

Letter of Agreement

Re: Use of the Faculty 180 tool for online Annual/Biennial Reporting

Between

Queen's University (the "University")

And

Queen's University Faculty Association ("QUFA")

Herein after referred to as "the Parties"

Whereas the University decided in 2012 to procure software to assist in the management of faculty members' CV information, and the procurement process culminated in a decision by the University to license software, referred to as Faculty 180, that would facilitate online filing of Members' Annual/Biennial Reports;

And Whereas Article 28.2.2 of the Collective Agreement provides that the Annual/Biennial Report is to be completed "on standardized forms which are approved by the Parties";

And Whereas filing an Annual/Biennial Report is mandatory for Members, save Term Adjuncts;

Now, therefore, the Parties agree that:

- 1) Members may use the Faculty180 software which has been modified to conform to the requirements of Article 28.2.2 of the Collective Agreement to submit an Annual/Biennial Report in lieu of the current standardized forms that have been proposed by the Faculties/Library/Archives and approved by the JCAA and which, subject to paragraph 7 hereof, will continue in use;
- 2) Members' use of Faculty180 for the purpose of filing the Annual/Biennial Report on or before the deadline of February 1, 2017 will be voluntary;
- 3) The University will inform Unit Heads and Deans in writing, as soon as possible, that in respect of the obligation owed by Members to submit their Annual/Biennial Report on or before February 1, 2017: Members may complete their reports on the relevant paper forms, or in electronic format by using the Faculty 180 tool; Members' choice of format for submitting their Annual/Biennial Report shall not be considered by the Unit Heads in conducting a review and preparing the assessment and the Unit Heads shall not express any preference with respect to which format Members will use in submitting their Annual/Biennial Reports;

- 4) Information submitted in the Annual/Biennial Reports in any format, including Faculty 180, is solely for the purpose of conducting a review of a Member's performance in order to prepare an assessment as provided for in Article 28.1.1 and may not be aggregated or compiled with information from Annual/Biennial Reports of other Members or searched for the purpose of producing performance indicators with respect to the Member, his/her Unit, Faculty or Queen's University;
- 5) Notwithstanding paragraph 3, Members may, at their discretion, use information they have supplied to generate an Annual/Biennial Report using Faculty180 to generate other documents presenting their individual accomplishments, such as Curricula Vitae;
- 6) Nothing in paragraph 3 is intended to preclude the comparison of one Member's Annual/Biennial Report, considered in its totality, with those of other Members for the purpose of determining merit ratings as per Article 28.1.1(d) of the Collective Agreement; and,
- 7) With specific reference to the standardized forms currently in use that are referred to in paragraph 1, it is understood any decision to discontinue or otherwise restrict their use by Members in the future in favour of mandatory use of the Faculty 180 tool for Annual/Biennial Reporting purposes would require the approval of the Parties.

Signed on behalf of Queen's University this 16 day of November, 2016.



Dan McKeown

Signed on behalf of QUFA on this 16 day of November, 2016.



Elizabeth Hanson