

March 16, 2004

To: The Joint Committee (Ken Norrie, Ken Cruikshank, Trevor Chamberlain, Mike Veall, Mo Elbestawi, Peter Sutherland)

From: The Sub-Committee to Review Issues Relating to CLAs

We have met three times since our formation as a committee. Early on it became apparent that we would not be able to make recommendations on all matters that have been referred to us by the March deadline. We therefore decided to focus attention on one issue that we could finish – the issue of short-term (less than a year) CLAs. We provide here a set of recommendations for your consideration that we believe will improve the situation. We continue to explore other issues in our mandate.

The following principles (guidelines) will guide the appointment of CLAs at McMaster University

1. All individuals appointed as CLAs fall under the McMaster University Revised Policy and Regulations with respect to Academic Appointment, Tenure and Promotion (1998) (the Yellow Document) and shall be MUFA members (except should they choose the opt-out provision).
2. Such contracts shall include benefits that have been negotiated by MUFA including PDA and CP/M for contracts of more than a year. The benefits that are available to tenure stream faculty at the start of employment will be likewise available to CLAs. Benefits that come into effect after the first year of a contract (including PDA and CP/M) will come into effect for CLAs as well after the first year and will also apply to CLAs that are renewed or continued (see below).
3. CLAs will normally be contracted for a period of at least one year though may be contracted at three-quarters of a normal load as per the preamble of the Yellow Document. Exceptions to the minimum one-year appointment length would be allowed only in cases such as the following:
 - where a contract becomes available after July 1 of the year in question but is for two terms or more, in which case the contract will run until June 30th of the following year
 - where a contract is needed to replace a faculty member taking leave of less than a year's duration
 - to allow for visiting appointments
4. Appointments made at three-quarter time must nevertheless pay a sufficient salary so that three-quarters of the salary is at least as large as the minimum salary of the Lecturer rank. To ensure equity within a Faculty, it shall be the obligation of the Faculty Dean to ensure that appointments made at three-quarter time (or other fractions of a full load) shall be at 3/4 of the load of similar full time CLA appointments with similar positions in the Faculty.
5. CLA contracts shorter than a year will have benefits as if they were appointed on a year's contract and a pro-rated PDA.
6. MUFA will be informed annually in October of all cases of appointment (since the last report) of less than 12 months duration and the reasons for the appointment.
7. Any renewal or extension of an initial contract must be for 12 months or more.
8. Any appointment of an individual to a CLA within 2 years following the end of a contractually limited appointment shall be deemed a continuation of an appointment. The appointment shall be for a year or more in duration (except in the type of circumstances outlined in clause 3 above) and CP/M shall apply in determining the salary for the new contract.
9. The letters of appointment of all CLA contracts shall include an indication of the basis upon which merit shall be awarded beyond the first year of the contract (for example, 80% teaching and 20% service). This applies even to contracts of a year or less duration as they may be renewed or continued in the future.
10. Normal departmental processes for the review of faculty members shall be used to determine CP/M.
11. Decisions regarding renewal of CLAs shall be made as early as possible. If budgetary approval has been received before April 1, every attempt shall be made to fill the position by April 30.