

FUNSCAD

Unit I

Full Time Faculty Handbook

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Welcome to the Faculty Union of NSCAD University FUNSCAD!

FUNSCAD was certified in 1986 under the Trade Union Act for both Unit I (Faculty) and Unit II (Technician, Library and Gallery staff). FUNSCAD acts as your representative during collective bargaining and is here to assist you when incidents arise that contravene the collective agreement in place. As part of the agreement, the employer is required to respond promptly when concerns are raised by FUNSCAD. If you have any questions or concerns that seem in contradiction to the collective agreement first speak to one of the executive members or send an email to the funscad office. When bringing issues to the executive please identify the relevant article in the collective agreement.

Every union member is “FUNSCAD”. The union is not a separate body from you as a union member. That is why it is so important to attend meetings, share your feedback, become familiar with the collective agreement, bring concerns to the attention of the executive members and get involved in union committees and activities. Together we are stronger.

FUNSCAD Unit I include full time, pro-rated and regular part time faculty. Please review your Collective Agreement to learn more about your contract with the employer. Unit II include the technical and teaching support staff. As a member of the union regular dues are deducted from payroll to support the union as we all work towards a fair, equitable and positive workplace. Dues are calculated at a rate of 1.85% of gross pay from each pay period. Each year the union holds an AGM (Annual General Meeting) where the budget for the year is presented to members. If members have any questions about how their dues are being used they are welcome to contact the office directly.

In this handbook we are highlighting some key areas that Unit I faculty should note. If you have any other questions about what your rights and responsibilities are you can always reach out to funscad via the office or to the President directly (check funscad.ca for details on executive members and representatives).

FUNSCAD is run by elected members who are nominated and voted by the membership as “executive members” at the Annual General Meeting (AGM) that is held yearly. Not all positions are up for “election” each year as the positions are for 2-year terms.

FUNSCAD Executive roles:

President – Unit I member

Vice President – Unit II member

Vice President – Unit I member

Treasurer

Secretary

Grievance Officer

Regular Part Time Faculty representative

Equity Committee Chair

Finance Committee Chair
Lounge Committee Chair
Public Relations Committee Chair
CAUT Defense Fund / ANSUT Representative
Unit I Negotiations Advisory Committee Chair
Unit II Negotiations Advisory Committee Chair
Members of the executive includes both Unit I and Unit II members.

A year prior to the expiration of the collective agreements the executive will begin forming “Negotiating (Bargaining) committees” and appoint a Chief Negotiator for each Unit I and Unit II. These positions are not part of the Executive structure outlined above.

FUNSCAD has an office at the Fountain campus as well as a Lounge area available for all members to use. FUNSCAD office and FUNSCAD Lounge are located at the top of the “North” block of buildings in N430 and N431.

Highlights from the Collective Agreement

Workload – See Article 13

In a semester you are expected to teach no more than 3 regularly scheduled courses (or equivalent). Meaning your teaching schedule will include 3 – ½ day courses. Your commitment to the University is to devote 35 hours per week to your teaching, service to the university, office hours and scholarly / research activity.

Faculty are expected to schedule 4 hours per week to be available to students outside of class time. This can be via email / text / phone / in person. At least 2 hours shall be posted on your office door. Your availability should be noted on your course outlines.

Service to the university includes committee work which can be both NSCAD committee work as well as union committee work. Typically, faculty are assigned NSCAD committee work by the Vice President Academic and Research at the beginning of the fall semester.

Faculty can schedule 7 hours of their 35 hours in a week toward their own professional / scholarly research time. Typically, faculty will choose one day during the week that will be dedicated for this time.

Course development and preparation are included in your 35 hours per week of work. Course outlines / syllabus must be provided to the Division and VPAR office at least 7 days prior to the commencement of classes.

Absences during a Semester

Faculty must provide written notice to their Division Chair in advance of any scheduled absence during a semester. This would be for an absence to attend a conference, deliver a lecture elsewhere, attend an exhibition opening or similar. These scheduled absences will

need to be announced to your students in a timely fashion. Any absence that would extend beyond 5 days in total will require the prior approval of the Vice President Academic and Research. See Article 13.08 (B)

Non-Teaching Semester Duties

Unless otherwise stipulated, the non-teaching semester is the summer. During this time, you are working on your professional practice, other than your scheduled vacation time. Although this is a non-teaching term there may be committee work for which you may need to be available. Any absences or vacation during this time should be communicated to your Division Chair and the Vice President Academic and Research Office.

Article 13 includes a great deal of material on course releases for research, scholarly activity outside the university, marking assistance and other duties and responsibilities. It is advised you take time to read this article in its entirety to have a solid understanding of expectations of employment.

In the first year of hire, new full-time faculty are granted two course releases. The distribution of these releases will be discussed with new hires prior to semester commencement.

Ranks and Promotion – See Article 15

NSCAD has the following ranks for full time / pro-rated faculty

Lecturer

Assistant Professor

Associate Professor

Professor

Regular Full-Time and Regular Pro-Rated faculty members at the rank of Assistant Professor shall be promoted automatically to the rank of Associate Professor at the start of their Third Appointment with Tenure.

Criteria for Promotion are outlined under article 15.04 and can be read for a more thorough understanding of the process for promotion.

Tenure – See Article 16

Initial appointments are awarded for 3 years, normally beginning July 1. Before February 1st of the third year of appointment, a review will be completed.

Second appointment, following an initial appointment, shall be for a further 3-year period. Before April 1st of the second appointment (6th year) a second review will be completed.

Third appointment, with tenure and promotion, will include a review.

The requirements to meet tenure are outlined in Article 16.06.

Annual Performance Evaluation – See Article 16.09

Before May 1 each year all faculty in their first or second appointment phase will meet with their respective Division Chair to review their year's activities. A summary report of this meeting will be provided to the Vice President Academic and Research office. This report will be first reviewed by you as the faculty and signed as verification that you have read the review. Faculty in their first and second appointment will receive a summary report written by the VPAR that is compiled using the annual performance evaluation of the Chair along with the teaching evaluations submitted by students and the Professional Activities Report submitted by you as faculty.

Sabbatical Leave – See Article 22

After a period of 6 years of service to the university during a period of continuous employment, faculty are eligible for an initial sabbatical leave of 12 months. After 3 more years of service a 6-month leave is available or 6 years for a 12-month sabbatical.

Other Leaves – See Article 23

These include sick leave, bereavement leave, compassionate care leave, critically ill childcare leave, critically ill adult care leave, special leave, family leave, parental leave pregnancy leave, court leave, political service leave, spousal leave. These are all outlined under this article.

Health and Safety – See Article 28

NSCAD has a Joint Occupational Health and Safety committee with representation from all constituents on campus. The committee meets regularly to discuss health and safety on campus. If you have any questions or concerns about health and safety in your area it is best to first talk to the technical staff about those concerns. If there are no technical staff then it is recommended you speak with your Division Chair.

Should an incident happen on campus that impacts health and safety there is an incident reporting system that needs to be followed. For more information you can speak with the technician in your area and / or your Division Chair.

Vacation and Holidays – See Article 30

Full time and pro-rated faculty are entitled to an annual allotment of 23 vacation days in their first 10 years of service, 25 days for 10 – 15 years of service, 27 days for 15 – 20 years of service and after 20 years of service, 30 days. Faculty are obligated to provide one month's written notice of their vacation time. Vacation is intended to be taken during the faculty's non-teaching semester (summer – May – August).

The collective agreement outlines the observable holidays for NSCAD University. If you observe a religious holiday not included, the employer is committed to fulfilling their obligations under the Nova Scotia Human Rights Act. You should discuss with your Chair in advance of the observed holiday.

Supervision of Graduate Students – See Article 32.10

Supervision of Graduate students is at the faculty member's discretion. For each graduate student you elect to act as Studio Advisor or Thesis Supervisor for you are remunerated at the rate of \$400 per student to a maximum of \$1600 per student.

Benefits – See Article 32.11

Full time and Pro-Rated Faculty members are entitled to be enrolled in the Pension, Medical and Dental plan. In addition, you receive life insurance, short term disability and long-term disability coverage (as eligible) and are part of the employee and family assistance plan. These benefits should have been explained to you upon hire and are outlined in the collective agreement. If you would like more details, please reach out to Human Resources or your union representative. You can also go [here](#) to read about the benefits packages.

Regular Part Time Faculty have a Health Spending Account. Details outlined in the RPT Handbook.

Professional and Scholarly Activity Account - See Article 32.15

Full Time Faculty and Pro-Rated Faculty are eligible to receive professional development funds at the rate of \$1900 per year (*pro-rated for pro-rated faculty). Eligible expenses include travel for research, journal subscriptions, membership fees, conference registration fees, books, non-employer studio facilities, studio materials and equipment. Equipment and / or materials related to your research or university curriculum.

These expenses require approval for reimbursement by the Office of Vice President, Academic and Research. Upon approval, receipts must be submitted for reimbursement to be issued.

**(Canada Revenue Agency requires the employer to tax benefits for items like equipment. This means a reimbursement for these expenses will be included in your payroll for the period when you are requesting reimbursement and you will have taxes deducted in that pay cycle reflecting the overall pay and reimbursement).*

Professional Activities Report – Appendix C

This appendix outlines what should be included in the yearly professional activities report that will be due May 1 each year. Reports are due to the Vice President Academic and Research no later than May 7th each year.

Guidelines for Class Size – Appendix H

This appendix outlines the guide for class limits.

Salary Scales – Appendix I

New hires are assessed for placement on the salary grid based on previous experience and education. This calculation is based on criteria set out in Article 15. After the initial placement is determined, faculty can expect to move one grid step each year (until they attain the final step) on the anniversary of their contract date (July 1).

Separate from each Grid Step there is typically a yearly “increase”. These increases are negotiated each time the union bargains with the employer at the expiration of the agreement. Increases are not guaranteed and fluctuate with each negotiation.

The collective agreement covers all aspects of your employment at NSCAD so we recommend you take time to read through the agreement in its entirety, so you are familiar with your responsibilities as well as the employer’s obligations to you.

Link to the Collective Agreement in its entirety: <https://www.funscad.ca/wp-content/uploads/UNIT-II-COLLECTIVE-AGREEMENT-2018-2022-SIGNED-1.pdf>