

UNBC-FA Newsletter

University of Northern BC Faculty Association

February 2010

FA Executive 2009-2011

President: **Jacqueline Holler**
Vice-President: **Ken Prkachin**
Past President: **Darwyn Coxson**
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Alex Lautensach
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vacant
Grievance Officer: **Kerry Reimer**

PRESIDENT'S MESSAGE

Happy 2010 to everyone. Winter semester always seems particularly busy; many of us are in our three-course teaching terms, evaluation season is upon us again, and on top of all that, this year we're entering negotiations in March.

While we went to a biennial evaluation system with the last contract, the phase-in has been confusing for many members. This is not surprising, given that many members (term and tenure-track members, for example) still complete annual evaluations; what's more, the alternate evaluations by college can be hard to follow. What do you need to submit this year? In this issue of the *Newsletter*, we attempt to clarify the processes of biennial evaluation.

Evaluation always demands our attention at this time of year, but the bigger issue is negotiations. We heard from many of you during consultations in the autumn, and we urge you to keep in touch with our negotiating team and executive and complete the member survey that will soon appear in your inbox. The negotiations team and executive are engaged in discussions of and planning for formal bargaining, which begins in March. An update on that process from the Chair of the Negotiating Committee, Darwyn Coxson, appears below. In addition, a special town hall meeting on the provincial bargaining climate will occur on the 25th, with special guests CUFA representatives Paul Bowles and Rob Clift.

Further updates will be forthcoming as this process unfolds. As we move forward to a new contract, I look forward to hearing from you--and seeing you all at the spring AGM.

TOWN HALL MEETING
ON THE PROVINCIAL BARGAINING
CONTEXT
WITH SPECIAL GUESTS
ROB CLIFT, EXECUTIVE DIRECTOR
CUFA/BC & PAUL BOWLES, PRESIDENT OF
CUFA/BC
February 25th
2pm – 3 pm Room 7-172 (Bentley Centre)

VACANCY ON THE FA EXECUTIVE

The Faculty Association Executive currently has a vacancy. We are looking for a tenured or tenure-track faculty member to fill the vacant member-at-large position. The elected member will serve until June 30, 2011.

If you want to be considered for this position: Please forward your name, a brief (max. 4 line) bio., and the name and signatures of two active members to the Faculty Association office (admin room 3085) or via email at fac-assoc@unbc.ca

Please note that if there is more than one candidate, there will be a paper ballot election for the position.

Deadline for nominations is: Friday February 12th 2010 at 4:30 p.m.

If you have any questions please do not hesitate to contact any member of the executive or the Faculty Association office (fac-assoc@unbc.ca or ext 5816).

BARGAINING TEAM REPORT

The term of the current Faculty Agreement will expire on June 30, 2010. The University and Faculty Association will accordingly meet to begin negotiations over the terms and conditions of the new Faculty Agreement starting this coming March. The Faculty Association's bargaining team consists of David Casperson, Darwyn Coxson (Chair), Scott Emmons, and Suzanne LeBlanc, each of whom has been an FA member on previous bargaining teams. The University has appointed Mark Dale (Co-Chair), Dennis Macknak, Sheila Page (Co-Chair), John Young (a previous member of the 2006 FA bargaining team), and Donna Plourde. The University's having a co-Chair between the Provost and Director of Human Resources marks a new direction for their bargaining team.

As a first step to preparing bargaining positions, the Faculty Association met with members from various constituent groups in a series of meetings in November and December, 2009. Several common themes have emerged from these meetings. Members repeatedly stated how they struggle to maintain a reasonable work-home life balance. Many expressed frustrations at what they see as increasing administrative steps required to carry out routine tasks, such as making travel arrangements. Protecting core time spent on scholarship, and insuring that our teaching environment remains high quality, were also commonly voiced themes. Many members are looking ahead to changes in their careers, asking about the availability of post-retirement benefits and the details of reduced workload arrangements. We were reminded of past policy changes that have impacted term members, including language amended in the last contract that changed most one-year term faculty appointments to shorter length pro-rated positions. The post-tenure review policy instituted in the last bargaining round continues to be a matter of discussion. The above points are just a sampling of the many issues raised. The bargaining team has met weekly to research bargaining positions, and team members have met with their counterparts from other CUFA-BC Faculty Associations. The team met with the Association Executive last week in a full-day retreat focused on how we can best address member concerns. A member survey will be released this week asking for comments on proposed choices and providing an additional forum for suggesting items that the team should consider.

A major constraint on the current negotiation round will be the government's mandate (stated through PSEC under a quasi-legislative form of wage control) that the net cost of any negotiated agreement be 0%. The presentation by Robert Clift and Paul Bowles (from CUFA-BC) on Feb. 25 (see details above) will provide an update on these restrictions and how other BC universities are dealing with them. Members' concerns that salaries at UNBC are falling behind those of comparator universities remain an important point that we will discuss in negotiations, even though little redress may be obtained in this round. Please keep an eye on the Faculty Association website (<http://www.unbcfa.ca>) during negotiations. Weekly bargaining updates will be provided for members, addressing major positions being discussed at the table.

AGREEMENT 101: EVALUATIONS THIS YEAR'S DEADLINE: FEB. 12

By February 12, 2010, most of you will be submitting your documents to your direct supervisors (e.g., Program Chair, Librarian, Dean, Director of Regional Operations). It is important to note that failure to submit a performance evaluation report is viewed as grounds for discipline, and the member will not be eligible for CDI and Merit (21.1.2.1).

The **only exceptions to the obligation to report are:**

- Members on Visiting Term appointments
- Part-Time instructors
- Members on Maternity Leave, Parental Leave, Compassionate and Bereavement Leave, Court Leave, Sick Leave or Leave of Absence.

Members on July 1 to June 30 sabbatical, study leaves, or academic and professional leave may be given an alternative reporting deadline by prior approval of the Dean or University Librarian or Director of Regional Operations. However, the dates must be consistent with the requirements for CEC review in the biennial review process.

For those who are required to submit a report, there are two categories: some Members must submit full performance evaluation reports (PER) while others only submit an updated Standardized CV.

**FULL PERFORMANCE EVALUATIONS:
CSAM, ALL SLIS, AND TERM AND TENURE-
TRACK MEMBERS**

CSAM and all SLIs:

During the full evaluation year, every member of the FA, with the exceptions of those identified in 21.1.3 (see above), will submit a report (now called Performance Evaluation Report or PER) to the direct supervisor by the **second Friday in February**. (This is the 12th.) This year, the full evaluation is being done for Members of CSAM and for all Senior Laboratory Instructors, but it is also required for all term and tenure-track members.

Tenure-track, continuing-track, and term members:

Regardless of their college of appointment, members who are **tenure-track or continuing-track and those on contract** often need more mentoring and closer evaluation to ensure they are progressing in a satisfactory manner. As a result, non-tenured members, members without continuing status, and full-time term members are required to submit a Full Performance Evaluation Report to the direct supervisor every year. In full evaluation years (when the Member's college is being evaluated), both CDI and Merit will be awarded to eligible members. In alternate years (when the Member's college is *not* being evaluated), tenure-track, continuing-track, and term members will be eligible for CDI, based on the recommendation from the supervisor

April 30, the direct supervisor and the Member shall meet to discuss performance in relevant areas of work (teaching, service, research, core duties) and expected outcomes for the coming two years. (Note: these expected outcomes form the basis for evaluation at the next PER). Following this meeting, the supervisor will amend the draft report based on discussion at the meeting, and will provide a final version to the Member **no later than April 30**. The Member is required to sign the final version as an indication that the Member has read the evaluation. The signature does not mean that the Member agrees with the memo (21.1.5.1). The Member may write a rebuttal memo, which also needs to be signed by both the direct supervisor and the Member. Both the original memo and rebuttal letter (if any) are placed in the Member's OPF (official personnel file).

The final version of the evaluation memo must contain specific information outlined in the agreement. (See 21.1.5.2.) For each category of evaluation, the supervisor will assess the member's performance using the following categories: Excellent; Very Good; Satisfactory; and Unsatisfactory. A list of agreed-upon expected outcomes for the coming review period must also be part of this memorandum. The memo will also contain recommendation on whether the member should receive CDI and Merit Increment and reasons for this. (Note: *any evaluation with an unsatisfactory rating in one or more categories will not be eligible for CDI or MI. Furthermore, for Tenured Faculty Members an unsatisfactory performance rating may trigger post-tenure review (21.1.10).*)

A body consisting of all the supervisors will meet to consider all final evaluations. These committees are:

- For librarians, the MRC (Librarians' Merit Review Committee)
- For Faculty Members, the CEC (College Evaluation Committee);
- For Program Chairs, the CMRC (Chairs' Merit review Committee); and
- For SLIs, the CMRC.

Negative decisions: In cases where the member has not been recommended for a CDI or MI by the supervisor, the member may submit material to the relevant body (i.e., CEC, CMRC, LMRC). In cases where the member has received positive recommendation from the supervisor but the CEC (or CMRC or LMRC) makes a negative decision, the member may appeal to the Provost. Where decisions are the same, either positive or negative, at both levels, there is no further appeal.

**STANDARDIZED CV SUBMISSION:
LIBRARIANS WITH CONTINUING
APPOINTMENTS AND TENURED MEMBERS OF
CASHS**

In non-evaluation years, Members are required to submit to their supervisor an updated CV by the second Friday of February (this year, February 12). Members will meet with their supervisors by March 15 to review the previous year's objectives. After this meeting, Member and Supervisor will each prepare a brief memo reviewing the meeting, providing copies to each other by April 30. These memoranda will form part of the Member's OPF, and must be attached to the completed PER in the next full evaluation year.

Members on sabbatical, study leave, or academic and professional leaves may be given an alternative reporting deadline by prior approval of the Dean, Librarian, or Director of Regional Operations.

So that's a quick tour of the biennial evaluation process. If you have any further questions, please contact us!

FA OFFICE
THE FA OFFICE IS IN RM. 3085 ADMIN BLDG.
CONTACT SUZANNE AT LOCAL 5816 OR VIA E-
MAIL AT: FAC-ASSOC@UNBC.CA IF YOU WISH
TO ARRANGE A MEETING.

By March 15 a member's director supervisor will issue a draft memo of evaluation to the member. **Between this date and**