

# **MEMORANDUM OF UNDERSTANDING**

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## Memorandum of Understanding

Between

The University of Northern British Columbia (The Employer)  
and  
The University of Northern British Columbia Faculty Association (The Faculty Association)

January 30, 2024

*Articles 25.4.1.1, 25.4.1.1.1(new), 25.4.2.2, 26.4.1.1, 26.4.1.1.1(new), 26.4.2.2*

### Preface:

In the 2019 round of collective bargaining, the parties negotiated that Senior Lab Instructors would no longer be *automatically converted* to continuing appointment after successfully serving the probationary period, but rather the Senior Lab Instructors and Senior Instructors (new position category) would be required to *apply* for continuing appointment after serving the probationary period. Senior Lab Instructors and Senior Instructors could apply for continuing appointment and promotion at the same time. This change in the Collective Agreement aligned Senior Lab Instructors and Senior Instructors to the processes that parallel tenure and promotion for faculty members. The parties have implemented the requirement to apply for continuing appointment; however, the language was not changed accordingly when the new process was brought into the Collective Agreement and needs to be corrected to reflect the current process.

The parties agree to amend the language in Articles 25.4.1.1, 25.4.1.1.1(new), 25.4.2.2, 26.4.1.1, 26.4.1.1.1(new), 26.4.2.2 as follows:

### **ARTICLE 25: PROMOTION AND CONTINUING APPOINTMENT OF SENIOR INSTRUCTOR MEMBERS**

#### 25.4.1 **Continuing Appointment**

25.4.1.1 ~~Applications for~~ **Notification of intention to seek a** Continuing appointment ~~and/or promotion~~ shall be made in writing by the SI Member, and be received by the Chair of the SIAPC by June 15 as in accordance with Article 22. The deadline for receipt of the complete application from the SI Member to the Chair of SIAPC is the Tuesday after Labour Day. **Within five (5) days of receiving the application, the Chair of the SIAPC shall forward the application to the SI Member's Chair or equivalent.** The application shall be accompanied by a curriculum vitae and such other documentation as the SI Member considers evidence of fulfillment of the criteria specified in Article 25.6 or 25.7. The SI Member shall provide sufficient information for an evaluation to be made with respect to the criteria specified in Article 25.6 or 25.7. By September 15, the Chair of SIAPC shall forward to the other members of the SIAPC the application and supporting documentation.

**25.4.1.1.1** The SI Member's Chair or equivalent shall provide their letter to the SIAPC by September 15.

**25.4.2** Promotion for SIs with Continuing Appointments

25.4.2.1 Notification of intention to seek promotion shall be made in writing by the SI to the SI Member's Dean and to the chair of the SIAPC by June 15.

25.4.2.2 ~~The application must be provided to the chair of the SIAPC by the Tuesday after Labour Day.~~ **The deadline for receipt of the complete application from the SI Member to the Chair of SIAPC is the Tuesday after Labour Day. Within five (5) days of receiving the application, the Chair of the SIAPC shall forward the application to the SI Member's Chair or equivalent.** The application shall consist of a cover letter addressing the SI's contributions to teaching and continuing professional development, relevant academic professional, University and community service, a current curriculum vitae, a maximum of the five (5) most recent Professional Activity Reports, and a maximum of five (5) examples of continuing professional development activity.

25.4.2.3 The ~~Program~~ **SI Member's** Chair or equivalent shall provide their letter to the SIAPC by September 15.

**ARTICLE 26: PROMOTION AND CONTINUING APPOINTMENT OF SENIOR LABORATORY INSTRUCTOR MEMBERS**

**26.4.1** Continuing Appointment

26.4.1.1 ~~Applications for~~ **Notification of intention to seek a** Continuing appointment ~~and/or promotion~~ shall be made in writing by the SLI Member, and be received by the Chair of the SLIAPC by June 15 as in accordance with Table 1(a) in Article 22. The deadline for receipt of the complete application from the SLI Member to the Chair of SLIAPC is the Tuesday after Labour Day. **Within five (5) days of receiving the application, the Chair of the SLIAPC shall forward the application to the SLI Member's Chair or equivalent.** The application shall be accompanied by a curriculum vitae and such other documentation as the SLI Member considers evidence of fulfillment of the criteria specified in Article 26.6 or 26.6.7. The SLI Member shall provide sufficient information for an evaluation to be made with respect to the criteria specified in Article 26.6 or 26.6.7. By September 15, the Chair of SLIAPC shall forward to the other members of the SLIAPC the application and supporting documentation.

**26.4.1.1.1** The SLI Member's Chair or equivalent shall provide their letter to the SLIAPC by September 15.

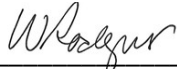
**26.4.2** Promotion for SLIs with Continuing Appointments

26.4.2.1 Notification of intention to seek promotion shall be made in writing by the SLI to the chair of the SLIAPC (appropriate Dean) by June 15.

26.4.2.2 ~~The application must be provided to the chair of the SLIAPC by the Tuesday after Labour Day.~~ **The deadline for receipt of the complete application from the SLI Member to**

**the Chair of SLIAPC is the Tuesday after Labour Day. Within five (5) days of receiving the application, the Chair of the SLIAPC shall forward the application to the Chair or equivalent.** The application shall consist of a cover letter addressing the SLI's contributions to their core professional function(s), continuing professional development, and academic professional, University and relevant community service, a current curriculum vitae, a maximum of the five (5) most recent Professional Activity Reports, and a maximum of five (5) examples of continuing professional development activity.

26.4.2.3 The ~~Program~~ **SLI Member's** Chair or equivalent shall provide their letter to the SLIAPC by September 15.



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Dr. Wendy Rodgers  
Vice President Academic and Provost  
University of Northern British Columbia



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Dr. Paul Siakaluk  
President  
University of Northern British Columbia  
Faculty Association

**Memorandum of Understanding  
between  
The University of Northern British Columbia  
and  
The University of Northern British Columbia Faculty Association**

**March 1, 2024**

Article 72: Program Chairs
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Preface:

The purpose of this MOU is to correct a cross-reference in Article 72 with the proper provision found in Article 12.

**Memorandum of Understanding**

The parties agree that the language in Articles 72.4.2 will be amended as follows:

72.4.2 For internal searches, the Program Appointments Selection Committee (ASC) (per Article 12.7) shall act as the recommending committee. The Chair of all Program Chair searches shall be the Dean or designate.

will be amended to:

72.4.2 For internal searches, the Program Appointments Selection Committee (ASC) (per Article **12.6**) shall act as the recommending committee. The Chair of all Program Chair searches shall be the Dean or designate.



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Dr. Wendy Rodgers  
Vice President Academic and Provost  
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**March 20, 2024**

Article 21: Professional Activity Reports
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Faculty members are seeking clarification regarding the submission of their Professional Activity Reports (PARs) following successful promotion and tenure/continuing applications. A previous MoU dated November 8, 2021, noted that members who are promoted would not need to submit a PAR if the promotion was within one-year of their new reporting cycle. The current Collective Agreement does not stipulate if members must provide a PAR if their new reporting cycle is within a year of the promotion date. This MoU serves to provide clarification on when members are to provide PARs.

The parties agree to amend the language in Articles 21A.1 as follows:

**21A.1 Frequency of Reporting**

21A.1.1 Tenure-track Faculty Members, Probationary Senior Instructors, Probationary Senior Lab Instructors, Probationary Librarian Members and Full-time Term Members will submit Professional Activity Reports (PAR) annually.

21A.1.2 Tenured Faculty Members, Continuing Senior Instructors, Continuing Senior Lab Instructors, and Continuing Librarian Members shall submit PARs every two (2) years, except for those referenced in 21A.1.3. **Biennial PAR reporting is for 2024, 2026, 2028, and every two years thereafter.**

21A.1.3 Tenured Full Professors, Continuing Senior Instructors III, Continuing Senior Laboratory Instructors IV, and Continuing Librarians IV, shall submit PARs every three (3) years. **The triennial PAR reporting is for 2025, 2028, 2031, and every three years thereafter.**

21A.1.4 **PARs are to be submitted based upon the status of the member at the time the PAR submissions are due.**



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Vice President Academic and Provost  
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**March 21, 2024**

Article 4: ACCESS TO INFORMATION Article 22: RENEWAL, TENURE AND PROMOTION OF FACULTY
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Preface:

During the bargaining of 2023-2025 Collective Agreement, the parties agreed to make changes to several Tenure and/or Promotion Application and Assessment deadlines in Article 22. These changes limit the ability of the Employer to follow the deadline of providing reports to the Faculty Association as required in Articles Article 4.2.1(g) and 22.10.3. The purpose of this MOU is to amend this access to information deadline.

**Memorandum of Understanding**

The parties agree that the language in Article 22.10.3 will be amended as follows:

22.10.3 An anonymous record of each committee's vote on each candidate for Tenure or promotion will be provided to the Association by March 1.

will be amended to:

22.10.3 An anonymous record of each committee's vote on each candidate for Tenure or promotion will be provided to the Association by **March 31**.

The parties agree that the language in Article 4.2.1 (g) will be amended as follows:

4.2.1 (g) By March 1, an anonymous record of each committee's vote on each candidate for Tenure, Continuing appointment, and promotion (pursuant to Article 22.10.3); and

will be amended to:

4.2.1 (g) By **March 31**, an anonymous record of each committee's vote on each candidate for Tenure, Continuing appointment, and promotion (pursuant to Article 22.10.3); and



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Dr. Wendy Rodgers  
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