

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

**Re: Minimum Pay Rates for Additional Duties by Members of the Sessional
Adjunct Bargaining Unit**

The Parties agree to the following:

The following rates will take effect May 1, 2005; there shall be no retroactivity.

Duty¹	Minimum Stipend (\$)
1. PhD Comprehensive Examination	100
2. Graduate supervision	
a. Member of a committee reviewing a thesis proposal, MA/MSc or PhD	100
b. Co-supervision of an MA/MSc thesis ²	50% of the minimum stipend for a half course in the Unit
c. Supervision or co-supervision of an MA/MSc essay/project	500
d. Co-supervision of a PhD thesis ³	Minimum stipend for a half course in the Unit
3. Reading and Examining a Graduate Thesis⁴	
a. An MA/MSc thesis	200
b. A PhD thesis	400
4. Undergraduate Supervision	
a. Undergraduate Honours thesis	500
5. Directed Reading Course (0.5 FCE)	500

See Notes next page.

Notes:

1. In accordance with Article 29.1.6 of the Collective Agreement (Sessional Adjuncts), any additional duties shall be outlined in a supplementary letter of appointment.
2. For MA/MSc theses, the stipend shall be pro-rated by $\frac{1}{2}$ for each completed year of a multi-year supervision undertaken prior to the Member being given a Sessional Adjunct appointment.

The stipend for co-supervision of an MA/MSc thesis includes reviewing the thesis proposal and reading and examining the thesis.

3. For PhD theses, the stipend shall be pro-rated by $\frac{1}{5}$ for each completed year of a doctoral supervision undertaken prior to the Member being given a Sessional Adjunct appointment.

The stipend for co-supervision of a PhD thesis includes the PhD comprehensive examination, reading the thesis proposal and examining the thesis.

4. Stipends are to be paid if the examiners' reading period as defined by the School of Graduate Studies and Research (currently 2 weeks for an MA/MSc thesis and 5 weeks for a PhD thesis) overlaps with the Sessional Adjunct appointment.

DATED this ____ day of December, 2005 at Kingston.

John M. Dixon
Associate Vice-Principal (Academic)
Sessional Adjunct JCAA Co-Chair

Marvin Baer
QUFA
Sessional Adjunct JCAA Co-Chair