

# NUFA Collective Agreement *Dates and Deadlines* for CASBU Members 2016-2019

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Please inform the NUFA Executive Assistant of any errors or omissions in this document at [nufaoffice@gmail.com](mailto:nufaoffice@gmail.com).

8/29/2016

Deadline Date	From/To	Item	Article	Specifics	Date of Request	Date Provided
Sept 1	Member to Dean	Request for Leave of Absence w/o pay (for Full-time Members)	17.2 c	Applications will be sent to the Dean for a leave commencing on January 1.		
Sept 30	Dean to Member	Overload Teaching Statement of Hours (for Full-time Members)	30.2	For fall term and fall/winter courses verification by Member		
Oct 1	Member to Dean	Annual Teaching Dossier (for Full-time Members)	19.5	Each full-time Instructor (except those in their initial year of contract) will submit a teaching dossier to the appropriate Dean  Please see complete details for dossier in Article 15.5.		
Oct 15	Dean to Member	Response for Leave of Absence w/o pay request (for Full-time Members)	17.1 c	The Employer will inform the Member in writing for leaves commencing January 1.		
Oct 31	Member to Provost	Acceptance of terms for Leave of Absence w/o pay (for Full-time Members)	17.1 d	The Member must accept by this date by informing the Provost in writing, for leaves commencing January 1.		

<b>Nov 20</b>	<b>HR to CASBU Officer</b>	<b>Member Data</b>	10.2	Including name, current address, status (Part-time Instructor, Laboratory Instructor, Seminar Instructor or Service Course Instructor), beginning and , if applicable, termination date(s) of contract(s), and amount of dues deducted for each Member
<b>January 1</b>	<b>Employer to Member</b>	<b>Lay-off Notice (for Full-time Members)</b>	16.12 c	The Employer will provide the affected Member with written notice of lay-off of no less than five (5) months.
<b>Jan 30</b>	<b>Dean to Member</b>	<b>Overload Teaching Statement of Hours (for Full-time Members)</b>	30.2	For winter term courses verification by Member
<b>Jan 31</b>	<b>UTS to Member</b>	<b>E-mail Accounts</b>	12.2 e.ii	Review of Members e-mail account, with thirty days notice prior to termination of account
<b>Apr 15</b>	<b>Dean to Member</b>	<b>Response for Leave of Absence w/o pay request (for Full-time Members)</b>	17.1 c	The Employer will inform the Member in writing for leaves commencing July 1.
<b>Apr 30</b>	<b>Member to Provost</b>	<b>Acceptance of terms for Leave of Absence w/o pay (for Full-time Members)</b>	17.1 d	The Member must accept by this date by informing the Provost in writing, for leaves commencing July 1.
<b>Mar 1</b>	<b>Member to Dean</b>	<b>Request for Leave of Absence w/o pay (for Full-time Members)</b>	17.2 c	Applications will be sent to the Dean for a leave commencing on July 1.
<b>Mar 15</b>	<b>Admin to Member</b>	<b>Course Postings for Spring/Summer</b>	16.8 a	All contracts potentially available to Members will normally be posted on the University's website no later than March 15 for the Spring/Summer term, it being understood that these postings are subject to change without notice.

<b>Mar 20</b>	<b>HR to CASBU Officer</b>	<b>Member Data</b>	10.2	Including name, current address, status (Part-time Instructor, Laboratory Instructor, Seminar Instructor or Service Course Instructor), beginning and , if applicable, termination date(s) of contract(s), and amount of dues deducted for each Member
<b>May 1</b>	<b>Payroll to Full-time Members</b>	<b>Salary Grid Increment</b>	16.11	Full-time Instructors will increase one (1) increment (step) on the salary grid on May 1 of each year of this agreement's duration.  Please see Appendix B in the CASBU Collective Agreement.
<b>May 1</b>	<b>Payroll to Part-time Members</b>	<b>Stipend Increase</b>	22.1 to 22.13	Please see Article 22 and Appendix B-F for complete details.
<b>May 15</b>	<b>Admin to Member</b>	<b>Course Postings for Fall/Winter</b>	16.8 a	All contracts potentially available to Members will normally be posted on the University's website no later than May 15 for the Fall/Winter term, it being understood that these postings are subject to change without notice.
<b>May 31</b>	<b>UTS to Member</b>	<b>E-mail Accounts</b>	12.2 e.ii	Review of Members e-mail account, with thirty days notice prior to termination of account
<b>July 1</b>	<b>Dean to Member</b>	<b>Workload (for Full-time Instructors)</b>	18.2 a	Normally, workload will be assigned by the Dean by this date.
<b>July 20</b>	<b>HR to CASBU Officer</b>	<b>Member Data</b>	10.2	Including name, current address, status (Part-time Instructor, Laboratory Instructor, Seminar Instructor or Service Course Instructor), beginning and , if applicable, termination date(s) of contract(s), and amount of dues deducted for each Member
<b>20<sup>th</sup> of each Month</b>	<b>HR to CASBU Officer</b>	<b>Dues Remittance Report</b>	5.2	Includes names of Members and amounts deducted

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**Contracts will normally be issued at least 30 days before the contract begins.**

Members with RFR must accept by 30 days before the course begins.

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*Please refer to Articles in the Collective Agreement of the Contract Academic Staff Bargaining Unit (CASBU) for complete details at <http://www.caut.ca/nufa/nufadocs.htm>*