

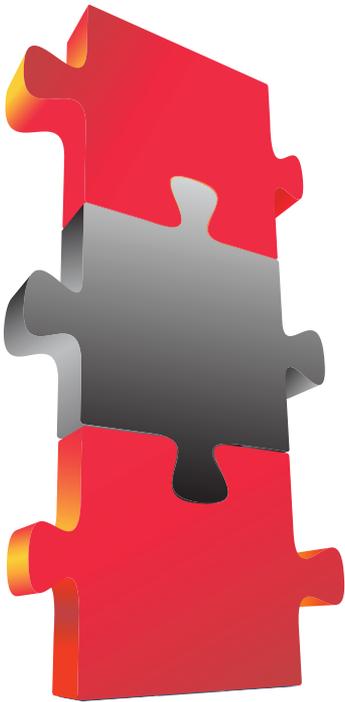
CONTRACT FACULTY AT UBC

UBC Faculty Association's companion to the Collective Agreement for Sessional Faculty and 12-month Lecturers

ubcfa



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THE FACULTY ASSOCIATION

The Faculty Association is your representative in matters related to your employment at UBC. The Faculty Association bargains the Collective Agreement, assists members with employment issues, and pursues grievances on behalf of its members. The Faculty Association's Standing Committees work in the areas of employment rights and academic freedom, salaries and benefits, working conditions of Sessional Faculty and other contract faculty, and gender and equity.

The Contract Faculty Committee is the Standing Committee for faculty on sessional and 12-month contracts at UBC. It reports to the Faculty Association's Executive Committee and holds a seat on the Canadian Association of University Teachers' (CAUT) national Contract Academic Staff Committee. Over the course of the year, the Contract Faculty Committee also organizes and coordinates activities for contract faculty at UBC, including Fair Employment Week (FEW) and networking and social events.

Do not hesitate to contact the Faculty Association for information on any employment-related matter. We welcome your questions and your input! You can also email the Contract Faculty Committee directly (fa.cfc@ubc.ca).

UBC Faculty Association

112 - 1924 West Mall, Vancouver, BC V6T 1Z2 | 604.822.3883

353B Arts, 3333 University Way, Kelowna, BC V1V 1V7 | 250.807.9240

Email: faculty.association@ubc.ca

Website: facultyassociation.ubc.ca

Rights To Future Employment At UBC

Sessional Faculty are faculty members holding contracts of less than 12 months. Despite being appointed on a limited-term basis, they have a right to reappointment subject to teaching performance and funding. Providing that these conditions are met, Sessional Faculty are entitled to be reappointed to teach at least one course per academic year. The size of this course entitlement increases once a sessional achieves continuing status, as described below. All course assignments are distributed according to an individual's qualifications to perform the required work, the quality and effectiveness of the work performed and, all else being equal, length of service (*Article 6.1*).

If additional courses become available after the initial assignments have been made, Sessional Faculty who do not hold full-time appointments have the right to first priority.

Sessional Faculty may be denied reappointment for non-scheduling of a course or section and for just cause.

Continuing Status or Continuing Appointment

If you teach the equivalent of 36 full-time months in a six-year period, you acquire continuing status, which provides additional benefits and greater job security. In calculating your eligibility for continuing status and your course entitlement, all UBC teaching is counted, not only that achieved in any one Department or Faculty. If you think you have or will soon achieve continuing status or would like to find out about your current status, contact UBC Faculty Relations (hr.ubc.ca/faculty-relations/contact/).

A continuing appointment entitles the Sessional Faculty to reappointment each year to at least the same percentage of full-time work and the same course load they worked in the winter terms of the academic year in which the continuous appointment becomes effective. Continuing Sessional Faculty are also entitled to the additional benefit of the same level of Professional Development Reimbursement funds as tenured and tenure-track faculty

and 12-month Lecturers. Continuing Sessional Faculty also have their individual course load entitlements assigned in priority to Non-Continuing Sessional Faculty and at the same time as tenure-track and tenured faculty members. Departments must take reasonable steps to fulfill individual course entitlements prior to assigning courses to Non-Continuing Sessional Faculty and to non-bargaining unit members (e.g. adjuncts). However, course loads for Continuing Sessional Faculty can fluctuate year to year. These annual fluctuations do not affect ongoing entitlements. If over the course of a three-year period, a pattern of more or less courses emerges upon review, continuing entitlements can be adjusted accordingly.

12-month Lecturers are faculty members holding contracts for an entire year, usually from 1 July to 30 June. They receive their course assignment prior to Sessional Faculty and at the same time as faculty in the teaching and professoriate streams. Although there are no formal reappointment rights, 12-month Lecturers are generally reappointed subject to teaching performance and funding. If you held an appointment as a Continuing Sessional Faculty before being appointed as a 12-month Lecturer, and if your position is not renewed, then you have the right to be reappointed as a Sessional Faculty and maintain your accumulated length of service and benefits. 12-month Lecturers are also entitled to the additional benefit of the same level of Professional Development Reimbursement (PDR) funds as tenured and tenure-track faculty.

Contract faculty must express interest in appointment or reappointment, whether through a formal application process or other means as determined by the Department.

Available Courses

All new Sessional Faculty and 12-month Lecturer positions must be posted and it is your right to know the Department's posting process. Enquire with your Department as to where postings are to be found, and check back regularly for additional employment opportunities.

Evaluation

Sessional Faculty and 12-month Lecturers are assessed regularly on the performance of assigned duties. Evaluations of teaching are based on the effectiveness rather than the popularity of the faculty member (*Article 8 in Part 7: Conditions of Appointment for Sessional Faculty Members*). This is generally indicated by command over the subject matter, familiarity with recent developments in the field, preparedness, presentation, accessibility to students and influence on the intellectual and scholarly development of students. The methods of evaluation vary by Department; however, they generally include student teaching evaluations and peer evaluations by faculty. If you would like an evaluation, and none has yet been performed, enquire with your Head, Director, or Dean as appropriate.

Appointment Cancellation or Nonrenewal

Sessional Faculty who are not reappointed maintain their length of service for 24 months. Those whose workload drops from above 50% to below 50% are also entitled to maintain full benefits for 24 months so long as they are employed. If a course is cancelled after it has been assigned, the Sessional Faculty member is entitled to either one-month notice or \$300.

Continuing Sessional Faculty whose appointments are not renewed due to cancellation or lack of funding are entitled to severance pay or recall rights – the choice belongs entirely to the Sessional Faculty member.

12-month Lecturers who are not reappointed are entitled to notice or pay in lieu of notice as follows:

- One month for those with less than five years of consecutive service
- Two months for those with five or more years of consecutive service

If a 12-month Lecturer was previously appointed as a Sessional Faculty, s/he may return to that position with all the attendant rights.

Complaints and/or Concerns

If you have any concerns regarding your employment at UBC that cannot be resolved with your Department Head or by contacting the relevant administrative unit directly, contact the Faculty Association.

Further Reading

- Collective Agreement (printed copy available from the Faculty Association office or website, facultyassociation.ubc.ca).

NOTES

Pay Periods and Pay Cheques

Salaries are paid bi-monthly (the 15th and the last business day of the month). Normally, it is deposited directly into your bank account. To arrange automatic deposit, contact UBC Financial Services to complete the necessary paperwork.

Payroll information passes through your Department, the Dean's Office, Faculty Relations, and Payroll (Financial Services). If you need to track a problem with your documentation for any reason, contact your departmental administration. For problems with your pay, contact the Payroll Office.

Details of your pay, employment history, and various benefits are available online via the Management Systems Portal (msp.ubc.ca).

Deductions

Deductions will be made from your pay for: Income Tax, Employment Insurance, Canada Pension Plan, Faculty Association dues, and applicable medical, dental and other optional benefits. If you sign-up for the UBC Faculty Pension Plan, your pension contribution will be deducted as well.

UBC Faculty Pension Plan

The pension plan is available to 12-month Lecturers and Sessional Faculty with an appointment of 50% or more. While you contribute 5% of your salary, UBC contributes 10%, and both contributions and earnings remain yours even if you leave UBC.

Salary

There are no upper salary limits for Sessional Faculty, but there is a minimum salary scale, which must be followed (see page 11).

There is no minimum salary scale for 12-month Lecturers, and individual offers vary considerably. You can consult the salary scale in *Article 4 in Part 2: Salaries and Economic Benefits* to get a sense of how much the University tends to pay on a per-course basis or contact the Faculty Association for information on the typical salary range for this rank in your Department. 12-month Lecturers

whose contracts are renewed are eligible for Merit, Performance Salary Adjustment (PSA), Career Progress Increments (CPI), and any negotiated general wage increase. Details available on the Faculty Association's website (faculty.association.ubc.ca).

In addition to your salary, you will receive an annual lump-sum payment equivalent equal to 1% of your salary in the previous year. This will be based on the period 1 July to 30 June and will be added to your 15 June pay if you are a 12-month Lecturer, and 15 September pay if you are a Sessional Faculty.

Minimum Salary Scales for Sessional Lecturers, Per Credit Per Term for Full-Time

	Effective July 1, 2012				Effective July 1, 2013			
	6	9	12	15	6	9	12	15
1	\$3,059	\$2,039	\$1,528	\$1,222	\$3,133	\$2,088	\$1,564	\$1,252
2	\$3,095	\$2,063	\$1,548	\$1,237	\$3,169	\$2,113	\$1,585	\$1,266
3	\$3,132	\$2,090	\$1,567	\$1,254	\$3,207	\$2,140	\$1,605	\$1,284
4	\$3,171	\$2,113	\$1,585	\$1,268	\$3,247	\$2,163	\$1,623	\$1,299
5	\$3,209	\$2,139	\$1,604	\$1,284	\$3,286	\$2,190	\$1,643	\$1,315
6	\$3,246	\$2,163	\$1,624	\$1,297	\$3,324	\$2,215	\$1,663	\$1,328
7	\$3,281	\$2,188	\$1,641	\$1,313	\$3,360	\$2,241	\$1,681	\$1,345
8	\$3,319	\$2,212	\$1,660	\$1,329	\$3,399	\$2,265	\$1,700	\$1,361

Sessional Faculty teaching Distance Education courses are paid the regular sessional rate unless their course is taught through the Faculty of Education's Center for Professional Development and Community Engagement. Sessional Faculty in these programs receive minimum salary at Step 1 of the salary scale of \$67.96 per student, per credit (e.g. \$67.96 X 1 student X 3 credit course) (*Article 7.11 in Part 2: Salaries and Economic Benefits*).

Benefits

Sessional Faculty are generally entitled to a wide range of benefits including:

- extended health
- dental
- vision
- basic group life insurance
- the employee and family assistance program
- the income replacement plan (long-term disability)
- professional development reimbursement fund

The cost of premiums depends on your employment status. Benefits vary according to employment status, i.e. 50% or higher vs. under 50%, continuing or non-continuing. To determine which provisions apply to you, read Article 7 in *Part 2: Salaries and Economic Benefits*. You can also consult the UBC Human Resources website (hr.ubc.ca/benefits/employee-groups/faculty/).

For details regarding your appointment and its corresponding benefits, contact Financial Services.

12-month Lecturers who have contracts of at least one year in length, and over 50% receive the same benefits as regular professorial and teaching faculty. However, 12-month Lecturers may choose whether or not to enroll in these benefits. Details on the UBC Human Resources website (hr.ubc.ca/benefits/eligibility/faculty/#package1).

Medical

Provincial health care premiums (MSP) are paid by individual faculty. Faculty on sessional and 12-month contracts (over 50%) are also eligible for extended health care, which is paid in part or whole by the University. You are not required to pay MSP through UBC in order to register for extended coverage (provided by Sun Life Financial).

Sessional Faculty with an appointment of less than 50% or less than four months split the cost of extended health premiums with the employer; Sessional Faculty with an appointment of 50% or higher have their extended health premiums paid 100% by the University.

Extended health benefits cover ambulance fees, out-of-province emergency care, vision care, paramedical services, hearing aids, orthotics, and prescription drugs. Your UBC health plan card (issued by Sun Life Financial) provides at-the-counter deduction of the covered portion (typically 80%) of eligible prescription drugs. Details available in the *Article 7 in Part 2: Salaries and Economic Benefits*.

Dental

As with extended medical benefits, Sessional Faculty with an appointment of less than 50% split the cost of premiums with the University, while faculty with an appointment of 50% or higher have all premiums paid. Details available in the *Article 7 in Part 2: Salaries and Economic Benefits*.

Employee & Family Assistance Program (EFAP)

EFAP is a self-referred, confidential program through a third party that provides counseling and advocacy services. Enrollment is mandatory for all Faculty Association members, and costs only a few dollars a month. EFAP offers a range of services including financial advising, family and relationship counseling, individual short-term counseling, health and wellness assistance, new parent counseling and career advising. For more information, visit the Human Resources website (hr.ubc.ca/benefits/efap/).

Life Insurance

UBC provides basic insurance to Sessional Faculty with an appointment of 50% or higher; additional, optional, and self-paid life insurance is available through a group plan.

Tuition Waiver

Tuition waivers are available to Sessional Faculty with an appointment of 50% or higher and to 12-month Lecturers with appointment of at least one year and 50%, and their dependent children, during the course of an appointment. Tuition waivers are pro-rated for part-time Faculty Association members.

Sick Leave

Sessional Faculty with an appointment of less than 50% or less than four months are entitled to five days of short-term sick leave per four-month contract. Sick leave for Sessional Lecturers with appointments of at least 50% and four months and for 12-month Lecturers is governed by Policy 62. There are a different of required approvals depending of the length of the leave, however, members are entitled to six-months of paid leave. Sick leave does not extend beyond the term of your appointment.

Long Term Disability

An Income Replacement Plan (IRP) (premiums paid 100% by employees) provides long-term disability benefits after paid sick leave is exhausted for Sessional Faculty with an appointment of at least 50% and four months and 12-month Lecturers with appointments of at least 1 year and 50%.

Maternity, Parental & Adoption Leave

Faculty members are eligible for up to 15 weeks of maternity leave if they apply for and receive EI maternity leave benefits. UBC will top up the amount of your benefit to 95% of your pre-leave salary. In addition, UBC will pay 95% of your salary during the two-week EI waiting period.

Faculty members, including adoptive parents, are eligible for 35 weeks parental leave. If you apply for and receive EI parental leave benefits, UBC will top up your benefit to 95% of your pre-leave salary for 10 weeks. UBC will also provide 95% of your salary during the two-week waiting period if it has not already been served. Birth mothers are eligible for both maternity and parental leave, and will receive 27 weeks of top-up (25 weeks and two-week waiting period).

Pension Plan

Sessional Faculty with an appointment of at least 50% and four months and 12-month Lecturers with an appointment of at least 50% can join the Faculty Pension Plan. You contribute 5% of your earnings and UBC contributes the equivalent of 10%. If you leave UBC, the plan's contributions and earnings remain yours.

You may back-date enrollment in the Pension Plan to the beginning of the current calendar year, provided you were a UBC employee at that time. You may also maintain enrollment between appointments by maintaining a minimum contribution. However, if you are working during the summer months you must contribute the full invoiced amount for the University to contribute their portion. The pension is fully portable.

Professional Development Reimbursement Fund (PDR)

12-month Lecturers and Sessional Faculty with continuing appointments are entitled to \$1,100 per year, which may be banked for up to five consecutive years including the current year.

Sessional Faculty with non-continuing appointments are entitled to \$25 per credit taught. If you don't have a continuing appointment, you must use your PDR funds within two years.

For further information, visit the UBC Human Resources website:

hr.ubc.ca/faculty_relations/compensation/pdrfund.html

Campus-Wide Login (CWL)

To gain access to your email as well as a variety of other password-protected sites—including your library account, WebCT Vista account, and the Faculty Service Center (FSC)—you will need a CWL. To sign up via the IT website (it.ubc.ca), you will need your employee ID and a CWL PIN, which you can get from your Department.

Email

Your Department Administrator should arrange for your FASMail account. For inquiries about your account, visit UBC IT’s website (it.ubc.ca).

Mail

A Department mailbox should be made available to you, and should be accessible to your students during regular office hours. Inquire with your Department Administrator if you have any questions.

Free intercampus mail is also available in each Department. Ask your Head or Administrator where to put outgoing mail.

A full-service post office is located on the main floor of the Student Union Building (SUB). Office hours are: Monday to Friday: 8:00am - 8:00pm; Saturday and holidays: 10:00am - 4:00pm.

Telephone

Most Departments provide faculty with telephones; some, but not all, include voicemail. There is, however, no standard for provision of telephone services. If a phone is not available in your office, inquire with your Department.

UBCCard

To apply for a UBCCard, visit the Bookstore with a copy of your appointment letter. This card serves as an official faculty ID card, a library card, and is required for borrowing library materials and using online library services. It also includes a number of benefits and discounts as outlined on the website. For further information, visit the UBCCard website (ubccard.ubc.ca).

You should be provided with office space, and it should be adequate for consultations with students. If there is a problem with the space allocated to you, inform your Head, Director or Dean immediately.

Your academic Department will have guidelines for office hours. Inquire with your Department for specific information.

Key Websites

Faculty Association	facultyassociation.ubc.ca
Bookstore	bookstore.ubc.ca/faculty
Centre for Teaching & Learning Technology	ctl.ubc.ca/
Continuing Studies	cstudies.ubc.ca
Copyright	collections.library.ubc.ca/copyright
Equity Office	equity.ubc.ca
Faculty Relations	hr.ubc.ca/faculty-relations
Faculty Services Centre	ssc.adm.ubc.ca/fsc/home
Financial Services	finance.ubc.ca
Human Resources	hr.ubc.ca
Information Technology	it.ubc.ca
Library	library.ubc.ca
Management Systems Portal	msp.ubc.ca
Parking & Access Control Services	parking.ubc.ca
UBCCard	ubccard.ubc.ca

Audio-Visual Resources & Equipment Accessibility

Most AV materials are available through the UBC Library system. Available items are listed in the online Library catalogue (library.ubc.ca). Theatre and Film Studies have their own collections. Many classrooms are wired for AV presentations. Most buildings have an AV department that supplies laptops and specialized AV equipment for classroom use.

Marking Loads

Though no UBC-wide guidelines exist, some Departments have provisions for additional funding if a course's marking requirements are above normal, or use an enrollment threshold to determine assignment of teaching assistants and/or markers. If you have an unusually large class, contact your Department about possibilities for marking assistance or additional compensation.

Textbooks Orders

Textbook order forms can be obtained from your Department, or the UBC Bookstore (bookstore.ubc.ca).

Classroom Expenses

Your Department covers expenses for course outlines, bibliographies, course assignments, exams, etc. Reimbursement for expenses is determined by each Department. Ask your Department what process should be followed. You must familiarize yourself with and follow laws and policies regarding copyright (collections.library.ubc.ca/copyright).

Class Cancellation

Departments have various ways of handling class cancellations (e.g. email contact with students and/or telephone contact with a Secretary, Administrator or Head). Check with your Department for its preferred system.

Classroom Changes

Room changes are handled through the Registrar's Room Bookings Office (604.822.3483). Use a variety of means to inform students – announcements, email, blackboards, and notes on both old and new classroom doors.

Locked Classroom

If a classroom is locked, or if you have forgotten an office key, emergency assistance is available from Plant Operations (604.822.2172) or Campus Security (604.822.2222). You will be asked for proof of your position at UBC to make use of these services.

Buildings and specific rooms within buildings are locked at various times. Check with your Department, and determine whether you need additional keys from Parking and Access Control Services (parking.ubc.ca).

Teaching Opportunities

Check individually with all Departments in which you may be qualified to teach. Opportunities may exist for you to teach either credit or non-credit distance education courses through Continuing Studies (cstudies.ubc.ca).

Instructional Skills Workshops

These programs, designed to enhance teaching skills, are run by the Centre for Teaching, Learning and Technology (CTLT). Details of upcoming workshops are available on the CTLT website (ctl.ubc.ca).

Library Workshops

Details available on the Library website (library.ubc.ca), or ask for individual assistance by contacting a subject librarian for your discipline.

Computer Skills & Multimedia Tools For Teaching

For information on internet access, multimedia services, support materials for teaching, free anti-virus software, or website development, contact the IT Service Centre Help Desk (it.ubc.ca).

Continuing Studies provides a wide range of computer courses, for a fee. For details, visit the Continuing Studies website (cstudies.ubc.ca).

Security Services

In addition to the Blue Light Phones across campus which connect you to Campus Security for assistance or general information, below are key security contact information:

- Emergency Police, Fire, Ambulance | 911
- Campus Security | 604.822.2222 | security.ubc.ca | 2133 East Mall
- RCMP | 604.224.1322 | 2990 Wesbrook Mall
- AMS Safewalk | 604.822.5355 | ams.ubc.ca/safewalk
- Sexual Assault Support Centre | 604.827.5180 | ams.ubc.ca/sasc

Banking

In addition to ATM machines in the Student Union Building, there are two on-campus banks in the Village:

- CIBC 604.221.3550 | 5796 University Boulevard
- BMO 604.665.7076 | 105-2142 Western Parkway
- Scotiabank 604.225.2265 | 5960 University Boulevard

Medical

- University Village Medical & Dental Clinic
604.222.2273 | universityvillageclinic.com | 228-2155 Allison Road
- UBC Massage Therapy Clinic | 604.822.0860 | themassagetherapyclinic.ca

Parking

Parking costs are the responsibility of individual faculty members. Contact UBC Parking and Access Control Services (parking.ubc.ca) for information about hourly, weekly, and monthly options.

Other Campus Services

- First Nations House of Learning | 604.822.8940 | aboriginal.ubc.ca
- Positive Space Campaign (LGBT) | 604.822.4859 | positivespace.ubc.ca
- UBC Aquatic Centre | 604.822.4522 | sportfacilities.ubc.ca/ubc-aquatic-centre/
- UBC Natural Food Coop - Sprouts | 604.822.9124 | ubcsprouts.ca
- UBC Sports Facilities | sportfacilities.ubc.ca

Between the University of British Columbia & Faculty Association of the University of British Columbia *Conditions of Appointments for Sessional Faculty Members*

Calculation of Length of Service

The University and the Faculty Association understand that the University's current practice with respect to the calculation of length of service for Sessional Lecturers is follows:

The number of credits being taught by a Sessional Lecturer is compared to the "full-time load" in each Faculty to determine the full-time equivalence (FTE) in months. The following full-time loads currently exist:

Full-time load per academic term	FTE of a 3-credit course (in months)
6 credits	2.00
9 credits	1.33
12 credits	1.00
15 credits	0.80

Full-time equivalent months are then added together to calculate a Sessional Lecturer's length of service at the University. For example, a Sessional Lecturer who taught 6 3-credit courses in a Faculty where 9 credits per academic term was full-time would have a total of (6 x 1.33 =) 8 FTE months.

The following provides the current application of length of service using FTE months only to the relevant articles in the Agreement:

Article	FTE calculation
5. Continuing Appointments	12 FTE months = 1 year
4. Assessment of length of service	FTE months only
4.4 & 6.1 Length of service as a determining factor in reappointment	FTE months only
10.7 Non-renewal of continuing appointments	12 FTE months = 1 year
12. Eligibility for other appointments	FTE months only
1.2 Sessional Faculty in CTLT	<i>Per student-credit as per Article 7.11 of Part 2: Salaries and Economic Benefits</i>
17.3 Calculation of vacation pay	8 FTE months = 1 year
<i>Additional Applications outside of this Agreement</i>	
For purposes of placement on the salary scale	8 FTE months = 1 year



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