

Newsletter

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Editor: Nicholas Kevlahan

McMaster University Faculty Association - January 2022



President's Report

Delivered at the MUFA General Meeting January 7, 2022

I would like to start by thanking Catherine Anderson for her update on remuneration negotiations. Catherine and the other members of the remunerations committee have worked hard to produce a very fair and well-argued brief. Past Presidents Rafi Kleiman and Alison Sills (along with committee member Michel Grignon) reviewed our brief to ensure it is consistent with our past practices, and pursues our long-standing strategic priorities for improving salaries and benefits.

We are just beginning to analyze the Administration's brief, but we can say already that it has been drafted in a spirit of collegiality (helped perhaps by the Provincial government's 1% limit to total compensation). We are looking forward to constructive negotiations with the goal of achieving an agreement by March.

Joint committee issues considered in Fall term

The Fall term continued to be dominated by COVID-related issues, as well as policy development. In particular, we have negotiated revisions to the CP/M policy to recognize to impact of COVID-related disruptions.

One important accomplishment this term was that Senate finally passed a revised Grievance Policy. I would like to thank Rafi Kleiman and University Secretary Andrea Thyret-Kidd for their hard work on this over several years, as well as the other members of the drafting committee. Senator Judy Fudge made some very astute observations, which we incorporated into the final draft. This new policy provides important new protections for our members, and harmonizes grievance procedures with other university policies.

In response to the unprecedented number of hearings this year, we have proposed a revision of the guidelines for the Grievance Review Panel to increase the size of the panel, explain how the need for additional members should be dealt with, and clarify that MUFA advising members on grievances does not put the President into a position of conflict of interest. The Provost accepted our proposal, which will be incorporated into the new grievance policy.

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Annual General Meeting
April 28, 2022
3:00pm
University Club

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Just before the end of term, on December 22, we agreed to extend our COVID-related modifications for computing CP/M scores to 2021.

As in 2020, Chairs will use the highest of the actual 2021 score and the average of the actual scores from the previous three years. One change from 2020 is that the Deans requested that in *exceptional cases*, “where it is obvious that the lower score is due to factors unrelated to the COVID-19 pandemic”, the Dean may award the lower 2021 score. In this case, the Chair must first offer to meet with the member and a written justification must be provided if the lower 2021 score is retained.

“MUFA recognizes that the sudden shift to online learning, and the lack of clarity on plans for the rest of the term, has imposed significant stress and hardship on our members.”

We also agreed to extend our policy on the use of Student Evaluations of Teaching (SET) to specify that “SET data should not be used as an assessment tool for faculty performance by chairs and directors.”

Please bear these modifications in mind when filling in your 2021 Record of Activities forms. Be sure to let us know if your Chair seems to be unaware of these revisions. It is always a good idea to ask your chair how they intend to assign scores before filling out your form and MUFA Faculty Council members will be acting as advisors during the CP/M process. We are planning to hold a special MUFA Council meeting on our CP/M policy and procedures later this term.

We have heard of several cases where CLA positions ended, but the faculty member was asked to return as a sessional instructor. In other cases, CLA positions have been repeatedly created to fill ongoing teaching needs. To avoid these practices, which are contrary to our agreement on CLA positions, in June we submitted a written proposal to modify the tenure and promotion policy to make it clear that CLA (and sessionals) positions should not be used

for ongoing teaching needs. In the case of an ongoing need, a permanent position should be created. The Deans are apparently resistant to constraints on their ability to create CLA positions, and we continue to negotiate suitable language.

Many members have expressed concerns about processes and implementation of several policies (e.g. Discrimination and Harassment, Sexual Violence, Research Misconduct). There have been reports of unfairness, bias and breaches of confidentiality. Last year Joint Committee agreed to commission an external review of investigation processes and policy implementation. The Provost and the University Secretary are currently considering our proposed terms of reference. We hope the review will begin by June at the latest.

We also agreed on terms of reference, and named drafting committee members, for the revision of the Faculty Code of Conduct. This important policy has not been revised for 26 years, and I encourage members to send MUFA, or the committee, their comments during the drafting process.

Finally, we have raised concerns about several cases where we believe the Administration has not followed our jointly owned policies. These decisions were justified by “legal opinion” without reference to the relevant policy. Legal opinion must only be a way of ensuring administrative decisions are consistent with our policies, not used to circumvent them.

Looking forward to the Winter term

On October 28 we signed a *Memorandum of Agreement on Course Delivery* that had been proposed by the Administration, covering the period until August 31. The MOA states that the default mode is in-person learning, and that the Administration is obliged to notify us immediately in writing and schedule a meeting if “there is a material change in [the] expected or predicted ability” to return to in person teaching.

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Despite this brand new MOA, we were surprised and disappointed that the Administration did not notify or consult us when they made the sudden decision on the afternoon of December 14 to shift to remote work, effective December 15, and shift the first week of Winter term classes online. We have made it clear that we expect the Administration to follow our MOA, and are looking forward to working with them early in January to negotiate any additional changes to course delivery in the Winter term.

We were therefore gratified that the Provost did reach out to us before the most recent changes were announced. We are able to schedule a meeting at short notice and provide feedback and ask questions about the plans.

MUFA recognizes that the sudden shift to online learning, and the lack of clarity on plans for the rest of the term, has imposed significant stress and hardship on our members. This is only somewhat mitigated by the fact that we had previously negotiated a delay to the start of the term.

Freedom of expression and academic freedom

Academic Freedom and Freedom of Expression are the foundations of the modern university. However, they are increasingly being challenged as problematic, both within and outside the academy. Any proposed restrictions to these freedoms must be fully scrutinized and debated.

We realized recently that the phrase “exceeding the bounds of freedom of expression” had been removed from the definition of discriminatory or harassing action in the current Discrimination and Harassment policy (the phrase “exceeding academic freedom” was, in contrast, retained).

This amendment was likely made on December 4, 2019, just before the draft policy went to Senate on December 11. This was after MUFA reviewed the revised policy on November 29. The MUFA President at the time, Alison Sills, had been told that there were no substantive changes made in the revised policy. Senators were told the same thing regarding the amended policy, and no list of changes was provided. In response to a direct question from a Senator about their difficulty understanding what changes had been made, the Administration representative replied that there were “few substantive changes” and did not highlight this particular deletion. The revised policy passed without further debate.

Freedom of expression is an important and sensitive issue for universities, and I am sure that Senators (and MUFA) would have wanted the opportunity to scrutinize the reasons for removing its protection from one of our policies.

Furthermore, McMaster, like all Ontario Universities, is mandated to follow the *Chicago Statement on Freedom of Expression* and must report policy changes that limit freedom of expression. Moreover, our statement on Freedom of Expression is weak and does not appear to be consistent with the *Chicago Statement*. The exercise of Freedom of Expression is tightly circumscribed by many conditions (e.g. “expect to engage in ... a spirit of mutual respect”, “understanding”, “recognizing the imbalances in power”, “regard for human dignity” etc.). Each of these conditions, although desirable in themselves, limits speech in particular ways that could allow charges of discrimination, harassment or a violation of the Faculty Code of Conduct. The removal of freedom of expression as a possible defence from discrimination and harassment could further facilitate such charges.

During a MUFA Executive workshop on Academic Freedom in December, Goldblatt lawyers alerted us that our 2011 statement of Academic Freedom (SPS-E1) is unusually weak compared to other such statements (compare with CAUT’s 2018 statement: <https://www.caut.ca/about-us/caut-policy/lists/caut-policy-statements/policy-statement-on-academic-freedom>). It says that *teaching and learning* should be unhindered by *non-academic constraints*. This could allow the Administration to interpret its scope narrowly (e.g. protecting only conduct in a classroom, or during a formal graduate supervision meeting). It could also permit a variety of *academic* constraints to academic freedom (e.g. a chair or dean telling an instructor that certain subjects should be avoided, or that certain notices cannot appear in a course outline). The fact that our Academic Freedom statement is weak means protecting Freedom of Expression is particularly important. This is especially relevant since some current grievances concern restrictions on freedom of expression and academic freedom.

MUFA will pursue the question of how and why freedom of expression was deleted from the Discrimination and Harassment Policy in this term.

Know Your Policies!

NEW Faculty Grievance Policy

By: Rafael Kleiman

After a process of review and consultation that took more than four years, we have a new [Faculty Grievance Policy](#) (2021), replacing the Faculty General Grievance Policy (1999) and its Hearing Guidelines (1993).

Administrative decisions are made all the time by University administrators in the normal course of running the University. The Faculty Grievance Policy (FGP) provides informal and formal mechanisms to contest (grieve) two very specific categories of administrative decisions that affect individual faculty members. The most serious and intractable of these grievances can be brought to a Hearing Panel comprised of three faculty members who will adjudicate the matter.

Let's start by considering what is *not* covered by the FGP and this will help clarify what *is* covered.

Which decisions are not grievable? It is important to understand that there are many kinds of disputes and decisions that are not grievable but may have other recourse:

- a) Member to member disputes. Some of these can be resolved through informal or formal mediation, possibly with assistance from your Chair. Some disputes may fall under the jurisdiction of the Sexual Violence Policy or the Discrimination and Harassment Policy.
- b) Decisions made by duly constituted Hearing Panels under the four main policies (Discrimination and Harassment Policy, Sexual Violence Policy, Research Integrity Policy, Code of Conduct for Faculty and Procedures for Taking Disciplinary Action) and suspensions/removals carried out under Section V/VI of the Tenure and Promotion Policy.
- c) Administrative decisions for which there is already an appeal or review process. Examples are Tenure and Promotion decisions, the allocation of CP/M awards and Research Leave denials.
- d) Decisions that are arrived at by collective bargaining through the Joint Committee process. Examples are

salary and benefits.

- e) A wide range of decisions taken by the University, its administrators, and its governance bodies (including those that may impact faculty) that would be considered the prerogative of the Employer and are often referred to as 'Management Rights'. With our collegial governance structure, there are several avenues available for faculty to participate in the decision-making process in a meaningful and substantial way.

Which decisions are grievable? In policy language, "A grievance is a complaint that the interpretation or application of a duly enacted policy or established practice of the University by any *Person with Administrative Authority*, has not been fair, just or reasonable to the Grievor". Despite the long list of exclusions above, two important categories remain:

- a) Decisions in the territory of management rights that were not applied fairly *to the Grievor*.

In most academic units, the Chair (or equivalent, or a Committee reporting to the Chair) assigns duties and allocates resources with which to accomplish those duties in the broad categories of teaching, research, and service. While these decisions are management rights, they are expected to be done in a fair and ideally transparent manner. Let me explain by way of example. Suppose your Chair decides that it would be a great idea to increase the number of students enrolled in an academic program and as a consequence the teaching load for faculty increases. That may or may not be a good decision, but it is probably a management right. There are ways to contest that decision, but not through the grievance process. However, if it is the norm in your department that every faculty member has a standard teaching load that is uniform across the department and you are assigned a higher load than normal, then that decision is grievable.

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It is up to the Grievor to demonstrate that there is an established practice (standard teaching load) and that it was not applied fairly. Please note that the goal of the grievance is to remedy the injustice, i.e. to be assigned a standard teaching load, and not to punish the decision-maker.

- b) Disciplinary decisions made without opportunity for a Hearing that were not fair, just or reasonable to the Grievor.

The imposition of discipline is an administrative decision and the policy framework at McMaster is clear that disciplinary measures must be imposed only through approved University policies. Several University policies that consider possible faculty misconduct culminate in a Hearing where the faculty member can make their case to a Hearing Panel objecting to the discipline imposed and therefore such decisions are not grievable. However, disciplinary measures imposed at Stages 1, 2 and 3 under the Code of Conduct for Faculty and Procedures for Taking Disciplinary Action have no associated Hearing, appeal or review and therefore are grievable. It is noteworthy that, in contrast to the section above, “for grievances related to disciplinary measures, the onus is on the Respondent to show that discipline is just, fair and reasonable to the Grievor”. Please note that the Faculty Code of Conduct is an old policy (1994) and is currently under review, so it is conceivable that its intersection with the FGP may change.

How do I file a grievance?

Filing a grievance under the FGP is a member-driven process. The Grievor and the Respondents must adhere to the timelines prescribed in the FGP. The timing of initiation of a grievance is crucial. “The grievance must be brought **within 21 business days** after the Grievor knows, or ought reasonably to have known, the grounds for the grievance.” To understand the rationale for this short timeline, recall that the purpose of the grievance is to actually resolve the problem and not to win on principle later on when it is too late to remedy. At any stage in the process, the Grievor can choose to withdraw from the process, because they are satisfied with the responses they have received or for any other reason. However, “A Grievor who fails to meet a time limit loses the right to proceed to the next stage” and so unless there is agree-

ment from all parties to revise the timelines, the process cannot be paused and resumed at a later time.

Grievors may be accompanied by an advisor or counsel at any stage of the procedures outlined in this Policy. That can be a friend, family member, colleague or legal counsel (at your own cost).

The steps below are what would be typical for a grievance where the Initial Decision-Maker is the Chair, and the Respondent (one-up from the Chair) is the Dean:

1. Advice from MUFA, optional
2. Grievor meets with the Chair to informally discuss a resolution
3. Grievor meets with the Dean to informally discuss a resolution
4. Dean arranges for mediation between the Grievor and the Chair
5. Grievor presents written grievance to the Dean
6. Dean responds in writing to the Grievor
7. Grievor requests Formal Hearing through the University Secretariat
8. Formal Hearing
9. Decision from Hearing Panel

Mediation as a means of resolution of grievances is the preferred method for formal resolution of grievances. Only the most serious grievances which have not been resolved by mediation are appropriate for a Hearing. You should know that a Formal Hearing is a big deal. It is a trial held within the University, adjudicated by a Hearing Panel comprised of three faculty members. It is an important mechanism as a last resort, however every effort should be made to resolve the grievance through mediation, as provided for by the FGP. “With the mutual consent of the parties, mediation may be requested at any stage in the Policy not already stipulated and timelines for further steps revised accordingly”, where “the costs of mediation will be borne by the University”.

How can I get help and information?

The MUFA Executive has two members designated to the Special Enquiries & Grievances portfolio, who have experience with the grievance process and can help you to navigate the process and policy. Do not hesitate to contact mufa@mcmaster.ca for general assistance and mufa-segc@mcmaster.ca for inquiries related to grievances.

Call for Nominations

The MUFA Award for Outstanding Service

PURPOSE

The purpose of the MUFA Award for Outstanding Service is to provide annual recognition¹ for faculty and professional librarians who have made an outstanding contribution to the mission of the University through the provision of exceptional service to faculty, librarians, staff and/or students.

THE AWARD

Each year there will be a maximum of three awards in the amount of \$2,500.

ELIGIBILITY

The Awards are open to all Full Members of the McMaster University Faculty Association (MUFA)².

PROCEDURES

1. The MUFA Executive will appoint a selection committee to be drawn from amongst the categories of faculty, librarians, staff and students (undergraduate and graduate).
 - a. The Committee shall be comprised of no less than four, and no more than eight members, including the Chair.
 - b. The MUFA Past President normally serves as Chair and is not counted as the faculty representative.
 - c. The Secretary to the Committee will be the MUFA Executive Director.
 - d. A quorum for a Committee meeting shall be four members in attendance, including the Chair.
 2. Nominations
 - a. There will be a call for nominations through the University and MUFA electronic distribution lists, in the MUFA Newsletter, and on the MUFA webpage.
 - b. Nominations must be emailed to MUFA (Hamilton Hall, Room 103A or emailed (mufa@mcmaster.ca) no later than **FEBRUARY 18, 2022**
 - c. The nomination must include a summary of not more than 750 words highlighting the candidate's accomplishments.
 - d. Each nomination must be supported by a minimum of two and not more than four reference letters.
- The reference letters must be e-mailed or mailed to MUFA, either through the nominator or directly from the reference. Reference letters should not exceed 500 words.
- e. The position and contact information for the nominator and all references must be clearly indicated.
3. The Committee will review the nominations and will make the final decision regarding the selection of the award recipients. Some of the factors considered by the Committee will include:
 - enhancement of the reputation of McMaster University
 - provision of excellent service
 - demonstrated innovation
 - breadth and depth of impact
 - the enhancement of student success
 - the ability to establish and maintain effective and harmonious working relationships
 - evident acceptance of diversity and inclusivity at McMaster
 - strength and diversity of supporting references
 4. The faculty/librarians selected to receive the awards will be invited to attend a special reception normally held in conjunction with the MUFA Annual General Meeting and will be presented with their awards at that time. Pictures of the individual recipients and a brief summary of the rationale for their awards will be published in the MUFA Newsletter and on the MUFA webpage.
 5. Each eligible faculty/librarian who was nominated for an award will receive a letter of commendation from the MUFA President.

¹MUFA faculty/librarians are not eligible for the President's Awards for Outstanding Service, awarded by the President of McMaster University

²Those holding academic administrative appointments with the rank of Assistant Dean or higher in the current academic year are not eligible for the Award.

Career Progress & Merit (CP/M) for the calendar year 2021

As one component of the University's strategy to support our community during the COVID19 pandemic, we are continuing to implement a modification to the calculation of CP/M that will be applied to the 2021 calendar year. As was the case in 2020, our main intent is to protect those colleagues whose CPM score is likely to fall below their recent average for reasons related to COVID's impact on their research agenda, teaching or service. We acknowledge that the impacts of this crisis may be felt further into the future, and we undertake to monitor the situation and perhaps make future modifications, but this statement applies to CP/M for the calendar year 2021 only.

1. The Record of Activities Form will be modified to encourage faculty members to provide as much detail as they wish about their activities during this calendar year, which may include course modifications, new instructional modalities, changed research priorities, limited access to research materials, and reorganization of service obligations due to the COVID19 pandemic. These instructions will be added to the current sections 1.5 (Noteworthy Contributions to Teaching Practice), 2.5 (Noteworthy Contributions to Research), and 3.4 (Noteworthy Service-related Activities).
2. The evaluation of faculty members will go forward as normal, following the CP/M policy, up to step 8 under 'Procedures' in that document.
3. After the CP/M par units have been decided under the normal procedure, the Department Chair will compare the 2021 CP/M score to the average of the faculty members' final CP/M awards over the last three years. If a faculty member was awarded the 3-year average in 2020, that number will be used in the calculation of the new 2021 3-year average. If a faculty member was awarded their CP/M score through the normal procedure, that number will be used in the calculation of the new 2021 3-year average.

The average will be rounded to the nearest multiple of 0.25 (e.g. both 1.17 and 1.30 will become 1.25 par units). If the rounded average is higher than the faculty member's score for 2021, except in exceptional circumstances, the average will be awarded instead of the 2021 score.

In exceptional circumstances where it is obvious that the lower score is due to factors unrelated to the COVID19 pandemic, the Chair may wish to award the 2021 score instead of the average score. In such cases, the Chair must offer to meet with the faculty member to discuss their Activity Report. If the Chair still wishes to proceed with the 2021 score, they must justify this decision in writing to the Dean. The Dean will make the final decision. In the case

Faculty members for whom this is their first CP/M evaluation at McMaster and who receive less than 1 par unit in 2021 will have their files evaluated by the Dean of their Faculty and the Dean of Graduate Studies, with the expectation that all new faculty members will receive a score of 1 par unit except in exceptional circumstances. The above method will be applied even if faculty members have already had a three-year average applied to their CP/M score in the last three years (because of pregnancy/parental leave or sabbatical, for example).

4. When this adjustment process is complete, step 9 of the CP/M procedures will be taken ("The President informs each faculty member of her/his final CP/M award.")

The par units needed to support the adjustments described above are in addition to the 120 par units per 100 faculty members that are listed in the Joint Administration/Faculty Association Committee Remuneration Agreement signed on March 13, 2019.

Approved by the Joint Committee December 22, 2021.

Elections to the Senate and Board of Governors

The election process is underway and MUFA would like to encourage faculty members to get involved in either Senate or Board of Governors. This type of service is key to maintaining robust collegial governance at McMaster. Your voice matters!

Senate: Two Stage Process:

A call for nominations from the Faculty's nominating body is followed by a general call for additional nominations. If you are interested in participating on Senate, please be sure to let your Chair or Director know.

Board of Governors: One Step Process:

A general call is issued to all faculty.



Looking for Opinion Pieces!

By: Liss Platt

At the recent MUFA General Meeting (on January 7th) a MUFA member raised the issue of potentially unionizing the faculty (instead of continuing as a faculty association). Given the complexity of the issue, and the fact that many MUFA members may not be knowledgeable about faculty unions versus faculty associations, we are offering space in the newsletter for opinion pieces from MUFA members that address this issue. We encourage members to share their knowledge, experiences, and insights about any aspect of faculty unions and/or faculty associations. This forum is meant to foster conversation and information-sharing among MUFA members; it is not an endorsement of any particular position by MUFA or its Executive.

Submissions will be accepted and published on a rolling basis.

Timing of Academic Assessments— Important Reminder!

All faculty members holding a Tenure-Track appointment as of June 30, 2022, shall have their appointment extended by one year and the timing of their academic assessments may be delayed by one year.

Please see [SPS B13— Extension of Timeline for Academic Assessments in Response to the COVID-19 Pandemic](#) for full details.

Passages

Michael Buchanan

Pathology and Molecular Medicine

January 3, 2022

Douglas Duncan

English and Cultural Studies

December 21, 2021

Rashid Khan

Economics

December 27, 2021

Robert A. Muller

Economics

October 14, 2021

John Robertson

Religious Studies

December 2, 2021

OCUFA

OCUFA sets priorities for year of provincial election

Meeting and resolutions

The pandemic may continue, but at its Board Meeting on October 23 OCUFA set its sights on the 2022 provincial election and the goal of electing a government committed to supporting high-quality, public postsecondary education in Ontario.

Good jobs for all

Since the last election, the Ford government has [repealed large parts of the Fair Workplaces, Better Jobs Act](#) and introduced [wage restraint legislation under Bill 124](#). Combined with various other anti-worker policies, this government has demonstrated that it is not interested in protecting or bolstering good jobs. As a result, it is incumbent on OCUFA to double our efforts to make the sector a more equitable place to work and study for faculty and academic librarians in tenured, tenure-stream, and contract positions—especially given the devastating [impacts of the COVID-19 pandemic](#).

Public universities for all

OCUFA believes that the value of public university is far-reaching. Universities produce cutting edge research that impacts every aspect of our daily lives, including public health and safety, public policy, and addressing the structural barriers that drive inequality. It is imperative to promote the value of universities widely and protect the public nature of Ontario's university system. This includes advocating for equitable access to university education, [speaking out against performance-based funding](#), opposing privatization and the growth of private universities and degree granting institutions (including the [Canada Christian College](#)), and [maintaining adequate funding](#) to ensure that the financial crisis that unfolded at Laurentian University [does not repeat itself](#) anywhere else.

Re-engage, build capacity, and mobilize

With a provincial election on the horizon, it is important that we work together to build stronger campus communities capable of shaping the higher education platforms of Ontario's political parties. The success of academic

staff associations is grounded in the strength we bring as a collective force, a form of strength we see exercised across the labour movement. History demonstrates that working together we can solve the biggest problems facing the sector, such as precarious work, chronic underfunding, non-transparent and non-accountable governance structures, and the inequitable treatment of faculty, students, and staff.

Meeting highlights

Creation of standing Contract Faculty Committee

In recognition of the ongoing insecurities and inequities faced by contract faculty and academic librarians, OCUFA members voted to establish a Contract Faculty Committee, which will replace the former ad-hoc Contract Faculty and Faculty Complement Committee. This committee will be charged with providing direction on ideas and initiatives to: promote good terms and conditions of work for contract faculty and all faculty members; address issues including precarious work, job security, workload, and the balance between teaching and research; build solidarity between tenure-stream and contract faculty.

Presentation from the Canadian Federation of Students-Ontario

The meeting featured a presentation by the [Canadian Federation of Students-Ontario](#). The presentation highlighted the election priorities that students will be putting forward in the upcoming election, including advocating for increased postsecondary education funding and lower tuition fees.

COVID-19 and the fall 2021 term

OCUFA members discussed the challenges they have been facing in the latest phase of the pandemic. While many campuses continued to offer classes remotely, others started to bring more classes and students onto campus. Over the summer, the provincial government intro-

(Continued on page 10)

duced the [requirement for vaccine mandates](#) and [recklessly removed requirements for capacity limits and physical distancing](#) on campuses. These issues and their implication for faculty, academic librarians, and other academic professionals were discussed with great interest.

Support for UOITFA

In a moment of solidarity, OCUFA members from across Ontario took a moment to show their support for the University of Ontario Institute of Technology Faculty Association, which represents faculty at Ontario Tech who are in bargaining and recently voted 90 per cent in favour of striking as part of their efforts to get a fair deal. This is a crucial moment for the UOITFA. You can show your support by sending an email to the Ontario Tech administration that asks them to negotiate a fair deal that prioritizes high-quality education and helps avoid a strike at Ontario Tech: <https://www.uoitfa.ca/take-action/>

Celebrating excellence in teaching

During a special lunchtime ceremony, meeting participants were treated to a video celebrating the recipients of this year's Teaching and Academic Librarianship Awards. Since 1973, these awards have recognized the exceptional contributions professors and academic librarians have made to the quality of higher education in Ontario. [You can watch the video here.](#)

The next OCUFA Board of Directors meeting will be held on February 26, 2022.

Observers Needed

Required: members of the Faculty Association—yes, RETIREES also qualify—to serve as observers for appeal and grievance hearings. The role of the Observer is to report on the adequacy of the procedures, with a view to making recommendations to improve relevant policies, not to comment on the conduct or the judgement of the tribunal. Hearings usually take place over one or two days. For more information, send us an email at mufa@mcmaster.ca.

Welcome New Members

Nathan Andrews

Political Science

Kirsten Elizabeth Bell

Kinesiology

Alison Biggs

Linguistics and Languages

Stephen Gadsden

Mechanical Engineering

Kristy Melissa Hackett

Philosophy

Anthea Innes

Health, Aging and Society

Addisu Lashitew

Strategic Management

Sebastien Mosser

Computing and Software

Moncef Nehdi

Civil Engineering

Max Owens

Psychiatry and Behavioural Neurosciences

Elli Papangelakis

Earth, Environment and Society

Alice Pinheiro Walla

Philosophy

Baniyelme David Zoogah

Human Resources and Management

Student Accessibility Services (SAS) Testing Centre

Student Accessibility Services (SAS) Testing Centre has moved to a new location-MUSC B101. We have expanded the number of testing rooms available to students, including more alone rooms and group testing rooms. We have also expanded our hours of operation to include evenings and Saturdays. We were open for in-person testing during the Fall Term and will be available for in-person testing for Winter Term. SAS has also streamlined our test support process through our Clockwork Instructor Portal and will continue to offer support for on-line tests through providing class accommodation schedule reports and zoom proctoring for students with 'no AI monitoring' accommodations. To learn more: [SAS Testing Centre - Student Accessibility Services | McMaster University](#)

Student Wellness Centre and Mental Health Supports for Students

Student Wellness Centre

The [Student Wellness Centre](#) (SWC) is available to McMaster students. The SWC provides a range of counselling options, medical services and wellness programs. At this time, the SWC services are offered primarily online or by phone. Appointments are booked by calling SWC between 9:00am-5:00pm at (905) 525-9140 ext. 27700. Please refer to the link for further guidance about service availability: <https://wellness.mcmaster.ca/service-update-swc-remains-open/>

Mental Health Crisis Support Resources

During the Student Wellness Centre business hours:

Urgent counselling appointments are available when students indicate they are in need of immediate support. Please call (905) 525-9140 ext. 27700 to request an urgent counselling appointment. These appointments are generally reserved for, but not limited to, students who: are actively at risk of harming themselves or others; have experienced a recent traumatic event that requires sensitive attention; are experiencing serious alterations in mood or cognition.

Outside of the SWC business hours:

[Good2Talk](#) for post-secondary is available 24/7/365. Confidential phone support and texting service with a counsellor. Call 1-866-925-5454 or text GOOD2TALKON to 686868

[COAST](#) provides outreach and support to members of the Hamilton community who are experiencing a mental health crisis.

Additional Supports for faculty supporting students in distress/difficulty:

Guidance on how to respond to a student in distress/difficulty is provided through the '[Responding to Students in Distress/Difficulty](#)'

[Professor Hippo-on-Campus](#): Student Mental Health Education Program for Educators and Navigators provides e-learning modules designed to support educators, navigators and staff to recognize and respond to stressed and distressed students and to start important conversations and prevent unnecessary stress and distress.



Aligning with McMaster's aspirations – changes coming to the Provost's Office

Academic excellence and an outstanding student experience. Those were the cornerstones presented by the provost and vice-president, Academic in her State of the Academy talk last November. Now, Susan Tighe is ensuring the provost's office is in the strongest position to deliver on those commitments.

"It's hard to believe it's already been a year and a half since I arrived at McMaster," said Tighe. "It's given me the chance to get to know the amazing work that happens at the university and to understand the strengths and aspirations the deans and others have for their areas. It has also enabled me to consult with the McMaster community so that priorities are aligned and coordinated, ensuring my office is best positioned to help deliver on these plans and the president's strategic goals means it is time to make a few changes."

Replacing some current roles and initiating searches to fill other positions will allow greater support across the provost's areas of responsibilities.

Internal searches are about to begin for two new roles – a deputy provost and a vice-provost, Teaching and Learning.

The [deputy provost](#) will focus on matters related to academic operations and planning, faculty, academic leadership, student recruitment and external partnerships, including the provincial SMA3 agreement. The role is a key support to the provost and will be a senior member of the provost's executive team.

The [vice-provost, Teaching and Learning](#) will advance excellence through the implementation of McMaster's Teaching and Learning Strategy and by working in close partnership with the Faculty deans, the deputy-provost, dean of Graduate Studies and the associate vice-

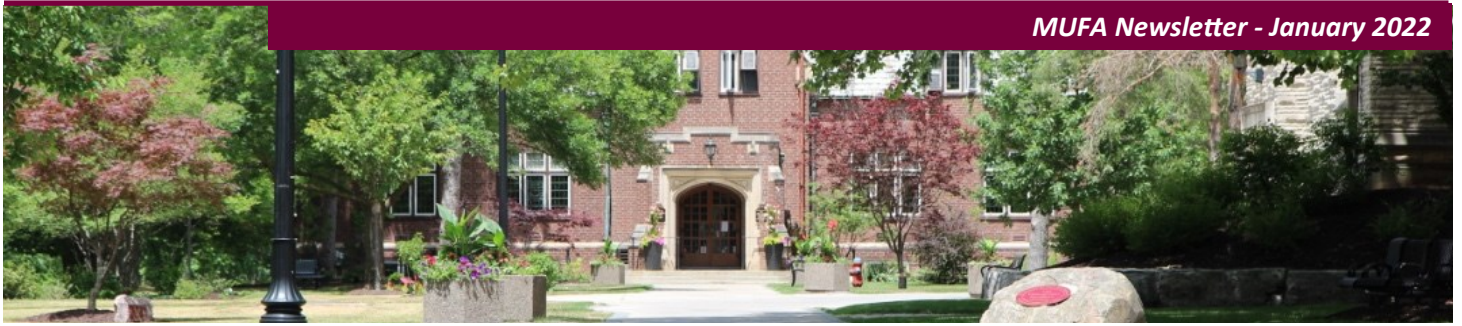
president (Students and Learning) and deans of Students and overseeing the MacPherson Institute for Teaching and Learning to support a holistic approach to education at McMaster.

Interested faculty members should forward a letter of intent and their current curriculum vitae to provostea@mcmaster.ca. The deadline for applications is January 31, 2022.

"McMaster has been fortunate to have a history of innovative leadership and there are a number of other searches that will happen over the early part of 2022 that I know will continue that tradition. We have also learned much during the pandemic and as we look to the future we want to ensure that we continue to foster innovation in everything that we do," said Tighe. The search consultant has now been hired to assist with the search for a new dean of Engineering and there are a number of other senior roles, including the dean of Science, dean of Graduate Studies and the vice-provost, International, are approaching the end of their terms.

A new senior manager, Academic Projects and Reviews is also joining the Provost's Office. Nancy McKenzie earned her PhD in McMaster's Department of Biochemistry and Biomedical Science and has been a key part of transformative changes in the department's undergraduate pedagogy as an assistant professor (CLA) and through extensive project management leadership. Her new role begins on January 24th.

"Creating a team of leaders that will work cooperatively, build trust and deliver on McMaster's goals is an imperative," according to Tighe. "It is an exciting time and I look forward to continuing to keep our McMaster community updated on the work on the Provost's Office."



PCard Reconciliation Process Re-Invented!

Financial Affairs is pleased to introduce an improved process for reconciling your monthly PCard expenses.

What's happening?

Over the past several months work has been underway to improve the PCard reconciliation process by automating workflow, enabling attachments and reducing keystrokes for the user. Once launched PCard transactions will appear in Mosaic's **Travel and Expense** module.

As part of these changes, we have provided the ability for all reconcilers, approvers and users responsible for financial reporting to view Travel and Expense report details at any time either directly or through drill down capability in reports and queries.

When will it happen?

December 2021 PCard transactions will be loaded into the cardholder's **'My Wallet'** on **January 10th, 2022**.

Why is this happening?

In response to feedback from end users, the new PCard reconciliation process will leverage system workflow, provide the ability to add attachments, reduce keystrokes and eliminate the practice of hardcopy reports changing hands throughout the university.

How will it happen?

After January 10th users with the following security profiles in Mosaic can reconcile and submit for approval PCard transactions in the Travel and Expense module.

- Claimant
- Delegate
- PCard Reconciler

What actions are required?

- **PCard holders who do not reconcile their PCard transactions must identify a delegate/proxy.**
 - For cardholders who completed the PCard survey that was emailed on November 10, 2021 or provided by separate email to

Kathryn Wright, we have ensured that your Travel and Expense profile lists those users as delegates to enable them to complete your reconciliation on your behalf.

- If you require someone new to be set up as a delegate, you can follow these [instructions](#) or contact aphelp@mcmaster.ca
- **PCard transactions from November, 2021 and prior must be reconciled in the 'old' system no later than February 28, 2022.**
 - Transactions that are not received in Accounts Payable by February 28th will be charged to the default chartfield on the cardholder's application form. All supporting documentation for these transactions must be maintained by the cardholder or their department for audit purposes. The cardholder or their department will be responsible for preparing the journal entry to charge the transactions to the proper account numbers.

Where to go for help/training

There are a number of resources available to support you with this transition:

- Training sessions will be offered Tues to Thursday, 4 times a day during the weeks of January 3rd, 10th, 24th and 31st. You can sign up for these sessions via The Mosaic Learning Hub [here](#) (ensure you're connected to VPN). If you have previously taken a PCard training class, you may have to unenroll in order to sign up for this new class (Administration>Course administration>unenroll me from FIN Class Registration)
- Training documentation can be found under support and documentation-how to guides within Mosaic under the section *New PCard Reconciliation*
- Training and PCard Reconciliation, contact aphelp@mcmaster.ca
- BMO Spend Dynamic support, Kathryn Wright, kwright@mcmaster.ca.

COVID-19 Questions?

Topic	Contact	How we can help
Facility Services	clerks@mcmaster.ca	Questions about cleaning, space planning, furniture and physical barriers.
Ventilation	FSUtilitiesClerk@mcmaster.ca	Questions about the ventilation plan for buildings on campus.
Parking	Parking@mcmaster.ca	Questions about parking for winter 2022 and beyond.
Vaccination validation or exemption	vacc@mcmaster.ca	Questions around vaccination validation status or exemption.
IT support	Log a service request with University Technology Services (UTS).	Support for campus technology tools and services, such as MACID activation and troubleshooting and wireless internet access.
Office of the Registrar	Live chat is available here	RO services, such as enrolment verification, fees and scholarship/bursary support.
Human Resources	hr.mcmaster@mcmaster.ca	Supports for employees and leaders to navigate the ongoing pandemic, returning to work onsite, and employee health and well-being.
Your faculty or unit	Links to Faculty websites available here.	Often the best source of information is your home faculty or unit. They can usually answer questions or find out the information that is unique to your team, office, or space.
Student Success Centre	studentsuccess@mcmaster.ca	Academic skills support and services as well as information for undergraduate international students.
Graduate Studies	askgrad@mcmaster.ca	For general enquiries on issues pertaining to the grad student experience. Support for graduate international students.
Immigration Support	immigration@mcmaster.ca	Advice and connection to resources as you complete the immigration process and settle into your new environment.



Get Involved with MUFA!

A voluntary organization such as MUFA can succeed in serving the interests of its membership only to the extent that the members participate in formulating and executing policy. At any given time, approximately two dozen individuals carry the burden for all of the members and after a few years most of them are exhausted by the tasks which they have voluntarily borne. Their valuable experience and wisdom is then lost to us. The best way to lessen this attrition of talent is for more of the membership to give some time and effort to the Association.

If you are interested in putting your name forward to participate on future Executive Committees, ad hoc committees, MUFA committees, or as a MUFA representative on University committees, please let us know by completing this [form on our website](#).

One Card Project Town Hall: Tuesday January 25, 2022

McMaster is implementing a **One Card** solution to seamlessly integrate several student and staff activities onto one ID card that can be virtual or physical.

This townhall is an introduction to the **One Card** project. The team will share the project description, scope, and timelines with the campus community.

There will also be an opportunity to ask questions.

Agenda:

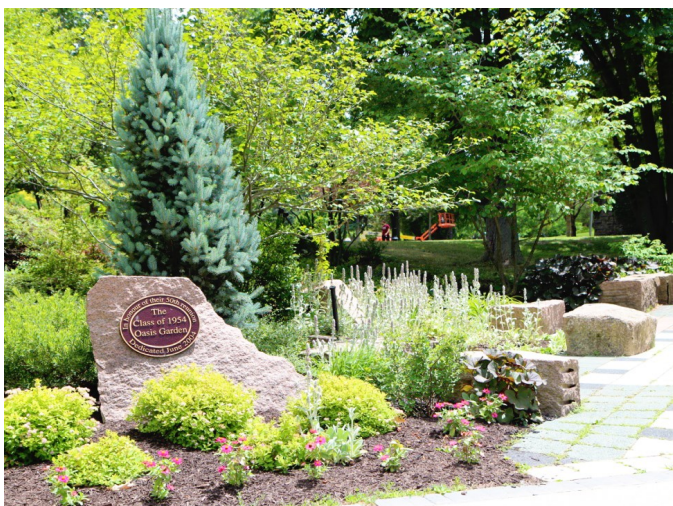
- Welcome from Executive Sponsor
- Solution Vision/ Current State
- Core Aspects of the One Card Project
- Project Scope
- Process to Date/Current Focus (RFP)
- High Level Phased Approach
- Next Steps
- Questions

Please join us via Zoom Webinar:

Tuesday, January 25, 2022

1:30-3:00pm

RSVP: https://mcmaster.zoom.us/webinar/register/WN_ZE-TD0GdSzqIEh-VuIACg



MCMASTER UNIVERSITY FACULTY ASSOCIATION

Hamilton Hall, Room 103A
Hamilton, ON L8S 4K1

(905) 525-9140 ext. 24682/20297

Email: mufa@mcmaster.ca
www.macfaculty.mcmaster.ca

Twitter: [@MUFA_MacFaculty](https://twitter.com/MUFA_MacFaculty)