

1968



AGREEMENT

BETWEEN

THE BOARD OF GOVERNORS

RYERSON POLYTECHNICAL INSTITUTE

AND

THE RYERSON FACULTY ASSOCIATION

68-69

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ARTICLE 1

DEFINITIONS

BOARD	is the Board of Governors of Ryerson Polytechnical Institute.
ASSOCIATION	is the Ryerson Faculty Association.
AGREEMENT	is the collective agreement negotiated between the Board and the Association as agents for the Faculty. This agreement will come into force on 1st July 1968, superceding the agreement previously in force.
FACULTY	for the purpose of this agreement the term Faculty includes all those who are classified as full-time instructors from time to time by agreement between the Board and the Association.
PRESIDENT	is the President of Ryerson Polytechnical Institute.
VICE PRESIDENT	is the Vice President of Ryerson Polytechnical Institute.
CHAIRMAN	is the Chairman of a department who is appointed by the Board.
INSTITUTE	is the Ryerson Polytechnical Institute.
MINISTER	is the Minister of Education of Ontario.
INCREMENT	is the annual salary increase awarded to a Faculty member for satisfactory service under this agreement.

ARTICLE II

CONDITIONS

1. This agreement is to be in force until at least the 30th June 1969, and may be altered before that time only by mutual written agreement of the Board and the Association.
2. Except as otherwise provided in this Agreement, either party to this Agreement may serve notice on the other, not less than ninety days prior to the 30th June 1969, of its desire to negotiate changes in the Agreement. The parties shall meet and commence negotiations within a reasonable time, preferably within fourteen days of such notice. If by June 1st 1969, an Agreement has not been reached, the outstanding issues will be submitted by July 1st 1969, to arbitration, through joint submissions to the Minister. The Minister will be requested to appoint an official Arbitrator, acceptable to both parties, no later than fourteen days after this submission. The decisions of the Arbitrator will be final and binding on all parties.
3. All costs of arbitration proceedings, in the case of either appeals or negotiations, will be shared equally by the Board and the Association.
4. All members of the Faculty shall, as a Condition of Employment, become and remain members of the Association. The Board agrees to provide the Association with a list of changes in its membership upon request.
5. The Board agrees to deduct the Association fees each month from the salary of each Association member and to deduct the initiation fee from the first month's salary of each new member.
6. A representative committee of the Board and a representative committee of the Association shall meet at the request of either party to discuss matters of mutual concern.

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ARTICLE III

APPOINTMENTS, RESIGNATIONS, DISMISSALS, RETIREMENT

1. All new appointees to the Faculty will serve a probationary period of two years, during which, with regard to termination of employment, they cannot carry appeal procedures beyond the President's level. However, at the end of two years, a Chairman may, with the agreement of the Chairman of the Appeals Committee of the Association, make an additional appointment of one year without tenure. During this year the Faculty member concerned will have only the rights of a probationary Faculty member.
2. In the first four months of employment, a Faculty member may resign or be dismissed with one month's written notice or pay in lieu of notice.
3. After the first four months of employment, a Faculty member may resign or be dismissed with three month's written notice or pay in lieu of notice.
4. The conditions of Article III, 2 and 3, may not apply in cases of dismissal for theft or gross misconduct.
5. The compulsory retirement date is August 31st following the sixty-fifth birthday of the member.

ARTICLE IV

BREAKS, THIRD SEMESTER, AND EXTENSION

1. For Faculty members the periods of study, course preparation, related work and holidays will not be less than two and not more than three consecutive months in any twelve months of employment, the precise period to be at the discretion of the Chairman and two administrators senior to him.
2. Faculty members will not be required to teach more than two semesters in any twelve month period.
3. Unless agreed to as a special condition at the time of em-

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ployment, teaching after 6:00 p.m. and on Saturday will be on a voluntary basis. The term and conditions of each such appointment will be made available to the Association.
4. The Association waives all responsibility in the operation of the summer semester as presently constituted.

ARTICLE V

LEAVES OF ABSENCE

1. WITHOUT PAY

- (a) The Board agrees to grant a Faculty member an unpaid extended leave of absence subject to the following guidelines:
 - (i) The Faculty member applies to the Board, in writing, at least six months in advance of the beginning of the semester in which he plans to start his leave.
 - (ii) A suitable substitute can be obtained.
 - (iii) The leave will normally be for a period of twelve months.
 - (iv) The purpose of the leave is for academic pursuit or approved specialized experience.
 - (v) The applicant's entitlement to increment will not be interrupted.
- (b) A maternity leave of absence without pay may be granted a Faculty member if reasonable notice is given.
- (c) A leave of absence may be granted by the Board for personal or compassionate reasons.
- (d) Under (b) and (c) the entitlement to increment during absence will be agreed by the applicant and the Board.

2. WITH PAY

- (a) Subject to the exigencies of administration a leave of absence with pay may be granted a Faculty member subject to the following guidelines:

- (i) The Faculty member concerned will have been an employee for an initial period of ten years.
 - (ii) The Faculty member must apply in writing to the Board at least twelve months prior to the beginning of the semester in which he plans to start his leave.
 - (iii) The leave will normally be for a period of twelve months.
 - (iv) The purpose of the leave is for academic pursuit or approved specialized experience.
 - (v) The salary paid the Faculty member while on leave will be fifty per cent of his normal salary.
 - (vi) A Faculty member becomes eligible for leave after each seven years of service thereafter.
 - (vii) In new or rapidly changing fields these periods may be reduced and the salary allowance varied at the discretion of the President.
- (b) The Board may financially assist Faculty members who wish to take short courses of a specialized nature approved by the Board, or to attend annual meetings of professional societies approved by the Board.

ARTICLE VI

CODE OF PROFESSIONAL CONDUCT

The Association and Board acknowledge that the primary aim of the Institute is the education and development of students. Working conditions, contract arrangements, salary schedules, office furnishings, equipment and supplies, and budgets must all be judged in relation to the educational aims of the Institute.

The Board acknowledges the primary responsibility of providing an administrative structure and climate in which effective teaching may take place.

Toward this end, members of the Faculty will be given a maximum of academic freedom consistent with the operation

of the department and every possible encouragement to experiment with new teaching methods and techniques. Every possible opportunity will be provided for personal academic development and growth. Changes affecting the Faculty will be made only after consideration of, and discussion with, those involved and after adequate notice has been given to them. Every attempt will be made to respect the dignity and integrity of the members of the Faculty and to provide an administrative climate in which members of the Faculty may function as responsible persons.

The Faculty members acknowledge their primary professional concern for students.

In the classroom every attempt will be made to create an atmosphere in which students may learn.

Each Faculty member agrees to maintain his professional competence in his own discipline and in all pedagogical matters. He will try to stimulate intellectual curiosity and enthusiasm for learning. He will avoid anything which will damage the self-respect of those he meets in class.

Members of the Association acknowledge a responsibility to the Institute and to each other, insofar as this is necessary to serve students. In acknowledgement of this responsibility, Faculty members agree to display a sense of responsibility for the facilities of the Institute; to maintain punctually their teaching schedules; to obtain advance approval for any deviation from their teaching schedules or course of studies; to have each session adequately planned; to obtain the permission of the Chairman before undertaking any employment outside the department during the academic year; and to inform the Chairman when they are about to engage in a major course of study. A Faculty member will not criticize other staff members to students and will not encourage or solicit criticisms of colleagues from students.

Faculty members will not discuss their grievances with students.

The Institute and Association agree to work together in resolving questions arising out of the Code of Professional Conduct.

ARTICLE VII

APPEALS PROCEDURE

1. CAUSE FOR APPEAL

Any dispute over matters arising in the administration of the Agreement may be settled by the appeals procedure including:

- (a) Denial of annual increment.
- (b) Dismissals, forced resignations, reclassifications or demotions, reductions in salary and allowances for any reason at any time.
- (c) Any matter affecting personal integrity and/or the dignity of the teaching profession as defined in the Code of Professional Conduct.
- (d) All differences between the parties arising from the interpretation, application, administration, or alleged violation of this Agreement.

2. PROCEDURE FOR APPEAL

An appeal may be initiated by the Association executive, by its appeals committee, or by any member of the Association. When an aggrieved person or group of persons has exhausted all the usual means of settling a difference up to the Vice President, the Appeals Committee may proceed as follows:

- (a) Within two weeks of the cause for the appeal, the problem will be stated in writing in quadruplicate. One copy will be sent to the President of the Institute, one to the Chairman of the Appeals Committee and one to the Secretary of the Board.
- (b) Within fourteen days of this submission the Appeals Committee will meet with the President, or other officer appointed by the Board in the event the President is unable to act, to try to settle the difference.

contribute to the Ontario Teachers' Superannuation Fund. All others classified as full-time instructors will contribute to the Ryerson Retirement Pension Plan.

Both plans are integrated with the Canada Pension Plan. The member's contribution at the present time is six per cent of regular salary. The regulations covering each of these plans are part of this Agreement.

The Board agrees to continue the guarantee involving all former civil servants.

4. CUMULATIVE SICK LEAVE CREDITS AND RETIREMENT GRATUITIES

- (a) Each full-time Faculty member of the Institute will be entitled to accumulate a sick leave credit of fifteen days for the nine month academic year. Each full-time member shall sign an attendance record so that an accurate record of sick leave credits can be maintained.
- (b)
 - (i) When a Faculty member who was an employee on April 1st 1964, and who has more than five years' continuous service, leaves the staff, he will be paid an amount computed by multiplying half of the number of days of his sick leave credits by the annual salary to which he was entitled on the date of his leaving and dividing the product by 365; but the sum will not exceed half of his annual salary at the time of leaving.
 - (ii) For Faculty members appointed after April 1st 1964, the continuous service stipulation will be extended to ten years.
- (c) If a Faculty member dies, his full sick leave benefits as computed in (b) (i) of this section, will be paid to his estate.
- (d) The Board will have a register kept, showing for each Faculty member his accumulated balance of sick leave credits.

Once a year each Faculty member shall be notified of his accumulated sick leave credits.

- (e) The Board will assume full liability for the sick leave credits and retirement gratuities accumulated by all Faculty members who were formerly on the permanent or probationary civil service staffs and who transferred to the Institute staff on April 1st 1964.

ARTICLE X

SALARIES AND ALLOWANCES

1. ANNUAL INCREMENTS

The Board agrees to pay one increment annually up to the maximum for satisfactory service as defined in the Code of Professional Conduct and reserves the right, in the case of unsatisfactory service and after adequate warning, to deny an increment to a Faculty member, giving him reasons in writing.

Faculty members appointed to the staff after July 1st 1966, will be eligible for their annual increments on their employment anniversary dates.

2. EXTRA INCREMENTS

- (a) To attract experienced applicants, an allowance will be made for acceptable experience as follows: one increment for each year of acceptable experience up to a maximum of eight increments.
- (b) If the Chairman and two administrators senior to him agree that circumstances warrant it, then the Board may negotiate a starting salary of up to three increments above the normal level.

3. SENIOR LECTURERS

A senior teacher with distinguished service may be appointed by the Board to the post of Senior Lecturer at a salary one thousand dollars above his scheduled level, and his maximum

salary would likewise be increased one thousand dollars beyond his category maximum.

4. INSTRUCTORS OF DISTINCTION

An instructor of distinction may from time to time be engaged by the Board for certain defined periods at a salary negotiated outside the salary schedule.

5. SUPERVISORY ALLOWANCES

If a Faculty member accepts an appointment to perform supervisory, administrative or co-ordinating duties, he will receive extra remuneration and/or a reduced teaching load. Such appointments will be subject to regular review by the Board and the instructor concerned.

The term and conditions of each such appointment under 2(b), 3, 4 and 5, Article X, will be available to the Association.

6. SALARY SCHEDULE

The Board agrees to request from the Province of Ontario the Funds to adopt the following salary schedule:

(a) Annual increments based on satisfactory service will be paid in steps of \$312 per year on base salaries of \$7,384 to \$8,320 and \$416 per year on base salaries of \$8,320 to \$9,568, and \$520 per year on base salaries of \$9,568 and up.

(b) Base salary scales for acceptable academic qualifications (or their equivalents), as assessed by the Board, shall be as follows:

2. EXTRA INCREMENTS

- (i) Master of Philosophy or Doctor of Philosophy degree
- (ii) Master's degree
- (iii) Five year Bachelor of Architecture degree
- (iv) Four year degree
- (v) Three year degree or Diploma

EXPERIENCE YEARS	(i)	(ii)	(iii)	(iv)	(v)
	9,568	8,320	8,008	7,696	7,384
1	10,088	8,736	8,320	8,008	7,696
2	10,608	9,152	8,736	8,320	8,008
3	11,128	9,568	9,152	8,736	8,320
4	11,648	10,088	9,568	9,152	8,736
5	12,168	10,608	10,088	9,568	9,152
6	12,688	11,128	10,608	10,088	9,568
7	13,208	11,648	11,128	10,608	10,088
8	13,728	12,168	11,648	11,128	10,608
9	14,248	12,688	12,168	11,648	11,128
10		13,208	12,688	12,168	11,648
11		13,728	13,208	12,688	12,168
12		14,248	13,728	13,208	

NOTE: For the life of this Agreement each person who reaches the maximum of any category will receive a special adjustment figured at the rate of \$92 per year.

ARTICLE XI

APPENDIX

Pursuant to Article II (6), continuing discussions will take place during the term of this Agreement on the following problems:

1. The extent of Association membership.
2. Merit Pay.
3. Income Protection and Sick Leave Credits.
4. Work Load.