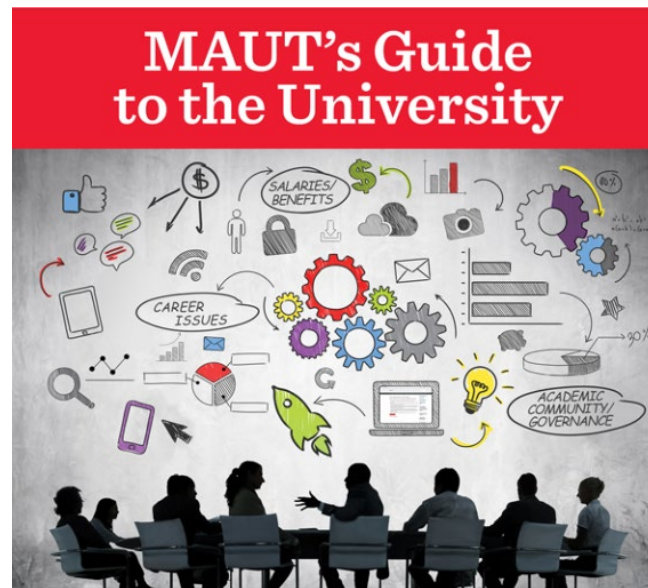




**McGILL ASSOCIATION OF UNIVERSITY TEACHERS  
Presents**



Thursday, November 14, 2018 | 11:30 am to 2:00 pm  
McGill Faculty Club, 3450 McTavish, Billiard Room

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# PROGRAM

11:30 am Registration  
11:35 - 11:40 Welcoming comments: Ken Hastings Chair, MAUT Membership Committee

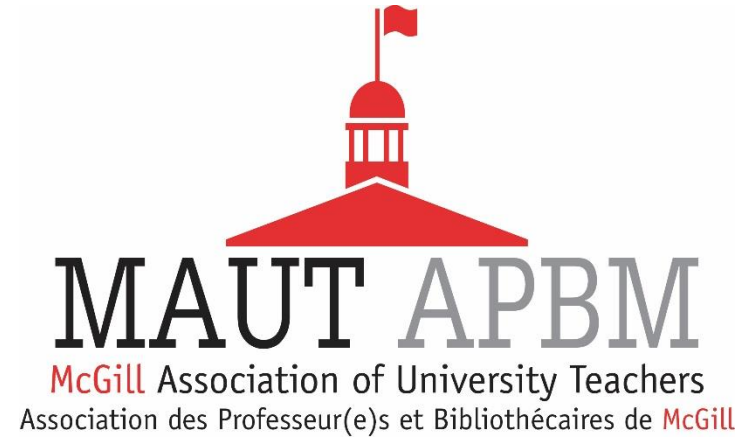
## Part I - Your Life and Academic Career at McGill

11:40 - 11:50	MAUT: Structure and Function	Susan Gaskin, VP Internal
11:50 - 12:00	Tenure	Andy Kirk, Chair, Tenure & Mentoring Committee
12:00 - 12:10	Contract Academic Staff	Caroline Riches, MAUT Council
12:10 - 12:20	Salaries and Benefits	Edith Zorychta, MAUT member SBAC
12:20 - 12:30	Question Period I	
12:30 - 12:50	Lunch Buffet	

## PART II - The University: People and Processes

12:50 - 1:00	Campus Community	Ken Hastings, Chair, Membership Committee
1:00 - 1:10	University Governance Structures	Marc Richard, Member McGill Senate
1:10 - 1:20	Grievance and Disciplinary Procedures	Joseph Varga, Professional and Legal Officer
1:20 - 1:30	Recent/Current Academic Life Issues	Petra Rohrbach, President
1:30 - 1:50	Question Period II and Discussion	

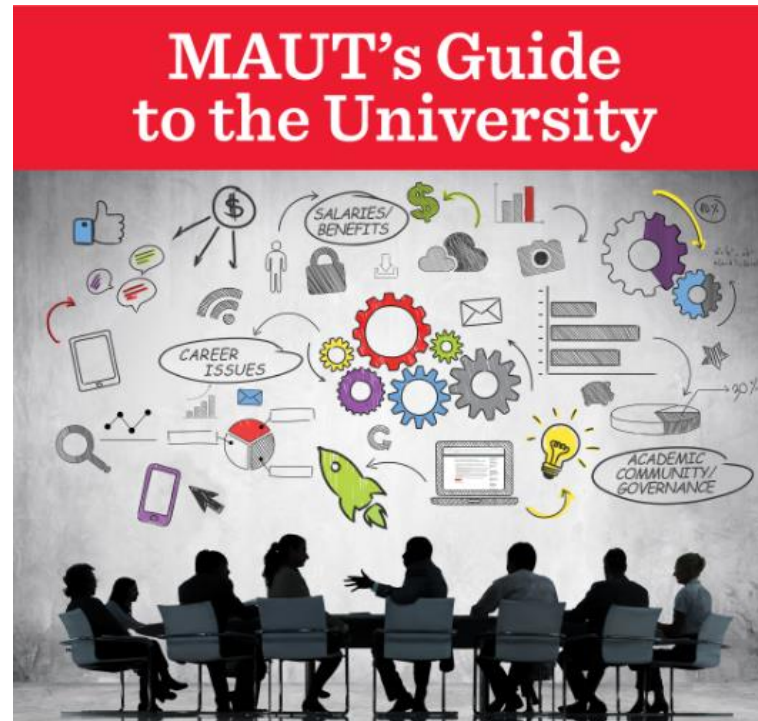
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Welcome to  
MAUT's Guide to the University  
2019



# Part I – Your Life and Academic Career at McGill



# **MAUT: Structure and Function**

**Susan Gaskin, VP Internal**

# Our goals

- **To foster academic freedom**
- **To foster collegial governance**
- **To involve faculty and librarians in university activities and governance**
- **To build a stronger community- breaking silos**
- **To improve our working conditions**

# MAUT

- **Formed in 1951**
- **One of three Canadian universities in the U15 that do not have a unionized faculty association**
- **Member of CAUT and FQPPU**

# MAUT

- **Critical element to collegial governance**
- **Democratic association for academics**
- **Voice of academics at McGill**
- **Voluntary membership**
- **Not a union**



# The Heart of MAUT



Honore Kerwin-  
Borrelli  
Administrative  
Officer



Joseph Varga  
Professional and  
Legal Officer



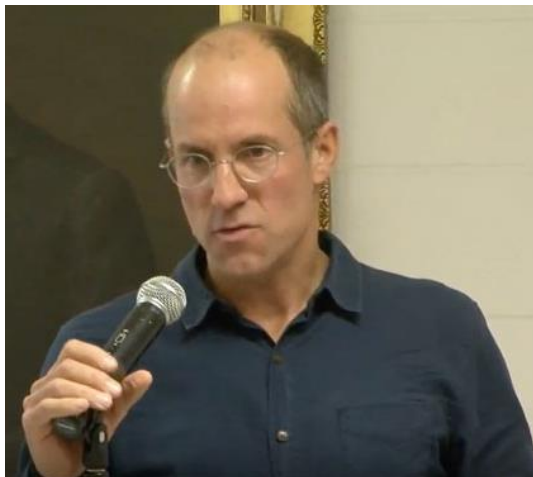
Jo-Anne Watier  
Membership  
Engagement  
Officer

# The Executive

Petra Rohrbach - President



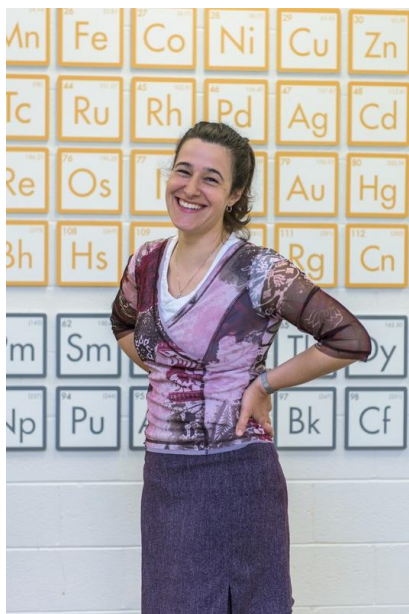
Greg Mikkelson - Past-Elect



Axel van den Berg - Past-President



# The Executive



Janine Mauzeroll - VP External



Susan Gaskin - VP Internal



Dror Etzion - VP Finance



Nathan Hall - VP Communications

# Overview of Key Roles

## Supporting collegial governance:

- **Meet regularly** with the Principal and Provost to voice the concerns of the McGill Academic Community
- **Convene monthly meetings** of the both elected *Executive and Council*
- **Provide advice** on dealing with grievances, disciplinary actions or denial of tenure
- **Convenes** Senate caucus

# Overview of Key Roles

## Improve working conditions:

- **Actively promote** competitive salaries and working conditions
- **Safeguard** salaries, benefits, and general working conditions of academic staff
- Work towards **correcting gender inequalities** and improving the salary merit award process

# Joint Committees

- Intellectual Property Appeals Committee
- Panel for the Investigation of Research Misconduct
- Committee on Staff Grievances and Disciplinary Procedure
- Appointment of Assessors, Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law
- University Appeals Committee
- *Staff Benefits Advisory Committee (SBAC)*
- *Committee on Academic Staff Compensation (CASC)*

# Group Strength & Membership

- **Current membership ~ 1135**
- **0.58% of annual salary- just dropped from 0.65%**
- **Free one-year membership when one joins**
- **Membership can be:**
  - **Full**
  - **Associate**
  - **Retired**

# The Social Side

## Winter Magic



## MAUT Mixer



## Apple picking



## At the Redpath museum





[www.mcgill.ca/maut](http://www.mcgill.ca/maut)

**Honore Kerwin-Borrelli**

**Email: [maut@mcgill.ca](mailto:maut@mcgill.ca)**

**514 398-3942**

**Joseph Varga**

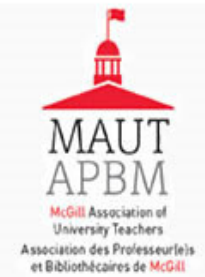
**Email: [jvarga.maut@mcgill.ca](mailto:jvarga.maut@mcgill.ca)**

**514 398-3089**

**Jo-Anne Watier**

**Email: [jo-anne.watier@mail.mcgill.ca](mailto:jo-anne.watier@mail.mcgill.ca)**

**514 398-5485**



# MAUT's Guide to the University TENURE

Andrew Kirk

November 2019

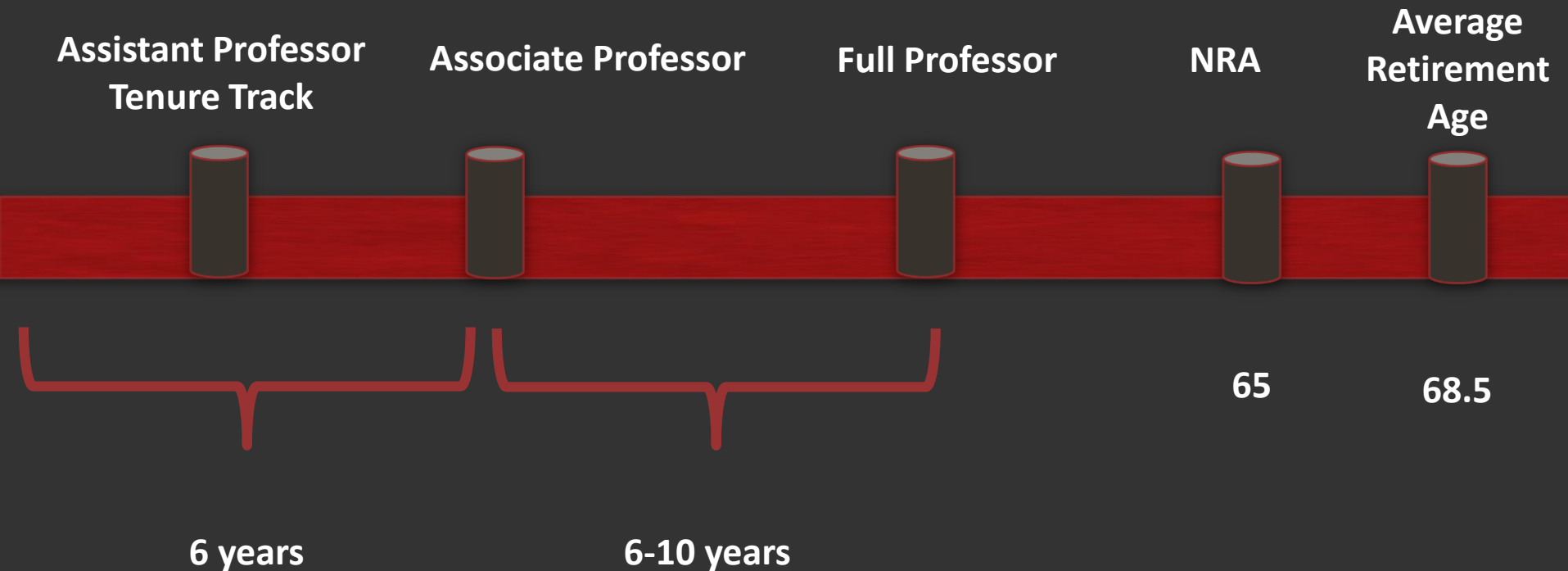
# In a nut-shell

---

- **Career trajectory**
- **Leaves and life events**
- **Prioritizing**
- **Work life balance**

# Career Trajectory for Tenure Track Positions

Initial appointment for 3 years.  
Reappointment for 1, 2, or 3 yrs.



# Preparing for Tenure References & Sources of Information



Department of  
Electrical & Computer Engineering

Département de  
génie électrique et informatique

**LETTER FROM CHAIR/DEAN WITHIN TWO MONTHS OF  
APPOINTMENT**



Department of  
Electrical & Computer Engineering

Département de  
génie électrique et informatique

**REAPPOINTMENT LETTER**



**Regulations Relating to the Employment of Tenure Track and Tenured  
Academic Staff**



Regulations Relating to the Employment of Librarian Staff



**Secretariat**



Teaching and Learning  
Services (TLS)

A member of Student Life and Learning

2019-20 Cohort

2020-21 Cohort

Teaching Portfolio

# Preparing for Tenure

- When to start?
- What to pay attention to?



## Employment guidelines for academics and librarians

Appendix A



Teaching Portfolio

Appendix B



Research Portfolio

Appendix C



Service Portfolio

- Guidelines for electronic submission of tenure dossiers

# Preparing for Tenure

## How to go about it?

- Find mentors



- Ask to see what others have done



- Keep everything from day 1



# Leaves and Life Events

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- **Sabbatical leave**
- **Maternity and paternity leaves**
- **Short and long-term medical leaves**
- **Leave of absence**
- **Secondment leave and political candidacy**



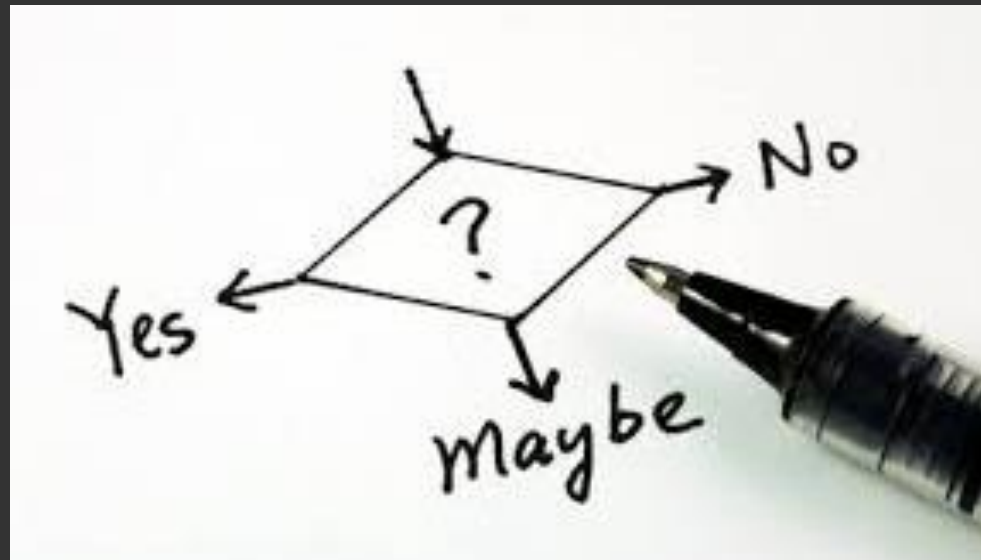
# Prioritizing



???

# Prioritizing

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# Work Life Balance



<http://www.mcgillathletics.ca/sports/2012/10/31/1031123936.aspx>

\$20.00

<https://www.mcgill.ca/facultyclub/centraide-trivia-quiz>

<https://www.mcgill.ca/morganarboretum/events>

<https://www.mcgill.ca/gault/>

<http://www.mcgill.ca/hr/benefits/eap>

# Connect with MAUT and Your Community



*MAUT's Guide to the University*

# CONTRACT ACADEMIC STAFF (CAS)

14 November 2019



# CONTRACT ACADEMIC STAFF

## Non-tenured academic staff

- Ranked or unranked classifications
- Full-time or Part-time
- Definite or indefinite term appointment



**[Regulations Relating to the Employment of Contract Academic Staff](#)**

Available on the McGill Secretariat website

# Regulations Relating to the Employment of Contract Academic Staff

Available on the McGill Secretariat website



## Regulations Relating to the Employment of Contract Academic Staff

*Approved*

Senate:	January 17, 2018	Minute 11B3
Executive Committee:	February 15, 2018	Minute 2

*Full legislative history appears at the end of this document.*

For regulations on Visiting academic Staff, please see the *Regulations Relating to Visiting Academic Appointments*.

### 1. SCOPE

- 1.1 These Regulations set out the general terms of employment by the University of Contract Academic Staff as they relate to their appointment, reappointment, and termination.

# CONTRACT ACADEMIC STAFF



## ***CAS CLINICAL STAFF***

(normally with appointment at Affiliated Health Institution)

## ***RANKED CLASSIFICATIONS***

- **FACULTY LECTURER**
- **SENIOR FACULTY LECTURER**
- **ASSISTANT PROFESSOR**
- **ASSOCIATE PROFESSOR**
- **PROFESSOR (CAS)**



## ***UNRANKED CLASSIFICATIONS***

- **ACADEMIC ASSOCIATE or SENIOR ACADEMIC ASSOCIATE**
- **AFFILIATE MEMBER**
- **ASSOCIATE MEMBER**
- **PROFESSOR OF PRACTICE**
- **ADJUNCT PROFESSOR**



# CONTRACT ACADEMIC STAFF

## *Ranked*



- Positions must be advertised. Salaried or nil salary.
- Same minimum qualifications as TT staff
- Not eligible for tenure – (may apply for advertised TT positions - **MUST** be considered in the same manner as other applicants)

## Academic Duties

- 2 of 3 Academic Duties (teaching, research, service) designated at time of appointment (OLA)
- Assistant Professor, Associate Professor, Professor (CAS)
  - Further designated by one or more descriptor:  
**Clinical, Professional, Teaching, Research, Academic Administration**
- Faculty Lecturers, Senior Faculty Lecturers
  - Primarily teaching responsibilities
  - May have further designations



# CONTRACT ACADEMIC STAFF

## *Unranked Classifications*



- **ACADEMIC ASSOCIATE or SENIOR ACADEMIC ASSOCIATE**
  - Academic sector, professional capacity, engaged in teaching, research and/or other academic duties.
- **AFFILIATE MEMBER**
  - Holds appointment external to university, participates in academic activities of unit in university
- **ASSOCIATE MEMBER**
  - Holds appointment in university, participates in academic activities of another unit in university
- **PROFESSOR OF PRACTICE**
  - Professional, business, government leader, engaged in research or teaching in department or faculty
- **ADJUNCT PROFESSOR**
  - Employed by gov't, industry, profession, other university, engaged in research or teaching in department or faculty

Not eligible for tenure – but may apply and **must** be considered in the same manner as other applicants

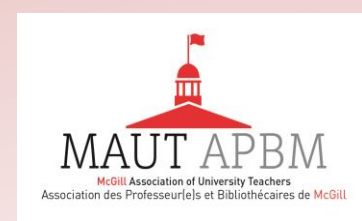
Salaried or nil-salary



# Contract Academic Staff

## *Ranked*

### *Definite – indefinite terms*



## **Definite term appointments**

- Initial appointments - terms of one, two or three years (except if appointed to professor – indefinite term)
- Reappointment – 6 months to less than 4 years

## **Indefinite term appointments**

- Continuously employed in same faculty for 6 years – appointed to indefinite Term



Notice and severance depending of length of service (and certain other conditions).

# Contract Academic Staff *unranked*

*Definite – indefinite terms*



## **Definite term appointments**

- Initial appointment – not more than 3 years
- Reappointment – not more than 3 years



## **Indefinite term appointments**

- Academic Associates or Senior Academic Associates continuously employed for 6 years

Notice and severance depending of length of service and classification (and certain other conditions).

# CONTRACT ACADEMIC STAFF

## *Promotion in Ranks*



- **FACULTY LECTURER to SENIOR FACULTY LECTURER**
  - May apply for promotion to Senior FL after 6 years of continuous employment in same department - indefinite term
  - *Faculty Lecturer exceptionally may apply for promotion to Assistant Prof*
- **ASSISTANT PROFESSOR to ASSOCIATE PROFESSOR**
  - May apply for promotion to Associate Prof after 6 years of continuous employment in same department - indefinite term
- **ASSOCIATE PROFESSOR to PROFESSOR (CAS)**
  - May apply for promotion to Professor after 10 years of continuous employment in same department



**Annual performance review**

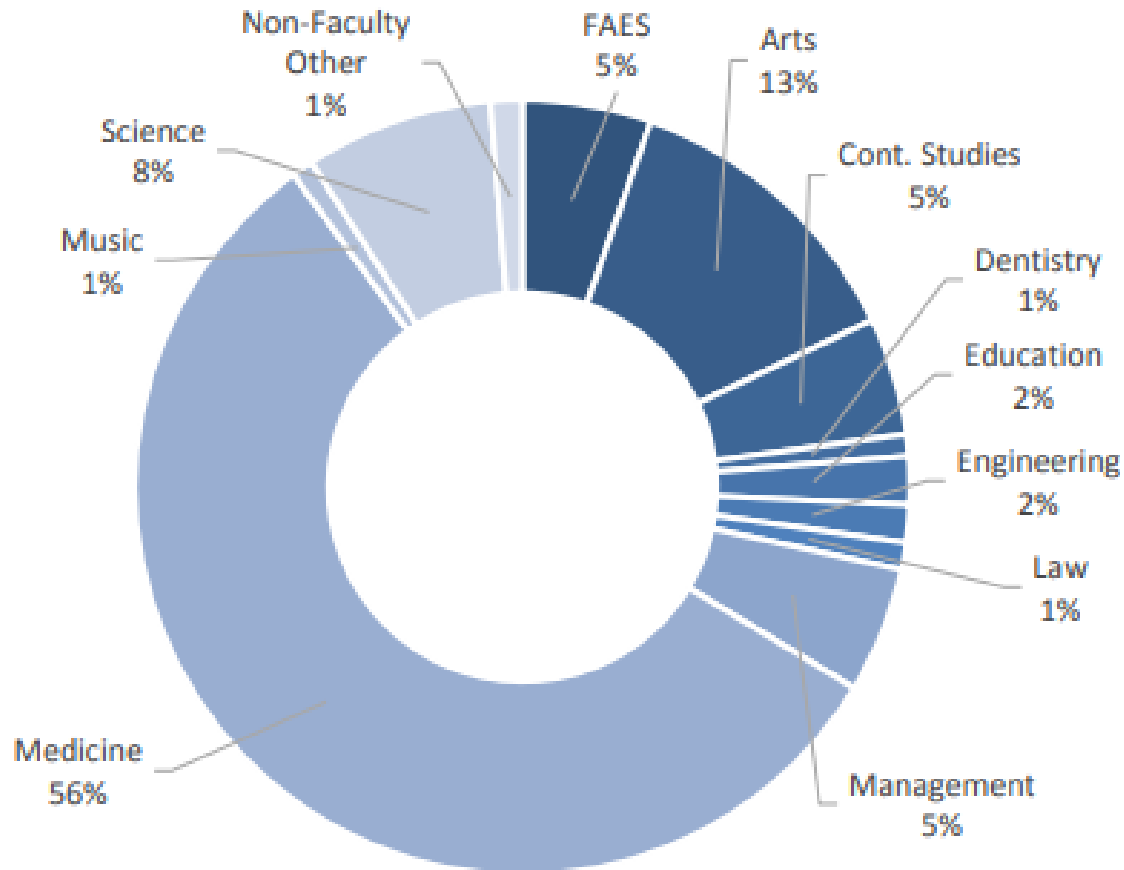
# CAS numbers across McGill

(ranked and unranked, full and part time)

Faculty/Area	All CAS
<b>Agr. &amp; Env. Sci</b>	<b>24</b>
<b>Arts</b>	<b>78</b>
<b>Continuing Studies</b>	<b>30</b>
<b>Dentistry</b>	<b>259</b>
<b>Education</b>	<b>13</b>
<b>Engineering</b>	<b>10</b>
<b>Law</b>	<b>5</b>
<b>Libraries</b>	<b>1</b>
<b>Management</b>	<b>24.5</b>
<b>Medicine</b>	<b>2931</b>
<b>Music</b>	<b>25</b>
<b>Science</b>	<b>70</b>
<b>Non-Faculty Other</b>	<b>7</b>
<b>TOTAL</b>	<b>3478</b>



# Full-Time CAS by Faculty

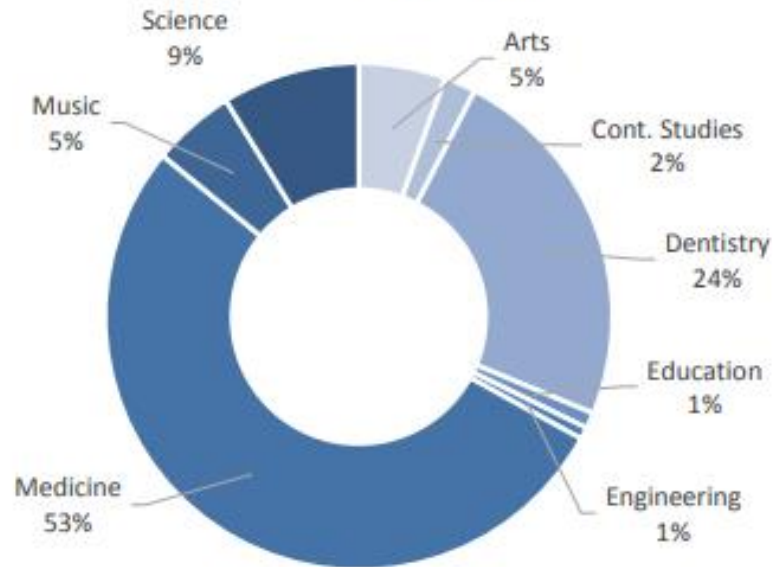


NOTE: Non-Faculty Other category includes 4 Unranked in TLS, 1 in McGill Queens Press and 1 in Valacta (private dairy company associated with MAC Campus).

# Part-Time CAS by Faculty

Figure II-26: Part-Time Contract Academic Staff by Faculty, excluding unionized staff a) as of 30 April 2018 b) FY2014-FY2018

a) Part-Time CAS, by Faculty April 30, 2018  
(N=399)

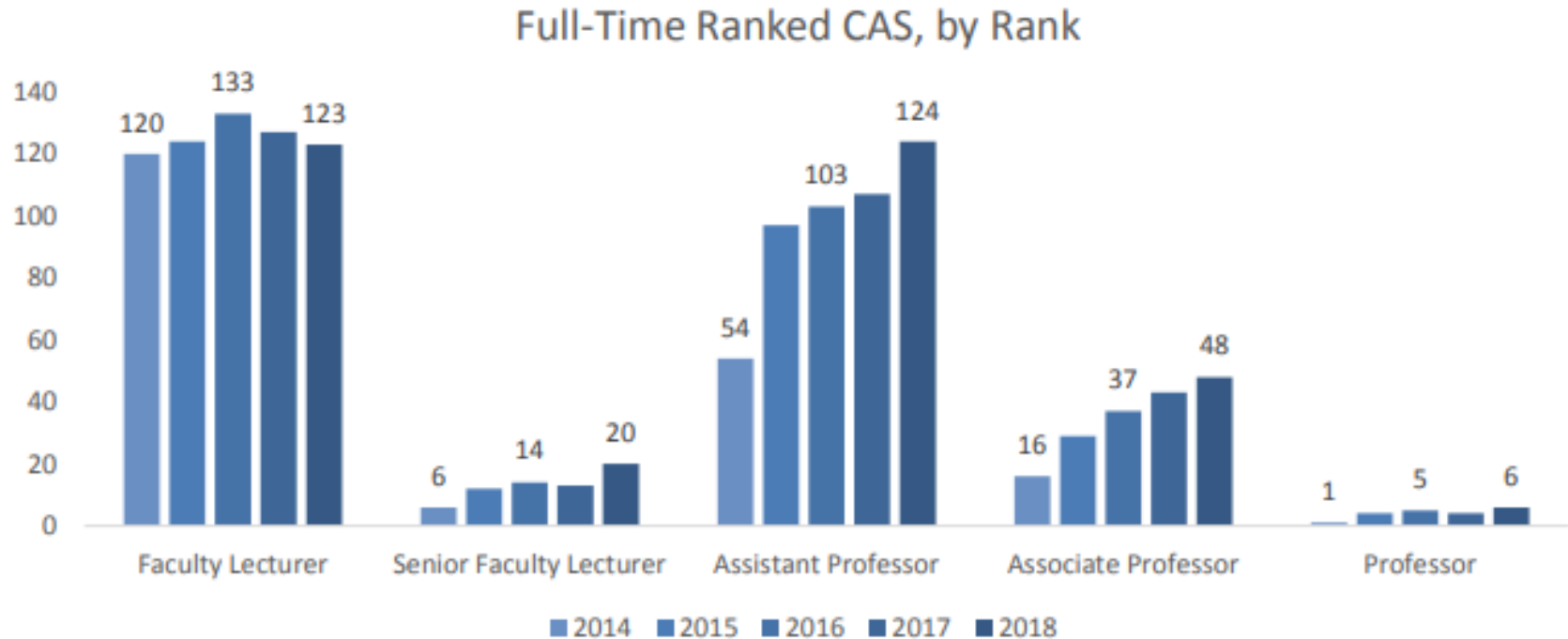


Note: Law and AES did not have any part-time CAS; Management (1), and outside a Faculty (1) are so small that they do not appear, but are counted in the 399.



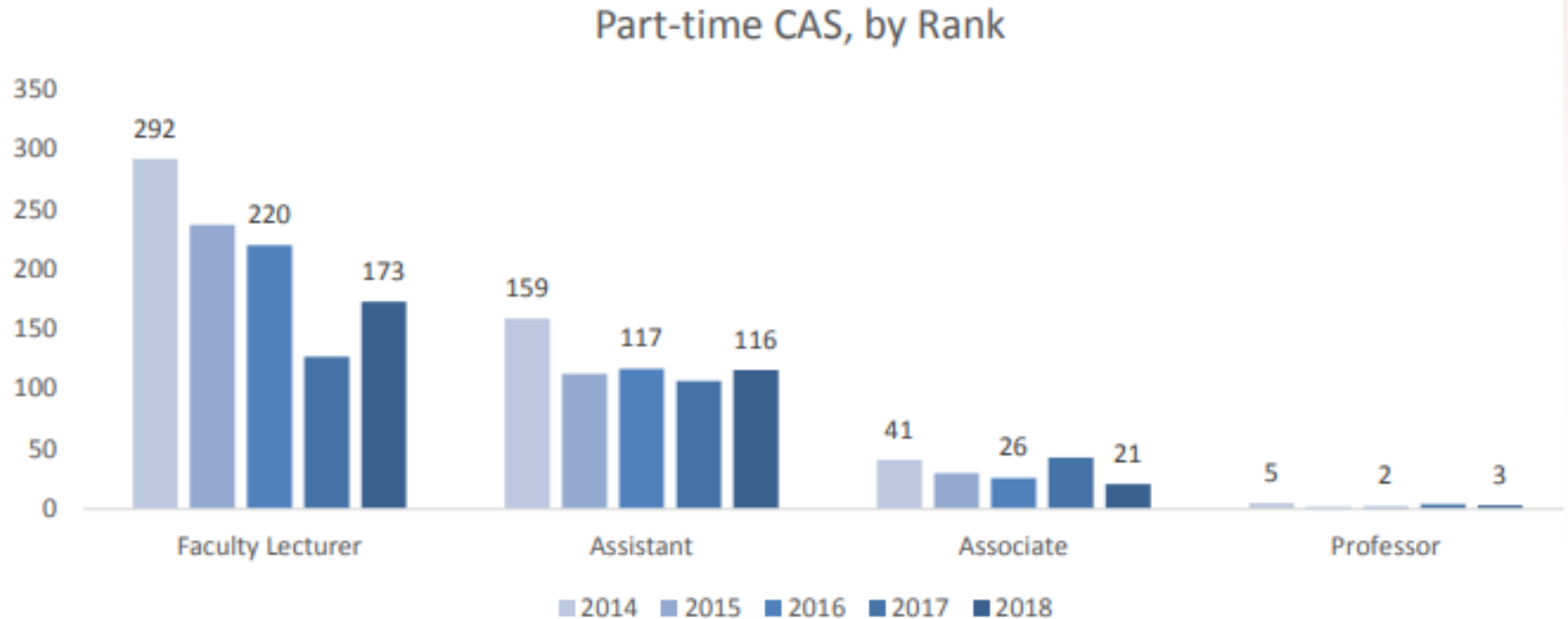
# CAS numbers across McGill

Figure II-25: Full-Time Ranked Contract Academic Staff, by Rank



# CAS numbers across McGill

Figure II-27: Part-Time Contract Academic Staff, by Rank



# CAS numbers across McGill

**Table 28: All Unranked Contract Academic Staff (Full and Part-time)**

Unranked CAS	Period Ending (30-Apr-YYYY)					
	2012	2013	2014	2015	2016	2017
Academic Associate*	0	117	114	110	124	130
Senior Academic Associate	0	0	3	3	3	5
Curator	2	2	1	1	2	2
Associate Curator	0	5	8	5	2	
Professor of Practice	0	6	11	10	11	12
Professional Associate**1	160	4	1	1	1	0
Director Non-Stipend <sup>1</sup>	5	1	1	1	1	1
Assoc Dir Non-Stipend <sup>1</sup>	4	3	0	0	0	0
<b>Total</b>	<b>171</b>	<b>138</b>	<b>139</b>	<b>131</b>	<b>144</b>	<b>150</b>



# Unionized Staff

- Course Lecturers

[MCLIU - McGill Course Lecturers and Instructors Union](#)

- Teaching Assistants

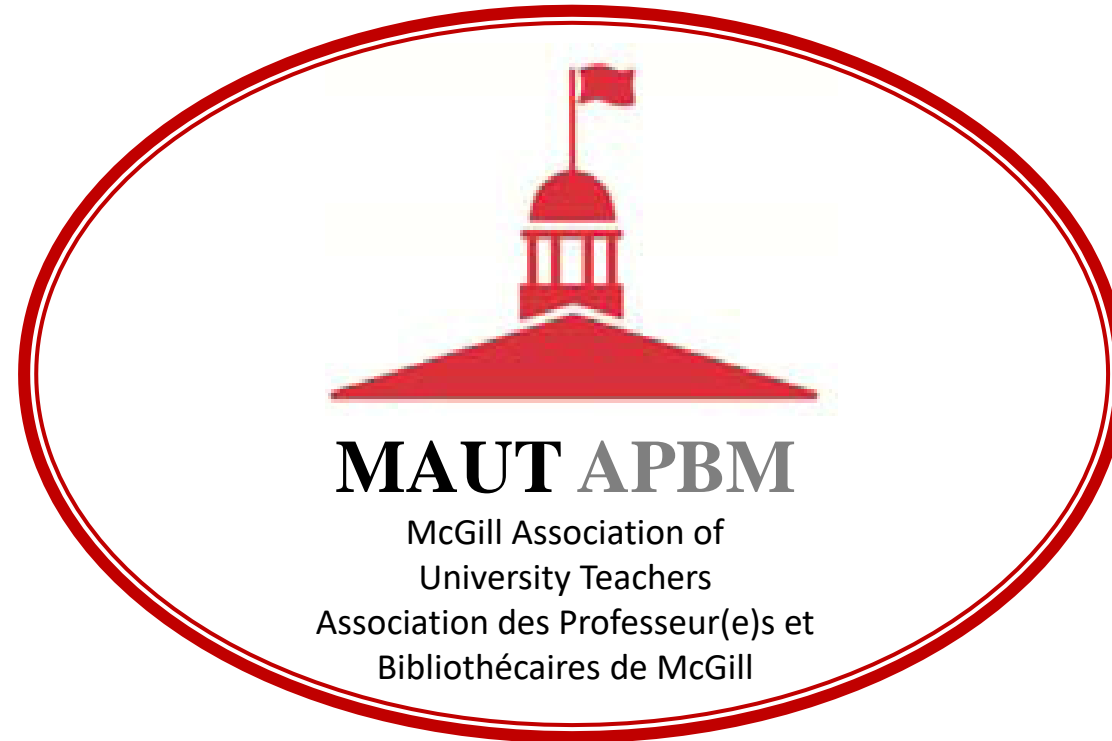
[\(AGSEM\) Teaching Assistants & Demonstrators - Association of Graduate Students Employed at McGill](#)

- Research Associates and Assistants

[AMURE/PSAC: Association of McGill University Research Employees/Public Service Alliance of Canada](#)



# **SALARIES & BENEFITS**



**MAUT's Guide to the University**  
**November 14, 2019**

# SALARIES

## COMMITTEE ON ACADEMIC STAFF COMPENSATION (CASC)

**Mandate:** CASC shall advise the Provost, who based on that consultation and other considerations, shall make recommendations concerning the total compensation of academic staff to the appropriate governance committees of the Board of Governors. In particular, CASC will review the principles of academic salary policy, as well as any benefits and pension matters that are specific to academic staff

**Membership :** **Balanced: 6 senior administrators and 6 representatives of MAUT.**

- Provost, as Chair
- Vice-Principal (Administration and Finance)
- 4 Academic Administrators
- **President MAUT**
- **5 representatives of MAUT**

**Resource persons: 1-2 MAUT Advisors, Associate VP (Human Resources), Director, Total Compensation**

# SALARIES

## 1) Salaries

Annual salary increases contain two components:  
Across The Board (%) and Merit (fixed amounts)

2017	3.0%	(0.75% ATB and 2.25% merit)
2018	2.5%	(0.75% ATB and 1.75% merit)
2019	2.15%	(0.75% ATB and 1.4% merit )

## 2) Pension

Review and deliberate any changes to the MUPP

MUPP includes all McGill employees, not just academics

Defined contribution plan, employee and university both contribute

You choose the investment option

At retirement you do not receive a monthly cheque rather a lump sum of money you have to manage (annuity, RRIF or LIF).

# SALARIES

## 3. Promotional Increase

\$5000 increase for promotion to associate or full professor/librarian or full-time faculty lecturers promoted to senior faculty lecturer or Assistant Professor (CAS)

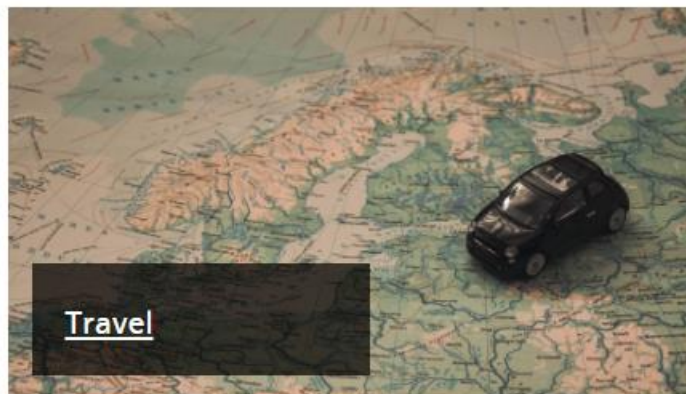
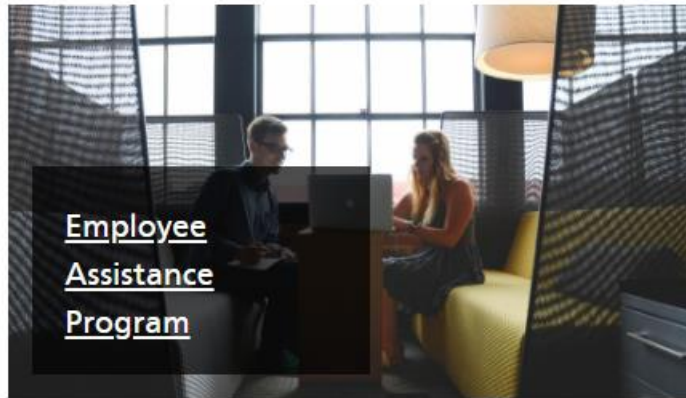
## 4. Professional Development Allowance

\$750 for relevant expenses , including membership in scholarly societies, travel and registration for conferences & meetings, subscription to journals, books, computer accessories.

May be accumulated to a maximum of \$1,500 over a two-year period



# Benefits **WELL DESCRIBED ON WEBSITE**



# BENEFITS

## STAFF BENEFITS ADVISORY COMMITTEE (SBAC)

**Mandate:** To review benefits, including: Health Plan, Dental Plan, Long Term Disability Plan and the Life Insurance Plan. The Pension Plan is not included.

### Membership:

- One representative of MUNASA
- One representative of MUNACA
- One representative of SEU
- One representative of AMURE
- One representative of MURA
- **Three representatives of MAUT**
- Two representatives of the University Administration
- A Chairperson (Morty Yalofsky)
- A non-voting Secretary to take minutes of the meetings
- 2 consultants from Willis Towers Watson

# BENEFITS

## Health and Dental Plans:

Self-financing, premiums entirely related to the claims

Employees pay half and McGill pays half

- Retirees pay 70% Health and 100% Dental premiums

Premium increases assessed via 1) Projected claims; 2) Large Amount Pooling (LAP).

Everything is transparent with no hidden expenses

Everything is regularly scrutinized by an independent expert consultant

The university cost needs to be approved by the McGill BoG

## Short and Long Term Disability

STD- First 6 months 100% salary

LTD - 60% first \$3000 and 45% rest of monthly salary; maximum \$5,325 / month

- until retirement or age 65

- **cost** 1.031% per \$100 of monthly earnings, no increase in 2020

# BENEFITS

**Health and Dental Care** The increase in both Premiums for 2020 will be 1%.

Year	Supplemental Health		Dental	
	Single	Family	Single	Family
<b>2017</b>	\$21.84	\$43.04	\$11.37	\$25.43
<b>2018</b>	\$22.40	\$44.13	\$11.40	\$25.50
<b>2019</b>	\$22.85	\$45.02	\$11.74	\$26.27
<b>2020</b>	\$23.08	\$45.47	\$11.85	\$26.52

*Plus sales tax of 9% for residents of Québec, 8% for residents of Ontario*

# BENEFITS

## PRESCRIPTION DRUGS:

80% covered, 100% covered beyond 400 single, \$800 family / year

Generic form mandatory unless specified otherwise

Avoid prescription for inexpensive over-the-counter drugs

Have test done at hospital

(or CLSC if simple... blood test)

RGAM Price	Drug Cost	Wholesaler Cost	Total Cost	Prof. Fee
7.77	7.29	0.47	7.76	27.90
<b>Rx Amount</b>	<b>Insurer Amount</b>	<b>Insuree's Contribution</b>		<b>DUE</b>
		<b>Deduct.</b>	<b>Co-Ins.</b>	
35.66	0.66	34.60	0.40	35.00
RGAM Price	Drug Cost	Wholesaler Cost	Total Cost	Prof. Fee
3.13	2.94	0.19	3.13	27.90
<b>Rx Amount</b>	<b>Insurer Amount</b>	<b>Insuree's Contribution</b>		<b>DUE</b>
		<b>Deduct.</b>	<b>Co-Ins.</b>	
31.03	0.00	31.03	0.00	31.03

Vitamin D costs pennies OTC

# BENEFITS

## EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

**Free, confidential, immediate short-term counselling and referral services** (psychology, social work, educational counseling), accessible 24/7 by phone, web or mobile app.

<b>Personal stress</b>	<b>Parenting issues</b>	<b>Financial or legal problems</b>
<b>Job-related stress</b>	<b>Separation and loss</b>	<b>Traumatic events</b>
<b>Relationship issues</b>	<b>Balancing work/ family</b>	<b>Substance abuse</b>

# BENEFITS

## BASIC LIFE INSURANCE

**McGill pays the full cost**

**While working under age 65**

1 times your annual salary to a maximum of \$130,000

**Working 65 and older**

1/2 of your annual salary to a maximum of \$50,000

## ACCIDENTAL DEATH AND DISMEMBERMENT

Additional payment of 1x salary to a maximum of \$100,000

.5x salary to a maximum of \$50,000 if 65 or older

# BENEFITS

## OPTIONAL LIFE INSURANCE

**You pay the full cost**

### While working under age 65

Option to purchase up to \$1,000,000 in units of \$5,000

### If working at age 65 or older

Can maintain the optional life insurance you had to a maximum of \$100,000

You cannot purchase or increase optional life insurance after age 65

The rates are based on age. Example: age 50, \$100K = \$10.70/month

Expect 15% increase in rates January 2020.



# BENEFITS

## Pension Administration Committee (PAC)

**Mandate** To administer the Plan and the pension Fund

- (a) to hold and dispose of the Pension Fund
- (b) to create and maintain policies to allocate the assets
- (c) to enter into agreement with chartered banks;
- (d) to enter into agreements with administrator and investment managers
- (e) to maintain a continuing review of the performance of all investments
- (f) to make and enforce such rules and regulations
- (g) to interpret the Plan,
- (h) to determine the methods to be employed for the valuation of the holdings
- (i) to calculate the amounts of benefits or other payments
- (j) to prepare budgets, accounts and records
- (k) to appoint the Actuary
- (l) to recommend changes in the Plan
- (m) to delegate its powers as it sees fit

# BENEFITS

## PENSION ADMINISTRATION COMMITTEE (PAC)

### Membership

- Two members designated by the Board of Governors
- Two members designated by the Principal and the Chair of the Board of Governors
- One independent member appointed by the Board of Governors pursuant to advice from the PAC
- **Two members who are members of the academic staff and Members of the Plan**
- Two members who are members of the Administrative and Support Staff and Members of the Plan



**LIFs?**

*Financial advisors....Investment agents...Financial planners???*

MAUT is linked to MURA – our new McGill Retirees Association

**RRIFs?**

Aging is not what is used to be: There have been phenomenal changes in life/health expectancy, and what this means for all of us....

**LIRAs?**

Understand the McGill Pension system, and the choices you have about your investments now and what you can do with your funds when you reach age 71 or when you retire...

Find out what benefits are provided after you retire, and what to know about when you travel.. **Extended travel insurance?**

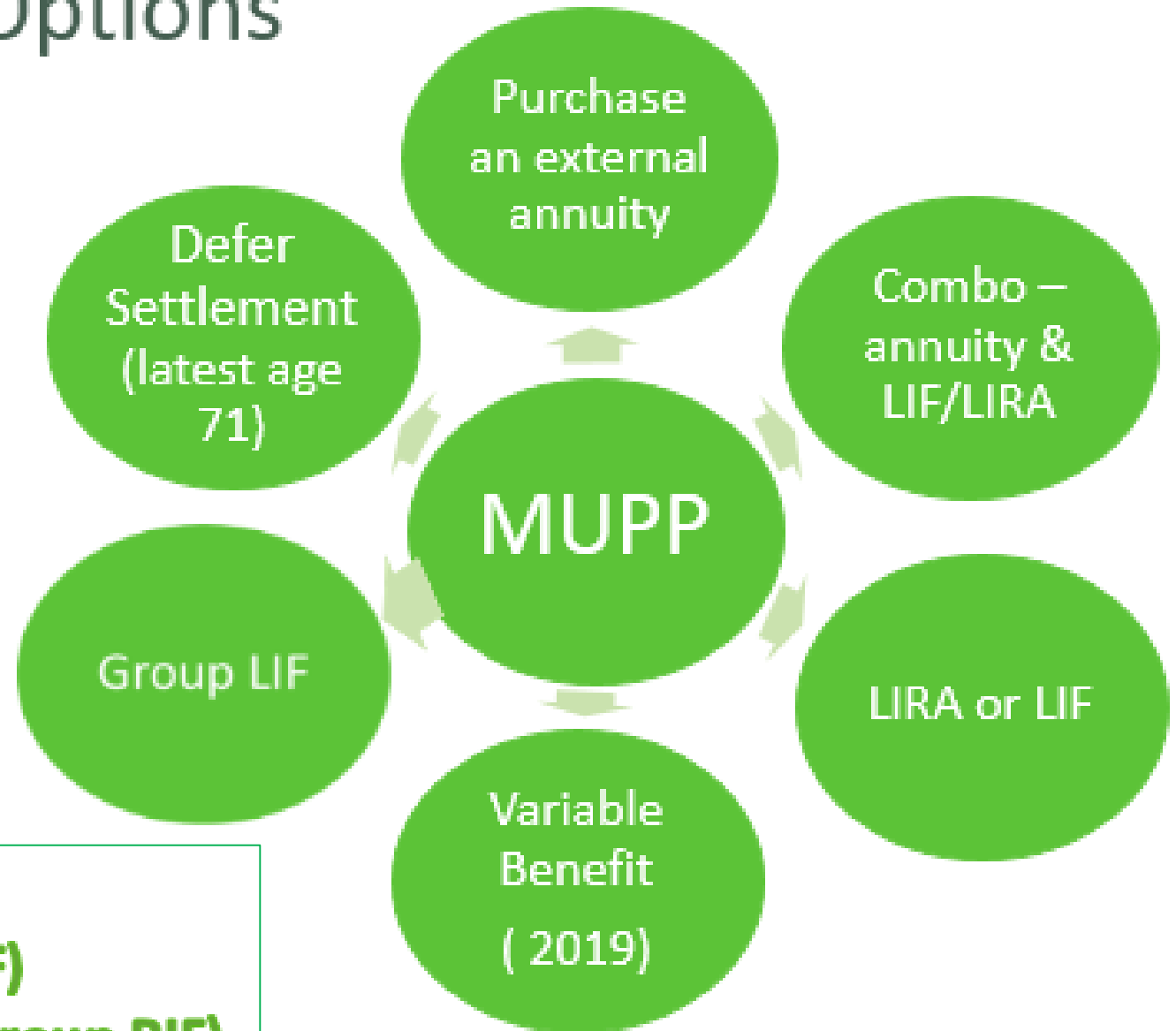
MAUT provides advice on pitfalls to avoid, strategies to maximize the quality of life, sound financial advice on how to avoid investment sharks....

And more.....

**RAMQ drug plan? ???**

**Joint & Last survivor Annuity?**

# Settlement Options



**McGill University**

**Group Life Income Fund (Group LIF)**

**Group Retirement Income Fund (Group RIF)**

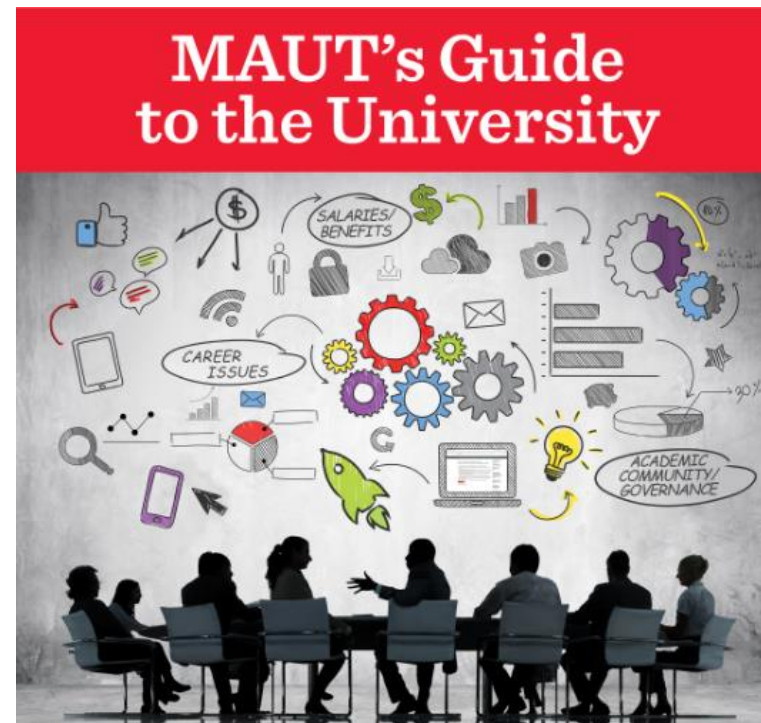


**FOR INFORMATION**

**HUMAN RESOURCES WEBSITE FOR BENEFIT DETAILS  
MAUT WEBSITE FOR COMMITTEE MEMBERS**

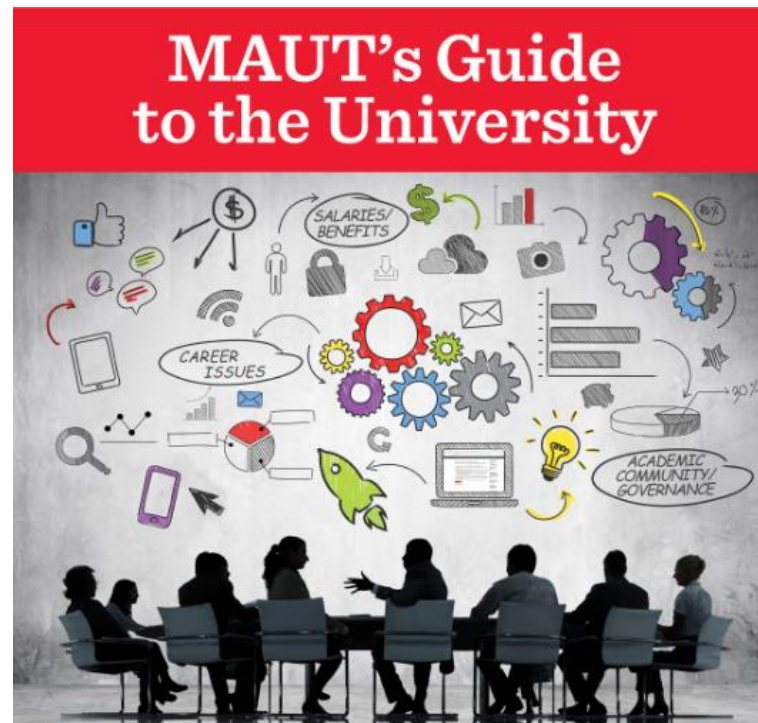


# Question Period I





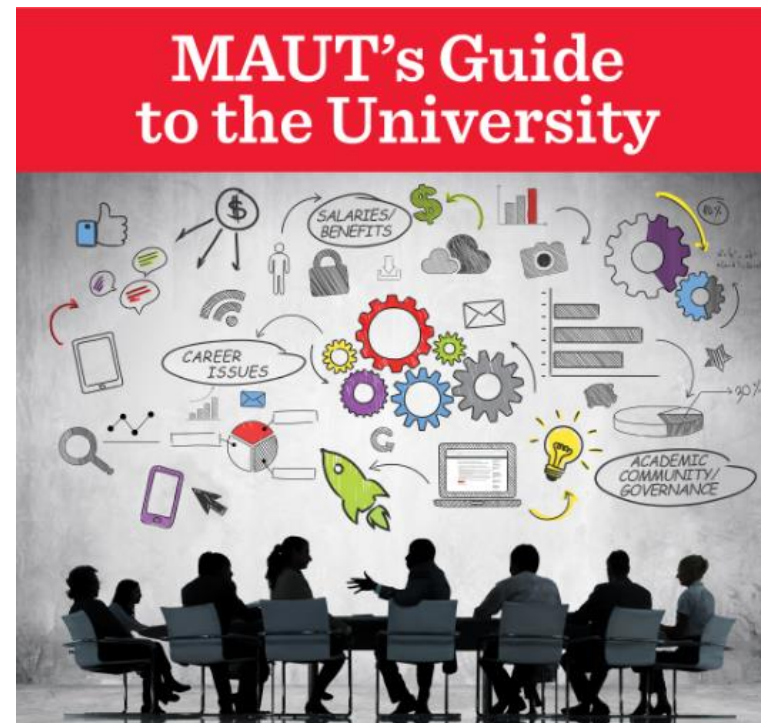
Lunch 12:30 – 12:50







# Part II – The University: People and Processes



# MAUT's Guide to the University

November 14 2019

Ken Hastings  
Chair MAUT Membership Committee

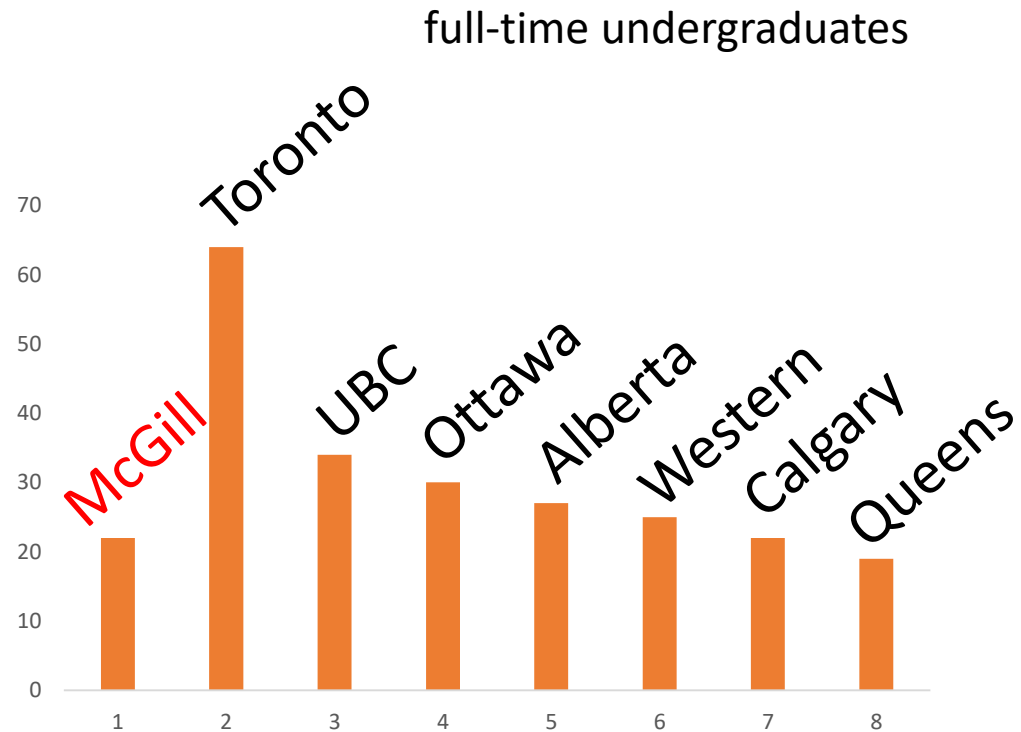
# Who are all these people? The McGill Community



# Who are all these people? 2017 numbers

## *Students/trainees*

Undergraduates	27,526
Graduate students	9,704
Residents/fellows	1,277
Postdocs	662
<b>Total</b>	<b>39,169</b>



UdeM 27k, Laval 26k, UQaM 21k, Concordia 20

# Who are all these people? 2017 numbers

## *Academic staff*

Tenure track Prof/Librarian		1,720
Contract Academic Staff		
full-time	409	
part-time	416	
unionized (Course Lecturers)	~ 800	
clinical teaching hospital	1,323	
clinical affiliated institutions	1,192	
<b>Subtotal</b>	<b>3,828</b>	<b>3,828</b>



**Academic staff  
total**                      **5,548**

# Who are all these people? 2017 numbers

## *Admin/support staff*

Management/Professional 1,966

Clerical/Technical 1,254

Trades 433

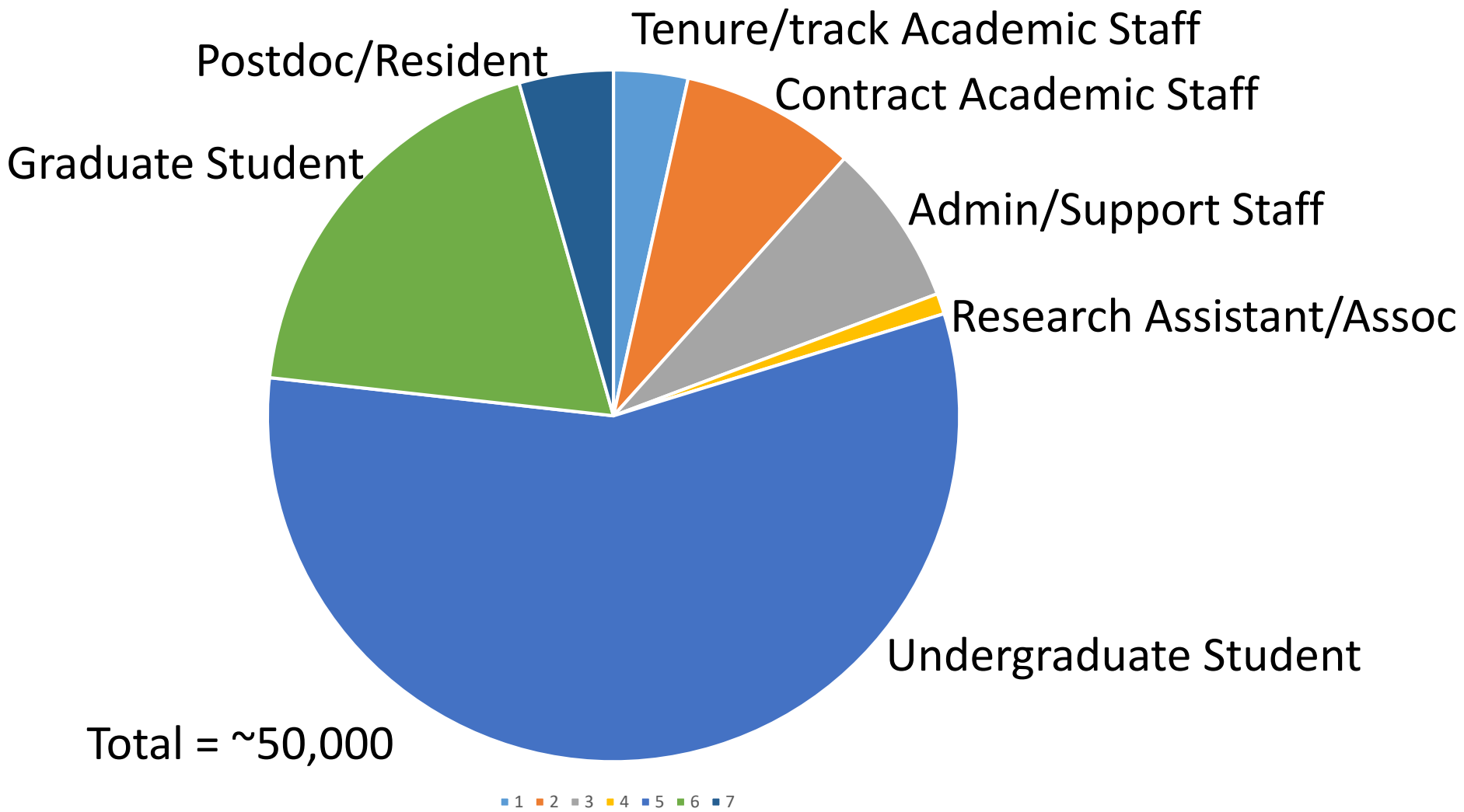
Other 113

**Total 3,766**



Research Assistants/Associates 462

# McGill Campus Community



# Campus Associations and Labor Unions

**Voluntary  
Association**

**Obligatory Ass'n  
Labor Union**

**Tenure/track academic staff**

**MAUT**

**Contract academic staff**

Course Lecturers/Instructors

**MCLIU**

Faculty Lecturers/Prof Practice  
Ranked academic staff

**MAUT**

**Admin/support staff**

M class/Professional

**MUNASA**

Clerical/Technical

**MUNACA**

**Research Assistants/Associates/(Postdocs)**

**AMURE**

**Casual employees (often students)**

**AMUSE**

**Undergraduate students**

**SSMU**

**Graduate students (Postdocs)**

**PGSS**

**Trades**

**SEIU**



Informal forum for all campus associations

McGill Communities Council (MCC)



# University Governance Structures

MAUT's Guide to the University  
November 14, 2019

Marc Richard  
Associate Librarian  
McGill University

# **McGill's Governance Structures:**

# **McGill's Governance Structures: How do they work? ...**

# **McGill's Governance Structures: How do they work? ... and why should I care?**

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Answer to the second question:

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Answer to the second question: Out of self-interest



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- You can get some practical benefits from knowing a few basics about the subject

# **McGill's Governance Structures: How do they work? ... and why should I care?**

Answer to the second question: Out of self-interest

- You can get some practical benefits from knowing a few basics about the subject
- You don't need to become a governance expert to get those practical benefits

# **Benefit 1: Service Opportunities (important for tenure)**

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## **(important for tenure)**

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- Service falls under Area 3 of academic duties (“other contributions to the University and scholarly communities”)
- Area 3 contributions are a requirement for getting tenure (and for maintaining the high standards for which tenure was granted)
- McGill’s governance structure offers many opportunities for service contributions



McGill



Royal  
Charters  
(1821, 1852)



**Statutes  
(1972)**



Quebec  
Legislation  
(1933, etc.)



- University's highest governance instrument
- Plural title, but in fact a single document





McGill



Royal  
Charter  
(1852)



**Statutes**  
**(1972)**



Quebec  
Legislation  
(1933, etc.)



Board of Governors

(has final authority over the conduct of all academic,  
business, and financial affairs of the University)



McGill



Royal  
Charter  
(1852)



**Statutes**  
**(1972)**



Quebec  
Legislation  
(1933, etc.)



Board of Governors



Senate

(exercises general control and supervision  
over the academic matters of the University)

**As an Academic Staff Member,  
You Can Be Elected to...**

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You Can Be Elected to...**

**The Board of Governors**

# **As an Academic Staff Member, You Can Be Elected to...**

## **The Board of Governors**

2 / 25 members are representatives of the  
academic staff

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## **The Board of Governors**

2 / 25 members are representatives of the  
academic staff

Watch for the calls for nominations which are emailed  
by the Secretariat when vacancies need to be filled

# **As an Academic Staff Member, You Can Be Elected to...**

**Senate**

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## **Senate**

57 / 111 members are representatives of  
the academic staff



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- Faculty / Library representatives

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- **Committees Arising from Regulations**

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## **Several types of University-level committees**

- **Advisory Committees (Statutes)**
- **Committees of Senate**
- **Committees Arising from Regulations**
- **Ad Hoc Committees**



# As an Academic Staff Member, You Can Be Appointed to...

## Several types of University-level committees

- Advisory Committees (Statutes)
- Committees of Senate
- Committees Arising from Regulations
- Ad Hoc Committees

You don't necessarily need to be a member of Senate to be appointed as a representative of Senate on certain committees

# As an Academic Staff Member, You Can Be Appointed to...

## Several types of University-level committees

For a list of committees and terms of reference, visit the Senate & Secretariat web pages



Senate

Committees of Senate

[Senate Standing Committees](#)

[Committees Arising from University Regulations](#)

[Ad Hoc Committees](#)

[Joint Board-Senate Committee on Equity](#)



Secretariat

Advisory Committees

The *Statutes* require that an advisory committee be established when considering the appointment or reappointment of:

- The Principal;
- The Provost, Deputy Provost and Vice-Principals; and
- The Deans.

# **As an Academic Staff Member, You Can Be Appointed to...**

## **Several types of University-level committees**

To signal your interest in serving, contact (in most cases) a member of the Senate Nominating Committee

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For certain joint nominations, contact MAUT

**Benefit 2: Understanding Who Handles What  
(important for navigating certain processes)**

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- Many regulations, policies and processes require you to interact formally with various members of McGill's governance structure at various points in your career

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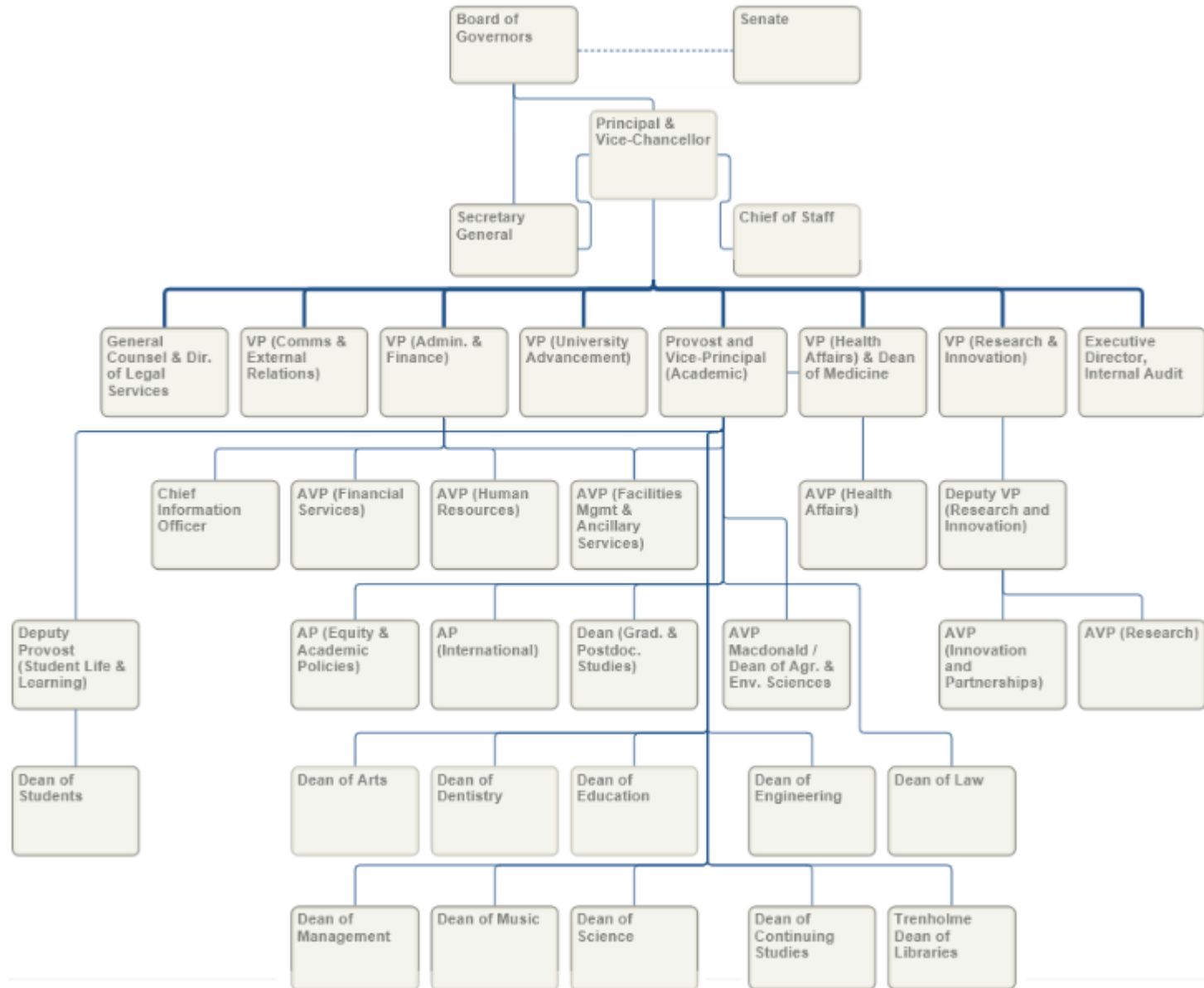
- Many regulations, policies and processes require you to interact formally with various members of McGill's governance structure at various points in your career (example: submitting a tenure dossier to the Secretariat)

## **Benefit 2: Understanding Who Handles What (important for navigating certain processes)**

- Many regulations, policies and processes require you to interact formally with various members of McGill's governance structure at various points in your career (example: submitting a tenure dossier to the Secretariat)
- Understanding who does what helps you to manage these processes and avoid errors



<http://www.mcgill.ca/orgchart/>

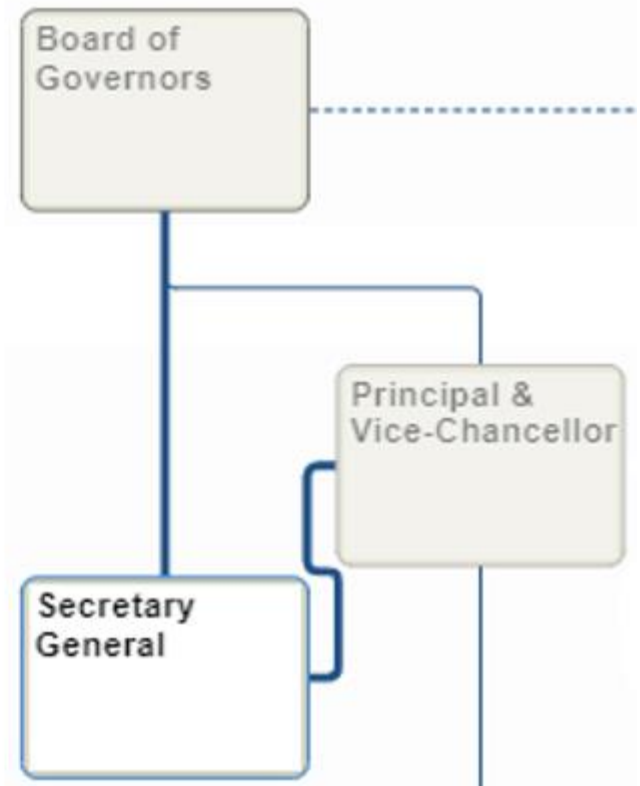


<http://www.mcgill.ca/orgchart/>

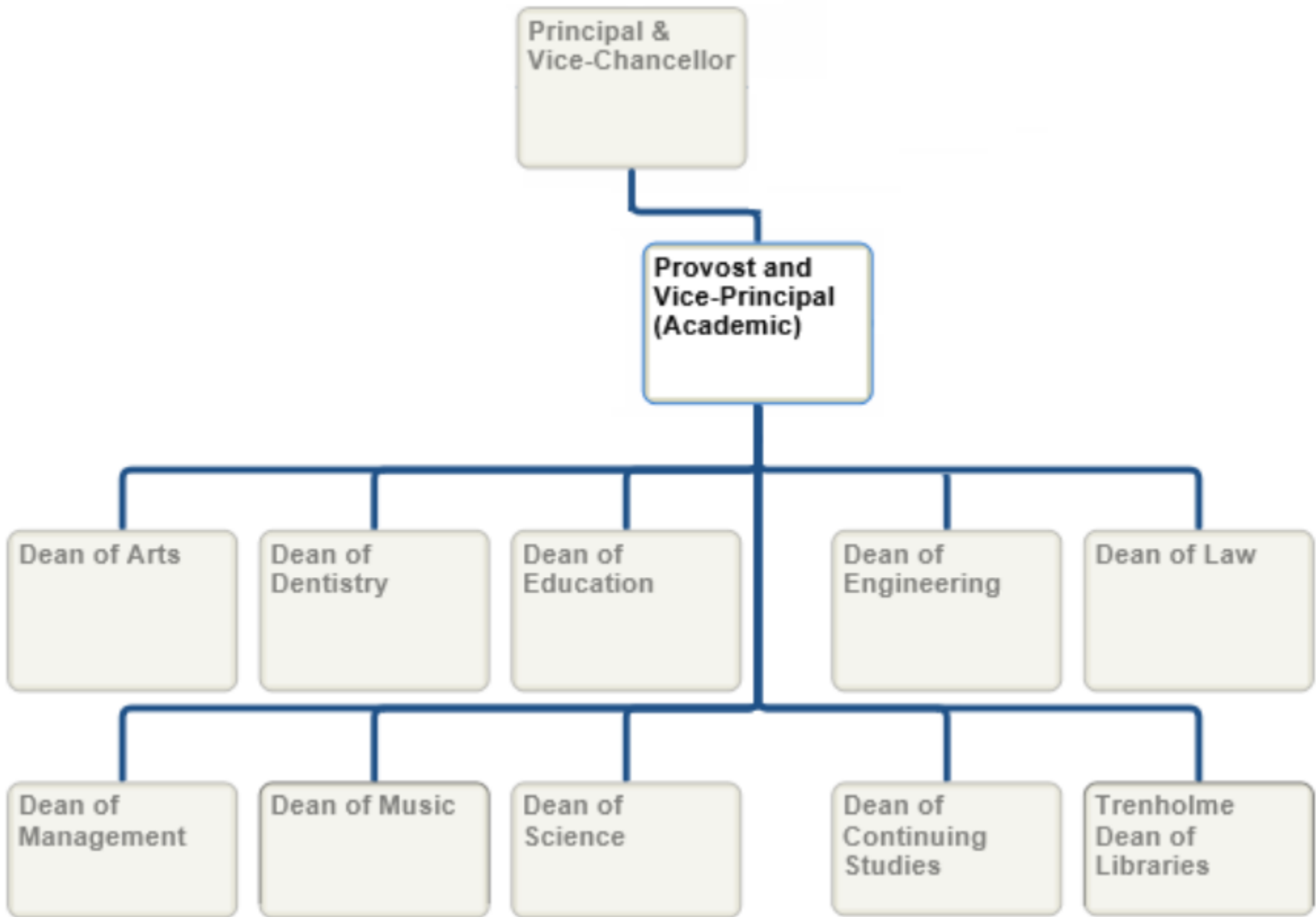


**Edyta Rogowska**  
**Secretary-General**

As head of the Secretariat, the Secretary-General is the University's senior governance officer, supports the Board and Senate and has responsibility for ceremonial matters, access to information, trademark use and oversight of impartial processes for tenure, promotion, elections and dispute resolution.



<http://www.mcgill.ca/orgchart/>



# **Benefit 3: Influencing Governance Instruments (important for your working conditions)**

# Benefit 3: Influencing Governance Instruments (important for your working conditions)



[www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations)

List of Policies/Regulations Approved by Governing Bodies (Board of Governors and/or Senate):

## A

 [Alcohol, Cannabis and Other Drugs, Policy Concerning](#) (  [French version](#))

 [Procedure on Drug and Alcohol Testing of Employees](#)

 [Animals, Policy on the Study and Care of](#) (  [French Version](#))

 [Anti-Doping Policy](#)

 [Appeals of Tenure Decisions, Regulations on](#) (  [French Version](#))

 [Approval of Contracts and Designation of Signing Authority, Policy on the](#) (Currently under review)

 [Procedure for Second Signatures](#)

 [Archives - Terms of Reference](#)

## B

 [Board of Governors Rules of Order and Procedure](#)



# McGill

McGILL UNIVERSITY SENATE

## **Motion** for review by Steering Committee

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**TO:** Senate

**FROM:** Name of Person Bringing Issue

**SUBJECT:** Subject Matter of Memo

**DATE:** Date of Senate meeting

**DOCUMENT #:** DXX-XX (To be given by the Secretariat)

**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

---



**ISSUE**

---

**BACKGROUND  
& RATIONALE**

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**PRIOR CONSULTATION** Information about what prior consultation has taken place, including legal and/or internal review, previous review by Senate and Senate Committees.

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# <https://mcgill.ca/senate/senate-2019-2020/senate-calendar-business>



## *SENATE 2019-2020 Calendar of Business*

Senate	Report of the Senate Steering Committee	For approval	<a href="#">April 21, 2020</a>
Senate	Report of the Senate Nominating Committee	For approval	<a href="#">April 21, 2020</a>
Senate	499th Report of the Academic Policy Committee	TBD	<a href="#">April 21, 2020</a>
Senate	Presentation on the McGill University Budget 2020-21	For information	<a href="#">April 21, 2020</a>
Senate	Strategic Equity, Diversity and Inclusion (EDI) Plan	For endorsement	<a href="#">April 21, 2020</a>
Senate	Update on Revisions to the University Student Assessment Policy	For information	<a href="#">April 21, 2020</a>
Senate	Review of Policy on Harassment and Discrimination Prohibited by Law *tentative*	For information	<a href="#">April 21, 2020</a>

# <https://mcgill.ca/senate/senate-2019-2020/senate-meeting-documents-2019-2020>

## September 18, 2019

-  [Amended Senate Agenda \(Sept. 18, 2019\)](#)
-  [Report of the Steering Committee 19-20:01](#)
-  [Question and Response Regarding Support for Students and Alumni in Light of Bill 21](#)
-  [D19-08 Motion Regarding the Cancellation of Classes on September 27, 2019](#)
-  [D19-01 Report of the Senate Nominating Committee](#)
-  [D19-02 Appointment of Assessors under the Policy on Harassment and Discrimination Prohibited by Law](#)
-  [D19-03 Report on Academic Appointments with Tenure](#)
-  [D19-04 Annual Report Concerning the Investigation of Research Misconduct \(2018-19\)](#)
-  [D19-05 Annual Report on the Policy on Harassment and Discrimination Prohibited by Law \(2018-19\)](#)
-  [D19-06 Annual Report of the Committee on Student Services \(2018-19\)](#)
-  [D19-07 Annual Report of the Joint Board Senate Committee on Equity \(2018-19\)](#)
-  [Senate Minutes \(September 18, 2019\)](#)



# McGill Association of University Teachers

## Association des professeur(e)s et bibliothécaires de McGill

3495 Peel, #202, Montreal, Quebec, Canada H3A 1W7

### BY-LAWS

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## MAUT BY-LAW CONCERNING AD HOC CONSULTATION WITH MAUT

### Preamble:

MAUT supports collegial governance and open communication and welcomes invitation from University administrators or other parties within or without the University to participate in consultations leading to policies and practices that affect McGill academic staff, the University community, or the broader community.

This By-Law concerns *ad hoc* requests for consultation with MAUT. It does not concern participation of MAUT representatives in established bilateral or multilateral University governance committees, as these are separately governed by the MAUT Constitution and/or University Regulations.

### Principles and process:

An *ad hoc* consultation with MAUT is an interaction between the requestor and MAUT Council. Council may choose to address the substance of the question itself, with or without seeking additional input\*, or to assign another body (for example, an *ad hoc* committee) or person to do so on its behalf and report back to Council on the

# University Governance Structures



MAUT's Guide to the University

November 14, 2019

Prepared for MAUT's Guide to the University

# GRIEVANCE AND DISCIPLINARY PROCEDURES



Joseph Varga  
MAUT-Professional and Legal Officer  
McGill Faculty Club  
November 14<sup>th</sup> 2019

# OVERVIEW

- Regulations Relating to the Employment of Academic Staff (R.R.E.A.S.)
  - McGill Secretariat Web Page, University Policies and Procedures
  - <https://mcgill.ca/secretariat/files/secretariat/2011sep27academic-staff-regs-relating-to-employment-of.pdf>
  - Grievance and Disciplinary Procedures, Section 9...
  - 127 articles
  - Section 9 – Discipline: Reprimand, Suspension and Dismissal of Member for Cause
  - Section 10 – Grievance Committee Composition and Operation
  - Section 11 – Grievance Process
  - Section 12 – Grievance Process regarding a Dean’s Letter of Reprimand
  - Section 13 – Arbitration
- Some other recourses:
  - Denial of Reappointment (R.R.E.A.S.), Section 8 (40 articles)
  - Denial of Tenure (Regulations on Appeals of Tenure Decisions – (110 articles)
  - Harassment (Harassment and Discrimination Prohibited by law – (120 articles)
  - Research Misconduct (Investigation of Research Misconduct) - (140 articles)
  - Safe Disclosure (Whistle Blowing) – (70 articles)
  - Note: McGill Secretariat has over 100 University Policies and Regulations (868 pages)

# GRIEVANCE PROCEDURE

SCENARIO WITHOUT SETTLEMENT

**CLOCK STARTS:** Cause of the Complaint occurs/becomes known to Member.

**STAGE 1:** Member must file within 20 work days with the immediate superior (normally the Chair).  
Meeting within 10 work days.

**STAGE 2:** Member must file within 10 work days with the next superior (normally the Dean).  
Meeting within 10 work days.

**STAGE 3:** Member files within 10 work days with Grievance Committee. Hearing, Grievance Committee writes report (findings of fact and recommendations)

**FINAL STAGE:** Principal's decision within 30 work days of receiving recommendations from Grievance Committee.

- Unfairly treated by the University in regard to the interpretation /application of University policy insofar as it relates to Member's academic career and working conditions.
- Subjected to arbitrary, discriminatory, or unreasonable actions taken against the Member by the University, either by act or omission.

Consult with the MAUT Professional and Legal Officer (First Contact P: 3089 / [jvarga.maut@mcgill.ca](mailto:jvarga.maut@mcgill.ca))

(SUPPORT TEAM: Member + Advisor + Professional and Legal Officer- from start to finish)

May extend deadlines by mutual consent.

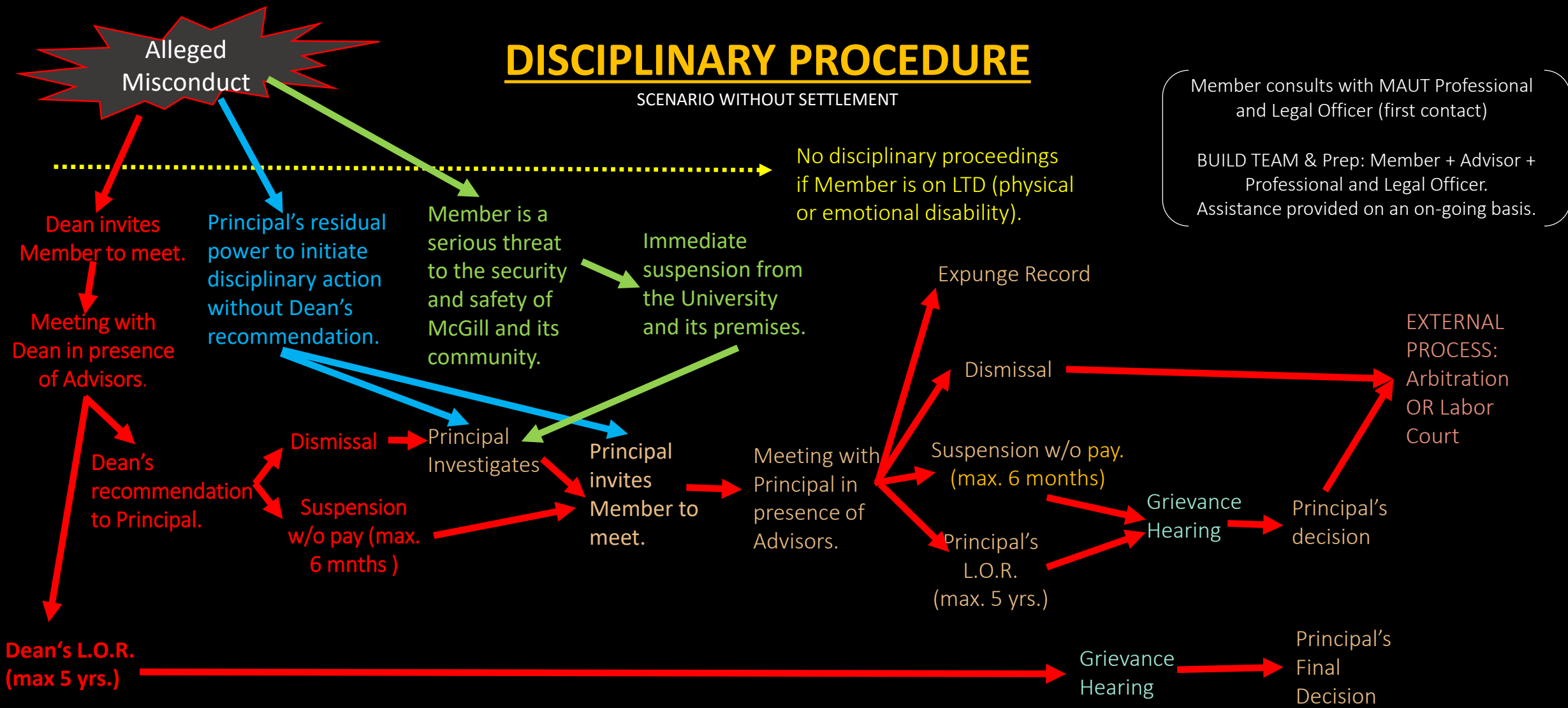
Member's burden of proof (evidence based).

July & August, not taken into account in calculating deadlines.

Settlement may be attempted at any STAGE.

# DISCIPLINARY PROCEDURE

SCENARIO WITHOUT SETTLEMENT



No disciplinary measure shall be imposed without just and sufficient cause and the burden of proof falls on the University.  
 Cause: neglect of academic duties; misconduct sufficient to justify the disciplinary measure; persistent failure to maintain reasonable performance .  
 N.B. A settlement of the dispute may be attempted at any stage.

FOR ADDITIONAL SUPPORT AND INFORMATION

<http://www.mcgill.ca/maut/about-us/advising>

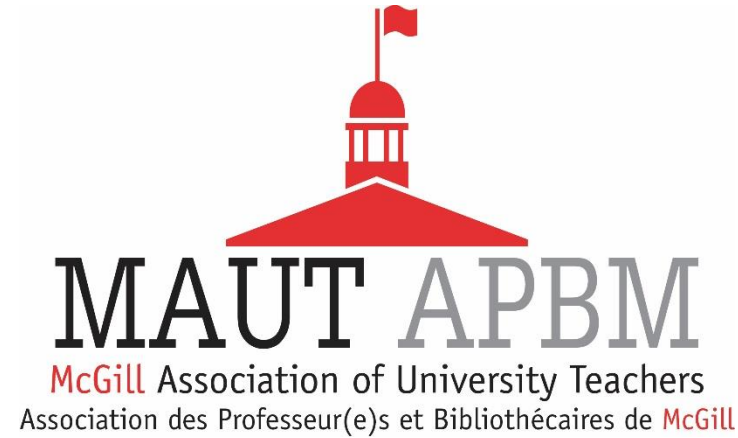
[http://www.mcgill.ca/maut/files/maut/april\\_21\\_2016\\_advising.pdf](http://www.mcgill.ca/maut/files/maut/april_21_2016_advising.pdf)

Joseph VARGA

MAUT-Professional and Legal Officer

514-398-3089

[jvarga.maut@mcgill.ca](mailto:jvarga.maut@mcgill.ca)



# Recent/Current Academic Life Issues

Petra Rohrbach, President



## What are we working on now?

- Policies and procedures w.r.t. sexual harassment and intimate relations between faculty and students
- Revising and improving Regulations Relating to the Employment of Academic Staff (discipline, dismissal)
- Gender equality and equity issues
- Salary policy for 2019 and beyond (CASC)
- Forum on salary policy
- Reducing administrative burden on faculty members on a permanent and continuous basis
- Fossil fuel divestment
- Surveying health insurance programs in other universities



# Question Period II and Discussion

