

# CUASA COMMUNIQUÉ

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## **CUASA OFFICE**

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### **Executive Director**

PATRICIA A. FINN, LL.M.

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DEBORAH JACKSON

## **Long Term Disability Contribution Changes**

With the end of a “premium holiday,” members will begin paying 50% of the long term disability insurance premium as of mid-May.

CUASA members pay 100% of the premium for the Long Term Disability Plan so that when a benefit has to be paid out it will not be taxed as income. Otherwise, if the employer paid these insurance premiums, any money paid out to someone affected by a long term disability would be considered income by the tax department.

The Long Term Disability plan is an insurance plan that is funded through contributions by those who are covered. The premiums for this plan are based on income and are not inexpensive. Since September 2005, CUASA members have benefited from a premium holiday, with the premiums being paid out of a surplus built up from previous premium contributions and the good experience of the plan. While there is still some surplus available to apply to a premium holiday, the CUASA Executive has decided that a graduated move to a partial premium holiday is prudent.

**Effective the mid-May pay, CUASA members will begin paying 50% of the premium** while the balance will continue to be taken from what is left of the accumulated surplus. This will extend the length of time the surplus will subsidize premiums and make possible a phased return to members paying the full 100% of premiums. Under present circumstances the premium subsidy of 50% should continue for at least one year.

## **Professional Expense Reimbursement**

All CUASA members are eligible for a Professional Expense Reimbursement. For the period **1 May 2006 to 30 April 2007** you may claim up to \$1,000. If you claim less than that, the difference can be carried over into the second and third years. Any money not claimed in the three year period goes into the CUASA scholarship fund.

The deadline for submitting Professional Expense forms to your **Dean** is **30 April**. You may submit your form with the supporting documentation before the deadline and thereby reduce that last minute stress for yourself and the Deans' offices.

**Instructions are available on-line through Human Resources at:**

<http://www.carleton.ca/humanresources/forms/PER%20Guidelines.pdf>

**Download the form from Human Resources at:**

<http://www.carleton.ca/humanresources/forms/PER%20form.pdf>

## Details as per the Collective Agreement

### Section 40.13 Professional Expense Reimbursement

- (a) The employer shall make available to each member of the bargaining unit a sum for the purchase of items related to the performance of his/her professional and/or teaching duties. A member may use this sum, provided he/she presents the dean with receipts or records of purchase, for the purchase of books, equipment, or memberships in professional associations and/or for travel related expenses not covered by or in excess of other travel grants.
  - (i) for the period May 1st, 2006 to April 30th, 2007 the sum shall be \$1,000.00;
  - (ii) for the period May 1st, 2007 to April 30th, 2008 the sum shall be \$1,100.00; and,
  - (iii) for the period May 1st, 2008 to April 30th, 2009 the sum shall be \$1,200.00.
- (b) Any employee who takes leave of absence without pay as in Article 20.1, of one hundred and eighty (180) days or more during the twelve (12) month period commencing May 1st and ending April 30th shall have his/her annual entitlement prorated and may only use the prorated sum.
- (c) On each May 1st, unspent portions will be carried over provided that the total does not exceed three (3) years entitlement. On each May 1st, balances in excess of three (3) years will be permanently removed and transferred to the CUASA Scholarship Fund.

### E-Mail: Advice to CUASA Members

During the last round of contract negotiations CUASA tried to get management to agree to guidelines on e-mail within the framework of teaching rights and responsibilities. Management refused to consider the matter but we are now seeing instances of members being disciplined by arbitrary action of administrators for “e-mail infractions.”

**In order to protect yourself, we strongly urge you to publish clear guidelines in your next course outlines about your procedures for handling e-mail.** This information should be as clear and basic as information about your office telephone number, your office hours, and where your office is located.

In defining your procedures, keep in mind that you are NOT REQUIRED to use e-mail as part of your teaching procedures. The Collective Agreement stipulates only that you be available for office hours (Section 15.2(k): “(k) Faculty 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 office door with additional copies to the appropriate chairperson and dean. The times available shall be such as are likely to be convenient for the students and be adequate for the numbers of students involved.”) This clause remains in full effect; do not attempt to substitute time spent on e-mail with students for your office hours. You MUST hold regular office hours no matter how much time you also spend on e-mail.

Certainly you should think seriously about whether you want to respond to e-mail at other times than during regular working hours, especially if you are paying out of your own pocket for internet access at home.

Students have become very used to “instant” responses to electronic messages because of the prevalence of cellular telephones and all the varieties of messaging devices with which they interact with their friends. They often expect immediate replies in the middle of the night or on weekends and holidays. If you will not be responding immediately to e-mails, then you should indicate in your course outline how long it will usually take for you to respond. One way to prevent confusion is to set aside specific times during the week when you will respond to student e-mails, much as you have specific office hours. (For useful tips on e-mail management, see: <http://www.bedfordstmartins.com/technotes/workshops/emailburn.htm> )

When you go over the course outline with your students, do make it a point to explain your specific as well as general e-mail procedures. Remember that because of FIPPA the University has a policy against responding to requests for any confidential information, such as grades, that does not come from a CONNECT account. Under no circumstances should you respond substantially to e-mail from hotmail and similar unsecured servers; have the students e-mail you via CONNECT to your own CONNECT account.

Also remember that anything sent as e-mail by you is virtually public. Never write anything to or about anyone that you want kept as private or privileged information. Try to give yourself a cooling off time before responding to contentious messages; “flaming” will usually come back to burn you.



### **CUASA Tenure/Confirmation and Promotion Workshop**

Only 7 places remain for those interested in attending the workshop from 9:00 - 12:30 on Wednesday, April 11, 2007 in 102 Library. Please register if you plan to attend by calling or emailing the office:



### **CAUT Distinguished Academic Award**

CAUT is soliciting nominations for the 2008 CAUT Distinguished Academic Award. The Award is given annually to recognize an academic who has excelled in each of the three principal aspects of academic life: teaching, research, service to the institution and to the community. The recipient will be an individual whose teaching, research and service has contributed significantly to the lives of students, to their institution, to their field of study, and to the community.

Nominations for the Award may be submitted by individuals, member associations or others. The **deadline for nominations** will be **June 15, 2007**.

Nominators should submit a letter explaining the rationale for the nomination and give detailed information about the nominee’s record in teaching, research and service. It is essential that the nominator provide information for each of these three areas as excellence in all three is a requirement for eligibility for the Award. The nominator should also include documentation that would help the jury in its decision making. It is the responsibility of the nominators to provide all necessary information as the jury will review only the material it receives.

The Award will be presented at the Spring 2008 CAUT Council meeting. The recipient will be invited to give an address to Council. The address will be subsequently published by CAUT. The recipient will receive a \$1,000.00 honorarium with the Award.

Please send nominations by mail, fax or email to:

Distinguished Academic Award  
Canadian Association of University Teachers  
2075 Queensview Drive  
Ottawa, Ontario K2B 8K2

Fax: 613-820-7244  
Email: [acppu@caut.ca](mailto:acppu@caut.ca)

**CAUT Benefit Concert – 8:00 p.m. Friday April 27, 2007**  
**St. Andrew's Presbyterian Church – 82 Wellington at Kent**

CAUT is sponsoring a benefit concert by Yaroslav Senyshyn (pianist) and Susan O'Neill-Senyshyn (flautist). The program will include works by Liszt, Franck and Chopin. All proceeds of the concert will go to Discovery University, a local community project that provides university courses for homeless and low income people. The faculty are professors from the University of Ottawa and University Saint-Paul who volunteer their services.

Doors open at 7 pm. Tickets are \$25 (adults) and \$20 (students/ seniors) and are available through Ticketmaster ([www.ticketmaster.ca](http://www.ticketmaster.ca)).

Yaroslav Senyshyn trained under the late great Antonina Yaroshevich of the Kiev Conservatory and is presently one of Canada's finest pianists. He also studied with Damiana Bratuz, Howard Munn, Clifford von Kuster, Katherine Wolpe and Pierre Souverain. Senyshyn's appearances have won him acclaim in many major concert halls throughout the world including New York's Carnegie Hall, Washington's John F. Kennedy Centre, Toronto's St. Lawrence Centre and Massey Hall and the Bolshoi Hall at the Moscow Conservatory. The Washington Post has described Senyshyn as a pianist of "enormous power" and "sophistication".

Recipient of the National Arts Centre Orchestra Bursary and the Ottawa University Concerto Competition, Susan O'Neill-Senyshyn studied with principle flautists Ervin Monroe (Detroit Symphony Orchestra), Robert Cram (National Arts Centre Orchestra), Paul Edmund-Davies (London Symphony Orchestra, UK), and Geoffrey Gilbert who taught many top players including James Galway. She has performed as a soloist and chamber musician in both England and Canada.