

AN ANNOTATED CALENDAR OF 2013-2014 CUPE 3903 DATES

FALL 2013

- SEPTEMBER 1, 2013 The beginning of the academic year
- September 9 is the beginning of York University's academic year and the CUPE 3903 contract year. Both end on August 31 of the following year. NOTE: You must begin counting positions for the cap as of the summer session (May, 2013 and count all positions for the summer 2013, fall 2013, fall/winter 2013-14, and winter 2014 sessions. You thus begin counting positions to which one is appointed the summer of a previous contract year.
- SEPTEMBER 2013 Workload and workload forms for Unit 1 employees
(see Unit 1, article 10.02 "Workload")
- As soon as possible after the start of the appointment (which normally begins September 1) for the fall/winter and fall sessions, and normally no later than September 30, the course supervisor assigns the workload and discusses it with the teaching assistant at the meeting convened for that purpose. The course supervisor fills out a workload form which confirms in writing the substance of this discussion, including the allocation of time for the various duties and responsibilities of the position. Copies of the workload form are sent to the chair and to the union within 14 days of the meeting. A subsequent meeting is held as soon as practicable after the midpoint of the course (normally early November in the fall session and no later than January 31 for the fall/winter session) to revisit the workload and to discuss whether or not the remaining duties and responsibilities can be carried out in the remaining hours allocated.
- NOTE: The importance of absorbing and adhering to the provisions of article 10.02, particularly 10.02.4, .5 & .6, cannot be understated. If a dispute pertaining to workload arises and if the course supervisor has not discharged his responsibilities pursuant to this article, the Unit is liable and will be obliged to recompense the employee for the purported additional hours. This is not a theoretical possibility, it has happened. Unit chairs are urged to monitor closely the execution of the course supervisors' duties and responsibilities pertaining to workload.
- SEPTEMBER 1, 2013 Effective September 1, 1999, no employee shall accrue applicable prior experience credits of more than three type 1 or equivalent positions in any academic year (1 September to 31 August). Prior to September 1, 1998, employees were permitted to count four type 1 or equivalent experience credits per year. This has been reduced to three.
- SEPTEMBER 9, 2013 <Mon> First day of classes for the Faculty of Liberal Arts & Professional Studies, Fine Arts, Education, Science and Glendon
- SEPTEMBER 13, 2013 <Fri> Posting of list of appointments
- Last working day to post on one of your bulletin boards, with a copy to the union, a list of the individuals appointed to CUPE 3903 positions and the positions and courses to which they are appointed for the fall and fall/winter sessions. <see Unit 2 article 12.16.3>
- SEPTEMBER 30, 2013<Mon> Last day to hold workload meetings

Last day of course supervisors to hold workload meetings with Unit 1 teaching assistants in fall/winter and fall session courses.
<see Unit 1 article 10.02, particularly 10.02.4 and above>

NOVEMBER 1, 2013

Second workload meeting in fall courses

Course supervisors should be holding the second workload meetings for those Unit 1 TA's teaching in the fall session only, and confirming in writing with copies of the workload form to the chair and union. <see Unit 1, article 10.024ii. See 10.02.4iii and iv for consequences of not holding workload meetings>

NOVEMBER 1, 2013

Official enrolment reporting date

Official enrolment reporting date for fall and fall/winter courses. The level of marker/grader assistance and/or additional "trigger" compensation required by article 16 is calculated on the basis of enrolments recorded on this date. <see Units 1&2, article 16.05.1>

NOTE: With respect to teaching groups in which students do not formally enrol, you must keep attendance records for all meetings of such teaching groups for the purposes of possible additional compensation <see Units 1&2, article 16.05.2>

NOVEMBER 5, 2013

Scheduling conflicts/input into scheduling

Last date for employees who have taught at least four years in your hiring unit and are interested in teaching in your hiring unit in the following academic year, to indicate in writing the areas of their interest and days and times of their availability. <see Unit 2, article 12.22ii>

NOTE: This date shifts from year to year and so November 5 should be considered an approximate date. Interested parties should check with the Room Allocation Centre in mid-summer for a more exact one.

NOVEMBER 15, 2013

Blanket application dates

JANUARY 31, 2014

A general (blanket) application may be submitted by any employee during this window. The blanket application applies to all positions posted in your Unit for all academic sessions, which commence during the twelve months following January 31, 2014 <e.g., Summer 14, fall/winter 2014-15 Fall 14, Winter 15. All applicants must apply directly and in writing providing an updated application (general or specific) and current cv unless a current cv is already on file.

No appointments for the above-noted sessions may be made prior to January 31, 2013.

Any applications submitted outside of these dates are not blanket applications and need not be considered as such; they are specific applications to particular postings.

During the month of June, employees whose qualifications have changed substantively may submit new or revised replacement blanket applications to a hiring unit(s) which shall apply to all positions posted in that hiring unit(s) on or after August 1.

<see Units 1&2, article 12.01.1i & ii>

NOVEMBER 25, 2013

Last date to notify those who are appointed to winter 2014

Last date to advise employees to their course director appointments for winter 2014. Normally, Course Directors shall be advised in writing of their appointments at least six weeks in advance of the beginning of classes for the term in which the course will be offered in order to allow adequate preparation time. <see Unit 2, article 11.08>

DECEMBER 6, 2013

Last day of classes in fall session

DECEMBER 9, 16, 23, 2013

Withdrawal of postings

Last dates to withdraw postings for the winter 2014 session where there are qualified applicants and no grievance has been filed and no written offer of appointment has been made. <see Units 1&2, article 11.08 & 11.16 respectively>

NOTE: You may withdraw a posting for which there are no qualified applicants at any time after the period of obligatory posting has elapsed.

See also article 12.12.3 pertaining to written offers of appointment. After the above dates, where postings are not withdrawn and where these are qualified applicants and no query or grievance has been received, an "Offer of Appointment" must be made "forthwith". If a Notice of Recommended Appointment <"28-day letter"> has not yet been sent, it must at this point be issued simultaneously with the offer.

DECEMBER 14, 2013

Last day to post a preliminary list of courses

This is the last date by which hiring units must post a preliminary list of courses planned for the subsequent summer 2014 term which have not been assigned to full-time faculty to teach. This list should be posted as soon as is practicable, which should be well in advance of December 14. It should be noted that the list is not binding. It also must be updated if necessary at least once before the common posting date. <see article 11.01.1, Unit 2>

WINTER 2014

JANUARY 2014

Unit 1 workload meetings

Course supervisors should begin, early in January, to start arranging the first workload meetings for teaching assistants who have begun their appointments in this winter session. Again, the discussions must be confirmed in writing by filling out and forwarding workload forms to the employee, the hiring unit chair and the union within 14 days. <see again Unit 1, article 10.02.4>

JANUARY 6, 2014

First day of classes for winter session

JANUARY 10, 2014

Posting of list of appointments

Last working day to post on one of your bulletin boards, with a copy to the union, a list of the individuals appointed to CUPE 3903 positions and

the positions and courses to which they are appointed for the winter session. <see Unit 2 article 12.16.3>

JANUARY 31, 2014

Last day to post a preliminary list of courses

This is the last date by which hiring units must post a preliminary list of courses planned for the subsequent fall 2014, fall/winter 2014-15 and winter 2015 terms which have not been assigned to full-time faculty to teach. This list should be posted as soon as is practicable, which should be well in advance of January 31. It should be noted that the list is not binding. It also must be updated if necessary at least once before the common posting date. <see article 11.01.1, Unit 2>

JANUARY 31, 2014

Date by which, save and except for exceptional circumstances, all positions for the Summer 2014 sessions must be posted. (see Unit 2, article 11.09.1)

NOTE: Refer to article 11.09.2 for guidelines on what constitutes "exceptional circumstances".

JANUARY 31, 2014

Last day for workload forms

The meetings for Unit 1 TA's who began their appointments in the winter session should normally be completed by now. <see above re: workload>

The subsequent or second meetings with TA's who were appointed to the fall/winter session and began in September 2012 should also normally be completed by now. <see above re: Workload>

JANUARY 31, 2014

2013-14 Blanket applications considered after this date

This is the end date for accepting 2013-14 general or blanket applications. These blanket applications which you have received between November 15, 2013 and January 31, 2014 must be considered for any and all positions posted after this date <including emergency postings and unanticipated postings which transpire after the "common posting dates" for the different sessions>. Recall that, for the next twelve months, applications received after this date must be specific applications to a particular position or positions.

See above November 15 notation for all the sessions for which these applications are applicable.

SEE ALSO JUNE 2014

FEBRUARY 3, 2014

Official enrolment reporting date

Official enrolment reporting date for winter session courses. the level of maker/grader assistance and/or additional "trigger" compensation required by article 16 is calculated on the basis of enrolments recorded on this date. <see Units 1&2, article 16.05.1iv>

MARCH 3, 2014

Second workload meeting for winter session courses

Course supervisors should begin holding the second workload meetings for those Unit 1 TA's who are teaching in the winter session only, and confirming in writing with copies of the workload form being forwarded to

the employee, the hiring unit chair and to the union. <see above re: workload>

MARCH 7, 2014

Day by which, save and except for exceptional circumstances, Notices of Recommended Appointment ("28-day letters") must be sent to the applicants, with a copy to the Union, for all positions in the Summer 2013 session. The form to be used is contained in Appendix "A". <see article 11.09.2 and 12.11.2ii>

MARCH 15, 2014

Notification of work beyond formal termination date

Last date for notifying individuals appointed to fall/winter positions and winter positions that they will be required to work after the formal termination date of their contract (normally April 30). Such individual notice details the specific duties to be performed and their expected completion date. For grade appeals and academic dishonesty cases, such notice is not required.

NOTE: Whenever such work exceeds two hours, it shall be compensated for at the maker/grader rate>

<see Unit 1, article 12.09 and Unit 2, 12.20>

April 8, 2014

Last day for submitting a NEW and REVISED Postings to CUPE 3903 and FR

Where substantive changes have been made to existing posting or where a position is being posted for the first time, it must be designated as NEW in large bold type. If it is a case of a posting having substantive changes, the changes must be highlighted. Effective 2012, where a Hiring Unit has made other changes to a posting since the last date it was posted it must be designated as REVISED and the changes highlighted. Both the union and the employer's postings officer must be provided with copies of these NEW postings no later than two weeks in advance of the common posting date. <see article 11.05.1 & .2, Unit 2>

APRIL 4, 2014

Last day of classes for fall/winter 2013-14 academic session

APRIL 15, 2014

Day by which, in the absence of exceptional circumstances, all offers of appointment for positions in the summer 2014 session must be either accepted or declined if the foregoing deadline per Notices of Recommended Appointments has been observed. (see article 12.13.2)

APRIL 22, 2014

2014-15 fall/winter common posting date

The date by which, save and except for exceptional circumstances, all positions for the upcoming 2014-15 fall/winter session must be posted <see Unit 2, article 11.09.1i>

NOTE: see article 11.09.2 for guidelines on what constitutes "exceptional circumstances"

MAY 1, 2014

Effective May 1, 1999, all CUPE 3903 employees will be entitled to be appointed to a maximum of 5.5 type 1 or equivalent positions in any twelve month period commencing May 1, of which a maximum of 4.5 Type 1 or equivalent positions may be accrued in the fall/winter. There are no longer any "uncapped" employees: all are restricted to a maximum of 5.5 and of these, only 4.5 can be accrued in the fall/winter.

Moreover, as stated earlier, units begin counting in May, not in September as formerly.

- MAY 1, 2014 Effective May 1, 2012, employees may no longer, with penalty, exceed the cap of 5.5 type 1 equivalents in the 12-month academic session beginning in the summer term, no more than 4.5 in the fall-winter academic session. **This is a "hard" cap that cannot be exceeded.**
- MAY 6, 2014 First day of classes for Faculty of Liberal Arts & Professional Studies summer session.
- May 31, 2014 2013-14 notice of recommended appointment deadline
- Day by which, save and except for exceptional circumstance, notices of recommended appointments ("28-day letters") should be sent to the applicants, with a copy to the union, for all 2014-15 fall/winter academic session appointments. The form to be used is contained in Appendix "A". <see Unit 2, article 12.11.2. 1 and 11.09.2>
- JUNE 2014 During the month of June, employees whose qualifications have changed substantively may submit new or revised replacement blanket applications to a hiring unit(s) which shall apply and be considered for all positions posted in that hiring unit(s) on or after August 1.
- JULY 7, 2014 Day by which, except in exceptional circumstances and in the absence of queries or grievances all letters of offer for the 2014-15 fall/winter session must be issued. (see article 12.12.2i)
- July 22, 2014 Last date to notify those who are appointed to f/w 2014-15
- Unless otherwise addressed in the current collective agreement, this is the last date to advise employees of their course director appointments for fall 2014 and fall/winter 2014-15. Normally, course directors shall be advised in writing of their appointments at least six weeks in advance of the beginning of classes for the term in which the course will be offered in order to allow adequate preparation time. <see Unit 2, article 11.08>
- July 28, 2014 Where the fore-noted July 7 deadline is observed, the offer must normally be accepted or declined by July 28. Where an employee fails to respond by this date, the hiring unit must make best efforts to contact the person in the grace period before August 1, at which time the Late Posting provisions shall obtain. <see article 12.13 and 12.14, and in particular 12.13.5, Unit 2>
- AUGUST 1, 2014 "exceptional circumstance" positions posted after this date need only be posted for two working days.
- AUGUST 1, 2014 **LATE APPOINTMENTS**
- August 1 marks the beginning of the "Late Appointments Procedures" which differ somewhat from the normal procedures and are intended to address the positions which arise subsequent to April 22 as a result of "exceptional circumstances" (article 11.09.2). All administrators are encouraged to read article 12.14 "Late Appointments" in entirety and to contact the Department of Faculty Relations if they have any questions or concerns.

AUGUST 12, 19, & 26, 2014

Withdrawal of postings for the 2014-15 fall/winter

Last dates to withdraw postings for the 2013-14 fall/winter academic session when there are qualified applicants and no grievance has been filed and no written offer of appointment has been made. <see Units 1 & 2, article 11.16>

NOTE: You may withdraw a posting for which there are no qualified applicants at any time after the period of obligatory posting has elapsed.

See also article 12.12.3 pertaining to written offers of appointment. For positions not addressed by the Late Appointments procedures or the other relevant provisions of article 12, after the above dates where postings are not withdrawn and where there are qualified applicants and no query or grievance has been received, an "offer of appointment" must be made "forthwith". If a notice of recommended appointment <28-day letter"> has not yet been sent, it must at this point be issued simultaneously with the offer.

AUGUST 31, 2014

The end of the Academic Year

August 31 marks the end of the 2013-14 academic year and the CUPE 3903 contract year. Both the new academic and CUPE 3903 contract year begin on September 1.