



# Policy and Procedures on Employment Conditions of Part-time Faculty

June 5, 2025

*Welcome Colleagues!*

We will begin at 1:02 p.m.

# Land Acknowledgement

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.



Professional Practice: Members apply professional knowledge and experiences to promote students learning. They use appropriate pedagogy, assessment and evaluation, resources and technology in planning for and responding to the needs of individual students and learning communities. **Members refine their professional practice through ongoing inquiry, dialogue and reflection.**

# Welcome & Introductions

As we are introducing our team, **please share in the chat** which department or program you are from and whether you are a part-time faculty or CLTA faculty member!

- Terezia Zorić, UTFA President
- Sherri Helwig, UTFA Vice-President, Grievances
- Nellie De Lorenzi, UTFA Executive Director
- Kim MacKinnon, Member-at-Large, and Chair, Part-Time & Contractually Limited Term Appointments (PT-CLTA) Ad-hoc Committee
- Susan Wagner, Chair of Teaching Stream Committee
- Thom Dancer, Chair, Membership Committee

# Agenda

**Thursday, June 5, 2025 1:00 p.m. – 2:30 p.m.**

1. Welcome and Introductions
2. Snapshot of UTFA faculty on contracts
3. Overview of appointment policy for faculty on contracts
4. Update on Bargaining for Part-Time Faculty
5. Time for questions (pre-submitted and live from the audience) in addition to those throughout

# Format Today

- We looked at questions you submitted ahead of time, and have designed the slides to address them
- But please also use the chat to post any additional questions of clarification and we will use a speakers list towards the end (using the hands up icon)

We do not typically record our sessions to encourage free and open discussion, but we will send a copy of the slides.

# Contact Us

Email: [advice@utfa.org](mailto:advice@utfa.org)



# Current Numbers

As of April 2025:

# part-time faculty: 426

# CLTA faculty: 346

Together, these categories make up 23% of all faculty appointments.

**Growth in Part-Time** since 2004 has been **360% for Teaching Stream** and **319% for Non-Tenure Stream\***.

**43% of the increase in total faculty** since 2004 are Part-Time appointments.

*FT Tenure has risen 14% in the same period.*

# Terminology\*

## Continuing Stream (Full-Time)

Tenure Stream: Interim Status | Tenured Status

Teaching Stream: Probationary Status | Continuing **Status**

## Part-Time Appointments (20-75%)

Non-Tenure Stream: 1-**2** year Contracts | Continuing **Appointment** Status (6th year)

Teaching Stream: 1-**2** year Contracts | Continuing Appointment Status (6th year)

## CLTA Appointments (Full-Time 76% and up, Limited Term)

Non-Tenure Stream: 1-3 year Contracts (up to 5 years total, with exceptions)

Teaching Stream: 1-3 year Contracts (up to 5 years total, with exceptions)

**\*subject to errors and policy anomalies**



# Appointment Policies

## Part-Time: Policy and Procedures on Employment Conditions for Part-Time Faculty, 2021

- A consultative process was undertaken in 2016-17 to explore working conditions of part-time faculty, which led to the eventual revision of the 1994 policy.

## CLTA: Policy and Procedures on Academic Appointments, 2021

- Previous policy was released in 2015

# Professorial Ranks

Both Part-Time and CLTA:

- Assistant Professor, Teaching Stream
- Associate Professor, Teaching Stream
- Professor, Teaching Stream
- Assistant Professor
- Associate Professor
- Professor

# Initial Appointments

## Part-Time:

Normally 1 year, but may also be up to 2 years.

## CLTA:

Normally 1 year, but can be up to 3 years.

# Areas of Work

There are three areas of work:

- Teaching
- Research, Scholarship, or Creative Professional Activity (CPA)
- Service

Proportions of workload distribution depend on whether you are appointed as Teaching Stream (e.g., 60:20:20) or Non-Tenure Stream (e.g., 40:40:20).

# Pedagogical / Professional Development (PPD)

Paragraph 30(x)(b) of the PPAA [emphasis added]:

“e.g., discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches; participation at, and contributions to, academic conferences where sessions on *pedagogical research and technique* are prominent; teaching-related activity by the faculty member *outside of his or her classroom functions* and responsibilities; professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines”.

# Renewal of Appointments

## Part-Time:

- Normally 1 or 2 years at the option of the unit
- Eligible for continuing appointment review during the 6th year

## CLTA:

- Normally 1 or 2 years at the option of the unit
- Can be up to 3 years as long as the total number of years does not exceed 5 years (with exceptions)

## Both:

- Do not expect an automatic renewal
- No notice is required for non-renewal

# Continuing Appointment

## Part-Time:

Six successive annual appointments (or a combination of one-year and/or two-year appointments totaling six years) are needed for the part-time faculty to be considered for a continuing appointment, which is distinct from continuing status and tenure.

- Eligibility happens during the sixth year
  - Review must be conducted, with a decision by December 31st
  - Delay of review is possible for up to two years (let UTFA Advice know)

## CLTA:

No pathway to continuing appointment, continuing status, or tenure

# Criteria for Review (1)

- The review shall be the same as that of **interim** review for Assistant Professor and **probationary** review for Assistant Professor, Teaching Stream (see provisions in the PPAA - *Policy and Procedures on Academic Appointments* - for further detail).
- The part-time faculty member is **expected to have made achievements in teaching and research, scholarly, creative and professional activities** during the course of their employment. Significant service contributions *may* also be considered.



## Criteria for Review (2)

The review committee should consider **two questions**:

- (i) Has the part-time faculty member's performance been sufficiently satisfactory for a continuing appointment to be recommended?
- (ii) If a continuing appointment is recommended, what counselling should be given to the part-time faculty member to assist them to improve areas of weakness and maintain areas of strength?

# Documentation for the Review

- Ask for a copy of your **divisional guidelines**.
- Teaching dossier (teaching portfolio)\*\*, is one component.

Likely also,

- Peer review (someone outside your department)
- Letters from members of your department
- Letters from students you've taught or supervised
- Teaching observation
- An account of your research, scholarship, or creative professional activity (CPA)

\*\*Workshop on **June 24th** (3:00pm-4:30pm) will focus on continuing status review and promotion. Part-Time faculty follow the same process for promotion.

# Review Outcomes

## Successful Review:

- Continuing percentage FTE remains what it was at the time of the review
- Faculty and Unit head can decide on a different percentage (with approval of the division head and Vice-President & Provost) within the 20%-75% FTE range
- Does not normally coincide with a change in rank from Assistant to Associate: that is a separate process

## Unsuccessful Review (Please reach out to UTFA for advice on eligibility for severance pay - case-by-case):

- Contract ends, benefits end
- No further renewal is possible
- Right to appeal on the basis of discrimination, bad faith, or reprisal (tight timeline, so contact UTFA Advice asap)
  - No right to grieve the outcome of the appeal

# Research and Study Leave

- A PT faculty member with a **50-75%** appointment can be eligible for research and study leave (sabbatical)
  - Eligibility kicks in after a successful review for continuing appointment
- Time spent in a CLTA appointment *may* count towards a research/study leave entitlement once continuing appointment status, continuing status, or tenured status is achieved.

# Pension and Benefits

- All part-time and CLTA faculty are eligible for participation in the pension plan.
- Part-time (holding appointments of 25% or greater) and CLTA faculty members are eligible for other benefits on a **prorated** basis.

# PTR

## Part-Time and CLTA:

- Eligible for PTR awards
  - Criteria is the same as for full-time continuing stream with an *appropriately reduced expectation* as to the quantity of work (based on % FTE)
- Increases are determined on the basis of the faculty member's annualized salary and prorated on the basis of the percentage appointment for part-time

# Graduate Faculty Appointments & Principal Investigator Status

- Part-time and CLTA faculty are eligible for appointment to the School of Graduate Studies, based on recommendation from their unit head (with some limitations) - e.g., Associate not Full membership; “Restricted Status”
- Part-time and CLTA faculty may hold Principal Investigator (PI) status and are eligible to apply for grants or awards (with some restrictions)

# Job Security (Part-Time)

## Pre-Continuing Appointments (Contract):

- Appointment ends automatically at the end of the contract term, unless previously renewed in writing

## Continuing Appointments:

- Two months working notice of termination is required, plus severance (one month per year of continuous service to a max of 22 months)
- There is no requirement for the Administration to show 'just cause' for termination
- Can appeal the outcome only for limited reasons, but there is no right to grieve



# Termination for Cause

- Any faculty member can be terminated at any time with cause (e.g., incompetence, persistent neglect of duty, willful or gross misconduct) without notice
  - Can be appealed, and follows a Grievance Procedure thereafter if not resolved
  - Appeals must be made in writing within fifteen (15) working days of the termination

# Update on Bargaining for Part-Time Faculty

Terezia Zorić, UTFA President & Co-lead Negotiator

# Bargaining Update (at a glance)

Overview of UTFA Proposals and the Administration's Level of Engagement Via Bilaterals and or Formal Mediation

Bargaining Did Not Occur or Occurred only at a Surface Level (i.e. no substantive discussion)	Small Level of Substantive Engagement / Proposals Exchanged	Substantive Bargaining Occurred, (i.e. meaningful engagement beyond the surface)
Salary items - Reform of the PTR process and Salary Anomaly	Compensation (ATB & PTR)	Article 7, Grievance and Arbitration Process <b>AGREEMENT REACHED!</b>
Benefits, including health care, PERA, and child care benefits	Housing	Retirees' streamlined & expanded access to computer programs <b>AGREEMENT REACHED!</b>
Student Evaluations of Teaching	Workload	Process for Negotiating Procedural Fairness Rights in Workplace Investigations <b>AGREEMENT REACHED!</b>
Health and Safety	Criteria for Dean's Merit Award	Librarian Research Days and Professional Development Days <b>AGREEMENT REACHED in principle</b>
Accommodations on Disability	Job Security and Grievance Rights for Part-Time Faculty	Article 13, Vice-Deans Exclusions <b>AGREEMENT REACHED!</b>
		Accommodation on Family Status

# PT Policy Development: Progress Amidst Structural Limitations

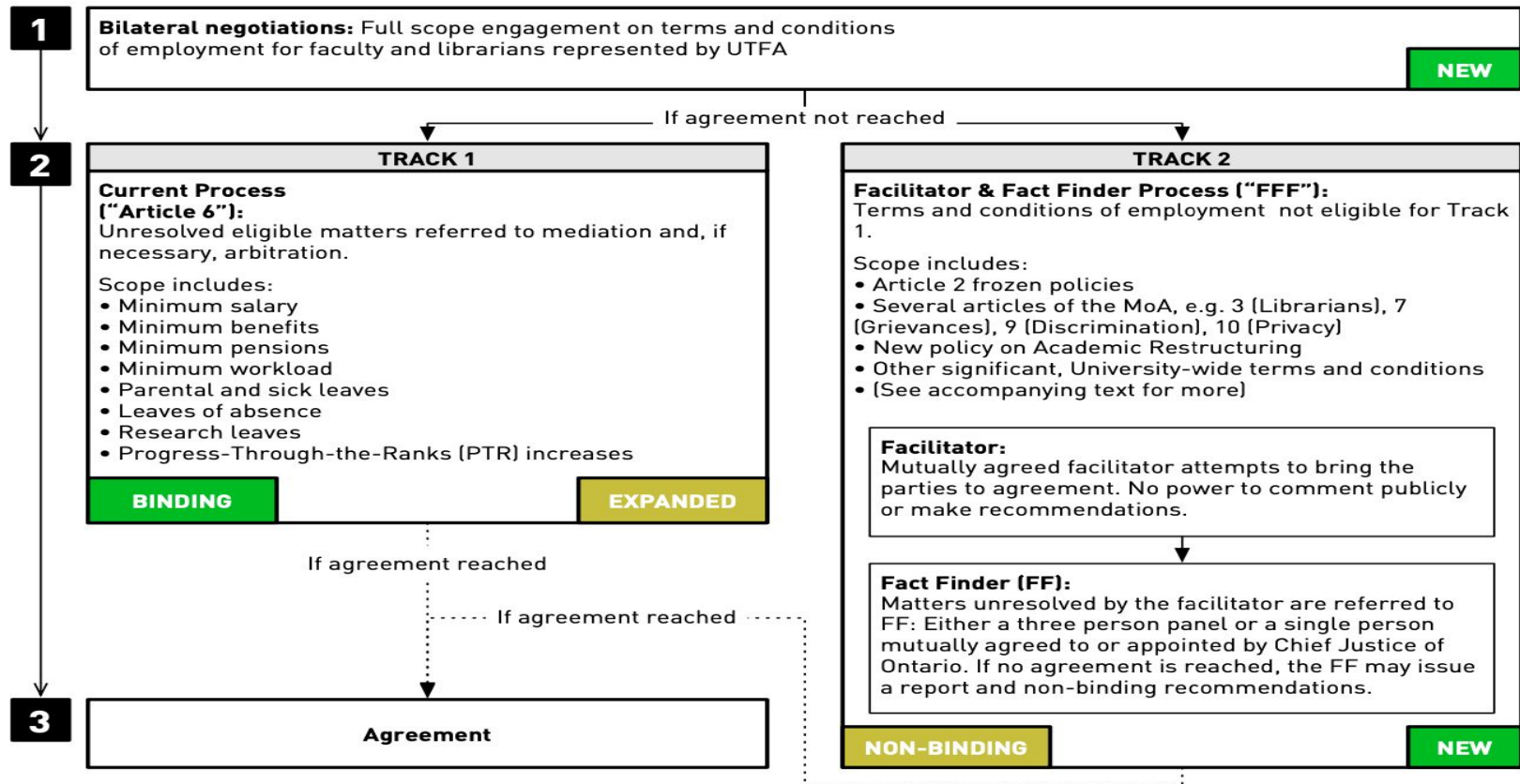
PT policy areas in which we need to secure improvements include:

- job security;
- compensation (workload and pay);
- PERA funds;
- sabbatical pay;
- promotion procedures;

and, other terms and conditions of employment.

Negotiations are done via “Facilitation and Fact-finding,” an inferior track.

# UTFA's current (two-track) model



# Bargaining Update

## Goals of UTFA's PT-centric Bargaining Proposals:

- Increase job security and reduce precarious employment for part-time & CLTA
- Improve job security rights/protections for PT faculty with *continuing appointments*
- Increase PERA
- Increase salary floors
- Increase rate of pay for sabbaticals
- Strike all limitations on grievance rights in current PT Policy

## Goal: Improve job security and reduce precarious employment

### Discuss

- Stronger job security and employment protections
- Stemming the growth of precarious appointments to ensure that continuing stream appointments do not fall below the July 1, 2023 percentage of the overall UTFA complement

# Job Security & Grievance Rights for Part-time members

UTFA Proposal	Admin's Response
<p><b>Increase job security:</b></p> <ul style="list-style-type: none"><li>• eliminate non-cause termination for members</li><li>• with more than 6 years cumulative years of service</li><li>• increase severance pay</li><li>• expand grievance rights</li><li>• <i>Part-time appointments may be up to 3 years (from 2 years)</i></li></ul> <p><b>Provide grievance rights</b></p> <ul style="list-style-type: none"><li>• Right to grieve the non-continuation or non-renewal of part-time appointment under the MoA based on the following grounds:<ul style="list-style-type: none"><li>◦ Significant irregularity in the procedures</li><li>◦ Unreasonable consistency in the application of the standards</li><li>◦ Improper bias or motive on the part of the review committee</li></ul></li></ul>	<p>NO</p> <p>NO</p> <p>NO</p> <p><i>Agreed</i></p> <p>Accepted the grounds; however, <b>no right to file a grievance under the MoA.</b> Part-timer's recourse would be to appeal to the Provost who would be the final decision maker.</p>



# Bargaining Achievements

## Improve job security rights/protections for PT faculty with continuing appointments

- Part-timer with a continuing appointment may take an unpaid leave of absence of up to 3 years
- Breaks in successive employment on human rights grounds are deemed to be successive employment
- Appointments can normally be 1 year's in length and also up to 3 years (from 2 years)

# Job Security & Grievance Rights for Part-time members

UTFA Proposal	Admin's Response
<p><b>Compensation related items:</b></p> <ul style="list-style-type: none"><li>• <b>Increase sabbatical pay</b> for first leave after continuing appointment (to match FT faculty)</li><li>• Continuing appointment percentage appointment be the % at the time the review was conducted <b>or at the % that is the average of the two highest part-time % appointment years, whichever is greater.</b></li><li>• 24 months severance (from 22 months) for termination without cause</li></ul> <p><b>Extra PERA</b> (like pre-continuing FT members) for pre-Continuing Appointment PT faculty</p>	<p>NO response</p>

# Ongoing dispute about sabbaticals/RSLs

Increase FTE % appointment at the time of successful continuing appointment review from the same % appointment at the time of review

*or*

*at the average % of the member's two highest part-time % appointment years,*

*whichever is greater*

# PERA Protections and Enhancements

UTFA Proposals	Admin's Response
<ul style="list-style-type: none"><li>● Negotiate all changes with UTFA</li><li>● Parity of amounts for full-timers and part-timers</li><li>● Tuition is an eligible expense</li><li>● Increase amounts annually by Bank of Canada inflation rates</li></ul>	No response.

# Mediation and Arbitration Update

## Across the Board (ATB) Salary Increase

UTFA Proposal	Administration Proposals
<ul style="list-style-type: none"><li>• 6% ATB salary increase retroactive to July 1, 2023</li><li>• 4.5% ATB salary increase retroactive to July 1, 2024</li></ul>	<ul style="list-style-type: none"><li>• 2% ATB salary increase retroactive to July 1, 2023</li><li>• 1.8% ATB salary increase retroactive to July 1, 2024</li></ul>

# Workload

2) UTFA Proposal	Admin's Response
<p data-bbox="189 263 672 301"><b>Distribution of Effort (DOE)</b></p> <ul data-bbox="156 323 1051 836" style="list-style-type: none"><li data-bbox="156 323 1051 465">· Introduce Distribution of Effort (DOE) percentages so that <b>comparable work can be weighed in the same manner</b> (1.2 of the WLPP) that rationally correspond to the member's three core duties<ul data-bbox="256 487 1031 705" style="list-style-type: none"><li data-bbox="256 487 1031 552">• Default balance for tenure stream faculty shall be 40 teaching/40 research/20 service</li><li data-bbox="256 563 1031 628">• Default balance for teaching stream faculty shall be 60 teaching/20 research/20 service</li><li data-bbox="256 639 1031 705">• Default balance for librarians shall be 80 professional practice/10 research/10 service</li></ul></li><li data-bbox="156 727 1051 836">· Teaching stream faculty shall not be assigned more than one-and-one-half (1.5) times the normal teaching load of tenure stream within the same Unit or 5.0 HCE, whichever is greater.</li></ul>	<p data-bbox="1095 259 1831 385">Faculty members have a high degree of independence in scheduling their own time. Units establish weightings for the evaluation of faculty member's contributions in all areas of activity for the purpose of the annual PTR process.</p> <p data-bbox="1095 448 1325 476"><b>Amend the WLPP</b></p> <p data-bbox="1095 514 1808 607">4.3 Normally a faculty member will be assigned an annual teaching load in an academic year that does not exceed the following criteria:</p> <ul data-bbox="1114 618 1595 689" style="list-style-type: none"><li data-bbox="1114 618 1595 650">● 4.0 full course equivalents (FCE); or</li><li data-bbox="1114 661 1595 689">● Six unique course preparations</li></ul> <p data-bbox="1095 727 1841 852">For clarity, FCE shall be prorated among faculty who co-teach a course and this provision will not prevent a faculty member accepting additional teaching assignments beyond their normal teaching load on overload.</p>

# Several other health and other benefits ... for example

## Other Benefits

UTFA Proposal	Administration Proposals
<b>Child Care Benefits</b> <ul style="list-style-type: none"><li>• Increase the age limit for child-care expense reimbursement up to age 12 (from age 7)</li><li>• Increase the amount of reimbursement to 100% (from 5%) up to \$40 for full day (from \$20) and up to \$20 for half day (from \$10)</li><li>• Increase the annual reimbursement amount per each child to \$4000 (from \$2000) for 100% FTE.</li><li>• Increase the total pool of funding from \$1M to \$2M</li></ul>	<ul style="list-style-type: none"><li>• None in this area</li></ul>

# UTFA's Gains to Date

1. Overhaul of Article 7 of our Memorandum of Agreement (MoA), which governs the grievance and arbitration process
2. Preserved retirees' equal access to health benefits improvements and (conditional) access to Microsoft Office 365
3. A structured process to 'negotiate' baseline protections of members' rights and procedural fairness in Workplace Investigations via a Sexual Violence Policy Letter of Agreement
4. An agreement in principle regarding the self-direction of Librarian Research Days and Professional Development Days, with an increase in the number of days from 14 to 16
5. Only members excluded from the Association can carry out academic labour relations activities, e.g., representing the Admin in grievances.



# Learning from our Experiences Reforming the Memorandum of Agreement (MoA)

UTFA is exploring improvements or alternatives to the MoA

**UTFA does not have the automatic right to amend the MoA;** it requires **voluntary agreement** between the parties. Currently we cannot:

- Refer amendments to arbitration
- Launch job action to force concessions

We overhauled Article 7 due to UTFA's relentless commitment and pressure forcing the Administration to improve the MoA

- Changes were dependent on the goodwill of the Administration

**Our members' rights cannot be contingent on goodwill.**

We need a bargaining framework that affords us the right to negotiate all terms and conditions of our employment, as others may

# What Path Forward?

The fairness of our current bargaining framework relies heavily on UTFA's relentless pressure to improve the MoA while exploring alternatives, and the Administration's willingness to share power, cooperate, and substantively engage with UTFA.

- *This willingness is too precarious, and not on a level playing field*
- It is often in response to the threat of certification

## Next steps

UTFA will be releasing a report prepared by our legal experts comparing the bargaining frameworks under the *OLRA* and the MoA

The Report will be circulated to the membership as a resource so we can engage in dialogue, debate, and the making of informed choices on how to proceed

# Question Period

## Q & A

- I have completed my CLTA appointment of 5 years. Prior to that I taught at U of T as a sessional instructor (Unit 1, then Unit 3). How can we make job security a reality for faculty like myself?
- As a CLTA, am I entitled to severance? Is there a limit on how long one can be a CLTA (i.e., is there a required roll-over to permanent status at some point)? Can a CLTA turn into a tenure-track position? Can I hold a grant as PI as a CLTA?
- I may be transitioning from a full-time CLTA (Teaching Stream) to part-time status. 1. What are the contractual terms of part-time status, usually? (renewed each year, etc?). 2. How do employee benefits typically change?

## Q & A

- Once upon a time there was data collected by Hugh Mackenzie regarding part-time faculty and merit pay awards. He found a systemic pattern of a part-time faculty being under-rewarded by approx. 10%. Can this question be re-opened?
- I have a 2-year CTLA that would end in January. At the time my CTLA was signed, it was suggested that an extension \*might\* be possible. How would I get confirmation that it is, and what should I do to prepare for such an extension if it is available?
- I was hired as 75% Assistant Teaching Professor in [redacted] Department. Prior, I taught for several decades in the same field at Yale and Harvard. I have published about 10 books and many articles. Could I be promoted to Associated Teaching Track Professor?

## Q & A

- What to do if the departmental chair do not disclose the difference between continuing appointment and continuing status during the time of signing the contract? Or, make aware of this distinction.
- Questions from the floor

# Survey of Part-Time and CLTA faculty

- Coming soon
- Purpose:
  - to gain a better understanding of the current working conditions of our PT & CLTA faculty
  - assess needs and interests, to inform PT-CLTA Committee planning

If you'd like to attend the PT-CLTA Committee meetings in 2025-26, please email [mackinnon@utfa.org](mailto:mackinnon@utfa.org). We hold meetings about 3-4 times per semester, from Sept to June.

# Contact Us

Email: [advice@utfa.org](mailto:advice@utfa.org)





**Thank you!**