

# CHAIRS' GUIDE TO THE COLLECTIVE AGREEMENT

This guide was written to assist faculty members and especially department chairs to understand the duties and responsibilities of departments as stipulated in the 2022-2024 Logan College Collective Agreement should, both as a faculty member and as a chair. We review below some of the articles most frequently involved in exercising departmental and chair duties.

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## UNDERSTANDING YOUR ROLE

### ARTICLE 29: DEPARTMENTS AND DEPARTMENT CHAIRS

Article 29 lays out the duties of departments, department members, and department chairs. The department is the authoritative body in setting departmental policies and procedures as well as the recommended Education Plan, workloads, and teaching schedules. All department members have full voice and vote in departmental decisions apart from chair elections and recall for which only continuing members may vote but all members have voice. The list of departments recognized in the CA are listed in Appendix B.

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F ① H 5 1 GH D P H FKDL

Department chairs have additional duties as outlined in this clause. The Chair is not a supervisor; chairs, like all faculty members, are workers as defined in the Labour Relations Code. The Chair is a representative of the department and acts on behalf of the department. All direction to department members comes directly from the Dean or associate Dean, not the Chair. The clauses in Article 29.4 outline the responsibilities of the Chair, notable among them is enforcement of departmental policies, College policies, and CA provisions as well as maintaining professional standards, among others.

Departments develop and policies on class sizes and department voting procedures.

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F ① H 5 19 FKDL HOF L FHG H

Clause 29.5 details the chair selection process. Clause 29.5.2.d allows departments to choose an alternative process for selecting a chair. The Association advises departments to use the process already in Article 29.5. On rare occasions, departments rely on this language to simplify the election process, e.g., to allow voting by email, but it is not recommended.

## OTHER RELEVANT ARTICLES

### ARTICLE 13: SELECTION OF EMPLOYEES

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F ① H 4614 GH L H KHI FD HJ LH I HP O HH HF J L HGE KHFD

- Full-time Continuing
- Part-time Continuing
- Full-time Term
- Part-time Term

Note carefully clause 13.1.2.3. Term positions can only be created to meet one or more of the needs listed in clause 13.1.2.3. A priority for the Association is the prevention of term-limited and part-time work. Clause 13.1.2.3 places clear limits on when the employer may create term positions. Chairs are central to the Association's ability to enforce this clause. If you are concerned that a term position has been created outside these criteria, contact your steward to report the possible violation.

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F ① H 4616 FDP D U P H

All members must be assigned a home campus. Continuing members are assigned a home campus for the duration of their employment—unless a voluntary or involuntary transfer to another campus is approved (see Article 42). Term members are assigned a home campus for each contract. As a result, it is possible for a term



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F 4815 F P L L D G F H I D F O H F L F P P L H H I

Sets the requirements for the composition and structure of faculty selection committees. Every time a selection committee is struck, chairs should review clauses 15.2.1 to 15.2.10 to confirm the selection committee complies with these provisions. If not, contact your steward immediately. The structure of selection committees outlined in the Agreement is designed to assure faculty dominate the committees and reflects on of the most important aspects of Collegial Governance.

Okanagan College is, as of the publication date of this document, developing a set of Guidelines for the inclusion of indigenous faculty and community members on faculty selection committees in cases where the position involves substantial indigenous content. This Guide will be updated when those Guidelines are published. In the interim, the Association has an informal understanding that in such cases we will work with the employer to facilitate inclusion of indigenous committee members on a case by case basis. Please contact your steward if you believe this applies to a selection committee your are forming.

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F 4816 Q K H H F H L K H H F P H L L F H H G D E H I

This includes emergency hires, part-time work assumed by continuing faculty, work assumed by members with ROA, work during the Summer Session, work to be done as a Research Associate, and renewal of work by Distance Education Tutors.

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F 481 F G L L G H K I F K K H P O H P D K L H L H P H J H F L D L I

Please note that an emergency hire is defined as one where there is insufficient time to post the position for the required minimum 14-day period prior to the commencement of work. Chairs should not agree to allowing an emergency hire if that condition is not met. If the employer requires an emergency hire that does not meet that condition, the employer must approach the Association to seek agreement to waive this requirement on a without precedent and prejudice basis. If the employer appoints a person to a position on an emergency basis without complying with this condition, contact your ste9(1)-3(5)-3 omy

The designated supervisor is the final authority in the assignment of workloads. Departments must approve a



