

**MEMORANDUM OF AGREEMENT
BETWEEN
QUEEN'S UNIVERSITY
AND
QUEEN'S UNIVERSITY FACULTY ASSOCIATION**

Re: Laptop Lending Program

The Parties agree to the following:

- 1) The relevant dates for the Laptop Lending Program are as follows:

Deadlines	Fall	Winter	Spring-Summer
Application	First week of August	December	May
Decision	Second week of August	December	May
Communication of decision	Third week of August	December	May
Distribution	Last week of August	No later than first day of this term	End of first week of May
Return day	Last full business day	By May 1 st	End of second week of August
Imaging	Within five business days of return day	Within five business days of return day	Within five business days of return day
		* These deadlines are tight but there should be fewer machines turning over at the end of the summer and fall terms, and therefore fewer machines to re-image.	

- 2) Applicants will be notified of this program at a minimum in their letters of appointment.
- 3) Selection of successful applicants will be by lottery. Unsuccessful applicants will have their names put onto a waiting list for the term they have applied for and will become eligible for any computer that might become available for or during that term should a successful applicant end up not using the computer after all. If a Sessional Adjunct becomes a Term Adjunct, for example, the computer must be returned for redistribution as soon as possible after the employment variation.

Laptops must be picked up by the first Monday after Labour Day in September and as per the above chart for other terms unless the Sessional Adjunct has made alternate arrangements ahead of time through the Office of the Vice-Principal (Academic).

- 5) The length of the loan will accord with the length of the Sessional Adjunct's contract. This means, for example, that applicants appointed from September to April would have the laptop for the full year and not have to enter the December lottery for use of the laptop in the winter term.
- 6) Sessional Adjuncts who teach in the winter but have been appointed in time for the August application process may apply in August and be considered in August rather than having to wait for the December application process. The laptop they will be loaned for the winter term will be loaned in the fall term to someone known to be teaching in the fall term only at the time of the August application process.
- 7) This process will be reviewed after the program has run for a full year.

DATED this 22nd day of November, 2006 at Kingston.



Jim Vair
Associate Vice-Principal (Faculty Relations)
Sessional Adjunct JCAA Co-Chair



Richard Linley
QUFA
Sessional Adjunct JCAA Co-Chair