

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

Joint Working Group on Administrative Support

WHEREAS, according to Section 5.1.1 of the 2021-2024 Collective Agreement, the Employer shall provide Members with facilities and services which are reasonably necessary for the effective discharge of their responsibilities of employment, such as library and computing services and facilities, secretarial, technical, technological support services, training support, teaching and research assistance, laboratory space and facilities, office space, telephone, and other support facilities;

WHEREAS the Association has raised concerns about the administrative support currently provided by the Employer for Members with certain tasks aimed at supporting their responsibilities of employment;

AND WHEREAS technological advancement and evolving digital platforms have an impact on the means of delivery administrative support.

THEREFORE:

1. The parties agree to create a joint working group within two (2) months of the ratification of the collective agreement with a start date of May 1, 2024. The working group shall be comprised of three (3) representatives appointed by the Employer, and three (3) representatives appointed by the Association. The Parties shall advise each other of their nominees in writing prior to the first meeting.
2. The committee's mandate shall be to identify favorable changes to the provision of administrative support to the Association membership and make concrete recommendations relating to administrative support to the Parties. The committee shall:
 - a. confidentially consult the Association membership about problems or issues relating to administrative support;

- b. confidentially consult with administrative staff and/or their managers about problems or issues relating providing administrative support to the Association membership;
 - c. survey the different ways in which administrative support is provided in each faculty of the University of Ottawa and in the faculties of U15 universities;
 - d. prioritize types of administrative supports identified by the APUO membership as per paragraph 2a. to enable Professors to effectively accomplish their workloads and the University to discharge its mission as a research-intensive university;
 - e. gather appropriate academic studies;
 - f. research administrative support best practices;
 - g. identify existing pain points and opportunities to enhance optimization of administrative and training support;
 - h. identify how to best enable the presence of levels of administrative and training support across academic units and Faculties to ensure Members' can more effectively devote their working time to the effective discharge of their responsibilities of employment.
3. The working group will submit their final report to the Parties no later than two (2) years after the first meeting of the working group.
4. This LOU will expire at submission of the final report in point 3 and no later than April 29 preceding the expiration of the collective agreement with a start date of May 1, 2024. It may be extended by mutual agreement of the Parties.