

QUFA VOICES

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PRESIDENT'S VOICE

Three Big Concerns

QUFA unit visits reveal a number of concerns among Members about the Administration's proposals and priorities, including IT security, pensions, and student accommodations

By **Diane Beauchemin**
 President, QUFA



Leslie Jermyn and I have visited 19 units from September 2013 to the time of writing this column (16 April 2014), and we have many more meetings

scheduled for mid-April to June. While over half the units will have been visited during this academic year, we would really like to meet with most, if not all, units by June. Anyone can organize such a visit. Please contact Leslie (jermynl@queensu.ca) to make arrangements.

It was clear to me during these meetings that all Members of QUFA and the Queen's community need to exercise care before accepting completely what the Administration portrays. I have three

ANNOUNCEMENT

QUFA Spring General Meeting

The QUFA Spring General Meeting will take place

Wednesday 30 April 2014

1.15 p.m. – 3.00 p.m.

The Auditorium, Ellis Hall

The Order of the Day will be a series of short presentations on the pension question, including a review of the existing Queen's Pension Plan and the pros and cons of alternative plans like the Colleges of Applied Arts and Technology (CAAT) Plan or a sector-wide Jointly Sponsored Pension Plan (JSPP). There will be time for questions and comments following the presentations.

The Draft Budget will be presented, an amendment to the QUFA Constitution will be considered, and elections for QUFA committee positions will be held.

All Members of the Bargaining Unit represented by QUFA are welcome. Those who have signed a Membership Form have voice and vote. You may complete a Membership Form at the meeting, or online here:

http://www.qufa.ca/members/qufa_membership_form.pdf

All materials are e-mailed to Members in advance and are not provided in hard copy at the meeting.

recent examples illustrating this need for caution.

- 1. The Administration's proposal to move faculty and staff onto the**

Microsoft Office 365 Cloud-based service

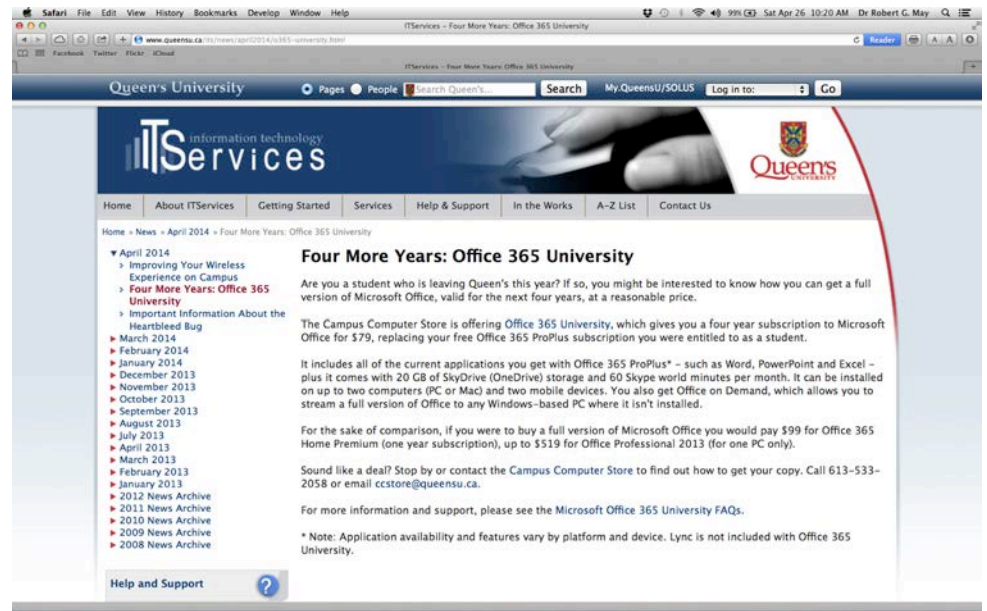
At the Arts and Science Faculty Board meeting on 11 April 2014, the Chief

Information Officer (CIO) and Associate Vice-Principal, Bo Wandschneider, proposed moving faculty and staff to the Microsoft Office 365 Cloud-based service. The Office 365 notes (Appendix A of the Agenda¹) were submitted to stimulate discussion. The document stated that the CIO had talked with the QUFA Executive. Since I chair the Executive and know that there was no such discussion with the CIO, I questioned this and asked if this was a typographical error on their part. The CIO then apologized for his error, saying that he had talked with the JCAA (Joint Committee for the Administration of the Agreement). I double-checked with our side of the JCAA, as I knew that they had asked what was going on with Office 365 when a full page advertisement appeared in the *Globe and Mail* from 20 November 2013 (p. B7) saying that Queen's had embraced Office 365. The CIO assured us through the JCAA that only students had moved and that there was no such intention for faculty. Now, a few months later, we are being told that Queen's cannot afford not to do so!

Stating that McGill, University of Toronto, Carleton, Dalhousie, and Seneca have followed the Cloud route does not justify following suit. The reality is that many top-tier universities (MIT, Harvard, and Oxford to name a few) have not outsourced their faculty e-mail services to U.S. corporations because such arrangements are not good for faculty and subject them to a variety of dangers. Even the claim of "encryption" is misleading. If you have two minutes, check out the presentation by the former Chief Privacy Officer of Microsoft, who spoke at a recent University of Toronto Teach-In in February.² It is worth watching.

2. The Administration's wish to join our pension plan to the CAAT pension plan

During the last round of bargaining, the Administration suspended the multi-



A proposal from the Administration to move Queen's faculty and staff to Microsoft's Cloud-based Office 365 service, which students are already using, raises a number of concerns about online privacy and security.

employee-group-employer pension meetings. As a result, other unions on campus bargained for veto rights over changes to the Queen's Pension Plan, as were then enjoyed by QUFA in its Collective Agreement, making the pension part of many collective agreements and only subject to change during bargaining. Now, they are asking the multi-employee pension group to consider changes to the QPP *outside of bargaining*, as they would like to merge the QPP with the Colleges of Applied Arts and Technology (CAAT) Pension Plan.

Many universities are experiencing problems with their pensions because of the Province's requirement for solvency payments and going concern deficits. The Council of Ontario Universities (COU) and the Ontario Confederation of University Faculty Associations (OCUFA) are working together on the principles of a new Joint Sector Pension Plan. Please attend the QUFA General Meeting this Wednesday to learn more about the CAAT plan and other alternatives during the Order of the Day.

3. The Administration's priorities concerning student accommodation.

In a recent meeting with the Disability Services Office (DSO), it was confirmed that the DSO is serviced with only 2.5 staff members. Since approximately 10% of the more than 16,000 undergraduate students need accommodation, and since all students who make a request must be assessed, it is not a surprise to me that the DSO is overwhelmed. This leaves many faculty members with the physical task of arranging and fulfilling accommodation needs, such as booking separate rooms, scheduling separate times, and finding proctors for the writing of separate mid-term exams. This places increased stress and burden on individual faculty members and their departments with limited space and resources. The students themselves are also burdened with the stressful task of informing and confirming their needs in a timely fashion. To me, the right priorities would be to hire more DSO staff and establish an Exam Centre as

recommended in November 2012 by the Principal's Commission on Mental Health, instead of, for example, spending \$440,000 on a new Campus Master Plan. A properly staffed DSO and an Exam Centre would reduce the load on faculty and accommodation students alike, and allow everyone to invest more in academics and mental health.

QUFA Wants to Hear from You!

I picked the above examples because they are of general interest. Many specific examples were brought up during visits to units, several of which were new to Leslie and me. It is thus very important that we hear from all Members, even more so as we are about to embark on bargaining to ratify (hopefully) a new collective agreement by the end of April 2015. So, if we have not been to your unit yet and there is no visit scheduled, please contact Leslie to arrange one.

Notes

¹http://www.queensu.ca/artsci/sites/default/files/img/FB_20140411_AgendaandAttachments_1.pdf

²<http://www.youtube.com/watch?v=I54NA5c4VvE&feature=share&t=1h12m01s>

Diane Beauchemin can be reached at qufapres@queensu.ca.

FYI

National Day of Mourning

28 April is National Day of Mourning for workers killed and injured at work

**By Leslie Jermyn
Executive Director, QUFA**



28 April 2014 marks the thirty-year anniversary of Workers' Mourning Day. The Canadian Union of Public Employees (CUPE) was the first to observe this day in 1984. The Canadian Labour Congress (CLC) adopted it in 1985, and it became a national observance in 1991 after the passage of the Workers' Mourning Act. Since then, more than 80 countries have adopted 28 April as a Workers' Memorial Day. The day commemorates the thousands of workers who have lost their lives or faced injury or disease because of the work they do. It is also a day to promote workplace health and safety to prevent future injuries, diseases, and deaths.

The CLC estimates that 1,000 Canadians die each year from workplace accidents, injuries, and illnesses. Many more lose their lives from illnesses that are not recognized as occupationally related. Ironically, Canadian health and safety legislation is strong, but with declining resources for enforcement of standards

and the move to industry self-monitoring, workplace deaths and injuries are increasing in recent years.

Many members of the Queen's community face risks in their daily work, from dangerous physical work to exposure to toxins. Queen's has instituted mandatory training and prevention protocols for particular occupations and campus locations. If you work in a physically dangerous environment, make sure you and those around you have been trained appropriately. If you want to learn more about the kinds of training available on campus, follow the "Training" link on this page: <http://www.safety.queensu.ca/>.

It's important to note that even apparently "harmless" environments like offices and libraries can pose risks to those who use and work in them. Trip hazards, electrical hazards, ergonomically unsound equipment or layout, and the damage caused by long-term repetitive movements and computer use are among the real dangers that, with a little care, we can avoid. In the next issue of *QUFA Voices*, I'll focus on repetitive strain injuries and what you can do to prevent them. In the meantime, we can honour those who have died and suffered at work by monitoring our workplaces to keep them healthy and safe.

Leslie Jermyn can be reached at jermynl@queensu.ca.

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QUFA Voices publishes QUFA-related news and information for QUFA Members and provides QUFA Members with a forum to express their QUFA-related ideas and opinions. We want to hear from you! Please send your QUFA-related story ideas, news items, opinion pieces, letters to the editor, photographs, and other submissions to the editor at robert.may@qufa.ca.

QUFA Voices is edited by Robert G. May (English). He can be reached at robert.may@qufa.ca.

GRIEVANCE CORNER

Governance Within Academic Units

Individual academic units should have clear administrative procedures in place to avoid problems in governance

By Ramneek Pooni
Grievance Officer, QUFA



Good local governance is essential to good working relations over the long haul. Many complaints that reach QUFA are due

to the lack of well-thought-out and/or proper application of local policies and procedures. Academics are not born administrators, yet they are charged with the responsibility of collegial governance without proper tools or training. The problem is not unfixable, but to do so takes a lot of patience, selflessness, and hard work.

Each academic unit should have a set of policies and procedures that are written out and that describe criteria and step-by-step procedures for local administrative and academic purposes. This is essential because people are not identical: our assumptions, modes of being and acting, reactions, etc. differ. To make decisions in an effective, efficient, and sound manner, criteria and procedures should be thought out well in advance while heads are still cool and when there is no particular conflict or bias to influence or pressure the drafting of these procedures.

There must be adequate opportunities for input from the whole unit in a collegial governance model, and that input should be reviewed with a disinterested eye by all involved in the decision making: keep bias and conflict out of the room as much as possible. In addition to writing out procedures and criteria to achieve something, dispute resolution and remedial processes

should also be developed right away in case glitches occur, and they inevitably will. It is a good idea to use an agreed-upon decision-making model because it will assist in resolving tricky issues, something like Robert's Rules. And finally, once the policies and procedures are developed, they should be readily available (online seems most sensible), followed, and they should be periodically reviewed to see whether they need updating.

The flip side to all this, discretion and arbitrariness, can easily lead to the formation of cliques and in-groups, which can lead to preferment and exclusion based on whimsy, friendship, or other indefensible reasons, which can lead to dysfunction and illness. Many policies and procedures already exist on campus, and your local ones will have to take those into account. For example, you might have a local process about submitting grades, and it must allow for compliance with University deadlines. You will also have to establish some to comply with the Collective Agreement. One example is the election of Council Representatives. QUFA is asked about this every year, and so we put together a guideline for academic units to consider.¹

If you think I am pointing the finger at your academic unit, please be assured that I am not. You have plenty of good company on campus. There are also units that function pretty well—that take the principles of predictability, transparency, and fairness seriously—so it can be done.

Notes

Please see “Guidelines for Electing Council Representatives” under the chart listing current Representatives at <http://www.qufa.ca/governance/qufolks.php>

Ramneek Pooni can be reached at poonir@queensu.ca.

ON THE WEB

QUFA Online

Members can interact online with QUFA in many different ways!

1. QUFA Web Site



www.queensu.ca

2. QUFA Forum



qufa.wordpress.com

3. QUFA on Facebook



facebook.com/groups/qufagroup

4. QUFA on Twitter



[@QUFAtweet](https://twitter.com/QUFAtweet)

ANNOUNCEMENT

Call for Nominations

OCUFA Teaching and Academic Librarianship Awards

Each year, OCUFA recognizes outstanding teachers and academic librarians in Ontario universities through its Teaching and Academic Librarianship Awards. The recipients are selected by the OCUFA Teaching and Academic Librarianship Awards Committee, and approximately seven awards are presented each year.

The deadline for receipt of nominations is 23 May 2014. Nomination forms and more information is available at: <http://ocufa.on.ca/ocufa-awards/teaching-and-academic-librarianship-awards/>

ANNOUNCEMENT

QUFA is Hiring

Office Administrative Assistant

QUFA invites applications for the position of Office Administrative Assistant at the Queen's University General Administration Grade 4 level. Full details are on the Web site here: http://www.qufa.ca/files/pdf/QUFA_AA_Job_Posting_2014.pdf

Applications (letter, résumé, and the names of three references) should be sent electronically to Leslie Jermyn, Executive Director (jermynl@queensu.ca). Please circulate this posting to your contacts who may be interested. Application deadline is 30 April 2014.

ANNOUNCEMENT

Call for Volunteers

QUFA Nominations Committee is looking for Volunteers

The QUFA Nominations Committee is looking for Members who are willing to serve on QUFA committees, including the Executive Committee, in the 2014-2015 year (terms start 1 July 2014).

If you're interested in serving on QUFA committees, please contact Lynne Hanson (lh2@queensu.ca) or Leslie Jermyn (jermynl@queensu.ca). Please see the QUFA Web site for a full list of committees and positions: <http://www.qufa.ca/governance/qufolks.php>.

NUMBER GAMES

Registration Numbers Rise While Course Numbers Decline

Institutional Research and Planning data shows an increase in student registrations and a decline in the number of courses being offered at Queen's

By Susan Fitzgibbon
Labour Relations Officer, QUFA

The tables on the next two pages compare data provided to QUFA by the Office of Institutional Research and Planning under Article 35.1.5 for the academic years 2008-2009 and 2012-2013.

Table 1 shows that the total number of course sections dropped by 440 sections, while Table 2 shows the number of student registrations in these courses rose by 11,850.

Tenure-track and tenured faculty picked up a slightly greater percentage of the courses and registrations, and instructors outside of the QUFA bargaining unit taught a slightly smaller percentage of courses and/or students in 2012-2013 versus 2008-2009.

Beyond the striking increase in registrations in fewer courses, the most notable change was the shift in percentages for Term Adjuncts (sharp decline in share) and Continuing Adjuncts (sharp increase in share).

Susan Fitzgibbon can be reached at fitzgibb@queensu.ca.

Voice your Views!

Do you have an opinion about anything you have read in *QUFA Voices*? If so, send a letter to the editor:

robert.may@qufa.ca

Spread the Word!

QUFA encourages you to print out and post a copy of this issue of *QUFA Voices* in a visible place in your department or unit.

Thanks!



Table 1: Undergraduate Courses by Sections (2008-2009 and 2012-2013)

		Half-Course or Equivalent Sections (2008-2009)			Half-Course or Equivalent Sections (2012-2013)		
Bargaining Unit (BU)	Instructor Category	HCEs	% of BU or Non-BU	% of Total	HCEs	% of BU or Non-BU	% of Total
QUFA	Tenured/Ten.-Track	1,526.4	58.6%	50.0%	1,357.3	61.6%	54.0%
	Special	7.3	0.3%	0.2%	17.9	0.8%	0.7%
	Initial Adjunct	0.0	0.0%	0.0%		0.0%	0.0%
	Term Adjunct	696.4	26.7%	22.8%	394.6	17.9%	15.7%
	Continuing Adjunct	304.4	11.7%	10.0%	426.6	19.4%	17.0%
	Non-Renewable	71.9	2.8%	2.4%	8.0	0.4%	0.3%
	Subtotal	2,606.5	100.0%	85.3%	2,204.5	100.0%	87.7%
Non-BU	Adj. 1 (non-clinical)	17.9	4.0%	0.6%	7.5	2.4%	0.3%
	Adj. 2-3 (clinical)	0.0	0.0%	0.0%	0.0	0.0%	0.0%
	Teaching Fellow	207.3	46.3%	6.8%	169.2	54.7%	6.7%
	Postdoctoral Fellow	2.0	0.4%	0.1%	6.3	2.0%	0.3%
	Preceptor	26.0	5.8%	0.9%	18.0	5.8%	0.7%
	Firm	12.5	2.8%	0.4%	12.0	3.9%	0.5%
	BISC	n/a	n/a	n/a	n/a	n/a	n/a
	Other/Missing*	181.8	40.6%	6.0%	96.1	31.3%	3.8%
Subtotal	447.5	100.0%	14.7%	309.1	100.0%	12.3%	
Total		3,054.0		100.0%	2,613.9		100.0%

* Other non-BU, non-Queen's, unknown appointment data, unknown instructor

Table 2: Undergraduate Registrations (2008-2009 and 2012-2013)

		Half-Course or Equivalent Sections (2008-2009)			Half-Course or Equivalent Sections (2012-2013)		
Bargaining Unit (BU)	Instructor Category	HCEs	% of BU or Non-BU	% of Total	HCEs	% of BU or Non-BU	% of Total
QUFA	Tenured/Ten.-Track	83,587.6	61.8%	54.9%	90,504.1	62.2%	55.7%
	Special	644.2	0.5%	0.4%	1,167.1	0.8%	0.7%
	Initial Adjunct	0.0	0.0%	0.0%		0.0%	0.0%
	Term Adjunct	33,256.8	24.6%	21.8%	27,168.6	18.7%	16.7%
	Continuing Adjunct	14,004.1	10.3%	9.2%	26,076.7	17.9%	16.1%
	Non-Renewable	3,830.0	2.8%	2.5%	564.5	0.4%	0.3%
	Subtotal	135,322.6	100.0%	88.9%	145,481.0	100.0%	89.6%
Non-BU	Adj. 1 (non-clinical)	784.8	4.6%	0.5%	457.0	2.7%	0.3%
	Adj. 2-3 (clinical)	0.0	0.0%	0.0%	0.0	0.0%	0.0%
	Teaching Fellow	10,059.0	59.6%	6.6%	10,133.9	59.9%	6.2%
	Postdoctoral Fellow	52.0	0.3%	0.0%	680.0	4.0%	0.4%
	Preceptor	800.5	4.7%	0.5%	1,027.0	6.1%	0.6%
	Firm	266.0	1.6%	0.2%	274.8	1.6%	0.2%
	BISC	n/a	n/a	n/a	n/a	n/a	n/a
	Other/Missing*	4,922.7	29.2%	3.2%	4,342.1	25.7%	2.7%
Subtotal	16,885.0	100.0%	11.1%	18,576.4	100.0%	10.4%	
Total			152,207.6			164,057.4	

* Other non-BU, non-Queen's, unknown appointment data, unknown instructor