

## ARTICLE 3 - L'unité de négociation

### Section 3.3 - Information

\*3.3.2 The information forwarded to the Association pursuant to 3.3.1 shall include the name of the person, [the type of appointment pursuant to 17.1.1.3](#), the nature and duration of the appointment or change in status, the unit to which the person will be attached and, if required, any other information necessary for determining the membership of this person in the bargaining unit. Furthermore, the Association shall be informed whether this person is a Canadian citizen, a permanent resident, or neither. For any person belonging to the bargaining unit, this information shall also include the nominal salary and the regular salary and, in the case of regular members, years of recognized university-level experience, it being understood that the Association shall continue to consider this as confidential. The information contained in the monthly electronic report will be reviewed on an annual basis. Membership and association dues report will be provided by the Employer in an electronic format. The actual data to be provided may be amended from time to time by mutual agreement of the parties.

## ARTICLE 6 - Rights of the Association

### Section 6.5 - \*Information

- 6.5.1 The employer's liaison officer shall provide to the Association by 31 January in all cases as pursuant to 6.5.2, ~~of tenure and contract renewal~~ the following information for decisions taken on or before the previous 15 December: the name of the member concerned, the type of dossier, the department or faculty, whether the resulting recommendations were positive or negative, at each stage, and whether the decision was positive, negative, ~~or deferred~~ or whether the process of the file remains incomplete where applicable. Similar information will be provided by 15 June in cases of promotion (and tenure cases where applicable) for decisions taken on or before the previous 30 April. ~~The reports shall also include information on the status of any file where the process remains incomplete.~~ When the process of any files remains incomplete as per the dates above, monthly updates with similar information will be provided.
- 6.5.2 The Employer will provide the Association with copies of all final correspondences to members regarding appointments, reappointments, promotion, tenure, all types of leaves except medical leaves, and all similar matters setting out the terms of such, at the time the correspondence is sent to the member.
- 6.5.3 In addition the Employer will provide copies of any document generating pay in addition to normal salary to faculty and librarian members.

## ARTICLE 17 - Engagements

### Section 17.1 - Dispositions générales

#### 17.1.4 Lettre d'engagement

17.1.4.1 An initial appointment or a reappointment, be it regular or special, shall be communicated to the academic staff member by a letter of appointment. Candidates shall be scheduled to contact the Association to discuss with a representative of the Association prior to accepting any appointment. A copy of the letter of appointment, including any letter of offer presented to the member, when signed, signed by the member, shall serve as a contract between the member and the employer.

\*17.1.4.2 La lettre d'engagement doit, dans tous les cas d'engagement -- qu'il s'agisse d'un engagement régulier ou d'un engagement spécial -- préciser :

- a) le statut du membre et son rang s'il y a lieu,
- b) le salaire nominal, et le salaire régulier s'il est différent,
- c) une copie de la charge normale d'enseignement courante par membre dans le département ou l'unité du membre,
- d) une copie de la charge normale d'enseignement par membre de 1992-94 dans le département ou l'unité du membre, telle qu'établie conformément au paragraphe 22.2.1.1 et énoncée à l'annexe J de la convention collective,
- e) le texte intégral de l'article 22.2.1.2 de la convention collective,
- f) les coordonnées du directeur de département en spécifiant que le membre peut contacter le directeur s'il a des questions concernant la charge normale d'enseignement,
- g) ainsi que la durée précise de l'engagement,
- h) que toute lettre d'offre ayant été présentée au membre, annexée à la lettre d'engagement, fait partie intégrante de la lettre d'engagement;
- i) une adresse web permettant de visualiser la convention collective en vigueur;
- j) l'adresse web de l'Association;
- a)k) ainsi que les coordonnées de l'Association en spécifiant que le membre peut contacter l'Association s'il a des questions.