

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

Continuing Special Appointment Professors (CSAP)

The parties agree to modify the conditions related to the special appointments presently known as Continuing Special Appointment Professors (CSAP) appointments, confirmed by way of the April 25, 2016 and June 8, 2018 letters of understanding, in the following manner:

1. Following ratification of the Collective Agreement with a start date of May 1, 2021, all existing CSAP Members can request for their teaching to be evaluated in accordance with the provisions of article 24 of the Collective Agreement. As part of any such request, CSAP Members must provide all their available A-reports for the past three (3) years. If the CSAP Member's teaching is deemed to "meet expectations", they will be awarded a continuing appointment. For further clarity, this will mean that these CSAP Members will not be required to apply for any future contract renewals. Rather, they will hold their CSAP positions (subject to Article 19 and 39) until they retire/resign. If a CSAP Member's teaching is not deemed to meet expectations, they may make another request for their teaching to be evaluated two years later.
2. Moreover, a CSAP Member who has been granted a continuing appointment as per paragraph 1 above, may apply for promotion to the rank of Associate Professor pursuant to the procedures outlined in article 25 of the Collective Agreement¹.

Promotion of a CSAP Member to the rank of Associate Professor shall be granted when they meet the following conditions:

- a. The CSAP Member holds a doctorate -- or the equivalent thereof, recognized pursuant to the provisions of 23.4.2 of the Collective Agreement.
- b. The CSAP Member has evidenced teaching which, when evaluated in accordance with the provisions of article 24, is deemed to be outstanding (as established within the last two years of the application for promotion).
- c. The CSAP Member has produced scientific, literary, artistic, or professional works -- or a combination thereof -- which are, in accordance with the criteria set forth in 23.3.3.1, deemed to be satisfactory. This assessment shall be made following an overall evaluation of the CSAP Member's scholarly works, carried out in accordance with the provisions of

section 23.3, during which the opinion of three (3) outside evaluators will have been obtained, in accordance with 23.3.2.

- d. The CSAP Member has undertaken academic service activities which are, in accordance with 23.2.4.3(a), deemed of satisfactory quality.
- e. The CSAP Member will have accumulated, at the end of the calendar year in which their promotion takes effect, at least four (4) years of regular university-level experience, or the equivalent thereof, determined pursuant to 23.4.1(b), of which the last two (2) academic years must be at the University of Ottawa, as a regular Faculty Member, Visiting Professor, or research fellow.
- f. The CSAP Member must have met the requirements regarding the level of proficiency in French and English which were stated in the letter of initial regular appointment (if applicable). The CSAP Member's proficiency in French and English shall be assessed in accordance with the provisions of article 11.

¹If the promotion is granted, it is understood that all other conditions of the April 25, 2016 and June 8, 2018 letters of understanding regarding the CSAP Member remain active.

- 3. CSAP Members will be considered regular tenured professors in relation to holding any academic administrative positions.
- 4. In the event where a CSAP member either retires or resigns from their position, that position will be opened as a regular tenure-track position.
- 5. In the event that a CSAP member successfully obtains a regular tenure-track position with the Employer, the CSAP position can then be reposted.
- 6. The Parties agree that all other conditions of the April 25, 2016 and June 8, 2018 letters of understanding regarding CSAP appointments remain active.
- 7. The Parties agree that this solution is unique to the CSAP incumbents and creates no precedent.

SIGNED at Ottawa, this ___ day of _____ 2021.

Jules Carrière
UNIVERSITY OF OTTAWA
Chief Negotiator

Dalie Giroux
APUO
Chief Negotiator