

Appropriate Handbook

January 2001

**Okanagan University College
Faculty Association**

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**OKANAGAN UNIVERSITY COLLEGE
ACADEMIC FREEDOM
(Reference Article 6)**

Society benefits from the search for knowledge and its free exposition. Academic freedom is essential to both these purposes in the teaching function of the College as well as in its scholarship and research. There shall be no infringement or abridgement of the academic freedom of any instructor. Instructors are entitled, regardless of prescribed doctrine, to freedom in carrying out research and in publishing the results thereof, freedom of teaching and of discussion, freedom to criticize the College and freedom from institutional censorship. Academic freedom does not require neutrality on the part of the individual. Rather, academic freedom makes commitment possible. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base research and teaching on an honest search for knowledge.

**OKANAGAN UNIVERSITY COLLEGE
CODE OF CONDUCT FOR FACULTY STUDENT RELATIONS
(Reference Clause 5.04)**

Okanagan University College and the Okanagan University College Faculty association are committed to fostering an academic environment in which faculty and students can expect to be treated with honesty, integrity, fairness, and respect. Faculty members have an obligation, in carrying out their professional duties, to promote this environment, and to strive to avoid situations of perceived bias, as well as an obligation to respect and maintain their right of academic freedom.

1. A faculty member shall be fair to his or her students, particularly in evaluating them or when acting as a referee.
2. A faculty member shall not exploit his or her professional relationships with students for personal gain.
3. A faculty member shall not initiate or acquiesce in a sexual or romantic relationship with a student who is, or who can reasonably be expected to be, enrolled in his or her class or otherwise subject to his or her direct supervision, evaluation or counselling.
4. Where a faculty member and a student over whom he or she has a direct supervisory or evaluative role were or are in a close personal relationship, such as a familial relationship, a close commercial or business relationship, or a previous romantic or sexual relationship, such that there may reasonably be perceived to be a conflict of interest or possible bias, the faculty member shall inform his or her designated supervisor of the potential conflict of interest. Where appropriate, the designated supervisor will make alternate arrangements.
5. Where a faculty member has been given a work assignment that involves a direct supervisory or evaluative role with a student with whom a continuing sexual or romantic relationship exists, the faculty member shall inform his or her designated supervisor of the potential conflict of interest. Where appropriate, the designated supervisor will make alternate arrangements.
6. Nothing in this Code of Conduct may infringe on the academic freedom of faculty as defined in the joint OUC-OUCFA Policy on Academic Freedom.

**OUC GUIDELINES for EXTENDED STUDY LEAVE
For FACULTY ASSOCIATION EMPLOYEES
(Reference Clause 32.5)**

Okanagan University College and the Okanagan University College Faculty Association, in recognition of the need to encourage growth and development of faculty, and to provide opportunities for faculty to maintain relationships and competence in their fields, have established a fund for extended study leaves.

AIMS AND OBJECTIVES

In keeping with OUC Values, the following aims and objectives have been adopted.

1. To create and maintain an effective instructional environment by adopting policies such as the provision of professional growth opportunities related to teaching, scholarly activity, and increasing subject-area competence.
2. To provide for the growth and development of faculty in order to maintain high standards of educational services.
3. To encourage and assist faculty to maintain relationships and competence in their fields through leaves of absence and exchange schemes.
4. To encourage faculty to improve their qualifications and to provide assistance in those cases where such improvement will be beneficial to OUC.

ACTIVITIES

The activities that may be undertaken during an extended study leave may involve:

- a formal or informal program of study at an educational institution; or
- a program of research at an educational institution; or
- a program of work, research, or study at other than an educational institution, provided that the applicant can adequately demonstrate that the proposal will provide sufficient opportunity for development.

The preparation of proposals for funding or grants is not deemed to be a legitimate activity for extended study leave.

ELIGIBILITY

1. Any employee who has been on a probationary, candidacy or tenured appointment for five or more years either following his or her initial appointment or following an extended study leave shall be eligible for an extended study leave.
2. Time spent on any leave without pay during the teaching year shall not constitute service with OUC for the purpose of this Article.

EXTENDED STUDY LEAVE POLICIES

1. **Collective Agreement**

Extended study leave shall be granted in accordance with the provisions of the collective agreement between OUC and OUC Faculty Association.

2. An Extended Study Leave (ESL) Committee shall be struck consisting of one faculty representative from each of the Professional Development Committees and two representatives from OUC.

3. **Location of Leave**

Normally, extended study leave shall be assumed to mean a leave taken out of the OUC region, however, a proposal for a leave taken within the OUC region will be considered if the applicant can demonstrate that the proposed activities are sound and will provide sufficient opportunity for development.

4. **Extended Study Leave**

Leave for the purpose of pursuing study may be granted to employees on continuing appointments for periods of six months or twelve months as follows:

1. Initial requests for leaves shall be limited to applications for periods of 12 months.
2. Provided the funds are not fully allocated following the initial request for leaves, applications for leaves of both six months and 12 months will be considered.

5. **Review of Applications**

The Committee shall review applications no later than November 1 each year and recommend candidates for extended study leave to the OUC President.

Approval or rejection of an application for extended study leave shall be given by December 1.

No information regarding the status of the application will be given to the applicant prior to a decision being made by the President.

6. Under the Freedom of Information and Protection of Privacy Act the information contained in applications for extended study leave, including a CV is considered employment and educational history.

Application - Consent of the applicant is required before his/her application can be made available to others in the university college community contemplating making an application (consent form on page 8 of Guidelines).

Curriculum Vitae - The curriculum vitae submitted with an extended study leave application is intended only for the use of the Extended Study Leave Committee. Once the President has approved the leave the CV will be returned to the applicant.

7. After the President has granted the leaves, approved applications are available to other faculty contemplating making an application. A request to view applications should be made to the Chairman of the Extended Study Leave Committee. Only those applications for which the Chair has received written consent from the individual concerned will be made available.

8. **Designation of a Portion of Extended Study Leave as Research Grant**

Applicants for extended leave can request that part of their study leave salary be designated as a research grant for the purpose of conducting research. Once a leave has been approved by the President, the individual can make application for a Study Leave Research Grant (SLRG). Guidelines and forms are available from the VP Education Office.

SELECTION PROCEDURES

1. The ESL Committee will consider each application on its own merits. Following a rigorous review of the application the Committee will decide on the acceptability of the proposal. The factors to be considered by the Committee in making this judgement will include, but will not be limited to, the following:
 - a) the benefits that will accrue to the applicant and to OUC from both a qualitative and quantitative perspective;
 - b) any improvement to the applicant's qualifications, either in her/his own or in a related area of instruction;
 - c) the maintenance of the applicant's competence in her/his own or in a related area of instruction;
 - d) the completeness of the application and the quality of its preparation;
 - e) If the applicant has had a previous extended study leave, the Committee, in deciding upon the acceptability of the proposal, will also take into consideration whether or not the applicant had provided a satisfactory report on the leave to the Committee and had satisfactorily carried out the follow-up activity which had been agreed upon.
2. In the event that there are more acceptable proposals than available leaves, the Committee will review the applications, and recommend an appropriate number of applications for extended study leave. The initial ranking of the proposals will be made on the basis of:
 - a) the benefits that will accrue to the applicant and to OUC from both a qualitative and quantitative perspective;
 - b) the quality of preparation of the application.

In the event there are equivalent priority rankings for any applications, the following factors will be taken into consideration:

- c) the contributions the applicant has made to OUC, to the faculty association and/or to the community;
- d) the length of service to OUC defined as the nearest whole number of years counted from the beginning of the applicant's employment by OUC, or the date of the end of the period of the applicant's last Extended Study Leave;
- e) a previous acceptable application for Extended Study Leave that was not granted.

GUIDELINES FOR COLLEAGUES GRANTED EXTENDED STUDY LEAVE

Extended Study Leave is granted to a colleague for the purposes outlined in the application as approved by the ESL Committee and the President.

1. Deadline to Decline Leave - January 15

An employee who has been granted extended study leave may decline the study leave up until January 15 of the calendar year in which the study leave is to commence. If an employee declines a study leave, the ESL Committee may select another candidate. (Timelines for Second Round applications are determined on an annual basis pending completion of the First Round.)

2. Change of Study Leave

In the event that a colleague wishes to change any of the approved plans, either before or during the leave period, the Committee is to be notified as soon as possible and obtain its approval for the change.

The Committee will review the change. In the event that the Committee rejects the change, the applicant will be allowed a reasonable period of time, as specified by the Committee, to submit an alternate plan acceptable to the Committee. If an acceptable, alternate plan cannot be obtained, the Committee will recommend to the President that the study leave be terminated.

3. Company Association

A colleague who has been granted extended study leave and who will be associated with a company must agree to have the company forward directly to OUC, upon completion of his/her association with the company, the dates of attachment to the company and a statement of any remuneration received from the company.

4. Report on Extended Study Leave

Each colleague returning from an extended study leave must submit a report to the ESL Committee and to his/her designated supervisor, describing the activities carried out during the leave. At the same time, each colleague will also be required to submit a short summary of the leave activities for publication. The Committee may also request that the colleague appear before the Committee to discuss his/her extended study leave.

5. Collective Agreement

A colleague on extended study leave is covered by the terms of the collective agreement that are in effect at the time of the leave.

6. Follow-up Activity

Each colleague returning from an extended study leave shall schedule the follow-up activity at a time and place to be set in consultation with the ESL Committee.

APPLICATIONS

1. Deadline for Submission of Study Leave Proposal - October 1

A person who is eligible, or who will be eligible on the date of the commencement of the extended study leave, must submit an application to the Extended Study Leave Committee no later than October 1 of the calendar year preceding the calendar year in which the extended study leave will commence.

2. While it is the applicant's responsibility to ensure that his/her application is complete at the time of submission (see #3), the Committee reserves the right to request information that may be of assistance in assessing an application.

3. **Primary Study Leave Proposal**

If there is any doubt regarding the primary plan, it would be beneficial for the applicant to have an alternate study program to submit to the Committee for approval at the same time as the original proposal is submitted.

4. **Information to be Provided on the Application**

The application for extended study leave must include the following:

- a) **Dates**

The dates for the beginning and end of the leave period:

- i) the 12 month leave period includes the two month vacation period;
- ii) the 6 month leave period includes 1 month vacation and 1 month non-instructional duty time for employees on instructional appointments.

- b) **Location**

The location at which the proposed activities will be carried out.

- c) **Outline**

A comprehensive outline of the proposed study or work activities that will be undertaken during the leave.

- d) **Benefits**

A statement describing the benefits that will accrue to the applicant and OUC as a result of the proposed activities

- e) **Evidence of Investigation**

Detailed evidence of investigation, feasibility and planning regarding the activities proposed for the leave. Copies of relevant correspondence should be included.

Where documents are not in English a reasonable translation will be provided.

- f) **Statement of Service**

A statement describing the service that the applicant has rendered to OUC (including for example, guest lectures, committee membership, work with groups in the community, memberships in associations, publications, etc.) and to the Association (including for example the holding of office, service on committees, etc.).

- g) **Estimate of Expenses**

If applicable, an estimate of the expenses that will be claimed against the extended study leave fund. The expenses that can be claimed are tuition fees, registration fees, and laboratory fees. The maximum reimbursement shall not exceed 4% of step 1 of scale 2.

h) **Estimate of Remuneration**

If applicable, an estimate of the remuneration anticipated as a result of salaries, grants, etc., that may be received by the applicant during the period of the leave from organizations other than OUC.

i) **Proposal for Follow-up Activity**

A proposal for a follow-up activity such as a seminar or exhibition that will take place at OUC upon completion of the leave, in which the applicant will share with colleagues the knowledge or experience gained during the leave, or exhibit work accomplished during the leave.

j) **Curriculum Vitae**

An updated curriculum vitae is to be included as part of the application package. (The curriculum vitae submitted with an extended study leave application is intended only for the use of the ESL Committee.)

**OKANAGAN UNIVERSITY COLLEGE
PROFESSIONAL ALLOWANCE
FOR
FACULTY ASSOCIATION EMPLOYEES**

**GUIDELINES FOR FUNDING
(Reference Clause 46.7)**

AIMS & OBJECTIVES

Okanagan University College and the Okanagan University College Faculty Association jointly recognize that

- employees have a contractual obligation to maintain competence and currency in their areas of specialization, and
- in order to satisfy this contractual obligation employees may incur expenses for which reimbursement is not normally available from the employer, and
- such expenses provide a benefit both to the employee and to the employer.

Provision of a fund for the purpose of reimbursing employees for such expenditures is one way to enhance expertise and facilitate the work of the university college.

ELIGIBLE EMPLOYEES

Employees holding a probationary, candidacy, or tenured appointment shall be eligible for reimbursement of approved expenses.

Committees

1. Membership

A joint committee shall be struck, comprising two faculty members appointed by the Association and one administrative representative. The committee shall elect a chair at the first meeting of each college year.

2. Meetings

Meetings shall be held twice a year, or at the call of the chair.

3. Responsibilities

The committee is responsible for administering the fund, reviewing and adjudicating applications based on the aims, objectives and eligibility criteria, allocating monies from the fund, setting the maximum annual amount for which reimbursement may be claimed, and developing appropriate application forms and procedures.

FUNDS & ADMINISTRATION

Effective July 1, 1999 and on each July 1st thereafter, OUC will deposit the sum of \$35,000 into a jointly administered fund to be known as the Professional Allowance Fund. The Professional Allowance Fund is administered on the basis of the college year – July 1 to June 30. Any monies remaining in the fund at the end of a college year shall be carried over to the next college year.

Each year the Professional Allowance Committee shall establish and publish the maximum allowable amount for which employees may claim reimbursement. The committee shall attempt to establish the largest possible maximum allowable claim consistent with maintaining the college integrity of the fund and shall base its decision on the amount of money in the fund after the previous year's reimbursements have been made and the estimated number of employees eligible to claim reimbursement.

ELIGIBLE EXPENSES

Eligible employees may claim reimbursement, up to the maximum established by the committee, for employment related expenses that meet the following criteria:

- The expenses must be for the purposes of satisfying the employee's contractual obligation to maintain competence and currency in his or her areas of specialization or employment classification.
- The expenses cannot be of the type for which reimbursement is otherwise available from Travel Allowances (Article 46), Professional Development (Article 29), or the Scholarly Activity Fund (Article 31).
- Allowable expenses include, but are not limited to, professional dues, subscriptions to scholarly journals, books, computer software, and computer or other equipment.

APPLICATIONS FOR REIMBURSEMENT

Disbursement of the fund will be made after the end of each college year. Claims may be submitted at any time up to one month after the end of the college year. All requests for reimbursement must include relevant receipts, dated within the college year. Late requests for reimbursement, or requests for reimbursement for expenses incurred outside the college year will not be processed.

In the event that there is not enough money in the fund to satisfy all eligible claims, the maximum eligible amount will be decreased to accommodate all of the eligible claims. If there is money remaining in the fund after all eligible claims have been paid it will be carried over into the following year's fund.

**OKANAGAN UNIVERSITY COLLEGE
PROFESSIONAL DEVELOPMENT FOR FACULTY ASSOCIATION EMPLOYEES**

**GUIDELINES FOR FUNDING
(Reference Clause 29.5)**

Okanagan University College and the Okanagan University College Faculty Association have provided funding for professional development activities to encourage professional growth opportunities relating to teaching, increased subject-area competence, maintaining currency and fostering excellence in teaching for members of the Faculty Association.

Provision for short-term professional development activities of personnel is one way to enhance expertise and improve the quality of the student's learning experience and to facilitate the work of the University College.

AIMS & OBJECTIVES

The University College has adopted the following aims and objectives:

- a) To create and maintain an effective instructional environment by adopting policies for the provision of professional growth opportunities related to teaching and increasing subject-area competence.
- b) To provide for growth and development of University College personnel in order to maintain high standards of educational services.
- c) To encourage and assist University College personnel to maintain relationships and competence in their fields through leaves of absence and exchange schemes.
- d) To encourage University College personnel to improve their qualifications, and to provide assistance in those cases where such improvement will be beneficial to the University College.
- e) To provide financial support for activities such as seminars, retreats, and guest speakers on topics of appropriate concern to University College personnel.

PROFESSIONAL DEVELOPMENT

Professional development activities fall into several categories: educational methods, subject-area competence, and technical competence.

Educational methods are of concern to all instructors and laboratory instructors, and may be of concern to other colleagues. The Committees encourage holding activities dealing with educational methods at the University College so that there will be maximum participation at minimal cost. Group or individual attendance at conferences concerned with educational methods and are held at other locations is also encouraged.

Subject area competence and technical competence are of concern to individuals or small groups of colleagues. While the benefits directly accrue to an individual colleague, the University College also benefits through improvements in the quality of service provided by the colleague.

COMMITTEES

1. Membership

Professional development committees shall be struck consisting of one representative from OUC and two employees on continuing appointment in each of the following faculties [Article 16.03]:

Faculty of Adult & Continuing Education and Faculty of Trades & Technology,
Faculty of Arts and Education,
Faculty of Health,
Faculty of Science,
Non-instructional.

2. Appointment to PD Committee

The term of appointment to the Committee shall normally be two years with one position open for election annually.

The employees on each committee shall be elected by a secret ballot of all employees on continuing appointment in the appropriate faculty(s). The call for nominations and the balloting shall be conducted by the existing committee.

3. Meetings

Meetings will be held once a month (historically, meetings have been held during the first week of each month) with the exception of July and August.

4. Guidelines

OUC shall publish, in the appropriate handbooks, the Guidelines for Professional Development agreed to by OUC and the Association. The Committees shall work within these guidelines for the review of applications for professional development monies and for the allocation of such monies. Any changes in the guidelines shall be subject to agreement between OUC and the Association. [Article 16.04 (2)]

FUNDS & ADMINISTRATION

The Professional Development Funds are administered on the basis of the University College's fiscal year - April 1 to March 31. Any monies remaining in these funds at the end of a fiscal year shall be carried over to the next fiscal year.

1. Distribution of Funds

To ensure equitable distribution of the funds, each application will be considered on its own merit. Funds awarded previously to the applicant will also be considered.

2. Fund

A fund has been established in accordance with clause 29.2.

3. Quarterly Report by Committee

Each Committee will prepare a quarterly report containing the name, department, amount granted and a brief description of the activity undertaken by each colleague granted funds during the year. This report will be circulated to department chairpersons and posted in staff rooms at each centre.

APPLICATIONS FOR FUNDING

1. Employees wishing to receive financial assistance shall apply to the appropriate Professional Development Committee on the form provided.
2. Applications may be submitted at any time, however faculty, for their own convenience, should be aware of the Committee's schedule of meetings.
3. Term employees who were eligible as at April 26, 2000 (see Article 58) to apply for professional development funds shall apply to the appropriate Professional Development Committee on the form provided.
4. All requests for assistance shall be considered at the regular monthly meeting, except for July and August when the Committees are not scheduled to meet. Applications will be considered only at regular meetings.

5. **Priorities for Funding**

a) **Group Events at the University College**

Requests for assistance for group events that have potential for a high level of participation and benefit will have priority over individual requests.

Approximately 25% of the funds available each year may be reserved for group events held within the University College region.

b) **Individual Requests**

Funds in support of individual requests will be apportioned over the whole group as equitably as possible.

Benefit to the University College will determine the priority when two or more requests have equal merit.

6. **Group Activities**

Group activity requests will be considered for special funding from one or more departments for an activity which may be undertaken by **three** or more persons that clearly would directly benefit the departments concerned. Grants given under this provision will not be attributed to the annual personal maximum and will normally be limited to one per department or group of departments per fiscal year, subject to the overall availability of funding.

The Intent is:

- (1) that there must be a benefit to at least three persons;
- (2) that the activity must be discussed and supported by the department(s) concerned;
- (3) that the activity to be initiated must take place within the OUC area, rather than take advantage of activities elsewhere; and
- (4) that when an activity that takes place away from the University College, there must be a follow-up activity to share the knowledge gained with other department members and/or departments.

GUIDELINES FOR FUNDING

1. **Individual Funding**

Funding will be authorized as follows: [No charge will be assessed towards the maximum annual allocation per person for participation in a group event held at the University College.]

(1) **Joint Continuing/Non-Continuing Fund**

The maximum grant is \$1,500.00 over a two-year fiscal period.

(2) **Group Event Funding**

The maximum grant is \$6,000.00 for an individual group application and can be approved by the individual faculty committee. All faculty committees must approve any group PD application above the \$6,000.00 limit.

2. **Travel/Registration/Accommodation/Meal Expenses**

Requests will be approved for travel expenses (airfare or mileage at the current rate, whichever is least), and registration fees; ***accommodation and meal expenses (as governed by the collective agreement)***.

3. Requests for funds will also be considered for:

(1) **Dissertations**

For colleagues who are working on a dissertation for a degree, up to a maximum of three visits per year with a dissertation supervisor, subject to all of the funding limits specified in these guidelines.

(2) **On Leave Without Pay**

Requests for professional development funds to be funded when a faculty member is on approved leave without pay when the LWOP is to undertake a professional development activity that is sanctioned by the University College (i.e., completion of a Masters degree, Ph.D.).

4. Request for funds will **NOT** be considered for:

(1) Preparation of grant applications.

[funding for the purpose of preparing an application for a grant, e.g. NSERC, SSHRC, etc.]

(2) Expenses incurred in attending meetings as a result of an appointment to a committee of a professional organization in which there is no University College involvement.

5. **Expense Claims and Receipts**

Expense claims with substantiating receipts for professional development activities must be submitted to the Chairperson of the appropriate Professional Development Committee no later than two weeks after the completion of the activity.

6. **Report on Activity**

A brief report describing the activity undertaken is to be submitted to the Chairperson of the appropriate Committee. Copies of this report shall be forwarded to the appropriate Dean and department chairperson. It is expected that the report will be discussed at a department meeting.

The Committee may request that a colleague share the results of the activity with other colleagues by means of a seminar or other suitable activity.

7. **Group In-House Professional Development Activities & Instructional Fees**

Proposals for in-house professional development activities should include a full description of the activity including the delivery format, number of hours, date, time and location, and the number and discipline of the anticipated participants.

Activities Delivered by a University College Employee

If the activity is prepared and delivered by a University College employee, maximum instructional fees:

- (a) \$35.00 per hour for lecture-type activities;
- (b) \$25.00 per hour for workshop-type activities.

The minimum fee for an activity shall be the appropriate amount for two hours.

8. **Ownership**

Articles purchased with professional development funds are the property of the University College, but they may be 'on loan' to a colleague.

9. **Cancellation of Events**

Should the event for which funds were approved be cancelled, or the applicant not attend, the funds are to be returned to the appropriate professional development fund.

**OKANAGAN UNIVERSITY COLLEGE
POLICY FOR SCHOLARLY ACTIVITY
(Reference Article 31)**

A college professor who has a scholarly activity assignment under the terms of the Collective Agreement is expected to carry out scholarly activity. Scholarly activity shall be understood to include continuing mastery of one's field of knowledge, awareness of current scholarship in one's own field, involvement in basic research and development, and professional or creative activity. Basic research has as its purpose contributing to the expansion of knowledge and the sharing of that knowledge through publication or other appropriate professional means. Development involves the examination of the implications of basic research and their practical application.

1. SCHOLARLY ACTIVITY FUND ALLOCATION

(i) Scholarly Activity Grants-in-Aid Committee

A Scholarly Activity Grants-in-Aid Committee shall be struck consisting of one representative from the College and three employees on continuing appointment in a degree completion position, or college professors teaching third and/or fourth year courses, for the purposes of reviewing proposals and allocating grants for scholarly activity. The employees on this Committee shall be elected by a secret ballot of all employees on continuing appointment in areas directly involved in degree completion programs. The call for nominations and the balloting shall be conducted by the existing committee. For each proposal submitted, the Committee may supplement its membership with up to two additional members for resource purposes from the applicant's area. The term of appointment to the Committee for the three elected employees shall normally be two years with one or two positions open for election annually.

(ii) Fund Allocation Policies and Procedures

With the exception of (a) and (b) below, the core members of the Scholarly Activity Committee (the three elected employees and the College representative) shall establish and publish policies and procedures for review of proposals and allocation of grants for scholarly activity.

- (a) A college professor who has a scholarly activity assignment under the terms of the current collective agreement is eligible to apply for scholarly activity funding.
- (b) Scholarly activity is understood to vary among the disciplines. The Committee shall give equal weighting to proposals to engage in publishable work and to proposals for performance in the arts or professional areas.

2. **SCHOLARLY ACTIVITY EVALUATION**

(i) **College Scholarly Activity Evaluation Committee**

A College Scholarly Activity Evaluation Committee shall be struck consisting of one representative from the College and three employees on continuing appointment who have a scholarly activity assignment under the terms of the collective agreement, for the purposes of reviewing the recommendation of the Departmental Scholarly Activity Committee, as outlined in (ii) below. The employees on this committee shall be elected by a secret ballot of all employees on continuing appointment in degree completion instructional positions, or whose teaching assignment includes at least one third or fourth year course and who are assigned scholarly activity. The call for nominations and the balloting shall be conducted by the existing committee. The term of appointment to the committee for the three elected employees shall normally be two years with one or two positions open for election annually.

(ii) **Evaluation Policies and Procedures**

The evaluation of scholarly activity shall focus on the quality of the work submitted for evaluation and shall recognize the priority of discipline-based judgement. The purpose of the evaluation is to establish a recommendation to the College President as to whether an employee is satisfactorily carrying out his or her scholarly activity.

- (a) For each employee being evaluated for scholarly activity, the Department Chair or designated alternate shall establish a Departmental Scholarly Activity Evaluation Committee consisting of the chair or alternate, where possible one member of the department deemed qualified by the department, and one member internal or external to the department or College, deemed qualified by the department. The employee and the College each to have the right to veto each of the selections on a one time basis, at the time of selection. Reasons for the veto to be included in the documentation. The Departmental Scholarly Activity Committee will consist of at least one member with expertise in the area of scholarly activity being evaluated, and normally, a majority of members with scholarly activity as a part of their assigned duties.
- (b) An employee being evaluated for scholarly activity shall forward any documents or materials which he or she wishes to offer as evidence of scholarly activity to the Departmental Scholarly Activity Evaluation Committee. The Committee shall evaluate the evidence and record its conclusions in the form of a written report.
- (c) The Departmental Scholarly Activity Evaluation Committee's report shall be reviewed in a meeting of the Committee and the employee whose scholarly activity is being evaluated. A record of this meeting shall be kept by the chair and attached to the report. A recommendation from the Committee shall be based on both the report and the record, and shall be forwarded to the College Scholarly Activity Evaluation Committee.
- (d) (i) The College Scholarly Activity Evaluation Committee shall review the supporting documents prepared by the employee whose work is being evaluated, and the report, record and recommendation in order to ensure completeness, to ensure that the recommendation is supported by the documentation, to ensure consistency in decisions within departments and to deal with other process issues.

- (ii) If the College Scholarly Activity Evaluation Committee accepts the recommendation of the Departmental Scholarly Activity Evaluation Committee based on the criteria in (i), they shall record the basis of their decision in a written summary recommendation to the President.
- (iii) If the recommendation of the Departmental Scholarly Activity Evaluation Committee is negative, and at the request of the employee being evaluated, the College Scholarly Activity Evaluation Committee will arrange an independent review, to be carried out by an individual agreed upon by the College Scholarly Activity Evaluation Committee and the individual being evaluated. This report will be submitted to the President.
- (iv) If the summary recommendation of the College Scholarly Activity Evaluation Committee disagrees with the recommendation of the Departmental Scholarly Activity Evaluation Committee, all documentation will be returned to the Departmental Committee for its reconsideration. If the Departmental Scholarly Activity Evaluation Committee and the College Scholarly Activity Evaluation Committee are unable to agree, then both reports will be submitted to the College President.
- (v) In the event the President does not give a positive response to the employee's evaluation, the employee will be given an opportunity to meet with the President.