



Tenure-Track and New Hires Fact Sheet

Know Your Rights!

EVALUATION OF TEACHING AND FACULTY REVIEW

All probationary faculty and librarians will receive feedback from their Department Chair or Dean in the form of annual evaluations. By May 31st each year, you will submit an updated CV and a concise report of your activities for your time at UPEI. In years one and three, this report goes to your Chair (in departmentalized faculties), while in year two, you will submit this report to your Dean. Afterward, you will meet to discuss this report, with the intent of making sure you are in a position to be successful once your time to apply for tenure comes.

When it comes to evaluation and review, the goal is formative rather than summative. These reviews are intended to help you improve upon your existing skills. Your Chair or Dean can access the statistical results from your Student Opinion of Teaching Surveys (SOTS) but should recognize the limitations of these statistics, as these are not the same as a properly comprehensive and contextualized evaluation. Numerous studies have shown SOTS and their like to be deeply problematic in terms of bias around gender, ethnicity, and a host of issues. Additionally, the open-ended comments you receive from the SOTS are for your personal edification alone. If you're currently in your pre-tenure, probationary period, these evaluations can help with your tenure file by indicating where your performance might be improved, particularly to the extent that these improvements are relevant to the criteria you will be officially evaluated on when you go up for tenure or promotion.

In addition to the Student Opinion of Teaching Surveys, More detailed Info on evaluations is found in Section E-1 of your Collective Agreement.

TENURE & PROMOTION

Tenure and promotion guidelines for Faculty and Librarians are outlined in detail in Section E-2 and E-7 of the Collective Agreement. While you build your tenure file, keep the criteria (E2.2 and E7.2-7.6) in mind. Faculty Members are normally considered for tenure after 4 years of full-time, probationary appointment at the University. If you feel you have an exceptionally strong file, you may wish to request early consideration, but exercise some caution here. Likewise, if you find yourself in a situation where an additional year would significantly improve your chances for success in obtaining tenure, you may request a one-year deferral. Request for early consideration or deferrals of are sent to the Dean and must be received by February 1 of the academic year prior to the one in which tenure consideration would take place. Your completed tenure file should be submitted to your Department Chair by April 30th.

After three years as a lecturer, six years as an Assistant Professor, or six years as an Associate Professor, you are eligible to apply for promotion. This also includes members on term appointments. You must notify your Chair in writing by June 15th of the year you plan to apply for promotion. As is the case with tenure, if you have an exceptionally strong file, you can request to be evaluated for promotion early. Your completed promotion file should be submitted to your Chair by November 1st.

FUNDS FOR TRAVEL AND PROFESSIONAL DEVELOPMENT

Full-time Faculty and Librarians have access to funds for Professional Development and Travel Reimbursement (PDTR), which can be used for conference travel and for items needed for teaching and research. At present, the fund consists of \$1700/annually for full-time Faculty and Librarians. If you are a Term Faculty Member, Term Librarian, or Term CNI,

and if your appointment is greater than 8 months, your PDTR fund is pro-rated based on the length of your appointment. Any unclaimed funds are carried forward for a maximum of three years. You can find more details about your PDTR in section D-6 of your Collective Agreement.

STUDY LEAVES AND SABBATICALS

UPEI FA Members on probationary, tenured, term, or continuing appointments are eligible for Study Leaves. These Study Leaves provide you an opportunity to engage with new pedagogies and technologies so you might upgrade your skill sets. Time spent on Study Leave does not count toward promotion, tenure, permanency, or sabbatical leave. You and the Employer both must come to an agreement for Study Leave to be granted and must determine what, if any, financial support will be offered to you. See section C-3 of your Collective Agreement for more details.

Additionally, UPEI FA Members with tenure or permanency are eligible for Sabbatical Leave. You may be granted up to a full year sabbatical after 6 years of service. For your first sabbatical, you can apply for a 12 months-leave at 95% of your salary, or 6 months at 100% of your salary. For subsequent sabbaticals, you can apply for 12 months at 85% of your salary or 6 months at 100% of your salary. Sabbatical applications are submitted to the Dean or University Librarian by August 1st of the year preceding the academic year in which they want to take the leave, and they normally begin on either July 1 or January 1. More details about Sabbatical Leave can be found in Section C-2 of the Collective Agreement.

UNIVERSITY POLICIES YOU SHOULD KNOW

While sections A8 and A9 of the Collective Agreement lay out your responsibilities as a Faculty Member or Librarian, it is your responsibility to familiarise yourself with all of the University's various policies. The three most important of these about which you should be aware are the "Responsible Conduct of Research, Scholarly and Creative Work,"

policy, the "Fair Treatment" policy and the "Sexual Violence" policy. Violating these could see you disciplined by Administration.

All university policies can be found at: <http://www.upei.ca/about-upei/policy>

RIGHT TO UNION REPRESENTATION

Section F6 of the Collective Agreement lays out the process Administration must follow when initiating disciplinary procedures against an FA Member. It makes clear that you must be informed in writing as to the reasons for disciplinary action prior to any hearing, and that you have the right to written notice of all allegations or complaints levelled against you.

But the Association is with you! Section F6.4 gives Members the right to have an Association Representative in attendance at all points in the disciplinary process.

Contact the FA Office as soon as you are asked to attend a disciplinary meeting—even if the investigation is not about you, you still have the right to FA representation. If you find yourself in a meeting that you think might have the purpose of investigating you, ask forthrightly if that is the purpose of the meeting. If the answer is yes, stop the meeting and call the FA immediately.

RIGHT TO A SAFE WORKPLACE

Various acts of government including the PEI Occupational Health and Safety Act mandate that the Administration must guarantee you a safe workplace. This includes one free from any form of harassment. Sections H2.1-2 also lay out the Employer's obligations.

ACADEMIC FREEDOM

Section A4 affirms the University's commitment to academic freedom. Alongside your civil rights, this provision recognises your right to choose what you research and what you teach without deference to an ideological orthodoxy, and it includes language that makes it clear that you have the right to discuss, present and disseminate your findings both within the academic community and extramurally without threat of discipline or

censure. This section also recognises your right to criticise the administration.

And you can follow us on twitter @upeifa, or on Facebook @ UPEI Faculty Association

EXERCISING AND DEFENDING YOUR RIGHTS

Section F2 of the CA lays out the University's formal grievance and arbitration procedures. If you think your rights or obligations are being infringed, or that the Collective Agreement isn't being followed, contact the UPEIFA office as soon as you can. Timelines are sometimes tight, so even if you aren't certain there is a violation, be in touch. You are not alone—your UPEIFA colleagues and FA staff are here to help!

Inquiries are kept confidential—and simply getting advice from the FA doesn't mean you have to file a grievance!

Importantly too, FA officers provide consultation and support around a variety of issues and themes, not just CA violations. We spend more time chatting with Members, offering support and advice and thinking-through problems than we do filing grievances. We are here to help.

CONTACT

If you have any questions about anything in this fact sheet or in the CA—or if you have concerns about what is happening at work—contact the FA office at:

Ph: 902-566-0438

Email: upeifa@upeifa.org

Our office is in Room 415, Duffy Science Centre.

Drop by and introduce yourself—and be sure to come to our next coffee time or social event to meet other FA Members. Times are listed on our webpage, upeifa.org

upeifa.org: your one-stop shop for all FA-related news and information! And, stay tuned for the imminent launch of our new and improved website this fall! Additionally, we'll be rolling out a new-format monthly update through email.