

A MEMORANDUM OF AGREEMENT
REGARDING THE INSTITUTIONAL RELATIONSHIPS
OF THE UNIVERSITY OF TORONTO
AND THE FEDERATED UNIVERSITIES
IN THE FACULTY OF ARTS AND SCIENCE

May 18, 1984

May 18, 1984

We, the undersigned, have this day agreed to the principles and procedural arrangements embodied in this Memorandum of Agreement regarding the institutional relationships among us within the Faculty of Arts and Science. This Agreement is wholly based on the provisional Memorandum of Agreement to which the Executive Heads of our four institutions reached consensus by signing on June 30, 1983, and is entirely to replace the 1974 Memorandum of Understanding.

The provisional Memorandum of Agreement of June 30, 1983, required that final ratification would be contingent in particular on the development of mutually satisfactory financial arrangements between the University of Toronto and the Federated Universities. Although the implementation of the agreed upon arrangements regarding pensions is an unresolved matter at this date, our present agreement is recognition that mutually satisfactory financial arrangements have been developed in accordance with the principles established in the June 30, 1983 provisional Memorandum of Agreement. The text of this Agreement also benefits from advice from solicitors and consultations more broadly within our respective institutions but does not differ significantly in any matter of substance from the provisional Agreement of June 30. This Agreement and the financial arrangements to be associated with it result from a continuing process of consultation which has at every stage involved all four institutions in a reexamination of first the academic and then the staffing, financial and other principles that should guide our relationship henceforward.

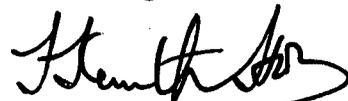
We have agreed to recommend this Memorandum of Agreement to our respective governing bodies for ratification, intending the Agreement to be effective as of July 1, 1984, with the new financial arrangements to be implemented as of October 1, 1984.



W. B. Dunphy
Principal and Acting President,
The University of St. Michael's
College



Goldwin French
President, Victoria
University



F. Kenneth Hare
Provost, The University of
Trinity College



D. W. Strangway
President, The University
of Toronto



James McConica, C.S.B.
President-designate, The University of
St. Michael's College

Preamble

WHEREAS, the University of Toronto ("the University"), the University of St. Michael's College, the University of Trinity College and Victoria University ("the Federated Universities"), recognizing that the University draws its strengths from diverse sources, and wishing to reaffirm and revitalize the academic role of all the Colleges on the St. George campus of the University, in a manner complementary to that of the Faculty of Arts and Science and its Departments, do agree that the federal character of the historical University has been and should continue to be a source of continuing enrichment and diversity in the life of the University, and do agree also that the responsibility for academic management in all its disciplines should reside in the Faculty of Arts and Science and its unified Departments; and

WHEREAS, the University of Toronto and the Federated Universities together affirm that the Colleges should continue to be communities of scholars committed to the pursuit of academic excellence and by formal and informal means to the furtherance of the intellectual development of their students, the University of Toronto on behalf of University College, New College, Innis College and Woodsworth College, and the University of St. Michael's College on behalf of St. Michael's College, the University of Trinity College on behalf of the Faculty of Arts of Trinity College and Victoria University on behalf of Victoria College, TO THAT END MUTUALLY AGREE AS FOLLOWS:

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I. Academic Principles. The relationship between the Colleges,* the Departments and the Faculty of Arts and Science will be conducted in conformity with the recommendations of the Presidential Working Group on the Academic Role of the Colleges on the St. George Campus (known as the "Dalzell Report" recommendations, 1983), namely:

A. General Principles

A.1 Colleges are communities of scholars which share with the rest of the University a responsibility for the advancement of learning. They should seek to promote this end by bringing scholars together from different disciplines and by functioning as catalysts for intellectual interaction.

A.2 Colleges have a specific responsibility for the education of undergraduates. In a large metropolitan university they provide a humane environment for students who might otherwise be lost or alienated by the sheer size and complexity of the University. The Faculty and the Departments should work with the Colleges so that students take more of their courses in their own College than is the case at present.

A.3 The Colleges have responsibilities also outside the classroom -- to provide academic counselling, encourage informal interaction between faculty and students, and promote cultural and academic activities which contribute to the general education of the students and supplement the formal programmes of the Faculty.

B. Unitary Departments

The Departments of the Faculty of Arts and Science shall be organized on a unitary basis and there shall be no distinction between those Departments which were organized on a collegial basis before 1975 and those which were not. The Department will be an academic and administrative unit, not necessarily at a single physical location. The deployment of staff to cover the teaching of part-time and graduate students, and students in professional Faculties, in addition to regular students in the Faculty of Arts and Science, will be effected by the chairman. In making teaching assignments, the chairman will consider the full complement of teaching staff in the Department.

* Unless the context otherwise requires, the term "College" as used throughout this document means the seven Colleges on the St. George Street Campus of the University referred to in the preamble hereto, and each is a "College" for the purposes hereof.

C. College Programmes

C.1 The teaching role of the Colleges within the Faculty of Arts and Science shall operate in two ways: first, by providing accommodation for courses and programmes of study organized by Departments, and secondly, by sponsoring courses and programmes of study themselves.

C.2 The College teaching role in Arts and Science shall include some or all of the following components:

- (a) College sections of large multi-section courses, as arranged by the programme directors, Department chairmen and the Dean;
- (b) College tutorials, identified as such for students of a specific College, as arranged by the programme directors, Department chairmen and the Dean;
- (c) workshops, writing laboratories, mathematics aid centres, and the like, sponsored by a Department or a College;
- (d) specialist, major or minor degree programmes organized by a College and composed of courses drawn mainly or exclusively from regular departmental offerings;
- (e) specialist, major or minor degree programmes organized by a College and consisting of courses drawn mainly or exclusively from College offerings;
- (f) all or part of a degree programme offered by a Department or Departments where a College is willing and able to provide suitable accommodation;
- (g) courses with College prefixes, not part of a specialist, major or minor degree programme.
- (h) support for undergraduate teaching through the holdings and services provided by College libraries or reading rooms.

C.3 There should be no unnecessary duplication of the courses and programmes offered within the Faculty of Arts and Science, whether by Departments or Colleges; to the greatest extent possible, courses and programmes shall be designed to complement rather than compete with each other.

C.4 The purpose of organizing College sections of large multi-section courses is to fulfil the intentions of A.2 above, that "students take more of their courses in their own College." However, this general principle should not be invoked to override a student's timetable requirements or declared preferences, or to create sections of grossly uneven size. College Principals** and departmental chairmen should consider the geographic convenience of students when scheduling sections and courses in related subjects.

C.5 Students of Woodsworth College enrolling in day classes shall be admitted to the College section of their choice on the same basis as students of that College.

C.6 No student shall be denied access to a course or programme offered in or by a College on the ground that the student is not registered in that College.

C.7 College courses and College programmes shall continue to require the approval of the Faculty of Arts and Science.

D. College Teaching Staff

D.1 Decisions about the staffing of College programmes cannot be made in isolation: the administration must regulate expenditures in accordance with the University's priorities; the Faculty of Arts and Science must establish its priorities for the staffing of all its degree programmes; Departments must set priorities for the discipline and ensure that resources are used in the most efficient way. Colleges, however, must also establish their academic priorities and have some assurance of continuity in staffing arrangements. All parties have an interest in maintaining the quality of appointments.

** Wherever they appear in this document, references to College Principals should be understood to include the Vice Provost of Trinity College.

D.2 Colleges employ a variety of nomenclature to designate their academic staffs. In this Agreement full-time members of a College staff, whether on College contracts or cross-appointed from the University, will be termed "Fellows." The term is used for convenience of reference without any intention to impose a single style on all Colleges. There is no uniform practice at present: some Colleges avoid the term "Fellow," others restrict its use to those holding long-term appointments or cross-appointments.

D.3 In practice the size of a College's staff will reflect its academic role, the size of its student body and such other factors as the number of offices and other facilities available. It does not seem helpful therefore to set precise limits in this Agreement for each College's complement. It is not proposed, however, that College staff be reduced; in fact, College councils should consider how membership could be offered to a greater number of teaching staff of the University than at present.

D.4 It is desirable that a significant number of the Fellows have offices in their College.

D.5 Most members of a College staff will also be members of a Department. Others, however, may be appointed by a College for College programmes. (See E.2.(c) below.)

E. College Fellows.

E.1. Appointment of Fellows from those holding positions within the University.

- (a) Negotiations for the appointment of a Fellow from the existing staff of the University shall involve consultation with the chairman of the relevant Department or Departments at an early stage. When the agreement of all concerned has been reached, the head of the College shall issue a formal invitation to the individual concerned to be a Fellow of the College for a stated period.
- (b) Negotiations with a view to terminating a Fellowship affiliation before the conclusion of the stated period may be begun by the Fellow, the Department or the College. Such negotiations may arise when the teaching or administrative needs of the Department alter, or if the Fellow no longer wishes to be associated with the College, or if he or she is no longer necessary to the College programme or is no longer carrying out agreed College responsibilities.

E.2. New teaching appointments.

- (a) When a new departmental appointment is to be made where the duties of the appointee are likely to include significant participation in an established programme sponsored by a College, there should be consultation between both parties before a case is made for a new appointment. It shall be the responsibility of the Dean to see that, in reaching a decision, the needs of the Department and College are given appropriate consideration.
- (b) When a new departmental appointment is to be made where the duties of the appointee will include significant participation in an established programme sponsored by a College, the College shall be invited to participate in the selection process. Normally the College shall be represented in the selection committee by a Fellow who is acceptable to the chairman of the Department and who is a tenured member of that or a related Department. Where disagreements arise in the implementation of this regulation, the Dean shall decide if the proposed appointment is essential to the College's programme and if it is appropriate for the College to be represented in the selection process.
- (c) Wherever possible, College programmes shall be staffed by members of Departments in the Faculty of Arts and Science. In staffing College-sponsored programmes and courses, Colleges shall consult with the Dean and appropriate chairmen to determine if departmental staff are available. In those instances when departmental faculty are not available, Colleges may appoint persons who are not members of Departments in the Faculty of Arts and Science. All such appointments shall be made in accordance with the policies and procedures of the University, and the Dean shall ensure, where relevant, the inclusion in the selection process of representatives of Departments with related interests.

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- (d) When a Department makes a successful case to the Dean for a new appointment or a replacement, this fact shall be made known to the Colleges, so that a College may decide whether an offer of an appointment as a Fellow might be made in accordance with the procedures described in E.1 (a) above.
- (e) Nothing in this Memorandum shall preclude the possibility of a College and a Department agreeing to special co-operative procedures in the making of an academic appointment in an area of mutual interest.

E.3 Recommendations regarding promotion, tenure, leave, merit and dismissal.

- (a) Recommendations regarding promotion, leave, and merit increases for College staff who are members of a Department shall be the responsibility of the Department in accordance with the policies and procedures of the University; but in each case consultation with the College Principals shall take place in the process of reaching decisions on these matters.
- (b) In cases of tenure or dismissal of College staff who hold their employment contracts with the University of Toronto, College Principals shall also be consulted, in any form which may be permitted under existing rules, policies and procedures of the University.
- (c) To protect the unitary character of the departments in the Faculty of Arts and Science and to ensure equitable and consistent treatment of the individuals concerned, all recommendations and decisions regarding tenure of persons holding employment contracts with the Federated Universities and appointed in the Faculty of Arts and Science shall be made by the governing bodies of the Federated Universities in conformity with their policies and procedures on academic appointments (which shall be identical with the Policies and Procedures on Academic Appointments of the University of Toronto) and on the recommendation of the committee appointed by the Dean after consultation with the appropriate College Principal.

E.4 Duties of a Fellow

- (a) Fellows shall be expected to involve themselves in the academic life of their College; they should be willing, for example, to counsel students and to participate in the work of College committees.

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- (b) Departmental chairmen have primary responsibility for assigning teaching duties to all members of the Department. In making assignments for Fellows, however, the chairman shall attempt, subject to the general needs of the Department, to enable Fellows to do as much of their teaching as possible in their College.

F. Federated University Appointments from Endowments and other Private or Independent Funding

F.1 The Federated Universities shall retain the right to make appointments to their own College staff from their endowments and other private or independent funding. Such appointments must, however, have the approval of the appropriate University authorities if the teaching done by persons so appointed is to have academic recognition by the University.

F.2 The legal power to appoint, tenure and dismiss faculty members who hold Federated University contracts rests with the Federated Universities. Such decisions shall, where legal constraints permit, be made in accordance with University-wide standards and practices.

G. The Funding of College Teaching

G.1 Where a departmental course is given in a College by a Fellow of the College, the budget shall remain in the Department.

G.2 Departments shall also retain the budget for those departmental courses which are part of "cluster programmes" such as International Relations.

G.3 Where a College offers a course in a nondepartmental area, that course shall be in the College's teaching budget.

G.4 Where the same person has expertise in two fields and teaches both departmental and College courses, the budget for the position shall be divided in the appropriate proportions between the College and Department.

G.5 That part of the budget of University College and the constituent Colleges and that part of the instructional grant of the Federated Colleges which have been used to purchase sections and tutorials from Departments shall be transferred to the budget of the Faculty of Arts and Science to be used at the Dean's discretion for the provision of sections and tutorials in the Colleges in accordance with the principle enunciated in A.2 above.

G.6 Colleges shall be responsible for financing their academic support services from the funds they receive from the operating budget of the University. By "academic support services" are meant such activities as writing laboratories and mathematics aid centres which are intended to supplement the teaching of the Faculty and are not a required part of any course or programme.

G.7 College funds which derive from the operating budget of the University and which are currently used for the purposes referred to in G.3 and G.4 above shall in future be included in the budget of the Faculty of Arts and Science.

G.8 In allocating teaching funds to Colleges, the Dean shall employ the same criteria as are used elsewhere in the Faculty. The maintenance and continuity of College programmes shall be given the same consideration as departmental programmes.

G.9 The present funding procedures for funding Woodsworth College shall not be affected by any of the provisions of Article G.

H. Planning and Organization

H.1 There shall be a committee consisting of the Dean of the Faculty of Arts and Science, the Vice Dean responsible for College matters, the College Principals, a decanal representative from the School of Graduate Studies, and six Department chairmen appointed by the Dean, to advise on the coordination of academic policy for Colleges and Departments.

H.2 The Principal of each College, or a designate, should be a full member of the Committee on Academic Standards in the Faculty of Arts and Science.

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II. Staffing Principles. In seeking to affirm and support the academic principles embodied in I. above, the special administrative and financial relationships between the University and the Federated Universities (see also III. below), reflecting their respective roles in the Faculty of Arts and Science, shall include the following:

A. Complement

A.1 Each College of a Federated University shall have an academic complement of persons who are normally members of Departments in the Faculty of Arts and Science. Some of these should be persons holding employment contracts with the University, cross-appointed to the College; some persons should hold their employment contracts with a Federated University. It shall be the objective of the parties concerned that for the duration of this agreement the total FTE complement of these Colleges, as a proportion of the total FTE complement of the Faculty of Arts and Science, shall be not less than the present proportion of the FTE staff now attached to these Colleges. It is expected that the number of those persons within each College's academic complement who hold their employment contracts with a Federated University will not decrease disproportionately relative to changes in the total complement of the Faculty of Arts and Science. The size of a College's complement, including all categories of Fellows, will proportionately reflect its academic role, the size of its student body and such other factors as the number of offices and other facilities available. These Colleges should consider how College membership could be offered to a greater number of teaching staff of the University than at present.

A.2 (a) Although this agreement relates only to the Faculty of Arts and Science on the St. George Campus, it is recognised that co-operation between the Colleges on the St. George Campus and Scarborough and Erindale Colleges is of great importance to the University. In accordance with the principle of unitary departments (see I.B. above) all members of the Faculty of Arts and Science, including those holding employment contracts with the Federated Universities, may be requested to teach on any of the three campuses of the University.

(b) Future contracts offered by the University and the Federated Universities within the Faculty of Arts and Science should normally stipulate that those holding such appointments may have teaching duties in Scarborough College or in Erindale College, as agreed upon among the appropriate Chairmen, Deans and Principals.

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B. Employment Contracts

B.1 As a matter of principle, a proportion of the academic complement in the Colleges of the Federated Universities shall hold their employment contracts with the Federated Universities. In the case of all new appointments, the question of whether the employment contract should be held with the University or a Federated University should be determined after the relevant procedures described in I., E.2 (a) through (e) above are completed. Nothing in this provision should suggest that acceptance of a Federated University contract is a condition of making the appointment.

B.2 All decisions regarding tenure, promotion and dismissal of persons holding employment contracts with the Federated Universities and appointed in departments of the Faculty of Arts and Science shall require the approval of the governing bodies of the institutions involved, and will be made in conformity with the requirements of I., E.3 and I., F.2 above. The Federated Universities shall bring their policies and procedures on appointments, tenure, promotion and dismissal into conformity with the Policies and Procedures on Academic Appointments of the University of Toronto. Provision will be made by the Federated Universities for conjoint action on dismissals by the Dean of the Faculty and the Federated University in question.

C. Transfer of employment contracts

C.1 The University of Toronto and the Federated Universities will use their best efforts to reach agreement on a mutually acceptable basis for the transfer of employment contracts from the Federated Universities to the University, from the University to the Federated Universities, and from one Federated University to another Federated University. To this end, the agreement should achieve the removal of all major financial barriers to the transfer of employment contracts in accordance with the principles embodied in Appendix A, below.

C.2. (a) No contract shall be transferred without the consent of the individual, the appropriate Federated University and the University of Toronto. The consent of a Federated University or the University of Toronto shall not be unreasonably withheld.

(b) If a Federated University wishes to assume responsibility for the employment contract of a faculty member employed by the University of Toronto and if the individual concerned, the Department Chairman, the Dean of the Faculty and the Provost all agree, then the employment contract shall be transferred to the Federated University.

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(c) Upon the transfer of an employment contract, all the rights and obligations as between the individual and his former employer under the previous contract shall be released and replaced by comparable rights and obligations as between the individual and his new employer, but subject always to the terms of this Agreement.

- D. The Federated Universities may make appointments of faculty from their own funds. For these faculty members to teach in the programmes of the Faculty of Arts and Science, such appointments require the approval of the appropriate University authorities in conformity with I., F.1 above, and if the appointee is to hold a joint appointment in a Department, the Department must participate in the selection process and approve the appointment.

III. Financial Principles. The financial arrangements between the University and the Federated Colleges with respect to the Arts and Science programme should be consistent to the maximum possible extent with the principles listed below.

- A. The financial arrangements must further the objectives stated elsewhere in this Memorandum.
- B. The University shall continue to pay grants to each Federated University equal to the salaries of those members of the academic staff in the Faculty of Arts and Science holding employment contracts with the Federated Universities as defined in II., A. above.
- C. The University and the Federated Universities shall establish an appropriate level of services to be rendered by the Federated Universities in support of the Faculty of Arts and Science. The University shall establish equitable funding levels for these services based on the recommendations of the Working Group (see Appendix B) which shall determine these levels with reference to the peer data exchange. The recommendations, after approval by a Committee of the Executive Heads of the University and the Federated Universities, shall be subject to annual budgetary approval by the University of Toronto, which shall transfer the approved grants to each Federated University. (See Appendix B and section I., G. above.)
- D. Each Federated University will review its level of services, and make adjustments internally in the light of III., C. above.
- E. Each Federated University may supplement the services rendered to the University, using its own resources. In an annual report, the Committee of Executive Heads should make known to the University community the contributions of each Federated University to the resources of the Faculty of Arts and Science.

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- F. The staff benefits (see Appendix A) available to all eligible employees of the Federated Universities will be equivalent to those benefits available to University of Toronto employees in the Faculty of Arts and Science.

The ongoing cost of providing those benefits will be shared equitably by the institutions. Specifically, certain benefits arrangements will incorporate the provisions detailed in Appendix A.

- G. The University will reimburse the Federated Universities for staff benefit costs (see Appendix A) calculated on the basis of the University's overall cost of benefits expressed as a percentage of salaries, and applied to the salaries component of the grants.
- H. The Federated Universities shall continue to collect the tuition fees of students enrolled in the Federated Colleges and such fees shall be deducted from the grants made by the University of Toronto. Tuition fees shall be accounted for on a basis consistent with that used in the University of Toronto.
- I. The Federated Universities shall continue to allocate their own non-formula funds. Each College will provide an equitable portion of its non-formula income in support of programmes in the Faculty of Arts and Science.
- J. Those members of the Federated Colleges' teaching staffs who hold or may come to hold employment contracts with the Federated Universities shall have the same rights to continuing employment as those holding employment contracts with the University.
- K. The University and the Federated Universities will co-operate in effecting economies in the use of resources, particularly teaching staff, and, if possible, will develop incentives to achieve this end.

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- IV. Consultative Council. There shall be a Council consisting of the President of the University of Toronto, the Provost of the University of Toronto, the President of the University of St. Michael's College, the Provost of the University of Trinity College, the President of Victoria University and members of the decanal committee named in I., H.1. above. It shall be the responsibility of this Council to consider the coordination of policy with respect to such matters as, residences, future development of the College system, space issues, capital projects, fundraising, provision of scholarships, and external relations.

The Council shall be chaired by one of the College Principals, in annual rotation in order of foundation. It shall meet at least once a year and be convened by its chairman after consultation with the President of the University of Toronto.

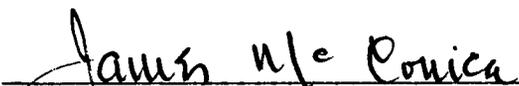
- V. Review and amendment. All matters arising out of the relationship between the University of Toronto and the Federated Universities, as defined by this Agreement, shall be regularly reviewed by the President of the University and the Heads of the Federated Universities (the Committee of Executive Heads). The President and the Heads shall report annually to their respective governing bodies concerning the working of the Agreement.

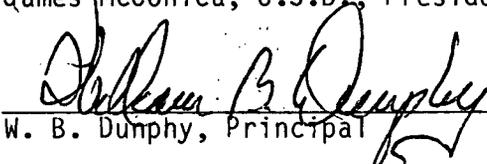
Amendments or adjustments to the Agreement may be made at any time during the life of the Agreement upon the joint recommendation of the President of the University and the Heads of the Federated Universities, concurred in by their respective governing bodies.

- VI. Duration and renewal. This Agreement shall come into force on 1 July 1984 and at the same time, the prior Memorandum of Understanding of 1974 shall ipso facto cease to have force. This Agreement shall remain in force until 30 June 1990, and may be renewed for a further period on the joint recommendation of the President of the University and the Heads of the Federated Universities to their respective governing bodies.

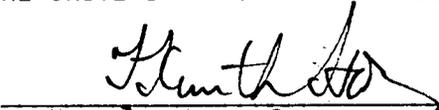
IN WITNESS WHEREOF the parties hereto have caused their respective corporate seals to be hereunto affixed, attested by the signatures of their proper officers in that behalf, duly authorized.

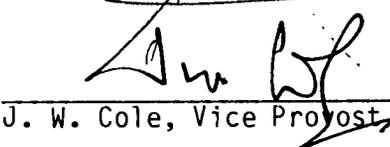
THE UNIVERSITY OF ST. MICHAEL'S COLLEGE


James McConica, C.S.B., President


W. B. Dunphy, Principal

THE UNIVERSITY OF TRINITY COLLEGE


F. Kenneth Hare, Provost

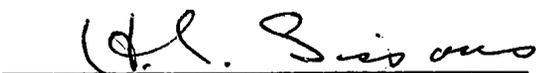

J. W. Cole, Vice Provost

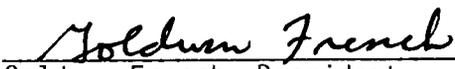
THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO


St. Clair Balfour, Chairman


D. W. Strangway, President

VICTORIA UNIVERSITY


H. H. Sissons, Chairman of the Board of Regents


Goldwyn French, President

August 29, 1984

Staff Benefits and Pension PlansA. Group Insured Benefits

1. Uniform plans will be established for the following benefits:
 - (i) Medical Plans
O.H.I.P.
Semi-Private Medical
Extended Health Care
 - (ii) Dental Plan
 - (iii) Group Life Insurance
 - (iv) Group Long-term Disability Insurance

2. The plans will incorporate the provisions set out immediately below:
 - (i) Benefits available to staff members enrolled in these plans will not vary among the institutions.
 - (ii) Any changes and modifications to a benefits programme will apply uniformly to each institution.
 - (iii) In the case of joint plans, the cost of the plans will be shared equitably among the institutions.
 - (iv) Employee/employer cost sharing will not vary among the institutions.

3. The joint Group Life Insurance and Long-term Disability Insurance plans will be implemented as early as July 1, 1983 and no later than October 1, 1983.

4. The other group insured plans will be amended as required to achieve the objectives stated in 2. above no later than July 1, 1984.

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B. Pension Plans

1. Pension arrangements for staff in the four institutions will incorporate the following objectives:
 - (i) Benefits for plan members will not vary among the institutions.
 - (ii) The total ongoing costs of the plan(s) will be shared by the institutions on an equitable basis.
 - (iii) Employee contributions will not vary among the institutions.

2. A Working Group shall be formed consisting of four representatives from the University of Toronto and two representatives from each Federated University to investigate the feasibility of a joint pension plan. In addition, the Group may appoint a secretary. Should any issue arise regarding the development of uniform benefits plans, it may be resolved by this Working Group.

3. The Working Group will obtain all relevant financial, actuarial and other data it may require from the four institutions and prepare a report for submission to the Committee of Executive Heads before February 28, 1984. The report will include at least the following:
 - (i) A statement of how a joint plan might be implemented on July 1, 1984 or an acceptable alternate date.
 - (ii) A schedule of implementation procedures and a timetable for these.
 - (iii) A description of the University of Toronto actuarial assumptions and methods to be used in establishing initial unfunded liabilities of a joint plan.
 - (iv) An estimate of the required transfer of funds from the University of St. Michael's College, the University of Trinity College and Victoria University into a joint fund and the financial implications for each.
 - (v) Detailed financial proposals for the future funding of the joint plan.
 - (vi) A description of technical and legal implications or requirements of the joint plan and procedures for accommodating them.

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4. The Working Group will also take the following factors into account in the report:
 - (i) The most appropriate administration of a joint plan.
 - (ii) Establishing channels of communication.
 - (iii) Methods of amendment.
 - (iv) Sharing of administrative costs.

C. Reciprocal Pension Transfer Agreement

As an interim measure, in order that the pension benefits of a staff member may be transferred as part of an approved transfer of an employment contract, reciprocal agreements will be prepared, effective July 1, 1983. The agreements will be prepared by the University of Toronto Personnel Department in consultation with the Federated Universities and/or their actuaries as required and forwarded to the appropriate administrative officer before September 30, 1983.

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Appendix BGrants Working Group

1. A Working Group shall be formed, consisting of four persons from the University of Toronto including a representative of the Faculty of Arts and Science and two persons from each Federated University. In addition, the group should appoint a secretary.
2. The Working Group shall be charged with the following responsibilities:
 - (i) To recommend grants based on appropriate standards in conformity with the principles set out in Section III of this Agreement.
 - (ii) To recommend ongoing procedures for review of these grants.
3. The Working Group shall have access to all relevant financial or other data they may require from the four institutions (for example, the data collected by a peer data exchange group).
4. The Working Group shall report its findings and recommendations to the Committee of Executive Heads, with an initial report to be made not later than November 1, 1983.

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