

Collegial Governance at Memorial University Jan. 27, 2023

Collegial governance recognizes the rights, privileges, responsibilities, and desirability of ASMs to participate in the collegial processes of the University, as set out in Senate regulations, guidelines, and policies; in the MUNFA collective agreement; and in accordance with the Senate provisions as outlined in the Memorial University Act. The university values the importance of these academic, personnel, and governance processes and will work together to promote collegiality. Further, openness and transparency are important for collegiality and accountability and to encourage a climate of freedom, responsibility, and mutual respect.

Collegial decision-making processes as outlined in the MUNFA Collective Agreement:

Workload assignment	3.08 The determination of course offerings shall be the responsibility of the Administrative Head. In determining course offerings the Administrative Head shall take into account the resources of the Academic Unit and scholarly competence of the Faculty Members as well as the needs of the students. Every reasonable effort shall be made to ensure that the combination of offerings shall provide students with access to courses so that they may progress through their programme of studies in a timely manner.
Establishing workload	3.15 In Academic Units not established prior to the date of the signing of this Collective Agreement, the Dean, Director, or Associate Vice-President (Marine Institute) Academic and Student Affairs, shall determine the teaching norm for the Academic Unit, following consultation with the Department Head when the Academic Unit is in a departmentalized Faculty. In all cases, the Administrative Head shall have previously sought the formal advice of the Faculty Members in the Academic Unit. The teaching norm shall be a minimum of four (4) and a maximum of five (5) lecture courses or their equivalent as set out in Clauses 3.16 and 3.17 and shall be fair and equitable in relation to the workloads assigned to other Academic Units.
Establishing course equivalence	3.16b When new teaching formats are established, the Dean or Director shall, following Collegial Consultation, determine the course equivalence for the new format. This determination shall be fair and equitable, and shall be circulated to all Faculty Members in the Academic Unit.
Initiating appointments	7.03a When an Academic Unit wishes to make an appointment, it shall be initiated as follows: (a) The Administrative Head shall formulate to their immediate administrative superior a request for approval to fill a position following Collegial Consultation with the ASMs in the Academic Unit concerning the nature of the appointment. In the case of an appointment to a Grenfell Campus Programme Unit, the Administrative Head's decision to seek an appointment shall follow Collegial Consultation with the Programme Chair and other members of the Programme Unit concerned. In Counselling at Grenfell Campus, the Vice-President (Grenfell Campus) shall define the nature of the appointment following consultation with the Counselling Faculty Members at Grenfell Campus and in the Student Wellness and Counselling Centre.
	7.03b If the Provost & Vice-President (Academic) accepts the request of the Dean, Director, or Associate Vice-President (Marine Institute) Academic and Student Affairs, the Administrative Head shall meet and consult with the

	Search Committee, and shall determine the wording and placement of the advertisement. The advertisement shall include a closing date for receipt of applications for the position. The consultation process shall include a formal vote by the Search Committee.
	7.03c If the Vice-President (Grenfell Campus) accepts the request of the Administrative Head, the Administrative Head shall meet and consult with the Search Committee, and shall determine the wording and placement of the advertisement. The advertisement shall include a closing date for receipt of applications for the position. The consultation process shall include a formal vote by the Search Committee.
	7.03d For appointments in Counselling at Grenfell Campus, the Vice-President (Grenfell Campus) shall meet and consult with the Search Committee, and shall determine the wording and placement of the advertisement. The advertisement shall include a closing date for receipt of applications for the position. The consultation process shall include a formal vote by the Search Committee.
Formation of search committees	7.04 Normally, Search Committees shall be formed within each Academic Unit with respect to each teaching term, regular term, tenure-track and tenured appointment. However, the Faculty Members within an Academic Unit or Grenfell Campus Programme Unit may decide by formal vote that a single committee shall be established to take responsibility for some or all appointments over the course of that Academic Year. Such a formal vote shall be carried out, following discussion, at a meeting of Faculty Members who were notified of the meeting and the topic of discussion in advance. All Faculty Members in the Academic Unit or Grenfell Campus Programme Unit shall be notified of the result of the vote.
	7.05 At Grenfell Campus, if an appointment is to be made to a discipline represented in a Grenfell Campus Programme Unit(s), the Search Committee shall be established with ASMs from Grenfell Campus Programme Unit(s) concerned in accordance with Clause 7.06; otherwise, the Search Committee shall be established from among ASMs in the appropriate School, and include one (1) or more of the members, if any, of the relevant discipline.
	7.06 Search Committees shall consist of five (5) Faculty Members, three (3) of whom shall be elected by the Faculty Members from within the Academic Unit(s) or Grenfell Campus Programme Unit(s) and two (2) of whom shall be appointed by the Administrative Head, giving due regard to the provisions of Clauses 30.18 and 30.19. Deputy Heads may be elected to but shall not be appointed to Search Committees. The following exceptions shall apply: (a) In the case of Academic Units or Grenfell Campus Programme Units with fewer than seven (7) and more than two (2) Faculty Members, the Search Committee shall consist of all Faculty Members in the Academic Unit or Grenfell Campus Programme Unit. (b) For Academic Units or Grenfell Campus Programme Units with two (2) Faculty Members, they shall both be members of the Committee and the Administrative Head shall appoint one (1) additional Faculty Member from a cognate area at the same campus or from the Academic Unit concerned at the other campus.

	<p>(c) For Academic Units or Grenfell Campus Programme Units with only one (1) Faculty Member, the Administrative Head shall appoint two (2) additional Faculty Members, one (1) of whom shall be named by the Faculty Member. At least two (2) members of the Committee shall be from the campus at which the position is to be filled.</p> <p>(d) Notwithstanding Clause 1.03(c), for Academic Units or Grenfell Campus Programme Units with no Faculty Members, the Administrative Head shall appoint three (3) Faculty Members to form a Committee. At Grenfell Campus, the Administrative Head shall appoint the members of the Committee from cognate areas at Grenfell Campus, or from the Academic Unit concerned at St. John's campus, with the proviso that at least two (2) members of the Committee shall be Faculty Members at Grenfell Campus.</p> <p>(e) In the Faculty of Medicine, when an appointment is to be made where the successful candidate will be, or will possibly be, an ASM, the Search Committee shall be formed in accordance with the provisions of this Article except that the Administrative Head may include in the number of their appointees specified in Clause 7.06, one (1) member of the Faculty of Medicine who is excluded from this Collective Agreement by virtue of being engaged in the clinical practice of medicine, when the Administrative Head believes that such an individual can supply particular expertise that is required to assess candidates.</p> <p>(f) In the Faculty of Engineering and Applied Science, one (1) of the two (2) appointed Faculty Members of the Search Committee shall be appointed by the Dean from outside the Department.</p>
	<p>7.07 When Search Committees are formed for joint appointments between or among Academic Units or Grenfell Campus Programme Units, the Search Committees shall have representation from each appropriate Academic Unit.</p>
	<p>7.08 When no available member of the Academic Unit or Grenfell Campus Programme Unit can supply particular expertise which is required to assess candidates for a given position, or where a member of the Committee is needed to comply with Clause 30.18 the Administrative Head may include in the number of their appointees specified in Clause 7.06 a Faculty Member from a cognate area.</p>
	<p>7.10 The Administrative Head shall not be a member of the Search Committee, but may meet with the Committee at the invitation of the Chair, or upon the request of the Administrative Head. The Committee shall have the option of holding meetings in the absence of the Administrative Head.</p>
	<p>7.11 Normally, transaction of business shall require the presence of all members of the Search Committee. In no case shall business be transacted in the absence of more than one (1) member or in the absence of the Chairperson. In a case where a Committee has fewer than five (5) members, all members must be present for the transaction of business. Notwithstanding the above, participation by Telecommunications Technology in which all participants talk to one another in real time is acceptable when all members have all appropriate documentation and it is otherwise not feasible for the Committee to meet in person within the time frame necessary to make a decision.</p>

Cancellation of a search	7.30 When a search for more than one (1) position is ongoing, and the need arises to cancel the search for a position, the Administrative Head, following Collegial Consultation with the members of the Academic Unit(s) or Grenfell Campus Programme Unit(s) concerned, shall determine which search or searches shall continue.
Formation of P&T committee for faculty members	8.07 The Promotion and Tenure Committee shall consist of five (5) Faculty Members, no more than one (1) of whom shall be non-tenured; three (3) of whom shall be elected by the Faculty Members from within the Academic Unit and two (2) of whom shall be appointed by the Administrative Head. If the Administrative Head is to be considered for promotion or tenure in the Academic Year for which the Committee is being established, they shall so inform their immediate administrative superior who shall make the appointments to the Committee. In the case of Academic Units with fewer than seven (7) Faculty Members eligible and prepared to serve, the Committee shall consist of all eligible Faculty Members of the Academic Unit, of whom no more than one (1) shall be non-tenured. As the need arises, one (1) of the persons appointed by the Administrative Head may be a Faculty Member from a cognate area. If the Committee is revised then the Association must be notified of the composition of the new Committee.
	8.11 The first meeting of the Committee shall be convened by the Administrative Head. The Committee shall elect its own Chairperson. The Administrative Head shall not be a member of the Committee, but may meet with the Committee by invitation of the Committee or upon the request of the Administrative Head. The Committee shall have the option of holding meetings in the absence of the Administrative Head.
Formation of P&T committee for librarians	14.06 The Promotion and Tenure Committee shall consist of five (5) Librarians, three (3) of whom shall be elected by the Librarians, and two (2) of whom shall be appointed by the University Librarian. If the University Librarian is to be considered for promotion or tenure in the Academic Year for which the Committee is being established, they shall so inform the Provost & Vice-President (Academic) who shall make the appointments to the Committee.
	14.12 The first meeting of the Promotion and Tenure Committee shall be convened by the University Librarian. The Committee shall elect its own Chairperson. The University Librarian shall not be a member of the Committee, but may meet with the Committee by invitation of the Chair, or upon the request of the University Librarian. The Committee shall have the option of holding meetings in the absence of the University Librarian.
Adjunct appointments	24.02 When it is appropriate for academic or professional reasons, a non-ASM may be appointed to a non-ASM position as Adjunct Professor. An Adjunct Appointment shall be made on the recommendation of the Administrative Head of the Academic Unit, following Collegial Consultation with the ASMs in the Unit. The letter of appointment shall state the privileges and sharing, if any, of duties and responsibilities and shall be copied to the Association.
Cross/joint appointments	24.07 A joint appointment or cross appointment made consequent to an initial appointment to the University shall only be made with the consent of the ASM and on the recommendation of the Administrative Heads in

	consultation with the appropriate ASMs in the unit(s) into which the joint or cross appointment is to be made.
Joint equity committee	30.09 The Joint Equity Committee shall consist of three (3) voting members appointed by the Association, at least one (1) of whom shall be a woman and one (1) of whom shall be from the other target groups; and three (3) voting members appointed by the Provost & Vice-President (Academic), at least two (2) of whom shall be members of target groups. The University Employment Equity Officer shall be a non-voting member of the Committee. One (1) of the voting members of the Committee shall be elected by the Committee to serve as Chairperson. There shall be at least one (1) member appointed by the Association at every meeting of the Committee.

In addition to the collective agreement articles noted above, the following examples also follow collegial processes:

- Appointment of administrators
- Curriculum development/revisions
- Vast majority of pan-university wide committees have broad representation