

## Article 41: Career Development Increments

### 41.2 Procedures

(a) **Faculty**

- (i) Recommendations with regard to the denial, in exceptional cases, of career development increments shall be made according to procedures established by each department to suit its own needs. The Chair/Director or equivalent shall ensure that the procedures are carried out and shall have the responsibility for conveying recommendations to the appropriate Dean. ~~The Chair/Director shall provide a copy of their CDI assessment to each individual faculty member.~~ The decisions with respect to denial of career development increments shall rest with the Dean of the appropriate Faculty. **No CDI shall be denied without the Dean first requesting a meeting with the faculty member. In the communication requesting this meeting, the Dean shall include the CDI assessment and invite the faculty member to provide additional information, as they wish.**
- (ii) Recommendations with regard to the denial, in exceptional cases, of career development increments for intra-faculty cross-appointees shall be made by a joint committee to be established in accordance with procedures developed by the relevant departments (or equivalent) to suit their own needs. The Chair/Director or equivalent shall ensure that the procedures are carried out and shall have the responsibility for conveying recommendations to the appropriate Dean. ~~The Chair/Director shall provide a copy of their CDI assessment to each individual faculty member.~~ The decision with respect to denial of career development increments shall rest with the Dean of the appropriate Faculty. **No CDI shall be denied without the Dean first requesting a meeting with the faculty member. In the communication requesting this meeting, the Dean shall include the CDI assessment and invite the faculty member to provide additional information, as they wish.**
- (iii) Recommendations with regard to the denial, in exceptional cases, of career development increments for inter-faculty cross-appointees shall be made by a joint committee to be established in accordance with procedures developed by the relevant departments (or equivalent) to suit their own needs. The Chair/Director or equivalent shall ensure that the procedures are carried out and shall have the responsibility for conveying recommendations to the appropriate Deans who shall in all cases meet and attempt to reach a collective decision. ~~The Chair/Director shall provide a copy of their CDI assessment to each individual faculty member.~~ The decision with respect to denial of career development increments shall rest with the Deans of the appropriate Faculties. If the Deans are unable to arrive at a collective decision with respect to an inter-faculty cross-appointee, the case shall be forwarded to the Vice-President (Academic) with whom the decision with respect to denial of career development

increment shall rest. **No CDI shall be denied without the Deans first requesting a meeting with the faculty member. In the communication requesting this meeting, the Deans shall include the CDI assessment and invite the faculty member to provide additional information, as they wish.**

### 41.3 Criteria

(a) **Faculty**

- (i) As specified in Article 15 the rights and responsibilities of faculty employees relate to their performance of an appropriate combination, though not necessarily all, of the activities of teaching, scholarship/research and/or professional achievement, governance and administration (through active contributions to departmental and faculty committees, councils and tasks, and, when called upon and to a reasonable extent, through active membership in other University bodies), and contributions to the learned professions and the community at large. For purposes of these criteria, teaching shall be treated as one (1) area of assessment, scholarship/research or professional achievement as a second, and the remainder ~~of Article 13.5 service duties such as~~ (governance, administration, community service and service to the learned professions) as a third, ~~to be called service.~~ **to be called service.**

[...]

(d) **Methods of Assessment (Faculty and Instructor Employees)**

- (i) The method of assessment of performance in instruction and related activities shall be equitable and may be based on teaching evaluations (including student and peer evaluation) and on assessments by relevant departmental committees, so long as such evaluations and assessments are in accord with Article 26.
- (ii) The method of assessment of performance in areas of research or scholarship, or in professional disciplines, professional achievement and service ~~(as per article 13.5)~~, shall be equitable and may be based on peer evaluations and on assessments by relevant departmental committees.

### 41.4 Reporting of Information

- (a) (i) In the event the Dean or the University Librarian, as appropriate, has made a decision to approve or deny a career development increment on or before June 15, they shall provide written notification to the employee by June 15.
- (ii) In the event the Dean or the University Librarian, as appropriate, has not made a decision to approve or deny a career development increment, they shall, by June

15, provide written notification to the employee and invite them to a meeting to discuss their performance in relation to CDI criteria. Following the meeting with the employee, decisions concerning the approval or denial of career development increments shall be reported by the Dean or University Librarian, as appropriate, to employees by August 1 of each year.

~~(iii) In accordance with Article 30.5, no grievances shall be filed until the written notification of the decision to deny the CDI is provided to the employee, except where the employee or the Association alleges that a violation of the procedures in Article 41.4 has occurred.~~

(iviii) The decision to deny a CDI shall be reported in writing and shall state the reason therefore and indicate to the candidate, in some detail, at least in which area or areas of performance the appropriate Dean or University Librarian would expect evidence of further development before recommending in favour of awarding a career development increment. **The decision letter will advise the employee that they may contact CUASA for further information.** In the event of a grievance against the denial of a career development increment, no grounds not contained in this written report shall be brought forward by the Employer unless such are first introduced by the employee.

- (b) A failure by an employee to provide information of a sort generally provided by employees concerning their performance in any of the areas of performance shall be taken into account by the appropriate Dean or University Librarian in making their decision (Article 23.1(b)).
- (c) The Dean or University Librarian shall provide the Association with a list of employees, by department, who have been denied career development increments within ten (10) working days of the denial of such increments.
- ~~(d) In the case of CDI denial, the Dean or University Librarian shall advise the employee in the CDI letter of assessment decision letter that the employee may contact CUASA for further information.~~

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Chantal M Dion—Chief Negotiator  
CUASA/the Union

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Wayne Jones—Chief Negotiator  
Carleton University/the Employer

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Date

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Date