

UTFA Council Agenda

Tuesday, January 20, 2022

3:00 – 5:00 p.m.

Zoom

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1. Approval of the Agenda
 2. Reading of the Statement of Acknowledgement of Traditional Land
 3. Minutes of the Previous Meetings
 - a. December 14, 2021 *
 4. Business Arising
 - a. From the Minutes of Council
 - b. From the Minutes of the Executive Committee
 - i. December 10, 2021 *
 5. Elections (30 min)
 - a. Membership Chair Vacancy (Executive motion) *
 - b. Nominating Committee (Executive motion) *
 - c. Appointment of CRO (Executive motion) *
 - d. UTFA Pension Committee Elections
 6. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)
 - a. COVID LOU (with T. Zorić)
 - b. SBPW bargaining update (with T. Zorić)
 7. Report of the President (40 min)
 - a. Joint Committee Meeting Update *
 - b. Health and Safety (with J. Nogami)
 - i. Winter term
 - ii. Mid Term assessment *
 - iii. Central Health and Safety Committee update
 - c. U of T Sexual Violence Consultations
 - d. Policy Update
 - i. Vaccination Policy
 - ii. Academic Continuity Policy
 - e. Association grievances
 - i. Implementation of vaccine policy and UTFA members
 - ii. Without prejudice grievance responses
 - iii. COVID Health and Safety Grievance – Mediation Update

iv. Other association grievances in progress

8. Timed break – 3:55 pm (5 min)
 9. Report of the Chair of the Membership Committee (15 min)
 - a. Speakers for the C.B. Macpherson Lecture
 - b. Motion of support and thanks for U of T HR Committees on Anti-Black Racism, Anti-semitism, and Anti-Islamophia (Executive motion) *
 - c. Council member to constituent communications (breadth and constancy)
 10. Report of University and External Affairs VP (5 min)
 - a. Victoria College Chapter Bylaw Approval (Executive motion) (with M. Attridge) *
 11. Report of the Chair of the Appointments Committee (5 min)
 - a. Barriers to Research Working Group (BRWG) (with M. Attridge)
 12. Report of the Chair of the Librarians Committee * (Written report)
 13. Report of the Executive Director (5 min)
 - a. Transition of UTFA staff to the UPP (with J. Nogami)
 14. Other Business
 - a. Winter Term Council Meetings
 - i. Wednesday, February 23 3:00 – 5:00 p.m.
 - ii. Thursday, March 24 3:00 – 5:00 p.m.
 - iii. Tuesday, April 19 3:00 – 3:45 p.m. (preceding the AGM)
 - iv. Thursday, May 19 3:00 – 5:00 p.m.
 - v. Wednesday, June 15 3:00 – 5:00 p.m.
 - b. Annual General Meeting
 - i. Tuesday, April 19 4:00 – 6:00 p.m.
 15. Adjournment
- * materials attached

UTFA Council Minutes

Tuesday, December 14, 2021

3:00 – 5:00 p.m.

Zoom

Executive: M. Attridge, K. Banning, R. Gillis, S. Helwig, W. Kemble, J. Macdonald, B. McDonagh, J. Nogami, H. Sonne de Torrens, L. Stewart Rose, T. Zorić

Present: K. Adamson, V. Arora, J. Bale, E. Barbeau, C.H. Chen, L. Chen, E. Comelli, S. Darnell, C. Desai, G. de Souza, A. Emon, A. Fenner, W. Ghobriel, P. Gries, C. Guberman, M.A. Guttman, R. Helms-Park, A. Hojatollah Taleghani, A. Keith, R. Kwong, R. Levine, R. Marshall, N. Niknafs, M. Peski, H. Rodd, S. Rupp, A. Sabl, K. Scheaffer, M. Stapleton, J. Taylor, S. Wagner, Z. Zhang, A. Zilman

Regrets: A. Braun, D. Gastaldo, A. Giacca, C. Messenger, S. Ruddick, M. Vieta, K. Weaver

Absent: R. Gomez, G. Grasselli, E. Kim, M. O'Connor, A. Siddiqi

Also present: Nour Alideeb (UTMSU)
Maelis Barre (UTMSU)
Merica Joy Carlos, (UTMSU)
R. Chang (Counsel)
H. Diggle (Counsel)
C. Doyle (Legal Assistant)
M. Horban (Business Officer)
K. Johnson (Executive Director)
Jihan Khatib (UTMSU)
J. Mason (Guest)
H. Nowak (General Counsel)
S. Olexson (Counsel)
C. Penn (Notes and Senior Administrative Assistant)
D. Puscas (Technical Support)
N. Ptinis (Executive Assistant)
H. Russell (Speaker)
Ryan Tomlinson (UTMSU)

T. Zorić called the meeting to order at 3:05 p.m.

T. Zorić noted that several guests would be joining the meeting including. J. Mason is a nominee for the Librarian Council seat and a delegation from UTMSU who will be introduced when they arrive.

1. Approval of the Agenda

Motion by N. Niknafs, seconded by W. Kemble, that the agenda be approved as amended.
Carried.

2. Approval of Council Speaker *

Motion: The Executive Committee recommends to Council that Council accept Hamish Russell as Council Speaker. **Carried.**

H. Russell assumed the role of Council Speaker.

3. Minutes of the Previous Meetings

a. November 16, 2021 *

As there were no changes to the November 16, 2021, Council minutes, they 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 Minutes of the Executive Committee

i. November 12, 2021 *

ii. November 26, 2021 *

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

5. **Timed Item 3:15 p.m. – UTMSU and UTFA working together on issues of common concern**
(20 min)

UTMSU Guests: Mitra Yakubi, President; Nour Alideeb, Executive Director; Merica Joy Carlos, VP University Affairs; Maelis Barre, VP External; Ryan Tomlinson, VP Equity; and Jihan Khatib, Academic Advocacy Coordinator.

H. Russell welcomed the guests from UTMSU.

The guests provided the members with information about UTMSU and outlined their concerns about academics, mental health, finances, their futures, returning to in-person learning, and the cost of post-secondary education.

The guests from UTMSU thanked Council for the opportunity to speak and said that they hoped to continue to work with UTFA .

H. Russell thanked the guests from UTMSU for attending the meeting.

6. Report of the Chair of the Teaching Stream Committee (5 min)

a. Teaching Stream Committee Update

S. Helwig reported on the initiatives coming out of the Teaching Stream Committee. The committee is working on a document on barriers to research in the Teaching Stream that will feed into the Barriers to Research Working Group report.

7. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (20 min)

a. UTFA Pension Committee Terms of Reference (Executive Motion) *

Motion: The Executive Committee recommends to Council the adoption of the revised terms of reference for the UTFA Pension Committee. **Carried unanimously.**

b. SBPW bargaining update (with T. Zorić)

i. Membership Communication

Motion by J. Nogami, seconded by R. Kwong, that the meeting go in camera. **Carried.**

c. COVID LOU Survey (with T. Zorić)

Motion by M. Attridge, seconded by A. Sabl, to return to the regular meeting. **Carried.**

8. Report of the President (30 min)

a. Indigenization of the Academy (with K. Banning)

https://www.caut.ca/sites/default/files/caut-indigenization-of-the-academy-checklist-english_0.pdf

T. Zorić reported that the Retired Members Committee held an event with Dale Turner as guest speaker. He gave a presentation on Engaging with Indigenous Perspectives at U of T.

K. Banning called the members' attention to the CAUT document on the Indigenization of the Academy. The Equity Committee and Executive have discussed the Checklist on Indigenization in this document. She noted that Executive has resolved to take our lead on these issues from Indigenous faculty and librarians and to involve them in the steps in the checklist. She asked Council to share the document with their constituents.

b. CAUT vote on Censure (with R. Gillis)

T. Zorić reported that CAUT Council voted unanimously to lift censure on U of T.

c. Health and Safety * (with J. Nogami) (Executive motion)

Motion by T. Zorić, seconded by R. Marshall, that the meeting go in camera. **Carried.**

i. Central Health and Safety Committee update

ii. Winter Term

Motion by R. Helms-Park, seconded by R. Gillis, to return to the regular meeting. **Carried.**

Motion: that the Executive Committee recommends to Council that Council affirm its commitment to the precautionary principle; advocate for the measures recommended by public health and indoor air quality scientists on what is required for a safe re-opening; and advocate that the U of T Administration update its Joint Provostial and Human Resources Guideline on Vaccination to reflect the risks posed by variants of concern, including the highly transmissible Omicron variant. The revisions should:

- Update the definition of “fully vaccinated” to reflect the new consensus of public health experts.
- Update indoor occupancy/density limits in classrooms and other provincial health and

safety protections from which Ontario University presidents gained exemption (as those exemptions were premised on universities obtaining universal compliance with an effective vaccine mandate).

- Provide N 95 masks to the University community on an ongoing basis.
- Significantly expand the use of routine rapid antigen testing (in addition to the vaccine mandate) for asymptomatic individuals.
- Require all individuals entering campus buildings to show their vaccination QR codes, rather than UCheck screens, in keeping with updated provincial standards.
- Work with UTFA to install (and share the data from) CO2/particle monitors in a broad and representative sample of classrooms and other occupied spaces; and,
- Make widely available the option to start Winter 2022 work online to allow sufficient time to assess public health risks and mitigation strategies. **Carried.**

d. MoA Significant terms and conditions language

T. Zorić said that UTFA won the right to negotiate more than salaries, benefits, pensions and workload under SJAC. The expanded scope includes frozen policies, the non-arbitrable portions of the MoA, and other significant terms and conditions of employment. If there is no agreement on whether something is a significant term or condition of employment, it would then go to the Grievance Review Panel (GRP). The right to negotiate Significant Terms and Conditions of Employment and the process for the Administration to discuss changes to significant terms and conditions of employment with UTFA are key components of the SJAC system. Since UTFA does not have a collective agreement containing all the key terms and conditions of employment, the ability to propose changes to Administration policies/guidelines is how UTFA maintains and improves working conditions that are not explicitly covered by the MoA.

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

e. Policy

- i. Donation Policy
- ii. Vaccination Policy
- iii. Sexual Violence Policy
- iv. Academic Continuity Policy
- v. Librarian Systemic Bias Working Group (with W. Kemble)

f. Association grievances

- i. Potential grievance on issues related to rollout of Vaccination Policy
- ii. Faculty of Law Hiring Controversy Grievance
- iii. COVID Health and Safety grievance
- iv. Salary Discrimination grievance
 - a. Indigenous Faculty focus groups
- v. Other Association grievances in progress

Motion by J. Taylor, seconded by S. Helwig, to return to the regular meeting. **Carried.**

9. Timed break – 3:55 pm (5 min)

10. Report of the Chair of the Appointments Committee (5 min)

a. Ad hoc Part Time Working Group (with B. McDonagh)

L. Stewart Rose reported that the Appointments Committee met and decided on the priorities for the year. A working group was formed to work on the student evaluation of teaching survey, and she is working with B. McDonagh on the Part-time Appointments Policy for the next round of negotiations. The committee is also working with the Teaching Stream Committee on supporting members going forward to full professor. This will probably involve a workshop in the spring. The Appointments Committee is also gathering information on barriers to research in the Tenure Stream.

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

a. Academic Citizenship Award (Executive Motion) *

R. Gillis said that this award was originated in 2016 and then lapsed. Executive has revived the award and a call for nominations was circulated. The Executive is proud to recommend, the faculty members from the Dalla Lana School of Public Health given their contributions made to the health and safety of the U of T community and the general public.

Motion that the Executive Committee recommend to Council awarding the UTFA Academic Citizenship Award to the faculty members from the Dalla Lana School of Public Health (“DLSPH”), and particularly Professors Arjumand Siddiqi, Ashleigh Tuite, David Fisman, James Scott, Jeffrey Siegel, and Paul Bozek. **Carried unanimously.**

b. C.B. Macpherson Lecture

This item was deferred to the next meeting.

12. Report of the Chair of the Equity Committee (5 min)

a. Report of the U of T Anti-Semitism Working Group (with Judith Taylor)

<https://people.utoronto.ca/wp-content/uploads/2021/12/Report-of-the-Anti-Semitism-Working-Group.pdf> with administration's response
<https://people.utoronto.ca/memos/response-to-the-report-of-the-anti-semitism-working-group/>

J. Taylor said that the Report of the U of T Anti-Semitism Working Group should be shared with members and that she would forward a sample email text, along with the document, to Council to send to their constituents. She would also provide information in the -text on other issues, e.g., the timeline to spend the LOU COVID funds.

Motion by M. Attridge, seconded by R. Kwong, to extend the meeting by 15 minutes. **Carried.**

13. Report of University and External Affairs VP (5 min)

a. Victoria College Chapter Bylaw Update (with M. Attridge) *

R. Gillis called the members' attention to the Bylaws of the Victoria University Chapter. He asked members to read them before the next meeting because they will be voted on at the January 20 Council meeting.

b. UTFA's Appointment to CAUT Contract Faculty/Complement Committee (Executive motion) *

Motion: The Executive Committee recommends to Council that Council endorse that B. McDonagh be nominated to the CAUT Contract Faculty/Complement Committee. **Carried.**

14. Report of the Vice-President, Grievances (5 min)

- a. Representation Policy pre-Rand clarification language * (with J. Nogami) (Executive motion)

Motion: The Executive Committee recommends to Council that the Policy on Provision of Advice and Representation and the Internal Guidelines Relating to the Provision of Advice and Representation be amended to clarify that the repayment of back dues for those who elected to be a non-member for less than three years continues to be consistent with existing policy language that provides that a minimum payment of one-year dues be made. Accordingly, the policy language will be amended as follows:

“UTFA does not normally represent non-members. If UTFA chooses to provide advice or representation to a non-member faculty member or librarian seeking advice, **but who has not paid dues for three years or more**, the faculty member or librarian must pay three (3) years back dues and become a member of UTFA and agree to continue to be a member in good standing for at least five years. **Faculty members and librarians who were non-members of UTFA for fewer than three (3) years will be required to pay back dues for the period they were not members or one (1) year of dues, whichever is greater, and agree to continue to be a member in good standing for at least five years. Faculty members and librarians joining UTFA, who are appointed into a position within the scope of UTFA representation, shall only be required to pay retroactive dues for the period in which they were eligible for membership but were not yet members.**”

The members discussed the motion.

Carried.

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

- a. Approval of Hujma Chowdhury, Robarts Library to the Librarians Committee

Motion by H. Sonne de Torrens, seconded by W. Kemble, that Hujma Chowdhury be approved to the Librarians Committee. **Carried.**

H. Sonne de Torrens said that the Librarians Committee is sponsoring an event on February 14 on academic freedom for librarians. E. Phillips from Goldblatt Partners will be the guest speaker. She invited Council members to attend. More information will be provided in January.

16. Report of the Chair of the Retirees Committee (5 min) * (Written report)

- a. Annual Retiree Reception: Engaging with Indigenous Perspectives at U of T Report

17. Report of the Executive Director (5 min)

- a. Transition of UTFA staff to the UPP (with J. Nogami)

K. Johnson deferred this report to the next meeting.

18. Other Business

a. Winter Term Council Meetings

- i. Thursday, January 20 3:00 – 5:00 p.m.
- ii. Wednesday, February 23 3:00 – 5:00 p.m.
- iii. Thursday, March 24 3:00 – 5:00 p.m.
- iv. Tuesday, April 19 3:00 – 3:45 p.m. (preceding the AGM)
- v. Thursday, May 19 3:00 – 5:00 p.m.
- vi. Wednesday, June 15 3:00 – 5:00 p.m.

b. Annual General Meeting

- i. Tuesday, April 19 4:00 – 6:00 p.m.

19. Adjournment

T. Zorić thanked H. Russell for chairing the meeting.

Motion by L. Stewart Rose, seconded by M. Attridge, that the meeting adjourn. **Carried**

The meeting adjourned at 5:25 p.m.

Chris Penn
Senior Administrative Assistant



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Council Summary

UTFA Executive Minutes

Friday, December 10, 2021

Zoom Conference Call
10:00 a.m. – 12:00 p.m.
Chair – T. Zorić

Present: M. Attridge, K. Banning, R. Gillis, S. Helwig, W. Kemble, J. Macdonald, B. McDonagh, N. Niknafs, J. Nogami, H. Sonne de Torrens, M. Stapleton, L. Stewart Rose, J. Taylor, T. Zorić

Also present: M. Horban (Business Officer), K. Johnson (Executive Director), H. Nowak (General Counsel), C. Penn (Senior Administrative Assistant), N. Ptinis (Executive Assistant)

T. Zorić called the meeting to order at 10:05 a.m.

1. Approval of the agenda: The agenda was approved as distributed.
2. Minutes of the previous meeting
 - a. November 26, 2021: As there were no changes to the November 26, 2021, minutes, they were approved as distributed.
3. Business arising (not elsewhere on the agenda)
There was no business arising.
4. Timed item 11:00 am - Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)
 - a. UTFA Pension Committee Terms of Reference*
Motion by J. Nogami, seconded by M. Stapleton, that the Executive Committee recommend to Council the adoption of the revised terms of reference for the UTFA Pension Committee.
Carried.
Motion by J. Nogami, seconded M. Stapleton, moved to go in camera. **Carried.**
 - b. SBPW bargaining update (with T. Zorić) (in camera as per motion under 5.d)
 - i. Membership communication

- c. COVID LOU Survey (with T. Zorić) (in camera as per motion under 5.d)

Motion by J. Nogami, seconded by L. Stewart Rose, to return to the regular meeting. **Carried.**

B. McDonagh assumed the chair.

5. Report of the President (40 min)

- a. Council Speaker

Motion by T. Zorić, seconded by N. Niknafs that the Executive Committee recommend to Council that Council accept Hamish Russell as Council speaker. **Carried.**

- b. Indigenization of the Academy (with K. Banning)

https://www.caut.ca/sites/default/files/caut-indigenization-of-the-academy-checklist-english_0.pdf

T. Zorić reported that the Retired Members Committee held an excellent event. Professor Dale Turner spoke on Engaging with Indigenous Perspectives at U of T. She called the members' attention to the CAUT document on Indigenization of the academy.

The members discussed how UTFa can become more involved on this issue.

K. Banning reported that the Equity Committee will discuss this issue at its next meeting.

- c. CAUT vote on Censure (with R. Gillis)

T. Zorić reported that at the CAUT Council meeting in November, CAUT lifted the censure on U of T with a unanimous vote.

- d. Health and Safety

- i. Central Health and Safety Committee update
- ii. Winter term

Motion by J. Taylor, seconded by N. Niknafs, to go in camera. **Carried.**

- e. MOA significant terms and conditions language

This item was deferred to the next meeting.

- f. Policy

- i. Donation Policy
- ii. Vaccination Policy
- iii. Sexual Violence Policy
- iv. Academic Continuity Policy
- v. Librarian Systemic Bias Working Group (with W. Kemble)

- g. Association grievances

- i. Without prejudice grievance responses
- ii. Potential grievance on issues related to roll out of Vaccination Policy
- iii. Faculty of Law Hiring Controversy grievance
- iv. COVID Health and Safety grievance
- v. Salary Discrimination grievance
 - a. Indigenous Faculty Focus Groups
- vi. Other association grievances in progress

- i. Release time and stipends 2021-2022 *

This item was deferred to the next meeting.

6. Break: timed item 11:00 am (10 min)

T. Zorić assumed the chair.

7. Report of the Chair of the Equity Committee

- a. Report of the U of T Anti-Semitism Working Group (with Judith Taylor)
<https://people.utoronto.ca/wp-content/uploads/2021/12/Report-of-the-Anti-Semitism-Working-Group.pdf> with administration's response
<https://people.utoronto.ca/memos/response-to-the-report-of-the-anti-semitism-working-group/>

8. Report of the Chair of the Librarians Committee (10 min)

- a. Librarian Committee update
b. Letter on Librarian Scholarship (with B. McDonagh)
c. Academic Freedom event for Librarians

Motion by J. Taylor, seconded by R. Gillis, to return to the regular meeting. **Carried.**

H. Sonne de Torrens reported that the Librarians will be having an academic freedom event for Librarians on February 14, 12:00–2:00 p.m., with Emma Phillips, Goldblatt Partners, as speaker.

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

- a. Academic Citizenship Award (with R. Gillis)

R. Gillis and J. Taylor outlined the process for choosing the recipients for the Academic Citizenship Award.

Motion by R. Gillis, seconded by J. Taylor, that the Executive Committee recommend to Council awarding the UTFA Academic Citizenship Award to the faculty members from the Dalla Lana School of Public Health ("DLSPH"), and particularly Professors Arjumand Siddiqi, Ashleigh Tuite, David Fisman, James Scott, Jeffrey Siegel, and Paul Bozek. **Carried unanimously.**

- b. C.B. Macpherson Lecture

J. Taylor reported that the Membership Committee had started discussions on this lecture.

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

- a. Annual Retiree Reception: Engaging with Indigenous Perspectives at U of T

J. Macdonald called the members' attention to her written report. She noted that the retired members reception was a success. The Retired Members Committee will meet in December to plan its next event.

11. Report of the Vice-President, University and External Affairs (10 min)

- a. UTFA–Victoria University Chapter Bylaws * (with M. Attridge)

R. Gillis said that the draft UTFA–Victoria University Chapter Bylaws were sent to Executive and will be sent to Council for information and review. Executive and Council will be asked to vote on them at their first meetings in January.

M. Attridge acknowledged the work of R. Chang, UTFA counsel, in helping the faculty at Victoria University prepare this document.

b. UTFA's Appointment to CAUT Contract Faculty/Complement Committee

Motion by R. Gillis, seconded by, M. Attridge, that the Executive Committee recommend to Council that Council endorse that B. McDonagh be nominated to the CAUT Contract Faculty/Complement Committee. **Carried.**

12. Report of Executive Director (5 min)

a. Transition of UTFA staff to UPP (with J. Nogami)

K. Johnson reported that the process to move UTFA staff into the UPP is moving forward. Meetings with staff are being held to provide information, answer questions and ease the transition into the UPP.

13. Other Business

a. UTFA Executive Meetings

i.	Friday, January 14	10:00 a.m. – 12:00 p.m.
ii.	Friday, January 21	10:00 a.m. – 12:00 p.m.
iii.	Friday, February 4	10:00 a.m. – 12:00 p.m.
iv.	Friday, February 18	10:00 a.m. – 12:00 p.m.
v.	Friday, March 4	10:00 a.m. – 12:00 p.m.
vi.	Friday, March 18	10:00 a.m. – 12:00 p.m.
vii.	Friday, April 1	10:00 a.m. – 12:00 p.m.
viii.	Thursday, April 14	10:00 a.m. – 12:00 p.m.
ix.	Wednesday, April 27	10:00 a.m. – 12:00 p.m.
x.	Friday, May 13	10:00 a.m. – 12:00 p.m.
xi.	Friday, May 27	10:00 a.m. – 12:00 p.m.
xii.	Friday, June 10	10:00 a.m. – 12:00 p.m.
xiii.	Friday, June 24	10:00 a.m. – 12:00 p.m.

b. UTFA Council Meetings

i.	Tuesday, December 14	3:00 – 5:00 p.m.
ii.	Thursday, January 20	3:00 – 5:00 p.m.
iii.	Wednesday, February 23	3:00 – 5:00 p.m.
iv.	Thursday, March 24	3:00 – 5:00 p.m.
v.	Tuesday, April 19	3:00 – 3:45 p.m. (preceding AGM)
vi.	Thursday, May 19	3:00 – 5:00 p.m.
vii.	Wednesday, June 15	3:00 – 5:00 p.m.

c. Annual General Meeting

i.	Tuesday, April 19	4:00 – 6:00 p.m.
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14. Adjournment

Motion by W. Kemble, seconded by B. McDonagh, that the meeting adjourn. **Carried**

The meeting adjourned at 12:08 p.m.

Chris Penn
Senior Administrative Assistant

Agenda Item #5a**Executive Motion**

The Executive Committee recommends that Council approve Judith Taylor to continue as Chair of the Membership Committee until June 30, 2022.

Agenda item #5b**Executive Motion:**

In keeping with UTFA's Constitution and By-laws, the Executive Committee suggests to Council the following slate of four names for membership in the 2022 Nominating Committee: **Rena Helms-Park, Azita Hojatollah Taleghani, Alison Keith, and Leslie Stewart Rose.** [5th person of committee to be elected by Council]

Agenda Item #5c**Executive Motion:**

The Executive Committee recommends to Council that **Michael O'Connor** be the Chief Returning Officer for the UTFA Pension Committee elections, Presidential Election and Executive Elections at Council.

Joint Committee Meeting

Friday, January 7, 2022

10:00 – 11:00 a.m.

Zoom Meeting

1. Association grievance on implementation of vaccine policy and UTFA members (UTFA)
2. Association grievance re responses to grievances (UTFA)
3. Health and Safety Update (UTFA)

Agenda item 7b(ii)**Motion re midterm assessment ***

Motion: The UTFA Council calls on the UofT Administration to expend every effort so that February midterms and exams can be given in-person.

Agenda Item #9b**Executive Motion:**

The Executive Committee recommends that Council commend the constructive direction begun by the Division of the Vice President and Provost, Human Resources and Equity, the Division of People Strategy, Equity, and Culture, and the Scarborough Office of the Vice President and Principal by their anti-racism initiatives of the last two years. We commend the conclusions of the Anti-Black Racism Taskforce and the Antisemitism Working Group, and we look forward to the report from the Anti-Islamophobia Community Working Group. We support the values of the Scarborough Charter, and the creation of the Office of Indigenous Initiatives. UTFA Council aims to work in tandem with these initiatives to oppose discrimination on and transform our three campuses and we look forward to working with the administration to make change.

University of Toronto Faculty Association

Victoria University Chapter

By-laws

Preamble

The Victoria Chapter of the University of Toronto Faculty Association (the Chapter) is a unit within the University of Toronto Faculty Association (UTFA) consisting of faculty and librarians appointed at Victoria University in the University of Toronto (Victoria University).

The Chapter establishes its own by-laws to set out procedures for its governance and the conduct of its operations, including the selection of its leadership and the roles and responsibilities of its officers.

From time to time, the Chapter's by-laws are amended to reflect the needs of the Chapter. These bylaws replace and update the previous by-laws that were established in 2004.

Article I—Name

The name of the Chapter is: University of Toronto Faculty Association–Victoria University Chapter (the Chapter).

Article II—Interpretation

Where there is a conflict between the *University of Toronto Faculty Association Constitution* and/or the *University of Toronto Faculty Association General By-Laws* and

these By-laws, the *University of Toronto Faculty Association Constitution* and/or the *University of Toronto Faculty Association General By-Laws* shall take precedence.

Article III—Purpose

3.1 The Chapter is party to the *Memorandum of Agreement between the Board of Regents of Victoria University and the Faculty and Librarians as Represented by the Victoria Chapter of the University of Toronto Faculty Association (MoA)*. The *MoA* sets out certain terms and conditions applicable to faculty appointed at Emmanuel College of Victoria University and librarians appointed at Victoria University.

3.2 The purpose of the Chapter is to promotes the welfare and advance the interests of faculty and librarians appointed at Victoria University. This includes enforcing the terms of the *MoA*, ensuring that the UTFA policies and procedures at Victoria University are followed; academic freedom is respected; and faculty members and librarians are adequately supported in carrying out their academic activities. Academic activities include research, scholarship, teaching, service, and professional responsibilities.

3.3 Chapter members are encouraged to participate and support the Chapter's Executive Committee and the Chapter's initiatives to avoid other members exceeding the service component of their workload.

Article IV—Membership

4.1 Membership in the Chapter is open to all full-time and part-time faculty appointed at Emmanuel College at Victoria University and all full-time and part-time librarians appointed at Victoria University.

4.2 The Principal of Emmanuel College as a faculty member and the Victoria University Librarian as an academic librarian are both members of the Chapter. However, neither the Principal nor the Chief Librarian shall attend meetings of the Chapter due to the conflict of interest inherent in each of their roles as chief academic or administrative officer of their respective units (Emmanuel College and the Victoria University Library). In addition, the Principal and the Victoria University Librarian are not eligible to participate in all other activities of the Chapter, including being notified of meetings, receiving messages and meeting minutes through the Chapter listserv, running and voting in the elections, and serving on the Chapter committees.

4.3 The above paragraph also applies to any faculty member who is currently Acting as Principal and any librarian member who is currently in the position of Acting Chief Librarian.

Article V—Officers of the Chapter and the Chapter Executive Committee

5.1 The Officers of the Chapter shall consist of:

- i) the Chapter Faculty Co-President;

- ii) the Chapter Librarian Co-President; and
- iii) the Chapter Vice-President.

5.2 The Officers shall form the Executive Committee of the Chapter.

5.3 To ensure that the Executive Committee reasonably reflects the membership of the Chapter, at least one of the Officers must be a member who does not hold a supervisory relationship over any other member.

5.4 The responsibility of the Executive Committee shall be to carry on the business of the Chapter for the benefit of the membership, to follow the directions of the membership as determined at Chapter meetings, to report its activities to the membership, and to represent the Chapter at meetings of the Joint Committee (as defined in the *MoA*).

5.5 The Chapter Executive Committee shall provide updates to the Chapter's representative on the UTFA Council and to the UTFA Executive Committee. The Chapter Executive Committee will initiate at least one meeting per year with UTFA to ensure that UTFA is regularly apprised of the activities of the Chapter and the concerns of its members.

5.6 The Executive Committee shall meet at the call of any one of the Officers.

Article VI—Co-Presidents

6.1 There shall be two Co-Presidents. The Faculty Co-President shall be a faculty member appointed at Emmanuel College at Victoria University. The Librarian Co-

President shall be a librarian appointed at Victoria University, who shall concurrently serve on the UTFA Librarians' Committee.

6.2 The Co-Presidents shall be elected by the members of the Chapter and shall serve as Co-President for three years from the July 1 immediately following the date of election. A Co-President may serve for more than one three-year term.

6.3 If a Co-President becomes unable to serve during the period to June 30 immediately following the election, a by-election shall be held to determine a replacement.

6.4 Each Co-President must be a regular member of UTFA in good standing and a member of the Chapter.

6.5 The Co-Presidents shall both serve on the Executive Committee.

6.6 The Co-Presidents serve as the representatives and spokespersons of the Chapter in all dealings with bodies outside of the Chapter. If neither of the Co-Presidents is available, this responsibility shall be delegated to the Vice-President.

6.7 The Co-Presidents shall reach consensus on all issues prior to any dealings with bodies outside of the Chapter so that they can present a unified voice. In the event that they cannot reach consensus, the Vice-President shall resolve the deadlock by casting a deciding vote.

6.8 If a Co-President is on a research or medical leave, or is otherwise unable to serve, the Vice-President shall serve as an Acting Co-President until the absent Co-President returns.

6.9 A Co-President may be removed from office by a two-thirds vote of members present and voting at a properly convened Chapter meeting with a quorum of 50% of the Chapter's members.

Article VII—Vice-President

7.1 The Vice-President shall be elected by the members of the Chapter and shall serve as Vice-President for three years from the July 1 immediately following the date of election. A Vice-President may serve for more than one three-year term.

7.2 If the Vice-President becomes unable to serve during the period to June 30 immediately following the election, a by-election shall be held to determine a replacement.

7.3 The Vice-President must be a regular member of UTFA in good standing and a member of the Chapter.

7.4 The Vice-President shall serve on the Executive Committee.

7.5 The Vice-President shall be responsible for coordinating administrative support for the Chapter, the preparation, retention, and distribution of the minutes of Executive Committee and Chapter meetings minutes, and such other duties applicable to the office.

7.6 In the event that the Vice-President is on a research or medical leave or is otherwise unable to serve, the Chapter shall select another member in accordance with the procedures set out in Article VIII—Elections below to serve as Acting Vice-President until the absent Vice-President returns.

Article VIII—Elections

8.1 The Executive Committee shall issue a call to the membership for nominations no later than the October 1 of the academic year in which the incumbent officer's term will expire. Nominations shall open no later than November 1 of that academic year and shall end on November 15 of the same year.

8.2 Each candidate for Co-President or Vice-President shall be nominated from the members of the Chapter. Candidates may nominate themselves or may be nominated by any member of the Chapter.

8.3 Where only one person stands for a position, that person shall be acclaimed.

8.4 Where more than one person stands for a position, the winner shall be decided based on a simple plurality of secret ballot votes cast by the members of the Chapter. The vote shall take place no later than December 15 of the same year.

8.5 The Executive Committee may establish guidelines for the conduct of the election.

8.6 Candidates wishing to be elected to the position of a Faculty Co-President, Librarian Co-President, or Vice-President shall submit an Expression of Interest

Statement to the Executive Committee at the time of nomination for distribution to the members of the Chapter prior to the election. The Expression of Interest Statement shall include a list of the candidate's proposed priorities for the Chapter to be accomplished during their term and the candidate's biography.

8.7 A member of the Executive Committee who is also a candidate in the election shall withdraw themselves from all matters related to the conduct of the election, including any guidelines and the collection of Expression of Interest Statements to maintain the Executive Committee's impartiality with respect to the election. If all members of the Executive Committee are candidates, Chapter members shall select one or more members who are not candidates to fulfil the duties of the Executive Committee in this Article 8.

8.8 The purpose of the early election (approximately six months before the end of the expiration of term) is to identify the Co-Presidents-Elect and Vice-President-Elect so that the next Executive overlaps with the current Executive to support the preparation and effective succession of the future executive (Co-Presidents-Elect and Vice-President-Elect).

Article IX—Joint Committees

Victoria University Joint Committee under the *MoA*

9.1 The Co-Presidents shall represent the Chapter at Joint Committee meetings.

9.2 The Co-Presidents' responsibilities shall include:

- i) to ensure regular meetings of the Joint Committee are convened, at least once in the fall term and once in the spring term of the academic year
- ii) that an additional meeting of the Joint Committee is convened, if needed, after each settlement between UTFA and the University of Toronto for the purpose of discussing how that settlement applies in the Victoria University context, including whether any updates to the *MoA*, *Librarians' Handbook*, and the *Emmanuel College Faculty Handbook* should be made;
- iii) to communicate issues and concerns raised by the members of the Chapter to the Victoria University administration.

9.3 A “settlement” means agreements, newly created and revised policies, changes to the *MoA*, memoranda of settlement, letters of understanding, extensions, implementations, and any other documents stemming from negotiations between UTFA and the University of Toronto.

Victoria University Joint Health & Safety Committee

9.4 When the UTFA representative seat on the Committee becomes vacant, the members of the Chapter can nominate themselves or others to serve either as an UTFA representative or an alternate representative on the Committee. The representative (or the alternate in the absence of the representative) will communicate any concerns related to the health and safety of the Chapter members to the Committee and provide regular updates to the membership on the Committee’s biannual meetings.

Article X—Meetings of the Chapter

10.1 The Co-Presidents shall call and convene meetings of the Chapter at least once in the fall term and once in the winter term. Such regular meetings shall be announced at least two weeks in advance, at which time a call for agenda items will also be issued to the membership. Any member may request items to be added to the meeting agenda.

10.2 Either or both Co-President(s) may call and convene additional meetings of the Chapter.

10.3 The Co-President(s) calling the meeting shall circulate the agenda prior to the meeting.

10.4 Any member may request a meeting of the Chapter by contacting any member of the Executive Committee.

10.5 A quorum shall be the lesser of 10 or 50% of the Chapter membership. Members may also vote by proxy by filling out a form in advance of a meeting.

10.6 The Executive Committee will invite the Chapter's representative on the UTFA Council and the UTFA Vice-President, University and External Affairs to all Chapter meetings so that they are aware of the Chapter's priorities and concerns and so that they can provide updates to the Chapter membership on the activities and priorities of the Council.

Article XI—Committees

11.1 There shall be a standing Librarians' Committee and such other standing and/or special committees as the Executive Committee or the Chapter may establish from time to time.

11.2 The Executive Committee or the Chapter may establish other committees. Any member of the Chapter may propose forming a new standing committee or a new special committee by notifying any member of the Executive Committee and the proposal shall be placed on the agenda of the next regular Chapter meeting.

11.3 The Executive Committee shall send an open call for participation on each committee to the membership with the terms of reference. For standing committees, an open call for participation shall be sent each year. The Co-Presidents and the Vice-President shall serve as *ex-officio* members of each committee.

11.4 The members of each committee shall appoint a chair and follow the terms of reference.

Victoria University Chapter Librarians' Committee

11.5 The Librarian Co-President shall be the Chair of the Librarians' Committee. The purpose of the committee shall include reviewing any settlements (as defined in 9.3) negotiated between UTFa and the University of Toronto and making recommendations to the Chapter with respect to their application to the Victoria University context, including whether any changes to the *Librarians' Handbook*

should be sought. This committee advises the Executive Committee on all matters related to the concerns of academic librarians and the profession at Victoria University. It also serves to ensure that Victoria librarians maintain parity with colleagues appointed to the University of Toronto with respect to the terms and conditions of appointment.

11.6 Revisions to the *Librarians' Handbook* proceed through requests made by the librarians to the Chief Librarian, in consultation with the members of the Librarians' Committee.

Article XII—Amendments to the By-laws

12.1 Revision of these by-laws or additions to them shall require a simple majority vote at any properly convened Chapter meeting where such purpose has been duly announced with the call of the meeting. A notice and a draft of proposed amendments shall be distributed to the membership in advance of the meeting.

12.2 After Chapter has decided on amendment/revision, by-laws shall be sent to the UTFA Executive Committee. The by-laws will only come into effect if they are approved by the UTFA Council upon the recommendation of the UTFA Executive.

12.3 It is recommended that a draft of the proposed amendment/revision of the by-laws is sent to the UTFA Executive Committee for comment before finalization by the Chapter members.

Article XIII— Changes to the Memorandum of Agreement with the Board of Regents of Victoria University

13.1 A bargaining team shall be formed for any negotiations concerning any changes to the *Memorandum of Agreement* with the Board of Regents of Victoria University. The membership of the bargaining team shall include one member of the UTFA Executive Committee, appointed by the UTFA Executive Committee.

13.2 The bargaining team shall only enter into a tentative agreement on the terms that the agreement is subject to the UTFA Council approving the holding of a ratification vote, and to ratification by the members of the Chapter.

13.2 Any tentative agreement shall be sent to the UTFA Executive Committee, which shall have the authority to review any proposed changes or amendments to the *Memorandum of Agreement* and to decide whether or not to recommend said agreement to the UTFA Council for approval.

13.4 A tentative agreement is ratified by the members of the Chapter by a simple plurality of secret ballot votes.

Agenda Item #10a**Executive Motion**

The Executive Committee recommends that Council approve the Victoria University Chapter By-laws as distributed.

Report of the Chair of the Librarians Committee
January 20, 2022

On Monday, February 14, the UTFA Librarians Committee is organizing a session for all librarians and interested members on Academic Freedom and Librarianship at the University of Toronto. Emma Phillips will be giving a presentation on librarians' rights and protection under current policies. Questions sent in advance will be addressed at this session. More information will be shared in the near future. Thank you.

Harriet Sonne de Torrens
Chair of UTFA Librarians Committee.