

**LETTER OF AGREEMENT**  
(Hereinafter the "Agreement")

**BETWEEN CONCORDIA UNIVERSITY**  
(Hereinafter the "University")

**AND**

**CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION**  
(Hereinafter the "Association")

(Hereinafter collectively referred to as the "Parties")

**CONCERNING TEACHING AND SERVICE BUNDLES**

WHEREAS the Parties have signed a Collective Agreement on February 24, 2022;

WHEREAS article 10 of that Agreement outlines a hiring process that allocates courses on an individual basis;

WHEREAS a process for assigning extra-duties contracts for service duties also exists;

WHEREAS the Parties wish to explore the mutual benefits of grouping teaching and service contracts together, on an occasional basis, to enhance members' participation within departments and provide greater stability;

WHEREFORE the Parties have agreed to a two-year pilot project to create teaching and service bundles of no more than 18 credits that may be assigned to a specific member in accordance with the terms outlined in the present Agreement:

1. The above preamble forms an integral part of the present Agreement.
2. The pilot is limited to the Departments of Studio Arts and Theatre.
3. "Credits" refers to the credits allocated to a course in the Student Information System, unless the term "seniority credits" is expressly used.

**TERMS OF EMPLOYMENT**

4. Teaching and service bundles may be awarded for one- or two-year periods.

5. A member may receive a teaching and service bundle for up to a maximum of 2 consecutive years.
6. A member in receipt of a teaching and service bundle shall not be eligible to teach individually allocated courses (as per articles 10.18, 10.19 and 10.20) during the year(s) they hold the bundle.
7. Members who have had a teaching and service bundle for two consecutive years must wait twelve months to be eligible for a subsequent teaching and service bundle.
8. During the twelve-month waiting period, the member is eligible to teach individually allocated courses (as per articles 10.18, 10.19 and 10.20).

#### ELIGIBILITY

9. Members with fewer than twenty-four (24) seniority credits are not eligible for teaching and service bundles.
10. Members who have acquired at least twenty-four (24) and fewer than ninety (90) seniority credits shall only be eligible for a teaching and service bundle if the department has reduced its limited-term, visiting or in-residence appointments such that at least twenty-one (21) credits are newly made available to members, relative to the preceding year.
11. Members with ninety (90) or more seniority credits shall be eligible for a teaching and service bundle, provided that they have been assigned at least fifteen (15) credits in one of the two (2) preceding academic years. These bundles may be assigned without further reference to the preceding year's academic staffing complement or the number of courses available to members.
12. Members are required to have some relevant service experience at the university or elsewhere, or have a demonstrated aptitude for service.

#### CONTINUATION OF BUNDLES

13. A *further reduction* of limited-term, visiting or in-residence appointments shall not be required to renew, extend or transfer a teaching and service bundle allocated under the provisions of Article 10 of the present Agreement, provided that the initial increase of 21 credits and the associated reduction of limited-term, visiting or in-residence appointments remains in place.

#### WORKLOAD

14. The member's workload will be limited to eighteen (18) credits per year, allocated as follows:
  - a. The department may choose to offer the member a workload composed of fifteen (15) credits for course load and three (3) credits for service, OR;

- b. The department may choose to offer the member a workload composed of twelve (12) credits for course load and six (6) credits for service.
- 15. Members with ninety (90) or more seniority credits in receipt of a teaching and service bundle may be assigned an overload in accordance with the regular provisions of the CUPFA Collective Agreement.
- 16. Members with fewer than ninety (90) seniority credits in receipt of a teaching and service bundle shall only be considered for an overload after every other member without teaching and service bundle has been given due consideration and/or assigned six (6) credits of overload.

#### COMPENSATION AND SENIORITY CREDITS


- 17. Members' teaching and service will be compensated at the standard rates, in accordance with Article 18 of the CUPFA Collective Agreement.
- 18. Members who have acquired at least twenty-four (24) and fewer than ninety (90) seniority credits will accrue seniority congruent with their normal maximum annual course limit of twelve (12) SIS credits, plus any extra-contact hours normally factored into seniority calculations, where applicable.
- 19. Members with ninety (90) or more seniority credits will accrue seniority congruent with their normal maximum annual course limit of eighteen (18) SIS credits, plus any extra-contact hours normally factored into seniority calculations, where applicable.
- 20. Members receiving remission credits for the purpose of compensating work on University bodies and committees will also accrue seniority points for those assignments, in accordance with article 7.19 and 16.04 of the CUPFA Collective Agreement


#### AUTHORIZATION AND HIRING PROCESS


- 21. The Dean shall authorize teaching and service bundles upon recommendation by the department chair and after consultation with the Association and the Provost's Office.
- 22. A call for consideration may be issued by the department but will not be mandatory.
- 23. Selection of the member will be made by the Department Chair/Unit Head, who may choose to consult their full and/or part-time colleagues and/or the Association.
- 24. Contracts will be approved by the Dean prior to the May posting round, after informing the Association and the Provost's Office.
- 25. Separate contracts will be issued in FRIS for each course section and service assignment within the teaching and service bundle.


- 26. The Agreement shall enter into effect on the date of its signature.
- 27. The pilot period will end on March 8, 2026, unless the Parties agree to renew the present Agreement, or a new agreement is reached.


IN WITNESS HEREOF the Parties have signed in Montreal, this 8<sup>th</sup> day of March, 2024.


DocuSigned by:  
  
356EDB8683A8460...  
Robert Soroka  
President  
CUPFA

DocuSigned by:  
  
13C0A7BF3E9F48F...  
Nadia Hardy  
Deputy Provost

DocuSigned by:  
  
485E4E26239C444...  
Patrice Blais  
Vice-President, Collective Agreement  
and Grievance  
CUPFA

DocuSigned by:  
  
E557D9D6D0FF484...  
Kristina Huneault  
Vice-Provost, Faculty Development and  
Inclusion

DocuSigned by:  
  
02C2123D991F441...  
Nick Papatheodorakos  
Chair of External Relations  
CUPFA

DocuSigned by:  
  
EB9E4C264C7C453...  
Annie Gérin  
Dean, Faculty of Fine Arts

**Certificate Of Completion**

Envelope Id: B446B42B92BF4F81AF77F14DA74BF4B1

Status: Completed

Subject: Complete with DocuSign: 20240308 Fine Arts Teachind and Service Bundles LOA.pdf

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Signatures: 6

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Aysegul Subutay Tinay

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IP Address: 24.202.18.167

**Record Tracking**

Status: Original

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Location: DocuSign

Mar-08-2024 | 15:42

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**Signer Events**

Nadia Hardy

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Security Level: Email, Account Authentication (None)

**Signature**

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**Timestamp**

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Signed: Mar-08-2024 | 16:59

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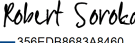
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Robert Soroka

robert.soroka@concordia.ca

Security Level: Email, Account Authentication (None)

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Signature Adoption: Pre-selected Style

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ID: 4a6e4cea-9dcf-41a7-a498-02de5a180c52

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Vice-Provost Faculty Development & Inclusion

Security Level: Email, Account Authentication (None)

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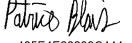
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Patrice Blais

cupfa@concordia.ca

Security Level: Email, Account Authentication (None)

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Signed: Mar-13-2024 | 10:09

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**Signer Events**

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 (None)

**Signature**

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**Electronic Record and Signature Disclosure:**

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Nick Papatheodorakos  
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Completed	Security Checked	Mar-13-2024   15:39

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

*La version française suit*

***ELECTRONIC SIGNATURE CONSENT***

***Acknowledge your access and consent to receive and sign documents electronically***

*Please read the information below carefully and thoroughly, then confirm that you agree by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.*

*By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:*

- You have accessed and read this Electronic Signature Consent;*
- You acknowledge that the electronically signed document performs the same function and creates the same legal obligation as a paper document;*
- In the unlikely event that there are discrepancies between the content displayed on the screen and the content of the original document, the latter will prevail;*
- You are responsible for ensuring that the document is complete and accurate before signing it electronically;*
- You consent to receive exclusively through electronic means all documents and notifications that are required to be provided or made available to you by Concordia University;*
- You understand that you may revoke such consent by advising the sender or by using the "unsubscribe" link on an email received by the eSignature provider;*
- You agree that the documents are only available electronically and that no paper copy will be sent to you; and*
- You consent to the collection and use of relevant personal information (ex: your contact information) by Concordia for the purpose of operating the Electronic Signature tool;*

*Note: you will be able to download and print documents sent to you through the DocuSign system during and immediately after the signing session. If you elect to create a DocuSign account, your access to the documents will remain for **30 days** following the date they were first sent to you. After 30 days, you will be required to contact the sender to request for copies of the documents.*

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***CONSETEMENT DE SIGNATURE ÉLECTRONIQUE***

***Le présent formulaire concerne votre assentiment à l'usage de documents et de signatures électroniques.***

*Veillez lire attentivement et en entier les renseignements ci-dessous, puis confirmer votre consentement en cochant la case adjacente à l'énoncé « J'accepte de faire usage de documents*

*et de signatures électroniques » avant de cliquer sur « CONTINUER » dans le système DocuSign.*

*En cochant la case adjacente à l'énoncé « J'accepte de faire usage de documents et de signatures électroniques », vous reconnaissez :*

- avoir accédé au présent formulaire de consentement de signature électronique et l'avoir lu;*
- qu'un document portant une signature électronique exerce la même fonction et crée la même obligation juridique qu'un document papier;*
- que, dans le cas peu probable où il existerait des écarts entre le contenu affiché à l'écran et le document original, ce dernier prévaudra;*
- avoir la responsabilité de vous assurer que le document est complet et exact avant d'y apposer votre signature électronique;*
- avoir accepté d'échanger exclusivement par voie électronique tous les documents et notifications que vous devez fournir à l'Université Concordia ou que cette dernière doit vous fournir;*
- avoir compris que vous pouvez révoquer le présent consentement en avisant l'expéditeur ou en utilisant le lien « se désinscrire » figurant dans un courriel reçu du fournisseur de signatures électroniques;*
- avoir accepté de recevoir vos documents exclusivement par voie électronique, et qu'aucun document papier ne vous sera envoyé; et*
- avoir consenti à la collecte et à l'utilisation, par Concordia, de renseignements personnels pertinents (par exemple, vos coordonnées) aux fins d'exploitation de l'outil de signature électronique.*

*Remarque : Il vous sera possible de télécharger et d'imprimer les documents qui vous seront envoyés par l'intermédiaire du système DocuSign durant ou immédiatement après la session de signature. Si vous optez pour la création d'un compte DocuSign, vous aurez accès aux documents durant les **30 jours** qui suivront la date où ils vous auront été envoyés la première fois. Après ces 30 jours, vous devrez contacter l'expéditeur si vous souhaitez obtenir une copie des documents.*