

FACULTY UNION NEWS

SAINT MARY'S UNIVERSITY

Volume 5, Number 3, March, 1999

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#### NEW FACULTY UNION EXECUTIVE FOR 1999-2000:

The 1998-1999 SMUFU Executive is pleased to congratulate the members of the 1999-2000 Executive

##### Elected by acclamation:

|                         |                |
|-------------------------|----------------|
| <b>President:</b>       | Linda Van Esch |
| <b>Treasurer:</b>       | Guy Chauvin    |
| <b>Secretary:</b>       | Leonard Preyra |
| <b>Member-at-Large:</b> | Arthur Murphy  |
| <b>Member-at-Large:</b> | Joyce Thomson  |
| <b>Member-at-Large:</b> | Michael Vance  |

##### Elected:

|                       |               |
|-----------------------|---------------|
| <b>Vice-President</b> | Andrew Seaman |
|-----------------------|---------------|

Turn-Over of the Executive will take place on April 1, 1999.

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MEETING WITH THE PENSION CARRIER

Reminder! A meeting with the Pension Carrier is scheduled **April 16, 1999, Time: 1:30 in L179**. Take advantage of this opportunity to review your standing with your pension carrier. It is important that Integra knows that we are interested in a strong performance. See you at the Meeting!

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#### CHANGES TO THE COLLECTIVE AGREEMENT

In February's Newsletter, the Union Executive requested your input in respect to any difficulties you've had in using the current collective agreement and any additions you would like to see. This is a reminder to forward your comments.

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CAUT COMMITTEE

Over the next few issues of the Faculty Union News we will provide information on various committees of the Canadian Association of University Teachers (CAUT). For this news issue the featured committee is *CAUT's Status of Women Committee*.

Terms of Reference

1 Status and role

The Status of Women Committee shall be a Standing Committee of Council with responsibility for:

- (a) Advising on the policies of CAUT with respect to the status of women.
- (b) Representing the interests of women academics and maintaining liaison with all CAUT committees regarding those interests.
- (c) Making recommendations to Council on matters relating to the status of women.
- (d) Helping to coordinate strategies promoting the status of women at all Canadian universities.

2 Composition

- (a) The Committee shall be composed of five elected members (including the Person Chairing), who shall be elected by Council. The elected members must have demonstrated a commitment to the advancement of the status of women and have experience with faculty association activities.
- (b) Elected members shall normally serve for three-year terms, which shall overlap in such a way that approximately one-third of the membership changes annually. If the normal term needs to be altered, in a specific instance, to ensure the continuation of this changeover pattern, the Committee shall make suitable recommendations to Council. Normally, members (including any Person Chairing) shall not serve for more than a total of six successive years.
- (c) The term of the Person Chairing shall be for two years. Normally, the same person shall not serve as Person Chairing for more than one term.
- (d) The President shall be an ex officio member of the Committee. The Executive Director shall be a non-voting member of the Committee. The Executive Director shall

appoint a person to act as the secretary to the Committee and who shall be a non-voting member.

(e) In addition, any provincial association may send one representative to the Committee. Such representatives shall have the status of observers, with voice but no vote.

3 Nomination and election procedures for regular elected members

(a) Vacancies on the Status of Women Committee shall be advertised in the CAUT Bulletin and by direct mailing to local and provincial associations/unions by November 30.

(b) Nominations shall be made on the appropriate nomination form, and shall be addressed to the Elections and Resolutions Committee and shall be accompanied by the biographical information specified on the nomination form. Nominations shall be received by January 7.

(c) The Elections and Resolutions Committee shall bring all nominations received to the notice of the Status of Women Committee and the Nominating Committee. The Nominating Committee may solicit more nominations in order to provide, to the extent feasible, a reasonable distribution along geographic, size of institution, linguistic, and disciplinary lines. The Status of Women Committee may also solicit further nominations. Any such further nominations shall be made as in section (b) above except that such nominations shall be received by March 1. The Elections and Resolutions Committee shall bring all such nominations to the attention of the Status of Women Committee. The Status of Women Committee shall consider all nominations at its last meeting prior to the Spring meeting of CAUT Council.

(d) The election of members to the Status of Women Committee shall be made by CAUT Council at the Spring meeting and shall be by secret ballot. The Elections and Resolutions Committee shall place before Council all nominations received together with a list of continuing members of the Committee indicating their distribution along the lines listed in section (c) above. At the same time the Status of Women Committee shall provide Council with its advice on the suitability of each of the nominees by way of a brief written explanation of why or why not the Committee is or is not recommending the nominee. The Committee's reasons shall be consistent with paragraphs 1.4 and 2.4 of the CAUT Policy Statement on Fair Appointment Practices approved by Council in February 1989.

(e) When a casual vacancy occurs on the Committee, Council shall elect a replacement to serve the remainder of the term. A casual vacancy may be advertised at any time, and the election may take place at any Council meeting. Otherwise the same general procedures as in sections (a) to (d) above shall be followed. The Status of Women Committee may advise Council that the replacement should be elected for a period longer or shorter than the actual vacancy, but only to maintain the changeover pattern described in section 2(b) above.

(f) When considering recommendations on an election to the Committee, a Committee member who is a candidate in the same election shall not participate. In the event that the number of Committee members remaining when members who are candidates withdraw is less than a quorum, the remaining Committee members are deemed to be a quorum for the purpose of recommending on an election, in which case the Committee shall record the number present.

4 Nomination and election procedures for a person to chair

(a) The person to chair the Committee shall normally have served at least one year on the Committee. She/he shall serve for the term indicated in section 2(c).

(b) The general procedures described in section 3 above shall apply for the election of a person to chair except that the Status of Women Committee shall submit to Council a short list of one or more nominees acceptable to the Committee. Council shall elect from the short list but may instruct the Committee to enlarge the short list. On the first day of any Council meeting at which an election for a chair of the Status of Women Committee is to take place, the Committee shall present, to Council, a motion requesting that Council approve the short list. If Council wishes to instruct the Committee to enlarge its short list, Council shall refer the motion back to the Committee. A defeat of the motion to approve the short list shall also be taken as a motion to refer the list back to the Committee.

(c) The election of a person to chair shall be conducted prior to the election for any other positions on the Committee.

(d) When a casual vacancy in the position of Person Chairing occurs, and when a meeting is to occur prior to the election of the next person to chair under the procedures of section 3(e), the meeting shall be convened by the President. The first item of business shall be the election of an interim person to chair from among the elected members present, and the President shall chair the meeting for this item only.

5 Functions

(a) To advise the CAUT Executive Committee, Council and other CAUT committees concerning the policies of CAUT in all areas affecting women, to review proposed CAUT policies and to be prepared to review university practices and policies in terms of their implications for women.

(b) To encourage and facilitate exchanges of information and experience about women in universities at the local, regional, provincial and national levels.

(c) To receive requests from members of CAUT and to ensure that advice and assistance are made available to these members.

(d) To collect, analyze and disseminate any useful information on the status of women relevant to institutions of higher education.

(e) To gather and disseminate information on the terms and conditions of employment of academic women, with particular reference to hiring, ranking, promotion, career progress practices and employee benefits, with a view to reducing the effects of past discrimination and preventing future discrimination.

(f) To review and report on actions taken in universities and to the extent possible other industries to improve the status of women employees.

(g) To propose policy statements and guidelines to the CAUT Executive Committee and Council in areas of concern to women academics.

6 Mode of operation

(a) The Committee shall meet at least three times a year and where possible one of these meetings should be scheduled at the same time as the other standing committees of Council, in order that joint sessions can be arranged for discussion of matters of mutual concern. There shall be provision for an additional meeting by telephone conference call.

(b) The Committee may, at its discretion, delegate special tasks to the Chair or to appropriate subcommittees, who shall report back to the full Committee for ratification of policies or extended actions before these are put before the CAUT Executive Committee and Council.

(c) As far as possible, the Committee shall seek to encourage the development of a constituency of women in Canada's university community through communication and meetings with local and regional status of women groups.

(d) The Committee shall be conscious of and sensitive to the issues of conflict of interest and apprehension of bias. A Committee member who perceives an issue of possible conflict of interest or apprehension of bias of their own, or on the part of another member, whether it arises from personal involvement or through the involvement of the member's local or provincial association, shall raise it. The matter shall be discussed and then resolved by the remaining members of the Committee who may direct the member to absent himself/herself, impose specified limitation on the member's involvement, or conclude that no action needs to be taken.

7 Reporting

(a) The Committee shall report regularly to Council through its Chair.

(b) The Committee shall prepare a written report for presentation at the Spring meeting of Council.

8 Status of academic administrators on CAUT Standing Committees

Whenever a member of a standing committee accepts an appointment (whether temporary or continuing) to a senior

administrative position (for example, President, Vice-President, Counsel or Advisor to the President, Dean, Associate Dean, Assistant Dean) or, in the case of a faculty association which has entered into a collective agreement, to any administrative position which excludes its occupant from membership in the bargaining unit, the member shall notify the Elections and Resolutions Committee. After consulting with the member's faculty association and the standing committee to which the member belongs, the Elections and Resolutions Committee shall report to Council which shall determine whether or not the individual shall be replaced (using the usual procedure for electing members to standing committees).

Approved by Council, May 1985; amended, January 1988; editorial revisions, April 1989; amended, May 1990, January 1991, September 1991, September 1992, November 1994, April 1995, May 1996.

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**New Publications:**

The following items have been added to the library available to members in the Union Office:

- AUFA Communicator - Acadia Newsletter for February
- The Dispatch - Memorial Newsletter for March

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ACCOMMODATION:

Apartment for Rent: 1200 sq. ft. apartment - King Andrew Tower, 2 bedroom/2 full bathrooms/fridge & stove/dishwasher. Rent includes heat/light/parking. Laundry on each floor \$785.00 per month "Nice View of the City"
Call: 443-5346 Margaret Duchene

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**SMUFU's Office Hours/Telephone/E-Mail/Web Site:**

**Office Hours:** Monday, Tuesday 8:30-5:00  
Wednesday, Thursday, Friday 8:30-12:30.

**Telephone:** 496-8190

**E-mail Address:** [smufu@dbis.ns.ca](mailto:smufu@dbis.ns.ca)

**Web Site:** <http://www.dbis.ns.ca/~smufu>

Faculty members old and new should feel free to contact any member of the Faculty Union Executive about employment matters and/or to drop into the Union Office (MM206C) for coffee or to browse the mini-library.

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ARTICLES OF INTEREST ON THE WEB AND OTHER SOURCES:**Stewart Reid Memorial Fellowship**

CAUT is pleased to announce the creation of a new web site for the J. H. Stewart Reid Memorial Fellowship. The site has been designed to assist students who are interested in applying for the annual Fellowship. An application form can be downloaded, printed and sent to the CAUT office. Please look it up at <http://stewartreid.caut.ca>.

SMUFU Executive 1999-2000

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