



**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

**TO:** Governing Council

**SPONSOR:** Cheryl Regehr, Vice-President & Provost

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**PRESENTER:** See above.

**CONTACT INFO:**

**DATE:** January 28, 2015 for February 26, 2015

**AGENDA ITEM:** 5(c.)

**ITEM IDENTIFICATION:**

Tentative agreement in principle regarding changes to the teaching stream faculty appointment category

**JURISDICTIONAL INFORMATION:**

Under Section 4 of its Terms of Reference, the Academic Board “is concerned with matters affecting the teaching, learning, and research functions of the University.” In addition, “matters having significant impact on the University as a whole...will normally require the approval of the Governing Council.”

Under Section 5.2.1 (a), “policies on the nature of academic employment are assigned to the Academic Board. These encompass policies on the appointment, promotion, tenure, suspension and removal of teaching staff, as well as policies on the conduct of academic work, such as the policies on research leave and on academic freedom and responsibilities.”

Section 31(b) of Governing Council By-Law Number 2 also specifies that issues pertaining to academic employment are reviewed by Academic Board.

**GOVERNANCE PATH:**

1. Academic Board [for recommendation] (January 29, 2015)
2. Executive Committee [for endorsement and forwarding] (February 9, 2015)
3. **Governing Council [for approval] (February 26, 2015)**

**PREVIOUS ACTION TAKEN:**

The Governing Council of the University of Toronto first approved a Memorandum of Agreement (MOA) between the University and the University of Toronto Faculty Association

(UTFA) on June 28, 1977, as amended from time to time, last consolidated on December 31, 2006. Article 2 of the MOA states that the University will not change the policies and practices listed except by the mutual consent of the parties. The *Policy and Procedures for Academic Appointments* (PPAA) is listed in Article 2(a) of the MOA.

## **HIGHLIGHTS:**

As described in more detail in the attached *Informational Memo on Special Joint Advisory Committee (SJAC)*, in the Spring of 2013, a Special Joint Advisory Committee (SJAC) was established with representatives of the University of Toronto and UTFA to discuss potential changes to the *Memorandum of Agreement between the Governing Council of the University of Toronto and The University of Toronto Faculty Association* (MOA). The SJAC and its subcommittees met regularly between March 2013 and December 2014 in order to reach the tentative agreement summarized in the attached Informational Memo, including two elements regarding changes to the PPAA. The SJAC process was extended several times in order to accommodate further collegial discussion and was expertly facilitated by the Honourable Frank Iacobucci.

UTFA's Council ratified the tentative agreement at its scheduled meeting on December 15, 2014, and the Governing Council is now being asked to approve the tentative agreement as per the terms of reference of its various boards and committees. The agreement consists of four elements, which will be considered for approval by the relevant bodies and will be subject to final approval of the tentative agreement as a whole by Governing Council.

The University administration recommends for approval the element of the tentative agreement attached here – an agreement on the teaching stream faculty appointment category (signed and dated December 2, 2014). This agreement is an agreement in principle. The specific revisions to the PPAA have yet to be agreed to and will come forward in a subsequent cycle of governance.

The changes agreed to in principle relative to teaching-stream faculty include:

- initial four-year teaching-stream appointments;
- provision for a mandatory interim review, with a term to focus on feedback from the review which may include teaching and service reductions following a successful renewal and a two year re-appointment;
- a review for promotion to continuing status in year six; and
- the introduction of professorial ranks and titles that will recognize accomplishments across a teaching-stream faculty member's scholarly career.

The changes agreed to in principle are intended to enhance consistency across the institution relative to the teaching stream and establish rigorous, competitive appointment and evaluation systems for this faculty appointment category. Pending approval, current full-time Senior Lecturers and full-time Lecturers with continuing-stream appointments will have an opportunity to elect to transition into the new policies or to remain under the existing policies. More details are found in the Summary document attached here.

**FINANCIAL IMPLICATIONS:**

N/A

**RECOMMENDATION:**

Be It Resolved

THAT the tentative agreement on the faculty appointment category of teaching stream , between the University of Toronto Faculty Association and the University Administration , as outlined in *Faculty Appointment Category: Teaching Stream*, dated December 2, 2014, be approved in principle.

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**DOCUMENTATION PROVIDED:**

- The tentative agreement in principle for *Faculty Appointment Category: Teaching Stream* (December 2, 2014)
- *Summary of Proposed Changes to the Teaching Stream*
- *Informational Memo on Special Joint Advisory Committee (SJAC)* (January 2015)

## Faculty Appointment Category: Teaching Stream

Agreement in principle, subject to mutually agreed amendments to the PPAA based on the Framework below:

### Background

The University proposes a category of faculty appointment which is focused on the achievement of teaching excellence. The expectation of faculty members in this appointment category is that they bring excellent teaching skills, creative educational leadership and/or achievement, and innovations in teaching that enhance undergraduate or graduate education and add significantly to the quality of the student experience. The University proposal provides a very clear career trajectory for teaching stream faculty which mirrors that for tenure stream faculty at U of T. It proposes a rigorous, competitive appointment system and evaluation systems that are consistent across the institution. It also proposes the introduction of professorial ranks that recognize accomplishments across the scholarly career.

| University Proposal for Full-time Appointments (100% FTE) in Teaching Stream |   |
|--|---|
| 1. Rationale   | <p>The purpose of the appointment category is aligned with the University of Toronto's Institutional Mission to offer undergraduate, graduate and professional programs of excellent quality. The normal duties of faculty members in the teaching stream consist of teaching students who are in degree programs and other professional and administrative activities related to teaching. Faculty members in the teaching stream may have direct responsibility for the administration of one or more large undergraduate courses or for the co-ordination of undergraduate programs at both the department level and in College-based programs. The expectation of faculty members in this appointment category is that they bring a dimension of teaching excellence and educational innovation that enhances undergraduate or graduate education* and adds significantly to the quality of the student experience.</p> <p>*Note existing provisions of section 30(i) of the PPAA that "Where the position requires graduate teaching, an appointment to a University/graduate department will also be made."</p> |
| 2. Appointment   | <ul style="list-style-type: none"><li>• Requires Provostial approval</li><li>• Clearly specifies the type of appointment<ul style="list-style-type: none"><li>– Continuing or CLTA</li><li>– Teaching &amp; Learning</li></ul></li><li>• Search committee</li><li>• Normal search process</li></ul>   |

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|   | <ul style="list-style-type: none"> <li>• University guidelines / best practices apply</li> <li>• Detailed letter of appointment setting out the responsibilities of the position</li> </ul>  |
| 3. Advertising and Search                   | <ul style="list-style-type: none"> <li>• Broadly advertised to ensure widest applicant pool</li> <li>• Position description should clearly state expectations of the position</li> <li>• Follows the requirements as outlined in University guidelines/best practises consistent with the PPAA.</li> </ul>   |
| 4. Qualifications                           | <ul style="list-style-type: none"> <li>• Normally PhD (or other scholarly or creative professional work regarded by the division or department as equivalent)</li> <li>• On a go-forward basis, candidates undertaking a PhD will not be appointed to a continuing stream position until after completion of the degree but may be appointed as Assistant Professor, Teaching Stream (Conditional) on the terms applicable to the tenure stream with any necessary modifications.</li> </ul>                         |
| 5.  | <ul style="list-style-type: none"> <li>• 4 years</li> </ul>  |
| 6. Probationary Review                      | <ul style="list-style-type: none"> <li>• Dossier submitted by 30<sup>th</sup> June Year 3</li> <li>• Review Completed by December 31<sup>st</sup> Year 4</li> <li>• University wide process for conduct of review</li> <li>• The decision of the Principal or Dean may be appealed to the Vice-President and Provost within ten days. The Vice-President and Provost's decision will be final, and cannot be grieved.</li> </ul>   |
| 7. Standard for Probationary Review         | <p>The essential purpose of the review should be:</p> <ul style="list-style-type: none"> <li>• Has the appointee's performance been sufficiently satisfactory for a second probationary appointment to be recommended?</li> <li>• If reappointment is recommended, what counselling should be given to the appointee to assist him or her to improve areas of weakness and maintain areas of strength?</li> </ul>  |
| 8. Preparation for Continuing Status Review | <ul style="list-style-type: none"> <li>• Upon reappointment, the faculty member will be offered an academic term to focus on preparing for continuing status review and to address any advice from the interim review. Normally this term will not include assigned teaching above ½ of the normal teaching assignments or service, but with the candidate's agreement the term may include more than ½ assigned teaching or some assigned service, in order to reflect feedback from the interim review.</li> </ul> |
| 9. Second Contract                          | <ul style="list-style-type: none"> <li>• 2 years</li> </ul>  |
| 10. Continuing                              | <ul style="list-style-type: none"> <li>• By end of Year 6</li> </ul>   |

| Status Review                               |  |
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| <b>11. Continuing Status Review Process</b> | <ul style="list-style-type: none"> <li>• University wide process</li> <li>• Use of external referees</li> <li>• Use of Divisional Guidelines for evaluation of teaching excellence</li> <li>• Dossier submitted by 30<sup>th</sup> June year 5</li> <li>• Review completed by December 31<sup>st</sup> year 6</li> <li>• An unsuccessful candidate will be provided with employment to December 31<sup>st</sup> year 7 for a total of twelve (12) months terminal contract employment in connection with the termination of contract and employment effective December 31 year 7.</li> <li>• A negative recommendation may be appealed following the Grievance Procedure set out in Article 7 of the MOA, commencing at Step 3.</li> </ul>   |
| <b>12. Performance standard</b>             | <ul style="list-style-type: none"> <li>• A positive recommendation will require the judgment of excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development.</li> <li>• Excellence in teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives in accordance with appropriate divisional guidelines.</li> <li>• Evidence of demonstrated and continuing future pedagogical/professional development may be demonstrated in a variety of ways e.g. discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches; participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent; teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities; professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines.</li> </ul> |
| <b>13. Duties</b>                           | <ul style="list-style-type: none"> <li>• Status quo – Article 8.</li> </ul>  |
| <b>14. Ranks and Title</b>                  | <ul style="list-style-type: none"> <li>• Assistant Professor, Teaching Stream</li> <li>• Associate Professor, Teaching Stream</li> <li>• Professor, Teaching Stream</li> </ul> <p>The parties agree that the full titles above shall be used in all written and/or formal circumstances including, for example, letters, email, faculty or department websites, course calendars, conference materials, etc.</p>   |

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| 15. Promotion to Full Professor | <ul style="list-style-type: none"> <li>Promotion shall be based on excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years.</li> <li>The parties are jointly agreed to developing, on an expedited basis, a process for promotion to full professor.</li> </ul>   |
| 16. Termination                 | <ul style="list-style-type: none"> <li>As per the PPAA section VII Paragraph 30</li> <li>N.B. nomenclature to be amended to reflect any agreed title change</li> </ul>   |
| 17. Contractually Limited       | <ul style="list-style-type: none"> <li>Full-time appointments at the rank of Assistant Professor, Teaching Stream, Associate Professor, Teaching Stream or Professor, Teaching Stream may also be made for contractually-limited terms normally of one, two or three years' duration.</li> <li>Where circumstances justify and with the approval of the Vice-President and Provost, an extension may be granted. The option to extend may be exercised only once and then not to exceed a total maximum of five years.</li> <li>Individuals with a CLTA teaching stream appointment may apply for a continuing position through appointment process set out at section 2</li> <li>Individuals supported 75% or greater from designated outside grants shall be exempt. The specific grants so designated shall be determined by the Vice-President and Provost in consultation with the division head. In no case should the term of the appointment exceed the term of the grant.</li> </ul>  |
| 18. Request for Delay           | <ul style="list-style-type: none"> <li>Candidates may make a written request for a delay in the probationary review or consideration for continuing status based on pregnancy and/or parental or adoption leave or serious personal circumstances beyond their control such as illness or injury. Delays may be granted for one year but no more than two years with the approval in writing of the Vice-President and Provost. Written requests by a candidate for further delays based on the provisions of the <i>Ontario Human Rights Code</i> as amended from time to time (the "Code") will be considered by the Vice-President and Provost on a case-by-case basis, it being understood and agreed that such requests must be made by the candidate in writing at the earliest opportunity in a probationary review or consideration for Continuing status process (i.e. as soon as a candidate knows or reasonably ought to know that their interim review or consideration for Continuing status may warrant a delay based on the provisions of the Code).</li> </ul> |

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| <p><b>19. Application</b></p>  | <ul style="list-style-type: none"> <li>• Current Lecturers in the continuing stream and Senior Lecturers may elect on a one-time only basis to become covered by the new terms including to titles of Assistant Professor, Teaching Stream and Associate Professor, Teaching Stream respectively as follows: <ul style="list-style-type: none"> <li>(a) Senior Lecturers may make an election by no later than December 31, 2015.</li> <li>(b) Lecturers who are eligible for promotion to Senior Lecturer by October 2015 will proceed with the current promotion process and may make an election immediately after promotion to be effective January 1, 2016.</li> <li>(c) Any other Lecturer may make an election before December 31, 2015 to be effective January 1, 2016.</li> </ul> </li> <li>• This one-time election will be available to current members of the teaching stream who hold appointments in the continuing stream of between 76% and 100% FTE.</li> <li>• Where a current Lecturer does not have a continuing appointment, if there is a renewal (which may be as a CLTA) it shall be on terms subject to this revised policy. If such renewal is as a CLTA prior years will count towards the new total maximum of five years.</li> </ul> <p><b>NOTE – Dates subject to governance approval prior to July 1, 2015.</b></p> |
| <p><b>20. Athletic Instructors and Senior Athletic Instructors</b></p> | <ul style="list-style-type: none"> <li>• Current Athletic Instructors and Senior Athletic Instructors to be grand-parented under the current provisions of section 31 of the PPAA. On a go-forward basis new Athletic Instructors, including coaches, will be staff positions not covered by the provisions of the PPAA or the MOA between the University and UTFA.</li> </ul>   |
| <p><b>21. Transition</b></p>   | <ul style="list-style-type: none"> <li>• Communication to all current Lecturers and Senior Lecturers with an appointment of 76% to 100% FTE in the continuing stream regarding amendments to the PPAA concerning Teaching Stream, including communication on the one-time-only option to convert to Assistant Professor, Teaching Stream or Associate Professor, Teaching Stream.</li> </ul>   |



[REDACTED]

Dated this 2<sup>nd</sup> Day of December , 2014

FOR THE UNIVERSITY  
ADMINISTRATION

*Gregory Kildyard*

Per: *A. Kildyard*  
VP HR + EQUITY

*S. Lee*

Per: *S. Lee*  
Vice President (Academic) Faculty + Academic  
Life

Facilitator's Acknowledgement

*Frank J. Jernigan*

FOR THE FACULTY ASSOCIATION

*[Signature]*

Per: *SCOTT PRUD'NAN, PRESIDENT*

*C. H. Messenger*

Per: *Cynthia Messenger*  
Vice-President, Grievances

## Summary of Changes to the Teaching Stream

On December 3, 2014, the University administration and the University of Toronto Faculty Association (UTFA) were pleased to announce that they had reached a tentative agreement in principle on changes to the *Policy and Procedures for Academic Appointments* (PPAA) for teaching stream faculty at the University of Toronto. The changes for members of the teaching stream with **continuing full-time appointments** are summarised below\*:

|   | Original  | Revised  |
|---|---|--|
| <b>Initial Contract</b>                                     | <b>1, 2 or 3 years</b>  | <b>4 years</b>   |
| <b>Ranks and Titles</b>                                     | <ul style="list-style-type: none"> <li>• Lecturer</li> <li>• Senior Lecturer</li> </ul>   | <ul style="list-style-type: none"> <li>• Assistant Professor (Conditional), Teaching Stream</li> <li>• Assistant Professor, Teaching Stream</li> <li>• Associate Professor, Teaching Stream</li> <li>• Professor, Teaching Stream</li> </ul>   |
| <b>Probationary Review</b>                                  |   | A dossier is submitted by June 30 of Year 3. Review is completed by December 31 of Year 4.   |
| <b>Result of Successful Review</b>                          |   | Additional 2 year contract and the offer of an academic term to focus on preparing for continuing status review and to address any advice from the interim review. Normally, this term will not include assigned teaching above ½ of the normal teaching or service assignments.   |
| <b>Probationary Review / Continuing Status Review Delay</b> | Requests for delays may be made on the basis of maternity or severe personal circumstances for up to two years.   | Requests for delays may be made based on pregnancy and/or parental and/or adoption leave or serious personal circumstances beyond their control such as illness or injuries, for up to two years. Further delays based on the provisions of the Ontario Human Rights Code will be considered on a case-by-case basis. Requests must be made in writing by the candidate at the earliest opportunity.   |
| <b>Continuing Status Review</b>                             |   | Candidates will submit their dossier by June 30 of Year 5. The review will be completed by December 31 of Year 6.  |
| <b>Performance Standard</b>                                 | Promotion is based on performance related to teaching effectiveness and pedagogical/professional development. It requires the judgment of excellence in teaching and evidence of future pedagogical/professional development. | A positive recommendation will require the judgment of excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development. Excellence in teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives in accordance with appropriate divisional guidelines. Evidence of demonstrated and continuing future pedagogical/professional development may be demonstrated in a variety |

|                                    |  |  |
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|                                    |  | of ways including discipline based scholarship in relation to, or relevant to the field in which the candidate teaches, participation and contribution to academic conferences, teaching-related activity outside of the candidate's classroom responsibilities and professional work that allows the candidate to maintain a mastery in their subject area. |
| <b>Promotion to Full Professor</b> |  | Promotion will be based on excellent teaching, educational leadership and/or achievement and ongoing pedagogical/professional development, sustained over many years. Processes will be developed.   |

| <b>Revised Promotion Clock Timetable</b>                             |   |
|--|---|
| <i>Academic Year 1 (1<sup>st</sup> July to 30<sup>th</sup> June)</i> | <ul style="list-style-type: none"> <li>• Receive initial 4 year contract.</li> </ul>  |
| <i>Academic Year 2</i>   |   |
| <i>Academic Year 3</i>   | <ul style="list-style-type: none"> <li>• Dossier for Probationary Review will be submitted by June 30.</li> </ul>   |
| <i>Academic Year 4</i>   | <ul style="list-style-type: none"> <li>• Probationary Review will be completed by December 31.</li> <li>• Successful review will result in an additional 2 year contract.</li> </ul>  |
| <i>Academic Year 5</i>   | <ul style="list-style-type: none"> <li>• Following a successful review the candidate will be offered an academic term to focus on preparing for the continuing status review and to address advice from the interim review.</li> <li>• Normally this term will not include assigned teaching above ½ of the normal teaching or service assignments.</li> <li>• Continuing status review dossiers submitted by June 30.</li> </ul> |
| <i>Academic Year 6</i>   | <ul style="list-style-type: none"> <li>• Continuing status review completed by December 31.</li> <li>• Promotion to Associate Professor, Teaching Stream July 1.</li> </ul>   |

\*For further details, including other types of lecturer appointments, please see the [full agreement in principle](#).