

## FACULTY PROPOSALS- COORDINATORS

The following initial proposals were presented to the CEC negotiations team on August 5, 2021. Below you will find our overview of the proposals, as well as the language itself. In the margins, you will find brief notes explaining the intent of the change. Directly below, you will find the coordinator demands passed at our final demand-setting meeting in April that these proposals were written to address following our consultation processes with faculty across the province.

### Demands:

- Ensure that all faculty workload is accurately recorded
- Ensure that all academic work is performed by faculty who are employees of that College
- "Clarify coordinator role, including but not limited to the selection process for coordinators, preference for full time faculty, time allocated, salary steps, and equity, including coordinator duties for counsellors and librarians"
- Strengthen language to ensure equity, diversity, and inclusion of equity-seeking groups in hiring, retention, advancement, workload, and compensation

### Overview:

Coordinators are vital to the success of college programming and services. Coordinators work collaboratively with virtually every department in the college to ensure student success. They are the link between college administration and the frontline. Coordinators play a central role in building a future together. Yet we have heard from coordinators across the province that Colleges have paid little attention to formalizing their roles and responsibilities. In some colleges, we were alarmed to learn that this academic leadership responsibility is being assigned to non-academic staff. Faculty are frustrated by the lack of clarity around roles and responsibilities, hours allotted and compensation for coordinator duties. This frustration and lack of clarity have led to high rates of turnover.

The lack of academic leadership in hiring practices erodes the quality of education we provide our students. In fact, many colleges struggle to find faculty members willing to coordinate because of the lack of transparency and increasing hidden workload demands when it comes to coordinator appointments and duties. The language we are proposing will ensure transparency and equity for the assignment of coordinator duties, compensation and the appointment process. Coordinators provide academic leadership in courses, programs and services to ensure student success. This language acknowledges the value of coordinators in the college system.

Article 14  
Guidelines  
Allowances – Professors

14.03 A 3 ~~Coordinator Allowance – Coordinators are teachers who in addition to their teaching responsibilities are required to provide academic leadership in the coordination of courses and/or programs. Coordinators report to the academic manager who assigns their specific duties, which shall be determined prior to the acceptance of the designation, subject to changes as circumstances require. It is understood that coordinators do not have responsibility for the supervision or for the disciplining of teachers in the bargaining unit. It is not the intention of the Colleges to require employees to accept the designation of coordinator against their wishes.~~

~~Those employees who are designated as coordinators will receive an allowance equal to one or two steps on the appropriate salary schedule. Such allowance will be in addition to the individual's annual base salary.~~

Coordinators shall exclusively be members of the bargaining unit who provide leadership to a course(s), program(s), counselling service(s) or library service(s), and as such, contribute to strong academic offerings, a positive learning culture for students and effective communications amongst colleagues. Coordinators shall be full-time faculty members unless no full-time faculty are available.

[NEW]  
14.03 A7

Coordinator Employment Equity

i) The parties agree that the decision-making processes about coordinator appointment, workload assignment and compensation shall be open and inclusive. An open and transparent process includes but is not limited to:

- A notice period of at least two weeks for all coordinator vacancies, including responsibilities and duties.
- Coordinator appointments will be on a rotational basis as established by the group of affected faculty.
- Coordinator appointments will be for a term of two years and on a voluntary basis.

*Clarifies parameters regarding coordinator appointments.*

*Ensures the coordinator appointment process is transparent, equitable and democratic.*

- In addition to the one or two-step coordination allowance, following discussion between the supervisor and faculty member the coordination workload will be recorded on the Standard Workload Form as per Article 11. Specific coordinator duties and responsibilities shall be included on the SWF.
  - Coordinator appointments for each course shall be a one-step increase plus associated hours. Coordinator appointments for a program/area shall be a two-step increase plus associated hours.
  - WMG shall receive and review all coordinator appointments, including the established responsibilities and duties, in accordance with 11.02.
  - In the case that circumstances change, any changes to responsibilities and/or duties shall be discussed, recorded, and mutually agreed upon between the coordinator and the supervisor, subject to review by WMG.
  - Coordinators shall not have the responsibility for the supervision or discipline of faculty.
- iii) The parties agree that there shall be no discrimination, interference, restriction or coercion exercised with respect to any member in regard to the appointment process, workload hours, and allowance.

*Ensures coordinator duties and appropriate time are recorded and reflected on the SWF.*

*Defines step allowances*

*Clarifies the resolution process for workload issues related to coordinator duties.*

*Ensures transparency*

\*remainder of Article remains status quo for the purposes of Coordinator proposals

#### HOUSEKEEPING

Amend to:  
Article 15  
Vacations

15.01 B A teacher ~~teacher~~ faculty member assigned to teach for an additional month (11th month) over the normal teaching schedule of the equivalent to ten months as part of a continuous 12 month program shall be entitled to a vacation of

one month, as scheduled by the College. Such ~~teacher~~ **faculty member** shall also receive a bonus of ten percent of the employee's annual regular salary for the additional eleventh month of teaching assignment to be paid on completion of such assignment. A ~~teacher~~ **faculty member** assigned to teach in the eleventh month for less than a full month will be entitled to a pro-rata amount of the ten percent bonus referred to above, to be paid on completion of such assignment.

A **faculty** member ~~of the teaching faculty~~ teaching in a continuous program shall not be required to teach for more than 12 consecutive months without a scheduled vacation of at least one month.

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### LETTERS OF UNDERSTANDING

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Renew all Letters of Understanding except the following;

- Employment Equity (see proposals on Equity)
- Return-to-Work (see proposals on Return to Work)
- Intellectual property (see proposals on Intellectual Property)
- Counsellor Class Definition (see proposals on Counsellors)
- Short-term Disability Plan (Joint Task Force)

#### APPENDIX I

#### STANDARD WORKLOAD FORM

\*This model form will need to be updated to reflect the changes to Article 11.