

MALASPINA COLLEGE FACULTY ASSOCIATION

COLLECTIVE AGREEMENT

May 1, 1992 to April 30, 1994

TABLE OF CONTENTS

	Page
Index	I-1
Malaspina College Faculty Association	4
Malaspina College Board and Executive	5
Definitions	6
A. Malaspina College Faculty Association	6
B. Faculty Classifications, Workloads and Responsibilities	7
C. Salary Schedules and Allowances	22
D. Procedure for Salary Placement, Increments	26
E. Recruitment, Appointment and Re-appointment	40
F. Professional Development	45
G. Faculty Sick Leave Benefit Coverage, Maternity and Parental Leave	58
H. Evaluation of Faculty: Non-Renewal and Termination of Faculty Contracts	63
I. Grievance Procedures	77
K. Negotiating a New Agreement	79
N. Procedure for Lay Off and Recall of Faculty	82
O. Conformity to Law-Savings Clause	89
No Other Agreement	90
Legal Indemnification	90
Copyright	90
Discrimination	91
Academic Freedom	92

P.	Retirement, Early Retirement	92
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Table of Contents - Continued		Page
Letter of Understanding:	Unconventional Instruction Designated Under B.3.3	95
Letter of Understanding:	Bargaining Unit Definition	96
Letter of Understanding:	Professional Development	97
Letter of Understanding:	Regularization	98
Letter of Understanding:	Class Size	99
Letter of Understanding:	Powell River	100
Signature Page		101

MALASPINA COLLEGE FACULTY ASSOCIATION

	1992/1993	1993/94
President	Jamie Brennan	Jamie Brennan
Vice-President	Kathryn Barnwell	David Bigelow
Treasurer	Raimo Marttala	Gordon Holyer
Secretary	David Bigelow	Don Stone
Chair, Contract Negotiating Committee	Maria Gomes	Dominique Roelants
Chair, Professional Development Committee	Andra Thakur	Elizabeth Grove-White
Chief Personnel Steward	Maggy Burnett	Liza Potvin
Member at Large	Maria Gomes	Gary Tunnell
Status of Women Committee Chair	Terri Doughty	Juliet Pollard
Chair, Non-Regular Faculty Committee	Brenda Sully	TBA

MALASPINA COLLEGE BOARD

	1992/93	1993/94
Chair	Woody Hayes	Jane Gregory
Vice-Chair	Jane Gregory	Frances Jones
	Fred Doupe	Victor Cowley
	Arlene Feke	Vilma Dube
	Ray Harris	Arlene Feke
	Frances Jones	Ray Harris
	William King	Woody Hayes
	Jack McLellan	William King

Bhagwan Mayer

Jack McLellan

Judy Napper

Jack Maxted Metcalf

Don Rollans

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Vir Inder Jit Kaur
Padda

EXECUTIVE

President

Richard Johnston

Vice President of Administration
and Bursar

Edwin Deas

Vice President Instruction
and Planning

Gary Bauslaugh

Vice President Instruction
and Student Services

Glenn Johnston

DEFINITIONS

- a) "Association" means the Malaspina College Faculty Association.
- b) "College" means Malaspina College.
- c) "B.C.G.E.U." means the bargaining unit within Malaspina College which is represented by local of the British Columbia Government Employees' Union.

- d) "C.U.P.E." means the bargaining unit within Malaspina College which is represented by local of the Canadian Union of Public Employees.
- e) "Agreement" means this Collective Agreement between the Association and Malaspina College.

A. MALASPINA COLLEGE FACULTY ASSOCIATION

- A.1 The college recognizes that the Association is the exclusive bargaining authority for all faculty members who are employed as instructors, counsellors, librarians and technicians at and from Malaspina College except instructors employed in the Vocational Division and Continuing Education.
- A.2 All members of the bargaining unit represented by the Association shall, as a condition of employment, pay fees of not less than one dollar per year, the actual amount to be determined from time to time by the Association.
- A.3 The above provisions of this Agreement shall not be construed as requiring any member of the bargaining unit represented by the Association to become a member of the Association.
- A.4 The College shall provide each successful candidate for a position in the bargaining unit represented by the Association a copy of this Agreement with the letter of appointment.
- A.5 The College shall as a condition of employment, deduct from the biweekly wages or salary of each member of the bargaining unit represented by the Association the amount of the regular biweekly fees payable to the Association.
- A.6 All deductions shall be remitted to the Treasurer of the Association without delay. Before the

College is obligated to deduct any amount described in Section A.5 the Association must advise the College in writing of the amount of its

regular biweekly fees. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the College signed by the Treasurer of the Association. Upon receipt of such notice, such changed amount shall be deducted.

- A.7 If a faculty member is assigned work that is partly in the bargaining unit represented by the Association and partly by either or both B.C.G.E.U. and C.U.P.E., the College shall, as a condition of employment in the position represented by the Association, deduct from the portion of his/her biweekly wages or salary applicable to this position, the amount described in Section A.5.

B. FACULTY CLASSIFICATIONS, WORKLOADS, AND RESPONSIBILITIES

It is understood that all workload amendments shall be placed into the agreement April 1, 1991, however, the workload amendments shall not come into effect or become operational until August 1, 1992. It is further understood that any changes to workload negotiated in ensuing collective agreements shall not be operational at least until August 1, 1993.

- B.1 This Agreement applies to all faculty members of Malaspina College as described in A.1.

- B.2 CLASSIFICATION OF FACULTY. For the purpose of identification within this agreement only, the terms "Regular Faculty Member" and "Temporary Faculty Member" are defined in Sections B.2.1 and B.2.2, and the primary areas of responsibility of the "Instructor" and "Non-instructional Faculty Member" are set out in Sections B.2.4 and B.2.5.

B.2.1 REGULAR FACULTY MEMBER

- B.2.1.1 The term "regular" shall refer to faculty with a renewable contractual appointment of one year or more. Regular full-time faculty are those with original appointments or subsequent appointments with mutual agreement of the College and the faculty member specifying a full-time workload. Regular part-time faculty are those with original appointments or subsequent appointments with mutual agreement of the College and the faculty member specifying less than a full-time workload.

B.2.1.2 References to regular faculty in this collective agreement include regular full-time and regular part-time faculty unless either is specifically excepted.

B.2.2 TEMPORARY PRO-RATA FACULTY MEMBER A temporary pro-rata faculty member is a faculty member with a contractual appointment of one year or less who either:

a) teaches more than one section of a course or courses; or

b) teaches one section of one course (including lab sections associated with that course) which requires more than normal preparation and grading time, course hours or which may involve an exceptional student number.

B.2.2.1 Initial Temporary Pro-Rata Appointments

This clause applies to instructional faculty only.

A temporary pro-rata faculty member shall be offered an initial appointment for five (5) months for one semester, or ten (10) months for two semesters. A five-month appointment may be followed by a second five-month appointment for the next semester. A temporary pro-rata faculty member who has assumed a 100% workload as per Article B.5 for two consecutive semesters and returns for a consecutive full-time eleven (11) month appointment shall have one (1) month paid P.D. time added to his or her first contract.

B.2.2.2 Right of Refusal and Accrual

This clause applies to both non-instructional and instructional faculty.

A temporary pro-rata faculty member whose performance has been satisfactory during his/her initial pro-rata appointment shall accrue temporary seniority. The means of establishing temporary seniority shall be consistent with Articles F.8.1, F.8.2, and F.8.4. Temporary seniority shall continue to accrue unless there is a break in employment of ten (10) months or more. The assessment of a pro-rata faculty member's performance shall be conducted in accordance with Article H.3

Additional available work in the same department will be offered, on the basis of seniority, first

to qualified regular faculty who have less than full workloads. If there are two or more regular faculty with equal seniority, the allocation of available work will be made by a hiring committee as per Article E.1.3.

Temporary pro-rata faculty whose evaluations have been satisfactory for one year will be given right of first refusal for any further temporary work in the subsequent year in the same department for which they are qualified on the basis of temporary seniority. If there are two or more qualified temporary faculty with differences in temporary seniority of less than one year, the allocation of additional work will be made by a hiring committee as per Article E.1.3.

B.2.2.3 Subsequent Temporary Pro-Rata Appointments

This clause applies to instructional faculty only.

A pro-rata faculty member who qualifies for reappointment as per B.2.2.2 for a second year shall be offered an eleven (11) month appointment, unless there is no work available in one of the terms in which case she/he will be offered a five and a half (5-1/2) month appointment, in the following academic year if any work is available.

A pro-rata faculty member who qualifies for reappointment as per B.2.2.2 for a third year and subsequent years shall be offered a twelve (12) month appointment, unless there is no work available in one of the terms in which case she/he will be offered a six (6) month appointment, in the following academic year if any work is available.

B.2.2.4 Regularization of Positions

This clause applies to both non-instructional and instructional faculty.

In circumstances when a temporary pro-rata faculty member assumes 100 percent of a regular faculty workload as per Article B.5 for two consecutive years, a full-time regular position will be created, except if said temporary pro-rata faculty member is replacing a regular faculty member on leave and providing that the College continues to offer the full-time work in question. Temporary pro-rata faculty members may apply for such a position. The successful candidate shall be chosen according to the normal hiring procedure in open competition.

Where on-going full-time work is created (e.g. through the addition of new programs) which can be filled by a single faculty member, a regular position will be created.

B.2.2.5 Temporary Two-Year Positions

This clause applies to instructional faculty only.

Faculty selected for teaching teams in Liberal Studies will consist of regular faculty, and, possibly, temporary two-year appointments made from existing or new temporary faculty. Because of the unique nature of the teaching teams, and the need for balancing of gender, discipline and other elements on the team, temporary seniority will not apply to Liberal Studies. However, in the case where a temporary faculty member teaching in some other area accepts an offer of a two-year temporary appointment in Liberal Studies, that faculty member will continue to accumulate temporary seniority in the original department, during the two-year Liberal Studies appointment. If faculty hired on two-year temporary Liberal Studies appointments are given a second consecutive two-year appointment to a Liberal Studies teaching team, such faculty will be regularized in Liberal Studies (Multidisciplinary Studies.)

B.2.2.6 Articles B.2.2.2 and B.2.2.4 shall also apply to non-instructional faculty. The length of contract will reflect the specific needs of the department.

Where work is required on a continuous basis, appointments will be without breaks.

Temporary appointments for counsellors and librarians shall include a vacation entitlement of 8% in the first year of employment, 12% in the second year of employment, and 16% in the third year of employment.

Temporary appointments for technicians shall include a vacation entitlement of 8%.

Vacation entitlement shall be:

- a) paid out on a biweekly basis for contracts of duration less than five months.
- b) for contracts of at least five months, the vacation entitlement shall be given as time off, and any unused vacation entitlement will be paid out at the end of the contract.

Non-instructional temporary faculty, in at least their third year of employment, shall be entitled to professional development time as outlined in B.6.3.3 on a pro-rated basis.

B.2.3 TEMPORARY PART-TIME FACULTY MEMBER

A temporary part-time faculty member is a faculty member with a contractual appointment of one year or less, who:

- a) teaches one section of one course (including a lab section associated with that course);
- b) teaches more than one section of a course or courses which requires less than normal preparation and grading time, fewer course hours (e.g. many lab courses, reading classes, sport activity courses) or which may involve a limited student number.

B.2.4 In those instances where the on-going workload is sufficient, the College shall normally (and when

budget permits) recruit and appoint regular, rather than temporary faculty members.

- B.2.4.1 A regular faculty member who retires or resigns shall be replaced with another regular faculty member provided that there is no anticipated reduction in program level or available work.
- B.2.5 The primary responsibilities of the Instructor are to prepare and to teach courses and programs within his/her area of competence, and to tutor, advise and evaluate students.
- B.2.6 Non-Instructional Faculty are those faculty members whose primary responsibility lies specifically in an area other than instruction. Included in this group are the Librarians, Counsellors and Technicians.
- B.2.7 HOME CAMPUS. Within this agreement home campus shall refer to the campus at which a regular faculty member was originally appointed to undertake the majority of his/her designated duties. A regular faculty member may have his/her home campus changed only on the consent of that faculty member and agreement of the appropriate Senior Administrator. The Chief Personnel Steward of the Association shall be informed of any transfer of home campus prior to that transfer. Compensation for transfer of home campus shall be as stated in Article C.8.3.

B.3 WORKLOAD FOR REGULAR INSTRUCTIONAL FACULTY

It is recognized that faculty involvement in the determination of realistic instructional workloads is important for the maintenance of the quality of instruction at the College, and that excessive workloads shall result in a deterioration of that quality.

B.3.1 ASSIGNMENT OF WORKLOAD

- B.3.1.1 The initial proposed allocation of each instructor's workload shall first be determined by the co-ordinator of each department (or Dean if no co-ordinator) in consultation with the members of

that department. The aim shall be to fairly distribute workload within the department. Differences in contact hours, course preparations, student numbers, travel times, and other parameters which are seen to be relevant shall be considered by the co-ordinator. The workloads determined shall be consistent with the guidelines and limits in Articles B.3.2 and B.3.3.

B.3.1.2 The proposed workload allocations shall be reviewed by the appropriate Dean whose aim shall likewise be to fairly distribute workload within each department. Prior to final allocation of the workloads by the Dean and not later than four weeks after the first day of classes of each semester, the Program Group Workload Committee, consisting of two faculty members elected by the faculty in the program group, shall review the workload allocations. Copies of the Committee's report shall be forwarded immediately to the Dean and to the Chief Personnel Steward of the Association. Any subsequent changes to workload allocations must be approved by the Dean.

B.3.1.3 Workload allocations determined in accordance with the above Articles B.3.1.1 and B.3.1.2 may be appealed to the Vice-President of Instruction.

B.3.1.4 The Dean's final workload allocation reports shall be forwarded to the Chief Personnel Steward of the Association no later than six weeks following the first day of classes in each semester.

B.3.2 LIMITATIONS ON FACULTY WORKLOADS

B.3.2.1 Workloads shall be established within the following limits.

Maximum number of teaching hours per week = 16 (sixteen) averaged over two semesters.

Teaching hour is one hour of scheduled lecture, studio or lab time per week; one hour of unconventional teaching time (see Letter of Agreement, page 86) is equivalent to 2/3 of a teaching hour.

Maximum number of regular lecture classes (3 or 4 hours) = 8.

- B.3.2.2 Instructors may be assigned portions of their workload in the two month work period during the semester in which holidays are taken (normally such assignments would occur during the May/June period).
- B.3.2.3 All faculty shall be expected to post at least one office hour per week for each section (lab, lecture or other). All faculty shall also be expected to participate in some non-classroom activities, such as committee work, study skills work, academic advising of students, organization of conferences, lectures, special events, recruiting of students, and other activities.
- B.3.2.4 Coordinators shall be selected by a process established by the appropriate Dean of Instruction in consultation with all faculty members in the program group. Coordinators shall be granted release time as per the terms of the Agreement (See Letter of Agreement, page 87).
- B.3.2.5 Deans may grant additional release time to faculty, for purposes designated by the Dean. This could include course or program development, special or administrative tasks or other activities.
- B.3.2.6 Instructors may be required to teach a course or courses in one or more of the communities in the college region. Instructors teaching in both Nanaimo and Powell River or Duncan and Powell River in one semester shall be given a reduction equivalent to one 3-hour lecture section for that semester. Effective August 1, 1989, an instructor whose home campus is Nanaimo, and is assigned to teach two consecutive semesters and commutes not less than two days per week to the Cowichan Campus, shall receive a stipend of \$500 on the commencement of the second semester.

B.3.3 OVERLOADS

Overloads shall only be carried on a voluntary basis. Faculty carrying overloads shall be paid at the rate of one-third of the rate specified in C.4.2 for each full hour of overload.

B.3.4 TEACHING ASSIGNMENTS TO COLLEGE ADMINISTRATORS

College administrators, who are given a teaching assignment as part of their regular workload, and receive no extra remuneration for doing so, shall retain their excluded status so long as their teaching load does not exceed one course, with associated seminars and labs. Said administrators shall be required to meet the educational background required of instructors who teach similar courses in the division.

B.4 WORKLOAD FOR REGULAR NON-INSTRUCTIONAL FACULTY

B.4.1 The normal workload of a regular non-instructional faculty member shall be an average of 35 hours per week. The exact hours of work may vary seasonally to allow for peak periods. Particular responsibilities, duties and workload arrangements for each non-instructional faculty member shall be determined by the appropriate Dean of Instruction or Director LRC in consultation with the faculty member. This decision may be appealed to the appropriate Dean of Instruction.

B.4.2 Coordinators of non-instructional faculty shall be selected in accordance with the procedure in B.3.2.4.

B.5 WORKLOAD FOR TEMPORARY PRO-RATA FACULTY

B.5.1 Temporary pro-rata faculty workloads shall be calculated according to the number of hours assigned in comparison with the maximum annual assignments in one semester. The annual assignment for 3 hour lecture sections is 24 hours, for 4 hour lecture/lab sections 32 hours, for assignments with unconventional instruction correspondingly higher. No temporary pro-rata faculty member shall be required to accept a workload higher than as specified in B.3.2.

B.6 DIVISION OF THE ACADEMIC YEAR FOR REGULAR FACULTY MEMBERS

B.6.1 Regular faculty members are normally appointed on the basis of a twelve-month academic year which

runs from August 1 to July 31.

B.6.2 INSTRUCTORS

B.6.2.1 The instructional assignment for the academic year normally consists of approximately eight months. In addition to this instructional assignment, instructors shall normally (except under Article B.6.2.4) spend two months on campus engaged in the preparation and review of courses, the interviewing of prospective students, professional development, the ordering of supplies and equipment, and other non-instructional activities of the College.

B.6.2.2 Between June 15 and August 15, instructors are entitled to two months absence from the College for vacation. Vacation days may be exchanged and taken at other periods of the contract year, and a maximum of 15 vacation days may be carried over to the following contract year with the advance approval of the appropriate Dean of Instruction.

B.6.2.3 Newly appointed regular instructors shall normally commence duties on the campus on August 1 of their first contract year.

B.6.2.4 An instructor may request vacation at times other than the June 15 to August 15 period. Such a request is normally approved unless the requested period falls within the normally specified teaching period, including each full regular semester (including examination period) and each designated teaching period for special session or summer session in which the instructor has assigned teaching duties.

B.6.2.5 If the College requires an instructor to report for duty or otherwise be in attendance during his/her vacation time, then the instructor is given equivalent time off. Both the request and arrangements for equivalent time off are made in writing.

B.6.3 NON-INSTRUCTIONAL FACULTY MEMBERS

B.6.3.1 The length of assignment for Non-instructional

faculty members shall normally be eleven months. However, for counsellors, librarians and librarians - A.V. the length of assignment shall normally be ten months.

- B.6.3.2 Non-instructional faculty members are entitled to an annual one month vacation. The scheduling of this vacation shall be arranged by the faculty

member in consultation with the Dean of Instruction or Director LRC (when relevant) and approved by the appropriate Dean of Instruction. However, counsellors and librarians are entitled to two months leave of absence from the College for vacation. Full-time technicians who have provided 5 years continuous service in that capacity to the College shall be entitled to one week additional vacation time.

- B.6.3.3 Effective MAY 1, 1993 (full-time omitted) regular non-instructional faculty members shall receive two (2) weeks of professional development time per year, provided that this time can be arranged so that replacement is deemed unnecessary, by the appropriate Dean, Director or Campus Principal. Faculty who do not have twelve month appointments shall have this time prorated commensurate with the length of their appointment.

Non-instructional faculty (when additional time is needed) may receive, on written application to the appropriate Senior Administrator, special permission to be absent from the College, for the purposes of professional development.

- B.6.3.4 Non-instructional faculty members may receive, on written application to the appropriate Senior Administrator, permission to be absent from the College, without pay. Non-instructional faculty members (except technicians) whose length of assignment is thus reduced from eleven months to ten months shall be paid according to the salary scale for instructors (Article C.2) rather than the salary scale of Article C.3.

B.7 FACULTY EMPLOYED IN CO-OPERATIVE EDUCATION

B.7.1 The College recognizes that the nature of instruction in Co-operative Education programs differs from the normal delivery of programs.

B.7.2 Departments and programs which contain co-operative education components shall collaborate with the College's co-operative education office to ensure uniformity of standards. The College shall ensure that a high level of consultation and co-operation be maintained during development and implementation of these programs between the departments and the Co-op Education office.

B.7.3 While faculty members in Co-operative Education programs may be required to teach or supervise co-op positions three semesters a year, under no

circumstances shall an instructor be required to accept an instructional assignment (workload) which otherwise differs from the provisions stipulated elsewhere in this Collective Agreement.

B.7.4 Faculty members shall not be required to teach or supervise co-op positions in more than six semesters in any three-year period commencing on September 1 or the first year of this period.

B.7.5 No faculty member shall be denied a two-month summer vacation period, if requested, after being obligated to work a previous summer.

B.7.6 For faculty members who are required to teach or supervise co-op positions in three consecutive semesters, vacation and professional development time shall accrue. This vacation and professional time shall be granted within the twelve-month period following the conclusion of the third semester.

B.7.7 a) A faculty member who is supporting and supervising students in co-op positions shall receive one-half (1/2) section workload credit for supervision, monitoring and evaluating between one (1) and four (4) students, and one (1) section for between five (5) and ten (10)

students. (One section workload credit is equivalent to one three-hour semester course.) This credit includes the time required for travel to and from the placement sites. The normal duty per student is two visits per evaluation and reporting.

b) If a faculty member carries out these duties for between eleven (11) and nineteen (19) students, the workload credit shall be calculated on the basis of 0.1 credit per student (e.g., fourteen (14) students are equivalent to 1.4 sections of workload credit). For twenty (20) students, an instructor shall receive two (2) sections workload credit.

c) For selection and preparation of work terms, the workload associated in placing up to twenty-seven (27) students in a suitable learning environment is equivalent to one (1) three-hour semester course.

B.7.8 Co-op placement monitoring consists of developing, maintaining, and nurturing work-term placements for students, and assisting students in obtaining these placements (writing resumes, job interview skills, setting up interview schedules, etc.)

B.7.9 The College recognizes that co-op placement monitoring is carried out by employees who are members of the same bargaining unit that represents faculty teaching in the program for which placements are being sought, unless in unusual circumstances another employee is assigned to monitor a co-op placement in which event the Association shall be notified.

B.8 FACULTY ROLE IN CURRICULUM AND PROGRAM DEVELOPMENT

B.8.1 It is recognized that faculty involvement in curriculum and program development is vital for the maintenance of the quality of instruction at Malaspina College. Further, as faculty are expected to maintain currency within areas of expertise and are provided opportunity to do so, it is essential that faculty are recognized as key

players in both curriculum and program change and development.

B.8.2 The process of curriculum and program changes and development will involve faculty, coordinators and directors of instruction within each program group. Each program group will establish methodology incorporating the above that will satisfy the respective needs of the program or discipline group.

B.8.3 The process does not negate the possibility of either program or curriculum changes emanating from other sources but where this does occur the aforementioned group is to have a meaningful part in the curriculum and program development process.

B.9 FACULTY ADVISORS

Nothing in this Article B.9 shall preclude the College from employing individuals as faculty advisors from outside the Association's bargaining unit. Such individuals shall not be covered by this Agreement; this Agreement shall cover only those faculty advisors who were covered by this Agreement immediately prior to the faculty members' assignments.

B.9.1 Faculty Advisors are those faculty members who are assigned to the Advising Centre as part of their normal duties.

B.9.2 A faculty member's assignment to the Advising Centre as a Faculty Advisor is normally for a one- or two-year term. He/she may be reassigned to that position for further one- or two-year terms.

B.9.3 A Faculty Advisor's assignment to the Advising Centre is in direct proportion to the reduction of his/her other assigned duties, and the conditions of this assignment shall be covered in the

Articles pertaining to counsellors (non-instructional faculty members) in this Agreement.

B.9.4 Faculty Advisors may apply for professional development as described in Article B.6.3.3.

B.9.5 The normal vacation period for Faculty Advisors is from June 1st to July 31st. This shall begin in the year in which the Faculty Advisor's assignment begins. In the year in which the Faculty Advisor's assignment to the Advising Centre ends, he/she has the option of continuing with the normal vacation period (June 1st to July 31st), or returning to the normal vacation period for instructors (June 15th to August 15th), or any two-month period agreed to mutually by the Faculty Advisor, the Dean of Student Services and the Dean of the Programs Group or area in which the Faculty Advisor's assignment is being reinstated.

B.9.6 Faculty Advisors' seniority shall continue to accumulate in their instructional units.

B.10 SCHOLARLY ACTIVITY

B.10.1 The College recognizes that Scholarly Activity is important to academic excellence, and is an essential component of the faculty workload.

B.10.2 For the purposes of scholarly activity, the College agrees that full-time instructors who teach upper-level courses shall receive release time on the following basis:

a) for instructors teaching eight (8) sections, one (1) section release time for one or more upper-level sections taught per year;

b) effective May 1, 1993 instructors with a minimum of five (5) four-hour courses and who teach one (1) upper-division course or more the maximum number of sections for a full workload will be six (6).

B.10.3 Effective August 1, 1993, the College will provide two (2) sections of release time in order to encourage scholarly activity.

B.10.4 Effective August 1, 1993, faculty members may apply for a maximum of one section release time per year to the Research and Scholarly Activity Committee. A proposal which outlines the member's plan for scholarly activity shall be submitted to the Research and Scholarly Activity Committee by November 15 for scholarly activity release time the following year. Scholarly activity shall be defined as study and research that is designed to further knowledge in the faculty member's field or fields of expertise, not solely for maintaining currency.

B.11.3 RESEARCH AND SCHOLARLY ACTIVITY COMMITTEE

B.11.3.1 The College and the Association agree to establish a joint committee which shall:

a) stimulate scholarly research on behalf of faculty through grants from a Research Fund, to which the College shall contribute \$5,000 per year;

b) review scholarly activity reports from faculty who have been granted time for scholarly activity in accordance with Article B.9.2 with the aim of protecting the integrity of that provision.

B.11.3.2 The Committee shall consist of the Vice-President Instruction and the Chair of the Professional Development Committee of the Association as well as three other individuals, one who is appointed by the Vice-President Instruction and two others appointed by the Association.

B.12 COORDINATOR RELEASE

B.12.1 Effective August 1, 1993 release sections for coordination of Departments will be granted on the following basis (based on departmental FTE count as of February 15th prior to the academic year in question):

Instructional Departments with 2 to 9 FTE
Faculty: 1 section

Instructional Departments with 10 to 19 FTE
Faculty: 2 sections

Instructional Departments with 20+ FTE faculty:
3 sections

The following conditions will apply to the above:

1. Departments offering a two-year Career/Technical Program will have a minimum of two sections release.
2. This formula will not apply to Education, or Human Service Programs. These areas are guaranteed the following minimum number of release sections:

Education/PE: 7 sections

Human Services: 6 sections

It is understood that Education and Human Services are new and developing areas. The parties agree to review the changing needs for Coordinator release time with the intent of applying the formula to these areas in the future.

B.12.2 List of Departments

The following is the list of departments that the College and the Association acknowledge. Additions or deletions to this list can only be made with the agreement of the Vice-President Instruction and the Chief Personnel Steward of the Association.

Arts and Humanities	Liberal Studies
Art	- 3rd Year Teaching Team
Creative Writing	- 4th Year Teaching Team
English	
History	
Language	
Music	Education/PE - TBA
Philosophy	
Theatre	Human Services - TBA
Social Sciences	Hospitality

Anthropology
Criminology
Economics
Geography/Geology
Political Science
Psychology
Sociology

Business

Accounting
Human Resource Management
Marketing
New Enterprise Management
Quantitative Methods

Science

Aquaculture
Biology
Chemistry
Computing Science
Forestry
Math
Physics
RMOT

C. SALARY SCHEDULES AND ALLOWANCES

C.1 A faculty member shall be paid a salary determined in accordance with the bi-weekly rates in the following schedules.

C.2

SALARY SCHEDULE FOR REGULAR FACULTY MEMBERS
MAY 1, 1992 - APRIL 30, 1994

C.2.1 SALARY SCHEDULE FOR REGULAR PART-TIME FACULTY

Regular part-time faculty shall be positioned on the salary scale in the same manner as a regular faculty member. His/Her salary shall be the bi-weekly rate times the percentage of a full-time workload consistent with his/her original appointment paid evenly on a bi-weekly basis.

C.3 SALARY SCHEDULE FOR REGULAR NON-INSTRUCTIONAL FACULTY MEMBERS

C.3.1 Non-instructional faculty members (excluding technicians) whose annual assignment is eleven months shall be paid according to the salary schedule for instructors (Article C.2), increased by ten per cent (10%).

C.4 SALARY SCHEDULE FOR TEMPORARY PRO-RATA AND TEMPORARY FACULTY MEMBERS

C.4.1 A temporary pro-rata faculty member shall be positioned on the salary scale in the same manner as a regular faculty member. His/Her contract salary shall be the bi-weekly rate times the percentage figure determined as per B.5 times the number of bi-weekly pays falling within the contract period. Temporary pro-rata appointments include an 8% holiday entitlement as part of the terms of appointment.

C.4.2 Temporary faculty other than those covered in C.4.1 shall be paid: 8.33% of the Category III, Step 2 annual salary for a one semester course involving three (3) contact-hours per week. The rate for any courses requiring fewer or more hours per week shall be based upon a rate of one-third of the above sums for each hour of teaching per week, for one semester. Such rates include all holiday pay.

C.5 SCHEDULE FOR SPECIAL SESSION

Regular faculty members responsible for courses during the special session shall be paid for those hours in excess of those deemed as a full workload for the year as determined in B.3.2, in addition to their normal salary, the salary that would be paid to a temporary faculty member under C.4.

C.6 SCHEDULE FOR SUMMER SESSION

Regular faculty members responsible for courses during the summer session shall be paid, in addition to their normal salary, the salary that would be paid to a temporary faculty member under C.4.

C.7 ALLOWANCE FOR ADMINISTRATIVE DUTIES

C.7.1 Any and all allowances or stipends for administrative duties shall be reported to the

Committee of Personnel Stewards of the Association by the Administration each semester by September 30 or February 28 as appropriate.

C.8 TRAVEL ALLOWANCES

C.8.1 The College shall pay the expenses, as per section 7020 of the Malaspina College Policy Book, of a regular faculty member when on college business as approved by the Dean of Instruction. In instances where no other means of transportation can be made available by the college, and a faculty member is required to drive his/her personal vehicle more than 1600 business km in his/her I.C.B.C. year, then the college shall pay the extra costs of necessary insurance. Prior approval of the senior administrator is required. A copy of insurance documentation reflecting additional 007 coverage premium costs must be attached to the claim for reimbursement.

C.8.3 Employer initiated transfer to a campus other than the one which a faculty member was originally assigned shall be assisted by the College in the form of, but not limited to, moving expenses which shall include the cost of moving and insuring the move of household furniture and personal effects to a maximum of \$2,500.00.

C.9 OTHER OUTSIDE TEACHING AND NON-TEACHING SERVICES INITIATED BY THE COLLEGE

C.9.1 Faculty may be given assignments with agencies outside the College (based on the Standard of Reasonableness.) However, such work may not be assigned to a level which exceeds a full workload, except with the agreement of the faculty member. Faculty may refuse such overload assignments without prejudice to their employment and working conditions at the College.

C.9.2 Should faculty accept such overload, they shall be paid a mutually agreed upon contract fee. Details of financial arrangements shall be made known to

the Committee of Personnel Stewards of the Association.

- D. APPLICATION OF SALARY SCHEDULE
- D.1 PROCEDURE FOR SALARY PLACEMENT OF FACULTY (EXCLUDING TECHNICIANS)
 - D.1.1 Initial salary placement shall take place upon appointment. Upon reappointment of a temporary faculty member, salary placement shall not take place unless such reappointment occurs more than one academic year after the expiry of the last temporary appointment.
 - D.1.2 A candidate who may be appointed to a position shall be asked to complete an "MCFA Salary Placement Experience Credit Data Summary" form, as contained in Article D.7.
 - D.1.3 "Initial Salary Placement Forms" are used to place all candidates for regular and temporary positions, except those to be paid the rates given in Article C.4.2. Samples are provided in Articles D.8 and D.9. A completed form used to evaluate each new faculty appointment must be signed by the Director of Personnel or designate, and be given to the candidate with the letter of appointment. The candidate shall not be required to accept or reject an appointment until at least 24 hours have elapsed after he/she has received this form.
 - D.1.4 A master file of all completed MCFA Salary Placement Experience Credit Data Summary forms and Initial Salary Placement Forms shall be kept in the Personnel Office. Copies of the MCFA Salary Placement Experience Credit Data Summary form and the Initial Salary Placement form for each successful candidate shall be sent to the Chief Personnel Steward of the Association.
 - D.1.5 The minimum initial placement for a faculty member on the salary schedule for instructors (Article C.2) or for non-instructional faculty excluding technicians (Article C.3), shall be as follows:

Qualifications	Placement
Diploma representing two full years of formal study or more, or equivalent	Category II, Step 1
Bachelor's Degree, or equivalent	Category II, Step 2
Master's Degree, or equivalent	Category III, Step 1
Double Master's Degree, or at least one full year of study beyond a Master's Degree	Category III, Step 2
Doctorate	Category III, Step 3

D.1.5.1 Only credentials from accredited institutions shall be recognized when awarding initial minimum placement and for incremental progression based on completion of Master's or Doctorate degrees.

D.1.6 EQUIVALENCY

D.1.6.1 In initial placements an equivalency may be established in lieu of a formal diploma or degree, (Article D.1.5). In such case, credit may be granted toward an equivalency on the basis of two or more years experience equals one year of a diploma or degree. The actual value of the experience shall depend on the nature and relevance of the experience. Where experience is used to establish equivalency, it cannot be used for salary increments.

D.1.7 EXPERIENCE CREDIT

a) Instructors (excluding Education Programs)

i) Employment directly related to primary assignment shall mean employment in the following areas which are directly related to primary assignment:

1) teaching in field of instructional assignment, at college, university or senior secondary school level (grade 11 or higher)

2) senior administrative experience in the

field of the instructional assignment

3) research at the post-Doctoral level

4) teaching assistantships or other similar teaching assignments done while working on a Master's or Doctorate only for the periods in which they constitute full-time workloads

5) other employment in field of instructional assignment at post-Bachelor's level

ii) Other relevant employment in the following areas which are relevant to appointment:

1) teaching not in field of instruction, at college, university or senior secondary school level (grade 11 or higher)

2) teaching at elementary or junior secondary school level (kindergarten to Grade 10)

3) senior administrative experience

4) research at the post-Master's level

5) other employment at post-Bachelor's level

b) Instructors in Education Programs

i) Employment directly related to primary assignment shall mean employment in the following areas which are directly related to primary assignment:

1) teaching in field of instructional assignment, at college or university level

2) teaching in public school system after certification

3) teaching in certified private school

system, or equivalent, after certification

- 4) senior administrative experience in the field of the instructional assignment or in the public education sector
- 5) research at the post-Doctoral level
- 6) teaching assistantships or other similar teaching assignments done while working

on a Master's or Doctorate only for the periods in which they constitute full-time workloads

- 7) other employment in field of instructional assignment at post-Bachelor's level

ii) Other relevant employment in the following areas which are relevant to appointment:

- 1) teaching not in field of instructional assignment, at college or university level
- 2) senior administrative experience
- 3) research at the post-Master's level
- 4) other employment at post-Bachelor's level

c) Counsellors

- i) Employment directly related to primary assignment shall mean employment in the following areas which are directly related to primary assignment:

Note: Directly related experience for those employees who's primary assignment is Counselling shall be limited to Counselling experience. Directly related experience

for those employees who's primary assignment is Advising (Educational Counsellors) shall be limited to Advising experience.)

- 1) counselling or advising at colleges, universities, public and certified private schools or equivalent, social service agencies, and medical facilities
 - 2) for Counsellors, teaching in field of assignment, such as in counselling programs, psychology and social work at colleges, universities, public and certified private schools or equivalent
 - 2.1) for Advisors, (Educational Counsellors) teaching at colleges, universities, or senior secondary school level

 - 3) senior administrative experience in the field of the assignment
 - 4) research at the post-Doctoral level
 - 5) teaching assistantships or other similar teaching assignments done while working on a Master's or Doctorate only for the periods in which they constitute full-time workloads
 - 6) other employment in field of primary assignment at post-Bachelor's level
- ii) Other relevant employment in the following areas which are relevant to appointment:
- 1) teaching not in field of assignment at colleges, universities, public and certified private or equivalent schools
 - 2) senior administrative experience
 - 3) research at the post-Master's level

- 4) other employment at post-Bachelor's level

d) Librarians:

- i) Employment directly related to primary assignment shall mean employment in the following areas which are directly related to primary assignment:

- 1) as a professional librarian, following the M.L.S. degree or equivalent

- 2) teaching in field of assignment

- 3) senior administrative experience in the field of the assignment

- 4) research at the post-Doctoral level

- 5) teaching assistantships or other similar work assignments done while working on a Master's or Doctorate only for the periods in which they constitute full-time workloads

- 6) other employment in field of primary assignment at post-Bachelor's level

- ii) Other relevant employment in the following

areas which are relevant to appointment:

- 1) employment after a two-year diploma level as a library technician or senior supervisory library assistant
- 2) senior administrative experience
- 3) research at the post-Master's level
- 4) other employment at post-Bachelor's level

e) Technicians

i) Employment directly related to primary assignment shall mean employment in the following areas which are directly related to primary assignment:

- 1) teaching, research, and work in field of assignment at post-diploma or equivalent level

ii) Other relevant employment in the following areas which are relevant to appointment:

- 1) teaching, research, and work

D.1.7.1 Part-time teaching experience shall be pro-rated based on a two-semester teaching year. Other part-time work experience shall be pro-rated based on a 35-hour work week and 12-month year. In no event shall more than one year experience credit be granted for experience in any 12-month period.

D.1.7.2 Teaching of non-credit courses shall be excluded.

D.1.7.3 The decimal fraction of a year's experience leading to initial salary placement shall not be

carried forward as a credit towards an increment on the salary schedule.

D.2 CHANGE OF ASSIGNMENT

D.2.1 A regular faculty member who has been placed on

the salary schedule shall not receive a new placement if he/she is reassigned to another position within the same salary scale, at any time after he/she has been appointed to more than a one-year term.

D.3 PROCEDURE FOR SALARY PLACEMENT OF TECHNICIANS

D.3.1 The minimum initial placement for a technician on the salary schedule given in Article C.2 shall be as follows:

Qualifications	Placement
Diploma in Technology or equivalent	Category I, Step 1
Diploma in Technology plus one year of related study	Category I, Step 2
Bachelor's Degree or equivalent	Category I, Step 3
Bachelor's Degree plus one year of related study	Category I, Step 4
Bachelor's Degree plus two years of related study	Category I, Step 5

D.3.2 A technician who, as part of his/her workload, has responsibilities for instructing and evaluating students in a laboratory or other teaching situation shall be placed as both an Instructor and a Technician (D.2 and D.3) and shall be paid for the proportion of time devoted to each of the two activities as determined by the Program Group Workload Committee. Other conditions of employment shall be determined by this same ratio. The duration of the teaching assignment shall be set at the time that the technician accepts the assignment.

D.4 SALARY PLACEMENT APPEALS

D.4.1 Appeals on initial salary placement may be made on questions regarding the interpretation and application of the salary placement criteria (Article D.5.2).

- D.4.2 Appeals on salary placement shall be made to a Salary Placement Appeals Committee which shall consist of the following: the Vice-President Instruction, the appropriate Dean of Instruction, and four (4) faculty members elected annually in May by the Association. The Chief Personnel Steward of the Association, or designate, shall be the advocate for the faculty member involved.
- D.4.3 The Salary Placement Appeals Committee shall elect a Chair in May. The Chair shall be responsible for calling meetings of the Committee as necessary.
- D.4.4 A new faculty member must initiate any appeal regarding his/her placement on the salary schedule within ninety (90) days of commencing duty at the College, or within sixty (60) days of receiving the placement form, whichever is the later.
- D.4.5 The decision of the Salary Placement Appeals Committee is final.

D.5 INCREMENTS

- D.5.1 Since experience usually results in improved teaching ability and/or increased knowledge in an area of expertise, a faculty member can normally expect an annual increment on the basis of this experience. Each part-time faculty member shall accumulate experience credits in the same proportion as his/her salary compared to the salary he/she would receive as a full-time faculty member. If the increment is not granted, the Dean of Instruction must state the reasons in writing to the faculty member by February 15 of the year preceeding the contract year when the increment is to be withheld. The Committee of Personnel Stewards of the Association may make representation to the Vice-President Instruction should the faculty member so request. Increments earned from November 1 to April 30 shall be implemented February 1; increments earned May 1 to October 31 shall be implemented August 1. Normally, only one work experience increment or additional educational increment shall be awarded in a twelve-month period subject to Articles D.5.2 and D.5.3.

Full-time faculty members who have appointments in more than one category of the salary scale (that is, those who have split appointments) shall have the salary in each category fully incremented annually.

- D.5.2 Faculty members who complete additional formal qualifications shall be awarded additional increments corresponding to the differences indicated in the criteria for initial placement (Articles D.2.1 and D.3.1). Where experience increments have been given for work toward the additional formal qualifications (not teaching) an additional educational increment shall not be given within the same year for the completion of the said qualifications.
- D.5.3 Placement on a new step within a category, resulting from a faculty member's completion of additional formal qualifications, shall be effective from the month when formal notification was received by the appropriate Senior Administrator with notification of change to the appropriate Vice-President.
- D.6 CHANGE OF CATEGORY
- D.6.1 Faculty members who complete additional formal qualifications shall be moved from Category I to the nearest higher salary level in Category II, or from Category II to the nearest higher salary in Category III, if such a move is consistent with the criteria for initial placement (Articles D.2.1 and D.3.1). Such a category change shall not take the place of the annual salary increment.
- D.6.2 Change of category resulting from a faculty member's completion of additional formal qualifications shall be effective from the month when formal notification was received by the appropriate Senior Administrator with notification of change to the President.

D.7

D.8

MALASPINA COLLEGE

INITIAL SALARY PLACEMENT FORM

INSTRUCTOR: _____ COUNSELLOR: _____ LIBRARIAN: _____

NAME: _____ DEPARTMENT: _____ DATE: _____

PART I EDUCATION CREDIT

- a) Highest degree or diploma: _____
Institution: _____ Date: _____
- b) Equivalent granted in lieu of degree or diploma: _____
Description of experience used to grant equivalency: _____

INITIAL MINIMUM PLACEMENT: _____ CATEGORY _____ STEP _____

- c) Related Study:
If Master's degree, add one step for one year of
additional study or for double Master's degree _____

SUBTOTAL EDUCATION CREDIT: (minimum placement plus related study) _____

PART II EXPERIENCE CREDIT (see over for details)

Experience which is used to establish equivalency above cannot again
be used for experience credit.

1. Full-time equivalent employment directly related to primary assignment obtained after completion of the first diploma, degree, or teaching certificate in the field as defined in Article D.1.7.
Date of first diploma, degree, or teaching certificate:
_____ (# of years) x 1.00

2. Full-time equivalent employment relevant to field, obtained after completion of the first diploma, degree or teaching certificate in the field as defined in Article D.1.7.
Date of first diploma, degree, or teaching certificate:
_____ (# of years) x 0.50

SUBTOTAL EXPERIENCE CREDIT: _____

TOTAL EDUCATION CREDIT + EXPERIENCE CREDIT = _____
(> .50 round up; < .50 round down)

Note: Normal maximum placement: Step 7 - CATEGORY II
Step 8 - CATEGORY III

INITIAL SALARY PLACEMENT: CATEGORY _____ STEP _____

APPEAL: Any appeal regarding initial salary placement must be initiated within ninety (90) days of commencing duty at the College or within sixty (60) days of receiving the placement form, whichever is later. Appeals should be directed to the Salary Placement Appeals Committee Chairperson.

Date

Director of Personnel or Designate

Revised Form: November 1991

NOTES RE INITIAL SALARY PLACEMENT:

1. Initial salary placement will take place upon appointment. Upon reappointment of temporary faculty, salary placement will not take place unless such reappointment occurs more than one academic year after the expiry of the last temporary appointment.
2. Experience directly related to primary assignment will include: teaching for those employed as instructors, counselling when employed as a counsellor, all librarian assignments for those employed as librarians, and all experience as a technician for those employed as technicians.
3. Research at the post-Doctoral level, and/or senior administrative experience in the field of hire or in the public education sector will be included as experience directly related to primary assignment.
4. Teaching assistantships or other similar teaching assignments done

while working on a Master's or PhD will not be given extra credit unless the teaching assignment constitutes a full-time workload.

5. Part-time teaching experience will be pro-rated based on a two-semester teaching year. Other part-time work experience will be pro-rated based on a 35 hour work week and 12-month year. In no event shall more than one year experience credit be granted for experience in any 12-month period.
6. Teaching of non-credit courses is not included.
7. The decimal fraction of a year's experience leading to initial salary placement will not be carried forward to salary incremental progression.
8. Only credentials from accredited institutions will be recognized when awarding initial minimum placement and for incremental progression based on completion of Master's or Doctorate degrees.
9. The decision of the Salaries Placement Appeals Committee is final.

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DESCRIPTION OF EXPERIENCE CREDIT CALCULATION:

D.9

MALASPINA COLLEGE

INITIAL SALARY PLACEMENT FORM
TECHNICIANS - CATEGORY I

NAME: _____ DEPARTMENT: _____ DATE: _____

PART I EDUCATION CREDIT

- a) Highest degree or diploma: _____
 Institution: _____ Date: _____
- b) Equivalent granted in lieu of degree or diploma: _____
 Description of experience used to grant equivalency: _____

INITIAL MINIMUM PLACEMENT: _____ CATEGORY I STEP _____

- c) Related Study:
 - 1. If Diploma or equivalent only, add one step for one year of related study _____
 - 2. If Bachelor's degree or equivalent, add one step for one year of additional study, _____
 OR two steps for two or more years of additional study _____

SUBTOTAL EDUCATION CREDIT: (minimum placement plus related study) _____

PART II EXPERIENCE CREDIT (see over for details)

Experience which is used to establish equivalency above cannot again be used for experience credit.

- 1. Full-time equivalent employment directly related to primary assignment obtained after completion of the first diploma or degree in the field as defined in Article D.1.7.
 Date of first diploma or degree: _____ (# of years) x 1.00
- 2. Full-time equivalent employment relevant to field, obtained after completion of the first diploma or degree in the field as defined in Article D.1.7.
 Date of first diploma or degree: _____ (# of years) x 0.50

SUBTOTAL EXPERIENCE CREDIT: _____

TOTAL EDUCATION CREDIT + EXPERIENCE CREDIT = _____
(> .50 round up; < .50 round down)

Note: Normal maximum placement: Step 6 - CATEGORY I

INITIAL SALARY PLACEMENT: _____ CATEGORY I STEP _____

APPEAL: Any appeal regarding initial salary placement must be initiated within ninety (90) days of commencing duty at the College or within sixty (60) days of receiving the placement form, whichever is later. Appeals should be directed to the Salary Placement Appeals Committee Chairperson.

Date

Director of Personnel or Designate

NOTES RE INITIAL SALARY PLACEMENT:

1. Initial salary placement will take place upon appointment. Upon reappointment of temporary faculty, salary placement will not take place unless such reappointment occurs more than one academic year after the expiry of the last temporary appointment.
2. Experience directly related to primary assignment will include: teaching for those employed as instructors, counselling when employed as a counsellor, all librarian assignments for those employed as librarians, and all experience as a technician for those employed as technicians.
3. Research at the post-Doctoral level, and/or senior administrative experience in the field of hire or in the public education sector will be included as experience directly related to primary assignment.
4. Teaching assistantships or other similar teaching assignments done while working on a Master's or PhD will not be given extra credit unless the teaching assignment constitutes a full-time workload.
5. Part-time teaching experience will be pro-rated based on a two-semester teaching year. Other part-time work experience will be pro-rated based on a 35 hour work week and 12-month year. In no event shall more than one year experience credit be granted for experience in any 12-month period.
6. Teaching of non-credit courses is not included.
7. The decimal fraction of a year's experience leading to initial salary placement will not be carried forward to salary incremental progression.
8. Only credentials from accredited institutions will be recognized when awarding initial minimum placement and for incremental progression based on completion of Master's or Doctorate degrees.
9. The decision of the Salaries Placement Appeals Committee is final.

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DESCRIPTION OF EXPERIENCE CREDIT CALCULATION:

E. RECRUITMENT, APPOINTMENT AND RE-APPOINTMENT

E.1 RECRUITMENT OF INSTRUCTIONAL FACULTY

E.1.1 References to Vice-President in this article shall include, where appropriate, the Vice-President of Administration/Bursar.

E.1.2 All applications for instructional positions shall be indexed and acknowledged by the Director of Personnel. Files of applicants shall be maintained in the office of the Director of Personnel and shall be made available to the Dean(s) of Instruction and Coordinator(s), subject to the maintenance of strict confidentiality.

E.1.3 The appropriate Dean(s) shall be responsible, in cooperation with a committee consisting of the Dean(s), the appropriate Coordinator(s) and faculty members from the appropriate department(s) to develop procedures to screen applicants, to prepare a short list of applicants, to conduct interviews, and to make recommendations of candidates for each position.

If the position to be filled is a regular one, a faculty member from outside the department(s) under consideration (preferably from outside the instructional group) shall be invited to participate in the process.

The provisions of E.1 may be waived with the mutual agreement of the appropriate Dean(s) of Instruction, a Vice-President of Instruction, and the appropriate Coordinator(s).

E.1.4 The Vice-President of Instruction shall meet with the Dean(s) of Instruction referred to in Article E.1.2 to discuss and approve the short list which has been developed in accordance with Article E.1.2. Candidates on the short list are then invited to the campus by the Dean(s) of Instruction.

E.1.4.1 Should there be any substantial changes in a posted or advertised position in the terms or length of appointment prior to the position being offered an applicant, the position shall be

re-posted and re-advertised. Such changes do not include changing the position from permanent to temporary.

E.1.4.2 The College shall provide, to the Association, a copy of all job postings and copies of all

appointment forms, at the time they are processed in Personnel.

E.1.5 The Dean(s) of Instruction or designate, with due regard to confidentiality, shall co-ordinate visits to the College by the candidates in accordance with Section E.1.2, and shall attempt to ensure that all appropriate individuals (including the President) and groups in the College have the opportunity to meet the candidate and to express to the Dean(s) of Instruction their thoughts on each candidate. The Dean(s) of Instruction shall keep a file of all such data presented to him/her. The Vice-President of Instruction or his/her designate shall attempt to interview all candidates who come to the Campus.

E.1.6 The Dean(s) of Instruction, in co-operation with the committee referred to in Section E.1.2, shall make recommendations to the Vice-President of Instruction for appointment, and the Vice-President of Instruction, if he/she approves, shall recommend to the President that the formal offer of appointment be made. Dissenting views shall accompany recommendations of Dean(s) of Instruction and the Vice-President(s) of Instruction.

E.1.7 The procedure for the initial placement of a new instructor on the salary schedule is described in Section D.

E.1.8 In the recruitment of temporary instructional and temporary non-instructional faculty, the responsibilities identified for the Vice-President Instruction may be carried out by the appropriate Dean(s) of Instruction.

E.2 RECRUITMENT OF NON-INSTRUCTIONAL FACULTY

- E.2.1 References to Vice-President in this article shall include, where appropriate, the Vice-President of Administration/Bursar.
- E.2.2 All applications for non-instructional positions shall be indexed and acknowledged by the Director of Personnel. Files of applicants shall be maintained in the office of the Director of Personnel and shall be made available to the appropriate senior administrator, subject to the maintenance of strict confidentiality.
- E.2.3 The appropriate senior administrator shall be responsible, in cooperation with a committee

consisting of the Dean(s), the appropriate Coordinator(s) and faculty members from the appropriate service group(s) or department(s), whichever is applicable, to develop procedures to screen applicants, to prepare a short list of applicants, to conduct interviews, and to make recommendations of candidates for each position.

If the position to be filled is a regular one, a faculty member from outside the department(s) under consideration (preferably from outside the instructional group) shall be invited to participate in the process.

The provisions of E.1 may be waived with the mutual agreement of the appropriate senior administrator, Vice-President of Instruction, and the appropriate Coordinator(s).

- E.2.4 The Vice-President of Instruction shall meet with the appropriate senior administrator referred to in Article E.1.2 to discuss and approve the short list which has been developed in accordance with Article E.1.2. Candidates on the short list are then invited to the campus by the appropriate senior administrator.
- E.2.4.1 Should there be any substantial changes in a posted or advertised position in the terms or length of appointment prior to the position being

offered an applicant, the position shall be re-posted and re-advertised. Such changes do not include changing the position from permanent to temporary.

E.2.5 The appropriate senior administrator or designate, with due regard to confidentiality, shall co-ordinate visits to the College by the candidates in accordance with Section E.1.2, and shall attempt to ensure that all appropriate individuals (including the President) and groups in the College have the opportunity to meet the candidate and to express to the appropriate senior administrator their thoughts on each candidate. The appropriate senior administrator shall keep a file of all such data presented to him/her. The Vice-President of Instruction or his/her designate shall attempt to interview all candidates who come to the Campus.

E.2.6 The appropriate senior administrator, in co-operation with the committee referred to in Section E.1.2, shall make recommendations to the Vice-President of Instruction for appointment, and

the Vice-President of Instruction, if he/she approves, shall recommend to the President that the formal offer of appointment be made. Dissenting views shall accompany recommendations of the appropriate senior administrator and the Vice-Presidents.

E.2.7 The procedure for the initial placement of a new instructor on the salary schedule is described in Section D.

E.2.8 In the recruitment of temporary instructional and temporary non-instructional faculty, the responsibilities identified for the Vice-President Instruction may be carried out by the appropriate Dean(s) of Instruction.

E.3 SELECTION OF COLLEGE ADMINISTRATORS

E.3.1 Appointments of the Vice-Presidents of Instruction, Deans of Instruction and Directors

shall be made according to the Colleges Act. It is recognized however that such persons should be appointed only after wide consultation within the College community. Therefore in order to assist the College Board in this task a Search Committee which shall include faculty representation shall be constituted. These faculty representatives shall be selected by the faculty.

E.3.2 Selection and appointment of the College President is the duty and responsibility of the College Board. It is recognized however that the President should be appointed only after wide consultation within (and perhaps outside) the College community. Therefore in order to assist the College Board in this task a Search Committee which shall include faculty representation shall be constituted. These faculty representatives shall be selected by the faculty.

E.3.3 Additional staff, student, or community representatives, up to a number equalling the number of Association members on the Search Committee for the President may also be invited by the Committee, as constituted in Article E.3.2, to serve as voting members of the Committee.

E.3.4 It shall be the responsibility of the Search Committee to recommend a short list to the College Board or President for appointment to the office in respect to which it is struck.

E.4 FIRST REGULAR FACULTY APPOINTMENTS

E.4.1 Initial appointments for all regular faculty are for a probationary period of one year.

E.5 SUCCEEDING RE-APPOINTMENTS OF REGULAR FACULTY

E.5.1 A regular faculty member whose performance has been satisfactory during his/her initial one-year appointment shall be offered a one or two-year appointment, depending upon his/her previous experience. Ordinarily, a regular faculty member

who has no previous relevant experience before his/her initial one-year appointment at Malaspina College shall be offered a second one-year appointment.

E.5.2 A regular faculty member whose performance has been satisfactory during his/her second one-year appointment shall ordinarily be offered a two-year appointment.

E.5.3 A regular faculty member whose performance has been satisfactory during his/her two-year appointment shall be offered a five-year appointment, and shall continue to be offered five-year appointments thereafter, providing that his/her performance continues to be satisfactory.

E.6 NOTICE OF RENEWAL OF APPOINTMENT OF REGULAR FACULTY

E.6.1 Appointments are automatically renewed on March 30 of the year they are to expire unless:

- 1) the non-renewal procedures in Section H are followed,
- 2) the faculty member sends a letter of resignation to the Vice-President Instruction before March 30, or
- 3) a second one year appointment is offered, as in E.5.1, in which case the Vice-President Instruction shall send a letter by March 30 and the faculty member shall give notice of acceptance or rejection by April 30. Failure of the faculty member to notify by this date shall be deemed rejection.

The automatic renewal of one year contracts shall be for two years, and of two and five year contracts shall be for five years.

E.6.2 A regular faculty member appointed for a one year period beginning January 1 shall, by May 15, either be notified that his/her contract has been

extended seven months, or that renewal is in doubt because of unsatisfactory performance. In the latter case the faculty member shall be given until October 30 to demonstrate improved performance, by which date he/she shall be informed either that the contract is extended by seven months during which time he/she shall be evaluated by normal procedures or that his/her contract shall not be renewed.

Faculty whose contracts are extended seven months shall then fall under reappointment clauses E.5.1 and E.5.2. For appointments starting on dates other than August 1 or January 1, similar time sequences shall be incorporated into the appointment, with the objective of aligning to an August 1 contract date.

F. PROFESSIONAL DEVELOPMENT

In order to maintain excellence of instruction and educational service at Malaspina College, it is recognized that there is a need for faculty to have the opportunity to participate in and pursue activities related to professional development. Towards this end the College shall:

- a) provide each regular faculty member, upon application, a minimum of \$550 for professional development activities approved by the appropriate Dean of Instruction. This is intended to cover general travel expenses, payment of membership fees in professional or learned societies, and professional development activities. In addition to this the College shall cover expenses for one faculty member, in each discipline where Provincially-approved articulation meetings are held, to attend one such meeting per year.
- b) provide the Association Professional Development Committee a minimum of \$4,500 for the sponsorship of activities which in the opinion of the committee shall be of professional interest to the general faculty.
- c) provide funds to support the equivalent of six full-time professional development leaves of absence (assisted leaves) at a minimum of 70% of regular salary.

d) a temporary pro-rata faculty member who has been employed for at least two consecutive 10-month appointments or four consecutive 5-month appointments and is reappointed to a temporary pro-rata appointment of 0.5 or greater in the next following semester shall be eligible for professional development funds on a pro-rata basis. (Example: a temporary pro-rata faculty member with the necessary prior consecutive appointments who is reappointed to a temporary appointment of 0.6 shall be eligible for \$330.00 which is 60 percent of \$550.00.)

F.1 PROFESSIONAL DEVELOPMENT LEAVE OF ABSENCE
(ASSISTED LEAVE)

It is recognized that many opportunities for professional development require a longer period of time than is available between the spring and fall instructional periods. In order to encourage faculty to take advantage of these opportunities, a program of professional development leave of absence has been developed.

F.1.1 Faculty members may apply for either a full or partial release leave of absence. A partial release leave is designed to free a full-time faculty member from between one-quarter and three-quarters of his/her workload at the College. The salary received by a faculty member on partial release leave shall be calculated on a percentage basis: e.g. In a one-quarter release leave the faculty member would receive 75% of his/her normal salary, for a three-quarter release leave the faculty member would receive 25% of his/her normal salary.

A one-half year P.D. leave of absence shall normally be for the period January 1 to June 30 or the period July 1 to December 31. A full-year P.D. leave shall be for the twelve-month period following commencement of the leave.

F.1.2 Since P.D. leaves are recognized in F and F.1.8 (iv) as contributing to the instructional quality and educational services offered by Malaspina College, a faculty member on P.D. leave is considered to be continuing to perform his/her duties of employment.

Except for the professional development allowance under F (b), a faculty member on P.D. leave is expected to pay, from his/her salary, all travel,

meal and accommodation costs incurred while fulfilling his/her duties of employment under the terms of his/her leave proposal and while away from the employer's normal place of business and the faculty member's principal residence. In addition, supplies consumed directly in the performance of the P.D. leave responsibilities must be paid for by the faculty member on leave.

The College shall, through the Bursar's Office, complete and certify the Revenue Canada Form T2200 "Declaration of Employment Conditions - Office or Employment Expenses" for any taxation year which includes a portion of a faculty member's P.D. leave period. This form shall then be used by the faculty member to support his/her claim of expenses against employment income.

- F.1.3 The College shall, during the period of a P.D. leave of absence, continue to contribute to the faculty benefit plans which are applicable to the faculty member providing the faculty member continues to contribute.
- F.1.4 It is recognized that faculty members should not realize direct financial gain from the assisted leave program. Consequently, the College is entitled to recover from a recipient of an assisted leave the amount by which his/her earnings from employment or contracts while on assisted leave exceed his/her regular College salary, expenses associated with the approved leave program, and premiums for 100 per cent of benefit plan participation.
- F.1.5 The faculty member shall be required to return to the service of the College upon completion of his/her P.D. leave of absence for a period equal to the length of the leave. In the event of failing to do so, the faculty member shall refund the amount of any money paid to him/her or on his/her behalf by the College during the P.D. leave of absence.

F.1.6 Upon completion of P.D. leave of absence, the faculty member is assured of resuming duties at a salary level equal to that which he/she would have received, had he/she remained in his/her usual position at the College.

F.1.7 In the first semester after returning from a Professional Development Leave of Absence, the faculty member shall submit a report, to the President, summarizing the professional development that has been accomplished on the

leave. Failure to fill this requirement shall render the faculty member ineligible for future assisted leaves.

F.1.8 In order to be eligible for a P.D. leave of absence, a faculty member must:

(i) have served as a regular faculty member within the Association for three consecutive years, exclusive of Internal Transfer (F.6) and Unassisted Leave (F.7), preceding the commencement date of the leave of absence.

OR

(ii) have an appointment as a regular faculty member and have served as a temporary pro-rata faculty member whose initial regular contract commences August 1, 1992 or later:

(a) with a 0.7 or greater of a full-time appointment for three (3) consecutive years, or,

(b) with a 0.5 or greater of a full-time appointment for five (5) consecutive years, after August 1, 1989.

exclusive of Unassisted Leave (Section F.7), immediately preceding the initial appointment as a regular faculty member.

or research, textbook compilation, travel, or scholarly or creative writing.

- (e) Any change in the originally approved plan requires a new submission to the Leave Committee outlining the rationale for the change. The new plan is subject to re-evaluation under section F.1.8.

F.2 COLLEGE LEAVE COMMITTEE

A College Leave Committee shall be formed for the purpose of recommending applicants for Professional Development Leaves to the College Board, and to carry out its duties under Section F.7 (Unassisted Leave of Absence). Its constitution and responsibilities shall be as follows:

F.2.1 Constitution

The committee shall consist of eight members, including

- (i) the Vice-President Instruction, who shall be an ex officio, non-voting member;
- (ii) a Dean of Instruction; and

- (iii) six faculty representatives - including one elected by the non-instructional faculty.

The normal term of membership on the Committee for faculty representatives shall be two years. A faculty representative shall be a regular faculty member with at least two years service at the College; he/she shall not himself/herself apply for a P.D. leave during his/her term of membership on the Committee. A faculty representative shall be elected not later than August 31 of the year in which his/her term commences.

F.2.2 Responsibilities

The Committee shall elect a Secretary/Chair from its members no later than September 1 of each year.

A. FOR PROFESSIONAL DEVELOPMENT LEAVE

- (i) The Committee shall consider all applications for P.D. leave and shall determine which applicants have satisfied the eligibility conditions of F.1.8.
- (ii) The Committee shall rank all eligible applicants on the basis of the perceived merit of their proposals. Where two proposals are deemed to be of equal merit, the ranking shall be by seniority according to the procedures outlined in F.2.3.
- (iii) The Committee shall forward its list of recommendations to the College President no later than October 15 along with a brief description of the Professional Development pursuit.
- (iv) The Committee shall notify in writing, not later than October 31 those applicants whom it finds ineligible for P.D. leave. The reasons for ineligibility shall be stated.
- (v) The Committee shall return all applications and confidential papers to the applicants not later than October 31.

B. FOR UNASSISTED LEAVE OF ABSENCE -
PROFESSIONAL DEVELOPMENT STATUS

The Committee shall carry out its responsibilities under Section F.6 not later than October 15.

F.2.3 PROCEDURES FOR PROFESSIONAL DEVELOPMENT LEAVE
(ASSISTED LEAVE)

Each year all eligible applicants for assisted leave shall be considered by the College Leave Committee in two groups.

F.2.3.1 Group I

Faculty members eligible for assisted leave who have (a) completed the equivalent of seven years full-time service within the Association and (b) have never previously received assisted leave, or have completed the equivalent of three and one-half years full-time service within the Association since receiving a one-half year assisted leave, or have completed the equivalent of seven years' full-time service within the Association since completing a full-year assisted leave.

For purposes of determining years of full-time service within the Association, periods of unassisted leave under F.7 which receive P.D. status and seniority credits under F.7.4 shall be included.

The Leave Committee shall give first consideration to applicants in Group I.

Group II

Faculty members eligible for assisted leave who have completed the equivalent of not less than three years or more than seven years of full-time service within the Association; or either 1) a minimum of four years but less than the equivalent of seven years since completing a full-year assisted leave, or 2) a minimum of two years and less than an equivalent of three and one-half years since completing a one-half year assisted leave.

F.2.3.2 In determining rank in each group the primary consideration shall be the projected value of the leave proposal to the improvement of College service. In the event that two or more

applications are considered to be of equal value, those applications shall be ranked in order of seniority of service within the Association or seniority of service since the applicant last received an assisted leave from the college, whichever is the lesser. In the event that two or more applications are considered to have equal seniority, their ranking shall be by a random chance selection procedure.

F.2.4 The College Board shall notify in writing, not later than October 31 all faculty recommended for P.D. leave as to the outcome of their applications. If the application has been refused, the reasons for refusal shall be stated.

F.3 EXCHANGE LEAVE

Exchange leave involves a program whereby a faculty member exchanges, for an extended period of time, his/her position and responsibilities with a qualified person from another institution.

F.3.1 A faculty member on Exchange Leave shall gain professionally from the insights into the workings of another institution, and also from the obvious benefits which may result from a change in environment, geography, and personal experience.

F.3.2 The Exchange Leave shall normally be for one full semester or for one academic year.

F.3.3 The salary of the faculty member on exchange leave shall normally be paid by Malaspina College, and the replacement's salary by the exchange institution. This may be modified, however, in cases where Exchange Leave presents problems of inequities in salary, and the Vice-President Instruction and Board shall then attempt to arrive at a financial arrangement that is feasible and agreeable to all parties.

F.3.4 The College shall, during the period of Exchange Leave, continue to contribute to the faculty benefit plans which are applicable to the faculty member providing the faculty continues to contribute.

F.3.5 The President shall recommend suitable candidates for exchange leave to the College Board.

F.4 LEAVE FOR ASSOCIATION AND C.-I.E.A. POSITIONS

Faculty members may, from time-to-time be elected to executive positions within the Association or the Provincial College-institute Educators' Association of B.C. (C-I.E.A.).

F.4.1 The College shall, upon request from the Association, grant full or partial release leave to perform duties of an executive position with the Association or C.-I.E.A. such leave shall be renewable on request from the Association.

F.4.2 The College shall continue to pay the faculty member his/her full salary and benefits while serving the Association or C.-I.E.A.

F.4.3 The Association shall reimburse the College for the full cost of salary and benefits of the faculty member on leave for a C.-I.E.A. position.

For a faculty member on leave for an Association position, the Association agrees to reimburse the College for the cost of salary and benefits for the faculty or faculty members hired to replace the faculty member during the term of office. Should the faculty member's normal workload not be fully replaced by a temporary appointment, the Association agrees to reimburse the College for the cost of salary and benefits of the part-time temporary replacement plus a share of the salary and benefits of the faculty member on leave representing the fraction of workload not replaced.

F.4.4 Upon completion of the term of office, the faculty member is assured of resuming duties at a salary level equal to that which he/she would have received, had he/she remained in his/her usual position at the College. The faculty member shall be given his/her full seniority credits for the period of his/her release leave.

F.5 LEAVE FROM ORIGINAL ASSIGNMENT

The College shall not use reassignments for the purpose of attempting to circumvent its obligation under the Collective Agreement.

F.6 INTERNAL TRANSFER

Faculty members may accept internal transfer and shall accrue seniority for a maximum of five consecutive years.

F.6.1 Upon completion of the internal transfer, faculty shall return to full status within the Association for a period of one year or the length of assignment, whichever is less, before accepting another internal transfer.

F.6.2 Faculty who continue on internal transfer for a period greater than three consecutive years shall lose all seniority credits within the Association Bargaining Unit.

F.7 UNASSISTED LEAVE OF ABSENCE

F.7.1.1 A partial or full release Leave of Absence from the College may be granted to a faculty member at his/her request by the College Board on the recommendation of the President for a maximum period of three consecutive years. The decision to grant the leave shall be based on the Standard of Reasonableness. Requests should be submitted to the appropriate Dean, with 3 month's notice required.

F.7.1.2 The College Board encourages its faculty members to participate in public affairs which benefit society at large; at the same time it wishes to protect the interests of students and faculty at the College as well as interests of the public which it serves.

Leave for purposes of campaigning for public office shall be granted so long as the interests of any students affected can be adequately protected, in the judgement of the President following recommendation of the appropriate Dean and Vice-President.

Leave for serving as mayor of a municipality, or as a member of Parliament, or as a member of the Legislative Assembly of the Province of British Columbia shall be granted, up to a maximum period of seven years (7) or three (3) consecutive terms, whichever period is shorter. The faculty member's right to return to work shall occur on August 1 or January 1 (whichever comes first) immediately following expiry of the leave.

During the leave of absence to hold public office, as for other leaves, a faculty member is not exempt from the normal lay-off considerations as described in this Agreement.

F.7.2 Faculty members on a full release leave of absence may maintain their benefit plans by monthly

payments of the full faculty and employer shares. Faculty members on a partial release leave of absence shall continue to contribute to the benefit plans as provided in Section G.

F.7.3 Faculty members on a Leave of Absence shall bank their accrued seniority credits earned up until the commencement of the leave. No seniority credits shall be granted for the leave period (except under F.7.4). Faculty members shall lose all seniority credits should they continue their Leave of Absence beyond three years except the case of leaves for serving in public office, as described in F.7.1, in which case leave can be extended to a maximum of five years plus the intervening months between the next August 1 or January 1, whichever comes first.

F.7.4 Upon receiving an approved Leave of Absence (F.7.1) and before taking said Leave of Absence, faculty shall submit a written description of their plans to the College Leave Committee. The College Leave Committee shall then determine whether said leave shall be granted "Preliminary Approval as Professional Development Leave of Absence" under the guidelines of F.1.8(iv).

Upon the faculty member's return from a Leave of Absence which was given "Preliminary Approval as Professional Development Leave of Absence", he or she shall supply supporting documentation and evidence that the plans were successfully completed to the College Leave Committee. The Committee shall review the original application, the supporting documentation and evidence to determine if the leave conformed to the original plans.

Should the Committee determine by simple majority vote, after reviewing the application to confirm and grant the leave P.D. status, the faculty member shall be given his/her full seniority credits for the period of his/her Leave of Absence.

F.7.4.1 The Leave Committee shall also recommend to the President persons who are given P.D. status shall be eligible for normal increments for the period of the leave.

F.7.5 A one-half year leave of absence shall normally be for a period January 1 to June 30 or the period July 1 to December 31. A full year leave shall be for the twelve-month period following commencement of the leave.

F.7.6 Faculty on unassisted leave must give at least three months notice to the appropriate Dean, Director, or Campus Principal, that they intend to return to the College at the predetermined date. The Personnel Office will note this requirement and quote the relevant contract section on the appointment form initiating the commencement of the leave. As a further step, if notice has not been received four months prior to the expiry of the leave, the Personnel Office will send notification by certified mail to the last known address provided by the employee outlining the requirement to confirm the return-to-work date. Failure to so notify the College by the required date will result in the leave automatically being extended for the subsequent semester. The College shall, having extended the faculty member's leave for one semester, inform the faculty member by

certified mail, at least four months prior to the end of the extended leave, to their last known address, that their leave has been extended and of the consequences of not providing a written commitment to return at the end of the extended leave.

Should no official written commitment to return to work be forthcoming from the faculty member three months before the end of the extended leave, the faculty member will be deemed to have abandoned their position with the College.

F.8 SENIORITY

F.8.1 The means of establishing seniority within the bargaining unit, as defined in A.1 of this agreement, shall be:

"Seniority is defined as full-time years of continuous College service within the bargaining unit, inclusive of approved leaves or exchanges. Any regular faculty member whose continuous College service included pro-rata or temporary status shall have this time calculated on a cumulative basis (E.G. 2 years at half-time = 1 year at full-time)." (It should be noted that in lay-off considerations discussed in sections M and N, seniority shall override contract renewal dates.)

F.8.1.1 Seniority cannot predate August 1, 1969.

F.8.2 Full-time appointments of 10, 11 and 12 months shall be considered equal and equivalent to one full unit of seniority credit.

F.8.3 When a faculty member is given a regular contract after serving at Malaspina on a temporary contract in successive semesters with the regular contract, the time served under the temporary contract shall be counted towards the faculty member's seniority as described in Section F.8.1 of the contract and appended statements.

F.8.4 Seniority shall be represented as credits such

that one credit equals one year of full-time service. No faculty member shall accumulate more than one credit in one year. Partial credit (without limitation of size of fraction) shall be given in those cases where leaves or appointments other than a 10, 11 or 12 month full-time appointment have occurred. The date of original appointment continuous with the current appointment shall be printed with the seniority credits.

F.8.5 Seniority lists for Budgetary Units (Section N) shall be published yearly in the first week of September. The Seniority list for Section N shall be published yearly by November 30. Copies of the seniority lists shall be sent to the Deans of Instruction and the Association's President and Chief Personnel Steward of the Association on or before the respective deadlines. Appeals of placement on these lists can be made through the Committee of Personnel Stewards of the Association within ninety days of circulation. Disputes shall be resolved by a joint committee consisting of the Chief Personnel Steward of the Association, President of the Association, the appropriate senior administrator and the Director of Personnel. Time spent on professional development assisted and unassisted leaves (as approved as professional development by the appropriate authority when the leave was determined to be P.D. Leave) or exchanges shall be calculated towards seniority with full credit. Sick leaves and maternity leaves shall be calculated towards seniority with full credit up to twelve months maximum.

F.8.6 ASSIGNMENT TO BUDGETARY UNIT

F.8.6.1 The terms of the original appointment of any Association member shall include assignment to one particular budgetary unit. No faculty member shall be listed within more than one budgetary unit.

F.8.6.2 In the case where a faculty member works within more than one budget unit he or she shall be considered to be on loan from that budgetary unit consistent with the member's original appointment and he or she shall revert back to that unit when the assignment in the other unit he or she is filling is terminated.

F.8.6.3 Should a faculty member be transferred on an on-going basis into a position under another budgetary unit within the bargaining unit, all the seniority credits accumulated during the previous years under the same or other budgetary units within this bargaining unit shall all be transferred at the time the member accepts the transfer. Transfer shall not be used to circumvent the layoff provisions of Section N.

F.8.7 A flagging mechanism shall be employed to indicate any faculty member who has seniority accumulation different from the difference between the faculty member's date of original appointment and the date of the seniority lists.

G. FACULTY BENEFITS

Except where provided for by law only regular faculty members and those temporary pro-rata faculty members paid under Section C.4.1 shall be eligible for the benefits outlined in this section.

A temporary faculty who is eligible for the benefit plans who has been employed for at least two consecutive 10-month appointments or four consecutive 5-month appointments and is expected to be reappointed to be employed to an eligible appointment in the next following semester shall be eligible for benefit participation for the months of June and July and shall be eligible for the cost sharing in the two month period.

G.1 SICK LEAVE

G.1.1 A regular faculty member shall earn sick leave credits at the rate of 1 1/2 days per month of employment at Malaspina College.

G.1.2 A temporary faculty member shall earn sick leave credits at the rate of 1 1/2 days per month of employment at Malaspina College times the percentage used to calculate his/her salary as per B.5.

- G.1.3 Each regular and temporary faculty member shall contribute one day of sick leave to form a sick leave bank; the College shall contribute an equal number of days.
- G.1.4 Up to 50 days may be drawn from the sick leave bank by a regular faculty member after using all his/her individual sick leave credits. In no event shall sick leave credits be utilized beyond the eligibility for Long Term Disability benefits.
- G.1.5 Up to 50 days times the percentage used to calculate his/her salary may be drawn from the sick leave bank by a temporary faculty member after using all his/her individual sick leave credits. In no event shall sick leave credits be utilized beyond the eligibility for Long Term Disability benefits.
- G.1.6 The sick leave bank shall be replenished as needed in the same manner as that described in paragraph G.1.3.
- G.1.7 Withdrawal of 5 days or less from the sick leave bank by any faculty member shall be approved by the Director of Personnel.
- G.1.8 Application for withdrawal of more than five days from the sick leave bank by any faculty member shall be made in writing to the Director of Personnel of the College and approved by a committee, consisting of the Director of Personnel and two faculty members appointed by the Association.
- G.1.9 Absence due to illness or death in the immediate family for a period not to exceed three working days shall be charged as sick leave. With the approval of the appropriate Senior Administrator, absence due to other circumstances that affect the satisfactory performance of the faculty member may be charged as sick leave. With the approval of the appropriate Senior Administrator absences of more than three days may be charged as sick leave.
- G.2 MATERNITY LEAVE
- G.2.1 Maternity Leave of Absence shall be granted. Whenever possible, a written request, specifying

the desired period of leave, should be submitted at least 16 weeks in advance of the date on which the leave is to commence to the appropriate Dean, Director or Campus Principal. The duration and other terms shall be decided on an individual basis taking into account individual needs as far

as possible, but shall be subject to the following general provisions:

- (i) If the leave of absence shall affect part or all of any semester, the faculty member shall give as much notice as possible to the appropriate Senior Administrator, to allow satisfactory arrangements to be made for any classes involved.
- (ii) The leave of absence shall not exceed twelve (12) months.
- (iii) The College shall maintain its share of benefits during the leave of absence, up to a period of six months. In the event that the faculty member does not return to service at the College, she shall refund to the College an amount equivalent to the College contribution to the benefit schemes paid under this article provided the faculty continues to contribute.
- (iv) On completion of leave, the faculty member shall resume her faculty position without disadvantage in seniority, salary, or benefits.

G.2.2 PARENTAL LEAVE

Natural and adoptive parents will be entitled to parental leave. A written request, specifying the desired period of leave, should be submitted whenever possible at least 16 weeks in advance of the date on which the leave is to commence to the appropriate Dean, Director or Campus Principal. The leave shall be subject to the following provisions:

- i) Whenever possible, parental leave for instructional faculty (exclusive of adoption and maternity leave) shall not begin or end during a teaching semester.
- ii) Combined maternity/parental leave shall not exceed fifteen (15) months for natural mothers, and twelve (12) months for all others.
- iii) The College shall maintain its share of benefits during the leave of absence up to a period of six (6) months. Beyond the six month period all benefits, including the College's share, shall be the responsibility

of the faculty member. The faculty member must make advance payment to the College, to ensure continuous coverage.

- iv) Upon completion of leave, the faculty member shall resume his/her faculty position without disadvantage in seniority, salary, or benefits.
- v) Parental leave for a natural mother must begin when maternity leave expires, unless the College agrees otherwise. Parental leave for a natural father must commence within 52 weeks of the child's date of birth. Adoption leave must commence within 52 weeks of the date the child comes into actual custody of the adopting parent.
- vi) In the event that the faculty member does not return to the College, he/she shall refund the amount of the premiums paid on their behalf by the College during the leave of absence.
- vii) Where both parents are employees of the College the total entitlement shall not exceed the six (6) months of benefits entitlement and twelve (12) months of leave, fifteen (15) months in the case of natural mothers as indicated.

G.3 GROUP INSURANCE

Group life insurance, accidental death and dismemberment insurance, and Long-Term Disability Insurance are provided in accordance with the terms of the contract with the insuring company to faculty who elect coverage.

The amount of insurance coverage and eligibility are shown in the booklet, Mutual of Omaha Group Benefit Plan, Malaspina College, available from the Personnel Office.

G.3.1 Premiums

The College contributes 100% of the premiums for life insurance, accidental death and dismemberment benefits for eligible participating faculty members.

The faculty member contributes 100% of the premiums for long-term disability insurance for eligible participating faculty members.

G.4 DENTAL

The College shall contribute 80% of the premium, and the faculty member shall pay 20% of the premium for the dental benefits for eligible participating faculty members.

G.5 M.S.P. BASIC, EXTENDED HEALTH BENEFITS, AND MEDEX

G.5.1 The College shall contribute 60% of the premium, and the faculty member shall pay 40% of the premium.

G.6 VISION CARE

Effective August 1, 1993, Vision Care at 80% reimbursement up to a maximum of \$200 in a 24-month period will be added to the MSA/EHB plan, with premiums remaining at 60% by the College, and 40% by the MCFA Faculty.

G.7 Details of all benefit plans shall form part of this agreement. There shall be no reduction in benefits under these plans or increases in premium costs without advance consultation with the Committee of Personnel Stewards of the Association. During the term of this contract neither party shall unilaterally alter the benefits of the plans.

H. EVALUATION OF FACULTY: NON-RENEWAL AND
TERMINATION OF FACULTY CONTRACTS

H.1 INTENT

The intent of these procedures is to maintain excellence of instruction at the College, to provide the means whereby less than satisfactory professional performance can be recognized and remedied, and to safeguard against arbitrariness in decisions affecting faculty members' contracts.

H.2 ROUTINE ON-GOING EVALUATION

H.2.1 Evaluation of instruction shall be carried out on a routine basis in each instructional program group, according to the methods favoured by each program group. It is expected that each Dean of Instruction should provide encouragement and make suggestions about frequency and methods, and that all instructors shall carry on some form of evaluation of their instruction on a continuing basis. These evaluation programs may include any or all of the following procedures:

1. Questionnaires filled out by students on forms prepared by or chosen by the instructor.
2. Written evaluations by colleagues.
3. Self-evaluation and observation techniques initiated by the instructor.

H.2.2 Evaluation of non-instructional faculty shall be carried out on a routine basis according to the methods favoured by each program group or area. It is expected that this continuing evaluation shall be coordinated by the appropriate administrator for that area and that the non-instructional faculty member shall carry on some form of self-evaluation on a continuing basis. These evaluation programs may include any of the procedures listed in H.2.1 and any other procedures mutually agreed upon within the area.

H.3 FORMAL PERIODIC EVALUATION

H.3.1 Evaluation of the professional performance of faculty members shall be carried out through the use of procedures which are agreed to by the Committee of Personnel Stewards of the Association and the appropriate administrative persons, as follows:

Instructors, and Non-Instructional Faculty Members except those referred below:	Relevant Dean of Instruction
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- ii) once during the first year of employment in which there are two or more contracts having a total duration of up to one year for the same type of assignment in the same department; if the type of assignment or the department changes during the year, then an evaluation may be conducted after each change if mutually agreed by the Dean and faculty member involved.
 - iii) once during the second year of employment.
 - iv) provided that there are no breaks in employment of more than one year, once every third year after the second year of employment. If the break in employment is longer than one year, then an evaluation shall be conducted in either the first or second year after the break.
- c) for each faculty member for whom significant evidence of professional problems has arisen.
 - d) for each faculty member who requests such evaluation.

Prior to the commencement of the evaluation, the Dean of Instruction (see H.3.2) shall fully consult with those to be evaluated to determine if the procedure in the approved evaluation package is satisfactory, and if not, to seek out an alternative mutually agreeable method of evaluation.

H.3.6 All evaluation results shall be made available only to the Dean of Instruction, Vice-President, President, and the faculty member involved. Any other distribution of results must be agreed to by the faculty member, unless the results of the evaluation are in dispute, in which case the results shall be shown to the College Board. The results shall form part of the personnel file. In response to an adverse performance evaluation, a faculty member shall be entitled to prepare a statement and include it in his/her personnel file.

H.3.7 During the first semester, Dean of Instruction shall confer with each instructor on a one-year

contract, and the appropriate Administrator with each non-instructional faculty member, to discuss the faculty member's professional performance.

Satisfaction or dissatisfaction with the faculty member's work, based on any available results of preliminary instructional evaluations, shall be expressed at this meeting. There must be several meetings with the faculty member, which are designed to aid him, to inform him/her of his/her progress, and to make known to him/her any dissatisfaction with his/her professional performance which exists.

H.3.8 The conference specified in H.3.7 shall take place within the first six (6) months of employment for non-instructional faculty members on a one-year contract. The conference shall occur between the appropriate Dean of Instruction (see H.3.2) and the non-instructional faculty member.

H.3.9 The evaluation of all non-instructional faculty on a one-year contract shall be completed by the end of the sixth (6th) month of employment. The results of the evaluation shall be communicated to the faculty member.

H.4 PROCEDURES IN CASES OF NON-RENEWAL OF CONTRACT FOR UNSATISFACTORY PERFORMANCE

H.4.1 To protect the interests and rights of all parties involved in the following procedures, written records and minutes of all meetings, conferences, understandings, agreements, and actions, signed by all parties involved, shall be kept. Within one week of recording, copies of all reports shall be given to the faculty member who is the subject of these reports. Said reports shall advise the faculty member of his/her contractual privilege to seek the assistance of the Association as specified in Article H.4.2.2 and H.4.2.3.

H.4.2 NON-RENEWAL OF A ONE-YEAR APPOINTMENT

H.4.2.1 By December 15, the Dean of Instruction (see H.3.2) shall confer with any faculty member whose

contract renewal is in doubt, and shall give written notice to the faculty member that his/her contract may not be renewed because of unsatisfactory performance. The Dean of Instruction (see H.3.2) may also suggest mutually agreeable evaluation procedures, such as those listed in Article H.2.1 above. In this and all succeeding conferences, the faculty member shall be invited to comment on the reasons given, or offer evidence to indicate why his/her contract should be renewed or an additional contract offered. The Dean of Instruction (see H.3.2)

shall advise the faculty member that, immediately following their conference, he/she shall give written notice of the Faculty member's status (i.e., that the renewal of his/her contract is in doubt) to the Chief Personnel Steward of the Association, unless the Faculty member specifically requests that such written notice not be given. Further reference to the Association's Chief Personnel Steward in the following procedures are contingent upon such written notice being given.

- H.4.2.2 The conference and procedures outlined in H.4.1 shall occur prior to the end of the sixth (6th) month of employment for non-instructional faculty.
- H.4.2.3 To any and all further conferences the faculty member shall have the option of inviting a representative of the Association.
- H.4.2.4 At any time following the notification of the Chief Personnel Steward of the Association that the renewal of a faculty member's contract is in doubt, that faculty member may request the Committee of Personnel Stewards of the Association or its designees to evaluate, and/or suggest ways of improving, his/her performance.
- H.4.2.5 During the month of January (instructional faculty), or during the seventh (7th) month of employment (non-instructional faculty), at least two additional conferences shall be held between the Dean of Instruction (see H.3.2), and each

faculty member who has received written notice under Article H.4.2.1 that the renewal of his/her contract is in doubt.

- H.4.2.6 Before the end of January (instructional faculty) or before the end of the seventh (7th) month of employment (non-instructional faculty), the Dean of Instruction (see H.3.2) shall confer with the Chief Personnel Steward of the Association as to the progress of the faculty member in question. If this group finds the results of the re-evaluations of the faculty member to be satisfactory, he or she shall be so informed.
- H.4.2.7 On or before February 1 (instructional faculty); or on or before the 1st day of the eighth (8th) month of employment (non-instructional), the Dean of Instruction (see H.3.2), and the Chief Personnel Steward of the Association shall submit their recommendations regarding contract renewal to the Vice-President of Instruction, outlining in

writing the relevant reasons if non-renewal is recommended. Copies of all recommendations shall be sent to the faculty member to enable him or her to rebut any adverse statements to the Vice-President before the Vice-President makes his/her recommendation to the President.

- H.4.2.8 Between February 1 and February 14 (instructional faculty) or between the 1st and 14th day of the eighth (8th) month of employment (non-instructional faculty), and after due consideration, the Vice-President shall make his/her recommendation to the President. Normally, he or she shall have three options open to him or her:
1. That the faculty member's performance has been satisfactory in all important respects, so that he/she can be offered a further appointment according to the normal progression of contract offers (see Article E.5).
 2. That the faculty member's performance has been satisfactory in some areas but needs

improvement in others, so that he/she can be offered another one-year contract with a statement of conditions that must be met for further renewal to be considered.

3. That the faculty member's performance has been so unsatisfactory that his/her contract cannot be renewed.

H.4.2.9 If the Vice-President decides to exercise option (1), he/she shall send a letter of reappointment to the faculty member on or before March 30 (instructional faculty) or the last day of the ninth (9th) month (non-instructional faculty).

H.4.2.10 In the event of contract renewal for a second one-year appointment, the Vice-President shall send the faculty member, on or before February 15 (instructional faculty) or by the 15th day of the eighth (8th) month (non-instructional faculty), a notice of contract renewal which clearly states the reasons for the offer of a second one-year appointment. These reasons shall be either (1) a lack of prior relevant experience of the faculty member (Article E.5), (2) failure to complete appropriate educational qualifications, (3) unsatisfactory performance during his/her first contract year. In the last case, a detailed account of the reasons for dissatisfaction, and the actions which should be taken by the faculty

member in the coming year, shall be included in the re-appointment notice.

H.4.2.11 In the event of non-renewal of the faculty member's contract, a letter to this effect shall be sent to the faculty member on or before February 15 (instructional faculty) or on or before the 15th day of the eighth (8th) month (non-instructional faculty).

H.4.2.12 If the Vice-President decides to exercise either option (2) or option (3) of Article H.4.2.8, then the President, Vice-President, Dean of Instruction and the Chief Personnel Steward of the Association shall meet with the faculty member. At this

meeting the Vice-President shall either explain to the faculty member the written conditions attached to the offer of a further one-year contract, or inform him/her that his/her contract shall not be renewed.

H.4.2.13 For a faculty member on a second one-year appointment because of unsatisfactory service in the first year, it can be expected that the Vice-President would recommend option (2) of Article H.4.2.8 only in very exceptional circumstances.

H.4.2.14 Within thirty days of receiving notice of termination the faculty member may appeal the decision, by letter, to the Chair of the Malaspina College Board. Copies of this letter, in which are stated the grounds for appeal, shall be sent to the President, Vice-President and the Chief Personnel Steward of the Association, The Board, or a committee of its members, shall request and consider submissions from the President, Vice-President, the Dean of Instruction, the faculty member, and the Association. After due consideration, the Board may decide either to accept or to reject the President's decision. If the Board accepts his/her decision, the termination of the faculty member's contract shall be effective at the date originally named by the President. If the Board rejects the President's decision, the Faculty member shall be offered a further contract. The decision of the Board shall be final in all cases.

H.4.3 NON-RENEWAL OF TWO-YEAR AND FIVE-YEAR APPOINTMENTS

H.4.3.1 The procedure for non-renewal of extended contracts during the last year of such contracts shall be the same as for Section H.4.2, except as noted in Articles H.4.3.2 through H.4.3.4.

H.4.3.2 Since the continuous evaluation shall have been conducted for a longer time than for one-year appointees, the conferences between the Dean of Instruction (see H.3.2) and the faculty member should take place well in advance of the dates indicated in Section H.4.2. For instance, the

conference between the Dean of Instruction (see H.3.2) and the faculty member outlined in H.4.2.1 should occur on or before October 15, the "additional conference" between the Dean of Instruction (see H.3.2) and the faculty member noted in Article H.4.2.5 shall take place at the end of the first semester, the conference indicated in Article H.4.2.6 shall occur at the beginning of January, and the reports indicated in H.4.2.7 shall be submitted to the Vice-President, with copies to the faculty member, on or before January 15.

- H.4.3.3 If at any time during the procedure, it is ascertained that the faculty member's performance has improved to a satisfactory level, or has been satisfactory throughout, he/she shall be so informed, and the renewal of his/her contract shall no longer be in jeopardy. However, in the case of the possible non-renewal of his/her contract and upon receipt of his/her copies of the recommendations to the Vice-President, the Dean of Instruction and the Chief Personnel Steward of the Association, faculty member has the option of requesting the Association to conduct an investigation. For the format of this committee see Appendix H-A: "Investigating Committee".
- H.4.3.4 The Association Investigating Committee shall submit a written report of its findings and its recommendation to the Vice-President on or before February 5. The faculty member shall receive a copy of this report on this date.
- H.4.3.5 Following the investigation and submission of the Investigating Committee's report, Articles H.4.2.8 through H.4.2.12, and H.4.2.14 shall apply in full.
- H.4.4 NON-RENEWAL OF ANY APPOINTMENT IN EXCEPTIONAL CIRCUMSTANCES
 - H.4.4.1 If, through exceptional circumstances, time does not allow the implementation of the procedures outlined above (Sections H.4.2 and H.4.3), in any case of contract non-renewal, the Vice-President must show evidence of the professional

incompetence (as indicated in Appendix H-B) of the faculty member to the President and College Board and, if requested by the faculty member, to the executive of the Association. The College administration shall not use this exceptional circumstances clause to circumvent the implementation of the procedures of section H.4.2 and H.4.3 in cases where circumstances are such that these procedures could have been followed.

H.4.4.2 A faculty member whose appointment is not renewed according to the exceptional circumstances of Article H.4.4.1 shall have recourse, if he/she chooses, to the Formal Hearing described in Articles H.5.3.2 through H.5.5.

H.5 HEARINGS AND APPEALS PROCEDURE FOR DISMISSAL DURING CONTRACT

H.5.1 Dismissal during contract is the most severe course of disciplinary action open to the President and should normally occur only after more positive and supportive disciplinary actions have failed. Alternate forms of such action could include private reprimand or other forms of censure within the College.

H.5.2 INITIATION OF FORMAL PROCEEDINGS

H.5.2.1 PREPARATION OF STATEMENT OF CAUSE

The President shall, at the request of the faculty member, state in writing the facts believed to constitute cause for dismissal during contract. When this statement is prepared a copy shall be given to the faculty member. Said statement shall advise the faculty member of his/her contractual privilege to seek the assistance of the Association as specified in Article H.5.2.2 and H.5.3.2.

H.5.2.2 INTERIM CONSULTATIVE PROCEEDINGS

After this statement is presented to the faculty member concerned, there may be interim consultative proceedings arranged jointly by the Association and the Administration. Such proceedings are not mandatory. At the conclusion of such proceedings, the President shall determine if the case requires further investigation.

H.5.3 FORMAL HEARING

H.5.3.1 FACULTY MEMBER'S REQUEST FOR A FORMAL HEARING

Within ten days after the initial presentation of statement of cause, or, where interim proceedings occur, within ten days after the President determines that the alleged statement of cause is to be brought on for hearing, the faculty member whose dismissal is sought shall state in writing whether or not he/she desires a formal hearing on the statement of cause. This ten-day period may be extended by mutual consent of the President and the faculty member. If the faculty member elects not to ask for such a hearing, his/her employment shall be terminated. The faculty member must be advised in writing by the President of his/her rights to a formal hearing.

H.5.3.2 HEARING COMMITTEE

If the faculty member elects to ask for a formal hearing on the statement of cause, such a hearing shall be before a committee of five (or six) members to be selected in the following manner: The Association shall select a group of eight faculty members; this group shall then choose, by random selection, five of its members to serve as the hearing committee. The faculty member is allowed a maximum of three peremptory challenges; committee members challenged shall then be replaced, by random selection, from among the remaining three members. In addition, the faculty member has the option of choosing a colleague to serve on the Committee (a sixth member). The Committee shall be constituted within fifteen days after the faculty member's request for a hearing. The Hearing Committee shall select a Chair from among its members.

H.5.3.3 CONDUCT OF HEARING

The Committee shall set a date for the Hearing, giving sufficient time to the faculty member to prepare his/her case. The faculty member and the

administration shall have the option of assistance by counsel, both in preparing for and at the Hearing. Cost of counsel for the faculty member shall not be borne by the College Board. Not less than one week before the Hearing date, the faculty member shall file with the Hearing Committee a written statement of his/her case. The Committee shall review the charges and the faculty member's statement prior to the Hearing. The Committee, in

consultation with the President and the faculty member, shall determine whether the Hearing shall be public or private. Although the President and other administrative personnel approved by the Committee Chair may attend, the conduct of the Hearing shall be under the control of the Committee Chair. Minutes of the Hearing shall be kept; further methods of recording the Hearing may be decided upon by the Committee. At the Hearing, the testimony of witnesses and other evidence concerning any disputed facts shall be received by the Committee. No witness shall testify before the Committee except in the presence of the faculty member, and no evidence shall be considered that is not made known to him/her and his/her counsel in sufficient time to permit him or her to obtain answering testimony or evidence. All witnesses before the committee shall be subject to cross-examination. At the conclusion of the testimony, the committee may permit each side to make an oral or written summation; if this privilege is extended to one side, it must be extended to both. When the committee is satisfied that all pertinent and available evidence has been received, and that such summations as it deems appropriate have been presented, the Hearing shall be adjourned. The Committee shall then meet, in camera, to consider the case.

H.5.3.4 COMMITTEE'S REPORT

Within ten days of the completion of the hearing the Committee shall prepare and submit a Report. The Report shall include:

1. an explicit statement of the committee's

findings with reference to each allegation in the statement of cause lodged against the faculty member; and,

2. a recommendation to the President that the faculty member's employment either be terminated or continued.

This period of time may, in exceptional circumstances where there is cause, be extended by the Dean of Instruction.

- H.5.3.5 The President and the faculty member shall receive copies of the minutes of the Hearing and the Hearing Committee's findings, and the Committee's recommendation.

H.5.4 ACTION BY THE PRESIDENT

Within ten days of receiving the Committee's Report the President shall make his/her decision. If the President concurs with the Committee's recommendation that the faculty member's employment be continued or does not accept the Committee's recommendation that employment shall be terminated, the faculty member shall continue his/her duties without prejudice. If the President concurs with the Committee's recommendation that the faculty member's employment shall be terminated or if the President does not accept the Committee's recommendation that employment shall be continued, the President shall notify the faculty member of the termination of his/her employment, such notification to be given within three (3) days of the President's decision. The faculty member may appeal to the Malaspina College Board, as provided below.

H.5.5 APPEAL

Within thirty days of receiving notice of termination the faculty member may appeal, by letter, to the Chair of the Malaspina College Board. A copy of this letter, in which are stated

the grounds for appeal, must also be given to the President. Within three days of receiving this letter the President shall forward to the College Board a copy of the charges, the minutes of the hearing, a copy of the President's notice of termination of the faculty member's employment. The Malaspina College Board may conduct the Appeal or it may refer the Appeal to an Appeal Committee of not less than three of its members. The Association shall provide one of its members to serve on the Appeal Committee if the Board so requests. The Board or its Appeal Committee shall consider the evidence and shall make recommendations. No new evidence or testimony shall be introduced as part of the appeal, but the Board or its appointed committee may return the case to the Faculty Hearing Committee in the event that new evidence or testimony becomes available, or if, in the opinion of the Board or the Appeal Committee, further evidence appears desirable. If the Board accepts the President's decision to terminate the faculty member's employment, the termination shall be effective at the date originally named by the President.

H.6 SUSPENSION

The President may at any time temporarily suspend a faculty member, without prejudice, and without financial penalty, when that suspension is in the opinion of the President in the best interest of the College or the faculty member. The President shall specify in advance who may act as his or her designee in matters of suspension during his or her absences from campus.

APPENDIX H-A - INVESTIGATING COMMITTEE

H.A.1 REQUEST FOR INVESTIGATION

A faculty member who has a two-year or five-year appointment may request in writing that the Association conduct an investigation into the

causes for the possible non-renewal of his/her contract. This request shall be presented within one week after receiving his/her copies of the recommendation to the Vice-President from the Dean of Instruction and the Chief Personnel Steward of the Association.

H.A.2 PREPARATION OF STATEMENT OF CAUSE

The Vice-President shall state in writing all the facts known to him or her that may constitute cause for the non-renewal of contract. A copy of this statement shall be given to the faculty member.

H.A.3 INTERIM CONSULTATIVE PROCEEDINGS

Between the time of the faculty member's request for an investigation and the investigation itself, there may be interim consultative proceedings arranged for by the Association and the Administration. Such proceedings are not mandatory, but provide an opportunity for a mutually satisfactory agreement between faculty member and the Administration to be reached. If no such agreement can be reached, the investigation shall proceed, unless the faculty member specifically requests that no further action be taken.

H.A.4 INVESTIGATING COMMITTEE

Within seven days after the faculty member's original request for the investigation, the committee to investigate the causes for possible

non-renewal of contract shall be selected in the following manner: the Association shall select a group of eight faculty members; this group shall then choose, by random selection, five of its members to serve as the investigating committee. The faculty member is allowed a maximum of three peremptory challenges; challenged committee members shall then be replaced, by random selection, from among the remaining three members.

In addition, the faculty member has the option of choosing a colleague from his/her program group to serve on the committee (a sixth member). The investigating committee shall select a Chair from among its members.

H.A.5 CONDUCT OF THE INVESTIGATION

H.A.5.1 In setting the date for the beginning of the investigation, the committee shall attempt to give as much time as possible to the faculty member for preparing his/her case, but the investigation can begin no later than January 25. Materials that the committee shall examine include at least the recommendations from the Dean of Instruction (see H.3.2), and the Chief Personnel Steward of the Association; the statement of the facts that may become cause for non-renewal from the Vice-President; and the faculty member's written statement of his/her case. The investigation shall remain private and confidential unless the faculty member, the Vice-President, and the Committee Chair all agree to make it public.

H.A.5.2 At times made known to all concerned parties the committee shall hear oral testimony. Although the Vice-President and other administrative personnel approved by the Committee Chair may attend these sessions, the conduct of these sessions shall be under the control of the Committee Chair. Minutes of these sessions shall be kept; further methods of recording may be decided upon by the committee. At these sessions, the committee shall receive testimony of witnesses and other evidence concerning any disputed facts. No witness shall testify before the committee except in the presence of the faculty member, and no evidence shall be considered that is not made known to him/her in order to permit him/her to obtain answering testimony or evidence. All witnesses before the committee shall be subject to cross-examination. The committee may request oral or written summations from both sides of the dispute. When the committee is satisfied that all pertinent and available evidence has been

received, and that such summations as it deems appropriate have been presented, it shall adjourn to consider the case, in camera.

H.A.6 INVESTIGATING COMMITTEE'S REPORT

At the completion of the investigation, the Committee shall prepare and submit a report to the Vice-President on or before February 5. (In consultation with the Committee Chair, the Vice-President may accept a report at a later date if such an extension shall not affect his/her due consideration of the report.) The report shall include:

1. an explicit statement of the committee's findings with reference to each of the points that may constitute cause for the non-renewal of contract;
2. a recommendation to the Vice-President that the Faculty member's appointment not be renewed; or, that it be renewed for one year with conditions stated for further appointments; or, that an appointment following the normal progression of contract offers be extended.

H.A.7 The faculty member shall receive copies of the minutes of the verbal testimony, the committee's findings, and the committee's recommendations.

APPENDIX H-B - PROFESSIONAL INCOMPETENCE AS CAUSE

H.B.1 The employment of a faculty member may be terminated by the College only for cause. Professional incompetence constitutes cause.

H.B.2 Professional incompetence cannot be finally or decisively described in any statement of procedures. Each case must be assessed individually.

I. GRIEVANCE PROCEDURES

I.1 Differences between the parties bound by this Agreement concerning its interpretation, application, operation, or any violation thereof, and any questions as to whether any matter is arbitrable shall, if possible, be resolved by informal discussions between the faculty, the other persons involved and the appropriate senior administrator. If the dispute is not resolved within two weeks from the date of the first meeting between the faculty and senior

administrator the matter shall be dealt with, without stoppage of work, in the following manner:

Step 1 - The grievance shall be submitted in writing to the Committee of Personnel Stewards of the Association which shall endeavour to settle it in meetings with the Director of Personnel. The Chief Personnel Steward of the Association shall make a written submission during this stage.

Step 2 - If Step 1 fails, the grievance shall be referred to a joint meeting of the Committee of Personnel Stewards of the Association and the Personnel and Programs Committee of the Board.

Step 3 - If Step 1 and 2 fail to settle the grievance, the matter shall be referred to arbitration within six weeks after Step 2 is completed unless extended by mutual consent.

I.1.2 Steps 1 and 2, outlined in Article I.1, each have a maximum time limit of two weeks, unless extended by mutual consent.

I.2 ARBITRATION

I.2.1 A Board of Arbitration shall consist of three persons: one to be selected by the College Board, and one by the Association, and a third person chosen by the first two Arbitration Board members who shall act as Chair. The first two members of the Board are to be selected within five days of either party being notified by the other party of its desire to refer the grievance to arbitration. In the event that the two persons are unable to agree on the selection of the third person within five days of the date of the latter appointed member, the Minister of Labour of the Province of British Columbia shall be asked to appoint the third member.

I.2.2 The decision of the Board of Arbitration shall be binding upon the parties, but in no event shall the Board of Arbitration have the power to alter,

modify or amend this Agreement in any respect. The Board shall have the power to determine whether the grievance is arbitrable.

I.2.3 The Board of Arbitration has the same powers, follows the same procedures and has the same

authority as an arbitration board under Part 6 of the Labour Code. The Board of Arbitration shall give full opportunity to all parties to present evidence and make representation to it. The Board of Arbitration shall commence its proceedings within ten days, or sooner, after the Chair is appointed. It shall render a decision in writing to the parties involved within ten days from the time a Chair is appointed. The decision of a majority shall be the decision of the Board of Arbitration.

I.2.4 The time limitation set out in this Article may be extended by mutual agreement of the parties.

I.3 OTHER DISCIPLINARY ACTION

I.3.1 Other disciplinary action includes written censures and letters of reprimand. A faculty member shall be sent a copy of any such document (at the time of filing) placed on the faculty member's personnel file. The faculty member is to provide immediate written acknowledgment of receipt of the copy.

I.3.2 In response to any such documents placed in a faculty member's personnel file, a faculty member shall be entitled to prepare a statement and include it in said file.

I.3.3 Upon the faculty member's request, any such document shall be removed from the faculty member's personnel file after the expiration of three years or at the end of his/her current contract whichever is longer provided there has not been a further infraction.

I.3.4 During normal working hours, and in the presence of a Personnel Office staff member, every faculty

member has the right of access to his/her personnel file.

K. NEGOTIATING A NEW AGREEMENT

This section affirms the commitment of both parties to the principle of uninterrupted educational service to the community. Consequently in the event of a dispute between themselves the parties shall not resort to either strike or lock-out. Instead the procedures outlined below shall be followed. In the event of a dispute involving a third party this principle still applies.

However an individual faculty member's employment cannot be terminated for ignoring this principle in particular circumstances.

K.1 In the event that the parties are unable to reach a new agreement by one month following the expiry date of the contract, both parties shall request the Minister of Labour to appoint a mediation officer pursuant to Section 69 of the Labour Code of British Columbia. At this time the parties shall meet to draw up a list of the matters to be considered by the mediation officer. This deadline can be extended by mutual agreement.

K.1.1 If the matter is not resolved during the term of appointment of the mediation officer, both parties shall request that the mediation officer include recommended terms of settlement in his/her report to the minister.

K.1.2 Within one week of receipt of the report of the mediation officer, the parties shall meet to determine whether a settlement can be reached. If a settlement cannot be reached, the parties shall jointly or individually submit the matter to arbitration by serving notice on the other.

K.2 If the minister shall not appoint a mediation officer, the parties shall meet within one week of receipt of such information to draw up a list of

the matters remaining in the dispute to be sent to arbitration. This list shall be signed by both Chairs. The parties shall then jointly, or individually submit the matter to arbitration by serving written notice on the other.

- K.3 Within two weeks of such notice being given the parties shall meet to present to each other their final positions with respect to each unresolved item in negotiation. Each party shall provide three copies of its final submission. These submissions shall include only items referred to in the report of the mediation officer, or in the absence of a mediation report the approved list under Section K.1. Each page of the submissions shall have a space for the signature of the Chair of the Malaspina College Board Personnel and Salaries Committee and the Chair of the Association Contract Negotiating Committee. Without reading or discussing the contents of the submissions, the Committee Chairs shall sign each page of each report. Of the three copies, one shall go to the College Board, one shall go to the

Association, and one, if necessary, shall go to the Arbitration Board.

- K.3.1 The committees shall then read and discuss the final positions in order to determine whether the submissions are close enough that agreement can be reached. If agreement can be reached then the arbitration procedure shall be terminated.

- K.4 If the matter is still unresolved, a Board of Arbitration shall be chosen. The Board shall consist of three persons; one to be selected by the College Board, one by the Association, and a third member, to be chosen by the first two board members, who shall act as Chair. The first two members of the board are to be selected within five days of the presentation of the final positions. In the event that the two persons are unable to agree on the selection of the third person within five days of the date of the last appointed member, the Minister of Labour shall be

asked to appoint the third member.

- K.4.1 The Board of Arbitration has the same powers, follows the same procedures and has the same authority as an arbitration board under Part 6 of the Labour Code. Part 6 of the Labour Code shall apply to all proceedings under this article. The Board of Arbitration shall give full opportunity to both parties to present evidence and make representation to it. The board shall commence its proceedings within ten days, or sooner, after the Chair is appointed. It shall render a decision in writing to both parties within ten days from the time a Chair is appointed. The decision of a majority shall be the decision of the Board of Arbitration.
- K.4.2 The Board of Arbitration must select one or the other final positions and indicate in its written report the reasons for the selection. The board is explicitly excluded from deciding on some position different from either of the final positions.
- K.4.3 The decision of the Board of Arbitration shall be binding on both parties.
- K.4.4 Either party, through notice within thirty days after the expiry of the Agreement, can invoke suspension of Section K.
 - K.4.4.1 If either party does invoke suspension of section K, then neither party can commence strike/lock out actions prior to September 1 of that year.
 - K.4.4.2 Should suspension of Section K occur, then Section K, including this clause, shall automatically be included in the next contract unless mutually agreed that it be removed.
 - K.4.4.3 Should suspension of Section K occur, then the right of arbitration and the mediation process as described in Section K are suspended immediately

and continue to be suspended until a new agreement is signed, unless the parties mutually agree to the contrary.

N. PROCEDURES FOR THE LAY OFF AND RECALL OF FACULTY MEMBERS

N.1 REASONS FOR LAY OFF

N.1.1 Elimination of regular positions by the College for budgetary reasons, for reasons of demonstrable and substantial declining enrolment over a sustained period, and for reasons of a demonstrable need for program or service reduction, including the non-viability of non-teaching positions as a result of the preceding, will be carried out in accordance with this section.

N.1.2 This section does not include the elimination of regular faculty members through suspension, leave of absence, exchanges, resignations or those circumstances covered under Article H.

N.2 Application

N.2.1 All faculty, whether or not they are on leave, shall be subject to the conditions of this section.

N.3 Definitions

N.3.1 The following definitions apply throughout Article N.

a) "Lay off" refers to the loss of the employment specified in a faculty member's regular contract.

b) "Seniority" is defined in Article F.8.1 of this agreement.

c) "Bumping" is defined as the displacement of a faculty member in another department, program or service area, by a member with more

seniority within the Association bargaining unit.

- N.4 Seniority Principle and Seniority Groups
- N.4.1 It is recognized that the principle of seniority shall govern the application of this Article.
- N.4.2.1 It is recognized that the selection of faculty members to be laid off within one of the groups identified in Article N.4.3 shall be in reverse order of seniority subject to the senior employee(s) having the qualifications to perform the remaining work available within the group following the effective date of lay off.
- N.4.2.2 Notwithstanding the above, no faculty member employed by the College as at May 1, 1993 who has at least fifteen years of seniority will be laid off if there are junior faculty members remaining in the group to which the faculty member is assigned.
- N.4.3 Assignment of existing faculty to a seniority group will be in accordance with the major instructional or non-instructional regular assignment over the past two (2) years, excluding temporary secondments. Faculty members with on-going appointments in more than one seniority group will accumulate seniority equivalent to their full appointment in each of the seniority groups to which they are appointed. This shall be determined by November 30th of each year. A copy of the list shall be forwarded to the Chief Personnel Steward of the Association, and a further copy distributed to each instructional and non-instructional group. All new faculty appointments, courses, programs or services will be assigned to a seniority group at the time of appointment or implementation.

The seniority groups currently agreed upon are:

Access
Accounting & Law
Anthropology
Aquaculture & Fisheries
Art
Audio Visual
Biology
Chemistry

Child & Youth Care
Community Support Worker
Computer Support
Computing Science
Continuing Health Care Administration
Co-operative Education
Counselling
Creative Writing
Criminology
Economics
Educational Counselling
Ed - Art
Ed - Physical Education
Ed - Professional Studies
Ed - Communication & Foundations
Ed - Curriculum & Evaluation
Ed - Methodology
Ed - Music
Ed - Psychology
English
Forestry
Geography
Geology
History
Horticulture
Hospitality Management
Human Resource Management
Languages
Liberal Studies
Library
Marketing
Mathematics
Music
New Enterprise Management
Nursing (upper-level)
Philosophy
Physical Education
Physics
Political Science
Psychology
Quantitative Methods & Finance
Recreation Administration
RMOT
Social Service Worker
Sociology
Theatre
Tourism

Additions, deletions, or changes may be made to this list by mutual agreement of the parties to this agreement.

N.4.4 Faculty with more than 15 years of seniority, as of May 1, 1993, will not be laid off except in

cases where a particular program is cancelled by the government or there is a demonstrable and substantial declining enrolment over a sustained period, or in a non-instructional area where there is no longer a demonstrable need for the service.

N.5 College Responsibilities

N.5.1 It is recognized that the College has a responsibility to explore all alternative ways of preventing the lay off of regular faculty members.

N.5.2 It is further recognized that the College must have bona fide reasons for the lay off of regular faculty members.

N.5.3 The College shall not prepare budgets in such a way that any faculty position or alternative position is financially unsupportable for the purpose of bypassing the steps outlined in Article H.4.

N.6 Lay Off Process & Responsibility for Notice

N.6.1 When the lay off of faculty members appears to be necessary, the following process shall be followed during the academic year in which the lay off may occur:

a) A general notice of the possibility of lay offs which impact Association members shall be given to the Association by the President of the College as early as possible.

b) Prior to the lay off of any faculty member the College shall offer early retirement (to a minimum of three (3) in any contract year and provided such retirements would provide work for which faculty members in question are qualified) to eligible faculty in relevant seniority groups, and eliminate all temporary contracts in the seniority group where a lay

off is proposed. Should any such offers be accepted, and the number of acceptances matches or exceeds the College's obligation for early retirements as per Article P.2, then this latter obligation will be deemed to have been fulfilled.

- c) A minimum of twenty (20) working days prior to formal notice being given to a faculty member the Administration shall provide a written outline of the reasons for the proposed lay

off to the faculty member and to the Chief Personnel Steward of the Association.

All alternatives to the lay off of the faculty member involved shall be explored at this time by both the College and the Association. The Chief Personnel Steward of the Association shall be provided with all data and material relied upon by the College in arriving at this decision. The Association can, within the twenty (20) working day period, make a presentation to the College, outlining alternatives to the lay off of the faculty member.

The implementation of any of the alternatives identified above must be agreed to by:

- i) The Faculty Member;
- ii) The Chief Personnel Steward of the Association;
- iii) A Vice-President of Instruction.

The College shall not unreasonably deny any viable alternative.

- d) When the College has determined that none of the alternatives which are described in Article N.6.1 (c) is suitable, a faculty member being terminated from his/her position shall be given formal written notice of the lay off at least four (4) months prior to the effective date of lay off being served.

N.6.2 When lay off for reasons of demonstrable and substantial declining enrolment is contemplated, the College shall notify the Association and the Faculty member involved by a minimum of six (6) months prior to formal notice of lay off.

N.6.3 When written notice is given to the faculty member, the College shall provide the reasons for lay off and inform the faculty member of his/her rights as outlined in these Articles.

N.7 Bumping (Displacing) of Less Senior Faculty Members

N.7.1 A faculty member who has been given notice of lay off shall be eligible to bump across the bargaining unit if:

a) The faculty member has the current qualifications for the position in question.

The qualifications of the faculty member shall be assessed by a hiring committee as outlined in E.1.3. This committee shall be responsible for the assessment of whether the faculty member has the qualifications normally required to work in that department or service area.

If a faculty member is found to generally meet the qualifications but lacks currency in the field or specific course work in a required specialty area, the faculty member will file a one year plan to attain currency or course work. If this plan is approved by the hiring committee and the faculty member has had three (3) years or more of full-time service with the College, she or he shall receive an assisted leave in accordance with the provisions of F.c, F.1 - F.1.7; and

b) There is a faculty member with less seniority in the position.

N.7.2 A faculty member who is eligible and elects to

bump into another position shall:

- a) make that decision within twenty (20) working days of receipt of formal notice of lay off; and
- b) bump the least senior member of the seniority group in a position for which they are qualified.

N.7.3 A faculty member who is displaced by the operation of Articles N.7.1 and N.7.2 shall have:

- a) twenty (20) working days to exercise his/her rights under Article N.7.1 and N.7.2; and
- b) written notice of lay off if the faculty member is unable or chooses not to exercise his/her rights under Article N.7.1. Length of notice shall be as outlined in Article N.6.1 d); and
- c) eligibility for all provisions accorded laid off faculty (Articles N.7 - N.10).

N.8 Severance Pay

N.8.1 Upon lay off, the faculty member shall receive severance pay of one month's salary for each year of service at the College, with a minimum of two

(2) months salary to a maximum of ten (10) months, plus earned vacation pay accrued to the date of lay off. Years of service shall be defined as equal to the faculty member's seniority.

N.9 Retraining

N.9.1 Faculty who have been laid off pursuant to this Article may elect to retrain, subject to mutual agreement as in Article N.6. If a retraining plan is agreed to in accordance with the above, the faculty member shall receive that amount equivalent to the combined severance and vacation pay entitlement, allocated in such a manner as to provide a payment plan during the retraining

period. The total of such payment shall not exceed the amount of the combined severance and vacation pay the faculty member would be entitled to under Article N.8. Continuation of health and welfare benefits shall be subject to:

- a) the faculty member meeting the eligibility requirements of existing contracts with insurance carriers; and
- b) the faculty member prepaying by way of post-date cheques to the College the total cost of such benefits.

N.9.2 The maximum period of leave for retraining shall be two (2) years except where the retraining programs involves a Ph.D. program in which the maximum period of such leave shall be three (3) years

N.9.3 During the academic year following the completion of the leave, the College will agree to appoint the faculty member to any vacancy for which she/he is now qualified. Where more than one faculty member becomes qualified for a vacancy as a result of retraining, priority for such vacancies will be on the basis of seniority. Retrained faculty will also be able to displace regular faculty with less than three (3) years seniority from established regular positions for which she/he is qualified.

N.9.4 Faculty members who are reinstated as a result of retraining will resume their employment on a regular basis, with no loss in seniority. Any future notice or severance under this Article will be calculated from the date regular employment resumed.

N.10 Recall

N.10.1 Any faculty member who has been laid off will have right of recall to a regular position for which he/she is qualified. The right of recall shall extend for twenty-four (24) months from the date

of lay off. The obligation for notice of recall shall be by registered mail to the last provided address, with a twenty working day waiting period from the date of mailing.

N.10.2 Any faculty member who accepts a recall to a regular position under this section will resume their employment with no loss in seniority. Any future eligibility for severance under this Article will be calculated from the date employment resumed.

N.10.3 Within a seniority group in which there has been a lay off of a regular faculty member, the College shall not employ temporary faculty members for the subsequent two (2) years unless all faculty members laid off from that group have been offered such temporary work. Acceptance of such temporary work will not change the period of recall.

N.11 Employee Records of Laid Off Faculty Members

N.11.1 The records of all faculty members laid off hereunder, and all references supplied by the College or requested by outside agencies, will clearly state that the lay off in no way reflects upon the performance of the person in question.

N.12 Expiry of Rights

N.12.1 A faculty member who is laid off under this section and is rehired by the College subsequent to the expiry of a retraining leave and/or the recall period shall be treated as a new employee for all purposes.

O.1 CONFORMITY TO LAW-SAVINGS CLAUSE

It is hereby declared to be the intention of the parties to this contract that the sections, paragraphs, sentences, clauses and phrases of this contract are subject to applicable federal, provincial and local law and are separable. If any phrase, clause, sentence, paragraph or section of this contract shall be found to be invalid because of conflict with any applicable federal, provincial, or local law, such invalidity shall

not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this contract. Any substitute provisions shall be subject to appropriate consultation and negotiation between the parties to this collective agreement.

0.2 NO OTHER AGREEMENT

No faculty member covered by this agreement shall be required or permitted to make a written or oral agreement with the College or its representatives which may conflict with the terms of this agreement, unless mutually agreed to by both parties to this agreement. Said specific variance shall be in writing and shall clearly state that the letter of agreement is made without prejudice to the collective agreement.

0.3 LEGAL INDEMNIFICATION

0.3.1 Where a faculty member is charged with an offence resulting directly from the proper performance of duties and is subsequently found not guilty, the faculty shall be reimbursed for reasonable legal fees.

0.3.2 Payment of any damages, up to the policy limit required by the Ministry of Advanced Education due to liability imposed by law, including cost of defence, resulting from injury and/or damage to the person or property of others including personal injury, professional errors and omissions.

0.3.3 Providing the Employer requests the use of tools, reference texts and instruments, and the declared value is recorded in writing with the Dean of Instruction at the time the items are brought on campus, coverage is provided for:

All risks of direct physical loss or damage consistent with policy provisions.

0.4 COPYRIGHT

0.4.1 Books, Manuscripts, Papers, Artistic Works, and Lecture Notes, except for those written as a result of a specific directive from the college shall remain the property of the authors. Authors shall compensate to the College for any such costs incurred by the College for the preparation of such materials for the personal use of the author.

- 0.4.2 Software, Audio Visual Materials, and Instructional Materials shall remain the property of the author except those produced as a result of College requirements or College expectations for the delivery of an instructional assignment which shall remain the property of the College.
- 0.4.3 The College may, upon written agreement, cede copyright to faculty.
- 0.4.4 The College shall pay, to any author or authors, royalties totalling 50% of any net profit for selling any copyright material, unless the material was the result of a specific assignment by the College, in which case the College shall have full ownership of royalties.
- 0.4.5 Notwithstanding the above provisions, College students shall not be charged for any materials produced by instructors except as approved by the Vice-President of Instruction.
- 0.4.6 A faculty member may request from the Vice-President Instruction clarification of the copyright status of any work undertaken or to be undertaken by the faculty member which may lead to a copyright. Such requests shall, whenever possible, be made prior to the faculty member undertaking such work.
- 0.5 NO DISCRIMINATION
- 0.5.1 The College and the Association recognize the right of employees to work in, and students to study in, an atmosphere free from discrimination and harassment. All employees and students have the right to employment and equal treatment without discrimination or harassment because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that

person, or membership or activity in the Faculty Association.

The College has further indicated its intention to continue to develop, with faculty, an extensive harassment and discrimination policy, applicable to all employees and students. The College has further undertaken that this policy will not be developed without consultation with faculty.

O.6 ACADEMIC FREEDOM

Society benefits from the search for knowledge and its free exposition. Academic freedom is essential to both these purposes in the teaching function of the College as well as in its scholarship and research. There shall be no infringement or abridgement of the academic freedom of any faculty member. Faculty members are entitled, regardless of prescribed doctrine, to freedom in carrying out research and in publishing the results thereof, freedom of teaching and of discussion, freedom to criticize the College and freedom from institutional censorship. Academic freedom does not require neutrality on the part of the individual. Rather, academic freedom makes commitment possible. Academic freedom carries with it the duty to use that freedom in a fair manner consistent with the scholarly obligation to base research, criticism, and teaching on an honest search for knowledge.

P. RETIREMENT

P.1 Notwithstanding any other provisions herein, a faculty member's regular appointment shall not extend beyond July 31 of the year subsequent to the faculty member reaching the age of 65 years.

P.2 Early Retirement Incentive

The College may offer, or the faculty member may request a choice of one of the early retirement incentive alternatives described herein provided the faculty member meets the following qualifications:

1. is age 55 or over
2. has a minimum of ten years pensionable service
3. is a regular faculty member on continuing appointment at the time of early retirement
4. is on the maximum step of their salary scale
5. retires from his/her regular position

A regular faculty member has the right to accept or decline an early retirement incentive offer made by the College within thirty days of the offer being proposed.

In the event of acceptance of an offer of early retirement, a regular faculty member's date of retirement shall be effective on a date mutually agreed upon between the regular faculty member and the President.

During any contract year, the College shall accept at least two, but not necessarily more than two, regular faculty members' offer (provided there are any such offers) of early retirement within 30 days of the offer being made. If more than two faculty members apply, and only two early retirements are granted in a given contract year, the administration shall have the right to determine who is granted the early retirement, based upon program need. The regular faculty members and the President shall reach mutual agreement as to the effective date of the retirement.

Agreement shall be in writing and shall specify the early retirement date with the incentive option agreed upon.

Option A Lump Sum Payment

The retirement allowance shall be paid in one sum

on the date of retirement, or for optimum tax advantage on an agreed upon deferred date, or in twelve equal installments, at the option of the faculty member, and shall be based on scale salary without allowances in the following amounts:

Full Years to Retirement	Pay-out
1	20% of annual salary
2	40% of annual salary
3	60% of annual salary
4	80% of annual salary
5 or more	100% of annual salary

Option B The retirement allowance based on 20% of one-twelfth of the retiring faculty member's pre-retirement annual salary without allowances shall be paid each month by the College into a pre-designated Registered Retirement Savings Plan or trust fund in the name of the retired faculty to provide at the discretion of the retired faculty, a supplemental pension income upon attaining the age of 65 years. Payments shall commence on the first day of the month coincident with or next following the date of early

retirement and shall cease when the retired faculty reaches the 65th birthday. In the event the retired faculty passes away prior to attaining the age of 65, any contributions outstanding shall be payable by the College in a lump sum amount to the estate of the deceased. The maximum period of payment shall be sixty months.

Option C Any other mutually agreed upon plan which takes into account the individual regular faculty member's personal circumstances. Such plan shall not offer an incentive having a monetary value greater than plans A or B.

LETTER OF UNDERSTANDING
UNCONVENTIONAL INSTRUCTION DESIGNATED UNDER B.3.2.1

The listing of cases of unconventional instructional referred to in Article B.3.2.1 of the Collective Agreement is as follows:

Activity Course labs

Administration 250T, 228T, 229T
Agriculture 171T, 172T, 181T, 271T, 272T
Aquaculture and Fisheries 171T, 172T, 173T, 191T, 192T,
271T, 272T
Biology, Audio-tutorial labs
Computing Science 190
Early Childhood Education and Care 131T, 132T, 133T
Forestry 201T, 291T, 292T, 293T
Gerontology 182T, 183T
Hotel 250T
Music labs, ensembles, individual instruction
Reading courses
Recreation 148T, 151T, 152T, 199T, 202T, 248T, 251T, 252T,
299T
Social Service 181T, 182T, 183T
Study Skills labs
Theatre labs

These and others which may arise with clear parallels to them, shall be classified as unconventional instruction for purposes of determining maximum workloads under B.3.2.1.

LETTER OF UNDERSTANDING

BARGAINING UNIT DEFINITION

The college agrees to establish a joint committee provided B.C.G.E.U. and C.U.P.E. are willing to participate. The Committee shall be composed of two representatives each of the Association, B.C.G.E.U., C.U.P.E., and the College.

This Committee shall consider any jurisdictional issues related to the description or the Collective Agreement of the Association, B.C.G.E.U., and C.U.P.E. Bargaining Certificates, and attempt to resolve all such matters to the satisfaction of the Association, B.C.G.E.U., C.U.P.E., and the College.

LETTER OF UNDERSTANDING

PROFESSIONAL DEVELOPMENT

It was agreed that the faculty travel/research grants policy (administration fund) would not require deduction of the individual professional development funds for which the faculty member is eligible.

LETTER OF UNDERSTANDING

RE REGULARIZATION OF TEMPORARY FACULTY

The College agrees that on a one-time basis the faculty listed below will become regular as of date of signing of this Collective Agreement. These faculty have been regularized because they have been teaching full-time for at least one year, (or close to full-time in one instance), and for other reasons stated below.

For purposes of evaluation and contract renewal the effective date of initiation of the contract will be taken as August 1, 1993.

1. Faculty members who have been employed by Malaspina College at a 100% workload for the 1991/92 through the 1992/93 academic years, who have not been replacing regular faculty, and who are doing on-going work.

P. Neary	B. Morrison
G. Kelly	J. Fox
G. Hak (0.5)	B. Dunlop
D. Hawthorne (0.5)	T. Doughty (0.5)
R. Bevis	G. Holyer
K. Harrison (0.5)	A. Chapelle

2. The Art Department requires a number of specialized instructors, and has hired a number each year. One can be justified on a full-time on-going basis. A second was full-time last year, and can be justified on a half-time on-going basis.

I. Churcher*	E. McCluskey (0.5)
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3. Faculty members in Education who were hired as full-time temporary faculty last year due to budget restraints who normally would have been hired as regulars.

W. Kellet
H. McBurney

B. Krynowsky
L. Chimes

4. A long-time faculty member in ECEC who worked full-time last year, and will continue to work at least half-time on an on-going basis.

L. Traynor (0.5)

*On-going appointment conditional upon completion of MA.

LETTER OF AGREEMENT

CLASS SIZE INCREASE

Class size maxima will not be increased from 1992-93 levels by more than two (2) students. This Letter of Agreement will expire with this contract.

LETTER OF AGREEMENT

POWELL RIVER

The parties agree that temporary appointments in Powell River may be made on the basis of hiring local qualified instructors.

In the above circumstances, the requirement to offer additional available Powell River work to instructors at other campuses, as outlined in Article B.2.2.2 shall be waived.

SIGNATURE PAGE

This Agreement shall be binding from May 1, 1992, until April 30, 1994, or until a new agreement is signed, whichever is later. The continuance of the increment structure is hereby agreed to by both parties. This Agreement may be opened for collective bargaining by either party at any time after December 31, 1991, in accordance with Section 62 of the Labour Code of British Columbia.

Signed as of _____ day of _____, 1992 at Nanaimo, B.C.

Maria Gomes, Chair
Malaspina College Faculty
Association Negotiating
Committee

Fran Jones, Vice-Chair
Malaspina College Board

Jamie Brennan, President
Malaspina College Faculty
Association

Richard W. Johnston
President

Malaspina College

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