecture, Assistant, Associate, or Professor).

6.7 **Workload Assignments**

By May 1<sup>st</sup> of each year, workload assignments for all sections will be offered by priority to KUCFA Members. Remaining sections will be offered to individuals outside of KUCFA.

6.8 **Faculty Rights and Responsibilities within Departments Under Reduced Workload Arrangements**

Full-Time Faculty Members on reduced workload under clauses 6.2.7, 6.3 or 6.4 retain all their rights and responsibilities as Members of their Departments with voice and vote in appointment, promotion and tenure decisions and election of Chairs determined in accordance with Department/School constitutions.

## **7. GRANTING OF PROMOTION AND TENURE FOR FULL-TIME FACULTY**

### **7.1 Role of President**

Promotion and tenure (see clause 6.2.3) are granted by the President, as approved by the Board of Directors. The President writes to the Faculty Member conveying the terms of their new appointment.

### **7.2 Eligibility for Tenure**

Unless exceptional circumstances relating to the criteria for granting tenure prevail in a particular case, the normal time in the rank of Assistant Professor to be eligible for being granted tenure is five (5) years in rank. Time in rank alone shall not be a criterion for the granting of tenure.

### **7.3 Promotion to Assistant Professor with Tenure**

Under unusual circumstances an Assistant Professor may be granted an appointment with tenure, provided that they ordinarily applies for such only in the final year of a probationary appointment and after having completed at least five (5) years in that rank, three of which shall be at King's.

### **7.4 Promotion to Associate Professor**

Promotion from within King's Faculty to the rank of Associate Professor normally entails the granting of tenure. If it does not, the appointee is notified by the President, in writing, of the conditions to be fulfilled for the granting of tenure, as recommended by the Committee on Promotions and Tenure and the VPAD.

### **7.5 Promotion to Professor**

Promotion from within King's Faculty to the rank of Professor conveys tenure.

### **7.6 VPAD's Yearly Report to Tenure Track Members**

Each year, after consultation with the Department, the VPAD shall write each probationer concerning their eligibility for the granting of tenure. A

copy of this letter shall be forwarded to the President. Faculty have the right to respond to the VPAD's evaluation and their response will be included in their permanent employment file.

7.7 **Transfer of Faculty to Administrative Positions**

A Faculty Member electing to accept a Full-Time administrative staff position (i.e. a position that does not require an academic appointment) with King's will be permitted to retain tenure for a maximum of five (5) years. Both Faculty status and tenure will be relinquished if the Faculty position is not resumed at the completion of a maximum of five (5) years in the administrative position. During the period of administrative appointment, if the Faculty Member wishes to return to the former academic rank and position, written notice must be given to the President by December 1<sup>st</sup> prior to a July 1<sup>st</sup> return to Faculty responsibilities.

**8. CRITERIA FOR PROMOTION AND TENURE OF FULL-TIME FACULTY**

8.1 **Evaluation Criteria for Promotion and Tenure**

Faculty will be evaluated according to the following criteria which must not be used to systemically discriminate against Members of equity-denied groups:

Indigenous faculty will be evaluated according to criteria that recognizes Indigenous ways of knowing and Indigenous knowledge in terms of teaching, scholarship, service and research.

8.1.1 **Academic qualifications and experience:** Experience and achievement in another university recognized by Universities Canada will be considered as equivalent.

8.1.2.1 **Ability in teaching:** this involves competence and effectiveness in teaching and supervision of student work, such as, but not limited to, theses or independent research projects, but may also include such contributions as significant academic program or pedagogical development.

8.1.2.2 For the purpose of promotion and tenure review, teaching should be evaluated according to a teaching dossier that meets the following criteria:

(a) stated teaching philosophy;

(b) optional peer-review of teaching effectiveness solicited by the candidate for inclusion in tenure review;



- (c) evidence of significant course development; and
- (d) the supervision of theses or independent research projects where applicable.

8.1.2.3 The Faculty Member or VPAD or designate may request an external appraisal of teaching ability. The Faculty Member may also submit as part of their dossier a statement addressing the external appraisal of their teaching.

8.1.2.4 It is the charge of Academic Council to create the student questionnaires on courses and teaching.

8.1.3 **Ability in scholarship and research.** In evaluating research, efforts shall be made to assess quality and consider originality and creativity as well as industry. External appraisal may be sought by the VPAD. KUCFA and the Employer recognize that research and scholarship may take several equally valuable forms. Forms of scholarship may differ from discipline to discipline, and scholar to scholar. They include the discovery, integration, interpretation and/or application of a Member's professional expertise. Outcomes may include but are not limited to scholarly publications, creative work, knowledge translation, work in and with the community, and original and innovative applications to pedagogy and/or learning.

8.1.3.1 In terms of this clause, promotion to the rank of Associate Professor requires demonstrated scholarly promise based on outcomes such as those identified in 8.1.3.

In addition to sustained evidence of high-quality teaching, promotion to the rank of Full Professor requires sustained evidence of research and scholarship resulting in outcomes such as those identified in 8.1.3 since being granted tenure and promotion to the rank of Associate Professor; provided that, in both cases clauses 6.2, 7.2 and 9.3.4 are considered.

8.1.4 **Service Contributions** to the Member's Department, King's, the academic profession, and the community in general. These may take the form of significant contributions to administrative committee work or other forms of important service to King's. Service in support of equity, diversity and inclusion including but not limited to anti-racism education will be recognized. Service to Indigenous and racialized communities/organizations will also be recognized.

8.1.5 The Parties acknowledge that an individual Member's commitment to each of teaching, research and service may change through their career trajectory.

8.2 **External Appraisals**

With regards to promotion to Associate and Full Professor, the Department of the Candidate, the Committee on Promotion and Tenure, the VPAD or designate may seek external appraisals, which normally will focus on the Candidate's research and publications but which may also take into consideration course materials prepared by the Candidate and papers delivered at academic conferences. Such appraisals must be sought in the case of a promotion to Professor. By October 15<sup>th</sup>, the Candidate and the Department shall each submit a list of at least three potential external appraisers. The VPAD or designate shall select an appraiser from each list. The Candidate will be informed of the names of potential appraisers, but not the identity of actual appraisers. The Candidate will receive a copy of the appraisal, and have an opportunity to comment in writing prior to consideration of the appraisal by the Department, the Committee on Promotion and Tenure, the VPAD or designate. The Department shall consider at least two (2) external appraisals before making a recommendation concerning promotion to the rank of Professor. Exceptional circumstances may be taken into consideration at the discretion of the VPAD or designate, and with the approval of the Candidate, whereby fewer than two (2) external appraisals may be considered before making a recommendation concerning the promotion to the rank of Professor.

8.3 **Social Work and Business Faculty**

In the case of Social Work and Business Faculty, consideration will also be given to criteria conventional in Canadian Schools of Social Work and Business Schools.

8.4 **Budgetary Considerations**

Budgetary considerations may be invoked only according to the procedures called for in sections 14 and 15.

**9. PROMOTION AND TENURE PROCEDURES FOR FULL-TIME FACULTY**

9.1 **The Role of the Candidate**

Candidates are expected to submit a brief statement of the grounds for their promotion and/or tenure, together with supporting documentation, to the Department Chair. A Department Chair may also initiate the procedure on behalf of a Department Member; and they will initiate the review of the status of Department Members in the last year of a probationary contract. This shall be completed on or before October 1<sup>st</sup>.

9.2 **The Role of the Department**

- 9.2.1 The Department will consider the cases brought before it and make recommendations according to the procedures set forth in its Constitution. The initial evaluation by the Member's peers at the departmental level shall focus attention on the academic merits of the case.
- 9.2.2 In its consideration of all cases, the Department will have regard to the criteria set forth in section 9.1, and shall follow the procedures for external appraisals (if applicable) set forth in section 9.3. In the case of Social Work and Business, the Department will specify how the Candidate fulfils the criteria set forth in section 8.3.
- 9.2.3 In the case of probationers in the last year of a probationary contract, the Department will recommend:
- (a) a tenured appointment;
  - (b) a further probationary appointment; or
  - (c) termination at the end of the academic year.
- 9.2.4 All departmental recommendations, whether positive or negative, will be forwarded to the Committee on Promotion and Tenure, together with a detailed record of proceedings and all supporting materials. A copy will be forwarded to the Candidate, who shall have an opportunity to comment in writing before the Committee on Promotion and Tenure begins its deliberations on the case.

9.3 **The Role of the Promotion and Tenure Committee**

- 9.3.1 The Committee on Promotion and Tenure shall consist of the VPAD (*ex officio*), six (6) Full-Time Faculty Members, two from group A (English, French and Writing, Philosophy, Religious Studies, History, Politics and International Relations); two from Group B (Sociology, Economics, Business, Mathematics and Psychology); one from Group C (Childhood and Youth Studies, Disability Studies, Social Justice and Peace Studies, Thanatology); one from Social Work, elected by the Full-Time Faculty Members in those disciplines. The committee shall also include one student, who must be in their third or fourth year, chosen for a one-year term, in a manner determined by Students' Council. Balloting shall be conducted by the Registrar. The election of new Members shall be completed by October 1<sup>st</sup>. The term of service for Faculty Members shall be three years and changes in membership shall be staggered so as to ensure continuity. If a Member of the Committee has made application for, or has been recommended for, promotion and/or tenure, they shall withdraw during its

consideration, and shall be replaced by a Member chosen by the Chair of the Committee on Promotion and Tenure. A Faculty Member may not participate in deliberations if they are also a Member of the Department of the Candidate concerned.

- 9.3.2 The committee will be called into session by the VPAD who shall be Chair. Evaluation and review at the institutional level shall focus attention on the proper application of the collective agreement criteria and procedures and ensure fair and consistent application of equity and other policies agreed to by the parties.
- 9.3.3 The Committee on Promotion and Tenure will review the departmental recommendations. The Candidate will have an opportunity to comment on any additional evidence, oral or written, that may be introduced at this point. Parties involved in the process may share information with one another without prejudice, for the purposes of facilitating the process. In any meeting with the VPAD throughout this process, the Candidate has the right to include a Member of KUCFA of their choosing, subject to reasonable availability to avoid unnecessary delays.
- 9.3.4 The Committee on Promotion and Tenure shall consider the commitment at King's to excellence in undergraduate teaching as well as the standards which prevail at the University of Western Ontario and shall balance the relative significance of the above considerations.
- 9.3.5 In those cases where the Committee finds that a Department has erred, either procedurally or substantively, the Committee may choose to return the case to the Department for reconsideration. In such cases, the procedures will be repeated, beginning with departmental reconsideration of the application.
- 9.3.6 The Committee on Promotion and Tenure will forward its recommendation to the President, with a copy to the Candidate, along with all supporting documentation.
- 9.3.7 If for any reason the Committee on Promotion and Tenure has been unable to meet or has not completed its work by April 1 of the academic year in question, the President may, after consultation with the Department and the VPAD, exercise their discretion in the matter of recommending promotions, renewal of probationary appointments, and the granting of tenured appointments to the Board for approval. The Faculty Member guards their right to Review (9.6).

9.4 **The Role of the VPAD**

9.4.1 The VPAD, as Chair of the Promotion and Tenure Committee, will forward the committee's recommendation to the President, together with the recommendation of the Department with all supporting documentation, together with their observations. A copy will be forwarded to the Candidate.

9.4.2 If the President is a Candidate for promotion, the VPAD will assume the functions of the President. A Professor, appointed by mutual agreement of the VPAD and the Committee on Promotion and Tenure, will perform the functions of the VPAD.

9.4.3 If the VPAD is a Candidate for promotion, their function will be performed by a Professor, appointed by mutual consent of the President and the Committee on Promotion and Tenure.

9.5 The Role of the President will make a decision either to accept the recommendation of the Committee, to return it to the Committee for reconsideration, or to reject it. If the President rejects the recommendation, they must send the recommendation to the Review Committee. The President shall indicate their decision in writing within ten working days of reception of the recommendation with a copy to the Chair of the Promotion and Tenure Committee.

9.6 **The Review Committee**

9.6.1 If the President accepts the recommendation of the Committee on Promotion and Tenure to refuse a departmental recommendation for promotion and tenure, or to recommend that a probationary contract not be renewed, the Faculty Member concerned may appeal this decision. They must signify this in writing to the President within ten (10) working days of reception of the decision with a copy to the Chair of the Promotion and Tenure Committee.

9.6.2 In both instances the case will be re-examined by a Review Committee which the President shall arrange within ten working days of receipt of the written notice of intent to appeal by either party.

9.6.3 The Review Committee shall be comprised of the President's nominee, a nominee of the Faculty Member, and a third Member agreed on by the other two. All must be academics of Associate or higher rank with at least one Member from the discipline of the Faculty Member (provided that when the review concerns a professor of Religious Studies or Social Work, they must nominate the Member from their discipline; in the event they do not, the requirement in question is waived), and may be nominated from the constituent University or the affiliated colleges of *The University of Western Ontario*. If agreement cannot be reached on the third Member, the President

shall request a person acceptable to both parties to nominate a third Member.

9.6.4 The Review Committee shall elect its own Chair.

9.6.5 The Review Committee will review the procedures and the documentation of the case, hear the Faculty Member, the Department Chair, the VPAD, the President, and a representative of the Committee on Promotion and Tenure.

9.6.6 The Review Committee may seek two additional external appraisals following procedures in section 9.6.

9.6.7 It shall conduct its work as expeditiously as possible and submit its majority decision (including the reasons for its decision) to the President and Faculty Member no later than thirty (30) working days after its formation.

9.6.8 Its majority recommendation, which must be in accordance with this Collective Agreement, shall be final and binding on all parties.

9.7 **Additional Procedures for Indigenous Scholars**

9.7.1 An Indigenous Scholar shall mean a Member who is Indigenous and whose teaching, research, and scholarship are partially or entirely in a field of Indigenous scholarship, and/or who is actively engaged in service to an Indigenous community.

9.7.2 By September 15 of the year in which the file of an Indigenous Member is to be considered for contract renewal, promotion and/or tenure, the Member shall be advised that they may request, by October 1, to the VPAD the addition of an Indigenous scholar, Elder or Knowledge Keeper to all evaluation committees and they may submit a list of suitable advisors to the VPAD with the request. The VPAD, upon receipt of this request, shall in consultation with an Indigenous advisor, select an Indigenous person who is arm's length from the Member to advise the APT Committee in the consideration and evaluation of the Member's file. This person may or may not be an academic.

9.7.3 Research, Scholarship and Creative Activity, as defined in Article 4.4, may include research carried out based on traditional/Indigenous Knowledge and the practical applications or dissemination of such research generally or specifically through engagement with Indigenous communities. In all assessment processes mandated by this Collective Agreement including Appointment, Promotion and Tenure, there should be recognition of Indigenous traditional methods, data collection and dissemination protocols that are culturally appropriate.

## **10. LEAVE FOR FULL-TIME FACULTY AND ACADEMIC LIBRARIANS**

### **10.1 Definition of Types of Leave**

Leave means a period in which a Member is released from some or all of their duties. Leave may be with or without pay. Leave may be legislatively required, granted to Members by the President, subject to the approval of the Board of Directors. Leave may include the following general types: sabbatical leave, leave of absence, study leave, pregnancy and parental/adoption leave, sick leave, deferred salary leave, exchange leave, domestic violence leave, compassionate leave, and compassionate care leave. In addition, Faculty and Academic Librarians have the right to take unpaid Emergency Leave and Family Medical Leave as specified in the Employment Standards Act.

### **10.2 Sabbatical Leave**

10.2.1 King's recognizes the importance of granting the privilege of sabbatical leaves to Full-Time tenured Members of Faculty to allow the Member to focus on research.

10.2.2 In the case of the "first" Sabbatical Leave at King's and subject to the provisions of clauses 10.2.4, 10.2.5 and 10.2.6 of this section, a Tenured Member is eligible to apply for a six (6) month Sabbatical Leave at 100% salary or a twelve-month Sabbatical Leave at 90% of salary to begin after six (6) years of continuous service from the date of the first Full-Time Appointment to King's at the rank of Assistant Professor or above.

10.2.3 In the case of "second" and subsequent sabbatical leaves at King's, and subject to the provisions of clauses 10.2.4, 10.2.5 and 10.2.6, a Tenured Member is eligible to apply for either a six-month Sabbatical Leave to begin after three (3) years of continuous service since the completion of the last Sabbatical Leave or a twelve-month Sabbatical Leave after six (6) years of continuous service since the completion of the last Sabbatical Leave. These sabbaticals will be paid at 85% of salary.

10.2.4 The period of service accumulating towards eligibility to apply for a Sabbatical Leave may be interrupted by other Leaves allowed under this Collective Agreement. With the exception of Compassionate Leave, Compassionate Care Leave, Court Leave, Domestic Violence Leave, Pregnancy and Parental/Adoption Leave and Sick Leave, if the total period of Leave exceeds three (3) months in any one (1) Academic Year, none of the Leave period shall count towards the time accumulated towards eligibility to apply for a Sabbatical Leave.

- 10.2.5 Any agreement made between King's and a Member under the provisions of the Alternative Workload section shall contain explicit provisions defining the method by which Sabbatical Leave eligibility will be calculated during the period of Alternative Workload agreement.
- 10.2.6 Members who have been appointed directly from a position at another University may be granted a maximum of two (2) years' credit for service at the other University towards the Sabbatical Leave service requirement. Subject to this maximum, the service at other Universities shall normally count at the rate of one (1) year Sabbatical credit for each two (2) years of service. The extent to which service at the other University will count towards eligibility to apply for a Sabbatical Leave will be determined at the time of the Member's appointment and will be stated in the Member's Letter of Appointment.
- 10.2.7 Academic status, salary increments, full pension, and insurance benefits shall be maintained while a Faculty Member is on sabbatical leave based on nominal salary.
- 10.2.8 Subject to clause 10.2.13, a twelve-month Sabbatical Leave shall normally commence on July 1<sup>st</sup> and terminate on June 30<sup>th</sup> of the following calendar year. With approval of the VPAD and Department Chair, a Sabbatical Leave may commence on January 1<sup>st</sup> and terminate on December 31<sup>st</sup> of the same calendar year.
- 10.2.9 Subject to clause 10.2.13, a six (6) month Sabbatical Leave may start on either July 1<sup>st</sup> or January 1<sup>st</sup> and terminate on December 31<sup>st</sup> of the same year in the case of a July 1<sup>st</sup> start date or June 30<sup>th</sup> of the same year in the case of a January 1<sup>st</sup> start.
- 10.2.10 A Member on Sabbatical Leave shall undertake a Full-Time commitment to Research, and shall not accept paid employment that conflicts with this commitment. Total employment income during the Sabbatical Leave shall not exceed 125% of normal salary without prior approval of the VPAD.
- 10.2.11 The Faculty Leave Committee shall consist of the VPAD (Chair *ex officio*) and three Full-Time Faculty Members elected by the Full-Time Faculty. Balloting shall be conducted by the Registrar on or before October 1<sup>st</sup>. The term of service for elected Members shall be three (3) years.
- 10.2.12 A complete and accurate application for sabbatical leave shall be made to the Departmental Chair, and forwarded to the VPAD normally not later than the first day of October preceding the academic year in which leave would begin. Applications shall be accompanied by a detailed outline of the academic program proposed, the date and duration of the proposed leave.



10.2.13 The Faculty Leave Committee shall recommend the granting of sabbatical leaves to applicants on the basis of years of service, the teaching commitments of King's, merits of the academic program to be undertaken, and its feasibility in the light of the applicant's accomplishments in the years immediately preceding the application, departmental sabbatical leave schedules, and any other criteria it may deem appropriate.

If in the judgement of the VPAD it is necessary for a Member to postpone their approved Sabbatical Leave by up to one (1) year in order to ensure the effective functioning of the Department, the Member shall be eligible to apply for a subsequent Sabbatical leave to begin up to one (1) year earlier than the eligibility requirements in clause 10.2.3.

10.2.14

- a. If a Member qualifies for LTD under section 10.7.4 while on Sabbatical Leave and more than two (2) months remain in a full Sabbatical Leave, the Member may defer the remainder of the unused Sabbatical Leave. Sabbatical Leave shall resume as though there had been no interruptions. Once the Member returns to full workload, reasonable notice shall be given by the Member in writing to the Academic Dean.
- b. If a Member is called for jury duty [Court Leave] while on Sabbatical Leave the Member is entitled to interrupt the Sabbatical Leave for the duration of the interruption. Sabbatical Leave shall then resume as though there had been no interruption.
- c. If a Member requests and is granted Compassionate Leave while on Sabbatical Leave such that the Sabbatical Leave cannot be completed Sabbatical Leave will commence at the conclusion of the Compassionate Leave as though there had been no interruption.
- d. If a Member qualifies for a Pregnancy, Parental/Adoption Leave while on Sabbatical Leave such that the Sabbatical Leave cannot be completed Sabbatical Leave will commence at the conclusion of the Pregnancy, Parental/Adoption Leave as though there had been no interruption.

10.2.15 A Member whose application for Sabbatical Leave has been approved may apply to the Research Grants Committee to have a portion of their salary while on Sabbatical Leave be paid as a Research Grant in Lieu of Salary. If granted by the Research Grant Committee and as subject to Canada Revenue Agency (CRA) policy the grant will be paid at the beginning of the Sabbatical Leave period with corresponding salary deductions throughout

the remainder of the calendar year. The Member accepts responsibility for any subsequent tax implications.

10.2.16 Upon completion of a Sabbatical Leave, the Member shall, within three (3) months, provide the VPAD with a report describing the activities undertaken during the Sabbatical Leave and the actual and anticipated outcomes.

10.2.17 The expectation is that Faculty Members will return to King's following a sabbatical leave for a period at least equal to the length of the sabbatical leave. Any exceptions to this would require the consent and approval of the Faculty Member, the VPAD and the President.

10.2.18 Upon request, King's will provide the T2200 tax forms to Members on sabbatical who request the form and whose office is assigned to another faculty Member during their sabbatical. T2200 forms will be provided for expenses related to a Member's home office.

### 10.3 **Leave of Absence**

10.3.1 All Faculty Members and Academic Librarians are eligible to apply for a leave of absence without salary from King's.

10.3.2 Leave of absence shall normally begin on July 1<sup>st</sup> (one-year leave), or on January 1<sup>st</sup> or July 1<sup>st</sup> (half-year leave).

10.3.3 Normally, a leave of absence is granted for purposes other than academic ones. A leave of absence is not ordinarily used to extend a sabbatical leave. Therefore, application for leave of absence without pay does not require justification on academic grounds.

10.3.4 If a Faculty Member requests a leave of absence in order to accept temporary employment outside King's, the Faculty Member or their temporary employer shall be responsible for the cost of all benefits for the Faculty Member during the period of leave.

10.3.5 Application for leave of absence without salary should be filed with the applicant's Departmental Chair. The Departmental Chair will forward the application to the VPAD who will forward their recommendations to the President well in advance of the commencement of the leave (normally six (6) months). The President will make the final decision on the application in writing to the applicant, Departmental Chair, and VPAD in order for a suitable replacement to be found if applicable. Within one (1) month of the receipt of the application the President will decide whether to grant the leave request.

Application for leave of absence without salary for an Academic Librarian must be filed with the Director of Libraries who will forward their application to the VPAD who will forward their recommendations to the President well in advance of the commencement of the leave (normally six (6) months). The President will make the final decision on the application in writing to the applicant, Director of Libraries and VPAD in order for a suitable replacement to be found if applicable. Within one (1) month of the receipt of the application the President will decide whether to grant the leave request.

- 10.3.6 A leave of absence shall not exceed one (1) year.
- 10.3.7 Upon the return of the Faculty Member or Academic Librarian to duties at King's similar to those performed prior to the leave, King's agrees that the Faculty Member's salary shall not be less than that received immediately prior to the period of leave adjusted by any changes in salary scales which have taken place in the interval, but not adjusted for experience during the term of the leave. King's will provide cost of living adjustments which reflect changes in salary scales to the returning Faculty Member or Academic Librarian.
- 10.3.8 No sabbatical leave credit is earned during a leave of absence.
- 10.3.9 For persons on probationary contracts, the period of leave of absence shall not be counted as time in rank.
- 10.3.10 If a Faculty Member on leave of absence makes any progress in pertinent research and/or publications while on leave, such progress will become part of the Candidate's record for promotion and tenure considerations.
- 10.3.11 Faculty Members or Academic Librarians on Leave of Absence will forego all their rights and responsibilities as Members of their Departments for the period of their leave.

10.4 **Pregnancy and Parental/Adoption Leave**

King's recognizes the importance of providing family leave to Faculty Members and Academic Librarians. This policy will enable all Faculty Members and Academic Librarians to combine successfully an academic career and family responsibilities without significant financial and/or career loss. Faculty and Academic Librarians will be eligible for leaves regardless of marital status. Recognizing the role of parents in childbirth and childrearing, King's will provide Pregnancy and Parental/Adoption Leave for parents in a fair and reasonable manner and in accordance with the *Employment Standards Act*.

**10.4.1 Pregnancy Leave**

A pregnant Faculty Member or Academic Librarian shall be granted Pregnancy Leave of up to seventeen (17) consecutive weeks which may begin at any time within seventeen (17) weeks of the expected delivery date of the Member's new-born child, and as late as the actual birth date.

If the Faculty Member or Academic Librarian is eligible for Parental Leave, the Pregnancy Leave ends seventeen (17) weeks after it began. If the Faculty Member or Academic Librarian is not eligible for legislated Parental Leave, then the Pregnancy Leave ends six (6) weeks after the birth, stillbirth, or miscarriage, or seventeen (17) weeks after the Pregnancy Leave began, whichever is longer.

**10.4.2 Parental and Adoption Leave**

A Faculty Member or Academic Librarian who becomes a parent of a newborn or newly-adopted child will be entitled to Parental/Adoption Leave of up to sixty-one (61) consecutive weeks if the Member has also taken Pregnancy Leave, or of up to sixty three (63) consecutive weeks otherwise.

If the Faculty Member or Academic Librarian is on Pregnancy Leave, their parental leave begins when the Pregnancy Leave ends. The Parental/Adoption Leave of a Faculty Member or Academic Librarian who does not take Pregnancy Leave must begin no later than seventy-eight (78) weeks after the day the child is born or first comes into the care or custody of the adoptive parent.

**10.4.3** A Faculty Member or Academic Librarian who qualifies for Pregnancy and/or Parental/Adoption Leave is entitled to a maximum of twenty-five (25) weeks paid Leave at 100% of the Faculty Member's or Academic Librarian's nominal salary, with the Employer paying the difference between the Employment Insurance Benefits and 100% of salary. A Member who is not entitled to Employment Insurance Benefits shall receive full salary from King's until they become eligible for EI benefits up to a maximum of twenty-five (25) weeks. While the Member is on pregnancy, parental, or adoption leave, the employer portion of King's benefit and pension plans will be paid by King's unless the Member gives King's a written notice that the Member does not intend to pay their contributions.

**10.4.4** In the case where both parents are employed by King's, the twenty-five (25) weeks of paid leave referred to in clause 10.4.3 may be taken by one parent

- or shared between the two parents, but not to exceed a total of twenty-five (25) weeks.
- 10.4.5 If a Faculty Member or Academic Librarian who is ineligible for Pregnancy Leave decides not to apply for Parental/Adoption Leave, they are entitled to ten (10) working days of paid leave following the birth or coming into care or custody of a child.
- 10.4.6 King's shall provide such additional unpaid leave for parents as is required by existing legislation. Additional leave shall be considered under the provisions for Leave of Absence set out in clause 10.3.
- 10.4.7 Responsibility for replacing Faculty Members or Academic Librarians on Pregnancy and/or Parental/Adoption Leave rests with King's.
- 10.4.8 Pregnancy and/or Parental/Adoption Leave shall count as time in service at King's.
- 10.4.9 A Faculty Member who takes Pregnancy and/or Parental/Adoption Leave during the summer months will not be required to teach a new course during the academic year following the leave period.
- 10.4.10 In view of the fact that the birth or adoption of a child may reduce the Faculty Member's time for research and other duties, and hence place them in an unfavourable position with respect to a pending tenure or promotion decision, the Faculty Member may elect to defer such a decision for a maximum of one (1) year. The Faculty Member must notify the Department Chair of their Department of a deferral one (1) year before the end of the probationary term.
- 10.4.11 In the event that a Pregnancy or Parental/Adoption Leave coincides with some or all of a Sabbatical Leave of a Faculty Member, the Member is entitled to a modification or postponement of the Sabbatical Leave.
- 10.4.12 Application for Pregnancy and/or Parental/Adoption shall be made in writing to the VPAD with a copy to the Department Chair of the Faculty Member's Department. Application for Pregnancy and/or Parental/Adoption Leave for the Academic Librarians shall be made in writing to the Director of Libraries with a copy to the VPAD.
- 10.4.13 As the *Employment Standards Act* is amended, the Pregnancy and/or Parental/Adoption Leave policy of King's will be amended accordingly.
- 10.4.14 Parental/Adoption Leave is not available when a Member establishes a spousal relationship with an individual who already has (a) child(ren), and the Member subsequently adopts the child(ren).

10.5 **Deferred Salary Leave**

- 10.5.1 Approved unpaid leaves of six (6) months or one (1) year may be funded through deferred salary leave arrangements as defined in Section 248(1) of the *Canadian Income Tax Act*. Leaves are to begin on January 1<sup>st</sup> or July 1<sup>st</sup> and must start no later than the month following the end of the deferral period.
- 10.5.2 All Full-Time Members of academic staff are eligible for participation in the Deferred Salary Leave Plan.
- 10.5.3 Salary is deferred over a one (1) to five (5)-year period, and the salary deferred is completely used up during the leave period. The Faculty Member must return to King's for a work period at least as long as the leave, as required under the *Canadian Income Tax Act*.
- 10.5.4 The percentage of nominal salary deferred will range between 5% and 25%, depending upon the income needs during the period of deferral and the period of the leave.
- 10.5.5 The salary deferred is retained by King's to be deposited into King's sponsored interest-bearing account. The bank will be a registered financial institution used by King's and the interest rate will be the maximum rate available.
- 10.5.6 During the years of salary deferral, income tax is payable on the actual salary received and also on the interest accrued on the deferred salary. During the leave, income tax is payable on the accumulated deferred salary as it is received and also on the interest accrued during the deferred period.
- 10.5.7 All current benefits and pension plan contributions will be continued based on nominal salary during year(s) of salary deferral and during the leave.
- 10.5.8 For the purpose of determining sabbatical leave eligibility, a deferred salary leave will be treated as a leave of absence without salary.
- 10.5.9 If favourable progress in research and/or in publication is accomplished during the leave period, such progress may be considered as supporting evidence when a participant is considered for promotion and/or tenure.
- 10.5.10 Faculty Members interested in funding their approved unpaid leaves through such an agreement should contact the VPAD, through the Department Chair, and the Finance Department.

10.5.11 Leave cancellation occurs on termination of employment, death, or disability. The deferred salary plus interest will be paid to the individual, beneficiary, or estate subject to tax regulations.

10.5.12 Withdrawal or postponement for reasons other than termination of employment, death or disability requires written approval of the VPAD and President at least six (6) months before the scheduled leave whether the change is initiated by King's or the individual.

NOTE: Government regulations require that if you have deferred for the maximum five-year period, the leave cannot be postponed.

10.5.13 Application of the provisions of this policy is subject to the requirements of the Department concerned and King's. Despite Item 12, once such a plan is approved, the unit will be committed to accommodating such a deferred leave at its agreed upon commencement date.

#### 10.6 **Exchange Leave**

10.6.1 Upon the recommendation of the applicable Department Chair and subsequent approval by the VPAD or designate, an exchange leave may occur when a Member of the Faculty participates in an exchange program with another university. In such instances, the Faculty Member is replaced by an approved Faculty Member from the other university.

10.6.2 All Full-Time Faculty Members are eligible to apply.

10.6.3 Participants in the exchange program should be from the same discipline, field or profession.

10.6.4 The salaries and benefits of the participants will be the responsibility of their respective home institutions.

10.6.5 Exchange leaves will not normally exceed one (1) full year.

10.6.6 King's will provide financial assistance to the King's University College Faculty Member in accordance with the existing policy on moving allowances.

10.6.7 Sabbatical leave credit will be earned during this leave subject to the overriding proviso that a Faculty Member will not be permitted to be absent for more than two years in any seven (7) year period.

10.6.8 Individual Faculty Members may make application in writing through the Department Chair to the VPAD.

10.6.9 Such applications, which must be submitted to the VPAD before October 1<sup>st</sup> of the year preceding the exchange leave, should fully describe the nature and expected benefits of the exchange, and include the vita of the other participating Faculty Member, if applicable.

10.6.10 Should the VPAD and Department Chair(s) approve the application, it will be forwarded to the President for final approval.

## 10.7 Sick Leave

10.7.1 King's recognizes that unavoidable absences may occur because of illness or accident and for this reason provides a sick leave benefit which provides income protection during these situations.

10.7.2 A Member who is absent and therefore unable to fulfill their responsibilities because of illness or injury shall advise the person to whom they report as soon as reasonably possible of their absence and the expected date of return to work.

10.7.3 In cases where Members are unable to perform their duties for more than ten (10) consecutive days as a result of illness or accident, they shall be entitled to full salary and benefits for up to an additional 110 calendar days of short-term disability. A Member shall inform the Chair and the VPAD as soon as reasonably possible of their absence so adequate alternative arrangements can be made to fulfill the Member's duties. The Member will be required to provide King's with a physician's statement verifying the illness or injury, the impact on the Member's ability to perform their duties, relevant restrictions in the type of duties that may be performed (e.g. teaching, research, service), a statement that the physician's conclusion is based on a recent examination and prognosis with respect to the Member's ability to return to work.

10.7.4 In the event the Member remains unable to perform their duties as a result of illness or accident after 120 calendar days, and they are eligible to apply for benefits in accordance with the provisions of the Long-Term Disability Income Plan, a Member must apply for LTD within the first 120 days of illness. Members whose age exceeds the limits for LTD (i.e. 65) will be required to discuss with the Director of Human Resources and the VPAD the available options under the retirement clauses of the Collective Agreement.

10.7.5 Long Term Disability benefits are subject to the provisions in Appendix A (section VI, clause 1(d)).

10.7.6 Medical leaves provide the opportunity for Members to focus on their recovery. Members must refrain from all work-related activities while they



are under documented physician's care and until such time as they receive documented medical clearance to return to their normal work responsibilities.

10.7.7 In order to ensure a timely application and consideration for Long Term Disability benefits, the Member should inform Payroll and Benefits, as well as Human Resources, as soon as possible of the absence due to illness or injury.

10.7.8 Canada pension benefits available to and received by Members will be deducted from benefits under the long-term disability plan.

10.7.9 Sick leave benefits are not cumulative and are not reimbursed upon termination or at any other time.

10.8 **Domestic Violence Leave with Pay**

10.8.1 The Employer and KUCFA agree that all Members have the right to be free from domestic violence. To those Members experiencing domestic violence or whose children are experiencing domestic violence, the College will provide a supportive environment, offer assistance, and comply with applicable legislation.

10.8.2 Upon request, a Member who is subject to domestic violence or who is the parent of a dependent child who is subject to domestic violence from someone with whom the Member has or had an intimate relationship shall be granted domestic violence leave in order to enable the Member, in respect of such violence:

- i. to seek care and/or support for themselves or their dependent child in respect of a physical or psychological injury or disability;
- ii. to obtain service from an organization which provides services for individuals who are subject to domestic violence;
- iii. to obtain professional counselling;
- iv. to relocate temporarily or permanently; or
- v. to seek legal or law enforcement assistance or to prepare for or participate in any civil or criminal legal proceeding.

10.8.3 Members are entitled to Domestic Violence Leave with full pay for periods of up to ten (10) working days in a fiscal year.

10.8.4 The College may, in writing and no later than fifteen (15) days after a Member's return to work, request the Member to provide documentation to support the reasons for the leave. The Member shall provide that documentation only if it is reasonably practicable for them to obtain and provide it.

10.8.5 The College and the Faculty Association shall respect the confidentiality of a Member experiencing domestic violence.

10.8.6 Notwithstanding clauses 10.8.2 and 10.8.3, a Member is not entitled to domestic violence leave if the Member is charged with an offence related to that act or if it is probable, considering the circumstances, that the Member committed that act.

10.9 **Compassionate Leave with Pay**

10.9.1 Members are entitled to Compassionate Leave with full pay for periods of up to ten (10) working days in the case of death in a Member's immediate family.

10.9.2 For Article 10, immediate family is defined as the Member's spouse (including common-law partner) of the opposite or same sex, parent, step-parent, mother-in-law, father-in-law, grandparent, grandchild, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, step-child, foster parent, foster child or ward.

10.9.3 A Member requiring Compassionate Leave shall notify the VPAD or designate as soon as possible, providing the reasons for the Leave.

10.10 **Compassionate Care Leave with Pay**

10.10.1 Members are entitled to Compassionate Care Leave with full pay for periods of up to ten (10) working days in the case of illness and/or to attend to the urgent or critical health needs of the Member's immediate family, to provide for urgent or extraordinary elder or child care needs of the Member's Immediate Family, or for other personal reasons requiring urgent attention. The Dean's approval of Compassionate Care Leave on such grounds shall not be arbitrarily withheld.

10.10.2 A Member requiring Compassionate Care Leave shall notify the VPAD or designate as soon as possible, providing the reasons for the Leave.

**11. ALTERNATIVE WORKLOAD FOR FULL-TIME FACULTY**

11.1 **Buyouts**

An alternative workload may be arranged when Full-Time Faculty Members obtain documented, sufficient research funding that can be applied to offset the costs of suitable teaching replacements to the extent the grant permits. Such arrangements, which shall be at no additional costs to King's, require

the approval of the Department Chair, the VPAD, and the President. Funds should be paid directly to King's from the granting agency.

11.2 **Reduced Teaching for Full-Time Faculty**

Full-time probationary tenure track and tenured faculty Members may apply for a reduced teaching load to the VPAD, who shall in consultation with the Chair/Director, make a recommendation to the President. Such request will be considered in light of programmatic needs and not unreasonably denied.

An application for a reduced teaching load must be submitted to the VPAD no later than four (4) months prior to the start of the academic semester in which the reduced teaching will be in effect.

During the reduced teaching load period, the Member is expected to fulfill all other responsibilities as stipulated in Article 4. Notwithstanding any other reductions to teaching load, Faculty Members must carry a minimum teaching load of at least one (1.0) course.

The Faculty Member's salary during the reduced load period will be reduced by an amount corresponding to the current per course rate used for compensating overloads.

Pension contributions by the Member and the Employer during the reduced teaching period will continue based on the full salary amount.

In cases where formal accommodation is needed, the Member will contact Human Resources, and article 1.9.2 (Accommodations for Members with Disabilities) will be applied.

11.3 **Application Procedures**

11.3.1 Such applications should clearly state the reasons for the alternative workload contract, the time period governing the contract, the duties of the Faculty Member during that period, and the method of evaluating the Faculty Member's performance based on these special arrangements.

11.3.2 Individual Faculty Members may make application through their Department to the VPAD.

11.3.3 The alternative workload arrangement must be approved by the Department Chair and the VPAD before being forwarded to the President for final authorization.

11.3.4 Details of the final alternative workload arrangement will be confirmed in writing and signed by the applicant, the Department Chair upon departmental approval, and the VPAD.

## 12. DISCIPLINE

### 12.1 **Introduction:**

A Member may be disciplined only for just cause and in accordance with the provisions of this Article, the broader Collective agreement, the Harassment and Discrimination Policy, and/or the Workplace Violence Policy and Gender Based and Sexual Violence Sexual Misconduct Policy. Disciplinary processes are not to be used to inhibit free inquiry or limit academic freedom, discussion, exercise of judgment, or honest critique within or without the University.

Examples of “just cause” may include but are not limited to

- (a) gross misconduct, which may be found to arise from a single incident but which also may include repeated serious misconduct; or
- (b) persistent failure to discharge academic responsibilities through incompetence or neglect of duties;
- (c) abandonment of duties.

If it is determined that disciplinary action will take place, such disciplinary action shall be reasonable, consistent with the principles of progressive discipline, and commensurate with the seriousness and frequency of the offense or violation.

The parties recognize the value of promoting corrective action as early as possible through identification and notification of issues of concern, guidance, and finally, through progressive disciplinary measures, if warranted. Any accredited professional counseling services as outlined in Appendix A, 2, may be voluntarily accessed throughout this process.

### **Steps in the Disciplinary Process are:**

- a) Investigation, whether formal or informal
- b) If there is just cause, issuance of discipline in the form of one of the following:
  - STAGE 1: Discussion of Expectations
  - STAGE 2: A written warning or reprimand

STAGE 3: Suspension  
STAGE 4: Dismissal for Cause

During investigation of allegations and at each stage of the disciplinary process an affected faculty Member has the right to include a Member of the KUCFA Executive or designated Member of KUCFA of their choosing in any meeting with the Employer.

12.2 **Investigation of Allegations**

Per 12.1, a Member is entitled to be represented by a Member of the KUCFA Executive or designated Member of KUCFA of their choice in any formal or informal investigation. As such, King's must notify the Member in advance if they are required to attend a meeting to discuss a matter/matters which may result in the issuance of discipline to the Member. King's must identify for the Member in advance the subject matter of the investigation, with sufficient particularity about the nature of the allegation for the Member and/or KUCFA to prepare for the meeting.

Informal investigation may be used when input from a Member is needed before a determination about an alleged infraction can be made. It may be used when a concern has been raised about a Member but there is insufficient evidence to determine whether discipline is warranted. The purpose of informal investigation is for the VPAD or their designate to share the concerns, provide any evidence of these concerns, and give the Member an opportunity to respond. Within seven (7) days of the meeting, the VPAD shall communicate to the Member, in writing, the outcome of the meeting and whether or not a formal investigation is required.

**Formal Investigation**

- a) King's may investigate any allegation which, if proven, would warrant taking disciplinary proceedings against a Member. King's shall inform the Member and the Executive of KUCFA, in writing, that such an allegation has been made. The investigation shall be limited to the specifics of the allegation. The President will appoint a designate of King's to conduct the investigation, but will not act as an investigator.
- b) All Members involved shall have the right to receive assistance and representation from KUCFA as the Member and KUCFA Executive deem appropriate.
- c) Within ten (10) days after commencing an investigation, King's shall advise the Member in writing of the substance of the allegations and the scope of the investigation, and invite the Member to respond to the

allegation(s) by meeting with King's or by submitting materials or both. King's shall simultaneously inform the Member of their rights under (b) above.

- d) If a Member is deemed by senior administration to pose a significant risk to the safety of any Member of the King's community, to themselves, or to King's property, King's may decide to remove the Member from the workplace during this time and the Member will continue to receive full salary and benefits. King's shall notify in writing the Member and the Chair or Co-Chairs of the Executive of KUCFA of the rationale and terms for removal.
- e) If there are grounds to believe there is a risk of significant harm to another person or to King's property, King's may withhold information, decide not to notify the Member or delay notifying the Member.
- f) If the decision is made to withhold information as outlined above, King's shall notify the Chair or Co-Chairs of KUCFA or designated alternative as soon as possible and shall further provide them with details as they become available.
- g) Members and King's shall maintain the confidentiality of the investigative process and its findings until the imposition of discipline, if any, unless King's has grounds to believe that such confidentiality may put a person within or outside the King's community at risk of significant harm. In such a case, King's shall immediately inform the Chair or Co-Chairs of KUCFA of its decision not to maintain confidentiality and the grounds for the decision and, as circumstances warrant, contact the appropriate authorities.
- h) All persons contacted by King's during the investigation shall be informed of the confidentiality requirement.
- i) King's shall notify the Member of the tentative results of the investigation in writing within ten (10) working days of the results being known. If the tentative results are not available within thirty (30) calendar days of the start of the investigation, then King's shall explain the delay to the Member and to KUCFA as appropriate.
- j) The notification letter shall either 1) advise the Member that discipline is not warranted or 2) inform the Member that, based on evidence from the investigation, discipline may be imposed and invite the Member to a meeting with KUCFA representation prior to the investigation being closed to provide further input, if they choose to do so. Should new evidence be presented, it will be investigated by the investigator and incorporated into the final version of their report as necessary.

- k) The Member may respond to the invitation in person or through their KUCFA representative. Should the Member fail to respond within ten (10) working days or fail to attend a meeting on the matter without reasonable excuse, King's may proceed under the terms of this article.
- l) Following the conclusion of the investigation, the President or designate will determine whether or not discipline will be imposed. In either case, the Member shall be informed in writing as soon as possible, but no later than ten (10) working days after the conclusion of the investigation. The decision will include a full disclosure of the allegations and proof thereof.
- m) Should discipline be imposed on the Member, the Chair or Co-Chairs of KUCFA will be provided a copy of the discipline letter.
- n) Nothing in this article shall limit the investigation process set out in King's Workplace Violence and Harassment & Discrimination, and Gender Based and Sexual Violence Sexual Misconduct policies. In the event of a conflict between this article and the Workplace Violence and Harassment & Discrimination policies, and the Gender Based and Sexual Violence Sexual Misconduct policies the latter will govern.

### 12.3 **Stages of Discipline**

#### (a) **Stage 1: Discussion of Expectations**

The purpose of a Discussion of Expectations is for the VPAD or their designate to deal directly with the Member regarding their alleged misconduct or breach of the Collective Agreement document and to outline the expectations going forward. Circumstances in which a Discussion of Expectations will be appropriate may include where the alleged breach is minor in nature or is not secondary to an existing alleged breach under investigation.

If the VPAD or their designate expects corrective measures to be undertaken, then such measures and the time frame in which they are to be undertaken will be clearly indicated in writing to the Member within seven (7) days of the meeting.

#### (b) **Stage 2: Written warning or reprimand**

A written warning will be issued to a Member by the VPAD or their designate if (i) sufficient corrective action was not taken after Discussion of Expectations meeting or (ii) if the severity of the offense or violation is such that it warrants addressing in a more formal manner.

(c) **Stage 3: Suspension**

Suspension is a disciplinary action by which a Member is temporarily debarred fully or in part from their teaching and/or administrative functions and/or other privileges enjoyed at King's. Members on suspension are ineligible for salary increases, King's research grants, travel and professional development funds. The suspension will occur only after the process outlined in item 12.2 has verified that the accusation is one that has merit and falls under the scope of the discipline policy and the process outlined in 12.4 has been followed.

In cases where the Member is placed on paid leave pending the outcome of an investigation, but no determination has been made regarding discipline, salary and insurance benefits will continue throughout the period of the investigation.

(d) **Stage 4: Dismissal for Cause**

- a. Dismissal means the termination by King's of a non-tenured appointment before the expiration of the term of the contract or of a tenured appointment other than at retirement, or the termination of an Academic Librarian who has passed their probationary period, or for reasons other than layoff.
- b. Dismissal of a Member may occur only for cause as defined in clause 12.1.
- c. In order to be dismissed for persistent neglect of duty, a Member must have been given at least two (2) separate prior formal warnings in writing by the VPAD, specific direction and support to improve their performance, and a reasonable opportunity to explain and to improve their performance.
- d. Dismissal will occur only after the processes outlined in item 12.2 have verified that the accusation is one that has merit and falls under the scope of the discipline policy and the process outlined in 12.4 has been followed.

12.4 **Disciplinary Process**

- 12.4.1 After King's has concluded that discipline is warranted, it shall initiate the process by inviting the Member to a meeting. The VPAD or designate will notify the Member of their right to include a Member of the KUCFA Executive or designated Member of KUCFA in the meeting and they will be notified of the purpose of the meeting, including whether it constitutes any



form of discipline and the alleged infraction. In the normal course, the meeting shall take place within thirty (30) calendar days of the sending of the invitation.

- a) Should the Member fail to respond within ten (10) working days of the invitation to meet or fail to attend a meeting on the matter without reasonable excuse, King's may impose disciplinary action in the Member's absence.
- b) At the meeting, King's shall provide the Member with details of the disciplinary measures being imposed and the process to be followed. The Member being disciplined will be given written notification within ten (10) working days of the meeting having taken place, together with the reasons for taking this action. These actions shall be clearly identified as disciplinary measures. In the case of any corrective measures to be undertaken, the time frame in which they are to be undertaken will be clearly stipulated, and the Member will be provided reasonable opportunity to respond to measures required for improvement.

12.4.2 A Member who wishes to dispute the proposed discipline shall have access to the Grievance procedure as outlined in Article 16 of the Collective Agreement document.

Any grievance related to a suspension or dismissal shall start at Step 2 of the Grievance procedure as outlined in section 16.3.2. A Member who is suspended shall receive full salary and benefits until any grievance contesting such disciplinary action has been resolved under the grievance process.

## 12.5 Sunset Provision

All warnings, reprimands and all documents associated with them shall remain in the Member's official file for up to five (5) years. A successful grievance would result in the removal of all reference to the discipline from the Member's file.

## 13. **TERMINATION OF EMPLOYMENT FOR FULL-TIME FACULTY AND ACADEMIC LIBRARIANS**

### 13.1 Retirement

13.1.1 The normal date of retirement will be July 1<sup>st</sup> in any year after the Member's 65<sup>th</sup> birthday. Retirement will be viewed as a permanent arrangement.

13.2 **Early Retirement**

- 13.2.1 To be eligible for early retirement, a Member of Faculty or Academic Librarian must be at least 55 years of age and have completed at least 10 years of pensionable service at King's as of the proposed early retirement date. Early retirement requires the mutual consent of both King's and the Faculty Member or Academic Librarian, with the exception that a Faculty Member or Academic Librarian who is 60 years of age and who has completed 15 years of pensionable service at King's has the right to early retirement on demand.
- 13.2.2 Early retirement will be viewed as a permanent arrangement. Reinstatement to Full-Time status can only take place by mutual consent of King's, the relevant Department, and the Faculty Member or Academic Librarian.
- 13.2.3 The Faculty Member or Academic Librarian on early retirement will receive a salary which is equal to one third (1/3) of nominal salary, where nominal salary is defined as the salary that would be paid if the Faculty Member or Academic Librarian were on Full-Time. For further clarification, nominal salary will consider all raises which would have accrued between the start of early retirement and the normal retirement date. Payment of salary equal to 1/3 of nominal salary ceases at the end of the academic term in which the Faculty Member's or Academic Librarian's birthday falls: April 30, August 31, or December 31.
- 13.2.4 In addition to one third of salary, King's shall pay to the Member an additional percentage of nominal salary equivalent to the requirement percentage for Members of the pension plan noted in Appendix A which shall be deducted as the Member's contribution to the pension plan. King's will also pay into the pension plan the contribution necessary to maintain full pension entitlement, of the nominal salary of the Faculty Member or Academic Librarian on early retirement, to the extent permitted by Canada Revenue Agency regulations (see Appendix D). The payment of this additional percentage of salary, and King's pension contributions, will cease when the pension benefit begins.
- 13.2.5 Pension payments will commence on the earlier of the normal retirement date of the Faculty Member or Academic Librarian on early retirement or the day following the end of the pension accrual period permitted by the Canada Revenue Agency. Such payments will be calculated as if the Faculty Member or Academic Librarian had been on Full-Time status until the normal retirement date and such calculations will consider all raises which would have accrued between the start of early retirement and the date pension payments commence.

13.2.6 Emeritus status under conditions of early retirement will entitle the Member to the same rights and privileges as would be available at the time of normal retirement.

13.2.7 King's will pay the premiums for health, dental, and reduced group life insurances for Faculty or Academic Librarian on early retirement from the date of early retirement until the normal retirement date. At the normal retirement date, the post-retirement benefits commence.

### 13.3 **Non-Renewal of Probationary Contract**

When the President proposes not to renew a probationary appointment, they shall so advise the Faculty Member as soon as possible but in no case later than April 1<sup>st</sup> preceding the end date of the contractual period in question. Such action recognises that the Review procedures may not be finished by that date, though King's and the Faculty Member will endeavour to complete the procedures as soon as possible.

Should the decision be made not to renew a probationary appointment, the Member will be notified of such in writing along with the reasons for non-renewal and the letter shall be copied to the KUCFA.

### 13.4 **Resignation**

A Faculty Member or Academic Librarian who wishes to leave King's staff and who has a contract extending beyond June 30<sup>th</sup> of the academic year in question may resign freely as from that date, providing notice is given by March 1<sup>st</sup> in any year of the contract. After that date they may resign only with the consent of the President and the Board.

### 13.5 **Lay-Off**

Lay-Off refers to suspension or termination of employment for reasons of financial exigency or program redundancy.

## 14. **FINANCIAL EXIGENCY**

14.1 Financial Exigency denotes a continuous and extreme financial crisis which cannot be met through routine measures. The parties agree that the process of long range planning should obviate the possibility of financial exigency occurring. However, the parties further agree that in the unlikely event of a financial exigency, in view of the ramifications to the careers of Faculty an orderly and equitable way of dealing with the situation is essential.

- 14.2 For the purpose of this agreement a state of financial exigency shall be a genuine financial crisis as established by generally accepted accounting procedures involving:
- (a) a deficit for more than two (2) years which is projected to continue after rigorous economies have been introduced in all sectors of King's budget other than the budget for Faculty Members' or Academic Librarian salaries;
  - (b) a deficit which constitutes a problem sufficiently grave that King's continued academic functioning would be in danger unless the budget for salaries and benefits were reduced.
- 14.3 The Board of Directors shall not terminate any contract of a Faculty Member or Academic Librarian for reasons of financial exigency except in accordance with this agreement.
- 14.4 When the Finance and Investment Committee of the Board of Directors determines that a state of financial exigency may exist, and that all reasonable attempts have been made to reduce the non-salary expenditures of King's budget thus making it necessary to reduce the salaries and benefits for Faculty and other employees of King's, it shall so notify the Board of Directors.
- 14.5 If after having reviewed the total financial status of King's, the Board of Directors is satisfied that an impending financial crisis exists, it shall ask the President to so notify KUCFA after exploring possibilities for additional funds the Board of Directors shall declare an impending financial exigency.
- 14.6 After the declaration of the state of impending financial exigency by the Board of Directors, King's shall cease all hiring for new positions.
- 14.7 The Faculty, administration, and staff shall hold a special meeting which shall be called and Chaired by the President. The entire problem will be clearly defined for all Members. It will be demonstrated where King's has introduced rigorous economies in all phases of its budget. After being given the facts in a clear and precise manner, Members of the forum will be given an opportunity to discuss solutions. The results of the meeting will be reported to the Finance and Investment Committee of the Board.
- 14.8 The Finance and Investment committee shall recommend to the Board the establishment of a Budgetary Commission.
- 14.9 If the Board establishes such a Commission, it shall consist of two (2) representatives appointed by the Board from its membership (not Faculty, staff or student Members of the Board), two representatives appointed by

KUCFA from its membership, one representative appointed by the Staff Association from its membership, one representative of the Professional and Administrative Officers Association, one student Member appointed by Students' Council, the Vice-President Finance and the President.

- 14.10 The Budgetary Commission shall elect its own Chair and establish its own procedures. The President's office shall provide secretarial service. King's shall be responsible for all the costs of the Budgetary Commission.
- 14.11 The Budgetary Commission shall be charged with identifying sources of financial difficulty and with recommending to the Board means to alleviate these difficulties. Such recommendations shall include, but are not limited to, the financial management of King's, new initiatives for increasing revenues, early retirement, and/or redeployment of Members of the Faculty and the staff. The Budgetary Commission shall consult fully with the Educational Policy Committee, Academic Council, KUCFA, the Staff Association, the Professional Administrative Officers Association, and the Students' Council and shall report to the Board, together with the comments of the above-named bodies after they have seen the report.
- 14.12 The Budgetary Commission shall report to the Board within 14 days as to whether a state of financial exigency does exist.
- 14.13 The Board shall vote in accordance with its by-laws. If the Board decides that a state of financial exigency exists, it shall declare a state of financial exigency and shall instruct the Budgetary Commission to recommend ways of alleviating the crisis.
- 14.14 It is recognized that King's is small enough, and that a spirit of cooperation exists among all Members of Faculty, so as to allow for voluntary leaves of absence during a period of financial exigency. Therefore, each Member may wish to examine their own situation so as to find a possible solution to the problem without forcing King's to take severance action and terminate the employment of Faculty and/or staff Members. Full-Time Faculty Members and Academic Librarians may voluntarily consider the following:
- (a) an indefinite leave of absence without pay;
  - (b) reduced responsibility with corresponding reduced salaries, but full benefits;
  - (c) reduced salary without reduction in responsibility but with full benefits;
  - (d) research leave without salary wherein the Faculty Member's salary and benefits would come from the research grant;
  - (e) early retirement with reduced benefits from the pension plan;

- (f) study leave with an educational grant from King's;
- (g) part-time status at King's; or
- (h) alternative proposals by Members.

- 14.15 A Full-Time Faculty Member or Academic Librarian Member who has taken voluntary leave of absence shall be entitled, at King's expense, to participate in any or all of King's benefit plans (subject to the approval of the insurance carriers). Such plans shall be available until the Member returns to Full-Time status or they obtain alternate employment, whichever is earlier. Alternate employment shall mean the acceptance of a Full-Time position so that the Member resigns from their position at King's.
- 14.16 During the period of voluntary leave of absence Full-Time Faculty Members or Academic Librarians shall continue to have full access to the library facilities on the same basis as on-site Members. Departments shall attempt to maintain a full range of scholarly contacts with Members on leave and to provide them with full access to computer and research facilities, consistent with King's reduced budget. These Members shall endeavour to make use of the same in order to keep up with on-going work in their fields. Full-Time Faculty Members or Academic Librarians who accept a voluntary leave of absence for financial exigency reasons may keep their office facilities at King's for the period of their leave. Secretarial service will be available to an extent consistent with the King's reduced budget.
- 14.17 A Full-Time Faculty Member who has taken a voluntary leave of absence shall receive the first offer of employment for the first available position in their field. All Members who have voluntarily undertaken one of the other options shall be restored to full status prior to the recall of individuals whose contracts were terminated.
- 14.18 In the event that Members of King's are not able to arrive at a voluntary solution to the problem, a committee composed of the VPAD or designate, and four Faculty Members, (one from Arts, two from Social Science, and one from Social Work elected by Members of Faculty in these disciplines) shall recommend the Faculty Members to be laid off. The procedures and criteria for making such recommendations for terminations shall be submitted to the Board of Directors for approval before any decision to terminate is taken. Such priorities shall not cancel the provisions of the Collective Agreement which guarantee protection of academic freedom.
- 14.19 If the committee cannot report within thirty (30) days, the VPAD and President shall be charged with the determination of the positions to be terminated. The procedures and criteria for making such recommendations

for the terminations shall be submitted to the Board of Directors for approval before any decision to terminate is taken.

14.20 All Full-Time Faculty Members and Academic Librarians who are laid off because of a state of financial exigency shall receive from King's a period of notice of not less than six (6) months. A Member who is on a limited term appointment whose term of employment expires in less than six (6) months need not be sent a letter of notification. In addition, any Member whose contract is terminated, except for those on limited term appointments, shall receive severance pay of one month's salary for each year of service at King's not to exceed twelve (12) months total severance pay.

14.21 The order of layoff shall normally be by seniority of non-tenured Faculty, followed by seniority of tenured Faculty Members. The academic needs of King's may also be considered.

14.22 A Full-Time Faculty Member whose probationary or tenured position has been terminated as a result of financial exigency shall receive the next offer of appointment after those who have accepted voluntary leave for the first available position in their field.

14.23 Untenured Full-Time Faculty Members shall receive prior consideration for a period of three (3) years after their position was terminated. Tenured Full-Time Faculty Members shall receive prior consideration for a period of five (5) years after their position was terminated.

14.24 The order of recall from voluntary leave should be the same as the order of leave. The order of recall from lay-offs shall be the reverse of the order of lay-offs. When an offer of employment is made to such a Member and it is accepted, such an individual should have a reasonable period of time, not to exceed six months, to complete existing employment obligations. In addition, the Member shall have at least one month in which to consider whether to accept or reject an offer of employment.

14.25 In the event that a Full-Time Faculty Member on voluntary leave of absence, or whose position was terminated as a result of financial exigency, is subsequently given a Full-Time academic appointment with King's, they shall receive such tenured status, seniority, and accumulated sabbatical benefits as they enjoyed at the time of the financial exigency.

14.26 All time limits of this section may be altered by mutual agreement.

**15. REDEPLOYMENT AS A RESULT OF THE CLOSURE, RESTRUCTURING OR REDUCTION OF ACADEMIC UNITS OR PROGRAMS**

15.1 This article deals with the redeployment of Members as a result of the closure, restructuring or reduction of academic units or programs that is undertaken for reasons other than financial exigency.

15.2 **Definitions**

15.2.1 Redeployment is the reassignment of bargaining unit Members from one academic unit or program to another academic unit or program.

15.2.2 Closure refers to the ending of an academic program or unit.

15.2.3 Restructuring is the reorganization, amalgamation or merger of one or more academic programs or units including the library.

15.2.4 Program reduction means a reduction of the number of positions in a program or unit.

15.3 **Status of bargaining unit Members**

15.3.1 Any change that would result in the closure, restructuring or reduction of academic programs or units will be performed in accordance with the By-Laws of King's after taking into consideration any recommendation from Academic Council.

15.3.2 In the event of program closure, reduction, or restructuring, every reasonable effort shall be made to redeploy the Full-Time Faculty Member or Academic Librarian in another position at King's, possibly after retraining. If such retraining is necessary, reasonable costs of retraining shall be borne by King's.

15.4 **Procedures**

15.4.1 The decision to close, restructure, or reduce a program or Department may be made where the academic interests of King's suffer because reduced student demand or social need for the program is coupled with a demand or need in another program which cannot be fulfilled without redeployment of resources. Decisions around unit closure, reduction or restructuring shall be made after consultation with the Educational Policy Committee and the Academic Council.

15.4.2 In redeployment, careful attention shall be made to compatibility of appointment and academic discipline. A redeployed Full-Time Faculty Member or Academic Librarian shall retain rank, time of service, seniority, and other academic benefits.



- 15.4.3 A redeployment of a Faculty Member or Academic Librarian under this agreement shall not be made unless the VPAD, after consultation with the units concerned, agrees to the appropriateness of the reassignment.
- 15.4.4 In the case where the Board, after taking into consideration any recommendation from Academic Council, has approved a plan including program closure, reduction, or restructuring and the VPAD has determined that redeployment will be necessary, the VPAD shall initiate, in writing, a consultation about redeployment with all affected units and Members. If, subject to good faith negotiation, the parties cannot agree on those to be redeployed within ninety (90) days of this notification, the VPAD and the President shall be charged with the determination of the Faculty Members or Academic Librarians to be redeployed.
- 15.4.5 Failure to accept reasonable redeployment may be construed as cause for dismissal under section 13 of this Collective Agreement.
- 15.4.6 If, following the provisions of 15.4.1, 15.4.2, 15.4.3, and 15.4.4, in the opinion of the President and the VPAD redeployment is not possible, or redeployment is not acceptable to the Full-Time Faculty Member or Academic Librarian, the Full-Time Faculty Member or Academic Librarian may be laid off with the rights indicated under clauses 14.20 to 14.25 of this agreement.
- 15.4.7 KUCFA shall be informed of all formal discussions on matters of redeployment and shall have the right to attend and make representation to all committees and decision-making bodies dealing with Faculty and Academic Librarian redeployment.

## **16. GRIEVANCE PROCEDURES**

- 16.1.1 The Parties acknowledge it is important to resolve disputes arising from this Collective Agreement informally, amicably, promptly, justly, and equitably.
- 16.1.2 There shall be no discrimination, harassment, reprisals or coercion, of any kind, practised against any person involved in these procedures.
- 16.1.3 Unless the parties expressly agree otherwise, exchanges of information and offers of settlement at a pre-grievance or informal stage meeting shall be kept confidential and without prejudice by the participants and shall be deemed to have been made without prejudice, and as such in any subsequent proceedings related to that grievance information shall be presented de novo.

- 16.1.4 No minor technical violation or irregularity occasioned by clerical, typographical or similar technical error in the grievance and arbitration procedures shall prevent the substance of a grievance being heard and judged on its merits, nor shall it affect the jurisdiction of the arbitrator. Time limit violations do not constitute technical violation or irregularity under this clause.
- 16.1.5 All written communications pursuant to this Article shall be by registered mail, receipted hand delivery or confirmed response electronic means.
- 16.1.6 In the event a party fails to reply in writing within the time limits prescribed in this Article, the other party may submit the matter to the next step as if a negative reply or denial had been received on the last day for the forwarding of such reply.
- 16.1.7 One or more steps in the Grievance procedure may be omitted upon the written agreement of both Parties.

16.2 **Definition of Grievance**

The subject of a grievance shall be any dispute or difference arising out of the application, administration, interpretation, or alleged violation of the provisions of the King's and KUCFA Collective Agreement (hereafter referred to as Collective Agreement). Rights of appeal for the denial of promotion, a denial of tenure, a denial of continuation of probation contract are outlined in 9.6.

KUCFA shall have carriage of all Grievances. No Grievance may proceed to Step 1 unless it has been assumed by KUCFA. King's shall deal only with the KUCFA with respect to a grievance. A representative of the KUCFA shall be present at all stages of the formal complaint, grievance, and arbitration procedures.

16.3 **Types of Grievance**

- 16.3.1 An individual Grievance may be initiated by one or more Members of Faculty if supported by KUCFA. Where multiple Members are involved with the same issue, only those who provide written consent will be named in the grievance.
- 16.3.2 A Faculty Grievance is a grievance initiated by KUCFA. The dispute may arise even though one or more Members of Faculty are not yet affected.
- 16.3.3 A King's Grievance is a grievance against KUCFA initiated by the President. King's Grievances, which shall be in writing, shall be brought directly to Step 3 of these grievance procedures. The written grievance shall

describe the events giving rise to the grievance, the date or dates when the events occurred, the section or sections of the Collective Agreement that have been breached, and the remedy being proposed for the breach.

16.3.4 An Interpretation Grievance is a grievance, initiated either by KUCFA or King's, concerning the interpretation of policies, procedures, and provisions found in this document. An Interpretation Grievance is initiated in writing by either the Chair of KUCFA (or designate) on behalf of KUCFA or the President on behalf of King's. Such grievances will be brought to Step 2 (6.4.2).

16.3.5 Nothing in Section 16.3, Types of Grievances, shall be deemed to preclude KUCFA from initiating a grievance that also is the subject of an Individual Grievance, nor shall the initiation of a Faculty Grievance preclude an Individual Grievance.

16.3.6 **Time Limits**

Any and all time limits imposed in the grievance and arbitration procedures are mandatory. A time limit shall not be waived except with the express written consent of the parties involved at that level of the procedure.

16.4 **Steps in the Grievance and Arbitration Procedure**

16.4.1 **Step 1**

Except as otherwise specified in item 16.4.1.1 Members will present and discuss, informally, a dispute with the VPAD or designate. If the VPAD or designate or Member declares a conflict of interest the President will appoint a replacement. Members have the right to have a representative of KUCFA, or any other Member, present at these meetings. This must be done within 30 working days of the date the events giving rise to the dispute occurred, or within 30 working days of the date upon which the Member becomes aware or ought to have become aware of the events giving rise to the dispute.

16.4.1.1 The following Grievances shall be filed at Step 2 of the grievance process:

- a) Policy Grievances;
- b) suspension (item 12.2 c) or dismissal (item 12.2d);
- c) any Grievances for which a provision of this Collective Agreement specifies that such Grievances shall be initiated at Step 2

16.4.1.2 If the dispute is resolved at this step, no further action will be taken.

16.4.2 **Step 2**

Failing resolution at Step 1, and as an essential condition for proceeding to Step 2, the grievance shall be put into writing within 45 days of the initial event giving rise to the initial complaint. The written grievance shall describe the events giving rise to the grievance, the date or dates when the events occurred, the section or sections of the Collective Agreement that have been breached, and the remedy being proposed for the breach. The written grievance shall be forwarded to the President within ten (10) working days following receipt of the VPAD or designate's confirmation of the failure to resolve the issue(s). The President shall meet with the griever and make every reasonable attempt to resolve the grievance. It is the individual griever's option to have an Association representative in attendance at this meeting.

16.4.2.1 If the grievance is resolved at this step, written minutes of settlement shall be produced and signed by both parties within ten working days following the date upon which the grievance was resolved. The President shall forward a copy of the minutes of settlement to KUCFA.

16.4.2.2 In the event that the grievance is not settled at Step 2, the President will provide, in writing, to the griever and KUCFA the reason(s) for the denial of the grievance. Such confirmation will be provided within ten (10) working days of the date of the meeting between the President and griever at which the failure to resolve the grievance occurred.

16.4.3 **Step 3 (Mediation/Arbitration)**

Failing resolution of the grievance at Step 2, and within ten (10) working days of receiving the decision at Step 2 in writing, KUCFA must forward written notice to the President that KUCFA intends to proceed to arbitration with the grievance.

16.5 **Appointment of a Single Arbitrator**

16.5.1 Once the President is notified in writing as specified in clause 16.3.3 above of KUCFA's intention to have an arbitrator hear the grievance, the President or the Secretary of the Board, if the grievance is precipitated by a decision of the President, will, within ten (10) working days of the notification, arrange for the services of a single arbitrator in accord with clauses 16.6.2, 16.6.3, and 16.6.4 below.

16.5.2 It is agreed by the parties hereto that if King's or KUCFA request that a matter be submitted to arbitration, it shall make such request in writing

addressed to the other party and at the same time state its three (3) suggested arbitrators.

16.5.3 Within fifteen (15) days thereafter, the responding party will either agree to one of the suggested arbitrators or provide a new list of three (3) suggested arbitrators. If the Parties are unable to come to an agreement within a period of ten (10) days, either may then file a request to the Minister of Labour for the Province of Ontario to appoint an impartial arbitrator.

The arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this agreement. The jurisdiction of the arbitrator shall be confined to the issue in dispute and shall be final and binding upon the parties.

16.5.4 The parties to the grievance will be provided with at least thirty (30) calendar days written notice of the time and place of the arbitration.

16.6 **Bias**

In appointing an arbitrator, the rules of natural justice, such as those applying to bias, shall be adhered to. Bias includes, but is not limited to, selection of a mediator or arbitrator who has been involved in an attempt to negotiate or settle the grievance in question, or acted as a Member of a panel or committee that has been involved in the case at any level.

16.7 **Arbitrations involving Academic Freedom**

In a mediation or arbitration involving a matter of academic freedom, KUCFA and King's shall agree on an arbitrator who has held a Faculty appointment in Canadian universities for at least ten (10) years and holds the rank of Associate Professor or higher.

16.8 **Disclosure**

All documentation to be relied on in the arbitration will be exchanged by the parties at least fifteen (15) calendar days prior to the hearing date. Documentation not complying with this rule shall not be adduced into evidence unless the party attempting to do so can show that the documentation does not prejudice the opposite party.

16.9 **Duties of the Arbitrator**

The initial focus of the arbitrator will be to come to a mediated settlement that both King's and KUCFA agree to.

If a mediated settlement cannot be reached then the process will move to allow the arbitrator to arbitrate the issue.

- 16.9.1 The arbitrator will ensure that the rules of natural justice are adhered to. This includes, but is not limited, to the following: each party will have the right to at least thirty (30) calendar days written notice of the meeting, the right to present evidence and be heard in support of their respective positions with regard to the grievance, the right to the cross-examination of witnesses, and the right to be represented by counsel.
- 16.9.2 The decision of the arbitrator on any matter that has been submitted to them in accordance with the provisions of this Collective Agreement that cannot be mediated shall be final and binding upon the parties. However, the arbitrator shall not have the power to modify, supplement, vary, or disregard, the terms of the Collective Agreement.
- 16.9.3 The arbitrator shall have jurisdiction and authority to mediate-arbitrate only the issues as provided in the original written grievance in Step 2 and shall only have jurisdiction with respect to grievances that have first proceeded through Steps 1 and 2 of the grievance procedure.
- 16.9.4 The arbitrator shall provide a decision in writing to the President, KUCFA and the grievor not later than ten (10) working days after completion of the grievance hearing.

16.10 **Limitation on Binding Effect of Awards**

It is understood and agreed that no mediation or arbitration decision made hereunder shall constitute a binding precedent with respect to any renewal of an existing Collective Agreement, but the force and effect of mediation or arbitration decisions shall expire at the end of the Collective Agreement year or renewal thereof.

16.11 **Costs of Arbitration**

The costs of the arbitrator shall be shared equally by KUCFA and King's.

16.12 **Deadlines**

The above deadlines may be extended by mutual agreement.

**17. COPYRIGHT AND INTELLECTUAL PROPERTY**

- 17.1 In keeping with the principles of natural justice and academic freedom, it is agreed that Faculty Members and Academic Librarians retain ownership and copyright of work they have created as employees of King's University

College even if it is produced during the course of their duties and with the use of the facilities, resources, or research grant funds of King's. The Association acknowledges that Members make no claim to copyright in work commissioned by King's, unless otherwise agreed to in a contractual agreement between King's and the Member. Faculty Members also do not have copyright to any commissioned reports, grades, assessments or similar material produced pursuant to the normal administrative duties of a Member within King's.

17.2 **Subcontracting by King's**

King's agrees not to enter into any agreement to subcontract the services of any Member without securing to the Member whose services are subcontracted, all the rights, privileges and benefits accorded in section 17.1.

17.3 **Teaching Materials**

The Employer agrees that all rights in the copyright of lectures, laboratory materials, and all other teaching materials including, but not limited to, multimedia instructional materials and distance education courses prepared by and delivered by a Member using facilities defined in section 17.1 shall vest in the Member provided that such material is produced in the course of carrying out the Member's responsibilities for the employer.

17.4 **Continued Ownership of Distance Education Materials**

The Member shall hold copyright of any distance education materials developed during the Member's College employment in accordance with their teaching and research responsibilities for the employer. When a Member, who has created a distance education course for delivery at King's, ceases to be employed by King's, the former Member may continue to use for teaching, research, and other purposes, all course content and course materials, including both institutional and non-institutional course content and course material, created or taught by the Member while employed by King's, provided the name of King's is not used in connection with the course content or courseware.

18. **TRAINING AND DEVELOPMENT**

18.1 **Occupational Technologies**

For the sake of this section, "occupational technologies" is defined as any technology, be it hardware or software, used or required by Members in the course of their contractual duties, which include teaching, community

service and research, and any non-contractual service they undertake to King's University College.

- 18.1.1 No Member shall be assigned to teach a course that requires the use of occupational technologies without being provided adequate training and resources.

18.2 **Other Training**

KUCFA Members will participate in all training and development sessions mandated by government legislation as part of their academic responsibilities.

19. **DEPARTMENTAL CHAIRS AND PROGRAM COORDINATORS**

19.1 **Appointment**

- 19.1.1 Internal candidates for the office of Department Chair or Program Coordinator must hold a Full-Time (tenured) appointment in one of the disciplines represented in the Department (regardless of actual course load). Normally, they should not hold any other part- or Full-Time administrative office within King's. The preceding statement is not intended to exclude candidates from serving on various College committees, Board of Directors, Senate, etc.

- 19.1.2 Normally, candidates for the office of Chair should have completed at least one year of Full-Time teaching at King's. However, this does not preclude consideration of an external candidate.

- 19.1.3 The term of office shall be three years, renewable for one further three-year term.

- 19.1.4 Appointments as Department Chairs and Program Coordinators are made by the President upon the recommendation of the VPAD or designate.

19.2 **Procedures for the Selection of Chairs and Coordinators**

The procedures for the selections of Chair are found under the "Structure of King's" in the Policy section of the King's University College Website.

Program Coordinator appointments are recommended to the VPAD or designate in accordance with the provisions of the Department or School constitution.



19.3 **The Duties and Responsibilities of Department Chairs and Program Coordinators**

The duties and responsibilities of Department Chairs, as recommended by the Education Policy Committee and approved by Academic Council, are found under the “Departmental Structure of King’s” in the Policy section of the King’s University Website.

The duties and responsibilities of Program Coordinators will be recommended by the Education Policy Committee and approved by Academic Council.

19.4 **Compensation**

19.4.1 In recognition of program, administrative, and other duties, a Department Chair shall receive in each academic year, a 1.0 teaching load reduction and an additional 0.5 course reduction or equivalent compensation in accordance with Appendix E.

19.4.2 In recognition of program, administrative, and other duties, a Program Coordinator shall receive in each academic year, a 0.5 teaching load reduction and an additional 0.5 course reduction or equivalent compensation in accordance with Appendix E.

19.4.3 In recognition of program, administrative, and other duties, an Assistant Program Coordinator shall receive in each academic year, a teaching load reduction of one-half (0.5) full-year course or equivalent compensation in accordance with Appendix E.

19.4.4 In recognition of program, administrative, and other duties, a Director shall receive in each academic year, a 1.0 teaching load reduction and an additional 0.5 course reduction or equivalent compensation in accordance with Appendix E, section 7.

19.4.5 In recognition of program, administrative, and other duties, an Associate Director shall receive in each academic year, a 1.0 teaching load reduction and an additional 0.5 course reduction or equivalent compensation in accordance with Appendix E.

20. **PUBLIC LIABILITY INSURANCE**

King’s University College shall maintain Public Liability Insurance insuring Members who are acting within the scope of their employment, against

liability claims, (including property damage, personal injury, libel and slander) up to a limit of twenty-five million dollars (\$25,000,000).

**21. TERMS OF AGREEMENT**

This document shall be in effect from the date of ratification by both parties to April 30<sup>th</sup>, 2027. If renegotiation does not yield a settlement before April 30<sup>th</sup>, 2027, the existing document remains valid.

**22. TENTATIVE AGREEMENT**

The Parties have agreed to this document, which will form the first Collective Agreement reached between the parties and further agree:  
All outstanding items are resolved and all other proposals of the parties are withdrawn.

The KUCFA Collective Bargaining Committee agrees to recommend ratification to its Members and will do so as soon as possible.

Dr. Lynne Jackson \_\_\_\_\_ Date \_\_\_\_\_  
Chair, Collective Bargaining Committee, KUCFA

Ms. Karen Gingrich \_\_\_\_\_ Date \_\_\_\_\_  
Director, Human Resources  
Lead Negotiator for King's University College

**23. COLLECTIVE AGREEMENT RATIFIED**

The first Collective Agreement between King's University College and the King's University College Faculty Association has been ratified.

Board of Directors:

Dr. Nonie Brennan \_\_\_\_\_ Date \_\_\_\_\_  
Chair of the Board  
Faculty Association:

Dr. Derek Silva \_\_\_\_\_ Date \_\_\_\_\_

Dr. Jacquie Newman \_\_\_\_\_ Date \_\_\_\_\_  
Co-Chairs, King's University College Faculty Association

## APPENDIX A – SALARIES AND BENEFITS

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### RANK AND EXPERIENCE FORMULA

- I. Salaries shall be based on an increment for each year of experience added to a base figure; this addition to the base figure will be referred to as “Progress-through-the Ranks” (PTR). The purpose of the PTR is the recognition, on an annual basis, of an employee’s academic/professional development and improvement in accordance with article 4, Obligations of Faculty. Embodied in the concept of PTR is the notion of a structured career development plan in which employees move steadily towards their retirement salary.

It is agreed that the average salaries at the associate professor level should not deviate noticeably from the weighted average salaries of Full-Time associate Faculty with the same experience in the “target group” specified in clause 1.11. At the same time, King’s agrees to give due consideration to significant deviations between the salaries of the King's Full-Time Faculty and the salaries of this “target group” across all ranks. Faculty who achieve the rank of Full Professor after May 1<sup>st</sup>, 2014 will be entitled to one (1) additional year of experience factor (PTR) above their accumulated years of experience upon achieving Full Professor rank.

Lecturers shall receive 95% of the negotiated experience increment per year of experience, less \$1,000 of the Assistant Professors’ base salary. Academic Librarians shall receive 90% of Lecturer’s base salary with 95% of negotiated experience increment per year of experience. Assistant professors shall receive 95% of the negotiated experience increment per year of experience. Associate professors shall receive 100%. Full professors shall receive 105%. The increment shall be added to the base negotiated for each professional rank.

Effective May 1, 2024 there will be an increase of 5.00% to the base salaries and negotiated experience increment and a one-time increase of \$1,000 on the base salary of Assistant Professors to address the comparator wage gap; a one-time increase of \$2,000 to the base salary of Associate Professors to address the comparator wage gap; and a one-time increase of \$4,000 to the base salary of Full Professors to address the comparator wage gap. Effective May 1, 2025, there will be a 3.50% increase to the base salaries and negotiated experience increment. Effective May 1, 2026, there will be a 3.50% increase to the base salaries and negotiated experience increment.

The salaries at May 1st, 2024 will be determined as follows:

Full Professor: \$107,865 plus \$3,052 for each year of experience to a maximum of 40 total years\*.

Associate Professor:	\$105,865 plus \$2,907 for each year of experience to a maximum of 35 total years*.
Assistant Professor:	\$104,865 plus \$2,762 for each year of experience to a maximum of 20 total years.
Lecturer:	\$103,865 plus \$2,762 for each year of experience to a maximum of 10 years
Academic Librarians:	\$93,479 plus \$2,762 for each year of experience to a maximum of 10 years

The salaries at May 1st, 2025 will be determined as follows:

Full Professor:	\$111,640 plus \$3,159 for each year of experience to a maximum of 40 total years*.
Associate Professor:	\$109,570 plus \$3,009 for each year of experience to a maximum of 35 total years*.
Assistant Professor:	\$108,535 plus \$2,859 for each year of experience to a maximum of 20 total years.
Lecturer:	\$107,535 plus \$2,859 for each year of experience to a maximum of 10 years
Academic Librarians:	\$96,782 plus \$2,859 for each year of experience to a maximum of 10 years

The salaries at May 1st, 2026 will be determined as follows:

Full Professor:	\$115,547 plus \$3,270 for each year of experience to a maximum of 40 total years*.
Associate Professor:	\$113,405 plus \$3,114 for each year of experience to a maximum of 35 total years*.
Assistant Professor:	\$112,334 plus \$2,958 for each year of experience to a maximum of 20 total years.
Lecturer:	\$111,334 plus \$2,958 for each year of experience to a maximum of 10 years
Academic Librarians:	\$100,201 plus \$2,958 for each year of experience to a maximum of 10 years

*\* Members, who currently have experience factors greater than the maximum for their ranking, will be paid at their current salary amount until such time as the salary grid surpasses their current salary.*

- II. King's shall not set a salary for an Assistant Professor lower than the floor in effect at the University of Western Ontario.
- III. King's shall pay \$16,144 for 2024-2025, \$16,709 for 2025-2026, and \$17,294 for 2026-2027 per overload full course. The maximum number of overloads from May 1<sup>st</sup> to April 30<sup>th</sup> will normally be 1.0 for Full-Time Tenured Faculty and 0.5 for Full-Time Untenured Faculty as agreed upon by the Faculty Member, Department Chair/Director and VPAD or designate.

- IV. A Faculty Member, who elects to receive a stipend for administrative duties for an academic unit, may opt to have a maximum of \$1,500 per year of the amount placed in their PDF. The Finance Department shall be notified of the selected option by July 1<sup>st</sup> prior to the start of the academic year. The default option will be to include the stipend as a salary item in whole if no notification is received by July 1<sup>st</sup>.

## **BENEFITS FOR FULL-TIME FACULTY AND ACADEMIC LIBRARIANS**

### **V. Benefit Programs**

1. King's shall provide:
  - (a) A defined benefit pension plan. Faculty Members and Academic Librarians will make contributions equal to 9.0% of actual salary under the current pension plan. King's will make contributions as determined by actuarial calculation of the current service cost and solvency deficits as required.
  - (b) Group life insurance for a sum equal to 3.5 times salary, with a minimum of \$135,000 and a maximum of \$438,000.
  - (c) An extended health plan which provides, among other things, vision care, prescription drugs, hearing care, out of the country coverage and semi-private room supplement.
  - (d) A long term disability plan which provides partial disability prior to total disability and which shall pay, after a waiting period of 120 days, 2/3 of the first \$2,500 of monthly salary, and 1/2 of the balance to a maximum of \$6,300.00 monthly. In addition, the long-term disability coverage for Faculty will stipulate "own-occupation" coverage to the age of 65 to the extent available from King's insurance provider.
  - (e) A dental plan at the Ontario Dental Association fee schedule in effect during the agreement.
  - (f) Extended health and dental benefits for eligible retired Members. A Member shall be eligible if at the time of retirement they are a tenured Faculty Member who is at least 55 years of age and has completed at least ten (10) years of service to King's.
2. It is agreed that King's shall pay the full premiums for the current benefit plans including the Group Life Insurance Plan, Extended Health, Vision Care, and the Dental Plan. It is agreed that each Faculty Member and Academic Librarian will pay the full premium for their full and partial Long Term Disability coverage. In the event of two spouses being covered under

King's benefit plans, King's will pay the premium for either two individual single plans or for one family plan.

3. It is agreed that one legal spouse (or other co-dependent adult living in a marital arrangement for three years) and the natural, legally adopted or step children, up to the date of their 26th birthday, living with or dependent on a Member of Full-Time Faculty or an Academic Librarian who have been employed by King's for one year or more will be eligible to receive a tuition scholarship for attending a post-secondary institution to an annual maximum equal to the King's University College under-graduate tuition rate for that academic term: in the case of stepchildren, this benefit will continue as long as the spousal or co-dependent relationship continues to exist. Eligibility for this benefit is not affected by a scholarship or financial award from another institution. The early retirement or death of the Full-Time Faculty Member or Academic Librarian shall not affect dependents' eligibility for this scholarship if they are currently enrolled in grade 12 or in post-secondary education at the time of the death or retirement. Availability of this benefit for children ceases upon the child's 26th birthday.

The maximum number of years of educational support by means of a scholarship and/or tuition benefit for the spouse and unmarried children shall not exceed the equivalent of four years' tuition at King's under-graduate rates. The annual maximum will be equivalent to one year of King's undergraduate tuition rate per dependent for the applicable academic year.

- VI. King's shall provide parking free of charge for Faculty Members and Academic Librarians wishing guaranteed parking. Guaranteed parking will be considered a taxable benefit as per the CRA taxable benefit guidelines. For those Members who prefer to use the London Transit Commission System, King's will reimburse the cost of an eight-month bus pass. The bus pass will be considered a taxable benefit as per the CRA taxable benefit guidelines.
- VII. King's shall reimburse reasonable moving costs for families and effects at the time of first appointment to King's.

New Full-Time, Limited Term Appointments with contracts of three (3) years will be eligible for moving expenses. The maximum amount of reimbursement under this provision will be \$5,220 CDN, payable within six (6) months of the start of the LTA contract.

#### **RESOURCES IN SUPPORT OF TEACHING, RESEARCH AND COMMUNITY SERVICE**

- VIII. King's shall provide funds for the professional development of each Full-Time Member of Faculty and Academic Librarian. This Professional Development Fund provides assistance to Full-Time Faculty Members to attend meetings of Learned

Societies, equivalent conferences or programs of professional development, to purchase books, to purchase computer hardware and for other research-related expenses. In the case of travel to conferences and professional development programs, this fund may be applied to conference fees; the lesser of return economy airfare or automobile expenses reimbursed at the rate applicable at the time; hotel convention rate; and a food allowance. Prior approval of the Department Chair and VPAD is required for travel expenses only. Third party, detailed receipts for travel and hotel expenses, books, computer and research tools are required. The Professional Development Fund will be made available each year for the period May 1<sup>st</sup> to April 30<sup>th</sup> of each year and unspent funds will lapse as of April 30<sup>th</sup> each year. The Professional Development Fund available for each Full-Time Faculty and Limited Term Appointment and Academic Librarian shall be:

2024-2025:	\$3,205
2025-2026:	\$3,317
2026-2027:	\$3,433

- IX. New Full-Time Faculty at the rank of Assistant Professor shall receive an additional \$2,500 to offset start-up costs if their position at King's is their first Full-Time position following graduate school with post-docs and/or Full-Time research positions not to be considered Full-Time teaching positions.
- X. The Professional Development Funds are understood to be a non-taxable allocation of resources by the King's to individual Faculty Members and Academic Librarians for reimbursement of non-personal, employment related expenses incurred in support of teaching, research and community service. As such, all items purchased remain the property of King's University College.
- XI.
  1. In addition to the Professional Development Fund, there will be an additional fund from which all reasonable travel expenses (limited to three days' attendance in Canada and the United States) or partial expenses for trips abroad, will be reimbursed in the cases of Full-Time Faculty Members chairing a session or presenting a paper at a learned society. Prior approval of the Department Chair and VPAD is required, as are third party, detailed receipts for travel and hotel expenses. The amount of this fund shall be \$250,000 for 2024-2025, \$260,000 for 2025-2026, and 270,000 for 2026-2027. The funds granted any Full-Time Faculty Member under this paragraph shall not exceed \$10,000 in any two-year period, subject to availability. The maximum amount allowed per conference shall be \$4,500.
  2. If King's requests a Member of Faculty or Academic Librarian to attend a meeting, it pays the full expenses as agreed at the time.
- XII. King's shall provide research funds, exclusive of computer costs, to be distributed by the VPAD or designate on the recommendation of the Research Grants Committee of Academic Council. It is agreed that the amount will be \$287,000 for 2024-2025, \$299,000 for 2025-2026, and \$311,000 for 2026-2027. The funding



limit on individual projects will be periodically established by the Research Committee subject to approval by Academic Council.

As part of the total fund balance, each year King's will reserve three full-course or equivalent buy-outs to be provided as needed to holders of SSHRC grants valued at a minimum of \$45,000 (as a total over the three or four years of the grant) or to holders of equivalent grants from other sources that, like SSHRC, employ peer review.

Once grant-holders are notified of their awards, they may apply to King's Research Committee for these course buy-outs if they are eligible according to the following criteria: they must be in a year of the teaching-load cycle in which they are scheduled to teach either two and a half courses or three courses. If a grant-holder is to teach two and a half courses, s/he may apply for a half-course buy-out; if a grant-holder is to teach three courses, s/he may apply for a full-course buy-out. Grant-holders may apply in any of the three or four (or more) years of the tenure of a grant in which they are eligible by virtue of their teaching loads.

## **APPENDIX B – GUIDELINES CONCERNING PROFESSIONAL ETHICS AND PROFESSIONAL RELATIONSHIPS**

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### **1. THE UNIVERSITY TEACHER AS TEACHER**

- 1.1 The first responsibility of the university teacher is the pursuit and dissemination of knowledge and understanding through teaching and research. They must devote their energies conscientiously to develop their scholarly competence and their effectiveness as a teacher.
- 1.2 They must be conscientious in the preparation and organization of their subject matter and should revise this periodically in light of developments in their field.
- 1.3 They must conscientiously strive to improve their methods of presentation of their subject to their students.
- 1.4 They must encourage the free exchange of ideas between themselves and their students.
- 1.5 They must always be fair to their students. It is unethical for them to exploit the student for their private advantage. To avoid conflict of interest, a teacher should not enter into non-professional relationships with students that detract from student development or lead to actual or perceived favoritism on the part of the teacher.
- 1.6 They are guilty of unethical conduct if they act so as to prevent the fulfilment of these responsibilities by themselves or by other Members of the academic community.
- 1.7 They are guilty of unethical conduct if they engage in any form of sexual harassment as defined in the King's Policy on Harassment and Discrimination. This applies not only to harassment of students, but also of any other Member of the King's community.
- 1.8 They must keep in confidence all information gained about a student whether concerning their academic progress, their personal life or their political and religious views. Nevertheless, they may reveal information about the academic standing of students in response to a request from a reputable source; they may refer to the student's character only in so far as this is relevant. When acting as a referee, they must strive to be fair and objective.

- 1.9 In the special circumstances where the university teacher is asked for information as part of a security clearance, they should be guided by the policy of CAUT relating to such circumstances:
- 1.10 “The CAUT (a) advises its Member that they are not compelled to reply to questions of the RCMP respecting the political or religious beliefs, activities and association of colleagues and students; (b) urges its Members not to reply orally to such questions; (c) urges further that, if any Member considers that a reply should be made, it should be given in writing, signed by the Member, and dated.”

## **2. THE UNIVERSITY TEACHER AS SCHOLAR**

- 2.1 All scholarly activity conducted within the university must have as its primary objectives:
- the increase of knowledge and understanding,
  - the improvement of the scholarly competence of the teacher,
  - and in so far as possible, the initiation of students into the academic disciplines.
- 2.2 Faculty proposing to conduct research involving human subjects shall submit their project for approval by the King's Ethics Review Committee.
- 2.3 In view of the first objective, it is essential that the university teacher be free to disseminate the results of their research through publication, lectures, and other appropriate means.
- 2.4 It is unethical for them to enter into any agreement that infringes their freedom to publish the results of research conducted within the university auspices. Notwithstanding this, they may agree to delay, for a specified period of time, publication of the results of sponsored or contract research, provided that this condition is agreed to by their university.

## **3. THE UNIVERSITY TEACHER AS COLLEAGUE**

- 3.1 They have the obligation to defend the right of their colleagues to academic freedom. It is unethical for them to act so as to infringe that freedom deliberately.
- 3.2 They should refrain from denigration of the character and competence of their colleagues. Unsolicited professional judgments on the work of their colleagues must only be presented in an appropriate forum.
- 3.3 When presenting a professional judgment on a colleague at the request of an appropriate university committee or authority (e.g. a committee dealing with

appointments, tenure, dismissal, or research grants) they have the obligation both to the colleague and to the University to be fair and objective.

- 3.4 It is unethical to fail to respect the confidentiality of information about the colleague gained during participation in the work of committees such as those described in clause 3.3.
- 3.5 They have the responsibility to acknowledge in their scholarly lectures and publications academic debts to colleagues and students.

#### 4. **THE UNIVERSITY TEACHER AND THEIR UNIVERSITY**

- 4.1 In accepting a permanent university appointment, they assume obligations to one's university in addition to primary duties as teacher and scholar. They have the responsibility to participate in the life of the university, in its governance, and administration, through membership on committees and organizations such as board, senate, Faculty, and Department, provided that this participation is consistent with the discharge of their primary responsibilities and with their own abilities.
- 4.2 It is unethical for one to accept an appointment to an administrative position, (e.g., Department Chair, VPAD, president) unless they are satisfied that proper consultative procedures have been employed in filling the post.
- 4.3 They have a responsibility to abide by the rules and regulations established for the orderly conduct of the affairs of the university, provided that these rules and regulations do not infringe the academic freedom of Faculty and students or the principles of ethical conduct as set forth in these Guidelines or in codes established by recognized professional or academic societies. At the same time, one has responsibility to seek reforms which would, in one's judgement, improve the university.
- 4.4 It is unethical to fail to give proper notice of resignation of a Faculty appointment in accordance with the appropriate university regulations, or to accept another position involving conflicting obligations for a period covered under the terms of an existing appointment.
- 4.5 Faculty Members should avoid the following potential conflicts of interest unless, after full consultation, one has the approval of the university officer to whom they are responsible:
- authorize the purchase by the university of equipment, supplies, or services from a source in which they or their family has a substantial interest;
  - hire any Member of one's immediate family as an employee or consultant for any project supported by funds administered through the university;
  - be associated with the management of any undertaking which hires or proposes to hire university personnel.

5. **THE UNIVERSITY TEACHER AND THE COMMUNITY AT LARGE**

- 5.1 In their statements outside of the university, they retain the responsibility of seeking the truth and of stating it as they see it. However, they should make it clear that they are acting in their own name and not in the name of the university, unless they are specifically authorized to do so.
- 5.2 The time involved in any consulting or related work and the nature of such work, involving payment to the professor by any person or organization other than the university, must be disclosed to the appropriate university authorities if so requested by the university.
- 5.3 When one enters into a special relationship with some sector of the community at large, as when engaged as a consultant or when one conducts research under contract, they have a responsibility to ensure that these duties are consistent with their primary obligation to the university and in no way deleteriously affect their duties within the university.

## APPENDIX C - GUIDE TO THE PROPER CONDUCT OF RESEARCH AT KING'S UNIVERSITY COLLEGE

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This policy statement forms a broad foundation for the proper conduct of all matters pertaining to research within King's activities and functions. As such, it applies to all of its organizational elements, Faculty (including all part-time and adjunct appointments), staff, students, and other personnel in training.

### I. CODE OF GOOD RESEARCH PRACTICE

Good and innovative research cannot be conducted in an atmosphere of oppressive regulation. Honest error and ambiguities of interpretation are unavoidable as knowledge grows. There are, however, some very simple and fundamentally important steps which can be taken at all levels to help reduce the chance that research will be conducted in a way that may ultimately be viewed as suspect or fraudulent.

#### 1. Supervision of Trainees and Technicians

- (a) Each student/research trainee/technician should have a clearly designated Supervisor. It is the responsibility of the Department Chair to ensure that this is the case.
- (b) Each Supervisor should be encouraged to meet with research students/trainee/technicians at regular intervals to review data, progress, and future plans. The Supervisor is responsible for designating replacement supervision in the event of the Supervisor's absence for extended periods of time (i.e., in excess of one month).
- (c) Researchers (Supervisors and trainees) should be encouraged to present findings at review sessions and seminars, in order to promote open and realistic assessment of progress.
- (d) The Supervisor should provide each new investigator, whatever the level, with applicable governmental and institutional requirements for the conduct of studies involving human volunteers or patients, etc. The Chair of the Department should ensure that copies of these documents are provided to all new Faculty Members.

#### 2. Data Gathering, Retention, and Ownership

A common denominator in most cases of alleged research misconduct has been the absence of a complete set of verifiable data. The retention of accurately recorded and retrievable results is of utmost importance for the progress of scholarly inquiry and to enable a scholar to account for the results obtained in the research they have conducted.

- (a) The procedure for recording and retention of original research data, and matters related to publication and ownership of primary research data and other products of research should be formally outlined by the Supervisor and discussed at the beginning of the project.
- (b) Where possible, all primary data should be recorded in clear, adequate, original, and chronological form. The supervisor and all collaborators must have free access at all times to review all data and products of their collaborative research. Original data for a given study must be retained in the original form for at least five years after all work on the data has been completed (if the data form permits this, and if assurances have not been given that data would be destroyed to assure anonymity).

### 3. **Authorship**

As the need for collaborative research increases with the advancement of scientific technology and the diverse approach to the investigation of complex problems, the responsibility for multi-authored or collaborative studies has become increasingly important but also more difficult to define. There are, however, some safeguards, which should be observed in the publication of results:

- (a) Where appropriate, one author must be identified as being responsible for the validity of the entire manuscript.
- (b) Ideally, all listed authors should have been involved in the research. Realistically, it is expected that all contributors have made a significant intellectual or practical contribution to the project, understand the significance of the conclusions and can share in the responsibility for the content and the reliability of the reported data. All listed authors must have seen and approved the paper before submission. The concept of "honorary authorship" is unacceptable.
- (c) There should be clearly stated guidelines discussed within each Department, unit, or laboratory concerning when research trainees names will appear on papers and what their responsibilities are. This policy should be discussed before the trainee begins to undertake research.
- (d) A copy of all publications, grant applications, abstracts, and contracts must be submitted to the Department Chair.

## II. **MISCONDUCT IN RESEARCH**

### 1. **Definitions of Misconduct in Research**

Misconduct in research includes:

- (a) Falsification of Data: Ranging from fabrication to deceptively selective reporting, including the purposeful omission of conflicting data with the intent to falsify results;
- (b) Plagiarism: Representation of another's work or ideas as one's own;
- (c) Misappropriation of another's ideas: The unauthorized use of privileged information, such as violation of confidentiality in peer review;
- (d) Failure to comply with regulations: Including federal and provincial regulations and university regulations approved by the Senate of the University of Western Ontario or King's regulations approved by College Council for the protection of researchers, human subjects or the public, and other legal requirements that relate to the conduct of research;
- (e) Other kinds of misconduct: Including violation of the regulations of granting bodies, improper use and administration of funds, equipment supplies, facilities, or other resources, falsification or misrepresentation of credentials; or other intentionally misleading practices in proposing, conducting, or reporting research. (Alleged lack of intentionality is no defence against demonstrable misconduct as defined above.)

## 2. **Procedures for Handling Allegations of Misconduct in Research**

Any allegations of misconduct in academic research must be taken seriously. King's will attempt to ensure that those making allegations in good faith are protected from reprisals but will not tolerate allegations that are frivolous, unreasonable or without foundation. King's will endeavour to protect the identities of both the respondent and the individual making the allegations at all stages of the process, pending the final outcome. Both the respondent and the individual making the allegations are strictly bound to protect each other's identity. If there is an allegation of misconduct involving research performed at King's but the respondent is no longer a Member of King's community, King's shall nevertheless have the right to pursue the complaint under this policy. In such circumstances, the respondent shall be given reasonable notice of the complaint and the opportunity to answer the allegations as outlined in this policy. If the respondent fails to respond or make themselves available for the proceedings, King's shall have the right to proceed without their involvement. All complainants are encouraged to pursue the possibility of informal resolution under the auspices of the Department Chair before filing a formal complaint. Where no such resolution is possible, these steps will be followed:

### **(a) The Initial Report**

The initial allegation or suggestion of research misconduct may come from a variety of sources both within and without King's. In the first instance, such an allegation or suggestion should be directed to the Department Chair. (2. Allegations must be in writing and must be signed by the person making them.



Thereafter all proceedings will be limited strictly to the written allegations.) After receiving formal notification of a complaint, the Chair will provide the respondent with a copy of the complaint and inform the VPAD that a complaint has been made. The respondent will be provided with adequate time to prepare a defence. Normally the respondent will furnish a written (and, if appropriate, documented) response to the allegation or suggestion within one calendar month of receiving it. The Chair may grant an extension of this deadline only upon receiving written explanation of the need for it. If the complainant remains unsatisfied by the respondent's written answer, the complainant must inform the Chair in writing within ten (10) working days.

**(b) The *ad hoc* Committee on Misconduct in Research**

Upon receiving such written notification by the complainant, the Chair will inform both complainant and respondent that an *ad hoc* Committee must be established. It shall be composed of the nominee of the Chair, the nominee of the respondent, and a third party chosen by the other two Members of the Committee. Each party shall name their nominee within five (5) working days of the date when the Chair indicated the need to establish the Committee. (When the Chair or the President is the subject of the complaint, the VPAD will appoint a Faculty Member to substitute for the Chair or the President for the purposes of the complaint process. When the VPAD is the subject of the complaint, the President will appoint a Faculty Member to substitute for the VPAD for the purposes of the complaint process.) The *ad hoc* Committee must meet within fifteen (15) working days of being named and shall render a decision within thirty (30) working days of being convened. This deadline may be extended by mutual agreement of the complainant and the respondent. The Committee will seek to determine, normally on the basis of the documentary evidence so far provided by the complainant and respondent, whether there is any substance to the allegations. Since at this early stage in the investigation the reputation of the accused needs to be protected, all deliberations of the Committee will be held in the strictest confidence and will not be publicized. Based on its inquiry, the Committee shall recommend to the VPAD either a) that the complaint is frivolous, vexatious, or otherwise without foundation and should be dismissed; or b) that there is substance to the allegations and an inquiry is warranted. The complainant, respondent, the Chair, and the VPAD shall be provided immediately with a copy of the recommendation of the *ad hoc* Committee.

**(c) The Tribunal**

If the *ad hoc* Committee recommends an inquiry, a Tribunal shall be formed within thirty (30) working days of the VPAD's receiving the Committee's recommendation. The VPAD, the Chair of the Research Grants Committee, and the Chair of the Research Ethics Committee will determine the Tribunal's composition. The Tribunal shall consist of the VPAD, as Chair, and three other Members. In determining the composition of the Tribunal, the VPAD and the Committee Chairs shall, in order to ensure competence and objectivity, take into account such factors as: 1. the subject matter of the inquiry, including the

desirability of the Tribunal's possessing competence in the specialized area, and also investigative and legal skills; 2. the desirability of including on the Tribunal individuals who are not Members of the King's Faculty; 3. the importance of selecting people who have had no prior involvement in the subject matter of the inquiry; 4. the importance of protecting the reputations of individuals and, to that end, ordinarily maintaining the utmost confidentiality that is practicable; 5. the adoption of a specified time period of ninety (90) calendar days for the completion of the investigation. The ability to complete an investigation within a specified time period will depend heavily upon factors such as the volume and nature of the research to be reviewed and the degree of cooperation being offered by the subject of the investigation. The VPAD may therefore choose to acknowledge formally to the Tribunal that the nature of the case may render the ninety-day (90) time period impractical. The respondent shall be informed of the composition of the Tribunal as soon as the Committee Chairs and the VPAD have determined it. The respondent has the right to object in writing to the composition, provided the objections are submitted to the VPAD within five (5) working days of the respondent's being informed of the Tribunal's composition. The VPAD and Committee Chairs must give all due consideration to such objections, but are not bound by the objections in determining the Tribunal's composition.

**(d) Actions of the Tribunal**

The Tribunal will abide by the principles of natural justice, which include the following: 1. reasonable notice for all parties of the time and place of the hearings; 2. the right of all parties to be represented by counsel; 3. the right to call and examine witnesses; 4. the right to present arguments; 5. the right to cross-examine witnesses. The Tribunal should aim to review all available research-related material and information that it considers relevant to the allegations. This review may include an audit of the research accounts of the respondent. The Tribunal should aim to review all research with which the individuals have been involved during the period of time considered pertinent in relation to the allegations (but in any case not longer than five (5) years). The complainant and respondent, as well as any collaborators or supervisors with a direct connection to the investigation, will be given an opportunity to review and comment on a draft of the report of the Tribunal. All such comments will be included as appendices in the final report. There must be documentation of the investigation, and it must be kept in one place, under secured conditions, with no circulating copies. Investigations into allegations of misconduct may result in various outcomes, including: 1. a finding of misconduct; 2. a finding that no culpable misconduct was committed, but serious methodological errors were discovered; 3. a finding of minor errors and/or sloppiness; 4. a finding that no fraud, misconduct or methodological error was committed.

**(e) Final Action**

The Tribunal, after completing its own inquiry, will formulate recommendations to be carried out by the VPAD. If the allegations are substantiated, then the areas to be considered in making the recommendations should include the need to do the

following (with due regard to the relative seriousness of the misconduct or methodological error identified by the Tribunal): 1. withdraw all pending involved abstracts, articles, books and papers; 2. notify editors of journals in which the research involved was reported; 3. notify all collaborators and professional associates, as well as institutions with which the individual(s) had been previously affiliated and where there is reason to believe the validity of previous research might be questionable; 4. notify provincial licensing and certification boards; 5. notify professional societies; 6. notify sponsoring and funding agents; 7. redefine the status of those involved in the misconduct, which may include (1) removal from a particular project, (2) a letter of reprimand, (3) special monitoring of future work, (4) recommendation of suspension by the VPAD to the President, (5) recommendation of termination of employment by the VPAD to the President, (6) criminal code referral. The respondent, the complainant, and the President shall be notified of the Tribunal's decision within two calendar weeks, and shall each be provided with a copy of the final report. No recommendations are to be acted upon until the final appeal process has been exhausted (see below). If the allegations are unsubstantiated, but were found to have been made in good faith, then every effort should be made to prevent retaliatory action against the complainant. If the allegations are found to have been maliciously motivated, then it will be the responsibility of the VPAD to ensure that disciplinary action is undertaken against those responsible.

#### **FINAL APPEAL**

The complainant and respondent may appeal the decision to the President. Such an appeal should be made in writing within one calendar month of the respondent's receiving the Tribunal's decision. Such an appeal will be restricted to the body of evidence already presented unless new evidence has become available. The grounds for an appeal that does not involve the introduction of new evidence will be limited to failure to follow appropriate procedures as outlined in this document, or any arbitrary and capricious decision-making. New evidence may also be introduced at this stage, and the President will determine whether this warrants an investigation by a newly constituted Tribunal. A decision must be communicated in writing to the appellant within thirty (30) days of receipt of an appeal. The decision on any appeal is final. Following the completion of any final appeal, the President will draft a final report with copies to the VPAD and to the complainant(s) and respondent(s).

## **APPENDIX D - REDUCED WORKLOAD FOR FULL-TIME FACULTY**

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Canada Revenue Agency limits pension accruals under registered pension plans during periods of zero or reduced pay. Specifically, the combined periods of additional pensionable service and benefits granted while on sabbatical, reduced load, or other unpaid leave of absence (other than parental leave) is limited to a maximum Full-Time equivalent of 5 years. { Example: A Faculty Member on one year sabbatical leave uses up 15% of a year's accrual, in as much as they receive 85% of nominal salary but pension contributions are based on 100% of nominal salary. } Periods while on parental leave that take place within twelve (12) months following the birth or adoption of a child can be credited up to an additional 3 years of Full-Time equivalent employment.

## APPENDIX E - TEACHING LOAD

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This Appendix describes the protocol that will be used to determine the teaching load of Full-Time Faculty in the years covered by this document.

It is understood that it is the responsibility of the Department Chair/Director to recommend teaching assignments to the VPAD and that all parties recognize that the effective functioning of the academic unit must be of paramount importance in all course assignment decisions.

In each of the provisions that follow, the teaching load in a given academic year is understood to mean the number of courses taught in the fall/winter terms of that academic year, subject to 4.1.5.

The normal Full-Time teaching load is determined in accordance with the following rules:

1. The Department/School Chair/Director will work out successive two (2) year teaching load assignments with each Full-Time Faculty Member in the academic unit. The required teaching load over each such two (2) year cycle shall be five (5) courses. In any one year of a two (2) year cycle, that does not include a Half-year Sabbatical Leave, the teaching load shall be, 2, 2.5 or 3 courses. A two (2) year cycle may be interrupted by a leave.
2. In a two-year cycle that includes a Half-year Sabbatical Leave, Faculty will carry a 4.0 course teaching load. In the academic year that includes the Half-year Sabbatical Leave, the teaching load will normally be 1.0 or 1.5 course equivalents.

Should a faculty Member be approved for a second half-year sabbatical the next time the faculty Member is eligible for sabbatical leave, in that two-year cycle the Member will carry a 3.5 teaching load. In the academic year that includes the half-year sabbatical leave, the teaching load will be 1.0 or 1.5 course equivalents. In each year of the two-year cycle the faculty Member will normally carry a minimum 1.0 teaching load.

This cycle (4.0 teaching load followed by a 3.5 teaching load) will continue as long as the faculty Member continues to take consecutive half-year sabbaticals:

Year 1 & 2	5.0 courses
Year 3 & 4	4.0 courses
Year 5 & 6	5.0 courses
Year 7 & 8	3.5 courses
Year 9 & 10	5.0 courses
Year 11 & 12	4.0 courses
Year 13 & 14	5.0 courses
Year 15 & 16	3.5 courses

Should this pattern be interrupted by a full year sabbatical, then the cycle which is defined above begins anew with the next half year sabbatical.

Should the faculty Member select the full year sabbatical option after the completion of a half year sabbatical the faculty Member will be required to complete six years of continuous service prior to the full year sabbatical.

It is understood that all sabbatical leaves must comply with the sabbatical leave policy outlined in clause 10.2.

3. A Faculty Member who is eligible to apply for a full year Sabbatical Leave in terms of teaching service but is denied a leave or postpones the leave for reasons other than logistical reasons related to a research project (limited to a one year postponement in such cases) or the effective functioning of the Department/School as described in clause 5, will carry a 3 course teaching load beginning in the academic year of the postponed leave and ending in the academic year immediately preceding an approved Sabbatical Leave. If these Faculty apply for a half year Sabbatical Leave beginning in January, the teaching load will be 1.5 course equivalents in the preceding fall term. The Faculty Member returns to a normal teaching load following a Sabbatical Leave.
4. In the judgment of the VPAD it may be necessary for a Faculty Member to postpone their Sabbatical Leave by up to one year in order to ensure the effective functioning of the Department, Program or School. If a scheduled Sabbatical Leave is so postponed, the Faculty Member shall be eligible to apply for a subsequent Sabbatical Leave to begin up to one year earlier than the eligibility requirements. The Faculty Member will carry a normal teaching load in the period preceding the postponed Sabbatical Leave.
5. New Full-Time Faculty probationary tenure-track Faculty will teach 2.0 courses in their first academic year of employment and will carry a normal teaching load beginning with the second year of employment.
6. Overload courses are not considered part of a normal teaching load and may not be used to reduce teaching loads in subsequent years.
7. Compensation for Chairs, Directors, Associate Directors, Program Coordinators, and Assistant Program Coordinators shall be in accordance with Article 19.4 (Compensation).
  - Chairs/Directors must carry a teaching load of at least 1.0 course equivalents. Program Coordinators, Assistant Program Coordinators and Associate Directors may not carry more than a 0.5 course overload.
  - Chairs/Directors may not carry course overloads.

**APPENDIX F - LIMITED TERM APPOINTMENT FACULTY -  
EMPLOYMENT PROVISIONS**

**Limited Term Appointments are not covered by all aspects of this Collective Agreement. Listed below are the appropriate terms, conditions and provisions which pertain directly to LTA's:**

<b>ITEM</b>	<b>DETAILS</b>	<b>AMOUNT</b>	<b>COMMENTS</b>
<b>Professional Development Fund</b>	For meetings, conferences or programs of Learned Societies. Purchase of books, computer or other research-related expenses. Travel to conferences: conference fees, lesser of economy airfare or automobile expense, hotel convention rate, food allowance (not more than 50% of hotel convention rate)	As in Appendix A, IX	Prior approval of Department Chair required for travel. Third party detailed receipts for travel and hotel, books and research tools required.
<b>Conference presenter fund</b>	For presentation of a paper at a learned society.	Variable allocation from a set fund.	Prior approval of the Department Chair and VPAD is required. Third party detailed receipts for travel and hotel expenses required.
<b>Research Funds</b>	For research expenses excluding computer costs, excluding course buyouts	Variable funding limit depending on number and extent of applications to a set fund.	Must apply for research funds to be distributed by the VPAD or designate.
<b>Stipend in lieu of benefits</b>	King's will pay a sum of \$4,176 per year in lieu of providing benefits.	\$4,176/year	Information can be provided regarding a personal benefit package with King's service provider.
<b>Conditional pension option</b>	Qualification for pension conditional upon 700 hours of teaching per year for a minimum of 2 years.		<b><i>Must be discussed with Human Resources or the Vice President of Finance and Support.</i></b>
<b>Parking</b>	Free parking – taxable benefit		
<b>Guidelines Concerning Professional Ethics and Professional Relationships</b>	Professional Ethics and The University Teacher as Teacher; the University Teacher as Scholar; The University Teacher as Colleague; The University Teacher and their University; The University Teacher and the Community at Large		As outlined in Article 4.7 and Appendix B
<b>General Principles</b>	Shared Mission; Natural Justice; Academic Freedom; Collegial Governance; The Right to Privacy; Harassment and Discrimination, Health and Safety, Employment Equity		As outlined in Articles 1.1 – 1.9

<b>Duty to Inform Candidates of the Policies of King's University College</b>			As per Article 2.3 and 3.3
<b>Working Conditions</b>			As per Article 2.4
<b>Limited Term Appointments</b>			As per Article 6.2.1.
<b>Limited Term Contracts</b>			As per Article 6.6.1
<b>Workload Limits for Contract Employees</b>			As per Article 4.1
<b>Public Liability Insurance</b>			As per Article 20
<b>Grievance Procedures</b>			As per Article 16
<b>Copyright and Intellectual Property</b>			As per Article 17



## APPENDIX G – EMPLOYMENT STATUS AND SALARY LEVEL OF NEW FACULTY - EXPERIENCE CREDITS

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The following outlines the determination of experience credits for full-time faculty. This standardized set of criteria was utilized during the Salary Anomaly Study to determine initial experience credits used in that process.

<b>A. Years of Experience Factor and Base</b>	<b>Credit</b>
1. Post MA full time teaching appointment at university level	
• full time faculty duties	1.0 per year
• adjunct professor/restricted duties	total full courses/6
2. Post-doctoral fellow year	0.5 per
3. Full time researcher year	0.5 per
4. Post MA full time non-university level work (related to position) year	0.5 per
5. Post MA sessional or part time university level instruction	total full courses/6
6. For ABD appointments the base is that for Lecturer. If PhD is received before Dec. 31 base + rank is that for Assistant Professor retroactive to July 1.	
7. Only first-time full-time appointments at the rank of Assistant Professor receive the start-up benefit.	

### **B. Promotion and Tenure Eligibility**

1. Normally full-time university appointments at the rank of Assistant Professor are awarded credit towards eligibility for promotion and tenure on a year for year basis up to a maximum of three (3) years.
2. Normally hires who are tenured professors are awarded the same rank with tenure.

### **C. Sabbatical Leave Eligibility**

Full time university appointments at the rank of Assistant Professor or higher are awarded credit on a one year sabbatical leave credit for two (2) years' experience basis up to a maximum of two (2) years. This credit determines the year at which these hires enter the sabbatical leave cycle.

**D. Limited Term Appointments**

One year and multi – year appointments receive \$4,176 per year towards the purchase of a benefits package and do not receive the new faculty start-up benefit.

## **APPENDIX H – CHANGES TO BENEFITS**

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The changes to the benefits noted below will be provided to Full-Time Members covered by this document and have been agreed to by both Parties. These changes will be effective as of the date of final ratification of the agreement by the Board of Directors.

Increase vision care from \$350 to \$500 per 2 calendar year(s) for prescription glasses, elective contact lenses, repairs and elective laser vision correction procedures.

Other benefits are unchanged.

## APPENDIX I – EMPLOYMENT PROVISIONS FOR ACADEMIC LIBRARIANS

Academic Librarian Appointments are not covered by all aspects of this Collective Agreement. Listed below are the appropriate terms, conditions and provisions which pertain directly to Academic Librarians:

ITEM	DETAILS	AMOUNT	COMMENTS
<b>Professional Development Fund</b>	For meetings, conferences or programs of Learned Societies. Purchase of books, computer or other research-related expenses. Travel to conferences: conference fees, lesser of economy airfare or automobile expense, hotel convention rate, food allowance (not more than 50% of hotel convention rate)	As in Appendix A, IX	Prior approval of VPAD required for travel. Third party detailed receipts for travel and hotel, books and research tools required.
<b>Parking</b>	Free parking – taxable benefit		
<b>Research Days</b>	For meeting with colleagues, working in a research team, and doing other research work in support of the academic mission of King's.	5 working days	Prior approval of VPAD and/or Director of Libraries required.
<b>Vacation Days</b>	It is expected that the Academic Librarian will use their earned vacation entitlement within each fiscal year (May 1-April 30); vacation shall not be carried over from year to year.  Vacation must be taken at a mutually agreeable time and with approval of the Director of Libraries or designate	Less than 1 year: 1.25 days per completed calendar month 1 year to 3 years: 3 weeks 3 years: 4 weeks 5 years: 5 weeks 25 years: 6 weeks	Prior approval of Director of Libraries or designate required
<b>Reporting</b>	The Academic Librarians will report directly to the Director of Libraries and VPAD, or other such supervisor that King's may designate.		
<b>Performance Review</b>	A formal written performance review may be conducted annually for each Academic Librarian by the Director of Libraries or designate in consultation with the VPAD.		
<b>General Principles</b>	Shared Mission; Natural Justice; Academic Freedom; Collegial Governance; The Right to Privacy; Harassment and Discrimination, Health and Safety, Employment Equity		As outlined in Articles 1.1 – 1.9

