

UTFA Council Agenda

October 18, 2016 – 3:00 – 5:00 p.m.

Main Dining Room, Faculty Club
41 Willcocks Street

1. Approval of the Agenda
2. Minutes of Previous Meetings
 - a. September 15, 2016 *
3. Business Arising
 - a. From the Minutes of Council
 - b. From the Summary of the Minutes of the Executive Committee
 - i. September 9, 2016
4. Report of the Treasurer (25 min)
 - a. Audited financial statements *
 - b. YTD and 2016-2017 final budget *
 - c. UTFA's financial investments *
5. Report of the Vice-President, Grievances (15 min)
 - a. UTFA's response to Administration's Draft Sexual Violence Policy *
 - b. Sexual Harassment Policy
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppnov251997.pdf>
 - c. Other matters
6. Report of the President (20 min)
 - a. Approval of Membership in Committees of Council * (motion)
 - b. Release funds *
 - c. SJAC – Promotion to Full Professor, Teaching Stream *
 - d. Association Grievance: Gender Salary Inequity Issue * (motion)
 - e. Part-time Appointments Policy *

- f. Invitation to Richard Freishtat for an event on SETs in April 2017 (C. Evans)
 - g. Other matters
 - 7. Report of the Chair of the Librarians Committee (10 min)
 - a. ACALP Committee * (motion)
 - b. Other matters
 - 8. Report of the Vice-President, University and External Affairs * (15 min)
 - a. CAUT Academic Freedom Fund and The Harry Crowe Foundation * (motion)
<http://www.caut.ca/issues-and-campaigns/academic-freedom/academic-freedom-fund/caut-academic-freedom-fund---faculty-association-donors>
<https://www.crowefoundation.ca/>
 - b. November 2, 2016 Canadian Federation of Students National Day of Action * (motion)
 - c. Other matters
 - 9. Report of the Chair of the Membership Committee (10 min)
 - a. Pension Town Hall Meeting
 - b. Other matters
 - 10. Reports from the Floor of Council
 - 11. Other Business
 - a. Next meeting of Council
Wednesday, November 16, 2016
3:00 to 5:00 p.m.
 - 12. Change of Council Meeting Dates

Wednesday, May 17 to Thursday, May 18, 2017
 - 12. Adjournment
- *materials attached

The Executive Committee recommends to Council that:

Item 4b: The 2016-2017 budget be approved as distributed.

Item 6b: the President's release time be changed to 0.8 FTE.

Item 7a: a committee consisting of Agatha Barc, Dan D'agostino, Jeff Newman, Kathleen Scheaffer, Ken MacDonald (UTFA), Suzanne Meyers Sawa (Retired), Vicki Skelton and Whitney Kemble be formed as the Advisory Committee for Academic Librarian Policies (ACALP).

Item 8a: That UTFA contribute \$25,000 and \$2000 to the CAUT Academic Freedom Fund and The Harry Crowe Foundation, respectively.



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UTFA Council Minutes

September 15, 2016 – 3:00 – 5:00 p.m.

Room 368, Rotman School of Management
105 St. George Street

Present:

Executive: M. Attridge, K. Banning, E. Damiano, C. Evans, R. Gillis, J. Jenkins, K. MacDonald, A. Motsch, K. Scheaffer, H. Sonne de Torrens, K. Weaver, T. Zoric

Present: E. Barbeau, D. Bar-Natan, J. Berkovitz, K. Bickmore, A. Braun, P. Gauvreau, M.A. Guttman, P. Hamel, D. Heap, R. Helms-Park, A. Hojatollah Taleghani, J. Lanca, B. MacDonald, J. Macdonald, N. Morgenstern, M. Peski, J. Poë, S. Prudham, K. Rankin, H. Rodd, L. Rudin, L. Shade, V. Skelton, J. Taylor, L. Vaage, A. White, N. Wiseman

Regrets: E. Fillion, L. Florence, C. Guberman, J. Hanssen, L. Kohn, C. Messenger, B. McDonagh, J. Nogami, R. Sarabia, W. Smieliauskas, S. Smith, L. Stewart Rose

Absent: L. Austin, D. Cooper

Also Present: P. Downes (English)
M. Horban (Business Officer)
J. Newman (Speaker)
Helen Nowak (Counsel)
A. Lo (Communications, Outreach Campaign Support Officer)
C. Penn (Administrative Assistant and Note Taker)
R. Schmelzer (Grievance Assistant and Note Taker)

T. Zoric called the meeting to order at 3:10 p.m.

T. Zoric welcomed everybody back and noted that the first order of business was to reappoint J. Newman as Council Speaker.

1. Approval of Council Speaker * (10 min) (Executive motion)

The Executive Committee recommends to Council that:

Jeff Newman be reappointed as Council speaker for the 2016–2017 academic year.

Carried.

J. Newman assumed the chair.

a. Acknowledgement of outgoing members

J. Newman acknowledged several members of the 2015-2016 Council who were not returning: David Bailey, Shadi Dalili, Paul Downes, Shelley Hawrychuk, Phani Radhakrishnan, and John Valteau.

b. Welcome to new members

J. Newman welcomed to Council: Lisa Austin (Faculty of Law), # 704, Law; Louis Florence (UTM Finance and Management), #201, UTM – Humanities and Management (Regrets); Connie Guberman, (Women and Gender Studies), #301, UTSC – Humanities; Jose Lanca (Faculty of Dentistry) #703, Dentistry; Marcin Peski (Economics), #115, Economics.

2. Approval of the Agenda

It was duly moved and seconded that:

the agenda be approved as distributed.

Carried.

3. Minutes of Previous Meetings

a. June 21, 2016 *

As there were no corrections, the minutes were approved as distributed.

4. Business Arising

a. From the Minutes of Council

There was no business arising from the minutes of Council.

b. From the Summary of the Minutes of the Executive Committee

i. May 12, 2016 *

ii. July 5, 2016 *

There was no business arising from the Minutes of the Executive Committee.

5. Order of the Day: 3:15 p.m. (25 min)

a. Update on Pensions (P. Downes)

P. Downes provided an update on the pension plan.

P. Downes reported that we are in the process of holding negotiations with the Administration with representatives from other associations and unions on campus. These talks, which have been taking place for about 1.5 years, are about the pension plan and possible changes to it. There is an ongoing sense of urgency regarding the health of the plan and the idea that changes to it could be made arbitrarily by the government. There is a lingering constant threat that our pension plan could be changed and that we would not like the changes. There are discussions on how to strengthen the plan.

P. Downes said that there is a possibility of a multi-employer JSPP plan. UTFA remains in those discussions as well as the ones taking place at UofT. He anticipates that the discussions with UofT will continue until next summer. In the last round of negotiations UTFA agreed to pursue possible changes to the plan and it was agreed to put off any further contributions until next July 1. Right now nobody knows what the government has planned or how any changes would affect the UofT plan. We remain in both sets of talks until the government decides what it wants to do.

P. Downes said that he would be writing something for the website to help engage members in this issue. He may also prepare a Q&A as well as have a town hall meeting. This is a complicated issue. He asked Council members, and their constituents, to contact K. MacDonald or him with any questions.

P. Downes said that retired members' benefits are protected. These changes would not affect them but would affect our junior colleagues. We have to think about what kind of pension plan our junior faculty and librarians will have in the future. He noted that he and J. Jenkins are on the Pension Committee.

b. Approval of P. Downes as UTFA's representative to the Joint Pension Committee – C. Messenger

T. Zoric said that Paul Downes has been UTFA's Vice-President, Salary, Benefits, Pensions and Workload, as well as its Chief Negotiator. He has stepped down from those positions and now is not on Executive or Council. We would like him to continue on in his role on the Joint Working Committee on Pensions to ensure that there is no vacuum.

J. MacDonald, seconded by M. Attridge, moved that:

P. Downes be appointed as one of UTFA's representative to the Joint Working Committee on Pensions.

Carried.

c. Ad hoc committee on Pensions (Chair – K. MacDonald) (Executive motion)

K. Macdonald said that pension issues are in flux now. We need to do outreach, especially to younger colleagues, and Executive thought it would be a good idea to have a broader committee of Council to digest information and to put it out to our colleagues. Newer faculty need to be concerned but are not as concerned at the moment as some of us are. We need to broaden the discussion in Council and then move it out to the constituents. We need to start talking to colleagues.

The Executive Committee recommends to Council that:

an ad hoc committee of Council on pensions be formed.

Carried.

6. Order of the Day: 3:40 p.m. (20 min)
Memorandum of Agreement Revisions * – P. Downes (Executive motion)

P. Downes reviewed the changes to the Memorandum of Agreement with the members.

P. Downes said that he spent a lot of time in the SJAC process and that there were significant changes to MoA. The negotiations aimed to expand the range of terms and conditions of employment that we could negotiate with UofT, who also wanted to expand the range. For many years UTFA only negotiated issues related to SBPW.

P. Downes referred to Article 6 as the one that offers the possibility to expand issues in order to bring them to the negotiating table. At the end of the negotiations, the MoA had to be revised to reflect the changes. P. Downes reminded Council that this has been a long process in which S. Prudham also spent a lot of time. He also mentioned that the agreement was discussed line by line to also clean up things that were out of date that do not reflect other agreements. He said that UTFA and the Administration came to an agreement on the revised MoA this summer. The Administration already signed and now UTFA has to sign. He specified that Council has to give full support to sign the agreement.

P. Downes said that all the changes have been discussed at other Council meetings and that there are no major surprises in the revised MoA. He called the members' attention to the marked-up MoA in their packages. He further explained that some changes are minimal whereas other sections have large chunks that have been changed. P. Downes reviewed the highlights of the changes to the document.

P. Downes reviewed the changes in the following articles:

Article 1: "and workload and other significant terms and conditions of employment..." changes are contained in existing or proposed university wide-policies.

Article 2: incurred significant changes – cannot be changed for 5 years to test out policy. There are several new items that can be negotiated.

Article 3: makes a major push for a new policy in the New Year. This states no changes can be made.

Article 4: revised to put in the new numbers negotiated for the research and study leave: First leave is 90% and after 87.5% is an increase. "Creative professional activities" has been added. It is supposed to expand and broaden what we do as academic and librarians, when looking at Research and Study and also Academic Freedom.

Article 5: There is a clarification when academic freedom is applied.

J. Poë said there is a Copyright Policy that we negotiated that said that materials that one develops in teaching are not considered to be developed in the course of employment. The point was made to protect the intellectual property so that you own the materials you develop and not share them with the University. She wasn't sure how wording on one policy affects the interpretation of another. This portion refers to teaching in the capacity of employees. What is said in the Copyright Policy and what is said in Article 5 affects academic freedom.

P. Downes said that under the Copyright Policy, in order to prevent U of T from taking away your intellectual property, your work is considered as not being done in the course of your employment. P. Downes said this may be an important legal question.

J. Poë added that Article 5 says that teaching materials are done while you are an employee of the university, but the copyright rule says teaching materials are deemed not to have been done in the course of your employment.

J. Berkovitz asked if, in cases where the university brought people in to mark without asking the instructor, it is considered to be an infringement. P. Downes said that he did not know the answer.

S. Prudham said the fight with the Administration led up to the CUPE strike and pertained to the general conflict with the Academic Continuity Policy and Article 5. S. Prudham also made clear that UTFA would vigorously defend faculty members who claimed infringement of academic freedom. This dispute is not resolved because the whole policy was not invoked. He said that the policy needs to be revised in order to deal with the Academic Continuity Policy and Article 5. This is still unresolved.

Article 6: Describes the bargaining process: There are new mechanisms for negotiation terms and conditions; the process is all laid out including the facilitation and the fact finding track. P. Downes explained that in bargaining we can bring all terms and conditions and if agreement cannot be reached, then it can be split in 2 tracks: The first is mediation arbitration. The second, for those issues that cannot be worked out, is the fact-finding process.

Article 7: Changes in the grievance process: it strengthens our role in the selection process of an external chair and people on the committees. S. Prudham mentioned that most changes were agreed to years ago.

Article 8: Strengthens language on summer teaching. It opposes mandatory summer teaching. Here workload is named as one of the MoA concerns and it can be bargained.

Article 11: An information contact person to oversee information sharing with an officer of UTFA in order to get information from the Administration for bargaining, etc.

Article 13: There is revised language on who is excluded from UTFA. Deans and above cannot be members of UTFA while in those positions.

Article 19: The Administration is to share new information on new hires and provide them with information about UTFA.

H. Sonne de Torrens said that UTFA raised an issue that will be raised again - to include in Article 4, Librarians research and study leave under research and study leave. There was great resistance. There was a need for this to be accepted in order to properly negotiate the Librarian policy and to have same benefits and terms.

P. Downes said the dates were ratified.

The Executive Committee recommends to Council that:

Council approve the changes to the revised Memorandum of Agreement.

Carried.

J. Newman said that everybody involved in negotiating these changes did amazing work and they deserve recognition.

The members showed their appreciation through applause.

7. Report of the President (45 min) (Regrets)

T. Zoric reported that C. Messenger had a family emergency and could not attend the Council meeting; therefore, she would be presenting the Report of the President.

a. Approval of Membership in Committees of Council * (motion)

J. Newman asked if there were any additions to the list of membership in standing committees. V. Skelton asked to be on the Librarians and Grievance Committees; A. Braun asked to be on the Grievance Committee; and K. Weaver asked to be on the University and External Affairs Committee.

T. Zoric, seconded by K. Scheaffer, moved that:

UTFA Council approve the members of the UTFA Standing Committees and Committees of Council as amended.

Carried.

b. CAUT Defence Fund Trustee (Executive motion)*

http://defencefund.caut.ca/files/What_is_the_Defence_Fund-20141029.pdf
<http://defencefund.caut.ca/>

T. Zoric said that UTFA has a representative on the CAUT Defence Fund because UTFA represents St. Michael's college. The Trustees meet several times a year in a teleconference call and at least once a year in person. They manage the funds for Universities who go on strike.

The Executive Committee recommends to Council that:

E. Damiano be the UTFA CAUT Defence Fund Trustee.

Carried.

c. Professor Homa Hoodfar * (Executive motion)

T. Zoric reported on the issue of Homa Hoodfar, who is a joint Canadian, Irish and Iranian citizen and who is in grave peril. She said that UTFA is working with her family to try to secure her release. C. Messenger spoke to experts on the field as well as journalists and H. Hoodfar's family to develop a plan for participating in her defense. One idea is to sponsor an event with speakers. J. Jenkins and Mohamad Tavakoli-Targhi are looking into this event and are approaching experts from Toronto and elsewhere as well as UofT to see if they are interested in working with them.

UTFA is currently preparing a message for the Free Homa Website as well as looking to get an appointment to speak with Minister Dion in Ottawa. The family is interested in engaging with the media further, especially after the CAUT/Concordia full page ad. The proposal is that UTFA would work with other co-sponsors to put a full page ad in an Irish newspaper to further her case. This would be costly.

Ireland has diplomatic relationships with Iran that Canada does not have. This is not just defense of a woman academic that holds values that we have, but it is also a defense of academic freedom.

The Executive Committee recommends to Council that:

UTFA move forward in seeking additional sponsors for a full page ad in an Irish newspaper in support of Homa Hoodfar.

The members discussed the motion and asked what OCUFA and CAUT are doing to help H. Hoodfar. T. Zoric said that if the motion passed then CAUT and OCUFA would be invited to participate.

J. Jenkins outlined who H. Hoodfar is and why she was being detained in Iran. She said that UTFA is working towards keeping this case visible as people are often arrested and then forgotten.

A. Hojatollah Taleghani said that when she goes to Iran she is never sure if she is going to come back. H. Hoodfar is emerita right now but long ago she published an article that has now been brought up. We need to convey to the government that it cannot arrest somebody because of their research.

Carried.

- d. Academics in Turkey (Executive motion for ad hoc committee)
<https://www.scholarsatrisk.org/>

T. Zoric said that there are concerns about the way academics are being treated in Turkey. The Executive is proposing forming an ad hoc committee to address this. L. Kohn and J. Hanssen have both agreed to co-chair the committee.

The Executive Committee recommends to Council that:

an ad hoc committee of Council be formed, co-chaired by Linda Kohn, Vice-President, University and External Affairs, to advise UTFA Executive and Council on what initiatives UTFA might undertake to address the crisis of academics in Turkey.

Carried.

- e. Ad hoc committee on Gender Salary Inequity (Chair – C. Messenger) (Executive motion)

T. Zoric said that this issue had been discussed in previous meetings. A member of McMaster University Faculty Association gave Council a comprehensive picture on how they dealt with this issue. Both OCUFA and CAUT are taking the issue on. D. Campanella, UTFA's researcher, has done some preliminary work on it with K. MacDonald and C. Messenger. Our interest is not to bargain but to assert because this is a case of justice that the Administration needs to address without our having to deal with it in SBPW negotiations. Executive is recommending forming an ad hoc committee.

The Executive Committee recommends to Council that:

an ad hoc committee of Council on gender salary inequity be formed, including C. Evans, K. MacDonald, R. Gillis, T. Zoric, K. Scheaffer, H. Sonne de Torrens, and at least one member of Council.

Carried.

A. Hojatollah Taleghani volunteered to participate on this committee.

- f. Joint Benefits Committee membership (Executive motion)

T. Zoric said that UTFA has three representatives on the Joint Benefits Committee, which needs to be approved annually.

The Executive Committee recommends to Council that:

a Joint Benefits Committee be formed, including K. MacDonald, C. Messenger, and K. Weaver, for the duration of one year.

Carried.

g. Task Force on Financial Investments (Executive motion)

T. Zoric said that Executive would like to have a task force on financial investments looking at ethical investments at UofT, including UTFA. E. Damiano, L. Shade, J. Berkovitz, C. Messenger, and P. Hamel are interested in being on this task force, with P. Hamel taking the lead.

The Executive Committee recommends to Council that:

an ad hoc committee of Council on financial investments be formed to serve as a task force to examine investments in the university as well as in UTFA.

Carried.

h. Other matters

T. Zoric said that the remaining piece of the SJAC process is to work with the Administration on the Policy on Promotion to Full Professor in the Teaching Stream. Negotiations have been taking place over the past several months. UTFA received notice today that the Administration is close to accepting our latest offer. If it gets approval people may be able to apply for promotion this academic year. We may need to have a special meeting of Council to deliberate and pass the policy to meet that deadline.

8. Report of the Vice-President, Grievances (10 min)

a. Update on Sexual Harassment/Violence issue

i. Sexual Harassment/Violence negotiating team (Executive motion)

T. Zoric said that it is not year clear when negotiations on this policy will take place but UTFA needs to have a negotiating team in place when it does happen.

The Executive Committee recommends to Council that:

UTFA's Sexual Harassment/Violence Prevention negotiating team consist of C. Messenger, R. Gillis and T. Zoric.

Carried.

T. Zoric, seconded by M.A. Guttman, moved that:

the meeting go in camera.

Carried.

T. Zoric, seconded by R. Gillis, moved that:

the meeting go ex camera.

Carried.

b. Other matters

There were no other matters.

9. Report of the Chair, Membership Committee (5 min)

a. Focus Groups

J. Jenkins, the new chair of the Membership Committee, outlined some of the outreach she plans to do this year. A big part is meeting with members to see what they want to talk about, as well as having a social event at the Faculty Club so that people can get to meet each other in an informal setting. She will be focusing on new faculty and librarians in particular. J. Jenkins asked for Council's help with focus groups by trying to arrange one in their department. They should let her know if they want to have one.

J. Jenkins said that plans are in the works for a pension town hall meeting this fall. UTFA wants to hear members concerns because it looks like there are going to be changes in the pension plan. She said that she is also working on various ideas as to how to exert public pressure to free Homa Hoodfar.

b. Council seats

J. Jenkins reported that there are still several vacant Council seats. She asked members to review the vacancies and to let her know if they know of anybody who might be willing to fill them.

c. Other matters

There were no other matters.

10. Reports from the Floor of Council

R. Gillis said that he is the new chair of the Equity Committee. He would like to propose having Glen Jones from OISE give a presentation to Council to discuss his research on precarious employment at UofT and other universities. G. Jones's research focuses on higher education policy, governance, academic work, and administration. He is a frequent speaker on higher education issues.

11. Report of the Vice-President, University and External Affairs * (Written Report) (Regrets)

12. Other Business

- a. Next meeting of Council
Tuesday, October 18, 2016
3:00 to 5:00 p.m.

13. Adjournment

It was duly moved and seconded that:

the meeting adjourn.

Carried.

The meeting adjourned at 5:00 p.m.

Chris Penn

Administrative Assistant

**UNIVERSITY OF TORONTO FACULTY
ASSOCIATION**

FINANCIAL STATEMENTS

JUNE 30, 2016

Cowperthwaite Mehta

C H A R T E R E D A C C O U N T A N T S

INDEPENDENT AUDITOR'S REPORT

To the Members,
University of Toronto Faculty Association:

Report on the Financial Statements

We have audited the accompanying financial statements of the University of Toronto Faculty Association, which comprise the balance sheet as at June 30, 2016, and the statements of changes in fund balances, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the organization derives revenue from membership fees, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, verification of this revenue was limited to the amounts recorded in the records of the organization, and we were not able to determine whether any adjustments might be necessary to membership fee revenue, excess of revenue over expenses for the years ended June 30, 2016 and 2015, assets as at June 30, 2016 and 2015 and fund balances as at July 1 and June 30 for both the 2016 and 2015 years. Our audit opinion on the financial statements for the year ended June 30, 2015 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the University of Toronto Faculty Association as at June 30, 2016, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Cowperthwaite Mehta

Chartered Accountants
Licensed Public Accountants

October 11, 2016
Toronto, Canada

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

BALANCE SHEET

AS AT JUNE 30, 2016

	2016	2015
ASSETS		
Current assets		
Cash (note 3)	\$ 1,169,703	\$ 1,191,994
Marketable securities (note 4)	2,853,157	3,034,195
Accounts receivable	15,558	10,856
Prepaid expenses	<u>11,452</u>	<u>11,273</u>
	<u>4,049,870</u>	<u>4,248,318</u>
Capital assets (note 5)	<u>347,470</u>	<u>11,226</u>
	<u>\$ 4,397,340</u>	<u>\$ 4,259,544</u>
LIABILITIES AND FUND BALANCES		
Current liabilities		
Accounts payable and accrued liabilities	<u>\$ 52,614</u>	<u>\$ 364,200</u>
Fund balances		
Invested in capital assets	347,470	11,226
Contingency reserve (note 6)	750,000	750,000
Unrestricted	<u>3,247,256</u>	<u>3,134,118</u>
	<u>4,344,726</u>	<u>3,895,344</u>
	<u>\$ 4,397,340</u>	<u>\$ 4,259,544</u>

Approved on behalf of the UTFA Council:

see accompanying notes

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

STATEMENT OF CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2016

	2016			2015	
	<u>Unrestricted</u>	<u>Invested in capital assets</u>	<u>Contingency reserve (note 6)</u>	<u>Total</u>	<u>Total</u>
Balance, beginning of year	\$ 3,134,118	\$ 11,226	\$ 750,000	\$ 3,895,344	\$ 4,064,146
Excess (deficiency) of revenue over expenses for the year	449,382			449,382	(168,802)
Purchase of capital assets	(342,417)	342,417			
Amortization	<u>6,173</u>	<u>(6,173)</u>			
Balance, end of year	<u>\$ 3,247,256</u>	<u>\$ 347,470</u>	<u>\$ 750,000</u>	<u>\$ 4,344,726</u>	<u>\$ 3,895,344</u>

see accompanying notes

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED JUNE 30, 2016

	2016	2015
REVENUE		
Membership fees (note 7)	\$ 3,036,248	\$ 2,372,288
Operating subsidies (note 8)	115,508	102,457
Investment income (loss) (note 9)	(17,637)	124,952
	<u>3,134,119</u>	<u>2,599,697</u>
EXPENSES		
Staffing and related	812,224	966,270
Legal, audit and consulting	546,823	610,041
Canadian Association of University Teachers fees	422,729	402,189
Ontario Confederation of University Faculty Association fees	411,807	388,238
Rent (note 8)	124,515	101,427
Stipends	105,928	99,906
Member services and meetings	62,825	28,442
Office and general	43,783	49,074
Committee expenses	28,154	26,867
Special projects	24,458	1,000
Conferences and training	21,237	9,575
Office equipment	20,230	20,153
Donations and contributions	15,803	9,200
Tuition scholarships and awards	14,740	12,413
Outreach and communications	11,361	27,988
Insurance	8,925	8,733
Library	3,022	2,561
Amortization	6,173	4,422
	<u>2,684,737</u>	<u>2,768,499</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	<u>\$ 449,382</u>	<u>\$ (168,802)</u>

see accompanying notes

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2016

	2016	2015
CASH INFLOW (OUTFLOWS)		
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 449,382	\$ (168,802)
Non-cash items:		
Amortization	6,173	4,422
Net change in non-cash working capital items (below)	<u>(316,467)</u>	<u>247,004</u>
Cash provided from operations	<u>139,088</u>	<u>82,624</u>
INVESTING ACTIVITIES		
Decrease (increase) in marketable securities	181,038	(134,828)
Purchase of capital assets	<u>(342,417)</u>	<u>(3,670)</u>
Cash used in investing activities	<u>(161,379)</u>	<u>(138,498)</u>
NET CASH ACTIVITY FOR THE YEAR	(22,291)	(55,874)
CASH, BEGINNING OF YEAR	<u>1,191,994</u>	<u>1,247,868</u>
CASH, END OF YEAR	<u>\$ 1,169,703</u>	<u>\$ 1,191,994</u>
 Net change in non-cash working capital items:		
Accounts receivable	\$ (4,702)	\$ 3,829
Prepaid expenses	(179)	12,733
Accounts payable and accrued liabilities	<u>(311,586)</u>	<u>230,442</u>
	<u>\$ (316,467)</u>	<u>\$ 247,004</u>

see accompanying notes

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

The University of Toronto Faculty Association (the Association) is an unincorporated association that was formed in 1940. The purpose of the Association is to promote the welfare of current and retired faculty, librarians and research associates of the University of Toronto, the University of St. Michael's College, the University of Trinity College and Victoria University and generally to advance the interests of teachers, researchers and librarians in Canadian universities.

The affairs of the Association are managed by a Council of about 60 people, who are elected by the membership on a constituency basis for three-year terms.

The Association is exempt from income taxes under section 149(1)(l) of the Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICIES

In preparing its financial statements, the Association follows Canadian accounting standards for not-for-profit organizations, which is one of the financial reporting frameworks included in Canadian generally accepted accounting principles. The significant accounting policies used are as follows:

Prepaid expenses

Prepaid expenses are recorded for goods and services that have been paid for but which will be received the following year. The balance at year end is composed primarily of prepaid insurance and professional dues.

Marketable securities

The marketable securities are recognized at fair value based on market prices plus accrued interest. Gains and losses from dispositions and fluctuations in market value are recognized in the statement of operations in the period in which they arise.

Capital assets

Capital assets are recorded at cost. Amortization is provided on a straight line basis over the assets' estimated useful lives as follows:

Furniture and equipment	Straight-line over 5 years
Computer equipment	Straight-line over 3 years
Leasehold improvements	Straight-line over 5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. Impairment is assessed by comparing the carrying amount of an assets with its expected future net undiscounted cash flows from use together with its residual value (net recoverable value). If such assets are considered impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the assets exceed its fair value. Any impairment results in a write-down of the asset and charge to income during the year.

Revenue recognition

The Association follows the deferral method of accounting for revenue. Membership fee revenue is composed of unrestricted contributions that are recognized as revenue when received or receivable, if the amount to be received is readily determinable and collection is reasonably assured.

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

Restricted contributions, if any, are recognized as revenue in the year in which the related expenses are incurred. Unspent restricted contributions are reported as deferred revenue on the statement of financial position.

Membership fees are calculated by multiplying a mill rate, as set by the Association, by the member's salary.

Operating subsidies are recognized in the period that the corresponding expense is incurred.

The change in fair value of the marketable securities for the year is included in investment income (loss) in the statement of operations. The investment income (loss) is composed of realized gains or losses for the year, unrealized gains or losses for the year, and interest and dividend income earned during the year.

Expense recognition

Expenses are recognized when incurred. The free rent is recorded at its contractual value (note 8).

Use of estimates

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Estimates are used when accounting for certain items such as asset impairments, the useful life of capital assets, accrued liabilities and disclosure of contingent assets and liabilities.

By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant.

2. FINANCIAL INSTRUMENTS AND RISKS

Fair value

Canadian generally accepted accounting principles require that the Association disclose information about the fair value of its financial assets and liabilities. Fair value estimates are made at the balance sheet date, based on relevant market information and information about the financial instruments. These estimates are subjective in nature and involve uncertainties in significant matters of judgment and, therefore, cannot be determined with precision. Changes in assumptions could significantly affect these estimates.

The investments are carried at market value or face value plus accrued interest, which approximates their fair value.

The carrying amounts for accounts receivable, accounts payable and accrued liabilities on the statement of financial position approximate fair value because of the limited term of these instruments.

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable. The Association expects to meet obligations as they come due primarily from cash flow from operations.

Credit and concentration risks

A concentration of credit risk arises when a group of customers has a common economic characteristic, so their ability to meet their obligations is expected to be affected similarly by changes in economic or other conditions. For the Association, significant concentration of risk is related to the University of Toronto and its affiliated colleges which is the employer of all its members.

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's main credit risk relates to its accounts receivable. Periodically, the Association assesses the collectibility of its accounts receivable and provides an allowance for doubtful accounts as appropriate. At June 30, 2016, the allowance for doubtful accounts was nil (nil in 2015).

Currency risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign currency rates. The Association is not exposed to this risk since there are no foreign currency transactions at this time.

Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk on its money market mutual fund holdings which have a floating interest rate. This exposes the Association to a cash flow risk should rates decrease.

Other price risk

Other price risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments trading in the market.

The Association is exposed to other price risk because it has investments in exchange traded funds.

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

3. CASH

Cash is composed of:

	<u>2016</u>	<u>2015</u>
Cash in bank	\$ 993,369	\$ 1,179,062
TD Waterhouse cash balance	176,034	12,632
Petty cash	<u>300</u>	<u>300</u>
	<u>\$ 1,169,703</u>	<u>\$ 1,191,994</u>

4. MARKETABLE SECURITIES

Marketable securities, which are held by TD Waterhouse, are composed of the following, at market value:

	<u>2016</u>	<u>2015</u>
Exchange traded funds	\$ 2,022,843	\$ 2,114,871
Term deposits	788,479	901,783
Money market mutual funds	<u>41,835</u>	<u>17,541</u>
	<u>\$ 2,853,157</u>	<u>\$ 3,034,195</u>

5. CAPITAL ASSETS

Capital assets, recorded at cost, are as follows:

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2016</u>	<u>2015</u>
Furniture and equipment	\$ 121,838	\$ 50,316	\$ 71,522	\$ 8,168
Computer equipment	39,314	33,683	5,631	3,058
Leasehold improvements	<u>270,317</u>		<u>270,317</u>	
	<u>\$ 431,469</u>	<u>\$ 83,999</u>	<u>\$ 347,470</u>	<u>\$ 11,226</u>

Amortization of the leasehold improvements and related furniture and equipment for the additional office space will begin in fiscal 2017 when the renovations are complete and the space is occupied.

6. CONTINGENCY RESERVE

The Association's Council has restricted \$750,000 of its net assets to be held as a reserve for salary, benefits and pension negotiations, major grievances, academic freedom and other contingencies. This internally-restricted amount is not available for other purposes without the approval of the Council.

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

7. MEMBERSHIP FEES

Membership fees are from the following sources:

	<u>2016</u>	<u>2015</u>
University of Toronto	\$ 2,964,814	\$ 2,313,816
Retired members	25,150	24,056
University of Victoria College	23,816	18,171
University of St. Michael's College	17,381	12,269
University of Trinity College	<u>5,087</u>	<u>3,976</u>
	<u>\$ 3,036,248</u>	<u>\$ 2,372,288</u>

The membership fees received in 2015 were lower than those received in 2016 because of a two-month fees holiday in 2015. Thus fees were received for 10 months in 2015 but 12 months in 2016.

8. OPERATING SUBSIDIES

Under an agreement, the University of Toronto provides the Association with various services, the most significant of which are free rent for one office, subsidized rent for an additional office, and a telephone line subsidy. The market value of the rent and telephone line expense paid by the University have been recorded as expenses and corresponding subsidies as revenue in the statement of operations.

In addition, the Association has an agreement with the University of Toronto for the university administration staff to provide for course release times equivalent to 3.500 full time equivalents ("FTE") (3.500 FTE in 2015). For the year ended June 30, 2016, the release times were allocated as follows:

	<u>2016</u> <u>FTE</u>	<u>2015</u> <u>FTE</u>
President	0.600	0.600
Vice President - Grievances	0.500	0.500
Vice President - Salary, Benefits and Pension	0.500	0.500
Vice President - University and External affairs	0.300	0.300
Treasurer	0.175	0.175
Chair - Appointments Committee	0.175	0.175
Chair - Equity Committee	0.175	0.175
Chair - Librarians Committee	0.175	0.175
Chair - Teaching Stream Committee	0.175	0.175
Chair - Membership	0.175	0.175
Members at large (3)	0.339	0.339
Special project	<u>0.032</u>	<u> </u>
	<u>3.321</u>	<u>3.289</u>

In fiscal 2016, only 3.321 release time was claimed by the Association (3.289 FTE in fiscal 2015). The remaining release time will be used in the future.

The value of these salaries and benefits paid by the University of Toronto is not reflected in the financial statements.

UNIVERSITY OF TORONTO FACULTY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

9. INVESTMENT INCOME

Investment income (loss) is composed of:

	<u>2016</u>	<u>2015</u>
Realized and unrealized investment (losses) gains	\$ (93,040)	\$ 68,498
Exchange traded fund distributions	55,541	49,178
Interest	<u>19,862</u>	<u>7,276</u>
	<u>\$ (17,637)</u>	<u>\$ 124,952</u>

10. COMMITMENTS

The Association is committed to reimburse the University of Toronto for half of the cost of additional office space acquired during fiscal 2015. The estimated cost, excluding HST, over the remaining term of the lease is as follows:

2017	\$ 19,062
2018	19,062
2019	19,062
2020	<u>19,062</u>
	<u>\$ 76,248</u>

11. COMPARATIVE FIGURES

Certain of the 2015 comparative figures have been restated to conform to the method of presentation adopted in 2016.

Audited Financial Statements

	Jun 30, 07	Jun 30, 08	Jun 30, 09	Jun 30, 10	Jun 30, 11	Jun 30, 12	Jun 30, 13	Jun 30, 14	Jun 30, 15	Jun 30, 16	Total
Surplus (deficit)	467,402.00	-58,615.00	-58,933.00	-151,309.00	239,023.00	264,077.00	634,277.00	691,330.00	-168,802.00	449,500.00	2,307,950.00
Dues Holidays								231,050.00	474,458.00		
Effective Surplus (def)	467,402.00	-58,615.00	-58,933.00	-151,309.00	239,023.00	264,077.00	634,277.00	922,380.00	305,656.00	449,500.00	3,013,458.00

Dues Data

	Jun 30, 11	Jun 30, 12	Jun 30, 13	Jun 30, 14	Jun 30, 15	Jun 30, 16	2016-17
members	2953	2951	2946	3009	3092	3140	3201
pre-rand	328	309	295	288	274	251	241
dues	2,492,309.19	2,530,085.61	2,663,412.66	2,771,231.13	2,843,295.03	3,033,268.52	3,134,717.00
potential dues	2,769,138.66	2,795,011.55	2,930,115.56	3,036,473.59	3,095,255.84	3,275,736.80	3,370,726.62

UTFA Income Statement

Actual vs. Budget 2015-2016 // YTD Sep 2016 // Final Budget 2016-2017

		<u>Actual</u>	<u>2015-16</u>	<u>Actual</u>	<u>2016-17</u>
		<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>Jul - Sep 16</u>	<u>Budget</u>
Income					
4000 · Membership Dues					
4001 · UofT	2,875	\$2,964,814	\$2,952,822	\$775,653	\$3,100,000
4002 · St. Michael's College	19	\$18,515	\$17,224	\$4,643	\$18,500
4003 · Victoria College	28	\$23,816	\$15,186	\$5,866	\$23,800
4004 · Trinity College	5	\$5,087	\$3,244		\$5,100
4005 · Retiree	519	\$25,150	\$29,529	\$600	\$25,000
Total 4000 · Membership Dues	3446	\$3,037,382	\$3,018,005	\$786,762	\$3,172,400
4040 · Subsidies					
4041 · Subsidy - Office Rent		\$107,288			\$119,774
4042 · Subsidy - Telephone		\$8,220			\$10,000
Total 4040 · Subsidies		\$115,508			\$129,774
Total Income		\$3,152,890	\$3,018,005	\$786,762	\$3,302,174
Expense					
5000 · External Fees					
5011 · Dues to CAUT		\$422,729	\$421,349	\$105,682	\$436,771
5012 · Dues to OCUFA		\$411,807	\$410,523	\$102,952	\$430,373
5020 · Dues to CAUT Defence Fund		\$1,134	\$1,500	\$284	\$1,134
Total 5000 · External Fees		\$835,670	\$833,372	\$208,918	\$868,278
5050 · External Legal & Consulting					
5055 · Legal Salary Ben. & Pen.		\$147,747	\$225,000		\$125,000
5058 · Association Grievances			\$15,000		\$2,500
5060 · Legal Grievances		\$310,683	\$200,000	\$33,186	\$315,000
5065 · Legal Other		\$40,298	\$15,000		\$20,000
5070 · Consulting Salary Ben. & Pen.		\$37,418	\$20,000		\$25,000
5075 · Consulting Grievances			\$1,000		\$500
5080 · Consulting Other		\$8,100	\$20,000	\$6,750	\$10,000
6600 · Auditor		\$9,904	\$10,000	\$9,029	\$10,000
Total 5050 · External Legal & Consulting		\$554,150	\$506,000	\$48,965	\$508,000
6000 · Administration					
6001 · Staffing					
6005 · Salaries		\$582,361	\$700,000	\$146,835	\$660,000
6006 · Group Insurance		\$62,309	\$55,000	\$19,844	\$78,000
6007 · Pension / RRSP		\$73,205	\$85,000	\$18,915	\$86,000
6008 · Casual Labour - Office		\$26,299	\$40,000	\$3,363	\$25,000
6020 · Professional Dues and Expenses		\$4,771	\$6,500		\$5,000
6025 · Professional Insurance		\$7,372	\$10,000		\$8,000
6030 · Other Benefits		\$6,781	\$8,000	\$524	\$7,000
6322 · IT Services		\$49,127	\$65,000	\$9,815	\$50,000
Total 6001 · Staffing		\$812,225	\$969,500	\$199,296	\$919,000
6100 · Office Expenses					
6102 · General		\$4,432	\$8,000	\$1,289	\$4,500
6105 · Postage		\$4,323	\$3,000	\$2	\$3,500
6108 · Courier		\$995	\$1,000	\$254	\$1,000
6110 · Stationery		\$1,831	\$3,200	\$4,743	\$5,000
6116 · Printing and Copying		\$2,835	\$15,000	\$951	\$3,000
6120 · Office Supplies		\$4,747	\$8,000	\$994	\$5,000
6122 · Telephone		\$14,380	\$9,720	\$5,713	\$18,000
6150 · Miscellaneous		\$5,064	\$5,000	\$2,903	\$6,000
Total 6100 · Office Expenses		\$38,607	\$52,920	\$16,849	\$46,000

UTFA Income Statement**Actual vs. Budget 2015-2016 // YTD Sep 2016 // Final Budget 2016-2017**

	Actual	2015-16	Actual	2016-17
	Jul '15 - Jun 16	Budget	Jul - Sep 16	Budget
6300 · Office Equipment				
6305 · Furniture and Equipment	\$14,751	\$30,000	\$27,073	\$35,000
6310 · Computer Hardware & Software	\$13,217	\$70,000	\$8,468	\$25,000
6315 · Equipment Rental and Repair	\$9,210	\$4,100	\$2,303	\$9,500
Total 6300 · Office Equipment	\$37,178	\$104,100	\$37,844	\$69,500
6400 · Advertising and Communications				
6425 · Other	\$5,175	\$2,000		\$6,000
Total 6400 · Advertising and Communications	\$5,175	\$2,000		\$6,000
6500 · Insurance				
6505 · Contents Insurance	\$1,619	\$1,800		\$1,747
6510 · Directors & Officers Liability	\$2,700	\$2,750		\$2,835
6515 · Errors and Omissions	\$4,606	\$4,650	\$4,606	\$4,606
Total 6500 · Insurance	\$8,925	\$9,200	\$4,606	\$9,189
6700 · Library	\$3,022	\$2,500	\$466	\$3,025
Total 6000 · Administration	\$905,132	\$1,140,220	\$259,061	\$1,052,714
7000 · Stipends				
7005 · Council Speaker	\$5,000	\$5,000	\$1,250	\$5,000
7010 · President	\$20,000	\$20,000	\$5,000	\$20,000
7015 · V-P Grievances	\$10,000	\$10,000	\$2,500	\$10,000
7020 · V-P Salary, Benefits, Pensions	\$10,000	\$10,000	\$2,500	\$10,000
7022 · V-P Univ. & External Affairs	\$7,500	\$7,500	\$1,875	\$7,500
7025 · Chair - Appointments	\$5,000	\$5,000	\$1,250	\$5,000
7030 · Chair - Equity	\$5,000	\$5,000	\$1,250	\$5,000
7035 · Chair - Teaching Stream	\$5,000	\$5,000	\$1,250	\$5,000
7040 · Chair - Librarians	\$5,000	\$5,000	\$1,250	\$5,000
7042 · Chair - Membership	\$5,000	\$5,000	\$1,250	\$5,000
7043 · Chair - Retired Members	\$5,000	\$5,000	\$1,250	\$5,000
7045 · Treasurer	\$12,500	\$10,000	\$2,500	\$10,000
7055 · Members-at-Large	\$6,875	\$7,500	\$1,875	\$7,500
7095 · Employer Expenses	\$4,053	\$5,500	\$1,383	\$5,000
Total 7000 · Stipends	\$105,928	\$105,500	\$26,383	\$105,000
7200 · Outreach & Communications	\$11,335	\$25,000		\$15,000
7300 · Member Services				
7305 · General Member Services	\$11,413	\$14,000		\$25,000
7310 · AGM	\$10,950	\$9,000	\$444	\$10,000
7315 · Workshops/Conf.-UTFA sponsored	\$8,733	\$4,000		\$7,500
7320 · Macpherson Lecture	\$31,730	\$25,000		\$7,500
Total 7300 · Member Services	\$62,826	\$52,000	\$444	\$50,000
7500 · Committee Expenses				
7510 · Council	\$7,677	\$7,000	\$168	\$10,000
7512 · President	\$1,644	\$1,250		\$3,000
7515 · Executive	\$10,113	\$8,000	\$1,421	\$10,000
7520 · Grievance	\$1,482	\$1,000	\$95	\$1,000
7525 · Salary and Benefits	\$567	\$1,000		\$1,000
7530 · University & External Affairs	\$240	\$1,000		\$1,000
7540 · Appointments	\$756	\$1,000		\$1,000
7545 · Equity	\$563	\$1,000		\$1,000
7550 · Teaching Stream	\$224	\$1,000		\$1,000
7560 · Librarians	\$1,769	\$1,000	\$74	\$1,000
7565 · Financial Advisory	\$347	\$1,000		\$1,000
7566 · Membership	\$581	\$1,000		\$1,000
7567 · Retired Members	\$941	\$1,000	\$560	\$1,000
7568 · Office	\$219	\$1,000		\$1,000
7570 · Inter-Campus Travel	\$1,030	\$1,000		\$1,000
Total 7500 · Committee Expenses	\$28,153	\$28,250	\$2,318	\$35,000
7700 · Office Rent	\$124,515	\$19,800		\$138,836

UTFA Income Statement

Actual vs. Budget 2015-2016 // YTD Sep 2016 // Final Budget 2016-2017

	<u>Actual</u> <u>Jul '15 - Jun 16</u>	<u>2015-16</u> <u>Budget</u>	<u>Actual</u> <u>Jul - Sep 16</u>	<u>2016-17</u> <u>Budget</u>	
8000 · Special Expenses					
7600 · Negotiation Expenses-Non Legal	\$7,422	\$10,000	\$1,431	\$12,500	
8010 · Donations	\$3,600	\$5,000	\$4,000	\$30,000	
8015 · Special Projects					
8016 · Renovation - Suite 410	\$322,166	\$260,000	\$2,269	\$30,000	
8017 · Senior College Centre	\$24,287	\$45,000	\$31,857	\$32,000	
8018 · Research Projects	\$170	\$11,200			
8019 · Other		\$10,000			
Total 8015 · Special Projects	\$346,623	\$326,200	\$34,126	\$62,000	
8025 · Contingencies	\$12,203	\$10,000		\$15,000	
8030 · Conferences-attended by UTFA	\$20,475	\$15,000	\$17,965	\$25,000	
8035 · Tuition Scholarships	\$12,740	\$60,000		\$20,000	
8037 · Citizenship Award	\$2,000	\$2,000		\$2,000	
8045 · Training	\$763	\$2,500		\$3,000	
8050 · Outreach Project	(\$19)			\$0	
8055 · Special Initiatives	\$45	\$3,500		\$0	
8060 · Honoraria		\$1,000		\$1,000	
Total 8000 · Special Expenses	\$405,852	\$435,200	\$57,522	\$170,500	
Total Expense	\$3,033,561	\$3,145,342	\$603,611	\$2,943,328	
Net Income	\$119,329	(\$127,337)	\$183,151	\$358,846	
Investment income (loss)	(\$17,637)		\$97,575		
	\$101,692		\$280,726		
	<u>30-Jun-13</u>	<u>30-Jun-14</u>	<u>30-Jun-15</u>	<u>30-Jun-16</u>	<u>30-Sep-16</u>
Selected Assets					
1001 · ING	\$103,325	\$36	\$0	\$0	\$0
1007 · TD Canada Trust	\$812,209	\$1,223,675	\$1,179,062	\$993,369	\$1,235,876
1100 · Long Term Investments	\$2,584,429	\$2,908,004	\$3,046,828	\$3,029,191	\$3,126,766
Total	\$3,499,963	\$4,131,715	\$4,225,889	\$4,022,560	\$4,362,642

UTFA TD Waterhous Account Holdings

Thicker	Description	October 17 @ 11:15am	%portfolio
<i>TDB8150</i>	Saving account	\$41,942	1.40%
<i>CASH</i>	Cash	\$3,720	0.10%
<i>CAN SR-YR94</i>	Gov bond: mat Jun19	\$121,102	3.90%
<i>EQB5C</i>	GLC: mat Sep 18	\$125,000	4.10%
<i>AAT5C</i>	GLC: mat Sep 18	\$125,000	4.10%
<i>CWB2C</i>	GLC: mat Jan 17	\$125,000	4.10%
<i>VSB</i>	Vang ST bond index	\$559,025	18.00%
<i>VSC</i>	Vang ST corp bonds	\$248,700	8.10%
<i>VAB</i>	Vang Agg bond index	\$104,840	3.40%
<i>VCE</i>	Vang FTSE CAN index	\$496,368	16.10%
<i>VUS</i>	Vang US total mkt ind	\$623,427	20.20%
<i>VEF</i>	Vang Dev ex US ind	\$274,051	8.90%
<i>VEE</i>	Vang Em Mkt ind	\$236,160	7.70%

SUBMITTED WITHOUT PREJUDICE – RESPONSE TO UNIVERSITY'S DRAFT POLICY DATED SEPTEMBER 2016

DRAFT Policy on Sexual Violence

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SUBMITTED WITHOUT PREJUDICE – RESPONSE TO UNIVERSITY'S DRAFT POLICY DATED SEPTEMBER 2016

I. STATEMENT OF COMMITMENT

1. All members of the University of Toronto ("the University") community should have the ability to study, work and live in a campus environment free from Sexual Violence, including Sexual Assault and Sexual Harassment.
2. The University administration is committed to making available programs and resources to educate all Members of its the University community on the prevention of and response to Sexual Violence. [Link this to the "Purpose of the University".]
3. The University is committed to preventing, responding to and addressing incidents and complaints of Sexual Violence involving its students, staff and faculty, and to ensuring that those members of the community who are affected by Sexual Violence receive support.
4. The University recognizes that Sexual Violence can occur between individuals regardless of sex, sexual orientation, gender, gender identity or expression, or relationship status.
5. The University recognizes the intersection of Sexual Violence with discrimination and harassment, including but not limited to the grounds set out in the Ontario *Human Rights Code*. The University recognizes that individuals from historically marginalized communities may be especially vulnerable to Sexual Harassment and Sexual Violence.
- 5-6. The University also recognizes that members of the University community may at times participate in scholarly debate, discussion and research of subject matters that are controversial, sensitive and uncomfortable, and, in accordance with the principles of academic freedom, such debate is not itself sexual violence.
- 6-7. Sexual Violence can be committed against any person and is an issue that requires an inclusive response. The University recognizes that Sexual Violence is overwhelmingly committed against women, and in particular women who experience the intersection of multiple identities such as, but not limited to, indigenous women, women with disabilities, and racialized women. Additionally, the University recognizes that those whose gender identity or gender expression does not conform to historical gender norms are also at increased risk of Sexual Violence.
- 7-8. The University recognizes that individuals who have experienced Sexual Violence experience a range of physical and psychological effects that can profoundly affect their lives.

Note: Appendix A contains definitions of terms in this Policy. Hyperlinks to relevant defined terms are provided throughout this Policy.

Comment [A1]: Capitalization system confusing. Use bold instead and clarify at the beginning that bolded terms are defined at the end of document.

Comment [A2]: "Support" to be defined/described

II. APPLICATION & SCOPE

- 8-9. This Policy applies to all Members of the University Community – students, faculty and staff. All Members of the University Community will ~~should receive be offered appropriate~~ adequate support with respect to issues of Sexual Violence, regardless of their role in the University or the role of the person against whom an allegation is made.
- 9-10. This Policy ~~contemplates~~ establishes a centralized system of Reporting, investigation and decision-making for complaints of Sexual Violence in order to avoid actual or perceived conflicts of interest or reasonable apprehension of bias, to preserve privacy, to minimize risk of reprisal, and to ensure coordination and consistency across all academic divisions, campuses and centralized

Comment [A3]: UTFA unclear of intended application of Policy – if narrower than how we are reading it, there may be areas of further disagreement.

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services, subject to the provisions of any collective agreement or the Memorandum of Agreement with the University of Toronto Faculty Association that may apply in the circumstances.

11. The *Reporting* procedure and the processes it initiates apply to all Incidents of Sexual Violence in which both the Complainant and the Respondent are Members of the University Community – students, faculty and staff – regardless of whether the event occurred on campus, off campus, or using social media. For clarity, support will be made available to complainants regardless of whether the Respondent is a Member of the University Community.

~~10.~~12. [INSERT STATEMENT WITH RESPECT TO HOW THIS POLICY INTERSECTS WITH THE SEXUAL HARASSMENT, WORKPLACE HARASSMENT, WORKPLACE VIOLENCE POLICIES]

III. EDUCATION, SUPPORT AND RESOURCES

13. The University will provide support to Members of the University Community who have experienced and/or have been impacted by Sexual Violence and to those who receive a Disclosure or Report of an Incident of Sexual Violence. Adequate support services will be available on all three University campuses.

~~14.~~14. For the purposes of this Policy, “support” will include, as appropriate, referral to medical and psychosocial care, reasonable accommodation, and advice and/or guidance with respect to the applicable policies, options for Disclosure and Reporting, and protections and entitlements in the case of an investigation and/or a finding of Sexual Violence. Where accommodation of a Complainant will impact on the terms and conditions of employment of the Respondent, the rights of the Respondent will be considered and any impact on the Respondent will be subject to the grievance procedure under the relevant collective agreement or the Memorandum of Agreement with UTFA.

~~12.~~15. The University has established a tri-campus **Sexual Violence Prevention and Support Centre** (“the Centre”) [link to be provided] with a mandate to complete conduct intake assist in triage, accept disclosure and Reporting Reports of alleged sexual violence, and providing provide support for individual Members of the University Community who have experienced Sexual Violence. The Centre will also provide education and training to Members of the University Community with respect to how to respond to disclosures of Sexual Violence and how to support Complainants.

Comment [A4]: Elaborate on what is envisaged here.

~~13.~~16. The University will provide Sexual Violence education and prevention education for all Members of the University Community, including training on this Policy and awareness programs about Sexual Violence and personal safety.

Comment [A5]: Detail required

17. The University will provide education and training on this Policy to Members of the University Community who are likely to receive Disclosures or Reports to support those who Disclose with dignity and compassion and to inform them of their options in a safe and supportive manner.

Comment [A6]: Detail required.

~~14.~~18. The University will provide education and training to designated individuals and Members of the University Community that request such education and training about how to respond to Disclosures of Sexual Violence.

19. The University will provide support to Members of the University Community who have had an allegation of Sexual Violence made against them.

Comment [A7]: What type of support is contemplated here? Referral to Union/UTFA or something more? Counselling, legal?

20. The University will conduct a periodic review of the Centre’s practices to ensure proper staffing and resource allocation.

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21. Members of the Community will be involved in reviewing, conceiving and evaluating the work of the Centre. The University will conduct broad outreach, consultations and dialogue with Members of the University Community to make informed decisions about what changes may be needed.

IV. PRINCIPLES RESPECTING PROCESS

15-22. A person who has made a Disclosure and/or a Report of Sexual Violence has autonomy in decision-making, and in particular as to whether to Report, to whom to Disclose, whether to pursue recourse to the criminal or civil justice systems, and whether to access support and accommodations.

16-23. The University ~~is committed to the provision of~~ will provide a fair process for all parties and one that respects due process, ~~and~~ procedural fairness, and proportionality.

17-24. The University is committed to reducing barriers to Disclosure and Reporting of incidents of Sexual Violence. In that regard, Complainants will not be asked to repeat their accounts more than is necessary for the implementation of this Policy.

25. The University process will appropriately accommodate the needs of ~~students~~ all Members of the University Community who are affected by Sexual Violence.

18-26. The University will not tolerate any retaliation, through any means including through social or other electronic media, against anyone who Discloses or Reports an Incident of Sexual Violence, or who participates in a University process that is addressing allegations of Sexual Violence against a Member of the University Community.

19-27. Confidential counselling and support ~~should~~ will be made available ~~as quickly as possible by the University~~ to any Member of the University Community who experiences an Incident of Sexual Violence.

20-28. The University ~~is committed to responding~~ will respond to ~~complaints~~ Reports of Sexual Violence fairly and expeditiously. The University recognizes that a timely investigation is in the best interests of both complainants and respondents, and commits to completing investigations within 90 days, except in extraordinary circumstances.

Comment [A8]: Complaints is not defined.

V. CONFIDENTIALITY AND PRIVACY

21-29. The University will treat Disclosure and Reporting of an Incident of Sexual Violence in a confidential manner and in accordance with the *Freedom of Information and Protection of Privacy Act*.

22-30. The University will limit sharing of information to those within the University who need to know the information for the purposes of implementing this Policy, including providing accommodation and interim measures, and the investigation and decision-making processes; and taking corrective action resulting from those processes. For example, where a Complainant wishes to make a Report, fairness to the Respondent will require disclosure of the identity of the Complainant's and any material witnesses identity, and any information required in order for the Respondent to make a full and fair response, including the material allegations being made and any material evidence from the complainant or witnesses.

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~~23-31.~~ Confidentiality cannot be maintained where information needs to be disclosed in order to address a risk to the health and safety of Members of the University Community or where the University is obliged by law to disclose the information. For example, confidentiality cannot be maintained where:

- a. an individual is at risk of self-harm;
- b. an individual is at risk of harming another individual;
- c. Members of the University Community may be at imminent risk ~~of harm~~; and/or
- d. reporting or investigation is required by law (for example, but not limited to, an incident involving a minor, or obligations related to occupational health and safety or to human rights legislation).

VI. DISCLOSURE AND REPORTING

~~24-32.~~ Disclosure and Reporting are separate actions that can be taken by a Complainant.

~~25-33.~~ Disclosure is the sharing of information by an individual with a Member of the University Community regarding an Incident of Sexual Violence experienced by that individual. The Centre offers confidential support and services to those who have experienced Sexual Violence.

~~34.~~ Reporting is the sharing of information by an individual with a designated Member of the University Community regarding an Incident of Sexual Violence experienced by that individual, with the intention of initiating one of the processes set out in this Policy, which could result in a disciplinary action being taken against the Member of the University Community alleged to have committed Sexual Violence. The Centre also manages the initial process for Sexual Violence Reporting.

~~26-35.~~ [If references to 'complaints' are not deleted, 'complaint' ought to be defined here]

~~27-36.~~ A Member of the University Community who witnesses an Incident of Sexual Violence affecting another Member of the University Community is encouraged to contact the Centre or Campus Police immediately.

Comment [A9]: Rename – Confusing to have this followed by headings “Disclosure” and then “Reporting”.

Comment [A10]: What is the intention of ‘designated’. How do you know someone is designated for the purposes of reporting? Can complainant go to anyone?

VII. DISCLOSURE

~~28-37.~~ A Disclosure does not result in a Report being made and does not initiate a process to address the incident. The decision to Disclose and the decision to Report are separate decisions.

~~29-38.~~ A Disclosure can be made to any Member of the University Community. A Disclosure may relate to a Respondent who is or is not a Member of the University Community.

~~30-39.~~ The Centre is the first point of contact for a Member of the University Community affected by an Incident of Sexual Violence to obtain academic, employment, or other accommodations and services. A Member of the University Community who receives a Disclosure should inform the Complainant about this Policy and direct them to the Centre.

~~31-40.~~ The University recognizes that such Disclosures are often shared in confidence, that the Complainant may have an expectation of confidentiality, and that in many cases confidentiality is essential in order for Complainants to come forward. The person to whom the Disclosure is made may consult with the Centre for advice but except as directed by the Complainant or as indicated by the “Confidentiality and Privacy” section of this Policy, should-is expected to hold such information in confidence.

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~~32-41.~~ Members of the University Community outside of the Centre who receive a Disclosure of an Incident of Sexual Violence and who receive the Complainant's permission to do so, can provide to the Centre the name, date and contact information of the person who made the Disclosure to them for follow-up support and services.

~~33-42.~~ The University recognizes that an individual who has experienced an Incident of Sexual Violence may require time and reflection before making the decision as to whether or not they wish to make a Disclosure or a Report of the incident. Notwithstanding those considerations, individuals who have experienced an Incident of Sexual Violence are encouraged to make a Disclosure and/or Report as soon as they are able to do so, recognizing that the passage of time may affect the University's ability to address the issues raised by a Disclosure or a Report.

~~34-43.~~ The University respects a Complainant's right to choose whether and how to pursue action related to an Incident of Sexual Violence, subject to the confidentiality provisions set out in the "Confidentiality and Privacy" section. In particular, when the University is made aware of an Incident of Sexual Violence that poses a risk to the health and safety of Members of the University Community, the University will take steps to maintain their health and safety.

~~35-44.~~ The University will make support and services, including counselling, access or referrals to medical services, academic and other accommodations, available to Members of the University Community who Disclose having been affected by an Incident of Sexual Violence. Support services will also be available to Members of the University Community who are Respondents. Persons affected by an Incident of Sexual Violence should contact the Centre to obtain such support and services.

~~36-45.~~ A Complainant is not required to make a Report about an Incident of Sexual Violence in order to obtain the support and services or accommodations referred to in this Policy.

~~37-46.~~ The Centre will make support staff available by phone, email or through Campus Police on a 24/7 basis. These staff members can provide guidance and support to a Complainant through the process of Disclosure and/or Reporting.

~~38-47.~~ The Centre can, on a confidential basis, consult or seek the assistance of other internal personnel or resources of the University to facilitate the safety, follow-up and support of those involved in a Disclosure of Sexual Violence.

VIII. REPORTING

A. REPORTING PROCESS

~~39-48.~~ The Centre is responsible for receiving Reports of Incidents of Sexual Violence involving a Member of the University Community in a non-emergency situation.

~~40-49.~~ In an emergency, Campus Police or 911 should be the first point of contact. In case of emergency, Sexual Violence can be Reported to Campus Police, who are in turn required to inform the Centre as well as municipal police services. A Report can also be made at a later date following the incident.

~~50.~~ Reporting can be initiated in person, by phone or online. A Complainant can also request that the Centre staff file a Report on their behalf. The Centre will maintain a database of Reports received. Such Report shall be put in writing, approved by the complainant, and be made available to the respondent.

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~~41-51.~~ Incidents of sexual violence should generally be reported within twelve months from the date of the alleged incident. Such time limits may be extended having regard to contextual factors, including the individual circumstances of the Complainant, the severity of the incident, and the principles of natural justice.

~~42-52.~~ The University has the jurisdiction to appoint a competent person ~~a investigator to~~ investigate Reports of Sexual Violence made against a Member of the University Community under this Policy.

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~~43-53.~~ The University does not have the jurisdiction to address allegations made against a person who is not a Member of the University Community. However, in the event of such allegations, the University will provide support to Complainants who are Members of the University Community (see section entitled "Education, Support and Resources") and may be able to take measures such as restricting access to campus by the person against whom allegations are made.

~~44-54.~~ A Complainant is not precluded from reporting an Incident of Sexual Violence to municipal police services if they have Reported the incident to the University. A Complainant is not precluded from Reporting an Incident of Sexual Violence to the University if they have reported the incident to municipal police services. A Complainant may choose to Report to one or the other, to neither or to both.

~~45-55.~~ Once a Complainant has made a Report of an Incident of Sexual Violence to the Centre, the Complainant has initiated the University's Reporting process. The intention of this Policy is for the Reporting process and each of its steps, including the investigation and the imposition of a sanction, if any, to be completed as expeditiously as practicable. Normally, the time frame expected between the date of Reporting and the date that a resolution of the complaint occurs will not exceed six months.

~~46-56.~~ Both ~~I~~ the Complainant, and the Respondent, and any witnesses will have the right to be accompanied by a support person and/or a union or legal representative at any point during the Reporting process and subsequent processes under this Policy, and they will be informed of this right. The support person and/or union or legal representative, whether or not Members of the University Community, is expected to adhere to the principles of "Confidentiality and Privacy" outlined in this Policy.

~~47-57.~~ Confidentiality requirements may change once the Complainant or the University decides to Report under this Policy. In addition to the "Confidentiality and Privacy" provisions, all Members of the University Community who are involved in receiving a Report of an Incident of Sexual Violence or who are involved in addressing or investigating it will should treat the matter as discretely and confidentially as practicable within the context of their roles in implementing this Policy. Information will be shared only to the extent necessary to carry out responsibilities under this Policy or as required to provide a fair process during the investigation and decision-making process.

Comment [A11]: In what circumstances and based on what criteria?

~~48-58.~~ The University will take reasonable steps to protect Complainants from retaliation, including: advising individuals in writing of their duty to refrain from committing an act of reprisal, and sanctioning individuals for a breach of that duty. The University may also address the potential for reprisals by providing an accommodation appropriate in the circumstances. Threats of or acts of retaliation will be treated as incidents of Sexual Violence.

B. REPORTING PROCESS – UNIVERSITY RESPONSE

~~49-59.~~ When the Centre receives a Report of an Incident of Sexual Violence, it will take steps to engage as soon as practicable in an intake discussion with the Complainant.

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50-60. At the intake discussion, the Centre will provide assistance to the Complainant and will discuss with the Complainant the potential available options. The Centre will outline information about available support and services, including information about interim measures and accommodations that may be available to address the immediate situation.

51-61. Some of the options that may be made available to the Complainant at the first point of contact following a Report include, but are not limited to:

- a. referral to contacts for suitable ~~adequate~~ support, services or resources available within and outside the University and in the municipality. Information about external community services is available at [link to be provided].
- b. where appropriate, communication with the person said to have engaged in Sexual Violence to inform them that the conduct is unwelcome and to note the no-retaliation provisions of this Policy
- c. availability of academic accommodation and interim measures, including interim measures provided for under other University policies such as the *Code of Student Conduct*, collective agreements, employment agreements, and human resources policies and guidelines
 - i. Examples of such measures for students include: separation of the parties, exam or assignment deferral, class and/or schedule changes, emergency bursaries, and/or housing changes.
 - ii. Examples of such measures for employees include: making changes that are not disciplinary but precautionary to avoid contact between parties.
- d. information about the investigation and decision-making processes that may occur depending on the role of the Respondent within the University community.

62. The Office of Safety and High Risk will be responsible for coordinating the implementation of accommodations and interim measures, including referrals as appropriate for the purposes of addressing any non-compliance. The imposition of any interim measures on a Respondent that affects the Respondent's terms and conditions of employment is subject to provisions in any applicable collective agreement, and/or Memorandum of Agreement.

Comment [A12]: First time mentioned. Provide definition/description of this office (HR, decision making power, etc.). Who does it report to and what is its relationship with the Centre.

52-63. The Centre can, on a confidential basis, consult or seek the assistance of other internal personnel or resources of the University for direction and can consult or seek the assistance of external parties relevant to the particular incident.

Comment [A13]: The Policy needs to address the fact that interim measures may have a significant impact on Respondents and are subject to grievance procedures. In the case of student respondents, it may also need to address their rights under the Code of Conduct.

C. ASSESSMENT AND APPOINTMENT OF AN INVESTIGATOR

a) ASSESSMENT

53-64. While the Centre receives Disclosures and initiates Reports, the assessment and investigation processes will be coordinated through the Office of Safety and High Risk.

54-65. Upon receipt or completion of a written Report, the Centre will send the Report to the Office of Safety and High Risk, which will assess the Report to determine whether the matter falls within the scope of this Policy. If it is determined that the matter falls within the scope of this Policy, the Office of Safety and High Risk will decide whether to commence an investigation.

Comment [A14]: ? If the complainant is not the author of the written report, will they sign off on it? A copy of the written report of the incident should be given to the respondent.

55-66. The Complainant can choose not to request an investigation by the University and has the right not to participate in any investigation that may occur. Where a choice not to participate in an investigation is made, the Complainant will be advised that this may affect the nature of the investigation and the ability to draw conclusions from any investigation report. For further clarity

Comment [A15]: Both the Uni and the Office of High Risk can make a decision not to investigate (para 64 and 66). Are these terms used interchangeably? What criteria? What if different conclusions reached?

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about what will occur in this situation, see the section of this Policy entitled "University's Obligation when a Complainant Requests No Investigation or Chooses Not to Participate."

~~56-67.~~ If the Office of Safety and High Risk makes the determination that the Report does not appear to fall within the scope of this Policy, or if the University decides not to commence an investigation, the Office of Safety and High Risk will notify the Complainant of this determination. The Office of Safety and High Risk will also determine whether or not to disclose the fact a complaint Disclosure was made and any other information to the Respondent, but will, in all cases, inform a Respondent that a Report has been made.

Comment [A16]: What criteria will be used for decision making?

Comment [A17]: Is the University distinct from the Office of Safety and High Risk? When will such a decision take place and using what criteria? (ie. When a complainant admits to allegations?)

Comment [A18]: In what cases will a respondent not be informed? Examples needed. Ambiguous use of the word "complaint". The policy either needs to remove the term "complaint" entirely, or to define it. I think it's ok not to disclose to a Respondent that a disclosure was made, but not ok not to disclose that a Report was made.

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b) APPOINTMENT OF AN INVESTIGATOR

~~68.~~ Once a determination has been made to commence an investigation, an investigator competent person will be appointed with the appropriate skills, ~~and~~ training ~~or~~ and experience will be appointed to conduct the investigation. The investigator will either be someone who is internal to the University or an independent third party, as appropriate to the circumstances. In either case, however, the investigator will be impartial and seen by the parties to be impartial.

~~57-69.~~ The role of the investigator is to conduct a fact-finding investigation and to come to a conclusion as to whether the Sexual Violence Policy has been breached. The investigator will not make any recommendations as to any disciplinary action or sanction that may flow from the investigation.

~~58-70.~~ The Office of Safety and High Risk will send written notice to the Respondent that an investigation of a Report of Sexual Violence under this Policy is being initiated and provide the name of the investigator. This notice will include a copy of the written Report, the particulars of the incident Reported, the names of relevant witnesses identified, and any material facts, statements, or evidence provided by the Complainant and/or any witnesses. The notice and will indicate that the Respondent ~~will have~~ has an opportunity to respond to the allegations both in writing and in person, as well as the deadline for such a response. The notice will indicate that the Respondent has the right to seek legal advice and to bring a support person, including a union, UTFA representative or legal counsel, to any meetings during the investigation.

D. INVESTIGATION

70. The investigation must be completed in an expeditious timely manner and will not normally take longer than 3 months ~~90 days.~~

71. The investigator will provide the Respondent with a reasonable opportunity to respond in writing or orally to the allegations. If they the Respondent responds orally, their the response will be documented by the investigator and approved by the Respondent. If the Respondent does not respond within a reasonable timeframe set by the investigator, normally within fourteen calendar days, or chooses not to participate in the investigation, the investigator may proceed in the absence of ~~their~~ the Respondent's response.

72. The investigator will provide the written particulars of the response from the Respondent, if received, to the Complainant. The Complainant may submit a reply to the response within a reasonable timeframe set by the investigator. If no written reply is received within the time requested, the investigator can proceed in the absence of a reply. The investigator will provide the written particulars of the reply from the Complainant, if received, to the Respondent.

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73. The Complainant and Respondent may choose to submit any additional information to the investigator, including the names of any potential witnesses.

74. The investigator may choose to conduct interviews with ~~either or all parties~~ any relevant person at any time during the investigative process at the investigator's discretion and/or at the request of a party. The investigator may also choose to seek witness information. Where the investigator interviews an individual, the investigator will provide a draft witness statement to that individual for the witness' approval.

75. The investigator will act in a fair, impartial, ~~and~~ professional, and timely manner, and will maintain strict confidentiality over any information collected, both during the investigation and subsequent to any resolution.

76. The investigator will remind individuals contacted of the Policy's "Confidentiality and Privacy" provisions and keep confidential the personal information of the people contacted.

77. Following completion of the investigation, the investigator will provide to the Office of Safety and High Risk a written confidential report containing a summary of the information gathered during the investigation and the findings of fact made based on the balance of probabilities. Such reports will also be provided to the Applicant Complainant and Respondent, with a reminder as to the "Confidentiality and Privacy" provisions of this Policy.

78. In appropriate circumstances, an investigation may be suspended where either the Complainant or Respondent is absent from the University for medical reasons. At the same time, however, the University Administration recognizes that an investigation unreasonably delayed may cause undue stress to the parties and may also breach the principles of procedural fairness.

~~76. The Office of Safety and High Risk will inform the Complainant and the Respondent (and/or their designated representatives) in writing of the results of the investigation, with a reminder as to the "Confidentiality and Privacy" provisions of the Policy.~~

E. DECISION-MAKING AND APPEAL PROCESS

79. In the case of a student Respondent, the investigation report will be reviewed by the Vice-Provost, Students or delegate to determine whether or not the matter ~~should~~ will be referred for a hearing under the *Code of Student Conduct* in order to determine whether or not Sexual Violence occurred and, if so, the appropriate penalty or remedies. Appeals against the decision of the Hearing Officer may be made to the Discipline Appeals Board of the Governing Council as provided for in the *Code of Student Conduct*.

80. In the case of a staff member Respondent, the investigation report will be reviewed by the Vice President, Human Resources & Equity or delegate, who will determine whether workplace violence and/or Sexual Violence occurred and, if so, the appropriate sanctions or discipline and corrective action. The Respondent will have access to the grievance process under the relevant collective agreement or human resources policy in order to appeal.

81. In the case of a faculty member or librarian Respondent, the Vice-President and Provost or delegate will review the investigation report and determine whether workplace and/or Sexual Violence occurred in consultation with the Vice-President, Human Resources & Equity. If a finding is made that Sexual Violence occurred, the Vice-President and Provost or delegate will determine any appropriate discipline, sanction, or corrective action, having regard to the severity of the offence and any mitigating and aggravating circumstances. The respondent will be notified in writing of any discipline imposed and ~~impose the appropriate discipline, sanction or corrective action. The Respondent~~ will have access to the grievance process in Article 7 of the Memorandum of Agreement with the University of Toronto Faculty

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Association in order to appeal. If the appropriate sanction is determined to be termination, the Vice-President and Provost will recommend that termination proceedings be instituted in accordance with the applicable policies and procedures of the University.

Comment [A19]: Clarify what applicable policies and procedures these are?

82. In the case of a member of the University community who holds more than one role – for example, a student who is also an employee – or in the case of multiple Respondents who hold different roles, or in the case of Members of the University Community not covered in paragraphs 79-81, the University will decide which process(es) will apply in the circumstances of the particular case.

Comment [A20]: On what basis? It should be clear which policy applies and what criteria will be used to make this determination.

83. A determination that a Member of the University Community has committed an act of Sexual Violence may result in a number of possible outcomes, including the imposition of education and training, corrective action such as relocation or change of duties or supervision, reprimand, suspension, termination or expulsion, commensurate with the severity of the incident complained of, and in accordance with the applicable collective agreement, code of conduct or Memorandum of Agreement.

84. Restorative justice remedies will be permissible and available in cases where all closely-affected parties consent to participate. Restorative justice practices are alternatives to traditional justice practices that punish perpetrators and ignore the needs of those harmed.

85. If any existing policy's adjudicative process includes "informal resolution" or "mediation," this Policy acknowledges that such pre-adjudicative resolution is only acceptable under two conditions:

- a. Both parties must consent to such pre-adjudicative resolution, and
- b. Such pre-adjudicative resolution must not require any face-to-face meeting between the Complainant and the Respondent.

86. If the Respondent's relationship to the University ends and that person is no longer a Member of the University Community, the University may choose to suspend the processes under this Policy. If the Respondent becomes a Member of the University Community again, the University can reinstate the process with notice to the Complainant and the Respondent. A leave of absence or any other temporary break from the University does not constitute the end of a relationship with the University for the purposes of this Policy.

Comment [A21]: What criteria will be used to determine if it is reinstated?

F. UNIVERSITY'S OBLIGATION WHEN A COMPLAINANT REQUESTS NO INVESTIGATION OR CHOOSES NOT TO PARTICIPATE

Comment [A22]: How does the university support police investigations? Will it approach police without the Applicant's consent?

87. If a Complainant requests that the University not investigate or act on a Report or Disclosure of an Incident of Sexual Violence, the University will consider that person's request but may decide to proceed, having regard to the health and safety of Members of the University Community and its obligations and responsibilities. In such cases, the Complainant has a right to choose not to participate in such an investigation.

88. The Complainant is entitled to receive other support outlined in this Policy regardless of whether they decide to request an investigation or choose not to participate in one.

89. If requested by the Complainant and subject to any applicable legal obligations and access to information and privacy legislation, the Complainant will be informed of the outcome of such an investigation. Complainants are not entitled to be advised of the details of any sanction imposed on the Respondent.

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G. UNIVERSITY'S OBLIGATION WHEN SOMEONE OTHER THAN THE COMPLAINANT
MAKES A REPORT OR A REPORT IS MADE ANONYMOUSLY

42. An allegation of Sexual Violence made by someone other than the Complainant can also be Reported to the University. However, the University's ability to address the allegation will depend on a number of factors regarding the information available and the Complainant's decision respecting whether or not to participate in a University process.
43. It may transpire that an allegation of Sexual Violence is Reported to the University anonymously. The University's ability to address the allegation will be dependent on a number of factors, including the information available to substantiate the allegation and to permit a fair process.
44. In such circumstances, the University will make a determination under the sections of this Policy entitled "Reporting Process – Assessment and Determination and Appointment of an Investigator."

IX. REVIEW

1. The University recognizes that appropriately addressing Sexual Violence on campus is an evolving issue and that the University will revisit this Policy and its associated resources and other related and existing University policies on a regular basis.
2. The University will review this Policy every three years and amend it as appropriate.

Comment [A23]: Subject to Article 6 of the MOA.

[ADD Section on Data collection – to include data collection when complaints are made by any member of the community.]

[ADD Section on Climate Survey]

SUBMITTED WITHOUT PREJUDICE – RESPONSE TO UNIVERSITY'S DRAFT POLICY DATED SEPTEMBER 2016

APPENDIX A: DEFINITIONS

The following definitions are intended to assist in the interpretation of this Policy, as well as other related University policies:

Member(s) of the University Community: Includes students, faculty, librarians, post-doctoral fellows, and all employees of the University of Toronto, and/or contracted workers employed on University campuses and/or worksites. It also includes adjunct, retired, status-only, and visiting faculty, and alumni, insofar as the conduct complained of relates to their university-related activities. When used in reference to the University's training obligation with respect to this Policy, the term also includes contractors and members of the Governing Council of the University.

Complainant: A Member of the University Community who has Disclosed or Reported an Incident of Sexual Violence experienced by that individual.

Respondent: Someone against whom an allegation of Sexual Violence has been made.

Disclosure: The sharing of information by an individual with a Member of the University Community regarding an Incident of Sexual Violence experienced by that individual.

Reporting: The sharing of information by an individual with a designated Member of the University Community regarding an Incident of Sexual Violence experienced by that individual, with the intention of initiating one of the processes set out in this Policy, which could result in disciplinary action being taken against the Member of the University Community alleged to have committed Sexual Violence.

Incident of Sexual Violence: Includes any instance of Sexual Violence, including Sexual Harassment and all associated definitions provided herein.

Sexual Violence: Any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes Sexual Assault, Sexual Harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

For clarity, engaging in academic scholarship or debate in accordance with a faculty member's professional duties is not itself sexual violence, including with respect to topics relating to sexual conduct, sexual orientation, gender expression, and gender identity. Members of the university community may at times participate in scholarly debate, discussion and research of subject matters that are controversial, sensitive and uncomfortable, and such debate is not itself sexual violence.

Sexual Exploitation: The abuse of a position of vulnerability, differential power, or trust for sexual purposes. Where a person abuses their position of authority to attempt to obtain consent, this constitutes sexual exploitation.

Sexual Harassment: Includes but is not limited to engaging in a course of vexatious comments or conduct that is known or ought to be known to be unwelcome. For the purpose of this Policy, sexual harassment includes workplace sexual harassment. Sexual harassment includes any sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the

Comment [A24]: Section needs to be alphabetized.

Comment [A25]: Placement of definitions at the beginning of the policy?

Comment [A26]: Add definition for "investigation" "support" "Centralized"

Comment [A27]: Include "cyber sexual violence", "cyber sexual harassment", "workplace harassment", "gender based harassment". Then define each of these terms below sexual violence, rather than alphabetically in the definitions (ie. In paragraphs).

SUBMITTED WITHOUT PREJUDICE – RESPONSE TO UNIVERSITY'S DRAFT POLICY DATED SEPTEMBER 2016

person making the solicitation or advance knows or ought reasonably to know that it is unwelcome. Sexual harassment also includes a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

Sexual Assault: Any form of sexual contact without a person's consent, including the threat of sexual contact without consent. A sexual assault can range from unwanted sexual touching to forced sexual intercourse; and a sexual assault can involve situations where sexual activity is obtained by someone abusing a position of trust, power or authority.

Cyber Sexual Violence: Includes but is not limited to knowingly publishing, distributing, transmitting, selling, making available or advertising an intimate image of a person knowing that the person depicted in the image did not give their consent to that conduct, or being reckless as to whether or not that person gave their consent to that conduct. An intimate image includes but is not limited to a visual recording of a person made by any means, including a photographic, digital or video recording, in which the person is nude and/or engaged in sexual activity. For the purpose of this Policy, sexual violence includes cyber sexual violence.

Cyber Sexual Harassment: Includes but is not limited to Sexual Harassment conducted in whole or in part through electronic means, such as email, web postings, text messaging and other forms of electronic behaviour. For the purpose of this Policy, Sexual Harassment includes cyber sexual harassment.

Gender-based Harassment: Includes but is not limited to any behaviour that polices and reinforces traditional heterosexual gender norms. For the purpose of this Policy, Sexual Harassment includes gender-based harassment.

Comment [A28]: Vague definition – UTFA will be discussing and providing suggestions.

Consent: The voluntary agreement of an individual to engage in a sexual act. Consent is positive, active and ongoing, and can be revoked at any time. Consenting to one kind of sexual act does not mean that consent is given for another sexual act or kind of activity. Consent is NOT obtained where a person is incapable of consenting – for example by intoxication, or where a person is induced to engage in the activity by someone abusing a position of trust, power or authority.

Competent person: A competent person is a person with the appropriate skills and training and experience who is appointed to conduct an investigation. They are impartial and seen to be impartial by the parties.

As per the *Criminal Code of Canada*, it is not a defence to an allegation of Sexual Violence that the Respondent believed that the Complainant consented to the activity that forms the subject-matter of the complaint, where (a) the Respondent's belief arose from the Respondent's (i) self-induced intoxication; or (ii) recklessness or willful blindness; or (b) the Respondent did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain that the Complainant was consenting.

| SUBMITTED WITHOUT PREJUDICE – [RESPONSE TO UNIVERSITY'S DRAFT POLICY DATED SEPTEMBER 2016](#)

APPENDIX B: REFERENCES TO OTHER POLICIES AND LEGISLATION

Selected Relevant Legislation

- Ontario Bill 132, Sexual Violence and Harassment Action Plan Act
- Ontario Regulations to Bill 132
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Ontario *Human Rights Code*

Selected Relevant University of Toronto Policies and Guidelines

- Code of Student Conduct
- Policy with Respect to Workplace Harassment
- Policy with Respect to Workplace Violence
- Human Resources Guideline on Civil Conduct
- Statement on Prohibited Discrimination and Discriminatory Harassment
- Guidelines for Employees on Concerns and Complaints Regarding Prohibited Discrimination and Discriminatory Harassment
- Standards of Professional Practice Behaviour for all Health Professions Students
- Policy on Conflict of Interest – Academic Staff
- Conflict of Interest and Close Personal Relations
- Conflict of Interest and Close Personal Relations Protocols for Chairs and Academic Administrators
- Guideline Regarding Close Personal Relations between Senior University Administrators

UTFA Committees
Revised

Item 6a
Council - October 18, 2016

	A	B	C	D
1	Committee Name	Chair	Member	Department
2	Grievance Committee	Terezia Zoric	Rupp, Stephen	Spanish & Portuguese
3		t.zoric@utoronto.ca		
4				
5	Librarians Committee	Kathleen Scheaffer	Alexia Loumankis	Bora Laskin Law Library
6		kathleen.scheaffer@utoronto.ca		
7				
8	Membership Committee	Jennifer Jenkins	Tooulas-Santolin, Christina	Robarts Library
9		jl.jenkins@utoronto.ca	Berkowitz, Joseph	IHPST
10				
11	Retired Members Committee	Kent Weaver	Mallouk, Brenda	Retired Member
12		kent.weaver@utoronto.ca		
13				
14	Salary, Benefits Pensions and Workload Committee	Ken MacDonald	Bar-Natan, Dror	Mathematics
15		ken.macdonald@utoronto.ca		
16				
17	University and External Affairs	Linda Kohn	Weaver, Kent	Retired Member
18		linda.kohn@utoronto.ca		

RELEASE TIME for 2016-2017

Based on 2014-2017 agreement:

Salary	\$145,849
Benefits (at 24.75%)	<u>\$36,098</u>
Total	\$181,947 = 1 FTE

TOTAL ALLOCATION FOR

2016-2017:	FTEs	3.5	AMOUNT	\$636,813
-------------------	-------------	------------	---------------	------------------

Modelled on 2013-2014, 2014-2015 and 2015-2016

ALLOCATION BY POSITION

President	0.8		\$145,557	
VP, Grievances	0.5		\$90,973	
VP, SBP	0.5		\$90,973	
VP, U&EA	0.3		\$54,584	
Treasurer	0.175		\$31,841	
Committee chairs				
Appointments	0.175		\$31,841	
Equity	0.175		\$31,841	
Librarians	0.175		\$31,841	
Membership	0.175		\$31,841	
Teaching Stream	0.175		\$31,841	
Members-at-large				
1	0.113		\$20,560	
2	0.113		\$20,560	
3	0.113		<u>\$20,560</u>	
ALLOCATED	3.489			\$634,812
NOT YET ALLOCATED	<u>0.011</u>			<u>\$2,001</u>

TOTAL FOR 2016-2017	3.5	\$636,813
----------------------------	------------	------------------

NOT ALLOCATED IN 2015-2016	TBD
NOT ALLOCATED IN 2014-2015	TBD
NOT ALLOCATED IN 2013-2014	<u>\$27,721</u>

GRAND TOTAL AVAILABLE IN 2016-2017	<u>TBD</u>
---	-------------------

RELEASE TIME for 2016-2017**Based on 2014-2017 agreement:**

Salary	\$145,849
Benefits (at 24.75%)	\$36,098
Total	\$181,947 = 1 FTE

TOTAL ALLOCATION FOR**2016-2017:****FTEs****3.5****AMOUNT****\$636,813**

Modelled on 2013-2014, 2014-2015 and 2015-2016

ALLOCATION BY POSITION

President	0.6	\$109,168
VP, Grievances	0.5	\$90,973
VP, SBP	0.5	\$90,973
VP, U&EA	0.3	\$54,584
Treasurer	0.175	\$31,841
Committee chairs		
Appointments	0.175	\$31,841
Equity	0.175	\$31,841
Librarians	0.175	\$31,841
Membership	0.175	\$31,841
Teaching Stream	0.175	\$31,841
Members-at-large		
1	0.113	\$20,560
2	0.113	\$20,560
3	0.113	\$20,560

ALLOCATED
NOT YET ALLOCATED

3.289**0.211****\$598,422****\$38,391****TOTAL FOR 2016-2017****3.5****\$636,813****NOT ALLOCATED IN 2015-2016****TBD****NOT ALLOCATED IN 2014-2015****TBD****NOT ALLOCATED IN 2013-2014****\$27,721****GRAND TOTAL AVAILABLE IN 2016-2017****TBD**

September 27, 2016 – Confidential and Without Prejudice
University Administration Response to UTFA document of July 25, 2016



UNIVERSITY OF
TORONTO

University of Toronto
Governing Council

Policy and Procedures Governing Promotions in the Teaching Stream

[Date], 2016

To request an official copy of this policy, contact:

The Office of the Governing Council
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27 King's College Circle
University of Toronto
Toronto, Ontario
M5S 1A1

Phone: 416-978-6576

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E-mail: governing.council@utoronto.ca

Website: <http://www.governingcouncil.utoronto.ca/>

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Policy and Procedures Governing Promotions in the Teaching Stream

Introduction

1. The University policy with respect to academic promotions in the teaching stream is set out in the following paragraphs as approved by the Governing Council on [Date], 2016.
2. The awarding by the University of a given rank confers a status which, in a general way, is acknowledged and respected both inside and outside the academic community. There is a need to protect the qualifications for the rank in order that the status not be regarded as empty, once attained. These considerations require that the diversity of promotion practices among the various disciplines across the University be kept within reasonable limits. However, it is not necessary that all disciplines be forced into an absolute lockstep in their promotion policies. The policy herein allows for some degree of leeway in determining the point in a career when promotion is appropriate to permit flexibility in responding to competitive pressures for outstanding teaching stream faculty members. It includes sufficiently broad criteria to allow a discipline to bring into play, in the assessment of its teaching stream faculty, attributes which it considers particularly relevant for performance of its own academic role.
3. In general terms the goal is to ensure, as far as is possible in a diverse community, that persons of a given rank may fairly be taken to possess certain attributes in common although not necessarily always in the same proportions. In what follows these attributes, and how the promotion process can be structured to safeguard the interests of both the individual teaching stream faculty member and the University community, are discussed.
4. Individual promotion decisions should not be influenced by preconceptions about a desirable pattern of rank distribution. A discipline should not be alarmed at there being an unprecedented proportion of senior ranks among its faculty. This is exactly what a discipline blessed with a strong faculty should be experiencing, and any tendency to protect some historical distribution pattern should be resisted. Promotion to Professor is not automatic, but it is expected that the majority of full-time teaching stream faculty at this University will attain this rank.
5. This policy applies to full-time continuing status teaching stream faculty members as of January 1, 2016, including those who opted to convert to Assistant Professor, Teaching Stream or Associate Professor, Teaching Stream following amendments to the *Policy and Procedures on Academic Appointments* June 2015. For greater clarity, this policy does not apply to the following categories: contractually-limited term appointments, Athletic Instructors, Senior Athletic Instructors, those holding the rank of Lecturer or Senior Lecturer, and those holding rank of Tutor or Senior Tutor.

Criteria for Promotion and Their Assessment

Professor, Teaching Stream

6. Promotion to Professor, Teaching Stream will be granted on the basis of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years, outlined more fully below in paragraphs 9, 10, and 11. Administrative or other service to the University and related activities will be taken into account in assessing candidates for promotion, but given less weight than the main criteria: promotion will not be based primarily on such service.

Associate Professor, Teaching Stream

7. The same criteria apply to the promotion from Assistant Professor, Teaching Stream to Associate Professor, Teaching Stream, with a lesser level of accomplishment to be expected. Because the criteria for the granting of continuing status and the promotion to Associate Professor, Teaching Stream are so similar, and because the two decisions are usually made so closely in time, the granting of continuing status should be accompanied by promotion to Associate Professor, Teaching Stream. The only exception to this policy is promotion to Associate Professor, Teaching Stream prior to the continuing status review. Proposals for promotion to Associate Professor, Teaching Stream prior to the continuing status review should be approved only in exceptional circumstances and must be justified in writing to the Dean of the Faculty in multi-departmental divisions and in all cases to the Vice-President and Provost. For promotion to Associate Professor, Teaching Stream not linked with a continuing status review (ie., early promotions), the procedures followed should be those outlined below for promotion to Professor, Teaching Stream in order to ensure an equivalent level of assessment of a candidate's abilities.

Promotion Criteria for Professor, Teaching Stream

8. Promotion decisions will be based on the candidate's excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years. These criteria are discussed below in paragraphs 9, 10, and 11 and recommendations on their assessment are set forth in paragraph 12.

Attributes of Excellent Teaching

9. Excellent teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives, all in accordance with appropriate divisional guidelines.

Teaching includes lecturing, activity in seminars and tutorials, individual and group discussion, laboratory teaching, thesis and/or research supervision, and any other means by which students derive educational benefit.

Teaching effectiveness is demonstrated by the degree to which the candidate for promotion is able to stimulate and challenge the intellectual ability of students, to communicate academic material including professional knowledge effectively, and to maintain a mastery of his or her subject areas. It also involves maintaining accessibility to students, and the ability to influence the intellectual and scholarly development of students.

Attributes of Educational Leadership and/or Achievement and Ongoing Pedagogical/Professional Development

10. Sustained over many years, educational leadership and/or achievement is often reflected in teaching-related activities that show significant impact in a variety of ways, for example: through enhanced student learning; through creation and/or development of models of effective teaching; through engagement in the scholarly conversation via pedagogical scholarship, or creative professional activity; through significant changes in policy related to teaching as a profession; through technological or other advances in the delivery of education in a discipline or profession.
11. Evidence of continuing future pedagogical/professional development may be demonstrated in a variety of ways e.g., discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches, participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent, teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities, and professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with

appropriate divisional guidelines.

Candidates will be assessed on educational leadership and/or achievement and ongoing pedagogical/professional development in accordance with section 10 and 11 and divisional guidelines.

Assessment of the Promotion Criteria

12. Confidential written assessments of the candidate's teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, should be obtained from specialists in the candidate's field from outside the University and whenever possible from inside the University. When a teaching stream faculty member is or recently has been cross-appointed to another division, assessments should be sought from the other division. The candidate will be invited to nominate several external referees. The Dean or Chair and the Promotions Committee (see paragraph 21) will whenever possible add to the list of referees. The Dean or Chair will solicit letters from at least three external referees and where possible these should include at least one referee suggested by the candidate and one referee suggested by the Promotions Committee. Where the Chair solicits the letters, the referee should send a copy of the response to the Dean. These referees should be invited to assess the candidate's work against the Divisional Guidelines and advise whether or not the candidate's work demonstrates the achievement of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years. All referees' letters will be transmitted to the Promotions Committee and held in confidence by its members.

Written assessments of the candidate's teaching effectiveness will be prepared, in accordance with guidelines approved for the relevant department or division, and presented to the Promotions Committee. These guidelines specify the manner in which the division will provide the committee with evidence from the individual's peers and from students, and will offer the candidate the opportunity to supplement his or her file. Changes to divisional guidelines must be approved by the Vice-President and Provost and reviewed by Academic Board.

Attributes of Service

- 13a. *Service to the University and Similar Activities.* Service to the University means primarily administrative or committee work within the University. Consideration will also be given to activities outside the University which further the scholarly and educational goals of the University. Such activities might include service to professional societies directly related to the candidate's discipline, continuing-education activities, work with professional, technical or scholarly organizations or scholarly publications, and membership on or service to governmental committees and commissions. Outside activities are not meant to include general service to the community unrelated to the candidate's scholarly or teaching activities however praiseworthy such service may be.

Assessment of Service

- 13b. When appropriate, written assessments of the candidate's service to the University and to learned societies or professional associations which relate to the candidate's academic discipline and scholarly or professional activities will be prepared and presented to the Promotions Committee. When a candidate for promotion is or has been cross-appointed, assessments will be sought from all of the divisions in which the candidate has served and should be taken fully into account by the Promotions Committee.

Documentation

14. The fullest possible documentation should be made available to the Promotions Committee for

each candidate to be given detailed consideration (see paragraphs 19 and 20). The responsibility for assembling the documents will be taken by the Chair of the department in multi-department divisions, otherwise by the Dean of the Faculty. The candidate, with appropriate assistance from the division or department head, will prepare a dossier in accordance with Divisional Guidelines and this Policy for submission to the Promotions Committee.

The dossier should include a statement of teaching interests and teaching philosophy, and teaching awards received, if any. The dossier should also include a list of all courses taught by the candidate during at least the preceding five years and a description of teaching methods and samples of course outlines, where appropriate. If the candidate has had major responsibility for the design of a course, this should be stated. A list of students whose research work has been supervised should be included, together with their thesis topics and the dates of the period of supervision.

Documentation may include, but is not limited to, publications in a variety of media including but not limited to, scholarly and professional journals, non-peer-reviewed or lay publications, books, CDs, online publications, invited lectures and presentations given at conferences, design of and contribution to academic websites, examples of professional work, and any other evidence of professional development.

Curriculum Vitae

15. The preparation of a curriculum vitae will be the responsibility of the candidate. The curriculum vitae should include:
 - (a) The academic history of the candidate giving a list of all teaching appointments held, other relevant experience and achievements, and a list of all research or other contracts and grants obtained during the preceding five years, at minimum.
 - (b) a list of the candidate's scholarly and/or creative professional work. This should include books, chapters in books, research papers, articles, and reviews, including work published, in press, submitted for publication, completed but not yet published, and in progress. It should also include such scholarly or creative professional work as the presentation of papers at meetings and symposia, original architectural, artistic or engineering design, or distinguished contributions to the arts or in professional areas.
 - (c) A list of creative professional activities including one or more of the following: professional innovation; creative excellence; exemplary professional practice; contributions to the development of the profession/discipline.
 - (d) A list of all courses taught by the candidate during at least the preceding five years. If the candidate has had major responsibility for the design of a course, this should be stated. A list of students whose research work has been supervised should be included, together with their project or thesis topics and the dates of the period of supervision.
 - (e) A list of administrative positions held within the University, major committees and organizations in which the candidate has served within or outside the University, and participation in learned societies and professional associations which relate to the candidate's academic discipline and pedagogical or professional activities or educational leadership. The list should indicate in each case the period of service and the nature of the candidate's participation.

Procedural Matters

Responsibility for Recommendations

16. Initiation of the promotional review of a teaching stream faculty member will be the responsibility of the division in which the individual holds his or her primary appointment. Chairs and Deans

must ensure that Promotions Committees are established and consulted as described below. Paragraphs 17 through 23 below are written for Chairs in the multi-departmental faculties. In divisions without a departmental structure the Dean will have the responsibilities described. In these instances, Faculty should be read for Department and Vice-President and Provost should be read for Dean.

Curriculum Vitae on File

17. Each Department will maintain a curriculum vitae file for each teaching stream faculty member who has continuing status or is in the continuing status stream. Chairs should remind faculty members to revise their curricula vitae annually. It is thus a joint responsibility of the Chair and the teaching stream faculty member to ensure that this file is kept current. A teaching stream faculty member may revise his or her curriculum vitae at any time.

Promotions Committee

18. There will normally be a single departmental Promotions Committee to review candidates for promotion in the teaching stream and in the tenure stream. However, the membership of the Promotions Committee considering a teaching stream candidate will consist of at least five tenured faculty at the rank of Professor, and at least one faculty member at the rank of Professor, Teaching Stream.¹ Normally the Chair of the Promotions Committee will be the Chair of the department or his or her designate. A committee member who is being considered for promotion will withdraw from that part of any meeting in which he or she is being discussed. The membership of the Promotions Committee will be made known to the teaching stream faculty members of the Department and where possible should change in membership over the years. The deliberations of the Committee, and the appraisals presented to it, will remain confidential. In non-departmental divisions the Promotions Committee will be augmented by the appointment of a non-voting assessor appointed by the Vice-President and Provost. In multi-departmental divisions this assessor will be added to the Decanal Committee referred to in paragraphs 24 and 25 below. In Tri-campus departments, the Chair of the Promotions Committee may be the Graduate Chair.

A clear written record shall be kept by all promotions committees of the basis for each recommendation.

Annual Consideration

19. Each year the Department Chair will place before the Promotions Committee for preliminary consideration the names of all Associate Professors, Teaching Stream in the Department, together with their curricula vitae. The Committee will advise the Chair as to which faculty members should receive more detailed consideration for promotion.

Requests for Consideration

20. Associate Professors, Teaching Stream may request that they be considered for promotion in any given year. Such requests are to be made in writing to the Chair of the department on or before October 15 of the calendar year preceding the possible promotion. In this case, the Promotions Committee is obliged to give the faculty member detailed consideration along with any other candidates under consideration.

¹ Until a sufficient number of teaching stream faculty members have attained this rank, this requirement shall be waived.

Assembling of Information

21. When a candidate is to receive detailed consideration for promotion, it is the responsibility of the Chair in multi-departmental faculties to provide the Dean of the Faculty with a list of external referees. The Dean or Chair will then solicit the appraisals. Where the Chair solicits the appraisals the referee should send a copy of the response to the Dean. It is also the responsibility of the Chair to assemble information as described in paragraph 12. When a candidate is cross-appointed to another division of the University, the Chair of the home division will solicit the list of external referees from the Chair of the other division to which the candidate is appointed.

Submission of Recommendation

22. The Departmental Promotions Committee will recommend candidates for promotion to the Chair of the Department, who is responsible for making recommendations with respect to promotions to the Dean of the Faculty. Along with the names of those recommended for promotion, the Chair will forward the files on which the Departmental decision was based. If the Chair of the Department does not follow the recommendations of the Promotions Committee in submitting his or her recommendations to the Dean, the Chair must report the reasons in writing to the members of the Promotions Committee and to the Dean. A substantial disagreement within the Promotions Committee concerning the recommendation forwarded from the Committee will also be reported to the Dean. The submissions must be made at least five months before promotion is intended to take place. The Dean will then forward the divisional recommendations to the Vice-President and Provost as described in paragraph 24 below.

Informing Candidates

23. Each candidate who was given detailed consideration by the Departmental Promotions Committee will be informed by the Chair of the Department of the recommendation in his or her case. Candidates who received detailed consideration and who were not recommended for promotion will be given the reasons. If the Chair did not accept a positive recommendation from the Promotions Committee, the candidate shall be informed of this fact.

Decanal Committee

24. Paragraphs 24 and 25 apply only to multi-departmental faculties. The Dean of such a faculty, in consultation with Chair, will establish annually a Decanal Promotions Committee to consider recommendations for promotion under this Policy and the Policy and Procedures Governing Promotions. The membership of the Decanal Promotions committee will be made known to the academic staff of the Faculty. The Decanal Promotions Committee may obtain additional information about or appraisals of the candidates as it deems necessary. The deliberations of the Committee and the appraisals will remain confidential except among the Vice-President and Provost, the Dean and the Chair of the candidate's Department. The Decanal Promotions Committee is advisory to the Dean. Where a candidate for promotion has his or her primary academic appointment in a Tri-campus department, the Chair of the Decanal Promotions Committee may be the Dean of the School of Graduate Studies.

Decanal Recommendations

25. The Dean will inform the Chair of the Departments of the names of those to be recommended for promotion. Department Chair have the right to appear before a subsequent meeting of the Decanal Committee to support the case of any candidate they have recommended but who has not been included in the Dean's recommendations. The Dean will submit to the Vice-President and Provost the names of all those he or she is finally recommending for promotion and will inform his or her Promotions Committee and the Departmental Chair of these recommendations. The Chair will

inform the candidates who were considered by the Decanal Promotions Committee of the Dean's recommendations. The Chair will be given the reasons for decanal decisions not to recommend promotions which were recommended by the Chair and the Chair in turn will inform the candidate of the reasons. The Dean's recommendations for promotions must be forwarded to the Vice-President and Provost at least three months before promotions are to take place. The Dean will make available to the Vice-President and Provost upon request any information used in reaching the decisions to recommend at the departmental and faculty levels.

Provost's Review

26. The Vice-President and Provost, advised by the Decanal Promotions Committee assessors, will examine all recommendations to ensure that a reasonable and equitable standard for promotion is applied across the University, taking into account the differing patterns of activity which characterize each division. The extent of the review at the Provostial level may vary and may be more extensive for candidates who have not already been considered by both Departmental and Decanal Committees. If the Vice-President and Provost does not approve a recommendation for a promotion, the reasons shall be given to the Dean who in turn will inform the Chair of the Department and the candidate. Recommendations approved by the Vice-President and Provost will be reported to Academic Board for information. The promotion will take effect July 1 following the approval unless otherwise specified by the Vice-President and Provost and the new rank will apply to all academic appointments held by the individual in the University.

Appeal Procedures

Grounds for Appeal

27. Appeals against the denial of promotion may be launched on either or both of two grounds:
 - (a) that the procedures described in this document have not been properly followed, or
 - (b) that the candidate's accomplishments in excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development have not been evaluated fully or fairly.

Appeal for Reconsideration

28. Appeals against the denial of promotion will follow the Grievance Procedure set forth in the Memorandum of Agreement between the Governing Council of the University of Toronto and The University of Toronto Faculty Association as amended from time to time, except as follows: at Step No. 2 and Step No. 3, the Dean and the Vice-President and Provost respectively will have thirty (30) working-days to notify the grievor in writing of the decision; if a grievance which involves promotion contains issues other than promotion, these other issues will also be subject to the time limit of 30 working-days at both the decanal and Provostial levels. Appeals against the denial of promotion at the departmental level will commence at Step No. 1 of the Grievance Procedure; those against denial at the faculty level at Step No.2; and those against denial at the Provostial level at Step No. 3.

Item 6d:

Approved at the September 15, 2016 Council meeting:

The Executive Committee recommends to Council that:

ad hoc committee of Council on gender salary inequity be formed, including C. Evans, K. MacDonald, R. Gillis, T. Zoric, K. Scheaffer, H. Sonne de Torrens, and at least one member of Council.

Additional names to be approved at the October 18, 2016 meeting:

A. Hojatollah Taleghani, Vicki Skelton, Judith Taylor, Lisa Austin and Linda Kohn.

PART TIME APPOINTMENTS POLICY WORK PLAN

1. Generate stats on how many faculty are part-time, at what FTE, and where in the university. (To be completed by Marta, who has generated these stats for us in the past.)
2. Identify the fundamental changes in the policy that must occur. (Cynthia, Michael and his Appointments Committee and the Grievance portfolio.)
3. Identify what in the policy is not in line with the *Human Rights Code*. (UTFA lawyers and Emma at GP.)
4. Identify how the part-time policy conflicts with others. For example, the part-time policy defines full-time at greater than 75%, but the revised teaching stream appointments policy defines full-time at 100%. (UTFA lawyers.)
5. Research part-time policies at comparator universities to see what those policies look like. (Dave Campanella, with CAUT.)
6. Rewrite the policy. (Cynthia with UTFA lawyers and Emma.)
7. Consultation with various committees along the way: mainly the Appointments Committee but also the Teaching Stream Committee, the Executive and Council.



OFFICE OF THE VICE PRESIDENT & PROVOST

October 17, 2016

Dear Denio, Marise, Mala, Roya, Julian and Nour,

We are writing to acknowledge receipt of your letter dated October 6, 2016.

We hope you have seen our statements about recent events:

- University Statement on gender Identity and Gender Expression (September 30, 2016)
[www.provost.utoronto.ca/office/Provostial Statements/University Statement on Gender Identity and Gender Expression September 30 2016 .htm](http://www.provost.utoronto.ca/office/Provostial%20Statements/University%20Statement%20on%20Gender%20Identity%20and%20Gender%20Expression%20September%2030%202016.htm)
- Reaffirming the University's Commitment to Equity, Diversity and Inclusion (October 7, 2016)
www.hrandequity.utoronto.ca/news/reaffirming-universitys-commitment-equity-diversity-inclusion/

In those statements, we acknowledge that some members of our community have experienced disadvantage, prejudice, discrimination and other forms of inequality because of their race, ethnicity, gender identity, gender expression, age, disability, faith and other identities. We also affirm the University's commitment to being attentive and making efforts to understand this history of inequity, to better appreciate our colleagues' and students' present challenges, and to take active steps to make our collective future better.

Some of you are aware that the University is in the process of rolling-out anti-discrimination and anti-bias training. This initiative will begin with training for all staff in the Division of Human Resources & Equity and the HR divisional offices. The next step will include training resources for student life staff and will expand to other offices including Vice-Presidential and Vice-Provostial offices.

Additionally, we have spoken with Professor Ulli Krull, who would welcome discussion of recent events at one of his upcoming town hall sessions at UTM.

Should you or your members have any personal safety concerns, please contact the Community Safety Office (www.communitysafety.utoronto.ca) at 416-978-1485.

Sincerely,



Cheryl Regehr
Vice-President & Provost



Kelly Hannah-Moffat
Vice-President, Human Resources & Equity

Cc: Meric Gertler, University of Toronto
Shirley Hoy, Chair of the Governing Council, University of Toronto
Ulli Krull, Vice-President and Principal, University of Toronto Mississauga
Cynthia Messenger, President, University of Toronto Faculty Association
Susanne Ferber, Professor and Chair, Department of Psychology, University of Toronto

UTFA Council Meeting October 18, 2016
VP University and External Affairs

1. That Council consider the following motion, approved by the UTFA Executive on October 14, 2016.

MOTION: That UTFA contribute \$25,000 and \$2000 to the CAUT* Academic Freedom Fund and The Harry Crow Foundation, respectively. The donation would be announced at the CAUT Council Meeting — November 25–27, 2016.
****Canadian Association of University Teachers***

The **Harry Crowe Foundation** is a registered charity that undertakes education and research on freedom of academic expression, institutional autonomy and the independence of academic research and scholarship. Canada's universities and colleges play a vital part in our society. By [donating to the Foundation](#) you can help defend academic freedom and scholarship in Canada.

--> Background: CAUT Council established **the Academic Freedom Fund** to aid local associations and CAUT in vigorous defense of academic freedom. **The Fund is a "catastrophic insurance" plan to guarantee sufficient resources for any local association or CAUT to defend academic freedom when a case requires extraordinary resources. Each member association of CAUT is a member of the Fund, which relies entirely on donations from member associations and individuals interested in the defense of academic freedom.**

-->What kinds of cases does CAUT defend? CAUT supported UTFA at U of T on the Dr. Nancy Olivieri case, a protracted and costly litigation in the 1990's.
<http://www.caut.ca/issues-and-campaigns/academic-freedom/academic-freedom-cases/dr-nancy-olivieri> .
Also at U of T, David Healy. For others see: <http://www.caut.ca/issues-and-campaigns/academic-freedom/academic-freedom-cases>

-->Most recently, among the cases CAUT is working on, funded by the **Academic Freedom Fund** "CAUT (has been) providing legal support for a group of faculty at McMaster University seeking justice at the Ontario Divisional Court over an unfair internal hearing process that imposed serious -- and for three professors career-ending -- penalties for which the University provides no avenue of appeal. The case raises important questions about academic freedom, due process, and procedural fairness."

-->-->With CAUT's legal assistance the University was forced to withdraw penalties on these three professors: **Ontario Court Quashes McMaster Penalties (Ottawa – September 27, 2016)** In a strong rebuke to McMaster University, the Ontario Superior Court quashed penalties levied against four professors by an internal tribunal adjudicating disputes within the DeGroote School of Business.

The Court ruled that the University tribunal's three-year suspensions without pay of three of the faculty "were excessively long," "had the effect of destroying the employment relationship" and failed to consider "a number of obviously relevant mitigating factors." It ordered the suspensions be reduced to one year and that the university president "establish a fair and independent arbitral process" to determine the

“compensatory entitlements” to be paid to the three. The suspension without pay of the fourth was reduced to one semester, with similar entitlement to compensation.

The professors also raised a number of alleged procedural errors that were made by the tribunal. The Court did not agree that they constituted problems that would justify the re-hearing of the case.

McMaster is the only university in Canada that allows no appeal of suspensions, leaving judicial review as the only recourse. It is also one of only a handful of universities where disputes cannot be taken to an independent third-party arbitrator for final resolution.

“We hope this court decision will spur McMaster to rethink its approach to disciplinary matters and afford its academic staff the same rights as their colleagues have in the rest of the country,” said Robinson.

CAUT is the national voice for over 68,000 academic and general staff working in more than 120 colleges and universities across Canada.

-->UTFA is the second largest faculty association or union in CAUT, and under previous leadership has been the biggest contributor (\$160,000). Our last contributions were in 2013-2014, when we donated \$10,000 and \$2,000 to the Academic Freedom Fund and The Harry Crow Foundation, respectively.

-->Faculty Association Donors (As of September 15, 2016)

Pledged to Date: \$1,740,535 Goal : \$2,000,000

- **University of New Brunswick (AUNBT) — \$100,000**
- University of Guelph (UGFA) — \$28,225
- Saint Mary's University (SMUFU) — \$25,600
- Cape Breton University (CBUFA) — \$11,000
- University of Victoria (UVicFA) — \$32,000
- McMaster University (MUFA) — \$33,000
- Mount Saint Vincent University (MSVUFA) — \$14,720
- University of Waterloo (FAUW) — \$32,000
- University of Calgary (TUCFA) — \$157,555
- Association of Nova Scotia University Teachers (ANSUT) — \$1,000
- University of Regina (URFA) — \$16,000
- Mount Allison University (MAFA) — \$18,000
- University of Winnipeg (UWFA) — \$8,000
- Algoma University (AUFA) — \$2,000
- Federation of Post-Secondary Educators of B.C. — \$17,000
- Huron University College (HUCFA) — \$2,000
- Queen's University (QUFA) — \$45,000
- McGill University (MAUT) — \$50,000
- NSCAD University (FUNSCAD) — \$2,500
- Canadian Military Colleges (CMCFA) — \$12,000
- Athabasca University (AUFA) — \$12,000
- Memorial University of Newfoundland (MUNFA) — \$39,290
- Manitoba Organization of Faculty Associations — \$1,000
- Acadia University (AUFA) — \$23,400
- Université de Moncton (ABPPUM) — \$16,000
- **University of Toronto (UTFA) — \$160,000**
- Brandon University (BUFA) — \$10,000
- Simon Fraser University (SFUFA) — \$15,000
- Trent University (TUFA) — \$55,675

- Brock University (BUFA) — \$20,000
- University of Prince Edward Island (UPEIFA) — \$8,000
- **University of Saskatchewan (USFA) — \$99,000**
- **University of Manitoba (UMFA) — \$110,500**
- St. Francis Xavier University (StFXAUT) — \$25,000
- Augustana University College (AUCFA) — \$3,000
- University of Lethbridge (ULFA) — \$4,160
- Laurentian University (LUFA) — \$14,000
- Bishop's University (APBU) — \$8,500
- Dalhousie University (DFA) — \$45,000
- St. Thomas University (FAUST) — \$7,000
- Ryerson University (RFA) — \$25,000
- Wilfrid Laurier University (WLUFU) — \$25,000
- Brescia University College (BFA) — \$500
- Université Sainte-Anne (APPBUSA) — \$3,000
- University of Western Ontario (UWOFA) — \$75,000
- Université de Hearst (APUH) — \$500
- Nipissing University (NUFA) — \$5,000
- University of Alberta (AASUA) — \$32,000
- Université de Moncton (ABPPUMCE) — \$3,250
- Université de Moncton à Shippagan (ABPPUMCS) — \$1,500
- University of British Columbia (UBCFA) — \$30,500
- University of Northern British Columbia (UNBCFA) — \$15,500
- St. Thomas More College (STMFU) — \$12,500
- Atlantic School of Theology (ASTFA) — \$1,120
- Université de Saint-Boniface (APUSB) — \$5,500
- King's University College (KUCFA) — \$4,000
- Concordia University (CUFA) — \$20,000
- Thompson Rivers University (TRUFA) — \$13,500
- Capilano University (CFA) — \$1,000
- Royal Roads University (RRUFA) — \$4,000
- Ontario College of Art & Design (OCADFA) — \$4,500
- University of Ontario Institute of Technology (UOITFA) — \$3,000
- St Mary's University (StMUFA) — \$3,040
- Saint Paul University (APPUSP) — \$2,000
- Alberta College of Art and Design (ACADFA) — \$1,000
- University of Toronto (CUPE 3902) — \$2,000
- Mount Royal University (MRFA) — \$10,000
- St. Jerome's University (SJU-ASA) — \$1,500
- Northern Ontario School of Medicine (NOSMFA) — \$1,000
- McMaster University Academic Librarians' Association (MUALA) — \$500
- Carleton University Academic Staff Association (CUASA) — \$5,000
- York University (YUFA) — \$50,000
- Université Laval (SPUL) — \$70,000
- Alberta Colleges & Institutes Faculties Association (ACIFA) — \$10,000
- Concordia University of Edmonton (CUEFA) — \$2,000
- University of Ottawa (APUO) — \$1,000
- University of Windsor (WUFA) — \$4,000
- Osgoode Hall (OHFA) — \$2,500

2. UTFA supports the Canadian Federation of Students National Day of Action on Wednesday, November 2, 2016. See attached letter.

Motion: UTFA will contribute \$1,000 and participate in the Day of Action. The CFI “will be holding events across the country to talk about the need for more accessible

education, including a large rally in Toronto. Endorsement from allies on campus is really important to continue the work we are doing.”

3. President’s Advisory Committee on the Appointment of a Vice-President, University Operations. The Advisory Committee’s first task will be to undertake a review and advise me on the University Operations portfolio and on priorities that should be considered for the Vice-President. The Committee is interested in receiving comments and advice on these matters to inform its mandate. Comments should be submitted via the online form available at <https://uoftgc.wufoo.com/forms/vicepresident-university-operations-advice/> by **5:00 p.m. on Friday, October 21, 2016.**

The Following is proposed:

On Thursday October 6, 2016, President Gertler encouraged us to be active in the United Way Campaign to help “build a stronger and more inclusive Toronto region where everyone shares fully in the opportunities around us”. **But does the U of T set an example as an employer?** The continued replacement of full-time workers -- academic and academic support workers -- with part-time and precarious workers is well known to members of the university community.

Also troubling, is the decision of the Vice President University Operations to hire private companies to provide cleaning services for all new buildings, and more recently existing buildings at the St. George Campus. The private company is one of the largest in the world with billions of dollars in revenue, primarily obtained from public institutions who “contract out” previously good jobs.

Although negotiated collective agreement provisions with the University of Toronto mean no existing employees lose their jobs, the decision to use the private contractor has many negative effects. Positions are not replaced when employees retire, so they can eventually be filled by contract employees. Existing employees do more with less staff. Labs, many with biosafety certificates, and classrooms do not get the attention they would normally enjoy with full staffing.

While these private contractor employees have another collective agreement to protect them, they do not enjoy the living wages and benefits offered to employees of the University. As of March 2016 the wages were \$11.85 or \$13.10 for an hour for “light” or “heavy work” - read gender salary gap here - and just above the minimum wage. This is not a living wage in the City of Toronto (the goal is \$19/hr).

4. CB McPherson Lecture -- Suggestions please!

5. 3. UTEAU meeting held at UTFA on September 27.



October 14, 2016

Dear University of Toronto Faculty Association,

On behalf of the over 650,000 members of the Canadian Federation of Students, I am writing to request your endorsement of our upcoming National Day of Action on Wednesday, November 2, 2016. The involvement of the University of Toronto Faculty Association is meaningful to Canada's students and helps demonstrate broad support for fully accessible public postsecondary education.

Students have been mobilizing for years in response to increasing tuition fees, skyrocketing student debt and government funding cuts. We have been building awareness amongst students and their families on the importance of public services and the risks of privatizing some of our most crucial services such as education. In response to this growing crisis, the Canadian Federation of Students is holding our first National Day of Action since 2012, in addition to escalating our campaign to demand the elimination of university and college tuition fees across the country. A number of years ago, the labour movement fought for and won free public schooling from Kindergarten to Grade 12. In many ways, college and university has become the new high school, and we are inviting you to join us in fighting to extend free education from Kindergarten to the post-secondary level.

At our Annual General Meeting in June, students from coast to coast voted to mobilize Canada's student movement for a National Day of Action that will take place on Wednesday, November 2, 2016. Students will be out on the streets in large numbers calling for a national, universal, tuition-free system of public, post-secondary education. We hope to be joined on November 2 by many of our allies from the labour movement.

We have identified three main areas of support for your consideration.

1. Official endorsement

We are seeking official endorsements from our partner organizations. A sample motion to be adopted is enclosed in this letter. We are seeking endorsement at the national level and at various provincial and local levels. A list of endorsements will be included on our national campaign website, and will allow us to show that free education has broad-based support.

2. Financial contribution

We are seeking financial contributions to ensure the success of our National Day of Action and the issues students are fighting for. Financial contributions will be used to pay for buses to send people to large city centres for rallies, for the hiring of regional fieldworkers to help with grassroots organizing, advertising, and the production of materials for outreach. Financial contributions of any size are welcome, as everything will help us build capacity.

3. Boots on the street

On Wednesday, November 2, we hope you can help mobilise your members and join students on the street at various regional actions to call for a universal, free, public system of postsecondary education as a means of building an equitable society. Your help in mobilizing members to come out on this day would be very meaningful. We would be happy to provide campaign materials and advertisements, email templates or other information to assist in your organising efforts.

I am available when you would like to discuss these items further. Please do not hesitate to get in touch with me at p.veitch@cfs-fcee.ca or by calling 613-232-7394.

In solidarity,

Peyton Veitch

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Treasurer, Canadian Federation of Students