

FACULTY OF ARTS

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## Memo

To: Professors Y. Benslimane; R. Campeanu; L. Cysneiros; V. Ivanova;  
J. Huang; M. Walker; E. Wheeler; Z. Yang

From: Deans Robert J. Drummond and Rhonda Lenton

Date: February 7, 2005

Subject: ITEC Reorganization - Agreement

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The assurances requested in the most recent version of the transfer agreement go some distance beyond what we had discussed in earlier meetings. In particular, you request guarantees with respect to complement that cannot be given to any unit. No other department, division or school has been guaranteed a particular full-time complement, and we will not start with ITEC.

There is also confusion in your letter with respect to the name of the Faculty to which you are being asked to re-deploy (Atkinson Faculty of Liberal and Professional Studies, not Atkinson College) and the local unit in which you would be housed. For now, the re-deployment is to SASIT. Though the Dean of Atkinson is supportive of the ITEC faculty putting forward a proposal for the creation of a new School of Information Technology, this proposal must proceed through the appropriate committees for approval. Thus for now, the unit in which ITEC will be housed is SASIT.

Finally, while there is a present commitment to maintain the BA and Honours BA in ITEC separate and apart from any professional program, we cannot bind you and your successors never to embark on a different course. Any decision to alter the above commitment however would require agreement from the ITEC faculty.

Attached is a revised version of the combined document you provided. We hope it will constitute the basis for eventual agreement.

cc: Sheila Embleton; B. McKee; S. Warwick; André Kushniruk; Gene Denzel;  
Neal Madras; Arthur Hilliker (Chair of YUFA)





**Agreement on Working Conditions, Complement, Curriculum and T&P Process for the new ITEC Area, Atkinson Faculty of Professional and Liberal Studies.**

The following agreements will apply to all YUFA members in the new ITEC Area in Atkinson Faculty created by the transfer of faculty from the ITEC Section in the Faculty of Arts and by the faculty in the ITEC Area in Atkinson.

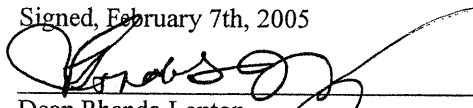
FACULTY OF ARTS

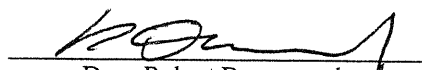
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1. **Workload, including Normal Teaching Workload.** The workload will follow the current practices in the ITEC Section in the Faculty of Arts. For clarity, and for recording as an agreement under Article 18.08.1 at the JCOAA, this practice is recorded in Appendix A.
2. **Faculty Complement.** The Dean of Arts is prepared to confirm that the current CLAs in the Faculty of Arts ITEC will receive one-year contract renewals for 2005-2006. The Dean of Atkinson is aware of Professor Kushniruk's leave of absence, and plans to meet with the ITEC faculty (once agreement on the proposed merger is complete) in order to discuss the needs for faculty complement. The nature of further appointments will be decided in consultation with the ITEC faculty and the VPA, but, so far as funds permit, Deans always have among their priorities maintaining a balance in the faculty-student ratio and T/S hires.
3. **Curriculum.** It is expected that any changes in programs offered by the Arts and Atkinson Information Technology areas will be subject to approval of ITEC curriculum committee members. There is a commitment at the present time to maintain an Honours BA and a BA in Information Technology that involve the interdisciplinary study of information technology, separate and apart from any professional program in the area. However, we also recognize that future circumstances may occasion changes in programs and in the types of degrees offered. Should such changes be proposed, they would be subject to the normal processes for curriculum approval in the School and Faculty.
4. **Tenure and Promotion standards and Procedures.** We agree that current probationary ITEC faculty will have the option of applying for tenure within the unit where they were hired. In all circumstances, tenure-track faculty will have the option of being evaluated under the expectations in effect in their hiring unit at the time of their hire. This agreement pertains only to current members and is without prejudice. For clarity, the standards and procedures for the current Arts ITEC faculty are recorded in Appendix B.

Signed, February 7th, 2005

  
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 Dean Rhonda Lenton,  
 Atkinson Faculty of Liberal and Professional Studies

  
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 Dean Robert Drummond,  
 Faculty of Arts

Y. Benslimane \_\_\_\_\_  
 L. Cysneiros \_\_\_\_\_  
 Z. Yang \_\_\_\_\_  
 V. Ivanova \_\_\_\_\_

R. Campeanu \_\_\_\_\_  
 J. Huang \_\_\_\_\_  
 M. Walker \_\_\_\_\_  
 E. Wheeler \_\_\_\_\_

The teaching workload will follow the current practice in the ITEC courses taught by Arts faculty members in the ITEC Section of the Department of Mathematics and Statistics, as outlined in the 2000 teaching workload document filed by the then Chair of Mathematics and Statistics with the JCOAA. This workload is consistent with the letters of appointment of the Arts ITEC faculty. For clarity, we summarize this entire current practice, as a workload document under Article 18.08.1 and 18.09.

The normal teaching load of an ITEC faculty member in the professorial stream, tenure-track, will be 2.5 courses, with a half course reduction available to all faculty members with substantial scholarly activity. This reduction is made to equalize the normal workload, including normal teaching load, in the sense of Article 18.09. Decisions to award this reduction are made annually within the area, by a transparent and collegially approved process. Decisions to award this reduction are based solely on evidence of scholarly activity, consistent with the criteria for appointability to a graduate program. Members holding NSERC or external SSHRC grants will routinely qualify, but this is not a requirement and other evidence of scholarly activity will also be considered. Members appointed to the tenure-track, in their period of pre-candidacy or candidacy also routinely qualify. For untenured faculty in their first year of appointment, it is routine to receive an additional half course reduction. (The normal teaching load in mathematics, computer science, and comparable ITEC programs across North America is 2.0 courses or less, and this workload goes some way to keeping York competitive.) In lieu of teaching 2.0 full course equivalents, faculty may teach 1.5 full course equivalents and conduct hands-on lab supervision of 2-3 hours weekly for two terms (assuming they have an active research programme. Therefore, current practices acknowledge an equivalence between hands-on lab supervision of 2-3 hours per week for the year and direction of a half course. This equivalence will continue to be recognized.

The teaching workload associated with a class, particularly a large class, is dependent on the TA support for that class. Accordingly, the TA support for ITEC courses will follow the current practices for the assignment of marker/grader or individual tutor support in the ITEC section in the Department of Mathematics and Statistics in the Faculty of Arts. Specifically, the formula is a minimum of 1 hour of TA support per student enrolled in the section at the end of the first week of classes. Any increase in minimum or maximum class sizes will take place only after agreement on new TA support structures and appropriate recognition for course equivalence of large classes.

Although there can be no guarantees of permanence, the normal teaching workload above, including reductions for scholarly activity and TA support will be maintained as a minimum for at least the five (5) years following the transfer. Any subsequent changes will be negotiated between the parties to the Collective Agreement.

#### **Appendix B Standards and Procedures for the Current Arts/ITEC Faculty**

Current Arts/ITEC faculty<sup>1</sup> will have the option of applying for tenure within the department of Mathematics and Statistics according to their standards and procedures and those of the Faculty of Arts. The tenure and promotion will implemented with ITEC expectations and be handled within the Applied Mathematics section. This agreement pertains only to these current members and is without prejudice.