

Carleton University's response (using MSWord tracked change) on Article 15.3 with respect to collective bargaining with the Carleton University Academic Staff Association (CUASA) CUASA proposal

Without Prejudice

Date: June 22, 2012, 2.30 pm

### **15.3 Rights and Responsibilities of Instructor Employees**

- (a) The prime role of Instructor employees shall be to disseminate knowledge and understanding through teaching. In addition to teaching, Instructor employees shall undertake such other activities as may be defined by this Collective Agreement or by the job description for their position, where such has been agreed upon by the parties. Instructor employees are not expected to conduct research or scholarship, other than that directly related to their teaching or job description duties.
- (b) All Instructor employees shall have the following rights and responsibilities:
  - (i) Instructor employees shall devote their energies conscientiously to their professional development as effective teachers. They have, therefore, the right and responsibility to ensure their professional development as effective teachers;
  - (ii) it is the responsibility of Instructor employees to teach conscientiously and competently courses which fall within their area(s) of professional competence and which are, after consultation, assigned to them by the chairperson, within the workload provisions of Article 13;
  - (iii) it is the responsibility of Instructor employees to deal ethically and fairly with students, to foster a free exchange of ideas, to avoid discrimination and to respect the principles of confidentiality in a manner consistent with their instructional role;
  - (iv) Instructor employees shall have the right and responsibility to organize and structure classroom and laboratory activities within the limits set by available facilities and to adopt reasonable means to maintain a learning environment which is both productive and orderly;
  - (v) Instructor employees shall be conscientious in the preparation and organization of subject matter, in the revision of that subject matter in accordance with appropriate departmental guidance, and shall inform their students from time to time regarding their instructional and evaluation methods;
  - (vi) an Instructor employee shall not normally miss, cancel or terminate scheduled instruction except in the case of sudden illness or emergency and even in such cases shall make every effort to have his/her chairperson and students notified.

In other circumstances, subject to the approval of the chairperson, arrangements for re-scheduling or for a substitute must be made in advance of missing scheduled instruction. When able, instructors shall provide any relevant extant course materials for the missed scheduled instruction to the replacement or substitute instructors. Such materials shall be returned to the original instructor member upon completion of the missed scheduled instruction and cannot be used for any other purposes. Instruction missed shall be re-scheduled if possible with adequate notice to the students;

(vii) Instructor employees shall comply with established procedures and deadlines for reporting and reviewing the grades of their students and other such reasonable procedures and deadlines as may be necessary for the well-ordered operation of the University. This includes responsibilities for academic counselling, assisting at registration, and assisting in supervision at examination times as specified in Article 15.2(j) for faculty employees;

(viii) Instructor employees shall inform the students of the times when they will normally be available in their offices for consultation. A copy of this information shall be posted on the employee's door with additional copies to the relevant chairperson and dean. The times available shall be such as are likely to be convenient for the students and adequate for the numbers of students involved;

(ix) Instructor employees shall have the right to attend and take part as voting members in departmental meetings;

(x) ~~although it is not expected that the conduct of research/scholarship will constitute one of the functions performed by Instructor employees~~ although it is not expected that the conduct of research/scholarship will constitute one of the functions performed by Instructor employees ~~they~~ **Instructor employees shall have the right be deemed eligible to seek University support for such research or scholarship, as is undertaken; and the employer shall ensure that they are eligible and make every reasonable effort to support such research or scholarship, whether financially or with other forms of support such as release time or access to research assistants.**

(xi) Instructor employees will work in cooperation with course co-ordinators;

(xii) Instructor employees will assist when requested in the training of teaching assistants, to an extent reasonably consistent with devoting themselves primarily to their assigned teaching responsibilities;

(xiii) Instructor employees will serve when requested on departmental committees, to an extent reasonably consistent, when added to other non-teaching duties, with devoting themselves primarily to their assigned teaching responsibilities; and,

(xiv) Instructor employees shall carry out such duties as may be requested of them by the chairperson or dean, provided such requests, together with other non-teaching duties, are reasonably consistent with devoting themselves primarily to their assigned teaching responsibilities.

| (xv) **Where workcourse load release is customary for faculty employees, instructor employees who fulfill the same duties shall receive the same work course load release.**

(b) As provided by Article 6.3(c), the employer acknowledges a continuing responsibility to maintain a climate in which the academic functions of Instructor employees may be effectively carried out, and undertakes to provide Instructor employees with reasonable opportunity to carry out their responsibilities effectively.