



**LETTER OF AGREEMENT**  
(Hereinafter the "Agreement")

**BETWEEN CONCORDIA UNIVERSITY**  
(Hereinafter the "Employer")

**AND**

**THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION**  
(Hereinafter "CUPFA")

**REGARDING THE DEVELOPMENT OF ONLINE ACADEMIC AND PROFESSIONAL SERVICE DOSSIER**

- WHEREAS** CUPFA and the Employer (the Parties) are currently in negotiations for the 7th Collective Agreement;
- WHEREAS** the parties entered into a pilot program to allow for electronic applications by Part-Time Faculty Members using the Faculty Resource Information System (FRIS) on August 21, 2017, and renewed the agreement to extend the pilot program on February 19, 2019;
- WHEREAS** Article 10.11 of the 2018-2021 CUPFA Collective Agreement stipulates: "Each part-time faculty member shall have an Academic and Professional Service Dossier containing material relevant to their academic and professional activities...";
- WHEREAS** the parties agreed to "facilitate the use of the online system to CUPFA's membership and collaborate to introduce an online Academic Professional Service Dossier (APSD) at the earliest opportunity following the successful completion of the pilot program concerning online applications";
- WHEREAS** the Parties agree that there should be minimum standards developed for what is contained in the APSD, and that members should be responsible for maintaining their electronic APSD;
- WHEREAS** the Parties agree that it would be beneficial to the members and department for the APSD to be available electronically to any department who is considering the application of a member (regardless of whether said member has taught there previously);

**WHEREFORE the parties agree as follows:**

1. The above preamble forms an integral part of the present Letter of Agreement (LoA);
2. The Employer will continue to develop, in collaboration with the Association, the existing online tool to allow for members to create and add to their electronic APSD; being a fillable form which creates a uniform Curriculum Vitae (CV) for all members while also retaining the ability to upload other documents in PDF format;
3. CUPFA members will be prompted to create or update, as appropriate, their electronic APSD. With each subsequent application, they will be prompted to verify the information or update as appropriate. Members shall be responsible for updating their electronic APSD;
4. The Employer will offer training on creating/updating the electronic APSD together with the training it offers for electronic applications. Instructions will also be posted on the University's websites (FRIS and Human Resources) and provided to members of CUPFA's executive to be disseminated to the membership as needed;
5. All Part-Time Hiring Committees (PTHC) will be informed of the existence of the electronic APSD, which will be made available to all PTHC members in advance of a hiring meeting in accordance with Article 10.12 a) of the CUPFA Collective Agreement. The electronic and physical APSD will be made available to the PTHC as per Article 10.11 c) and 10.12 a) of the CUPFA Collective Agreement;
6. Should there exist both an electronic and a physical APSD, the following will apply:
  - For members who joined CUPFA by means of seniority obtained via courses posted on the October 2019 round or after, only the electronic APSD will be considered;
  - For any other CUPFA members, until the conclusion of the hiring round following the Parties agreeing on the final format of the electronic APSD, the PTHC will consider the physical version exclusively unless the CUPFA member checks the corresponding box in the FRIS APSD creation window that specifies that they wish the PTHC to exclusively consider their electronic APSD;
7. The Part-Time Hiring Committee (PTHC) will be informed of courses taught by part time faculty in the past at Concordia University for the purpose of application of article 10.15 of the Collective Agreement via the Work History report available in FRIS. This history is to be considered in conjunction with any letters issued in accordance with Article 11.03 which may be present in the member's departmental file;
8. The LoA is incorporated into the Collective Agreement 2018-2021 and, as such, shall be deposited to the Minister of Labour accordance with Article 72 of the Quebec Labour Code and Section 24.05 of the Collective Agreement and amendments thereto;

IN WITNESS HEREOF the authorised representatives of the parties have signed in Montreal, Province of Quebec this \_\_\_ 8<sup>th</sup> day of September, 2020.

Employer

CUPFA



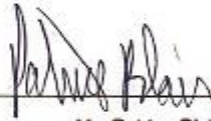
\_\_\_\_\_  
Dr. Nadia Hardy,  
Vice-Provost,  
Faculty Development and Inclusion



\_\_\_\_\_  
Prof. Robert Soroka,  
President, CUPFA



\_\_\_\_\_  
Ms. Sonia Coult,  
Executive Director,  
Employee and Labour Relations



\_\_\_\_\_  
Mr. Patrice Blais,  
Vice-President,  
Collective Agreement and Grievance