

Part-time Faculty– Progression Under Policy and Procedures on Employment Conditions of Part-time Faculty, 2021

Definition: “A part-time appointment is one that does not exceed 75 per cent of full-time employment and is not less than 20 per cent of full-time employment”

Process and Criteria:
 “The review shall be the same as that of interim review for Assistant Professor and probationary review for Assistant Professor, Teaching Stream, pursuant to the relevant provisions of the PPAA, it being understood that the part-time faculty member is expected to have made achievements in teaching and research/scholarship during the course of their employment. Significant service contributions may also be considered.. The review committee should consider two questions:
 (i) Has the part-time faculty member’s performance been sufficiently satisfactory for a continuing appointment to be recommended?
 (ii) If a continuing appointment is recommended, what counselling should be given to the part-time faculty member to assist them to improve areas of weakness and maintain areas of strength” (PtP, 7b)

“An appointment may be renewed for one or two years at the option of the department and the part-time faculty member should not expect continuation of the appointment” (PtP, 4)

“Term limited appointments will terminate automatically in accordance with their terms unless previously renewed in writing. Acceptance of a term limited appointment constitutes written receipt of notice that the employment will terminate on the end date as set out in the appointment, except as otherwise provided above.” (PtP, 13,1,a)

LOO 1 or 2 dep. on stream
 Offer contract under new policy – 1 - 2 years duration

End date
 Do you intend to renew contract?
 Attempt to provide 2 months notice of renewal / non renewal (PtP, 4)

no
 Provide notice
 May be eligible for ESA severance

yes
 Offer new contract under new policy – 1 - 2 years duration
 End date
 Do you intend to renew contract?

Attempt to provide 2 months notice of renewal / non renewal

no
 Provide notice
 May be eligible for ESA severance

yes
 Offer new contract under new policy – 1 - 2 years duration
 End date
 Do you intend to renew contract?

Attempt to provide 2 months notice of renewal / non renewal

no
 Provide notice
 May be eligible for ESA severance

yes
 LOO #3 or 4 dep. on stream
 Renewal for 5th and 6th; or 6th year
 Review in 6th year

“There shall be no more than six (6) successive annual appointments or successive appointments totaling six years before the part-time faculty member will be considered for continuing appointment in accordance with 7(a) below” (PtP, 4).

“Where a part-time faculty member is being considered for continuing appointment pursuant to (a) above, the part-time faculty member must be reviewed during the sixth (6th) year of a period of successive one-year and/or two-year appointments, with the review to be conducted before December 31.” (PtP, 7b)

Delay “Part-time faculty members who are scheduled to be considered for continuing appointments pursuant to 7(a) above may make a written request for delay in their review for continuing appointment due to pregnancy and/or parental or adoption leave or serious circumstances beyond their control such as illness or injury. The leave or serious circumstances must have occurred during their appointment as a part-time faculty member. Delays may be granted for one year, but not more than two years, with the written approval of the Vice-President & Provost. Written requests by a part-time faculty member for further delays based on the provisions of the Ontario Human Rights Code as amended from time to time will be considered by the Vice-President & Provost on a case-by-case basis, it being understood and agreed that such requests must be made by the member in writing at the earliest opportunity (i.e. as soon as a part-time member knows or reasonably ought to know that their review for continuing appointment may warrant a delay based on the provisions of the Code.)” (PtP, 12)

Outcome of review

Successful → Continuing Appointment
 Effective July 1, LOO 5 or 6 dep. on stream

Unsuccessful → Contract ends → Eligible for ESA severance

“If the review is not successful, the part-time faculty member’s contract will end in accordance with its terms and this Policy and will not be renewed.” (PtP, 7b)

Option remains
 Continuing Appointment is terminated
 Must provide 2 months notice of termination
 Severance under part-time policy

“When the University decides to terminate a continuing appointment without cause, the part-time faculty member will be provided with two (2) months’ working notice of termination plus, at the end of the period of working notice, severance pay on the basis of one (1) month’s pay per completed year of continuous service* with the University, to a maximum of twenty-two (22) months** (i.e. a combined maximum of working notice and severance pay of twenty-four (24) months). In no case will an employee receive less working notice or compensation in lieu thereof than the minimum working notice required under the Employment Standards Act, 2000 as amended from time to time (the “ESA”) or less severance pay than the severance pay, if any, required under the ESA. Notice of termination shall be in writing. Severance pay will be based on the faculty member’s salary at the time the two (2) months’ working notice is provided or the average of the faculty member’s salary over the preceding thirty-six (36) months, whichever is greater.

*Continuous service is defined as years of service that are counted under this Policy for which the faculty member has not previously received any severance pay under this Policy; or, solely for the purposes of calculating severance pay under the Employment Standards Act, as defined by the Employment Standards Act.

** If two (2) months’ working notice of termination is not provided, then severance pay would be up to a maximum of twenty-four (24) months.” (PtP, 13, 1 b)

The number of contracts entered into before reaching the review point will vary depending on the length of each contract

Could be as many as 6 x 1 year contracts or 3 x 2 year contracts