

## Article 8 – Correspondence

- 8.01 Unless otherwise specified in the Collective Agreement, all correspondence between the Association and the Employer arising out of this Collective Agreement or incidental thereto shall pass between the President of the University and the President of the Association or their delegates.
- 8.02 The Employer shall provide the Association, through the Association President, the following information in a mutually agreed-upon paper and/or electronic format within the timeframe indicated:
- a) By July 15 of each year, a list containing the name, category of appointment, year of appointment, University address, home address, gender, salary, Faculty, highest degree attained, and year of highest degree attainment for each Teaching Faculty Member.
  - b) Within fifteen (15) Calendar Days of the end of each month, except June, an update, giving the same information as in 8.02 a) for all Teaching Faculty Members who have been hired in the previous month, including a copy of the letter of offer for each such Teaching Faculty Member.
  - c) Within fifteen (15) Calendar Days of the end of each month, a listing of the names of all Teaching Faculty Members who in the previous month have changed status, with a reason for each change. The effective date of each of these events will also be listed.
  - d) By July 15 of each year, a list of all Teaching Faculty Members who have an approved leave planned or an agreed reduced workload as per Article 16.05 for the upcoming Academic Year.
  - e) At the time of release, a copy of all official press releases made by the Employer.
  - f) At the time of release, a copy of all public representations or briefs made by the Employer to government bodies.
  - g) Within one (1) month of completion, a copy of the Employer's final approved budget and a copy of the Employer's audited financial statement.
  - h) By October 15 and February 15 of each year, a list of all courses taught at UOIT for the current Academic Term, with the following information identified; subject and course number, section title, course section, CRN, number of students in

the class and, if the course is taught by (a) Teaching Faculty Member(s), the name(s) of the Teaching Faculty Member(s).

- i) By September 15 and March 15 of each year, current organizational charts of the Provost's Office and each of the units reporting to the Provost's Office.

#### 8.03 Dated Written Communications

- a) Dated written communications required under this Collective Agreement, unless otherwise specified, shall be sent to the recipient's University email address, followed by a hard copy through the University internal mail service. Dated written communications will be deemed to have been received on the Day after the email was sent. Timing for responses subsequent to a dated written communication will count from the Day following the date of deemed receipt.
- b) Any time limits in this Collective Agreement may be extended by written agreement between the Parties to the communication.