WUFA
WINDSOR UNIVERSITY FACULTY ASSOCIATION

**A Summary of the**

# *POLICIES PROCEDURES PRACTICES*

**of the Faculty Association**
**University of Windsor**

**October 2026**

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## POLICIES, PROCEDURES AND PRACTICES

### ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT FORM (AODA)

Based on the *Act*, all employees, volunteers, policy developers and anyone providing services on behalf of WUFA must receive training on the relationship between AODA and the Human Rights Code. The University offers on-line training, and WUFA employees/volunteers (including Grievance Officers, Executive Committee, Special Action Committee and Picket Captains) must confirm in writing their completion of the training.

### AFFIRMATIVE ACTION

endorsed by the Faculty Association

### AIDS

endorsement of the CAUT policy

### ANNUAL GIVING CAMPAIGN

The Association Executive and Council have a practice of supporting the Annual Giving Campaign

### ANOMALY COMMITTEE

Members of the bargaining unit are selected by the Executive Committee to serve on the Joint Anomaly Committee under the Collective Agreement.

### APPOINTMENTS

The Association is to monitor appointments of members of the Bargaining Unit of less than 12 months duration. In successive appointments, a 9-months appointee must be upgraded to a 12-month appointment on the next appointment.

### APPROVED UNITS

Sessional members and Ancillary Academic Staff constitute an "Approved Unit" (for purposes such as election of members to Council)

### AUDITS

*Financial Statements*

The Association's financial records are to be audited annually. The practice is to forward the annual Association's audited financial statements for the year ending June 30 to the membership, after review by Council.

### BARGAINING UNIT

*Membership*

All faculty paying dues in an academic year are part of the bargaining unit. However, those who elect not to join WUFA by signing a membership form are not part of WUFA's membership, and do not receive emails, circulars etc. from the WUFA office except ratification notice during bargaining. WUFA must represent these bargaining unit members even if they have elected not to join WUFA.

### BOARD OF GOVERNORS

The Association practice has been to seek a seat on the Board of Governors through contract negotiations. The president of the Association can attend as a visitor with no voting rights. Bargaining unit members who sit on the board of governors are treated as excluded from the bargaining unit.

### BUDGET

The practice is that the Executive Committee reviews a draft budget prepared by the Administrative Coordinator and Executive Director, in conjunction with the Secretary/Treasurer. The Executive refines and accepts the proposed budget which then is approved by Council prior to circulation to the general membership. The budget is formally approved at the Spring General Meeting.

**CAUT**

*Academic Freedom Fund*

Council endorsed donating $20,000 over 5 years to the CAUT Academic Freedom Fund. *(WUFA Faculty Council, November 20, 2015 Item 3.3, no.6)*

*Defence Fund*

Council endorsed the Association joining the CAUT Defence Fund in the spring of 1978.

*Delegate*

Windsor has one delegate on CAUT Council, plus we are allowed to send an additional 2 alternate delegates. The practice is that the President serve as the delegate to the CAUT Council. In the event the President is unable to attend CAUT Council, it is the practice for the President to designate a member of the Executive to serve as delegate. The Executive Director attends CAUT Council as an alternate delegate as determined by the President.

*Openness and Transparency on Post-secondary Education*

Endorsement by Council to CAUT Policy Statement on *Openness and Transparency in Post-Secondary Education,* dated April 1995. The Executive advocated its implementation at the University of Windsor and that it be reviewed by the Negotiating Committee.

**CODE OF ETHICS**

The position of the Executive is that there is no need to have a code of ethics on campus; that it supports the CAUT document on *Professional Rights, Responsibilities and Relationships* (1992), and further that the Collective Agreement contains a clear statement to deal ethically and fairly with colleagues and students and to respect appropriate principles of confidentiality.

**COFAS (Confederation of Faculty Association Staff)**

An informal network of people who work for post-secondary faculty organizations in Canada. Its primary focus is an annual conference where faculty association staff come together to share skills, training and experiences. It is the practice that WUFA staff attend the annual conference.

**COLLECTIVE AGREEMENT**

*Exemptions*

Any changes (exemptions) to the Collective Agreement recommended by the JCC are to be brought to Executive Committee and then to Faculty Council for approval.

*Proposals from Administration*

Council endorsed the recommendation of the Committee reviewing the negotiating process to make copies of the administration's (initial) collective bargaining proposals available at the Kerr House.

*Ratification*

The Negotiating Team shall make recommendations to Executive Committee and Faculty Council on whether or not to ratify a Collective Agreement. Council will then make recommendation to the membership. It is the practice to have the Negotiating Team attend the Special General Meeting to answer questions when a ratification vote takes place.

**COMMITTEES**

*Ad hoc*

When Council establishes an ad hoc committee, Council shall stipulate the mandate of the committee, its duration, its composition and size, expected and frequency of reports, and any other such consideration Council deems to be required of the Committee. The above stipulations may be delegated to the Executive for determination. The Executive is to report the above stipulations back to Council. When Council establishes an ad hoc committee, the ad hoc committee shall report to Council.

When Executive establishes an ad hoc committee, Executive shall stipulate the mandate of the committee, its duration, its composition and size, expected and frequency of reports, and any other such consideration Executive deems to be required of the Committee. When an ad hoc committee is established by the Executive: (a) Council shall be informed, and (b) the ad hoc committee shall report to Executive, and the Executive shall report updates to Council.

Ad hoc Committees are not normally supported with staff resources except for support in scheduling meetings of the committee if requested.

### *Approval of*

The practice is for Council and/or Executive to approve the establishment of any Association Committees, other than those set out in the Constitution, and to approve the members to serve on such Committees.

### *Duties of Committee Members*

An Association representative on a Joint Committee provided for in the Collective Agreement is to be asked to report to the Executive on a regular basis concerning progress of the meetings.

### *General*

The Executive has adopted the practice, where appropriate, to make a public call for volunteers to serve on Association Committees. The Executive is provided with a list of Association Committees to be filled and the names of members who have volunteered to serve on such committees.

### *Pension*

Members to staff any Joint Committees under the University of Windsor Retirement Plan for Faculty and Certain Employees in the Collective Agreement are to come from the membership of the Association Retirement and Benefits Committee

### *Permanent*

#### Contract Committee (in contract years)

Members are nominated by the Nominating Committee and are elected by Council by secret ballot. The Contract Committee is to poll the membership for concerns, develop contract proposals, provide data for the Negotiating Team and function as a component of the Negotiating Committee.

Council endorsed having stronger links between the Contract Committee and the Negotiating Team. Every effort should be made to hold meetings on a regular basis.

Council approved the use of an actuary, or an equivalent expert to cost out the value of the monetary proposals.

The Contract Committee, in formulating proposals, should continue its practice to hear from a representative of Green Shield on benefits for members of the bargaining unit. If necessary, the Negotiating Team can request an expert to attend negotiations on behalf of the Association.

The Contract Chair is to attend Standing Committee Meetings in the event the Contract Committee requires further clarification from the Standing Committee(s) or when the Contract Committee wants to make significant changes to the proposals previously submitted.

#### Executive Committee

Elected annually by mail ballot by the membership, the Executive members are to act as Chief Officers of the Association, subject to the direction of Council and the membership. The Executive is to implement general policies and act as liaison between the Association and other persons and organizations. Specific duties of each officer are defined in the Constitution.

Council has agreed it is beneficial for the membership to have a brief profile of the nominees when casting its votes for election to the Executive Committee.

Council approved that the Executive, in consultation with the Contract Committee, may appoint an Association member to handle statistical data and to analyse financial data in a negotiating year (the particular expertise required

should be determined in advance in order that the appropriate person could be sought to fill the particular needs of the Negotiating Committee).

In a negotiating year, a person is to be appointed to be responsible for computer equipment.

Grievance Committee

Members are elected in the fall for a two-year period by the general membership from nominations made by Council. The Chair is elected annually in the spring by the membership. The primary mandate of the Committee is to investigate grievances of members and to determine action to be taken to resolve the grievance. The Grievance Committee also monitors the Collective Agreement and alerts the Executive to possible violations. The practice is for the Grievance Committee to make recommendations to Council of nominees to replace any vacant seats on the committee. It is the practice that new members sit on the Committee starting in September as non-voting members, respecting confidentiality of all proceedings, in order to smooth the transition to their appointment at the General Membership Meeting in October.

Negotiating Committee (in contract years)

Members are elected by Council, except for the Chair of the Contract Committee, who is elected by the membership. Its composition is a combination of all members of the Negotiating Team and the Contract Committee. The joint committee is responsible for negotiating strategies and reporting to the Executive and Council. It is accountable to Council and the membership.

Negotiating Team (in contract years)

Elected by Council by secret ballot, the Negotiating Team, in collaboration with the Negotiating Committee as a whole if necessary, negotiate the Collective Agreement.

The practice is for the Executive to make recommendations to Council on their preferences for a Chief Negotiator and a "back-up" Chief Negotiator.

Nominating Committee (in contract years)

Members are elected by Council from Council-elect to work with the Vice-President Internal and the immediate past President. The Committee is primarily responsible for polling the membership and assembling a list of nominees for the Contract and Special Action Committees.

Retirement and Benefits Committee

Members are appointed by Council annually. The focus of the Committee is on pensions and benefits. The Committee also provides interpretation of pension and retirement benefits to Association members and retirees. In a negotiating year the Committee makes recommendations to the Contract Committee.

Sessional Committee

Members of the Committee are provided annually in the fall to Council. The Committee's focus is to address concerns of Sessionals and monitoring the Collective Agreement as it applies to contract academic staff. In a negotiating year the Sessional Committee makes recommendations to the Contract Committee, and a Sessional member sits on the Contract Committee.

Special Action Committee (in contract years)

Members are nominated by the Nominating Committee and elected by Council. The Committee is chaired by the Vice-President, Internal. The Committee is responsible for planning strategy on Association action from the beginning of negotiations, co-ordinate activities, establish internal and external communication systems and organize action to be taken. It makes recommendations and reports to the Executive.

Status of Women, Diversity and Equity Action Committee (SWDEAC)

Members of the Committee are provided annually in fall to Council. The SWDEAC investigates ways and means by which women and federal equity groups are treated unfairly, surveys special needs, concerns and problems of these groups in the workforce, monitors contract compliance, policies, etc. that concern equity groups and make recommendations and representation to Senate, the Board of Governors and University committees. In a negotiating year the SWDEAC makes recommendations to the Contract Committee.

## COMMUNICATIONS

### *Approval*

In the interests of ensuring the frankness of discussion, remarks of members in Association Committees should not be published, whether verbatim or paraphrased, except with the approval of the member speaking. The President of the Faculty Association is to approve all communications to membership.

### *Materials*

Council authorized sending Association materials relevant to union activities, upon the request of outside agents, at cost. This practice excludes release of grievance minutes. The practice is not to release grievance committee minutes to anyone except committee members, or legal counsel if necessary.

### *Letters*

Members of the bargaining unit do not have to vet letters to Editors (e.g. Windsor Star) through their Department Heads.

## CONFLICT OF INTEREST

**"Conflict of Interest"** occurs where a member of any Committee has a direct stake in the outcome of an issue the Committee is deciding, for example: a financial benefit or loss, or an effect on promotion.
**"Bias"** occurs where a member has a predisposition to a particular outcome or a closed mind about the issue, for example, because of a relationship with one of the parties or a well-known attitude towards the issue under consideration. (The types of relationships that might taint one's impartiality include family, close personal friendships or personal enemies. Because the University is a collegial environment, friendships and collegial relationships will not normally be considered to taint one's impartiality). Bias could also occur where a committee member has had prior involvement with the specific dispute or has confidential information not available to the Committee that could influence the member's decision.

**If a Committee member might have a conflict of interest in a matter to be considered by the Committee, or if a member has a relationship with one of the parties or a history with the issue:** this should be declared when the issue arises, and the Committee will discuss the situation and make a decision as to whether the person has, in fact, a conflict of interest, or whether a reasonable, objective observer would perceive a member to be biased. If so, the member will leave during discussion or voting on that issue and the minutes will reflect this. *(Updated January 9, 2002 - Grievance Committee interpretation)*

The Association Executive has taken the position that spouses or individuals who are related do not have a conflict of interest when they serve on Departmental, Faculty or University Committees.*(December 1998)*

## CONFIDENTIALITY

The Executive agreed that its interpretation of the Collective Agreement on "confidentiality" is that regardless of a member's request, the seal of confidentiality accorded by that Article in the Collective Agreement will not in the future, apply to CVs of members when members are being evaluated for appointments.

## CONSTITUTION

### *Amendments*

Proposals for changes to the Constitution may be processed through Council for support; amendments may also be proposed by members-at-large with due notice given to the Executive Director.

Amendments to the Constitution and its bylaws are to be introduced and discussed at the Fall and Spring General Meetings; shortly thereafter a mail ballot will be sent for a vote by the membership.

*[Further interpretation October 2005 in discussion with President & two Executive members]*
Can amendments be made at the General Meeting when the amendment has been circulated with the notice of meeting? If the original mover and seconder agree, and if the amendment is considered friendly, the amendment can be made. If the original mover and/or seconder are not present, no amendment can be made. If the mover and seconder are present and do not accept the amendment, the amendment stands. If the amendment to the proposed amendment changes the intent of the motion, the new amendment cannot be accepted, and another amendment would have to come forward at the next general meeting. The original amendment will be sent out for a mail ballot

vote to the membership as it stands, or it can be WITHDRAWN by the original mover and seconder. Any major changes to the amendment will require the membership to be given due notice. If the president rules that only friendly amendments can be made to a proposed amendment, the membership has the right to challenge the chair on this ruling.

Amendments to the Constitution require a 2/3 majority of those members VOTING to pass. Amendments to the Bylaws require a simple majority of those members voting to pass.

*Pro & Con Arguments for Amendments* (*Executive Committee, April 28/10)*

When no member volunteered to write the 'con' argument, it fell to the Executive to prepare the 'con' argument which appears not to support the amendment. Further explanation was needed to explain that the write up was done because of WUFA's Rules of Order, and not to dissuade a vote for the 'pro' side. It was suggested that a more detailed explanation be used in future situations. Suggested wording in future would be, 'In the absence of any volunteers to write the con [or pro] argument, the Executive is required to provide **a** con[/pro] argument as per the Rules of Order to assist members in thinking about this issue. Please note that Executive Committee does not endorse either position.'

**CONTRACT PROPOSALS**

The procedure for dealing with contract proposals is to solicit suggestions from the membership. The suggestions are put into draft contract language (normally by the Executive Director or the Contract Committee) and then discussed by the Contract Committee. The Committee's recommendations for revisions to the Collective Agreement are then forwarded for discussion and approval to the Executive, Council and the membership. Changes can be made at any of these steps. The final version is then turned over to the Negotiating Team.

The Contract Committee is to alert the membership of the need to follow deadlines for submission of proposals.

Council is to receive the proposals seven days prior to the scheduled meeting (for discussion/approval). Meetings of Council are to be scheduled to allow for two meetings when considering contract proposals.

If the administration refuses to hand over their total (monetary and non-monetary) package at negotiations, the Association is to inform them that it will go to the Ontario Labour Relations Board. (this decision was made during an earlier round of negotiations)

**CORRESPONDENCE**

The Executive agreed that where time allows, material/correspondence should go through the Executive; otherwise it is to be vetted through the Chair.

**COUNCIL**

*Negotiations*

Council endorsed the value of having a Special Council Meeting in the spring in which members can debate the issues that have arisen from the Collective Agreement during the past year.

*Purpose*

To provide a forum for regular discussion of matters affecting the Association, develop new policies, ratify reports, strike & elect Committees and act on behalf of the Association between general meetings. Council should be reminded annually of their duty to report back regularly to members in their faculty.

**COURSE RELEASES**

*Negotiating Team (effective July 1, 2020)*

Each member of the Negotiating Team receives a course release for one semester to be taken following negotiations and within the lifetime of the collective agreement negotiated. Permanent members for whom a course release is not possible receive an overload stipend paid internally at WUFA's expense within the same time frame. Sessional instructor members receive a sessional stipend paid internally at WUFA's expense within the same time frame. *(Faculty Council motions, March 25/19 and February 28/25)*

*Others (effective July 1, 2020)*

Additional course releases available to the Association under the Collective Agreement may be provided to members on the recommendation of the President at the approval of the Executive. *(Faculty Council motion, March 25/19)*

**CVs**

The Association has given its approval of the CV form in the 2001-2004 Collective Agreement. Members are encouraged to submit their CV in electronic format.

**DECISION MAKING PROCESS, EXPENSIVE LEGAL CASES**

Since there is no internal policy on how to consider actions that might have large economic implications to WUFA, the decision on whether or not to proceed with certain actions versus accepting a settlement offer (herein after called 'the decision") should be shared with a representative body of WUFA rather than made by a single person.
1) Executive shall appoint a three-person ad hoc committee to consider 'the decision.' The members of the ad-hoc group should include the president or his/her appointee, the treasurer of the Association, and one other person to be selected from Executive Committee or Faculty Council. Where appropriate, the VP Grievance may be added as a fourth member of the ad-hoc group in cases where the VP Grievance may be the most familiar with the issue.
2) The three-person ad-hoc committee would consider the issue and make a recommendation to Executive Committee on whether to proceed with a legal case or action, or accept a settlement offer, having been provided with the necessary information on which to base 'the decision.'
3) Executive Committee would be asked to consider the recommendation and either approve or deny it through a vote. The decision-making process itself, through the ad-hoc committee and Executive, should be conducted in a timely manner with no undue delays. To this end, the vote could be done by email if time was tight.
4) Faculty Council (and Committees, and/or the general membership, as applicable) shall be kept up to date on 'the decision' and any other decisions that have large economic implications to WUFA through regular reports. It is WUFA's practice not to share information with the membership on the cost of WUFA legal fees for advice provided, or action taken, on these types of issues.

NOTE: This policy does not apply to the daily decisions required to conduct the normal business of the Association, nor does it apply to the normal process of arbitration or mediation settlements unless they fall under the 'large economic implication' category. *(Approved by Faculty Council February 26, 2013)*

**DOCUMENTS (GENERAL)**

The practice is for Council to review and take a position on contents of documents affecting the rights of members (e.g., *university governance, system rationalization, mandatory retirement*). The practice is to submit briefs, as appropriate, to e.g. OCUFA, CAUT, NUCAUT, W&DLC.

**DOCUMENTS (ASSOCIATION)**

The procedure is for all Association Documents to be presented to Council for discussion and approval prior to general circulation.

*Brochure for Retirees/Spouses of deceased members*

The brochure was designed to provide an overview of benefits available to retiring members, survivor benefits for spouses and children and information of a general nature that is of assistance to spouses of deceased members.

*Constitution & Bylaws*

The Constitution is normally revised on an annual basis in order to reflect current policy and election procedures (after discussion and vote by mail ballot by the general membership).

*Councillor's Handbook*

The handbook provides a guideline for new Councillors relating to their duties and responsibilities, such as: polling their Faculty/Library to receive positions on Association concerns; to be familiar with Senate by-laws; and to act as watchdogs within their Faculty/Library relative to the Articles in the Collective Agreement which affect the terms and conditions of employment of members.

*Executive Committee Handbook*

The handbook provides a guideline for new Executive members relating to their duties and responsibilities, and includes the most recent budget, the Donations Policy, the Constitution & Bylaws and the WUFA policies on Prevention of Harassment and Violence to employees.

*Grievance Committee Handbook*

Guidelines are provided in assessing the importance of a grievance; the duty of fair representation; the economic,

political, labour relations, substantive, and academic significances; the chances of success of winning grievances.

*Grievance Officer Handbook*

The handbook outlines the three main roles of the Grievance Officer: obtaining information, dealing with grievances and negotiating resolution at lower levels of the grievance stages. The handbook also provides guidance on processing a grievance.

*Hall-Signorile Report*

The A. Hall-V. Signorile Report, October 1996, focused on membership concerns about the future of the University during the period of restructuring and priorities for the future. It was circulated to the membership-at-large and discussed at a general membership meeting.

*Policy, Procedures, Practices Handbook*

A summary originally prepared by N. Sennema, Resource Officer in 1991 and updated on a regular basis for referencing policies, procedures and practices of the Faculty Association.

*Role of the Faculty Association*

Re-endorsed by Council, this booklet sets out the relationship between the Faculty Association, the Senate and the Board of Governors, as well as the role the Association should and must play in the University.

*Rules of Order*

An Association handbook designed to promote the attainment of Association objectives and to ensure full and open debate. It is the responsibility of the members to obtain sufficient knowledge of the rules to employ them to the advantage of the members of the Faculty Association. *Bourinot's Rules of Order* is the official rules of order adopted by the Association.

*Retirees Handbook*

An Association Booklet written by Dr. J. Meyer (Education) and designed to answer questions about the services and entitlements available to members when they retire from the University. Contains web-site addresses and various references to government programs and services, as well as University entitlements 'past the age of 65'.

*Sabbaticants Handbook*

A guide for those planning to take sabbatical leave written by Drs. R. Orr and D. Woodyard. The handbook provides information on research grants; on issues like sabbatical pay, pension payments and personal finances; renting and subleasing your residence; leaving the country, automobile and insurance. The guide has been turned over to the Association for continuous updating.

*Sessionals Handbook*

This handbook is primarily used as an easy reference on the rights of Sessional Instructors under the Collective Agreement. It also includes advice on how to apply for use of: Human Kinetics facilities, Parking, I.D. cards, the Leddy Library, etc. It is updated every time the Collective Agreement is negotiated, usually edited by the Chair of the Sessional Committee.

*Strike Manual*

*Organizing A Strike* was written by Ms. Nancy Sennema, Resource Officer and published by the Faculty Association. Complimentary copies of the manual have been distributed to unionized Associations in Canada and to the CAUT. It covers topics such as leadership abilities, policy decisions, timing in negotiations, strategy, establishing Committees, communication, responsibilities of members and leaders, and how to organize strike headquarters.

*Task Force on Membership Concerns and Priorities*

The Report of the Task Force, February 1998, chaired by K. Quinsey, served as a follow up to the Hall-Signorile Report. The membership was surveyed on its concerns and priorities with respect to the restructuring of the University of Windsor and on cutbacks of faculty and support staff. It was circulated to the membership and discussed at a general membership meeting.

*U of W Pension Plan Overview /(Brochure and 11-page booklet)*

The brochure gives a brief overview of the Pension Plan and describes the hybrid plan with a Minimum Guarantee Benefit and a Money Purchase Plan component. The booklet gives a more in-depth description of the Pension Plan and provides examples of coverage under different circumstances.

**DONATIONS**

The Association does not normally endorse requests for donations from individual members concerning non-union related causes. They do endorse notations to other causes which are associated with union activities, whether academic or locally. The practice is to make up to a $150 donation for flowers or to a charitable organization in cases of a death of a WUFA member/spouse. *(Faculty Council September 19, 2015)*
$1,000 is the normal donation sent to striking Faculty Associations in Canada.

**DUES**

*Membership*

Annual dues for the next academic year are approved by the membership, normally at the Spring General Meeting.

*Retirees*

Members teaching on a sessional basis after retirement pay dues on the same basis as all faculty members (approximately 9.85 for each $1,000 earned).

*Sessionals*

Dues are paid on the same basis as for full-time faculty (see above).

**ELECTIONS**

*Council*

Office is assumed on July 1 following the election; election is to be held by e- vote unless Council or the membership decides the issue is of sufficient importance that mail (paper) ballots should be used. Tie votes on election to Council are normally sent back to the Faculty or Library for resolution. The past practice is to fill vacant seats on Council through elections; if no nominations are received, appointments may be made by the President.

It was recommended by Executive Committee and agreed by Faculty Council that an AAS:LS member could be nominated to represent full time faculty members for a specified term on Council when no faculty voluntarily came forward after 3 separate calls for nominees. *(Faculty Council April 21, 2016)*

*Eligibility*

WUFA sought legal opinion on whether or not members who join the Association after an election is called to the general membership are entitled to vote in the election. Legal opinion determined that it is an acceptable practice for these new members to vote.

*Executive*

Office is assumed on the July 1 following the election; election is to be by e-vote.

*Election Paper ballots*

Where it is decided that a vote will be done by paper ballot rather than e-vote, the paper ballots will be mailed to the addresses of Sessional Instructors, where eligible and known. *(based on decision regarding mail ballots, Faculty Council, January 27/2015)*

*Election Results*

Results of elections are normally sent by email to the membership within several days. Where paper ballots are used for a vote, ballots are destroyed by an official vote of the Council or Executive after the election results are made known.

The policy of the Association is to not release the number of votes cast for individuals running for Association positions. However, members who are candidates in Association elections are entitled to know, upon their request, the voting results of their election to an Association position.

*Offsetting Years on Council - how to establish*

Sometimes a faculty will go for many years with only 1 rep, as they have 25 or less signed members. However, once a

Faculty/Library/Group has more than 25 members, there is a need to elect members on offsetting years. A call will be made for nominations for a 1 year and a 2-year term, but the ballot will not indicate a choice for the nominee. It is the practice of the Association to give the person who gets nominated FIRST the choice of a 1 or 2-year term. The second nomination received will automatically get the other choice. Note: this does not apply to Sessional members who are elected only for a one-year term. *(January 2012, office practice)*

**EMPLOYMENT EQUITY**

Support was given for the *Review Committee on Employment Equity Report*; the Association's position is that the recommendations did not go far enough toward ensuring achievement of employment equity for women on campus.

The University is encouraged to adopt the practice of sending job applicants a copy of the University of Windsor Employment Equity Policy and the booklet from CAUT entitled Negotiating Starting Salaries (2003).

**EXECUTIVE**

*Duties*

The duties of Executive Officers/Chairs are to be noted in annual reports to the membership. Normally a full report from each Officer is prepared in the Spring, and only from the President, VP Grievance, VP Internal and Treasurer in the Fall. The Association policy is that if a member of the Executive is asked to perform a role for the administration based on whole or in part because they are on the Executive, then that member of the Executive shall seek approval of the Faculty Association before accepting the role.

*Issues*

The Executive resolved to reaffirm past practice that all material matters must be brought to the Executive.

*Purpose*

To act on behalf of the Association, subject to the direction of the Council and the general membership. The main function of the Executive is to implement the general policies of the Association and to act as daily liaison between the Association and other persons/organizations as required.

**EXPENSE FORM**

A Faculty Association expense form was adopted for use by members travelling on Association business. The practice has been to update the mileage and per diem for food equal to the amount negotiated for members under the Collective Agreement.

**FACULTY ASSOCIATION**

*Premises*

Meeting rooms at 366 Sunset (Turtle Island Way) are available only to Faculty Association Committees and members on Association business. The Resource Centre is also available to the membership for reference.

**FOREIGN STUDENTS/FEES**

The Association is opposed to government-wide quotas and to differential fees.

**FRAUD AND/OR MISCONDUCT IN ACADEMIC RESEARCH**

Council approved and forwarded to membership for approval, a Letter of Understanding on *Fraud and/or Misconduct in Academic Research* (as a result of a mandate from the federal granting agencies that all universities have such policies).

**FREEDOM OF INFORMATION**

The Association has endorsed the position of the CAUT on "Freedom of Information".

**FUNDS (ASSOCIATION)**

*Policy on Investment Objectives*

The Treasurer of the Faculty Association and one other member of the Association to be selected by the Executive shall constitute an Investment committee. They shall pursue a vigorous and prudent program to invest the accumulated capital of the Association, consistent with the following aims:

- to maintain the purchasing power of our investments, after inflation,

- to make gains sufficient to cover costs beyond those we can meet through membership dues and interest, particularly costs of litigation; and
- to make further gains, subject to the need for prudence.

Specific Practices

WUFA's capital should be managed so that:

1. at the end of a collective agreement, cash or cash equivalents are available to support a strike of up to historic length within our sector. This amount should be held in low risk investments.
2. assets readily converted to cash are available to cover litigation costs beyond what can be met through predictable annual revenues. These assets may be held in securities of up to low-to-medium risk.
3. remaining assets should be fully invested, but not with more than medium risk.
4. to avoid unnecessary risk:
   a. equities should be diversified by industry, region and nation.
   b. no more than ~~20%~~ **15%** of our capital may be in medium risk funds; and
   c. of investments outside Canada, at least 2/3 should be in developed markets.
5. the Association shall not invest in derivatives or futures and may not engage in short selling.
6. insofar as is consistent with the above, the Association should put funds into the Socially Responsible Investment sector.
7. as part of the annual budget process, a stress test should be applied to the Association's finances and reported to its governing bodies. *(Executive Committee, March 2018)*

### *Actuarial Consulting*

Limited funds are reserved for using the services of an actuarial consultant. The monies are used primarily for obtaining estimates on pension improvements prior to negotiations or for verification of financial statistics given by the administration.

### *Grievance & Arbitration*

Monies are used solely for defending members at arbitration, for costs associated with processing arbitrations and to pay for internal legal advice from the Industrial Relations Consultant.

### *Independent Consultations*

The monies are used for obtaining internal and external legal opinions, etc.

### *Legal Defence Fund*

A fund established in the fall of 1990 to provide legal representation for members who are charged with various work-related offenses under the jurisdiction of the Human Rights Commissioner and the Senate Executive Sub-Committee on Procedures and Discrimination. Terms of reference for this fund have been incorporated into the Collective Agreement.

### *Scholarships*

$12,000 is set aside annually to provide for nine (9) scholarships per year to be paid to grade 12 students entering University (in the amount of $1,330. each). In the past, the Association solicited staff and administration for contributions to supplement funds. Also, on occasion, the Faculty Association used excess funds to provide additional scholarships. Since 2010 the Scholarship cost is incorporated into the annual WUFA donations budget. The University selects the recipients, based on pre-determined criteria, and reports to the Association annually with the names of the student recipients for taxation purposes.*(Executive Committee, March 2018)*

### *Strike Benefits*

There are monies designated in the WUFA investments that are established to supplement the CAUT Defence Fund strike pay to members in the event of a strike by the membership. Periodic investments are made towards these investments.

### *General*

As a matter of policy, the Association insists upon quarterly statements from any lawyer hired by the Association. The practice is to ask for monthly statements.

**GRIEVANCE & ARBITRATION PAYMENTS**

Funds are available in WUFA's budget to support the processing of grievances, taking these grievances through arbitration, and paying for the services of the legal counsel.

**GRIEVANCE(S)**

*Appeals by members to Executive Committee and Faculty Council*

The message sent to grievors should be 'the Executive has denied the grievance appeal' and do not add any further information. No further information should be provided to grievors about why their appeals are turned down, as the Executive's position will not be presented at Council. *(Executive Committee May 14, 2013)*

It has been the Association's practice to limit grievance appeals to Executive Committee and Council to 1 (one) hour maximum, including presentations by the grievor (or designate), the VP Grievance (or designate), and allowing time for questions.

Barring extraordinary circumstances, a grievor who is appealing must be present for the purpose of answering questions. The grievor who is appealing is entitled to be represented by anyone of their choice, including a lawyer. Any costs associated with the representation are borne by the grievor. (*Grievance Committee October 30, 2009)*

*Confidentiality*

All individual grievances or potential individual grievances before the Grievance Committee or the Executive remain confidential unless the grievance goes to arbitration or prior permission is given by the grievor. Grievors, however, are free to discuss their grievances with other members.

*Grievance Committee*

All recommendations made by the Grievance Committee on final dispositions of grievances which involve further action are to be taken to the Executive Committee.
Reasons for denial of support of grievances shall be given by the Grievance Committee to the grievor in writing.
The Grievance Committee is to monitor the Collective Agreement for administrative violations and, if necessary, file grievances.

*Documents & Correspondence*

It is the practice of the Grievance Committee to share all documents received from Administration that are pertinent and personal to the grievor's case with the grievor. This excludes information (e.g. comparative SOST scores, CV) of others involved with the grievance. That information will be presented to the grievor in a format that protects the confidentiality of the other member(s), such as a verbal or written summary of observations by the Grievance Committee (e.g. "Overall, the other candidate's credentials were more applicable to the criteria stated.") The practice is to share material in a timely manner and to personally speak with the grievor when delivering such material to describe the purpose of the shared materials.

*Executive Responsibilities*

The Executive is to provide a letter of notification to a grievor if a grievance appeal is not upheld. The reasons for not upholding the grievance do not have to be provided to the grievor. In the letter, the grievor is to be reminded of the opportunity to appeal to Council as a 'next step'.

*Grievance Officers*

Council considers a list of suitable nominees of members to serve as Grievance Officers; nominees are appointed on an annual basis by Council. Grievance Officers are authorized by Council to act on behalf of any member of the Bargaining Unit.

*Mediation*

It was determined in January 2019 for an arbitration matter that mediation attendees will be limited to legal counsel, VP Grievance, WUFA president and/or their delegates, and WUFA staff member(s). Other parties with official standing at an arbitration hearing are not entitled to observe or attend mediation, as WUFA is the sole representative of its members.

*Right to Step 1 meeting*

The Collective Agreement allows members of the bargaining unit to have a Step 1 meeting with or without the assistance of WUFA. Given this, the Grievance Committee concluded Step 1 meetings are a member's right. *(Grievance Committee, October 30, 2009*)

*Step 1 Reports*

Grievance Committee deliberated on whether Step 1 reports should be shared with grievors. The Grievance Committee agreed, by consensus, that Step 1 reports should be shared with the grievors and that this process will be communicated to grievors and grievance officers in advance of Step 1 meetings. Grievors will also be invited to provide additional comments if they would like to do so, but the Step 1 report (written by the grievance officer) shall not be amended by the grievor. Furthermore, if the grievance officer wishes to submit a separate submission to WUFA, apart from the Step 1 report, they can do so privately, and without sharing that information with the grievor. *(Grievance Committee, June 22, 2020)*

*Sessional Instructor Issues* (*Decision by VP Grievance Feb. 2002)*

The Sessional Director will be copied on key correspondence concerning complaints and decisions rendered on Sessional Instructor matters. It was noted that the Sessional Director often brings the issues to the attention of the Grievance Committee. This action will assist in keeping the Sessional Director informed and up to date on various rulings and decisions by the Grievance Committee concerning Sessional Instructor issues. The copied information is confidential and should be treated accordingly. At the end of a term served as Sessional Director, it is requested that the incumbent transfer this information to the incoming Sessional Director (and advise them on the confidentiality issue) or take steps to destroy the materials in order to maintain the confidentiality of all members.

*Procedure for Sessional Grievances concerning course Appointments:*

As there are many Sessionals who approach WUFA concerning why they were not appointed for a course, a procedure has been established. First, Sessional grievors will be notified that the Faculty Association will be obtaining background information on their potential grievance, that their name will be mentioned in the correspondence (copies of which will be cc:d [carbon copied] to the member), and to obtain their agreement to go forward with the procedure before its commencement. Before the issue is taken to the Grievance Committee, the following information must be sought:

- Have the member indicate which courses they requested, in which semester.
- Have the member indicate which courses they were assigned, in which semester.
- If available, have the member supply a copy of his/her previous course assignments, semesters, seniority rank and SOST scores. This can also be achieved through the request below.
- Have the member supply a copy of their appointment letter.

WUFA will contact the Department Head, or Dean, to ask for information under **Article 54:10** to establish the seniority and qualifications (including SOST scores) for the member and for the candidates who were selected to teach the courses that had been requested. The Association will also ask, under **Article 54:06 (b),** if the successful candidates are employed full time outside of the university.

The Head is then to respond to WUFA with the information about the above courses within 7 working days. This information will be provided to the Grievance Committee for their review.

Sessional instructors who allege they have been improperly denied the opportunity to teach a course shall be allowed and encouraged to review the information gathered pursuant to 54:10 with proper care taken to protect the privacy of the individuals concerned. Information will be reviewed by the grievors at the Kerr House and no copies provided. *(Grievance Committee motion carried October 30, 2009)*

As indicated above, the Sessional Director will be copied from the beginning on these Sessional issues**,** including the letter sent to the Department Head, and all correspondence from then forward will be bcc'd (blind copied) to the Sessional Director. *(Gr. Cttee minutes, April 17, 2002)*

*Time limits*

On a negative decision made by the Grievance Committee, a grievor may appeal to the Executive within seven days of receipt of the decision received by the member; if Executive does not support a grievance to arbitration, the decision may be appealed to Council within seven days of receipt of decision received by the member.
The Association practice is to have a moratorium on grievances during July and August and normally from December 15 to January 15.
*Article 59 Time Limits*: It was decided at the September 20, 2006 Grievance Committee meeting that timelines stated for Article 59 investigations shall be suspended over the Grievance Moratorium period unless otherwise agreed by the parties.

**HANDBOOKS**

See: Documents (Association)

**HONORARY MEMBERS**

Honorary Members are defined as persons retiring from the University who were teaching or were professional librarians. They have the right to be represented on the Retirement and Benefits Committee; the right to file grievances on matters relating to the Pension Plan; and the right to receive the Faculty Association News. Voting privileges are not extended to Honorary Members.

**INSURANCE**

*Group*

Endorsement was given by the Executive for a group insurance plan re: home and auto coverage for Association members. Stevenson & Hunt were the group insurance brokers from 1992 – 2015 when they were purchased by A.J. Gallagher Canada Limited. 'AJG' continues to provide group insurance. AJ Gallagher have also continued the tradition of sponsoring the "Twoonie Luncheon' featured at the Spring and Fall General Membership meetings, a practise which started in the early 2000's. In return, they usually provide a door prize.

*Liability Insurance for Directors & Officers*

In June 2016 Executive Committee & Council approved the purchase of Liability Insurance for Directors & Officers of WUFA.

**JOINT COMMITTEES**

From time to time the Collective Agreement provides for Joint Committees to be established. It is the practice of the Executive Committee or Faculty Council to make the appointments of the Association representatives. The list of reps appointed by WUFA are to be reviewed by the incoming Executive Committee usually in September following elections, with the purpose of determining if some appointments need to be changed.*(Executive Committee April 15, 2019)*

**JOB POSTINGS**

The Association's position is that the University be required to post any positions which potentially are to be filled by faculty, e.g. Sexual Harassment Officer, Ombudsperson, Race Relations Officer, Director of the Centre for Flexible Learning, etc.

**LOBBYING**

The Association has a past practice of participation in the CAUT federal election lobbying, 'Lobby Day' on Parliament Hill (CAUT) and the Ontario Legislature Lobby Day (OCUFA).

**MAILINGS**

*Administration*

Administration and other union leaders are to receive the Association's general mail, excluding any confidential documents.

*Retirees*

To receive Newsletters (and any memos concerning issues relating to retirees, which will be sent with Newsletter mailing)

**MEMBERSHIP**

*Affiliation*

Membership in the Association (under Section 1 of the Constitution) automatically includes membership in the Canadian Association of University Teachers, OCUFA, NUCAUT, the Ontario Federation of Labour, the Canadian Labour Congress (CLC), and the Windsor & District Labour Council.

*Constitution*

*Members* - all persons engaged in teaching, including professional librarians (excluding managerial positions)
*Honorary membership* - defined to mean all persons retired from the University of Windsor who were members (under the Constitution)
*Associate membership* - other persons who the Association may wish to admit to its membership (e.g., retirees)

*Sessionals*

Sessional instructors may elect to be members of the Association with all of the membership rights, privileges and benefits afforded full-time faculty. Their membership would extend for the academic year in which they teach.

**MEETINGS**

*Faculty Council*

In the past, meetings were held once per month; it was subsequently decided to hold Faculty Council meetings once every three weeks. However, the practice has continued to have monthly meetings, except July and August, unless urgent Association decisions must be made.

Council meetings are open to the membership as observers except for confidential matters; the President is to determine what is confidential; observers have a right to request to speak at Council meetings and the President/Chair has the power to grant or deny this request.

Faculty Council elected reps are allowed to send a delegate in their absence and must notify the Association office in advance of the meeting. Councillors-elect are traditionally invited to a Joint meeting in May as non-voting observers and may also attend in June in the same capacity before their terms commence. It was decided that Councillors-elect cannot send a delegate in their place, as they are already non-voting observers. *(based on a request for the Council meeting on May 24, 2019)*

*General Membership*

General Membership meetings are held in the fall and in the spring. It is the practice that when an annual meeting cannot be scheduled on a Friday, and is held on a Tuesday or Thursday, the next annual meeting should be scheduled for a Monday or a Wednesday and vice versa (if an annual meeting scheduled on a Tuesday is to be continued, the meeting is to be held on a Monday or Wednesday)

*Special Membership*

Special Membership meetings may be called by the Executive, Council or at the written request of any ten members of the Association. The membership has the responsibility of reviewing the activities of the Association and to outline activity and policy for future years.

*Procedures*

Meetings are to be conducted by the *Rules of Order* as approved by the membership and the Constitution. *Bourinot's Rules of Order* shall apply on any matters not covered by the above.

*Visits*

The Association practice is to invite the President of the University to address Executive and Council, on an annual basis, to discuss mutual concerns.

**MINUTES**

*Executive Committee*

Non-confidential Executive documentation is to be made available at the Faculty Association Office.
Minutes are to be available to all members, subject to confidential information being stricken by special Executive motions.
Non-confidential Executive minutes will be mailed to those requesting same.
Questions from members regarding minutes are to be referred to the President or an Executive member.

*Council*

Council has determined that only motions (with necessary clarification) are to be recorded in Council minutes. Minutes shall include background information to motions made, summaries of reports given, and summaries of items considered under Council concerns. Council minutes are to be made available to all members, subject to confidential information being stricken by special Council motions.

*Grievance Committee*

In order to ensure full and frank discussion within the Grievance Committee, the practice is not to release grievance committee minutes to anyone except committee members. Grievors are not entitled to copies of the committee minutes. Minutes shall be limited to background information to motions made, summaries of reports given, and summaries of items considered.

*Retirement and Benefits Committee*

Minutes of meetings of the Association's Retirement and Benefits Committee are to be circulated to agents of the Board of Governors when they are present at the Association meeting as guests; minutes may also be extended to the

### *Strike Action Meetings*

Non-Association members in the bargaining unit are to receive copies of minutes of meeting(s) called to discuss taking strike action by the membership. Non-Association members may provide comments on the minutes before approval by the Association membership.

## MOTIONS

### *Motions passed by Executive Committee*

All motions passed by Executive Committee will be provided to Faculty Council at their next regular meeting. Names of mover & seconder and noted as unanimous when appropriate. *(Motion, Faculty Council Minutes April 22, 2015 agenda item 4.2.)* The motion sheet should indicate the number of times Executive went 'in camera' during the reporting period rather than listing each of the individual "in camera" motions. *(consensus, Faculty Council Minutes, March 25/2019.)*

### *Submitting Motions*

- For General Membership Meetings: at least 2 calendar weeks prior to meeting.
- For Faculty Council Meetings: 7 calendar days before meeting
- For Executive Committee meetings: 7 calendar days before meeting.
- All motions should be sent to the Executive Director.

## NEGOTIATIONS

It is the practice of Council:

- to request the re-opening of negotiations;
- to review and endorse non-monetary and monetary proposals before forwarding to membership;
- to give authorization to Executive to take action when negotiations are not proceeding, for example, stalling tactics by the administration;
- in electing members to the Negotiating Team, Council should ensure, where feasible, that there be overlap between the Contract Committee and the Negotiating Team;
- to formally call for a strike vote;
- to provide for absentee balloting on whether or not to strike:
- to provide for an advance poll on whether or not to strike;
- to approve (non-strike) job actions that may be taken by the Executive (for example, information picketing, letter writing campaign, etc.).

### *Negotiating Committee*

The Negotiating Committee is to adopt a timetable for negotiations with a view to settlement of a contract no later than June 30.

A membership decision was made after the last strike by faculty and librarians that upon the recommendation of the Negotiating Committee, the Association should be prepared to take a strike vote prior to May 15; to request mediation by June 15; to be ready to call a strike any time after July 15. Council gave further consideration to this matter and endorsed consideration of conciliation early in the process.

### *Negotiating Team*

- The membership has endorsed that an Association sessional member shall be included in the composition of the Negotiating Team.
- Past practise has included the Negotiating Team going to Executive to get their input on contentious issues if necessary, or to inform them about going to conciliation.
- Council has endorsed having a sole Chief Negotiator.
- It is Association practice to thank members of the Negotiating Team by paying for their for dinner and entertainment expenses for an evening, at a restaurant of their choice.

#### Communications

Council endorsed the Negotiating Team providing regular, detailed informative communications to the membership.

#### Compensation

During negotiations, the meals for all team members are covered by the negotiation budget. (See also COURSE RELEASES) The WUFA staff are also compensated for overtime as per the employment contract with WUFA.

Guidelines

to request the University to add interest at prime rate to retroactive salary increases where a tentative agreement is not reached by July 1to request services of Conciliator if negotiations stall.

Council supported team members agreeing on a method of addressing particular Association proposals at the table, for example, where appropriate, team members be selected to focus on equity, workload, pension issues, etc.

When the Negotiating Team conducts negotiations off-campus site, it is to review the progress made towards concluding an agreement after a four-day period and, in consultation with the Negotiating Committee, make a decision where to continue bargaining sessions.

Hallway or Informal Bargaining

Council endorsed the recommendation that hallway or informal bargaining discussions shall be used advisedly, and only with the full consent of the Negotiating Team. In the event it is deemed necessary to speak to the administration away from the table, it shall only be done with two Association Negotiating Team members present.

Pension Plan

that as of August 31, on an annual basis, the Faculty Association be provided with detailed information on the accounting of the pension plan, including, but not limited to, the amount of the pension plan.

Term of office

Where eligible, members of the Negotiating Team shall be deemed to continue their term of office until the next scheduled election of team members.

Workday

Council approved that negotiations be conducted over an eight-hour workday (to attempt to avoid lengthy meetings which drag into late evening and weekends). The practice is to conduct negotiations in lengthy meetings which drag into the late evening and every weekend.

**NEWSLETTER**

The exercise of final control of the Newsletter is in the hands of the President. Except for the Editorial and Opinion pages, the rest of the content of the Newsletter shall be the responsibility of the Communication Director, who is welcome to ask for assistance from the Executive. This portion of the News shall be as objective as possible. (Recent practice is for the President to review the contents of the News before publication.)
Association policy is that editorial comments are those expressed by the Editor and do not necessarily reflect opinions of the Executive and the Faculty Association. No solicitations, other than those established by past practice, is allowed in the Newsletters.

**NOMINATIONS**

*Council Waiver*

There has been a practice, after discussion by Council, to waive electoral requirements and accept late nominations to vacant seats on Council.

*Deadlines*

- The Spring General Meeting is delayed where there are insufficient seats filled on Council for the coming academic year.
- Deadlines for submission of nominations to Council have been extended by Council when no nominations are received.
- There is a practice to make a call for further nominations where vacant seats continue to exist on Council.

*Nomination Forms*

Executive Committee agreed that unsigned nomination forms will be accepted by email provided the person being nominated is copied on the email and agrees by email to the nomination. *(Executive Committee March 26/20)*

**NUCAUT**

Faculty Council in 2000 voted to join NUCAUT so that academic concerns could be raised at the Canadian Labour

Congress (CLC). As a member of the CLC, the Association has five (5) voting seats on the Windsor & District Labour Council.

**OCUFA**

*Affiliation*

Historically, a decision was made by the membership in the late '70's to delete the reference to the Faculty Association's affiliation with OCUFA in the Constitution. Although the Association debated, but did not withdraw from OCUFA, there has been no subsequent notice of motion for a constitutional amendment to put our Association's continued affiliation with OCUFA back into the Constitution.

However, in 2001 as an editorial update, OCUFA has been added to the Constitution and other Faculty Association documents to reflect the fact that WUFA is associated with OCUFA.

*Delegate*

- The VP External is normally appointed as the WUFA representative to the OCUFA Board.
- The Contract Chair is normally appointed as the WUFA representative to the OCUFA Collective Bargaining Committee.

*Faculty Association Staff training*

Every second year OCUFA provides a training workshop for Ontario Faculty Association staff. It is the practise that the WUFA staff attend these sessions. Normally the travel and lodging costs are paid by OCUFA, meals and incidentals paid by the Association (where applicable).

**PANDEMIC & EMERGENCY MEASURES**

In response to concerns regarding the COVID-19 pandemic, WUFA decided to implement the following immediate measures:

- As of the end of the workday Kerr House was closed until further notice.
- WUFA announced the office closure on its website.
- All in-person meetings of WUFA Executive, Council, and committees of the Association were cancelled until such time as Kerr House is re-opened. Committees are encouraged to continue to do their work via email where possible. -- In the event a vote is needed, committees are asked to follow the e-voting protocol developed by and for the Executive.
- In the event that the closure requires cancellation of meetings of WUFA Council and there are items on Council's agenda requiring a timely decision, the decision will be made by the WUFA Executive using the e-voting protocol.
- Executive Committee continued to manage WUFA's day to day business using email and telephone communications during the closure.
- The determination to re-open Kerr House and resume normal business would be taken by the President after seeking advice from the Executive.
- WUFA staff would work from their homes and continue to provide member services to the extent it is possible to do so. *(e-vote, Executive Committee March 13, 2020)*

At WUFA's Faculty Council, a motion was approved for WUFA to take the following emergency measures in response to the unprecedented social distancing measures resulting from the COVID-19 crisis:

- The Spring 2020 AGM was cancelled, and necessary business from the AGM was undertaken by Council.
- Until the University returns to normal business practices, or until August 31, 2020 (whichever comes first), Council authorizes the Executive to act on its behalf on time-sensitive matters that are normally the purview of Council.
- Nominations for Executive elections remained open until April 30, 2020. If needed, a vote of the membership would be held electronically by May 15, 2020 and shall be available to the membership for 5 working days. *(WUFA Council, April 3, 2020)*
- On June 17, 2020, Faculty Council directed the Executive Committee to strike a subcommittee to administer COVID-19-related grievances during the summer grievance moratorium. *(Faculty Council, June 17, 2020)*
- It was also agreed the Association should establish a Letter of Understanding for its members around Pandemic or Emergency working conditions. However, the employer was not responsive to this idea, stating the Collective Agreement would remain in force unless legislation established other practices that the employer was obliged to follow.

**PARTIES**

The practice is to invite individuals from the administration and occasionally the Board of Governors to the Association social functions. Catering has been used to feed members at the parties. The Faculty Association is not obliged to use campus catering services. The practice is to hold a **New Members Orientation Luncheon** in July or August as part of the orientation sessions and a **Winter Solstice Party** at the end of the fall semester.

**PENSION PLAN**

*Investors*

Endorsement of the principle that the Board of Governors seek the best investors available for the Pension Plan was given by the Association.

**PETTY CASH**

The Executive Director is authorized to spend up to $300 for miscellaneous expenses incurred by the Faculty Association.

**QUORUM**

*Council*

One third of Council constitutes a quorum. Associate members representing WURA are not counted for quorum.

*General Meetings*

Quorum for a General Meeting is 50 members. When a General Meeting is rescheduled because of a lack of quorum and a quorum is still not reached, Council has the authority to conduct all business outlined in the general meeting agenda. A written report from Council to the membership shall be put in the *News* upon conclusion of any such business.

*Standing Committees*

One-half of the membership on an Association Committee constitutes a quorum.

**RATIFICATION PROCEDURE**

Council approved the following procedures for purposes of ratification of a Collective Agreement. These procedures were received by the Association's Industrial Relations Consultant:

*Meeting*

- Copies of the tentative collective agreement will be provided to everyone in the bargaining unit.
- A ratification meeting will be held on (date, time, place). The purpose of this meeting is to discuss the terms of the tentative collective agreement. The meeting is informational only and requires no quorum.
- The chief negotiator will outline the highlights of the proposed agreement followed by questions and discussion.
- All members of the bargaining unit are entitled to attend this meeting and participate in the discussion, whether or not they are members of the Faculty Association

*Voting*

In the event of an in-person Ratification Vote:

- An advance poll will be available at the Kerr House on (date, time, place).
- Discussion of the proposed agreement will be suspended at (date, time) to allow for voting. The poll will be open until (time).
- Voting will continue (date, time) at the Kerr House.
- Sabbaticants and members of the bargaining unit on temporary leave who are expected to return to the University will be entitled to vote by mail. The ballot must be received by the Association by (date, time).
- A master list of all members of the bargaining unit will be prepared ahead of time and each person's name shall be struck off the list when they cast their ballot. Voters may be asked to present identification.
- The ballots will be counted on (date, time) by at least two members designated by Council.

In the event of an e-Vote for Ratification:

- There shall be no advance poll before the Ratification meeting.

- Voting will commence following the Ratification meeting, and the timeline for voting will be established by WUFA Council.
- Bylaw 11 of WUFA's Constitution and Bylaws are followed.

### *Sessional Instructors*

The practice of the Faculty Association has been that sessional instructors who have taught during the academic year have participated in ratifications votes whether or not they would be employed during the next academic year. To be consistent with our past practice the following was agreed to:

- Sessional Instructors who are employed (in the previous academic year) between September 1 and August 31 and who are not scheduled to teach after September 1 shall be entitled to vote; however, their votes shall be segregated.
- The votes which are segregated will only be counted if the ballots cast do not reflect a clear majority vote for or against ratification.

## REDEPLOYMENT

To ensure equitable procedures are used by the administration - all openings for appointments in bargaining unit are to be advertised internally. Where an opening has been designated to be filled by redeployment it should be so indicated; openings are to be advertised by memo to Department Heads and the *Newsline.*

## REDUCED RESPONSIBILITIES

Members may take a reduction in salary to cover the cost of a faculty replacement, subject to the member providing a medical certificate from the Doctor.

## REDUNDANCY

The Association has taken the position that no tenured or probationary member should be terminated because of redundancy.

## REPORTS

### *Annual*

- Council authorizes all annual reports to the membership prior to circulation.
- It is the practice of the Executive to defer approval of reports to membership from officers and chairs of Association Committees until discussion by Council.
- The Association financial budget and notes are to be discussed and approved by the Executive prior to discussion by Council.

### *Committee Chairs*

Chairs of Committees are to file progress reports with the Executive.

## REPRESENTATION OF FACULTY ASSOCIATION

Only the President and his/her delegate has the authority to represent the position of the Faculty Association on matters relating to Association activities.

## RETIREMENT

### *Committees*

Members appointed to any Joint Committees under the Collective Agreement concerning the University of Windsor Retirement Plan are to come from the Retirement and Benefits Committee.

The Retirement and Benefits Committee shall monitor the day to day management of the Retirement Plan including all decisions regarding the on-going operation of the Plan and related matters.

### *Mandatory*

The Association's policy was always to support the abolition of mandatory retirement. The government abolished mandatory retirement, and the normal retirement date for pension purposes remains at age 65.

*Retiree Health Care Benefits*

The process for making changes/amendments to the Retiree Healthcare Benefits is as follows:

- WURA has the freedom to investigate the various health benefits packages available to its members and consider options that would best suit their members' needs. This will likely involve exploratory meetings and discussions with University of Windsor, Human Resources, and/or other University personnel.
- When a preferred benefits adjustment is reached, WURA will bring forward the proposal to the WUFA Retirement & Benefits Committee for discussion. The WUFA Retirement and Benefits Committee will consider making a recommendation to the WUFA Executive Committee regarding the proposed changes.
- If WUFA Executive Committee approves any recommended changes to the Retiree Benefits Plan, WUFA will inform the WURA President and the VP Human Resources at the University of Windsor. WUFA Council will also be informed.
- WUFA and the University of Windsor are the authorized parties who will sign any final agreements pertaining to the Retiree Healthcare Benefits package.

*Voluntary Early Retirement (VER)*

There was ratification by the membership for a voluntary early retirement plan. This is bargained for during negotiations.

**RETIRED MEMBERS**

Three retired members of the Association are entitled to serve on the Retirement and Benefits Committee.

**SABBATICANTS**

- Have full rights to participate in Association affairs.
- The Association's position is that sabbaticants who remain at the University of Windsor to do their research are to be given full participatory rights in their AAUs.

**SCHOLARSHIPS**

*Faculty Association*

Endorsement was given by the membership for a Faculty Association Scholarship fund. Nine (9) scholarships per year are paid to grade 12 students entering University in the amount of $1,330.00 each.*(March 2018).* The Association has solicited staff and administration for contributions from time to time to supplement funds. The University chooses 1 recipient per Faculty based on predetermined criteria and reports the names to the Faculty Association each fall for taxation purposes.

*South African*

There was endorsement by the Association to establish a South-African Scholarship Fund during Apartheid in the 1990s. This fund is now managed by the University.

**SENATE**

- The Association holds a seat on Senate effective September 1, 1991. The practice is for the VP Internal to represent WUFA on Senate.
- There is a practice to encourage members to monitor Senate activities, particularly where there may be infringement on terms and conditions of their employment.

**STRATEGIC PLANNING TASK FORCE (ACADEMIC) REPORT**

The Executive supported in principle the adoption of the *Strategic Planning Task Force (Academic) Report.*

**SENIORITY**

The policy of the Association is that seniority, as defined in the Collective Agreement, applies to sessional employees. Full-time faculty who teach after their retirement shall begin to accumulate seniority based on the total number of courses taught from their initial date of appointment as a sessional employee.

**SEXUAL HARASSMENT**

Endorsement of the University of Windsor policy and the policy established by the CAUT.

**SPECIAL ACTION COMMITTEE**

This permanent committee, formed under WUFA's Constitution, is to report to Council.

**SPOUSAL RELATIONSHIPS**

The Association Executive has taken the position that spouses or individuals who are related do not have a conflict of interest when they serve on Departmental, Faculty or University Committees.

**STATUS OF WOMEN**

Representation on the University Committee on the Status of Women shall consist of the Chair and one other person from the Faculty Association Status of Women, Diversity & Equity Action Committee.

**STRIKE/FACULTY ASSOCIATION**

*Benefits*

Money is put into the Strike Fund each year under the Faculty Association budget. Monies from the fund will be distributed to Association members in the event of a strike on a weekly basis. The purpose of the fund is to supplement the CAUT Defence Fund strike benefits paid to the membership (monies are kept in investments in non-negotiating years.)

*Procedures*

- to ask teaching assistants to honour the picket line
- to ask field instructors/Psychological Services to refrain from client contact except for emergency service
- to ask supervisors of Nursing programs in hospitals and community to withdraw services
- Members in Faculty of Education in field practice should withdraw supervisory services
- not to officially ask other unions to honour picket lines (although they often offer to do so for a day of action)
- to have the Special Action Committee process applications to cross picket lines
- non-Association bargaining unit members are expected to participate in strike activities in order to receive strike pay
- approval by Council of the Strike Sub-committees and membership of the Committees

**STRIKES (OTHERS)**

*Association Position*

- preparation of press releases giving support to the striking employees
- to oppose members doing any work normally done by any persons on strike
- Council is on record to deplore any practice of the University of hiring new staff as strike breakers.
- The Association endorsed the following statements from the Kerr memo in previous strikes by other unions on campus:
  *In the event of a strike against the Board of Governors by another union, members of the Association are urged to consider ways in which they can support such a strike other than by strike action itself. For instance, regular or special classes might be devoted to discussing the issues in the strike and the union movement in general. Contributions to the strike fund of the striking union will probably be welcomed.*

  *Members should not undertake the work of those employees who are involved in any strike. In such a situation, members should also be alert to violations of our own contract or the law, such as reduction of services or unsanitary conditions. Any attempt to force members of the Association to do work outside their normal duties, or other violations of our own contract, should be protested through the grievance procedures of our contract.*

  *In the event of a strike by another union, members should also be aware of the fact that students may have conscientious objections to crossing a picket line. It is the view of the Association that any such objections should be respected without prejudice to the individual student, and that members should take appropriate*

*measures to accommodate such objections.*

### *Individual Responsibilities*

Under the terms of the Collective Agreement, no member is under an obligation to carry out the duties of any University employee engaged in a strike, nor shall he/she be subject to disciplinary action for failing to do so.

In the event that a member exercises his/her right to recognize a strike of another University bargaining unit, it will be the responsibility of the member to inform their AAU Head and the Executive Dean or the Associate Librarian as appropriate of the workload assignments that will not be performed and the amount of time that will be lost by the member during the strike. The time lost during the strike shall be without pay based on a pro-ration of the member's normal salary. Should the member desire to make up such lost time, a plan may be submitted to their AAU Head or Associate Librarian, as appropriate with a copy to the Executive Dean or University Librarian as appropriate which outlines how the work is to be made up. Once the approved plan has been implemented the members lost pay shall be restored and paid. The member shall have the option to return to work at any time during the strike. It will be the responsibility of the member to inform the BAU Head if and when he/she returns to work and at this time, normal pay shall resume.

## TEACHING

### *Evaluations*

Council is on record to oppose publication of the fall '88 teaching evaluation; that until an instrument based on sound principles and valid assessments can be demonstrated, it should not be used for any future decisions or made public in any manner.
Council has expressed concern on the use of course evaluations by the administration for any reason other than diagnostic.

### *Faculty Evaluation*

The Faculty Association acknowledges the use of a performance review as covered under the Collective Agreement.

### *Overload and Labs*

Members are advised they should insist on written confirmation of overload salary and payment of lab time, where applicable, before they teach.

## UNITED WAY

The practice has been to endorse the objectives of the United Way and to encourage membership support. There have been Council concerns on the lack of procedures by the administration to ensure total confidentiality of member's contributions.

## VOTING

### *Absentee Ballots, ratification and strikes*

In the event of an in-person Ratification or Strike Action Vote:

Members who cannot attend a meeting to ratify the Collective Agreement are entitled to vote by absentee ballot if a mailing address is left with the Association office. However, where the vote will result in an immediate decision to begin, continue or terminate a strike, absentee ballots are not permitted.

### *Advance Poll, ratification and strikes*

In the event of an in-person Ratification or Strike Action Vote:

The Executive may make available an advance poll to all members of the bargaining unit who can provide legitimate reason for being absent from a strike vote meeting. The poll is to be open no more than 36 hours before the time of the meeting.

In the event of an e-Vote for Ratification or Strike Action, there shall be no advance poll before the Ratification or Strike Action meeting.

*Associate Members*

Associate Members (retirees) have no voting privileges and are not members of the bargaining unit.

*Contract Committee vote by Faculty Council*

1) Have Sec/Treasurer confirm the eligible names for nomination prior to the lists of candidates being developed, per faculty/rank/library

2) Nominating Committee makes up a ballot with the following components:
(i) The number of Contract members who must be elected
(ii) The types of positions which must be filled
(iii) those who are acclaimed into positions noted under Article VIII (F), VIII.8 of the Constitution and Bylaws of the Faculty Association
(iv) those who can be elected to any of the remaining positions
(v) a chart which indicates the status and eligibility of the nominees for election
(vi) any supplemental notes that should be made aware to the Faculty Council members who are voting (i.e. if a committee has recommended a person for a particular spot on the Contract Committee)

(3) It must be noted verbally or in writing that voting should be done in a manner that equitably reflects the membership as a whole (with attention to women, disability, Aboriginal peoples, persons with disabilities, visible minorities)

(4) The Council will be instructed to select 5 candidates that they believe will do the best job on Contract Committee.

(5) The scrutineers will count the ballots as follows:
i) the highest Executive Committee member vote will be the Executive representative
ii) the highest Sessional Member vote will be the Sessional representative
iii) the highest Librarian vote will be the Librarian representative

(6) The remaining nominees will be considered 'members at large.' Their votes will be tallied, and the nominees with the top three votes will be appointed to the Contract Committee, with the following considerations in mind:
(i) equitable representation on the committee, (which means if there is not an equitable balance, Council is in the position to appoint a nominee(s) with lesser votes in order to create equitable balance), or
(ii) a tie in the number of votes for any of the top three positions.

(7) If a tie should occur, the Faculty Council will be asked to vote again at the same meeting and provided with another ballot which lists the remaining nominees.

If another tie occurs, the process above will be repeated, dropping off any nominees that have been eliminated due to the previous ballot count until the process is completed. *(from the Nominating Committee minutes of January 2013, and process followed by Faculty Council on January 23, 2013)*

*Council*

- Alternate delegates may participate in discussions and vote on behalf of the delegate at Council (the alternate must come from the same Faculty as the delegate)
- Council resolves issue of tie votes in elections
- Council members may request recorded votes to the Faculty Association Council election

*E-mail Voting – Faculty Council business matters*

It has been the practise, in instances where timelines are short or council members are absent, to conduct business by email. This practise is used sparingly (usually concerning Waiver of Advertising requests) and has been a topic of some discontent among Council members.

*E-Mail Voting Policy for Executive Committee business matters*

E-mail has become an essential aspect of both inbound and outbound communication of the Faculty Association, enabling the Executive Committee to quickly respond to Association business. If an urgent issue arises and a vote by Executive is required but it is not possible to convene a Special Executive Committee meeting, an e-mail vote will be conducted. Faculty Association staff will attempt to notify Executive Committee members by telephone and will leave

a message if direct contact is not made. Staff will inform Executive members that a call for an electronic vote or action has been sent to their e-mail address. Only items of a time-critical nature will be acted upon between formal meetings. These items could include (but not limited to):

i) a time-sensitive decision concerning an Association arbitration, legal action or grievance that was scheduled for a regular meeting where no quorum was met
ii) a time sensitive donation
iii) a financial emergency
iv) any other time sensitive issue that is deemed urgent by the President of the Association or his/her delegate.

Steps in the E-mail Voting process:

1. An issue must meet the criteria listed above in order to invoke an email vote
2. To be official, e-mail votes must be initiated from an Executive Committee member via staff of the Faculty Association office and distributed to Executive Committee members. (Note: If the item is one which the Associate Member is allowed to vote on, the Associate Member will be included in the e-mail notification. Otherwise, the Associate Member will be cc'd for information only.)
3. The subject line of an email vote must specify, 'URGENT-vote requested" or "URGENT -response requested" as well as the time & date of the vote deadline. No votes will be accepted after the deadline. The steps in the Email Voting process will be included within the body of the email message.
4. When responding to an e-mail vote, Executive Members must "reply to all" when submitting their votes so each Executive member receives indication of every vote.
5. The question to be voted upon shall be clearly framed to have a Yes or No response.
6. If any one person on the Executive indicates that a meeting should be called to discuss the matter, the email vote becomes null and void.
7. An email vote shall close 2 workdays after it is sent out.
8. For a proposed action to be ratified, there must be a majority of ballots indicating either 'Yes' or 'No.' In urgent circumstances, it is recognized that not all Executive Committee members may be available to vote, nor are all Executive Committee members required to vote. However, a quorum of returned e-mail ballots is necessary to validate the vote. Unless otherwise provided for, quorum is defined as one half of those voting, and no less than 6 people. The President shall not participate in an email vote except to cast the deciding vote in a case where quorum is met, and the vote is a tie.
9. If changes to the proposed action are in order based on feedback, the President has the option of working with one or more available Executive Committee member(s) to rework the plan of action and, if necessary, prepare another e-mail vote for consideration. The above steps will be enacted to notify Executive Committee members of a new email vote.
10. The Faculty Association office will announce the result of the vote by e-mail after the deadline (by default, one full business day after the ballot deadline). Results of an Executive Committee vote by e-mail will be reported and recorded at the next formal meeting and included in the minutes.

If quorum cannot be convened for an e-mail vote, the President or his/her delegate shall have the power to invoke the full authority of the Faculty Association to make a decision in an emergency situation or, after consultation, to take other appropriate summary action to minimize the risk to the Association or its membership. In such emergency situations the President or his/her delegate shall, within 24 hours, inform the VP Grievance or the next highest Executive Committee member as defined in the Constitution and Bylaws of the Faculty Association of all actions taken under the authority of this policy. The full Executive Committee shall be convened as soon as feasible thereafter to consider the facts of the case and the President's action. After consideration, the Executive may either ratify the President's action or reverse it in order to take other appropriate action which is agreed upon by the majority of voting Executive Committee members. (*Executive Committee motion, Nov. 2010*)

### *E-Voting for Executive and Council elections*

The membership voted to implement e-voting (replacing mail-in, paper ballots) for Executive and Council elections by amending the Constitution and Bylaws in 2018. This practice alleviated the issue of members on sabbatical/leave/out of country where regular mail and courier turnaround was impractical under tight deadlines.

### *E-Voting for Major Issues*

Council is to determine whether a major issue is deemed to require the vote of the membership and whether the vote shall take place at a general meeting or through an e-vote. Major issues requiring a vote of the membership shall be by e-voting. The Association practice when voting by e-voting shall be by a secret ballot procedure, unless otherwise directed by Council.

Procedures for e-voting: Where it is known in advance that an e-vote will be conducted:
(a) the agenda for a Special or General Meeting of the membership will include the notice of solicitation of a contact person for the "pro" side and the "con" side to document their views on the matter. This documentation shall accompany the e-vote invitation.
(b) during the Council (or where applicable, membership meeting) discussion of the particular agenda item, the Chair of the meeting will ask if there are any members present who will assume the responsibility to be a contact person.

In instances where Council elects not to conduct an e-vote and the members at the membership meeting decide the issue before them is of such material substance as to warrant an e-vote, the Council decision may be overruled by a simple majority vote of the membership at that meeting.

Following the Council (and/or membership) meeting, the contact persons for the "pro" and "con" sides will contact the Administrative Officer for an indication of when their written submissions are required to accompany the e-vote.
(a) The contact persons are encouraged to make their positions known to each other prior to posting, in order to provide the opportunity to make a rebuttal.
(b) One two-sided sheet of paper (or 300 words maximum) for each position (the "pro" and "con" positions) shall accompany the e-vote ballot.
(c) The contact person(s) or any other member may provide more information on the issue by e-mail, on request only.

In the event that there is no indication of interest at the meeting by participating members to develop a position statement on the matter before them, the Executive will assume the responsibility to include a brief rationale for the motion/amendment before the membership for a vote.

### *Negotiating Team*

Council is to vote for seven members to the negotiating team; the 8th runner-up is to serve as a reserve person in the event a member of the team cannot serve. The practice has been for Council to appoint a person to serve as a back-up Chief Negotiator in the event the elected Chief Negotiator is unable to serve for the duration of the negotiating sessions.

### *Retirees*

Voting privileges have been informally extended to retired members on the Association's Retirement and Benefits Committee. Retired members do not have voting privilege under the Constitution.

### *Retired Members Who Teach*

Members teaching on a sessional basis after retirement pay dues on the same basis as full time faculty. They are considered active members of the Faculty Association. Also, retired members brought back to teach under Article 48 are treated as full-time members and pay dues accordingly.

### *Sessionals*

The principle was established to have sessionals elect Council representatives; sessionals may not vote for any other representative to Council in his/her Faculty.

### *'Statements of Interest' from Candidates*

A disclaimer statement will appear in a footnote on the bottom of each submission that a candidate sends in for his/her 'statement of interest' to accompany an e-vote. The disclaimer shall read, "It is WUFA's standard procedure to ask candidates to provide their own 'statements of interest' for election voting purposes. The candidates' statements represent the opinions of the candidates, not those of the Faculty Association.' *(Executive Committee, February 28, 2013)*

### *Strike*

The explicit resolution is to be placed on the ballot. All members of the bargaining unit, including those who are not Association Members, are entitled to vote on taking strike action and may be given the right to speak to and vote on any resolutions proposed at the meeting by vote of Association members present at the meeting.

*Ratification*

All members of the bargaining unit are entitled to vote on ratification of the Collective Agreement.

*Tie votes*

Council shall resolve the issue on tie votes in elections to Council or on permanent committees.

**WAIVERS TO COLLECTIVE AGREEMENT**

Where time permits, waivers to the Collective Agreement are usually brought to the Faculty Council for a vote. In an emergency situation where time does not permit calling for a special Council meeting to consider a waiver, the practice has been to conduct an e-mail vote of Council members. In some cases, the waiver process will be bypassed by Administration which will invoke Article 54:04(b) "exceptional circumstances " for emergency sessional appointments, or Article 30:06(b) for emergency full-time replacements. See "Email Voting for Council business matters."

On November 24, 2025 Council considered the high volume of late-arrival waiver requests and approved the following policy for waivers to WUFA Council:

1) All waivers must be submitted to the WUFA office by the deadlines communicated by the WUFA office. Any late waivers will be automatically rejected by WUFA.
2) The Dean(s) of the relevant faculty(ies) will present to the WUFA's Council the rationale for the waiver. In cases where a waiver request involves two faculties, both Deans shall attend the meeting.
3) The Dean(s) of the relevant faculty(ies) must have the requisite knowledge and understanding of the applicable Senate Bylaws, the Collective Agreement and the needs of the Academic Administrative Unit(s) (AAU). WUFA's Council will not vote on a waiver that is not thoroughly explained.
4) WUFA will not accept waiver-related presentations by Dean's delegate.
5) When considering a waiver request, WUFA Council will review WUFA's historical records of the last five (5) years of waiver requests coming from the relevant Faculty(ies)/AAU(s).
6) Under *extraordinary circumstances*, a Dean may request in writing to appoint a delegate to present a waiver at least 5 working days before the Council meeting. Such request will be considered by the WUFA President in consultation with one (1) other member of Council. If deemed unsatisfactory, the request will be rejected, and the waiver will not be contemplated.
7) Every waiver is granted for extraordinary circumstances. Repeated waivers that form a pattern rather than constitute an exemption may require further explanation by the Administration and/or can be rejected by the WUFA's Council.
8) Article 54:02 Waiver Requests for Fall semesters*:* According to the Collective Agreement, sessional appointment letters are due by July 1 (Article 54:04). By no later than August 15, the Employer may process with WUFA a request for a waiver under Article 54:02, re: sessional limits on teaching. Any late waivers will be automatically rejected by WUFA. The "Article 54:02 Waiver Request Form for Fall Semesters" shall be completed, signed, and submitted by the Dean(s) to the Provost Office, who will forward the form to WUFA by the deadline.
9) Article 54:02 Waiver Requests for Winter semesters: According to the Collective Agreement, sessional appointments letters are due by November 1 (Article 54:04). By no later than the waiver request deadline for the November Council mtg each year, the Employer may process with WUFA a request for a waiver under Article 54:02. The request shall be submitted by the Dean(s) to the Provost Office, who will forward the form to WUFA by the deadline. Steps 1-7 above apply.
10) Article 54:02 Waiver Requests for Summer semesters: According to the Collective Agreement, sessional appointments letters are due by March 15 (Article 54:04). By no later than the waiver request deadline for the April Council mtg each year, the Employer may process with WUFA a request for a waiver under Article 54:02. The request shall be submitted by the Dean(s) to the Provost Office, who will forward the form to WUFA by the deadline. Steps 1-7 above apply.

*(WUFA Faculty Council, November 24, 2025)*

*Article 54:02 Waiver Requests Process for Fall semesters*

According to the Collective Agreement, sessional appointment letters are due by July 1 (Article 54:04). By no later than August 15, the Employer may process with WUFA a request for a waiver under Article 54:02, re: sessional limits on teaching. The official "Article 54:02 Waiver Request Form for Fall Semesters" shall be submitted by the Dean(s) to

the Provost's office, which shall be sent to WUFA. Any late waivers will be automatically rejected by WUFA. The official "Fall Article 54:02 Waiver Request" form shall be submitted by the Dean(s) to the Provost's office, and then sent to WUFA by the deadline. After August 15, WUFA Council will receive an e-ballot concerning the waiver, which will include all relevant documentation and the motion under vote. The ballot will include 'yes', 'no', 'abstain' options; if a Council member selects 'no', they will be prompted to include reasons for the 'no' vote. Council members will have two (2) days to vote; the first two individuals who cast their ballot shall be recorded as the mover and seconder of the motion. The result of the vote will be communicated to Council, and also to the Employer; should the motion be DEFEATED, the reasons that Council members submitted for voting 'no' will be communicated to the Employer.

### *Waiver Request Information Sheet*

WUFA developed an information sheet for Dept. Heads who may have questions about the waiver request process. It was approved by Executive Committee on January 8, 2018. The sheet is held at the WUFA office and is not distributed, but available upon request by Council members or Dept. Heads. Administration also provides guidance to Dept. Heads seeking information about waiver requests.

## WORKSHOPS

### *COFAS*

Each year the Council of Faculty Association Staff hold a conference for training staff members. It has been the practice that WUFA Staff members attend the conference, and expenses are borne by the Association for this training and development.

### *Grievance Handling*

It has been the practice to offer, on occasion, workshops on grievance handling for grievance officers and interested grievance committee members. CAUT offers a workshop free of charge for faculty associations.

### *Mid-Day Information Sessions*

The Association & HR, through the Retirement and Benefits Committee, occasionally hold Mid-Day Information Sessions with topics of interest to members and associate members i.e. out of province travel insurance coverage, planning your will, etc.

### *Negotiating Team Training*

It is the practice to bring CAUT reps to Windsor to provide training to the Negotiating Team before each bargaining round.

## WUFA OFFICE HOURS OVER THE SUMMER

Over the months of July and August the WUFA Office shall normally be closed for business on Fridays; however, the WUFA staff will work until 12 noon on those days. In a negotiating year, however, the Executive Director and WUFA President will determine the Association's needs when considering Friday hours and/or closures, which may vary from week to week.