

Dear Members,

The APUO has been recently made aware that at least one Dean is calling for APUO members to use a non-standard and far more detailed reporting mechanism for their annual reports than is stipulated in our Collective Agreement. In short, members are being urged to use an Excel form for their reports, which must contain among other pieces of information: word counts for their scholarly publications, the intellectual contributions they have made in their scholarly activities, copies of peer-reviewed journal articles published with the corresponding letters of confirmation from journal editors.

These requirements clearly are a departure from what is required in the Collective Agreement and can represent a substantial amount of work for members with very short notice as the reports are due on 1st June.

Since receiving this information, the APUO and its grievance officer have reviewed the Dean's requirements and have concluded that there is no obligation on the part of APUO members to use the Excel format, nor provide any greater details than what is called for in the Collective Agreement. The basis for our judgement can be found in articles 23.1.2.2 and 23.1.2.4.

Article 23.1.2.4 states that "Annual reports shall be made in the form of an updated curriculum vitae, using the OCGS model to which the member shall append the information required under 23.1.2.2 and information concerning her academic service activities during the past academic year. As well, the member may append all information and documentation that the member deems pertinent."

As for the information required, the Collective Agreement (art. 23.1.2.2) clearly states that "each member shall include in her annual report a general description of the scholarly activities to which she intends to devote a portion of her time during the next academic year." The key term here is *general description*. Further details are optional.

Members are reminded that Deans may suggest or prefer many things above and beyond the Collective Agreement but that there is no requirement for members to comply.

Please contact APUO if you have any questions or comments.

Sincerely,

The APUO Executive Committee.