

Carleton University's response (using MSWord tracked change) on Article 25.2 with respect to collective bargaining with the Carleton University Academic Staff Association (CUASA) CUASA proposal

Without Prejudice

Date: June 22 26, 2012

25.2 The Duties of a Chairperson of a Department are:

- (a) to call and preside over meetings of the department;
- (b) to represent the department in administrative matters;
- (c) to bring to the attention of the department for discussion and action matters pertaining to the work and efficiency of the department;
- (d) to oversee the internal administration of the department in consultation with other members of the department, and to delegate administrative activities as he/she sees fit;
- (e) after consultation with other members of the department, to ensure that proposals requiring the approval of the appropriate faculty board or of the Senate are brought forward;
- (f)
 - (i) on an annual basis, to invite each member of the department to submit a list of course and program preferences for consideration as teaching assignments, and, where the preliminary assignment varies from the member's preferences, to invite the member to discuss the assignment;
 - (ii) on an annual basis, circulate the advertisement of all summer courses to members of the bargaining unit and normally give preference to members of the bargaining unit applying to teach courses in the Summer Session where the members' qualifications are demonstrably equal to those of non-member applicants. In accordance with Article 13.2(b), teaching in the summer Session may be assigned as part of the normal workload assignment; and,
 - (iii) following this consultation, and subject to the approval of the appropriate dean(s), to designate course and program assignments; in cases of disagreement, the matter shall be decided by the appropriate dean(s); who shall ensure that the assignment is fair, equitable, and reasonable-
- (g) to submit to the appropriate dean in writing, after consultation with other members of the department, an estimate of the department's budgetary

needs for the ensuing year and to oversee and manage the allocated budget for the department;

- (h) to perform such other duties in connection with the work and administration of the department as the appropriate dean may assign him/her, and as are consistent with his/her status as a member of the bargaining unit;
 - (i) to consult with members of the department and to convey and present the recommendations of the appropriate departmental body to the appropriate dean, for appointments or advancements in salary or rank;
- (j) to discuss annually with preliminary appointees in the department progress in relation to criteria for tenure/confirmation set out in their letter of appointment as called for in Article 9.4(c); and,
- (k) such duties as are specified in this Collective Agreement.