



COMPENDIUM OF POLICIES

*Reviewed and updated by the Executive Committee on
November 12, 2024. Endorsed by Representatives' Council on
November 21, 2024.*

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1. AWARDS (CAREER ACHIEVEMENT)

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

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 TFA
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 • received by the Office Manager, TFA Office (tfa@torontomu.ca)
Adjudication	<ul style="list-style-type: none"> • Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee • 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 February 1 □ Deadline: 4:00 p.m. on April 1 • Adjudication <ul style="list-style-type: none"> □ Recommendation to Executive for its second meeting in April
Announcement	<ul style="list-style-type: none"> • Chair, Professional Affairs to advise recipient(s) immediately following Executive ratification of Adjudication Committee recommendation • winner to be announced on TFA-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 during Spring General Meeting

2. AWARDS (TFA DISTINGUISHED SERVICE)

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

Criteria	<ul style="list-style-type: none"> • Recognises outstanding service to the TFA including, but not necessarily restricted to: <ul style="list-style-type: none"> <input type="checkbox"/> extent of volunteer commitment <input type="checkbox"/> sustained level of contribution over time <input type="checkbox"/> exemplary handling of duties associated with office held <input type="checkbox"/> 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 TFA <ul style="list-style-type: none"> <input type="checkbox"/> Members of the TFA Executive are not eligible during their term of office. • any non-member of the TFA 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"> <input type="checkbox"/> Executive Committee <input type="checkbox"/> Representatives’ Council <input type="checkbox"/> all Standing Committees of the Association • FOUR (4) nominators from above groups required • received by the TFA Office Manager
Adjudication	<ul style="list-style-type: none"> • Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee • 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"> <input type="checkbox"/> call to be issued by February 1 <input type="checkbox"/> Deadline: 4:00 p.m. on April 1 • Adjudication <ul style="list-style-type: none"> <input type="checkbox"/> Recommendation to Executive for its second meeting in April
Announcement	<ul style="list-style-type: none"> • Chair, Professional Affairs to advise recipient immediately following Executive ratification of Adjudication Committee recommendation

	<ul style="list-style-type: none"> • TFA-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 during Spring General Meeting

3. AWARDS (TFA PERSON OF THE YEAR)

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

Criteria	<ul style="list-style-type: none"> • Recognises outstanding contribution(s) to the TMU Community during the previous academic year including, but not necessarily restricted to: <ul style="list-style-type: none"> <input type="checkbox"/> a particular contribution likely to benefit the TMU Community over time <input type="checkbox"/> volunteer commitment either within TMU or in the broader community that demonstrates an admirable balance of career and good citizenship <input type="checkbox"/> exemplary handling of duties associated with any office n held • One award per year
Eligibility	<ul style="list-style-type: none"> • Anyone making an outstanding contribution to TMU, even if not a member of the TMU Community. • Members of the TFA Executive are not eligible during their term of office.
Nominations	<ul style="list-style-type: none"> • Call issued by Professional Affairs Committee to entire TMU community • received by the Office Manager, TFA Office (tfa@torontomu.ca) • The signatures of four nominators are required. Nominators can represent any of the following constituencies: students, faculty, and academic administrators.
Adjudication	<ul style="list-style-type: none"> • Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee • 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 February 1 □ Deadline: 4:00 p.m. on April 1 • Adjudication <ul style="list-style-type: none"> □ Recommendation to Executive for its second meeting in April
Announcement	<ul style="list-style-type: none"> • Chair, Professional Affairs to advise recipient immediately following Executive ratification of Adjudication Committee recommendation • winner to be announced on TFA-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 during Spring General Meeting

4. CAREGIVERS

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 authorize 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.

5. DISPOSAL OF TFA PROPERTY

This policy is intended to cover the disposal of any items owned by the TMU Faculty Association, and specifically includes such things as computers and computer-related equipment, office furniture and equipment, or any such items purchased by the TFA to enable a Member or employee to carry out his/her role or office. Disposal of electronic devices that could contain sensitive information should be completely sanitizing before disposal i.e. all data permanently removed using disk wiping or secure erase, performing a standard factory reset, or completely decommissioning devices.

Should the TFA 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 TFA Office. The TFA Office may, at their discretion, discuss the potential sale with the TFA President. Monies collected there from will be deposited in the TFA General Operations Account (or deposited to Petty Cash if under \$35); such amount to be credited to the appropriate budget line of the TFA Budget.
- 3) For items over \$200, a notice that the item is for sale at the determined price shall be sent out by the TFA Office on TFA-Announce, asking that interested persons notify the TFA 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.

6.DONATIONS

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 TMU 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. Subsequently a further donation of one thousand dollars (\$1,000) shall be made for each week that

they remain on strike. Further requests may also be considered.

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 Organizations

a) requests for donations from student organizations 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 organizations 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 TFA 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 TMU Faculty Association / TMU 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 authorize a donation to an individual only in extenuating circumstances that shall form part of a financial report to the Members.

7. ELECTIONS

Note: this policy is a direct reflection of Article 14.3 of the [TFA bylaws](#)

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 email 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 the procedure prescribed by Article 14.1(a) of the Bylaw.
8. The Elections Committee shall prepare and ensure the distribution of ballots via the internal mail system of the University or by an electronic voting process 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 email 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 as soon as possible so that the Executive meeting time slot is kept free from classes for Executive members.

8. EXPENSES

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 TFA 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 TMU University. Expenses will be reimbursed upon presentation to the TFA 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 repaid 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 utilize 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.

9. GRIEVANCE APPEALS SUB-COMMITTEE

[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) As noted in Article 10.4(h) of the Association Bylaw, The Grievance Appeals sub-committee shall consist of all members of the Executive Committee who did not take part in the decision to deny the grievance and who are not in any conflict of interest with respect to the individual case.
- 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 have 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. See [TFA Representation Decisions & Appeals Policy](#)
- 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.

10. LISTSERVS

Through the University's internal email system, the Association maintains one listserv: *TFA-announce*. All members of the Association receive messages posted to *TFA-announce*. Currently a general member listserv is not required or appropriate.

TFA-announce

- 1) The *TFA-announce* listserv is one means, in addition to the bi-annual newsletter, by which the official business of the TFA can be communicated to members.
- 2) The President, the Vice-President External and the TFA Office shall be authorized to post items on *TFA-announce*. During periods of Negotiations, the Chair of the Negotiating Committee may also be authorized to post on *TFA-announce*.
- 3) Messages sent on *TFA-announce* reflect the official position of the TFA Executive.
- 4) Executive members who use *TFA-announce* to communicate to members do so in their official capacity as members of the Executive of the TFA.
- 5) Any other request to post messages on *TFA-announce* must be made to the TFA Office, who will bring the request to the attention of the President and/or the Executive Committee for a decision.
- 6) Chairs of TFA Committees can provide content identified as coming from the corresponding committee to the TFA Office for posting to TFA-announce

11. LOGO

To replace or update the Logo, the TFA Executive shall form an Ad-Hoc Logo Committee to outline a process and budget for the Logo update. The TFA Executive will vote on this process and the Logo will be taken to the membership to vote on.

12. MINUTES – EXECUTIVE COMMITTEE

Corresponds to 10.3J in the [TFA Bylaws](#)

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, utilizing 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

13. OFFICE DECORATIONS

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

14. PURCHASING

The TFA 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 organizations; and organizations with explicit social and environmental commitments.

15. RELEASE TIME

It is recognised that the successful discharge of some TFA 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 100%
3. Chair of Negotiations 100% (in a negotiating year)
4. Health & Safety Officer 1 one semester course release
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 (in a

negotiating year)

8. Alternate Grievance Officer 1 one semester course release
9. Secretary 1 one semester course release
10. VP-External 1 one semester course release
11. Chair, Professional Affairs 1 one semester course release
12. Member-at-Large (2 positions) 1 one semester course release each

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. Additionally, it is important to recognize that not every member of the Executive carries a “normal teaching load.” In such cases where a Librarian or Counsellor serves on the Executive, the following will be considered as “normal teaching loads”:

- normal teaching or professional responsibilities instead of normal teaching responsibilities
- normal teaching load or professional workload instead of normal teaching load
- one semester course or a set of professional duties release instead of one semester course release

16. TFA NEWSLETTER

[Bylaw Article 10.10 (i)]

Faculty News Link, the newsletter of the TMU Faculty Association, shall normally be produced and distributed to members once in each of the Fall and Winter terms. Distribution will include both hard and digital copies.

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. In Memoriam will be a regular item in the News Link
4. Committee Chairs and other members of the Executive are expected to contribute reports to the *Faculty News Link*. The content of these submissions is at the discretion of the Committee Chairs. A disclaimer will appear on the first page stating that the reports may or may not reflect the views of the TFA Executive.

Production

- 1) The Secretary shall be the Editor-in-Chief of the *Faculty News Link*.
- 2) The TFA Office Manager 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 website.

17. TFA WEBSITE

[Bylaw Article 10.10 (i)]

The TFA shall establish and maintain a web-site (<https://www.tfanet.ca/>) for the purpose of providing information to members.

1) Advertising

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

2) Site Management

a) Technical

- i) The Membership Engagement and Communications Officer shall be responsible for the maintenance of the website.

b) Content

- i) The Membership Engagement and Communications Officer shall be assigned day-to-day editorial responsibility of the website.
- 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 Membership Engagement and Communications Officer with the necessary material to accomplish that purpose.
- iv) The Vice-President External shall work with Membership Engagement and Communications Officer 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 TFA Office shall work with the Membership Engagement and Communications Officer to ensure that the Calendar of Events is maintained, and to ensure that the *TFA Bulletin* is posted and archived as appropriate.

18. SCHOLARSHIPS

Our historical donor agreements date back to 1991-92.

New MOU signed May 2024-May 2029. Awards available on AwardSpring. Adjudicated by University Advancement.

1. Full-time undergraduate student award \$2000 each, 4 awards

2. Part-time undergraduate student award \$2000 each, 2 awards
3. Indigenous graduate student award \$2000
4. Indigenous undergraduate student award \$2000
5. Canadian Post-Secondary Education Award \$2000
6. First generation undergraduate student award \$2000
7. Black-identified graduate student award \$2000
8. Black-identified undergraduate student award \$2000
9. Full-time graduate student award \$2000
10. Part-time graduate student award \$2000

Annual Funding:

- Annual \$28,000 Contribution from the Operating Budget of the TMU Faculty Association.

11. TFA Leadership Award-Endowed. Approx. \$4000. MOU signed in April 2020, which consolidated two separate endowed funds created in 1997.

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

19. The TFA Statement on Indigeneity

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

The TFA recognizes that colonialism and settler colonialism have had significant destructive impacts on Indigenous languages, values, customs, traditions, and ways of life and being. The TFA recognizes that these impacts have created a situation of immense historical and contemporary disadvantage for Indigenous People and that, to the extent possible, there is a need for the TFA to support efforts to right such wrongs and injustices.

The TFA 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 TFA reaffirms its respect for Indigenous values and culture and will work to ensure that Indigenous rights are respected in the TFA and in the university. The TFA reaffirms the centrality of Elders at Indigenous functions and in research by Indigenous colleagues. The TFA will provide spaces for Indigenous colleagues to share their scholarship and to celebrate their culture and tradition at events they have organized. The TFA will also promote understanding of the unique academic and the social problems faced by Indigenous academics and their communities.

The TFA is committed to equity, inclusivity and representation, and reaffirms the important role that the Indigenous Faculty Council plays in the TFA, in TMU, and in the community at large.

20. TFA Policy Statement on Equity

The TFA 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 two-spirited, lesbian, gay, bisexual, 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 TMU 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 TFA 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 TFA policy statement of Indigeneity.

3 The TFA 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 TFA 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.

21. Protocol Governing Meetings Between TFA President and the Provost and the University President

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

1. The TFA President should always be accompanied at such meetings by at least one other member of the Executive.
2. Who the additional Executive Member is that accompanies the TFA President should be determined by:
 - The availability of Executive Members;
 - A rotation of Members' portfolios;
 - The issues that the TFA 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, and
 - A consideration and commitment to equity.

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 TFA President nor the additional TFA Executive Member(s) will make any commitments to the Administration or take any binding decisions at any such meetings.
5. The TFA President and the additional TFA Executive Member will report on the meeting at the next TFA Executive Meeting.