

LETTER OF UNDERSTANDING
between
WILFRID LAURIER UNIVERSITY
and the
WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

Re: Wilfrid Laurier University, a body corporate continued under the Wilfrid Laurier University Act, 1973 of the Province of Ontario, with an address at 75 University Avenue West Waterloo, Ontario N2L 3C5 (the "University" or "Laurier") and Wilfrid Laurier International College Limited., a company incorporated in British Columbia, extra-provincially registered in Ontario and to do business as Wilfrid Laurier International College (the "College" or "WLIC")

WHEREAS: The University and the College have agreed to enter into a co-operative arrangement pursuant to which the College will develop and offer a range of educational services to Students and the University will provide the College with services and facilities to assist in the provision of those services, in consideration of which the College shall pay to the University the Fees; and

WHEREAS: The Parties have agreed to enter into this Agreement whereby, in consideration of the University undertaking Equivalency Audits, the College agrees to offer a University Transfer Program (UTP) whereby Students from the College who have successfully completed the UTP shall enter into the second year of the corresponding undergraduate programs offered by the University with Transfer Credits for Courses completed in the UTP; and

WHEREAS: The Parties have agreed that all UTP instruction within the College will fall within the scope of the Wilfrid Laurier Faculty Association representing the Wilfrid Laurier University Contract Teaching Faculty and Part-time Librarians

The Parties agree that, unless otherwise stated in sections 1 – 18 of this Letter of Understanding, all provisions of the Collective Agreement between Wilfrid Laurier University and the Wilfrid Laurier University Faculty Association for Contract Teaching Faculty and Part-time Librarians ("**Collective Agreement**"), will be applicable to Instructors of Academic Courses in WLIC.

1. Any terms and conditions of employment unique to the College will be outlined in the Contract Teaching Faculty (CTF) letter of Appointment. This includes but is not limited to the requirement to
 - a. provide a fourth hour of instruction
 - b. participate in onboarding and training
 - c. utilize the WLIC learning management system
 - d. accommodate in-class audits
 - e. utilize the WLIC Student Evaluation forms and process
 - f. take and report class attendance
 - g. abide by the applicable academic and non-academic policies of the College
 - h. resolve grievances within the College with best efforts
 - i. accommodate course moderation processes with course coordinator
 - j. utilize WLIC issued email for WLIC Student and College staff communications
2. Members of WLUFAs will only have access to teach WLIC Academic Courses by application to teach under the Collective Agreement, in accordance with the processes defined below.
3. A separate Official File for WLIC Academic Instructors will be housed and maintained by the Office of Faculty Relations. The Official File will contain copies of all WLIC Student teaching evaluations and in-class assessments of the Instructor. This file will only be accessed by the WLIC Part-time Appointment Committee (“PTAC”), WLIC Dean or administrators. The WLIC PTAC will have access to the WLU Official File for an applicant’s first appointment, after which the WLIC PTAC will have access to both the WLIC File and the WLU file for the purpose of future assessment and appointments. Documents placed to the WLIC file will not be replicated to the WLU file and vice versa. The WLIC file will not be available to WLU PTACs, Deans or Departments.
4. Appointments to teach in the WLIC shall be made through one interdisciplinary hiring committee, herein referred to as the WLIC PTAC, made up of a core committee of five (5) tenured or tenure track full-time faculty voting members who are the discipline-specific Course Coordinator(s) appointed by the Faculty, Department, Program or Area, as appropriate, representing the majority of the disciplinary mix of programs offerings, and two non-voting members of WLIC (hereinafter referred to as “WLIC Reps”).
5. For appointments in areas without disciplinary representation on the WLIC PTAC, alternates shall be appointed by the Faculty, Department, Program or Area, as appropriate, and will replace one or more of the five (5) core full-time faculty committee members, as needed to reflect the discipline expertise for the course.
6. WLIC will define the unique qualifications required to teach in the College, which will be included in the position posting.
7. The WLIC PTAC will create the position posting inclusive of the usual department or equivalent standards. Postings will be approved by the WLIC Dean, copied to the Faculty Association and will be posted on the University and WLIC websites in addition to external outreach sites. Postings will include attachments outlining the additional duties and responsibilities of teaching a WLIC Academic Course.
8. Applicants (internal and external) will apply for WLIC Academic Courses through the processes outlined in the Collective Agreement and those hired to teach the WLIC

Academic Courses will be Members of WLUFA representing CTF at Wilfrid Laurier University.

9. Faculty Relations will maintain a WLIC roster that will consist of all Members who have taught WLIC Academic Courses. Those on the WLIC roster will be applicants for the applicable WLIC Academic Courses and a subsequent pre-screening may not be required for courses those Members have previously taught.
10. The WLIC PTAC will have access to the University Official File for their first appointment, and both the WLIC Official File and WLU Official File for subsequent appointments.
11. The letter of appointment to teach WLIC Academic Courses will specify the requirement for a 4th hour of instruction and revised stipend, and will identify all duties unique to WLIC instruction including but not limited to the agreement to WLIC Student teaching evaluations, the agreement to in-class audits, requirement of taking attendance of Students, and adherence to all WLIC Student policies which includes WLIC respectful workplace and codes of conduct and employment terms and conditions as identified in the position posting.
12. Seniority points in the teaching of WLIC courses will be tracked separate from Wilfrid Laurier University courses and WLIC Instructors will retain seniority points in WLIC courses for 36-months following the end of the Member's last appointment with WLIC.
13. The Appendix H - hiring rubric will allow for WLIC and *Laurier seniority points in section (b) (II) and total seniority points (WLIC and **Laurier) in section (c) (III).

*Laurier seniority points for the same course, under section (b) (II), will be multiplied by 0.5.

**Laurier seniority points under (c) (III) will count at a rate of 1:1.

14. Appointments are made in three stages:

- a. Stage 1: Pre-Screening

WLIC Reps will consult with the applicable Course Coordinator on the initial academic qualifications of the applicants. Candidates with the requisite academic qualifications will be placed on a long list for WLIC Rep consideration.

- b. Stage 2: Interview

The WLIC Reps will assess the longlisted candidates against the hiring rubric detailing the qualifications to teach in the College, as outlined on the posting, and will assign each of the long-listed candidates up to 20 points in section (d) of Appendix H. The Course Coordinator shall participate in the assessment process which may include in-person interviews in order to refine the section (d) scores.

The WLIC PTAC will develop a rubric to determine the points distribution of the WLIC assessment of the candidates which shall translate into a score of up to 20 points under section (d) of the Appendix H.

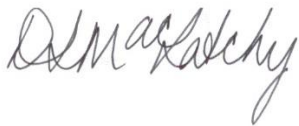
- c. Stage 3: Appointment

Voting members will then assess and recommend appointment from the pool of qualified candidates based on the score in the Appendix H Hiring Rubric.

Evaluation for Seniority status in WLIC courses will be in accordance with Article 13.7.2 of the Collective Agreement and will be conducted by the WLIC PTAC.

15. The recommendation under Article 13.7.2.6 of the Collective Agreement will go to the WLIC Dean.
16. Failure to achieve the level of teaching performance expected at WLIC will be addressed per the performance management and disciplinary processes outlined in the Collective Agreement. The course coordinator and WLIC Dean will perform the functions of performance management when needed.
17. Any onboarding or training requirement will be compensated as per Article 28.5 and paid on the final pay cycle of the term. Faculty will be compensated for any additional activities required by WLIC that are not part of the normal contract associated with teaching their courses.
18. WLIC will pay Instructor rates per the Collective Agreement. Established rates per the Collective Agreement include all teaching and preparation time for the course. The salary will be revised to reflect the requirement for a 4th hour of additional instruction. WLU will submit an invoice to WLIC at an agreed upon schedule. All claims for leaves under Article 18 and absences from work must be itemized. WLIC will have 30 days to make payment. WLU will pay Instructors as per their agreement with the Association.

On behalf of Wilfrid Laurier University



Deborah MacLatchy, President

02 November 2020

Date

On behalf of WLU Faculty Association



David Monod, President, WLUFA

November 2, 2020

Date