

ARTICLE 25 APPOINTMENTS

25.1.1 Types of Appointments

25.1.1.1 All Members shall have an appointment corresponding to one of the following types.

25.1.2 Tenure or Tenure-Track Faculty Appointments

25.1.2.1 An Initial Tenure-track appointment is a faculty appointment of not less than two (2) years and ten (10) months and not more than three (3) years and ten (10) months less one (1) day, but normally being three (3) years. All such contracts shall end on June 30. This type of appointment is with appropriate rank and a full range of academic responsibilities. The Member is normally expected to apply for a Renewed Tenure-track appointment in the final year of an Initial Tenure-track appointment.

25.1.2.2 A Renewed Tenure-track appointment is a faculty appointment, normally of three (3) years duration, with appropriate rank and a full range of academic responsibilities. The Member is normally expected to apply for a Tenured appointment in the final year of an Renewed Tenure-track appointment.

25.1.2.3 A Tenured appointment is a faculty appointment with rank and a full range of academic responsibilities which can be terminated only by retirement, resignation, dismissal for cause, or layoff pursuant to this Agreement.

25.1.3 Adjunct Faculty Appointments

25.1.3.1 A Term Adjunct appointment is a limited-term adjunct faculty appointment of one (1) academic term to three (3) years duration, with appropriate rank and a limited range of academic responsibilities. Term Adjuncts are appointed to instruct and evaluate, for pay, individually or jointly, one or more degree half-credit (0.5) course(s) or course section(s) (or parts thereof) as set out in their letter of appointment.

25.1.3.2 A Continuing Adjunct appointment is an adjunct faculty appointment with appropriate rank and a limited range of academic responsibilities which can be terminated only by retirement, resignation, dismissal for cause, or layoff pursuant to this Agreement.

25.1.3.3 Any Member holding an appointment described in Article 25.2.3 may apply for an advertised Tenure-track position at the University. Consistent with the principles of employment equity, the Parties agree that the primary criterion for appointment to positions at the University is academic and professional excellence and that no candidate shall be recommended who does not meet the criteria for the appointment in question.

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25.1.4 Non-Renewable and Special Appointments

- 25.1.4.1 A Non-Renewable appointment is a non-renewable limited-term faculty appointment with appropriate rank and a full range of academic responsibilities for a period of not more than three (3) years. The letter of appointment shall expressly state that the appointment is non-renewable. If a faculty Member is reappointed (effective on or after July 1, 2008) as a Non-Renewable appointment, after a Non-Renewable appointment, then the Member shall be deemed to have been granted a Tenure-track appointment.
- 25.1.4.2 A Non-Renewable Replacement appointment is a non-renewable limited-term faculty appointment where the appointee replaces another Member who is on leave, holds an administrative post, or has been seconded to another function, and who is expected to return within five (5) years. This appointment is with appropriate rank and a full range of academic responsibilities, and shall be for a period of not more than three (3) years. The term may be extended for not more than two (2) additional years, where
- (a) the probability of the return of the person being replaced is very high; and
 - (b) the Appointments Committee of the Unit considers the extension preferable to seeking a new replacement.
- 25.1.4.3 A Special appointment is a faculty/librarian/archivist appointment that is funded at least fifty percent (50%) from sources of funding external to Queen's. Special appointments are made for a limited term that corresponds with the duration of the external funding and have an appropriate rank and a range of responsibilities agreed upon between the University and the appointee. Special appointees may be reappointed using the procedures and appropriately modified criteria for the renewal of Tenure-track faculty. Reappointment is subject to the requirements of and continued funding from the external funding agency. If a Special appointment is for longer than twelve (12) months, the Member shall either be reappointed or given notice of non-reappointment no later than the commencement of the final year of their appointment. Failure to provide notice shall result in an extension of the appointment for twelve (12) months. Subject to the rules of the external funding source(s) or except as otherwise provided for in this Agreement, Special appointees shall have all the rights and privileges of Tenure-track Members. The Association shall be advised in advance of the particulars of any Special appointments to be made.
- 25.1.4.4 Any Member holding an appointment described in Article 25.2.4 may apply for an advertised Tenure-track position at the University. Consistent with the principles of

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employment equity, the Parties agree that the primary criterion for appointment to positions at the University is academic and professional excellence and that no candidate shall be recommended who does not meet the criteria for the appointment in question.

25.1.5 Librarian and Archivist Appointments

25.1.5.1 An Initial Continuing-track appointment is a librarian or archivist appointment of not less than two (2) years and ten (10) months and not more than three (3) years and ten (10) months less one (1) day, but normally being three (3) years. All such contracts shall end on June 30. This appointment is with appropriate rank and a full range of librarian/archivist responsibilities. The Member is normally expected to apply for a Renewed Continuing-track appointment in the final year of an Initial Continuing-track appointment.

25.1.5.2 A Renewed Continuing-track appointment is a librarian or archivist appointment, normally of three (3) years duration, with appropriate rank and a full range of librarian/archivist responsibilities. The Member is normally expected to apply for a Continuing appointment in the final year of an Renewed Continuing-track appointment.

25.1.5.3 A Continuing appointment is a librarian or archivist appointment with rank and a full range of librarian or archivist responsibilities which can be terminated only by retirement, resignation, dismissal for cause, or layoff pursuant to this Agreement.

25.1.5.4 A Limited-Term Librarian/Archivist appointment is a limited term librarian or archivist appointment with appropriate rank and a full range of responsibilities for a period of not more than (3) years with a possibility of renewals for a total period of not more than six (6) years.

25.2 Variations to Appointments

25.2.1 Joint Appointment

25.2.1.1 A joint appointment is shared by two (2) or more Units. Financing is arranged among the Units, and approved by the respective Deans or their delegates, or the University Librarian or the University Archivist. The allocation of responsibilities among the respective Units shall be set out in the letter of appointment. Decision-making pursuant to this Agreement shall, where appropriate, be divided according to this allocation. Procedures to be used for personnel decisions shall be agreed between the appointee and the Units concerned at the time of appointment.

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25.2.2 Cross-Appointment

25.2.2.1 Any appointment type may be the subject of cross-appointment. A cross appointed Member is based in a home Unit at Queen's but has prescribed and limited responsibilities in another Unit, as agreed to by the appointee and the respective Dean(s) (and Heads if applicable), or the University Librarian or the University Archivist. The filing of annual reports, and applications for renewal, tenure, promotion are directed to and handled through the home Unit.

25.2.2.2 Notwithstanding Article 25.3.2.1, individuals holding faculty appointments at the Royal Military College of Canada may hold cross-appointments at Queen's University.

25.2.3 Named Chairs and Professorships

25.2.3.1 Persons appointed to named chairs or professorships may be current faculty members or new appointments to the University. All new appointments shall be subject to recommendation by the appropriate Appointments Committee.

25.2.3.2 Such appointments may last as long as the incumbent remains at Queen's, or may be for a defined term. All Members holding such chairs or professorships shall be on Tenure-track, Tenured, or Non-Renewable appointments, or a Special appointment. Notwithstanding Article 25.2.4.1, Members may hold a Non-Renewable appointment for a maximum of five (5) years if the Member holds a named chair or professorship.

25.2.3.3 Named chairs or professorships may provide the salary, in whole or in part, for an individual named to the chair or professorship.

25.2.3.4 If the named chair or professorship provides for a salary supplement in addition to the Member's Regular Salary, the Regular Salary shall not be so low as to create an anomaly. The Regular Salary shall change from year to year in accordance with the salary policy for all faculty Members. If the named chair or professorship provides the entire salary, the entire salary shall change from year to year in accordance with the salary policy for all faculty Members.

25.2.3.5 If the named chair or professorship is intended to provide the entire salary, and if the endowment or other funding source is insufficient to yield an appropriate salary, it shall be supplemented from operating funds in the Unit.

25.2.3.6 If a Member holds a named chair or professorship for a defined period, and continues thereafter to be a Member after he/she no longer holds the named chair

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or professorship, the Member's Regular Salary shall be a salary which shall be not less than is appropriate for the Member's accomplishments and experience.

25.3 Ranks

25.3.1 Full-responsibility faculty Members shall be appointed at one of the following ranks:

- (a) Lecturer;
- (b) Assistant Professor;
- (c) Associate Professor, or
- (d) Professor

25.3.2 Faculty Members will normally be appointed at the rank of Lecturer if they have not yet earned a degree that is considered a prerequisite for a tenure-track appointment in the discipline.

25.3.3 Faculty Members who have earned a degree, usually a doctorate, that is considered a prerequisite for a tenure-track appointment in the discipline shall not be appointed below the rank of Assistant Professor.

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

- (a) Lecturer if they have not yet earned a degree that is considered a prerequisite for a Tenure-track appointment in the discipline.
- (b) Assistant Professor if they have earned a degree, usually a doctorate, that is considered a prerequisite for a Tenure-track appointment in the discipline.
- (c) Associate Professor if they qualify for appointment at the Assistant Professor rank and meet the following criteria:
 - i a record as a very good teacher committed to academic and pedagogical excellence; and
 - ii a record of high quality and expert peer-assessed scholarly or creative work which is normally demonstrated by presentation or publication in a suitable academic or artistic forum. Writing and research on pedagogy and innovative teaching shall be assessed as scholarly activity.

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- (d) Professor if they meet one of the following criteria:
 - i. combine scholarly or creative work or professional experience judged to be distinguished with very good teaching; or
 - ii. combine continuing high quality scholarly work or professional experience with exceptional contributions in teaching.
- (e) Professor Emeritus.

25.3.4 The Principal must approve a Term Adjunct's first appointment (or first reappointment) at the rank of Associate Professor or Professor.

25.4 Equity

25.4.1 Appointment procedures and practices shall conform to the requirements of Article 24 (Employment Equity).

25.5 Appointments Committee and Procedures for All Appointments Other Than Term Adjunct Appointments

25.5.1 An Appointments Committee shall be established in each Unit no later than May 1 in each year as follows:

- (a) The Appointments Committee may be the standing Renewal, Tenure/Continuing Appointment and Promotion (RTP/RCP) Committee as established by Article 30 or Article 31, or may be constituted separately by a separate election. In either case, student representatives may be members of the Appointments Committee. The Appointments Committee shall be chaired by the Unit Head or his/her respective designate. Units that are too small to form representative committees (fewer than three (3) Members) should invite representatives from related Units to serve as members;
- (b) When a search is to be conducted to fill a joint appointment, the Appointments Committee shall be constituted in accordance with Article 25.5.1 (a), with the exception that the elected Members shall be elected in equal numbers from among and by the Members in the several Units that will jointly host the appointment. The Chair of the Committee shall be a Unit Head (or designate) of one of these Units;
- (c) When a search is to be conducted to fill a joint appointment to be hosted by

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an identified primary Unit and another Unit, the identity of which depends on the disciplinary expertise of the successful candidate, a composite Appointments Committee shall be constituted as follows: three elected Members shall be drawn from the primary Unit; an additional Member shall be elected by each of the potential partner Units. The Unit Head (or designate) of the primary Unit shall serve as Chair of the Committee;

- (d) When a search is to be conducted to fill an interdisciplinary appointment (such as an appointment that is to be connected with an established interdisciplinary research group) and the eventual appointee's home Unit cannot be identified at the time, the members of a composite Appointments Committee shall be elected by and from among the Members of the interdisciplinary group. An additional member may be elected to the Committee by each of the Units that are most likely to host the appointment. The Committee shall elect its own Chair; and
- (e) Exceptions to Appointments Committee structures shall be made only with the approval of the JCAA.

25.5.2 For all Appointments Committees under Article 25.5:

- (a) The Chair shall be a voting member of the Appointments Committee;
- (b) Members of the Appointments Committee shall familiarize themselves with Article 18 (Conflict of Interest/Conflict of Commitment). Members shall not participate in the deliberations or recommendations relating to any search where they are in a conflict of interest or where there may be a reasonable apprehension of bias with respect to any applicant(s).
- (c) Members who serve on Appointments Committees shall maintain confidentiality regarding the Committee's deliberations and decisions. Members who knowingly violate this requirement of confidentiality shall be removed from the Committee.
- (d) Notwithstanding Article 25.5.2(d), Committee members may disclose potential violations of the Agreement to the QUFA Grievance Officer or the appropriate University officer.

25.5.3 If, for any reason, a Department has failed to follow the procedures stipulated in Article 25.5.1 and Article 25.5.2, remedial measures may be taken as approved by the JCAA. Remedial processes for Committees are outlined in Appendix D.

25.6 Appointments Procedures for All Appointments Other Than Term Adjunct Appointments

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- 25.6.1 When the Unit Head has received approval to advertise a position, the Appointments Committee shall
- (a) recommend the academic and/or professional qualifications and experience required for the position to be filled, after consultation with the other Members of the Unit(s) concerned;
 - (b) recommend on the content of any advertisement or notice of the position, recommend on the placement of such advertisements or notices, and assist in seeking and finding qualified individuals who are interested in applying for the position;
 - (c) review and assess on sound academic and professional grounds and in accordance with Article 24, all materials provided by applicants, taking into account diverse backgrounds and experiences of applicants and the many forms scholarship can take;
 - (d) prepare a short list of applicants, which along with the file for each short-listed applicant, shall be made available in the Unit office(s) for review by Members of the Unit(s). Members of the Unit(s) may submit written opinions to the Appointments Committee on the worthiness of the applicants. A short list must consist of more than one (1) applicant unless the Appointments Committee, after reviewing each applicant's file, is satisfied that only one (1) applicant has met the minimum qualifications for the position as determined by the Appointments Committee and reflected in the advertisement, and the Appointments Committee does not decide to re-advertise;
 - (e) interview short-listed candidates, and invite all Members in the Unit(s) to meet the short-listed applicants and submit written opinions to the Committee when the candidates visit the campus to be interviewed and to make presentations; and
 - (f) make written recommendations on appointments, with reasons given and taking into account only the complete file.
- 25.6.2 Once an Appointments Committee has commenced the Article 25.6.1 (c) stage, if it has not made a recommendation by the time a succeeding Appointments Committee is constituted pursuant to Article 25.5.1, the original Appointments Committee shall remain seized of the process that it commenced. The succeeding Appointments Committee shall deal with all new appointment matters.
- 25.6.3 The Dean, University Librarian or University Archivist is responsible for ensuring that

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any file forwarded to the Principal for decision includes

- (a) all materials provided by the applicant;
- (b) all letters of assessment, including written submissions from Unit Members pursuant to 25.6.1(e);
- (c) the Appointments Committee's equity report; and
- (d) the written recommendation with reasons of
 - i the Appointments Committee, including any written dissenting recommendation with reasons provided by any Appointments Committee member;
 - ii the Head (if applicable), which has taken into account only the complete file and any prior recommendation(s); and
 - iii the Dean/University Librarian/University Archivist, which has taken into account only the complete file and any prior recommendation(s).

25.7 Exceptions to the Appointments Procedures

25.7.1 Exceptions to the appointments procedures may be made in the following circumstances:

- (a) Advertising of a position may be waived in exceptional circumstances
 - i by the Principal for Tenure-track/Tenured/Continuing-track/Continuing appointments;
 - ii by the appropriate Dean, University Librarian or University Archivist for all other positions except Term Adjunct faculty; and
 - iii by the Unit Head for Term Adjunct faculty positions.
- (b) Assessment by an Appointments Committee is always required for Tenure-track/Continuing-track or Tenured/Continuing appointments; however, other types of appointments may be made without a recommendation from such a committee only if a need to fill a vacancy has occurred by reason of an emergency. An emergency is an unforeseen circumstance in which there is not enough time to follow regular appointment procedures and the program requires that the course(s) be offered.

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- (c) New or vacant Library or Archivist positions shall normally be posted and advertised internally and externally at the same time. Any Member who applies for a posted position shall be considered for that position. If qualified, the Member shall be short-listed for that position.
- (d) If the spouse or partner of a successful candidate for an academic position at the University or the spouse or partner of a person already holding an academic appointment at the University applies for an advertised academic position at the University, the spouse's or partner's file shall be reviewed by the Appointments Committee of the Unit that has advertised the position, and if qualified, shall be short-listed for that position.
- (e) In appointments pursuant to Article 25.5.1 (c) and Article 25.5.1 (d), the searches shall be conducted by the composite Appointments Committees with the exception that the Appointments Committees of the respective and potential primary Units will be consulted about potential short-listed candidates, and no candidate shall be short-listed or recommended for appointment who does not have the support of the Appointments Committee of the respective primary Unit.

25.8 Decision-making

- 25.8.1 The Principal shall consider the recommended applicant's file and the recommendations, and shall grant or deny the appointment.
- 25.8.2 If the decision is to deny, the Dean/University Librarian/University Archivist, Department Head (if applicable) and Appointments Committee shall be promptly advised in writing, with reasons.
- 25.8.3 The Dean, University Librarian or University Archivist shall advise the recommended applicant of the decision.

25.9 Offer and Acceptance

- 25.9.1 To enable candidates to obtain advice or assistance on terms and conditions of employment
 - (a) the advertisement required by Article 25.6.1 (b) and Article 25.6.3 (b) shall provide that the academic staff at Queen's are governed by a collective agreement between QUFA and the University which is posted at <<http://www.queensu.ca/qufa>>; and
 - (b) any offer shall be accompanied by a copy of this Agreement, information on

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how the Association and its representatives can be contacted and any other materials which the Parties to this Agreement feel will be useful to a new Member.

25.9.2 The successful candidate shall receive, in duplicate, a letter of appointment from the Principal specifying the Unit(s) of appointment, rank, salary, type of appointment, starting date, date of eligibility for Renewal, Tenure or Continuing appointment (if applicable), duration of appointment, and any other terms and conditions agreed to between the University and the appointee, as well as a statement that the appointment is subject to this Agreement. The letter of appointment shall contain no terms that are inconsistent with this Agreement.

25.9.3 Candidates for Tenured, Tenure-track, Continuing, Continuing-track, Special and Non-renewable appointments shall not be offered a starting salary that is lower than the existing salaries in the discipline, Library or Archives at Queen's for someone with their years of experience and accomplishments. The minimum starting salary for Tenured, Tenure-track, Special and Non-renewable faculty appointments shall be the floor for Assistant Professors, except for appointments made at the rank of Lecturer. The minimum starting salary for librarian/archivist appointments shall be the floor for General Librarians/General Archivists.

25.9.4 Research initiation grants or other support for teaching and research consistent with the current practice in the discipline shall be offered to all candidates on an equitable basis.

25.9.5 The candidate accepts the offer by signing and returning one copy to the Principal or designate. A copy of the letter of appointment signed by the Member shall be sent to the Association.

25.9.6 The Head or Dean shall advise all unsuccessful applicants that they have not been selected and the appointment shall be announced in the *Queen's Gazette*.

25.10 Appointments Procedures for Term Adjuncts

25.10.2 Posting of Available Term Adjunct Appointments

25.10.2.1 A Unit Head shall post a notice of an available Term Adjunct Appointment per Article 25.10.2.2, unless the Unit Head determines that

- (a) a Term Adjunct who has a Right of Reappointment per Article 25.10. is available to instruct and evaluate that course or course-section (or part thereof); or

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- (b) there is a reason to waive the posting requirement for the course or course-section (or part thereof) per Article 25.10.2.5.

25.10.2.2 Subject to Article 25.10.2.5, notices for available Term Adjunct Appointments shall

- (a) be posted on the Unit website on or before March 1 (for Spring, Spring-Summer and Summer Term courses); June 1 (for Fall Term, Winter Term and Fall-Winter Session courses); and October 15 (for Winter Term courses);
- (b) remain on the Unit website for at least ten (10) working days from the first day of posting;
- (c) be circulated internally via listserv that includes Term Adjuncts within the Unit within the first week of posting on the Unit website; and
- (d) include the following information:
 - i. the date of the posting of the notice;
 - ii. the Unit offering the course or course-section;
 - iii. the course name, number, type (e.g., lecture, seminar), level (introductory undergraduate, upper-year undergraduate, graduate) and location (if not offered on the main campus);
 - iv. the percentage responsibility for the course or course-section available (if less than 100%);
 - v. the expected enrolment for the course or course-section available, subject to Article 25.10.2.3 and Article 25.10.2.4;
 - vi. any requirements for supervision of laboratory/practicum work;
 - vii. the required qualifications;
 - viii. the required application materials, including those specified in Article 25.10.2.4;
 - ix. the application deadline;
 - x. the start and end dates of the appointment; and

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- xi. the employment equity statement per Article 24.3.1(a).
- 25.10.2.3 Notices for available Term Adjunct Appointments may indicate that appointments are subject to funding or enrolment criteria.
- 25.10.2.4 The expected enrolments specified in Article 25.10.2.2 (d) v shall be provided for information only and may be subject to change.
- 25.10.2.5 Exceptions to the posting requirements may be made as follows:
- (a) Notices may be posted after the dates provided in Article 25.10.2.2 (a)
 - i. if a Term Adjunct appointment becomes unexpectedly open due to the unavailability of an appointed Member or other faculty member, or due to the funding of an additional course or course-section, or other unforeseen circumstances; or
 - ii. for available Term Adjunct appointments in the Aboriginal Teacher Education Program (ATEP).
 - (b) At the discretion of the Unit Head, posting of an available Term Adjunct appointment may be waived, or the period of posting shortened, should a Term Adjunct appointment become open fewer than twenty (20) working days before the first day of the academic term or academic session in which the course or course-section is to be offered.
 - (c) At the discretion of the Unit Head, posting of an available Term Adjunct appointment may be waived when there is an opportunity to:
 - i. integrate a distinguished member of a professional community into the academic program of a Unit;
 - ii. assign the course or course-section to a Post-Doctoral Fellow at Queen's;
 - iii. reappoint, on the advice of the Term Adjunct Appointments Committee, a Term Adjunct with a record of good teaching for the course, except in circumstances where a complete job search did not occur at the time of the Term Adjunct's original appointment for the course or course-section; or
 - iv. assign the course or course-section to a full-time faculty member of the Queen's Theological College.

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25.10.2.6 The Association shall be notified of all appointments made under Article 25.10.2.5.

25.10.3 **Appointment Process for Term Adjuncts**

25.11.3.1 Each Unit shall have an advisory committee on the appointments of Term Adjuncts. This Committee shall be the Unit Head (or designate), and two elected members. One of the elected members of the Committee shall have explicit responsibility for the committee adhering to the rules and practices that assure equity per Article 24.

25.10.3.2 A student representative from the undergraduate and/or graduate level in the Unit may also be named to the Term Adjunct Appointments Committee through procedures developed in the Unit.

25.10.3.3 The Term Adjunct Appointments Committee shall make recommendations for appointment to the Dean. On the recommendation of the Term Adjunct Appointments Committee, a Member may be reappointed at a higher rank if he/she meets the criteria of Article 25.1.4 or Article 25.1.5.

25.10.3.4 An applicant for a Term Adjunct appointment shall submit an application in writing to the Unit Head. The application shall include

- (a) a complete and current Curriculum Vitae (CV);
- (b) any other materials the applicant wishes to submit (such as a teaching dossier); and
- (c) the names of two referees who may be contacted.

25.10.3.5 Any applicant who has held an academic appointment in the Unit in the twelve (12) months preceding a posting may apply for a posted position by submitting a letter of interest and referring to relevant materials in her/his Official File.

25.10.3.6 The materials referred to in Article 25.10.3.4 and Article 25.10.3.5 shall be provided to the Term Adjunct Appointments Committee. When applicable, an applicant's Official File, including the record of employment and teaching and other evaluations, shall be provided to the Unit's Term Adjunct Appointments Committee.

25.10.3.7 In reviewing applications, the Term Adjunct Appointments Committee and the Dean shall assess applicants taking into account diverse backgrounds and experiences of applicants and the many forms scholarship can take, and in accordance with the following criteria:

- (a) The applicant has the requisite academic qualifications for the position, i.e.,

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the relevant academic degree or certificate, education in the academic specialty, other relevant qualifications including scholarship in the field, and/or relevant professional training or experience.

- (b) The applicant has a record of good teaching.
- (c) The applicant has teaching experience in the available course or similar courses.

25.10.3.8 No offer of appointment shall be made before the application deadline posted per Article 25.10.2.2 (d) ix.

25.10.4 **Written Confirmation of Appointment for Term Adjuncts**

25.10.4.1 A candidate who has accepted an offer of appointment shall receive a written confirmation of appointment within ten (10) days of acceptance of the offer.

25.10.4.2 The written confirmation shall include

- (a) the Member's rank;
- (b) the start and end dates of the appointment;
- (c) the name, number, type (e.g., lecture, seminar), level (introductory undergraduate, upper-year undergraduate, graduate) and location (if not offered on the main campus) of the course(s) (or portion(s) thereof) to be taught by the Member;
- (d) the Member's percentage responsibility for the course or course-section(s) (if less than 100%);
- (e) the expected course or course-section enrolment, subject to Article 25.10.2.3 and Article 25.10.2.4;
- (f) any requirements for supervision of laboratory/practicum work or other additional duties concurrent with the appointment;
- (g) the Member's remuneration for the course(s) (or portion(s) thereof); and for any additional duties concurrent with the appointment
- (h) arrangements to compensate the Member for eligible travel expenses associated with the appointment, per Appendix F.

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25.10.5 Additional Duties for Term Adjuncts

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

- (a) be appropriately compensated according to Article 42; and
- (b) shall be outlined in a supplementary letter of appointment to the Member, if not outlined in the Member's original letter of appointment.

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

25.10.5.3 Refusal to assume additional duties such as those described in Article 25.10.5.1 or 15 after an original letter of appointment has been issued shall not prejudice a Term Adjunct's eligibility for reappointment.

25.10.5.4 The number of hours recorded for Employment Insurance (EI) purposes for Term Adjuncts are set out in Appendix D.

SIGNED: MAY , 2008

Jim Vair (Chief Negotiator)
for the University

Marvin Baer (Chief Negotiator)
for QUFA