

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: September 12, 2008

SUBJECT: Settlement of Association Grievance A-04-07 (CEQ Publication)

As a result of an arbitration hearing between MUNFA and the University, Academic Staff Members (ASMs) can now withhold publication of their Course Evaluation Questionnaires (CEQs). The grievance arose from MUNFA's concern about ASMs' privacy, especially under Newfoundland and Labrador's privacy policy, the Access to Information and Protection of Privacy Act (ATIPPA) that took effect January 16, 2008.

The grievance was settled with a Memorandum of Understanding (MOU) that accords ASMs control over publication of CEQ results for the courses they teach. Near the end of each semester, an ASM will receive from the Centre for Institutional Analysis and Planning (CIAP) a form on which an ASM can indicate they are withholding consent for publication of CEQ results for any or all of the courses they teach. This form must be returned to CIAP, in confidence, no later than one week after the last day of classes. This requires an active response from an ASM. A failure to respond means an ASM has given their consent for publication.

Near the end of each semester we will communicate reminders about this form, and remind ASMs, who do not want their CEQ results to be published, the importance of completing and returning it in a timely manner.

Please contact the MUNFA Office (ext. 8642 or munfa@mun.ca) if you have questions or need additional information.

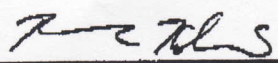
"WITHOUT PREJUDICE"

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

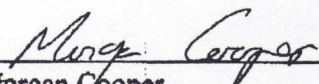
**MEMORIAL UNIVERSITY OF NEWFOUNDLAND FACULTY ASSOCIATION (Bargaining Agent)
AND
MEMORIAL UNIVERSITY OF NEWFOUNDLAND (Employer)**

In full and final settlement of Association Grievance A-04-07 (CEQ Publication) the parties agree as follows:

1. At the request of the Academic Staff Member (ASM), the University will not publish (i.e. make available to students) the Course Evaluation Questionnaire (CEQ) Summary Reports for courses taught by that ASM. The ASM will be notified of and provided with the opportunity to make such requests each semester for each course taught.
2. Not later than the ninth week of a thirteen week semester or its equivalent for Intersession semesters, The Centre for Institutional Analysis and Planning (CIAP) shall send to each Academic Unit copies of the Publication of the CEQ Summary Reports Form attached as Appendix "A".
3. The Administrative Head shall distribute the CEQ Summary Reports Form to all ASMs teaching in that semester.
4. An ASM who wishes to withhold consent to the publication of the CEQ Summary Reports shall so indicate on the CEQ Summary Reports Form and return the form to CIAP no later than one week after the last day of classes in that semester.
5. MUNFA will withdraw Grievance A-04-07.



Ross Klein
For: Memorial University of
Newfoundland Faculty Association



Morgan Cooper
For: Memorial University of
Newfoundland

30 July 08

DATE

July 30/2008

DATE

APPENDIX "A"

Publication of the Course Evaluation Questionnaire (CEQ) Summary Reports Form

I request that the CEQ Summary results not be published for the following courses:

List of Courses:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

DATE

NAME OF ACADEMIC STAFF MEMBER

SEMESTER/ACADEMIC YEAR

SIGNATURE OF ACADEMIC STAFF MEMBER

NOTE: Form or attached cover letter will include instructions on returning forms in confidence to Ms. Sharon Pippy, CIAP.