

COVID 19 Emergency MOA re: Time Limits and Supports, 2021-22

BETWEEN

QUEEN'S UNIVERSITY ("QUEEN'S")

AND

THE QUEEN'S UNIVERSITY FACULTY ASSOCIATION ("QUFA")

(Collectively referred to as "the Parties")

Whereas the Parties confirmed in an agreement dated May 3, 2021, that supports contained in their 2020 COVID-19 Letter of Understanding ("LOU") at Schedule C would, in principle, be made available for an extended period of time following the expiration of the LOU;

And Whereas the Parties are also desirous of modifying various deadlines and time limits in the Collective Agreement;

And Whereas the contemplated changes will require temporary modification of various provisions in the Collective Agreement, and some administrative processes;

NOW THEREFORE, the Parties agree as follows:

Deadlines and Time Limits

1. **Term Adjunct Appointment Posting (Article 25.10.1):** The date for posting Fall 2021 courses is extended to July 1, 2021.
2. **Appointment Reports for Term Adjuncts (Article 28.4):** The deadline for 2021 Term Adjunct Appointment Reports is extended to June 30.
3. **Renewal, Tenure and Continuing Appointments Processes (Articles 30 & 31):** The calendrical deadlines outlined in Articles 30 and 31 in the Collective Agreement that would apply on and

after September 1, 2021, related to establishing RTP/RCAP Committees, notifying members, submitting applications etc., shall all be extended. See Appendix A for further details.

4. **SRoR and GRoR Rights (Article 32.4.3 & 32.4.4):** A Member with SRoR or GRoR who could not teach in Summer 2021 or in the 2021-22 Academic Year due to alterations in course offerings by the University in the context of the COVID-19 Emergency, including cancelled courses or course sections the Member would normally teach based on their SRoR or GRoR to the course(s), or alteration of the mode of delivery of a course such that the Member cannot teach them, shall be granted the affected terms as periods of non-appointment that shall not count toward expiration of SRoR or GRoR rights. Such COVID-19 Emergency-related non-appointment periods shall also not count as interrupting periods of continuous or consecutive service for the purposes of SRoR or GRoR eligibility.
5. **Adjunct Scholarly Fund (Article 36.2):** An Adjunct Member who has received an award but who is unable to complete their research, creative work or professional development as originally proposed may propose a new project (that falls within the criteria of funded activities) in writing to the subcommittee and/or may request an extension of the deadline, if required. Any unused funds are returned to the fund for distribution in a future round.
6. **Professional Expense Carry Forward (Article 36.3.4):** Members are permitted to carry forward the full balance in their PER accounts to the 2021-2022 Academic Year. For clarity, upon the expiry of this MOA, Article 36.3.4 will be interpreted to require that, for the 2022-23 year, Members may only carry forward any

balances they may have remaining from their 2020-21 and 2021-22 Professional Expense allotments.

7. **LOA# 1: Conflict Resolution and Member Education Program:**
The development of the workshop on Sexual Harassment and Sexual Violence is suspended and will be discussed in a separate forum.

8. **Delivery of salary review letters to faculty in Spring 2021:**
Academic Compensation sent Members an email, on or about May 31, 2021, with content substantially similar to the following: “in accordance with Article 42 of the 2019-22 Queen’s-QUFA Collective Agreement, and based on your merit rating in respect of 2019, effective May 1, 2021, your Nominal Salary has been increased. Due to the ongoing COVID-19 Emergency, your annual salary review letter detailing the adjustment will be provided at a later date (anticipated mid-June 2021) by regular mail to your home address as recorded in MyHR.”

Support

9. **Term Adjunct Members:** In recognition of additional work involved in remote delivery, Term Adjunct Members who are required to convert an in-class course to remote mode of delivery under the terms of this MOA shall, upon completion of the course, receive a lump sum payment per 0.5 credit course so converted of \$1000.00. This clause shall apply only to first time conversions of an in-class course to remote mode of delivery. Payment will be applied to the final month’s payroll for the course.

10. **Continuing Adjunct Members:** In recognition of additional work involved in remote delivery, Continuing Adjunct Members who are required to convert an in-class course to remote delivery under the terms of this MOA, shall, upon completion of the course, receive a lump sum payment per 0.5 credit course so converted of \$1625.00 This clause shall apply only to first time conversions of an in-class course to remote mode of delivery. Payment will be applied to the final month's payroll for the course.
11. **Teaching Resources:** Queen's will support educational technology needs related to remote instruction where these technologies meet the security and privacy requirements established by ITS. The process for assessing, prioritizing and acquiring new technologies will be coordinated by the Vice-Provost, Teaching and Learning, in collaboration with the Associate Deans of the Faculties and Schools.
12. **Technical Support:** Queen's will establish remote instruction and learning teams to support instructors in this new mode of course delivery. These support teams will aid instructors in the use of technology that has been approved by the University.
13. **Teaching Support:** A Member instructing a course remotely shall receive a level of teaching support that is appropriate for the work entailed in managing remote delivery of a course of that size and complexity. Members may apply in writing to their Unit Head for additional teaching support required to manage the course, documenting the reasons for which they require support. These needs may be met in a variety of ways, including, for example, IT, CTL and/or Teaching Assistant hours.

14. Members who request accommodation based on the Human Rights Code ground of family status shall make their request, in writing, to their Dean, or where the Member is a librarian or archivist, to the University Librarian, with the subject line "Family Status", copying QUFA (smithpe@queensu.ca) and the Faculty Relations Office (allana.balesdent@queensu.ca). Should the University require additional information, they shall request it from the Member within 5 working days of the receipt of the request for accommodation. Upon receipt of required information from the Member, the Dean, University Librarian, or their delegate, supported by the Faculty Relations Office, will provide their decision regarding the Member's request directly to the Member (with a copy to QUFA and to the Unit Head in a departmentalized faculty) within ten (10) working days.
15. In the event that the University decides to extend the course drop date in Fall 2021, such as occurred in 2020 prompting the Parties to conclude an addendum to Schedule C of the LOU, the University shall notify QUFA and schedule a meeting for the Parties to discuss modification of the Collective Agreement re course enrolment supplements.
16. Except for the modifications detailed in Paragraphs 1, 2, 4 and 8, this MOA will have effect commencing September 1, 2021. Unless terminated early in writing by the Parties, this MOA will remain in force until June 30, 2022.

Signed this 29 day of July, 2021:

DocuSigned by:
Dan McKeown
FABA3F958ACD495...
For Queen's

DocuSigned by:
Leslie Jermyn
C1A3B06F4FBC421...
For QUFA

Appendix A – COVID Adjusted RTP/RCAP Timelines

2021-2022 Academic Year

RTP Timelines

June 1	RTP Committee Elected
June 1	Notice in For the Record from Office of the Provost
June 15	Unit Head notifies Unit Members of Promotion deadline and eligibility for Renewal and Tenure in writing
August 1	Member to notify Unit Head of their intent to apply for RTP, as well as invoking Appendix O
August 15	RTP Committee for Health Sciences, if required
August 15	Unit Head meets with Member to give advice on preparing the application and to discuss potential referees
August 31	Member provides referee list
September 15	Member submits completed RTP application
September to November	RTP Committee provides Member a list of current and former students
October 15	Member's application made available to Unit colleagues for comment
November 15	Unit Head makes information from the Official File (relevant to the application) available to the Member
December 15	RTP file made available to the Committee
January 30	Committee Chair in departmentalized faculty forwards recommendation to the Unit Head and Member
March 1	The file is forwarded with recommendations to the Dean and Member via the Committee in non-departmentalized faculties, or from the Unit Head in departmentalized faculties
May 1	The file is forwarded to the Principal/Provost and Member with the Dean's recommendations. For Promotion to Full Professor the whole file goes to UPAC before the Principal considers the file
May 30	Principal informs if Renewal has been granted or denied
June 15	Principal informs if Tenure and/or Promotion to Associate has been granted or denied
June 30	Principal informs if Promotion to full Professor has been granted or denied

RCAP Timelines

June 1	RCAP Committee Elected
June 1	Notice in For the Record from Office of the Provost
June 15	University Librarian notifies Unit Members of Promotion deadline and eligibility for Renewal and Continuing in writing
August 1	Member to notify University Librarian of their intent to apply for RCAP, as well as invoking Appendix O
August 15	University Librarian, Associate University Librarian or University Archivist meets with Member to give advice on preparing the application and to discuss potential referees
August 31	Member provides referee list
September 15	Member submits completed RCAP application
October 15	Member's application made available to Unit colleagues for comment
November 15	University Librarian, Associate University Librarian or University Archivist makes information from the Official File (relevant to the application) available to the Member
December 15	RCAP file made available to the Committee
January 30	Committee Chair forwards the recommendation to the Associate University Librarian or University Archivist and the Member
March 1	The file is forwarded with recommendations to the University Librarian and Member from the Associate University Librarian or University Archivist
April 1	The file is forwarded to the Principal/Provost and Member with the University Librarian's recommendations.
May 1	Principal to inform Member if Renewal or Promotion to Assistant Librarian/Archivist granted or denied
May 15	Principal informs if Continuing/Associate has been granted or denied
June 15	Principal informs if Librarian/Archivist has been granted or denied