

Memorandum of Understanding
Between
The University of Prince Edward Island Board of Governors
(the Employer)
And
The University of Prince Edward Island Faculty Association
(the Association)

Re: Associate Dean of Engineering

1. Preamble

The Department of Engineering has recently changed its name to the School of Engineering within the Faculty of Science to coincide with the launch of the new degree program. This name change recognizes the applied and vocational nature of a professional program and is consistent with an increasing trend across Canada for engineering programs to be referred to as schools. In conjunction with this name change, it is proposed that the Administrative head of the School be an Associate Dean of Engineering, which is a more common title for the administrative head of schools that are not academic faculties in their own right. In order to do this within the provisions and intent of the Agreement, the Parties hereby agree that the Associate Dean will carry out some of the functions of the Dean of Science in the School of Engineering as outlined in Section 5 of this document. This position will be excluded from the bargaining unit because it is an administrative position.

2. Appointment of an Associate Dean of Engineering

- a) The Vice-President Academic will initiate advertising for this position.
- b) Position shall be advertised on the University Web site and nationally, normally in University Affairs, CAUT Bulletin and such discipline specific publications, journals or forums as applicable. The relevant criteria for selection shall be available to applicants on the University web site.
- c) The appointment of an Associate Dean of Engineering is made by the Board following recommendation by the President. A Search committee shall consist of:
 - i) The Dean of Science (Chair)
 - ii) Three Faculty Members from the School of Engineering, nominated and elected by Faculty Members from within the School of Engineering
 - iii) One Faculty Member from the Faculty of Science appointed by the Vice-President Academic
 - iv) One Student representative elected by and from Engineering students
 - v) One additional Faculty Member from outside the School of Engineering, nominated and elected by Faculty Members from within the School of Engineering
- d) The Committee will assess applications, including credentials and letters of reference, and establish a short list for interview.
- e) Before any applicant is invited to an interview, the Chair of the Search Committee will consult the Vice-President Academic on the short list to ensure that University policies have been adhered to and to seek financial approval for the issuance of an invitation.
- f) The interviews, in addition to meetings with the Search Committee, will include meetings with the Vice-President Academic, the President and a public presentation. Where possible, other interested Faculty Members shall be given an opportunity to meet the applicants.

- g) The Search Committee, through its Chair, will recommend the preferred candidate to the Vice-President Academic.
- h) If in agreement with the recommendation of the Search Committee, the Vice-President Academic will forward the recommendation with a letter of support, curriculum vitae, letters of reference, and other supporting material to the President.
- i) If the President agrees to support the recommendation, the Vice-President Academic, in consultation with the Dean of Science, will determine the terms of employment (rank, nature of contract, salary and other conditions of service) to be discussed by the Dean of Science with the preferred candidate.
- j) As soon as the President has been informed that the proposed terms are (or are likely to be) acceptable to the preferred candidate, the President will forward the Search Committee's recommendation with all supporting material to the Board for approval.

3. Term of the Appointment

The Associate Dean of Engineering shall be appointed for a term of three (3) years. Pending the outcome of a performance review, the incumbent will be eligible for a second term. Normally, there would not be more than two (2) successive terms.

4. Tenure and Promotion

Unless otherwise stated in the letter of appointment, the Associate Dean of Engineering who is eligible for tenure or promotion on the basis of Article E2 shall be assessed with respect to tenure and promotion on the same basis as Faculty Members who are in the bargaining unit.

5. Responsibilities of the Associate Dean of Engineering

The Associate Dean of Engineering shall be the Administrative Head of the School of Engineering and will carry out the functions of the Dean of Science in the School of Engineering as described in the following articles in the Collective Agreement:

- A6 Conflict of Interest
- B2.4 Hiring procedures for faculty
- B2.5 Hiring procedures for interdisciplinary faculty members
- B2.8 Replacements
- B2.9 Term appointments of less than 12 months
- B2.14 Procedures for renewal appointments
- B2.15 Procedures for re-hiring appointments
- B2.16 Short-term extensions
- B2.17 Temporarily reduced appointments
- B2.19 Approval process for change of status
- B-4 Directors and coordinators of interdisciplinary academic programs
- B-7 Retirement, resignation, and termination
- C-2 Sabbatical leave
- C-4 Leave without pay
- C-6 Leave to accept public office
- C-7 Sick leave
- C-8 Vacation

- C-9 Holidays
- C-10 Compassionate and bereavement leave
- C-11 Special needs
- C-12 Jury/witness leave
- C-13 Exchange leave
- C-14 Professional development and consultative leaves
- E-1 Evaluation of teaching and faculty review procedures (with the exception of Articles E1.4.6, E1.4.7, E1.4.8, and E1.4.10 as outlined below)
- E-2 Tenure and promotion of faculty (with the exception of E.2.5.2.2 , E.2.5.3.1, and E2.5.2.3 as outlined below)
- E-4 External letters of reference
- G-1 Sessional instructors
- H-1 Workload
- H-3 Employment in external remunerative activities

In addition:

Article E2.5.1 In the case of a candidate from the School of Engineering, substitute Associate Dean, Engineering.

Article E2.7.3 In the case of the School of Engineering, the DRC would elect its own Chair.

Article E2.10.1 Membership of the University Review Committee), in any year when there are candidates from the School of Engineering, the Associate Dean of Engineering will be considered a member of the URC. The Associate Dean of Engineering will not be eligible to serve on any subcommittees of the URC.

In the case of the following articles, the responsibilities shall lie with both the Dean of Science and the Associate Dean of Engineering:

E1.4.7 Any information obtained by the Dean (or Associate Dean of Engineering) through the procedures described in Articles E1.4.3, E1.4.4, E1.4.5 or E1.4.6 shall be used only in a manner consistent with Article E1.4.1 and shall only be used by the Dean (or Associate Dean of Engineering) or any other individual, for purely formative purposes and shall never be used for disciplinary action or dismissal proceedings.

E1.4.8 Chairs and Deans (and the Associate Dean of Engineering) shall attend a workshop designed to assist them in performing reviews. These workshops shall be funded by the University and jointly organized by the University and the Association. There shall be an opportunity for a presentation by an Association supported designate. Such workshops shall be available annually, and the University is responsible for ensuring that all administrators performing Faculty reviews shall be trained as required by this Agreement.

In the case of the following articles, the responsibilities of the Chair shall be carried out by the Associate Dean of Engineering and the responsibilities of the Dean shall remain with the Dean of Science:

- E1.4.6 Prior to September 1 of each year, the Chair (Associate Dean of Engineering) shall meet with the Dean and provide an overview of the faculty reviews completed within the Department (School).
- E1.4.10 Deans shall be responsible for ensuring that reviews have taken place in accordance with these policies and procedures. In the case of the Faculty of Education, the School of Business, and the School of Nursing, this is the Vice-President Academic's responsibility.
- E2.5.2.2 On or before January 5 of each year, the Dean of each Faculty shall send a letter to each Department Chair (and the Associate Dean of Engineering) with the names of all Faculty Members in their respective Departments (School) that are eligible for regular consideration of tenure in the next academic year.
- E2.5.2.3 a) Upon receipt of the letter from the Dean, the Department Chair (Associate Dean of Engineering) shall seek confirmation from each Faculty Member named in the letter that her or his tenure file is being collated. Prior to February 1, each Faculty Member shall send a letter to the Chair (Associate Dean of Engineering) indicating that he or she plans to apply for tenure. Once such a letter has been received, the Department Chair (Associate Dean of Engineering) shall inform the Dean that the tenure file is in preparation. The responsibility for establishing the case for tenure rests with the Faculty Member.
- b) Subject to exceptional circumstances set out in this Agreement, if a Faculty Member does not have tenure by February 1 of the fourth (4th) year of full-time probationary appointment at this University, and if the Faculty Member has not initiated procedures for consideration of tenure, the Department Chair (Associate Dean of Engineering) will direct the Faculty Member to submit his or her file for tenure consideration. If the Faculty Member does not submit this application, the Faculty Member will be deemed to have declined tenure and will cease to be employed by the University at the end of the probationary period stated in his or her letter of appointment.
- E2.5.3.1 Applications for promotion are the responsibility of the Faculty Member. Such applications shall be made, in a letter to the Department Chair (Associate Dean of Engineering), no later than June 15 of the year in which consideration is initiated. The Department Chair (Associate Dean of Engineering) shall advise the Department, the Dean and the Vice-President Academic of any application for promotion or accelerated promotion by July 1.

Date: 5/5/14

For the Faculty Association

Betty Jeffery

For the University

C. Lacroix
VP Academic
C. LACROIX