

## Spring General Meeting

Thursday, 6 April 2017, QNC 1502

12:00 to 2:00 pm

*Pizza, samosas and treats will be provided.*

### Agenda

1. **[12:00 – 12:10] Introductory Material**
  - 1.1. Welcome
  - 1.2. Approval of Agenda
  - 1.3. Minutes of the 6 December 2016 Meeting\*
2. **[12:10 – 12:45] Committee & Officer Reports**
  - 2.1. President [Sally Gunz, 10 mins]
  - 2.2. Treasurer [George Freeman for Dan Brown, 10 mins]
    - Motion to approve proposed budget for 1 May 2017 – 30 Apr 2018\*
  - 2.3. Elections Committee [Heather Mair, 5 mins]

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

  - 2.4. Academic Freedom & Tenure Committee\*
  - 2.5. Status of Women and Equity Committee\*
  - 2.6. Lecturers Committee\*
  - 2.7. Pension & Benefits Liaison\*
3. **[12:45 – 1:00] Salary Negotiations**
4. **[1:00 – 1:30] Supporting Mental Health Discussions on Campus**
5. **[1:30] Open Feedback Session**

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?
6. **Other Business**

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

## FACULTY ASSOCIATION OF THE UNIVERSITY OF WATERLOO

### Minutes of the Fall General Meeting, Tuesday, 6 December 2016, 12:00 noon, MC4020

Kate Lawson chaired the meeting and advised that a quorum was present.

#### 1. Introductory Material

- 1.1. **Welcome.** Members were welcomed by the chair.
- 1.2. **Approval of Agenda.** A motion was heard to approve the agenda. David Porreca and Lynne Taylor. Carried.
- 1.3. **Minutes of the 6 April 2016 Meeting.** A motion was heard to approve the minutes as distributed. Paul Ward and Doris Jacobsh. Carried.

#### 2. Committee & Officer Reports

- 2.1. **President.** Sally Gunz highlighted key activities in the past six months including:
  - FAUW has completed its full-time staff complement with the addition of Laura McDonald in the role of community relations coordinator. Working together with Board members she has substantially improved communication and outreach to members.
  - Amendments to FAUW's constitution now provide for representation from all Faculties and from lecturers on the FAUW Board. Members at large will be elected in spring 2017. Gunz stressed the importance of having multiple candidates run for election and of maintaining an open organization.
  - Thank you to the Salary Anomalies Working Group, on which FAUW was represented by Lynne Taylor (History), Cecilia Cotton (Statistics & Actuarial Science) and Benoit Charbonneau (Pure Mathematics). The process that was negotiated covers a larger contingent of faculty (including men for the first time) and is much more transparent than past efforts.
  - Performance review provisions in the Memorandum of Agreement (MOA) mean that reviews will take place every other year for tenured faculty and continuing lecturers; discussions around further revisions to the MOA are ongoing. Meanwhile, policy efforts are taking a lot of time, particularly Policy 33 – Ethical Behaviour, Policy 42 – Prevention and Response to Sexual Violence, and Policy 76 – Faculty Appointments.
  - Gunz spoke to some areas of tension with the administration, particularly arising from policy support and legal services residing in the same office.
- 2.2. **Treasurer.** Lynne Taylor presented the audited financial statements for the four month “stub year” used to transition FAUW's fiscal year end to match that of the University. Members heard the following motions:

Motion to approve the audited financial statements for 1 January – 30 April 2016. Dan Brown and George Freeman. Carried.

Motion to approve RLB as the association's auditors for the next fiscal year. Dan Brown and Lori Curtis. In discussion, members encouraged the Board to consider whether auditors should be changed from time to time as a best practice, and heard that the individuals conducting FAUW audits have changed several times. Carried.

Motion to approve proposed budget for 1 May 2016 – 30 April 2017. Dan Brown and David Porreca. In discussion, members heard that the increase in legal funds are to support ongoing arbitration costs as well as the occasional need for professional opinions on policy matters. Concern was expressed over the amount of value provided by CAUT and Gunz noted that this is being monitored. Carried.

- 2.3. **Elections Committee.** Sheila Ager reported that two nominations were received for FAUW president, however one candidate voluntarily withdrew. Bryan Tolson is therefore acclaimed for a two year term starting 1 July 2017. Owing to a sabbatical leave, Tolson will officially assume the post on 1 September 2017 and Gunz will serve as acting president until that time.

2.4. **Pension and Benefits Committee Representative**

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

2.6. **Lecturers Committee**

Members heard a motion to accept the written reports of the Pension and Benefits Representative, Status of Women and Equity Committee and Lecturers Committee. Lynne Taylor and Doris Jacobsh. Carried.

3. **Pension Plan Issues.** Speaking to her written report, Lori Curtis reviewed the status of the registered pension plan, noting that it currently funded at 83% on a solvency basis and 98% on a going concern basis. Faculty representatives on the Pension & Benefits Committee also believe that it is important to consider the status on a risk free basis. Under this calculation, the plan is 57% funded, meaning that a fair amount of risk must be assumed in order to meet the plan's targets.

The committee has been changing the actuarial assumptions used to value the plan in order to make them more realistic and market returns haven't been great for the past several years, so it is likely that the University will need to apply for stage 2 solvency relief (which allows mandatory payments addressing the plan deficit to be amortized over a longer period). Some universities are now entering stage 3. In the near future the committee will also start to look at the various caps contained in the registered pension plan and consider whether or not they should be raised.

Curtis reported that following withdrawal of the University's proposal to transfer responsibility for pension investments to the Finance & Investment Committee, relationships on the committee have been more strained and further discussions about pension investments have yet to take place. Stakeholder representatives also continue to ask that benefits be discussed, but have not been successful in having them placed on the agenda.

4. **Course Evaluation Project Report.** Gunz referred members to the report, stressing that while the project team included FAUW representation (first David Porreca and now Heather Mair), the outcome does not reflect FAUW's position. She further noted that FAUW strongly encouraged that the team consult with experts in the Psychology Department who volunteered their time (Ramona Bobocel, Jay Michaela and Eric Woody), but we do not believe that their contributions are adequately reflected. Gunz strongly encouraged members to respond to the team's request for feedback on an individual basis and asked for feedback as to how FAUW should respond.

Following extensive discussion, including a formal statement from several members of the Psychology Department, members urged FAUW to take a leadership role by taking a strong position on the inappropriateness of using “course evaluations” to evaluate teaching performance and by actively working to find an evidence-based alternative.

[Note: FAUW’s response to the CEPT report, together with those of the Status of Women & Equity Committee and the Psychology Department are published at <https://uwaterloo.ca/faculty-association/news/faculty-respond-course-evaluation-project-team-cept-report>]

5. **Open Feedback Session.** Discussion included:

**Eldercare.** A member asked FAUW to investigate whether there is any potential to negotiate preferential access to the Schlegel retirement facilities located on the North Campus [Note: this was investigated and is not possible under the regulations governing the facility]. It was also suggested that the University be asked to consider EI top up for employees providing end of life care.

Bryan Tolson noted that issues relating to bereavement and compassionate care have been included in the mandate for the committee that will consider amendments to Policy 14 – Pregnancy and Parental Leaves. Inequitable treatment of spouses who are both UW employees under parental top-up will also be discussed.

**Faculty Data.** In answer to a question, George Freeman noted that a draft guideline regarding protection of privacy for faculty data is with the administration awaiting legal review.

**Conflict of Interest in Faculty Hiring.** In response to a question, Gunz reported that FAUW has received complaints around units hiring former graduate students with supervisors participating on the committee and that FAUW is working on language to ensure independent processes through the Faculty Relations Committee.

**AccessAbility Website Credential Authentication.** A member noted that members are directed to enter UW credentials to access an external website and asked FAUW to investigate from a privacy perspective [Note: it was confirmed that authentication takes place via a UW server].

**Scheduling Communication.** Members encouraged FAUW to press for better communication to faculty about ongoing changes to the scheduling system.

The meeting adjourned.

# FAUW Budget: 1 May 2017 - 30 Apr 2018

	Jan - Dec 2016	May 16 - Apr 17	May 16 - Apr 17	May 16 - Apr 17	May 17 - Apr 18		
	Budget	Budget	Predicted	Variance	PROPOSED		
<b>Line</b>	<b>Revenue</b>						
1	Membership fees	922,117	937,135	936,622	100	974,087	Est 4% increase (to account for salary, merit and complement increases)
2	Investment income	5,000	9,500	12,090	127	13,000	Increased because daycare funds invested and daycare moved to operating
3	<b>TOTAL REVENUE</b>	<b>927,117</b>	<b>946,635</b>	<b>948,712</b>	100	<b>987,087</b>	
	<b>Expenses</b>						
4	Salaries and benefits	289,200	289,000	263,636	91	297,500	Est 3% increase (salary + merit)
5	CAUT fees	205,000	211,719	213,365	101	224,000	Est 5% increase (% increase to be set in July + complement)
6	OCUFA fees	200,000	211,270	227,837	108	240,000	Est 5% increase (% increase to be set in July + complement)
7	Course buyouts	9,000	21,500	21,500	100	63,000	includes 4 for bargaining team + VP for addl service in 16-17
8	Mediation/arbitration/legal fees	50,000	124,396	79,849	64	50,000	By convention, nothing major currently anticipated
9	Travel/professional development	15,000	12,000	7,975	66	12,000	16-17 was low due to CAUT labour dispute
10	Hagey lecture	10,000	10,000	10,000	100	10,000	
11	SWEC support	8,000	8,000	7,539	94	9,500	SWEC is increasing its activity, as is W3 which is now a partnership
12	Functions	8,500	8,500	8,422	99	12,000	We are doing more events plus 60th anniversary
13	Audit	5,100	5,198	5,198	100	5,300	
14	Office expenses	4,500	4,500	4,334	96	2,500	
15	Communications		2,700	2,408	89	2,500	Includes potential video production and/or FAUW branded "merch"
16	Donations	5,000	5,000	5,000	100	5,000	
17	Insurance	3,000	2,700	2,700	100	3,000	
18	Daycare	30,000	30,000	30,000	100	30,000	
19	<b>TOTAL EXPENSES</b>	<b>842,300</b>	<b>946,483</b>	<b>889,763</b>	94	<b>966,300</b>	
20	<b>SURPLUS (DEFICIT)</b>	<b>84,817</b>	<b>152</b>	<b>58,950</b>		<b>20,787</b>	

## Academic Freedom & Tenure Committee Report

Christopher Small, AF&T Chair

April 2017

The Academic Freedom & Tenure (AF&T) Committee assists faculty members with their concerns or questions that include terms and conditions of employment, tenure and promotion, annual performance reviews, disability accommodations and pension and benefits issues. The members of the AF&T Committee are tenured faculty from across the University who are knowledgeable about University policy and the Memorandum of Agreement, and who can provide advice and support.

AF&T members also accompany faculty as academic colleagues through particular processes such as tenure review, disciplinary investigations, or when bringing particular concerns to the attention of the Administration. The AF&T Committee helps to ensure that the University procedures in place are consistent with the requirements of the Memorandum of Agreement.

Another role of the AF&T Committee is to help faculty members interpret and understand the application of University policies. With an academic focus on our teaching and research, many of our members have little time to peruse the full list of the policies that guide our working conditions. Faculty members are likely to be familiar with Policy 76, which describes the categories and responsibilities of employment, and Policy 77, on the regulations for tenure and promotion. However, other policies are also important in governing our working conditions. To highlight one example, I would draw your attention to [Policy 75, Official Employment Files of Regular Faculty Members](#). According to the preamble of Policy 75, a faculty member's official employment file is *"the collection of documents relevant to her/his employment at the University of Waterloo. It includes documents related to initial appointment, reappointment, tenure, promotions, leaves of absence, and annual performance reviews. It may also include letters of commendation or complaint, and routine information concerning salary, benefits, etcetera."* Each employment file is divided into three parts, with the parts located within the Department, Faculty, and Human Resources, respectively.

Under section 3.B, it states that, *"upon reasonable notice and upon the presentation of appropriate identification, the Member or the Member's duly authorized representative shall have access to her/his File during normal business hours in the presence of a person designated by the Dean, Chair, or Associate Provost, Human Resources. The File shall not be removed from the office of the Dean, the department Chair, or Human Resources."* Looking at your file is your right under Policy 75, not a privilege. There are many circumstances where it would be worthwhile to review the contents of your file. You cannot take documents out of the file, but if you need to have a copy of your original letter of employment from the dean, you can request a copy from the dean's office. If you are not sure which documents have been used by the University in decision making about your employment, a review of the materials in your employment file should be of assistance. Your employment file will also contain letters of reference that have been received by the University for tenure and promotion purposes, say. However, under 3B also, *"signed confidential letters of reference received in relation to initial appointment, reappointment, promotion, tenure or continuing appointment shall not be shown to the Member except where access is*

*provided under another University of Waterloo Policy (e.g., Policy 77)."* For this reason, letters of reference, although part of your employment file, may be kept separately.

Recently, faculty who have applied for tenure or promotion have received letters from the University president informing them of the outcome. AF&T is available to discuss aspects of your file and to help prepare you for next steps. The last two days we hosted our workshop series for those applying for tenure and promotion and were pleased with a positive turn out.

Faculty members who have any problem with their working conditions are encouraged to contact me, Christopher Small or Katie Damphouse, the AF&T policy officer.

## Status of Women and Equity Committee (SWEC) Report

Faculty Association University of Waterloo (FAUW) SGM

Kate Rybczynski, SWEC Chair, April 6, 2017

FAUW's [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 is one of three separate equity-promoting initiatives on campus, including the Office of Equity – an administrative body, and the commitment to the UN Women's HeForShe campaign – with associated faculty advocates. This year, SWEC initiatives include:

### 1. Strengthening the equity community through communications, sponsorship, and outreach.

- SWEC provided financial support for several inspiring equity and diversity related events (Sexual Violence, Social Justice and Compassion; Lets Talk Pulse Orlando; Equity Fair; A Conversation with Charlie Angus; Women in Science Undergraduate Research Symposium).
- SWEC is working on expanding our website, which now includes a public article archive. We continue to develop our Equity Update. See <https://uwaterloo.ca/faculty-association/status-women-equity-committee/uwaterloo-equity-update-mailing-list> for our archives and/or to join the mailing list. Thanks to Laura McDonald for these successes! **Please contact SWEC if you have an upcoming event to promote, are seeking funds for your event, or simply wish to connect on equity.**

### 2. SWEC organized Events and Accessibility

- This February, SWEC brought Margaret Price to give a public talk and workshop on Disability and Access. Price's public talk focused on how disabled faculty react to and reshape the academy, and her workshop presented concrete strategies for making University spaces more accessible for employees with mental disabilities. These events are part of SWEC's ongoing work toward improving access and accommodations in the U.W. community.
- SWEC is working collaboratively with FAUW and UW stakeholders to push for the implementation of central funding (or use-neutral cost-recovery) for employee accommodations and a transparent accommodations process that upholds best practices and is consistent with the Ontario Human Rights code.

### 3. Representation and Watching Brief

- SWEC volunteers to serve on several committees, and provides ongoing feedback to FAUW and UW administration on Equity related concerns at the University of Waterloo. Recently, SWEC drafted responses to the Course Evaluation Project Team (CEPT) Report, and the Salary Anomaly Working Group Report. SWEC values the efforts and accomplishments of our UW colleagues, and provides feedback that we believe will strengthen U.W.'s response to the equity concerns raised therein. These SWEC documents reflect discussions within the committee and are also informed by faculty reaching out to committee members with ideas and concerns. **Please continue reaching out to SWEC members regarding equity concerns.**

### 4. On-going SWEC Sponsored Events

- *Waterloo Women's Wednesday's*, a monthly gathering of woman-identified and non-binary grad students, post-docs, staff and faculty. Recent events: Jennifer Whitson (Games Institute; Sociology & Legal Studies, Stratford) – Invisible labour in the game industry; Sue Grant (Organizational & Human Development)-Women Under Pressure.
- *Gender and Equity Scholarship Series*, presented jointly with the Special Advisor to the President on Women's and Gender Issues, this series promotes gender and equity research taking place at the University of Waterloo, and provides networking opportunities for equity-minded faculty, staff, and students on campus. Recent events included: Jennifer Clapp (School of Environment, Resources and Sustainability) – Bigger is Not Always Better: Implications of Recent Agribusiness Mega-Mergers for Equity and the Environment, and Madhur Anand (Waterloo Institute for Complexity & Innovation)–A sample Size of None: Creating Your Own Career Path.

### 5. Annual Equity and Inclusivity Award Winner!

We are thrilled to award the Fifth Annual Equity and Inclusivity Award to the **Waterloo Aboriginal Education Centre**. The Centre, has had a tremendous impact on equity, inclusivity and diversity through a broad range of initiatives: hosting events and programs that support the sharing of Indigenous knowledge; building an inclusive, diverse and decolonized space; providing information and support services that benefit all members—Aboriginal and non-Aboriginal—of the University and broader Waterloo communities; and forming partnerships with other community organizations. The Centre's collaborative approach has led to an unprecedented advancement of understanding and respect across campus and within the Waterloo Region. We are proud to honour the Waterloo Aboriginal Education Centre for their leadership, educational outreach, and impact on inclusivity, equity and diversity at the University of Waterloo and broader communities. To learn more about the Waterloo Aboriginal Education Centre, visit their [website](#), [Twitter](#) feed, or [Facebook](#) page.

## Lecturers Committee Report

Heidi Engelhardt

April 4, 2017

The [Lecturers Committee](#) reports to the FAUW Board on matters pertaining to the working lives of Lecturers. The committee consists of a diverse mix of Lecturers with representation from all units on campus, plus non-Lecturer members that maintain lines of communication with the FAUW Board, the Faculty Relations Committee and the Policy 76 Drafting Committee. The committee meets monthly from September to June.

Initially, the major activity of this group was providing input to the Board in support of ongoing policy revision projects. However, the committee is increasingly being used as a mechanism by which Lecturers can have their concerns brought to the attention of the appropriate group, whether that be the committee itself, the FAUW board, FRC or other units.

In December 2016, the Lecturers Committee hosted two town hall meetings, the first face-to-face outreach since the committee's creation. Context was provided on the relationship of this committee to the FAUW Board; issues raised via the 2014 Lecturers meeting and 2015 survey were reviewed. More information about the December gatherings is available via [the full report](#) and [a blog post](#).

A major focus of the committee continues to be the development of a clearly defined career path for teaching-track faculty, via revisions to Policy 76. The committee continues to monitor policies and procedures at other institutions that have recently developed teaching streams.

Other topics under discussion include:

- clear communication of workload expectations via 'best practices' guidelines or addenda to faculty-level performance evaluation documents
- a university-wide discussion of load assignment for online courses (both development and delivery)
- creation of Lecturer-specific APR templates
- eligibility rules for internal research funding as they pertain to Lecturers
- development of Lecturer-specific workshops for new hires and/or those transitioning to Continuing status

With a new round of compensation negotiations looming, the Lecturers Committee is strongly advocating that compensation and salary thresholds for Lecturers be addressed this time.

A call for new members will be going out this spring. Please consider either joining the committee or contacting one of us to pass on feedback or concerns!

## Pension & Benefits Report

Alan Macnaughton, Pension & Benefits Liaison

April 6, 2017

FAUW has three of the 13 members of the Pension & Benefits Committee: Mary Hardy, Ranjini Jha and me. They are recommended by FAUW but not FAUW's representatives because Ontario law requires that members act in the best interests of the pension plan. I brief the FAUW Board on P&B developments.

### *Age of retirement*

For retirements between 2006 and 2016, the median age of retirement was age 65.2 for faculty and age 63.8 for staff. Staff are retiring later than before (i.e., staying somewhat past age 62).

### *Actuarial valuation of the plan for filing with Ontario government*

The plan uses what I consider to be prudent assumptions to estimate the financial position of the pension plan. Conclusion: the pension plan is more healthy than most Ontario universities, but perhaps less healthy than the median pension plan in Ontario. As of January 1, 2017:

- On a going concern basis (i.e., assuming the pension plan is to continue indefinitely into the future), the plan is 98% funded (vs. 96.5% at end of last year)
- On a solvency basis (i.e., assuming the pension plan was ended immediately), the plan is 87% funded (vs. 83% at the end of last year).

Pension law requires 100% funding on both of the above bases, so any kind of deficit is not good.

Implications:

- Deficits on a going concern basis have to be made up over 15 years. This is relatively easy to do: the university expects to do this by special payments of \$12.5 million per year for 12 years.
- Deficits on a solvency basis have to be made up faster -- over 10 years. This is hard. The university will likely choose to make roughly interest-only payments for the first 3 years of the 10 (as the \$12.5 million per year will cover that). Things could get really tough after those 3 years but it seems likely that Ontario rules regarding special payments for universities may be eased soon.

### *Investing University Money*

(1) Registered Pension Plan Investment Subcommittee (RPPI)

Roughly speaking, the university has about \$2.2 billion to invest – 2/3 of which (\$1.5 billion) is pension fund money and 1/3 of which (\$700 million) is university endowments. Three different ways of doing this have been considered over time:

- For decades, the P & B Committee decided on the investment of pension funds, and the Finance and Investments Committee decided on the investment of university endowments.

- About 10 years ago, the RPPI subcommittee was formed, with members representing both the P&B Committee and the Finance and Investments Committee. It decides on the investment of pension monies. This has been the structure since that time.
- Last summer the university proposed that Finance and Investments take over management of both sets of funds. Employee groups resisted, and so the proposal was dropped.

In the past several months, all of the members of RPPI who are also members of Finance and Investments have resigned. So there is no quorum and RPPI cannot conduct meetings. The mix of employee group appointees and investment managers has sometimes been able to work together, but sometimes not. Although one option to resolve the current problem was to appoint more members, the university has asked that a small subcommittee be created to discuss the issues and find a way forward. Members are Ian Orchard and Dennis Huber (University), David Kibble (University), Stewart Forrest (CUPE) and Ranjini Jha (FAUW).

## (2) Responsible Investing Working Group

The issue is socially responsible investing, divestment, etc. regarding all of the university's money. I am the FAUW appointee on this group (serving under the Board of Governors), which had its first meeting on March 15. The plan decided upon at that meeting is to have about five meetings by the end of June, then circulate a draft report, and make recommendations to the BOG for its October meeting.