

QUEEN'S UNIVERSITY FACULTY ASSOCIATION

Reappointment and Promotion WORKSHOP FOR Term and Continuing ADJUNCTS

Tuesday, May 4, 2010
9:30 - 11:30 a.m. in MacCorry D207

QUFA Resource Persons:
Grievance Officer, QUFA Co-Chair JCAA, QUFA Staff

1. **Welcome and Introductions**
 - Workshop objectives

2. **Preparations for Personnel Processes**
 - Time lines
 - Eligibility
 - Types of Reappointment for Term Adjuncts
 - Specific Right of Reappointment
 - General Rights of Reappointment
 - Application for Continuing Status
 - Application for Promotion to Associate Professor or to Professor
 - referees
 - adding material to the file
 - Term Adjunct Appointment Reports (Article 28.5)
 - Teaching dossier
 - Review of your Official File
 - Confidentiality of process

3. **Resolving Problems**
 - Role of Grievance Officer at each stage of process
 - Role of Term Adjunct Appointments Committee

4. **Questions and Answers**

5. **Any Other Issues**
 - In preparation for the workshop, please read Article 32:

<http://www.queensu.ca/vpac/FacultyRelations/CollectiveAgreements/CAFinalEditsJun3009.pdf>

Procedural Principles for Term Adjuncts

The following principles underlie the procedural rules set out in the Collective Agreement 2008 -11:

1. **Notice of Eligibility.** There is an obligation on the part of the University to inform Members who are eligible for reappointment (i.e. a decision that determines whether you will continue to be employed by Queen's) in writing that your appointment is about to expire and that you may apply for General Right of Reappointment or Continuing Adjunct Appointment status. The Unit Head shall inform Term Adjuncts of their eligibility to be considered for General Right of Reappointment or a Continuing Adjunct Appointment no later than the first day of the term prior to the term they will become eligible. The University must receive a response one way or other from each Member receiving such notice from the Head and must persist in the notification process until it does so.
2. **Date for Submitting Materials.** See Adjunct Timeline Attachment.
3. **Recommendations. Only the decision makers (the Term Adjuncts Appointment Committee, the Head, the Dean) see recommendations. Colleagues not on the Term Adjuncts Appointment Committee are not involved in the reappointment process.**
4. **Consideration of the File.** Decisions are based on teaching record and performance in other officially assigned duties only.
5. **A Member can respond to an emerging negative recommendation.** The Unit Head must notify the Member of an emerging negative from the Term Adjunct Appointments Committee so that the Member may submit relevant new material with comments.

If you have any questions about procedures at any time, do not hesitate to contact the QUFA Office for assistance. (Email <qufa@queensu.ca>) (phone 533-3033 or 533-2151). Strict confidentiality about your situation is assured.

Timelines in the 2008 - 11 Collective Agreement for Term and Continuing Adjunct Personnel Decisions

Reappointment of Term Adjuncts and Appointment of Continuing Adjuncts*

*Some provisions related to personnel decisions for Term and Continuing Adjuncts refer to Article 30 (e.g., Article 30.2 and 30.2.4 Renewal, Tenure and Promotion Committee).

A. Reappointment of Term Adjuncts

Eligibility: A Term Adjunct faculty Member who has one or more half (0.5) course(s) at Queen's at least two times over a minimum of two consecutive years shall be offered Specific Right of Reappointment to those specific course(s) in subsequent academic years (Article 32.2.1). A Term Adjunct who has served for three or more consecutive years and whose years of service at Queen's multiplied by the cumulative total of the full-course equivalents they have successfully taught equals 12 or more, shall be offered a General Right of Reappointment for not less than 2 years and not more than 3 years. Their teaching load shall be equivalent to the full-time equivalents to which they have earned a Specific Right of Reappointment. QUFA strongly advises Members to contact the Association's Grievance Officer for assistance at the earliest stage possible in the application process if a member anticipates or experiences any difficulties or negative responses.

Provided there is a record of good teaching, Specific Right of Reappointment is granted automatically and no action by the Term Adjunct Member is required. However, if a Member is not assigned a course to which they have Specific RoR because the course is assigned to a tenure-track/tenured, Continuing Adjunct, Term Adjunct with General RoR or a Teaching Fellow or because the course is not being offered in that year, the Member must indicate to the Unit Head, in writing, that they are still interested in teaching that course. The Member must also keep the Unit Head informed of any changes to mailing address, e-mail address or telephone number.

For General Right of Reappointment the following timelines apply:

First day of the term prior to the term in which a Member will become eligible:

The Unit Head shall inform the Adjunct faculty Member, in writing, of his/her eligibility for General Right of Reappointment. (Article 32.1.3.1)

30 days from the first day of term/notification by Unit Head:

A Member notified of their eligibility for reappointment must indicate to the Unit Head in writing that he/she will consider a new term of appointment and submit any materials pursuant to Article 32.3.4.1 that he/she wishes considered by the Term Adjunct Appointments Committee. (Article 32.3.4.2)

As soon as practicable after a Member's application:

The Unit Head shall inform the Term Adjunct Appointments Committee, as

defined in Article 30.2, of the Member's application for reappointment; make available to the Term Adjunct Appointments Committee the Member's Official File (including Member's Appointment Reports and teaching evaluations); and make available to the Term Adjunct Appointments Committee the Member's materials submitted pursuant to Articles 32.3.4.1. (Article 32.3.4.3)

By 6 weeks after receipt of Member's application:

If the Term Adjunct Appointments Committee is satisfied that the Member has a record of good teaching and satisfactory performance of assigned duties, the Committee shall recommend reappointment to the Unit Head and indicate to the Unit Head the courses and services the Member is demonstrably qualified to offer in the Unit. (Article 32.3.4.5) These are not limited to the courses to which the Member has a Specific Right of Reappointment.

As soon as possible during 6 week recommendation period:

In the case of an emerging negative recommendation, the Unit Head shall inform the Member in writing, with reasons, as soon as possible and provide the Term Adjunct **10 working days** to provide relevant new material for consideration by the Committee. (Article 32.3.4.6)

As soon possible and no later than the last day of the Term prior to eligibility:

In the case of a positive recommendation from the Committee and the Unit Head (if applicable), the Dean shall reappoint the Member. The appointment letter shall state the length of appointment, duties for the first year of the appointment and an indication of the expected duties in subsequent years.

B. Eligibility for Appointment as a Continuing Adjunct

Eligibility: A Member with a minimum of six (6) years of consecutive service as an Adjunct in the Bargaining Unit and whose years of service multiplied by the cumulative total of the full-course equivalents they have taught equals 72 or more may apply for a Continuing Adjunct appointment in accordance with the provisions of Article 32.4.2 (Article 32.4.1.1). For Criteria for Continuing Adjunct Appointment see Article 32.4.2.

Procedures: The Unit's Renewal/Tenure/Promotion Committee is responsible for making recommendations on Continuing Adjunct appointment applications. The procedures followed are those set out for General RoR in Article 32.3.4. **Promotion for Adjunct Faculty is now a separate procedure and not tied to the type of appointment such as reappointment or continuing appointment.**

PLEASE NOTE: You must consult the Collective Agreement for the full details. In the case of a discrepancy, the Collective Agreement takes precedence.