

**MAUT SPRING GENERAL MEETING**  
**REPORT OF VP (INTERNAL)**  
**Alenoush Saroyan**  
**April 9, 2015**

***Terms of Reference:***

The VICE-PRESIDENT (INTERNAL) is generally responsible for MAUT participation in the internal affairs of the University.

***Report:***

Two sets of activities have been undertaken during this academic year: one related to MAUT's internal business and one related to interactions with University Administration.

***Activities related to MAUT internal business***

- a) Filling in vacant positions on MAUT Standing Committees. These committees are:

*Collegiality; Faculty Club; Finance, Membership; Nominating; Non-discrimination; Remuneration; Retiree Affairs; Tenure and Mentoring; MAUT Advisors.*

- b) Preparing (with Ken Hastings) a policy document entitled By-Laws on ad hoc Consultation with MAUT to outline the parameters and conditions that individuals or units that seek formal input from MAUT should follow.

*This draft document is to be presented to Council on April 16 2015 for discussion and for approval to post on the MAUT website (Appendix I).*

- c) Preparing (with Ken Hastings) the Terms of Reference for MAUT standing committees.

*To be presented to Council for discussion and approved on April 16, 2015. (Appendix II).*

***Activities undertaken on behalf of MAUT and related to interactions with University administration***

- d) Filling in vacant positions on University Standing Committees on which MAUT has representation. These committees are:

*Committee on Academic Staff Compensation (CASC); Committee on Staff Grievances and Disciplinary Procedures; Intellectual Property Appeals Committee; Long-Term Disability Trustees; Assessors: Harassment, Sexual Harassment and Discrimination Prohibited by Law; Panel for the Investigation of Research Misconduct; Policy on Safe Disclosure (Whistle Blowing); Principal's Awards for Administrative & Support Staff: Advisory Committee; Staff Benefits Advisory Committee; Committee on Sabbatic Leaves; University Appeals Committee; University Health & Safety Committee*

- e) Chairing an MAUT working group<sup>1</sup> to scrutinize revisions to the Regulations on Sabbatic Leaves for Tenured and Tenure Track Academic Staff and Leave of Absence for Tenured and Tenure Track Academic Staff and suggest recommendations prior to approval by Senate.

*The revised documents were approved by Senate on 19 November 2014 and included all substantive recommendations of the MAUT working group. A list of substantive issues is attached (Appendix III).*

- f) Chairing an MAUT working group to scrutinize proposed revisions to the Appeals for Tenure policy of the University and suggest recommendations prior to approval by Senate.

*The revised documents were approved by Senate on February 18, 2015 and included all substantive recommendations of the MAUT working group. Additional changes were requested on the floor of Senate to ensure that Associate Provost White's comments regarding the legitimacy of retired academics to serve in the capacity of advisor was reflected accurately in the February 18, 2015 Minutes of Senate. A list of substantive issues that were addressed in the final version is attached (Appendix IV).*

- g) Documenting issues related to pension and services provided by Morneau Shepell.

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<sup>1</sup> Members of the working group were: Timothy Moore, David Lowther, Marc Richard, and Joseph Varga.

## Appendix I

### By-Law on *ad hoc* Consultation with MAUT (March 17, 2015 draft)

#### 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 outcome.

An *ad hoc* consultation with MAUT must include several steps, minimally: 1) a request for consultation made to the President, 2) a Council decision whether or not the request merits a consultation with MAUT\*\*, 3) a Council-designated/approved MAUT internal mechanism to consider the substance of the question, and 4) a written consultation output recorded in the Council Minutes.

We recognize the difference between cases where:

- 1) MAUT's opinion on a subject is sought as an open question, in which case MAUT is the author of the consultation final document, namely the MAUT response.
- 2) a proposed policy or similar document is submitted to MAUT for its input, in which case MAUT is not the author of the final document.

In cases where MAUT is the author of the consultation final document, that document will be recorded as a Council Motion recorded in the Minutes, and the information will be transmitted by the President to the requesting party.

In cases where MAUT is not the author of the final document, but is providing input on a document authored by another entity, a Report on the Consultation will be prepared by Council, or other MAUT body or person assigned by Council to carry out the consultation, and this will be discussed at Council and entered into the Council Minutes. This Report on the Consultation will include the following information:

- Whether Council or other assigned MAUT body or person was satisfied that the consultation was carried out in good faith by the requesting party.
- Whether MAUT-suggested modifications had been incorporated into the document following the consultation.

- Whether these modifications were substantive or minor
- A summary of the most substantive such modifications.
- A summary of substantive points on which MAUT-suggested modifications had not been incorporated into the revised document.

\* If Council decides to address the substance of the request itself, it may, during its deliberations, seek input from other sources, for example, relevant experts or committees, within MAUT or without, or the MAUT membership.

\*\* If Council decides that a request does not merit consultation with MAUT or is accompanied by time constraints that unduly restrict MAUT's internal consultation processes, it may refuse any MAUT participation, or it may delegate one or more individuals to engage in informal discussions with the requestor. These informal discussions however, may not be termed "consultation with MAUT" by the requestor. The President will inform the requestor of Council's decisions including, where relevant, the vocabulary restriction.

**Appendix II**  
**TERMS OF REFERENCE FOR MAUT STANDING COMMITTEES**  
 DRAFT 3- FEBRUARY 6, 2015

**PREAMBLE**

General Principles

- All MAUT Standing Committee members should be MAUT members.
- All Standing Committees report to Council in the spring General Meeting.
- Where the Chair of a Standing Committee is not determined *ex officio*, Council appoints the Chair.
- The MAUT Executive Committee or its designated working group prepares slates and proposes names to Council for membership on MAUT Standing Committees.

**MAUT STANDING COMMITTEES**

**RETIREE AFFAIRS COMMITTEE**

**Purpose:**

The Retiree Affairs Committee represents the interests of retirees to the University through MAUT and creates opportunities for retirees to engage in enjoyable social, recreational and educational activities and to foster a sense of community.

**Activities include:**

- Monitoring and making recommendations related to health and other benefits of retirees including privileges provided by McGill to retired academics
- Organizing social activities for retirees both within and outside the university

**Committee Composition:**

Chair (ex officio- the representative of McGill retire academics, elected as MAUT Council member; a maximum of 3 members appointed by Council in consultation with the Chair.

**Appointment term:**

Chair, 2 years; Members, 1 year with the possibility of renewal.

**FINANCE COMMITTEE**

**Purpose:**

The Finance Committee is advisory to the MAUT Executive Committee and Council regarding the creation and implementation of a financial policy for the association.

**Activities include:**

- Reviewing MAUT expenditure and revenue patterns of the previous year
- Occasionally, reviewing membership dues
- Making recommendations for long-term investment policy

**Committee Composition:**

Chair, The Vice-President (Finance) of MAUT; MAUT President; MAUT President-Elect; maximum of 3 MAUT members with relevant expertise, appointed by Council in consultations with the Chair (Vice-President, Finance).

**Appointment Term:**

Chair, 1 year; Members, 1 year with possibility of renewal.

## **NON-DISCRIMINATION COMMITTEE**

### **Purpose:**

The Non-Discrimination Committee promotes and assists in maintaining a non-discriminatory environment at the University with respect to gender, age, disabilities and minority categories.

### **Activities include:**

- Monitoring University policies and regulations and their implementation with regard to non-discrimination and if necessary, propose revisions to Council.
- Organizing educational workshops on non-discrimination and other activities promoting non-discrimination, equity and diversity.
- Serving as a resource for members regarding discrimination issues.
- Maintaining an ongoing liaison between MAUT and the Social Equity and Diversity Education Office (SEDE).

### **Committee Composition:**

Chair; a maximum of 4 members, appointed by Council in consultation with the Chair.

### **Appointment Term:**

Chair and members, 1 year with possibility of renewal.

## **TENURE AND MENTORING COMMITTEE**

### **Purpose:**

To provide new faculty and librarians support and guidance to become familiar with the tenure process early on in their career; to engage in, document, and present professional activities that will garner them tenure in due course; and to facilitate their integration in departments and McGill community.

### **Activities include:**

- Disseminating information about successful mentoring models at McGill
- Providing annual workshops for new faculty and chairs
- Soliciting departmental help in establishing formal and informal mentoring
- Alerting MAUT members about responsibilities regarding the preparation of the tenure dossier
- Identifying/introducing advisors to MAUT members who can assist in the preparation of the tenure dossier

### **Committee Composition:**

Chair; a maximum of 4 members appointed by Council in consultation with the Chair.

### **Appointment Term:**

Chair, 1 year; Members, 1 year with possibility of renewal.

## **NOMINATING COMMITTEE**

### **Purpose:**

The Nominating Committee solicits nominations for positions of officer and Council member from Council and the General Membership. It shall do so by way of Notice in the McGill Reporter, and using the Association's Newsletters, Listservs, Blogs, and web site.

### **Activities include:**

- Soliciting nominations
- Organizing elections
- Ensuring a fair election process
- Reporting results to Council and MAUT membership at the Spring General Election.

### **Committee Composition:**

Chair (immediate past MAUT President – Council to appoint another past President if immediate past President is unable to serve); a maximum of 4 members.

### **Appointment Term:**

Chair, 1 year; Members, 1 year with possibility of renewal.

## **COMMUNICATIONS COMMITTEE**

### **Purpose:**

The Communications Committee, in conjunction with Council, develops an effective communication strategy for MAUT and implements it.

### **Activities include:**

- Maintaining communication with members
- Disseminating information to current and potential members
- Exploring the use of alternative effective means of communication such as digital media and website
- Facilitating communication among members

### **Committee Composition:**

Chair (ex officio MAUT VP, Communication); a maximum of 4 members appointed by Council in consultation with the Chair.

### **Appointment Term:**

Chair, 1 year; Members, 1 year with possibility of renewal.

## **Remuneration Committee**

### **Purpose:**

The Remuneration Committee determines remuneration, including any annual salary increases for MAUT staff, which currently consists of the Administrative Officer, and the Professional Legal Officer.

### **Committee Composition:**

MAUT President, Past President, President Elect, VP Finance

**Appointment Term:**

For all members, 1 year.

### Appendix III

#### Changes to the Regulations on Sabbatic Leaves and Leave of Absence for Tenured and Tenure Track Academic Staff

In its October 14, 2014 meeting, Council authorized a working group comprising Alenoush Saroyan, VP Internal, Timothy Moore, and David Lowther to review the revisions proposed by Associate Provost Lydia White regarding the Regulations on Sabbatic Leaves and Leave of Absence for Tenured and Tenure-Track Academic Staff. Marc Richard and Joseph Varga were added to the working group to ensure that the perspective of librarians was also taken into account and that the proposed changes did not have negative legal implications for our membership.

The working group found the majority of the revisions superficial and without any consequence for our members. A few revised articles, however, were identified as potentially contentious, with potential implications for our membership. These items were discussed in a subsequent meeting with Associate Provost White, resulting in further additional changes that addressed MAUT concerns to the satisfaction of the working group.

The significant issues, MAUT concerns, and the final decision with respect to suggested changes following input from the MAUT working group are presented in two tables below.

<b>Recommended Changes to the Sabbatic Leave Regulations</b>	<b>MAUT Concerns</b>	<b>Decision</b>
Eligibility: iii. Have filed a Sabbatic Report to the satisfaction of the University	“to the satisfaction of University” is an ambiguous term without any specified criteria	Remove “to the satisfaction of the University”.
Remove professional development leave as it is not related to Sabbatic Leaves	Do not agree unless there is a comparable policy in place	Agree to leave it until a new policy on professional leave is in place.
Standing Committee on Sabbatic Leaves- Article 4.1.1 and 9.1	New wording might undermine the role of the Standing Committee on which MAUT has representation	Agree to keep it unchanged.

<b>Recommended Changes to the Leave of Absence Regulations</b>	<b>MAUT Concerns</b>	<b>Decision</b>
Article 5.6. A denial of a request for a leave of absence is without appeal and not subject to grievance	An MAUT member who believes that he/she has been unfairly treated by the University in regard to the interpretation or application of the policy or has been subject to arbitrary, discriminatory or unreasonable actions in relation to his or her request for a LoA has absolutely no recourse or remedy.	Agree to remove this added item.

**Appendix IV**  
**Changes to the Regulations on Appeals of Tenure Decisions**  
**(presentation to Council- January 2015 and follow-up changes)**



## Our Stats

COHORTS	2011-12	2012-13	2013-14
<b>Candidates</b>	<b>76</b>	<b>70</b>	<b>60</b>
<b>Grants of tenure</b>	<b>67</b>	<b>62</b>	<b>Grants of tenure-in progress</b>
<b>Withdrawals</b>	<b>2</b>	<b>6</b>	<b>6</b>
<b>Resignations</b>	<b>5</b>	<b>0</b>	<b>1</b>
<b>Outcomes</b>	<b>2 denials/1 appeal lodged/1 appeal heard/0 tenure granted</b>	<b>3 denials/3 appeals lodged/3 appeals heard/1 tenure granted</b>	<b>0 denials</b>

ISSUE	SUGGESTED/AGREED UPON CHANGE
Restricting “advisor” role to active academics.	Removed “active” from article. In “Definitions of term”, “Advisor” means a member of University community who has agreed to act in an advisory capacity...
Restricting the revised Appeals regulations to tenure cases, thus leaving reappointment cases out.	Appeals of negative reappointment decisions will continue to be dealt with under current regulations until such time as these regulations can be reviewed.
Specifying that any notification of “tending towards a negative decision” be in writing and contain substantive reasons for the denial.	<ul style="list-style-type: none"> <li>a) Concern to be also addressed in other regulations preceding the appeal process.</li> <li>b) “Full and substantive reasons” added to relevant articles.</li> <li>c) In case of librarians, recommendation to provide similar wording in the Regs for Librarian Staff to cover the gap that exists in final notification.</li> </ul>
Limiting preliminary determination that procedures have been followed in filing the Appeal to the Chair of the Appeals Committee instead of the entire committee.	This is a routine rather than technical task. To add “in consultation with the Secretary General” to give a second pair of eyes.

ISSUE	AGREED UPON CHANGE
Taking away the right of the Appellant to the Respondent's reply.	Add new article which gives the Appellant the right to apply at the meeting.
Questioning why a new body (New UTC) is suggested to reconsider the case if denial of tenure is deemed to have unreasonable basis.	a) In current regs, the Hearing Subcommittee rehears the case de novo if grounds of appeal are met. The Hearing Subcommittee has typically no expertise in the appellant's area. The New UTC to be called Ad Hoc UTC would consist of people with relevant expertise.
Making the UTC report (and the DTC report if the problem is at that level) available to the Ad Hoc UTC.	UTC report deleted from the list of documents available to the Ad Hoc UTC. DTC report (if the source of problem) to be also withheld from distribution by the SG.

ISSUE	AGREED UPON CHANGE
Not specifying a 37 weeks termination notice in all cases.	Wording changed. If at the time of the Principal's original decision against tenure, the appellant has not been given at least a 37 weeks' notice before the termination date of the current appointment, the staff member's appointment shall continue until May 31 <sup>st</sup> of the the year immediately following the Principal's original decision against tenure.
Allowing observers with permission of Chair.	The Hearing and deliberations are confidential.
Wording of grounds for Appeal.	To retain current wording.