

# **ENTENTE PROPOSÉE**

CONVENTION COLLECTIVE

1 MAI 2024 AU 30 AVRIL 2026

# **TENTATIVE SETTLEMENT**

COLLECTIVE AGREEMENT

1 MAY 2024 TO 30 APRIL 2026

Les textes sont présentés seulement dans la langue dans laquelle ils ont été finalement négociés. Des exemplaires de ce document sur papier ne seront pas disponibles à l'assemblée.

Texts are presented only in the language in which they were finally negotiated. Hard copies of this document will not be available at the meeting.

This document lists all the agreed-to changes to articles of the collective agreement and agreed-to letters of understanding.

Additional information coming from the Memorandum of Settlement:

- The Progress-through-the-ranks (PTR) amounts will be adjusted by the scale increases.
- Any salary adjustment will be applied to the salaries of current and former members on the first pay cycle following a period of one hundred and fifty (150) days after ratification of this agreement and any retroactivity will be paid within this period.

## A. Changes to benefits

Coverage Type	Current Structure	Proposed Structure
Basic Dental Plan	Reimbursement based on prior year dental fee guide	Reimbursement based on current year dental fee guide
Optional Dental Plan	Reimbursement based on prior year dental fee guide	Reimbursement based on current year dental fee guide
Basic Dental Plan	Recall exam twice per calendar year	Recall exam once every 9 months
Extended Health Plan	Vision coverage at \$250 per 24 months and 1 eye exam per 24 months, maximum of \$80 per exam	Vision at \$475 per 24 months and 1 eye exam per 24 months, maximum of \$110 per exam

### Other Improvements

- Psychologist, Clinical Counselor, Social Worker, Marriage/Family Therapist, Psychoanalyst and Psychotherapist at 80% up to \$3,000 per calendar year combined for all practitioners.
- Add coverage for: Acupuncturist, audiologist, occupational therapist with an annual maximum of \$400 for each of these practitioners.

## B. Salary increases and adjustments

41.2 - Scales and scale adjustments

Economic increase:

2024-2025	2025-2026
2.5%	2.5%
Full PTR with indexation	Full PTR with indexation

## AGREED-TO CHANGES TO ARTICLES OF THE COLLECTIVE AGREEMENT

### Housekeeping changes:

- Replace all mentions of “external evaluators” to “outside evaluators”.
- Remplace toutes les mentions de “Bibliothécaire en chef” par “Bibliothécaire en chef de l’Université”.

## ARTICLE 1 - Definitions

(Housekeeping changes/Correction to text)

*EMPLOYER: the Board of Governors of the University of Ottawa as defined by the University of Ottawa Act, 1965.*

(Housekeeping changes/Correction to text)

*UNIVERSITY LIBRARIAN: the person who directs the Library.*

## **ARTICLE 3 – The Bargaining unit**

### **3.3 Information**

- \*3.3.1 Without restricting the obligations described in other articles of this collective agreement, the Employer informs the Association as per the following:  
(...)  
(d) yearly reports on October 31:  
(...)

## **ARTICLE 5 – General administration**

### **5.1 Working environment**

- \*5.1.4.1 The Employer acknowledges its responsibility to provide a safe and healthy working environment, and to provide any facilities, supplies, procedures and services required by the legislation to protect the health, safety, and security of employees as they carry out their responsibilities of employment. The Parties agree that the Employer shall provide, and the Members shall make use of, protective equipment whenever such equipment is required by the legislation or the regulations pertaining to the legislation for the safe performance of the Members' responsibilities of employment. The Parties recognize their shared responsibilities as per the Ontario Occupational Health and Safety Act, and acknowledge that if there is a discrepancy between legislation and this article that legislation supersedes this Collective Agreement.
- \*5.1.4.2 The Employer agrees to regularly provide, and Members agree to complete, training sessions required by law in order for the Parties to ensure a healthy and safe working environment.

### **5.2 Processing recommendations and decisions**

#### **5.2.3 Notification and correspondence**

- \*5.2.3.1 Unless otherwise provided for in this agreement, the internal mail service or email system of the University of Ottawa shall be deemed adequate for the exchange of correspondence or the forwarding of notices or other documentation where required by this agreement, and the effective date of receipt of same shall be three (3) working days from the date of mailing or two (2) working days from the date of e-mail unless there is evidence to the contrary.

### **Article 5.5 Autres dispositions administratives**

(Housekeeping changes/Correction to text)

- 5.5.2.3 Fréquence des réunions L'assemblée départementale se réunit selon la fréquence nécessaire pour l'exécution de ses responsabilités premières et le respect du principe de collégialité dans le processus décisionnel, tel que prévu par 5.4.1. Nonobstant ce qui précède, il ne peut pas y avoir moins de cinq (5) réunions de l'assemblée départementale par année universitaire.

## **ARTICLE 7 - Employment of non-members**

### **7.3 Information**

(Housekeeping changes/Correction to text)

- \*7.3.1 The Employer advises the Association:  
(a) of the budgets, as of May 1 of the current year, which have been allocated in each faculty for the appointment of teaching staff with professorial ranks and Language Teachers who are Members, Visiting or seconded Professors, part-time professors, and students assigned teaching duties;

## **ARTICLE 8 - Absence of discrimination**

### **Section 8.1 Absence of discrimination**

\*8.1.2 **Accommodation** The duty to accommodate is a joint responsibility. The Parties agree to act in accordance with all applicable legislation, including but not limited to the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), the Occupational Health and Safety Act (OHSA) and the Workplace Safety and Insurance Act.

## **ARTICLE 10 - Professional ethics**

### **10.1 General**

(Housekeeping changes/Correction to text)

\*10.1.2 It is understood that the provisions of this article apply only to the conduct of the representatives of the Employer and Members. The Employer, however, acknowledges that, where possible and appropriate, similar standards shall be applied in regulating the actions of its other employees.

## **ARTICLE 12 - Member's files**

### **12.3 Faculty File: Career development**

\*12.3.1 This section of the file is accessible to the Member, their chair, DTPC, Dean, FTPC and the Joint Committee. It consists of:

- (i) all documentation related to the hiring of a Member including letters of recommendation (identity redacted);
- (ii) all academic leave application documentation referred to in this agreement
- (iii) all contract renewal and promotion and tenure application documentation referred to in this agreement including letters sent to and received from outside evaluators (identity redacted);
- (iv) annual reports;
- (v) workload assignments; and
- (vii) direct peer review of teaching (identity redacted).

### **12.4 Faculty File: Confidential**

\*12.4.1 Access to this section is regulated by the Dean and consists of:

- (i) an inventory of the contents (may be disclosed only to the Member or their delegate);
- (ii) non-redacted hiring letters of recommendation (may be disclosed only to DTPC, Chair, FTPC and Joint Committee at the time of hire);
- (iii) non-redacted letters sent to and received from outside evaluators (may be disclosed to only FTPC and Joint Committee at the time of promotion and tenure);
- (iv) non-redacted complaints (may be disclosed only to the Member if the complaint letter is used in disciplinary measures pursuant to article 39);
- (v) non-redacted direct peer reviews of teaching (may be disclosed to only FTPC and the Provost and Vice-President Academic Affairs).

## **ARTICLE 15 - Departmental Teaching Personnel Committee**

### **15.1 General provisions**

\*15.1.4.2 Before taking office, every newly elected DTPC member should participate in a workshop on the collective agreement delivered jointly by the APUO and the Employer. The workshop on the collective agreement is open to all regular Faculty Members. Following this initial training, DTPC

members should participate in the workshop every third (3) year. The Employer and the Association shall use their respective means of communication to encourage Members to complete the training by October 1. At the earliest opportunity, newly elected DTPC members shall also participate in the program of training on Employment Equity pursuant to 17.1.3.4. In units without a DTPC, the Chair shall participate in the same trainings listed above.

## **ARTICLE 17 - Appointments**

### **17.1 General Provisions**

\*17.1.3.4 The EDIC shall recommend resources and/or trainings regarding equity issues to Members, including a mandatory program of training on Employment Equity for Members of appointments committees. The Parties shall not unreasonably refuse to implement the EDIC's recommendations in this regard.

17.1.4.2 For every appointment, be it regular or special, the letter of appointment shall specify:

- a) the member's status, the rank (if applicable),
- b) the nominal salary (and the regular salary, if different),
- c) if the start date associated with a letter of appointment is after the end date of the current collective agreement, the letter shall include the following text: "Your salary commencing [month and date 20XX] will be increased by the percentage economic increase negotiated in the next collective agreement",
- d) in the case of a regular member, the recognized years of university-level experience,
- e) the exact duration of the appointment,
- f) a web address to view the collective agreement in force, and
- g) a web address provided by the Association.

### **17.2 Provisions applicable to limited-term special appointments**

17.2.1 Replacement Professor

\*17.2.1.2 **Contract length** Except for the situations listed below, replacement appointment shall be for a period of either twelve (12), twenty-four (24) or thirty-six (36) consecutive months and are non-renewable.

\*17.2.2 Visiting Professor

17.2.2.1 A person may be appointed as a Visiting Professor in an academic unit, provided:

- (a) the appointee is a recognized scholar, or an Indigenous Knowledge Keeper or other recognized expert in Indigenous language and culture, or artist whose presence will enhance the breadth or quality of the University's scholarly or teaching activities; and
- (b) the appointee holds a continuing appointment, or has established a career outside the University of Ottawa, or is retired, or is recommended for appointment by the uOttawa Scholars at Risk (SAR) committee.

17.2.2.2 The initial appointment of a Visiting Professor shall be for a term not exceeding twenty-four (24) months. A Visiting Professor may be reappointed once, it being understood that the total duration of the appointment may not exceed thirty-six (36) months.

17.2.2.3 **Consultation** In the matter of appointment or reappointment of Visiting Professors, the decision is made by the Employer after consultation with the department concerned and its chair. The

procedures governing such consultation shall be established by the department assembly.

Notwithstanding the above, any consultation regarding an appointee recommended by the uOttawa SAR committee shall allow for a presentation by a representative of the SAR committee or documentation produced by the SAR committee.

- \*17.2.4.2 **Consultation** In the matter of appointment or reappointment of Research Fellows, the decision is made by the Dean after consultation with the department concerned and its chair. The procedures governing such consultation shall be established by the department assembly.

### **17.3 Specific provisions for limited-term regular appointments**

- 17.3.3.2 Subject to 17.3.3.3, the appointment of a regular, non-tenured Faculty Member shall be renewed when:

...

In the case of a first renewal, the appointment of a regular non-tenured Faculty Member may be renewed, even if not all of (a), (b), and (c) above have been met, provided that all of (a), (b), and (c) are likely to be met before consideration for the second renewal. In the case of a second renewal, all of (a), (b), and (c) must be met unless the Parties to the agreement agree otherwise.

When a Dean and the FTPC are considering the renewal of the appointment of a Member who is a member of an equity-deserving group, they will take into account any evidence provided by the member of a higher academic service workload that they are performing pursuant to Section 20.4.

### **17.5 Adjunct professors**

(Housekeeping changes/Correction to text)

- \*17.5.2 Consultation

In the matter of appointment or reappointment of Adjunct Professors, the decision is made by the Employer after consultation with the department concerned and its chair. The procedures governing such consultation shall be established by the department assembly.

### **17.7 Librarians**

- 17.7.1.8 Regardless of the method used to fill the position, the person chosen shall be informed in writing of the terms of employment offered: the job description for the offered position, duration of the appointment, rank, salary, number of recognized years of prior professional experience as per 23.4.1.1, moving expenses reimbursement provisions in section 40.5, and any applicable specific conditions (ex.: knowledge of the second official language, date of eligibility for a continuing appointment). If the person chosen is not a Librarian already working for the Employer, they shall, at the same time, receive web address to view the collective agreement in force, and a web address provided by the Association.

If the proposed start date is after the end date of the current collective agreement, the letter of offer shall include the following text: "Your salary commencing [month and date 20XX] will be increased by the percentage economic increase negotiated in the next collective agreement".

### **\*17.10 Complement**

- 17.10.1 The parties agree that the complement of faculty appointments shall not be fewer than:
- Starting May 1, 2024: 1335

- 17.10.2 For greater clarity it is understood that the number of faculty appointments specified in paragraph 17.10.1 consists of the following categories of positions at the University:
- a. Tenured and tenure-track professor appointments;
  - b. Continuing and preliminary librarian appointments;
  - c. CSAP appointments;
  - d. Tenure-track and tenured language teachers and counsellors;
  - e. Positions in categories a), b), c) and d) under active recruitment;
  - f. Positions vacated under the LOU on Voluntary Retirement and approved for recruitment will be deemed to be under active recruitment.
  - g. For the duration of the Collective Agreement, the complement referred to in 17.10.1 will increase by the number of Replacement Professor conversions to Continuing Special Appointment Professors (CSAP) as a result of the LOU titled Opportunity for Conversion from Replacement Professor to Continuing Special Appointment Professor (Signed January 16, 2025).
- 17.10.4 **Complement Discussions** At the request of the APUO, the JCCC will meet once a year to discuss the distribution of vacant positions. When complement is to be discussed, the Provost shall be present.

## Article 20 - Academic activities

### Section 20.4 Academic service

Academic service activities include specific activities such as the following:

...

- (k) contributing to community projects which are related to the role of the university, which may include those advancing issues of equity, diversity, inclusion and Indigenization, official and ceremonial functions in professional organizations and work with and within Indigenous communities.

### Section 20.5 Librarian activities

**\*20.5.1 Professional activities** A Librarian Member's professional activities shall be those described in the Member's job description, established in accordance with 22.3.2.4 together with the goals and objectives established annually in accordance with 23.5.2.1. The professional activities of a Member may include, but are not limited to:

- (f) **Administrative activities** include but are not limited to:
  - (i) direction of a service, department or library;
  - (ii) supervision of employees;
  - (iii) management of a project, activities, services or budgets;
  - (iv) coordination of a specific activity within a service or department, library, or the Library; responsibility for policies and procedures;
  - (v) chairing of a committee or similar entity.

Major administrative positions shall be defined as the direction of a department, service, or library, which include: the supervision of employees, the management of activities, services and budgets, and responsibility for procedures and policies.

All other activities in which the Member engages for the purpose of preparation or fulfilling each of the above activities or related, are considered professional activities.

When appropriate, distinct components of a single activity may be reported separately in different categories, to reflect significant contributions in more than one category.

**\*20.5.2 Scholarly activities** A Librarian Member's scholarly activities are those which contribute: ...

**\*20.5.3 Academic service activities** A Librarian Member's academic service activities include, but are not limited to:

- (a) participating in the work of committees, working groups, and any equivalent groups of the Library or the University, or related consortia, or otherwise contributing to the effective operation of the University of Ottawa or one of its constituent parts. It is understood that work undertaken as part of the Member's job description is a professional activity under 20.5.1;

## **ARTICLE 21 - Rights and responsibilities**

### **21.2 Librarians**

**\*21.2.2** It is understood that a Librarian Member shall not be required or obliged to engage in scholarly, administrative or academic service activities which are not specifically mentioned in their job description and that the principal functions of a Librarian are the ones mentioned in their job description. However, every Member shall have the right to devote a reasonable proportion of their scheduled working hours to:

- (a) academic service activities as defined in 20.5.4, it being understood that the University Librarian shall be informed of such activities;
- (b) scholarly activities as defined in 20.5.3, it being understood that the University Librarian shall be informed of such activities.

It is understood that when Members devote a portion of their working hours to academic service or scholarly activities, their performance in those activities is taken into consideration at the time of the annual review.

Except where otherwise provided for in this agreement, the main functions of a Librarian remain the ones mentioned in her job description.

## **ARTICLE 22 - Workload**

### **22.1 General provisions (Faculty Members)**

**\*22.1.1.2** The exact distribution of this workload depends on the particular aptitudes of the Member, on their discipline, on the opportunities they have to carry out scholarly activities and academic service and to accept specific administrative duties, and on the needs and priorities of the University of Ottawa and its constituent units.

## **ARTICLE 23 - Review and Evaluation**

### **23.1.2 Annual reports**



\*23.1.2.2 Each Member shall include in their annual report a general description of the scholarly activities to which they intend to devote a portion of their time during the next academic year, it being understood that these may change due to circumstances not foreseen at the time of filing the report. Moreover, each Member may describe in their annual report their individual efforts to advance reconciliation with Indigenous peoples, as well as equity, diversity, and inclusion. Furthermore, a Member eligible to apply for tenure or promotion in the next academic year shall indicate their intention to do so, if known. A Member who intends to apply for tenure or promotion may submit the information related to outside evaluators as specified in articles 23.3.2.4 and 23.3.2.5.

### **23.2.1 General**

\*23.2.4.2 Except as otherwise provided for in this agreement, any formal evaluation of a Faculty Member's performance of workload duties shall give proper consideration to their performance in each of the three (3) components of workload, namely teaching, scholarly activities, and academic service. Starting January 2026, it is understood that evidence of academic service pursuant to Section 20.4 (a), (b), (c), (e) or (k) is expected from Members for academic service to be deemed satisfactory.

### **23.5 Librarians**

\*23.5.1.1 Sections 23.1, 23.3.1, 23.3.3, 23.4, and 23.5 apply to Librarian Members, mutatis mutandis, subject to any further modifications specified in this section.

#### **\*23.5.5 Outside evaluators for librarian activities**

23.5.5.1 Except as otherwise provided for in this agreement, the provisions of this subsection apply whenever there is an evaluation of a Librarian Member's activities by an *outside evaluator*.

23.5.5.2 The evaluator shall be a person who:

- (a) does not hold a regular appointment at the University of Ottawa;
- (b) can be considered as one of the Librarian Member's peers;
- (c) is, or has professional status equivalent to that of, a Librarian rank IV or higher in the case of an application for Librarian rank IV and that of Librarian rank V for an application for Librarian rank V;
- (d) can be expected to give a fair and competent evaluation of some or all of the Librarian Member's activities.

23.5.5.3 Where a Librarian Member's activities are to be evaluated by outside evaluators, this shall be done by at least three (3) evaluators, chosen in accordance with the steps outlined in 23.5.5.4 to 23.5.5.7 inclusive, except in the case of promotion to Librarian V where there shall be four (4) evaluators.

23.5.5.4 The Member shall, through the University Librarian, submit to the LPC a list of at least three (3) persons whom they consider qualified to act as evaluators of their activities. Along with that list, the Librarian Member shall submit a written declaration of any personal association or collaboration with the persons listed.

23.5.5.5 The Librarian Member may, through the University Librarian, submit to the LPC:

- (a) a list of persons who, in their opinion, may be prejudiced or otherwise not qualified to evaluate activities;
- (b) an indication of areas of expertise which would be appropriate for persons chosen to evaluate their activities;

(c) an indication of areas of expertise which would not be appropriate for persons chosen to evaluate their activities.

- 23.5.5.6 Through the University Librarian, the LPC shall ask the Librarian Member's immediate supervisor to suggest in confidence at least three (3) persons qualified to provide an assessment. The LPC or immediate supervisor may suggest some persons already suggested to the LPC by the Member, but shall also suggest some other persons in addition to those suggested by the Member.
- 23.5.5.7 The LPC shall choose three (3) or four (4) outside evaluators, including at least one (1) person chosen from the list submitted by the Member and a second person chosen from the list submitted by the immediate supervisor. Normally, the majority of the outside evaluators shall be from a Canadian university or research institution, it being understood that this might not be feasible in some specific areas of specialization. No individual shall be chosen to act as an outside evaluator where they have been a close collaborator with the Member within the past six (6) years, or a supervisor of the Member's work at any time.
- 23.5.5.8 The LPC shall not, except for reasonable cause, list or choose an outside evaluator whom the Member has identified as potentially not qualified to evaluate their activities.
- 23.5.5.9 Through the University Librarian, the LPC shall consult the outside evaluators chosen according to 23.5.5.7. The letters soliciting outside evaluators' opinions shall put the question clearly. The letters shall indicate the appropriate method for replying and the date by which the evaluation is required. The letters shall be accompanied by:
- (a) relevant portions of this agreement;
  - (b) an up-to-date curriculum vitae, as provided by the Librarian Member;
  - (c) the annual report of activities for the years under consideration;
  - (d) any other information or document that Librarian Member wishes to have considered in support of their application.

However, where the University Librarian and the Member agree that it is impractical or unnecessary to send to the outside evaluators certain works submitted by the Member, said works shall not be sent.

- 23.5.5.10 The identity of outside evaluators is considered to be confidential and may be divulged only to the members of the LPC who are called upon to make a recommendation concerning the Member, to the members of the Administration Committee called upon to make a decision, and as provided for in 12.4.1 iii).

\*23.5.2.4 The annual review shall indicate clearly how the Member's performance, with respect to each of the three (3) categories of Librarian activities defined in 20.5.1 (professional activities), 20.5.2 (scholarly activities) or 20.5.3 (academic service activities) has been assessed according to the levels of performance set out in 23.5.1.4.

## **ARTICLE 25 - Tenure and promotion for Faculty Members**

### **25.1 Tenure**

(Housekeeping changes/Correction to text)

\*25.1.7.2 The Joint Committee shall make a decision regarding a Member's application no later than May 1 of the academic year at the end of which the Member will have completed six (6) years at a rank of Assistant Professor or higher on a regular appointment at the University of Ottawa.

(Housekeeping changes/Correction to text)

\*25.1.7.3 A Member must apply no later than the sixth year of continuous employment at a rank of Assistant Professor or higher at the University of Ottawa. However, where the Employer has recognized, pursuant to 23.4.1.1(b), one (1) or more years of regular university-level experience for the Member, the Member may apply sooner than the sixth year and as early as the fall of the second year at the University of Ottawa, and the Joint Committee shall make a decision no later than May 1 of the academic year in which the Member applies, provided that, at the end of the calendar year in which the decision takes effect, the Member will have four (4) or more years of recognized regular university-level experience, of which the last two (2) academic years are years of appointment at the University of Ottawa, as a regular Faculty Member, Visiting Professor, or research fellow.

#### **25.4 Procedures**

(Housekeeping changes/Correction to text)

\*25.4.2 An application must be initiated by the Faculty Member and must be submitted to the Dean as early as July 1 but no later than September 1. The application must be accompanied by the following documentation:

- (e) for applications for tenure or for promotion to the rank of Associate or Full Professor, a list of at least five (5) persons outside the University who could be called upon to evaluate the Member's works, it being understood that this list is to be provided in accordance with the provisions of 23.3.2 of this agreement;

### **ARTICLE 27 – Sick leave**

#### **27.1 Eligibility and benefits**

27.1.1.4 When a Member cannot fulfil their assigned teaching responsibilities as a result of starting or ending their sick leave mid-term, any pro-rated teaching assigned to them should be completed in that same term. The Faculty cannot require that the pro-rated teaching be completed in subsequent terms. The Member may request a postponement and it shall not be unreasonably refused.

### **ARTICLE 28 - Vacation leave, holidays and absences**

#### **28.2 Vacation leave (librarians)**

(Housekeeping changes/Correction to text)

28.2.5 Vacation leave on specified dates shall not be refused without serious reasons. The University Librarian may refuse vacation leave on certain dates if there is no way to compensate adequately for the Member's absence without considerably reducing the quality of service to the university community or if overtime has to be paid or additional staff must be hired in order to accommodate the Member's request.

### **ARTICLE 29 – Other leaves**

#### **29.1 General**

29.1.4 When a Member cannot fulfill their assigned teaching responsibilities as a result of starting or ending a leave mid-term, any pro-rated teaching assigned to them should be completed in that same term. The Faculty cannot require that the pro-rated teaching be completed in subsequent terms. The Member may request a postponement and it shall not be unreasonably refused.

## **29.2 Birth or adoption leave, Pregnancy leave, and Parental leave**

29.2.4.1 A Member eligible for any of the following special leaves shall return to the position that they held prior to the leave, with no loss of service for seniority purposes:

- (e) **Income averaging for Librarians:** Leave with income averaging is a short-term leave that can accommodate a Librarian Member requesting leave without pay for a single period of between one (1) month and a maximum of three (3) months during a twelve-month period, beginning in May. The request for leave with income averaging shall be made directly to the University Librarian, by September 1, of the preceding year. The University Librarian shall consult with the Member's immediate supervisor and the LPC on whether it is feasible in light of the requirements of the Member's duties. Librarian Members with continuing appointments are eligible for leave with income averaging.

## **ARTICLE 38 - Resignation and rights of retirees**

### **38.2 Retirees' privileges and benefits**

(Housekeeping changes/Correction to text)

**\*38.2.5.3** Where a Member retires prior to the normal retirement date set out in the University of Ottawa Pension Plan, the Member may, until they attain such normal retirement age, participate in the health and dental insurance benefits provided to Members pursuant to 40.1.1.1(c) and (h). (...)

## **ARTICLE 39 - Disciplinary measures**

### **39.1 General**

**\*39.1.2.1** Any alleged behavior which may lead to disciplinary proceedings against a Member shall be properly investigated by the Member's Dean, it being understood that:

- (b) any fact-finding procedure, evaluation or request for advice in respect of an individual Member, conducted by the Dean, shall be carried out in conformance with the relevant provisions of this agreement or, where there are no relevant provisions, in a manner appropriate to the alleged cause for disciplinary proceedings. Any fact-finding procedure, evaluation or request for advice conducted by the Dean shall be completed within a reasonable amount of time after the receipt of the allegation. The Dean shall notify the Member in writing of any decision to proceed or not with an investigation into an allegation;

## **ARTICLE 40 - Benefits**

### **40.1 General**

(Housekeeping changes/Correction to text)

**\*40.1.1.1** The Employer agrees to provide to Members, subject to the provisions of this article, the employee benefits listed below. (...)

- (a) Long-term disability insurance benefits.
- (b) Basic group life insurance benefits.

- (c) Health insurance benefits.
- (d) University of Ottawa Retirement Pension Plan benefits.
- (e) Optional life insurance benefits.
- (f) Optional Accidental Death and Dismemberment insurance benefits.
- (g) Workplace Safety and Insurance Board (WSIB) benefits.
- (h) Dental insurance benefits.

**\*40.1.3.1** In order for the Employer to try to secure uninterrupted insurance coverage, the Member shall inform Human Resources no less than twenty (20) days prior to departure when planning to be absent from Canada in circumstances in which either (a), (b) or (c) below apply.

...

- (b) The Member's destination, regardless of length of stay, is a country or high risk territory that is identified by a Canadian federal or provincial government department or agency as a dangerous where Canadians should either avoid non-essential travel, or avoid all travel. Travel advice and advisories by destination can be found on governmental websites such as Global Affairs Canada (GAC). Members should also review uOttawa [policy 128 – International Travel Safety Policy](#).

...

Members are encouraged to register their international trip with the University of Ottawa's International Travel Registry prior to departure and update the registry when there are changes to the details of the international trip dates or destinations. If required, the Employer will provide a letter confirming the employment status of the Member.

The Member shall seek confirmation of out of country insurability coverage for extended periods out of province, directly from their Provincial Health Insurance Plan according to the procedures in place at the time that the request is being made.

(Housekeeping changes/Correction to text)

**\*40.1.3.2** Upon receipt of the above notice, Human Resources shall:

- (a) contact the insurance provider to seek insurability, which determination shall be at the insurer's sole discretion;
- (b) inform the Office of the Chief Risk Officer when the destination(s) visited is a destination as described in 40.1.3.1(b) or (c);
- (c) If insurance coverage cannot be secured and the Member is so informed by the Human Resources or the Office of the Chief Risk Officer but chooses to travel to a destination as described in 40.1.3.1 (b) or (c), they shall be considered on annual leave without any assigned duties.

**40.4 The University of Ottawa Pension Plan\*40.4.4** The Employer shall make its best efforts to obtain and provide to the Association information and general data, other than individual earnings histories and personal information, which are required for the computation of pension benefits to which a Member is entitled. The Employer shall, upon written request from a Member, provide to the Association information regarding that Member's earnings history and personal information, as required for the computation of pension benefits to which the Member is entitled.

**40.6 Tuition fees**

**40.8 Professional expenses reimbursement**

- \*40.8.1 The Employer shall reimburse every Member for allowable professional expenses incurred by the Member in each calendar year on behalf of the Employer in carrying out employment duties or in acquiring supplies or equipment related to the performance of such duties, as follows:  
Effective January 1, 2022: \$2,200.  
Effective January 1, 2025: \$2,600.

PER shall not be prorated.

**40.9 Health Care Spending Account on retirement**

- \*40.9.1 Members retiring on or after May 1, 2001 shall, per calendar year, have access to a Health Care Spending Account (HCSA) of the amount set out below, funded by the Employer (with a carryover of credits from the previous calendar year, as per Income Tax Act rules).

Effective 2017 calendar year: \$1,350.

**40.11 Health care spending account**

- \*40.11.8 Unused amounts are available to a spouse for up to one year upon the death of the Member, subject to credit carry over restrictions in 40.11.2.

**ARTICLE 41 - Compensation**

**41.1 General**

- \*41.1.2.2 The following provisions apply where the Employer makes an error in the payment of a Member's compensation.

- (a) If the error is an overpayment, written notice of the error and impending correction shall be forwarded to the Member. In the case of an overpayment of less than \$1,000, the deduction shall normally be made from the regular payment following the date on which the University notified the Member. In the case of an overpayment of \$1,000 or more, the deduction is normally made from the regular payment following the date on which the University notified the Member, however, the University and the Member concerned may agree to different mutually acceptable deadline. Should such an agreement not be possible, the entire amount shall be deducted on the next payroll cycle.

**41.6 Special compensation**

**\*41.6.1 Overload teaching**

Where a Member teaches a regular course in addition to their assigned workload duties, they shall be remunerated therefore on the basis of *University of Ottawa Policy 5, Appendix III*, as it was on the date of ratification of this agreement, except that, on May 1 of each year of the agreement, the hourly rate will be adjusted to reflect the hourly rate paid to the appropriate group of part-time teachers minus the amount to cover the four percent (4%) vacation pay as well as the percentage to cover statutory holidays included in that hourly rate.

**APPENDIX B - Other employee benefit plans**

(Housekeeping changes/Correction to text)

Health Insurance Plan  
Canada Life - Policy 177714

## LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

### **Opportunity for Conversion from Replacement Professor to Continuing Special Appointment Professor**

---

**WHEREAS** the Parties agree with the principle that at some juncture an employee who has been given consecutive Replacement Professor contracts covering at least seven (7) years in substantially the same discipline area, hereinafter called "Qualifying Members", shall be able to request a conversion to a Continuing Special Appointment Professor (CSAP) position.

To this end, the Parties agree to the following:

1. Prior to the start of every academic year:
  - a. Each academic unit seeking a conversion shall create a list of all Qualifying Members, sorted in descending order of the length of time in Replacement Professor appointments.
  - b. Subject to the operational requirements and pedagogical needs of each academic unit, the Provost will determine possible conversions.
2. Every academic year, as many Qualifying Members topping the list as available conversions in their academic unit shall be offered the chance to apply for a conversion of their appointment into a CSAP position. If a Qualifying Member refuses the offer, the next Qualifying Member on the list shall be offered the chance to apply.
3. In order to be converted, Qualifying Members must meet the following minimal conditions:
  - a. The Qualifying Member holds a doctorate – or the equivalent thereof, recognized pursuant to the provisions of 23.4.2 of the Collective Agreement.
  - b. The Qualifying Member has evidenced teaching which, when evaluated in accordance with the provisions of article 24, is deemed to "meet expectations" (as established within the two years preceding the application).
  - c. The Qualifying Member will have met the requirements regarding the level of proficiency in French and English for the CSAP position.
4. Qualifying Members' conversion application shall require a positive recommendation from the academic unit. The academic unit's recommendation shall be made by an appointments committee composed of either the DTPC or the academic unit's assembly or a group of assembly members designated by it, it being understood that the academic unit's assembly shall decide the method to be used.



5. The Qualifying Member will provide a scholarly activity statement in their letter of application.
6. Qualifying Members who successfully convert their appointment to a CSAP position shall:
  - a. have the rank of Assistant Professor unless they already have the rank of Associate or Full Professor;
  - b. be subject to the Associate Professor salary cap unless they have the rank of Full Professor;
  - c. be considered a CSAP in relation to all existing relevant letters of understanding (LOUs);
  - d. after a period of 3 years, be allowed to apply for continuing appointment and promotion to the rank of Associate Professor as per the Continuing Special Appointment Professors (CSAP) LOU ratified in by the Parties in 2021.
7. The Parties agree that all other conditions of all letters of understanding regarding CSAP appointments remain active.
8. The Parties agree that this solution is unique to the Qualifying Members and creates no precedent.
9. This LOU expires with the Collective Agreement with a start date of May 1, 2024. It may be extended by mutual agreement of the Parties and such extension shall not be unreasonably refused.

**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.

**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 paragraph #1, sub-paragraph a. of the Continuing Special Appointment Professors (CSAP) Letter of Understanding agreed-to during the 2018-2021 Collective Agreement in the following manner:

**1. CSAP Professional Leaves:**

Once every four (4) years, a CSAP Member may apply for a four-month professional leave, with no reduction in remuneration, to enhance their teaching or perform scholarly activities.

Entre

L'Université d'Ottawa

(Employeur)

– et –

L'Association des professeur.e.s de l'Université d'Ottawa

(Association)

### **PROGRAMME D'INCITATION VOLONTAIRE À LA RETRAITE**

---

ATTENDU QU' un programme d'incitation volontaire à la retraite permet une transition progressive vers la retraite;

ATTENDU QU' un programme d'incitation volontaire à la retraite est conforme aux normes d'emploi et à la législation sur les droits de la personne;

Les Membres régulières et Membres réguliers, comme décrit à l'article 1 de la convention collective avec une date de début du 1 mai, 2024), ayant un engagement continu ou la permanence qui sont admissibles à prendre leur retraite conformément aux dispositions du Régime de retraite de l'Université d'Ottawa et qui ne se sont pas prévalus de la section 40.3 de la convention collective ou d'un autre incitatif à la retraite, sont éligibles à prendre leur retraite et à être réengagés à demi temps (50%) par l'Employeur à condition d'obtenir le consentement de leur doyenne ou leur doyen au préalable, et de satisfaire à toutes les conditions et modalités suivantes :

1. Avoir informé par écrit la doyenne, le doyen ou la bibliothécaire en chef de leur décision de prendre leur retraite et de faire une demande par écrit de réengagement à titre de membre du personnel enseignant invité, bibliothécaire invitée ou bibliothécaire invité à demi-temps au moins quatre (4) mois avant la date d'effet de leur retraite;
2. Avoir signé une entente de retraite irrévocable, dans la forme stipulée par l'Employeur;
3. À la date d'effet de sa retraite, la ou le membre reçoit ses prestations de retraite conformément à ce qui est prévu au Règlement du régime de retraite de l'Université d'Ottawa;
4. Le réengagement à demi temps doit prendre effet le lendemain suivant la date d'effet de sa retraite; l'Université réengage la membre retraitée ou le membre retraité, sans rang et à demi temps (cinquante pour cent (50%) de la charge normale; cinquante pour cent (50%) du salaire) à titre de personnel enseignant invité conformément aux dispositions de la section 17.2.2.1 de la convention collective ou bibliothécaire invitée ou bibliothécaire invité conformément aux dispositions de la section 17.7.2.4 de la convention collective (la « Retraitée Invitée », le « Retraité Invité ») pour une durée maximale, au choix de la doyenne, du doyen ou de la bibliothécaire en chef, de trois (3) ans (la « Durée du réengagement »). La Durée de réengagement est finale;

5. Le réengagement de la Retraitée Invitée ou du Retraité Invité à titre de personnel enseignant invité, bibliothécaire invitée ou bibliothécaire invité à demi-temps en vertu de la présente entente se fait de plein droit et ni la procédure prévue à l'article 17.2.2.2 de la convention collective, ni la durée limitée prévue à l'article 17.7.2.4 (a), ni les processus de consultation prévus aux articles 17.2.2.3 et 17.7.2.4 (b) ne s'appliquent;
6. Le réengagement de la Retraitée Invitée ou du Retraité Invité à demi-temps en vertu de la présente entente ne constitue pas un droit inhérent et est à la discrétion de la doyenne ou du doyen de la ou du membre. La doyenne ou le doyen peut refuser une demande de réengagement et ce à sa discrétion et pour toute raison, notamment, si la ou le membre a subi une forme de suspension ou de mesure disciplinaire, si la mission d'enseignement du programme d'études de la ou du membre ne supporte pas l'engagement, ou si les besoins opérationnels ne supportent pas l'engagement;
7. Les Retraitées Invitées et les Retraités Invités ne sont pas membres de l'unité de négociation;
8. La Retraitée Invitée ou le Retraité Invité devra conclure un contrat à titre de personnel enseignant invité, bibliothécaire invitée ou bibliothécaire invité selon lequel :
  - a. Le salaire nominal de la Retraitée Invitée ou du Retraité Invité est celui qui prévalait la veille de sa retraite, mais il est ajusté au prorata (50%); la Retraitée Invitée ou le Retraité Invité n'a pas droit aux augmentations salariales pendant la Durée du réengagement;
  - b. La Retraitée Invitée ou le Retraité Invité, en vertu de la présente entente, aura accès à toutes les bibliothèques à l'Université d'Ottawa ainsi qu'aux services de soutien pour la recherche, selon la disponibilité de ceux-ci; elle ou il maintiendra ses droits de supervision, pourvu que les dispositions énoncées à l'article 32 de la convention collective soient respectées;
  - c. En tant que membre retraitée ou membre retraité APUO, la Retraitée Invitée ou le Retraité Invité aura droit seulement aux privilèges et avantages prévus à l'article 38.2 de la convention collective. La Retraitée Invitée ou Le Retraité Invité n'aura pas droit à aucun autre privilège ou avantage en tant que membre du personnel.
  - d. Au cours de la période de son réengagement à titre de membre du personnel enseignant invité, bibliothécaire invitée ou bibliothécaire invité, la charge de travail de la Retraitée Invitée ou du Retraité Invité représentera cinquante pourcent (50%) de la charge de travail normale. Quant à la charge d'enseignement pour une Retraitée Invitée ou un Retraité Invité qui est membre du corps professoral, celle-ci est équivalente à la moitié de la charge moyenne qu'elle ou il assumait au cours des trois (3) dernières années. Toutefois, la charge de cours doit être d'un minimum de trois (3) crédits par année. La charge de travail d'une bibliothécaire invitée ou d'un bibliothécaire invité sera de cinquante pourcent (50%) et pourra être accomplie pendant 50% des heures de travail normales (soit 18 heures par semaine);
  - e. Entre le 1 avril et 1 juin pendant la Durée de son réengagement, la Retraitée Invitée ou le Retraité Invité en vertu de la présente entente doit soumettre par écrit, à sa doyenne ou son doyen pour approbation, un rapport annuel de ses activités savantes auxquelles elle ou il a l'intention de consacrer une partie de son temps pendant la prochaine année universitaire;

- f. La Retraitée Invitée ou le Retraité Invité en vertu de la présente entente peut être assujéti à l'évaluation du rendement;
  - g. Le réengagement de la Retraitée Invitée ou du Retraité Invité à demi-temps en vertu de la présente entente peut être résilié par l'Employeur pour motif valable ou sur préavis, et ce selon les modalités de résiliation énoncées dans le contrat de réengagement entre l'Employeur et la Retraitée Invitée ou le Retraité Invité;
9. Une ou un membre qui se prévaut des modalités du programme d'incitation volontaire à la retraite qui précédent n'a pas droit aux montants prévus à l'article 40.3 de la convention collective intervenue entre les parties;
10. Cette entente est conclue sous toutes réserves et ne peut en aucun cas être évoquée à titre de précédent;
11. À l'exception des questions réglées par cette entente, les parties se réservent leurs droits en vertu de la convention collective, y compris quant à la mise en œuvre de cette entente;
12. Cette entente prend fin à l'échéance de la convention collective débutant le 1 mai, 2024.

LETTER OF UNDERSTANDING

BETWEEN  
THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

Teaching Loads in the Faculties of Arts and Education, and in the Telfer School of Management

---

WHEREAS the final report of the Joint Normal Teaching Load Working Group identified disparities with respect to higher teaching loads between uOttawa and other U15 universities in the Faculties of Arts and Education, and the Telfer School of Management, and recommended that decisions about which workload model to implement are best left to individual Faculties;

WHEREAS the final report of the Joint Normal Teaching Load Working Group also recommended identifying an adequate replacement to Appendix J, which would serve to establish a baseline teaching load and be easily understandable by all interested parties;

AND WHEREAS the Association tabled a proposal at the bargaining table whereby a Member's teaching load shall never exceed 12 credits;

NOW THEREFORE, the parties agree as follows:

1. Subject to the application of sections 22.2.1.4, 22.2.1.5, 22.2.1.6, 22.2.1.8 and 41.6.1 of the Collective Agreement, the Deans of the Faculties of Arts and Education, and the Telfer School of Management will reduce the baseline teaching load to four (4) 3-credit courses or its equivalent for Regular Faculty Members and implement them by April 30, 2026. For further clarity, on April 30, 2026, any existing workload models and systems based on 15 credits as the baseline teaching load will be deemed null and void.
2. For further clarity, it is understood that a Member's normal teaching load may be less than provided for than in paragraph 1 above, pursuant to sections 22.2.1.4 and 22.2.1.5 of the 2021-2024 Collective Agreement.
3. For further clarity, it is understood that a Member's normal teaching load may be more than provided for than in paragraph 1 above, pursuant to sections 22.2.1.4, 22.2.1.6, 22.2.1.8 and 41.6.1 of the 2021-2024 Collective Agreement.
4. The first paragraph of section 22.2.1.1, section 22.2.1.2, and Appendix J of the Collective Agreement will be suspended for the duration of the Collective Agreement, with a start date of May 1, 2024. Subsequent to the implementation of changes under paragraph 1, the first paragraph of section 22.2.1.1, section 22.2.1.2, and Appendix J will be permanently rendered null and void.
5. Notwithstanding the paragraphs 1 to 4 above, the Faculty of Arts will reduce the normal teaching load of Language Teachers provided for in Section 22.4.4 of the Collective Agreement to six (6) 3-credit



courses, providing that the Dean has no concerns with the quality of the Language Teacher's academic service following an annual review conducted pursuant to section 23.2.2 of the Collective Agreement.

6. This LOU will expire no later than April 29 preceding the expiration of the collective agreement, with a start date of May 1, 2024, or once all the changes have been implemented whichever happens later.

**LETTER OF UNDERSTANDING**

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

**New PTR for Librarians**

---

**WHEREAS** the Parties recognizes that they have implemented a “new PTR” increment formula for Faculty Members, but not for Librarians.

**THEREFORE**, the Parties agree to the following:

1. To create, within six (6) months of the ratification of the collective agreement, with a start date of May 1, 2024, a committee comprised of two (2) representatives appointed by the Employer, and two (2) representatives appointed by the APUO. The parties shall advise each other of their nominees in writing prior to the first meeting.
2. The committee's mandate is to, based on the work done historically with Faculty Members, to recommend to the Parties a “new PTR” increment table for Librarians. The committee shall ensure that the new recommended structure:
  - a. is similar in function to the Faculty Members’ “new PTR”,
  - b. does not negatively impact career pensionable earnings, and
  - c. includes an effective date for any recommended “new PTR” implementation.
3. Any member of the committee may call upon, if necessary, the resource people they deem appropriate to assist them completing the mandate.
4. The committee shall produce a report within three (3) months of starting their work.
5. Within one (1) month of the recommendations of the committee, the Parties shall meet to discuss the recommendation, and see how they can agree to a new PTR system.
6. The parties will not unreasonably refuse the recommendations.
7. This LOU expires after the Parties have discussed the recommendations.

LETTER OF UNDERSTANDING

BETWEEN  
THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

RENEWAL OF THE PILOT PROJECT ON MEMBERS WHO CONDUCT COMMUNITY-BASED RESEARCH REQUIRING  
ENGAGEMENT WITH FIRST NATIONS, MÉTIS OR INUIT COMMUNITIES

---

WHEREAS the Association tabled a proposal concerning Members who conduct community-based research requiring engagement with First Nations, Métis or Inuit communities;

WHEREAS, in 2021, the Parties agreed to implement a pilot project (the “Pilot Project”), for the duration of the last collective agreement, whereby Members who conduct community-based research requiring engagement with First Nations, Métis or Inuit communities may request that one (1) additional individual be temporarily mandated to sit on personnel committees as a voting member while such personnel committee is considering their application;

AND WHEREAS the 2021 report on the “Pilot Project” by the joint **Committee on Promotion and Tenure Process for Members Engaged in Indigenous-led and Indigenous Centered Teaching, Research, and Scholarly Activity** (the “Committee”) recommended further evaluation of the Pilot Project at a later date.

NOW THEREFORE, the parties agree as follows:

1. To renew the 2021 “Pilot Project” for the duration of the Collective Agreement with a starting date of May 1, 2024.
2. That in the event that the individual selected by the Dean to serve on the committee as specified in the “Pilot Project” LOU is unavailable, the Dean will discuss further options with the Faculty Member including the Indigenous Advisor option recommended by the “Committee” in their report.

**LETTER OF UNDERSTANDING**

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

**Teaching Assistance and Marking/Grading Assistance Working Group**

---

WHEREAS the Parties recognize the importance of teaching assistance and marking/grading assistance in supporting the institution's teaching mission, especially in large first- and second-year classes and in courses that require small group interactions;

AND WHEREAS the Parties agree that it may be beneficial to establish fair and equitable guidelines in the assignment of teaching and marking/grading assistance that are conducive to pedagogical diversity and soundness at the University of Ottawa.

THEREFORE:

1. The Parties agree to create, within three (3) months of the ratification of the collective agreement with a start date of May 1, 2024, a working group comprised of three (3) management representatives, appointed by the Employer, and three (3) APUO representatives, appointed by the APUO. The Parties shall advise each other of their nominees, in writing, five (5) days prior to the first meeting.
2. The working group will survey the different ways in which teaching assistance and marking/grading assistance are established in each faculty of the University of Ottawa and in the faculties of U15 universities. The working group will also collect all existing Teaching Assistance allocation policies at all academic units, gather appropriate academic studies and will research best practices.
3. The working group will make recommendations to the Parties regarding teaching assistance and marking/grading assistance provided to APUO Members at the University of Ottawa. Such recommendations shall take into consideration the following factors:
  - a. Teaching assistance levels that are conducive to pedagogical diversity and soundness;

- b. Health and safety or accreditation elements which may create different requirements;
  - c. Fairness of workload distribution; and
  - d. Particular needs of large groups, first- and second-year courses, and courses that require small group interactions.
4. The working group will submit their final report no later than two (2) years after the first meeting of the working group.
5. This LOU will expire no later than April 29 preceding the expiration of the collective agreement, with a start date of May 1, 2024, or at submission of the final report in point 4, whichever happens first. This LOU may be extended by mutual agreement of the Parties, and such extension shall not be unreasonably refused.