

University of Saskatchewan Faculty Association Faculty Guide

This Guide was initially created to provide a source of useful information for new USFA members to guide them in their employment relationship at the University of Saskatchewan. Since then many of our members have commented that this Guide is useful to all USFA members, new and not-so-new. Our hope is that we have been successful in providing such a document in an easy to read and understandable format for all of our members.

The Faculty Association executive and the professional staff of the Association are an excellent resource for you to use during your career at the U of S. As well, the Faculty Association Representative (FAR) in your unit is a colleague who serves as a bridge between the executive and the faculty, and you should use this person as an important source of advice during your career. [The term 'unit' means your department or non-departmentalized college.]

We have tried throughout the Guide to refer to specific sections of the Collective Agreement that address the issues being presented. It does not in any sense supercede the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association. Instead it is designed to assist members in finding appropriate information in the Agreement. **Refer to the Collective Agreement document for the full wording and always feel free to call the USFA office if you have any questions or concerns.** The Collective Agreement is available electronically on-line through the USFA website (www.usaskfaculty.ca) or the website for the Human Resources Division (<http://www.usask.ca/hrd/employees/agreements.php>). A printed copy is provided on appointment or you may request one from the employer by calling Human Resources or emailing hrd_usfa_ca_request@usask.ca.

Since the Faculty Guide is intended to help answer the questions of USFA members, it is in a bit of an F.A.Q. format. If there are other questions that come to mind and which you feel would be useful to add in subsequent printings, please let us know by contacting the USFA office.

**Relevant
Collective
Agreement
Article**

Assignment of Duties: Your duties are assigned by your Department Head and approved by your Dean in a departmentalized college, and by your Dean in a non-departmentalized college, following consultation and discussion with faculty at a faculty meeting. The process for the assignment of duties should be complete by March 31 and approved by Deans by April 30. 11

Duties are to be assigned equitably among faculty members in your unit taking into consideration a number of things, including the full range of academic responsibilities faculty have, the guidelines for assignment of duties developed by your unit, your rank, status and type of appointment and standards for renewal of probation, tenure and promotion. 11.4

Are there any limitations on the assignment of duties? Your duties are performed on a 12 month basis unless your letter of appointment specifies otherwise. You are not required to teach in the Spring and Summer Session or to teach extension, off-campus or non-credit courses, but you can agree to such teaching as part of your regular assigned duties. You also cannot be required to teach, perform research or provide services outside your unit or field of training or experience, unless you have a joint membership. 11.2

What if I am absent? Unless your absence is due to an illness, if you are going to be away from work for less than one month, make arrangements with your Department Head or Dean. An absence of more than one month requires approval from your Dean. 11.3

Guidelines for the Assignment of Duties: Each academic unit must develop guidelines for the assignment of duties. These Guidelines must be reviewed periodically, or at the request of the Dean, to ensure they remain relevant. The Guidelines must take into consideration the full range of academic work (undergraduate and graduate teaching, research, practice of professional skills, public service and administration) and the demands of that work, program priorities, standards for renewal of probation, tenure, and promotion as well as work performed by faculty for other academic units or programs through associate memberships or joint appointments. 11.5

Administrative positions in the Library: For the purposes of the Collective Agreement, the University Library is considered to be a non-departmentalized college. Within the library there are positions of an

administrative nature for which an administrative stipend is paid to the person holding the position. These positions are assigned through the assignment of duties process.

Appointments: Article 13 of the Collective Agreement sets out the appointment process that must be followed for faculty appointments. **13**

Collegial processes are an important part of academia and form the basis of much of our Collective Agreement. Your participation in these processes, including appointments, is necessary for their proper functioning. Participation in collegial process meetings is by personal attendance or simultaneous audio and/or video technology – not by email. **10.10**

What is a Search Committee? After the Dean has given authorization to recruit to fill a vacancy in the academic staff of a department or college, the unit forms a Search Committee. The Search Committee is chaired by the Department Head, or Dean in non-departmentalized college, and consists of in-scope faculty holding probationary, continuing status, permanent status or tenured appointments. The College Review Committee co-opts faculty from cognate departments to have a minimum of five members on a Search Committee. Quorum is a majority of eligible members and any excluded because of leave or conflicts of interest do not count towards quorum. A Search Committee must never be less than 5 members. **13.5.1**

The Search Committee in departmentalized colleges also includes a department head from a cognate department as an observer of the process and as a member of the Appointments Forum. In a non-departmentalized college two members of the Search Committee are designated to function in that role. **13.5.1.1**

The initial meeting of all Search Committees includes a Human Resources recruitment specialist and a USFA observer to assist the Search Committee with respect to Collective Agreement procedures and recruitment strategies. **13.5.1.3**

What does a Search Committee do? The Search Committee is responsible for the recruitment process. It conducts advertising for the position. It reviews academic credentials, scholarly work, teaching experience, letters of recommendation and any other relevant information about candidates. The Search Committee also recommends the appropriate appointment rank and the starting salary based on the qualifications and experience of the candidate. **13.5.1.4**

The Search Committee decides on the candidate to appoint and votes by secret ballot on the question: “Shall appointment be recommended?” Mail and email ballots are not to be used in conducting the vote for the appointment of faculty; however, these methods may be used when a **13.5.1.5**

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member of the Search Committee is participating by simultaneous audio and/or video technology as long as a means to maintain balloting secrecy needs to be used.

In a departmentalized college, a positive vote of the Search Committee means a recommendation for appointment is forwarded, within two days, to the Dean along with the vote results, any minority views and an employment equity report. From there, if the dean supports the Search Committee recommendation, it is forwarded to the Provost and Vice-President Academic for approval. A non-departmentalized college forwards the search committee recommendation directly to the Provost and Vice-President Academic.

It is important that members who vote against the Search Committee majority on a recommendation to appoint provide the reasons for their minority view to the Dean and/or Provost and Vice-President Academic and/or USFA. The Dean and Provost and Vice-President Academic must request and consider minority views. These views can be very important.

13.5.1.9

No appointment may be made without a positive recommendation of the Search Committee.

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What happens if the Dean disagrees with the recommendation of the Search Committee? If the Dean of a departmentalized college does not support a recommendation of the Search Committee, the Dean must meet with the Search Committee to discuss the recommendation. The Search Committee can choose to reconsider the recommendation or require that it be forwarded to the Provost and Vice President Academic.

13.5.1.11

The Provost and Vice-President Academic has the last word on appointments and may reject an appointment or refer it back to the Search Committee for reconsideration. However, should that happen, the Provost must meet with the Search Committee to explain.

13.5.1.12

What about advertising for positions? All faculty positions must be advertised for at least 6 weeks. Advertising may be reduced to 2 weeks for term appointments when the authorization to recruit is given less than 3 months in advance of the planned start date. Advertising may be waived by the Provost and Vice-President Academic *only in exceptional circumstances*. In those rare instances JCMA must be informed of the nature of the exceptional circumstances that justified the waiver.

13.4

What is a search sub-committee? The work of the Search Committee may be delegated to a sub-committee, but the Search Committee makes all recommendations for appointment. The composition and terms of reference for the sub-committee are established by the Search Committee each time a

13.5.1.13

sub-committee is used. It is comprised of a majority of members from the Search Committee unless JCMA approves otherwise. The sub-committee may be smaller or larger than the Search Committee and is not limited in its membership to in-scope faculty holding probationary, continuing status, permanent status or tenured appointments.

13.5.1.14

When the department or college is unknown at time of a search the Department Heads, or Deans, of possible departments, or colleges, establish the composition and terms of reference for a search sub-committee. It shall include at least two reps from each possible department or college and the sub-committee shall recommend the department, or college, in which the candidate will be appointed.

13.5.1.3

Employment Equity: Departments and Colleges must make every effort to seek candidates from the designated groups (aboriginal people, visible minority people, people with disabilities and women). Efforts must be reported to the Dean, Provost and Vice-President Academic and The USFA, including the reason why no candidates from the designated groups were short listed for the position. When faced with two candidates for appointment and one is from one of the designated groups, the candidate from the designated group should be recommended for appointment.

Likewise when considering international candidates. When there are Canadian candidates the qualified Canadian should be recommended for appointment.

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13.6.3

What is the Appointments Forum? The Appointments Forum is a body that meets whenever the dean and/or Provost and Vice President Academic does not support a Search Committee's recommendation for appointment or when a member of the Forum requests a meeting. This also applies for the appointment of Department Heads.

13.5.2.1

13.6.3.1

The Appointments Forum is chaired by the Provost and its composition depends on whether you are in a departmentalized or non-departmentalized college. In departmentalized colleges the committee includes the Dean, the Department Head in which the appointment is being made, a Department Head from a cognate department (who was the observer on the Search Committee) and a USFA observer. For Non-departmentalized Colleges the committee consists of the Dean, two tenured in-scope faculty members designated by the Search Committee and a USFA observer.

The purpose of the Appointments Forum is to review and discuss the conflicting views of the Search Committee, the Dean and/or the Provost and Vice-President Academic and evaluate alternatives prior to a final decision from the Provost and Vice-President Academic.

The Appointments Forum for the appointment of Department Heads is the same as that for a departmentalized college except that, as a Department Head is being sought, there are two department heads from cognate departments (who were the observers on the Search Committee) instead of the Department Head and a cognate.

What are the steps in the appointment process for a Department Head?

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The process for the appointment of a Department Head is the same as for regular faculty with a few differences. The Provost and Vice-President Academic attends the first meeting of the Search Committee to discuss the department's needs, requests, obligations and opportunities.

13.6.1

Department Heads are appointed initially for no longer than five years. Reappointments are for no longer than three years. There is no specific process for the appointment of Assistant Deans, but many colleges apply a similar process to that used in the appointment of Department Heads.

13.6.4(i)

The Search Committee for the appointment of a Department Head is chaired by the Dean or Dean's designate and consists of the same membership as the Search Committee for a faculty appointment except that it includes two heads from cognate departments as observers. It may recommend two candidates for appointment. Candidates for the position of Department Head can not be members of the Search Committee.

13.6.1

13.6.2

A positive recommendation for appointment as Department Head is forwarded to the Provost for approval. The Provost has the ability to accept the positive recommendation of the Search Committee, refer the recommendation back for reconsideration or reject the Search Committee recommendation and request a second nomination. If the Search Committee declines to reconsider its recommendation or make second nomination, the Provost will appoint an Acting Head for one year.

Before the Provost rejects or refers back the Search Committee's recommendation, the Provost must meet with the Appointments Forum to discuss alternatives.

The Appointments Forum for the appointment of a Department Head is Chaired by the Provost or Provost's designate. It consists of the Dean, the two cognate heads and a USFA Observer.

13.6.4

Appointment of Acting Department Head: The Search Committee recommends all appointments for Acting Department Heads except when the acting appointment is for 6 months or less. In that instance the Dean recommends a candidate to the Provost for appointment. Reappointment to a subsequent acting appointment requires approval of the Search

13.6.6

Committee. When the acting appointment is for a term of 12 months or less, there is no requirement for the Search to meet with the Provost.

Academic Ranks: Academic employees at the U of S are appointed into the following ranks: Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Special Lecturer, and Librarian I, II, III or IV. These ranks may be designated part-time, visiting, adjunct or clinical. **13.1.1**
18.1.1
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A new designation was created with the 2010-13 Collective Agreement. Academic employees may now be appointed to the rank of Assistant or Associate Professor with an Academic Programming (AP) designation. A designation such as this would be used, for example, when a department appoints someone with different credentials to instruct advanced technical information that can only be gained from years of intense real-world experience. This might be legal, medical, commercial or technical knowledge that a “regular” academic employee could only master by abandoning a research publication program. Academic units must have standards in order to have AP faculty.

With the exception of Instructor and Special Lecturer, all of these ranks are tenurable.

There are four types of appointment. They are for a limited term, without term, probationary and with tenure. **13.3**

What is an Associate Member? A faculty member or librarian in a probationary or tenured appointment may be granted an Associate Membership for a limited term, normally three to five years, in a department or non-departmentalized college other than the one to which they have been appointed. The purpose of an Associate Membership includes supervision of graduate students, course delivery, or clinical, research or extension activities in the secondary unit. **13.9**

A covering agreement is created to establish an Associate Membership. The agreement sets out the nature and extent of involvement in the secondary unit. Work done in a secondary unit must be taken into consideration in the assignment of duties, renewal of probation, tenure, promotion and salary review. **13.9.2**
13.9.3

What is a Joint Member? Sometimes called a joint appointment, a joint membership is similar to an associate membership except that it “reflects an active and substantial involvement of an employee in the academic activities in more than one unit” and “a primary characteristic of a joint appointment is the assignment of duties by both the primary and secondary units.” **13.10**

A joint membership may be made at the time of appointment to a faculty **13.10.2**

position. In this situation the letter of appointment “shall state the extent of the duties that will be assigned in each unit.”

When a joint appointment is established, a covering agreement is created that sets out details about the joint appointment. It covers everything from the unit in which tenure is held to mechanisms to ensure fairness in assignment of duties and assessment through collegial processes. The agreement sets out the extent of participation in committees in the secondary unit and mechanisms for ongoing consultation between heads of academic units so problems can be addressed. It also sets out mechanisms to resolve disagreements that may arise. You may request that a USFA representative assist in drafting the covering agreement. We would encourage you to seek that assistance.

13.10.4

A Joint member cannot participate in collegial processes set out in the Collective Agreement in the secondary unit unless co-opted as described in Articles 13.5.1, 14.2, 15.9.1, 15.9.2, 16.3.1 and 16.3.2.

13.10.5

Can I stop being an Associate Member or Joint Member? The short answer is yes. Because an associate membership is for a fixed length of time, the usual practice is to let it expire and not seek a renewal. The same applies if a joint membership is for a fixed length of time.

Where a joint membership is created at the time of appointment, it remains in effect until the joint member, either department head or the dean applies to terminate the agreement.

13.10.4.4

Probation: Virtually all new faculty are hired initially into a probationary appointment. During your probationary period your most important objectives should be to establish your research career and to develop as an effective teacher. These are the key aspects that will be evaluated during tenure and promotion. While it is important at this stage to begin to play an administrative role in your department, it is not advisable to become deeply involved in administration.

13.3

The Collective Agreement recognizes service to the USFA as part of the equitable assignment of duties and can be included as contributions to the administrative responsibilities of the University for consideration in collegial processes.

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For appointments at the rank of Lecturer, Assistant Professor, Associate Professor, Extension Specialist II, III or IV and Librarian the initial probationary period is for three years. Under some circumstances, prior service may be counted as service towards tenure if the faculty member so elects.

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Associate Professors, Extension Specialist IV's and Librarian IV's may be appointed with tenure if they have had tenure, or if they have completed

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probationary service equivalent to the minimum at U. of S., at a comparable institution.

If you are appointed at the rank of Professor (often called 'full Professor'), you will be appointed with tenure or you may be appointed with a probationary period that will only be two years in duration.

13.3.1.4

Renewal of probation: In the third, or final, year of your initial probationary period, you are considered either for renewal of probation for an additional two or three years, depending on rank, or for tenure.

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Faculty hired as Lecturers, Assistant Professors, Extension Specialists II or III or Librarians I, II or III that choose to renew their probationary period will extend it for an additional three years. Those hired as Associate Professors, Extension Specialist IV's or Librarian IV's that choose to renew their probation will renew it for an additional two years. In very exceptional circumstances you may request to extend your probationary period for one more year.

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It is rare that renewal of probation is not granted, but it may occur, especially if a condition that was made at the time of appointment has not been fulfilled. For example, if completion of a Ph. D. degree was a condition made at the time of appointment and you have not completed the Ph.D., renewal may not take place. The Renewals and Tenure Committee consider renewal of probation and to avoid repetition, the structure and function of this committee is discussed under Tenure below.

During the probationary period your Department head (or Dean in a non-departmentalized College) will provide you with written comments once a year on your performance on a "*Progress Towards Tenure*" form. It is very important to fully discuss any comments made on these forms with your Department Head

14.5.2
15.12.2

Faculty who have prior service in non-tenurable faculty appointments, may choose to use it as service towards tenure in the tenure consideration process.

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TENURE (Article 15):

What is Tenure? The collective agreement states: "Tenure means the appointment of an employee to a permanent position on the academic staff of the University." Equivalent to tenure for some members, for example those in the Crop Development Centre and clinical faculty in the College of Medicine, is Continuing Status or Permanent Status.

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Tenure offers protection against infringements of the academic freedom of

our members and this protection is perhaps the key element in a healthy University that is relevant to all facets of society. One of the continuing roles of the Faculty Association is to ensure that this protection continues to be enjoyed by our members.

When am I Eligible for Tenure? The quick answer is that you are eligible for consideration for tenure in any year during your probationary appointment. However, the decision about when you elect to be evaluated for tenure is one of the most important career decisions you will make. You are only considered once for tenure – if you are unsuccessful then your appointment terminates at the end of the academic year in which you are considered. To ensure success, you have to balance the desire for the security that tenure provides with the need to make the strongest case possible. Consult widely (as discussed below) before you make this decision. It is your responsibility to inform your Department Head (or Dean) by June 15 that you wish to be considered for tenure in the following academic year.

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What is early consideration for tenure? You may choose to be considered for tenure in any year of your probationary appointment. If you choose to be considered before the end of your initial probationary appointment, it is considered as early tenure. The same standards are used to evaluate early tenure as normal tenure but the same outcome also applies if you are unsuccessful – if you are denied early tenure then your appointment terminates at the end of the academic year. Be aware of what your standards for tenure say. The University Standards for Promotion and Tenure as well as information about preparing your case file for the various collegial processes can be found on the website for the Provost's Office (<http://www.usask.ca/vpacademic/collegial/promotion.php>).

15.6

What is the timing of the tenure evaluation process? The timing of the process is set out in Article 15.12.10 of the Collective Agreement. *You must go forward for tenure in the last year of your probationary period.* Throughout this section the reference to Department Head also includes Deans in the case of non-Departmentalized Colleges.

15.12.10

In each year of your probationary appointment your Department Head must meet with you by May 31 to provide written comments on your progress towards tenure. Make sure you fully understand these comments and respond to the comments in writing.

You must notify your Department Head by June 15 of your intention to be evaluated for tenure in the next academic year.

By June 30 your Department Head shall advise you as to the material you must provide in support of your candidacy. This material is outlined below

and must be submitted to your Head by September 1.

After you have submitted your material, your case is considered for review by the appropriate Department, College, and University committees (see below). The decision of the University Review Committee on tenure cases must be completed by January 31, and you will be notified as to their decision.

Who should I consult for information? Your Department Head (or Dean in the case of non-Departmentalized Colleges) is the key individual in monitoring your progress to tenure. It is critical that you clearly understand whatever progress reports are presented to you and that deficiencies in your progress are identified and remedies explored. Bear in mind that a new Department Head may assume office during your probationary period or that your continuing Head may be away on administrative leave when your case is presented. Hence it is very important to have clear documentary evidence of your discussions with the Head and any measures that you undertook as a result of your discussions.

As well, you should solicit advice from a wide range of colleagues – from faculty who have recently been reviewed for tenure or who have recently served on College or University Review Committees. As well, the Faculty Association provides a forum for new faculty in the fall concerning promotion and tenure issues, and the staff and executive of the Association are an excellent source of information about the process. It is in your best interest to solicit a wide base of information to assist you in this process.

Who evaluates me for tenure? The Collective Agreement lays out the committee structure for the consideration of tenure.

If you are in a Departmentalized College: The first committee to evaluate your case is the Department Renewals and Tenure Committee. This is composed of all tenured members of the Department with the Department Head as chair. Following a vote at this committee, your College Review Committee (CRC) evaluates the materials. This committee is composed of at least six tenured members of the College plus the Dean who is chair of the committee. Finally, the University Review Committee (URC), which is composed of nine tenured members of the University and is chaired by the Vice-President Academic and Provost, considers your case.

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15.10.4

If you are in a Non-Departmentalized College: The first committee to evaluate your case is the College Renewals and Tenure Committee, which is composed of all tenured members of the College. The Dean acts as chair for this committee. Your case is then considered by URC.

15.9.2
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What will I be evaluated on? Your performance since appointment is

evaluated against standards that have been established for the award of tenure. Standards exist at the Department (if you are in a departmentalized College), College, and University level. The University-level standards are the minimum standards, and they pertain to all faculty and librarians. As soon as possible after hiring you should get copies of all the standards that you will be evaluated on and carefully read them. The February 12, 2002 University Standards for Promotion and Tenure as well as information about preparing your case file for the various collegial processes can be found on the website for the Provost's Office (<http://www.usask.ca/vpacademic/collegial/promotion.php>).

The standards for individual departments vary widely in their content. Standards also differ depending on the rank you hold when you elect to be considered for tenure – for example, more is expected to get tenure at the rank of Associate Professor than at the rank of Assistant Professor. The University Standards outline the minimum evidence that you will have to provide for your Tenure Case File. Gathering the information required is a time-consuming process, and should begin well in advance of the dates outlined below. From the moment that you are hired you should start gathering documentation of your teaching roles, administrative work, collaborative efforts etc., and make it an on-going project throughout your pre-tenure period – a recently tenured faculty member commented that a three-hole punch is a key piece of equipment for tenure-track faculty.

The evidence to be provided includes:

1. An up-to-date *curriculum vitae*;
2. Evidence of your teaching record including:
 - a. A statement of your philosophy of teaching and an explanation of its application;
 - b. Student and peer evaluations;
 - c. A record of the teaching roles you were assigned in undergraduate and graduate courses, in teaching and/or supervision of students performing practical work, in undertaking *practica* or other types of field work, and in advising and supervising graduate students.
3. Evidence pertaining to research and scholarly work including:
 - a. A statement of the nature of your research and future research plans;
 - b. A statement of the your contribution to joint publications and research grants;
 - c. Examples of publications, performances etc. or other evidence to be used in the evaluation of research.
4. Candidates who wish to be considered under the Practice of Professional Skills, rather than under the category of Research and Scholarly Work, must provide materials including:
 - a. A statement on the nature and scope of the candidate's

- practice
- b. A discussion of the various leadership activities associated with the Candidate's professional practice.
5. Examples of materials pertaining to administration, extension, and public service including:
- a. A statement of your role in service to academic and/or professional organizations;
 - b. A statement of the nature and extent your contributions in these areas;
 - c. Statements from individuals who have personally observed your work and/or contributions you have made in these areas.

While you will be the source of much of this information, it is the responsibility of your Dean or Department Head to collect considerable documentation on your performance. During your annual reviews you should discuss (and document) any concerns that you have – for example, peer review of courses is very important, and if these are not occurring you should request an explanation.

15.12.8(ii)

You are entitled to have list of the items included in the documentation submitted to the committee for consideration of your case. If there is additional information that you would like included in your case file, it is your responsibility to obtain and submit it.

The materials that are submitted are then compared to the standards that have been established under seven categories:

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- 1) Academic and/or Professional Credentials
- 2) Teaching Ability and Performance
- 3) Knowledge of the Discipline and Field of Specialization
- 4) Research, Scholarly, and/or Artistic Work
- 5) Practice of Professional Skills
- 6) Contributions to the Administrative or Extension Responsibilities of the Department, College, University or Both
- 7) Public Service and Contributions to Academic and Professional.

Depending on the nature of your position you may be considered under either category 4 (Research, Scholarly and/or Artistic Work) or category 5 (Practice of Professional Skills). If you are in a unit where a choice between Category 4 and 5 must be made, make sure that you fully understand the difference between the two and how they pertain to your position.

The University Standards clearly state that tenure will be awarded on the basis of three primary categories: 1) Academic and/or Professional Credentials, 2) Teaching Ability and Performance, and either category 4 or 5 as appropriate.

Under the University Standards adopted in 2002, part of your case file is sent to three external referees for evaluation. You have the right to see the long list of potential referees from which the three will be selected, and to have potential referees deleted from the list if you believe that they cannot provide an unbiased evaluation.

What happens if I am denied tenure? You can appeal or you can withdraw from consideration for tenure at any point in the process up to one week after receiving the decision of your College Renewals and Tenure Committee or your College Review Committee. You may not withdraw if you are in the last year of probation.

15.12.5

We strongly suggest that if you are planning on appealing a denial of tenure that you contact the USFA for assistance.

The process for appealing tenure decisions differs depending where in the process the negative vote occurs. If the negative vote occurs at the Department, the candidate may make a written appeal and an oral presentation to the College Review Committee (CRC). The candidate may also be accompanied by a colleague. There is no requirement that the colleague be from the department or college in which you are appointed.

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A candidate who receives a positive vote at the Department but who receives a negative vote at the College Review Committee may make a written appeal to the University Review Committee (URC). Again, the candidate is entitled to appear in person before the URC, and to be accompanied by a colleague.

A candidate from a non-departmentalized college who receives a negative vote from a College Renewals and Tenure Committee may make a written appeal to the URC. Again, the candidate is entitled to appear in person before the URC, and to be accompanied by a colleague. There is no requirement that the colleague be from the department or college in which you are appointed.

A candidate who is not recommended for tenure by the University Review Committee is entitled to appeal to a Renewals and Tenure Committee. The Renewals and Tenure Committee is composed of a chair and five members of faculty drawn from a pool of forty-eight faculty members. The workings of this committee are complex, and are covered in detail in Article 15.13 of the Collective Agreement.

15.13

PROMOTION (Article 16)

Promotion is governed by a very similar process to tenure. The major difference between the two is that if you are denied promotion in a given

year you can re-apply in subsequent years; if you are denied tenure your contract terminates at the end of the year.

When am I eligible for promotion? You are eligible for promotion in any year of your appointment. You decide when you want to be considered for promotion to the next rank and follow the steps in the collegial process. **16.1**

Your salary is not increased on promotion to the floor of the rank to which you have been promoted. You are entitled to receive a specific number of career development increases based on rank. Promotion allows you to access more career development increases. **18.2.3**
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On promotion, Librarians receive career development increases for the rank to which they have been promoted. **16.2**

What is the process for consideration of promotion? The process for consideration of promotion is very similar to that for tenure. The committees that initially consider your case are called the Department Promotions Committee (or College Promotions Committee for non-departmentalized Colleges), and in most cases the same members will serve on this as on the tenure review. Your case is subsequently reviewed by the College Review Committee and if you are seeking promotion to Extension Specialist IV, Librarian IV or Professor the University Review Committee. **16.3**
15.9.3
15.9.4

What standards are used to evaluate my promotion case? The standards that pertain to you are laid out in the appropriate Departmental, College, and University standards. Each has a separate section on the standards required for promotion from one rank to the next. The standards that apply are those in effect at the time of your promotion consideration. **16.4.5**

The February 12, 2002 University Standards for Promotion and Tenure as well as information about preparing your case file for the various collegial processes can be found on the website for the Provost's Office (<http://www.usask.ca/vpacademic/collegial/promotion.php>).

The materials that you must submit for consideration are very similar to those required for tenure (as documented above). Check to see what additional materials are required for the Departmental review process beyond the minimum list outlined above.

What are the dates for the promotion process? By June 30 of the year before your case will be considered you will be advised by the Head (or Dean for non-departmentalized Colleges) of the material that you must submit for consideration. The period under review ends on June 30 of the year before you are considered. **16.6**

By September 1 you must submit all of this material to your Head.

This material must be considered by the appropriate Departmental committee by October 21, by the College Committee by December 7, and by the University Review Committee by February 15. Any appeals of negative decisions must be completed by March 31.

What happens if I am denied promotion? You can withdraw or appeal. **16.5.4**
The process for appealing promotion decisions is much like the process for appealing a negative tenure decision but differs slightly depending on your rank and where in the process the negative vote occurs.

We strongly suggest that if you are planning on appealing a denial of promotion that you contact the USFA for assistance.

If the negative vote occurs at the Department or College Promotion Committee, the candidate may make a written appeal to the College Review Committee (CRC). **16.4.3(vi)**

A candidate who receives a positive vote at the Department or College Promotion Committee but who receives a negative decision at the CRC for promotion to Extension Specialist IV, Librarian IV or Professor may make a written appeal to the University Review Committee (URC). Negative decisions at the CRC for promotion to any of the other ranks may be appealed to the Promotions Appeal Committee. **16.4.3(vi)**
16.4.4(v)

A candidate who is not recommended for promotion to Extension Specialist IV, Librarian IV or Professor by the University Review Committee is entitled to appeal to the Promotions Appeal Committee. **16.4.6**

The Promotions Appeal Committee follows the same procedures as the Tenure Appeal Committee (Article 15.13). **15.13**

SALARY REVIEW (Article 17)

Your base salary is comprised of two parts. One part is a CDI. The other part is Special Increase. **18.2**

What is a CDI? A Career Development Increase or CDI is an automatic annual salary increase given in recognition of added experience, ability and scope of responsibilities on July 1 of every year until you have received all of the CDIs allowed for your rank. **17.1.1**
18.2.3

What is a Special Increase? A Special increase is a salary increase awarded for meritorious work. Special increases can be awarded for excellence in teaching, research, scholarly or artistic work, practice of **17.1.3**
18.2.4
18.2.4.1

professional skills, extra University work or public service, or administrative work. Special Increases may also be awarded for improving academic qualifications or to individuals who have demonstrated excellence in performance of their assigned duties or who, in the view of the salary committee, have demonstrated significant improvement or development. The award of a special increase may be based on accumulated performance over a number of years or work performed in the year immediately prior to the year of review.

17.3.4
17.3.5

There is a limited amount of money available for the award of special increases. The amount is based on CDIs at the full professor level. For 2010-11 there are 210 CDIs shared among the colleges in proportion to the number of in-scope faculty members in the college and there are 40 CDIs available for award by the President's Review Committee. In 2011-12 and 2012-13 there will be 755 shared among Department and College Salary Committees (378), CRCs (302) and PRC (75). In subsequent years, that number will be reduced to 600 – 300 to Department and College Salary Committees, (240) to CRCs and 60 to PRC.

18.2.4.2

Two-thirds of the total number of Special Increases awarded must be a full Special Increase. An individual may receive up to a maximum of 3 Special Increases per year.

What is the salary review procedure? Each year you will be provided with a copy of your salary history form by the head of your academic unit who will also meet with you to advise you of the standards for salary recommendations.

17.4.2

For 2010-11 departments and colleges decide by secret ballot if they will have a salary review committee. If they decide not to have a committee, the Department Head, or Dean, will carry out the work of the Committee.

The department committee makes recommendations for special increases to the College Review Committee, which decides who will receive a special increase of either one-half or one full Special Increase. The College Review Committee may also apply to the President's Review Committee for additional special increases for faculty who have been awarded a full Special Increase by the College Review Committee and who may merit an additional award.

Beginning in 2011-12 Departments and non-departmentalized Colleges will have the ability to award special increases. There will no longer be the option to decide whether or not to have a Salary Review Committee. They are required. Salary review committees consist of the Department Head or Dean as chair and a minimum of 3 employees holding probationary, tenured, continuing status or multi-year term appointments if there is at least one year

remaining in the term of the appointment. If a Department or College is unable to constitute a committee with the minimum number of members, the committee will consist of all eligible employees.

Is the Salary Review Process the Same in departmentalized and non-departmentalized colleges? No. The process while similar is not the same. The significant difference is that non-departmentalized colleges do not involve the College Review Committee. In non-departmentalized colleges the

What is the role of the Department (and College) Salary Committee? Department Salary Committees are responsible for proposing standards for salary review for the Department and communicating those standards to all employees in the Department. The Committee receives, reviews and ranks employee submissions and awards either one-half or one full Special Increase.

Department Salary Committees submit their decisions, and reasons for those decisions, to the College Review Committee along with recommendations for additional Special Increases and recommendations for the award of merit if the Committee has insufficient funds for its awards.

Department Heads have their own salary committee which follows this process.

What is the role of the College Review Committee (CRC) in the Salary Review Process? The CRC only has a role in salary review procedures in departmentalized colleges. It receives departmental standards for salary review, reviews those standards and uses them for the basis of fair and equitable standards of performance for the entire College. The CRC is responsible for receiving departmental decisions for the award of merit and reviewing them only for consistency and appropriateness. It cannot revise departmental decisions and must communicate the results of its review of departmental decisions to the departmental salary committees.

The CRC reviews recommendations for additional special increases from Department Salary Committees and may award up to two special increases provided that the combined maximum award from a Department Salary Committee and the CRC is no more than 2 special increases for any individual. The CRC may recommend individuals to the President's Review Committee for additional special increases if the individual has been already awarded more than one in the procedures underway.

What if it's my salary review case being considered? A member of a salary committee whose own case is being considered will still participate but will be excluded from committee proceedings when their case is being

considered.

What are the timelines for salary review? You are reviewed for the work you performed in the last academic year, which ends on June 30th. You need to provide information to your Department Head or Dean by September 1 to support your case for a special increase. By November 30th, your Department Head or Dean head should have met with you to discuss the department or college salary committee's recommendation. Decisions should be made by January 31. **17.4.6**

You may ask that you be reviewed for work performed over an accumulated period of time or a salary committee may choose to award salary increases for your work performed over an accumulated period of time.

When do I receive my special Increase? Special increases are paid retroactive to July 1 of the year in which the review has taken place. For example if you were reviewed in the 2009-10 academic year for work performed in the 2008-09 academic year and were awarded a special increase. Your salary would increase by the amount of the special increase effective July 1, 2009. **18.2.4.2**

What if I do not receive a special increase? You are entitled to appeal to the President's Review Committee if you are denied a special increase or disagree with the decision of the College Review Committee as it affects you. Your dean may also appeal on your behalf. Appeals are to be submitted by February 28 and decisions on appeals are to be made by March 31. **17.4.5**

The President's Review Committee may award either one-half or one full special increase to individual employees for whom application has been made by their college or individual employees who have appealed or for whom the dean has appealed. **17.3.5**

HOLIDAYS AND VACATION (Article 19)

You are entitled to six weeks paid vacation per academic year. Normally it is taken between the regular academic terms. Arrangements may be made with the head of your academic unit to take your vacation at another time of the year with certain provisions. **19.1**

Vacation is a "use-it-or-lose-it" benefit. You do not have to earn your vacation time which means you are entitled to take a paid vacation in your first year of employment. However, you are not entitled to be paid out for unused vacation and, under normal circumstances, you are not allowed to accumulate vacation time from one year to the next.

There are eleven recognized statutory holidays when the University is closed. These are government mandated holidays. If these fall on a Saturday or Sunday and the government does not designate an alternative day, JCMA selects an alternative day. 19.2

SABBATICAL LEAVE (Article 20)

The Collective Agreement states that “sabbatical leaves are intended for academic study, research, writing and similar activities. Sabbatical leaves provide a means by which employees increase their knowledge, further their research, stimulate intellectual interests, strengthen their contacts with the world-wide community of scholars, thus enhancing their contribution to the University on their return.” 20.1

Full year sabbatical leaves normally commence on July 1.

Is a sabbatical leave a paid leave? While you are on sabbatical you receive 90% of your annual salary if it is a 12 month leave or 100% of salary if it is a 6 month leave. Your benefits continue, however, benefits, including pension contributions, are based on your sabbatical salary. 20.9

If your appointment is less than full time your remuneration while on a sabbatical leave is based on your actual salary.

You may receive salary from a source other than the University for activities that are part of your sabbatical project. However, your salary from the University will be adjusted so that the combined salary does not exceed 100% of your University salary while on leave. Extraordinary expenses of the leave are considered in making this adjustment.

How do I know if my sabbatical salary should be 90% or 100% The level of salary you receive while on sabbatical depends on the number of qualifying years worked and the length of the sabbatical leave. If you work full time for 6 or more years in a probationary or tenured/continuing status position, you are eligible for a 12 month leave at 90% salary or a 6 month leave at 100% salary. You are eligible for another sabbatical after 3 years or 6 years of additional service. If you apply for a sabbatical after 3 additional years of service your sabbatical can only be 6 months at 90% salary. If you work an additional 6 years you are eligible for a 12 month leave at 90% salary or a 6 month leave at 100% salary.

Sabbatical Travel Expense Account: If you are granted a sabbatical leave, you are entitled to a travel expense account of \$4,000. Receipts are required for reimbursement. 22.13

When am I eligible for a sabbatical leave? Only employees who are 20.6

tenured or continuing status are eligible for a sabbatical leave. You are first eligible for a sabbatical leave after six years of tenured or tenurable service. You are eligible for a subsequent six-month sabbatical leave after an additional three years of service or either a six month sabbatical at 100% of salary or a twelve month sabbatical at 90% of salary after an additional six years of service. Eligibility accrues on a pro-rated basis if your appointment is less than full-time.

You are entitled to count up to one year of a parental leave as qualifying service towards a sabbatical. **21.7.1.10**

If you are a faculty member in the Crop Development Centre, you are eligible for a research leave. **34.10**

How do I apply for a sabbatical leave? You make application for a sabbatical leave to your Dean. In departmentalized colleges, Department Heads review applications for sabbatical leaves and indicate if they support the leave. The Dean reviews all sabbatical leave applications and determines which applications are acceptable according to specific criteria. The Dean may delegate this work to a Committee consisting of the Dean or designate as chair and 3 employees from the College named by the CRC who have had sabbatical leaves. An employee applying for a sabbatical is not eligible to serve on the committee. **20.2**

What are the criteria for sabbatical leaves? The criteria for a sabbatical leave includes eligibility, a sabbatical project that demonstrates that the leave will benefit the University and the employee in terms of research or scholarly work, teaching, clinical practice, extension activities or other work related to your University duties. **20.5**

What are the timelines for the sabbatical leave process? The dates for the steps in the process are set out in Article 20.12. Applications are to be in to the Sabbatical Leave Committee by September 30 in the year prior to the one in which you would like to take your sabbatical. Decisions are to be made by October 31. **20.13**

What if I am denied a sabbatical leave? If your application for a sabbatical leave is unsuccessful, you can appeal to the Sabbatical Leave Appeal Committee. All appeals must be filed by November 15. **20.4**

Sabbatical Leave Research Grant: You are entitled to receive a portion of your sabbatical salary in the form of a research grant. You are responsible for demonstrating that these funds are needed for research during your sabbatical. You are also responsible for the tax status of expenditures from this grant. If you are denied a research grant you may appeal to the Sabbatical Leave Appeal Committee. **20.12**

OTHER LEAVES (Article 21)

The Collective Agreement provides for a number of different kinds of leaves, including political leave, court leave and others. Some are with pay and some are without.

Educational Leave Education leaves are available to assist you in completing post-graduate work or furthering your education or training. It may be granted for a period of three to twelve months and may be extended for an additional 12 months. It may be further extended for 12 months if you are pursuing an advanced degree. **21.6**

An education leave is unpaid, however, depending on the length of your leave, a grant of up to \$12,500 is available. Additional support up to an amount equivalent to your salary is also available at the discretion of the Provost. You are expected to return to your employment at the U of S on completion of your educational leave or repay any grant money received and one-third of any additional support. **21.6.3**
21.6.4
21.6.5

If you are in a probationary appointment at the time of your educational leave, your length of service as an employee at the U of S is uninterrupted, but **the period of the leave does not contribute towards probationary service**. If your leave is up to 12 months in duration and you performed no teaching during the year, the time for your tenure consideration will be extended by one year. **21.6.6**

Leave Without Pay Leaves of absence are available for various reasons should you need one. These leaves are reviewed annually and normally not granted for periods of more than three consecutive years. You need to apply to your unit head no later than 6 months before the start of the leave. If your dean denies your leave without pay you may appeal to a member of the University community jointly appointed by the USFA and the employer. **21.4**

Leaves without pay do not count towards probationary service.

Leave for personal reasons: You are eligible for leaves for short period of time for urgent personal reasons such as bereavement or family illness. **21.3**

Parental Leave: 52 weeks of leave is available to a faculty member who is pregnant and declares in writing to be the primary caregiver, or who declares in writing to be the primary caregiver of a newborn or newly adopted child and who holds a probationary, tenured, without term, continuing or permanent status appointment. **21.7**

If you hold a limited term appointment and have been employed at the U of S for one year preceding the expected date of birth or placement of the child **21.7.1.1**

you are eligible for a parental leave of 52 weeks or until the end of your appointment, whichever occurs earlier.

What is the timing of a parental leave? You can start your parental leave any time within a 52 week period that starts 8 weeks before the estimated or actual date of birth or placement of the child. It is up to when you would like to start you leave during this period, however, you must complete your leave within 52 weeks.

21.7.1.2

Is a parental leave with or without pay? A parental leave is without pay. However, you will likely be eligible for Employment Insurance (EI) through the federal government and the U of S supplements this insurance up to 95% of your salary for a maximum of 35 weeks of your leave. If you have applied for and are found not to be eligible for EI solely because you do not meet the insurable employment test and hold a probationary, tenured, without term, continuing or permanent status appointment, the U of S will pay you the equivalent of 95% of your salary for 35 weeks of your leave.

21.7.1.3

What about benefit coverage while I am on parental leave? During the 35 weeks that your Employment Insurance is supplemented, deductions will be made to cover your share of benefit costs. The employer will continue to make their share of contributions as well. During the unpaid portion of your parental leave, the University will maintain coverage for the compulsory group life insurance, long term disability, extended health and vision and the dental plan. You have the option of continuing to make pension contributions.

21.7.1.4

When do I have to give notice that I am taking a parental leave? You need to give at least four weeks notice. Your notice needs to be in writing to the head of your academic unit. In it you need to specify the dates of the leave, the expected date of birth or placement of the child and any vacation you may wish to take.

21.7.1.5

How will a parental leave affect my probationary period? If your appointment is probationary, you decide whether or not to count the period of your parental leave towards your probationary service. The decision as to whether or not to count period of this leave as probationary service, does not have to be made before you start the leave. In fact, we would suggest that the decision be made towards the end of the leave or shortly after you return to work. In this way you will have a good idea about whether you have been able to be productive during this time.

21.7.1.6

Can a parental leave be extended? Yes. You may extend your parental leave by a leave without pay of up to one year.

21.7.1.7

What if I am not the primary caregiver? If you are the secondary caregiver of a newborn or newly adopted child, you are entitled to 35 weeks of leave

21.7.1.8

that must be completed within 52 weeks of the date of birth or placement of the child. The first week of this leave is with pay.

Administrative Leave If you have been a Department Head or Assistant Dean for five consecutive years you are entitled to an administrative leave of 6 months or 12 months at 100% of salary. If you have served in this capacity for at least 3 consecutive years you are entitled to a leave of 6 months at 90% of salary. The process for an administrative leave is similar to the process for a sabbatical leave.

21.9