

SELKIRK COLLEGE

TO: Faculty

FROM: W.F. Murison

DATE: February 11, 1972

RE: Amendments to the Faculty Handbook

The following amendments to the Faculty Handbook of January 31, 1971 have been approved by formal motion of the Council at its last meeting, February 11, 1972. They should be substituted for appropriate sections of the Handbook which they replace. Extra copies of the amendments are available upon request.

WFM/cd

SELKIRK COLLEGE

Amendments to the Faculty Handbook of January 1, 1971

After discussions with the Salaries and Benefits Committee of the Faculty Association, the following changes to the Faculty Handbook are recommended for Council's approval.

- 1) Page 22 - omit section A. DEFINITIONS, paragraphs 1, 2 and 3.
Insert the following:

A. DEFINITION

1. FACULTY I - A person whose academic or professional qualifications meet the requirements of the Faculty II category (see below) but whose level of experience is not considered adequate, for initial appointment at the Faculty II level.

Faculty I status may also be held by a person who is appointed to fill a special role within a department. Such persons will normally be retained in this category and will not be subject to annual review for promotion.

2. FACULTY II - A person who has mastered a body of knowledge adequate to equip him to fulfill his assigned professional responsibilities at the college level and who will have had at least two full years of successful experience at the college or university level at the time that promotion becomes effective.

(a) It is understood that a faculty member who is responsible for a university transfer course will normally hold a Master's degree in the subject area he teaches.

(b) It is recognized that a faculty member who is responsible for a course offered as part of a career program may be required to have considerable field experience in order to acquire mastery of a particular body of knowledge. In such instances, the faculty member will normally hold relevant professional certification or equivalent in addition to the required field experience.

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- (c) It is understood that a faculty member who is responsible for performing professional non-instructional roles will normally hold a Master's degree or other relevant professional certification in the appropriate field.

The Faculty II category is intended as the normal category.

- 3. FACULTY III - A person who has demonstrated a consistently high level of competence in the performance of his/her assigned professional duties and who has given evidence of exceptional creative, professional or community activity or successful scholarship.

- 2) Page 23, 24 and 25 - omit section C. 4. sub paragraphs a. through g.

Insert the following:

D. PROMOTIONS BETWEEN CATEGORIES

1. Promotions Committee

The responsibility for recommendation of a faculty member to the Principal for promotion to a higher category shall rest with a committee consisting of the Dean of Academic Affairs as Chairman, a faculty member in the Faculty III category appointed by the Principal and two faculty members elected annually by the faculty at large. The Principal shall be an ex-officio member of the Committee but shall attend all meetings of the Committee.

When a faculty member who has been elected to the committee by the Faculty is being considered for promotion, he shall withdraw from the committee during the review of his own situation and an alternate, elected by the faculty, shall serve in his place.

The Chairman shall be a voting member of the committee. One of the voting members shall be designated Secretary for liaison purposes.

The Principal is solely responsible for recommending to Council on all promotions.

2. Terms of Reference

- (a) The status of all faculty in the Faculty I category will be reviewed annually to determine if the requirements for Faculty II status have been met, except that a person with no previous professional

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experience at the college level will not be reviewed during his first year on faculty.

- (b) At the same time as the review for a second five-year contract and every second year thereafter, the status of a faculty member in the Faculty II category will be reviewed for possible promotion to Faculty III. In addition, when a faculty member has advanced to the maximum salary level in the Faculty II category, his status will be reviewed annually thereafter.
- (c) In addition to automatic review of faculty eligible under (a) and (b) above, the committee will also review the status of faculty who have:
 - (i) been recommended for promotion by the Principal, Dean of Academic Affairs or Department Chairman,
 - (ii) applied in writing to the Principal for consideration.

Review of recommendations or applications for promotion will take place at the same time as review under (a) and (b) above.

- (d) Before reviewing a faculty member recommended under (c (i)) above, the Secretary of the Promotions Committee shall inform the faculty member of the recommendation. The latter may, if he wishes, forbid the review to take place. Similarly, a faculty member eligible for review under (a) or (b) above may elect not to be considered for promotion.
- (e) The criteria for promotion shall be those outlined in the description of the Faculty II and Faculty III categories.
- (f) In order to determine if these criteria have been met, the committee may:
 - (i) examine the faculty member's personal file,
 - (ii) request the faculty member to submit relevant information in writing to supplement that which may be in his file,
 - (iii) request the Chairman of the faculty member's department to give his critical comments verbally before the committee,

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- (iv) when reviewing a Chairman, seek information in writing from each member of his department.

The faculty member has the right to speak on his own behalf before the committee, if he so desires.

- (g) The decision of the committee shall be by vote. Three votes for a faculty member means that the committee is in favour of promotion.

The Secretary will inform the faculty member of the committee's decision, but will not disclose the actual vote. Otherwise, the members of the committee will maintain strict confidence with respect to all deliberations and decisions.

In cases where there is a difference of opinion between the Principal and the voting members of the Promotions Committee on the action to be taken with respect to an individual member of faculty, the following procedure shall be followed:

The Secretary shall notify the member of faculty that the Principal disagrees with a recommendation in his/her favour. Upon receipt of a copy of such a notice, the Principal shall forward to the member of faculty in question (within 10 days) a written, confidential statement explaining his reasons for refusing to accept the Committee's recommendation and itemizing ways in which the faculty member can effect remedies before further evaluations occur. If dissatisfied with the reasons given, the faculty member may initiate faculty evaluation procedures as outlined in the Faculty Handbook, P. 10, (section G 5).

- (h) Denial of promotion does not prohibit a faculty member from applying or being recommended for promotion in any subsequent year.
- (j) Promotions will be effective not later than July 1 of the year in which the Committee's recommendations have been ratified by the College Council. Promotion will be accompanied by a salary increment not less than that which the faculty member would have received by remaining in the same category.

- 3) Create a new section entitled E. ~~TEMPORARY~~ EFFECTIVE DATES and re-number sub sections 5. 6. and 7. on pages 25 and 26 to read 1. 2. and 3. The text of these sections reads the same.

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- 4) On page 26 change D. STAFF BENEFITS TO read F. STAFF BENEFITS, and on page 28 change E. LEAVE OF ABSENCE to read G. LEAVE OF ABSENCE.

At the request of the Personnel Committee, consideration by both parties was given to that sentence on page 11 of the present Handbook which reads as follows:

"In this case, the faculty member will have the opportunity of serving out his existing contract."

At a meeting of the Faculty Association on Monday, January 10, 1972 the following alternative statement was presented for consideration to Council:

C. TERMINATION OF APPOINTMENT

1. Termination of appointment by the College without the consent of the appointee during the life of his/her contract constitutes dismissal, which should only occur for cause.
2. Termination might also occur as a result of a decision by the College Council to discontinue or severely curtail teaching in a specific area of study. When such a reduction in a department is essential, instructors with probationary status must be released before persons with a five year appointment.

An instructor with a five year appointment whose position is to be terminated may be released by the College with not less than one year's notice (II B. 2. (a). Council shall make every effort to find suitable alternative employment for the instructor within the College. Failing that, the College will assist in his placement elsewhere. (Such assistance to be other than direct monetary assistance.)

In no case shall this procedure be used to circumvent the provisions of the handbook relevant to the termination and renewal of non-probationary contracts (vide II B. 2. (d).

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January 12/72