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## **Regular Faculty Handbook**

*August 2018*

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## ***The Vancouver Island University Faculty Association (“VIUFA”)***

VIUFA was originally known as the Malaspina Faculty Association and has been representing Faculty members since 1974. Faculty members employed as professors, instructors, counselors, faculty advisors, librarians, technicians and elders are automatically full members of VIUFA<sup>1</sup> (those teaching vocational courses are represented by the BCGEU).

As the legal bargaining agent, VIUFA has a traditional trade union mandate: to improve the remuneration and working conditions of its members and to protect their collective rights.

VIUFA is also a professional association. We work to maintain and improve the quality of education at Vancouver Island University and to maintain the rights of you – the individual – to exercise independent judgment in the planning and execution of your responsibilities at VIU.

We are also members of a provincial organization, the Federation of Post-Secondary Educators of British Columbia (“FPSE”), which represents the concerns of most faculty members in BC colleges, institutes and the new special purpose teaching universities.

When you received your contract you should have been given an “Application for VIUFA Membership” by the employer. If you have not already done so, please fill it out and send it to us so we have a way to contact you outside of employer-owned communication technologies should the need arise.

### **Get in touch**

The VIUFA office is located in Room 108 of Building 360. The mailing address is: **Vancouver Island University Faculty Association, 900 Fifth Street, Nanaimo, BC, V9R 5S5**

You can reach the VIUFA office by telephone **(250.740.6339)**, or by email to [viufa@viu.ca](mailto:viufa@viu.ca). You can also find us on **Facebook** (Vancouver Island University Faculty Association) and **Twitter** (@VIUFacultyAssoc).



Our Office Manager, **Laura Buechler** ([staff@viufa.ca](mailto:staff@viufa.ca)), is in the office Tuesday to Friday from 9:00 am to 4:30 pm.

Our Labour Relations Advisor, **Neil McLeod** ([staffrep@viufa.ca](mailto:staffrep@viufa.ca)), is also on staff three days a week (usually Monday, Tuesday and Wednesday). Both can be reached at the VIUFA office.

<sup>1</sup> Associated union dues will be deducted from pay. Individuals who do not wish to be a member for religious or political reasons may resign their memberships. By law, membership dues will continue to be deducted as even those employees who are not members of VIUFA are governed by the Collective Agreement and thus benefit from the rights negotiated by VIUFA for members.

### **Get informed**

VIUFA’s website is at: [www.viufa.ca](http://www.viufa.ca). It has the most up-to-date information about:

- The Collective Agreement
- News Updates
- VIUFA Constitution and Bylaws
- The VIUFA Newsletter

Each year, there are at least two General Meetings scheduled between August 15 and December 31 and between January 1 and April 30, including the Annual General Meeting (AGM) in April. The important business of the union is conducted at these meetings and your voice is integral to providing direction for VIUFA. Special meetings on matters requiring the immediate attention of the members may be called.

Plan to attend General Meetings, and speak to Executive members regularly to stay informed.

### Get involved

VIUFA is your union. We rely on the involvement of members to function, and we welcome your contributions. The involvement of the membership is essential to our success. If you are interested in becoming active in the union, talk with any member of the Executive, or contact the VIUFA office.



*“Thanks to my work with VIUFA, I have built relationships and contributed to the direction of the university. As Chair of the Human Rights and International Solidarity Committee, I have enhanced my event coordination and communication skills in order to share initiatives with diverse groups on campus. I really enjoy working with the representatives at other Federation of Post Secondary Educators locals, as together we increase awareness of social justice issues in communities across the province. I appreciate the expertise on the VIUFA executive, and am grateful for the diversity of the membership with whom I have had the pleasure to meet, learn, and progress.”*

– *Eliza Gardiner, Chair of the VIUFA Human Rights and International Solidarity Committee*

## Your Union Executive

The Executive is the decision-making body for the Association between Annual General Meetings. The Executive makes and implements operational decisions on a week-by-week basis. Apart from speaking out at General Meetings, you can contact members of the Executive so that he or she can address your concern or raise your issue.

The Executive includes the Officers of the Association and a number of additional members. The Officers of the Association are:

1. President;
2. Vice-President;
3. Secretary-Treasurer;
4. Chief Personnel Steward; and
5. Chair of the Contract Negotiating Committee.

The additional Executive positions are:

6. Chair of the Professional & Scholarly Development Committee
7. Chair of the Human Rights & International Solidarity Committee;
8. Chair of the Status of Women Committee;
9. Chair of the University Budget Analysis Committee;
10. Chair of the Decolonization, Reconciliation, & Indigenization Standing Committee;
11. Federation of Post-Secondary Educators Pension Advisory Committee Representative;
12. FPSE Workplace Health, Safety & Environment Committee Representative;
13. FPSE Education Policy Committee Representative;
14. FPSE Disability Management and Rehabilitation Committee Representative;
15. Non-Instructional Faculty Representative;
16. Non-Regular Faculty Representative; and
17. Member at Large.

Each VIUFA standing committee has a clearly defined role. The committees deal with bargaining, contract administration, human rights, non-regular faculty issues, the status of women, educational policy, university budget analysis, occupational health and safety, and scholarly and professional development. Detailed descriptions of the roles of each Executive member are provided in VIUFA's bylaws (posted to the VIUFA website).



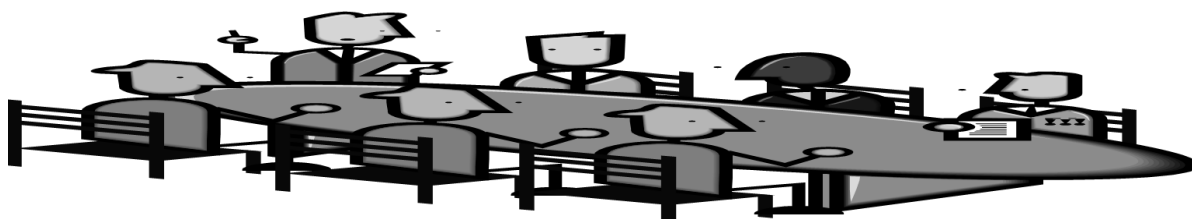
## Election Process

The Executive is elected annually, typically in April, at the Annual General Meeting (AGM). If you'd like to stand for election, prior to the AGM talk to a member of the Executive to see what the time commitment will be. Then have a union member nominate you and fill out the nomination form. Nominations may also be made and accepted from the floor of the AGM. Nominees usually give a short speech. If the number of nominees equals the positions open, election is by acclamation, otherwise ballots are cast.

**Current Executive (May 1, 2018 – April 30, 2019)**

<b>Officers of the Executive</b>	<b>Name</b>	<b>Local</b>
President	Chris Jaeger	2844
Vice-President	Kathleen Reed	2271
Secretary-Treasurer	Johnny Blakeborough	2265
Chief Personnel Steward	Colleen Price	2412
Chair, Contract Negotiating	Laura Suski	2177
<b>Additional Executive Members</b>		
Chair, Professional & Scholarly Development	Robert Willis	2214
Chair, Human Rights & International Solidarity	Imogene Lim	2840
Chair, Status of Women	Joy Gugeler	2793
Chair, University Budget Analysis	Gara Pruesse	2337
Member at Large	Carmen Lavoie	2855
FPSE Pension Advisory Rep	Robert Pepper-Smith	2411
FPSE Workplace Health, Safety & Environment Rep	Chris Alemany	2106
FPSE Education Policy Rep	Kathleen Bortolin	2668
FPSE Disability Management & Rehabilitation Rep	Anna Atkinson	2046
Chair, Decolonization, Reconciliation, and Indigenization Committee	Lexis Linklater	3535
Non-Instructional Faculty Rep	Andrea Martin	2841
<b>Non-Regular Faculty Rep</b> (through Sep 2019)	Patricia Meyer	250.713.5829

*Do NOT use your VIU email address for union business. The employer owns this system, and could read these emails. While this has never happened at VIU, we have heard about it happening at other BC Post-Secondary Institutions. If you must communicate through email, send it from a private email account, and you can send it to: [staffrep@viufa.ca](mailto:staffrep@viufa.ca).*



## Shop Stewards

The function of the Shop Stewards at VIUFA is to administer the Collective Agreement. In other words, if a situation arises where a provision of the Collective Agreement is violated, then our committee will move to stop that action and seek an appropriate remedy. Remedies may be sought through formal grievances and arbitrations, but typically a dispute resolution begins by engaging in informal discussions with administrators.

If you have a complaint or an inquiry regarding your conditions of employment, please feel free to contact a shop steward (even if an administrator has told you that you have no grounds for a complaint). The steward you talk to will bring your complaint to the Chief Steward and possibly to the Stewards Committee. If a violation of the Collective Agreement is identified and if informal discussions do not bring about a resolution, then a grievance will be launched.

The first step of the grievance is a meeting between a representative of Human Resources, the appropriate Dean or Director, and the stewards involved in that case (usually two). If a resolution is not reached, another meeting is held (usually with the same people as above), and a representative of the Senior Administration of VIU. Again, if no resolution is reached, we may take the grievance to arbitration where the decision made by the arbitrator is binding. The decision to go to arbitration is made by the Chief Personnel Steward. In many cases, the Federation of Post-Secondary Educators of B.C. will provide legal assistance.

Once the new Collective Agreement has been printed and distributed to faculty, we encourage members to read it over and become familiar with the language.

If a situation arises that does not seem to be covered by the Collective Agreement, again feel free to contact a Shop Steward. Some work conditions fall under the umbrella of past practice. While we cannot always grieve violations of past practice, we have been successful in advocating for our members.

## Current Shop Stewards

<b>Price, Colleen</b>	<b>Chief Personnel Steward</b>	<b>2412 or 6339</b>
Anderson, Gillian	Social Sciences - Sociology	2237
Arkos, Greg	Science & Tech. - Physics/Engineering	2207 Cell 250-797-1545
Boyce, Sheila	Cowichan Campus	3510
Collette, Deborah	H&HS - Nursing	2728
Eby, Eiko	Sports/PE	2341
McFarland, Dana	Library	6332
Soprovich, Zora	Powell River Campus	604-485-8056 W. 604-483-3093 H.
Stasiuk, Mary	Student Affairs - Disability Services	6427
Stremming, Al	IT	2547
Torkko, Deborah	Arts & Humanities - English	2127
Willis, Robert	Management	2214
Woodward, David	Centre for Experiential Learning	6168

## ***Federation of Post-Secondary Educators of BC (FPSE)***

FPSE represents the faculty at twenty-one public universities, colleges, institutes and other post-secondary institutions in BC. In exchange for a portion of the dues collected from our members, FPSE assists with:

- A collective voice to present the views of BC’s educators on provincial policies to politicians, Ministry officials, the public and the media.
- Collection, analysis and distribution of information on educational policy, labour relations, pension legislation, human rights law, and equality issues.
- Advice on all aspects of union work and training for your union officers and shop stewards.
- Legal counsel to represent members in arbitrations and other legal actions.
- A defence fund to support members engaged in strikes, lockouts, or honouring picket lines.
- Standing Committees with representatives from each local working to identify and address issues of concern within their mandates. These committees currently include:

Education Policy	Professional & Scholarly Development
Non-Regular Faculty	Pension Advisory
Status of Women	Human Rights & International Solidarity
Disability Management	Workplace Health, Safety & Environment

- Connecting with the BC Teachers Federation, the Canadian Federation of Students, the Canadian Association of University Teachers and other educational organizations.
- Conducting two province-wide conferences each year, providing educational and networking opportunities for member locals.

Through our membership in FPSE, VIUFA also has a number of other affiliations:

- BC Federation of Labour (BC Fed);
- Canadian Labour Congress (CLC);
- Canadian Association of University Teachers (CAUT); and
- National Union of CAUT (NUCAUT).

**Members with a question or concern about FPSE should contact a member of their local Executive first. If you are not sure which Executive member to contact, call the VIUFA office.**

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### ***Can I negotiate my initial salary placement?***

The Collective Agreement stipulates that new faculty shall be placed on the salary grid in accordance with the “Initial Salary Placement Forms”, which reference certain minimum and maximum levels (that will convert to Steps on the scale).



The section below explains how a faculty member may contest his or her placement in terms of the stated criteria – which is through a formal appeal process. However, it is not uncommon for some faculty to negotiate for a salary placement higher than what might have been the result of a strict application of the “Form” – based on particular qualifications, departmental considerations, market conditions, whatever; and those negotiations may take place at any time through the hiring process. Outside of the formal processes of the Human Resources office, what may happen is that the faculty member will get their Dean or Chief Administrator “on-side”, who will then make the case to the Provost (or to the respective Vice-President) for a deviation from the ordinary placement protocol.

So new faculty should be aware of the opportunity for this type of negotiation.

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### ***Can I appeal my initial salary placement?***

Yes. The starting salaries of new faculty are based on formal qualifications and years of relevant experience. Initial salary placement is determined upon appointment, and will be the base for all future salary increases.

Placement above the minimum levels is determined by a number of factors set out in your Collective Agreement (e.g. see Article 11.4.1.7). Essentially, negotiations for placement above the minimum levels will focus on how to count experience and qualifications and, conceivably, on how to consider fairly your work experience outside universities (e.g., secondary school teaching, government employment, private sector employment).

Any appeal of initial salary placements must be made within **90 days** of commencing employment at the University, or within **60 days** of receiving the placement form, whichever is later. To appeal your placement, contact VIUFA for assistance.

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### ***How am I evaluated?***

New regular faculty members receive an initial two-year appointment and are on probation during this period. During the probationary period, two evaluations may occur:



- Formative Evaluation (no later than the end of the first year)
- Summative Evaluation (by the end of the probationary period)

The key difference between these two is that Formative Evaluations are designed to provide new faculty with advice on how to improve, whereas Summative Evaluations may provide the basis for whether a faculty is deemed to have successfully completed the probationary period.

Evaluations may include student questionnaires as well as any of the following:

- classroom observations (subject to agreed upon times);
- interviews with students;
- review of course materials; and
- discussions with the Department Chair.

**If you receive an unsatisfactory evaluation, or feel that your evaluation is inaccurate in any way, contact a Shop Steward or call the VIUFA office.**

VIUFA can put you in contact with someone in your area who can outline the procedure your area follows regarding student questionnaires and classroom visits. It is advisable early in the term to solicit informal feedback from your students and colleagues so that you may be made aware of issues and address them before the formal process begins.

Contact us for assistance if you feel problems exist in your evaluative process, or if you would like assistance in navigating your probationary period successfully.

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### ***What benefits do I qualify for?***

Regular Faculty Members with a workload of at least 50% are eligible for Extended Health Care benefits (including Vision Care and Emergency Travel Assistance), and a Dental Plan. Details of these benefits are provided at Articles 13.1, 13.2 and 13.3 of your Collective Agreement.

Regular Faculty Members are also eligible for Disability Benefits, outlined at Article 13.4, and are enrolled in the College Pension Plan.

The new Collective Agreement (2014-19) contains improvements to extended health benefits, particularly professional paramedical services. Changes include the maximum coverage amounts, number of reimbursable visits, and deductibles. Specific information can be found on the VIUFA website under the heading *Clarification of Changes to Benefits [posted Feb. 17/16]*.

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### ***What professional development opportunities are available to me?***

Regular Faculty who are working a full workload are entitled to a minimum of \$1,000 per year for professional development activities. Regular Faculty working less than a full workload are entitled to a pro rata amount proportional to their workload.

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Expenses that may be eligible for reimbursement include:

- Membership fees in professional organizations and learned societies;
- Books, periodicals, journals and other materials directly associated with the faculty member's duties and responsibilities;
- Registration or other fees for conferences, courses, workshops and similar activities; and
- Travel expenses related to attending meetings, conferences and courses.

The University also provides funds for professional development leaves.

Regular non-instructional faculty members are also entitled to a minimum of two weeks to engage in professional development activities, subject to no requirement for replacement. This benefit is pro-rated for those non-instructional faculty members who do not hold full time postings.

Regular faculty members are also entitled to Tuition Fee waivers for University credit courses and community education courses. Consult your Collective Agreement for more information.

VIUFA Vice-President, Kathleen Reed, as former Chair of the VIUFA Professional & Scholarly Development Committee, developed a comprehensive chart of internal funding opportunities for Association members, which can be found on the VIUFA website under the heading *Spring 2016 Pro-D Opportunities for VIUFA Members [posted Feb. 17/16]*.

### ***Do I report to my Departmental Chair?***

No. Duties of the Chair differ between departments but do not include management of faculty. However, your Chair may influence your teaching evaluations, which courses you are assigned, and whether you may undertake directed studies courses or leaves. Departmental Chairs are also involved in Departmental staffing decisions and curriculum development.

### ***How is my workload determined?***

Generally, an Instructor's or Professor's workload is determined by the Chair of their department, in consultation with other faculty in the department. The workload, responsibilities and duties of non-instructional faculty are determined by the appropriate Chair, Director, Regional Campus Principal or Dean, in consultation with that faculty member.

The Collective Agreement also places some limits on workloads. Instructional workloads are limited to a maximum of sixteen teaching hours a week, averaged over two semesters. The maximum number of regular lecture classes is eight. Instructional faculty with an assignment equivalent to seven sections which includes one or more upper level courses are entitled to a release from the eighth section.

The Collective Agreement requires workloads to be fair. This includes, for example, the prep time each departmental member is required to devote to the courses they have been assigned, relative to the prep time required of other departmental members. If you think there is an unbalanced workload in your department, contact a shop steward or the VIUFA office.

A number of limits to timetabling are also set out in the Collective Agreement. These include for the provision of travel time where a Professor is teaching at more than one campus, and the requirement for at least one continuous hour of unscheduled time between 11.30 a.m. and 2:30 p.m. If you have concerns about how your schedule is designed, review Article 10.4.1.1. of the Collective Agreement to ensure it is within the limits set out.

Non-instructional faculty workloads are expected to average 35 hours per week, although the Collective Agreement permits some variability during the academic year to accommodate peak periods.

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### ***The Collective Agreement can be confusing – how do I understand it?***

If you are unsure about how the Collective Agreement applies in a particular situation, do not hesitate to contact the Chief Personnel Steward (Colleen Price) or the Labour Relations Advisor (Neil McLeod). Both can be reached through the VIUFA office.

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### ***We're your advocate***



If something doesn't seem right, or if you just don't know whether one of your rights is being violated, contact us sooner rather than later. We can accompany you to meetings or provide a second opinion on that correspondence before you send it. In most cases, you'll be most protected the sooner you contact your advocate.