

## 15.1 Rights and Responsibilities of Faculty Employees as Teachers

- (a) As the prime role of faculty employees is the pursuit and dissemination of knowledge and understanding through teaching, research and scholarship, they must devote their energies conscientiously to the development of scholarly competence and effectiveness as teachers.
- (b) It is the responsibility of faculty employees to teach the course content as defined in the current calendar.
- (c) It is the responsibility of faculty employees to deal ethically and fairly with students, to foster a free exchange of ideas, to avoid discrimination, to respect the principles of confidentiality in a manner consistent with the performance of their academic role and to acknowledge their indebtedness to students in relation to their own research.
- (d) Faculty 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.
- (e) Faculty employees shall be conscientious in the preparation and organization of subject matter, in the revision of that subject matter on a regular basis **in accordance with appropriate departmental guidelines** and shall inform their students from time to time regarding their instructional and evaluation methods.
- (f) A faculty 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 their Chair/Director and students notified. In other circumstances, subject to the approval of the appropriate Chair/Director, arrangements for rescheduling or for a substitute must be made in advance of missing scheduled instruction. When able, faculty 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 faculty member upon completion of the missed scheduled instruction and cannot be used for any other purposes. Instruction missed shall be rescheduled if possible with adequate notice to the students.
- (g) It shall be the responsibility of each faculty employee to maintain the competence required to engage effectively in teaching, research and scholarship in support of the objectives of their department.

- (h) Faculty employees shall comply with established procedures and deadlines for reporting and reviewing the grades of their students and other such procedures and deadlines as may be necessary for the well ordered operation of the University. Faculty employees shall accept responsibility for participation in the effective operation of the University including the academic counselling of students, assisting at registration and assisting at examination times as described in Article 15.2(i).
- (i) Faculty employees are responsible for generally assisting in the supervision of their examinations, as follows:
  - (i) faculty employees are responsible for the supervision of their examinations;
  - (ii) if the faculty employee cannot comply with this requirement, a suitable substitute shall be appointed, with the approval of the appropriate departmental Chair/Director or equivalent.
- (j) 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 Chair/Director 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.

### **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 Chair/Director, 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 their Chair/Director and students notified. In other circumstances, subject to the approval of the Chair/Director, 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(i) 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 Chair/Director 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, Instructor employees shall be deemed eligible to seek University support for such research or scholarship;
- (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 ~~as per Article 9.8(a)~~;
  - (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 ~~as per Article 9.8(a)~~; and,
  - (xiv) Instructor employees shall carry out such duties as may be requested of them by the Chair/Director or Dean, provided such requests, together with other non-teaching duties, are reasonably consistent with devoting themselves primarily to their assigned teaching responsibilities ~~as per Article 9.8(a)~~.
  - (xv) Where course load release is customary for faculty employees, instructor employees who fulfill the same duties shall receive the same course load release.
- (c) 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.

#### **15.4 Rights and Responsibilities of Professional Librarian Employees**

- (a) As the prime role of professional librarian employees is to further the pursuit and dissemination of knowledge and understanding through the application of their skills and expertise as professional librarians, they must devote their energies conscientiously to the development of their competence and effectiveness as librarians.
- (b) It is the responsibility of professional librarian employees to participate in the effective operation of the library and to carry out the duties described in the relevant job description.
- (c) Professional librarian employees, while complying with the responsibilities in this article, have the right and responsibility to devote their energies conscientiously to their research projects and/or professional development, subject to operational requirements.
- (d) It is the responsibility of professional librarian employees to deal fairly and ethically with those to whom they render their professional services, to foster a free exchange of ideas, to avoid discrimination and to respect the principles of confidentiality, in a manner consistent with the performance of their professional role.
- (e) Professional librarian employees shall have the right and responsibility **within the limits set by available facilities** to adopt reasonable means to maintain an orderly and productive learning environment in the library.
- (f) Professional librarian employees, if involved in scheduled work-related activities shall not normally miss, cancel or terminate such scheduled activities except in the case of sudden illness or emergency and even in such cases shall make every effort to give notification. Adequate notice shall be given of any re-scheduling of cancelled activity.

- (g) Although it is not expected that all professional librarian employees will engage in research/scholarship, those who do shall have the right to seek University support for the research/scholarship, and the responsibility to report on those activities in their annual report.
- (h) As provided by Article 6.3(c), the Employer acknowledges a continuing responsibility to maintain a climate in which the academic functions of professional librarian employees may be effectively carried out, and undertakes to provide professional librarian employees with reasonable opportunity to carry out their responsibilities effectively.

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Chantal M Dion–Chief Negotiator  
CUASA/the Union

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Date

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Wayne Jones–Chief Negotiator  
Carleton University/the Employer

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Date