

UTFA Council Agenda

Tuesday, March 23, 2021

3:00 – 5:00 p.m.

Zoom

1. Approval of the Agenda
2. Minutes of the Previous Meeting
 - a. February 18, 2021 *
3. Business Arising
 - a. From the Minutes of Council
 - b. From the Minutes of the Executive Committee
 - i. February 12, 2021 *
 - ii. February 26, 2021 *
4. Introduction of new Council members (5 min)
 - a. Chandni Desai – Constituency #120, New College; Innis College; Transitional Year Program
 - b. Judith Taylor – Constituency #101, Anthropology; Sociology; Centre for Criminology and Sociolegal Studies
5. Report of Chair of the Membership Committee (5 min)
 - a. New Council member's orientation report and PowerPoint* (with T. Zorić)
 - b. Standing committee descriptions on the website (with T. Zorić)
6. Report from the Civility Working Group (J. Nogami) (20 min)
 - a. Report with recommendations *
7. Report of the President (50 min)
 - a. AGM agenda * (Executive motion)
 - b. Constituency meetings (with J. Nogami)
 - i. Report on meetings
 - ii. Outreach to constituencies not yet booked
 - c. U of T Anti-Semitism Working group
 - i. Request to have UTFA advocate for the IHRA definition of Anti-Semitism
 - a) Report on the Joint Executive, University & External Affairs, and Equity Committees' Meeting
 - b) Executive Motion*
 - ii. Next steps
 - d. CUPE 3902 Unit 1 Bargaining Update

- e. Academic Continuity Policy * (Executive motion)
 - f. Joint Committee * (in camera)
 - g. Health and Safety/COVID-19
 - h. Workload Policy (WLPP) and Unit Workload Policy (UWP) committee work
 - i. Administration non-compliance
 - ii. UTFA's support for UWP committees
 - i. Policy advocacy with Administration
 - j. Association Grievances updates
8. Timed Break: 4:00 p.m. (5 min)
 9. Report of the Vice-President, University and External Affairs (5 min)
 - a. Review of the University-Mandated Leave of Absence Policy *
 - b. Laurentian University *
 10. Report of the Chair of the Librarians Committee (5 min)
 - a. Update on Librarian issues
 11. Report of the Chair of the Retired Members Committee * (Written report)
 12. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (10 min)
 - a. SBPW Bargaining update (with T. Zorić)
 - b. St. Michael's Bargaining update (M. O'Connor & H. Sonne de Torrens)
 13. Report of the Chair of the Nominating Committee (5 min) (J. Nogami)
 - a. Update
 14. Other Business
 - a. Winter and Summer Term Council Meetings – 3:00–5:00 p.m.
 - i. Tuesday April 20
 - ii. Tuesday May 18
 - iii. Wednesday June 23
 - b. AGM – Tuesday, April 27, 2021 – 3:00–5:00 p.m.
 15. Adjournment

* materials attached

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UTfA Council Minutes

Thursday, February 18, 2021

3:00 – 5:00 p.m.

Zoom

-
- Executive:** K. Adamson, M. Attridge, K. Banning, A. Braun, A. Giacca, R. Gillis, J. Macdonald, B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de Torrens, M. Stapleton, T. Zorić
- Present:** V. Arora, E. Barbeau, C.H. Chen, L. Chen, E. Comelli, G. de Souza, S. Darnell, M. Dubber, A. Fenner, E. Fillion, D. Gastaldo, W. Ghobriel, G. Grasselli, P. Gries, M.A. Guttman, R. Helms-Park, A. Hojatollah Taleghani, J. Jenkins, A. Keith, W. Kemble, E. Kim, T. Kirsch, R. Kluger, R. Kwong, R. Levine, N. Niknafs, M. Peski, J. Poë, H. Rodd, K. Scheaffer, A. Siddiqi, M. Spence, L. Stewart Rose, S. Wagner, K. Weaver, N. Wiseman, Z. Zhang, A. Zilman
- Regrets:** C. Guberman, C. Messenger, F. Murnaghan, M. O'Connor, S. Ruddick, M. Vieta
- Absent:** R. Gomez, A. White
- Also present:** M. Horban (Business Officer)
K. Johnson (Executive Director)
H. Nowak (General Counsel)
C. Penn (Notes and Senior Administrative Assistant)
D. Puscas (Communications Officer)
J. Thiessen (Executive Assistant)

D. Roberts called the meeting to order at 3:05 p.m.

1. Approval of the Agenda

The members discussed whether agenda item #6e, Scheduling anti-Semitism and anti-racism discussion, should be two separate items or one.

It was agreed that agenda item 6e be divided into 6e(i) Anti-Semitism and 6e(ii) Anti-racism.

Motion by K. Weaver, seconded by L. Chen, that the agenda be approved as amended. **Carried.**

2. Minutes of the Previous Meeting

a. January 19, 2021 *

As there were no changes to the January 19, 2021 Council minutes, they were approved as distributed.

3. Business Arising

a. From the Minutes of Council

There was no business arising from the minutes of Council.

b. From the Minutes of the Executive Committee

i. December 4, 2020 *

ii. January 8, 2021 *

iii. January 29, 2021 *

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

4. Introduction of new Council members (5 min)

- a. Simon Darnell - Constituency #702, Kinesiology & Physical Education
- b. Erica Kim – Constituency # 708, Architecture, Landscape & Design, Forestry
- c. Nasim Niknafs – Constituency #701, Music
- d. Susan Wagner – Constituency #501, Rehabilitation Science; Occupational Science & Occupational Therapy; Speech-Language Pathology

K. Adamson welcomed the new members to Council and said that he was excited to see all the new members as it makes for an active and strong organization.

5. Report of Chair of the Membership Committee (15 min)

a. New Council members orientation (with K. Johnson)

K. Adamson reported that a new Council member orientation is being planned. The objective is to help new Council members understand who UTFA is as an organization, our role, how we manage our relationship with the Administration, committee structure, what we do, etc. Part of the discussion will touch on how we make a difference to our members and how to mobilize them.

K. Adamson said that each chair will be asked to provide information on the primary role of their committee and what they are working on.

There was brief discussion of constituency meetings and constituency mailing lists.

b. New hire event (with M. Attridge)

K. Adamson said that he and M. Attridge are co-leads on arranging a new hire event. The overall objectives are to meet with new members and share information, to have them learn more about U of T and UTFA, including resources, and how UTFA can support them.

M. Attridge said that in the last three years U of T hired 600 new faculty and librarians who are UTFA members. UTFA has not held a new hire event for a few years and it is time to reach out to the new hires. The event will probably take place in the first week of May as a series of meetings over Zoom.

c. Upcoming AGM (with T. Zorić)i. Proposed date – April 27, 2021 3:00 p.m. – 5:00 p.m.

The members discussed the time of the meeting and agreed that it should take place from 3:00 to 5:00 p.m.

ii. Focus

T. Zorić said that Council members will play an important role in encouraging their constituents to attend the AGM. This year, bargaining is taking place, and that should be the focus of the meeting. The topic won't be clear until we see where we are in the process.

d. Idea: 50th anniversary of modern UTFA (with T. Zorić)

T. Zorić thanked K. Weaver for bringing to her attention some of the history of UTFA. Depending on how one counts, 2021 or 2022 might be UTFA's anniversary. William Nelson's book suggests next year as the 50th anniversary of UTFA. A celebration should be planned for 2022.

6. Report of the President (45 min)

T. Zorić noted that the report of the President usually takes one out of the two hours of a Council meeting. Each President grapples with this. She said that she would try to speak briefly, and then recommend where we spend time in discussion and listen to where there are questions. She may set up a time for presidential office hours to answer questions, as it is hard to explain what is happening on each subject in only a few sentences.

a. Donation in memory of James (Jim) McDonald (Goldblatt Partners) – Executive motion*

T. Zorić said that James (Jim) McDonald, a senior partner at Goldblatt Partners, passed away unexpectedly. He was a highly distinguished and valued colleague who worked on the PTR arbitration as well as other issues over the years and whose passing is worthy of recognition. His family provided two options for donations in his memory. The Executive considered past practice regarding donations and UTFA's close relationship with Goldblatt Partners.

Motion: The Executive Committee recommends to Council that UTFA donate \$5,000 in memory of James McDonald, to be split between the Couchiching Conservancy and the Hockey Canada Assist Fund.

The members discussed the motion as well as UTFA's lack of a donations policy, and other options for a donation, including a scholarship, and what that would entail.

T. Zoric called the question.

Carried.**b. Constituency meetings (with J. Nogami)**

T. Zorić gave a slide presentation that she and J. Nogami have shown at recent bargaining update meetings with constituencies. The responses from constituents have been positive. She thanked the Council members who have held a meeting, are arranging one, or have reached out about how to arrange one. She asked members to contact J. Thiessen and C. Penn about arranging a meeting.

T. Zorić listed some of what these meetings have revealed so far:

- Meeting attendance increases greatly if the email subject line and messaging are carefully worded, and reminders are sent out.
- When given an opportunity and some encouragement, our members are eager to share their experiences.
- Remote teaching and service are dramatically increasing workload for the membership as a whole, but not to the same degree for all units/disciplines/streams.
- Members are worried about their students. Student support requests are increasing emotional loads and many members feel stressed and overwhelmed.
- Compensation is highly valued but often poorly understood.
- The priorities UTFA has put forward in its bargaining proposals closely align with the priorities our members are expressing. Their comments provide compelling insights and details.

J. Nogami noted that the meetings also introduce Council members to the individual units. Council members don't have to provide all of the answers, just to be the initial contact person.

c. TTC – Scarborough RT deputation

T. Zorić reported that she was approached by TTC riders working at UTSC to make a deputation about the proposed changes to the Scarborough LRT. She let the UTSC Council members know this was happening. Those who contacted her said that getting to the UTSC campus is already a burden and they appreciated UTFA's getting involved. She will post her deputation on the website.

d. Laurentian University Financial Crisis

T. Zorić said that she and M. Stapleton wrote to members about the crisis at Laurentian University. Causes of their problem include an inadequate government funding model, reliance on international students, and a lack of transparency in decision making from their administration. U of T is different from Laurentian University, but she is still worried that Laurentian's situation will affect other universities. UTFA is working with OCUFA to do advocacy on Laurentian's behalf.

e. Scheduling of Anti-Racism and Anti-Semitism Discussion**i. Anti-Semitism Discussion**

T. Zorić said that UTFA has received correspondence from members both for and against the IHRA definition of anti-Semitism. She has also heard strong voices about linking anti-racism and anti-Semitism together in one discussion. These discussions should begin at UTFA's committees, and a meeting of the Executive, Equity, and University and External Affairs Committees has been called for this purpose on Tuesday, February 23, at 5:00 p.m. Members who are not on one of these three committees are welcome to attend but may not vote.

Discussion at the committee level should lead to consensus and a report to Council.

Motion by T. Zorić, seconded by K. Weaver, that the meeting go in camera. **Carried.**

ii. Anti-Racism Discussion

Policy Advocacy with Administration (in camera)

- f. Workload Policy Update Compliance
- g. Faculty Office Space
- h. Health and Safety
 - i. Summer and Fall semester
 - ii. Asbestos
 - iii. COVID – 19
- i. Chair of GRP Mediation (with B. McDonagh)
- j. Association Grievances
 - i. Outstanding Administration replies
 - ii. Faculty of Law Controversy update
 - iii. Academic Continuity update

Motion by T. Zorić, seconded by K. Weaver, to return to the regular meeting. **Carried.**

Other matters

- k. OCUFA Service Award
 - i. Nomination of C. Messenger

T. Zorić reported that she was pleased to nominate C. Messenger for an OCUFA service award. She and J. Nogami, B. McDonagh, and M. Stapleton wrote a letter of support for C. Messenger and her other colleagues in the UPP for their extraordinary work on the UPP.

l. Executive Release Funds Allocation Approval– Executive motion*

T. Zorić said that a motion on release funds needs to be passed by Council. The proposed allocations are unchanged from last year. UTFA negotiates with the Administration the number of FTEs that UTFA can allocate. The current amount, based on 3.5 notional FTEs, is around \$673,000. These funds are generally used by Executive members to release them from teaching, research, or other obligations so that they can do the work of UTFA.

Motion - The Executive Committee recommends to Council that the release funds be approved as proposed. **Carried.**

m. Grievance Protocols Working Group

- i. Addition of H. Sonne de Torrens – Executive motion*

T. Zorić reported that the Grievance Protocols Working Group has met and has identified that three to four more meetings would be needed before recommendations could be brought to Executive or Council. The committee is recommending extending the timeline to report to the April Council meeting instead of the March meeting.

Motion - The Executive Committee recommends to Council that H. Sonne de Torrens be added as a member to the Grievance Protocols Working Group.

J. Poë asked for a friendly amendment to add Anton Zilman to this working group as well.

D. Roberts said that you cannot have a friendly amendment to an Executive motion.

T. Zorić said that she would welcome A. Zilman to this committee as long as other members of the Executive agree.

Motion by B. McDonagh, seconded by K. Weaver, to call the question. **Carried.**

Motion by R. Kluger, seconded by K. Weaver to add A. Zilman to the Grievance Protocols Working Group. **Carried.**

Motion by T. Zorić, seconded by K. Weaver, that that the timeline for the Grievance Protocol Working Group to report to Council be moved to the April 20 Council meeting. **Carried.**

7. Timed Break: 4:00 p.m. (5 min)

8. Report of the Vice-President, Grievances (15 min)

a. Administration position re: without prejudice grievance replies (with T. Zorić)

T. Zorić said that the Administration continues to insist that grievances be dealt with on a without prejudice basis. It is challenging in a systemic way and we are working to try to move forward.

b. Representation and UTFA membership

B. McDonagh said that there are faculty members who are not members of UTFA, most of them pre-Rand. We are going to reach out to them to encourage them to join.

B. McDonagh said that the Rand formula was put in place over 20 years ago. Before then faculty and librarians had to opt into paying dues to UTFA. Since then, with a few exceptions, all new faculty and librarians pay dues to UTFA. There are about 200 faculty and librarians who did not join since then.

c. Uninsured medical note costs for members

B. McDonagh reported that, up to now, UTFA has been paying for the cost of doctors' notes when people are applying for disability leave. The Employment Standards Act says that the employer should be paying for those notes. UTFA will no longer cover that cost.

9. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)

a. SBPW Bargaining update (with T. Zorić)

T. Zorić said that CUPE 3902 has been meeting with the Administration up to three times a week and up to eight hours a day and has made significant progress. UTFA has only been offered a few short meetings, far apart. We have asked for longer meetings but have not had a response.

Motion by J. Nogami, seconded by K. Weaver, that the meeting go in camera. **Carried.**

b. St. Michael's Bargaining update (with M. O'Connor & H. Sonne de Torrens)

c. Update on Policies for Librarians Negotiation (with K. Scheaffer)

Motion by T. Zorić, seconded by K. Weaver, to return to the regular meeting. **Carried.**

J. Nogami requested moving agenda item 12, Report of the Chair of the Nominating Committee, up on the agenda before the Report of the Treasurer. The members agreed.

10. Report of the Treasurer (5 min)

a. Variance Report*

M. Stapleton reported that UTFA's financial results for the first 7 months of the current fiscal year are encouraging. Income from membership fees was sufficient to cover operating expenses. Our financial situation has improved significantly relative to the previous year, during which UTFA incurred a deficit equal to 10% of revenue. This year we have focused on achieving efficiencies and controlling costs, in ways that do not compromise the level of service and support that UTFA has always provided to our members. This is an ongoing team effort. She thanked team members K. Johnson, B. McDonagh and M. Horban for their excellent work, and T. Zorić for her support.

T. Zorić thanked M. Stapleton and the team for improving financial performance but cautioned that expenses may increase due to legal costs associated with ongoing negotiations and grievances.

b. Investment Account Update

M. Stapleton reported that UTFA's investment portfolio increased in value over the past 7 months as financial markets recovered from last spring's COVID-driven correction. The market value of the portfolio has increased by 17% since March and by 5.6% since December 2019. We continue to manage the portfolio conservatively, in compliance with UTFA's Investment Policy.

T. Zorić said that we are using the in-house legal staff more instead of going to external lawyers and consultants. This may change now that we have a chair of the Grievance Review Panel and we need to work to take care of outstanding grievances.

11. Report of the Chair of the Librarians Committee (Written report) * (5 min)

a. Update on February Fora

H. Sonne de Torrens called the members' attention to her written report. It notes the current concerns of the librarian community. There have been a lot of librarian retirements and more are coming up. Most of these members have had 30 to 35 years of experience.

H. Sonne de Torrens reported that the 2 librarian information sessions were well attended, and members asked to have more meetings.

b. Librarian search concerns

H. Sonne de Torrens said that her committee is looking carefully at the recruitment process for librarians. She called the members' attention to a letter that was sent to L. Alford about concerns around librarian job searches. There is a lack of recruitment process in the Policies for Librarians.

12. Report of the Chair of the Nominating Committee (5 min) (J. Nogami)

a. Update and next steps

J. Nogami reported that the Nominating Committee met once and elected him as chair. All Executive members were sent a message from the committee and those whose terms are not expiring until 2022 were asked to confirm if they are staying on. Two of the Member-at-Large seats and seats for the Chairs of the Teaching Stream and Appointments Committees are open. (D. Roberts has advised that he will be stepping down as the Chair of the Teaching Stream Committee.)

13. Report of the Chair of the Retired Members Committee

- a. Nomination to CURAC Tribute Award for Kent Weaver * (Written Report)

14. Other Business

- a. Winter Term Council Meetings – 3:00 p.m. – 5:00 p.m.
 - i. Tuesday March 23
 - ii. Tuesday April 20
 - iii. Tuesday May 18
 - iv. Wednesday June 23

15. Adjournment

Motion by H. Sonne de Torrens, seconded by K. Weaver, that the meeting adjourn. **Carried.**

The meeting adjourned at 5:10 p.m.

Chris Penn
Senior Administrative Assistant



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Council Summary

UTFA Executive Minutes

Friday, February 12, 2021

Zoom Conference Call

1:00 p.m.- 3:00 p.m.

Chair – T. Zorić

Present: M. Attridge, K. Adamson, K. Banning, A. Giacca, R. Gillis, J. Macdonald, B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de Torrens, M. Stapleton, T. Zorić

Regrets: A. Braun

Also present: M. Horban (Business Officer), K. Johnson (Executive Director), H. Nowak (Counsel), C. Penn (Senior Administrative Assistant), D. Puscas (Communications Officer), K. Scheaffer (Chief Negotiator, Policy for Librarians), J. Thiessen (Executive Assistant)

T. Zorić called the meeting to order at 1:05 p.m.

1. Approval of the agenda: The agenda was approved as distributed.
2. Minutes of the previous meeting
 - a. January 29, 2021: The minutes and Council summary were approved as amended.
 - i. Executive Minutes
 - ii. Council summary
3. Business arising (not elsewhere on the agenda): There was no business arising.
4. Report of the Vice-President, Grievances (15 min)
 - a. Administration position re: without prejudice grievance replies (with T. Zorić)
Motion by J. Nogami, seconded by B. McDonagh, to go in camera. **Carried.**
 - b. Representation and UTFA membership
 - c. Uninsured medical note costs for members

Motion by T. Zorić, seconded by B. McDonagh, to return to the regular meeting. **Carried.**

5. Report of the Chair of the Retired Members Committee (5 min)

a. Support for K. Weaver nominated for a CURAC award

J. Macdonald reported that she completed and forwarded the nomination form for the CURAC Tribute Award for Kent Weaver. She read from the nomination letter.

T. Zorić congratulated J. Macdonald on her fine letter and K. Weaver on his distinguished career.

6. Report of Chair of the Librarians Committee (5 min)

a. Update on February fora

H. Sonne de Torrens reported that the workshops for Librarians I-II and III-IV held on February 9 were successful. K Scheaffer updated those in attendance on the current negotiations on the Policies for Librarians. A bargaining update meeting for both groups will take place in early March and T. Zorić will attend.

H. Sonne de Torrens called the members' attention to the letter addressed to L. Alford, Chief Librarian, conveying community concerns about recent search processes in the central library system. One committee will be reviewing applicants for two different academic librarian positions, contrary to past practice for academic job searches across the University.

The members discussed the concerns expressed in the letter.

H. Sonne de Torrens said that librarians continue to fight for proper recruitment outside of the FISS Jobsite in order to have diversity and equity in hiring.

7. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)

a. St. Michael's College update (with M. Attridge)

Motion by J. Nogami, seconded by B. McDonagh, that the meeting go in camera. **Carried.**

b. SBPW Bargaining (with T. Zorić)

i. Constituency meetings

ii. Dates

Motion by T. Zorić, seconded by B. McDonagh, to return to the regular meeting. **Carried.**

J. Nogami assumed the chair.

8. Report of the President (45 min)

a. Donation in memory of James (Jim) McDonald (Goldblatt Partners)

T. Zorić said that Jim McDonald's family identified two charities for donations in his memory, the Hockey Canada Assist Fund and the Couchiching Conservancy. The first assists youth in low-income communities to play hockey and the second protects natural lands.

Motion by T. Zorić, seconded by S. Rupp, that the Executive Committee recommend to Council that UTFA donate \$5,000 in memory of James McDonald, to be split between the Couchiching Conservancy and the Hockey Canada Assist Fund. **Carried.**

b. Laurentian University financial crisis

T. Zorić thanked M. Stapleton and J. Nogami for writing the first draft of the letter that was sent to members on this issue. She noted that Laurentian University had a failing business model, a lack of

proper governance, and a government that did not provide adequate funding. She said OCUFA and CAUT is coordinating outreach and advocacy related to the Laurentian financial crisis and impacts on the broader sector.

T. Zorić said that UTFA and UofT do not want government interference. She suggested she and J. Nogami discuss this issue with the Administration.

c. Academic Continuity message & CUPE 3902 Unit 1 bargaining

Motion by T. Zorić, seconded by B. McDonagh, that the meeting go in camera. **Carried.**

d. Idea: 50th anniversary of modern UTFA?

e. Anti-Racism and Anti-Semitism

f. Workload Policy update compliance

g. Executive Release Funds Allocation approval *

Motion by T. Zorić, seconded by B. McDonagh, to return to the regular meeting. **Carried**

T. Zorić said that the release funds allocation needs to be approved each year by Council. The proposed amounts are the same as last year.

Motion by T. Zorić, seconded by B. McDonagh that the Executive Committee recommend to Council that the release funds be approved as proposed. **Carried.**

h. Faculty office space *

T. Zorić said that she wrote to H. Boon about faculty office space as the University is not following its own policies in its new buildings. Offices should have a minimum area of 13 square metres but most are smaller and have no windows.

i. TTC – Scarborough transit deputation

T. Zorić reported on her deputation to the Toronto Transit Commission, alongside representatives from the Scarborough Campus Students' Union and Scarborough-based Transit advocacy groups. She addressed the need for more frequent bus service and rapid transit options for UTFA members travelling to the Scarborough campus, not only from the subway but also from all other directions. Scarborough Campus members wrote back in appreciation and elaborated on the challenges they experience reaching this campus.

j. Health and Safety

i. Summer and Fall semester

T. Zorić raised concerns about some departments talking about how teaching would take place in the fall of 2021. At this point it is impossible to make an informed discussion on the safety of in-person teaching. UTFA's Central Health and Safety Committee members are continuing their work to advocate for safe and healthy workplace policies and procedures.

k. Association Grievances

- i. Outstanding administration replies
- ii. Faculty of Law controversy update
- iii. Academic Continuity update

Motion by T. Zorić, seconded by B. McDonagh, that the meeting go in camera. **Carried.**

Motion by T. Zorić, seconded by B. McDonagh, to return to the regular meeting. **Carried.**

1. OCUFA Service Awardi. Nomination of C. Messenger

T. Zorić said that she and J. Nogami nominated C. Messenger for an OCUFA service award for her work on the UPP. M. Stapleton and B. McDonagh wrote supporting letters.

m. Grievance Protocols Working Group

T. Zorić said that she was arranging to have a meeting before the next Council.

9. Break: timed item 2 pm (10 min)

T. Zorić assumed the chair.

10. Report of Chair of the Membership Committee (15 min)a. New Council members' orientation

K. Adamson said that the Membership Committee discussed having a new Council members' orientation March 3 or 4. Also discussed were content and presentation.

b. New hire event (with M. Attridge)

K. Adamson said that an event for new hires is being organized. He and M. Attridge are taking the lead but K. Banning, K. Johnson, H. Sonne de Torrens, and T. Zorić will be helping.

M. Attridge said that the first week in May is being proposed as it is better to wait until classes are over. The focus will be first on the approximately 200 members hired in 2020 and then on new hires from previous years. In the past three years about 600 new members have been hired.

c. Robert's Rules orientation

This item was deferred to the next meeting.

11. Report of Chair of the Nominating Committee (5 min)a. Update and next steps

J. Nogami reported that the Nominating Committee met and he was nominated chair. The committee sent an email to the Executive asking if they want to continue in their terms. Those whose terms are expiring were asked if they wanted to return to Executive or not. He will present the responses to Council. Anyone who wants to speak to the Nominating Committee should contact him to arrange a meeting.

12. Report of the Treasurer (5 min)a. Electronic Fund Transfer update (with K. Johnson)

This item was moved up the agenda and took place after agenda item 6.

M. Stapleton reported that UTFA is moving toward electronic fund transfers and away from signing cheques. Signing officers who have not had an orientation will have one soon. She thanked M. Horban and K. Johnson for their work for getting this done. The whole process has been labour intensive.

M. Stapleton said that we have managed to change the trading authority on the TD Waterhouse investment account.

The members discussed the process by which retired members join UTFA and renew their membership.

The members discussed whether Pay Pal or e-Transfer are the best platforms for paying dues.

T. Zorić said that staff will be asked to look for other options.

13. Other Business

T. Zorić said that a meeting on issues regarding employment equity and salary discrimination will be scheduled.

T. Zorić said the proposed AGM date being Tuesday, April 27 from 3:00 to 5:00 p.m. will go to next Council.

a. UTFA Executive Meetings – 1:00 to 3:00 p.m.

- i. Friday February 26, 2021
- ii. Friday March 12, 2021
- iii. Friday March 26, 2021
- iv. Friday April 9, 2021
- v. Friday April 23, 2021

b. UTFA Council Meetings – 3:00 to 5:00 p.m.

- i. Thursday February 18, 2021
- ii. Tuesday March 23, 2021
- iii. Tuesday April 20, 2021
- iv. Tuesday May 18, 2021
- v. Wednesday June 23, 2021

14. Adjournment

Motion by T. Zorić, seconded by, B. McDonagh, that the meeting adjourn. **Carried.**

The meeting adjourned at 3:00 p.m.

Chris Penn

Senior Administrative Assistant



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Council Summary
UTFA Executive Minutes
Friday, February 26, 2021

Zoom Conference Call
1:00 p.m.- 3:00 p.m.
Chair – T. Zorić

Present: M. Attridge, K. Adamson, K. Banning, A. Braun, A. Giacca, R. Gillis,
J. Macdonald, B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de
Torrens, M. Stapleton, T. Zorić

Also present: M. Horban (Business Officer), K. Johnson (Executive Director), H. Nowak
(General Counsel), C. Penn (Senior Administrative Assistant), D. Puscas
(Communications Officer), J. Thiessen (Executive Assistant)

T. Zoric called the meeting to order at 1:05 p.m.

1. Approval of the agenda: The agenda was approved as amended.
2. Minutes of the previous meeting
 - a. February 12, 2021: As there were no changes to the February 12 minutes and Council summary, they were approved as distributed.
3. Business arising (not elsewhere on the agenda): There was no business arising.
4. Report of Chair of the Membership Committee (60 min)

Motion by T. Zorić, seconded by J. Macdonald, that the meeting go in camera. **Carried.**

- a. Collegial dialogue (with J. Nogami and M. Attridge)
 - i. Norms
 - ii. Response to personal attacks
 - iii. Code of conduct or equivalent?
- b. UTFA purpose and priority setting (with J. Nogami and M. Attridge)
 - i. UTFA's mandate and responsibilities to its members
 - ii. Role of committees, Executive, and Council
 - iii. Debate and decision-making & respect for collegial processes

Motion by T. Zorić, seconded by J. Macdonald, to return to the regular meeting. **Carried.**

- c. New Council members' orientation

This item was deferred to the next meeting.

5. Break: timed item 2 pm (10 min)

6. Report of the President (30 min)

a. Constituency Meetings

This item was deferred to the next meeting.

b. Joint Executive, University & External Affairs, and Equity Committees' Meeting re: UTFA advocating for the IHRA definition of Anti-Semitism

i. Meeting convened on Feb 23, 2021

ii. Equity Committee motion*

Motion by T. Zorić, seconded by J. Macdonald, that the meeting go in camera. **Carried.**

Motion by T. Zorić, seconded by J. Macdonald, to return to the regular meeting. **Carried.**

Motion from the Equity Committee.

K. Banning, seconded by D. Dias, moved that the UTFA Equity Committee opposes any move to advocate for the IHRA definition of anti-Semitism. We reaffirm our commitment of academic freedom and the Equity Committee urges the UTFA Executive to take the motion through UTFA governance. Carried unanimously by the Equity Committee.

The members discussed the motion from the Equity Committee.

Motion by T. Zorić, seconded by K. Banning, that the Executive Committee recommend to Council that UTFA not advocate that U of T adopt the IHRA definition of anti-Semitism. We reaffirm our commitment of academic freedom. To be clear, UTFA abhors all anti-Semitism in our community and beyond. Anti-Semitism is distinct from other forms of oppression; it is also connected to anti-Indigenous discrimination, racism, xenophobia, Islamophobia, and other forms of faithism. In times of growing right-wing populism and scapegoating, it is essential to amplify UTFA's opposition to this and other forms of violence and discrimination. UTFA will continue to uphold its commitment to fight all forms of oppression, including anti-Semitism." **Carried with one abstention and one against.**

iii. Next steps

c. Laurentian University financial crisis

This item was deferred to the next meeting.

d. Health and Safety

i. Summer and Fall semester

e. T. Zorić reported that there will be an event forthcoming to discuss this issue AGM Committee Chair Reports reminder

T. Zorić and M. Horban reminded the members to submit their AGM reports the week of March 1.

f. Association Grievances

i. Outstanding Administration replies

This item was deferred to the next meeting.

T. Zorić reported that CUPE 3902 Unit 1 has requested a no board report, which puts them in a legal strike/lockout position 17 days after receiving the no board report from the Ministry of Labour. A communication is being drafted which will go out to the membership.

7. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (10 min)

a. St. Mike's update and motion regarding holding USMC ratification vote (with M. Attridge)

Motion by H. Sonne de Torrens, seconded by T. Zorić, that, having given Council an opportunity to review the tentative collective agreement entered into by the St. Michael's bargaining team and hearing no concerns, the UTFA Executive approve the holding of a ratification vote by members of the USMC Unit. **Carried.**

The members congratulated M. Attridge, H. Sonne de Torrens, and the St. Michael's College bargaining team on coming to an agreement.

M. Attridge said that it is a three-year deal mirroring UTFA on salary and benefits as well as integration of Teaching Stream language.

b. SBPW Bargaining (with T. Zorić)

This item was deferred to the next meeting.

8. Report of Chair of the Nominating Committee (5 min)

a. Update and next steps

This item was deferred to the next meeting.

9. Report of Executive Director (5 min)

a. Staffing update

This item was deferred to the next meeting.

10. Other Business

a. UTFA Executive Meetings – 1:00 to 3:00 p.m.

- i. Friday March 12, 2021
- ii. Friday March 26, 2021
- iii. Friday April 9, 2021
- iv. Friday April 23, 2021

b. UTFA Council Meetings – 3:00 to 5:00 p.m.

- i. Tuesday March 23, 2021
- ii. Tuesday April 20, 2021
- iii. Tuesday May 18, 2021
- iv. Wednesday June 23, 2021

11. Adjournment

Motion by T. Zorić, seconded by J. Macdonald, that the meeting adjourn. **Carried.**

The meeting adjourned at 3:35 p.m.

Chris Penn
Senior Administrative Assistant

University of Toronto Faculty Association

New Council Member Orientation

March 10 & 11, 2021

AGENDA

1. Introductions
2. UTFA's purpose and mission
3. Snapshot of our membership
4. Governance: UTFA By-laws, and informal 'org chart'
5. Committee mandates
6. Terms of Reference for Council members
7. Current and ongoing major projects
8. How can we best serve the interests of our members?
9. Closing comments

1-minute Introductions

1. What's your name?
2. What's your home department and constituency?
3. What made you excited about joining Council?



Purpose and Mission of UTFA

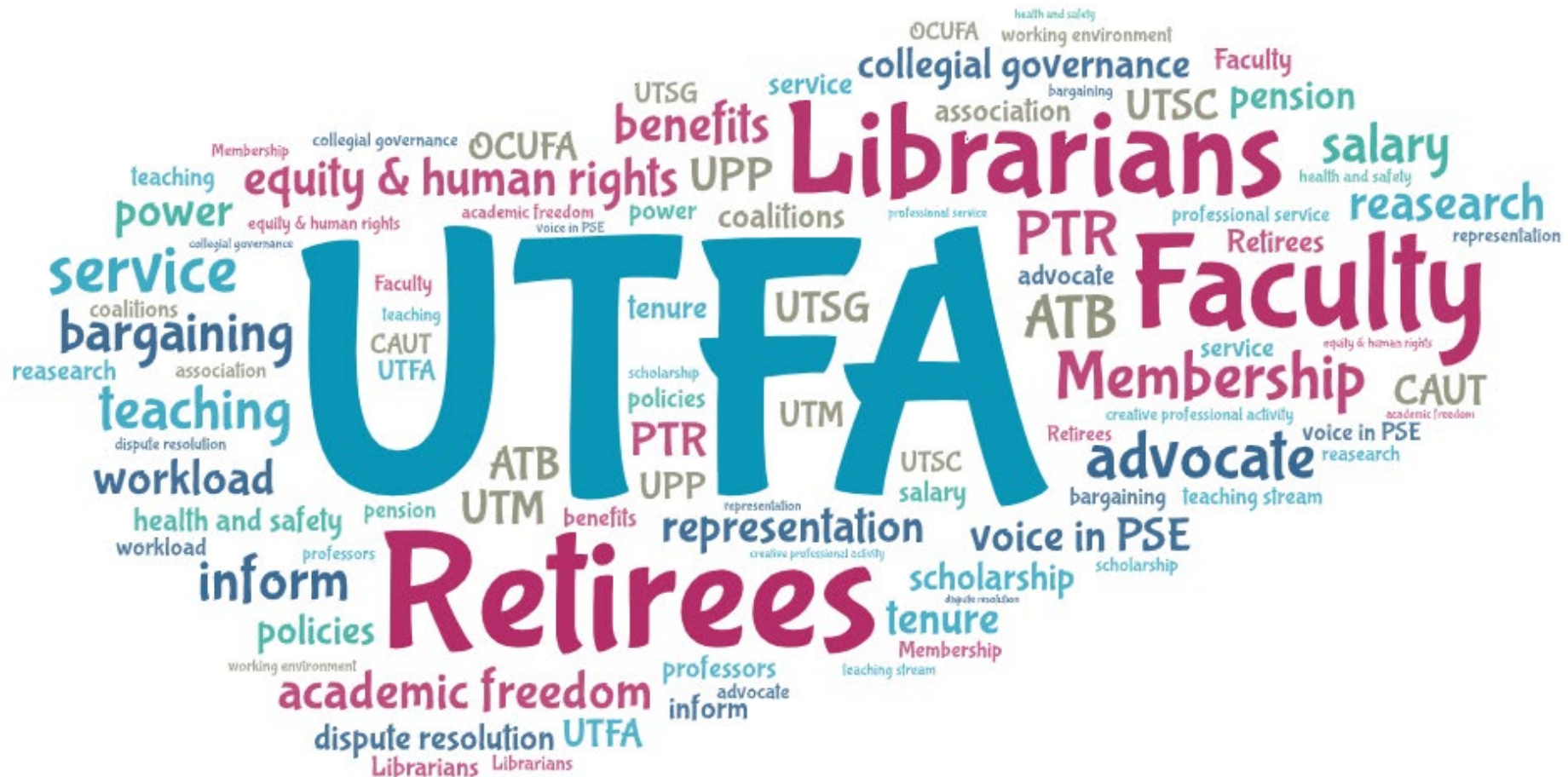
Purpose

We inform, advocate, support, and advance the interests of the faculty and academic librarians of the University of Toronto.

Mission

We are a strong voice on campus, to government, and in the public sphere on matters that impact both our members and the quality of postsecondary education.

UTFA is the official representative of faculty and librarians on employment matters at UofT



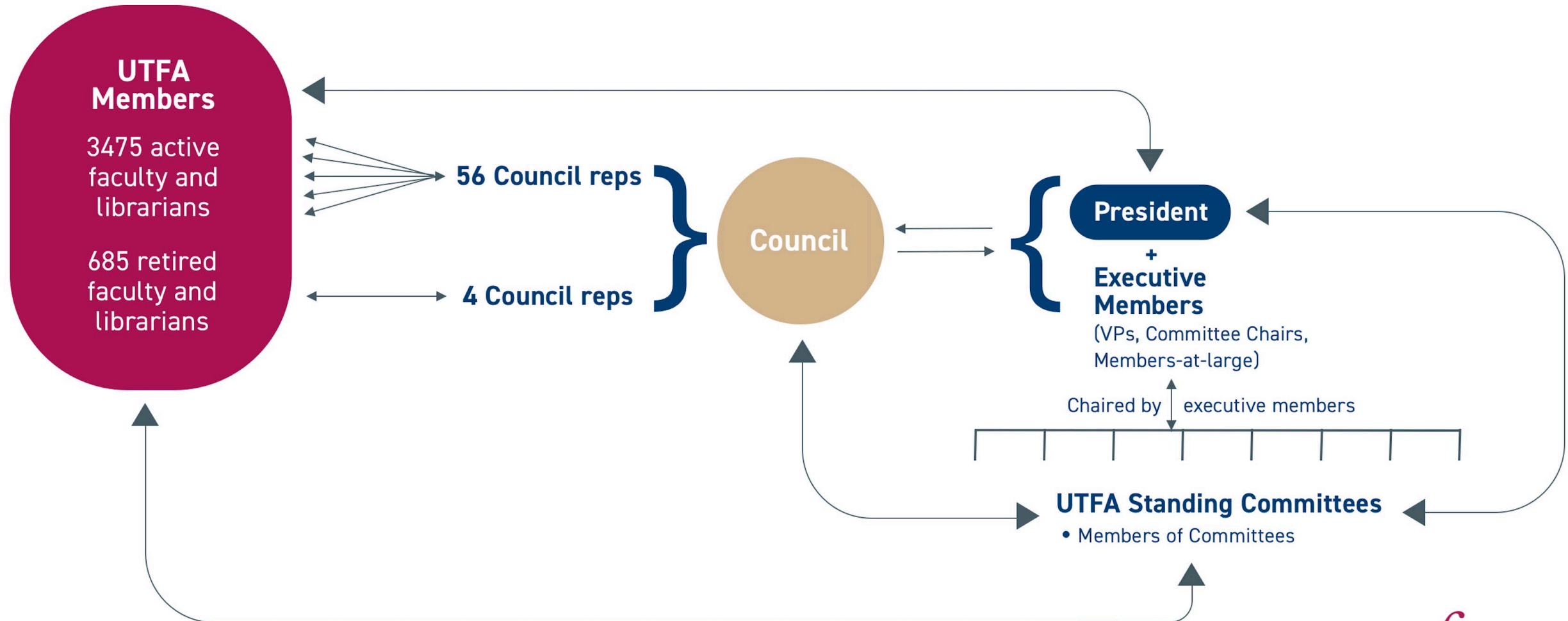
A snapshot of UTFA's membership

We have about **3475** active and **685** retired members.

Of our active members:

- **3308** faculty
 - **2519** Tenure stream (**2290** full-time; **124** part-time; **105** CLTA)
 - **763** Teaching stream (**435** full-time; **251** part-time; **77** CLTA)
 - **26** Athletics Instructors and Child Study Instructors
- **167** librarians

UTFA's organizational structure as set out in our Constitution and By-laws (via AGM/all-member meetings)



Overview of UTFA President and Executive Committee as per UTFA By-laws

- The UTFA President is elected by the whole UTFA membership
- The President is the Association's spokesperson to the Administration, UofT's and other governing bodies, the media, and the membership. The President is responsible for the interpretation of UTFA positions on issues that affect the entire Association and its relations with other agencies within and beyond the University
- Executive also consists of 3 Vice-Presidents, a Treasurer, and Chairs of all Standing Committees plus up to three members-at-large
- The Executive solicits advice, when necessary, from Committees and members, considers resolutions passed by Committees, and makes recommendations to Council

Committee Terms of Reference—General

as per UTFA By-laws

- A Chair, elected/appointed by Council, heads each committee.
- Committees are responsible for:
 - carrying on the work of the Association; and
 - advising the appropriate bodies about issues relating to current policies, practices, and procedures (including appointments and work conditions) and making recommendations for improvements (e.g. through campaigns, grievances, and/or negotiations).
- Committee Chairs shall report regularly to the Executive Committee and to Council.

UTFA's Signing Officers & their Committees



- The **Executive Committee of UTFA** is chaired by the UTFA President. See Executive slide.
- The **Salary, Benefits, Pensions, and Workload Committee** is chaired by the VP, SBPW and advises Council on formulating policies concerning improvements in salaries, benefits, pensions, and workload. It informs annual SBPW negotiations with the Administration.
- The **Grievance Committee** is chaired by the VP, G who monitors and seeks remedies for violations of existing U of T policies and terms of the Memorandum of Agreement. The VP-G consults with members of the Association about the process and probable outcomes of grievance procedures at various levels.
- The **University and External Affairs Committee** is chaired by the VP, UEA and advises Council on matters of general concern to the University community, including government relations. It cooperates with other campus organizations and the Canadian Association of University Teachers (CAUT) and Ontario Confederation of University Faculty Associations (OCUFA).
- The **Financial Advisory Committee is chaired by the Treasurer**; it advises Council on all matters pertaining to budget and expenditures.



UTFA's Standing Committees

The **Appointments Committee** advises Council on all matters related to the University's Policy on Appointments. This includes procedures for hiring, promotion, tenure, and dismissal.

The **Equity Committee** advises Council on all matters pertaining to equity, diversity, and inclusion and assists UTFA in developing approaches to pay equity, employment and compensation equity, harassment, personal safety, and accommodation.

The **Librarians Committee** advises Council on all matters related to the concerns of academic librarians and the profession at UofT.

The **Membership Committee** advises Council on all matters related to promoting membership engagement with and participation in UTFA.

The **Teaching Stream Committee** advises Council on all matters of particular concern to teaching-stream faculty, including teaching stream workload, time for research and scholarship, and related equity issues.

The **Retired Members Committee** advises Council on all matters related to the concerns of retired members of the faculty and academic librarians.





Members-at-large

The members-at-large positions are often used as an entry point onto the Executive. They play a flexible role in helping the Executive and Council meet their goals.



Terms of Reference for Council as per UTFA By-laws

12.1 Council has responsibility for management of the Association, subject to any relevant provisions in the Constitution and By-laws.

12.2 Council shall **normally approve Association positions, goals and objectives of all matters applicable to the membership concerning: salary, benefits, pensions and workload, appointments, and conditions of employment** requiring negotiation with the University of Toronto Administration.

12.3 Council shall **ratify all agreements made between the Association and the University of Toronto Administration, subject to Article 4.1 of the Constitution.** The terms of all salary, benefits, pensions and workload agreements between the Association and the University of Toronto Administration shall be communicated to all members of the Association at least two weeks prior to Council's ratification meeting.

12.4 Council shall **appoint all non-Presidential members of the Executive Committee** (the three Vice-Presidents, the Treasurer, the Chairs of the Standing Committees, and the three members-at-large), and approve the membership of all Committees and Negotiating Teams.

Terms of Reference for Council Members

as per UTFA By-laws:

13.1 ...represent the interests of their constituencies in committees and Council meetings and keep constituency members informed about important Association matters.

13.2 ...are eligible for re-election.

13.3 ...shall work to increase membership in their constituencies and to improve the services offered by the Association to those members.

13.4 ...should attend all meetings of Council, and the Annual and other general meetings of the Association.

13.5 During their term of office, Council members will normally serve on at least one Association committee or the Executive Committee.

Current and ongoing major projects

- **Salary, Benefits, Pensions, and Workload negotiations**
 - Bilateral meetings with sr. Admin
 - Constituency-based meetings with members
- **Health and Safety Advocacy**
 - COVID-19
 - Legionella
 - Asbestos safety
- **Policy for Librarians negotiations/ mediation**
- **Sexual Violence Policy Letter of Understanding negotiations/mediation**
- **Academic Continuity Policy negotiations**
- **Employment equity advocacy**
- **Association grievances**
 - Salary discrimination
 - Pay equity
 - COVID-19 and workload
 - COVID-19 and health and safety
 - Divisional guidelines on teaching effectiveness
 - Law School hiring controversy
 - Student Evaluations of Teaching/Student Course Evaluations
- **Recently-completed negotiations**
 - UPP (Pension Plan)
 - Part-time policy

Together, how can we best serve the interests of our members, within Council and beyond?

What does the following mandate look like, concretely?

“Council members represent the interests of their constituencies in committees and Council meetings and keep constituency members informed about important Association matters”

- Engaging members
- Role of Robert’s Rules of Order
- Communicating strategically (acting as ambassadors)
- Representing diverse voices and concerns
- Joining an UTFA committee

UTFA Annual General Meeting

Tuesday, April 27, 2021, 3:00 – 5:00 p.m.

Please register at faculty@utfa.org



Report from the civility working group

March 23, 2021

UTFA By-law Article 16: Civility

16.1 Members of Council and all of its Committees and sub-committees have a duty to respect the rights of other members and to engage in discussion of Association business in a civil manner and in accordance with the rules of procedure as set out in Robert's Rules of Order.

[Robert's Rules has been adapted by the Town of Shelburne](#) in the following helpful way:

Decorum must be maintained in keeping with the following four principles:

- i. Treatment of every person with dignity, understanding, and respect;*
- ii. Behaviour that is not discriminatory;*
- iii. Actions free of slander, harassment, or bullying;*
- iv. Protection of privacy.*

Recommendation #1 – Develop a Workplace Harassment Program for UTFA as required by the Occupational Health and Safety Act.

Recommendation #2 – Identify “good practice”/guidelines for respectful discussion, debate and decision making by Council. (See attached list)

Recommendation #3 – Annual reorientation to UTFA council business process

- An annual one hour meeting that precedes the September Council meeting will remind members of how Council business is expected to be conducted, including a brief overview of Robert's Rules. New members are strongly encouraged to attend but the reorientation is open to all members of council.
- Robert's Rules of Order reference chart to be provided for easy reference .

Recommendation #4 – request refresher workshop by Emma Phillips for UTFA leadership on the intersection between harassment / civility / discrimination and academic freedom
All council members will be encouraged to attend

Respectfully submitted by the working group on civility:

Keith Adamson
Michael Attridge
Jun Nogami
David Roberts
Harriet Sonne de Torrens

Staff support: Kathy Johnson

Additional suggestions on recommendation #2

Council

- Robert's Rules govern a process for discussion, debate, and decision making. Accordingly, the appropriate forum for discussion is within the committee, executive and council meeting structure.
- Council email list should not be used for discussion/debate that appropriately should occur during a meeting.
- Access to Council group emails is for council only.
- Agenda items requests should be made via the appropriate committee chair or executive member prior to the executive meeting prior to any given council meeting. Reminder: if people wish to amend the agenda once circulated it needs to be proposed at the Council meeting.

Committees

Article 9: Terms of Reference Applicable to Committees

9.1 Committees are responsible for carrying on the work of the Association. Committees may reflect specific concerns of members of the Association, or they may be charged with responsibility for a specified segment of University Policies and Procedures, or they may be given responsibility for Association activities.

- Whenever possible, items for council consideration should first be referred to the appropriate committee for consideration, and possible action by the committee and or possible recommendation to council. This provides the opportunity for in depth collegial consideration.
- If there is a comment/question on a specific item between meetings it should be raised directly with the committee chair and/or president
- Committees set their preliminary meeting schedule for that academic year no later than the end of October if possible.
- Any UTFA member can join any UTFA committee as approved by Council. Also, committee meetings are open to non-committee members if they wish to attend. Non-committee members have voice but no vote.

Council meetings and the Speaker

- Reading out a statement that reminds people of the need for respectful decorum at the beginning of each meeting.
- Council members are reminded of their ability to refer an item back to a committee or executive for further consideration.
- Support role of Speaker to ensure meetings are conducted in a manner that is consistent with Robert's Rules and creating a respectful and structured meeting.

- There is a collective responsibility to uphold a respectful environment. When disrespectful communications/actions occur the individual who is on the receiving end should not be left as the only person to respond.
- Reminder that disagreement must happen in a respectful way.
- If a committee is dealing with an issue that overlaps another committee's mandate the committee chair of the other committee should be notified prior to the meeting occurring.
- On a point of debate or response, each speaker is encouraged to keep their comments to within three minutes.

Zoom protocols at Council meetings:

- Zoom settings will make all chat public
- Chat is not part of official discussion and will not be reflected in the minutes.
- All discussion on chat is expected to be civil.
- **Speaker list – requests to be added to the** speaker shall be made via the chat function sent to “everyone”. Requests sent privately to the chair will not be considered.
- If you are calling in and do not have access to the chat you may email the staff person identified at the start of the call who will put your request to be put your request into the chat on your behalf
- Cameras on if possible
- Can attend by phone
- A voting procedure will need to be clarified, including requests for a secret ballot.
- Mute on
- Speaker manages speaker's list
- We may need a separate monitor of chat.

Additional Resources:

[One page Robert's Rules summary](#)

Legal frameworks relevant to UTFA

“Everyone should be able to work in a safe and healthy workplace. The Occupational Health and Safety Act sets out roles and responsibilities of workplace parties with respect to workplace violence and workplace harassment, including developing and implementing policies and programs and providing information and instruction on these.” Pulled from [Workplace Violence and Workplace Harassment | Ministry of Labour \(gov.on.ca\)](#)

Workplace harassment is defined in the Occupational Health and Safety Act as follows:
“workplace harassment” means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

Item 6a
Council - March 23, 2021

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ? ¹	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

¹ Some more formal requirements, like seconds to motions, may not apply in smaller boards or any size committee.

Jim Slaughter, Attorney, Certified Professional Parliamentarian-Teacher, Professional Registered Parliamentarian
e-mail: jim@jimslaughter.com web site: www.jimslaughter.com

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

Item 6a
Council - March 23, 2021

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority or tie sustains
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3 against consideration
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	Varies
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

UTFA Annual General Meeting
Thursday, April 27, 2021, 3 pm - 5 p.m.
Via Zoom
DRAFT AGENDA

1. Acknowledgement of Traditional Land (David Roberts)
2. Review of the Agenda (David Roberts)
3. Minutes of 2019 – 2020 AGM (David Roberts)
4. Welcome and President's Remarks (Terezia Zorić)
5. Announcement of UTFA Student Award Recipients (Roy Gillis)
 - 2021 UTFA Al Miller Memorial Awards
 - Tyler Saumur
 - James Tonogai
 - 2021 Undergraduate Tuition Awards
 - Kim Duong
 - Adam Tran
6. *Ask Our Experts* - Q & A with experts from the Dalla Lana School of Public Health about how we return to a safe and healthy workplace.
7. Bargaining Update and Q & A (Jun Nogami & Terezia Zorić)
8. Reports of the 2020-2021 UTFA Officers and Chairs of Committees

The reports are published in the AGM Newsletter and will not be read at the meeting. However, the President, Vice-Presidents, Treasurer, and Committee Chairs will be available to answer any questions. Also, the Past President will be available to answer questions on the University Pension Plan (UPP)
9. Other business and further questions from the floor
10. Adjournment

The Executive Committee recommends to Council approval of the AGM agenda.

The Executive Committee recommends to Council that UTFA not advocate that U of T adopt the IHRA definition of anti-Semitism. We reaffirm our commitment of academic freedom. To be clear, UTFA abhors all anti-Semitism in our community and beyond. Anti-Semitism is distinct from other forms of oppression; it is also connected to anti-Indigenous discrimination, racism, xenophobia, Islamophobia, and other forms of faithism. In times of growing right-wing populism and scapegoating, it is essential to amplify UTFA's opposition to this and other forms of violence and discrimination. UTFA will continue to uphold its commitment to fight all forms of oppression, including anti-Semitism."

The Executive Committee recommends to Council that K. Banning, B. McDonagh, J. Nogami, D. Roberts, H. Sonne de Torrens, S. Rupp and T. Zoric be the UTFA team to negotiate the Academic Continuity Policy.

Joint Committee Meeting

Monday, March 8, 2021

12:00 – 2:00 p.m.

Zoom meeting

1. Laurentian University (UTFA)
2. Academic Continuity Policy (UTFA)
3. Planning for the resumption of in-person work at U of T (UTFA)
- PDAD&C Memo re Fall 2021 Plans (UTFA)
4. UTFA constituency-based member outreach meetings (UTFA)
5. Employment equity (UTFA)
6. Procedural fairness in investigations (UTFA)
7. Violations of the WLPP with respect to Unit Workload Policies (UTFA)
8. Association grievance Step #3 responses (UTFA)

Review of the University-Mandated Leave of Absence Policy

March 2021

Background

The [*University-Mandated Leave of Absence Policy*](#) (the "*Policy*") was approved by Governing Council in June of 2018 and is intended to provide a compassionate and non-punitive option for students who are exhibiting serious and concerning behaviour that threatens their own or others' safety, or results in negative and material impacts on the learning environment of others. The *Policy* was developed in response to concerns raised by the University Ombudsperson about the University's ability to address student behaviours during periods of extreme distress caused by serious health or mental health issues. The intention of the *Policy* is to ensure the safety of all members of the University community and to support students who may benefit from time away from their studies to engage with supports or other assistance. The *University-Mandated Leave of Absence Policy* is intended to be applied in rare circumstances, and only after accommodative measures have been unsuccessful, or the student has declined those measures.

During the 2018-19 and 2019-20 academic years, the *Policy* was invoked nine times. In 2018-19, two of the eight students returned to studies, with accommodations, within six weeks of being placed on a leave. Two additional students who were on leave in 2018-19 returned to their studies in the 2019-20 academic year. One of the students who returned to studies in 2019-20 has now graduated from their program. A report on the *Policy* and its application is presented annually to the University Affairs Board ([2018-19, 2019-20](#)).

	2018-2019	2019-2020	Total
University – Mandated Leaves of Absence	6	1	7
Voluntary Leaves of Absence	2	0	2
TOTALS:	8	1	9
	2018-2019	2019-2020	Total
Urgent Situations	6	0	6
Returned to Studies	2	2	4

Although the 2020-21 report on the *Policy* will not be presented until Fall 2021, an additional student who was on leave in 2019-20 has returned to their studies during the

2020-21 academic year – bringing the total number of students who have returned to studies to five.

The terms and conditions identified in the *Policy* allow for a tailored approach and considerations for each student. To this end, the University has arranged for tuition refunds, on-going access to health and wellness services, continuation of health and dental benefits through respective student societies, and arrangements to maintain academic progress to support students going through this process.

A Student Case Manager is appointed by the University to liaise with the student throughout the process and to ensure that appropriate accommodations are being offered.

The University Ombudsperson has reviewed the factual specifics of each case and has not identified any concerns with the relevant criteria not being satisfied; however, we know that some students and other community members continue to have questions about the *Policy's* scope and application. The [Report of the Presidential and Provostial Task Force on Student Mental Health](#) noted that the *Policy* is sometimes viewed as a potential barrier to students seeking mental health services. The Task Force recommended the University address this potential issue through a comprehensive educational strategy to ensure the supportive and compassionate intent of the *Policy* is made more apparent and that students understand they will not be put on leave for simply seeking medical care (Recommendation 18).

The University understands the significance of requiring a student to take a leave of this nature and the need to ensure that such actions are taken judiciously and with the utmost level of care and consideration. In recognition of the need for transparency and accountability with regard to the application of the *University-Mandated Leave of Absence Policy*, Section 79 of the *Policy* states that "The Provost undertakes to review the *Policy* in the third academic year of its operation, and to report to the Governing Council about that review."

As this is the third year of operation for the *Policy*, the Provost is initiating this review, and has asked Professor Donald Ainslie, Department of Philosophy in the Faculty of Arts & Science, to lead it. Professor Ainslie has had extensive administrative experience, including as Principal of University College (2011-2019) and Chair of the Department of Philosophy (Faculty of Arts and Science) and the Graduate Department of Philosophy (2003-2011). The review team will also include Varsha Patel, Assistant Dean of Student Success and Career Support, University of Toronto Scarborough.

Review Approach

The focus of this review will include:

- Analysis of the intended purpose of the *Policy* and the extent to which the *Policy* and its application to-date align with that purpose.
- Review of the definition of terms for clarity and consistency.
- Assessment of the steps outlined for invoking the *Policy* for clarity, consistency, and the extent to which they align with the compassionate intent of the *Policy*.
- Consideration of the extent to which the *Policy* is understood by students, staff, and faculty across the University.
- Consideration of any unintended outcomes of the *Policy*.
- Evaluation of the annual reporting and periodic review requirements.

All members of the University community are invited to submit their feedback on the *University-Mandated Leave of Absence Policy* through the consultation website. Online submissions will be accepted until **April 2, 2021**.

Any questions or comments related to the review process can be forward to vp.students@utoronto.ca

Online Feedback Form

Feedback Form and Policy Documents

To provide feedback via the online form, students, staff, and faculty will need to login using their UTORid (via the “Give Feedback” button below). Please be aware that the information submitted via this online consultation will be anonymized before it is shared with the Reviewers. For any questions and/or technical assistance, please contact the Office of the Vice-Provost, Students (vp.students@utoronto.ca).

In person (virtual) Feedback Town Halls

The reviewers are holding virtual Town Halls sessions via zoom for each campus and School of Graduate Studies in March:

- St. George – Tuesday, March 23, 11:00am – 12:30pm
- UTM – Wednesday, March 24, 11:00am – 12:30pm
- UTSC – Friday, March 26, 3:00pm – 4:30pm

- SGS (graduate studies) – Wednesday, March 31, 12:00pm – 1:30pm

To participate in one of these Town Halls, students, staff, and faculty will need to login using their UTORid (via the "*Town Hall Registration*" button below). Registrants will be asked to provide their name and U of T email address so that we can share a Zoom link with them for the registered session.

Please note: registration will close at 9:00am on the day of each session. A Zoom link will be shared via the U of T email provided on the registration form once registration closes.

For any questions and/or technical assistance, please contact the Office of the Vice-Provost, Students (vp.students@utoronto.ca).

<https://consultations.students.utoronto.ca/review-of-the-university-mandated-leave-of-absence-policy/feedback-town-halls/>



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March 22, 2021

Laurentian University Faculty Association
Room P-628, Ramsey Lake Road
Sudbury, Ontario P3E 2C6

Greetings to President Fabrice Colin and all our colleagues at the Laurentian University Faculty Association!

We, the Executive Committee of the University of Toronto Faculty Association (UTFA), express our solidarity and support for our colleagues at Laurentian University during these challenging times. We wish to make explicit our deep concerns over the recent decision by the Administration of Laurentian University to declare financial insolvency and to move toward financial restructuring by filing for court protection under the *Companies' Creditors Arrangement Act*. This departure from the principles of collegial governance and collective bargaining must be condemned. We urge the Administration of Laurentian University to re-commit to negotiations with the Laurentian University Faculty Association, and other representatives of staff and students, to address their fiscal challenges as a community of scholars, rather than rely on court rulings.

UTFA understands that the judge in the case has ruled that "The school can permanently or temporarily cease, downsize or shut down any of its business or operations," and that Laurentian University can also "terminate the employment of such of its employees or temporarily lay off such of its employees as they deem appropriate." We agree with Fabrice Colin, President of the Laurentian University Faculty Association, who stated, "The challenges facing Laurentian University are not due to a lack of government oversight, but a lack of transparent and accountable institutional governance that allows for oversight and input by the university community." We call for the Administration of Laurentian University and the provincial government overseers on the Laurentian University Board of Governors to be held accountable for any financial mismanagement or negligence that might have occurred.

We recognize that as Canada's only university with a tricultural mandate, Laurentian University offers outstanding higher education in English and French, with a comprehensive approach to Indigenous education. It is the only university offering francophone programs in Northern Ontario. The Indigenous programming offered at Laurentian University is vital for students and is part of the collective commitment to the truth and reconciliation process with Indigenous communities. *Laurentian University is a provincial treasure that must be preserved.*

We are concerned that many of Laurentian University's Indigenous and francophone programs may be lost because of the financial restructuring that is occurring, and due to the failure of the Ontario government to step up and intervene in the situation. UTFA joins the Laurentian University Faculty Association, the Ontario Confederation of University Faculty Associations (OCUFA), and the Canadian Association of University Teachers (CAUT) in urging the Ontario government to intervene in the fiscal crisis and provide immediate financial resources in recognition of the important roles that Laurentian University fulfills in the province of Ontario. Students, faculty, and staff of Laurentian University should not have to pay the price for the poor

governance practices of their Administration and the chronic underfunding of the post-secondary education system in Ontario.

The Ontario government's interventions into post-secondary education have contributed to the budget shortfalls and current fiscal crisis that Laurentian University is experiencing: through the ten percent tuition reduction and freeze imposed in 2019; by forcing universities into an over-reliance on recruiting international students to make up for declining provincial education funding; and by changing the funding model for universities, which substantially increase the proportion of their funding tied to performance indicators. We demand that the federal and the provincial governments fulfill their societal and fiscal responsibilities for post-secondary education and change those of their policies for post-secondary education that have placed the smaller universities in Northern Ontario, like Laurentian University, at a particular disadvantage. The Ontario government must guarantee long term and stable funding for Laurentian University to ensure that no student's education and no jobs will be sacrificed.

In Solidarity,

The Executive Committee of the University of Toronto Faculty Association

c.c. Premier Doug Ford
Ross Romano, Minister of Colleges and Universities
Melanie Joly, Minister of Economic Development and Official Languages

Report of the Chair of the Retired Members Committee
UTFA Council
March 23, 2021

Kent Weaver has been nominated for the position of Director in the upcoming CURAC/ARUCC elections (College and University Retiree Association of Canada). There has not been an UTFA member on the CURAC Board for over 7 years, so we hope Kent is successful. He is certainly an excellent candidate.