

**INTERIM REPORT TO SENATE
OF
THE NON-TENURE TRACK ACADEMIC STAFF TASK FORCE**

5 February 2008

Introduction

In the Spring of 2007 the Office of the Provost established a Non-Tenure Track Academic Staff Task Force (“NTT Task Force”) with the mandate to review and make proposals on a range of issues affecting the University’s non-tenure track academic staff, and in particular:

1. The principles that should guide the utilisation of non-tenure track academic staff in a research-intensive, student-centred institution;
2. The academic classifications, designations and duties of non-tenure track academic staff;
3. The terms and conditions of employment of non-tenure track academic staff (including salaries, career progression, benefits, and their resource implications);
4. Equity within and across Faculties in the work loads and compensation of non-tenure track academic staff;
5. The role of non-tenure track academic staff in unit and University governance;
6. The recognition of the contributions of non-tenure track academic staff (including, but not limited to, awards).

The NTT Task Force was also given the mandate to address the special concerns of GFT-H faculty members in our affiliated hospitals and research institutes.

Membership of NTT Task Force:

The NTT Task Force is comprised of 13 persons.

In addition to the Provost, the chair, the membership of the NTT Task Force includes:

- Three representatives of the non-tenure track academic staff (Rhonda Amsel, Helene Riel-Salvatore, Steven Robertson);
- Two representatives of the tenure track academic staff (Katherine Gray-Donald, Mary Dean Lee);
- Four faculty level academic administrators (Robert Bracewell, Bruce Minorgan, Luc Mongeau, John Robson; and
- One representative of MAUT (Malcolm Baines);
- Two Associate Provost’s (Helene Perrault, Bill Foster).

The Task Force is supported by two resource personnel:

- the Director, Academic Personnel Office (Diana Dutton);
- the Special Advisor to the Provost (Laura Winer).

Meetings:

The NTT Task Force, to date, has held six meetings – 16 & 26 November and 11 December 2007; 7 & 22 January and 4 February 2008.

Preliminary Work Undertaken by NTT Task Force:

To date the NTT Task Force has:

- Reviewed the 2004 *Report from the Task Force on Non-Tenure-Track Academic Staff*. (It should be noted that it is the intention of the current NTT Task Force, where appropriate, to build on recommendations contained in the 2004 report.)
- Indexed, tabulated and reviewed the various non-tenure track academic classifications – official and unofficial – in use by the University and Faculties.
- Undertaken a review of the terminology used by the University to distinguish between non-tenure track (i.e. “part time”) and tenure track (i.e. “full time”) staff – and its (in)appropriateness.
- Prepared initial statistical analyses of the distribution of:
 - academic staff between the non-tenure track and tenure track categories;
 - non-tenure track staff among Faculties;
 - non-tenure track staff among the various non-tenure track academic “classifications.”
- Prepared an initial statistical analysis of the primary source of funding for non-tenure track staff.
- Prepared a review of the various policies affecting academic staff to ascertain the rights, privileges and benefits currently afforded non-tenure track staff, including the regulations governing their participation in University governance

For the information of Senate, a table (see appendix) comparing the current NTT staff population as defined by our HR information system and the population surveyed for the 2004 Task Force Report is attached.

The Task Force began by affirming the fact that NTT staff are, and will continue to be, an important component of the University’s academic staff and are critical to the achievement of its mission. Indeed, NTT staff are a valued component of the academic staff of all Canadian and American universities. However, the Task Force has yet to complete its consideration of the principles and factors that should guide the utilisation of NTT staff.

Universities are not in a position to appoint all academic staff to tenure track positions given the long term financial commitment inherent in such appointments and the vagaries in university funding over which institutions, especially in the public sector, have no or very little control. Moreover, NTT staff also provide universities with flexibility in adapting quickly to new, and perhaps, temporary needs. In principle, however, NTT appointments should be limited to academic appointments which fall into at least one of the following categories:

- provide the University with flexibility to adjust to new research or program directions without the constraint of the “long term” commitments inherent in tenure track appointments;
- are supported by “soft funds”;
- do not demand of the appointee performance in all three areas of academic duties;

- are made to cover academic staff on leave or on “teaching release”;
- are directed to the teaching of courses mandated by a professional accreditation body;
- are dictated by the need to keep undergraduate classes at a reasonable size;
- are dictated by unexpected (and temporary) increases in student enrolment;
- respond to temporary growth in program and curricular offerings;
- contribute to the development or on-going activities of a research program on a short term basis.

Much of the work of the NTT Task Force to date has focused on terminology and the definition of classifications which should be used for the designation of various categories of NTT staff. This should be completed soon. General agreement has already been reached on a number of principles, namely:

- In general, all academic appointments should be restricted to persons:
 - who are appointed to a recognized academic unit (e.g. faculty, department, research centre, institute, school); and
 - whose primary function is to engage in at least one or more of the academic duties of “teaching” and/or “research” – the provision of “service” alone will not support an academic appointment.
- The terms “full time” and “part time” shall no longer be used to signal the “tenure track status” of academic appointees – but, if retained, should be used simply to signal academic appointees’ workload.
- The terms “tenure track” and “non-tenure track” should be used to signal the “tenure track status” of academic appointees.
- In principle, and where feasible, provision should be made to allow NTT staff to progress through the ranks when they meet the criteria specified for “promotion” – and the criteria for promotion of NTT staff should be appropriate to the nature of their appointments.
- The terms and conditions of NTT staff appointments should be guided by principles of fairness and equity tempered, however, by the realities of the resources available to the institution.