

ARTICLE 16: RIGHTS AND RESPONSIBILITIES

16.01 Faculty Members

- 16.01.01 The responsibilities of faculty members (excluding those appointed as Contract Lecturer Members) at Lakehead University shall encompass an appropriate combination of teaching, research and other scholarly and creative activities, administrative activities, and service to the profession and community.
- 16.01.02 In fulfillment of these responsibilities, it is recognized that a faculty member, on occasion, may be required to be absent from campus. In the case that such absences exceed two consecutive days, the faculty member shall provide prior notification and contact information to his/her immediate supervisor or designate and the Dean. Contact information is not required for vacation time.
- 16.01.03 The Board agrees that members have a reasonable right to privacy in their personal and professional communications and files, whether on paper or in electronic form. The Board and/or its delegates shall not intentionally or with malice violate a member's privacy.
- 16.01.04 Each full-time faculty member, Librarian and Continuing Lecturer member is entitled to a furnished office which contains a desk, chair, telephone, working computer with internet access and access to a printer. Every reasonable effort shall be made to provide Level 2 and 3 Contract Lecturer Members with appropriate space and access to both a telephone and computer for carrying out their responsibilities.
- 16.01.05 The primary responsibility of a Contract Lecturer Members shall be to teach, however, nothing shall prevent a Contract Lecturer Member from voluntarily engaging in research, other scholarly activities, administrative activities, and service to the profession and community.
- 16.01.06 The following articles are not applicable to Contract Lecturer Members: Article 23 (Renewal), Article 25 (Tenure), Article 26 (Promotion), Article 27 (Outside Professional Activities), and Article 37 (Leaves of Absence).

16.02 Teaching

- 16.02.01.01 Normally, a full-time faculty member shall receive his/her teaching assignment and schedule no later than July 1st for the fall/winter term and full year courses and no later than March 15th for spring/summer courses. A faculty member shall accept his/her teaching assignments and schedules communicated to him/her by his/her Dean, as set out in his/her letter of appointment. The Dean shall seek the advice of the Department/School, through the Chair/Director on an appropriate assignment of teaching responsibilities. Failure by the Chair/Director to provide such advice when requested shall not preclude the Dean from assigning teaching responsibilities for the coming year to individual faculty members, nor shall it excuse the faculty member from his/her responsibility to accept the teaching assignment. Reasonable effort shall be made to achieve a just and equitable distribution of the departmental teaching load

among faculty members of the Department/School, taking into account other aspects of each faculty member's workload. Normally the Dean shall accept the advice of the Department/School. If the Dean has difficulty accepting any aspect of the Department/School's advice, he/she may ask the Department/School to reconsider the matter and to provide whatever additional information it believes to be relevant. If the Dean departs from the departmental advice, he/she shall advise the Department/School in writing of the reasons for doing so.

- 16.02.01.02 The teaching load for full-time faculty normally shall not exceed 5 HCEs during an academic year. The teaching load for faculty members who are more active in teaching and service and less active in research and other scholarly and creative output shall not exceed 6 HCEs during an academic year. Certain courses which are calendared as half-course equivalents may, depending on department/school practices, count as less than a half-course equivalent for the purpose of this article (for example, half courses involving less than 36 contact hours, reading courses, thesis supervision, and field school).
- 16.02.01.03 The teaching load for probationary faculty members and those members hired pursuant to 19.01.04 (B)(e) shall not exceed 4 HCEs during an academic year for the first year of his/her appointment, or, at the discretion of his/her Dean in consultation with the member, the second year of his/her appointment. For the other years the teaching load of such members shall be in accordance with 16.02.01.02. Such faculty members shall not normally be permitted to teach overload.
- 16.02.02 Lakehead University operates a Thunder Bay campus and an Orillia campus. Serving the people of Ontario may necessitate the teaching of courses in off-campus locations and during Spring and Summer terms. In these cases the assignment of teaching loads pursuant to 16.02.01 is subject to the following conditions:
- (A) the courses offered are within the Part-time Studies/Distance Education plan approved by the Senate;
 - (B) no full-time faculty member shall be expected to teach more than one HCE off-campus in each academic year, unless specifically hired to do so;
 - (C) no full-time faculty member shall be required to teach more than two HCEs in the Spring or Summer terms in any academic year;
 - (D) no full-time faculty member shall be required to teach in four consecutive terms, nor shall he/she be required to teach both the Summer and Spring terms of any academic year;
 - (E) a faculty member, but excluding Contract Lecturers teaching at an off-campus location shall receive financial compensation pursuant to the Article on Salaries;
 - (F) no faculty member shall be required to teach at the Orillia campus unless such a requirement was included in their original letter of appointment (Article 19.02.09); and

no faculty member shall be required to teach at the Thunder Bay campus unless such a requirement was included in their original letter of appointment (Article 19.02.09); and

- (G) courses taught at the Orillia campus shall be considered to be taught at an on-campus location and therefore conditions applying to off-campus locations shall not apply to such courses.

- 16.02.03 A faculty member, but excluding Contract Lecturer Members, shall not be required in any academic year: to teach more than two HCEs that begin on or after 5:30 p.m or to teach any course on Saturday or Sunday. A faculty member teaching any courses that begin on or after 5:30 p.m. on campus shall not be required to teach any courses off-campus in the same academic year (as per Article 16.02.02).
- 16.02.04 Where possible and given sufficient notice, the Department/School/Faculty shall make a reasonable effort to schedule courses in a manner that does not create undue hardship for a full-time faculty member.
- 16.02.05 A faculty member is expected to foster a learning environment that is conducive to scholarly learning, to treat students fairly and ethically, and to be conscientious in the preparation, organization, and revision of his/her course materials.
- 16.02.06 At the commencement of each course, a faculty member shall prepare and make available to the students information either in hard copy or electronic form concerning course requirements, assignments, evaluation procedures, components and percentage weighting of the final mark, penalties for late filing of assignments, office hours for academic counselling and any other relevant material, and shall file a copy of this information with his/her immediate supervisor. Any change to this information must be provided in either hard copy or electronic form to the students and copied to the immediate supervisor in a timely manner.
- 16.02.06.01 A faculty member shall be available on a reasonable basis to provide students with academic counselling.
- 16.02.07 A faculty member shall notify students and his/her immediate supervisor as far in advance as is practicable of the rescheduling of any instructional activity. Rescheduling shall occur only in exceptional circumstances beyond the reasonable control of the faculty member or when prior approval has been obtained from the immediate supervisor and prior arrangements have been made with the students. Such approval shall not be unreasonably withheld.
- 16.02.08 A faculty member shall evaluate students' performance and shall supervise, when appropriate, students' research, practical work, theses, and major papers.
- 16.02.09 A faculty member shall supervise the work of teaching, research, and laboratory assistants assigned to him/her.

- 16.02.10 A faculty member shall comply with procedures approved by Senate for conducting examinations and for reviewing students' marks and grades, and with reporting deadlines communicated to him/her by the Dean.
- 16.02.11 Faculty members shall assist in the registration process when required by their Dean or immediate supervisor and shall arrange for the adequate supervision of their examinations.
- 16.02.12 Overload
- Proposed course offerings which cannot be staffed by members with full-time appointments as part of their normal teaching load shall be posted internally, in the departmental office. The Dean, in selecting staff for these courses, shall consult the Chair/Director, taking into account the qualifications of the member, his/her teaching and research record, and service to the University. The teaching of overload courses shall not hinder the fulfilment of the member's responsibilities.
- 16.02.13 The Provost and Vice-President (Academic) shall ensure that the process for the distribution and collection of course evaluations is conducted in a consistent and appropriate manner in accordance with the current Senate-approved Course Evaluations (by students) Policy.

16.03 **Research and Other Scholarly and Creative Activities**

- 16.03.01 Faculty members have the right and the responsibility to devote a reasonable proportion of their time to research and other scholarly and creative activities so as to advance knowledge and understanding and to maintain scholarly competence in their discipline. Insofar as it is possible the Board shall provide adequate facilities and support for these purposes.
- 16.03.02 Faculty members shall, where appropriate, indicate in their published work(s) their affiliation with Lakehead University and acknowledge the work and co-operation of others.
- 16.03.03 Research and other scholarly and creative activities shall include, but may not necessarily be limited to, the following:
- (A) Investigations, conducted individually or in co-operation with others, so that the results are (a) published in refereed journals, conference proceedings, or as patents, or (b) are presented at scholarly or professional conferences or seminars and are available for peer review;
 - (B) Any studies or works that may be published as books, chapters in books, or disseminated by other suitable means in a manner which makes them available for peer review;
 - (C) Experimentation with teaching techniques and formats, provided the results are disseminated by suitable means in a manner which makes them available for peer review; and

(D) Literary and artistic works, exhibitions, and performances appropriate to one's discipline and which are available for peer and/or critics' review.

16.03.04 Because of the varying nature of different disciplines, other activities may be considered as contributing to a member's research and other scholarly and creative activities. Where these activities do not involve peer review, the responsibility for demonstrating relevance rests with the member. It is understood that these activities will not necessarily be given equal weight and application in each discipline or with those activities enumerated under 16.03.03 (A), (B), (C) and (D).

16.03.05 It is recognized that a level of scholarly competence may be achieved by a faculty member such that, without extensive publication, he/she becomes an acknowledged authority in his/her field, and is regularly consulted by established researchers or authorities outside the University. Evidence of such extensive use as a research resource shall be accepted as evidence of scholarly activity. It is the member's responsibility to provide sufficient information to support the acceptance of such activities as evidence of scholarly activity. Such activities shall be reported by the member in his/her Annual Report pursuant to 16.06.02(e). Should the member wish to present such activity as a rationale for a reduction in teaching load, the member must provide his/her Dean with the information in sufficient time to allow for appropriate consideration prior to allocation of teaching assignments.

16.03.06 The immediate and regular preparation for routine instructional activities shall not be considered as research in the context of this Article.

16.03.07 When the conditions of a research grant do not provide explicit direction, a faculty member shall obtain the prior written approval of the Vice-President (Research and Innovation) in order to employ any member of his/her family under a University-administered research grant in accordance with University policy and practice.

16.04 **Administrative Responsibilities**

16.04.01 Consistent with their primary teaching and scholarly responsibilities, faculty members shall participate in the governance of the University through active membership on appropriate bodies such as Department and Faculty Councils, and shall participate to a reasonable extent in other University bodies, including Faculty and University committees and Senate.

16.04.01.01 Within the first two years of his/her initial probationary appointment, a member is not expected to undertake demanding service commitments such as membership on Senate, Faculty, or LUFA committees.

16.04.02 Members are responsible for providing evidence of their active participation in relation to all administrative activities in the context of this article.

16.04.03 The Board and the Association agree to work together to promote a collegial environment such that while exercising administrative responsibilities, faculty members shall a) treat academic colleagues, other employees and students ethically, so that objectivity, fairness, and absence of discrimination are

maintained in all deliberations, including assessment of performance of any colleague, other employee or student and b) not infringe on their colleagues' academic freedom, and shall observe the principles of confidentiality in a manner consistent with the performance of their collegial responsibilities.

16.05 **Service to the Profession and the Community**

- 16.05.01 A member has the right to participate in the governance of his/her professional organizations, including but not limited to membership on committees of such organizations.
- 16.05.02 The parties encourage service to the community that enhances or extends the reputation of the University.
- 16.05.03 A faculty member's active participation in the activities of the Lakehead University Faculty Association is a recognized activity in the context of this article.
- 16.05.04 Members are responsible for providing evidence of their active participation in relation to all activities in the context of this article.
- 16.05.05 In activities that extend to the community, members shall retain the rights and responsibilities associated with academic freedom. In activities not related to members' employment at the University, members shall not purport to represent the University or speak for it, or to have its approval, unless such authority has been given in writing.

16.06 **Annual Report**

- 16.06.01 Each faculty member shall submit to his/her immediate supervisor three copies of an Annual Report by July 31st of each year. Where possible the member shall submit the Annual Report in electronic format. The Annual Report shall include the previous July 1st to June 30th period. One copy of this report shall be filed in the office of the Chair/Director and two copies shall be forwarded to his/her Dean, one of which shall be placed in the faculty member's official personnel file.
- 16.06.02 The Annual Report (excluding Contract Lecturer Members), which shall be completed on a standardized form supplied by the Dean, shall include only the following information:
 - (A) teaching responsibilities undertaken, including supervision of graduate students;
 - B) evidence of teaching delivery and teaching performance. A course outline, the summary report for the set of questions jointly agreed to by the Association and Board for assessing the Student Feedback on Teaching for each course taught, and the class mean for each course taught are required. (Other teaching evaluations, peer evaluations, student testimonials, reproductions of student work, and/or any other pertinent materials may also be included at the discretion of the member);
 - (C) books and papers published;

- (D) conference papers given;
- (E) research and other scholarly work in progress;
- (F) graduate degrees awarded or graduate studies in progress and the expected date of completion, university, and title of thesis;
- (G) awards and other honours received;
- (H) Departmental, Faculty, Senate, Board, Association and other University activities;
- (I) contributions to the faculty member's profession;
- (J) professional contributions to the faculty member's community;
- (K) an account of the academic activities pursued by the faculty member during a term or terms in which he/she did not have an assigned teaching responsibility;
- (L) research grants and contracts awarded, name of granting body, research title, amount awarded and the date awarded, and specific role of the faculty member (i.e., principal investigator, co-investigator, or other);
- (M) a statement of his/her outside professional activities in the previous year (as per Article 27.01.07);
- (N) a statement of his/her proposed future activities; and
- (O) any other information that the faculty member deems relevant.

16.06.03 The Annual Report for Contract Lecturer Members shall include:

- (A) teaching responsibilities undertaken, including supervision of graduate students (for example, course outlines and/or any other pertinent materials);
- (B) evidence of teaching delivery and teaching performance (for example, the Senate approved teaching evaluations or other teaching evaluations, peer evaluations, student testimonials, reproductions of student work, and/or any other pertinent materials); and
- (C) any other information that the Contract Lecturer Members, member deems relevant.

16.06.04 Following review of the Annual Report, the Dean shall respond to each faculty member and provide constructive suggestions and reasonable support for the purpose of enhancing the faculty member's performance. If an Annual Report has been submitted by the deadline and the Dean has not responded by September 30th, the performance of the faculty member

concerned will be deemed to have been satisfactory for the time period covered by the Annual Report and for the purpose of awarding career development increments as per 35.01.04.

16.06.05

Each year, the Dean will meet with one-third of the tenured faculty members in his/her faculty, cycling through all eligible faculty members over a three year period, to set goals and objectives for the next three years. The purpose of these planning meetings is to encourage and promote innovation and professional development, and to assist tenured faculty members with respect to activities undertaken in fulfilment of their academic responsibilities in the areas of teaching, research and other scholarly and creative activities, administrative responsibilities, and service to the profession and the community. A reasonable effort shall be made to achieve a just and equitable distribution of work load between teaching, research and other scholarly and creative activities, administrative responsibilities and service to the profession and the community.

Once the three-year cycle of planning has been initiated, subsequent three-year cycles will afford the member and Dean opportunity to review annual reports that have been provided over the past three years, exchange constructive suggestions, and explore supports that have been and could be provided; to assess progress on the mutually agreed upon goals and objectives; and, if necessary, to modify goals and effort distribution.

The Dean may upon mutual consent with the affected faculty members choose to move the commencement date for some faculty members to a subsequent year in order to accommodate the workload associated with such meetings. Excluded from this process are those faculty members involved in the phased retirement program, where effort is composed exclusively of teaching duties (34.01.04.05).

16.07 **Librarian Members**

16.07.01 A member has certain rights, duties and responsibilities which derive from his/her position as a professional librarian or archivist in the University Library. In exercising his/her rights and in fulfilling his/her duties and responsibilities a member shall deal fairly and ethically with colleagues and Library users and shall respect the principles of confidentiality in a manner consistent with the performance of his/her professional role.

16.07.02 The responsibilities of librarian members at Lakehead University shall encompass an appropriate combination of professional practice, research and other scholarly and creative activities, service to the University, and service to the profession and community.

16.08 **Professional Services (Librarian Members)**

16.08.01 The primary responsibilities of members are the selection, organization and dissemination of information to support the academic pursuits of the University. Such responsibilities are achieved by providing instruction, professional consultation and assistance to Library users, and by developing

and maintaining the Library collection consistent with the academic and other general information needs of the University.

- 16.08.02 Subject to Library and University policies, a member has the responsibility to use his/her special training and knowledge in providing to all members of the University community access to Library materials and facilities. He/she has the right and responsibility to exercise professional judgement in the performance of his/her duties, also subject to Library and University policies.
- 16.08.03 Members have the right and responsibility to develop their professional expertise. Subject to the approval of the University Librarian, members have the right to pursue activities leading to their professional development such as participating in conferences and workshops.
- 16.08.04 Members may be responsible for the supervision of support staff and for participation in the administration of the Library.

16.09 **Service to the University (Librarian Members)**

- 16.09.01 A member has the right and responsibility, when eligible, to serve as a member of duly constituted University committees, when invited or elected, to the extent that such involvement does not prevent the member from fulfilling his/her primary responsibilities. Such committee service shall be discussed in advance with the University Librarian to ensure that this service is not in conflict with the member's primary responsibilities.
- 16.09.02 Members are responsible for providing evidence of their active participation in relation to all administrative activities in the context of this article.

16.10 **Service to the Profession and Community (Librarian Members)**

- 16.10.01 A member has the right to participate in the activities of his/her profession, professional associations and/or learned societies. He/she is encouraged to participate in such activities which will enhance the standing of both the member and the University, provided that such activities do not interfere with his/her obligations, duties and responsibilities to the University and subject to the following conditions:
 - (A) if the University Librarian has cause for concern, a member shall, upon written request, make available to the University Librarian information in writing on the scope of outside activities of a substantial nature. When the time commitment to those activities is such as to interfere with fulfilment of his/her service to the University, the member shall take corrective action to ensure the fulfilment of his/her service; and,
 - (B) when a member's activities involve the use of University facilities, supplies or services, permission for the use of such facilities, supplies or services, and agreement on appropriate reimbursement therefor, shall be obtained in advance by the member from the University Librarian.
- 16.10.02 A member's active participation in the activities of the Association shall be recognized as service in the context of this Article. As long as Library

requirements are met, and subject to the fulfillment of the scheduled public services of the Library, members shall have the right to attend LUFA meetings during the working day upon prior notification of the University Librarian.

- 16.10.03 In activities that extend to the community, members shall retain the rights and responsibilities associated with academic freedom. In activities not related to members' employment at the University, members shall not purport to represent the University or speak for it, or to have its approval, unless such authority has been given in writing.

16.11 **Research and Other Scholarly Activities (Librarian Members)**

16.11.01 Although not required to do so, a librarian member has the right to be involved in research and other scholarly activities including but not limited to research in an academic subject, archival studies or librarianship, or participation in planning, implementing and/or presenting at workshops or conferences or other educational programs. A librarian member will be eligible for release time for such research with the concurrence of the University Librarian. It is understood that such involvement should not prevent the librarian member from fulfilling his/her primary responsibilities. Insofar as it is possible the Board shall provide adequate facilities and support for these purposes.

16.11.02 The purpose of research conducted by a member shall be to increase knowledge and understanding and to improve the professional competence of librarians.

16.12 **Activity Report (Librarian Members)**

16.12.01 Each librarian member shall submit to the University Librarian an activity report by July 31st of each year. The activity report shall include the previous July 1st to June 30th period. A copy of the activity report will be placed in the librarian member's official personnel file.

16.12.02 The activity report, which shall be completed on a standardized form supplied by the University Librarian, shall include the following information:

- (A) professional service activities relating to assigned duties and responsibilities;
- (B) service to the University;
- (C) service to the profession and community;
- (D) research and other scholarly activities;
- (E) a statement of his/her outside professional activities in the previous year (as per Article 27.01.07);
- (F) a statement of his/her proposed future activities; and
- (G) any other information that the Librarian member deems relevant.