

NUFA Collective Agreement *Important Dates and Deadlines* for FASBU Members 2015-2019

Deadline Date	From/To	Item	Article	Specifics	Date of Request and/or Receipt
May 1	Employer to Members	Faculty Salary Scales	29.2 (a)	Increase May 1, 2016 = 1.5% Increase May 1, 2017 = 1.75% Increase May 1, 2018 = 1.75%	
May 1	Employer to Members	Progress through the Ranks (PTR)	29.3	Salary increase by one Step within rank, unless the maximum compensation within rank, including the junior increment, has been reached	
May 1	Employer to Members	Overload Payments	29.4	\$5,300 for one three credit undergraduate or graduate course	
May 1	Employer to Member	Research Achievement Awards Payment	33.8	Awards may be deferred by recipient for up to one year	
May 1	Employer to Members	Professional Expenses Reimbursement	34.5 34.2	Balance in excess of three years' entitlement will revert back to the University if unspent; Please see complete details in Article 34. Please note increase to PER on May 1, 2016 from \$2,000 to \$2,100, and on May 1, 2017 to \$2,200	
June 1	Employer to Member	Scheduling of Courses Faculties of Arts and Science and Applied and Professional	43.1 (k)	Any change in a Member's schedule after June 1 will take place in consultation with the Member and only as a result of changes in circumstances which could not reasonably have been foreseen at the time the schedule was finalized.	

June 30	Registrar's Office to Membership	Scheduling of Courses Final Timetable for Education	43.1 (j)	The Registrar's Office will publish the final course timetable for Education.	
June 30	Employer to Member	Scheduling of Courses Faculty of Education	43.1 (l)	Any change in a Member's schedule after June 30 will take place in consultation with the member and only as a result of changes which could not have reasonably been foreseen at the time the schedule was finalized.	
June 30	Member to Dean	Retirement	36.2	Last day to submit notice of intent to retire to Dean, for retirement effective December 31	
July 1	Employer to Member	Faculty Salary Scales Upon Promotion	29.2 (b)	Upon promotion effective July 1, Member will move to one of the following, whichever is greater: (i) the Base Step in the new rank, or (ii) the Step in the new rank with the next highest salary compared to the salary he/she began receiving on the May 1 prior to the promotion on July 1, plus one additional step.	
July 1	Dean to Member	Workload – Teaching	27.2	Any approved changes in workload will take effect on July 1.	
Sept 1	Member to Dean	Leave of Absence Requests for January 1 without pay	35.1 (c)	Application to be sent to the Dean. Please see complete details in Article 35.	
Sept 20	Deans, Chairs, Directors and the Registrar, with Faculty	Scheduling of Courses Review of Previous Year's Process	43.1 (a)	By September 20 of each year, Deans, Chairs, Directors and the Registrar will meet by Faculty, to review the previous year's scheduling process.	
Sept 30	Member to Dean	Sabbatical Report	28.7	Within 90 days of return from six month or twelve month sabbatical ending June 30, Member will submit a report on the sabbatical to the Dean.	

Oct 1	Member to Dean	Curriculum Vitae and Annual Report	18.7 (a), (b)	Except those Members in initial year of appointment, each Member will submit an up-to-date CV in the Nipissing CV format. Please see complete details in Article 18.7.
Oct 1	Member to Dean	Workload Change Request from a 3:2 to 3:3, OR 2:2 to 3:3, OR 3:3 to 3:2	27.2 (g), (h)	Tenured Members on a Normal or Research Intensive Workload may request a Teaching Intensive Workload for July 1; and Tenured Members on a Teaching Intensive Workload may request a Normal Workload for July 1. Such requests will not be unreasonably denied.
Oct 1	Member to Dean	Workload Change Request from a 3:3 to a 3:2	27.5 (c)	If the Member has been moved by the Dean from a Normal to Teaching Intensive, may request a change back to Normal. The request must be accompanied with a Research Plan and will be granted or denied by January 1 and take effect July 1 of the following year; Please see complete details in Article 27.5.
Oct 7	Employer to Member	Overload Teaching Statement of Hours	30.2	For fall term courses and fall/winter courses verification of statement of overload hours of teaching
Oct 15	Member to Dean	Reduced Workload Request with pro-rated pay, or an extension to temporary RW arrangement	27.11 (a), (c)	Notify Dean in writing and include date of commencement, number of years, and % of full workload; Please see complete details in Article 27.11.
Oct 15	Member to Provost	Research Achievement Awards Nominations	33.4	Up to five awards of \$5,000 each; Please see complete details in Article 33.

Oct 15	Dean to Member	Leave of Absence Response for January 1 leaves without pay	35.1 (c)	Response will be in writing with terms and conditions; Please see complete details in Article 35.1.
Oct 31	Member to Dean	Leave of Absence Acceptance for January 1 leaves without pay	35.1 (d)	Please see details of acceptance and what constitutes non-acceptance in Article 35.1.
Oct 31	Member to Provost	Research Achievement Awards Acceptance of Nomination	33.4	Nominees' acceptance must include CV, brief statement, and any other information the candidate wishes to provide; Please see complete details in Article 33.4.
Oct 31	Member to Provost	Resignation	36.1	Last day to submit letter of resignation to Provost with copy to Dean and Chair/Director, for resignation effective December 31
Oct 31	Chairs and Directors with Academic Units	Scheduling of Courses Draft Loading Sheets Meeting	43.1 (b)	Chairs and Directors call meeting of academic unit to complete draft loading sheets; Please see complete requirements of loading sheets in Article 43.1 b.
Nov 1	New Member to Dean	Extension of Course Reduction in Teaching for a 2nd Year	27.2 (h)	Newly hired tenure-track Members may apply to Dean for a second year of reduced teaching
Nov 1	Member to Dean	Sabbatical Applications For six and twelve month sabbaticals	28.4	Application to include start date, length, expected allowance, years of full-time credited service being used for eligibility; Please see complete details in Article 28.
Nov 1	Chairs/Directors to Dean	Scheduling of Courses Draft Loading Sheets Completion	43.1 (c)	Chairs/Directors will submit draft loading sheets to Dean; Please see complete details in Article 43.

Nov 5	Dean to Member	Reduced Workload Response with pro-rated pay	27.11 (a)	Response to Member request will be in writing and include the terms, if granted; Please see complete details in Article 27.
Nov 15	Academic Unit with Dean	Limited Term 2 Appointments Review including review of extended LTA2 appointments	20.4 (c), (d)	To review the position(s) in consideration of tenure-track creation, extension of LTA2 or discontinuation; Please see complete details of LTA2 in Article 20.4.
Nov 15	Dean to Members	Election of Directors (Internal Search)	41.5 (a)	In the final year of a Director's term, the Dean will issue a call for nominations for Director; Please see Article 41.5 for complete details.
Nov 20	Member to Dean	Reduced Workload Acceptance with pro-rated pay	27.11 (a)	Response to Dean in writing of acceptance or rejection of terms and failure to respond will be considered rejection
Nov 30	Provost	Research Achievement Awards Committee Mtg.	33.5	Provost to convene RAA committee meeting to consider candidates and ranking by order of merit
Nov 30	Dean with Chairs/Directors	Scheduling of Courses Review of Draft Loading Sheets	43.1 (d)	Dean with Chairs/Directors will review Draft Loading Sheets to ensure that all program and student requirements are accommodated then send to the Registrar's Office for review
Dec 1	Academic Unit to Dean	Limited Term 1 Appointments Request for Renewal	20.3 (b)	Request by unit to Dean cannot assume renewal without advertisement if there is a continuing need; and the performance of the LTA 1 must be deemed satisfactory by the Dean; Please see details in Article 20.3.
Dec 1	Dean to Member	Annual Report Dean's Assessment	27.4 (b)	The written assessment will be signed by Dean and placed in the Member's official file with a copy to the Member. The Member may reply by December 15. Please see complete details in Article 27.4.

Dec 5	Dean to Provost and to NUFA President	Reduced Workload Acceptance with pro-rated pay	27.11 (a), (c)	If accepted by Member, terms will be sent to Provost and NUFA for commencement July 1; Please see Article 27.11 for details, and extension or permanency requests.
Dec 15	Dean to Member	Limited Term 1 Appointments Renewal	20.3 (d)	Notified in writing by Dean in the final year of appointment or thirty days from the availability of the position becoming known, if Member to be renewed for a subsequent limited term without advertisement and invited to accept; Please see details in Article 20.3.
Dec 15	Member to Dean	Annual Report Reply to Dean's Assessment of Report	27.4 (b), (c)	Copy of Member's reply will be placed in Member's official file. The Member may request a meeting to take place after December 15 and before January 20, to discuss the Dean's assessment. Either party may request a meeting and the Member may be accompanied by another Member. Please see complete details in Article 27.4.
Dec 15	Provost and Research Achievement Awards Committee	Research Achievement Awards	33.5	Selection of five award recipients; Please see complete details in Article 33.
Dec 15	Dean to Members	Election of Directors (Internal Search)	41.5 (b)	Dean calls a meeting of the school to be held normally between January 7 and February 7 to elect a Director
Dec 20	Registrar's Office to Chairs/Directors	Scheduling of Courses Draft Loading Sheets for Review	43.1 (e)	Registrar's Office to return to Chairs and Directors the draft loading sheets for review to address such issues as timetabling conflicts, errors or omissions and the like.
Dec 31	Member to Dean	Retirement	36.2	Last day to submit notice of intent to retire to Dean, for retirement effective June 30

Jan 1	Dean to Member	Workload Change Response From 3:3 to 3:2	27.5 (c)	Will be granted or rejected, and will not be unreasonably denied	
Jan 1	Provost to University Community	Research Achievement Awards	33.5	Announcement of recipients	
Jan 1	Member to Dean	Phased Retirement Program (PRP)	Appendix M	Available to full-time Members not on a reduced workload who are 59 years of age or older and have five or more years of continuous service with Nipissing University. Written notice must be provided to the Dean no later than Jan 1 of the year a Member proposes to enter into a PRP	
Jan 7 to Feb 7	Academic Unit Members	Election of Directors (Internal Search)	41.5 (c) – (f)	Election of a Director; Please see Article 41.5 for complete details.	
Jan 20	Member to Dean	Annual Report Meeting	27.4 (c)(i)	The Member may request a meeting with the Dean to occur between December 15 and January 20, to discuss the Dean's assessment. Either party may request this meeting and the Member maybe accompanied by another Member. Please see complete details in Article 27.4.	
Jan 20	Chairs/Directors to Dean	Scheduling of Courses Draft Loading Sheets Submission after Review	43.1 (f)	Chairs/Directors will submit draft loading sheets to the Dean	
Jan 31	Dean to Registrar	Scheduling of Courses Submission by Dean to Registrar for Preparation of Course Timetable	43.1 (g)	Dean will review, sign off and submit to the Registrar's Office the final loading sheets. Reasonable efforts will be made to reflect the preferences as submitted by the respective academic units, but such requests are not guaranteed to be satisfied. The Dean's decision with regard to such requests shall be final. The timetable will be prepared by the Registrar and the Deans using the loading sheets.	

Feb 1	Dean to Member	Sabbatical Applications Response for six and twelve month sabbaticals	28.5 (a)	Dean in consultation with Provost will assess according to Article 28.1 and inform the Member no later than this date whether approved or denied and granted or deferred; Please see complete details in Article 28.
Feb 7	Employer to Member	Overload Teaching Statement of Hours	30.2	For winter term courses verification of statement of overload hours of teaching
Feb 15	Dean to Member	Extension of Course Reduction in Teaching for a 2nd Year Response	27.2 (h)	Dean will respond to a newly hired tenure-track Member's request for a course release extension to a second year
Feb 28	Dean to Members	Department/ Division Chairs Nominations	41.2 (a)	In final year of a Chair's term, Dean to issue a call for nominations (tenured or tenure-track faculty only) from the respective academic unit. Please see complete details in Article 41.
Mar 1	Member to Dean	Doctoral Degree Request for Financial Assistance	29.8	Requests must be made to the Deans by March 1 for support in the upcoming fiscal year, beginning May 1.
Mar 1	Member to Dean	Leaves of Absence Requests for July 1 without pay	35.1 (c)	Please see complete details in Article 35.
Mar 15	Dean to Member	Sabbatical Deferral	28.5 (c)	Written notification of sabbatical deferral by the university; Please see details in Article 28.5 c and d.
Mar 31	Member to Dean	Sabbatical Report	28.7	Within 90 days of return from six month sabbatical ending December 31, Member will submit a report on the sabbatical to the Dean.
Mar 31	Members to Dean	Department/ Division Chairs Deadline for Nominations	41.2 (a)	Please see complete details in Article 41.

Mar 31	Registrar's Office to Membership	Scheduling of Courses Final Course Timetable for AS and APS	43.1 (i)	The Registrar's Office will publish the final course timetable. Collaborative programs with outside institutions are exempted from Article 43.	
Apr 7	Dean to Members	Department/ Division Chairs Call for Election	41.2 (b)	If more than one candidate is nominated for the position	
Apr 15 to May 15	Academic Unit Members	Department/ Division Chairs Election	41.2 (b)	If required, and a volunteer from the Academic Unit who is not seeking election will chair the meeting and ensure that all rules and procedures are followed. The Dean will not attend.	
April 15	Employer to Member	Leave of Absence Response for July 1 leaves without pay	35.1 (c)	Response will be in writing with terms and conditions; Please see complete details in Article 35.	
Apr 30	Member to Dean	Leaves of Absence Acceptance for July 1 leaves without pay	35.1 (d)	Please see details of acceptance and what constitutes non-acceptance in Article 35.1	
Apr 30	Member to Provost	Resignation	36.1	Last day to submit letter of resignation to Provost with copy to Dean and Chair/Director, for resignation effective June 30	
Apr 30	Dean to Members	Department/ Division Interim Chair Appointment	41.2 (f)	In the event that no tenured or tenure track candidate is willing to stand for election, the Dean will appoint an interim Chair for one year (July 1 to June 30)	

Please inform the NUFA Executive Assistant of any errors or omissions in this document at nufaoffice@gmail.com.

Thank you.

2/18/2016