

NUFA Collective Agreements *Important Dates and Deadlines* for NUFA Members 2019-2022

Deadline Date	From/To	Item (When item relates to CASBU, it will be stated.)	Article	Specifics (Please see complete details in the Article listed for the respective Collective Agreements.)	Date of Request and/or Receipt
May 1	Employer to Members	Faculty Salary Scales	30.2 (a)	Increase May 1, 2019 = 1.0% Increase May 1, 2020 = 1.0% Increase May 1, 2021 = 1.0%	
May 1	Employer to Members	Progress through the Ranks (PTR)	30.3	Salary increase by one Step within rank, unless the maximum compensation within rank, including the junior increment, has been reached	
May 1	Employer to CASBU Members	CASBU Stipend Increases	21.2	Please see complete details in Article 21 and Appendices C-F	
May 1	Employer to Members	Overload Payments	30.4	\$5,300 for one three credit undergraduate or graduate course as of May 1, 2019, \$5,400 as of May 1, 2020, and \$5,500 as of May 1, 2021	
May 1	Employer to Member	Research Achievement Awards Payment	34.10	Awards may be deferred by recipient for up to one year	
May 1	Employer to Members	Professional Expenses Reimbursement (PER)	35.2 35.5	Balance in excess of three years' entitlement will revert back to the University if unspent; increase to PER on May 1, 2019 from \$2,300, and May 1, 2020 to \$2,400	
May 15	Members to Employer	PER	35.11	All outstanding expenses for the previous fiscal year must be claimed before this date	

May 15	Employer to CASBU Members	Course Postings for Fall/Winter	17.5 (a)	All contracts potentially available to Part-time Members for the Fall/Winter will normally be posted on the University website under “Employment Opportunities”, it being understood that these postings are subject to change without notice; the Dean is responsible for communicating directly with Members who hold RFR before this posting deadline	
May 31	Employer to CASBU Members	E-mail Accounts	18.2 (c)	Review of Members e-mail accounts with 30 days’ notice prior to termination of account	
June 1	Members to Dean	Research Intensive Workload Request (with tri-council grant)	28.2(c)(i)	Members with a grant from one of the federal granting councils may request a Research Intensive Workload	
June 1	Employer to Members	Course Planning Process Arts and Science and Applied and Professional	43.11	Any change in a Member’s schedule after June 1 will take place in consultation with the Member; only as result of changes in circumstances which could not be reasonably foreseen	
June 30	Member to Dean	Curriculum Vitae and Annual Report	18.7 (a) 22.7 (a)	Except those Members listed in the Article, each Member will submit an up-to-date CV in the Nipissing CV format or a format recognized by the Office of Research	
June 30	Dean to Member	Research Intensive Workload Dean’s Response (with an External Grant)	28.2 (c)(i)	Dean responds to Member’s request for reduced workload based on external tri-council funding grant; approved changes take effect January 1	
June 30	Member to Dean	Retirement	37.2	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	30.2 (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 the Member began receiving on the May 1 prior to the promotion plus one additional step.
July 1	Dean to Member	Workload – Teaching	28.2	Any approved changes in workload will take effect on July 1.
July 15	Registrar’s Office to Membership	Course Planning Process Final Timetable for Education	43.10 43.11	The Registrar’s Office will publish the draft timetable for Education by early July; any change in Member’s schedule after this date will take place in consultation with the Member and only as a result of changes in circumstances which could not be reasonably foreseen
July 15	Employer to Member	Course Planning Process Education	43.12	Any change in a Member’s schedule after July 15 will take place in consultation with the Member; only as result of changes in circumstances which could not be reasonably foreseen
Aug 1	Employer to CASBU Member	Issuance of Part-time Contracts	17.2 (e)	Contracts will normally be issued at least 30 days before the contract begins
Sept 1	Member to Dean	Leave of Absence Requests for January 1 without pay	36.1 (c)	Application to be sent to the Dean for leave without pay beginning January 1. Please see complete details in Article 36.
Sept 1	Dean to Member	Annual Report Dean’s Assessment	28.5 (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 September 15.

Sept 15	Member to Dean	Annual Report Reply to Dean's Assessment of Report	28.5 (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 September 15 and before October 20, to discuss the Dean's assessment. Either party may request a meeting and the Member may be accompanied by another Member.	
Sept 30	Member to Dean	Sabbatical Report	29.7	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 (Instructor) to Dean	Annual Teaching Dossier of Full-time Instructors	23.13	Full-time Instructors, except those in their first year, submit a teaching dossier to the appropriate Dean	
Oct 1	Members to Dean of Graduate Studies and Research	Research Achievement Awards (application)	34.7	Applications to include a CV and 500 word statement of case with budget justification	
Oct 7	Employer to Member	Overload Teaching Statement of Hours	31.2	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 extension to temporary RW	28.11 (a), (c)	Notify Dean in writing and include date of commencement, number of years, and % of full workload	
Oct 15	Dean to Member	Leave of Absence Response for January 1 leaves without pay	36.1 (c)	Response will be in writing with terms and conditions	
Oct 20	Member to Dean	Annual Report Reply to Dean's Assessment of Report	28.5 (c)	Last day to meet with Dean regarding Annual report and the Dean's Assessment	

Oct 31	Member to Dean	Leave of Absence Acceptance for January 1 leaves without pay	36.1 (d)	Please see details of acceptance and what constitutes non-acceptance in Article 36.1.	
Oct 31	Member to Provost	Resignation	37.1	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	Course Planning Process Draft Loading Sheets Meeting	43.1	Chairs and Directors call meeting of academic unit to complete draft loading sheets; Please see complete requirements of loading sheets in Article 43.1	
Nov 1	New Member to Dean	Extension of Course Reduction in Teaching for a 2nd Year	28.2 (h)	Newly hired tenure-track Members may apply to Dean for a second year of reduced teaching	
Nov 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	28.2 (i), (j)	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. The request will include a research plan. Such requests will not be unreasonably denied.	
Nov 1	Member to Dean	Research Intensive Workload Request (with a Tri-Council Grant)	28.2 (c)(ii)	Members with a grant from one of the federal granting councils may request a Research Intensive Workload	
Nov 1	Member to Dean	Research Intensive Workload Request (without external research grant)	28.2 (f)	Members without an external research grant may apply to Dean for a research intensive workload; Please see Article for details required in the application	
Nov 1	Member to Dean	Sabbatical Applications For six and twelve month sabbaticals	29.4	Application to include start date, length, expected allowance, years of full-time credited service being used for eligibility	

Nov 5	Dean to Member	Reduced Workload Response with pro-rated pay	28.11 (a)	Response to Member request will be in writing and include the terms, if granted	
Nov 7	Chairs and Directors to Dean	Course Planning Process Draft Loading Sheets Completion	43.2	Chairs and Directors will submit draft loading sheets to Dean; Please see complete details in Article 43.	
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 20	Member to Dean	Reduced Workload Acceptance with pro-rated pay	28.11 (a)	Response to Dean in writing of acceptance or rejection of terms and failure to respond will be considered rejection	
Nov 30	Dean to Member	Research Intensive WL Dean's Response (with Tri-Council)	28.2 (c)(ii)	Dean responds to Member's request for reduced workload based on external tri-council funding grant; approved changes take effect July 1	
Nov 30	Dean to Member	Research Intensive WL Request (without Tri-Council)	28.2 (f)	Dean responds to Member's request for reduced workload	
Nov 30	Dean of Graduate Studies and Research	Research Achievement Awards	34.8	Dean to convene a meeting of the Senate Research Committee to consider applications	
Nov 30	Dean with Chairs/Directors	Course Planning Process Review of Draft Loading Sheets	43.3	Dean with Chairs and 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	Employer to Part-time Member	Issuance of Part-time Contracts	17.2 (e)	Contracts will normally be issued at least 30 days before the contract begins	

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 5	Dean to Provost and to NUFA President	Reduced Workload Acceptance with pro-rated pay	28.11 (a), (c)	If accepted by Member, terms will be sent to Provost and NUFA for commencement July 1; Please see Article 28.11 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	Dean of Graduate Studies and Research	Research Achievement Awards (decisions)	34.8	Selection of recipients	
Dec 20	Registrar's Office to Deans, Chairs and Directors	Course Planning Process Draft Loading Sheets for Review	43.4	Registrar's Office to return to Deans, 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	37.2	Last day to submit notice of intent to retire to Dean, for retirement effective June 30	
Jan 1	Dean of Graduate Studies and Research	Research Achievement Awards	34.8	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 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 and Directors to Dean	Course Planning Process Draft Loading Sheets Submission after Review	43.5	Chairs and Directors will re-submit draft loading sheets to the Dean
Jan 31	Dean to Registrar	Course Planning Process Submission by Dean to Registrar for Preparation of Course Timetable	43.6	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.
Jan 31	Employer to CASBU Members	E-mail Accounts	18.2 (c)	Review of Members e-mail accounts with 30 days' notice prior to termination of account
Feb 1	Dean to Member	Sabbatical Applications Response for six and twelve month sabbaticals	29.5 (a)	Dean in consultation with Provost will assess according to Article 29.1 and inform the Member no later than this date whether approved or denied and granted or deferred

Feb 7	Employer to Member	Overload Teaching Statement of Hours	31.2	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	28.2 (h)	Dean will respond to a newly hired tenure-track Member's request for a course release extension to a second year	
Feb 15	Registrar to Membership	Course Planning Process (Spring/Summer)	43.8	Completion of draft timetable for Spring/Summer	
Feb 28	Dean to Members	Election of Chairs, Directors and Graduate Program Coordinators (Nominations)	42.2 (a)	In final year of their term, the Dean to issue a call for nominations (tenured or tenure-track faculty only) from the respective academic unit.	
Mar 1	Member to Dean	Doctoral Degree Request for Financial Assistance	30.8 (a)(iv)	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	36.1 (c)	Application to be sent to the Dean requesting leave without pay beginning July 1	
Mar 1	Employer to Full-time Instructor	Lay-off of Permanent Full-time Instructors	23.21	The Employer will provide the affected Member with written notice of lay-off of no less than five months	
Mar 15	Dean to Member	Sabbatical Deferral	29.5 (c)	Written notification of sabbatical deferral by the university	
Mar 15	Employer to CASBU Members	Course Postings for Spring/Summer	17.5 (a)	All contracts potentially available to Part-time Members for the Spring/Summer will normally be posted on the University website under "Employment Opportunities", it being understood that these postings are subject to change without notice; the Dean is responsible for communicating directly with Members who hold RFR before this posting deadline	

Mar 31	Member to Dean	Sabbatical Report	29.7	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	42.2 (a)	Please see complete details in Article 41.	
Apr 1	Employer to Part-time Members	Issuance of Part-time Contracts	17.2 (e)	Contracts will normally be issued at least 30 days before the contract begins	
Apr 7	Dean to Members	Election of Chairs, Directors and Graduate Program Coordinators (Meeting)	42.2 (b)	If more than one candidate is nominated for the position	
Apr 15 to May 15	Academic Unit Members	Election of Chairs, Directors and Graduate Program Coordinators (Election)	42.2 (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.	
Apr 15	Employer to Member	Leave of Absence Response for July 1 leaves without pay	36.1 (c)	Response will be in writing with terms and conditions	
Apr 30	Member to Dean	Leaves of Absence Acceptance for July 1 leaves without pay	36.1 (d)	Please see details of acceptance and what constitutes non-acceptance in Article 35.1	
Apr 30	Member to Provost	Resignation	37.1	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	Election of Chairs, Directors and Graduate Program Coordinators (Appointment)	42.2 (e)	In the event that no tenured or tenure track candidate is willing to stand for election, the Dean may appoint an interim for one year (July 1 to June 30)	

Apr 30	Registrar to Members	Course Planning Process (Timetable)	43.9	Completion of draft timetable for all courses except Education	

Please refer to the Articles in the respective Collective Agreement for complete details at www.nufa.ca

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

Thank you.

2/28/2020