

## Letter of Understanding

Between

The University of the Fraser Valley

("Employer")

And the

University of the Fraser Valley Faculty and Staff Association

("Association")

### Re: Article 19 – Working Conditions for Academic Support Professionals

Effective the date of approval of this Letter of Understanding (LOU), the Employer and the Association agree that the provisions of Article 19 of the 2010-12 Collective Agreement will be suspended for the term of that agreement and that the terms of this LOU will apply to the Academic Support Faculty as specifically set out below. During negotiations for the renewal of the 2010-12 Collective Agreement, the Parties may agree to incorporate the amended wording into Article 19 of the new collective agreement.

#### ARTICLE 19: WORKING CONDITIONS FOR ACADEMIC SUPPORT FACULTY

Academic Support Faculty are Type B faculty who do not have full responsibility for regular assigned courses. This category of faculty includes Librarians, Counselors, Educational Advisors, Consultants in the Writing and Math Centres, Field Placement Officers, and a limited number of other student support professionals.

##### 19.1 Academic Support Faculty Duties

The essential duties and responsibilities comprising the workload of Academic Support Faculty fall into three categories: Professional Practice, Service, and Scholarship and Scholarly Activity. Recognizing that work in these areas constitutes the faculty member's professional obligation to the University, these activities shall form the basis of consideration in developing workload assignments which are reasonable and equitable.

(a) **Professional Practice**

Professional practice varies with the range of duties and responsibilities appropriately assigned to the position (as outlined in 19.2-19.5)

(b) **Service**

Service may include, but is not limited to:

- Participation in department, faculty and university governance
- Service on regional, national and international committees and other professional organizations
- Administrative and non-teaching responsibilities within the University
- Participation in the Faculty and Staff Association, its processes and committees
- Community service where the individual has made an essentially non-remunerative contribution by virtue of particular academic competence

(c) **Scholarship and Scholarly Activity**

Scholarly work is intellectual and academic work that is undertaken for the benefit of one's professional development, students, peers, and/or the community or society. Academic Support Faculty are responsible for reporting on these activities to the university. Scholarship and scholarly activity may include, but are not necessarily limited to:

- Writing and publishing of books, articles, and training or user manuals
- Conducting research
- Reviewing journals, books or productions
- Reviewing new therapeutic and learning practices
- Compiling scholarly bibliographies, databases, and annotated resource lists
- Developing and disseminating innovative advising strategies
- Creation of resources or programs to support professional practice
- Developing primary and secondary texts and learning materials
- Developing curriculum, workshops and courses
- Scholarship of Teaching and Learning as it relates to professional practice
- Presenting workshops, papers or being a panel member at a conference
- Participating in conferences or workshops

**19.2 Librarians** assist students, faculty members, and programs/departments with their information, research, and program development and support needs.

**Their Professional Practice may include, but is not limited to:**

- Selecting materials for the library collections
- Teaching, both formal (scheduled) and informal (unscheduled) which may include conducting seminars; preparing, grading, and correcting assignments; guiding students' individual work; consulting with students outside of class time; participating in the development of teaching methods, programs, or course content; staying current with teaching practices within a given discipline
- Providing reference services
- Serving as liaisons to multiple departments within one or more faculties
- Collaborating with faculty in selecting materials appropriate for the collection
- Providing input into the curriculum development process
- Integrating research and information literacy into the curriculum
- Overseeing one or more units or programs within the library and associated staff

**19.3 Counsellors** assist students with personal, crisis, and career counselling, provide students with instruction in study skills, and consult with students, faculty, staff, and administrators on matters pertaining to mental health and academic success.

**Their Professional Practice may include, but is not limited to:**

- Providing personal, crisis, study skills, life planning and career counselling
- Administering and interpreting standardized and non-standardized assessments
- Providing critical incident/crisis response and support
- Identifying student learning needs and barriers and creating intervention strategies
- Teaching broad-based and discipline-specific study skills
- Assisting faculty in communicating with and responding to at-risk students
- Collaborating with community health services

- Contributing to institutional dialogue regarding student wellness
- Offering psycho-education and wellness workshops

**19.4 Academic Advisors** assist students in formulating educational plans, provide information to students with regard to institutional policies and procedures, refer students to services designed to increase their academic success, and support faculty and administrators in designing curriculum and developing policies and programs. Academic Advisors maintain academic and professional currency and adhere to stated professional standards by following core values as outlined by a professional advising body such as NACADA or BCADA.

**Their Professional Practice may include, but is not limited to:**

- Providing Academic Advising in individual, group, and on-line formats
- Communicating curriculum and graduation requirements and university policies and procedures
- Monitoring and documenting students' progression from admission to graduation
- Providing students with information, referrals, and coaching to develop academic skills
- Providing developmental advising and mentoring to students
- Developing and facilitating presentations and workshops for faculty, students, and staff

**19.5 Assignment of Academic Support Faculty Workload**

- (a) The duty year for Academic Support Faculty, not including Academic Advisors, shall normally consist of the following:
- (i) up to twenty (20) days approved professional development time;
  - (ii) forty (40) consecutive days annual vacation;
  - (iii) the remainder of the year as assigned duty time
- (b) The duty year for Academic Advisors shall normally consist of the following:
- (i) up to ten (10) days approved professional development time;
  - (ii) thirty (30) consecutive days annual vacation;
  - (iii) the remainder of the year as assigned duty time
- (c) Academic Support Faculty will be expected to work regular schedules, with no less than two (2) consecutive days off per week, to meet the needs of the Employer in general and, specifically, of the department or work group to which the faculty employee is assigned. In special circumstances exceptions to the following guidelines may be made by the Employer after consultation with the employee affected and other employees in the area.
- (d) The work week shall not normally include more than thirty-five (35) hours of assigned duty time during which an employee is required by the Employer to be at a specific location.
- (e) Academic Support Faculty shall not normally be assigned a duty load which requires returning to work less than twelve (12) hours after the end of an evening shift.

- (f) An annual professional plan shall be developed by each Academic Support Faculty member in consultation with his or her supervisor, and approved by the appropriate Dean or appropriate excluded administrator, regarding duty time as described in 1.1(a)(i) and 0 above. This plan will take into consideration the needs of the faculty member as much as possible, but also respond to the needs of the department, UFV and the students.


Signed June 12, 2012

On behalf of the Employer:

On behalf of the Association:



Diane Griffiths, Associate VP, Employee Services



Hilary Turner, FSA Contract Chair