

To: All MUNFA Members

From: The MUNFA Executive Committee

Date: November 14, 2014

Subject: CLAUSE 3.17 - COURSE EQUIVALENCIES

The new Collective Agreement has been ratified by the MUNFA Membership and by the Board of Regents, in effect October 30, 2014. Course equivalencies established during previous years can now, once again, be reviewed as follows. Please note the time-frame (work days, **NOT** calendar days) specified during which this review must be initiated.

CLAUSE 3.17

3.17 The equivalencies specified in Clause 3.16(a) may be altered according to the following procedures:

- (a) Within sixty (60) days of the signing of this Collective Agreement and upon request by either:
 - (i) the Dean, Director, Associate Vice-President (Grenfell Campus) Academic or, where equivalencies were previously determined by department in a departmentalized faculty, the Department Head; or
 - (ii) at least ten (10) or one-half, whichever is less, of the Faculty Members from within the relevant Faculty, School, or Grenfell Campus or Department;

the Administrative Head shall call a meeting of the Academic Unit for the purpose of deciding whether to re-examine course equivalencies.

- (b) Following such a meeting and *if formal approval has been obtained by a majority vote by ballot of the Faculty Members in that Academic Unit*, (emphasis added) a Faculty, School, Grenfell Campus or Department shall re-determine course equivalencies in the following manner:
 - (i) If the equivalencies had previously been established by Faculty, School or Grenfell Campus, a Special Committee shall be struck within the Faculty, School, or Grenfell Campus within one hundred (100) days of the date of signing of this Collective Agreement in order to redetermine the equivalence of all non-standard teaching formats, including, but not limited to, Laboratory Courses, and intern, clinical, research, thesis and other academic supervision of undergraduate and graduate students in the Academic Unit relative to a three-hour lecture course. The Special Committee shall consist of three (3) Faculty Members elected by and from among the Faculty Members in the Faculty, School or Grenfell Campus and two (2)

Faculty Members appointed by the Dean, Director or Associate Vice-President (Grenfell Campus) Academic. After receiving the report of the Special Committee, the Dean, Director or Associate Vice-President (Grenfell Campus) Academic shall determine the course equivalencies. This determination shall be fair and equitable, and shall be circulated to all Faculty Members in the Academic Unit.

- (ii) If the equivalencies had previously been established by Department, the Department Head shall, following Collegial Consultation*, determine the equivalencies. This determination shall be fair and equitable, and shall be circulated to all Faculty Members in the Academic Unit.

***Collegial Consultation as defined in:**

Clause 1.03(j) “Collegial Consultation” shall mean a process whereby ASMs meet collectively with their Administrative Head to discuss and vote on an issue. Notice of this meeting, stating its purpose, shall be distributed to all ASMs in the Academic Unit or appropriate unit indicated in a specific clause in this Collective Agreement, in advance of the meeting. The result of the vote, which shall be disseminated to all ASMs in the unit, is advisory only.