

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

Opportunity for Conversion from Replacement Professor to Continuing Special Appointment Professor

WHEREAS the Parties agree with the principle that at some juncture an employee who has been given consecutive Replacement Professor contracts covering at least seven (7) years in substantially the same discipline area, hereinafter called “Qualifying Members”, shall be able to request a conversion to a Continuing Special Appointment Professor (CSAP) position.

To this end, the Parties agree to the following:

1. Prior to the start of every academic year:
 - a. Each academic unit seeking a conversion shall create a list of all Qualifying Members, sorted in descending order of the length of time in Replacement Professor appointments.
 - b. Subject to the operational requirements and pedagogical needs of each academic unit, the Provost will determine possible conversions.
2. Every academic year, as many Qualifying Members topping the list as available conversions in their academic unit shall be offered the chance to apply for a conversion of their appointment into a CSAP position. If a Qualifying Member refuses the offer, the next Qualifying Member on the list shall be offered the chance to apply.
3. In order to be converted, Qualifying Members must meet the following minimal conditions:
 - a. The Qualifying Member holds a doctorate – or the equivalent thereof, recognized pursuant to the provisions of 23.4.2 of the Collective Agreement.
 - b. The Qualifying Member has evidenced teaching which, when evaluated in accordance with the provisions of article 24, is deemed to “meet expectations” (as established within the two years preceding the application).
 - c. The Qualifying Member will have met the requirements regarding the level of proficiency in French and English for the CSAP position.

4. Qualifying Members' conversion application shall require a positive recommendation from the academic unit. The academic unit's recommendation shall be made by an appointments committee composed of either the DTPC or the academic unit's assembly or a group of assembly members designated by it, it being understood that the academic unit's assembly shall decide the method to be used.
5. The Qualifying Member will provide a scholarly activity statement in their letter of application.
6. Qualifying Members who successfully convert their appointment to a CSAP position shall:
 - a. have the rank of Assistant Professor unless they already have the rank of Associate or Full Professor;
 - b. be subject to the Associate Professor salary cap unless they have the rank of Full Professor;
 - c. be considered a CSAP in relation to all existing relevant letters of understanding (LOUs);
 - d. after a period of 3 years, be allowed to apply for continuing appointment and promotion to the rank of Associate Professor as per the Continuing Special Appointment Professors (CSAP) LOU ratified in by the Parties in 2021.
7. The Parties agree that all other conditions of all letters of understanding regarding CSAP appointments remain active.
8. The Parties agree that this solution is unique to the Qualifying Members and creates no precedent.
9. This LOU expires with the Collective Agreement with a start date of May 1, 2024. It may be extended by mutual agreement of the Parties and such extension shall not be unreasonably refused.