

**Faculty of Arts Council**  
**Meeting Notes**  
**Monday, October 19 2015**  
12:30-1:30 PM

**Present:** Tim Babcock, Karen Barkhouse, Jane Barter, Jane Cahill, Angela Failler, Barbara Foucault, Neil Funk-Unrau, Fiona Green, James Hanley, Steven Kohm, Lisa McLean, Laurel Repski, Allen Mills, Glenn Moulaison, Pauline Ripat.

**Regrets:** Jim Clark, Catherine Hunter, Roy Loewen, Jaqueline McLeod-Rogers, Jacqueline Romanow, Jim Silver, Alden Turner.

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**Motion** to approve the agenda (Pauline Ripat/Jane Cahill). Approved.

**Motion** to approve the minutes of last meeting (Pauline Ripat/Jane Barter). Approved

**Bargaining : PSAC**

Laurel Repski, Vice-President (Human Resources, Audit & Sustainability) came to Council to ask for feedback in formulating a UW bargaining position. She inquired as to the needs of Chairs and Departments. By November, the University will need to present its bargaining package.

The positions under consideration will now be placed in two groups. Academic Support Workers will encompass TAs, lab demonstrators, markers and tutors. Research positions will be in a second contract to be dealt with later.

A first issue will involve protocols for posting positions. Departments reported currently posting at different times in the year. Some post in May; others in September. The timespan for some departments encompasses a single term so that rotation occurs; others offer a full academic year. Rather than posting, some Departments use an informal network.

How long is adequate for the post to be available is another point that needs decision. Will it be on a Department and/or a University website? Can the posting be optional in some cases? Which cases?

The job requirements and application processes also span a range. Laurel feels that some rigor may be require and so is looking to determine what can be standardized and what needs to retain flexibility.

Graduate Student Assistantships will remain outside of the Collective Agreement, as they are part of academic development.

Graduate students will have access to funds via studentships or as Academic Support Workers. Employment regulations and contractual agreement will apply here, as is the case with other employees.

Funds for these positions come from Operating. There are no new funds to support these positions. It is believed that research funds cannot be used to support these positions.

The selection criteria is also varied. Some Departments wanted the jobs kept within the Department as an advantage for its students. Some require that the course to be assisted be on the applicant's transcript. This strategy can keep the position available for a Department's own students.

Laurel noted that administrative roles and protocols also need to be negotiated. The Employment Supervisor is considered to be the person who assigns hours and job tasks. This would be the faculty member. But there may need to be a role for Chairs.

She notes that there will need to be a grievance process. Anything bargained can be grieved. The candidate selection can be grieved. In this case, the Chair would be seen as the Employer. The faculty member would need to provide a rationale to support the selection. Suitability—the ability to work with the particular professor—could be a valid but subjective criteria.

A structure of Academic Support Worker I for undergraduates, Academic Support Worker II for graduate students and Academic Support Worker III for markers has been proposed. Pay schedules would need to be established and universal.

Menno Simons would need to abide by the rules negotiated for the university degree courses it offers.

Laurel welcomed written input from Chairs over the next week or two. A November deadline is in place, as negotiations will be resuming.

#### Emails

Tim raised an issue about the multiple emails that need to be shared within the department. The issue was postponed until a later meeting.

**Motion** to adjourn (Jane Barter/Tim Babcock). Approved