



Letter of Intent 2025-09

New Articles for Inclusion in the 2022-2025 Collective Agreement for Faculty

The Corporation and the Association agree that the following clauses be inserted within the Collective Agreement for Faculty, 1 July 2022 – 30 June 2025 in place of those clauses suspended under the terms of Memorandum of Agreement 2023/04:

For the Corporation:

A handwritten signature in black ink, reading "Kerry Hull", written over a horizontal line.

Dr. Kerry Hull

A handwritten signature in black ink, appearing to be "Nick Andrews", written over a horizontal line.

Mr. Nick Andrews

For the Association:

A handwritten signature in black ink, reading "Gregory Brophy", written over a horizontal line.

Dr. Gregory Brophy

A handwritten signature in black ink, reading "James Benson", written over a horizontal line.

Dr. James Benson

Date: June 27, 2025

Part A: New text of article 9.12.b.iii

9.12.b.iii Regular full-time appointments

a) The annual teaching workload for regular full-time appointments engaged in research and scholarly activity is 15 credits.

The annual teaching workload for a Canada Research Chair, a Chercheur/Chercheuse-Boursière, or other designated Research Chairs, is 6 credits. Research Chair roles are not eligible for additional reductions under the other clauses of 9.12.b.iii.

b) Grants. Regular full-time appointments may reduce their annual teaching workload based on their receipt of eligible external research grants from recognized funding agencies, per the table below.

The amount of eligible research funding per year in this table is calculated as the total amount of the grant awarded divided by the number of years of the grant.

Tier	Eligible research funding received per year	Reduction in annual teaching load (<i>in credits</i>)
I	Under \$5000	0
II	\$5,000 - \$9,999 (<i>grant must have a minimum length of 2 years</i>)	1.5
III	\$10,000 - \$24,999	3
IV	\$25,000 - \$49,999	4.5
V	\$50,000 - \$99,999	6
VI	>= \$100,000	7.5

In the final year of any grant of 3 years or longer, a Member may take a 1.5 credit reduction in teaching load received under this article as a half stipend.

Eligible external research grants are awards provided by a recognized funding agency to an individual Principal Investigator (PI), or a group of researchers working in collaboration, to support the operating costs of research in a defined area for a specific time period. Under the direction of the Vice-Principal Academic and Research, the Senate Research Committee shall maintain a list of recognized funding agencies. Grants whose sole

purpose is to fund researcher travel, purchase equipment, or organize events are not considered eligible for reductions in annual teaching load.

Co-Investigators or collaborators on external research grants are eligible for teaching reduction listed under 9.12.b.iii as long as their portion of eligible funding and associated indirect costs of research are administered at Bishop's University. Collaborators should confirm their eligibility with the Office of Research and Graduate Studies at the time of grant application.

Extensions of the timeline for an external research grant by the funding agency without the provision of any additional funding (i.e., no-cost extensions) do not generate any additional teaching load reductions beyond those applicable to the original grant.

c) **Contracts.** Regular full-time appointments may reduce their annual teaching workload based on their receipt of research contracts, per the table below.

The reductions in annual teaching load specified in this clause are based on the amount of overheads (indirect costs) allocated to Bishop's University per year, not the overall amount of the contract.

Tier	Amount of overheads (indirect costs) per year	Reduction in annual teaching load (<i>in credits</i>)
I	Under \$5000	0
II	\$5,000 - \$9,999	1.5
III	\$10,000 - \$19,999	3
IV	\$20,000 - \$39,999	4.5
V	\$40,000 - \$ 59,999	6
VI	>= \$60,000	7.5

In the final year of any contract, a Member may take a 1.5 credit reduction in teaching load received under this article as a half stipend.

d) Regular full-time appointments may combine reductions in annual teaching load for both 9.12.b.iii.b (eligible external research grants) *and* 9.12.b.iii.c (research contracts), up to a maximum total reduction of 7.5 credits per year for external research grants and research contracts.

e) Members may combine 1.5 credits of reduction in annual teaching load resulting from 9.12.b.iii.b (eligible external research grants) and/or 9.12.b.iii.c (research contracts) in

two consecutive years into 3 credits of reduction in annual teaching load in either of those two years.

f) Newly appointed regular full-time appointments receive 3 credits of reduction in annual teaching load in their first year of employment at Bishop's University.

g) *For new full-time faculty tenure-stream appointments who commence at Bishop's University after January 1, 2025:*

Regular full-time appointments who qualify as Early Career Researchers (under the definition adopted by the Canada Research Coordinating Committee)¹ and who are *not* benefitting from reductions in annual teaching load specified in 9.12.b.iii.b and 9.12.b.iii.c above receive 1.5 credits of reduction in annual teaching load for their first and second years of employment at Bishop's University. At the faculty Member's request, these may be combined as 3 credits of reduction in annual teaching load in either their first or their second year of employment.

¹ "An early career researcher is a researcher within five years from the date of their first research-related appointment, minus eligible delays in research, where: (i) research-related appointments are defined as those where the individual has the autonomy to conduct research independently; and (ii) all eligible leaves (e.g., maternity, parental, medical, bereavement) are credited as twice the amount of time taken, and professional leaves (e.g., training, sabbatical, administrative) are not credited."

<https://www.canada.ca/en/research-coordinating-committee/priorities/support-early-career-researchers.html#1>

Part B: New text of articles 9.15.e and 9.15.f

9.15.e Supervision of Honours Students

Supervision of a completed undergraduate Honours thesis at Bishop's University shall be compensated at a rate of 1/7 of a boxtop per 6-credit Honours thesis.

Boxtops for supervision of a completed undergraduate Honours thesis at Bishop's University must be claimed within two years of the end of the academic year (May 31) in which the thesis was completed, per 9.15.g.i below.

9.15.f.i Supervision of Graduate Research Students and Doctor of Psychology Students

- a) Supervision of graduate research students registered at Bishop's University shall be compensated at a rate of 1 boxtop for a Master's degree (minimum of 45 credits).

Supervision of the doctoral essay of a student registered at Bishop's University in the Doctor of Psychology (PsyD) program shall be compensated at the rate of 1 boxtop per student.

In cases of co-supervision, each supervisor shall receive a proportion of the normal compensation equivalent to the proportion of their supervisory role for that student.

Boxtops for supervision of a graduate research student or Doctor of Psychology student at Bishop's University must be claimed within two years of the end of the academic year (May 31) in which the degree was conferred by Senate, per 9.15.g.i below.

- b) Supervision of graduate research students registered at Approved External Institutions, as defined in 9.15.f.i.c (hereafter 'external graduate research students'), shall be compensated as follows.

A Member acting as a co-supervisor for an external graduate research student who was responsible for at least 50% of the supervisory duties shall be compensated at a rate of 0.5 boxtop for a thesis-based Master's degree and 1.0 boxtop for a PhD degree.

A Member acting as a co-supervisor for an external graduate research student who was responsible for less than 50% of the supervisory duties shall be compensated at a rate of 0.25 boxtop for a thesis-based Master's degree and 0.5 boxtop for a PhD degree.

In the case of co-supervisions of external graduate research students involving multiple Bishop's University faculty Members, each Member shall receive a proportion of the normal compensation outlined above equivalent to the proportion of their supervisory role for that student.

All external graduate research students must be registered with the Office of Research and Graduate Studies at the time of the commencement of the Member's supervision of that student.

Boxtops for supervision of external graduate research students must be claimed within two years of the end of the academic year (May 31) in which the degree was conferred by the Approved External Institution, per 9.15.g.i below.

- c) Approved External Institutions are those where an agreement has been signed between that institution and Bishop's University that defines the terms under which Bishop's faculty supervise its graduate students and the compensation to be received by Bishop's University for such supervision.

The University will make good faith efforts to negotiate such agreements with external institutions in a timely manner.

Members may supervise graduate students at institutions other than Approved External Institutions but will not receive compensation from Bishop's University for such supervision. The Vice-Principal Academic & Research may exceptionally approve a request for compensation for such students, but only in cases where the request is submitted before the student begins their studies and the Vice-Principal determines that it is appropriate to pursue the establishment of a funding agreement with that institution.

- d) *Transitional arrangements for supervision of graduate research students at other institutions:*

The requirement that graduate research students be registered at an Approved External Institution in order for a Bishop's faculty Member to receive compensation shall only apply to those students who *commence* their studies with a Bishop's faculty Member *after* October 1, 2026.

Faculty members supervising graduate research students who commence their studies before October 1, 2026 at any accredited University will be compensated under the terms of article 9.15.f.i.b.

9.15.f.ii Teaching of graduate courses

- a) Graduate level courses (course codes 500 and above) with enrolments of less than ten (10) students shall be compensated at a rate of 0.1 boxtop per student for every 3 credits.

Three-credit graduate level courses (course codes 500 and above) with enrolments of less than ten (10) students may be considered part of a faculty Member's standard annual teaching load, with the approval of the department and the relevant Academic Dean.

This clause does *not* apply to thesis or thesis proposal courses. For graduate-level seminar courses or internship courses, this clause applies *only* where prior approval has been received from the Vice Principal Academic and Research.

Boxtops for the teaching of graduate level courses must be claimed within two years of the end of the academic year (May 31) in which the graduate course was taught, per 9.15.g.i below.

- b) Three-credit graduate level courses (course codes 500 and above) with enrolments of ten (10) or more students shall be considered part of the faculty Member's standard annual teaching load.
- c) Graduate students enrolled in undergraduate level courses (course codes 100 to 499) do not attract any additional compensation.
- d) Cross-level listed courses have an undergraduate and a graduate-level course code. Undergraduate and graduate students participate in the same class sessions but have distinct learning outcomes and assessment schemes.

The undergraduate cross-level listed course is considered part of the Member's regular teaching load.

In cross-level listed courses with at least 10 students registered in the undergraduate course, graduate students registered in the graduate cross-level listed course are compensated at a rate of 0.1 boxtop per student, up to a maximum of 0.3 boxtop per 3-credit course.

In cross-level listed courses with fewer than 10 students registered in the undergraduate course, there is no additional compensation for the graduate students registered in the graduate cross-level listed course.

Boxtops for the teaching of graduate students registered in a cross-level listed course must be claimed within two years of the end of the academic year (May 31) in which the cross-level listed course was taught, per 9.15.g.i below.

- e) In cases of co-teaching, each instructor shall receive a proportion of the normal compensation equivalent to the proportion of their role.

Part C. Text of new articles 9.15.g and 9.15.h

9.15.g Maximum compensation per year from supervision of Honours theses, supervision of graduate research students and Doctor of Psychology students, and teaching of graduate courses (less than 10 students) is determined as follows.

- i. Whole (1.0) boxtops may be claimed as a 3-credit reduction in annual teaching load, subject to the maximums in 9.15.g.ii below.

One-half (0.5) boxtops may be claimed as a 1.5 credit reduction in annual teaching load, subject to the maximums in 9.15.g.ii below.

Any fraction of a boxtop (including 1.0 and 0.5) may be claimed as an equivalent proportion of a 3-credit course stipend, subject to the maximums in 9.15.g.ii below.

- ii. Reductions in annual teaching load resulting from 9.12.b.iii.b (Research Grants) and 9.12.b.iii.c (Research Contracts) may limit the maximum total amount of boxtops that a Member may claim per year.

The maximum total boxtops that may be claimed *per year* as either reduction in annual teaching load or for payment as stipend, or for any combination thereof, is as follows.

- A Member with 0 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 6 credits of boxtops, for a maximum total of 6 credits.
- A Member with 1.5 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 6 credits of boxtops, for a maximum total of 7.5 credits.
- A Member with 3 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 6 credits of boxtops, for a maximum total of 9 credits.
- A Member with 4.5 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 4.5 credits of boxtops, for a maximum total of 9 credits.

- A Member with 6 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 3 credits of boxtops, for a maximum total of 9 credits.
 - A Member with 7.5 credits of teaching load reduction from eligible external research grants and/or research contracts can claim a maximum of 1.5 credits of boxtops, for a maximum total of 9 credits.
 - A Research Chair can claim a maximum of 1.5 credits of boxtops, for a maximum total of 1.5 credits.
- iii. Accumulated boxtops, whether whole or fractional, shall expire if not claimed within two (2) years of the end of the academic year (May 31) in which they were earned.
- iv. The Vice Principal Academic & Research shall conduct an annual exercise to allow Members to claim accumulated boxtops, whether whole or fractional.

9.15.h Provisions for course releases and stipends

The reductions in annual teaching load and stipends outlined in articles 9.12.b.iii, 9.15.e, and 9.15.f may be combined with course releases and stipends outlined elsewhere in the Collective Agreement.

For payment of stipends, a faculty member can receive up to a maximum of two additional stipends above their regular salary per year.