

# Academic Teaching Staff (ATS) Agreement Implementation

## Information Document

### May 25, 2017

#### Preamble

The Academic Teaching Staff (ATS) Agreement was approved by the Board of Governors on May 12, 2017 following ratification by the membership of the AASUA announced on March 22, 2017.

In April, 2014, the Board provided Administration with a mandate to develop an academic performance evaluation and career progression model which would demonstrate the University's commitment to a teaching-intensive career path within the CAS:T Agreement. Furthermore, in order to address a key concern of the CAS:T constituency, the mandate provided the ability to establish greater position security, by adopting a "contingent" appointment option for CAS:T Agreement staff members, and a range of appointment options more in keeping with the work undertaken and working conditions experienced by CAS:T staff.

Faculty & Staff Relations and Employment Services provided 2 general information sessions for administrators and have met individually with several Faculties to discuss specific implementation questions and concerns. As a result of these and other interactions, we propose this Information Document to help guide implementation.

#### Fundamental Points to Remember

- The ATS Agreement replaces, in its entirety, the CAS:T Agreement, effective July 1, 2017. All current CAS:T staff will move to the ATS Agreement with all employment history from the CAS:T agreement remaining relevant within the context of the ATS Agreement.
- All Faculties with ATS staff will establish an ATS Evaluation Committee (ATSEC).
- Refer to Appendix A of the ATS Agreement (attached).
- Rolling Term contracts will be eliminated and may be replaced by either a Career Status appointment or some appropriate equivalent form of Term Status appointment.
- Term appointments may be made to a maximum of 6 years at a time. At the end of each 6 year term, a new term appointment may be made for a further 6 years.
- Funding for positions may come from any source that permits payment of teaching responsibilities.
- For Lecturer appointments, there will be 3 ranks (Assistant, Associate, and Full) for Career Status and Term Status. ATSEC will determine performance expectations and promotion criteria.
- A 4<sup>th</sup> stand-alone appointment (and rank) of Instructor is for those staff members who are on temporary, short, time-limited contracts.

#### Salary and Benefits and Pension

- Current Salary Schedules (including increment eligibility) and Benefits and Pension Programs will remain intact until such time as changes may occur as a result of collective bargaining.
- ATS Agreement staff members will continue to receive the salaries that they received under the CAS:T Agreement.
- For those Faculty who have an approved salary scale for specific positions within that Faculty which is greater than the CAS:T scale, those scales will still be in effect.
- Full-time Career, Term 12, Term 8 and Term 8R Status staff members are eligible to receive benefits at the same level as current benefits coverage under the CAS:T Agreement.
- Instructors, Part-time Career Status and Part-time Term Status staff members are not eligible to receive benefits.
- Full-time Term 8 and Term 8R Status staff members have the option to continue certain benefits during the inactive period subject to pre-payment by staff members.

## **APPENDIX I – Interpretation and Transition**

- There is a 2-year transition period to allow an Interpretation Committee to monitor, review and revise Agreement language as well as administrative forms and processes based upon our experiences with the implementation of the ATS Agreement.
- The Interpretation Committee will solicit advice and comments from both administrators and staff during the transition period.
- If a Faculty is currently able to improve the terms of the Agreement (as through previous appropriate consultations under the CAS:T Agreement) then they may continue to do so. The Faculty must ensure that internal equity among ATS Agreement staff members is maintained. Details of any variation will be included in the special conditions section of the appointment letter and approved by Faculty and Staff Relations.

### **Career Status Appointments**

- Career Status appointments do not have an end date as they are contingent appointments, similar to those under the Faculty Agreement (no end date but working notice of one year is required).
- The Faculty will determine which former CAS:T positions should be converted to Career Status; ideally these decisions will be prior to the July 1, 2017 implementation date.
- Rolling Term staff may move to Career Status, however, Faculties may also choose to transfer staff members currently on Rolling Term appointments to 12 month contracts to a maximum of 6 years per appointment contract.

### **Term 12 (Month) Appointments**

- If Faculty have individuals who they appoint each year on an ongoing basis, Term 12 gives the staff member more security as they can be appointed for up to six years in one contract.
- A desired outcome of the ATS Agreement is encouragement of Departments to provide longer term contracts to long standing staff members, ensuring that they are not required to apply for reappointment year after year.

### **Term 8, 9, 10 or 11 (Month) Appointments**

- The primary change for these appointments will be the requirement for annual evaluation with established standards and promotion within ranks.
- The appointment letters will be fundamentally the same.

### **Recurring Term 8, 9, 10 or 11 (Month) Appointments**

- Recurring appointments are those where the appointment period may be 2 to 6 years but the staff member is required to work either 8, 9, 10, or 11 months of the year. The remaining months of each year are considered an inactive period.
- These appointments will also provide greater security.
- Staff may purchase certain benefits during the period of inactive service.

### **The Role of ATSEC<sup>1</sup>**

ATSEC will prepare for the approval of Faculty Council<sup>2</sup> and the Provost, the following:

- Position profiles – all ATS positions require specific or generic position descriptions (see clause 6.1.c. of the ATS Agreement).
- Position expectations and standards of performance for each rank and for all responsibilities identified within the position profiles.
- Ensure a multi-faceted annual evaluation of teaching.

- The format of the annual report (including recommendation of the use of the “Faculty Annual Report” on-line system in Faculties that utilize that system).
- Procedures governing application for promotion.
- Criteria for recommendations regarding probationary periods.
- Criteria for annual increment recommendations.

<sup>1</sup>Faculty and Staff Relations have provided a proposed template for the ATSEC committee (attached) and will provide a template for Position Profiles. Faculties which have already developed standards under the CAS:T Agreement will be approached to share their standards.

<sup>2</sup>Some Faculty Councils do not currently include all members under the CAS:T Agreement as members of Faculty Council. In those Faculties, the approvals by Faculty Council contemplated under the ATS Agreement will also need to include a full vote by all members under the ATS Agreement.

## **Appointment Letters**

- Appointment Letters are located in the Forms Cabinet on the HRS website and are also attached to this communication.
- To ensure that you are clear that you are making an appointment to the appropriate contract status, there is a separate appointment letter for each.
- Appointment Letters must be signed by the Dean or designate. The Dean can designate the Vice-Dean, Associate Dean, or Department Chair to sign the appointment letters (see Article 4).
- For those appointment contracts already received in Employment Services for July 1, 2017 and beyond and, where the contract status remains the same, a new ATS appointment contract is not required. Employment Services will, through their normal processes, review all contracts received and will contact you if they notice any issues. The Faculty should, however, at a minimum advise these staff members in writing that their appointment contract will be under the ATS Agreement rather than the CAS:T Agreement.
- As the new ATS forms are now available, the new ATS appointment letters should be used for appointments or reappointments effective July 1, 2017.
- For those term appointments that do not end on June 30, 2017, staff members should be notified in writing that their appointments are now governed by the ATS Agreement.
- The Academic Pay Action Form has been updated and is available in the HRS Form Cabinet to indicate ATS.

## **Position Titles by Rank**

- For those Faculties who are already using specific ranks and position titles, those titles are still in effect.
- For Faculties needing to determine their choice of position titles, this will be at the discretion of the senior management team; however, the decision may also be made with the advice of the Faculty ATSEC and the Faculty Council.
- Faculties have enquired whether 2 cohorts of ranks could be established within a Faculty – for example, Assistant/Associate/Full Teaching Professor and Assistant/Associate Full Faculty Lecturer. Before doing so, please consult first with Faculty and Staff Relations.

### **Who to contact if you have any questions please feel free to contact**

Susan Buchsdruecker, Faculty & Staff Relations, Provost and Vice-President (Academic)  
 Donna Herman, Faculty & Staff Relations, Provost and Vice-President (Academic)  
 Lise Warick, Employment Services, HRS  
 or email [fsrel@ualberta.ca](mailto:fsrel@ualberta.ca).

**Academic Teaching Staff Evaluation Committee (ATSEC)  
Proposed Composition**

<b>Non-Departmentalized Faculty PROPOSED ATSEC</b>		
<b>PROPOSED MEMBERS</b>	<b>Method of Appointment</b>	<b>Term of Office</b>
<b>Voting Member</b> Chair – Faculty Evaluation Committee Chair or Vice-Dean	Ex officio	n/a
<b>May be Voting Member(s)</b> Addition of other senior administrators who interact on a regular basis with the ATS staff members. Voting member if the senior administrator makes increment recommendations.	Ex officio	n/a
<b>Voting Members</b> 2-3 (or more) ATS staff members (may wish to limit to Lecturer ranks)	Elected by ATS staff members of the Faculty	2 years with the maximum of 2 consecutive terms
<b>Voting Member(s)</b> 1-2 (or more but less than the number of ATS staff members) tenured staff members, preferably current or former members of the Faculty Evaluation Committee.	Elected by tenure-track staff members of the Faculty	2 years with the maximum of 2 consecutive terms
<b>Voting Member</b> 1 ATS staff member from another Faculty	Appointed by the Provost	2-3 year term
<b>Non-Voting Member</b> Administrative Staff member as a resource	Ex officio	n/a

<b>Departmentalized Faculty PROPOSED ATSEC</b>		
<b>PROPOSED MEMBERS</b>	<b>Method of Appointment</b>	<b>Term of Office</b>
<b>Voting Member</b> Chair – Dean, Vice-Dean or an Associate Dean	Ex officio	n/a
<b>May be Voting Member(s)</b> Addition of other senior administrators who interact on a regular basis with the ATS staff members. Voting member if the senior administrator makes increment recommendations.	Ex officio	n/a
<b>Voting Members</b> Department Chairs or Associate Chairs from the Departments that have ATS staff members	Ex officio	n/a
<b>Voting Members</b> 2-3 (or more) ATS staff members (may wish to limit to Lecturer ranks)	Elected by ATS staff members of the Faculty	2 years with the maximum of 2 consecutive terms
<b>Voting Member(s)</b> 1-2 (or more, but less than the number of ATS staff members) tenured staff members, preferably current or former members of the Faculty Evaluation Committee.	Elected by tenure-track staff members of the Faculty	2 years with the maximum of 2 consecutive terms
<b>Voting Member</b> ATS staff member from another Faculty	Appointed by the Provost	2-3 year term
<b>Non-Voting Member</b> Administrative Staff member as a resource	Ex officio	n/a

**APPENDIX A from ATS Agreement**

<p align="center"><b>This Table provides a Summary for Ease of Use of Articles 6, 8, 9 and 10 APPOINTMENTS to a POSITION Full-Time (FT) or Part-Time (PT) as Indicated</b></p>			
<b>RANKS -TITLES</b> (Regardless of Contract Status, each rank can be achieved)	<b>CONTRACT STATUS</b>	<b>PROBATIONARY PERIODS and METHOD of ANNUAL EVALUATION</b>	<b>LAY-OFF PROVISIONS</b>
<p><b>Full Lecturer</b> <i>Sample Titles</i></p> <ul style="list-style-type: none"> <li>- Master Coach</li> <li>- Clinical Professor</li> <li>- Teaching Professor</li> </ul> <p><b>Associate Lecturer</b> <i>Sample Titles</i></p> <ul style="list-style-type: none"> <li>- Senior Coach</li> <li>- Associate Clinical Professor</li> <li>- Associate Teaching Professor</li> </ul> <p><b>Assistant Lecturer</b> <i>Sample Titles</i></p> <ul style="list-style-type: none"> <li>- Coach</li> <li>- Assistant Clinical Professor</li> <li>- Assistant Teaching Professor</li> </ul>	<p><b>Career (FT or PT)</b></p> <p>Contingent – no end date.</p>	<p>Probationary Period of 12 months.</p> <p>Evaluated by Academic Teaching Staff Evaluation Committee (ATSEC).</p>	<p>Provided working notice of not less than 12 months of contract termination.</p> <p>No severance.</p>
	<p><b>Term 12 (FT or PT)</b></p> <p>Appointment period of 12 months to a maximum of 6 years.</p>	<p>Probationary Period of 12 months with appointment period greater than 24 months.</p> <p>Evaluated either by ATSEC or by the Department Chair, as determined by ATSEC.</p>	<p>Provided 3 months' working notice if contract is terminated prior to end date.</p> <p>Provided severance of one month for each full year of service to a maximum of 9 months.</p>
	<p><b>Term 8R (FT)</b></p> <p>Appointment period from 24 months to a maximum of 6 years, but where the full-time workload occurs in 8, 9, 10 or 11 months within each year. Staff member may purchase benefits during the inactive period (period of leave without pay).</p>	<p>Probationary Period not required.</p> <p>Evaluated either by ATSEC or by the Department Chair, as determined by ATSEC.</p>	<p>Provided working notice to the full-time workload end-date. (e.g., appointment period of July 1 to June 30 with full-time workload occurring from September 1 to April 30, full-time workload end-date is April 30.)</p> <p>No severance.</p>
	<p><b>Term 8 (FT or PT)</b></p> <p>Appointment period of 8 months to less than 12 months.</p>	<p>Probationary Period not required.</p> <p>Evaluated either by ATSEC or by the Department Chair, as determined by ATSEC.</p>	<p>Provided working notice to the end of the appointment period.</p> <p>No severance.</p>
<p><b>Instructor</b></p> <p>(used for temporary, time-limited, adhoc circumstances)</p>	<p><b>Instructor (FT or PT)</b></p> <p>Appointment period of less than 8 months as FT or less than 12 months as PT.</p>	<p>Probationary Period not required.</p> <p>Evaluated by Department Chair.</p>	<p>Provided working notice to the end of the appointment period.</p> <p>No severance.</p>