

TO: All MUNFA Members
FROM: MUNFA Executive Committee
DATE: March 23, 2023
SUBJECT: Altering of Course Equivalencies (Clause 3.17)

The new Collective Agreement (CA) has been signed by both Parties effective March 17, 2023. This official signing date “starts the clock” on the process for Academic Units to alter existing course equivalency documents.

As per Clause 3.17 of the CA (*full text included below*), **within 60 working days** of the signing of this CA it is possible to initiate a process by which existing course equivalencies within a Faculty, School, or Department can be altered. This process is triggered at the request of either:

- the Dean, Director, or Department Head; or
- at least 10 or one-half, whichever is less, Faculty Members from within the relevant Faculty, School, or Department.

Upon receiving such a request, a meeting of all Faculty Members within the Academic Unit shall be called for the purpose of deciding whether to re-examine course equivalencies. At this meeting, a formal vote by ballot will be held in order to determine whether Faculty Members approve re-determining course equivalencies. **Only if a majority of Faculty Members in the unit provide their approval can course equivalencies be re-determined** in the following manner:

- If the existing course equivalency document is for a Faculty or School, within 100 working days of signing of this CA, a Special Committee shall be struck within the Faculty or School in order to re-determine the equivalence of all non-standard teaching formats. The Special Committee shall consist of 3 elected Faculty Members and 2 Faculty Members appointed by the Dean or Director. The Special Committee shall prepare and submit a report to the Dean or Director who shall determine the course equivalencies as recommended in the report. This determination shall be fair and equitable.
- If the existing course equivalency document is for a Department, the Department Head shall, following Collegial Consultation, determine the equivalencies. This determination shall be fair and equitable.

Given the course equivalency documents directly impact workload, we encourage all Faculty Members to play an active role in this process. If you have questions regarding course equivalencies and the process to alter them, please contact munfa@mun.ca.

Full text of Clause 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, 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, or School, 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, a Faculty, or School, or Department shall re-determine course equivalencies in the following manner:
 - (i) If the equivalencies had previously been established by Faculty or School, a Special Committee shall be struck within the Faculty or School, within one hundred (100) days of the date of signing of this Collective Agreement in order to re-determine 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 or School and two (2) Faculty Members appointed by the Dean or Director. After receiving the Report of the Special Committee, the Dean or Director shall determine the course equivalencies as recommended in the Report of the Special Committee within ten (10) days of the receipt of the Report of the Special Committee. 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.