



FACULTY RELATIONS NEWSLETTER

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Associate Dean Offer Letters

A new [Associate Dean Offer Letter Template](#) is available on the Faculty Relations website. The template must be used by Deans when appointing or reappointing an Associate Dean, with changes as appropriate to reflect the required terms of appointment.

New Bargaining Unit Exclusions

The Faculty Association and the University have agreed to exclude the following senior librarian positions from the Faculty Association Bargaining Unit effective July 2, 2011:

1. Chief Librarian
2. Associate University Librarian
3. Director, Library Digital Initiatives
4. Director, Irving K. Barber Learning Centre

Guidelines for Personnel Files

New [Guidelines for Personnel Files](#) are available on the Faculty Relations website. These guidelines are based on Article 7.1 of the *Agreement on the Framework for Collective Bargaining*.

Personnel files for Faculty Members, Librarians or Program Directors (the “member”) contain confidential information about their employment at UBC. For a specific list of documents that may be in a personnel file, see the Guidelines.

Personnel files are: (1) kept as a general record of employment; (2) used to make decisions about terms and conditions of employment; and (3) used for other administrative purposes.

These personnel files reside in: (1) the office of the Head; (2) the office of the Dean or Principal; and (3) the office of Faculty Relations (UBCV) or HR (UBCO). They are private and confidential and must therefore, be stored in a secured area or locked cabinet, with restricted access.

A member may access his or her file:

1. upon reasonable notice and verification of identification;
2. during normal business hours at mutually convenient time; and
3. with supervision from a designated Faculty Relations or Human Resources personnel.

A member may not remove their file or any contents in the file from the office – but they may request a copy. They are also not permitted to view any confidential letters of reference or appraisal – care must be taken to

ensure that such letters are clearly marked “confidential” and not disclosed to the member. On written request, a member may receive a copy of any document – with the exception of confidential letters of reference or appraisal – in their file.

A member has the right to include in their file written comments about the accuracy, relevance or completeness of any of the contents of their file.

A member’s file will not be released to any third party, unless required by law.

2010-2012 Collective Agreement Updates

The 2010-2012 Collective Agreement is now available [online](#) via the Faculty Relations website. Printed copies of the Collective Agreement will be available to Deans, Heads and Administrators sometime in the next few months.

Faculty Relations is also pleased to report that the official Collective Agreement Signing Ceremony took place on June 16, 2011. Signing on behalf of the University was President and Vice-Chancellor Stephen J. Toope; signing on behalf of the Faculty Association was Faculty Association President, Nancy Langton.

Note that Faculty Relations will soon be sending out a communiqué summarizing the most recent updates on the implementation of the 2010-2012 Collective Agreement.

Professional Development Reimbursement (PDR) Fund

Under the 2010-2012 Collective Agreement the following changes have been made to the PDR fund:

1. PDR funds for **Regular Faculty** and **Sessional Lecturers with continuing status** has been increased by \$600 per year, bringing the total amount available to \$1,100 per year; and

2. there has been an increase to the “carry forward” (also called the “accrued” or “banked”) period from 3 to 5 years.

The timing of the changes is as follows:

1. The increase to the annual PDR entitlement from \$500 to \$1,100 per year is effective July 1, 2011.
2. The Carry Forward period will be increased prospectively, over the next two years.
3. As of July 1, 2011, members with an ongoing appointment will be able to borrow ahead for five years at the increased rate of \$1,100 per year. Note that faculty with term appointments are not entitled to borrow past the end date of their appointment.

Also note that under the 2011-2012 Collective Agreement **Sessional Lecturers without continuing status** are now eligible for PDR Funds at a rate of \$25 per credit course taught.

Sessional Lecturers without continuing status may carry forward their PDR funds for up to two years. They may carry forward their PDR funds even if they do not have an active appointment. At the end of the two year accrual period, unused PDR funds will be transferred to a teaching fund for Sessional Lecturers.

The amount of PDR fund entitlement for Sessional Lecturers without continuing status will be calculated on October 15, January 15 and/or August 15 of the applicable Winter or Summer Term. Confirmation from Faculty Relations regarding the final amount of PDR entitlement will be communicated to all Sessional Lecturers without continuing status shortly after the three dates specified above.

Any claims for reimbursement must be made within 12 months of the date when the expense was incurred.

For more information on eligibility, eligible expenses, the claim reimbursement process, and how to view your PDR balance, go to the [PDR fund page](#) on the Faculty Relations website.

If you have questions or concerns about details of the PDR, please contact Debbie Cua (822-2044) or pdr@finance.ubc.ca.

Sessional Lecturers without Continuing Status: Monitoring FTE Credits

Faculty Relations would like to remind Heads and administrators to monitor the FTE credits of Sessional Lecturers without continuing status who teach in multiple departments, as they may have achieved or are on the verge of achieving continuing status when their FTE credits from each of the departments they teach in are combined. Keeping abreast of this issue will ensure a Head's ability to effectively manage their resources.

It is recommended that administrators access ISIS to view the "**Total UBC FTE Months List**", a report that shows the combined total FTE credits from all the departments a particular Sessional Lecturer teaches in.

It is further recommended that administrators view this report semi-annually and at-least 4 months prior to re-appointments.

If administrators or Heads are concerned about a Sessional Lecturer who is approaching continuing status, they are encouraged to contact one of the [Assistant Managers at Faculty Relations](#) for further guidance.

Promotion from Instructor I to Senior Instructor

The following procedures have been agreed upon by the University and the Faculty Association for promotion/tenure reviews from Instructor I to Senior Instructor.

For Instructors whose cases are currently under review in the 2010/2011 academic year, the criteria of the [2006-2010 Collective Agreement](#) will apply. Please

consult Article 3.04 in the *Agreement on Conditions of Appointment for Faculty* in the [2006-2010 Collective Agreement](#) to review the applicable criteria.

Instructors in place as of January 1, 2011, will have the option in the next two years (July 1, 2011/June 30, 2012 and July 1, 2012/June 30, 2013) of being considered for promotion to Senior Instructor under either:

1. the criteria of the [2006-2010 Collective Agreement](#); or
2. the criteria of the [2010-2012 Collective Agreement](#).

To review the criteria please consult Article 3.04 in the *Agreement on Conditions of Appointment for Faculty* of either Collective Agreement.

As of July 1, 2013, the 2010-2012 Collective Agreement language applies to all reviews for promotion to Senior Instructor.

Annual Salary Increases

Faculty Relations is pleased to announce that the annual July 1 salary increases for eligible members of the Faculty Bargaining Unit have been processed and will be reflected on the July 15th paycheque.

The following are the four components that comprise the 2011 salary increase:

1. **Career Progress Increments (CPI)**
2. **Merit**
3. **Performance Salary Adjustments (PSA)**
4. **Length of Service CP Awards (LOS CP)**

New as of 2011 July is the LOS CP component. This award is provided to bargaining unit members after completing 20 years and 25 years of full-time continuous service at UBC in a CP eligible rank.

During the first 2 years, retroactive LOS awards will be provided for those with 21 to 24 years of service and 26 or more years of service. The retroactive awards will be

paid out as follows: ½ of the award owed to a member in 2011 and the other ½ in 2012.

The current 20 and 25 year awards will be processed in full in 2011. Please consult the [LOS CP webpage](#) on the Faculty Relations website for more information.

LUMP SUM PAYMENT

A Lump Sum of 1% was paid to regular faculty on June 30th. It will be paid to Sessionals Lecturers on September 15th.

For regular faculty members the lump sum is based on the annual salary as of June 30th.

For Sessional Lecturers the lump sum is based on earnings between July 1st of the previous year and June 30th of the current year.

Academic Leadership Development Program

Faculty Relations is pleased to announce that the Academic Leadership Development Program (ALDP) for new Heads, Directors and Associate Deans will be offered again in 2011/12, starting in October. ALDP is an 8 month program at UBC Vancouver offering:

- Workshops on finding resources at UBC; setting goals; change management and conflict resolution
- Studios on faculty relations, curriculum development, budgets, fund-raising and staff relations
- Confidential one on one executive coaching offered by an experienced UBC coach.
- Panels and talks on topical leadership issues.

For the first time, the ALDP will be offered this year to experienced heads, directors and associate deans, as well as those new to leadership positions.

Those wanting further information on the Program and how to sign up for it should contact [Luisa Canuto](#), Manager, Faculty Programs at CTLT at 604 822-1667 or Faculty Relations.

Postdoctoral Fellows Office (PDFO) Welcomes Faculty Volunteers

The Postdoctoral Fellows Office (PDFO) provides general advice to prospective, incoming and current PDFs and their supervisors, delivers orientation sessions and professional development events and workshops. The PDFO would like to invite faculty volunteers who have an interest in facilitating a workshop or participating in the work of the PDFO to contact the office via email at: pdfo@grad.ubc.ca.

CONTACT US

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