

**LETTER OF UNDERSTANDING**

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

**Continuing Special Appointment Professors (CSAP)**

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The parties agree to modify the conditions related to the special appointments presently known as Continuing Special Appointment Professors (CSAP) appointments, confirmed by way of the April 25, 2016 Letter of Understanding, in the following manner:

1. Following ratification, all existing CSAP contracts will become “permanent contracts”. This will mean that current members in these positions will not be required to apply for any future contract renewals. Rather, they will hold their CSAP positions (subject to Article 19) until they decide to retire/resign.
2. Academic leave:
  - a. In relation to article 26.2.1, all individuals holding a CSAP will be considered “tenured”.
  - b. In relation to article 26.3, all individuals holding a CSAP will have begun accumulating credited periods of service as of their original hiring date (as LTRP/Science Lecturers/etc).
3. CSAP member workloads shall continue at their 2012-2013 level or at maximum 18 credits per year, whichever is less.
4. All individuals holding a CSAP appointment will be considered regular tenured professors for the following purposes:
  - a. selection of Deans (article 5.4.4); and
  - b. selection of vice-deans (article 42).
5. The Parties agree that all other conditions of the April 25, 2016 Letter of Understanding regarding CSAP appointments remain active.
6. The Parties agree that this solution is unique to the CSAP incumbents and creates no precedent.

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For the Employer

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Date

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For the Association

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Date

## Section 22.4 Language Teachers

### 22.4.4 Normal teaching load

\*22.4.4.1 The normal teaching load shall be 4-3.5 two-term courses per academic year, or the equivalent thereof, and it shall not exceed 420-315 course calendar hours per academic year.

### 22.4.5 Distribution of the teaching load

22.4.5.4 The employer shall not -- unless the member agrees otherwise -- include in the member's workload a course or an exam that is scheduled to be fully or partially taught on a Saturday and/or on a Sunday.

22.4.5.5 The employer shall not -- unless the member agrees otherwise -- assign exam proctoring responsibilities to members for courses that the member is not teaching.

## Section 26.2 Eligibility conditions

- \*26.2.1 The following conditions must be met for an academic staff member, a counsellor, or a language teacher ~~IV~~ to be eligible for academic leave.
- (a) The member must be tenured at the beginning of the academic leave.
  - (b) The member must have submitted a detailed description of the work she plans to carry out during the leave.
  - (c) This project must, upon evaluation by the faculty and departmental teaching personnel committees, the department chair and the Dean:
    - (i) be relevant in light of the criteria set forth in 26.1.1;
    - (ii) be feasible, in light of the member's performance in the three (3) years preceding the request for leave, disregarding any special family-related leave, or in light of other relevant information.

### ~~29.4 – Congé professionnel (professeurs de langue)~~

[Delete the entire 29.4 section]

Without prejudice

### [Postings of librarians' positions]

17.7.1.4 The following provisions apply whenever a vacant position is announced in accordance with the provisions of this agreement.

(a) Notice of a vacant position shall always be given within the Library Network of the University of Ottawa. Any such Library Network notice shall be published in the newsletter and posted on the bulletin boards mentioned in subsection 31.1.2 for a period of 10 (ten) working days, and may include internal electronic advertising. If, after following the selection process detailed in section 17.7.1.6, an applicant is not selected, the Employer shall proceed to advertising the vacant position outside of the Library as per (b) below.

~~(a)~~(b) When a vacant position is to be advertised ~~within and~~ outside the Library of the University of Ottawa, this shall be done using whatever technological means are appropriate. This may include, but is not limited to, the following: electronic distribution lists and bulletin boards, print or electronic advertisements in newspapers, print or electronic notices in library schools, library associations, and related organizations.

~~(b)~~ Any notice of a vacant position shall include the following information:

...

### Section 20.5 Librarians activities

20.5.5 Except for visiting librarian appointments and associate librarians, the functions set out in article 20.5 shall not be assigned to individuals who are not librarian members.

### [Rights & responsibilities of librarians]

\*21.2.2 It is understood that a Librarian Member shall not be required or obliged to engage in scholarly, administrative or academic service activities which are not specifically mentioned in her job description and that the principal functions of a Librarian are the ones mentioned in her job description. However, every Member shall have the right to devote a reasonable proportion of her scheduled working hours to:

- (a) academic service activities as defined in 20.5.4~~(a) and 20.4(c) and (d)~~, it being understood that the University Librarian shall be informed of such activities and that, except where otherwise provided for in this agreement, the main functions of a Librarian remain the ones mentioned in her job description;
- (b) scholarly activities ~~or academic service activities~~ as defined in 20.5.34~~(i) and (k)~~, provided the University Librarian is informed of the extent and general nature of such activities, and she does not find that they are likely to be detrimental to the Member's performance of the duties specified in her job description.

It is understood that when Members devote a portion of their working hours to academic service or scholarly activities, their performance in those activities is taken into consideration at the time of the annual review.

**[Job description of librarians]**

- \*22.3.2.4 Any new or revised job description shall be established by the Administrative Committee or its delegate, upon recommendation of the University Librarian, it being understood that:
- (a) before formulating her recommendation, the University Librarian shall:
    - (i) consult the Librarian Member about the job description and shall forward to the LPC and to the Employer the opinions of the Librarian Member on this matter;
    - (ii) consult the immediate supervisor about the job description;
    - (iii) consult ~~and~~ the LPC about the job description, and shall forward to the Employer the opinions of the LPC on this matter;
  - (b) the Employer shall give proper consideration to the recommendations of the University Librarian, the opinions of the librarian member and of the LPC before making a decision;
  - (c) the University Librarian shall promptly inform the LPC of the decision of the Employer.

**[Working hours of librarians]**

- 22.3.3.3 The University Librarian or her delegate establishes individual and group work schedules for librarian members which provide for efficient organization and satisfy the needs of the university community, while respecting the spirit of this subsection. Work schedules may involve 1) evening or weekend work, 2) as well as schedules which meet both the needs of the Library Network and the preferences of the librarians concerned, being understood that the preferences of the member shall not be unreasonably refused, without serious reasons. In particular, and without limiting the generality of the foregoing, a librarian member may fulfill her normal weekly working hours requirement for one or two weeks in 4.5 or 9 days, respectively, provided she obtains the consent of the University Librarian or her delegate in advance. Furthermore, and without limiting the generality of the foregoing, a librarian member may also establish the location at which to fulfil her normal weekly hours in accordance with the provisions of section 28.4.4.

**[Annual reviews of librarians]**

- \*23.5.1.4 Any evaluation or review of the Librarian Member's performance of workload duties shall address each of the four (4) categories of activities identified in the Librarians' annual review form, it being understood that a Member's duties in any one of those categories are determined by the job description for the position held by the Member, subject to any modification thereof due to arrangements pursuant to 17.7.2.2, 21.2.2, 22.3.1.5, or 22.3.4. In each category, a Member's performance:
- (a) shall be assessed as satisfactory, good, outstanding, unsatisfactory, or not applicable, it being understood that it shall be assessed as satisfactory when the performance of the Member fulfills the requirements set forth for that category of activities, and whose performance is what would normally be expected of other Librarians with similar qualifications and experience;
  - (b) shall be assessed as good when the performance of the Librarian is higher than the standard for satisfactory indicated in (a) above;
  - (c) shall be assessed as outstanding when the performance of the Librarian is higher than the standard for good indicated in (b) above. For the purposes of this article and any other relating to the performance and evaluation of Librarians, outstanding shall be given its ordinary meaning -- in light of the description of the other two levels of performance above is defined as peer recognition at the national or the international level of the Member's contributions and impacts on the profession or the discipline;
  - (d) shall be assessed as unsatisfactory when the performance of the Librarian is lower than the standard for satisfactory indicated in (a) above;

- (e) shall be assessed as not applicable when the workload of a Librarian Member does not include a particular category of activity.

- \*23.5.2.5 The annual review shall take place at the end of the academic year for which the Member has submitted a report pursuant to 23.5.2.2 and shall be addressed to the Member's performance during that academic year, it being understood that the member's performance during that academic year will be reviewed in light of her performance during a period of several academic years prior to the year in question. The part of the review process mentioned in 23.5.2.3 shall be completed no later than September 1; if no appeal is filed, the remainder of the process, up to and including the participation of the University Librarian, shall be completed by October 1; if an appeal is filed, the remainder of the process, shall be completed by November 15.

### **[Academic leave of librarians]**

- \*31.2.1.3 The annual budget available for financing the additional costs arising from academic leaves for Librarians shall be two-hundred-percent (200%) of the maximum of the rank of Librarian III with unspent amounts to be carried over for a maximum of two (2) years. Following the two (2) years, unspent amounts will be devoted to a professional development fund for librarian members.
- \*31.2.2.1 The following conditions must be met for a Librarian Member to be eligible for academic leave:
- (a) The Member must hold a continuing appointment.
  - (b) The Member must have submitted a detailed plan of the work or studies she intends to pursue during the academic leave. The project must, upon evaluation by the immediate supervisor, the LPC and the University Librarian:
    - (i) be considered relevant in light of one or more of the objectives listed in 31.2.1.1;
    - (ii) be considered feasible, ~~as indicated by the Member's satisfactory performance over the last three (3) years in every component of workload which corresponds to the project based on the documentation provided in 31.2.3.2~~ or, in the case of a project for completing university studies, by the Member's having been admitted to a university.
- \*31.2.6 **Research and Service Days** In each academic year, a Librarian Member may request, and the University Librarian may grant, a reasonable amount of leave with pay for research purposes such as those that fall under 20.5.3, or academic service activities such as those that fall under 20.5.4, or any other research or scholarly activities whose form makes peer evaluation possible and those which aim at being communicated in a form permitting peer evaluation.

### **[Transformation of a librarian position]**

- 31.4.1.3 When the University Librarian considers transforming a position, she shall solicit the opinion of the Library Council and shall give proper consideration to said opinion. If the position is occupied, she shall solicit the opinion of the member occupying the position and shall give proper consideration to said opinion. These ~~This~~ opinions shall be forwarded to the Administrative Committee or to its delegate when the University Librarian forwards her own recommendation, if she intends to carry out her plan. The University Librarian shall also inform the member (as applicable) and the Library Council of any action she may have taken consequent to its opinion.