McGILL ASSOCIATION OF UNIVERSITY TEACHERS
Presents

Thursday, November 8, 2018 | 11:30 am to 2:00 pm
McGill Faculty Club, 3450 McTavish, Billiard Room

RSVP: membership.maut@mcgill.ca by November 5, 2018

PROGRAM

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

Part I - The University: People and Processes

11:40 - 11:50  MAUT: Structure and Function  Nate Quitoriano, VP Internal
11:50 - 12:00  University Governance Structures  Marc Richard, Member McGill Senate
12:00 - 12:10  Grievance and Disciplinary Procedures  Joseph Varga, Professional & Legal Officer
12:10 - 12:20  Campus Community  Ken Hastings, Chair, MAUT Membership Committee

12:20 - 12:30  Question Period I
12:30 - 12:50  Lunch Buffet

PART II - Your Life and Academic Career at McGill

12:50 - 1:00  Tenure  Alenoush Saroyan, Past-President
1:00 - 1:10  Salaries and Benefits  Al Shrier, MAUT Member SBAC
1:10 - 1:20  Contract Academic Staff  Caroline Riches, MAUT Council
1:20 - 1:30  Recent/Current Academic Life Issues  Axel van den Berg, President
1:30 - 1:50  Question Period II and Discussion
Welcome to
MAUT’s Guide to the University
2018
Part I - The University: People and Processes
MAUT: Structure and Function

Nate Quitoriano, VP Internal
Our goals

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

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

Honore Kerwin-Borelli
Administrative Officer

Joseph Varga
Professional and Legal Officer

Jo-Anne Watier
Membership Engagement Officer
The Executive

Axel van den Berg - President

Petra Rohrbach - President-Elect

Alenoush Saroyan - Past-President
The Executive

Janine Mauzeroll - VP External

Nate Quitoriano - VP Internal

Dror Etzion - VP Finance

Nathan Hall - VP Communications
Overview of Key Roles

- 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
Overview of Key Roles

• **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
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

Honore Kerwin-Borrelli
Email: maut@mcgill.ca
514 398-3942

Joseph Varga
Email: jvarga.maut@mcgill.ca
514 398-3089

Jo-Anne Watier
Email: jo-anne.watier@mail.mcgill.ca
514 398-5485
McGill’s Governance Structures:  
How do they work? ... and why should I care?

● 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)

• 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
Royal Statutes (1972)

- University’s highest governance instrument
- Plural title, but in fact a single document
Royal Charter (1852) \(\rightarrow\) Statutes (1972) \(\rightarrow\) Quebec Legislation (1933, etc.)

Board of Governors

(has final authority over the conduct of all academic, business, and financial affairs of the University)
Royal Charter (1852) → Statutes (1972) → Board of Governors

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

→ Senate

Quebec Legislation (1933, etc.)
As an Academic Staff Member, You Can Be Elected to...

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**

57 / 111 members are representatives of the academic staff

- Faculty / Library representatives
- Academic staff at large (3 seats)

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 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

McGill

Senate

Committees of Senate

- Senate Standing Committees
- Committees Arising from University Regulations
- Ad Hoc Committees
- Joint Board-Senate Committee on Equity

McGill

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

For certain joint nominations, contact MAUT:
maut@mcgill.ca
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 Secretary-General)

- Understanding who does what helps you to manage these processes and avoid errors
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)

www.mcgill.ca/secretariat/policies-and-regulations

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

A

- Animals, Policy on the Study and Care of
- Anti-Doping Policy
- Appeals of Tenure Decisions, Regulations on (French Version)
- Approval of Contracts and Designation of Signing Authority, Policy on the Procedure for Second Signatures
- Archives - Terms of Reference

B

- Board of Governors Rules of Order and Procedure
- Born-Digital Record as the Official Record
Memorandum

Office of the [Senior/Executive Responsible]
Address 1
Address 2
Tel: number | Fax: number

TO: Senate
FROM: Name of Person Bringing Issue [Senior Officer]
SUBJECT: Subject Matter of Memo
DATE:
DOCUMENT #: DXX—XX Document Number (To be given by the Secretariat)
ACTION REQUIRED: □ INFORMATION □ APPROVAL/DECISION

ISSUE

BACKGROUND & RATIONALE

PRIOR CONSULTATION Information about what prior consultation has taken place, including legal and/or internal review, previous review by Senate and Senate Committees.
<table>
<thead>
<tr>
<th>Governance Body</th>
<th>Item of Business</th>
<th>Action</th>
<th>Governance Body Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate</td>
<td>Report of the Senate Steering Committee</td>
<td>For approval</td>
<td>September 12, 2018</td>
</tr>
<tr>
<td>Senate</td>
<td>Report of the Nominating Committee</td>
<td>For approval</td>
<td>September 12, 2018</td>
</tr>
<tr>
<td>Senate</td>
<td>Annual Report on the Policy on Harassment, Sexual Harassment and Discrimination</td>
<td>For information</td>
<td>September 12, 2018</td>
</tr>
<tr>
<td>Senate</td>
<td>Prohibited by Law (2017-18)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senate</td>
<td>Annual Report of the Joint Board Senate Committee on Equity (2017-18)</td>
<td>For information</td>
<td>September 12, 2018</td>
</tr>
<tr>
<td>Senate</td>
<td>New Regulations on Academic Staff Grievance and Discipline</td>
<td>For information</td>
<td>April 17, 2019</td>
</tr>
<tr>
<td>Senate</td>
<td>New Regulations on Academic Staff Grievance and Discipline</td>
<td>For approval</td>
<td>May 15, 2019</td>
</tr>
</tbody>
</table>
October 2018

- Senate Agenda October 24, 2018
- Report of the Steering Committee (18-19:02)
- Question and Response Regarding Impact of International Tuition Deregulation
- D18-05 Report of the Senate Nominating Committee
- D18-06 Annual Report Concerning the Investigation of Research Misconduct (2017-18)
- D18-07 Progress Report on Sustainability Initiatives at McGill
- D18-08 University Advancement Annual Report (2017-18)
- D18-09 Report from the Board of Governors to Senate
- D18-10 Notice of the Joint Board-Senate Meeting: November 14, 2018
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 8, 2018
Joseph Varga, MAUT - Professional and Legal Officer
2018
McGill’s Internal Regulations, Policies, Procedures and Guidelines?

Over 147 Regulations, Policies, Procedures and Guidelines (Over 868 pages)
Secretariat Office: www.mcgill.ca/secretariat/policies

Academic Salary Policies
Academic Personnel Office: http://www.mcgill.ca/apo/academic-staff

Pension, Health, Dental, Employee Assistance Program, Short Term & Long Term Disability, and Life Insurance ...
Human Resources Office: http://www.mcgill.ca/hr/welcome-human-resources

Research and Innovation
Research and Innovation Office: http://www.mcgill.ca/research/researchers/policies
Grievance Procedure
SCENARIO WITHOUT SETTLEMENT
Regulation Relating to the Employment of Academic Staff, Section 11

CAUSE OF GRIEVANCE – clock starts.

FIRST STAGE – file within 20 work days with immediate superior (normally the Chair).
- Meet within 10 work days.

SECOND STAGE – file within 10 work days with next superior (normally the Dean).
- Meet within 10 work days.

THIRD STAGE – file within 10 work days with Grievance Committee
- Hearing, Grievance Committee writes report (findings of fact and recommendations)

FINAL STAGE – Principal’ Decision
- Within 30 work days of receiving recommendations from Grievance Committee

Notes:
- Member’s burden of proof (evidence based)
- Extend deadlines by mutual consent.
- July and August are not taken into account in calculating deadlines.
Disciplinary Procedure

SCENARIO WITHOUT SETTLEMENT

Regulations Relating to the Employment of Academic Staff, Sections 9, 12 and 13

Notes:

* Principal’s residual powers to initiate disciplinary action without dean’s recommendation.

** A letter of reprimand is so designated and is expunged from the record at a date stated in the letter (not more than 5 yrs. after the date of the letter).

# Suspension with or without pay to a max. of 6 months.

Joseph Varga, MAUT-Professional and Legal Officer
FOR ADDITIONAL SUPPORT AND INFORMATION


Joseph VARGA
MAUT-Professional and Legal Officer
514-398-3089
jvarga.maut@mcgill.ca
MAUT’s Guide to the University

November 8, 2018

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  

Total  39,169

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**Graph:**

- Full-time undergraduate comparisons:
  - McGill
  - UBC
  - Ottawa
  - Alberta
  - Western
  - Calgary
  - Queens

- UdeM 27k, Laval 26k, UQaM 21k, Concordia 20
Who are all these people? 2017 numbers

**Academic staff**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure track Prof/Librarian</td>
<td>1,720</td>
</tr>
<tr>
<td>Contract Academic Staff</td>
<td></td>
</tr>
<tr>
<td>full-time</td>
<td>409</td>
</tr>
<tr>
<td>part-time</td>
<td>416</td>
</tr>
<tr>
<td>unionized (Course Lecturers)</td>
<td>~ 800</td>
</tr>
<tr>
<td>clinical teaching hospital</td>
<td>1,323</td>
</tr>
<tr>
<td>clinical affiliated institutions</td>
<td>1,192</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>3,828</strong></td>
</tr>
</tbody>
</table>

**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

Total = ~50,000

- Undergraduate Student
- Graduate Student
- Postdoc/Resident
- Tenure/track Academic Staff
- Contract Academic Staff
- Admin/Support Staff
- Research Assistant/Assoc

Tenure/track Academic Staff
Contract Academic Staff
Admin/Support Staff
Research Assistant/Assoc
Graduate Student
Postdoc/Resident
Undergraduate Student

Total = ~50,000
<table>
<thead>
<tr>
<th>Category</th>
<th>Voluntary Association</th>
<th>Obligatory Ass’n Labor Union</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tenure/track academic staff</strong></td>
<td>MAUT</td>
<td></td>
</tr>
<tr>
<td><strong>Contract academic staff</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Lecturers/Instructors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Lecturers/Prof Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ranked academic staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Admin/support staff</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M class/Professional</td>
<td>MUNASA</td>
<td></td>
</tr>
<tr>
<td>Clerical/Technical</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Research Assistants/Associates/(Postdocs)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual employees (often students)</td>
<td>AMUSE</td>
<td></td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>SSMU</td>
<td></td>
</tr>
<tr>
<td>Graduate students (Postdocs)</td>
<td>PGSS</td>
<td></td>
</tr>
<tr>
<td>Trades</td>
<td>SEIU</td>
<td></td>
</tr>
</tbody>
</table>
Part II - Your Life and Academic Career at McGill
MAUT's Guide to the University TENURE

Alenoush Saroyan

November 2018
In a nut-shell

- Career trajectory
- Leaves and life events
- Prioritizing
- Work life balance
Initial appointment for 3 years.
Reappointment for 1, 2, or 3 yrs.

- Assistant Professor: Tenure Track
- Associate Professor
- Full Professor
- NRA
- Average Retirement Age: 65 (6 years), 68.5 (6-10 years)
Preparing for Tenure
References & Sources of Information

McGill
Department of Educational and Counselling Psychology in the Faculty of Education
Département de psychopédagogie et de counseling de la Faculté des sciences de l'éducation

LETTER FROM CHAIR/DEAN WITHIN 60 DAYS OF APPOINTMENT

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

REAPPOINTMENT LETTER

McGill
Regulations Relating to the Employment of Librarian Staff

McGill
Secretariat

2018-19 Cohort

2019-20 Cohort

Teaching and Learning Services (TLS)
A member of Student Life and Learning

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

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

TO-DO LIST:
1. EVERYTHING
2. ???
3. ???
Prioritizing

Do First
What’s Due
First?
Prioritizing
Work Life Balance

http://www.mcgillathletics.ca/sports/2012/10/31/1031123936.aspx  $17.40
https://www.mcgill.ca/facultyclub/cenatraide-trivia-quiz
https://www.morganarboretum.org/activities.html
https://www.mcgill.ca/gault/
http://www.mcgill.ca/hr/benefits/eap
Connect with MAUT and Your Community
MAUT’s Guide to The University

Salaries and Benefits

Al Shrier
Committee on Academic Staff Compensation (CASC)

1) Membership of CASC

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

Alenoush Saroyan, Axel van den Berg, Petra Rohrbach, Ken Hastings, Catherine Lu and Jacques Hurtubise

Resource persons
- 1-2 MAUT Advisors
- Associate Vice-Principal (Human Resources) ; Director, Total Compensation

Advisor: Joseph Varga
2. 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.
1) Salaries

The salary component consisted of three consecutive salary increases:

- FY2017 3.0% (0.75% ATB and 2.25% merit)
- FY2018 2.5% (0.75% ATB and 1.75% merit)
- FY2019 2.15% (TBD)

2) Pension

Review and deliberate any changes to the MUPP
MUPP includes all McGill employees, not just academics
Defined contribution plan since 2009 – includes university contribution
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).
3. Promotional Increase

$5000 increase in base academic salary

For promotion to the rank of associate or full professor/librarian; full-time faculty lecturers promoted to the rank of senior faculty lecturer or Assistant Professor (CAS)

4. Professional Development Allowance

$750 in expenses resulting from membership in scholarly societies, travel and registration for scholarly meetings, subscription to scholarly journals and scholarly books. The yearly allowance may be accumulated to a maximum of $1,500 over a two-year period
Staff Benefits Advisory Committee (SBAC)

1) Membership of SBAC

- 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

MAUT SBAC Representatives:
Edith Zorychta, Thomas Duchaine, Al Shrier
2) Mandate:

To review issues, including: Health Plan, the Dental Plan, the Long Term Disability Plan and the Life Insurance Plan. The Pension Plan is not included.
3) Benefits:

**Health and Dental Plans:**
SBAC consists of representatives of employee groups and of the University administration
Our insurance plans are entirely self-financing
Premiums for our insurance plans are entirely related to the claims
Employees cover half the premiums and the University the other half
- Retirees cover 70% Health and 100% Dental premiums
Everything is transparent and there are 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% balance of monthly earnings up to $5,325
- until retirement or age 65
1. Health Care
Two components: 1) Projected loss ratio; 2) Large Amount Pooling (LAP). The overall increase in the Health Care Premium for 2018 will be 2%.

Dental Care
The overall increase in the Dental Plan for 2018 will be 3%.

<table>
<thead>
<tr>
<th>Year</th>
<th>Supplemental Health</th>
<th>Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single</td>
<td>Family</td>
</tr>
<tr>
<td>2017</td>
<td>$21.84</td>
<td>$43.04</td>
</tr>
<tr>
<td>2018</td>
<td>$22.40</td>
<td>$44.13</td>
</tr>
<tr>
<td>2019</td>
<td>$22.85</td>
<td>$45.02</td>
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</tbody>
</table>

*Plus sales tax of 9% for residents of Québec, 8% for residents of Ontario*
2. Long Term Disability
- increase of 4% from $0.991/$100 of monthly earnings to 1.031%/$100

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>2018 Rate</th>
<th>2019 Rate</th>
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</thead>
<tbody>
<tr>
<td>$45,000</td>
<td>$16.62</td>
<td>$17.28</td>
</tr>
<tr>
<td>$75,000</td>
<td>$31.16</td>
<td>$32.41</td>
</tr>
<tr>
<td>$100,000</td>
<td>$41.55</td>
<td>$43.21</td>
</tr>
</tbody>
</table>

3. Optional Life Insurance
0% increase in rates January 2019.

For example, someone 50 years old taking $100,000 of optional insurance the cost would be $10.70/month.
McGill Board of Governors

Human Resources Committee McGill Board of Governors

Provost

PAC Chair – Ass VP HR

CASC

PAC
Pension Administration Committee (PAC)

1) Membership of PAC

- 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

MAUT PAC Members:
Julia Scott, Chris Ragan
2) 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
MAUT's Guide to the University

CONTRACT ACADEMIC STAFF (CAS)

8 November 2018
**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
**CONTRACT ACADEMIC STAFF**

**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 on 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

<table>
<thead>
<tr>
<th>Faculty/Area</th>
<th>All CAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agr. &amp; Env. Sci</td>
<td>25</td>
</tr>
<tr>
<td>Arts</td>
<td>75.5</td>
</tr>
<tr>
<td>Continuing Studies</td>
<td>25</td>
</tr>
<tr>
<td>Dentistry</td>
<td>271</td>
</tr>
<tr>
<td>Education</td>
<td>12</td>
</tr>
<tr>
<td>Engineering</td>
<td>9</td>
</tr>
<tr>
<td>Law</td>
<td>6</td>
</tr>
<tr>
<td>Libraries</td>
<td>2</td>
</tr>
<tr>
<td>Management</td>
<td>26</td>
</tr>
<tr>
<td>Medicine</td>
<td>2801</td>
</tr>
<tr>
<td>Music</td>
<td>29</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>0</td>
</tr>
<tr>
<td>Science</td>
<td>78</td>
</tr>
<tr>
<td>Non-Faculty Other</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3366</strong></td>
</tr>
</tbody>
</table>

From: McGill Staffing Report, 2018
# CAS numbers across McGill

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

<table>
<thead>
<tr>
<th>Unranked CAS</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Associate*</td>
<td>0</td>
<td>117</td>
<td>114</td>
<td>110</td>
<td>124</td>
<td>130</td>
</tr>
<tr>
<td>Senior Academic Associate</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Curator</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Associate Curator</td>
<td>0</td>
<td>5</td>
<td>8</td>
<td>5</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Professor of Practice</td>
<td>0</td>
<td>6</td>
<td>11</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>Professional Associate**</td>
<td>160</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Director Non-Stipend(^1)</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assoc Dir Non-Stipend(^1)</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>171</td>
<td>138</td>
<td>139</td>
<td>131</td>
<td>144</td>
<td>150</td>
</tr>
</tbody>
</table>

---

From: McGill Staffing Report, 2018
### CAS numbers across McGill

#### Table 22 a, b: Ranked Full-Time Contract Academic Staff Distribution

**a) by rank**

<table>
<thead>
<tr>
<th>Ranked CAS(^1)</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>12</td>
<td>12</td>
<td>16</td>
<td>29</td>
<td>37</td>
<td>43</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>24</td>
<td>35</td>
<td>54</td>
<td>97</td>
<td>103</td>
<td>107</td>
</tr>
<tr>
<td>Senior Faculty Lecturer</td>
<td>n/a</td>
<td>n/a</td>
<td>6</td>
<td>12</td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td>Faculty Lecturer</td>
<td>117</td>
<td>123</td>
<td>118</td>
<td>124</td>
<td>133</td>
<td>127</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>154</td>
<td>171</td>
<td>195</td>
<td>266</td>
<td>292</td>
<td>294</td>
</tr>
</tbody>
</table>

#### Table 24 a, b: Ranked Part-Time Contract Academic Staff Distribution

**a) by rank**

<table>
<thead>
<tr>
<th>Ranked CAS(^1)</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>10</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>43</td>
<td>47</td>
<td>41</td>
<td>30</td>
<td>26</td>
<td>25</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>150</td>
<td>171</td>
<td>159</td>
<td>113</td>
<td>117</td>
<td>116</td>
</tr>
<tr>
<td>Senior Faculty Lecturer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Faculty Lecturer</td>
<td>332</td>
<td>296</td>
<td>292</td>
<td>237</td>
<td>220</td>
<td>211</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>535</td>
<td>521</td>
<td>497</td>
<td>382</td>
<td>365</td>
<td>355</td>
</tr>
</tbody>
</table>

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
Recent/Current Academic Life Issues

Axel van den Berg, President
What are we working on now?

• Fair and transparent 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
• A more transparent Dean selection process
• Surveying health insurance programs in other universities