

Key Dates for RAAS Members (2020-2023 CA)

Article	Article in CA	Page in CA	Key Timing & Sequencing	
			Action by RAAS/Member	Action Required by Employer
Scale Increase				
	33.4.1	103		Effective May 1 of each year, the annual scale change negotiated between the Association and the Employer shall be applied by Employer to the salary floors, thresholds, and PTR.
PTR Amounts				
	33.7	104		The Employer shall provide each Member annually, on or before June 30 , a letter confirming the Member's salary, Professional Expenses Reimbursement limit, and accumulated sabbatical credit(s) for that fiscal year.
Annual Reports				
Deadline for annual reports	17.2	50	Each Member shall submit to the VPAD & Chair, an Annual Activity Report by February 1 of each year	
Feedback on Annual Report			Member to receive feedback by April 15th	VPAD to provide written response to Member by April 15th .
Incomplete Report			If Member is notified by VPAD & Chair that their Annual Activity Report is insufficient, Member will have 5 working days to submit further information.	In cases where details provided by Member in their Annual Activity Report are insufficient, Chair & VPAD are to notify Member. If Member submits additional information that is still insufficient, VPAD may assess Member's performance as unsatisfactory.
Unsatisfactory Report			Member to meet with VPAD within 10 business days	In cases of unsatisfactory reviews, VPAD to meet with Member within 10 business days of receipt of the decision.
Final Response from VPAD			Within 10 days of the meeting	VPAD may change the evaluation within 10 days after the Member meeting and final Annual Review will be provided to Member.
Appeal			The candidate may appeal to the President within 10 days of receipt of the final Annual Review if they believe that the VPAD failed to follow the procedures outlined in the CA.	If the President upholds the Member's appeal, the VPAD will issue a revised final Annual Review.
Renison Research Supports				
Renison Research Grants -- Applications	37	108	September 1 & February 1 deadlines (for October and March grants)	The Employer shall make available an annual budget of at least \$10,000 for the Renison Research Grants, to be distributed twice per year (\$5,000 in October and \$5,000 in March) through the Research Committee, in accordance with terms set by Academic Council.
Teaching reduction for research	43	16.6.1	Members holding the rank of Assistant Professor, Associate Professor, or Professor shall be eligible to apply to the VPAD for one (1) course reduction every academic year. No date specified	A course reduction will normally be granted when the Member provides substantive evidence of a robust research agenda

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			Members holding the rank of Lecturer , excluding Definite-Term Lecturer Appointments, who provide substantive evidence of research that informs teaching practice, may apply to the VPAD with the support of their Chair, to request that their service component be fulfilled as research. No date specified	
Tenure & Promotion				
Establishment of TPC	20.1	68		The TPC is established by Academic Council by election each September.
Notification of intention to apply	20.1	68	Member to notify VPAD in writing of their intention to apply for tenure or promotion on or before July 1.	The VPAD to meet with the Member at the earliest opportunity following notification from Member.
Application deadline	21.2	72	Member to submit their application for Tenure or Promotion to the VPAD on or before October 1 of the year in which the review is to occur.	Within 10 working days of submission of the Application, the VPAD, the Member, and a member of the TPC shall meet and review the dossier to ensure that the Member has included all pertinent material.
		73	If the Member's application package is incomplete, they will have 10 days to submit all of the material.	TPC to make recommendation to VPAD-TPC on or before March 1
			Member to provide response within 7 calendar days if TPC denies approval.	TPC to meet again to make final decision if Member submits response to denial of application.
Final decision on application				President's recommendation is presented to the Board for a decision on the Member's application no later than April 15 in anticipation of the next meeting of the Board. The President shall inform the Member of the decision, in writing, within seven 7 calendar days of the Board meeting at which the decision was made. Where renewal, tenure and/or promotion is granted, the effective date shall be July 1.
Renewal Process - Probationary Tenure Track Appointment				
Progress tracking	21.9.1	78		Chair to meet with Member annually to review tenure tracking. Chair to discuss probationary status with VPAD who will issue a letter to Member outlining Chair's assessment on or before June 1.
			Member may submit a written response to the letter to the VPAD on or before June 30 of the same year.	
Application deadline	21.9.2	79	Member to submit application for renewal of a first probationary appointment no later than September 1 of the final year of the first probationary term.	TPC to review renewal application and provide recommendation to VPAD by November 15. Chair of TPC to also send copy of recommendation to Member & their departmental Chair.
		80		VPAD to decide whether to accept the TPC's recommendation, and communicate the VPAD's decision to the President within 2 weeks of receipt of the recommendation and no later than December 1 of the third year of the Member's probationary appointment.

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Final decision on application				President to decide whether to accept VPAD's recommendation, and to inform the Member of the President's decision no later than December 15 of the third year of the Member's probationary appointment.
Reconsideration and Appeals	21.10.1	80	Members must submit tenure appeals or reconsiderations within 15 days following the recommendation offered by the TPC or VPAD-TPC.	TPC or VPAD-TPC will reply with outcome after meeting.
	21.10.3	81	Member may appeal tenure decision that was made by TPC-VPAD-TPC.	President shall make a decision on the appeal within 15 working days of the request for appeal
DTL contract renewal notice period				
	19.4.3	61		The VPAD shall notify Members holding definite term appointments no less than 3 months before the end of their contracts with regard to renewal.
Appointment to Continuing Lecturer				
Application for probationary Continuing Lecturer position	19.4.4	61	Member to submit package to support application to VPAD by October 1 . [see 19.2.2 p. 57 for eligibility for CL appointment]	A recommendation to make an appointment to a probationary Continuing Lecturer position shall be made by the VPAD, in consultation with the relevant Chair, and must be approved by the President. The Member shall be notified of a decision by the following March 1
Application for permanent Continuing Lecturer position	19.4.5	62	Member shall submit to the VPAD an application to support a request for permanent continuing status by July 1 of their final probationary year .	
Resubmit for TPC			Members who seek continuing status shall submit their application for Continuing Lecturer in electronic form to the VPAD on or before October 1 of the year in which the review is to take place.	The VPAD shall present the TPC with the Member's package along with the VPAD's summary of the Member's performance and solicit the TPC's recommendation.
TPC initial feedback			Within 10 days of application	Within 10 working days of submission of the application, the VPAD, the Member, and a member of the TPC shall meet and review the case file to ensure that the Member has included all pertinent material.
Incomplete application			If the file is incomplete, the Member shall have 10 working days to submit the missing material, after which time the application shall be considered closed.	The TPC shall make its recommendations to the VPAD-TPC with a copy at the same time to the Member, on or before March 1 . If the TPC cannot reach a unanimous recommendation, the Chair will advise the President. A recommendation to grant Continuing Lecturer status requires approval of all but 1 member of the TPC.
Decision: denial			By March 1	
			If a Member is denied status, they can reply in writing or appear in front of the TPC within 7 calendar days .	If TPC denies CL status, TPC to provide Member with rationale, with a copy to the VPAD and the Association before March 1 .

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Recommendation to President			by April 1	VPAD-TPC shall make its recommendations to the President with a copy at the same time as to the Member, on or before April 1.
Final decision			by April 15	The President will present the recommendation to the Board for a decision on the Member's application no later than April 15 , or the next scheduled meeting of the Board thereafter, of the academic year in which the review occurs.
Informing Member of decision			within 7 days of BoG decision	The President shall inform the Member of the decision, in writing, within 7 calendar days of the Board's decision.
Appointment start			July 1st	Approved CL appointments are effective July 1.
Sabbatical				
Application deadline	24.13.1.	87	Member to apply for a sabbatical leave to their Department Chair or, in the case of the Chair to the VPAD, no later than 6 months prior to the proposed commencement of the leave	Within 2 weeks of receipt of the Member's application, the Department Chair to forward the application to the VPAD-TPC with a letter evaluating the application's merits including its impact on the programming needs of the Department.
				VPAD-TPC to complete the review of all applications and provide recommendations to the President within 45 days of the receipt of the Member's application.
Denial or deferral			In the event of a denied application, the Member shall meet with the President within 15 working days following the receipt of the negative decision.	Should the President believe that sabbatical leave shall be deferred or denied they Member will be notified within 15 working days of the meeting between the Member and President.
				The President will offer recommendation for approval to the Board of Governors at its next scheduled meeting.
Final decision				The President will share the Employer's decision on a sabbatical application to the Member within 1 week of the Board meeting.
Return from Sabbatical		89	Within 4 months of the leave's end, the Member shall submit a written report regarding research agenda.	
Pregnancy, Parental & Adoption Leaves				
Minimum notice	25	90	Members who anticipate applying for leave should discuss plans with their Department Chair at least 3 months prior to the expected date of birth or as soon as possible in case of adoption.	
Early return to work	25.2.3		A Member on pregnancy, parental and adoption leave may return to work earlier than planned provided at least 4 weeks' written notice is given.	
Retirement				
Minimum notice	41	117	Members wishing to retire to provide at least 6 months' notice to the Employer prior to the effective date.	

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Conversion Option (vacation entitlement)	41.2	118	The Member to submit the Conversion Option to the Employer within 3 years of their intended retirement date. The latest eligibility date for the Conversion Option shall be the Member's 65th birthday, with a retirement date no later than the end of the academic term.	
Reduced Workload to Retirement	42	119	Member to submit reduced workload request to the Department Chair at least 6 months before the proposed start date of the workload reduction.	HR will confirm details of the arrangement in writing to the Member and their Department Chair, and expectations under the arrangement will be specified in a revised appointment letter. Mutual agreement by the Member and the Employer is required for any change to a reduced workload to retirement.
Grievances				
Deadline for initial filing	14.3.1	35	Member or Employer to file a grievance within 15 working days after the occurrence of the incident giving rise to the grievance, or 15 working days from the date it became aware of the events giving rise to the grievance, whichever is later.	
Assn and Member meeting with Employer	14.6	36	The Association representative or Employer representative to meet with the Employer/Association representative and affected Member(s) within 10 working days of receipt of a grievance .	
Settled agreements			Settled grievances will be signed by RAAS rep and Employer within 10 working days of settlement meeting . Unresolved grievances will be further documented within 10 working days of the meeting.	
Request ad hoc Dispute Resolution			Member Employer may request in writing within 15 working days of receipt of the response from settlement meeting , request If both parties agree to its formation, the DRC will hold a meeting within 30 calendar days of receipt of this request . In the event that the DRC cannot resolve the grievance within 10 working days of the meeting, the Chair of the DRC shall inform the parties in writing that the matter remains unresolved.	
Initiating arbitration	14.7.1	37	Within 15 working days of receiving written notification that a grievance remains unresolved, a Member or the Employer may involve an arbitrator for final and binding arbitration.	