



QUFA Adjunct Guide to the Collective Agreement

November 2014

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Your Letter of Appointment

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 25.10.1.3 and Article 25.10.1.4;
- (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 G**; and
- (i) reference to the requirement (per Articles 32.3.6.2 and 32.5.8.2) to inform the Member's Unit Heads of all teaching performed by the Member in other Units.

***Additional Duties for Term Adjuncts:** 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 Article 15 after an original letter of appointment has been issued shall not prejudice a Term Adjunct's eligibility for reappointment.

****Commuting Adjuncts (Appendix G)** are Term Adjuncts who, at the time their first appointment commences reside, and in case of subsequent appointments continue to reside, more than seventy-five (75) kilometres from the stated location of the course that they are appointed to teach must have that designation included in their letters of appointment.



Why Create Term Adjunct Appointments? (Article 35)

35.1.1 Subject to available funding, the University shall, during the currency of this Agreement, increase the Full-Time Equivalent of tenure and tenure-track faculty sufficient to decrease the weighted student/faculty ratio (including bridging appointments) as calculated in the Annual Budget Report prepared for the Senate Budget Review Committee.

35.1.2 The long-term health of the University requires a critical mass of full-time faculty engaged in teaching and research. The Parties acknowledge that Term Adjunct and Adjunct 1 faculty do not normally satisfy this need, and will take reasonable steps to limit the use of Term Adjunct and Adjunct 1 faculty to the purposes listed in Article 35.1.3.

35.1.3 While Term Adjuncts and unpaid Adjunct 1s perform a valuable function at the University, the circumstances under which such appointments are appropriate are limited to one or more of the following:

- (a) To bring expertise to a course that cannot be provided by members with full- responsibility appointments;
- (b) To carry out teaching normally carried out by a Member with a full responsibility appointment who is on leave or Reduced appointment, or whose teaching assignment is reduced to work for the Association or the University
- (c) To teach courses that are not staffed due to urgent or unforeseen circumstances;
- (d) To build cooperation with other organizations and institutions (e.g. to accommodate a faculty member visiting from elsewhere or to integrate members of the professional community into an academic program)
- (e) To respond to short –term increases in demand for courses that cannot be accommodated within the workloads of Members with full-responsibility appointments
- (f) When it has not been determined that a course or group of courses will be offered on a regular annual basis
- (g) When the appointment is for a pilot or development project;
- (h) When the Term Adjunct or Adjunct 1 is a retired Member of the Bargaining Unit;
- (i) When the Term Adjunct is otherwise employed at the University and is teaching in their area of expertise; or
- (j) such other circumstances as may be mutually agreed upon between the Parties



Compensation for Term Adjuncts (Article 42.4)

42.4.1 Base Stipends

42.4.1.1 The across-the-board (ATB) increase in Article 42.1.1 shall apply to all Term Adjuncts who are reappointed or whose employment continues.

42.4.1.2 The Base Stipend per half (0.5) credit course equivalent shall be as set out in Table A:

Table A (Base Stipends):

Year (May 1-April 30)	2011-2012	2012-2013	2014-2015
Base 0.5 credit	\$7406	\$7518	\$7821

42.4.1.3 The Base Stipends shall be supplemented, where applicable, by:

- (a) a years of teaching experience credit, as set out in Article 42.4.2.1
- (b) a large enrolment credit, as set out in Article 42.4.2.2
- (c) salary in lieu of benefits, as set out in Article 42.4.2.3

42.4.1.4 Units may pay stipends that are greater than the Minimum Stipends set out in Article 42.4.1.3 (Table B, Table C, Table D, or Table E). Stipends above the minimum are deemed to include compensation for experience, course-section enrolment and salary in lieu of benefits where applicable and as such are not subject to the supplements set out in Article 42.4.2.

In no case shall a Member's stipend be less than the sum of the Base Stipend set out in Article 42.4.1.2 (Table A) plus any applicable supplements set out in Article 42.4.1.3 (Table B, Table C, Table D, or Table E).

42.4.1.6 All stipends, whether at the minimum level or higher, and including the supplements set out in Article 42.4.1.3, shall be pro-rated to

- (a) the course credit-weight equivalent; and
- (b) Member's percentage responsibility for the course. Where more than one appointee is assigned to the course, the percentage responsibilities shall sum to one hundred (100) percent.

42.4.1.7 All stipends, whether at the minimum level or higher, and including the supplements set out in Article 42.4.1.3 (Table B, Table C, Table D, or Table E) are deemed to include

- (a) vacation pay of four (4) percent; and
- (b) an allowance for course-related administrative duties.

Supplements to the Base Stipends For Term Adjuncts

Supplement for Years of Experience

42.4.2.1 The Base Stipends shall be supplemented, where applicable, by one and one-half (1.5) percent of the Base Stipend for each year that the Member has taught at Queen's University. For the purposes of this Article, a year is a May 1 through April 30 period. Calculation of the supplement for teaching experience shall be retrospective to May 1, 2003. The supplement for teaching experience will apply to an appointment at a Minimum Stipend level in a year following the year in which the Term Adjunct accumulated the teaching experience.

Supplement for Large Enrolment Courses

42.4.2.2 The Base Stipends set out in Article 42.4.1.2 (Table A) shall be supplemented, where applicable, by twelve and one-half (12.5) percent in cases where the Member's assigned course or course-section has an enrolment of one hundred (100) or more students. Course or course-section enrolment shall be determined on the last date a student may drop that course without financial penalty.

Supplement to replace Benefits for Term Adjuncts

- **with appointments less than two years in duration regardless of their teaching load and/or**
- **who teach less than two full-course equivalents per year regardless of the duration of their appointments**

42.4.2.3 For Term Adjuncts who do not qualify for insured benefits pursuant to Article 42.6.1, the Base Stipends set out in Article 42.4.1.2 (Table A) plus any applicable supplements set out in Article 42.4.2.1 and Article 42.4.2.2 shall be supplemented by six (6) percent for salary in lieu of benefits, as shown in Article 42.4.1.3 (Table D and Table E).

Supplements for Each Additional Hour/Week of Assigned Duties

42.4.2.5 The Base Stipend for each half (0.5) credit course shall be supplemented by seven hundred (700) dollars for each additional hour per week of assigned tutorial or laboratory duties above the first three hours of lectures, tutorials and/or laboratories per week.



Compensation for Additional Duties for Term Adjuncts

42.4.4.1 A Member 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 Appendix Q; and
(b) be outlined in a supplementary letter of appointment to the Member, if not outlined in the Member's original letter of appointment.**

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

Appendix Q includes information about compensation for

- ✓ PhD Comprehensive Examination
- ✓ Graduate Supervision
 - Member of a committee reviewing a thesis proposal
 - Co-supervision of an MA/MSc thesis
 - Supervision or co-supervision of an MA/MSc essay/project
 - Co-supervision of a PhD thesis
- ✓ Reading and Examining a Graduate Thesis
- ✓ Undergraduate supervision
- ✓ Directed Reading Course
- ✓ Other Duties (per hour)

Course Cancellation

42.4.3.1 If a course is cancelled within two weeks of the start of the term or session in which it is scheduled, the Member shall be paid a course cancellation fee. The course cancellation fee shall be one thousand (1,000) dollars for one hundred (100) percent responsibility for a half (0.5) credit course (or equivalent), pro-rated to the course credit (e.g., two thousand (2,000) dollars for one hundred (100) percent of a full (1.0) credit course (or equivalent)), and pro-rated to the Member's percentage responsibility for the course.



Benefits

A. All QUFA Members who are appointed as Term Adjuncts are entitled to benefits set out in Article 42.6.2 (f) and (g) including:

- ✓ (f) The Child Care Benefit attached as Appendix M.
- ✓ (g) The Tuition Support Plan attached as Appendix N.

B. QUFA Members who are appointed as Term Adjuncts

- **with appointments greater than two years in duration regardless of their teaching load**
- **teaching more than two full-course equivalents per year regardless of the duration of their appointments**

are entitled to benefits set out in Article 42.6.2 (a) through (e) including:

- ✓ (a) Revised Pension Plan
- ✓ (b) Long Term Disability Income Plan;
- ✓ (c) Group Life Insurance with a maximum of \$200,000.00 coverage;
- ✓ (d) Queen's Supplementary Medical Plan;
- ✓ (e) Queen's Enhanced Dental Plan, for which the University shall pay one hundred (100) percent of the premiums, effective May 1, 2009;

42.6.3 Long Term Disability Income Plan enrolment is mandatory for all Members enrolled as of the date of ratification of this Agreement and all Members appointed after the date of ratification of this agreement who are eligible to enroll under Article 42.6.1.

C. Supplement in lieu of Benefits for Members who DO NOT Qualify for Insured Benefits described in Part B above

42.4.2.3 For Term Adjuncts who do not qualify for insured benefits pursuant to Article 42.6.1, the Base Stipends set out in Article 42.4.1.2 (Table A) plus any applicable supplements set out in Article 42.4.2.1 and Article 42.4.2.2 shall be supplemented by six (6) percent for salary in lieu of benefits, as shown in Article 42.4.1.3.

Statutory Holidays

42.6.5. Members are entitled to statutory holidays and annual vacations according to existing practice.



Working Conditions

Term Adjuncts have access to

- ✓ Adequate facilities and support to enable Members to fulfill their academic responsibilities
- ✓ An office (perhaps shared) and a telephone if you are expected to be on campus 3 days/week
- ✓ Lockable storage space if you are expected to be on campus 3 days/week
- ✓ Private space for meetings with students
- ✓ Postage from the university
- ✓ Duplicating and office supplies from the department
- ✓ Reasonable access to libraries and collections up to eight months after the end of a contract
- ✓ University email account

Contact information for Term Adjuncts should be available on the university web site

From the Collective Agreement

36.1.1 Within the framework of institutional resources, the University shall provide adequate facilities and support to enable Members to fulfill their academic responsibilities as defined in Article 15.

36.1.2 Inadequacies of facilities and support shall be taken into consideration when assessing the performance of Members. In teaching, it is understood that poor facilities may have an impact upon a Member's performance, and lack of support may increase the effective teaching load associated with a given assignment. In research, Members who require more than the basic resources available on campus (e.g., Library and other information facilities) are encouraged to seek resources from external sources for their activities. *The University, in signing any application for such support, commits itself to providing the basic infrastructure for the carrying out of such research.* In the event that the basic research infrastructure cannot be provided, it is understood that this may limit the scholarly productivity of the Member.

36.1.3 Regular faculty Members shall be provided with private appropriately furnished offices and telephones. While it is recognized that it may not always be possible to provide Adjunct faculty Members with private offices and telephones, every reasonable effort shall be made to provide Continuing Adjunct Members, especially those with a full teaching load and service responsibilities, with such facilities. *Furthermore, all Adjunct faculty Members who are expected to be on campus three (3) or more days a week will have an office, which may be shared, unless other working spaces suitable to their function are provided. If, for good reasons, it should prove impossible to provide office space, space for lockable storage of personal property will be provided, as will space for private meetings with students during a reasonable number of scheduled office hours.* Librarian and archivist Members shall be provided with telephones and with private appropriately furnished offices unless alternate working space suitable to their function is provided for, after consultation with the Member.

36.1.4 Members shall be entitled to free connection from their computers at an on-campus location to the University's computer system that will permit access to e-mail, library resources and services, course management tools and Internet services. *For Adjunct faculty Members, this location may be in a private or shared space but shall allow for confidential communication.*

36.1.5 It is recognized that all Members need to be able to send and receive mail at their University addresses. Postage relating to teaching, administration, and the submission of research grant applications shall be provided by the University, while duplication and office supplies for these purposes shall be provided by the Unit. With respect to other aspects of scholarly or creative work, Units shall determine the extent to which they will assist their Members with the cost of related duplicating services, postage, office supplies, secretarial services and computing equipment and services. As well, the Unit shall provide any resources agreed to in advance by the Unit Head.

36.1.6 All Members shall have reasonable access to the University's Library services, collections, and facilities. *Adjunct Members shall have reasonable access to the University's Library services, collections and facilities from the time they accept an offer of employment to up to eight months following the end of their appointment. Library access granted before and following the term of the appointment as set out in the Member's letter of appointment shall be arranged by a letter from the Unit Head to the Library.*

36.1.7 Electronic University-wide telephone or address directories shall include all Members employed in the Bargaining Unit *as soon as practicable* after they accept an offer of employment.

36.1.8 Members shall be assigned a University e-mail address as soon as practicable after they accept an offer of employment. For Adjunct Members, this e-mail address shall be functional for eight (8) months following the end of the Member's appointment, unless otherwise extended by the Unit Head.



Professional Expenses for Term Adjuncts

36.3.2 The University shall reimburse Term Adjunct faculty Members for such expenses to the following annual maxima per half (0.5) credit course or equivalent:

- (a) Two hundred and thirty-eight (238) dollars for 2011-2012.
- (b) Two hundred and forty-two (242) dollars for 2012-2013.
- (c) Two hundred and forty-five (245) dollars for 2013-2014.
- (d) Two hundred and fifty-one (251) dollars for 2014-2015

Teaching Support for Term Adjuncts

36.5.1 Adjunct Members shall receive the same support (such as markers, teaching assistants, accompanists or other assistants) as is available to tenure-track or tenured faculty in the Unit.

Timetabling for Term Adjuncts

36.5.2 Within the constraints of the University's responsibility to make timetabling arrangements for its academic programs in a timely manner and according to the policies and practices established by the University Timetable Committee, the University shall make reasonable attempts to accommodate the requests of an Adjunct Member concerning the scheduling of the Member's teaching.



Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts)

A fund of one hundred and eighty-five thousand dollars (\$185,000) per annum, to be known as the 'Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts)', shall be established. This fund will provide support for scholarly and/or creative work and/or professional development undertaken by eligible Adjunct Members in the form of either:

- (a) a salary stipend, or
- (b) a grant (provided through a research/professional development account), or
- (c) a combination of the two.

36.2.2 The Fund shall be administered by a sub-committee of the JCAA.

36.2.3 The sub-committee shall determine the frequency of competitions (which shall be held a maximum of three times per academic year) and the form and deadlines for application to the Fund.

36.2.4 It is the intention of the Parties that the Fund be used to support as many deserving applications as possible.

36.2.5 In making awards from the Fund, the sub-committee shall give consideration to the relative merits of proposed applications and projects and to other sources of funding available to the applicant.

36.2.6 Adjunct Members may make more than one application in any year but no more than two thousand five hundred (2,500) dollars per year shall be awarded to an Adjunct Member who is teaching one (1.0) or less full course equivalents per year and no more than five thousand (5,000) dollars shall be awarded to an Adjunct Member who is teaching more than one (1.0) full course equivalents per year.

36.2.7 Adjunct Members who receive awards from the Fund in the form of salary stipends shall submit a report to the sub-committee of the JCAA on the progress or completion of the scholarly or creative work, or professional development as set out in their applications to the Fund.

36.2.9 Unspent money in the Fund in any fiscal year shall carry-forward in the Fund for disbursement in the subsequent fiscal year.



Continuing and Distance Studies (CDS)

It seems an increasing number of QUFA Members are teaching courses through CDS. A number of you have contacted me with very legitimate questions and concerns, and so I thought it high time everyone were brought into the discussion, beginning with some facts about CDS.

CDS as a name is misleading: courses are available for degree credit and are not continuing education in the classic sense; approximately 80% of students are on campus and not distant.

CDS is not an academic unit, but operates as if it were: departments do not necessarily know if a course in their discipline is being delivered through CDS; CDS does not consider departmental curriculum review to be necessary if the CDS course is assigned the number of an existing course; transcripts do not denote whether a course was delivered in class or on-line (you can see how this might be important if on-line science courses meant no lab work).

As these facts deal primarily with the academic quality of Queen's programmes and University governance, any concerns about them must be addressed by faculty members via departmental bodies, faculty boards, and Senate.

There are also many CA-related issues, including intellectual property, academic freedom, student evaluation, surveillance, course assignment, workload, regular teaching assignment versus overload, and compensation.

QUFA Members own their intellectual property (IP) and have academic freedom. The CDS standard contract severely compromises both. You can try to modify the contract to retain ownership and academic control, you have every right to do so, but right now CDS does not have to agree with your modifications and may decide to offer the course to someone else who will accept its terms and conditions. If you face pressure from your head or colleagues to teach the course and take the contract as is or insufficiently modified, you will end up compromising your rights (remember, you do not have to agree to teach on-line courses if you do not wish to do so). In our experience, CDS tends to trample your IP rights after it has the materials you have developed, even if you have asserted IP rights in the contract.

The USAT instrument is not suitable for the on-line format, but no other student evaluation is recognized for official assessment (*e.g.*, Annual Report, RTP committees). CDS has proposed an alternative developed by Art Bangert. QUFA (through the JCAA) has pointed out its numerous flaws and

not accepted it so far, agreeing only to allow CDS to test it. Someone at CDS also checks to see how often the instructor gets in touch with students, what that contact looks like (tone, *etc.*), and feels free to judge, in part, the quality of the instruction in this way.

How CDS courses are assigned is mysterious. Sometimes department heads are consulted, sometimes not. Sometimes these courses are advertised, sometimes not. Sometimes courses are delivered without the relevant department ever being involved in the hiring. Sometimes these courses are offered as part of regular teaching assignment, sometimes as overload, sometimes taught by Term Adjuncts.

The University seems to assume that on-line courses require less work than in-class, something belied by both research and the experience of on-line academic institutions. Because the work is broken down into parts like preparation and delivery and marking, compensation requires its own appendix in the CA (Appendix S). NB: The JCAA is reviewing payment issues.

The mind boggles. At least, mine does when people contact me for advice. That is a lot of power and discretion for a business unit that is not an academic unit but is heavily involved in academic and employment decisions. I urge you to continue this discussion with QUFA staff and amongst yourselves.

Ramneek Pooni QUFA Grievance Officer
Grievance Corner: QUFA Voices: February 2014

From the Collective Agreement 2011-2015: Appendix S

Base Stipends for Continuing and Distance Studies courses (correspondence courses only) shall be as set out in Table A:

	2011-12	2012-13	2013-2014	2014-2015
course development and delivery	\$11,994	\$12,174	\$12,357	\$12,666
major revision and course delivery	\$9,701	\$9,846	\$9,994	\$10,244
course delivery	\$7,406	\$7,518	\$7,630	\$7,821

Notes to Table A:

1. In all cases “course delivery” includes responsibility for marking (to the Unit norms) and such activities as routine updating of course materials and assignments and modification of such materials when a new edition of a text book is adopted.

“Major revision” refers to such activities as modification of course materials and assignments necessitated by the adoption of a new text book.

“Course development” is creation from scratch of the course materials and assignments.

2. For Term Adjuncts paid at the Base Stipend shown in Table A:

- (a) pay in lieu of benefits, where applicable, shall be calculated on the same basis as for intramural courses per Article 42.4.2.3;
- (b) the supplement for teaching experience, where applicable, shall be calculated on the same basis as for intramural courses per Article 42.4.2.1; and
- (c) the supplement for large classes (100 or more students), where where applicable, shall be calculated on the same basis as for intramural courses per Article 42.4.2.2.
- (d) All other aspects of Article 42 shall apply.



Appointment Report of Term Adjuncts

28.4.1 By April 30th in each year, the Unit Head shall notify each Term Adjunct who taught in the Unit in the previous twelve (12) months that s/he is required to submit by May 30th or the date of receipt of the USAT scores for the Winter Term if the Member taught in the Winter Term, whichever is later, an Appointment Report.

28.4.2 The Term Adjunct Appointment Report shall be completed on the standardized form in Appendix F.

28.4.3 It is the Term Adjunct Member's responsibility to provide sufficient detail of his/her activities and their outcomes to enable the Unit Head to assess the Member's performance. In the absence of an Appointment Report or other materials from the Member, or in the absence of sufficient detail within them, the Unit Head shall base her/his assessment and evaluation of the Member's performance of assigned duties on the information reasonably available to the Unit Head for the period under review.

Review Process for Term Adjunct Faculty Members

28.5.1 Term Adjunct faculty Members are entitled to report activities in any areas included on Term Adjunct Appointment Report forms (Appendix F) **whether or not these activities are part of duties for which they are appointed**. However activities that do not form part of their duties shall not be formally assessed.
in the review.

28.5.3 The assessment for each Member shall be based on

- (a) the University Surveys of Student Assessment of Teaching;
- (b) the Member's Term Adjunct Appointment Report;
- (c) any materials that are relevant in assessment of teaching, and any other assigned duties, that have been placed in the Member's Official File;
- (d) a Teaching Dossier (if provided by the Member) which may include: the pedagogical materials prepared by the Member, the Member's contributions in the areas of pedagogical development and innovation, the size, type and level of course(s) taught, the nature of the subject matter, the amount of course development required, the role of the instructor and the method of delivery;
- (e) any course survey(s) conducted by the Member per Article 29.4; and
- (f) any other materials the Member may choose to submit that the Member views as relevant to the evaluation.

28.5.4 In conducting the review, the Unit Head shall refer to Article 29.1 for guidelines on the assessment and evaluation of teaching. The appropriate criteria for assessing a Member's performance **shall be based on the Member's assigned duties.**

28.5.5 The Unit Head shall prepare a written assessment of the Member's performance of assigned duties and shall provide the Member with a copy. Each Member shall have an opportunity to meet with the Unit Head to discuss the assessment, if requested by the Member.

28.5.6 The assessment shall be signed by the Unit Head, and the Member shall acknowledge receipt of this assessment by signing a copy. Members may add written comments to the assessment prior to signing the document.

28.5.7 A copy of the signed assessment shall be

- (a) given to the Member; and
- (b) placed in the Member's Official File.



Your Official File

34.1.1 All documents and materials in the possession of the University that relate to the employment status of or the evaluation of the professional performance of, a Member shall be placed in an Official File established for that Member. The Official File shall be the only file used in decisions respecting any and all terms and conditions of employment of a Member, except as provided for in Article 34.4. The documents constituting the Official File shall be the paper originals, or in the event the original document is received in facsimile or electronic form, a true paper copy.

34.2.1 The Official File of each Member shall contain only material pertaining to the employment of the Member.

34.2.2 The documents and materials retained shall include, but are not limited to, materials such as the Member's curriculum vitae, Annual Report to the Dean, university transcripts, letters of application, references, salary and work history, student evaluations, disciplinary letters, assessments, commendatory letters, decisions and recommendations together with reasons arising from personnel decisions, correspondence, curriculum vitae updates, and copies of materials reflecting professional development and achievement.

34.2.5 The Member shall have the right to have included in her/his Official File written comments on the accuracy, relevance, meaning or completeness of the contents of the Member's Official File. These comments may include supplementary documents considered relevant by the Member.

34.2.6 Members have the right to have removed from their Official Files material that is false, inaccurate or irrelevant to the purposes for which the Official File is kept.

34.3.1 A Member has the right to examine the entire contents of his/her Official File during normal business hours. The examination shall be carried out in the presence of a person designated by the Unit Head. If staff are not immediately available to oversee the process, the examination may be delayed to a time specified by the Unit Head, which will normally be before the end of the next business day. A Member may be required to produce identification before access to his/her Official File is granted. A Member shall not remove his/her Official File, or parts thereof, from the office where it is held. The Member may be accompanied by a representative of the Association when the Member is reviewing his/her official file.

34.3.2 Members may, upon written request, obtain on a cost-recovery basis a copy of any document in his/her Official File to which he/she has a right of examination. For documents that have not been copied to the Member, she/he shall be entitled to one (1) copy at no cost.



Employment Insurance Information for Term Adjuncts

As a contract academic who is periodically out of work for reasons beyond your control, you may be eligible for Employment Insurance benefits. The key criteria are the number of hours you have worked in the qualifying and attachment periods, and where you live.

The **attachment period** is the 52 weeks before the 52 weeks immediately preceding unemployment. If you worked at least 490 hours in the attachment period or had maternity or parental leave in the last 4 years, you may qualify for benefits.

The **qualifying period** is the 52 weeks prior to becoming unemployed. The number of hours you need to have worked depends on where you live and what the local unemployment rate is. This also determines the number of weeks you may receive benefits. You can find current rates of unemployment and required qualifying hours here: <http://srv129.services.gc.ca/rbin/eng/ont.aspx> and a full table with duration of benefit by qualifying hours and rates of unemployment here: <http://www.servicecanada.gc.ca/eng/ei/types/regular.shtml#calculate>.

At 20 October 2014, the local picture was as follows:

Area	Qualifying Hours Required	Duration of Benefits - Weeks
Central Ontario	665	15-38
Kingston	630	17-40
Eastern Ontario	630	17-40

Each full course taught at Queen's is worth 400 qualifying hours (200 for a half course or 0.5 FCE). This is how your work will be counted when you request your **Record of Employment** (ROE) (<http://www.queensu.ca/humanresources/employees/leaving/ROEinformation.html>). If you worked more than this and have kept records to prove that, you can submit your proof to the Unit Head no later than 30 days after the last day of classes in that academic term. See Appendix R of the **Queen's-QUFA Collective Agreement** (<http://www.qufa.ca/ca/>) for more information. Generally then, if you worked 2 full courses or 4 half courses at Queen's in an academic year, you would qualify for EI benefits when those contracts expired. Please note that you may count work from all sources in the qualifying period.

You must apply for EI within 4 weeks of becoming unemployed and should do so as soon as your contract ends. See <http://www.servicecanada.gc.ca/eng/sc/ei/benefits/regular.shtml> for full details.