

An Agreement to Amend the Unit I Collective Agreement
between

The Board of Governors of the
Nova Scotia College of Art and Design

and

The Faculty Union of the
Nova Scotia College of Art and Design

(2013 - 2015)

The parties agree to the following amendments:

Deletions are shown with bold ~~strikethroughs~~.
Additions are shown in bold.

Only those clauses that have been amended are shown below.

~~15.03~~ Eligibility for Promotion

~~Regular Full-Time and Regular Pro-Rated employees shall not normally be considered for promotion beyond the rank of Assistant Professor, or Librarian II during their first four (4) years of employment in a Regular Full-Time or Regular Pro-Rated appointment.~~

~~15.04~~

15.03

Procedure for Promotion

- (A) (i) **Regular Full-Time and Regular Pro-Rated** faculty members hired at the rank of Lecturer shall be promoted automatically to the rank of Assistant Professor upon fulfillment of the requirements of Clause 15.02 (B) (ii).
- (ii) **Regular Full-Time and Regular Pro-Rated** Librarians hired at the rank of Librarian I shall be promoted automatically to the rank of Librarian II upon fulfillment of the requirements of Clause 15.02 (D) (ii).
- (iii) **Regular Full-Time and Regular Pro-Rated** faculty members at the rank of Assistant Professor shall be promoted automatically to the rank of Associate Professor at the start of their Third Appointment with Tenure.
- (iv) **Regular Full-Time and Regular Pro-Rated** librarians at the rank of Librarian II shall be promoted automatically to the rank of Librarian III at the start of their Third Appointment with Tenure.

(B) Promotion to Professor or Librarian IV

Regular Full-Time and Regular Pro-Rated faculty and librarians who were hired at the rank of Associate Professor or Librarian III, shall not normally be considered for promotion to Professor or Librarian IV during their first four (4) years of employment in a Regular Full-Time or Regular Pro-Rated Appointment.

An employee at the rank of Associate Professor or Librarian III may make an application for promotion in rank to Professor or Librarian IV by giving written notice to the Provost and Vice-President, Academic Affairs and Research. This request shall be made no later than October 1 for the promotion to become effective July 1 of the following year.

The employee's application shall include:

- (i) an updated curriculum vitae;
- (ii) documentation to demonstrate that he/she meets the criteria for promotion [see Clauses 15.02 (B) (iv), 15.02 (D) (iv) and 15.04 (C)]; and
- (iii) a list of names and addresses of three (3) reviewers external to the University.

(C) ~~In the case of an employee eligible for promotion to Associate Professor, Librarian III, Professor, or Librarian IV,~~ The Chair of the Committee on Status and Affairs, in consultation with the Division Chair, or Provost and Vice-President, Academic Affairs and Research in the case of the Library, shall identify three (3) external reviewers knowledgeable in the employee's discipline. The employee and the Chair of the Committee shall each have the right to strike one (1) name from the other's list. Upon final selection of the four (4) external reviewers the employee and the Chair of the Committee shall confirm in writing the list of reviewers. This confirmation shall be included in the employee's Official Personal File. The employee shall have five (5) days to submit to the Committee reasons why reviews should not be solicited from persons on the Committee's list.

(F) Based only upon material referred to in Clauses 15.03 (B), (C), (D) and (E) and Clauses 15.04 ~~(D)~~, (E), and (F), the Committee shall make its recommendations to the President specifying how the applicant meets or fails to meet the criteria for promotion. The President shall review all documentation and shall:

- (i) forward the report of the Committee on Status and Affairs to the Board;
- (ii) submit to the Board a written recommendation, with a copy to the applicant no later than five (5) days prior to the Board's consideration of the application. If the President's recommendation is not positive, the recommendation to the Board and the notification to the applicant shall contain a statement of the reasons; and
- (iii) make the employee's application materials available to the Board.

The Board's decision on whether or not to grant the promotion shall be based upon the criteria as set forth in Clause 15.04.

15.05

15.04

Criteria for Promotion

- (A) (i) Lecturer to Assistant Professor:
Fulfillment of the criteria for Assistant Professor described in Clause 15.02 (B) (ii). **No application is required.**
- (ii) Librarian I to Librarian II:
Fulfillment of the criteria for Librarian II as described in Clause 15.02 (D) (ii). **No application is required.**
- (B) (i) Assistant Professor to Associate Professor:

Promotion to Associate Professor is automatic at the start of a Third Appointment with Tenure. No additional application for promotion is required. ~~Fulfillment of the criteria for Associate Professor described in Clause 15.02 (B) (iii) except that exceptional Professional and/or Scholarly achievement or exceptional Service to the University in conjunction with the high quality Professional and/or Scholarly Activity requirements of Clause 15.02 (B) (iii) (a) may substitute for the degree criteria stated in Clause 15.02 (B) (iii) (b).~~

- (ii) Librarian II to Librarian III:

Promotion to Librarian III is automatic at the start of a Third Appointment with Tenure. No additional application for promotion is required. ~~Fulfillment of the criteria for Librarian III as described in Clause 15.02 (D) (iii).~~

- (C) (i) Associate Professor to Professor:

Fulfillment of the criteria for Professor described in Clause 15.02 (B) (iv).

- (ii) Librarian III to Librarian IV:

Fulfillment of the criteria for Librarian IV described in Clause 15.02 (D) (iv).

- ~~(D) — In cases where a faculty member requests that his/her Professional and/or Scholarly achievement, or Service to the University in conjunction with the high quality Professional and/or Scholarly Activity requirements of Clause 15.02 (B) substitute for the degree criteria stated in Clause 15.02 (B) respecting Assistant or Associate Professor, the Committee on Status and Affairs shall request written comments on the appropriateness of such a substitution from the Provost and Vice-President, Academic Affairs and Research or from other appropriate faculty members within the University. The Committee on Status and Affairs may also request written comments on the appropriateness of such a substitution from qualified individuals outside the University. Copies of all comments shall be forwarded to the applicant. The applicant may also include relevant letters from qualified individuals from inside or outside the University.~~

~~(E)~~
(D)

Recognition of effective teaching and Professional and/or Scholarly activity shall be based on:

- (i) letters of support from the appropriate Division Chair and/or colleagues not serving on the Committee on Status and Affairs. In the case of employees from Teaching Units of fewer than four (4) employees, letters of support from colleagues who are serving on the Committee on Status and Affairs shall be accepted. For the duration of the relevant deliberations of the Committee on Status and Affairs, such colleagues shall withdraw from the Committee on Status and Affairs;
- (ii) the aggregated results from the instructional assessment forms (see Appendix "D"); and
- (iii) other materials, limited to the following:

- (a) letters from knowledgeable professional colleagues elsewhere;
- (b) letters from former students;
- (c) reviews solicited pursuant to Clause 15.03 (C); and
- (d) publications and professional papers, including electronic formats, exhibition record, commissions, research contracts, design contracts, documentation of significant service with professional organizations, Service to the University, service to the community at large, other recognized accomplishments related to the person's professional field including special awards and citations.

~~(F)~~
(E)

Recognition of effective professional service for librarian members shall be based on:

- (i) letters of support from colleagues. If such colleagues are serving on the Committee on Status and Affairs, such colleagues shall, for the duration of relevant deliberations, withdraw from the Committee on Status and Affairs;
- (ii) evaluative comments from the supervisor; and
- (iii) other materials, limited to the following:
 - (a) letters from knowledgeable professional colleagues elsewhere;
 - (b) reviews solicited pursuant to Clause 15.03 (C); and
 - (c) publications and professional papers, including electronic formats, commissions, consultations, documentation of significant service with professional organizations, service to the community at large, other recognized accomplishments related to the employee's professional field including special awards and citations.

~~(G)~~
(F)

Examples of what constitutes "major recognition" for the various disciplines within the University are attached as Appendix "F" to this Agreement.

~~15.06~~
15.05

Notification Dates

- (A) The Committee on Status and Affairs shall submit its findings in writing to the President with a copy to the applicant no later than March 10 of the year in which the promotion would occur.
- (B) No later than May 1 of the same year the President shall notify the applicant in writing of the Board's decision. If the promotion is denied, the notice shall specify how the applicant failed to meet the criteria for promotion.

The promotion shall take effect on July 1 of the same year.

16.05

Regular Full-Time and Regular Pro-Rated Appointments and Tenure

All Regular Full-Time and Regular Pro-Rated appointments shall be as follows:

- (A) Initial Appointment: The Initial Appointment shall be for three (3) years normally commencing on the first day of July and terminating on June 30. Before February 1 of the third year of the appointment, a review pursuant to Clause 16.07 will be completed.
- (B) Second Appointment: If an Initial Appointment is renewed, it shall be a "Second Appointment" and shall be for three (3) years commencing on the first day of July and terminating on June 30. Before April 1 of the second year of the appointment, a review pursuant to Clause 16.07 will be completed.
- (C) Third Appointment with Tenure and Promotion to Associate Professor: If the Second Appointment is renewed, it shall be a "Third Appointment with Tenure" and can be terminated only by normal retirement, resignation, voluntary early retirement, dismissal for just cause, or layoff pursuant to this Agreement. If a Third Appointment with Tenure is granted it shall begin on July 1 following the completion of the Second Appointment. **The Third Appointment with Tenure shall be at the rank of Associate Professor.**

AGREED TO THIS 28 DAY OF August, 2013.

FACULTY UNION OF THE NOVA SCOTIA
COLLEGE OF ART AND DESIGN

THE BOARD OF GOVERNORS OF THE NOVA
SCOTIA COLLEGE OF ART OF AND DESIGN

PER: 

PER: 