FAUW Spring General Meeting

Tuesday, 9 April 2018, QNC 1502
12:00 to 2:00 pm
Pizza and salad will be provided.

Agenda

1. [12:00 – 12:10] Introductory Material
   1.1. Welcome & Territorial Acknowledgment
   1.2. Approval of Agenda
   1.3. Minutes of the 4 December 2018 Meeting*

2. [12:10 – 12:50] Committee & Officer Reports
   2.1. President [Shannon Dea for Bryan Tolson, 20 mins]
   2.2. Treasurer [Dan Brown, 10 mins]
       • Motion to approve budget for 1 May 2019 – 30 Apr 2020
   2.3. Elections Committee [Marcel Pinheiro, 5 mins]

   There will be one motion to accept the written reports below. Questions are welcome.
   2.4. Academic Freedom & Tenure Committee*
   2.5. Equity Committee*
   2.6. Lecturers Committee*
   2.7. Pension & Benefits Liaison*
   2.8. Other FAUW reports (Indigenization, Awards, OCUFA)*
   2.9. FAUW Representatives on University Committees*


4. [1:10 – 1:20] Provost’s Memorandum on Communications Courses [Shannon Dea]

5. [1:20 – 1:30] Potential Employee Pension Contribution Increases [Alan Macnaughton]

6. [1:30 – 2:00] Open Feedback Session and Other Business
   What do you want us to be working on? Are there concerns coming out of your department, school or Faculty that we could help address?

* material attached; ** to be provided
Minutes of the Fall 2018 General Meeting

Thursday, 4 December 2018, 12:00 noon, QNC 2502

1. Introductory Material
   1.1. Welcome & Territorial Acknowledgment.
   1.2. Approval of Agenda. The agenda was approved as distributed.
   1.3. Minutes of the 5 April 2018 Meeting. The minutes were approved as distributed.

2. Committee & Officer Reports
   2.1. President. Bryan Tolson provided an overview of FAUW’s main activities and highlighted key issues on its current agenda, including:
   • Salary negotiations: The working group on lecturer salary structure has been granted a short extension to complete its analysis and achieve consensus. FAUW expects to share the results before January. The FAUW Board is satisfied with the Pension & Benefits Committee’s decision to use additional negotiated funds to enhance dental benefits.
   • Policies under revision: FAUW representatives continue to participate in committees revising policies 14 (Pregnancy and Parental Leaves), 33 (Ethical Behaviour), 76 (Faculty Appointments), and 67 (Employee Assistance Program). The mandate of the committee dealing with revisions to Policy 42 – Prevention and Response to Sexual Violence has been changed to remove content relating to University employees, which will likely be incorporated into Policy 33 – Ethical Behaviour. A new employee accommodations policy drafting committee will start to meet in the winter term. FAUW remains frustrated with the continuing delays, and is advocating for accelerated schedules and better support for policy drafting committees.
   • CAUT and OCUFA: Current priorities include academic freedom and freedom of speech, ongoing discussions around student course perception surveys, and the potential for substantial cuts to provincial funding for universities.
   • Other issues: FAUW is monitoring the work of the second stage of the Course Evaluation Project. A University taskforce has been formed to make recommendations about graduate supervision. FAUW continues to explore the possibility for formal representation of research professors.

   2.2. Treasurer. Dan Brown reported that there was strong support via the membership referendum to change FAUW’s dues structure, and as of 1 January 2019, dues will be 0.525% of actual salary (rather than of the average salary in the member’s rank).

   Brown reported on changes to the FAUW budget for May 2018 – April 2019, including: donation of $7,500 startup funds to support the Renison Association of Academic Staff together with an interest free declining balance loan; course releases for FAUW Board members serving on both the Executive and Faculty Relations Committees; contribution of seed capital to support a secure bike parking structure; increased contribution to the Centre for Teaching Excellence’s Teaching & Learning Conference; and modernizing FAUW’s accounting software.

   Following a review of major revenues and expenses for the preceding fiscal year, which were audited by RLB, members heard a motion to approve the audited financial statements for 1 May 2017 – 30 April 2018. Lori Curtis and George Freeman. Carried.
Members heard a motion to adopt RLB as auditors for 2018-19. Lori Curtis and George Freeman. In discussion it was noted that while FAUW has used RLB several years, the individuals assigned to perform the audit were recently rotated. The motion carried.

2.3. **Elections Committee.** Marcel Pinheiro reported that Bryan Tolson was acclaimed to a second term as FAUW president (July 2019 – June 2021). Elections will be held in the winter term for four directors at large (2-year term), one lecturer representative (2-year term) and an AHS Faculty representative (1-year term). Lecturers are eligible to run for all of these positions, but individuals may not run for two positions simultaneously.

2.4. **Academic Freedom & Tenure Committee**

2.5. **Equity Committee**

2.6. **Lecturers Committee**

2.7. **Pension & Benefits Liaison**

   Members heard a motion to accept the written reports of the Academic Freedom & Tenure Committee, Status of Women and Equity Committee, Lecturers Committee, and Pension & Benefits Liaison. Benoit Charbonneau and Bryan Tolson. Carried.

3. **FAUW-RAAS Service Agreement.** Bryan Tolson provided background re: the Renison Association of Academic Staff, created in February 2018 to represent faculty and professional librarians at Renison University. Recognizing the strong ties between Renison and UW faculty, and our mutual interest in improving collegial governance at Renison, a Service Agreement (distributed with the agenda) has been negotiated with approval from the RAAS membership and unanimous support of the FAUW Board. The proposed agreement enables RAAS to access support in areas of academic freedom & tenure, grievances, policy development, elections and communications in exchange for membership dues at FAUW’s standard mil rate.

   Motion to enter into the Service Agreement with the Renison Association of Academic Staff as presented. Kate Lawson and Sally Gunz. Carried.

4. **University Strategic Plan Initial Findings.** Speaking to his PowerPoint presentation, George Freeman presented emergent themes from strategic plan consultation sessions. So far 800 people have participated in consultations and 2,000 survey responses were received.

   - Enhancing community and academic community (e.g., spaces to meet casually, ways of knowing and engaging)
   - Internationalization and global partnerships
   - Transformed learning (e.g., keeping up with modern spaces and methods, experiential learning, student agency, risk taking, and interdisciplinarity)
   - Operational effectiveness from staff (e.g., data access, ability to innovate internally, empowerment)
   - Global excellence and impact (e.g., form collaborations, get funding, engage with global challenges, potential for a “non-medical medical school”)

5. **Freedom of Speech Policy Feedback.** Shannon Dea spoke to the current draft of Policy 8, a G class policy created in response to a government memorandum requiring all Ontario universities to adopt freedom of speech policies containing specific provisions by 31 December 2018 or risk funding penalties. Recognizing that freedom of enquiry and expression are already well covered in other policies, as well as the short time provided for consultation, the draft aims to be brief and minimally invasive.
In discussion: suggestion to clarify wording around speech that falls into an “exclusion”; discussion of how other universities are handling the issue (wide range of responses; MTCU has been uncommunicative); suggestion to look carefully at definition of “undue interference” and investigate how others are approaching it (concern about suppression of peaceful protest). Dea indicated that member feedback from this meeting will be collated and provided to the Secretariat. Senate’s scheduled meeting of 17 December has been cancelled and the University president will use the time slot for an open drop-in session to discuss the policy, after which it will be voted on by the Board of Governors via email.

6. **Open Feedback Session and Other Business.** Discussion focused on:

   **Sessional representation.** A member encouraged FAUW to continue considering the possibility of extending representation to sessional lecturers, noting that the University of Waterloo is out of step with other Canadian universities in this regard. Tolson reported that sessional representation remains on the agenda with a meeting devoted solely to the topic scheduled in January.

   **Communicating with departments/schools.** How to best share information with departments will be a topic of discussion at the next Council of Representatives meeting. At present, representatives are encouraged to share FAUWS slides at department meetings. Representatives present shared some of the ways that they communicate.

The meeting adjourned.
Committee & Officer Reports

Academic Freedom & Tenure Committee
Lori Curtis, Chair

The Academic Freedom & Tenure (AF&T) Committee continues to provide confidential advice and support to faculty members with concerns or questions about any terms and conditions of employment, including but not limited to tenure, promotion, annual performance reviews, discipline, workplace accommodations, leaves and benefits, etc.

The AF&T Committee is comprised of senior faculty from across campus who are knowledgeable about University governance and policy. They help ensure that University procedures are upheld and are consistent with our Memorandum of Agreement (MoA). They continue to accompany faculty as academic colleagues through various processes.

Most recently, we have been busy with annual performance review issues presented by members. We are also assisting numerous members navigate the tenure and promotion process. We would also anticipate that we will support members in their right to appeal any denial decisions.

Our on-going work continues to focus on ensuring fair and appropriate workplace accommodations and leaves. These experiences will inform me, as I sit on the newly formed policy writing committee for employee accommodations with Policy 57 – Accommodations, particularly when we get into discussions about procedures. Inter- and intra-departmental conflict remains important work of the committee and requires a high degree of confidentiality and sensitivity to multiple parties involved. We also continue to access the support and experience of our colleagues doing similar work at other universities through regular OCUFA and CAUT meetings.

We are greatly indebted to the work of the committee as they quietly go about supporting members and passionately upholding the principles of collegiality and natural justice.

Finally, we are pleased to offer our annual tenure and promotion workshops in late April. All faculty are welcome, and registration is not required.

Navigating your First Probationary Term
Date: Wednesday, April 24, 2019
Time: 10:00 – 11:30 am
Location: Mathematics 3 (M3) 3103

Applying for Contract Renewal
Date: Wednesday, April 24, 2019
Time: 1:00 pm – 2:30 pm
Location: Mathematics 3 (M3) 3103

Applying for Tenure
Date: Thursday, April 25, 2019
Time: 10:00 – 11:30 am
Location: Quantum Nano Centre (QNC) 1506

Applying for Promotion to Full Professor
Date: Thursday, April 25, 2019
Time: 1:00 – 2:30 pm
Location: Quantum Nano Centre (QNC) 1506

Faculty members who have any questions or issues are encouraged to contact me, Lori Curtis ljcurtis@uwaterloo.ca, or Katie Damphouse mcdampho@uwaterloo.ca, AF&T and Policy Officer.
Equity Committee
Weizhen Dong, Chair

The Equity Committee engages in educational and advocacy activities related to equity issues and liaises with other related committees of the University, OCUFA and CAUT.

The Equity Committee has been working on equity and inclusivity-related issues concerning FAUW members and the University of Waterloo community.

2019 Equity and Inclusivity Award
The award celebrates people whose actions have made a demonstrable impact on equity, inclusivity, and/or diversity at the University of Waterloo. This year’s three awardees have shown their exemplary commitment to improving the lives of members of equity-seeking groups on campus. They represent a diversity of approaches to equity and inclusion, with each approach providing great benefit to the Waterloo community.

Corey Johnson, Professor, Recreation and Leisure Studies
Corey Johnson has advanced equity and inclusivity through his very impressive teaching, research, and outstanding service to the University. But Corey is perhaps best known across campus for the creation and implementation of the Making Spaces program; in which hundreds of members of the University of Waterloo community have learned about gender identity/expression, sexual identity, homophobia, heterosexism, bi-phobia, transphobia, and the intersection of these forces with other identities. This program has, workshop by workshop and person by person, transformed the culture of sexual and gender diversity at Waterloo. Additionally, as chair of the University’s Gender and Sexual Diversity Working Group, Corey developed the Trans Health Initiative on campus to raise even more awareness, this time including local medical professionals. Corey has clearly shown an exemplary commitment to improving the lives of members of equity-seeking groups on campus, in particular through education or awareness-raising efforts.

Benoit Charbonneau, Associate Professor, Pure Mathematics
Benoit Charbonneau has proven to be an extremely dedicated, skilled, and hard-working chief negotiator on behalf of all FAUW members. Benoit spent hundreds of hours negotiating the 2018-2021 memorandum of settlement and following up as co-chair of the Working Group on Salary Structure. Benoit’s statistical analysis confirmed a suspected salary inequity for Lecturers, and a plan for correcting the inequity. In this role, he has directly addressed existing inequities for Waterloo lecturers. Beyond negotiating for our roughly 1400 FAUW members, his work as chief negotiator ultimately helped the thousands of other University of Waterloo employees, because the approximately 15% benefits increase that he negotiated for regular faculty directly precipitated an equivalent increase for all other University employee groups.

As one of the recommendations for this award noted, “The significance of what he has achieved cannot be overstated. While his work on behalf of Waterloo’s lecturers, in the narrowest sense, benefits only those at the University of Waterloo, at a time when the matter of precarious employment in academia finally has been recognized as a fundamental issue of equity on campuses across this country, his success sets an important precedent on the national stage.” Benoit has shown an exemplary commitment to improving the lives of members of equity-seeking groups on campus, in particular through political, legal, and collective bargaining advancements, as well as organizational leadership.
Sarah Lau, Manager, Institutional Research

Sarah Lau has provided leadership in developing Waterloo’s Equity Action Plan (EAP) for the Canada Research Chairs Program. Through this work, Sarah oversaw the creation of a steering committee and several sub-committees, with representation from across campus. She was responsible for steering their discussions to meet stated program requirements in order to address the challenges of under-representation. This involved not only organizing the committees, but engaging relevant stakeholders on campus, including members of the Four Designated Groups, current Canada Research Chairs, representatives from each Faculty, and senior administrators including the Office of Research, Human Resources and FAUW.

Sarah approached this work with a dedication to ensuring that all voices were heard and that the guidelines laid out by the Tri-Agency Institutional Programs Secretariat (TIPS) were considered in all aspects of decision-making. This ultimately resulted in our current comprehensive EAP document as well as our Public Accountability website, the quality of which was recognized by TIPS. Waterloo’s plan is credited as one of the most comprehensive documents in the country. Sarah has shown an exemplary commitment to improving the lives of members of equity-seeking groups on campus, in particular through policy development or improvements and organizational leadership.

Made-in-Canada Athena Swan Program

NSERC held a “Made-in-Canada Athena SWAN” consultation at Laurier on March 26; this program aims to adapt the UK’s Athena SWAN program (which seeks to advance women in STEM) for a Canadian context. Nancy Worth and Melanie Campbell participated in the event on behalf of FAUW’s Equity Committee. The consultation involved feedback on a draft charter (PDF), a set of principles around Equity, Diversity and Inclusion (EDI). The Canadian proposal is broad, seeking to address EDI issues for “under-represented” groups. An explicit part of the consultation examined who this might include and what this might mean. In Spring/Summer 2019, the program will begin by asking universities to sign onto the Charter, supporting its principles but not (yet) taking direct action. Then, for universities that sign on to a pilot, NSERC’s aim is to collect data at two points (to hopefully show change over time). The consultation centered around stakeholder concerns about the implementability of the draft charter (in contrast, the UK model lists concrete goals like pay equity), significant questions about who, how and what data will be collected and what data it will be compared to, and the potential burden to equity-seeking groups and universities more broadly. The Equity Committee is preparing a response to the consultation for submission in early April.

Call for New Members

The committee is seeking new members who will bring forward fresh ideas and enthusiasm to help maintain the momentum of the committee.

The Equity Committee values the benefits and the strengths of diversity and calls for members who identify as and/or advocate for underrepresented groups. We also strive for representation across the Faculties. Without new members, we will have no representatives from Applied Health Sciences or Environment as of July 1.

Serving on the Equity Committee entails attending committee meetings, normally held once a month September through June from 9:30 to 11:30 a.m. on Fridays, and providing feedback on issues and initiatives as they arise in meetings and via email and other online tools. Members are usually appointed for a renewable two-year term.

If you are interested in joining the Equity Committee, please complete the online application form by May 3.
Lecturers Committee
Paul Wehr, Chair

The Lecturers Committee gathers information and discusses matters pertaining to the working conditions of lecturers, and conveys issues raised by lecturers to the Board.

1) The Lecturers Committee received the report produced by the Working Group on Salary Structure regarding Lecturer thresholds. The formation of this group was, in large part, the result of work originally performed by David Tomkins (lecturer in Math) and Jason Grove (lecturer in Engineering). The Lecturers Committee fully endorses the solution implemented as a result of the report and would like to express deep gratitude, on behalf of all lecturers at Waterloo, to all members of the working group: Benoit Charbonneau, Laura Deakin, Jason Grove, Steven Furino, and Kate Rybczynski, as well as Stephen Watt (Dean of Math).

2) Lecturers at the University of Waterloo are heavily involved in service at all three levels—department, Faculty, and University—and, like all faculty, have some percentage (typically 20%) of their merit based on their service performance. One obstacle identified by the committee, however, is that lecturers are eligible for fewer service roles relative to other faculty, which can impact their merit score. A working group was formed to draft recommendations for lecturers looking to expand their service roles. The results are available in a question-and-answer format and posted on the FAUW blog. Credit to committee members Cynthia Trembley (French) and Dorothy Hadfield (English).

3) Two additional groups have been working on lecturer issues related to professional development and international exchanges. These groups look forward to completing their work by June.

4) Terms of Reference for the committee are available on the Lecturer Committee section of FAUW website.

5) Lecturers with questions or concerns related to their role at the University are encouraged to contact members of the committee. Contact information is available on the FAUW website.

The Lecturers Committee will issue a call for new members in May.
Pension & Benefits Liaison

Alan Macnaughton, FAUW appointee to the Pension & Benefits Committee

The University’s Pension and Benefits Committee administers the employee pension and benefits plans. The two other FAUW appointees are Ranjini Jha and David Saunders.

Employees’ premiums for long-term disability decreasing

The university carries long-term disability insurance for employees, and employees pay 100% of the premium, with mandatory enrolment. Fewer employees are becoming disabled than expected, and so the premium is going down by 18% effective May 1. This decrease is generally proportional to salary. For an annual salary $100,000, the annual savings are $213. For an annual salary of $175,000 or above, the annual savings are $374. These are direct effects on take-home pay.

Three universities create a jointly sponsored pension plan

The University of Toronto, the University of Guelph and Queen’s University are soon likely to approve a plan under which the universities’ own pension plans would cease to exist and would be replaced by a common plan, the University Pension Plan (UPP), which is a jointly sponsored pension plan (JSPP). The key aspect of the JSPP is instead of it just being the employer’s responsibility to make up any deficit of the plan, employees could be forced to contribute more, or benefits can be reduced. The advantage of a JSPP to an employer is that it sharply reduces the likelihood that the employer would have to make additional contributions to the plan because of underfunding, as is currently happening at UW. UW has no plans to join the UPP, although that could change if the plan is judged to be successful.

Pensions for high earners

UW has a supplemental pension plan for amounts of annual salary between about $170,000 and $190,000. This year, the lack of indexing of the “pension cap” has caused the maximum salary eligible for pension to decrease from $190,000 to about $187,000. Discussions are underway to solve this problem. A solution may be tied to the possible increase in contributions – see below.

Probable need to increase employee pension contributions

Employees’ lifespans are increasing, and increasing faster than expected. Also, investment returns have been low for the past few years. Thus, employee pension contributions probably have to go up. Here is a chart of the possible increase:

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<th>Pensionable earnings</th>
<th>Current contributions</th>
<th>Possible revised contributions</th>
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<tbody>
<tr>
<td>$ 50,000</td>
<td>$ 3,125 (6.25%)</td>
<td>$ 3,600 (7.20%)</td>
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<tr>
<td>$ 75,000</td>
<td>$ 5,163 (6.88%)</td>
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<tr>
<td>$175,000</td>
<td>$14,715 (8.41%)</td>
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Indigenization Working Group
Shannon Dea, Chair

FAUW’s Indigenization working group is focused on providing information and resources to help our members take action on Indigenization and reconciliation.

FAUW’s Indigenization Working group had the following activities in the past year:

- under Laura McDonald’s leadership, and with support from Lori Campbell (Director of the Shatitsirótha’ Waterloo Indigenous Student Centre), created the “Indigenization at Waterloo” resource page for members.
- published several blog posts on the FAUW blog. Among these was a useful interview by working group member Janice Barry with three UW Indigenous students, Kiel Harris, Kelsey Hewitt, and Anika McAlpine. The resulting post is called “What Indigenous Students Want Faculty to Know” and includes a list of six helpful, practical suggestions.
- provided support for an Indigenous FAUW member to attend the CAUT Aboriginal Forum and met with her afterwards to learn about her main take-aways. (We expect to share some of what we learned with members in a future blog post.)
- Working group members Shannon Dea and Laura McDonald, together with Lori Campbell, developed and implemented a half-day workshop called “Get Uncomfortable, Do the Work. The Role of Faculty Associations Post-TRC.” They presented this workshop in Toronto to OCUFA’s Status of Women and Equity Committee, and in St. Catharine’s to the Brock University Faculty Association. The next offering will be at UW for FAUW volunteers on April 23.
- Campbell, Dea, and McDonald co-authored an article on Indigenization in faculty associations that is forthcoming in the next issue of Academic Matters.
- hosted a soup lunch (FAUW’s third) at Shatitsirótha’ Waterloo Indigenous Student Centre.
- ongoing: a monthly “Indigeneity and the University” reading group for interested members of the UW community.
- met with the coordinator of the All Nations Grand River Water Walk, an Indigenous-led group that walks for water in traditional ceremony, to consider supporting the group somehow.
- ongoing: monthly meetings of the working group to discuss issues and to plan activities. Among other things, the working group is gradually working its way through UW’s recently released Indigenization Strategy working group draft recommendations.
- sent a letter to President Hamdullahpur and Diana Parry, Associate Vice-President Human Rights, Equity and Inclusion, to make recommendations about UW’s Indigenization process.
- created a mailing list for any campus member interested in being kept up to date on our activities and events.

In the year ahead:

- we are in the early stages of planning a workshop aimed in particular at STEM instructors (but open to all FAUW members) to help them think about practical ways they can Indigenize aspects of their courses.
- we are planning a couple of other, smaller workshops on topics of broad interest, as well as a few small Grad House events.

If you are interested in joining the working group, attending the monthly reading group, or being added to the mailing list, please contact Laura McDonald at laura.mcdonald@uwaterloo.ca.
**Hagey Lectures Committee**  
*Alfred Yu, Chair*

The **Hagey Lectures Committee** is a joint FAUW-University committee responsible for organizing one of the University’s annual distinguished lectures.

In Fall 2018, the committee decided that Indigenization would be the theme for the 2019 Hagey Lecture. John Borrows was selected as the distinguished speaker for this event. John Borrows, himself being Anishinaabe/Ojibway and a member of the Chippewa of the Nawash First Nation in Ontario, Canada, is a distinguished academic who works at the University of Victoria as Canada Research Chair in Indigenous Law. The event was successfully held on March 25, 2019, at Federation Hall with over 350 attendees. As part of his visit to Waterloo, Borrows also visited the Waterloo Indigenous Student Center, spoke at a student colloquium hosted by the Department of History at the Balsillie School of International Affairs, and participated in an art unveiling event and a lunch seminar hosted by the Faculty of Environment. The committee will be holding a debriefing meeting in the Spring term to plan for next year’s lecture. A video of the talk will be available soon.

**Awards Coordinator**  
*Élise Lepage*

As FAUW Awards Coordinator, I help facilitate nominations to OCUFA and CAUT awards on behalf of FAUW and, when asked, help faculty members assemble nomination packages for the same awards. This year, FAUW submitted a nomination for the CAUT Donald C. Savage Award, which “recognizes outstanding achievements in the promotion of collective bargaining.”

We also passed this nomination package on to the Equity & Inclusivity Award working group of FAUW’s Equity Committee. This award “recognizes a member or affiliate of the University of Waterloo community whose actions have demonstrated an exemplary commitment to improving equity, inclusivity, and/or diversity at the University of Waterloo.”

FAUW is available to support nominations for the CAUT Sarah Shorten Award, due June 1. The award recognizes outstanding achievements in the promotion of the advancement of women in Canadian universities and colleges. The deadlines for the OCUFA Teaching and Academic Librarianship awards are also coming up on May 1, and the CAUT Lee Lorsh Award (for excellence in teaching, research, and service) deadline is August 31.

**Ontario Confederation of University Faculty Associations (OCUFA)**  
*Dan Brown, OCUFA Director representing FAUW*

The OCUFA board meets a few times a year in Toronto. As one of the three non-union OCUFA members, FAUW is a bit of an outlier, but we still benefit from some of the advocacy work OCUFA does. In particular, OCUFA is a single point of contact for the Ministry of Training, Colleges and Universities to get the voice of university faculty, much as the Council of Ontario Universities is the single point of contact for the Ministry to communicate with university administration. Current active OCUFA projects include advocacy around the provincial tuition cut and its negative effects on university budgets; a detailed report about the use and abuse of student course questionnaires; and advocating for better working conditions for contract faculty.
**FAUW Representatives on University Committees**

*FAUW appoints, unilaterally or with the University, representatives to dozens of University and joint committees. There is a list of these representatives on our website.*

**Policy 33 – Ethical Behaviour**

*Natalie Hutchings and Erin Windibank*

In addition to its monthly meetings, the Policy 33 drafting committee has been holding regular working sessions in order to complete drafts of the substantially revised policy and a supplementary set of procedures. The procedures will provide detailed guidance and timelines for handling formal complaints where the respondent is a University of Waterloo employee. The committee is cognizant of the need to balance the rights and interests of both the person making and the person responding to a complaint. It is also engaging in difficult conversations around restoring workplaces and reintegrating individuals following the outcome of a dispute. It is increasingly clear that strong structures and resources to help resolve issues informally are crucial. FAUW remains firm in its stance that in order for this to work, informal processes must be supported by people who have no connection to formal processes and can maintain complete confidentiality. The committee hopes to bring its draft policy and procedures to the Faculty and Staff Relations Committees soon.

**Policy 42 – Sexual Violence**

*Shannon Dea*

This policy and this committee have a complicated history, which remains complicated in the present. The first version of Policy 42 was established January 1, 2017, after complicated wrangling between FAUW and UW that ultimately led to a difficult and divisive Board of Governors meeting. At the time, FAUW negotiated to have the policy (which was mandated by provincial law) established with an immediate “review by” date to allow urgent revision of a policy that FAUW regarded as deeply flawed. Unfortunately, it took over a year before the new drafting committee was struck. Its first meeting was February 2018. The committee met approximately monthly, except during the summer. Separately, employee group representatives on the committee met several times to communicate about mutual concerns they had about ways in which the draft policy risked encroaching on employee terms and conditions of employment.

At the October 2018 meeting of the committee, the employee groups raised these concerns and shared the opinion that the provincial legislative context combined with UW governance elements would make it sensible for students and employees to be covered under separate sexual violence policies. Based on that meeting, President Hamdullahpur dissolved the committee and formed a new one with new terms of reference and no employee group representation. The new committee was charged with narrowing the scope of Policy 42 to cover only students. However, this charge was not reflected in the new terms of reference. FAUW requested that the terms of reference be revised to reflect the new intended scope of the policy, but the request was refused. We are told that the policy is almost done and will soon be coming to Faculty Relations Committee for review.

When it does, FAUW members on FRC will be very careful to ensure that the scope of the policy is very clearly and explicitly limited to students. The aim of course is not to leave FAUW members – or employees in general – without recourse in case of sexual violence, but rather to ensure that the policy for employees is centred on employee realities rather than student realities. It is anticipated at this time that employee provisions for sexual violence prevention and response will be housed in Policy 33 – Ethical Behaviour.
**Policy 57 – Accommodations**  
*Jay Dolmage*

The disability working group within FAUW’s Equity Committee has been working hard to push for an official accommodation policy for faculty (as well as staff and graduate students). Policy 57 – Accommodations is now being developed and Lori Curtis and I are the FAUW representatives on the drafting committee.

**Policy 76 – Faculty Appointments**  
*Shannon Dea*

In November of 2018, the committee shared a draft revised policy with the co-chairs of the Faculty Relations Committee—FAUW President Bryan Tolson, and VPA & Provost Jim Rush—for their comments, with the intention that the next meeting of the committee would be to discuss those comments. To date, only Tolson’s comments have been received by the committee chair and secretary. Hence, the work of the committee has stalled. Earlier this year, I wrote to the committee’s chair and secretary to suggest that we reconvene and continue our work in order to avoid losing momentum. In March, I wrote to the whole committee to reiterate this point. While it is desirable to have the Provost’s comments, he is much occupied at present with budgetary matters, and it is important for the committee to continue its work. I hope that I will be able to provide a further update on this file at the general meeting.

**Accessibility Committee**  
*Zara Rafferty*

When the Accessibility Committee initially convened as a group, our first task was to file our bi-annual Accessibility for Ontarians with Disabilities Act (AODA) compliance report. Since the University was non-compliant in some areas, the committee articulated an explanation for each area of non-compliance as well as a plan to address the gap (or a strong defense/rationale for maintaining the gap.).

Over the past year and a half since, the committee has been working on two key initiatives toward ensuring that the University of Waterloo is compliant with AODA requirements: drafting of Policy 58 – Accessibility and publishing the Multi-Year Accessibility Plan (MYAP). In December 2017, Policy 58 was finalized by the Secretariat and signed by the president. In December 2018, the University’s MYAP was published and made available to the public.

Moving forward, we will engage in further project planning to ensure that all areas of the MYAP are addressed within the required five-year timeframe. Additionally, we have begun discussions related to drafting our next progress report.

**Course Evaluations Project Team, Phase 2 (CEPT2)**  
*Jasmin Habib*

The main business of CEPT2 during the winter term is working with its collaborators in the Statistical Consulting and Collaborative Research Group to analyze the results of the large pilot test run in fall 2018. The pilot test involved asking students in more-or-less every course offered at Waterloo in Fall 2018 to respond to the draft set of core questions for the new cascaded student perception of teaching process that Senate has endorsed for implementation in every Faculty, and it generated well over 40,000 responses. Among other things, the pilot test is investigating the
relationships between such things as instructor gender, class size, expected grade, and the like, and the scores students assign. We continue to analyze as well as review these results.

The committee is also discussing how we might ensure that survey responses are presented in ways that are readable, informative, and unlikely-to-mislead; as well as the content and format of the “Toolkits” (or "Users’ Guides") that will guide faculty members and administrators on how to interpret student survey responses.

The committee hopes to make another presentation to Senate this spring.

**Committee on Student Mental Health**

*Dan Brown*

I don’t serve on the Committee on Student Mental Health as a FAUW representative (I’m the representative for the Math Faculty), but I do often bring a FAUW perspective to the work of the committee. We are charged with implementing the 36 recommendations in the 2018 report of the President’s Advisory Committee on Student Mental Health; the recommendations range from improving peer support programs on campus to reducing the counselor-to-student ratio to signing the Okanagan Charter on health promotion. Some of the recommendations specifically affect academic issues, and in particular ones related to our jobs as academics: for example, we expect that mental health first-response training may become an optional part of the onboarding process for new faculty that happens every fall. The committee meets monthly, and is quite large as it includes representatives from a number of staff areas (Counselling Services, Co-op, Student Wellness, Student Success, etc.).

**Complementary Teaching Assessment Project Team (CTAPT)**

*Fatma Gzara and Cynthia Richards*

The Complementary Teaching Assessment Project Team (CTAPT) was formed in winter 2018 to research and develop methods of assessing teaching and learning, and to provide recommendations based on empirical evidence and consultations with the University community.

CTAPT is part of a larger initiative to improve the way we assess teaching and learning at Waterloo. We are working separately from the Course Evaluation Project Teams (CEPT and CEPT2), which were formed to explore and implement a new tool for student course perception surveys. The focus of CTAPT is to recommend *additional methods* that can be used campus-wide to complement course evaluations. These methods may include peer review of teaching or teaching dossiers, for example. Our goal is to make recommendations that are useful for both formative and summative assessment.

CTAPT has been meeting regularly and has the support of Research Associate Linda McNenly. Linda has completed a literature review on complementary teaching assessment methods, and we are finalizing a working definition of effective teaching. We will soon be reaching out to the University of Waterloo community for input and feedback.

**Comprehensive Benefits Review Working Group**

*David Saunders*

I am serving on the Comprehensive Benefits Review Working Group (WG). The WG has met five times so far. We began by agreeing on general principles regarding the benefits plan and the benefits review. This was followed by an internal discussion and survey regarding the current state of the benefits package and how well it serves plan members. The WG plans to contact plan members to solicit their feedback regarding benefits; both a survey and focus groups are being
considered. At the second-last meeting, a draft survey of plan members was discussed. As noted above, future plans include obtaining input from plan members regarding the current benefits package, and ways in which it could be improved in order to serve plan members better. The working group will then make recommendations regarding the plan design based on its discussions and the input received from plan members.

Gender and Sexual Diversity Working Group (GSDWG)
Anna Klinkova

The Gender and Sexual Diversity Working Group (GSDWG) is a working group of the Provost’s Advisory Committee on Equity (PACE). UW is generally an inclusive and safe space; however, incidents of harassment and disrespectful treatment of LGBTQ+ persons regularly happen (incident reports are communicated at every GSDWG meeting).

We encourage faculty to attend the LGBTQ+ Making Spaces education program (recurring; the next date is April 17) to learn how to serve and support the UW community and be an ally for social equality and equity. The workshop has been designed by GSDWG, PACE and the Glow Center for people providing services to students, staff, and faculty at UW. GSDWG is continuing and enhancing this education program. More clear visual identifiers of training completion are being developed.

The Trans Health and Wellness Conference (November 17, 2018; over 100 attendees) was organized by AHS HeForShe and GSDWG to alleviate our region’s trans community concerns due to negative experiences with primary and emergency health care (including refusal of access to health care). This year a two-day conference is intended.

Inclusive restroom signage on our campus to affirm everyone’s right to use the washroom and against gender policing is being discussed (something similar to a strategy used at Western).

16 Days of Activism Against Gender-based Violence campaign—the UW community is invited to participate in numerous events and actions that take place every year from November 25 (International Day for the Elimination of Violence Against Women) to December 10 (International Human Rights Day). Eight events were organized during the campaign in 2018. Save the dates for 2019, check for events schedule and encourage your colleagues and students to attend and support the campaign.

GSDWG is discussing strategies for putting together and maintaining a centralized resource to find information about services and events for UW LGBTQ+ community.

Provost’s Advisory Committee on Timetabling (PACT)
Dan Brown

The Provost’s Advisory Committee on Timetabling sets principles and practices for the process by which courses get assigned to rooms and times, and (to a lesser extent) the process of assigning students to individual sections. PACT has met for several years, beginning roughly when the university bought the Infosilem scheduling system, which induced quite a lot of angst and chaos. PACT is chaired by the University Registrar, and meets roughly once per term. Because of changes like the introduction of teaching windows, clearer principles allowing instructors to block off busy times (whether for religious observance, childcare, medical appointments or other concerns), and the addition of more automation, the overall scheduling process is less bad now. That said, on a year-round campus with nowhere near enough class space, the Registrar’s Office representatives consistently note that if only more faculty members would teach on Friday afternoons, it’d be a lot easier to find classrooms. It’s a journey.
Fall Break Pilot Committee Report

Johanna Wandel and Dan Brown

The University’s three-year pilot of a fall reading break (two days) finished this past October. In November 2018, Senate approved another three-year pilot which will see the two-day period extended to four days, to follow the Thanksgiving Monday holiday and give students a full week away from the university. Moving to a full week fall break has implications on the start of lectures in the fall term. Currently, 80% of Ontario universities have a four- or five-day fall break. Given Waterloo’s three-term year, scheduling will be tight, and will require starting classes on the Wednesday after Labour Day (unless Labour Day falls September 7). The committee has heard summaries of scholarship on the impact of mid-term breaks on student mental health (inconclusive), and is considering what academic activities could be allowed during reading/break weeks (e.g. field work in elective classes). Constraints include the need for 60 instructional days, two orientation days before classes start, two study days before exams, 13 days of exams and 1 contingency “snow day” for exams.

Taskforce on Graduate Supervision

Shannon Dea

This taskforce, organized by Graduate Studies and Post-doctoral Affairs (GSPA) and led by AVP GSPA, Jeff Casello, was formed in late 2018 and has met three times. The aim of the taskforce is to make evidence-based recommendations for good practices in supporting good quality graduate supervision. To date, the taskforce has completed an environmental scan of global scholarship on the assessment of graduate supervision, local practices of assessing graduate supervision, and best practices for doing so. The taskforce’s next step will be to share its initial findings with campus stakeholders in order to inform a broad consultation. FAUW will be part of that consultation process.

Working Group on International Travel Issues

Jasmin Habib

The Working Group on International Travel (WGIT) met for a year-long period between July 27, 2017, and July 18, 2018. Below are highlights of the work done by the WGIT during that time and the work that Waterloo International has continued to do, guided by the WGIT report.

1. The WGIT met 10 times between July 2017 and July 2018
2. 4 taskforces were created to address specific areas of international travel: Duty of Care, Member Experience, Procurement, Communications
3. The WGIT consulted with faculty and staff directly involved in faculty and department organized student travel opportunities
   a. Professor Joan Coutu held 28 consultations between June 2017 and Fall 2017
4. The WGIT conducted a Travel Safety and Security Survey to gather feedback about members’ travel experiences with the university as well as their engagement with the current safety resources
   a. 350 students responded
   b. 76 faculty and staff responded
5. In July 2018, research analysts in Waterloo International prepared a report of all of the work and recommendations of the WGIT and task forces
6. Waterloo International created a new position—Manager, Safety Abroad (MSA)—to continue the work of the WGIT and act on the recommendations made by the WGIT
7. The MSA position was filled in October 2018
8. Continuous improvements to the current system since Fall 2018 include:
   a. Waterloo International overseeing pre-departure travel safety and security for academic exchanges organized by the Student Success Office
   b. Review of the International Mobility Program (Non Co-op) Acknowledgement, Release and Waiver form
   c. Development of intake forms for faculty, staff and students planning international travel to launch with new Waterloo International website content
   d. Content review and update for LEARN pre-departure travel safety and security course for students
9. Drawing from the work of the WGIT, the next steps include:
   a. Review of University’s international travel safety and security provider
   b. Development of travel safety and security guidelines for students
   c. Communication to the University community regarding changes to international travel safety and security