

## VACATION

Don't miss yours! Faculty and Instructors have to take their 27 days before September 1 following the end of a year of service. Librarians have until March 31. Read Article 9 closely.

## SALARY

Is your salary level appropriate? The Association Office has yearly UM salary reports and recent copies of the report required by the *Public Sector Compensation Disclosure Act*. You can see how your salary compares to others at your rank. If you are underpaid, plan to apply to the Anomalies Fund for an increase.

## ARE YOU BEING TREATED FAIRLY?

If you have questions, you can contact the Contract Administrator and Grievance Officer through the UMFA Staff:

Louise Hébert—474-8272

Jettie Zwiep—474-8562

For more serious concerns, contact:

UMFA Professional Officer Barbara Yapps—474-6034

UMFA Executive Director Linda Guse—474-8282

## NEW MEMBERS RECEPTION

The Association schedules receptions for new Members. Information on dates, times, and locations will be provided through email or an UMFA Board Representative.



# NEW HIRES MANUAL



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# NEW HIRES MANUAL

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## UMFA Handbook for Newly Hired Academic Staff

Welcome to the University of Manitoba Faculty Association. UMFA is the Collective Bargaining Agent for the full-time Faculty, Instructors, and Librarians at the University of Manitoba. Certified with the Manitoba Labour Board in 1974, UMFA was the first Faculty Association in a major English-speaking Canadian university to become unionized.

This handbook is intended to bring to your attention a number of matters which we think are important to a successful beginning for a faculty, librarian, or instructor career at the University of Manitoba.

If you have any questions about any of the material in this handbook, contact the following UMFA staff members:

- Louise Hébert—474-8272
- Jettie Zwiep—474-8562

Name of your UMFA Representative \_\_\_\_\_

Telephone number \_\_\_\_\_

If you don't know who your Representative is, ask Louise or Jettie!

### ***ALL CONTACTS WITH THE UMFA OFFICE ARE CONFIDENTIAL.***

If you have any concerns related to your employment, please contact the Association as soon as possible for advice. There are strict time limits that govern the Association's ability to take action on your behalf and your rights may be lost if you delay. All contacts are kept in the strictest confidence and no action is taken without the agreement of the Member.

# HOW TO KEEP YOUR JOB

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## FACULTY

Prepare yourself for tenure and promotion.

## LIBRARIANS

Prepare yourself for continuing appointment and promotion.

## INSTRUCTORS

Prepare yourself for continuing appointment and promotion.

***Need a confidential consultation by faculty member, librarian, or instructor outside your department experienced with reappointment or tenure and promotion hearings?  
Call UMFA @ 474-8272***

Your work may be evaluated annually. Faculty Members see Section 35 and Section 19.C.4.7 in the Collective Agreement. Librarians see Section 17.A.7.1. Instructors see Section 34.A.1. Review with your head or director the criteria that will be used to judge your annual performance. Consult with your Department Head, your mentor, and your UMFA Association Office to check your understanding of the criteria and weightings that will constitute satisfactory performance.

# PROMOTION AND TENURE

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## DO:

- Meet job requirements
- Document all your activities
- Accept reduced teaching loads
- Apply for New School Research grants
- Avoid excessive administrative service work
- Familiarize yourself with ROASS (Responsibilities of Academic Staff towards Students) Policy, and the Respectful Work and Learning Environment Policy—both can be found on the university website
- Familiarize yourself with the provisions of the Collective Agreement and your Faculty's weightings and criteria

## RESEARCH FUNDING

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### RESEARCH GRANTS FOR NEW SCHOLARS

*September*—You should apply for New Scholar Research grants in the Fall competition.

*January*—Apply for New Scholar Research grants in the Spring competition.

For application forms and advice: Research Services @ 474-8390

## SERVICE

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What counts as service? See the definition in the UMFA Collective Agreement.

Faculty Members—See Section 19.A.2.4.3 and 20.A.1.2.3

Librarians—See Section 20.B.1.2.3

Instructors—See Section 34.1.1

Service workload expectations in your Faculty

# of committees \_\_\_\_\_ Hours \_\_\_\_\_

Department/Faculty/University committees # \_\_\_\_\_

Likely hours per month required \_\_\_\_\_

External committees/activities # \_\_\_\_\_

Likely hours per month required \_\_\_\_\_

### REDUCED SERVICE LOAD

As a new Faculty Member, you may be given a reduced service activity load to allow time for research.

Normal Load reduction of \_\_\_\_\_ for \_\_\_\_\_ years

## JUST WHAT ARE YOUR DUTIES?

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### FACULTY MEMBERS

There are two job descriptions in the UMFA Collective Agreement for faculty members. The first is Section 19.A.2.3 through 19.A.2.5. The second is found in the Promotion Article 20.A.1 through 20.A.3.13. The Promotion Article spells out all the activities which your job requires and makes clear you will be evaluated on your performance. You should have received a copy of the criteria and weightings for tenure upon receiving your probationary appointment (19.D.1.6).

### LIBRARIANS

See Section 17.A.1 to 17.A.3.3. Section 17.B outlines the rank structure for librarians' promotions.

### INSTRUCTORS

See Article 34.1 through 34.6 for information on rights, duties, and responsibilities, and 34.9 on promotions.

All Members should see Article 36.2 regarding service.

How will you be evaluated? You need to know the criteria and weightings used in your unit. The Head of your department or the Dean/Director of your faculty/school has an obligation to provide those to you.

CRITERIA: \_\_\_\_\_  
\_\_\_\_\_

Weightings—Faculty and Instructors

Teaching \_\_\_\_\_% Research \_\_\_\_\_% Service \_\_\_\_\_%

Weightings—Librarians

Professional performance \_\_\_\_\_%

Teaching \_\_\_\_\_% Research \_\_\_\_\_% Service \_\_\_\_\_%

## TEACHING

**LOAD**—How many courses will you be teaching? The normal course load varies by faculty and library.

Normal load in your unit \_\_\_\_\_

Your load \_\_\_\_\_

**REDUCED LOAD**—As a new faculty member, you may be given a reduced course load to allow more time for research.

Normal load reduction \_\_\_\_\_ for \_\_\_\_\_ years.

**COURSE SCHEDULE**—A Tuesday/Thursday schedule is seen by most faculty as preferable to a Monday/Wednesday/Friday schedule. But either is preferable to a Monday to Friday schedule. In some departments, the schedules are rotated.

Schedule rotation in your department \_\_\_\_\_

**TEACHING ASSISTANCE**—Departments vary considerably! The more students in your classes, the more Teaching Assistant or Marker Grader hours you should have.

Number of students in all your classes \_\_\_\_\_

Teacher Assistant hours warranted \_\_\_\_\_

Marker Grader hours warranted \_\_\_\_\_

### ALLOWANCES FOR RESOURCES

Film and video purchase/rental—\$ \_\_\_\_\_

University Teaching Services

Course tuition—\$ \_\_\_\_\_

Special supplies for teaching—\$ \_\_\_\_\_

**LIBRARIANS**—Reference work: Requirements vary between libraries. Each library has a schedule for public assistance.

## RESEARCH

### FACILITIES AND SERVICES

The university undertakes to provide you with the facilities and services you need for your research program.

Facilities and Services	Amount Needed	Amount Supplied	Who to Call
Office space			Dean/Director
Office furniture			Dept. Secretary
Office supplies			Dept. Secretary
Office maintenance			Dept. Secretary
Laboratory space			Dean/Director
Computer			Dean/Director
Printer			Dean/Director
Computer software, network card, email			Dept. Secretary
Research assistants			Paid by grants
Secretarial service			Dept. Secretary
Travel funds			Dean/Director
Start-up funds			Dean/Director
Professional development			Dean/Director