

Memo

To: Faculty
From: Scott Walsworth, Vice-Provost, Faculty Relations
Date: September 20, 2024
Subject: Implementing the new collective agreement: guidelines for advocates

Greetings Deans and Executive Directors

I am writing to provide guidelines for the implementation of new articles in the collective agreement that provide applicants and candidates with the entitlement to have an advocate in the search, renewal appeal, tenure, and promotion process. Although each of these have its own article, they are similar. Below I provide a set of guidelines for units to follow, followed by the relevant new articles. The guidelines are not meant to interfere with the autonomy of committees to determine their own operating procedures, instead they provide guiding principles and best practices.

Guidelines

1. Advocates are restricted to candidates who are Indigenous and have completed the verification process as outlined in the [debwewin Indigenous Truth Policy on Indigenous citizenship/membership](#), or are engaged in Indigenous RSAW or teaching.
2. In all cases except renewal of probation appeals, the advocate may select one of the following: submit a written or a recorded message ahead of the initial committee meeting, or attend the committee meeting in-person or remotely.
3. In all cases, the role of the advocate is to be knowledgeable of the applicant's or candidate's expertise in the area of specialization. The advocate is not there to present or summarize the job application or case file, instead they should provide information that is often not transmitted that helps the committee understand the work of Indigenous people and work, such as the significance and impact of the evidence of performance. If they appear in person or remotely, they can answer questions from the committee.
4. **In the case of searches**, the Chair of the committee will inform a qualifying applicant that has been shortlisted that they may choose an advocate; the candidate must reply so that arrangements can be made for the advocate to submit a statement or appear. It is the candidate's responsibility to ensure the submission is received by the committee ahead of the interview and ensure the advocate is available to meet with the search or search subcommittee, if desired. The advocate is restricted to providing information regarding the applicant; information about other applicants is inadmissible.
5. **In the case of a renewal of probation appeal**, a qualifying candidate may appear with an advocate without providing notice. At the candidate's discretion, they may remain in the room when the advocate presents material.

6. **In the case of tenure and/or promotion**, a qualifying candidate can name an advocate and up to two alternatives in their case file submission; it should be noted in the beginning of the self-assessment section along with the expected mode of submission. Written or recorded submission will transfer from one committee to another as part of the case file. If the advocate is meeting with the committee, the candidate must advise the Chair of every committee so that arrangements can be made. The Chair will advise the candidate of the date, time and location of the committee meeting. It is the candidate's responsibility to inform the advocate. If the advocate is submitting a written or recorded statement, it must be received by the Chair prior to the meeting in which the file is considered. As much as possible, the same advocate is required to attend and present the same material if they appear before multiple committees (department, college or university levels). The committees should review the advocates submission and its contribution to evidence for meeting the standard in the usual form that is transmitted to the reviewing committee.
7. The collective agreement is silent on the issue of covering expenses or paying an honorarium to advocates. There is no central university fund for this purpose.

New Articles in the Collective Agreement

For searches:

13.5.1.5 Prior to the interview, the Chair of the Search Committee and/or, if established, the Subcommittee of the Search Committee shall inform an Indigenous candidate, or candidate who engages in Indigenous research, scholarly, or artistic work; teaching; or practice of professional skills that they may choose an advocate who is knowledgeable of the applicant's expertise in and contributions to these fields. The role of the advocate is to advise, by meeting or providing a written or recorded submission, the Search Committee and/or the Subcommittee of the Search Committee prior to their deliberations. It is the responsibility of the candidate to name the advocate in advance of the initial meeting with the Search Committee and/or Subcommittee of the Search Committee so that the request may be accommodated.

For renewal of probation:

14.5.5 (iv) Review and Appeal in the Case of Denial of Renewal

An indigenous candidate, or a candidate who engages in Indigenous research, scholarly, or artistic work; teaching; or practice of professional skills, may choose to be accompanied by an additional person who is knowledgeable of the candidate's expertise in and contributions to Indigenous research, scholarly, or artistic work; teaching; or practice of professional skills.

For tenure:

15.8.6 Advocate. An Indigenous candidate, or a candidate who engages in Indigenous research, scholarly, or artistic work; teaching; and/or practice of professional skills may choose an advocate who is knowledgeable of the candidate's expertise in and contributions to these fields. The candidate will name the advocate and up to two

alternates along with other information provided in support of the candidate's own case (Article 15.11.10(iii)).

The role of the advocate is to advise, by meeting or providing a written or recorded submission, the Department Renewals and Tenure Committee (Article 15.8.1), the College Renewals and Tenure Committee (Article 15.8.2), the College Review Committee (Article 15.8.3), the University Review Committee (Article 15.8.4) and/or the Renewals and Tenure Appeal Committee (Article 15.8.5) prior to the consideration of the candidate's case.

For promotion:

16.3.5.5 Advocate. An Indigenous candidate, or a candidate who engages in Indigenous research, scholarly, or artistic work; teaching; and/or practice of professional skills may choose an advocate who is knowledgeable of the candidate's expertise in and contributions to these fields. The candidate will name the advocate and up to two alternates along with other information provided in support of the candidate's own case (Article 16.6(v)).

The role of the advocate is to advise, by meeting or providing a written or recorded submission, the Department Promotions Committee (Article 16.4.1), the College Promotions Committee (Article 16.4.2), the College Review Committee (Article 16.4.3), the University Review Committee (Article 16.4.4) and/or the Promotion Appeal Committee (Article 16.4.6) prior to the consideration of the candidate's case.

Please reach out to my office if you have any questions. This is a new process for all of us and there is bound to be some wrinkles. I am convinced that this is a step in the right direction as we consider our commitment to truth and reconciliation.



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