

**LETTER OF UNDERSTANDING**  
BETWEEN  
THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

Re: Academic Administrative Positions

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**WHEREAS** variability in financial stipends and course releases of Members in academic administrative positions is inevitable because of differences in workload;

**AND WHEREAS** the parties are concerned with equitable treatment of Members in academic administrative positions;

**THEREFORE:**

1. The Parties agree to create, within one month of the ratification of the collective agreement with a start date of May 1, 2018, a working group comprised of two (2) management representatives, appointed by the Employer, and two (2) APUO representatives, appointed by the APUO. The parties shall advise each other of their nominees in writing prior to the first meeting.
2. The first task of this committee will be to determine its terms of reference, including the types of positions to be inventoried (e.g., vice-deans, chairs, program directors).
3. The joint working group will conduct a survey of the departments and faculties and compile an inventory of these positions, their roles and responsibilities, and related supplementary remuneration.
4. The members of the working group will sign a confidentiality agreement.

The joint working group will produce a report for consideration by both parties prior to the termination of the collective agreement.