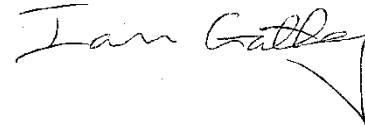


TO: DEANS AND CHAIRS
FROM: IAN GATLEY, PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS
SUBJECT: EVENING COURSES – FACULTY ASSIGNMENTS
DATE: APRIL 26, 2012
CC: OFFICE OF THE REGISTRAR
PSA OFFICE C/O M. TELLEFSEN



This memorandum serves to alert you to the contract and policy provisions governing the scheduling of evening courses and faculty assignments.

The Faculty Handbook provides in part:

Section 2.18 Teaching Contracts

“...Persons joining the teaching staff after February 1, 1965, may be required to teach one evening per week as part of their regular teaching load. Such persons cannot be assigned additional teaching for extra compensation. Persons who joined the teaching staff prior to February 1, 1964, may teach one evening per week for extra compensation.”

The PSA contract provides in relevant part, Appendix H:

LETTER OF UNDERSTANDING
OFF CAMPUS/IRREGULAR HOURS

Cognizant of the need for certain programmatic scheduling of weekend and/or evening classes and/or off-campus instruction, faculty may be assigned such classes, from time to time, with the following caveats:

- A. Faculty and bargaining unit instructional staff hired from July 1, 1993 and thereafter shall be informed of the potentiality for weekend, evening and/or off-campus instruction
- B. The employer will accept qualified volunteers from among the faculty in the subject discipline and familiar with the course(s) to be taught.
- C. Unilateral assignment of such evening and weekend class(es) shall continue to respect statement(s) relative to parameters as set out in the Faculty Handbook with respect to tenured faculty.

Under the above provisions tenured and tenure track faculty may only be required to teach one evening per week. Such faculty may be scheduled for one evening per academic semester or two evenings per academic year. Non tenure track faculty and other instructional staff may be required to teach more than one evening per week where needed to address programmatic needs of the University.