

TO: **All MUNFA members**  
FROM: **MUNFA Executive**  
DATE: **October 6, 2025**  
SUBJECT: **Course Equivalencies (Clause 3.17)**

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As reported in our [IB of September 19, 2025](#), the timelines for [Clause 3.17](#) of the [Collective Agreement \(CA\)](#) are now in effect for any Academic Unit considering a review of their current course equivalencies (CEs). The sixty (60) day timeline noted in [Clause 3.17](#) opened on September 18, 2025 and will conclude on December 15, 2025. The current CA expires in less than one year, on August 31, 2026, and the CE re-examination window will also reopen following the ratification of the next Collective Agreement.

It is vital that ASMs know their rights under the collective agreement, particularly given reports of administrative efforts to reduce existing compensation for teaching and service activities. While in some areas the discussion of CEs has been approached collaboratively, MUNFA has received reports that the process has been presented in a rushed and unclear manner elsewhere. Such approaches risk seriously undermining informed and collegial decision-making. ***MUNFA strongly encourages you to contact the Association if you or your Administrative Head are considering invoking Clause 3.17.***

Course equivalency documents typically include language specifying course caps and compensation for teaching larger classes, as well as credit or other forms of compensation for non-standard teaching formats including, but not limited to, laboratory courses, supervision of interns, clinical supervision, research supervision, thesis supervision and other forms of undergraduate and graduate supervision, relative to a three-hour lecture course. Course equivalencies may vary considerably across faculties.

[Clause 3.17](#) allows for faculty members or administrative heads to request that the course equivalency document specific to their unit be “opened” for changes and updates. The procedure for doing so is detailed in the CA:

- Regardless of who initiates the process, a meeting with all ASMs must be called, after which a vote by ballot shall be held to decide whether or not to open this process of CE re-examination.
- If a majority of Faculty Members vote against opening the process, then ***the existing CE document remains in effect by default.***

- If a majority of Faculty Members vote in favour of opening their document, there is a requirement for collegial consultation prior to determination and implementation of new or updated CEs by the Administrative Head.
- ASMs should be aware that consultation and implementation processes differ for faculties and departments and for units with and without existing equivalency documents, as detailed in 3.17 (b) of the CA. Changes to CEs that were established at the faculty level, for instance, are informed by a Special Committee of elected and appointed Faculty Members struck for this purpose.

***As these procedures differ across Academic Units, we strongly recommend that you contact MUNFA ([munfa@mun.ca](mailto:munfa@mun.ca)) for information specific to your situation. We are here to help.***