

RYERSON FACULTY ASSOCIATION

COMPENDIUM OF POLICIES & PROCEDURES

File: policy-procedures.doc

TABLE OF CONTENTS

POLICIES

Awards.....	3-5
Career Achievement.....	3
RFA Distinguished Service	4
Ryersonian of the Year	5
Caregivers	6
Disposal of RFA Property	7
Donations	8
Elections	9-10
Expenses	11-12
Grievance Appeals sub-committee	13
Listservs	
rfa-announce and rfanet.....	14-20
Logo	21
Minutes – Executive Committee.....	22-23
Office Decorations	24
Purchasing	25
Release Time	26
Faculty Newsletter <i>The RFA Bulletin</i>	27
RFA Web-Site	28
Scholarships	29-30
Statements.....	31-33
Aboriginality	31
Equity	32
President meeting with University Administration.....	33

PROCEDURES

Office Procedures.....	34
------------------------	----

AWARDS (CAREER ACHIEVEMENT)

[Bylaw Articles 10.15 (c) and (d) and 12.6.C.3(d) and (e)]

[Professional Affairs Committee: 10 March 2006]

[Executive Committee: 23 May 2006]

Criteria	<ul style="list-style-type: none"> • Recognises a sustained, outstanding career of contributions to the profession including, but not necessarily restricted to: <ul style="list-style-type: none"> ➢ contributions to one's discipline ➢ contributions to students ➢ contributions to one's community • Awarded annually • Normally only one award per year; no more than two
Eligibility	<ul style="list-style-type: none"> • any member or retired member of the RFA
Nominations	<ul style="list-style-type: none"> • Call issued by Professional Affairs Committee to all members of the Association • FOUR (4) nominators required, at least two of whom must be members of: <ul style="list-style-type: none"> ➢ Executive Committee; or ➢ Representatives' Council; or ➢ any Standing Committee of the Association; or ➢ RFA Staff • received by the Chair, Professional Affairs Committee
Adjudication	<ul style="list-style-type: none"> • Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee, the Immediate past-President, if available, and the President • Recommendation to the Executive requires support of a 2/3 majority of the committee
Deadlines	<ul style="list-style-type: none"> • Nominations: <ul style="list-style-type: none"> ➢ call to be issued by March 01 ➢ Deadline: 4:00 p.m. on last working day of March • Adjudication <ul style="list-style-type: none"> ➢ Recommendation to Executive for its second meeting in April
Announcement	<ul style="list-style-type: none"> • President to advise recipient(s) immediately following Executive ratification of Adjudication Committee recommendation • winner to be announced on RFA-Announce following presentation of award
Award	<ul style="list-style-type: none"> • Plaque or other similar form of recognition as recommended by Adjudication Committee
Presentation	<ul style="list-style-type: none"> • Awards Reception following Winter term

AWARDS (RFA DISTINGUISHED SERVICE)

[Bylaw Articles 10.15 (c) and (d) and 12.6.C.3(d) and (e)]

[Professional Affairs Committee: 10 March 2006]

[Executive Committee: 23 May 2006]

Criteria	<ul style="list-style-type: none"> • Recognises outstanding service to the RFA including, but not necessarily restricted to: <ul style="list-style-type: none"> ➢ extent of volunteer commitment ➢ sustained level of contribution over time ➢ exemplary handling of duties associated with office held ➢ contributions over and above those expected of office held • Awarded annually • Normally only one award per year; no more than two
Eligibility	<ul style="list-style-type: none"> • any member of the RFA <ul style="list-style-type: none"> ➢ Members of the RFA Executive are not eligible during their term of office. • any non-member of the RFA whose service to the Association is thought to be “distinguished”
Nominations	<ul style="list-style-type: none"> • Call issued by Professional Affairs Committee to: <ul style="list-style-type: none"> ➢ Executive Committee ➢ Representatives’ Council ➢ all Standing Committees of the Association ➢ RFA Staff • FOUR (4) nominators from above groups required • received by the Chair, Professional Affairs Committee
Adjudication	<ul style="list-style-type: none"> • Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee, the Immediate past-President, if available, one member named by and from the Executive Committee, and the Executive Director(s) • Recommendation to the Executive requires support of a 2/3 majority of the committee
Deadlines	<ul style="list-style-type: none"> • Nominations: <ul style="list-style-type: none"> ➢ call to be issued by March 01 ➢ Deadline: 4:00 p.m. on last working day of March • Adjudication <ul style="list-style-type: none"> ➢ Recommendation to Executive for its second meeting in April
Announcement	<ul style="list-style-type: none"> • RFA-Announce following Executive ratification of Adjudication Committee recommendation
Award	<ul style="list-style-type: none"> • Plaque or other similar form of recognition as recommended by Adjudication Committee
Presentation	<ul style="list-style-type: none"> • Awards Reception following Winter term

AWARDS (RYERSONIAN OF THE YEAR)

[Bylaw Articles 10.15 (c) and (d) and 12.6.C.3(d) and (e)]

[Professional Affairs Committee: 10 March 2006]

[Executive Committee: 23 May 2006]

Criteria	<ul style="list-style-type: none"> • Recognises outstanding contribution(s) to the Ryerson Community during the previous academic year including, but not necessarily restricted to: <ul style="list-style-type: none"> ➤ a particular contribution likely to benefit the Ryerson Community over time ➤ volunteer commitment either within Ryerson or in the broader community that demonstrates an admirable balance of career and good citizenship ➤ exemplary handling of duties associated with any office held • One award per year
Eligibility	<ul style="list-style-type: none"> • Anyone making an outstanding contribution to Ryerson, even if not a member of the Ryerson Community. • Members of the RFA Executive are not eligible during their term of office.
Nominations	<ul style="list-style-type: none"> • Call issued by Professional Affairs Committee to entire Ryerson community • received by the Chair, Professional Affairs Committee
Adjudication	<ul style="list-style-type: none"> • Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee, the Immediate past-President, if available, and the Vice-President Internal • Recommendation to the Executive requires support of a 2/3 majority of the committee
Deadlines	<ul style="list-style-type: none"> • Nominations: <ul style="list-style-type: none"> ➤ call to be issued by 30 September in each year ➤ must be received by 31 October • Adjudication <ul style="list-style-type: none"> ➤ Recommendation to Executive Committee meeting nearest 15 November
Announcement	<ul style="list-style-type: none"> • Vice-President Internal to advise recipient immediately following Executive ratification of Adjudication Committee recommendation • winner to be announced on RFA-Announce following presentation of award
Award	<ul style="list-style-type: none"> • Plaque or other similar form of recognition as recommended by Adjudication Committee
Presentation	<ul style="list-style-type: none"> • Annual Reception and Party in December

CAREGIVERS

[*Executive Committee.*]

Where a member's role as caregiver is a barrier to participation in Association business beyond the commitment to general membership meetings, the Association may authorise full reimbursement of the expenses which are necessary to remove the barrier.

Any member involved in Association business including, but not necessarily restricted to, Executive Committee members; Department/School Representatives; Committee members; and anyone representing the Association in any other capacity, may submit a request for reimbursement of caregiver expenses to the Treasurer for consideration by the Executive Committee.

For the purpose of interpretation of this policy, the term "Caregiver" shall be understood *not* to exclude caregiving relationships which occur outside traditional extended or nuclear families, and *shall* be interpreted to include caregiving relationships which arise out of choice.

DISPOSAL OF RFA PROPERTY

[Executive Committee.]

This policy is intended to cover the disposal of any items owned by the Ryerson Faculty Association, and specifically includes such things as computers and computer-related equipment, office furniture and equipment, or any such items purchased by the RFA to enable a Member or employee to carry out his/her role or office.

Should the RFA decide to dispose of any property, the following process is to be followed:

- 1) the Executive shall name some person or persons to secure an evaluation of the current market price for the item to be disposed of;
- 2) Items for sale under \$200.00 will be left to the discretion of the RFA Office. The RFA Office may, at their discretion, discuss the potential sale with the RFA President. Monies collected there from will be deposited in the RFA General Operations Account (or deposited to Petty Cash if under \$35); such amount to be credited to the appropriate budget line of the RFA Budget.
- 3) For items over \$200, a notice that the item is for sale at the determined price shall be sent out by the RFA Office on RFA-Announce, asking that interested persons notify the RFA office, by a stated and reasonable deadline, of their interest in purchasing the item at the stated price;
- 4) in cases where only one member or employee expresses a desire to purchase the item, the item will be deemed sold to that person on receipt of payment in full;
- 5) in cases where more than one member or employee expresses a desire to purchase the item, a lottery/draw will be held to select the person who will be given the opportunity to purchase the item – a process which shall be repeated if, for any reason, the winner of the lottery/draw withdraws his/her intent to purchase;
- 6) in cases where there are no declarations of intent to purchase the item being disposed of, a second call for such declarations will be issued;
- 7) if no expressions of interest are received following a second call, the method of disposition will be decided upon by the Executive. Without limiting the generality of the foregoing, this may include repeating the process with a different price.

DONATIONS

[Executive Committee: 29 November 2011]

The total amount of money to be donated by the Association in a given fiscal year is determined by Members in adopting a budget pursuant to the provisions of the Association bylaw.

Contributions to the *Academic Freedom Fund* of the Canadian Association of University Teachers (CAUT) shall not be considered part of the "Donations" line item in the General Operating Fund Budget, but rather shall be a budgeted expenditure from the Defence Fund.

Donations should primarily reflect the direct interests of the Association as the Bargaining Agent of faculty, librarians and counsellors at Ryerson University, however donations to other appropriate causes may be considered as outlined below.

Donations may be loosely grouped as follows:

- 1) Other Faculty Associations
 - a) a donation of one thousand dollars (\$1,000) shall be made to any Faculty Association that is on strike or locked out for at least seventy-two (72) hours.
 - b) a second donation of **up to five thousand dollars (\$5,000) may be** made to any Faculty Association that is ineligible for support from the CAUT Defence Fund and that remains on strike or remains locked out after three (3) weeks.
 - c) requests for donations from any Faculty Association engaged in extended interest or rights arbitration will be considered by the Executive Committee on an *ad hoc* basis.
- 2) Other Unions
 - a) requests for donations from striking or locked out unions representing workers in the Education sector will be considered by the Executive Committee.
- 3) Student Organisations
 - a) requests for donations from student organisations will be considered based on the scope and nature of the project for which funding is solicited; and
 - b) the Political Action Committee of the Representatives' Council may be asked to make a recommendation.
- 4) Groups with similar goals
 - a) requests for donations from groups or organisations whose goals are similar to those of the Association (e.g., Social Justice and Community) will be considered based on the scope and nature of the project for which funding is solicited; and
 - b) the Political Action Committee of the Representatives' Council may be asked to make a recommendation.
- 5) Individuals
 - a) where the RFA Office is advised of the death of any active Member, or the death of a member of the immediate family of an active Member (i.e., spouse or child), the Association shall:
 - i) donate one hundred and fifty dollars (\$150) to the Ryerson Faculty Association / Ryerson Centre Leadership Awards fund; and
 - ii) convey the condolences of the Association to the survivors, together with an indication of the donation that has been made in the name of the deceased.
 - b) the Executive may authorise a donation to an individual only in extenuating circumstances that shall form part of a financial report to the Members.

ELECTIONS

[EXECUTIVE COMMITTEE]

Election of the Executive and Standing Committees

1. Elections shall be held on the second Tuesday of February in each year to fill all Executive and Standing Committee positions that commence in that year and, when required, to elect a Negotiating Committee.
2. Any member of the Executive or Standing Committee whose term is not expiring, and who intends to be nominated for another position which may not be held concurrently with the position currently held, must submit her/his resignation in writing prior to the first call for nominations being issued by the Elections Committee. The resignation need not be effective immediately, but must take effect before the date upon which a new Member is scheduled to assume the position resigned, or the date upon which the new position is assumed, whichever shall first occur.
3. The Elections Committee shall issue a call for nominations to all Members, listing all positions whose term is ending, as well as all positions that are vacant as of the date of the call or for which a letter of resignation has been received as of the date of the call.
4. The call for nominations shall be issued at the December General Membership Meeting and shall set a deadline for the receipt of nominations that is fifteen (15) to twenty (20) working days prior to the election.
5. Should any position remain unfilled after the deadline for the receipt of nominations, the Elections Committee shall issue a second call for nominations, extending the deadline for the receipt of nominations seven (7) working days from the date the second call is placed in the internal mail system of the University.
6. The Elections Committee shall announce, by-mail to all Members following each stage of the nomination process, all nominations received during that stage.
7. Where only one valid nomination is received for a position, the Member nominated shall be declared elected by acclamation. Where *more* than one valid nomination is received prior to the close of nominations, an election for that position shall be conducted by mail-in ballot as prescribed by Article 14.I(a) of the Bylaw.
8. The Elections Committee shall prepare and ensure the distribution of ballots via the internal mail system of the University at least two weeks prior to the February election date.
9. The Executive Committee, upon recommendation from the Elections Committee, shall establish and publish campaign rules that allow each candidate to convey his/her platform to Members.
10. Ballots must be received at the offices of the Association by 4:00 p.m. on the election date.
11. Each candidate shall be entitled to appoint one (1) scrutineer to observe the opening, counting, tabulating and destruction of ballots.
12. The Elections Committee shall, at 4:10 p.m. on the election date, open, count and tabulate the ballots in the presence of such scrutineers as are appointed under the provisions of Article 14.3(k).
13. The election results will be announced by an e-mail from the Chair of the Elections Committee sent to the membership no more than 24 hours after completion of the ballot counting, and will be formally reported to the May General Membership Meeting. Both the announcement and the formal report shall include a full enumeration of all ballots cast, including any ballots disallowed and the reasons therefore.
14. The candidate for each position receiving the highest number of votes cast shall be declared elected. In the event of a tie, a deciding vote shall be cast by the Chair of the Elections Committee.

15. Unless the General Membership Meeting resolves otherwise, the Chair of the Elections Committee shall destroy the ballots following the adjournment of the May General Membership Meeting in the presence of such scrutineers as are appointed under the provisions of Article 14.3(k).
16. Where positions remain unfilled subsequent to the membership meeting following which they were scheduled to take office, they shall be considered vacancies and shall be filled according to the provisions of Article 14.5 of this Bylaw.
17. If extraordinary circumstances prevent the February elections from taking place as anticipated by this Article, the incumbents shall hold office until their successors are elected. The Executive shall ensure that such elections take place at the earliest possible opportunity.
18. If all the positions are by acclamation, that information should be sent out to the membership by-mail as soon as it is known. At the same time, Timetabling should be informed so that the Executive meeting time slot is kept free from classes for Executive members.

EXPENSES

[Exec. Committee: 23 May 2006]

- 1) Reimbursement
 - a) Members representing the Association at any body to which the Association is entitled – and has elected – to send representatives shall be entitled to reimbursement of legitimate expenses incurred in the conduct of Association business;
 - b) Expense claims shall be submitted by the Member who incurred the expenses within thirty (30) days of the completion of the event;
 - c) Members of the RFA Executive Committee will be reimbursed for mileage and parking costs incurred as a result of attending meetings that are not a part of regularly scheduled meetings (the latter include bi-weekly Executive meetings, General Members Meetings, meetings of the Council of representatives and Council of Chairs and Directors, meetings of Senate and of the Board of Directors) and which fall outside of their normal travel to Ryerson University. Expenses will be reimbursed upon presentation to the RFA Office of an Invoice with receipts, where applicable;
- 2) Prior approval
 - a) Where possible, the prior approval of the Executive Committee or a quorum thereof shall be obtained for other discretionary expenses (i.e., those expenses additional to expenses incurred for the accommodation, meals and travel of the Member representative). Without restricting the generality of the foregoing, such discretionary expense shall include expenses incurred by spouses who accompany the Member representative.
 - b) Where prior approval for other discretionary expenses is not obtained, requests for reimbursement shall be submitted to the Treasurer for consideration by the Executive Committee. Such reimbursement requests shall be accompanied by a brief report of the nature and purpose of the expense.
- 3) Advances
 - a) Members expecting to incur expenses in the course of their representation of the Association may receive an advance against such expected expenses.
 - b) The amount of an advance shall, in no case, exceed reasonably projected expenditures for accommodation, meals, and travel for the period in question.
 - c) The amount of the advance shall be deducted from the total expense claim submitted per 1(b) above and, within 30 (30) days,
 - i) any positive balance shall be paid by the Association to the Member; and
 - ii) any negative balance shall be re-paid by the Member to the Association.
- 4) Accommodation
 - a) Reimbursement for accommodation shall be per receipted expenses incurred.
- 5) Meals
 - a) Reimbursement for meals shall be according to the standard schedule of the University or,
 - b) with the approval of the Executive Committee, reimbursement of meal costs may be on the basis of receipted expenses incurred.
- 6) Transportation
 - a) All receipted expenses for approved travel including, but not necessarily restricted to, those involving transportation, parking and accommodation shall be reimbursed as will non-receipted expenses for public transit.
 - b) In selecting the mode of transportation, members and staff are expected to utilise the most economical means of transportation possible within existing time constraints. Reimbursement will be based upon the most economical means of transportation unless prior approval for alternate means has been obtained.

- c) When a vehicle is rented for the transportation of members additional to the principal renter, such rental must be approved in advance by the Executive Committee which shall satisfy itself that the vehicle will be operated by a licensed operator and that the Association will not be liable for any personal injury or property damage which may result from the vehicle rental.
- d) Reimbursement for personal vehicle use shall be according to the standard schedule of the University.

GRIEVANCE APPEALS SUB-COMMITTEE

[Executive Committee: 23 May 2006]

[Bylaw Article 10.4(h)]

The following shall guide the operation of the Grievance Appeals sub-committee appointed, pursuant to Article 10.4(h) of the Association Bylaw, on a case-by-case basis:

- 1) The Member who requests an appeal of the recommendation of the Grievance Committee will be invited to attend a meeting of the Grievance Appeals sub-committee to present his/her case.
- 2) The Member may choose one member of the Executive Committee to assist in presenting the appeal. That member of the Executive Committee shall not have been a member of the Grievance Committee and shall not act as a member of the Grievance Appeals sub-committee.
- 3) The members of the Grievance Appeals sub-committee shall select one of their members to Chair the meeting.
- 4) A quorum of Grievance Appeals sub-committee shall be three members.
- 5) The Member appealing the recommendation of the Grievance Committee will be given the opportunity to present the case for the appeal with the assistance of the advisor chosen in accordance with (2) above.
- 6) The Grievance Officer will state the reasons for not filing a grievance or for not continuing to process the grievance.
- 7) The Member appealing the recommendation of the Grievance Committee will be given the opportunity to respond to the reasons of the Grievance Officer.
- 8) The Grievance Appeals sub-committee will consider the appeal *in camera* after both parties have left and will communicate its decision to the Member, the Grievance Officer and the Executive Committee.
- 9) The decision of the Grievance Appeals sub-committee represents the final position of the Association on the matter.

LISTSERVS

[Executive Committee:]

Through the University's internal email system, the Association maintains two listservs: *rfa-announce* and *rfanet*. All Members of the Association receive messages posted to *rfa-announce*, whereas only Members who are subscribed to *rfanet* receive messages posted there.

rfa-announce

- 1) The *rfa-announce* listserv (formerly *RFA-members*) is one means by which the official business of the RFA can be communicated to Members.
- 2) The President, the Vice-President External and the RFA Office shall be authorised to post items on *rfa-announce*. During periods of Negotiations, the Chair of the Negotiating Committee may also be authorised to post on *rfa-announce*.
- 3) Messages sent on *rfa-announce* reflect the official position of the RFA Executive.
- 4) Executive members who use *rfa-announce* to communicate to Members do so in their official capacity as members of the Executive of the RFA.
- 5) Normally, members of the RFA Executive ought to correct misinformation or respond to queries posted on *rfanet* by responding on *rfanet* and not by using *rfa-announce*.
- 6) Any other request to post messages on *rfa-announce* must be made to the RFA Office, who will bring the request to the attention of the President and/or the Executive Committee for a decision.

rfanet

- 1) *rfanet* is a listserv established to facilitate dialogue and respectful debate among Members of the RFA. Members shall be automatically subscribed to the listserv, but may unsubscribe by sending a message to: majordomo@ryerson.ca and in the body of the message, type: unsubscribe rfanet
- 2) At the beginning of each semester, the President shall post the guidelines for use of the listserv.
- 3) Members of the Executive are both members of the RFA, and members of the Executive. As such, they should be free to enter debate and discussion on *rfanet* in their capacities as RFA members; however, such postings are not to be considered official RFA policy or positions. Indeed, members of the Executive should make it clear that they are writing in their capacity as RFA members and not as members of the Executive.
- 4) Executive members should feel free to respond to questions and queries as well as misinformation on *RFA-Net*. However, when responding they ought to make it clear that they are doing so as one member of the Executive Committee.

rfanet use policy

Revised and adopted by the Executive January 18, 2011.

Since 1996, the Ryerson Faculty Association has maintained an unmoderated discussion list, rfanet, as an open, voluntary forum for members. New RFA members are automatically added to this list.

To subscribe to this list, send a message to majordomo@ryerson.ca and in the body of the message TYPE: subscribe rfanet

To unsubscribe, send a message to majordomo@ryerson.ca and in the body of the message TYPE: unsubscribe rfanet

Do not include a signature, or any other text, in either message.

Please inform the RFA Office, by email at rfa@ryerson.ca, if you unsubscribe.

The other means by which the official business of the RFA can be communicated to Members is rfa-announce (formerly RFA-Members). Only Executive members can post to rfa-announce. For more information see <http://rfa.ryerson.ca/policy/Listservs.pdf>.

Guidelines

- * Participation and Use (How to use rfanet)
- * rfanet Etiquette
- * The Rules (How NOT to use rfanet)
- * Disclaimer and Legal Rules

rfanet is a forum for Association members to share information and discuss academic life within a culture of respect, anti-racism and equity.

The Executive urges members who participate in the discussions on rfanet to focus responses on the statements made rather than on the individual(s) who made them. Respectful comments on previous messages, agreeing or differing, are welcome.

Consider the option of replying to the sender only. Please broadcast to the entire list only those messages which you think would be of interest to the entire membership.

Consider the benefits of reading what is posted and learning about the people in your union. Exercise your freedom to engage in debate, but remember that those on the receiving end are your colleagues. Do not engage in conduct that is offensive to and/or

disrespectful and dismissive of particular groups and/or individuals. The goal is to make our campus environment inclusive and respectful of difference.

By joining and using rfanet, you agree that you have read and will follow the rules and guidelines set below.

Additionally, we ask that you take a moment to acquaint yourself with your rights and responsibilities as a computing user at Ryerson. To read the details go to:

<http://www.ryerson.ca/acs/usersguide/>

Participation and Use (How to Use rfanet)

RFA created and offers this discussion list as a service to members. The purpose of this service is to foster discussion of university and faculty related topics among RFA members and to provide a means for announcing RFA-related business. Examples of how rfanet can be used include discussions, questions or issues related to the Ryerson Faculty Association, and RFA-related programs or new publications. rfanet is also an ideal forum to discuss University or academic-related news in the popular and trade press.

Listserv Etiquette

Please ensure that members do not get a large volume of "Out of Office" replies by either unsubscribing temporarily or setting your auto-reply rules to respond only to messages that are sent specifically to you and not to the list.

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. If possible, delete the header information, and put your response before the original posting.
- Send messages such as "thanks for the information" or "me, too" to individuals-- not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages such as remove me from the list. Please contact the list manager regarding these types of messages (see above).

- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."
- You can post by "replying" to someone else's posting. Changing the subject line to the name of your topic lets others know you are beginning a new discussion. Leaving the subject line alone informs others you are responding to a previous post. If possible, remove any existing text from the body of the e-mail before writing your message. The "text chain" of messages can become very long and difficult to read.

The Rules (How NOT to Use rfanet)

Protect Student's Privacy

Do not include personal information about students, such as student numbers, in messages you send to rfanet. Specific guidelines on The Freedom of Information and Protection of Privacy Act (FIPPA) can be found on line at

<http://www.ryerson.ca/about/generalcounsel/infoprivacy/faculty/>

Negative Remarks

This list is not meant to be a platform on which to rant or to bash an RFA member you do not like. Do not harass, stalk, embarrass, use abusive language, or attempt to intimidate or intentionally cause distress or discomfort upon another user of the List.

Do not transmit text or material that disparages or insults any individual or group as per Section 15 of the Canadian Charter of Human Rights and Freedoms, and the Ontario Human Rights Code, which in part reads "Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability".

Do not make any threat of any nature, directly or implied, including but not limited to threats of litigation or of bodily harm or racist and sexist language of a prejudiced, violent or threatening nature directed at another individual or group of individuals.

Focus discussion

Please keep your postings focused on the subject header. If you would like to make a new point, please start a new thread with a new subject line.

No E-mail Harvesting

Do not harvest e-mails for spam or spam-like purposes, or for any type of "mass-mailing" and/or "bulk e-mail." Since e-mail harvesting violates every possible privacy

and community consideration, violations will result in immediate and permanent expulsion from the list.

Personal or contact information of list participants seen on this list is intended solely for the use of this list, and should not be distributed to a third party. For example, if you believe a list participant could benefit from the services offered by a third party, contact that list participant directly with the contact information of the third party.

No E-mail Attachments

Be aware that all attachments are removed automatically.

No Marketing/Advertising

Do not post commercial messages or solicit services, including the sale or rent of personal property. The cyberspace term for this is spamming. Contact people directly with products and services that you believe would help them, or consider using free, community classifieds websites such as

craigslist <http://www.craigslist.org/about/sites> or

Kijiji <http://toronto.kijiji.ca/>

Software Sharing

This list is not to be used to share illegal software; it's illegal and it's unfair to the people who spend their time creating the software.

Subjects Generating More Heat Than Light (see Negative Remarks)

Occasionally, a subject will come up that generates numerous posts because of its controversial nature. On these occasions, do not attack others. The discussions on the lists are meant to stimulate conversation (and debate?). If members feel that posts on a controversial issue are contrary to the objectives and rules of the rfanet, they can request the Executive to end the discussion thread. The Executive will consider such requests at its earliest meeting.

No abuse

All defamatory, abusive, profane, threatening, and offensive language and/or illegal materials are strictly prohibited.

Disclaimer and Legal Rules

This list is created by and provided as a service of the RFA. The RFA accepts no responsibility for the opinions and information posted on this site by others.

Do not post any information or other material protected by copyright without the permission of the copyright owner.

In addition, the posting party grants RFA and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material.

RFA reserves the right to terminate access to any user who does not abide by these guidelines.

Rfanet use Committee to Deal with Violations of the rfanet Protocol

All violations of the rfanet protocol set out above are to be dealt with by a three person rfanet use Committee comprising the Chair of the Equity Issues Committee of the RFA and two members of the RFA appointed by the Executive.

The Committee will be appointed for a two year term.

The Committee may on a case by case basis appoint an additional person if needed.

DISCIPLINARY ACTION/SUSPENSION

Any eligible subscriber who believes another subscriber has violated any of the rules may register their complaint in writing to the rfanet use Committee or the Executive.

If the eligible subscriber has notified the Executive, the President or any member of the Executive, the complaint will be immediately directed to the Disciplinary Committee.

In the event that the Executive believes that any subscriber to rfanet has violated or failed to abide by the rules set forth above, such person may be immediately suspended from the rfanet without warning. The matter will then be referred, in writing, to the rfanet use Committee.

The Committee will forward the complaint to the user(s) who shall be provided with an opportunity to respond to the complaint in writing within ten (10) working days from the date of notification;

Within ten working days after receiving the response from the user, the rfanet use Committee shall determine whether any suspended user(s) or any user(s) about which the Executive or the Committee has otherwise been notified did in fact violate or fail to abide by the Rules and Guidelines set forth.

If it is determined that the user(s) did violate or fail to abide by the terms of the policy, the following actions shall be taken by the rfanet use Committee:

For the first violation the user(s) will be given a warning and if they agree to abide by the terms of the warning shall be permitted to return to rfanet.

In the event of a subsequent violation the user(s) shall be removed from rfanet.

The user can appeal a decision of the Committee to the Executive in writing and the Executive will render the final decision. In such a case all members of the rfanet use Committee will recuse themselves.

Any user removed from rfanet may petition the rfanet use Committee for reinstatement after twelve months.

Should the Committee determine the user not be reinstated, the user can appeal the decision of the Committee to the Executive in writing and the Executive will render the final decision. In such a case all members of the rfanet use Committee will recuse themselves.

Logo

[Executive Committee: 23 May 2006]

The Executive directed, on 07 March 2006, that a contest be conducted to solicit suggestions for a new logo for the Association.

On 04 April 2006, a committee was named, consisting of: two representatives to consider design [Ian Baitz (Graphic Communication Management); Adam Kolodziej (Interior Design)]; two representatives to consider that union principles are reflected [Donald McKay (Early Childhood Education, RFA Secretary, and former RFA President); Dave Mason (Computer Science and RFA President)]; one representative to consider the communication effect [Bill Reynolds (Journalism)]; and Maureen Sims (Executive Director – Member Services and Administration).

A total of fifteen (15) submissions were received, from which the Adjudication Committee selected two potential designs, which were considered by Members in an informal poll at the 09 May 2006 General Membership Meeting.

The Committee recommended to the Executive the adoption of the design by Ryan Price.



Designer's Explanation:

I based the Ryerson Faculty Association's (RFA) logo after the current Ryerson University logo. After researching the logo, I reproduced the same colours and fonts for the RFA logo, but with some key distinctions.

Ryerson uses the Univers Condensed font, capitalized, for their trademark. I decided to use the same font in lowercase to distinguish the RFA from the University. By using the same colouration and font group, I was trying to convey a membership to the Ryerson community.

Adding to the font, I joined the letters to emphasize the aspect of a "collective bargaining unit". The space set between the letters recognizes that while the RFA is a single body, it is made up of several members. The close-knit lettering shows a bond/solidarity within the logo.

The "f" is gold to make it stand out against its deep navy background – The most important part of the organization is its members, the faculty.

Overall, I tried to keep the shape and size simple. The rectangle creates a bold logo application for any document, and allows for easy placement in any situation.

MINUTES – EXECUTIVE COMMITTEE

[Executive Committee:]

Minutes are an important form of both institutional memory – in that they record the collective decisions made by the Executive Committee – and of accountability, in that they let members know what their Executive is discussing and deciding. This policy attempts to balance the level of detail that is appropriate in order to meet these goals with the need for free and open discussion at meetings. Where this policy deviates from *Bourinot's Rules of Order*, this policy shall take precedence.

- 1) Minutes are to record those present and those absent at a given meeting. Comings and goings from the meeting will be noted only when they occur during the period in which a vote is taken.
- 2) Minutes shall record all motions that are in order. Such record shall:
 - a) be numbered, utilising a system that incorporates an indication of the type of meeting (e.g., “E” for Executive; “R” for Reps; “M” for Membership); the date; a consecutive number; and, when the motion is of a policy nature, an indication to that effect;
 - b) include the surnames of the mover and seconder;
 - c) indicate the disposition of the motion;
 - d) record all votes on all motions, together with the surnames of the smallest group (e.g., “CARRIED 10/2; Smith, Jones opposed” or “DEFEATED 2/10; Smith, Jones in favour”); and
 - e) ensure that the vote total corresponds with the number of Executive members recorded as being present at the time the vote is taken.
- 3) Minutes shall record items of information raised by Executive Committee members, who are encouraged to ensure that such items are placed on the Agenda in advance of the meeting or during consideration of the motion to approve the Agenda.
- 4) The nature of discussion and the points made during discussion may be included in Minutes at the discretion of the Recording Secretary, Secretary, and those who consider a motion to approve the minutes. In general, unless otherwise specified by those speaking, discussion is to be presented without identifying the source of the point under discussion (e.g., “The point was raised that ...” and “In response, it was argued that ...”). At a minimum, matters discussed will be noted (e.g., “Potential dates, times and venues for the Annual General Meeting were discussed.”)

- 5) All meetings of the Executive Committee are open to Association members unless the Executive Committee, by resolution, creates an *in camera* session or meeting
- a) agenda items shall be considered *in camera* if they fall within one or more of the following classifications:
 - i) items that are subject to solicitor/client privilege;
 - ii) items where disclosure could reasonably be expected to harm a security or disciplinary matter;
 - iii) items where protection of a Member's personal information and privacy is involved;
 - iv) items where disclosure could harm the financial or economic interests of the Association;
 - v) items relating to management of personnel or the administration of the Association that have not yet been implemented or made public;
 - vi) items concerning negotiations carried on by or for the Association;
 - vii) items where disclosure could be harmful to individual or public safety; and
 - viii) items where protection of a third party's personal information and privacy is involved.
 - b) when an *in camera* session is ordered by resolution, the Minutes shall record:
 - i) the motion to go *in camera*, the time that the motion is made, and the general nature of the matter to be discussed;
 - ii) the motion to revert to a regular meeting, the time that the motion is made, and any resulting motions that might appropriately be included in the regular minutes.
 - c) when an *in camera* meeting is held, its occurrence shall be noted in the minutes of the regular meeting that immediately precedes or immediately follows the *in camera* meeting.
 - d) Materials for distribution to the Executive for *in camera* sessions or meetings are confidential and *in camera* discussions of the Executive are confidential, unless the Executive formally decides otherwise.
 - e) With the consent of the meeting, staff members may be invited to attend *in camera* sessions or meetings of the Executive.

RFA Office Decorations

[Executive Committee:]

In the interest of inclusivity and recognition that the RFA represents members from diverse backgrounds the policy of the RFA is that in the public spaces of the RFA Office any celebratory decorations must represent the multi-faith dimensions of the membership. Staff of the RFA may choose to decorate their own offices in a manner that respects diversity and inclusion.

PURCHASING

[Executive Committee:]

The RFA is committed to supporting fair and ethical labour practices. The buying practices of the Association will reflect this commitment wherever possible.

The Association will therefore support, whenever and wherever possible:

- companies with a unionized labour force and companies that follow fair trade practices as they are defined by Ontario labour law;
- credit unions, co-operatives, and community organisations; and
- organisations with explicit social and environmental commitments.

RELEASE TIME

[Executive Committee Approved by the Membership May 2010.]

It is recognised that the successful discharge of some RFA positions involves a time commitment greater than can reasonably be expected of volunteers. Accordingly, release from **normal teaching responsibilities** will be provided as follows:

1. President 100%
2. Grievance Officer 90%
3. Chair of Negotiations 100% (a negotiating year)
4. Health & Safety Officer ½ of 1 one semester course release (2nd year of a 2 year term)
5. Vice-President Internal 1 one semester course release
6. Chair of Equity 1 one semester course release
7. Members of the negotiating team 1 one semester course release (a negotiating year)
8. Kileen Tucker Scott Alternate Grievance Officer 1 one semester course release.

Every effort shall be made to ensure that the Administration recognises the need for “Release Time” to be provided to Members serving in the above capacities as a reduction of their total **normal teaching load** and not simply as numbers in a formula that is based on traditional Mode I workload.

RFA NEWSLETTER

[Executive Committee:]

[Bylaw Article 10.10 (i)]

[Job Description and Contract: RFA Office]

Faculty News Link, the newsletter of the Ryerson Faculty Association, shall normally be produced and distributed to Members once in each of the Fall and Winter terms.

Content

- 1) No advertising in the *Faculty News Link* will be accepted.
- 2) The *Faculty News Link* may, at the discretion of its editors, announce promotions to tenure, rank promotions, retirements, and other achievements of Members.
- 3) Committee Chairs and other members of the Executive are expected to contribute reports to the *Faculty News Link*.

Production

- 1) The Secretary shall be the Editor-in-Chief of the *Faculty News Link*.
- 2) The RFA Office shall be the Managing Editor of the *Faculty News Link*.
- 3) Current and archived copies of the *Faculty News Link* shall be available on the Association's web-site.

RFA WEB-SITE

[Executive Committee:]

[Bylaw Article 10.10 (i)]

The RFA shall establish and maintain a web-site (<http://www.ryerson.ca/rfa/>) for the purpose of providing information to Members.

1) Advertising

- a) No advertising on the RFA web-site will be accepted.

2) Site Management

a) Technical

- i) The Executive Committee shall appoint, before 15 September of each year, a web-master/mistress, who shall maintain the overall integrity of the site and shall put up material provided as per 2(b) below
- ii) The Executive Committee may provide an honorarium to the web-master/mistress.

b) Content

- i) The Secretary shall assume primary editorial responsibility for the content of the site.
- ii) Current versions of the Collective Agreement and the Association Bylaw shall be available on the site
- iii) Each Standing Committee of the Association, as well as the Representatives' Council and its standing sub-committees, shall maintain a presence on the Association web-site, and shall provide the web-master/mistress with necessary material to accomplish that purpose.
- iv) The Vice-President External shall work with the web-master/mistress to ensure that relevant outside links are maintained on the site and to ensure that relevant material from CAUT and OCUFA is posted.
- v) The RFA Office shall work with the web-master/mistress to ensure that the Calendar of Events is maintained, and to ensure that the *RFA Bulletin* is posted and archived as appropriate.

SCHOLARSHIPS

[Executive Committee: 17 January 2006]

The Ryerson Faculty Association participates in two distinct awards:

1) The Ryerson Faculty Association / Ryerson Centre Leadership Awards

a) 2 X \$1,000 awards

Eligibility:

- Canadian citizen/permanent resident;
- Ontario residency;
- Current enrolment in a Ryerson diploma or degree program with a minimum 60% course load;
- Previous recipients are not eligible.

Selection criteria:

- Leadership/community involvement within Ryerson and/or the community-at-large;
- Demonstrated financial need;
- Academic proficiency (minimum CGPA 2.33)

Funding:

- By endowment (no annual contributions necessary)
- By In Memoriam donations (see Donations Policy).

2) Ryerson Faculty Association Scholarships

a) 2 X \$2,500 awards
available to full-time Students in full-time degree programs

b) 1 X \$2,500 awards
available to a full-time Graduate Students in a full-time Masters degree programs

c) 1 X \$1,500 award
available to part-time students

d) 2 X \$2,500 award
available to full-time Aboriginal student

Eligibility:

- Available to students who have completed at least 50% of their curriculum.
- Must be in clear academic standing.
- Must have CGPA of at least 3.00

Selection criteria:

- A one-page letter should be submitted that outlines the candidate's current commitment to social justice and/or labour relations;
- Students should also submit a résumé that amply demonstrates this commitment;
- Applications reviewed by Student Financial Assistance for eligibility

- Eligible applications reviewed by a two-person Evaluation Committee of RFA members appointed by the Executive by 15 October of each year
- Short-listed candidates may be asked to supply references.

Funding:

- Annual Contribution from the Operating Budget of the Ryerson Faculty Association.

The RFA Statement on Aboriginality

[Executive Committee: 09 February 2010]

The RFA is committed to equity broadly and to the needs of equity-seeking groups and this statement on the rights of Aboriginal people is an expression of RFA solidarity and is the first step in outlining additional statements for other marginalized communities.

The Ryerson Faculty Association recognizes that colonialism and settler colonialism have had hugely destructive impacts on Aboriginal/First Nations languages, values, customs, traditions and ways of life and being. The RFA recognizes that these impacts have created a situation of immense historical and contemporary disadvantage for Aboriginal/First Nations peoples and that, to the extent possible, there is a need for the RFA to support efforts to right such wrongs and injustices.

The RFA agrees with the principles articulated in the CAUT Bargaining Advisory on “Bargaining Inclusivity for Academic Staff” (January 2010), that “. . . simply removing barriers to participation for historically marginalized groups is a partial, albeit essential, solution to our problems. The goal of inclusive post-secondary institutions requires a more proactive approach . . . Solutions always begin with a clear understanding of both the academic and the social problems faced by Aboriginal academics and their communities. Both arise from cultural differences between Aboriginal and Canadian society, and both must be acknowledged if the academy is to be an institution promoting diversity rather than an agent of assimilation.”

The CAUT Bargaining Advisory also notes that, “Aboriginal academics have identified two major concerns. Within Aboriginal communities ‘elders’ play a significant role. Similarly, Aboriginal communities have developed over time their own systems of knowledge. The academy must recognize such concerns when questions of academic qualifications arise and when academic performance is evaluated. Not only must these differences be acknowledged, they must be valued. Beyond the academic concerns associated with the role of elders and the significance of Aboriginal knowledge, Aboriginal academics face a number of social pressures arising from the special value placed upon ‘community’ within Aboriginal cultures . . . [which] has a variety of implications for employment practices.”

With these principles in mind, the RFA reaffirms its respect for Aboriginal/First Nations values and culture and will work to ensure that Aboriginal rights are respected in the RFA and in the university. The RFA reaffirms the centrality of Elders at Aboriginal functions and in research by Aboriginal colleagues. The RFA will endeavour to provide spaces for Aboriginal colleagues to share their scholarship and to celebrate their culture and tradition at events they have organized. The RFA will also promote understanding of the unique academic and the social problems faced by Aboriginal academics and their communities.

The RFA is committed to equity, inclusivity and representation, and reaffirms the important role that the Aboriginal Caucus plays in the RFA, in Ryerson, and in the community at large.

Ryerson Faculty Association Policy Statement on Equity

[Adopted by the RFA Executive Tuesday March 2, 2010]

The RFA is committed to equity and inclusion of historically marginalized groups who have been excluded from full participation in the academy¹. These groups include but are not limited to First Nations/Aboriginal peoples², women, visible/racialized minorities, persons with disabilities, and lesbian, gay, bisexual, two-spirited, trans-identified, intersexed and queer persons³.

The commitment to equity begins with an acknowledgement of inequality, including current and historical exclusions and requires a proactive approach to redress the effects of systemic discrimination. In the university environment, systemic discrimination has manifested itself in barriers to access, employment, inclusion, respect and acceptance of difference. The result has been that particular forms of knowledge production, dissemination and pedagogy have not been acknowledged, a practice that has limited the scope of scholarship and advancement for members of equity seeking groups.

In working to make Ryerson University a more inclusive and representative place, the RGFA redoubles its commitment to equity and recognises that:

1. The goal of equity is to achieve inclusiveness and social and economic justice through recognition, respect, numerical representation, accountability, responsibility and the development of balanced, healthy and harmonious working environments;
2. Equity guarantees all our members the freedom to realize and fulfil their potential free from barriers and restrictions. An inclusive environment is one that is active in eliminating these barriers and restrictions and promotes the full democratic participation of all its members. The commitment to equity is consistent with the commitment to academic freedom, a diverse curriculum and pedagogical practices;
3. Equity is both an individual and a collective responsibility and the RFA will take a leadership role in its realization by continuing to strengthen equity provisions in our collective agreement. Success requires openness, transparency, and accountability in all areas including but not limited to anti-discrimination, harassment, employment equity, accommodation, recognition of non-mainstream scholarship and salary equity⁴.

1 This policy statement is drawn directly from the CAUT statement on equity.

2 This statement is consistent with the RFA policy statement of Aboriginality.

3 The RFA recognises that the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act and Ontario Human Rights Code identify numerous prohibited grounds of discrimination with the latter explicitly taking an intersectional approach to dealing with discrimination.

4 The RFA supports the work of the Equity Committee and the Aboriginal Caucus and commits itself to providing leadership in the work of combating systemic discrimination, removing barriers and actively promoting inclusivity.

Protocol Governing Meetings Between RFA President and the Provost and the University President

[Executive Committee: 02 March 2010]

Recognizing that it is useful for the RFA President to meet with the University President and Provost, the following Protocol will guide such meetings:

1. The RFA President should always be accompanied at such meetings by one other member of the Executive.
2. Who the additional Executive Member is that accompanies the RFA President should be determined by:
 - The availability of Executive Members;
 - A rotation of Members' portfolios;
 - The issues that the RFA seeks to raise (eg Health and Safety; Equity; etc).
 - A rotation that is inclusive -such that as many Executive Members as possible can attend at least one such meeting.
3. These meetings should be scheduled in advanced and on a regular basis and *ad hoc* meetings can be set up as needed.
4. Neither the RFA President nor the additional RFA Executive Member will make any commitments to the Administration or take any binding decisions at any such meetings .
5. The RFA President and the additional RFA Executive Member will report on the meeting at the next RFA Executive Meeting.

OFFICE PROCEDURES

[see separate binder located in RFA Office]