

ULFA News

September / October 2014



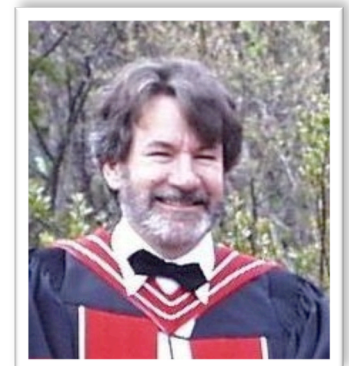
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Word From The President

What a difference a year makes! Looking over my report from last September for a little perspective brought back in stark relief the sad state of Campus Alberta after the big cuts of budget year 2013 with all of its attendant fear and loathing. Are we 'back'? Well, not really. We are still making do with less in terms of operating funds (are you as tired of hearing that as I am?), although at least the partial funding of the Destination Project put smiles on a lot of faces – academic staff and administrators alike. Is the government finished beating up on the post-secondary sector? Well, it is more likely that they are just a little distracted at the moment. Time will tell on that one. There are rumours (which we are happy to manage into good currency) that Jim Prentice will be favorably disposed towards us. Admittedly, he can't be any less favorably disposed than at least one of the other leadership contenders!

As we told you in July, both Handbooks and Economic Benefits negotiations have concluded successfully without any of the dispute resolution drama of last year. As promised, details are available online at www.ulfa.ca and have been emailed to you. Our Chief Negotiators are looking forward to fielding any questions you might have after their presentations at the Special General Meeting for ratification to be held Monday, September 15th at 3:00 pm in Turcotte Hall room TH204.



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www.ulfa.ca

Word from the President continued...

Your ULFA Executive has just completed a two day retreat (all the way to the Penny Building) at which a number of topics were discussed including the following:

- Review of Standing Committee structure, governance and terms of reference
- Office Staff: Are we meeting the needs of the Association?
- Negotiations: A Process Review
- The Grievance Committee: Clarifying roles and responsibilities including accompaniment vs. advocacy
- Process and content for consulting with the Membership on the topics of Merit and Study Leaves
- Contract Academic Staff (Terms and Sessionals): How best can they be served?
- A code of conduct for ULFA Executive members

Several sub-committees will be working to propose changes to ULFA's policies and bylaws in the hopes of making our procedures more transparent, more inclusive and more effective. Coming soon to Town Halls and General Meetings near you: Shiny new stuff!

Finally we have a few upcoming events in September that you might be interested in. Please refer to pages 9 & 10 of the newsletter to find out more.

We are stronger together.

John Usher
ULFA President

Committee Updates

Handbooks Committee

I wish to introduce myself as the Chair of Handbooks Committee for the 2014-15 academic year; I am finishing out Richelle Marynowski's term, as she needed to step aside from these responsibilities. Thank you to Richelle who did an excellent job of chairing this committee, and of acting as chief negotiator for Handbooks negotiations for the 2013-14 academic year.

I was a member of the negotiating team, and have chosen to step into the role of chair in order to ensure continuity on the negotiating team. I am pleased to welcome our committee members for this year: returning members Joy Morris, Yale Belanger, Rhys Stevens and Greg Patenaude and new members Pamela Adams and Kevin McGeough.

There will be a number of items, which we will bring forward to negotiations this year, and I expect that negotiations will be active once they begin in January 2015. We also expect that the Board will have a range of items to bring to the negotiating table this year. Economic Benefits is not negotiating this year, which should have a positive impact on the Handbooks negotiating process.

I look forward to working closely with the Handbooks Committee, and anticipate a positive and productive process. Members of the committee welcome any suggestions from faculty members for possible changes to the Handbook.

Phil Jones
Handbooks Committee Chair

Committee Updates

Grievance Committee

Members returning to this year's Grievance Committee include Don Gill, Mary Kavanagh, Dawn McBride, Marinus Swanepoel, John Vokey, and Ilsa Wong (Past Chair). I'd like to thank outgoing member Rick Mueller for his service and welcome new member Shahadat Hossain.

Over the summer semesters, six individual member complaints have been brought to ULFA's attention: one was inapplicable to our Collective Bargaining Agreement; two were resolved outside of Grievance to each member's satisfaction; two have advanced to Article 22.03 of the Grievance Procedure, and the most recent case is pending. As Grievance Officer, I've also been closely involved during the past few months with appeals under Article 24.

As noted in my May/June report, ULFA has been investigating the ways that Human Resource practices harmonize, or fail to harmonize, with not only our Collective Bargaining Agreement but also statutory documents such as the Freedom of Information and Protection of Privacy Act and the Alberta Human Rights Act. Such policy concerns have persisted over the summer. If you've had problematic experiences with sick leave provisions or long-term disability benefits, I once again invite you to contact—in confidence—Executive Director Annabree Fairweather, who will relay the relevant information to Grievance.

In the meantime, ULFA advises members to consult the Alberta Human Rights Commission before signing any blanket medical-release form—such as the one presently on the University's Human Resources website, which gives “consent to the Coordinator, Wellness, (or designate) to contact the medical/non-medical individuals involved with [a member's] illness/condition and treatment” for a period of six months. The legal principle in case law, as cited by the AHRC, is that employers must “ensure they are not requesting more information than needed at any particular time.” For more information, see the AHRC's online bulletin entitled “Obtaining and Responding to Medical Information in the Workplace” (<http://www.albertahumanrights.ab.ca/default.asp>).

Finally, in an effort to better streamline the existing grievance process—especially important when numerous complaints are in play—the Grievance Committee, with valuable assistance from Executive Director Fairweather, has recently drafted two standardized forms: one for filing formal grievances, the other for recording informal complaints. After ULFA staff redact all identifying information, the latter will be used for internal statistical purposes, enabling ULFA to track administrative trends and problem areas.

While ULFA aims to resolve issues outside the Grievance Procedure whenever possible, our organization cannot afford to be complacent when members' contractual rights are compromised or withheld. Indeed, rights that are not exercised tend to weaken over time. As a member of ULFA, you may initiate the grievance process upon “violation, improper application, or non-application of the terms” (Article 22.01) of our Collective Agreement. You also have the right, in accordance with ULFA's current bylaws, to appear before the Grievance Committee upon request. If you would like more information on a particular matter or dispute, feel free to contact John Usher (ULFA President), Annabree Fairweather (Executive Director), or me.

Wendy Faith
Grievance Committee Chair

Committee Updates

Economic Benefits Committee

Hello everyone:

My name is Saurya Das. I am a Theoretical Physicist and a Professor in the Department of Physics and Astronomy, and the new ULFA Economic Benefits Committee (EBC) Chair. As you may know, EBC is an investigative, deliberative and advisory body within ULFA whose proper sphere of action includes all matters relating to the economic welfare of the ULFA Membership, including salary, benefits and pensions. It is also responsible for negotiating with the Board of Governors of the University of Lethbridge on these issues. It works closely with the other committees and the Executive of ULFA.

First, I would like to thank the outgoing Chair David Kaminski for his leadership over the last few years. Thanks to him and the other members of the last negotiating team, we now have a two year agreement with the Board on salaries and benefits to bring to the membership for ratification on September 15 from 3-5pm in room TH204.

I would also like to introduce the current committee members. Our returning members are: Shamsul Alam, and James Dobbie. Our new members are: Roberto Bello, Chris Burton, Carla Carnaghan and Trent Takeyasu. I who like to wish Rumi Graham well as she heads off on her study leave and as she has stepped down from her role on EBC. Replacing her will be Mike Perry who will complete the remainder of the term until we hold an Annual General Meeting. David Kaminski will be returning as Past Chair. Please join me in welcoming them. Although we will not be negotiating economic benefits for the Faculty Handbook, we expect to engage in discussions with our Members in preparation for the 2015/16 round of negotiations. We will be negotiating sessionals' stipends this year. Finally, I would like to remind you about the task force report on salary structures, prepared by a Working Group composed of members representing ULFA and the board. You can find the report on the ULFA website or follow the direct link here:

<http://ulfa.ca/images/Task%20Force%20Report%20on%20Salary%20Structure%20-%20Feb%202014.pdf>

If you have any questions or concerns, please do not hesitate to get in touch with me (Email: saurya.das@uleth.ca, Tel: 329-2689) or with any member of the EBC. We look forward to continuing to serve you as your representatives on all economic and benefit related matters.

Saurya Das
EBC Chair

Copyright Update

Please find the Copyright Update by Rumi Graham's, UofL's Copyright Advisor, on the ULFA website or by following the direct link here: <http://ulfa.ca/news-events/item/ulfa-copyright-update>



The Benefits of ULFA

Member Relations

The Faculty Association would like to recognize the significant events of our Members. Whether there has been a recent accomplishment, the birth of a child, a hospital stay, or the death of a loved one, the Faculty Association likes to send cards, gifts, or even flowers. Please keep us informed by contacting the ULFA office at ext. 2578 or by emailing the Administrative Assistant (Derrick) at antson@uleth.ca.

Communication with ULFA

ULFA keeps an up-to-date list of all Academic Staff in its membership and from time to time we like to communicate with our members. We primarily communicate through the ULFA listserv. You will receive emails from the listserv with relevant and important information about the goings on of the Association. For instance, you will be notified when there are meetings and important deadlines, and you will be invited to give input on important decisions that affect you. If you suspect that you are not on the email list, or if you know someone who is not on the list, please notify the ULFA office.

ULFA Membership Dues

Please find below the 2013-2014 dues deductions for ULFA, the Confederation of Alberta Faculty Associations (CAFA), and the Canadian Association of University Teachers (CAUT). Effective July 1, 2013, the following dues schedule affects Faculty, Professional Librarians, Instructors, Academic Assistants, and Sessionals.

ULFA	All Members (including Sessionals)	Mil rate (5.0) x actual salary
CAFA	All Members	\$7.65/mos.
	Sessionals	Dues Exempt
CAUT	Professor/Prof. Librarian IV	17.35/mos.
	Associate Professor/Prof. Librarian III	\$13.75/mos.
	Assistant Professor/Prof. Librarian II	\$11.15/mos.
	Lecturers/Other	\$10.88/mos.
	Part-Time	\$3.63/mos.
	Sessionals	\$3.63/mos.

Picture ID Cards

If you haven't yet obtained your picture ID card, you can get one at the campus card production site in University Hall at the IT Solutions Centre in E610. You will need to bring with you your UofL campus ID number and one other piece of identification. UofL campus cards are valid for the following activities:

- Photocopying and Computer Printing
- Food Services
- Conference and Housing Services
- Recreation and Athletics
- The Book Store
- The Library

More information about the UofL campus card can be found at the following webpage www.uleth.ca/information-technology/services/campus-id-cards.



The Benefits of ULFA

Need Help in the Classroom?

There are a variety of resources available to help you in the classroom:

Technology Help – If you need help navigating the various technological aids in the classroom or setting up your computer with necessary programs, you can always call IT helpline at ext. 2490 or online at <https://cherwell4.online.uleth.ca/CherwellPortal/IT>.

Teaching Students with Disabilities – If you have any questions about accommodating or understanding students with disabilities and the resources available to help you, please contact Sheila of the Accommodated Learning Centre. She can be contacted at ext. 2281 or via email at alc@uleth.ca (or sheila.gilker@uleth.ca). For more information about this resource, check out their website at <https://www.uleth.ca/ross/accommodated-learning-centre/>.

Research Services – The Office of Research Services provides assistance with everything research related, including grant preparation and administration. More information is available at www.uleth.ca/research/.

Financial Services – Whether you need assistance with personal reimbursements or processing financial transactions, or you want to know what your Professional Supplement balance is, you can access services through The Bridge or find more information at <http://www.uleth.ca/financial-services/>.

Professional Supplement

One of the economic benefits to which you are entitled is a Professional Supplement. This supplement may be used to purchase travel, books, and other items necessary to your teaching and research.

For the 2014-2015 academic year, the Professional Supplement allotment is \$1,900 for Faculty and Professional Librarians and \$1,520 for Instructors & Academic Assistants. These amounts are pro-rated for terms shorter than one year. Allocation of unused balances from Members whose appointments have ended during the academic year will be made to the Professional Supplement accounts of Members on record as of the 30 September of each year. As of July 1, 2014, a Faculty Member can accrue up to a maximum of \$7,600 and Instructors/Academic Assistants can accrue up to \$6,080.

You can view your personal supplement account using The Bridge online information system.

For full details, please contact Human Resources.

Convocation Regalia

Renting Convocation Regalia

Convocation regalia rental will be available through Gaspard and Sons. Please contact Sarah Faulkner, the Convocation Coordinator, by phone (403-329-2049) or by email (sarah.faulkner@uleth.ca) for more information.

Purchasing Convocation Regalia

Faculty who are interested in purchasing their own regalia can do so through the professional supplement program. You must first order the regalia and then submit an electronic expense claim and a physical copy of proof of payment to Financial Services.

Two suggested regalia sources in Canada are Gaspard and Sons in Winnipeg (www.gaspard.ca) and Harcourts Ltd in Toronto (www.harcourts.com).

For more information about purchasing regalia through the professional supplement, contact Kelsey Rowntree,

ULFA Academic Scholarship

The Faculty Association has an annual academic scholarship fund that provides a tuition benefit for spouses and dependents of ULFA Members. The value of the scholarship is variable, with a minimum equivalent to tuition for one (1) 3.0 credit course offered at the University of Lethbridge (as outlined in the Academic Calendar for that year). The available funds will be divided equally among eligible students regardless of location (i.e., those not attending the UofL; those attending the UofL).

Application forms for the ULFA Academic Scholarship are available from the Scholarships & Student Finances office (AH151). Contact Keith McLaughlin by phone (403-332-4408) or by email (keith.mclaughlin@uleth.ca)

Eligibility requirements are as follows:

"A full-time student who is the spouse or dependent child of a dues-paying Statutory Member of ULFA*, and who is either:

A. an undergraduate student at a recognized university, including the University of Lethbridge, who has completed at minimum of ten (10) semester courses (or equivalent) of a baccalaureate degree-granting program;

OR

B. an undergraduate student at a recognized University, including the University of Lethbridge, who has completed twenty (20) semester courses (or equivalent) in a program that began at a college and transferred to a baccalaureate degree-granting program."

*The member must be a dues-paying ULFA member and hold a full-time or full-time part-year appointment in the academic year for which the application is submitted.

No student may receive this award more than two times.

The student applying for the scholarship must have a minimum cumulative GPA of 2.70 (or equivalent).

The value of this scholarship is variable depending on the number of applicants with a minimum equivalent to tuition for one (1) 3.0-credit course offered at the University of Lethbridge (as outlined in the Academic Calendar for that year).

The available funds will be divided equally among all successful candidates.

The deadline for application is September 30, 2014.



CAUT Distinguished Academic Award

CAUT is soliciting nominations for the 2014-15 CAUT Distinguished Academic Award. The Award is given annually to recognize an academic who has excelled in each of the three principal aspects of academic life: teaching, research, and service to the institution and to the community. The recipient will be an individual whose teaching, research and service has contributed significantly to the lives of students, to their institution, to their field of study, and to the community.

Nomination for the Award may be submitted by individuals, member associations or others. The deadline for nominations will be September 14, 2014.

Nominators should submit a letter explaining the rationale for the nomination and give detailed information about the nominee's record in teaching, research and service. It is essential that the nominator provide information for each of these three areas as excellence in all three is a requirement for eligibility for the Award. The nominator should also include documentation that would help the jury in its decision making. It is the responsibility of the nominators to provide all necessary information as the jury will review only the material it receives.

Nominations will be adjudicated by a jury of the most recent former presidents of CAUT. The jury's recommendation will be made to the Fall Council for approval.

The award will be presented at the Spring CAUT Council. The recipient will be invited to give an address to Council. The address will be subsequently published by CAUT. The recipient will receive a \$1,000 honorarium with the award.

Please send nominations by mail, fax or e-mail to:

Distinguished Academic Award
Canadian Association of University Teachers
2705 Queensview Drive
Ottawa, Ontario K2B 8K2
Fax: (613) 820-7244
Email: acppu@caut.ca
Attention: Margaret McGovern-Potie

Upcoming Workshops & Events

Salary, Tenure & Promotion (STP) Workshop



Are you up for salary, tenure or promotion this year? Are you unsure what information is relevant or how much is too much? ULFA cordially invites you to our annual STP Workshop where, with the assistance of three experts, you will hear tips and techniques for completing your application for extension of probation, tenure, and/or promotion.

Presentations will cover the STP process as well as provide advice on putting together a teaching dossier, research materials, and the service component of assigned duties. There will also be information on how to engage the appeal process in the event of a negative decision. Join us for guidance on successful STP applications.

Two workshops will be offered to ensure you can attend.

STP Workshop #1 – Monday, September 8
Room: D631
Time: 1:00 – 3:00pm

STP Workshop #2 – Tuesday, September 9
Room: SU Ballroom A
Time: 11:30 – 1:30pm

To RSVP your attendance, please contact Derrick via email at antson@uelth.ca or via phone at ext. 2578.

Special General Meeting

You are cordially invited to the Special General Meeting to ratify the changes to the Faculty & Sessional Lecturers Handbooks. The meeting will take place on Monday, September 15 from 3-5pm in TH204.

For the agenda please visit the ULFA website: <http://ulfa.ca/news-events/item/special-general-meeting>

Snacks and coffee will be provided for free to all attendees. Videoconference services are available for Members on the Calgary and Edmonton campuses. Please RSVP your attendance with Derrick at antson@uleth.ca or at ext. 2578.



ULFA Social for New Members

Every year at the start of the fall semester, we like to host a social to welcome all of our returning Members back while offering an extra special welcome to all of the new faces that will be joining us. Food and beverages will be provided at no cost to members.

The Next Faculty Social:

Tuesday, September 23, 2014
SU Ballroom A
3:00-5:00pm

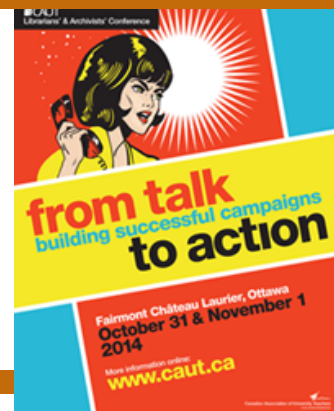
This will be the only ULFA Social of the year. Over the years a decline in participation in Socials has occurred and in order to ensure that Members' dues are being spent for good reasons ULFA has chosen to cancel future socials. If you have any suggests on social activities that ULFA may become involved in please contact Derrick at antson@uleth.ca or at ext. 2578.

Upcoming Workshops & Events continued...

CAUT Librarians' & Archivists' Conference

ULFA is hoping to send one delegate to the upcoming CAUT Librarians' & Archivists' Conference from October 31 to November 1, 2014. For information about the conference please follow this link: <http://events.caut.ca/librarians-archivists-2014/>

For further information and to inquire about financial support from ULFA please contact Derrick by email (antson@uleth.ca) or by phone (2578).



Fall General Meeting

Friday, December 5
Room: TH201
Time: 12:00 – 3:00pm

Annual General Meeting

Monday, April 20
Room: TBA
Time: 12:00 – 3:00pm

Electronic Conflict of Interest and/or Commitment Form

As part of the 2012/2013 negotiations the Conflict of Interest and/or Commitment form from Schedule F was removed from the Handbook and was moved to an electronic format. HR is still in the process of getting the form into a digital format. Once the form is uploaded and available we will send a notice to let you know.

Request for Contracts

The Faculty Association would like your assistance so we can better represent your interests. **Would you be willing to share your appointment letters with us?**

We have seen an increase in conflicts that stem from some of your employment contracts. The University has at times failed to provide terms and conditions in the initial letter of appointment that are required by the Faculty Handbook and, at other times, offered terms and conditions that are not compliant with our collective agreement. At the point when these details can be problematic for you, it can be years into a contract and even more difficult for us to assist you. Having these contracts sooner would help us advise you early on of the potential consequences of unfair appointment contracts.

The unfortunate reality for us is that the University does not provide appointment letters to the Faculty Association—a right that *many* Associations have negotiated. *We are asking for all new and recent hires to voluntarily share with us your letters of appointment.* You may redact personal information that you do not want to share, such as home addresses, salary figures, etc. But the content of the letters is significant. *[Please note that all letters would be securely stored in a locked filing cabinet along with other confidential documents in the Association office.]*

Also if you are involved in hiring colleagues to your departments, please encourage prospective hires to contact the Faculty Association. We have a wealth of information available to us that would help inform people before anyone agrees to unfair terms and conditions or below-average compensation.

Meet the Executive 2014/2015



John Usher
President



Rob Sutherland
Past President



David Kaminski
*VP/President
Nominate*



Claudia Steinke
Secretary/Treasurer



Phil Jones
*Chair, Handbooks
Committee*



Wendy Faith
*Chair, Grievance
Committee*



Saurya Das,
*Chair, Economic
Benefits Committee*



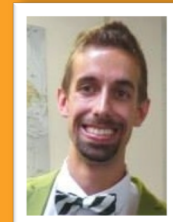
Andrea Amelinckx
Board Rep



Scott Allen
*Non-Executive Member
Ombuds Officer*



Annabree Fairweather
Executive Officer



Derrick Antson
Administrative Assistant

Current and past issues of ULFA News are posted on the website at www.ulfa.ca