

Letter of Understanding

Letter of Understanding concerning the implementation of the *Framework for a New Structure of Academic Administration for the Three Campuses*, between the University of Toronto and the University of Toronto Faculty Association. This *Letter of Understanding* does not constitute a part of the policies and practices covered under the *Memorandum of Agreement* Article 2.

20 June 2003

The University is committed to achieving the following objectives as part of the implementation of the new administrative structure.

1. The University administration is committed to monitoring workloads for all faculty, on an ongoing basis, and ensuring that there are no significant discrepancies between the same departmental/disciplinary areas across the three campuses. The administration will conduct an annual review of teaching loads (involving combinations of factors such as number of courses taught, TA support levels, and class sizes) across the three campuses within the same departmental/disciplinary areas. All review data will be made available to UTFA. Results of the review will be reported annually, starting with the 2003-04 academic year, to the University community, and key measures will be included in the performance indicators report for Governing Council. If any significant discrepancies in teaching loads are found to persist for two years, recommendations for their rectification will then be made to the relevant administrators or governing bodies.
2. Salaries for faculty in the same departments/disciplines, with the equivalent levels of experience and merit, should be comparable across the three campuses. The salary anomaly review and salary grievance policies and practices currently in place will continue, as they now exist, after implementation of the new administrative structure; in addition, the Provost's Office will make the relevant tri-campus salary data available to chairs and/or deans at the initial stage of a salary anomaly review, to facilitate the review process.
3. The various new departmental/disciplinary structures at UTM will undergo review, in five to seven years time, according to the usual University practice of five-to-seven-year reviews of departments and programs.
4. All UTM and UTSC current tenure-stream and teaching-stream faculty will automatically be listed under the appropriate department or program in a St. George Campus undergraduate calendar (print and web-based), which is presently normally the Arts and Science calendar. Newly appointed tenure-stream and teaching-stream faculty will be asked at the time of appointment whether they also wish to be so listed.
5. Faculty members currently appointed (before 1 July 2003) at UTM may choose to be considered for tenure or continuing status under the *Policy and Procedures on Academic*

Appointments in force at the time of their appointment or under the *Policy and Procedures on Academic Appointments* as amended in order to implement the new tri-campus structure.

6. Graduate course teaching and supervision should occur on all three campuses in all disciplines possible. The administration on each campus will endeavour to ensure that, within the next two years and thereafter on an ongoing basis, there are opportunities on all three campuses for on-campus graduate courses, and development of facilities (e.g., for video-conferencing) for inter-campus graduate seminars; and attention will be paid to graduate department practices to ensure that all qualified faculty have like access to qualified graduate students. Incentives to attract graduate students to the UTM and UTSC campuses will be provided where possible. The University will encourage graduate development at UTM and UTSC, including the appointment - within, if possible, five years - of some UTM and UTSC faculty as tri-campus graduate chairs.

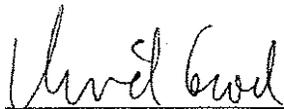
7. The role of the tri-campus graduate chair in the hiring process will be to assess whether candidates are qualified for graduate appointment. No graduate chair shall refuse to agree to the appointment of a qualified candidate, whatever the campus of appointment.

8. Where there is a demonstrated practice of an existing member of the academic staff at UTM or UTSC, without a budgetary cross-appointment to the St. George Campus, teaching a course at times on the St. George Campus as part of normal teaching load, the continuation of that practice will be honoured by the administration for that academic staff member if s/he so wishes.

Departments/disciplines are also free to make exchange arrangements between campuses by mutual agreement, if they so choose, but there is no budgetary commitment by the administration to such arrangements.

9. The University administration is committed to providing mandatory training sessions for all newly-appointed academic administrators on all three campuses on an annual basis. Special attention will be paid to these training sessions at UTM and UTSC during the first two years of the new tri-campus structure.

10. There will be no change to the employment conditions for librarians as covered under *Policies for Librarians* as a result of the implementation of the new tri-campus arrangements.



June 23, 2003

Vivek Goel, Deputy Provost, University of Toronto



June 23, 2003

Judith Poë, Vice-President (Grievances), University of Toronto Faculty Association