

Without Prejudice

MEMORANDUM OF AGREEMENT (MOA)

Between

QUEEN'S UNIVERSITY ("QUEEN'S")

And

THE QUEEN'S UNIVERSITY FACULTY ASSOCIATION ("QUFA")

RE: Member Request for a Period of Reduced Teaching Responsibility pursuant to Article 37.4

Whereas the Parties have agreed to amend Article 37.4 to the Queen's-QUFA Collective Agreement, 2015-2019 ("Collective Agreement"), specifically, to include timelines for requesting and receiving approval for a period of reduced teaching responsibility;

Now, therefore, the Parties agree that:

1. Article 37.4.5 has been amended to provide that a Member seeking a period of reduced teaching responsibility shall apply in writing ordinarily at least six (6) months in advance of the Academic Term for which a reduction is requested.
2. Recommendations and responses must be provided within the timeframes stipulated in amended Article 37.4.6;
3. Attached to and forming a part of this MOA is a copy of the amended Article 37.4. As per Article 4.3 of the Collective Agreement, a link to this MOA will appear on the Faculty Relations webpage and, as per the Parties' practice, the official copy of the Collective Agreement that is posted on the Faculty Relations' webpage will be amended to reflect the changes resulting from this MOA;
4. This MOA is without prejudice and without precedent to any and all future matters between the Parties except as expressly set out in this MOA.

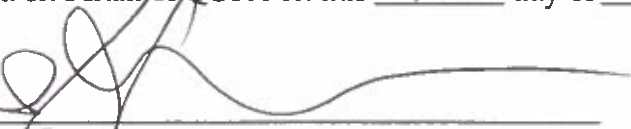
(Signatures on next page)

Signed on behalf of Queen's University this 9 day of May, 2017.



Dan McKeown

Signed on behalf of QUFA on this 9th day of May, 2017.



Elizabeth Hanson

ARTICLE 37.4 WORKLOAD

37.4 Temporary Changes to Regular Teaching Load

- 37.4.1 Members may request or agree to teach courses in addition to their appropriate teaching load within a Unit, but shall not be required to do so.
- 37.4.2 Members teaching additional courses are entitled to a reduction in other components of workload, or a reduction in teaching load in a subsequent Academic Year in accordance with Article 37.2.4, or an overload payment.
- 37.4.3 In the case of Continuing Adjuncts, Unit Heads shall normally offer to them as overload on a preferential basis those available courses or services
- (a) that they have previously undertaken with success;
 - (b) that fit their schedules; and
 - (c) in which the Member has expressed an interest,
- provided that these courses or services are not being re-assigned to another Tenure track/Tenured or Continuing Adjunct faculty Member, or to a graduate student or a recent graduate student of the University, or to a post-doctoral fellow as part of an established practice within the Unit to provide such students and fellows with teaching experience.
- 37.4.4 A Member, normally with a Tenured or Continuing Adjunct appointment, may request and may be granted a period of reduced teaching responsibility in order to allow the Member to concentrate on his/her research or for other professional activities ~~benefitting~~ benefiting both the Member and the University. If a period of reduced teaching responsibility cannot be accommodated through rescheduling the Member's duties, a Member may apply for a period of reduced teaching responsibility with a reduction in salary equivalent to the cost of replacement teaching.
- 37.4.5 A Member seeking a period of reduced teaching responsibility, with a reduction in salary equivalent to the cost of replacement teaching, shall apply in writing to the Dean (through the Department Head in a departmentalized faculty) ~~well in advance, typically~~ ordinarily at least six (6) months in advance of the Academic Term for which a reduction is requested, in order to allow for adequate planning in the Department or Unit. The written request shall contain the reasons for the request, including a description of the research activity and an expected completion date or, if the request is to concentrate on other professional activities, a description of those activities and how those activities shall benefit both the Member and University.

ARTICLE 37.4 WORKLOAD

- 37.4.6 The Department Head (in departmentalized faculties) shall submit the written request, along with his or her recommendations to the Dean within ten (10) Working Days of receiving a Member's written request made pursuant to Article 37.4.5. The Dean shall consider ~~a the~~ request ~~made pursuant to Article 37.4.5~~ taking into account the reasons for the request, the academic obligations of the Faculty or Department, the recommendation of the Head (in departmentalized faculties), the availability and cost of replacement teaching, and any other relevant factors. If the Dean will not be recommending approval of the request to the Provost and Vice-Principal (Academic), he/she shall advise the Member and the Department Head in writing of the reasons for the decision within ten (10) Working Days of receiving the written request from the Department Head. If the Dean ~~is recommending approval~~agrees with of the request, he/she shall forward the request, along with his/her written recommendation to the Provost and Vice-Principal (Academic) for a decision within ten (10) Working Days of receiving the request from the Department Head. The Provost and Vice-Principal (Academic) shall review the request taking into account the above factors and advise the Member of the decision in writing within 30 (thirty) days of receiving the Dean's written recommendation. In considering such requests, the Head (in departmentalized faculties), Dean and the Provost and Vice-Principal (Academic) shall not weigh or distinguish between requests on the basis of whether the Member has or has not obtained a research grant from an outside source, or whether that grant includes or does not include funding for replacement teaching.
- 37.4.7 A period of reduced teaching responsibility shall not exceed two (2) consecutive Academic Years.
- 37.4.8 Normally, a total buyout of teaching shall not be permitted. However, in exceptional circumstances a Dean may recommend and the Provost and Vice-Principal (Academic) may grant such a request.
- 37.4.9 A Member's eligibility for Academic Leave shall not be affected by a temporary period of reduced teaching responsibility.
- 37.4.10 A Member's type of appointment shall not be changed because of a period of reduced teaching responsibility.