

## Article 35: Teaching Faculty

- 35.1 Teaching Faculty refers to Laboratory Instructors, Lecturers, Senior Lecturers, and University Lecturers collectively.
- 35.2 Lecture Faculty refers to Lecturers, Senior Lecturers, and University Lecturers collectively.

### Ranks and Responsibilities

#### **Laboratory Instructor**

- 35.3 A Laboratory Instructor will assist other faculty in providing laboratory instruction and in developing the curriculum of laboratory courses.
- 35.4 A Laboratory Instructor may apply for promotion to Lecturer where:
- 35.4.1 a substantial proportion of their permanent duties has become the full responsibility for the instruction of courses, including laboratory courses;
  - 35.4.2 they demonstrate ability and commitment to teaching.

#### Responsibilities of Laboratory Instructors

- 35.5 Laboratory Instructors provide instructional preparation and support to assist other faculty in laboratory instruction and in the curriculum development of laboratory courses. The Chair (or designate) assigns teaching responsibilities, in consultation with the Laboratory Instructor. The Laboratory Instructor is responsible to the Department Chair (or designate) for assigned duties and for professional activities undertaken in a semester in which no laboratory duties are assigned.
- 35.6 A Laboratory Instructor is expected to perform their duties in a professional and effective manner, to maintain currency in the discipline, to prepare appropriately for classes, to be available to and to provide feedback to their students, and to be available to consult with faculty responsible for the laboratory course(s).
- 35.7 A Laboratory Instructor is also expected to undertake administrative functions related to their teaching responsibilities as assigned by the Chair (or designate) in consultation with the Laboratory Instructor.
- 35.8 Where a Laboratory Instructor becomes voluntarily involved in service within or outside the university community, it should be compatible with their normal instructional responsibilities.
- 35.9 Laboratory Instructors will maintain laboratory teaching dossiers that must be updated each academic year. A summary of activities (or curriculum vitae update) will be forwarded to the department Chair by January 15th, annually.

### Lecture Faculty

#### **Lecturer**

- 35.10 A Lecturer will have full responsibility for the preparation and instruction of courses, including laboratory courses, and for curriculum development.
- 35.11 A Lecturer should show:
- 35.11.1 evidence of ability and commitment to teaching;
  - 35.11.2 evidence of promise of educational leadership;
  - 35.11.3 involvement in service to the academic profession, to the University, or to the community as appropriate.

### **Senior Lecturer**

35.12 A Senior Lecturer will have responsibility for the preparation and instruction of a wide range of undergraduate and graduate level courses, and may be called upon to provide leadership in curriculum development.

35.13 Appointment at or promotion to Senior Lecturer will require demonstration of:

35.13.1 excellence in teaching;

35.13.2 examples of educational leadership;

35.13.3 involvement in curriculum development and innovation and other teaching and learning initiatives;

35.13.4 continuing pedagogical/professional development;

35.13.5 an appropriate level of involvement in service to the academic profession, to the University, or to the community.

### **University Lecturer**

35.14 A University Lecturer will have responsibilities that encompass the normal requirements of classroom teaching plus activities in the areas of educational leadership, teaching mentorship and curriculum development. University Lecturers will focus on accomplishments in teaching and educational innovation and the impact on student learning.

35.15 Appointment at or promotion to University Lecturer will require demonstration of:

35.15.1 sustained record of excellence in teaching;

35.15.2 distinction in the field of teaching and learning including demonstrated innovation resulting in a positive impact on student learning;

35.15.3 sustained record of excellence in educational leadership;

35.15.4 sustained and innovative contributions to curriculum development, course design, and other initiatives that advance the University's ability to excel in its teaching and learning mandate;

35.15.5 an appropriate level of involvement in service to the academic profession, to the University, or to the community.

### **Responsibilities of Lecture Faculty**

35.16 Lecture Faculty have full responsibility for: the preparation and instruction of courses, including laboratory courses; the supervision of any teaching assistants or laboratory instructors associated with these courses; curriculum development; and associated duties. Currency in the discipline is essential, but there is no requirement of research activity. Lecture Faculty are responsible to the Department Chair (or designate) for assigned duties.

35.17 The primary obligation of Lecture Faculty is teaching and associated duties. They are fully responsible for courses in the same manner as other faculty members.

35.18 Occasionally, where the needs and resources of the department allow, and with the Lecture Faculty Member's agreement, a Chair may assign limited duties related to the scholarship of teaching and learning for a defined period. These duties will be taken into account in assignment of workload.

35.19 In those semesters in which the Lecture Faculty Member is teaching less than a full teaching load they are expected to undertake teaching-related or professional

development activities or other activities in lieu of classroom teaching assigned by the Chair.

- 35.20 Lecture Faculty are expected to undertake administrative functions assigned by the Chair in consultation with the Member.
- 35.21 Lecture Faculty (term and continuing) will maintain teaching dossiers that must be updated each academic year. A summary of activities (or curriculum vitae update) will be forwarded to the department Chair by January 15th, annually.

### Continuing Appointments

- 35.22 Teaching Faculty appointments will be made consistent with Article 23: Continuing Academic Appointments.
- 35.23 Appointment to a probationary or continuing Teaching Faculty position requires the authorization of a position by the Vice President, Academic.
- 35.24 Normally initial appointments will only be made at the Laboratory Instructor or Lecturer level.
- 35.25 Initial Teaching Faculty appointments will commence with a probationary appointment of up to 24.
- 35.26 Continuing Teaching Faculty appointments will be an appointment without term subject to Articles 35.57-35.62, Elimination of Position.
- 35.27 All Teaching Faculty appointments regardless of category may be full- or part-time.

### Probationary Appointments and Review

- 35.28 For all continuing appointments (excluding incumbents appointed under Term Appointments (below), an initial probationary appointment of up to 24 months will be made subject to Article 35.28x.
- 35.28.x.1 The probationary appointment review will be conducted as part of the Teaching Faculty Member's first biennial salary review.
- 35.28.x.2 If a newly appointed Member has held an appointment for six months or more, they will receive a one-step award without review on the September 1<sup>st</sup> following their appointment.
- 35.28.x.3 A Teaching Faculty Member whose continuing appointment starts on September 1<sup>st</sup> will be subject to review starting in the January 16 months after the start of the appointment. Members commencing appointments on a date other than September 1<sup>st</sup> will be deemed to have started on the nearest September 1.
- 35.29 Upon appointment, Teaching Faculty will be provided with the unit's expected standard of performance and the criteria by which this performance will be measured.
- 35.30 The TPC will review a Probationary Teaching Faculty Member's performance in their second year as part of the biennial review process. If their performance has been satisfactory, the Chair will recommend to the Dean that the appointment be made a continuing appointment and recommend an appropriate step award.
- ~~35.31—Omit.~~
- 35.xx Teaching faculty who have been on medical leave or long term disability or who have experienced other severely disruptive personal circumstances may request an extension of the probationary period as per the terms in Articles 30.13 – 30.16 (Delay in Consideration).

### Unsatisfactory Probationary Review

- 35.32 If the Teaching Faculty Member receives an unsatisfactory review from the TPC, the Chair will outline in writing:
- 35.32.1 the unsatisfactory aspects of the performance in relation to the job responsibilities;
  - 35.32.2 the expected standard of performance;
  - 35.32.3 the criteria by which that performance will be measured.
- 35.33 The probationary period will be extended by 12 months to allow for a supplementary review. There will be no step award given at the end of the second year of the probationary period. The Probationary Teaching Faculty Member may appeal this negative assessment to the Dean within 14 days of receipt of the Chair's recommendation.
- 35.34 Where the probationary period is extended, there will be a supplementary review by the TPC during the third year biennial review process. If a Teaching Faculty Member's performance during the supplementary review period has been satisfactory, the Chair will recommend to the Dean that the appointment be made continuing and an appropriate step be awarded.
- 35.35 If the supplementary review is negative, the Chair will recommend to the Dean by May 1 of the supplementary year of appointment that notice of termination of the probationary appointment be given.

### **Term Appointments**

#### General

- 35.36 A term appointment may be made where there is a need for the temporary employment of a Teaching Faculty member and/or where only temporary or contingent funding for the position is available. Term appointments will end on the date specified in the appointment letter and no further notice is required.
- 35.xx Term appointments will normally be at least 50% of full-time. In exceptional circumstances where an appointment is made below 50%, the Associate will be informed and a rationale for the exceptional appointment provided.
- 35.37 In the event that a term Teaching Faculty Member is appointed to a continuing position, continuous years of service immediately preceding the continuing appointment will count toward years of service needed to apply for promotion.
- 35.38 A person who is a candidate for a degree at Simon Fraser University may not be appointed as a term Teaching Faculty member with an appointment longer than 12 months until the degree requirements have been fulfilled. In exceptional cases, the Vice-President, Academic may grant an exemption to this rule after consultation with the Dean, Graduate Studies.
- 35.39 Term appointments will be evaluated using the same performance review procedures as continuing Members.

#### Renewal and Limits of Term Appointments

- 35.40 Term appointments may be renewed.) Renewals beyond five years (with no breaks in service of over 4 months) must have the agreement of the Member and the Association.
- 35.41 Where a Department/unit will have employed a teaching faculty member in a term position for four years, the Department will, prior to the end of the fourth year, determine

- whether there is a continuing need for that position. If a continuing need is identified, a position will be created (subject to budgetary approval).
- 35.42 If a continuing need is not identified, or if budgetary approval for a continuing position is denied, the Department may not appoint any new limited term Teaching Faculty to teach the same or substantially similar courses for a period of two years following expiry of the appointment that triggered the consideration.
- 35.43 If a continuing position is created, the Department will make a recommendation to the Dean as to whether the search should be non-advertised and targeted to the incumbent Member, internal or open as per Article 23: Continuing Academic Appointments. The search process will be initiated within six months. Except in the case of an unadvertised search, all limited term faculty members of that rank within that department will be notified of the search and be invited to apply.
- 35.44 Where the continuing appointment pursuant to this Article will not be complete prior to the end of the fifth year of appointment, the term appointment may be extended for a period of one year or until the start date of the continuing appointment, whichever is earlier.
- 35.45 Where the term appointment incumbent is the successful candidate for a continuing position, the probationary period will be waived (see Probationary Appointments and Review, above).

#### **Appointments Supported by External Funds**

- 35.46 Where a continuing appointment is subject to the availability of external funding of at least 50% of the salary, the position will be identified as such (externally-funded) and the source of funding will be stipulated in the appointment letter.
- 35.47 Externally-funded appointments may be terminated in accordance with the following provisions:
- 35.47.1 The Teaching Faculty Member will be notified by the University of the date of termination as soon as the University receives notice that the funding will not be renewed.
- 35.47.2 The Teaching Faculty Member will receive severance pay equivalent to one month's salary and benefits for each complete year of service to a maximum of 12 months, to be paid out in a mutually-agreeable manner.
- 35.48 Article 35, Elimination of Position will not be applicable to these terminations.
- 35.49 Externally-funded positions may not constitute more than 20% of Lecture Faculty university-wide.

#### **Promotion**

- 35.50 A Lecturer may apply to be considered for promotion to Senior Lecturer if they have, at the time of application, completed at least five years as a Lecturer at Simon Fraser University.
- 35.51 A Senior Lecturer may apply to be considered for promotion to University Lecturer if they have, at the time of application, completed at least five years as a Senior Lecturer at Simon Fraser University.
- 35.52 Normally University Lecturer will be the highest rank for Lecture Faculty. In exceptional circumstances, a University Lecturer may apply for promotion to Professor under the same criteria outlined in University Requirements for Appointment, Tenure and

Promotion.

### **Early Promotion**

35.53 A Lecturer may apply to be considered for early promotion to Senior Lecturer if they have, at the time of application, completed at least three years as a continuing Lecturer at Simon Fraser University and three years as a Lecturer (or equivalent position) at another post-secondary institution prior to the continuing appointment at Simon Fraser University. Both of these appointments must be at least half time.

35.54 For early promotion consideration, the Lecturer must make a written submission, including a full curriculum vitae, to the Dean, copied to the Chair of the TPC by April 1 outlining the reasons for the request. In making a determination, the Dean will consult with the Chair of the TPC. The Dean will inform the Lecturer of the decision in writing with reasons by April 15, with a copy to the Chair of the TPC. An unsuccessful early promotion application will not be a relevant consideration in any future promotion consideration.

### **Criteria for Promotion**

35.xx A Teaching Faculty Member who is being considered for promotion or salary review must be evaluated on the basis of performance in two key areas of activity: teaching effectiveness; and service activities as those criteria are defined in Article 28.

### **Promotion Procedures**

35.55 University criteria for promotion are listed above.

35.56 Procedures will mirror those of research faculty as outlined in Article 30: Contract Renewal, Tenure and Promotion with the following modifications:

35.56.1 Dates: to be considered for promotion, an application must be submitted in writing to the Chair by May 1 accompanied by a teaching dossier and whatever other documentation the teaching faculty member considers relevant to their case.

35.56.2 Referees: Referee letters are not required for promotion to Senior Lecturer. For promotion to University Lecturer, at least four letters of reference from referees of high academic stature at "arm's length" from the member, at least two of which should normally be external to the University. Referees internal to the University will normally be from a Faculty different from the Member. Referees will be chosen in the same manner as those for research faculty promotions.

35.56.3 FRC Composition: Teaching faculty promotion cases will be heard by a Faculty Review Committee (FRC) on the same basis as those for research faculty (negative recommendations from both TPC and Dean, or mixed recommendations from TPC and Dean). In the case of a Teaching Faculty promotion, the composition of the FRC must include at least two Senior/University Lecturers.

### **Elimination of Position**

35.57 The University accepts that it has a responsibility to continuing employees with long service who have given good job performance and who would suffer a loss of employment as a result of departmental re-organization or elimination of their positions.

- 35.58 The Chair will advise a continuing Teaching Faculty member whose position is discontinued of the reasons for this action in writing. As much notice as possible will be given, but in no circumstances will the period of notice be less than:
- 35.58.1 four months for a person with service of two years or less in a continuing position;
  - 35.58.2 eight months for a person with service of greater than two but less than five years in a continuing position;
  - 35.58.3 12 months for a person with five years or more of service in a continuing position.
- 35.59 The University will assist a continuing teaching faculty member whose position is discontinued in a search for suitable alternative employment within the University.
- 35.60 No Teaching Faculty member will be expected to take a reduction in salary as a result of being the successful applicant to a position in the bargaining unit in a lower salary range than they previously occupied. In such cases, the individual's salary will be frozen unless and until the position occupied has a salary range that is greater than the salary currently received by that individual.
- 35.61 If no suitable alternate employment within the University has been located by the end of the notice period then:
- 35.61.1 up to six hours of counselling by an external consultant will be offered at no expense to the Teaching Faculty Member;
  - 35.61.2 the Teaching Faculty Member will be terminated and receive severance pay equivalent to one month's salary and benefits for each complete year of service to a maximum of 12 months' salary, to be paid out in a mutually agreeable manner.
- 35.62 For the 12 months following termination:
- 35.62.1 the individual may elect to carry group medical, extended health and dental coverage provided that all employer and employee portions of premiums are prepaid by the individual;
  - 35.62.2 if the individual is re-employed by Simon Fraser University in a continuing position, severance pay will cease and any balance will be due to the University.

### Faculty Status and Voting Rights

- 35.63 Laboratory Instructors will be considered as equivalent to faculty for the purpose of nomination, voting and election to Senate and the Board of Governors. Continuing Laboratory Instructors may not serve on a TPC but may vote in any election of Members to that committee and participate fully in departmental, faculty and university activities.
- 35.64 Continuing Lecture Faculty will be considered as faculty members with the rights and responsibilities conferred by the University Act. Continuing Lecture Faculty members are not eligible for tenure, but may serve on a TPC (as per Article 29: Establishment of Tenure and Promotion and Faculty Review Committees) and may vote in any election of Members to that committee and participate fully in departmental, faculty and university activities.
- 35.65 Term Lecture Faculty members holding appointments of more than one year or who have two or more consecutive one-year appointments may participate in departmental, faculty and university activities, except that they may not:
- 35.65.1 serve on a TPC;

35.65.2 vote in any election of members to the TPC;

35.65.3 vote in demonstrated support votes.

35.66 Term Lecture Faculty members holding appointments of one year or less have the same restrictions noted above for appointments of more than one year, but they may participate in other service activities at the initiative of the Department, Faculty or University.

## Workload for Teaching Faculty

### Laboratory Instructors

35.67 A full-time Laboratory Instructor position entails a time commitment of approximately 35-40 hours per week. An exceptionally heavy workload in one semester should be offset by a lighter-than-average workload in a subsequent semester. In the case of a part-time Laboratory Instructor, they will be expected to work that portion of a workweek that corresponds to the FTE percentage of the appointment.

35.68 For the purpose of course/professional development, continuing Laboratory Instructors will be entitled to a minimum of one semester in nine in which no instructional duties are assigned. The Department Chair will assign this semester in consultation with the Laboratory Instructor. When teaching needs dictate, the Chair may ask a Laboratory Instructor to delay the non-teaching semester for one or two semesters. If such a delay is required, the number of delayed semesters will be credited toward the next professional development entitlement.

35.69 This provision applies to a term Laboratory Instructor provided that:

35.69.1 they have held consecutive and contiguous teaching appointments of at least 50% of load totaling eight complete semesters;

35.69.2 during that period, they have not had a semester in which no teaching duties were assigned and the annual workload was reduced;

35.69.3 they have a subsequent appointment of one year or more.

### Lecture Faculty

35.70 Lecture faculty members are allocated an equitable proportion of the annual instructional responsibilities of their departments.

35.71 A normal annual teaching workload for Lecture faculty members is defined as no more than twice that of tenure-track faculty in the same department.

35.7x Senior Lecturers and University Lecturers may have duties related to innovation in curriculum development and/or the scholarship of teaching and learning (see below), which will be counted in overall assignment of workload. Minor year-to-year fluctuations in a Teaching Faculty Member's teaching workload may be necessary to meet the particular teaching needs of the department. On average, however, the normal annual teaching workload for lecturers will be consistent with the norm.

35.72 For Senior Lecturers, one course equivalent in 16 will be provided to develop new learning activities, refine curriculum, and/or engage in other activities appropriate to continued scholarly development as agreed with the Chair that will benefit the Teaching Faculty Member and the department.

35.73 For University Lecturers, at least one course equivalent in eight will be provided to develop new learning activities, refine or develop curriculum, provide educational leadership or teaching mentorship, and/ or engage in other activities appropriate to continued scholarly development as agreed with the Chair that will benefit the Member

and the department.

35.74 Lecture faculty members' normal annual teaching workload across the three semesters depends on the needs of the department and will be determined by the Chair in consultation with the Lecture Faculty Member and in accordance with the following provisos:

35.74.1 Normally, a Lecture Faculty Member should teach no more than four regular courses (or their equivalent) in any one semester.

35.74.2 A Lecture Faculty Member is entitled to have their workload configured so that no teaching duties are assigned at least one semester in six. There is, however, no reduction in the normal annual teaching load.

35.74.x In a year in which teaching duties are assigned in all three semesters, a Lecturer may request to the Chair and ask to be scheduled to teach intersession or in a similarly-compressed manner in at least one semester, and the full vacation allotment will be taken in this semester. Where such courses are available, this request will not be unreasonably denied.

35.74.3 At least one semester in nine, no teaching duties are assigned. This nonteaching semester is one in which at least two regular courses (or their equivalent) would normally have been taught.

35.75 This provision applies to a term Lecturer provided that:

35.75.1 they have held consecutive and contiguous teaching appointments of at least 50% of load totaling eight complete semesters;

35.75.2 they have a subsequent appointment of one year or more.

35.76 In assigning the annual teaching workload of a Lecture Faculty Member, the Chair will give due consideration to those factors affecting workload that may serve to increase or decrease the amount of time and effort required. Factors to be considered include, but are not limited to the following:

35.76.1 The abilities and specific area of expertise of the Lecture Faculty Member

35.76.2 Whether the Lecture Faculty Member has previously taught the assigned course

35.76.3 Whether the assigned course is a new preparation

35.76.4 Whether the assigned course or the method of delivery has undergone significant revision

35.76.5 The mode of instruction

35.76.6 The student enrollment

35.76.7 The scheduled contact hours

35.76.8 The level of the course (lower division, upper division or graduate)

35.76.9 The amount and type of preparation, grading and course administration

35.76.10 The amount of supervision of teaching assistants and laboratory instructors required

35.76.11 The overall balance between courses with diverse subject matter and those with similar subject matter

35.76.12 The amount of non-teaching assignments and administrative responsibilities assigned

35.76.13 The amount of technical teaching support duties assigned

35.76.14 Any other relevant factors

This article is agreed to by the parties on this \_\_\_\_ day of \_\_\_\_\_, 2020.

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Jennifer Perry, for SFU

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David Broun, for SFUFA