

JANUARY 2023



DEFINITE-TERM CONTRACTS

TODAY'S AGENDA

- ▶ **Please note that this session will be recorded.**
- ▶ Definite-term appointments and contracts
- ▶ Benefits & other entitlements
- ▶ The renewal process
- ▶ Continuing appointments
- ▶ Questions (*not recorded*)



THE FACULTY ASSOCIATION

- ▶ FAUW represents all regular faculty
 - ▶ Interim President: Mary Hardy
 - ▶ Lecturers Committee chair: Su-Yin Tan
 - ▶ uwaterloo.ca/fauw
- ▶ Academic Freedom and Tenure Committee (AF&T)
 - ▶ Provides confidential support for employment issues
 - ▶ Ensures fair treatment in accordance with policy
 - ▶ Chair: Vershawn Young vershawn.young@uwaterloo.ca

DEFINITE-TERM APPOINTMENTS

- ▶ Appointment type under Policy 76: Faculty Appointments
- ▶ Mostly but not only lecturers
- ▶ Appointments are 'normally' up to 5 years
- ▶ No limit on the number of contracts for lecturers or non-regular faculty
- ▶ No guarantee of renewal
- ▶ No automatic consideration for continuing appointment

CONTRACTS & LETTERS OF OFFER

CONTRACT

- ▶ legally binding
- ▶ length of offer
- ▶ duties and weightings
- ▶ specific assignment(s) e.g., course, project
- ▶ salary
- ▶ compensation: vacation, moving costs, etc.
- ▶ recommended by Chair
- ▶ approved by Vice President Academic and Provost
- ▶ signed by Dean

LETTER OF OFFER

- ▶ more detail than contract
- ▶ duties and weightings (these vary widely)
- ▶ specific assignment(s)
- ▶ compensation i.e. start up allowances
- ▶ office and lab space
- ▶ signed by Chair

ELIGIBILITY FOR BENEFITS

	2 years +	1 year +	Less than 1 year
Dental	Yes	No	No
Extended health	Yes	Yes	No
Sick leave	Yes (180 days)	6 days (pro-rated)	6 days (pro-rated)
Long-term disability	Yes	No	No
Pregnancy/parental leave benefits	Yes	No	No
Basic life insurance	Yes	Yes	No
Additional basic life insurance	Yes	No	No
Spousal life insurance	Yes	No	No
Employee & Family Asst. Program	Yes	No	No
Compassionate care & bereavement leave benefits	Yes	Yes*	TBD*

Need at least 33% full-time equivalent.

*Exact eligibility requirements unknown until the policy is complete. Anyone represented by FAUW is eligible.

PENSION & RETIREMENT BENEFITS

Pension plan

- ▶ Can opt in immediately if full-time equivalent of at least 33% for one year
- ▶ Mandatory after five years of continuous employment
- ▶ If continuing status: optional under 35 years old; mandatory over 35

Post-retirement health benefits

- ▶ 10 years of continuous service with benefits, followed by immediate receipt of a monthly UW pension

More information:

- ▶ [Policy 23 – Eligibility for Pension and Insured Benefits](#)
- ▶ HR Employee Benefits Program Booklet (uwaterloo.ca/hr/benefits)

WHAT ELSE YOU GET

DEFINITELY

- ▶ Workplace accommodations
- ▶ Vacation: 1 month/year
 - ▶ Two-week carry over until non-teaching term
- ▶ Non-teaching term every 6 terms (lecturers)*
- ▶ Annual performance reviews
- ▶ Faculty Performance Expense Reimbursement Plan (FPER)*
- ▶ Compassionate care leave (if eligible under the Employment Standards Act)
- ▶ Eligibility for (most) service roles
- ▶ Other protections under the Memorandum of Agreement (e.g., academic freedom, grievance procedure)*

MAYBE

- ▶ Department meetings and decision-making
- ▶ Office and lab space
- ▶ Student supervision
- ▶ Training and workshops
- ▶ Support for research

**For faculty covered by the FAUW-UW Memorandum of Agreement*

CONTRACT RENEWALS

- ▶ Not guaranteed
- ▶ Typically 1–3 years
- ▶ Notice of reappointment from the Dean
 - ▶ 1 year or more: Minimum 6 months
 - ▶ Less than 1 year: Written request to Dean at mid-point (one week to respond)
 - ▶ Only grievable with respect to notice period
 - ▶ Talk to FAUW if you don't get adequate notice
- ▶ *Can* include consideration for continuing status in x years
- ▶ Watch out for overload requests
- ▶ Get everything in writing

BEFORE YOU SIGN

- ▶ Ask for clarification if you have questions.
- ▶ Review faculty and department guidelines re: workload, specific courses, etc.
- ▶ Check if there are requirements for maintaining professional designations.

CONTINUING APPOINTMENTS

- ▶ It's not guaranteed that you will be considered for one
- ▶ You need:
 - ▶ A record of strong teaching and service at UW
 - ▶ At least 3 years in a definite-term appointment (“normally”)
 - ▶ A definite-term appointment that was advertised, and approved by University Appointments Review Committee (UARC)
 - ▶ Support from your chair and dean

PROCESS FOR CONTINUING APPOINTMENTS

- ▶ Checklist for Continuing Lecturer Appointments:
 1. Chair and Dean discuss the possibility of a continuing lecturer appointment.
 2. Dean seeks approval from the Provost and funding of the position is secured.
 3. Department and Faculty tenure and promotion committees (DTPC and FTPC) review the appointment.
 4. VP Academic & Provost makes final, binding decision.
- ▶ See the checklist for more details:
uwaterloo.ca/provost/forms-templates
- ▶ The [Faculty of Math](#) has well-developed procedures.



QUESTIONS?

Su-Yin Tan: su-yin.tan@uwaterloo.ca

AF&T Chair: vershawn.young@uwaterloo.ca

Mary Hardy: fauwpres@uwaterloo.ca