

NON-REGULAR* HANDBOOK

YOUR GUIDE TO THE COLLECTIVE AGREEMENT BETWEEN ECUAD AND THE ECUADFA

***at ECUAD, the term “Non-Regular” includes Sessionals, Lecturers, Seminar Leaders, Adjunct Instructors, Substitutes, and Artists/Designers/Scholars in Residence.**

(Apologies for the bureaucratic contract language, but knowledge is power.)



This is an introduction to your rights as a Non-Regular faculty member, as laid out in the *Collective Agreement* (our employment contract). It is organized by your Faculty Association, a union whose membership consists of all teaching and non-teaching faculty.

Your most recent *Collective Agreement* is available online at ecufa.ca. If you don't have time to read it, here are some points that you may want to know:

- Non-Regular Faculty have the right to participate in monthly faculty union meetings (usually the last Monday of the month at lunch, 11:30 am to 12:30 pm). These are a good way to get to know and hear from other faculty members. We hold these meetings to keep you informed and to open the floor for questions. Your participation helps strengthen the faculty as a whole.
- We also hold Faculty Affairs discussions (non-voting meetings). All faculty are welcome to host and contribute to these discussions. Topics change monthly and usually based on current concerns. Your suggestion for topics or for leading one or more of these discussions is welcome.
- Non-Regular Faculty have access to the Employee Assistance Plan (EAP), which provides basic counselling services to faculty members and their dependents. More information can be accessed at workhealthlife.com or 1.844.880.9142
- Non-Regular Faculty are eligible to participate in the BC College Pension Plan and the Canada Pension Plan
- All faculty members can access credit and Continuing Education courses without paying tuition, provided that no fee paying student is displaced. See instructions on accessing courses at ecufa.ca/accessing-courses
- Our Faculty Association Stewards are available to support all faculty with grievances and questions about employer practices. We value any and all stories, experiences, and questions, as it helps us better understand our shared working conditions.

SESSIONALS

- In accordance with the new *ECUADFA Collective Agreement* (2022-2025), Sessional Faculty will accrue seniority through the Right to Qualified Work (RQW) process starting in Fall 2024. Through the newly negotiated RQW system, Non-Regular Faculty are hired based on qualifications and seniority. Qualifications are based on their level of knowledge, education, training, and experience. Please see Article 11 of the *Collective Agreement* (CA) for more details.
- Human Resources maintains the Seniority List and Qualified to Teach (QTT) List. This list is made available to the Faculty Association upon request. As members of the Faculty Association, you have the right to see this list, and are welcome to visit the FA office (C3281) or email us at ecuadfa@gmail.com if you have questions about RQW.
- Sessional faculty have the right to a performance review to determine suitability for renewal of appointments (Article 9.03.6 of the CA).
- Sessional faculty receive 7% in lieu of benefits.
- Sessional faculty are eligible for sick leave, prorated by teaching load, as outlined in Article 23 of the CA.
- Sessional faculty are eligible for stipends, including vacation pay (4%, which increases to 6% after four FTE year of teaching) and payments of up to \$404.77 for additional duties if specified by the Dean (see Article 16.08).
- Sessional faculty are eligible for leaves of absence as outlined in Articles 22 and 23 of the CA, and for death benefits as outlined in Article 29 of the CA.

SEMINAR LEADERS

- Seminar Leaders are the newest group in our Faculty Association, joining us in Spring 2025! The terms of Seminar Leader employment in relation to the *Collective Agreement* are currently being defined in the latest round of bargaining. If you are a Seminar Leader and have questions about your employment or your membership, please contact ecuadfa@gmail.com.

LECTURERS

- Sessional Faculty can become Lecturers after they have taught the equivalent of 50% course load or more for four consecutive years.
- Lecturers are listed as continuing faculty in the new Collective Agreement and are assigned courses prior to Sessional Faculty.
- In addition to what is outlined for Sessionals above, Lecturers receive an additional 2% added to their base salary for vacation pay.
- Lecturers teaching 40% course load or more receive basic medical and extended health insurance as outlined in Article 24. Benefits include optical care insurance, dental, life insurance, but not long-term disability coverage. Those teaching less than 40% receive a payment of 10% of the stipend in lieu of benefits.

SUBSTITUTES

- A Substitute Faculty Member shall be appointed to replace a Regular or Non-Regular Faculty Member who is absent due to illness or other unforeseen circumstances. Often, Non-Regular Faculty reach out directly to substitutes to arrange coverage, but you may also coordinate with Human Resources (HR) to find a substitute at hr@ecuad.ca.
- Non-Regular Faculty pay for their own substitutes. Pay is deducted from their contract stipend. You can coordinate payment of substitutes with HR (hr@ecuad.ca).

ADJUNCTS

- Adjunct appointments are offered for 3 years on a full-time basis.

MISCELLANEOUS COMMUNITY INFORMATION

- Currently, around 60% of teaching faculty at Emily Carr University are Non-Regular Faculty.
- Sessional course opportunities for the next academic year are posted by Human Resources on the Emily Carr website each spring for a minimum of 10 working days. Check the site or make inquiries to HR in March. After the closing date for applications, regular faculty committees are struck to make recommendations that then go to the Deans for approval, modification or discussion.
- The Sessional Faculty offices are in B3137, C3290, and D4365 if you need computer access and workspace.
- All faculty members can access Emily Carr's Writing Centre for consultations about their work, as well as encourage access for their students.
- All faculty members can request access to workshops and labs. Contact the relevant lab tech to learn the access protocols.
- The Faculty Show is a biennial exhibition of faculty works on campus. Please reach out to the FA Executive Working Committee at ecuadfa@gmail.com if you would like to help curate or participate in the planning of the faculty show.
- To be eligible for Employment Insurance (EI), you need to have worked a certain number of insured hours (it is 700 hours in Aug 2024, and may change from time to time. Visit www.ecufa.ca/resources and www.canada.ca/en/services/benefits/ei.html for more information on accessing EI.
- COVID 19: For faculty who think they have contracted COVID-19 on campus: Contact your FA Stewards; file with WorkSafeBC (you'll want to file as soon as possible, worksafebc.com).
- We (ECUADFA) belong to the Federation of Post-Secondary Educators (FPSE) across BC: fpse.ca

QUESTIONS?

The Stewards, Presidents, and Coordinator often hold weekly drop-in office hours (see office for details) and are available by appointment via email. We invite you to drop by, chat, let us know how you're doing, and get to know us.

It's always a good time to get active with your union!

ECUFA.CA

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OFFICE C3281

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