

## FALL GENERAL MEETING

Thursday, 9 December 2015

12:00 to 2:00 pm

DC 1302

*Lunch will be provided.*

### Agenda

1. Welcome & Introductions
2. Approval of Agenda
3. Minutes of the 9 April 2015 Meeting\*
4. Committee & Officer Reports
  - 4.1. President [Sally Gunz, 10 mins]
  - 4.2. Academic Freedom and Tenure Committee [Christopher Small, 10 mins]
  - 4.3. Treasurer [Lynne Taylor, 5 mins]
    - Proposed Budget for 2016 for Approval

*There will be one motion to accept the written reports below. Questions are welcome.*

  - 4.4. OCUFA Director\*
  - 4.5. Pension and Benefits Committee\*
  - 4.6. Status of Women and Equity Committee\*
5. FAUW Constitution Changes for Approval\* [Shannon Dea, 15 mins]
6. Lecturer Survey Results\* [Heidi Engelhardt & Paul Wehr, 15 mins]
7. Research Compliance Issues [20 mins]
8. [1:30 p.m.] Member Feedback Session: an opportunity for members to raise and discuss issues of concern
9. Other Business

\* material attached; \*\* to be provided

## FACULTY ASSOCIATION OF THE UNIVERSITY OF WATERLOO

### Minutes of the Spring General Meeting, Thursday, 9 April 2015, 11:30 am, DC 1302

Shannon Dea chaired the meeting and advised that a quorum was present.

#### 1. **Welcome and Introductions**

#### 2. **Approval of Agenda**

The agenda was approved as distributed. Kroeker and Gunz. Carried.

#### 3. **Minutes of the 5 December 2014 Meeting**

The minutes were approved as distributed. Malone and Engelhardt. Carried.

#### 4. **Committee & Officer Reports**

4.1. **President.** David Porreca commented on national, provincial and local issues. At the national level, he spoke about CAUT's assessment of Bill C51 and the impact of antiterrorism measures on academic freedom; and the zero tuition initiative coming out of the Cape Breton Faculty Association. At the provincial level he noted the resolution of student strikes at York University and the University of Toronto, and the recent issue of double salary collection by the president of Western University.

Porreca highlighted several issues within the University that FAUW is engaged with, including:

- the administration's policy review project: FAUW has been asked to provide committee representatives and/or input through the Faculty Relations Committee to: class A policies governing the appointment of senior administrators; Policy 11 - Risk Management (new); Policy 14 - Pregnancy and Parental Leaves; Policy 17 – Quotations and Tenders; Policy 33 – Ethical Behaviour; Policy 76 – Faculty Appointments; and a new travel planning and approval policy under development.
- the University's consideration of implementing fall break; a series of motions is being prepared for Senate in the new year;
- advocating for improved processes around severe weather closure, including timing of decisions, safety and accessibility;
- BrightStarts daycare project – FAUW's financial contribution is still contingent upon the University providing a formal mechanism for how spaces will be held for University members;
- PAC renovation: students and the provost have committed funds to revitalize the PAC and have asked whether the staff and faculty associations would be willing to contribute; member feedback is appreciated;
- An agreement with the administration that faculty may now access the Centre for Career Action and an advisor is being hired for this portfolio; and
- FAUW has concerns about the collection, storage and transfer of medical information between Human Resources and various service providers; it is also advocating for centralized funding of costs associated with disability accommodations.

Within FAUW, Porreca indicated that a review and refresh of the constitution is underway, with major planned changes including ensuring representation for each Faculty, and extending the president's term of office to two years; and FAUW is in the process of hiring an Academic

Freedom & Tenure and Policy Officer replacing Carrie Hunting. He also described major initiatives to which FAUW could consider committing funds, including: support for athletics renovations; creating more social space on campus; and faculty access to health and counselling services. Members were asked to provide feedback vis-à-vis relative priorities.

In discussion, members commented on whether the Board of Governors at the University of Waterloo exercises sufficient oversight of executive compensation, and in particular whether internal governors are permitted to see this information.

Members heard a motion to accept the president's report. Tolson and Choh. Carried.

- 4.2. **Chief Negotiator.** Following the conclusion of salary negotiations, Lynne Taylor provided some external context for the agreement that was reached, noting that the University of Waterloo is different from unionized institutions in which salaries are negotiated in combination with other employment terms in their collective agreements. Many institutions reported that administrations were aggressive in attempting to claw back provisions around job security and governance, and a bifurcation was seen between those universities experiencing problems with their pension plans and those whose plans are in better condition (like the University of Waterloo).

Our settlement compounded average to base salary was 1.83% compared to a provincial average of 1.78%. Positive outcomes were also reached re: three year carry forward of professional expense allowances and agreement to set up a salary anomaly working group that develop a University wide process for identifying and addressing anomalies.

Members thanked Taylor for her time and effort on their behalf and heard a motion to accept the report. Choh and Malone. Carried.

- 4.3. **Treasurer.** Frank Zorzitto provided a brief review of the 2014 financial statements, noting that FAUW has approximately \$1M in assets, which will be reduced by the daycare payment to the University once an invoice is received. He also referred members to the proposed budget for the year ending December 31, 2015. Members heard the following motions:

Motion to approve the audited financial statements for the year ending 31 December 2014. Zorzitto and Gunz. Carried.

Motion to approve RLB LLP as FAUW auditors for the fiscal year ending 31 December 2015. Zorzitto and Taylor. Carried.

Motion to accept the proposed budget for the year ending 31 December 2015. Zorzitto and Choh. Carried.

Motion to accept the treasurer's report. Taylor and Choh. Carried.

- 4.4. **Elections Committee.** Porreca and Zorzitto reported that: Sally Gunz was acclaimed as FAUW president, eight nominations were received for six director positions, and 198 ballots were cast

in total. Directors elected to a two-year term starting July 1, 2015 were: Vivian Choh (optometry), Shannon Dea (philosophy), Heidi Engelhardt (biology), Elise Lepage (French studies), Bryan Tolson (civil and environmental engineering) and Paul Wehr (psychology). Members welcomed the new president and directors, and thanked outgoing directors Roydon Fraser, George Freeman and Frank Zorzitto for their service.

Members heard a motion to appoint general meeting chairs for the upcoming year as follows: fall 2015 Kate Lawson, spring 2015 Dan Brown. Porreca and Zorzitto. Carried.

Motion to accept the report of the Elections Committee. Choh and Malone. Carried.

**4.5. Academic Freedom and Tenure Committee**

**4.6. OCUFA Director**

**4.7. Pension & Benefits Committee Representative**

**4.8. Status of Women and Equity Committee**

Members heard a motion to accept the written reports of the Academic Freedom and Tenure Committee, OCUFA Director, Pension and Benefits Representative, and Status of Women and Equity Committee. Choh and Taylor.

In discussion, of the OCUFA director's report, members raised questions about impacts of the proposed activity based budgeting system on academic planning and were encouraged to bring their concerns to their Faculty deans and senators.

The motion carried.

**5. Course Evaluation Taskforce Preliminary Report**

Porreca presented the report in Mark Seasons' absence noting that the taskforce, of which he is a member, is seeking stakeholder feedback to its preliminary report, which it will finalize in December for presentation to Senate in January. Goals include having all teaching that is done on campus evaluated/able and moving to an online system.

He noted that FAUW wishes to ensure that faculty, especially pre-tenure, are not disadvantaged by the changes (for example, some institutions have reported declines in response rates when evaluations go online); and to acknowledge and address bias as much as possible, especially in terms of the uses to which course evaluations are put. One option being considered is that numerical results of evaluations may be made publically available, but anonymous written comments be for the instructor only, for formative purposes.

**6. Scheduling Survey Results**

Referring members to the FAUW blog, Bryan Tolson summarized results of the recent survey regarding timetabling principles put forward by the Provost's Advisory Committee on Timetabling (PACT). 70% of respondents felt that the principles met their needs, but many suggested additional concerns to be incorporated. 80% supported splitting the second principle in order to emphasize work-life balance. The survey results have been presented to PACT. After principles are finalized, the next step is to agree upon associated metrics.

7. **Member Feedback Session**

Discussion focused on:

**Saturday teaching.** Members heard that this may happen more often if a fall break is approved. FAUW believes this is not desirable and is pushing for greater commitment from the University re: academic supports that will be available when faculty are required to teach outside of regular business hours.

**Final Exam Scheduling.** Members would like to see exam schedules determined and communicated earlier, but heard that the Registrar's Office is swamped with implementing the scheduling system and has asked for more time.

**Course Evaluations.** Members discussed: potential for analytics using an online system; whether evaluations can be time stamped upon submission; concerns about use, particularly for faculty who teach required and/or challenging courses whose value may be best appreciated by students later on; desire to see faculty with survey expertise engaged in the process; and support for educating department chairs and others asked to use evaluation results.

8. **Other Business**

There was no other business.

9. **Adjournment**

A motion was made to adjourn. Engelhardt and Choh. Carried.

## **OCUFA Director's Report to the FAUW Fall General Meeting - submitted 30 November 2015**

David Porreca

The OCUFA Directors approved 3 main priorities for the organization for 2015-16:

### **I - Pensions**

**Long-term goal:** Design, build and transition interested faculty associations to a newly created Ontario university multi-employer jointly sponsored pension plan (JSPP) that addresses a number of existing pension concerns, including the lack of retirement options for contract faculty members, portability, governance issues and cost pressures.

#### **Goals for 2015-16:**

- Complete the design framework for an Ontario university multi-employer JSPP, with enough detail to allow faculty associations to make a decision about whether or not to participate in the build phase of the plan.
- Inform OCUFA member associations about the design of the Ontario university multi-employer JSPP and the process to transition into the plan.
- Act as a strong advocate for interested OCUFA member associations to participate in the build phase of the plan.
- Continue to support those faculty associations that do not participate in building the new plan, that want to join the other JSPPs, or that want to maintain their existing arrangements.

#### **NOTES:**

a) OCUFA is working on non-unionized Faculty Associations to be treated as unions in terms of being able to express a collective view on joining or not joining a JSPP.

b) Currently interested institutions/associations: Queen's, Guelph, Laurentian, Trent, King's, WLU, Nipissing, McMaster.

### **II - Faculty complement and contract faculty**

#### **Long-term goals:**

- Ensure that every academic job is a good job (a scholar in every classroom, good terms and conditions of employment, reasonable workload, job security).
- Increase job security for contract faculty and address workload concerns for tenure-track faculty members.

#### **Goals for 2015-16:**

- Continue to identify and articulate our member' shared interests in order to build solidarity and power to improve academic jobs.
- Develop concrete strategies to address the erosion of faculty complement and improve conditions for the growing proportion of contract faculty, with a view to bringing student-faculty ratios in line with the national average.
- Develop a common data request for bargaining and undertake advocacy to gain access to more comprehensive data through other available channels.

#### **Projects:**

- Contract faculty committee
- Contract faculty data (including common data request)
- We Teach Ontario update
- Contract faculty member mobilization
- Workplace stress survey
- Changing workplaces review/\$15 and fairness campaign

### **III - University funding and governance**

#### **Long-term goals:**

- Preserve government funding for universities at a level that will support high-quality, accessible higher education
- Revive university board and senate governance to ensure it is vibrant, functional, and reflects the needs of the university and community.

#### **Goals for 2015-16:**

- Engage as an active participant in the provincial government's review of the funding model to ensure that faculty goals and concerns are raised and heard.
- Develop strategies and sources for member associations to support collegial governance and make boards more representative and attentive to the needs of the university and community.

#### **Projects:**

- University finance committee
- University finance workshop and webinar
- Annual report on university finances
- Provincial government university funding review (OCUFA engagement and responses)
- University data system
- Governance member survey
- Environmental scan of existing governance practices
- Articulation of governance vision/goals (based on survey)
- Governance best practices handbook

#### **A few highlights from the OCUFA meeting:**

1) Directors heard about OCUFA's submission to the University Funding Model Consultation, as well as to the Changing Workplaces Review. The first focused on incremental improvements, while the latter focused on the precariousness of contract academic staff.

2) News from colleagues at McMaster:

a) They reported on achieving a payout to female faculty to make up for the pay gap. They noted it was a long process, unlike the impression given in media. Some tips for other associations: do the analysis yourself, write a good report, and develop a public relations strategy. --> It may be worth connecting with colleagues at Mac to get a fuller version of the story. How was their equity initiative started? Did it have buy-in from the get-go like UW's latest iteration? (Note: I'm not saying that historically there has been serious buy-in on this issue...).

b) The New Budget Model at McMaster continues to generate discussion. Intended to be a more transparent model of revenues and costs across all units, its effects have been that certain academic faculties (Engineering, Business) are winners while others (Humanities, Science) are losers. The formula for the NBM has already been tweaked but nonetheless it is clear that future faculty hiring will take place in the faculties that are deemed fiscally sound while in those that are not contraction will occur. The possible implications of such changes are considerable.

3) News from colleagues at Queen's:

a) On the merit side, they convinced the administration to assess merit biennially instead of annually.

b) Program prioritization decisions properly belonging to Senate are now driven solely by cost concerns under the new activity-based budget model.

4) Ontario Ombudsman will not get involved in collective agreement matters. All other adjudication processes will be pursued before the ombudsman will investigate anything. Main objective: To make sure due process is applied in all cases.

5) Directors heard presentations by colleagues from Brock regarding their program prioritization process, and from UWO on the executive double-compensation scandal.

#### **Additional Notes**

1- OCUFA recently held its annual **workshop on understanding university finances**. This year's theme was focused around addressing key problems in test-case universities using real, publicly available up-to-date data. Working-group sessions moved from problem identification, to the development of a communications strategy to generate membership support to address the problem.

2- FAUW members can anticipate the visit of OCUFA President Judy Bates and its Executive Director, Mark Rosenfeld, at our Winter General Meeting in April 2016.

## Report on Pensions and Benefits

Lori Curtis

9 December 2015

There are three faculty representatives on the University Pension and Benefits (P&B) Committee, which is a standing committee of the Board of Governors: Lori Curtis, Mary Hardy and Peter Forsyth.

This report covers activities of the University P&B Committee since April 2015. Agendas and minutes of the committee are available at

<https://uwaterloo.ca/secretariat/committees-and-councils/pension-benefits-committee-agenda-and-minutes>

### 1. State of the Pension Plan

- There have been no updates on the state of the plan since last report. Valuation results are presented at the beginning of each year when data are available. As of December 31, 2014, the Registered Pension Plan had a market value of just under \$1.32 billion.
- Based on the preliminary actuarial assumptions, the Registered Pension Plan has a going concern deficit of \$98 million down \$149.5 million last year. On a going concern basis the plan is funded at about 93%. The solvency ratio (no indexing) is 0.87 and the wind up (full indexing) is 0.58. The Payroll Pension Plan is fully funded.
- The University continues to contribute \$1.63 for each dollar contributed by the members (members contribute approximately 7.35% of earnings and the university contributes 11.99%). The plan is basically jointly sponsored (50/50) with members contributing \$27.3 million and the university contributing \$28.5 million in current costs. The university is paying another \$15 million in special payments to amortize unfunded liability and 1.1 million in payments to fund some of the unfunded liability.
- The government modified solvency funding relief for plans entering into Stage 2 as of 31 December 2014. The University must decide whether to enter into Stage 2 and which option to adopt; under the current situation, the University's special payments would increase by \$10 million (from ~\$15 million) in the year following the next filing (1 January 2018); the modified provisions would give the University more flexibility.

### 2. Benefits Rates

Indexation of health and dental plan maxima will be increased as of January 1, 2016 to adjust for inflation.

### 3. Benefits Review

The Employee Assistance Plan is being reviewed and members from administration and community groups, including members of the pensions and benefits committee and FAUW, are involved in the discussions.

# **Status of Women and Equity Committee (SWEC) Report Faculty Association University of Waterloo (FAUW) AGM December 9, 2015**

The [Status of Women & Equity Committee](#) serves the UW community on matters related to the status of women and on broader equity issues, for example, issues related to ethnicity, race, sexual orientation, disability, religion, age, and gender identity.

SWEC's activities include:

- Maintaining a watching brief for FAUW on issues related to equity.
- Developing and promoting policy positions related to equity issues.
- Promoting a culture of equity through education and advocacy (organizing events and workshops)
- Consulting with FAUW and with other UW groups, upon request, on cases or situations that involve equity issues.

Over the last several years, SWEC has made considerable headway in becoming a recognizable and respected voice for equity on campus. We are increasing our ability to make positive change at Waterloo by expanding our outreach and developing networks of equity seeking individuals and groups in the U.W. and broader community.

## **Current SWEC Initiatives**

### *1. Accessibility Audit*

- \*In looking for a space for a SWEC event, we realized how inaccessible campus is.
- \*An accessibility audit will help UW determine what changes are needed, and an action plan to improve accessibility across campus. (Queen's University is a recent example of a successful accessibility audit)
- \*The Associate Provost, Human Resources showed interest in an audit and is open to consulting with SWEC.

### *2. Improve Accessibility of East Campus (problematic due to construction – many buildings/paths inaccessible.)*

- \*We brought this issue to the attention of UW's VP Admin & Finance
- \*They plan to review the current practices on materials placement and also double check that work on access ramps is compliant with AODA.
- \*Discussions are currently underway between PlantOps & AccessAbility Services to determine the best way to communicate access plans for construction projects.
- \*Some issues that have arisen due to the LRT revising its schedule (UW has little input here).

### *3. Initiatives Related to Non-closure During Severe Weather*

A→ Met with VP Admin & Finance –he is receptive to improvements in UW Severe weather documentation.

- \*Grounds team working on simple site map to show which paths are cleared on a priority basis. This map would be made available, on-line.

- \*VP Admin & Finance also asked interim Chief Information Officer and his team to update the campus map to include the tunnels to help navigate internally during the winter. They have begun this project:

  - <https://uwaterloo.ca/map/?basemap=D#map=17/43.4686/-80.5403>

  - They plan to add a filter on the left pane to allow the users to mark the tunnels with pins.

  - The map contains a link for feedback.

B→ Meeting with Marketing and Strategic Communications to discuss ways in which we can:

- \*Frame the issue better (e.g. not place onus on faculty for safety).
- \*Direct faculty and students to the appropriate policies and/or provide a policy consistent way to handle severe weather related accommodations.
- \*One point that might arise from this meeting is a clear need for formal policy on accommodations resulting from severe weather.

#### *4. Central Funding Model for Accommodations*

- \*SWEC drafted a proposal that UW should consider a central funding model, wherein employees may request accommodation without fear of discrimination and in an environment that protects their privacy and anonymity.
- \*A central accommodation fund would also reduce the burden on individual units, reduce ad hoc decision making, and improve equity.
- \*We achieved a measure of support from Administration in June.
- \*The Associate Provost, Human Resources is exploring this idea.

#### *5. SWEC has asked for additional representation on the Provost Advisory Committee on Equity (PACE)*

- \*Currently, SWEC has no official seat on PACE.
- \*FAUW has put forward a SWEC member as their representative in the interim.

#### *6. Data collection Initiatives*

- \*SWEC is interested in collecting data on hiring and retention, to determine how we can improve recruitment and retention of women.
- \*We are consulting with other groups on campus to determine the best avenue to approach a survey.

## **Consultations**

#### *1. White Paper on Bibliometrics*

- \*After the Bibliometrics Working Group consultations, SWEC sent an email detailing concerns of gender bias in bibliometrics.
- \*The working group has taken these suggestions in hand and will be consulting on that section in a future draft.
- \*They seem to be very open to suggestions from all faculty.

#### *2. Ontario Government has established a committee develop a strategy to close the gender pay gap*

- \*The committee has been holding town hall meetings and consulting with stakeholders.
- \*SWEC & FAUW members, including those on the Salary Anomalies Review committee, attended consultation on campus, providing feedback to the committee (attending the meeting was a broad group: the Pay Equity Commission, Ministry of Labour, and UW staff, faculty, student and administration).
- \*Anyone can submit suggestions (they are particularly looking for policy recommendations)
- \*OCUFA aims to provide a coordinated response, and has asked for contributions from each campus.
- \*SWEC members are working with FAUW to craft a UW contribution to this piece.

#### *3. Hiring Committee for new Accessibility Manager*

- \*We have a SWEC member serving in an advisory group for the hiring committee of the Accessibility Manager position.

## SWEC Events

### **SWEC's Annual Equity and Inclusivity Award Reception (March, 2016)**

This award recognizes a member, group, 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. Please consider submitting a nomination!!

<https://uwaterloo.ca/faculty-association/status-women-equity-committee/swec-events/equity-inclusivity-award>

Nominations are due Jan 30.

### **On-Going SWEC Sponsored Events**

*W3 – Waterloo Women's Wednesdays (ongoing)*

This series is an informal monthly mingling followed by programming by, and for, woman-identified grad students, post-docs, staff and faculty.

Organized by Shannon Dea (Women's Studies) with FAUW, GSA, UWSA, Post-Doc office & Watport

*Gender and Equity Scholarship Series (ongoing)*

This series highlights and promotes gender and equity research currently being conducted at the University of Waterloo. The series also provides and promotes networking opportunities for students, staff and faculty.

Organized by Diana Parry (Special Advisor to the President – Women's and Gender Issues).

*If you have suggestions for speakers, or would like to be on the list-serve for gender and equity related events, please contact me.*

### **Past Events (Organized or Supported by SWEC)**

*Eli Clare – “A Dialogue on Cure.” (October, 2015)*

Prominent writer, speaker and activist, Eli Clare challenges the medical model of disability, with its focus on “cure” and the drive to “repair” people deemed broken.

Organized by SWEC with support from UWSA, SMF & SJU, Dean of Arts Office, Equity Office

*Mike Domitrz “Can I Kiss You.” (October, 2015)*

Domirtz is one of the leading experts on healthy dating, consent, bystander intervention and sexual assault awareness.

Organized by Equity Office.

*E. Patrick Johnson “The Beekeeper: Performing Black Southern Women who Love Women.” (October, 2015)*

Dr. Johnson has published widely in the area of race, gender, sexuality and performance.

Organized by Drama & Speech Communication.

*Special Screening of Polytechnique at the Original Princess (December, 2015)*

A film about the killings that took place at Montreal's Ecole Polytechnique more than 25 years ago.

This was part of UW 16 Days of Activism Against Gender-Based Violence.

Organized by Women's Studies.

## **FAUW Constitution Revisions**

### **Fall General Meeting, 9 December 2015**

As discussed at the 2015 Spring General Meeting, FAUW wishes to update its Constitution, which was last reviewed by the membership in 2011. Changes to the Constitution require a 2/3 majority vote of the membership.

Housekeeping changes and clarifications have been included throughout the document. Highlights of the most significant proposed changes are:

- **s.6 Board of Directors:** the Board complement is increased to 13 voting directors (including the president and past president).
- **s.7 Elections:** In order to better represent the diversity of faculty appointments and the importance of having viewpoints and experiences from all Faculties at the FAUW table, the Board composition is changed from eight directors at large to:
  - o one director elected by and from the members of each of the six Faculties
  - o one member elected by and from the members holding the rank of Lecturer
  - o four members elected by and from the membership at large
- The president will be elected in the fall (in advance of the other Board members who are elected in the winter term). This will allow departments more time to plan around the associated course reductions and enable a longer transition and shadowing process.
- The president's term is extended to two years, consistent with other Board members and recognizing the large learning curve involved in holding this position.
- **s.15. Voting of Members:** Updated to reflect the shift to electronic rather than paper balloting.
- **s.16. Fiscal Year:** FAUW's fiscal year end will be moved from December 31 to April 30 in order to coincide with the fiscal year end of the University and with the cycle of FAUW activities, which generally coincides with the academic year rather than the calendar year.
- **s.19 Committees:** Committees have been amended to reflect current active standing committees. An Executive Committee is added and the Political Relations Committee, which has been inactive for many years, has been removed. Reference to editor of the FAUW newsletter has also been removed, as the newsletter has been replaced by a blog and regular president's updates to the membership.

# Faculty Association of the University of Waterloo

## Constitution

### 1. NAME

The name of the association shall be the Faculty Association of the University of Waterloo (FAUW).

### 2. OBJECTIVES

To represent all University of Waterloo employees who are recognized by the University as represented by FAUW in the Memorandum of Agreement (Article 2.1.1) and all others who are admitted as members of FAUW as per section 4 of this Constitution~~the academic staff of the university, including but not limited to professors, lecturers, professional librarians and researchers,~~ in the processes determining the terms and conditions of employment.

To promote fairness for and equitable treatment of the individuals it represents by negotiating and defending sound policies, practices and procedures.

To defend and promote academic freedom and tenure within the university.

To promote a climate of freedom and collegiality, and in other ways to promote the welfare of the university as a community of scholars.

To promote an environment that supports quality teaching and research.

To promote a diverse and inclusive university where the advancement of human rights is a priority.

To deal with all other matters considered to be in the interests of the Association and its members.

### 3. AFFILIATION

FAUW shall be affiliated with the following:

- a. the Ontario Confederation of University Faculty Associations (OCUFA);
- b. the Canadian Association of University Teachers (CAUT).

### 4. MEMBERSHIP

- a. Membership shall be open to all University of Waterloo ~~faculty employees~~ who are officially represented by FAUW (Memorandum of Agreement Article 2.1.1); ~~); for these all employees represented by FAUW~~ faculty members, monthly FAUW payroll deductions are a condition of employment (Article 2.5 for UW faculty). Membership shall become effective upon completion of a membership form. Monthly FAUW payroll deductions are a condition of employment for employees officially represented by FAUW, regardless of membership (Memorandum of Agreement Article 2.5).
- b. Membership shall also be open to non-regular (including research) faculty members and professional librarians at the University of Waterloo and to faculty members at FUAC the affiliated university colleges<sup>†</sup> institutions, and shall become effective upon completion of a membership form authorizing monthly FAUW payroll deductions.

<sup>†</sup>~~FUAC~~ ~~The affiliated university colleges are refers to the Federated University (St. Jerome's) and Affiliated University Colleges (Conrad Grebel, Renison, and St. Paul's).~~

- c. Members shall be ~~required-eligible~~ to vote at general meetings and on other matters put before them by the Board of Directors, to nominate candidates or run for election to the Board of Directors, to serve on the Council of Representatives and FAUW standing and ad hoc committees, and to serve on University committees whose members are jointly appointed by the vice-president, academic and provost and the FAUW president.
- d. ~~Academic staff~~Faculty members at the University of Waterloo ~~or FUAC institutions holding the position of Dean or higher and the University Librarian who report directly to a vice-president or above, and faculty members holding senior administrative positions at the affiliated university colleges (normally individuals who report directly to the institution's principal or president - e.g., faculty deans, associate vice-presidents, associate provosts, etc.)~~, shall be excluded from membership in FAUW ~~(e.g., Faculty Deans, Associate Vice-Presidents, Associate Provosts, etc.)~~.
- e. The Board of Directors may admit others (aside from those expressly excluded by (d) above) to associate membership in FAUW, where it is in FAUW's interests. Associate members may not vote or hold office.
- f. Members may resign in writing or by e-mail; however, FAUW fees will continue to be deducted for faculty members specified in 4(a).

## 5. FEES

- a. The mil rate used to determine FAUW fees shall be fixed from time to time by a simple majority vote of the Board of Directors, and by a ratification vote by the membership ~~at a general meeting~~. Fee changes shall normally become effective July 1.
- b. The fees shall include membership in OCUFA and CAUT.

## 6. BOARD OF DIRECTORS

A Board of ~~ten-13~~ voting directors shall be responsible to the membership and shall direct FAUW's general policy and work. In addition to its standing committees, the Board may appoint additional committees with specified terms of reference. All committees shall report and be responsible to the Board of Directors.

Chairs of FAUW standing committees who are not elected directors shall serve as ex-officio, non-voting members of the Board. The Board may appoint additional members to serve in this capacity.

The St. Jerome's University Academic Staff Association (SJU-ASA) and the Librarians' Association of the University of Waterloo (LAUW) may each annually or biennially, in accordance with the procedures of each association, select or appoint one of ~~its-their~~ Executive Committee members to serve as a an-ex-officio non-voting members of the FAUW Board of Directors.

## 7. ELECTIONS

—A president shall be elected ~~annually~~ by and from the FAUW membership, normally to serve a two-year term. A president may be re-elected once consecutively. Upon completion of her/his term, s/he, and shall serve as past president, if available, when her/his term as President is completed.

—The remaining ~~eight-11~~ directors shall be elected by and from the members and shall normally serve two-year terms staggered so that the terms of ~~four~~ at least five elected directors end each year.

- a. The voting membership of the Board of Directors shall consist of the following:

A. Ex Officio

- i. FAUW president
- ii. FAUW past president

B. Elected

- i. One member elected by and from the members of each of the six Faculties of the University
  - ii. One member elected by and from the members holding the rank of lecturer (including clinical appointments)
  - iii. Four members elected by and from the membership-at-large
- a. —
- b. Elections shall normally be by secret ballot. The president shall be elected prior to the fall term general meeting of the members and the remaining directors shall be elected~~held~~ prior to the Springwinter term general meeting of the ~~membership members~~ so that the results may be announced at the respective meetings. Vote tallies shall be provided at the meetings upon request.
  - c. ~~The transition of the Board of Directors~~Directors' and officers' transitions shall take place July 1.
  - d. Each ~~January-September~~, the directors shall appoint an Elections Committee consisting of a minimum of two FAUW members who shall organize the election according to the procedures established by the Board of Directors. No member of the Elections Committee may be a candidate for any office.
  - e. The Elections Committee shall advertise vacancies widely and receive nominations ~~up to at least~~ thirty calendar days prior to the date set for the ~~Spring~~ general meeting at which the election results are to be announced. Nominations must be signed by three FAUW members and nominees must agree in writing to stand for election.
  - e.f. The Elections Committee shall strive to present a demographically diverse slate of candidates.
  - f.g. A ballot shall be distributed to the FAUW membership at least ~~fifteen-seven~~ calendar days prior to the date set for the ~~Spring~~ general meeting. Voting shall close at 13:00 two business days before the ~~Spring~~ general meeting. Paper ballots, if used, shall be counted by at least two scrutineers appointed by the Elections Committee. The scrutineers may include members of the Elections Committee.
  - g.h. The members may remove any director from office before the expiration of her/his term of office. Notice of a resolution to this effect must be given at least one week in advance of a general meeting, and the director shall be removed from office if the resolution is passed by at least two-thirds of votes cast at that meeting. If a director is removed in this way, a replacement election may be held at that meeting, and the members may elect any member in her/his stead by a plurality of votes cast.
  - h.i. Service as a director shall be limited to a maximum of ~~five-six~~ consecutive years, except when the director is serving as president or past president. The term of president shall be limited to ~~three~~ four consecutive years. A president may serve multiple two-year terms as long as they are not consecutive.

## 8. VACANCIES

Vacancies on the Board of Directors may, so long as a quorum of directors remain in office, be filled by the directors from among the ~~qualified~~ FAUW membership for the remaining portion of that year of the term. In the event that there is not a quorum of directors, the remaining directors shall forthwith ~~call a meeting of the members~~ hold an election to fill the vacancy ~~(-ies)~~.

## 9. QUORUM AND MEETINGS, BOARD OF DIRECTORS

Fifty percent of the directors shall form a quorum for the transaction of business. Directors' meetings may be formally called by the president or vice president or by petition in writing by two directors to the secretary.

Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. In ~~the~~ the case of an ~~equality of tie~~ equality of tie votes, the chair, in addition to her/his original vote, shall have a second or casting vote.

## 10. OFFICERS OF THE ASSOCIATION

~~a.~~ a. There shall be a president, vice president, past president and treasurer, all of whom shall also be directors of the association, and such other officers as the Board of Directors may determine.

~~a.b.~~ a.b. Except for the president, who is elected by the FAUW membership, and the past president, the remaining officers shall be approved by the Board of Directors. The executive manager shall serve as the secretary in a non-voting capacity.

~~b.c.~~ b.c. The Board of Directors may remove any officer except for the president from office by means of a 2/3 majority recorded vote.

## 11. DUTIES OF THE OFFICERS

### President

The president shall chair the meetings of the Board of Directors and represent FAUW at the University and in the broader community. The president shall be charged with the general management and supervision of the affairs and operation of the association. The president shall ~~be one of the FAUW representatives or~~ serve as co-chair of the Faculty Relations Committee and as an ex-officio member of all FAUW standing committees.

### Vice President

The vice president ~~shall fulfill the duties of the President during her/his absence and shall~~ chair the ~~joint~~ meetings of the Council of Representatives ~~and the Board of Directors~~ and shall fulfill the duties of the president during her/his absence. The vice president may be assigned other duties determined by the Board of Directors.

### Past President

The past president shall fulfill the duties of the president or vice president in their absence and perform such duties as may from time to time be determined by the Board of Directors. If the immediate past president is not available to serve, the Board of Directors may appoint a previous past president.

### Treasurer

The Treasurer, ~~or her/his designate, or person performing the usual duties of a Treasurer, shall be~~ responsible for keeping FAUW's financial records and ~~be responsible~~ for transactions with financial institutions designated by the Board of Directors. The treasurer shall be responsible for rendering an account of FAUW's financial position to the Board of Directors whenever required and shall report to the membership at ~~the Spring~~ general meetings. S/he shall also perform such other duties as may from time to time be determined by the Board of Directors.

### Secretary

The secretary, or designate, shall issue notices and agendas for meetings of the Board of Directors and general meetings of the membership, and record the minutes of these meetings. The secretary shall maintain FAUW's documents and records.

### Other Officers

The duties of all other FAUW officers shall be ~~such as the terms of their engagement call for or the Board of Directors requires of them~~ as determined by the Board of Directors.

## 12. COUNCIL OF REPRESENTATIVES

- a. There shall be a Council of Representatives, the major functions of which are to act as liaison between the directors and the membership, to act in an advisory capacity to the directors, and to promote the benefits of membership in the Association to faculty members. Additional functions may be defined from time to time by the directors.
- b. ~~Members of each~~ Each University of Waterloo academic department or school ~~shall shall select elect or (according to the preference of the academic unit) appoint~~ one representative to the Council in a manner acceptable to the members of the department or school. The ~~St. Jerome's University Academic Staff Association (SJU-ASA) and the Librarians Association (LAUW)~~ each may also elect or appoint a representative. Each September, the FAUW vice president shall contact each constituency through its chair or director to request that ~~it determine its~~ the members of the department or school determine their representative for that year. With the exception of the SJU-ASA and LAUW representatives, council representatives must be FAUW members. Representatives shall serve a one-year (renewable) term.
- c. Where a constituency has not elected or appointed a Council representative by September 30 in any year, the directors may appoint a pro tem member to represent ~~them that constituency until such time as the department or school selects an appointee~~.
- d. The Board shall consult with the Council regularly on the policy issues that arise as the Board transacts the ordinary business of the Association. There shall be a joint meeting of the Board of Directors and the Council of Representatives at least twice annually, once in the fall term and once in the winter term. The vice president shall summarize the non-confidential business of the Board since the last Council meeting and report on the business arising from it. Additional meetings may be called by the Board of Directors or by petition by any eight members of the Council of Representatives. Notice of such meeting and the agenda shall be sent by e-mail to the Board of Directors and the Council of Representatives not less than one week prior to the meeting.

## 13. GENERAL MEETINGS OF MEMBERS

- a. There shall be two general meetings held annually, one in the fall term and one in the ~~Spring~~ winter term. Additional general meetings may be called by the Board of Directors or by petition by

sixty FAUW members. Notification of the date, location and agenda for all meetings shall be circulated at least one week prior to the meetings.

- b. The president, ~~treasurer, and~~ committee chairs ~~and officers~~ shall deliver reports at every general meeting. At the fall term meeting, the audited financial statements shall be presented, members shall approve the auditor for the following year, and the results of the presidential election shall be announced. At the Spring-winter term meeting, the ~~audited financial statements and~~ draft budget for the fiscal year shall be presented ~~and~~; the results of the Board election shall be announced ~~;~~ and Members-members shall approve the ~~budget, the auditor, and the~~ chair of general meetings for the ensuing year. The chair of general meetings shall not be a member of the Board of Directors.
- c. Normally, all motions to be debated and voted upon must be circulated in the form of "Notice of Motion" at least one week prior to the meeting. However, motions may be brought forward from the floor if they are not of major policy significance.

#### 14. QUORUM OF MEMBERS

A quorum for the transaction of business at any general meeting shall be 30 members.

#### 15. VOTING OF MEMBERS

- a. Each FAUW member shall be entitled to one vote.
- b. Unless otherwise required by the Rules of Order, the following will apply to votes of the members:
  - i. At the Board of Directors' discretion, votes may be conducted either by ballot or at a properly constituted general meeting.
  - ii. At all meetings of the members every question shall be decided by a majority of the votes of the members present ~~unless otherwise required by the Constitution of the Association, or by law.~~ In the case of a tie vote, the chair shall be entitled to a ~~second or casting~~ vote; otherwise the chair shall not vote.
  - iii. Votes conducted by ballot will be administered by a secure and confidential electronic voting process. The question will be decided by a majority of the votes cast.

#### 16. ~~FINANCIAL~~ FISCAL YEAR

Unless otherwise ordered by the Board of Directors, the fiscal year of the association shall end ~~December 31~~ April 30. There shall be an annual audit of the FAUW financial records by an external auditor appointed at the fall general meeting.

#### 17. FINANCIAL DOCUMENTS

All cheques and other financial documents shall be signed by persons authorized by a resolution of the Board of Directors. All cheques shall be signed by any two designated signing authorities.

#### 18. BORROWING

For the purpose of carrying out the objectives of the association, the association may borrow, raise, or secure payment of money in such manners as it deems fit. Exercise of the powers described in this section shall require approval by a 2/3 majority of ballots cast in a vote of the members ~~hip. entitled to vote present at a special meeting called for that purpose.~~ No debenture shall be issued ~~without the sanction of a special resolution~~ otherwise.

## Newsletter

~~THE EDITOR OF THE NEWSLETTER (THE FAUW FORUM) SHALL BE APPOINTED BY THE BOARD OF DIRECTORS FOR A ONE YEAR TERM. THE TERM MAY BE RENEWED.~~

## **2019. COMMITTEES AND FAUW EXTERNAL REPRESENTATIVES**

The Board of Directors shall establish standing committees. ~~Membership on these committees is for up to a three year term, arranged so that an appropriate number of the committee members are replaced each year.~~ The chairs of the standing committees ~~must be directors or non-voting ex-officio members of~~ shall serve on the Board of Directors as described in section 6. Only FAUW members are eligible to serve on standing committees. One duty common to all standing committees is to recommend to the Board of Directors the appointment of the chair of the committee, ~~and~~ the appointments of new members of the committee, and membership terms. The standing committees are as follows:

### **Executive**

This committee consists of the president, past president, vice-president, and treasurer. It is responsible for advising the president in establishing the agendas of Board and general meetings, and for any other duties determined by the Board of Directors.

### **Compensation and Benefits Negotiating Team**

~~A committee which advises the Board of Directors on all matters of salary and benefits, including pensions, and conditions of employment relevant to these matters. This is distinct from the Association's appointees to the~~ The Compensation Negotiating Team is described in Article 10 of the Memorandum of Agreement.

### **Academic Freedom and Tenure**

A committee which assists faculty members with any problem arising with the administration regarding terms and conditions of employment and application of university policy, tenure and promotion issues, annual performance reviews, and pension and benefits issues. The committee also plays an advisory role in the development and revision of relevant University policies and, with the approval of the Board of Directors, works to inform members about such matters.

### **Political Relations**

~~A committee concerned with political matters as they are relevant to the well-being of the academic community. The committee will undertake educational and advocacy activities as appropriate. The Association's OCUFA Director shall be a member of this committee.~~

### **Status of Women and Equity**

A committee concerned with matters related to the status of women, and with broader equity issues such as those arising from gender, ethnicity, race, sexual orientation, disability, religion, age, or gender identity. The committee engages in educational and advocacy activities as appropriate and liaises with other related committees of the University, OCUFA and CAUT.

The Board of Directors may also co-operate with and appoint representatives to any University or external organization which may be appropriate to FAUW's interests.

## **2420. RULES OF ORDER**

In all matters not covered by this constitution, Roberts Rules of Order (as revised from time to time) shall apply.

#### **2221. INDEMNIFICATION**

FAUW shall indemnify and save harmless, out of FAUW funds, every director, officer, or employee of the association, or other person who has undertaken or is about to undertake any liability on behalf of FAUW or any organization controlled by it, and their heirs, executors and administrators, and estate and effects respectively, from and against:

- a. all costs, damages, charges and expenses which a director, officer, employee or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability;
- b. all other costs, damages, charges and expenses which a director, officer, employee or other person sustains or incurs in or about or in relation FAUW affairs; except such costs, damages, charges or expenses as are occasioned by wilful neglect or default.

FAUW may purchase and maintain such insurance for the benefit of its directors, committee members, and staff as the Board of Directors may from time to time determine.

#### **2322. AMENDMENTS**

This constitution may be amended by a 2/3 majority of the votes cast at any FAUW general meeting of by secret ballot. Notice of resolutions to amend this constitution shall be sent to the members of the Association at least one week prior to the meetingvote.

*Approved by the members December 6, 2011*

*Amended by the members DATE*

## Lecturers Survey: Preliminary Report

In association with ongoing revisions to Policy 76<sup>1</sup>, a new FAUW committee was created focused on the concerns of lecturers<sup>2</sup>. This committee consists of eight lecturers drawn from all six Faculties, along with several non-lecturer members of the FAUW Board and the Policy 76 Revision Committee. It soon became apparent that the job descriptions of faculty members in lecturer positions varied widely across this campus. To capture this diversity, a survey was administered (Nov 13-20, 2015) to explore five main topics:

- terms of appointment – the nature of lecturer positions, how individuals got there
- teaching loads
- experience with the “option to have at least one term in six be non-teaching”
- service – understanding of eligibility for and participation in various service roles
- different titles and ranks for lecturers at uWaterloo

The response rate to the survey was impressive, with 83% of the 180 lecturers participating. This level of support, consistent with the very well attended, lively meeting of lecturers held by FAUW in summer 2014, shows the level of engagement of this group. Every question provided an option for clarification, and respondents provided abundant feedback. This early report will provide highlights based on data only, but much insight will be gained by thorough consideration of the qualitative responses.

### ***Terms of Employment***

The majority of lecturers (73%) competed for their positions in open searches. These positions are relatively long-term, with 68% in their positions for four years or more, and 28% here for more than 10 years. Despite this longevity, the process of transitioning to continuing lecturer is far from clear - the process had been discussed with 41% of respondents, but 55% indicated that process had not been discussed or that they were unclear on it. Somewhat surprisingly, only 54% of respondents were in 80% teaching : 20% service positions. A significant proportion had research components (60 : 20 : 20, 17%), while the remainder (28%) had 50% or 70% service components.

### ***Teaching Load***

The most commonly reported course load per calendar year was 6 (33%), but 15% taught more, and 15% taught 3 or fewer. Further scrutiny may reveal that these lower loads are associated with the service-heavy positions. Rather than teaching portions of courses, lecturers tend to have primary responsibility for their courses with three courses per term being the most common load (58% of respondents). Lecturers are responsible for a broad range of course types; the vast majority (84%) of respondents deliver core or required courses, but they also deliver online courses (22%) and graduate courses (28%).

### ***Non-Teaching Term***

The majority (70%) of lecturers teach three terms out of three. Of these, only 34% have had a non-teaching term. Of the remainder, 27% believed they were ineligible, 10% were not even aware of the policy and 28% thought they were eligible but had never been offered. Of those that had a non-teaching term, 78% gained the

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<sup>1</sup> This policy defines appointment categories and hiring procedures for faculty at the University of Waterloo.

<sup>2</sup> FAUW officially represents all lecturers, both continuing and definite term. Sessional instructors and certain other non-regular appointments are not recognized as being represented by FAUW.

term off teaching only by having their teaching redistributed to other terms that year. For those that have had a non-teaching term, the main activities were increased service (64%) and course/program development (60%).

**Service Roles**

There seemed to be lack of clarity on whether lecturers were eligible for certain service roles. While the vast majority (97%) attended and voted on issues arising at departmental meetings, only 21% had served on hiring committees, and 54% believed they were not allowed to participate in this process. While 21% had served on grad student advisory committees and/or (co)supervised grad students, 55 and 61%, respectively, believed they were ineligible for these two roles.

**Titles**

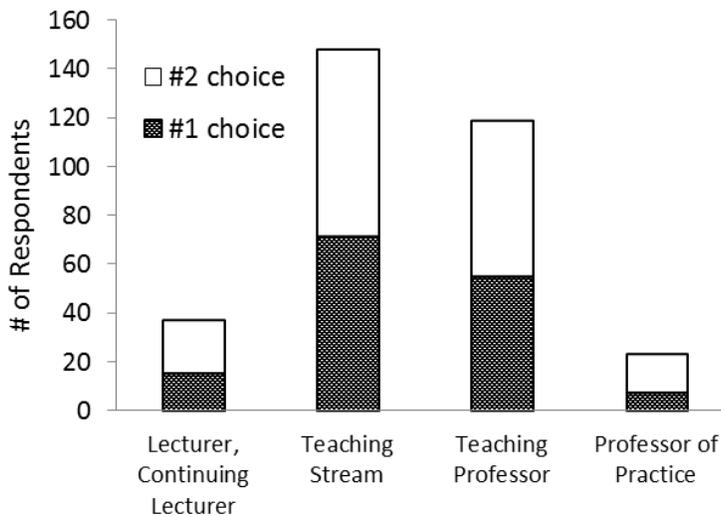
Lecturers were asked to rank the following four options in order of preference:

Lecturer, Continuing Lecturer

Assistant Professor, Associate Professor or Professor, Teaching Stream

Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor

Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice



Shown at left are the first and second choices for all respondents. The designations most preferred were:

- Assistant Professor, Teaching Stream*
- Associate Professor, Teaching Stream*
- Professor, Teaching Stream*

The next strongest preference was for the following designations:

- Assistant Teaching Professor*
- Associate Teaching Professor*
- Teaching Professor*

The 2015 Lecturers Survey has been an important first step in understanding how FAUW can better inform the Policy 76 Committee and other levels of uW administration on how best to meet the needs of this group.