



Reappointment Workshop For Term and Continuing Adjuncts

Wednesday, June 25, 2014, 9:30-11:30am in Mac Corry D209

AGENDA

1. Welcome and Introductions

- Workshop objectives

2. Preparations for Personnel Processes (relevant articles)

- Procedural Principles (Appendix A)
- Time lines (Appendix B)
- Eligibility (32.2.1 & 32.3.1 & 32.3.6 & 32.5.1)
- Types of reappointment for Term Adjuncts
 - Specific Right of Reappointment (32.2)
 - General Right of Reappointment (32.3)
- Application for Continuing Adjunct appointment (32.5 & 32.5.8)
- Application for promotion to Associate Professor or to Professor (32.6)
 - Referees (30.8)
 - Adding material to the file (30.13.5)
- Term Adjunct Appointment Reports (28.4 & 28.5)
- Continuing Adjunct Annual Performance Review (28.1 & 28.2 & 28.3)
- Teaching dossier (29.2)
- Review of and copy of your Official File (34 & 34.3.3)
- Confidentiality of process

3. Resolving Problems

- Role of Grievance Officer at each stage of process
- Role of Modified Appointments Committee (25.10.3)

4. Questions and Answers

5. Any Other Issues

PLEASE READ PRIOR TO THE WORKSHOP:

Article 32 in the Current Collective Agreement 2011-15

at: <http://www.queensu.ca/provost/faculty/facultyrelations/qufa/collectiveagreement/WEBSITECAWITHLINKSSept252012.pdf>

Know Your CA, on the QUFA Website under Collective Agreement linked from this web page, <http://qufa.ca/ca/>:

- Reappointment and Promotion of Adjunct Members (Article 32): http://qufa.ca/publications/know_your_ca_2011/KYCA-3-Adjuncts.pdf
- Clarifying the Reappointment Process and Hierarchy for Adjunct Faculty: http://qufa.ca/publications/adjunct_reappointment_2009.06.php

QUFA Resource Persons: Constance Adamson, QUFA JCAA Co-Chair (adamsonc@queensu.ca), Susan Fitzgibbon, QUFA Staff (fitzgibb@queensu.ca), and Ramneek Pooni, Grievance Officer (poonir@queensu.ca)

APPENDIX A

Procedural Principles for Term Adjuncts

The following principles underlie the procedural rules set out in the Collective Agreement 2011-15:

1. Notice of Eligibility

There is an obligation on the part of the University to inform Members who are numerically eligible (according to the courses taught and number of years teaching calculation) that they may apply for General Right of Reappointment or a Continuing Adjunct Appointment. Academic Unit Heads in each Unit in which a Member is eligible shall inform Term Adjuncts, in writing, of their eligibility to apply no later than the first day of the term prior to the term they will become eligible. If a Member holds appointments in more than one Unit, then they might not receive timely notice if the Unit Heads are not aware of all Queen's Adjunct appointments held, so we strongly advise them to inform their Unit Heads the term before they become eligible to apply.

2. Date for submitting materials.

See timeline in Appendix B below.

3. Those involved in the review process

Only the decision makers (the Adjunct Appointments Committee or the Modified Appointments Committee, the Head, the Dean) see recommendations. Colleagues not on the Modified Appointments Committee and students are not involved in the reappointment process and should not have access to the file.

4. Consideration of the file

Decisions are based on teaching record and performance in other officially assigned duties only. When considering what to include in connection with courses or subject areas the Member is demonstrably qualified to teach for GRoR or Continuing, it is important to give the big picture and not be limited by teaching assignments to date. This means including courses or subject areas the Member might not have taught in so far, not excluding courses because others are teaching them, and including supportive experience or credentials that would demonstrate the validity of the claim of competence.

5. Responding to an emerging negative recommendation

The Unit Head must notify the Member of an emerging negative from either Committee so that the Member may submit relevant new material with comments.

If you have any questions about procedures at any time, do not hesitate to contact the QUFA Office for assistance (<http://qufa.ca/governance/qufolks.php>).

APPENDIX B

Adjunct Definitions and Timeline

Please note that there are parts in *italics*. These refer to situations where there is an emerging negative or a negative decision.

Specific Right of Reappointment (SRoR)

32.2.1

A Term Adjunct who has had full responsibility for teaching one or more course(s) at Queen's as an Adjunct at least three (3) times over four (4) consecutive academic years shall have a Specific Right of Reappointment (SRoR). The SRoR is a right to teach the same specific course(s) in the same course-delivery format in subsequent academic years, provided there is a record of good teaching per Article 29 and satisfactory performance of assigned duties, based on at least three (3) evaluations per Article 28.

Reappointment is offered automatically whenever course offerings have been determined, subject to the provisos in 32.2.2 to 32.2.5.

General Right of Reappointment (GRoR)

32.3.1.1

Subject to the provisions of Article 32.3.1.4, a Term Adjunct with a SRoR who has served four (4) or more consecutive years as a Term Adjunct at Queen's University and whose years of

service multiplied by the cumulative total of the full-course equivalents s/he has successfully taught in that period equals sixteen (16) or more shall be eligible to apply for a General (i.e. not course specific) Right of Reappointment (GRoR) within a Unit. Only SRoRs to half (0.5) courses or more shall be counted toward a Member's eligibility for a GRoR. The GRoR is a right to a reappointment for a period of not less than one (1) year and not more than three (3) years to teach any course that the Member is demonstrably qualified to teach within a Unit in which s/he acquired the GRoR.

Official File

34.3.3

At the Member's request, a complete copy of the Official File shall be provided to the Member in the year in which a Member is preparing a Renewal, Tenure, Continuing Appointment or Promotion application.

No later than the first day of the Term prior to the Term in which s/he becomes eligible	Unit Head shall inform all Term Adjuncts who will become eligible to apply for a GRoR pursuant to Articles 32.3.1.1 in writing of their eligibility no later than the first day of the Term prior to the Term in which he/she becomes eligible
Within thirty (30) days of above	Member must indicate to the Unit Head in writing that he/she wishes to be considered for a GRoR, and submit any materials pursuant to Article 32.3.2.3 that he/she wishes to be considered by the Modified Appointments Committee [the 30 day deadline applies only to the Member indicating whether s/he will be applying]
On or before January 31 following the Unit Head's notice	Member must submit his/her application for consideration by the Modified Appointments Committee
Prior to February 15	Unit Head shall (a) inform the Modified Appointments Committee of the Member's application; (b) make available to the Committee the Member's Official File (including the Member's Appointment Reports and teaching evaluations); and (c) make available to the Committee the Member's materials submitted pursuant to Article 32.3.2.3
By March 15	Modified Appointments Committee shall meet to assess all materials in the

	<p>Application File in order to determine</p> <p>(a) if the member has met the criteria set out at Article 32.3.1.5; and</p> <p>(b) which courses the Member is demonstrably qualified to teach in the Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it</p>
<i>Within within ten (10) working days of above</i>	<i>in the case of an emerging negative recommendation on the question of whether to grant a GRoR at the Modified Appointments Committee level, the Chair of the Committee must inform the Member within ten (10) working days with clearly stated reasons</i>
<i>Within ten (10) working days after being informed of the emerging negative</i>	<i>in the case of an emerging negative, the Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File</i>
By May 1	<p>Chair of the Modified Appointments Committee shall forward to the Member the written recommendation of the Committee on the question of whether to grant a GRoR with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons; the Committee shall also compile a list of the courses the Member is demonstrably qualified to teach within the Unit</p>
By May 15	<p>Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including</p> <p>(a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and</p> <p>(b) the Department Head's written recommendation and reasons</p>

<p>By July 1</p>	<p>In the case of a positive recommendation from the Modified Appointments Committee and the Unit Head (if applicable), the Dean shall grant the GRoR, effective July 1. However, if the Unit Head and the Committee cannot agree on a recommendation, the Dean shall decide the matter.</p> <p>The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. In the case of a positive recommendation, the Dean's notification letter shall state the date upon which the GRoR becomes effective, the Member's Teaching Load Entitlement (TLE), and it shall refer to Article 32.4 regarding the loss or expiration of a right of reappointment.</p> <p><i>In the case of a negative decision, the Member shall retain any right of reappointment s/he held at the time of application for a GRoR.</i></p>
<p>If two or more units</p>	
<p>By October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term</p>	<p>A Term Adjunct with a SRoR who wishes to apply teaching experience in one Unit to his/her eligibility for GRoR in another Unit shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.</p>

Continuing Adjunct Appointment

32.5.1.1

A Term Adjunct with a GRoR and a minimum of six (6) years of consecutive service as a faculty Member in the Bargaining Unit and whose years of service multiplied by the cumulative total of the full-course equivalents s/he has successfully taught in that period equals seventy-two (72)

or more may apply to convert his/her Term Adjunct appointment to a Continuing Adjunct appointment in a Unit. Years of service in a continuing (e.g. tenured) appointment from which a Member has retired, resigned or been dismissed, or following which a member has received a terminal appointment pursuant to Article 30.17.1 or Article 31.14.1, shall not count toward eligibility for a Continuing Adjunct appointment.

No later than the first day of the Term prior to the Term in which s/he becomes eligible	Unit Head shall inform all Term Adjuncts who will become eligible to apply for a Continuing Adjunct appointment pursuant to Articles 32.5.1.1 in writing of their eligibility
Within thirty (30) days of above	Member must indicate to the Unit Head in writing that he/she will consider a Continuing Adjunct appointment, and submit any materials pursuant to Article 32.5.3.3 that he/she wishes to be considered by the Modified Appointments Committee [the 30 day deadline applies only to the Member indicating whether s/he will be applying]
On or before January 31 following the Unit Head's notice	Term Adjunct who wishes to apply for a Continuing Adjunct appointment shall, on or before January 31 following the Unit Head's notice under Article 32.5.3.2 submit his/her application for consideration by the Modified Appointments Committee
Prior to February 15	Unit Head shall (a) inform the Modified Appointments Committee of the Member's application; (b) make available to the Committee the Member's Official File (including the Member's Appointment Reports and teaching evaluations); and (c) make available to the Committee the Member's materials submitted pursuant to Article 32.5.3.3
By March 15	Modified Appointments Committee shall meet to assess all materials in the Application File in order to determine if the member has met the criteria set out at Article 32.5.2.1
<i>Within ten (10) working days of above</i>	<i>in the case of an emerging negative recommendation, the Chair of the Modified</i>

	<i>Appointments Committee must inform the Member within ten (10) working days with clearly stated reasons</i>
<i>Within ten (10) working days after being informed of the emerging negative</i>	<i>Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File</i>
By May 1	Modified Appointments Committee Chair shall forward to the Member the written recommendation of the Committee on the question of whether to grant a Continuing Adjunct appointment with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons
By May 15	Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including (a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and (b) the Department Head's written recommendation and reasons
By July 1	The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. The Dean's notification letter shall state the Member's FTE and that the appointment shall be effective July 1. <i>In the case of a negative decision, the Member shall retain any right of reappointment he/she held at the time of application for a Continuing Adjunct appointment.</i>
A Term Adjunct who wishes to apply teaching experience in more than one Unit toward his/her eligibility for a Continuing Adjunct appointment	

<p>By October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term</p>	<p>A Term Adjunct who wishes to apply teaching experience in more than one Unit toward his/her eligibility for a Continuing Adjunct appointment shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.</p>
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Promotion to Associate Professor or Professor

32.6.2

For the promotion of Adjuncts,

(a) the procedures set out in Article 30.7 through Article 30.16 shall apply mutatis mutandis; and

(b) the criteria set out in Article 30.6.1 through Article 30.6.7 shall apply to the same extent and in the same way that they apply to Tenured and Tenure-track faculty Members, except that when considering the length of time over which an Adjunct has developed his/her record of scholarly activity, the RTP Committee shall take into consideration any evidence as to the effect of the nature of the academic appointment(s) held by the Adjunct on his/her ability to engage in those scholarly activities.

Please see the timeline from the RTP workshop and please attend the RTP workshop for information about this process.