

Ryerson Faculty Association  
Executive Committee Meeting

**MINUTES**

October 22, 2013  
ILC, London/Paris Room

**ATTENDANCE:**

<i>Office</i>	<i>Officer</i>	<i>Yes/No/Regrets</i>
President	Anver Saloojee	Yes
Vice President Internal	Kileen Tucker-Scott	Yes
Vice President External	Franklyn Prescod	Yes
Treasurer	Bozena Todorow	Yes
Secretary	David Naranjit	Yes
Chair, Grievance	Jason Lisi	Regrets
Chair, Negotiating	Peter Danziger	Yes
Chair, Professional Affairs	Lin Dong	Yes
Chair, Equity Issues	Jennifer Clarke	Regrets
Health & Safety Officer	Chun-Yip Hon	Yes
Member at Large	Amina Jamal	Yes
Member at Large	Tuna Baskoy	Yes
Staff	André Foucault	Yes
Staff	Agnes Paje	Regrets

1. Order/Establishment of Quorum

Meeting began with Quorum at 10:00 AM.

2. Approval of Agenda

Motion to adopt Agenda (Naranjit/Dong)

Adopted.

3. Approval of Minutes

Motion: BIRT the Minutes of October 8, 2013 be adopted  
(Prescod/Hon) Adopted

4. Matters Arising/Old Business:

- Extra Course Protocol (Lisi)
- Post Retirement Benefits
- Director Appointments (E-Learning & DMZ)

- Report on OCUFA Conference (Danziger/Saloojee)
- Representative for B of G elections committee
- RFA Elections Committee
- Post (HR) survey focus groups
- Common Course Coordination

#### 5. New Business

- PhD support (Baskoy)
- Gould Street Painting

#### 6. Order of the Day – 10:15 AM

- Meeting with Nancy Walton – discussion on Ryerson’s online initiatives.

The Executive held an extensive 90 minute discussion with Professor Walton where there was a frank exchange of views and where the RFA expressed its view that it was not opposed in principle to online education but that there are substantial issues that need to be looked at very carefully – particularly related to the actual rationale for promoting online courses, workload, intellectual property rights, academic freedom, IT and other resource supports for both faculty and students, credit transfer, the role of Senate, student retention and success rates, accurate course costing; pedagogical issues, diverse teaching and learning styles, etc

#### 7. Reports

##### a) Vice-President Internal (Tucker-Scott)

- Reps Council
- CDC

##### b) Report on Update Meetings

- Update Meeting with the Administration (Danziger/Foucault)
- Meeting with the President (Danziger/Saloojee)

##### c) Grievance Update: Lisi/Foucault

##### i. For the record:

- Extra Course Protocol

##### ii. Motions:

- The Grievance Committee unanimously adopted the following motion at our October 8, 2013 meeting: BIRT “The Grievance Committee recommends that the RFA Executive agree to include the attached protocol for

assigning an extra course under Article 10.12.C.4 as part of the grievance resolution for grievance 2012.06.”

The protocol is attached at Appendix 1

Whereas the Grievance Committee adopted a motion on October 8, 2013 recommending that the RFA Executive agree to include the attached protocol for assigning an extra course under Article 10.12.C.4 as part of the grievance resolution for grievance 2012.06, and whereas the RFA Executive has carefully reviewed the proposed protocol for assigning an extra course under Article 10.12.C.4;

- BIRT “The Executive agrees with the Grievance Committee's recommendation to include the proposed protocol for assigning an extra course under Article 10.12.C.4 as part of the grievance resolution for grievance 2012.06” (Tucker-Scott/Naranjit) Adopted.

d) Treasurer’s Report (Todorow)

e) Vice President External (Prescod)

➤ Reps Council Agenda

f) Human Resources Committee

➤ Discussion on future hiring

g) Health & Safety (Hon)

h) Secretary (Naranjit)

i) Equity (Jamal)

j) Communication Platform

k) Professional Affairs (Dong)

➤ Assessment of new member orientation

l) Member At Large (Jamal)

m) Member At Large (Baskoy)

8. Report: President (Saloojee)

9. Adjournment: 1:00 PM

Appendix 1:

### **Process to Assign an Additional Half Course to Tenured Faculty Members**

The RFA Collective Agreement contains a provision that allows for the assignment of an additional half course above the normal departmental teaching load, should certain conditions exist. The specific language reads as follows:

“...in unusual cases a tenured member's teaching assignment may be greater than the teaching standard in his/her academic unit, even where that standard is five half-course equivalents, where such an increase is justified by that individual member's total contributions in teaching, SRC, and service activities over time. In cases where additional teaching duties are so assigned the Dean shall, by May 15, notify the Member in writing with a statement of reasons for the increase, with a copy to the Association. The Member's increased teaching workload shall be assigned for no longer than one academic year at a time. The increase in the teaching workload shall be no more than one half course equivalent per academic year.”

[Article 10.12.C(iv)]

This document outlines the process to implement the assignment of an additional course. The objective is to ensure any such assignment is fair and equitable, and also defensible both internally and externally, if disputed. While this mechanism exists, it is clearly understood that facilitating re-engagement is the most desirable outcome for both the University and the member, and as such, the Dean will make a reasonable effort to encourage and support re-engagement. In cases where a faculty member does not demonstrate such re-engagement in total contributions in teaching, SRC and service, the Dean may invoke an extra course assignment provided for in this clause. This clause cannot be invoked for financial reasons and is not disciplinary.

At a high level, the process involves the following:

- Potential workload concerns are identified based on a faculty member's submitted Annual Report.
- The Dean meets with the faculty member(s) to communicate the alleged workload concerns to determine if they are warranted
- If the workload concerns are warranted, the Dean will confirm, in writing, to the member such concerns
- The Dean will offer the faculty member, where applicable, resources and support to assist the faculty member in his/her re-engagement.

- Re-engagement may in some circumstances be interpreted broadly, but it must contribute, over a reasonable period of time, to increased output.
- Follow-up meetings are conducted in order to assess progress.
- If insufficient progress has been made, the Dean advises the faculty member she/he is going to be assigned an extra course in the next academic year.
- Throughout this process, the faculty member has the right to provide evidence and arguments to counter the alleged workload concerns. Such evidence and arguments are to be provided by the member to the Dean, in a timely manner, and the Dean will appropriately consider such information in his/her decision.
- The entire process is documented with copies to the Performance and Conduct File (PCF) and RFA.



Keep in mind:

Assignment of an extra course is only applicable to Mode II tenured faculty members.

The process will unfold over several academic years as follows:

Note: Where the Dean is mentioned in the process below, he/she may delegate his/her responsibilities to the Associate Dean, except that only the Dean can make the final decision and communicate it to the member.

## CALENDAR YEAR ONE

Date	Guidelines
<b>May 15</b>	Faculty member submits annual report.
<b>May 15 – May 31</b>	<p>Dean reviews Annual Report in order to identify if there are any concerns about the faculty member's total contributions.</p> <p><b>Guidelines for the review:</b></p> <ul style="list-style-type: none"> <li>• Consideration should be given to all areas: SRC, service activities, and teaching.</li> </ul> <p><b>Guidelines to determine concern:</b></p> <ul style="list-style-type: none"> <li>• The Dean will determine concern based on a comparison of the faculty member to her/his peers within the discipline. The Dean should give some insight as to whether a particular faculty member is performing at a satisfactory level compared to others in the discipline at a similar stage in their career.</li> <li>• The Dean will determine concern based on a review of no less than two years of previous Annual Reports (in addition to the most recent) of the member to determine whether the concern is representative of a trend over time</li> </ul>
<b>June 1 – June 15</b>	<p>Dean determines whether concerns are justified and warrant a meeting with the faculty member. The Dean should also take into account mitigating factors:</p> <ul style="list-style-type: none"> <li>• Has the faculty member been on sabbaticals, secondments, paid and/or unpaid leaves (statutory or otherwise), sick leaves, etc.</li> <li>• Are there any other circumstances that would explain why their ability to be as productive as would be expected has been compromised by factors out of their control</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><b>No concerns</b></p>  <p>No further action</p> </div> <div style="text-align: center;"> <p><b>Concerns exist</b></p>  <p>Meet with faculty member</p> </div> </div>
<b>June 15 – June 30</b>	<p>Meeting between Dean and faculty member:</p> <ul style="list-style-type: none"> <li>• Faculty member must make every reasonable effort to attend such a</li> </ul>

meeting. The Dean must exercise some flexibility in this regard and must consider such issues as vacation, conferences, etc. that may prevent the member from meeting in person. If such a meeting is not possible, the Dean may provide a summary of concerns in writing to which the faculty member may respond.

- Dean explains reasons for concern and outlines the need for re-engagement and the support available to the faculty member (if applicable) to assist with this re-engagement and the increased contributions expected over time.
- The Dean should give the faculty member an opportunity to provide information that may be relevant to their performance. This may include:
  - Evidence of activities/accomplishments not in the annual report, as well as elaboration of Annual Report contents
  - Mitigating factors that legitimately diminished their productivity
  - Any other relevant information
- The Dean should consider this information before deciding to move ahead with the process. It may be the faculty member needs some other type of assistance or has medical issues that need to be addressed.
- As a result of this meeting, two outcomes may be possible:
  - The Dean may decide that there is no need for further action and will notify the faculty member in writing.
  - The Dean may decide that the concerns are justified and move forward with the process
    - At this June meeting, the Dean should notify the faculty member that a follow-up meeting will be held in January of the following year to determine progress.
    - The Dean should ask the faculty member what supports they believe would be helpful to assist with their re-engagement
    - The Dean should also notify the faculty member of the timelines within this protocol, and that she/he may be loaded with extra half-course at the end of this process if progress towards increased contribution is not evident.
    - **The faculty member, PCF and RFA receive written documentation of the meeting, its content and outcome.**
- Such meetings **must** be conducted by the Dean.

## CALENDAR YEAR TWO

Date	Guidelines
By January 15 <sup>th</sup>	The Dean or the faculty member may request a meeting to discuss the faculty member's re-engagement to date. This meeting is optional. If either party requests such a meeting it must take place. The Dean will confirm the substance of the meeting, in writing, with a copy to the member and the Association.
March – April	Faculty member loaded as per department norm, <b>no</b> extra half-course assigned.
May 15	Faculty member submits annual report.
May 15 – June 1	<p>Dean reviews the faculty member's Annual Report to determine if concerns still exist</p> <ul style="list-style-type: none"> <li>• If no concerns, the member is notified in writing (copy to PCF and RFA) and no further action needed               <ul style="list-style-type: none"> <li>○ All documentation regarding this process will be removed after five years from the date the member was notified that no further action is needed, subject to the process as mentioned below (i.e. calendar year 3, after May 15<sup>th</sup> provision)</li> <li>○ If concerns still exist, a follow-up meeting between Dean and faculty member will take place</li> </ul> </li> </ul>
June 1 – June 30	<p>Dean meets with faculty member to discuss concerns that still exist</p> <ul style="list-style-type: none"> <li>• The Dean asks faculty member for progress in meeting expectations of increased contribution(s) and projected progress for the upcoming year.</li> <li>• The Dean should assess whether sufficient progress or steps have been taken by the faculty member to re-engage and increase contribution(s)               <ul style="list-style-type: none"> <li>○ If concerns exist after this meeting, letter sent out to faculty member, PCF and RFA advising that concerns continue, but that in order to give the faculty member sufficient time to re-engage, the faculty member will not be loaded with extra half-course for the next academic year.</li> <li>○ Dean outlines the need for re-engagement and the support available, if appropriate, to the faculty member to assist with this re-engagement</li> <li>○ If no concerns, the member is notified in writing (copy to PCF and RFA) and no further action needed                   <ul style="list-style-type: none"> <li>• All documentation regarding this process will be removed after five years from the date the member is notified</li> </ul> </li> </ul> </li> </ul>



## CALENDAR YEAR THREE

Date	Guidelines
<b>By January 15</b>	<p>Follow-up meeting between Dean and faculty member:</p> <ul style="list-style-type: none"> <li>• The Dean asks faculty member for progress in meeting expectations and projected progress re-engagement and increased contribution(s).</li> </ul> <p>The Dean should assess whether sufficient progress or steps have been taken by the faculty member that justifies an additional course not being assigned.</p> <ul style="list-style-type: none"> <li>• If concerns continue, letter sent out to faculty member, PCF and RFA advising that concerns continue, and that faculty member will be loaded with extra half-course for the next academic year.</li> <li>• If no concerns, the member is notified in writing (copy to PCF and RFA) and no further action needed               <ul style="list-style-type: none"> <li>○ All documentation regarding this process will be removed after five years from the date the member is notified, subject to the process as mentioned below (i.e. calendar year 3, after May 15<sup>th</sup> provision)</li> <li>○</li> </ul> </li> </ul>
<b>March – April</b>	Faculty member is loaded with extra half-course equivalent.
<b>By May 15</b>	Letter advising specific assignment of extra half-course equivalent as per collective agreement is sent out to faculty member, PCF and RFA.
<b>May 15</b>	Faculty member submits annual report.
<b>After May 15</b>	<p>The process repeats as per May 15 of year two. In addition to this year's annual report, the Dean reviews the faculty member's previous two years annual reports to determine if there has been re-engagement and if a continued extra half-course assignment to the faculty member is still appropriate. If yes, the Dean will issue a letter to the faculty member advising him/her of the continued half-course assignment.</p> <p>Within the first three years when the Dean has determined that an extra half course is no longer needed, this process may be restarted as per May 15 of year 2 if the Dean determines that the re-engagement of the faculty member is not being sustained.</p>

The process should be repeated until the workload concerns are addressed.