

## Message from the Chair

Colleagues and friends,

For those of you who do not know me, I am a Professor in the Department of English, and I have been on the USFA Executive Committee for 7 years. I have taken on various roles over the years, including Vice-Chair, the USFA Co-Chair of the Joint Committee for the Management of the Agreement (JCMA), Chair of the USFA Communications Committee, and Chief Negotiator in our last round of bargaining. I continue to be a member of JCMA, a member of the USFA Communications Committee, and Chief Negotiator should a need for negotiations arise. This is the first time I have been Chair of USFA, and thanks to COVID-19, I—working along with members of the Executive and our staff—have encountered brand new and frequently unanticipated challenges in addition to the usual work that USFA undertakes.

Before I go further, let me acknowledge the contributions each of you have made, and continue to make, to sustaining University operations during this pandemic. We are in unprecedented times and you are making unprecedented contributions to our University.

The USFA has a lean Executive Committee for the upcoming year with nine members rather than the possible total of thirteen. I believe this configuration is reflective of the moment. The Executive Committee elections, as mandated by our Constitution, took place in April—right when USFA members were wrapping up the winter term and undertaking the daunting shift to remote working conditions. Our recent by-election illustrates to me that we are still in a state of upheaval and USFA members are continuing to juggle life's responsibilities in the reality of the mo-

ment.

The 2020-2021 USFA Executive members are:

Allison Muri, English, Chair  
Doug Chivers, Biology, Vice-Chair  
Geraldine Balzer, Curriculum Studies,  
Secretary  
John Gjevre, Medicine, Treasurer  
Lenaic Couedel, Physics & Engineering  
Physics  
Susan Fowler-Kerry, Nursing  
Eric Neufeld, Computer Science  
Julita Vassileva, Computer Science  
Patricia Farnese, Law, Senior Grievance Officer

Though we fully expect the upcoming year will present some tough challenges, the Executive Committee will continue its work on building the engagement of members and building connections with other bargaining units and student groups on campus.

Because of the pandemic, we were unable to have our Spring General Membership Meeting. The Executive Committee's hope that the meeting would simply be postponed, of course, hasn't come to be. We are working at making a Fall General Meeting happen via Zoom at the end of this month, and will be sending a meeting notice and package in advance of the meeting. We hope that you can attend: through these meetings, we update members on the work of the Association and augment the information that is included in the meeting package. These meetings are also your chance to ask questions and bring concerns forward. I look forward to seeing you there.

I would also like to take this opportunity to thank my fellow Executive members, USFA committee members, and our staff for all their hard work. A great deal of what we do is of a confidential nature—and even when it is not confidential, much

of the USFA's work for and on behalf of members goes on behind the scenes. What you read in communications or hear about at our general meetings is more often than not the outcome of many hours of work by USFA representatives and staff, and so it is not always evident how we arrive at these outcomes. Sometimes we have to take or threaten legal action in the form of a Grievance, but often we are able to find a result in the best interest of the USFA and its member (s) through less adversarial means. All of this work takes time, and I cannot thank USFA representatives and staff enough for the diligent care with which they address these situations. Every circumstance is different and warrants a thoughtful approach to achieving results that are in the best interest of USFA members.

Since March, much of our focus has been on addressing issues related to the COVID-19 pandemic. We are working hard to protect your rights—not only to have the employer support faculty as we continue to sustain university operations during the pandemic, but to also have the employer keep you informed and do better at including you in decision-making.

### Questions about the Collective Agreement?

Please contact the USFA office:  
[usfa@usaskfaculty.ca](mailto:usfa@usaskfaculty.ca)  
Or 966.5609

The Collective Agreement is available at:  
<http://www.usaskfaculty.ca/agreements/usfa/usfa-table-of-contents.php>

USFA representatives meet regularly with senior administrators to raise concerns and address challenges faced by members in the current working environment. Please continue to send us your questions and concerns.

We are steadfast in our efforts and we thank you for your support.



Allison Muri, USFA Chair

## Have Students Posted Your Course Materials Online?

Recently, members contacted us about copyright because they had learned students shared course materials and exams online. We have raised our concerns about these violations of our members' copyright with the employer. The Provost's Office has agreed explicitly with our interpretation of the Collective Agreement, that is, all original teaching materials developed by the instructor are the copyright of the instructor.

The USFA position is that students posting your course materials online should trigger an investigation into academic misconduct on the part of the students for sharing exams, lecture materials and/or recorded lectures. See the Academic Courses Policy (<https://policies.usask.ca/policies/academic-affairs/academic-courses.php>).

If you are aware or learn your exams, lecture materials and/or recorded lectures have been shared online without your permission:

- bring it to the attention of your Department Head and/or Dean
- contact the site on which your materials have been posted advising of the copyright infringement and requesting the materials be removed
- contact the student to advise they have infringed copyright and may be subjected to charges of academic misconduct. Also request the student remove the posted materials.

If you have not already, we encourage you to send a message to your stu-

dents and place warnings on syllabi that your material is protected by copyright and no distribution of the material, including recordings and screenshots whether from synchronous sessions or asynchronous delivery, is permitted without your express consent. You should also give fair warning that students caught violating this could be subject to charges of academic misconduct.

Here is an example of a warning you could use, adapted from one sent by a faculty member:

Course materials are provided to you based on your registration in a class, and anything created by your professors and instructors is their intellectual property, unless materials are designated as open education resources. This includes exams, PowerPoint/PDF slides, videos and other course notes. Additionally, other copyright-protected materials created by textbook publishers and authors may be provided to you based on license terms and educational exceptions in the Canadian Copyright Act (see <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>).

**Distributing or publishing any material provided to you as part of the [name of course] course is PROHIBITED, unless you have written permission from the professor/instructor who provided the material to you.**

We suggest you also include the statement: "Any student who violates these copyright provisions may be subject to allegations of academic misconduct."

## Collegial Processes Require Your Participation

Our Collective Agreement is a unique document when compared to collective agreements from other academic workplaces because its central premise is that the collegium is the primary decision-maker at this university.

Imbedded in the Agreement are collegial processes for faculty searches, renewal of probation, tenure, promotion and salary review. These processes require your participation not only because it is through your participation that their integrity is ensured, but also because you are in the best position to make informed decisions on these matters.

The purpose of peer review in collegial processes is to integrate disciplinary expertise with fairness in judgment when making decisions about academic careers. The intention is that such decisions will be made for sound academic reasons, will follow from assessments of appropriate criteria, and will be made by persons qualified to evaluate academic performance.

Take a minute to read over the "[What is Fair?](#)" fact sheet on the USFA website. This fact sheet is based in part on CAUT's "What is Fair? Q & A on Procedures & Standards in Peer Review" and offers helpful information about committee selection, conflict of interest and apprehension of bias, due process and natural justice, the duty to be fair, and review and appeal committees.

Collegial processes continue throughout the pandemic, and your participation is essential as it has ever been.

*See the back page of this issue for a chart of important dates.*

## Reimbursement of Professional Fees Article 22.12.2

If, as a condition of employment, you are required to maintain a certification or license in order to perform your academic duties, you may be eligible for reimbursement of some or all of your licensing or certification fees (Article 22.12.2).

Claims for reimbursement **must be submitted** between November 1 and December 1, 2020.

What you need to know:

- It is your responsibility to make sure your claim is correctly submitted and on time. Incomplete and late claims may not be reimbursed.
- [Claim forms and Guidelines for reimbursement are available online.](#) (Please use this year's claim form.)
- Eligible fees are those paid between December 1, 2019 and November 30, 2020, to maintain certifications or licenses required, as a condition of employment, to perform your academic duties.
- You must include proof of payment. A receipt is best.
- You must include supporting documentation (letter of appointment or standards for renewal, tenure or promotion) with your first claim.
- Claims may be submitted electronically only to [USFA\\_professional\\_fees@usask.ca](mailto:USFA_professional_fees@usask.ca).
- After all claims are received, available funds are allocated as a proportion of the total amount claimed by all claimants.
- Allocations will be made either directly to you or to your APEF account.
- USFA members who are practicing physicians in the College of Medicine are not eligible.

## CAUT

A portion of your dues goes toward membership in the Canadian Association of University Teachers (CAUT). Following is information from the CAUT website.

Founded in 1951, CAUT is the national voice for academic staff representing 72,000 teachers, librarians, researchers, general staff and other academic professionals at some 125 universities and colleges across the country. CAUT is an outspoken defender of academic freedom and works actively in the public interest to improve the quality and accessibility of post-secondary education in Canada.

### CAUT working for you

From lobbying governments to providing collective bargaining and legal support, CAUT actively advances the social and economic interests of its members. CAUT offers courses, workshops and conferences, and investigates threats to academic freedom. The national office undertakes extensive research, and publishes reports, newsletters, books and a monthly newspaper. CAUT liaises with Canada's media and works in national and international coalitions dedicated to the welfare of academic staff and students. For more information, [view this CAUT video](#).

### Where CAUT stands

CAUT actively promotes public post-secondary education that meets the needs of students and the public. It presses for public funding and policies to ensure our institutions are accessible and to safeguard the freedom of our members to teach and conduct research unrestricted by commercial or other special interests.

### Making a difference

CAUT advances equity and human rights within our profession. It fights for fair working conditions, compensation and benefits that foster quality teaching and innovative research. CAUT works for collegial institutional governance that is publicly accountable and gives the academic community its proper voice.

For more information about the activities and services CAUT offers, please

download the [CAUT Profile](#).

Recent news from CAUT:

- [The pandemic reveals cracks in Canada's post-secondary education](#) (CBC Sunday Magazine interview with CAUT President, Brenda Austin-Smith)
- [Throne speech misses opportunity to fix post secondary education and support research](#)
- [COVID-19 and the Academic Workplace Resources for Members](#)
- [10 actions to increase Equity during COVID-19](#)
- [U of T Facing Scrutiny over Academic Freedom controversy](#)

### CAUT Defence Fund

The USFA is also a member of the CAUT Defence Fund, which provides unionized Canadian academic member unions with a unified strike fund.

The Fund, created in 1978, now includes 62 member unions representing over 36,000 academics from across the country.

The Fund is incorporated under the laws of Canada. Each member union is entitled to at least one Trustee based on membership numbers. The USFA has three: Patricia Farnese, Allison Muri and John Gjevre. The Board meets in person at least once a year to oversee the management of the Fund and by phone or web-conference when needed. Trustees, known as "flying pickets," also join striking member unions on the picket line.

The Fund's assets have grown to over \$30 million in 2019. Given that the present situation and challenges facing universities in Canada often lead to labour disputes, and in some cases to threats of strike, it is important to give the Fund deep pockets to help its members defend their interests, and thereby the interests of faculty and librarians in general.

In recent years, the Fund has supported striking members at the University of Northern BC, Nova Scotia College of Art and Design and University of Manitoba.

The USFA Contingency Trust Fund covers the cost of membership in the Defence Fund.

## Involvement Matters

The process for Executive Committee elections will get underway at our upcoming Fall General Meeting when this year's Elections Committee is elected. While members are always encouraged to run for seat on the Executive, it is certainly not the only way to become involved in the work of the Association. Here are some other suggestions for ways that you can be involved in the USFA.

### **1. Attend Meetings**

Being involved in the USFA is as simple as attending a general membership meeting. There are two such meetings each year – spring and fall. The next General Meeting is at 2:00 p.m. on October 27 via Zoom. Watch for the official meeting notice and meeting package.

### **2. Volunteer for a Committee**

Over the years, the USFA Executive Committee has sent out a *Call for Participation* asking members to volunteer to participate in committees. The Executive Committee appoints committee members annually. However, most committees have terms of two or three years.

We have three kinds of committees. Those that stem from the Collective Agreement and have representatives from both the employer and the union; those that are USFA standing committees or mandated by the USFA constitution; and those that are ad hoc and

are created as they are needed.

[The USFA website has a list of our committees.](#)

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.

### **3. Become an Observer**

A USFA member can also get involved in the union as a USFA Observer. According to our Collective Agreement, we are entitled to Observers on particular collegial process committees (listed below). Observers have voice but no vote. Their purpose is to ensure the provisions of the Collective Agreement are followed. We ask Observers to provide a report at the conclusion of their committee's work that can be shared with USFA members. We also encourage Observers to suggest changes to the Collective Agreement they deem appropriate, or procedures that could improve the work of the committees.

- President's Review Committee (2)
- Promotions Appeal Committee
- Tenure Appeals Committee
- Sabbatical Leave Appeal Committee (2)
- University Review Committee (2)

### **4. Become an advocate**

Each of the collegial processes allows for appeals of negative decisions. In the case of negative renewal, tenure or pro-

motion decisions, appellants are allowed to have a colleague act as an advocate on their behalf.

The USFA strongly encourages anyone that is interested in the role of appeal advocate to contact the USFA office.

### **5. The View from a FAR**

Faculty Association Representatives (FARs) volunteer or are chosen by their department or college to represent and to serve as a liaison between members of the departments or non-departmentalized Colleges and the Executive Committee. Each unit should have a representative. One important role is to ensure that correct procedures are carried out in department committees or in other collegial processes covered in the Collective Agreement. Another is to pass on views and suggestions about what matters should be included in the future negotiations.

On the following page is a list of our current FARs. As you can see we have a few departments or non-departmentalized colleges without a FAR. If you would be interested in filling the vacancy in your department or college, please contact the USFA office.

For more information about the Association and how to get involved, contact the USFA office at [usfa@usaskfaculty.ca](mailto:usfa@usaskfaculty.ca) or 306-966-5609.

## REMINDER:

**USFA Fall General Membership Meeting**

**October 27, 2020**

**2:00 p.m.**

**Via Zoom (registration required)**

***Watch for the official notice and meeting package***

**Faculty Association Representatives: 2019-20**

COLLEGE/DEPARTMENT	FAR	COLLEGE/DEPARTMENT	FAR
<b>Agric. &amp; Bioresources</b>		<b>Engineering</b>	
Animal & Poultry Science	Murray Drew	Chemical & Biological	Richard Evitts
Agric. & Resource Econ.	James Nolan	Civil, Geol. & Enviro.	Sarah Gauthier
Food and Bioproduct Sciences	<b>VACANT</b>	Electrical & Computer	Aaryan Mehr
Plant Sciences	Sabine Banniza	Mechanical	<b>VACANT</b>
Soil Science	Derek Peak	School of Prof. Devel.	Burton Urquart
<b>Arts &amp; Science</b>		<b>SENS</b>	
Arch. & Anth.	Jim Waldram		Karl-Erich Lindenschmidt
Art & Art History	Jennifer Crane		Paul Jones
Biology	Doug Chivers	<b>Kinesiology</b>	Saija Kontulainen
Chemistry	Michel Gravel		
Computer Science	Chris Dutchyn	<b>Law</b>	<b>VACANT</b>
Drama	Julia Jamison		
Economics	Jingang Zhao	<b>Library</b>	Jane Lamothe
English	Ludmilla Voitkovska		
Geography & Planning	Robert Patrick	<b>Medicine</b>	
Geological Sciences	Brian Pratt	Anat. Physiology Pharm.	Joseph Ndisang
History	<b>VACANT</b>	Biochem. Micro. & Immun.	Erique Lukong
Indigenous Studies	<b>VACANT</b>		Kerri Kobryn
Lang., Lit. & Cultural St.	Julio Torres-Recinos	Comm. Health & Epi.	<b>VACANT</b>
Mathematics & Statistics	Jiun-Chau Wang	Family Medicine	Greg Malin
Music	Glen Gillis	Medical Imaging	<b>VACANT</b>
Philosophy	Sarah Hoffman	Medicine	John Gjevre
Physics & Eng. Physics	Chijin Xiao	Pathology & Lab. Med.	Jay Kalra
Political Studies	Matthew Mitchell	Physical Med. & Rehab.	Brenna Bath
Psychology	Valery Chirkov	School of Rehab. Sc.	Soo Kim
Linguistics & Religious St.	Jesse Stewart	Psychiatry	<b>VACANT</b>
Sociology	Liz Quinlan	Surgery	Francisco Cayabyab
<b>Dentistry</b>	<b>VACANT</b>	<b>Nursing</b>	Lee Murray
<b>Education</b>		<b>Pharmacy &amp; Nutrition</b>	Gordon Zello
Curriculum Studies	<b>VACANT</b>		Jason Perepelkin
Education Administration	Michael Cottrell	<b>Public Health</b>	<b>VACANT</b>
Educational Foundations	Paul Orlovski		
Ed. Psych. & Special Ed.	Laureen McIntyre	<b>Public Policy</b>	<b>VACANT</b>
<b>Edwards School of Business</b>		<b>Veterinary Medicine</b>	
Accounting	Doug Kalesnikoff	Veterinary Biomedical Sc.	<b>VACANT</b>
Finance & Mgmt. Science	<b>VACANT</b>	Small Animal Clinical Sc.	Dennilyn Parker
HROB	Scott Walsworth	Large Animal Clinical Sc.	<b>VACANT</b>
Management & Marketing	David Zhang	Veterinary Microbiology	Emily Jenkins
		Veterinary Pathology	Bruce Wobeser

## COLLEGIAL PROCESS TIMELINES

Renewal of Probation	Tenure	Promotion	Salary Review
Article 14.5.9	Article 15.11.10	Article 16.6	Article 17.5.6
by May 31, the department head or dean meets with the candidate	by May 31, the department head or dean meets with the candidate	by May 31, the department head or dean meets with the candidate	
		by June 15, the candidate advises the department head or dean of the decision to seek promotion	
by June 30, the department head or dean advises the candidate to provide information supporting the candidate's own case for renewal	by June 30, the department head or dean advises the candidate to provide information supporting the candidate's own case for tenure	by June 30, the department head or dean advises the candidate to provide information supporting the candidate's own case for promotion	by June 30, the department head or dean advises the candidate to provide information supporting the candidate's own case
by August 1, the candidate provides supporting information to the department head or dean	by August 1, the candidate provides supporting information to the department head or dean	by August 1, the candidate provides supporting information to the department head or dean	by September 1, the candidate provides supporting information to the department head or dean
by October 7, the Renewals and Tenure Committee considers all cases for renewal and transmits its recommendations to the College Review Committee or the University Review Committee	by October 7, the Renewals and Tenure Committee considers all cases for tenure and submits its recommendations to the College Review Committee or the University Review Committee	by October 21, the department committee considers all cases for promotion and submits its recommendations to the college	by November 30, the department head or dean meets with each candidate to discuss the salary recommendation
			by November 30, the department committee submits its recommendations to the college and informs the department of rankings, awards, and recommendations, and provides a rationale
by November 21, the College Review Committee considers all cases for renewal and transmits its positive recommendations to the President for transmission to the Board, and its negative recommendations to the University Review Committee	by November 21, the College Review Committee considers all cases for tenure and transmits its recommendations to the University Review Committee	by December 7, the college committee considers all cases for promotion and submits its recommendations to the University Review Committee or to the President	by January 31, the College Review Committee in departmentalized colleges considers all salary reviews, makes awards, submits recommendations to the President's Review Committee, informs employees of decisions, and submits its decisions to the President for the information of the Board
by January 31, the University Review Committee considers all appeals and transmits its recommendations to the President for transmission to the Board	by January 31, the University Review Committee considers all cases for tenure and transmits its positive recommendations to the President for transmission to the Board	by February 15, the University Review Committee considers all cases for promotion and submits its positive recommendations to the President for transmission to the Board	by January 31, the dean of non-departmentalized colleges meets with each candidate to discuss the salary recommendation
			by January 31, the College Salary Committee considers all salary reviews, submits its recommendations to the President's Review Committee, informs employees of rankings, awards, and recommendations, and submits its decisions to the President for the information of the Board
by February 28, the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by February 28, the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by March 31, the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by February 28, any employee wishing to appeal submits the appeal to the secretary of the President's Review Committee
by March 31, the Renewals and Tenure Appeal Committee determines all cases before it and makes its recommendations to the President for transmission to the Board	by March 31, the Renewals and Tenure Appeal Committee determines all cases before it and makes its recommendations to the President for transmission to the Board	by April 15, the Promotions Appeal Committee considers all appeals and submits its positive recommendations to the President for transmission to the Board	by March 31, the President's Review Committee considers all cases before it and submits its decision to the President for the information of the Board
* by April 30, the President advises any candidate who has appealed to the Renewals and Tenure Appeal Committee of the Board's decision; if the decision is negative, the Chair of the Board provides the candidate with a statement of reasons for the negative decision	* by April 30, the President advises any candidate who has appealed to the Renewals and Tenure Appeal Committee of the Board's decision; if the decision is negative, the Chair of the Board provides the candidate with a statement of reasons for the negative decision	by May 15, the Board considers all cases for promotion and the President advises the candidate of the Board's decision	