

The University of Guelph Faculty Association Unit 2 Memorandum of Settlement
May 1, 2025 to April 30, 2028

Memorandum of Settlement (this “Settlement”)

Between

The University of Guelph (the “University”)

And

The University of Guelph Faculty Association

Together (the “Parties”)

Re: Renewal Agreement

1. The Parties’ negotiating teams have tentatively agreed to Articles and Letters and Memorandums to a renewal collective agreement effective May 1, 2025 and expiring April 30, 2028, attached hereto, (the “Renewal Agreement”);
2. The Parties agree to the terms of this Agreement as constituting a full and final settlement of all matters in this round of bargaining.
3. Current Provisions for extended health, dental, long term disability, life insurance and tuition scholarship plan shall continue, except as amended by this renewal agreement.
4. The Parties agree that each will recommend to its respective principals the ratification of the Renewal Agreement.
5. The Parties agree that unless stipulated otherwise all terms and conditions of the Renewal Agreement are deemed retroactive to May 1, 2025.
6. The Parties agree to make all necessary housekeeping amendments to the Renewal Agreement in order to give effect to the overall intentions of the Parties.
7. The Parties warrant that each of the signatories of this Agreement is authorized to bind its respective Party.

Signed on [DATE]

For the University:

For the Association:

Schedule A

Article 17 - Administrative Appointments (Program Coordinators)

- 17.1 The effort allocation for coordinators shall ~~normally be a minimum of twenty-five percent (25%)~~ reflect the percentage of time to be spent on coordination activities.

Article 18 – Performance Assessment

Note: This language is included to show no change in this language was needed.
Changes occurred in Article 40 only.

- 18.13 The Peer input in teaching shall be provided by the Teaching Review Committee. The Teaching Review Committee shall be comprised of:
- a) The Associate Director will act as chair of the committee and will be provided with a second vote to break any potential ties; and
 - b) Two Regular Full Time, non-probationary College Professors or College Research Professors elected for two-year terms by current College Professors and College Research Professors.
- 18.14 Peer input in research shall be provided by the Research Review Committee. The Research Review Committee shall be comprised of:
- a) The Associate Dean (Research & Innovation), OAC will act as chair of the committee and will be provided with a second vote to break any potential ties; and,
 - b) Two College Research Professors elected for two-year terms by current College Research Professors.
- 18.15 For the purposes of peer input in administration, the Member being evaluated shall provide the names of two Members from whom they would like the Associate Director to seek feedback on the performance of their administrative responsibilities. It is also expected that the Associate Director will request feedback from direct reports and other peers as it relates to development and the employee's effectiveness in the administrative role (e.g. for the Program Coordinators, the Associate Director will request feedback from Members teaching in the program, as well as other Program Coordinators).
- 18.23 The Associate Director will assess the Member's administrative performance. The assessment will be based on:
- a) Planning and Assessment Templates;
 - b) Feedback received directly from peers; and/or,

c) Information within the Member's Official File

- 18.24 The Associate Director will determine the performance rating in administration, complete the Performance Summary: Administration and provide it to the Director. The Performance Summary: Administration shall be signed by the Associate Director. The Performance Summary: Administration will be placed in the Member's Official File. The Associate Director shall provide the assessment no later than November 30th.
- 18.25 Based on the relevant performance assessment summaries and assignment of duties, the Associate Director will determine the Member's overall performance rating for the year. This rating will be based on the aggregation of the assessments in each of the relevant areas (teaching, research, and administration) weighted by the assignment of duties, using the Criteria document.

Article 40 – Compensation

Compensation is retroactive to May 1, 2025.

Note: These calculations will be verified by HR.

Salary and Wages

40.1 The salary and wages of Members shall be administered in accordance with the terms and conditions of this Agreement.

40.1.1 The annualized salary for **College Research Professors** shall be as follows:

Effective	Minimum	Maximum	% Base increase
May 1, 2023 <u>2025</u>	\$77,114 <u>80,807</u>	\$115,673 <u>121,211</u>	4.00% <u>3.75%</u>
May 1, 2024 <u>2026</u>	\$77,886 <u>83,716</u>	\$116,830 <u>125,575</u>	4.00% <u>3.60%</u>
May 1, <u>2027</u>	<u>\$86,520</u>	<u>\$129,781</u>	<u>3.35%</u>
Unless otherwise specified in this Article, salary adjustments for individual Members shall include one or more of the following components applied in the following order: <ol style="list-style-type: none"> 1) % Base Increase (if any); 2) % Merit (if any); 3) Change to the Minimum Salary Floor (if applicable). 			

40.1.2 The annualized salary for new full time **College Professors** shall be as follows:

Effective	Minimum	Maximum	% Base increase
May 1, 2023 <u>2025</u>	\$66,098 69,262	\$99,148 <u>103,894</u>	4.00% <u>3.75%</u>
May 1, 2024 <u>2026</u>	\$66,759 71,756	\$100,139 <u>107,634</u>	4.00% <u>3.60%</u>
<u>May 1, 2027</u>	<u>\$74,160</u>	<u>\$111,240</u>	<u>3.35%</u>

Unless otherwise specified in this Article, salary adjustments for individual Members shall include one or more of the following components applied in the following order:

- 1) % Base Increase (if any);
- 2) % Merit (if any);
- 3) Change to the Minimum Salary Floor (if applicable).

40.1.3 The hourly wage rate for **College Lecturers** shall be as follows:

Effective	Minimum (hourly)	Maximum (hourly)	% increase
May 1, 2023 <u>2025</u>	\$27.38 28.69	\$45.90 48.10	4.00% <u>3.75%</u>
May 1, 2024 <u>2026</u>	\$27.65 29.72	\$46.36 49.83	4.00% <u>3.60%</u>
<u>May 1, 2027</u>	<u>\$30.72</u>	<u>\$51.50</u>	<u>3.35%</u>

Unless otherwise specified in this Article, salary adjustments for individual Members shall include one or more of the following components applied in the following order:

- 1) % Increase (if any);
- 2) Change to the Minimum Salary Floor (if applicable).

Note: This wage increase will be retroactive to May 1, 2025 and will be implemented within the first 60 days that follow the date of ratification. To receive this increase, Employees must be actively employed in the Bargaining Unit on the date of ratification (Effective Date). Employees who are not actively employed in the Bargaining Unit on the Effective Date will not receive an increase. Employees who are actively employed in the Bargaining Unit following the Effective Date will be paid no less than the minimum base salary set out above. Employees who are actively employed in the Bargaining Unit on the Effective Date will receive either the percentage increase or an increase to minimum base salary, whichever is higher, but not both.

40.3 A selective increase bonus for Merit will be available for distribution to College Professor and College Research Professors. The merit bonus amount will be established by multiplying the total number of regular full-time (including reduced workload) and temporary full time College Professors and College Research Professor by the following amounts and distributed annually:

May 1, 2023 ~~2025~~: \$1,173 1,185

May 1, 2024 ~~2026~~: \$1,185

May 1, 2027: \$1,185

Administrative Honorarium for Program Coordinators

40.5 The value of the annual base administrative-honorarium stipend (effective on May 1st of each year) will be established based on the assignment of responsibilities for the Program Coordinators multiplied by a factor of ~~\$51.01 in 2023 and \$51.52 in 2024~~ \$135 per percentage of time spent on administrative duties. ~~Program Coordinators will be eligible for consideration of administrative merit pay (i.e., in addition to the merit pay per 40.3) based on their administrative performance as determined by the Associate Director. The Administrative Merit pool amount will be established by multiplying the total number of Program Coordinators employed as of May 1st of each year by \$2,550 in 2023 and \$2,576 in 2024. The maximum bonus that can be awarded to any individual will be \$5,101 in 2023 and \$5,153 in 2024. The bonus is a one-time payment and is not added to base salary.~~

40.5.1 ~~The administrative merit pool shall be divided among eligible Program Coordinators whose performance rating in the area of administration is "Very Good" or "Outstanding" as follows:~~

- ~~a) — Program Coordinators whose performance rating in the area of administration is "Very Good" shall be assigned a score of 1 point;~~
- ~~b) — Program Coordinators whose performance rating in the area of administration is "Outstanding" shall be assigned a score of 2 points;~~
- ~~c) — The scores of all Program Coordinators shall be added to determine the total of performance rating points;~~
- ~~d) — Each Program Coordinator whose performance has been rated as "Very Good" shall receive a one-time payment in the form of an increment equal to the value of one performance rating point in each year; and,~~

- e) ~~Each Program Coordinator whose performance has been rated as “Outstanding” shall receive a one-time payment in the form of an increment equal to the value of two performance ratings points in each year.~~

Letter of Understanding X – Joint Promotion of Academic Teaching Excellence

The Parties agree that this Letter shall form part of the Collective Agreement.

The Parties agree that they will jointly organize an event for UGFA Members to promote Academic Excellence. This Member event shall occur at least once during the Collective Agreement. For the purposes of Article 18.6, during the lifetime of this LOU, the planning template shall include a reference to events available to all Members. Members shall note any initiative they undertook as a result of any of the events attended or reviewed within the member’s area of teaching, research, and administration.

Letter of Understanding XX – Workload Study Committee

The Parties agree that this Letter shall form part of the Collective Agreement for the duration of the agreement.

No later than January 1, 2026, the Parties agree to strike a joint Workload Study Committee (WSC) to discuss Member workload.

The WSC shall be comprised of four (4) representatives of the Association, appointed by the Association; and four (4) representatives of the University, appointed by the University.

The WSC shall consider, but is not limited to, the following:

1. Ways to streamline workload (e.g., scheduling all labs for an instructor or course on a single day to address work associated with set up and take down);
2. Course loads (e.g., hours of stand-up teaching distribution of courses across semesters);
3. Contracts - TFT College Professors, College Lecturers (length relative to duties, multi-year appointments, expertise for appointment, etc.); and
4. Program Coordinator workloads including distribution of administrative, teaching and scholarship effort, etc.

The WSC shall meet regularly as determined by the committee.

The WSC shall jointly meet with Members of the Veterinary Technology Program and College Research Professors and College Professors who do not teach in the Veterinary Technology Program.

The WSC shall provide a joint report of recommendations to the Dean, OAC, no later than September 30, 2028 for consideration.