

UOITFA *Express*

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A University of Ontario Institute of Technology Faculty Association Publication

Payroll Deduction Now Available!

To what degree do you value the UOIT community and want to make it even better? How can you become better informed about the UOITFA discussions with the administration? What information do you and your colleagues need to be better informed? These are questions that the UOITFA deals with on a regular basis.

We invite you to join the UOITFA and give your input on the important issues facing our University. The mandate of the UOITFA is provided in its objectives: a) to promote academic freedom and to advance teaching, research, and other pursuits of the academic staff at the University; b) to represent academic staff in all discussions and negotiations with the University on all matters concerning remuneration and working conditions. c) to facilitate the exchange of ideas between the Association and the broader University community, as well as the general public; and d) to promote the joint interests of the Association and affiliated organizations.

We are currently involved with ongoing collective bargaining on salaries and economic benefits and conditions of appointments (See the report provided by Bill Goodman, Chief Negotiator.) Once this process is completed, the faculty association will represent members in grievances and arbitration where needed. As an association, we are committed to promoting the interests of UOIT and its faculty, addressing all levels of government on university affairs and upholding the principles of academic freedom and freedom from discrimination and harassment.

BUT we can't do this alone. This mandate and commitment requires the contributions and efforts of all tenured and tenure-track faculty members. We benefit not only from our collegial work

in the faculty association but also as members of two distinct and very valuable organizations, both of which assist UOITFA on an ongoing basis in its development and collective bargaining process.

Ontario Confederation of Faculty Associations (OCUFA) (<http://www.ocufa.on.ca/>) is the voice of 15,000 university faculty and academic librarians across Ontario. OCUFA seeks to maintain and enhance the quality of our province's higher education system, and to advance the professional and economic interests of our members. The OCUFA publication *Academic Matters*, focuses on the role of universities and our contributions and is provided for all members. What is very important to UOITFA is the lobbying that OCUFA does on behalf of all faculty associations.

The Canadian Association of University Teachers (CAUT) (<http://www.caut.ca/>) is the national voice for academic staff. Representing 65,000 teachers, librarians, researchers and other academic professionals and general staff, CAUT is an outspoken defender of academic freedom and works actively in the public interest to improve the quality and accessibility of post-secondary education in Canada. CAUT has provided outstanding assistance as we enter the collective bargaining process with UOIT.

Its website provides numerous resources for faculty, including the Ontario University Report, that updates faculty on other associations and activities in Canada. As a member of CAUT, you receive the CAUT Bulletin, which keeps the membership informed on issues facing Canadian universities.

Benefits of Membership: All membership dues

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ExpressOH! This Issue: Writing Help for Graduate Students.

by Dr. Hannah Scott, Faculty of Criminology, Justice, and Policy Studies

This month I starting to think about our new incoming graduate students. Many of our programs have graduate students now, and some of you may find it helpful to direct students to additional resources. In particular, many graduate students need resources offering advice on how to write effectively. As we all know, this is a learning process. Much of the time we spend hours of time working with students on this very important skill. However there are many resources out there for graduate students... Many of these resources can save us time, given our hectic schedules.

The following is taken directly from <http://www.writing.utoronto.ca/books/writing-for-graduate-students>. What I like about this list, is that it is cross-disciplinary. In fact, there are a multitude of writing resources on this site (<http://www.writing.utoronto.ca/books/>) for both students and professors. If you do not see your specific discipline here, not to worry.... Hopefully you will find something helpful (*and save a little time too!*).

American Psychological Association, *Publication Manual*. Besides giving detailed advice on format for referencing and page layout, this handbook covers such technicalities as abbreviations, numbers and tables. Chapter 2 gives brief advice on writing style and a quick review of grammar, and sets out clear guidelines on avoiding unbiased language. Appendix A includes comments on converting a dissertation into a journal article. Look for the [fifth edition](#), published in 2000: it gives current advice on citing online sources.

Becker, Howard S. and Pamela Richards. *Writing for Social Scientists: How to Start and Finish Your Thesis, Book, or Article*. For advanced work; advises on efficient ways to produce and publish academic work.

Cook, Claire Kehrwald. *The MLA's Line by Line How to Edit Your Own Writing* Solid and well-explained

advice on academic style; worth studying for humanities scholars and anyone else aiming at clear complex prose.

Day, Robert A. *How to Write and Publish a Scientific Paper*. Solid though old-fashioned advice on constructing and revising research papers.

Flemons, Douglas. *Writing Between the Lines: Composition in the Social Sciences*. An excellent guide to writing strong, logical, and clear prose to present research material. Focuses mostly on style at the sentence level.

Galvan, Jose L. *Writing Literature Reviews: A Guide for Students of the Social and Behavioural Sciences*. A comprehensive guide to writing reviews of empirical research: starts with how to read documents in their disciplines; discusses literature reviews as part of essays, dissertations, journal articles; includes samples.

Harman, Eleanor and Ian Montagnes, ed. *The Thesis and the Book*. Elegantly written and sometimes humorous essays asking for elegantly written academic books. Worth reading, but don't rely on it for quick solutions.

Huth, E. *How to Write and Publish Papers in the Medical Sciences*. Authoritative guide to advanced writing, good section on Vancouver referencing system.

Locke, Lawrence F. et al. *Proposals That Work: A Guide for Planning Dissertation and Grant Proposals*. An excellent resource. Focusses on scientific argumentative patterns, shows examples of four kinds of proposals for different types of research.

Luey, Beth. *Handbook for Academic Authors*. Thorough and sensible discussion of the practical aspects of scholarly publishing. Chapter 2 on journal articles covers good writing style, selecting a journal, and dealing with rejections. Other chapters touch on manuscript preparation and proofreading.

Modern Language Association (Joseph Gibaldi). *Handbook for Writers of Research Papers*. The standard work

for referencing methods in Humanities subjects. The fifth edition, published in 1999, has a thorough and helpful section on citing electronic and online sources. Chapter 2 gives brief advice on style and the writing process.

Nickerson, Eileen T. *The Dissertation Handbook: A Guide to Successful Dissertations*. A brief guidebook on the various stages of the dissertation. Chapter 12, "Life After the Dissertation," touches on professional presentations as well as articles. It advises on such practicalities as the query letter and timelines for responses.

O'Connor, Maeve. *Writing Successfully in Science*. Knowledgeable advice from a journal editor on planning, writing, and publishing academic work in the sciences.

Swales, John M. and Christine B. Feak. *Academic Writing for Graduate Students: A Course for Nonnative Speakers of English*. Thorough coverage of all aspects of writing academic papers, offering tips on vocabulary and grammar along with explanation of standard structures of reasoning. Units 7 and 8 cover Constructing a Research Paper, including comments on defining a niche for the topic and making rhetorical moves to convey that intention to the reader.

Swales, John M. and Christine B. Feak. *English in Today's Research World*. More advanced than the above book; useful for native speakers of English too. Chapters on professional genres such as the conference abstract, poster presentations, some elements of dissertations. Targets specific problems, gives exercises and models, shows how to make judgments on your own.

M. Zeiger. *Essentials of Writing Biomedical Research Papers*. A thorough self-instruction guide to reasoning, style, and organization. **

Letter from the UOITFA President

By Dr. Raymond Cox, Faculty of Business & IT

Dear Faculty,

I trust this letter finds you in high spirits and good health. As you can see the faculty association has worked hard over the past several months on your behalf. We now have our own website (*soon to be announced*) housed on the CAUT server for privacy and control.

You now have a choice of payroll deduction, post-dated cheques, or single payment to pay your faculty association dues. The payroll deduction has an early sign-up deadline of **Sept. 3** to our Treasurer, Shirley Van Nuland, for 2009-10. If you miss that you can more or less simulate it with post-dated cheques, and you still have the option (mostly for tax purposes) of timing the single payment. Please contact our Treasurer Shirley Van Nuland if you have questions.

Our face-to-face bargaining team (Chief Negotiator Bill Goodman, Ron Hinch, Franco Gaspari and Ed Waller) have been negotiating, on average, sev-

eral hours per week with the administration since early January. We are still

in the non-monetary issues (e.g. the meaning of tenure at UOIT, and definition of a normal teaching load) stage of negotiations which when completed move us into monetary issues (e.g. salary and benefits).

Until we complete our first collective bargaining agreement and both sides (faculty association and board of governors) ratify such a contract the core faculty will not receive salary adjustments for the 2009-10 academic year. However, a retroactive clause will be negotiated (to July 1, 2009).

As bargaining is spilling over into the fall semester the UOIT Faculty Association will be scheduling regular monthly meetings as well as increasing the frequency of reports to provide you with bargaining updates to keep you informed.

Our first meeting will be on **Tuesday, September 8th from 1pm-3pm in UA2220**. We encourage your attendance and participation so that you may keep abreast of the status of bargaining, give support to the negotiation team, and demonstrate to the administration that you are concerned about

having a fair and equitable agreement.

In particular, UOIT is a university in Ontario that should possess characteristics resembling those of its sister institutions. That is, we should have policies, procedures and protections that are comparable to other universities as opposed to being more similar to a corporation such as Wal-Mart.

Given the dominance of market-based faculties and location in the high cost GTA we should not have a benefits package that ranks us dead last in the province. The meaning of tenure at UOIT should be more than just cause (which places us on the same footing as an employee having any job in any company in the country) but more in line with other universities (e.g. tenure at University of Toronto is essentially for life no matter what).

Again, I encourage you to get involved in the faculty association. The faculty association is only as effective as its members collectively. Wishing you success in all your teaching, research and service endeavours for the upcoming year.

Best Regards, *Raymond Cox.*

Your 2009-2010 Faculty representatives

Business & Information Technology

Bill Goodman

Ext: 2433 Office: UB3004

Criminology, Justice & Policy Studies

Ronald Hinch

Ext: 3810 Office: UA2043

Education

Janette Hughes

Ext: 2875 Office: SS-UED-524

Energy Systems & Nuclear Science

Anthony Waker

Ext: 3441 Office: UA3032

Engineering & Applied Science

Marnie Hamm

Ext: 3703 Office: U523

Health Science

Robert Weaver

Ext: 3060 Office: UA3060

Science

Franco Gaspari

Ext: 2980, Office: UA4013

JOIN UOITFA, *Con't, p. 1*

are tax deductible (receipts are provided along with a membership card). As members of UOITFA, we have access to discounts! Campus Bookstore: 10% discount for all items, such as clothing, giftware, etc. bought at either bookstore location. Exceptions are software, confectionary items (e.g. pop, chocolate bars) and textbooks. Membership in OCUFA additionally provides access to **Edvantage**, a rewards program, offering discounts and savings in travel, entertainment, insurance, electronics, car rentals, and the list continues.

Our dues to OCUFA and CAUT are based on rank. UOITFA dues are \$140.00. Membership fees are tax deductible and are based on rank.

Application forms for renewing and new members may be found on

the last pages of this newsletter.

Payroll deduction is now available. If you would prefer to have your Association dues deducted at source, please complete the **2009 – 2010 Payroll Deduction Authorization** form (see the last pages of this newsletter) and ensure that it has been witnessed. The appropriate membership fees, based on your rank, will be deducted over ten (10) pay periods from September 2009 to June 2010 inclusive. This will make your life (and mine as the UOITFA treasurer!) easier since neither of us will be concerned about cheques, deposits, etc.

For more information on any of these services, please contact Shirley Van Nuland at x 3419, or email shirley.vannuland@uoit.ca.

At the Table: Bargaining update

By Bill Goodman, Chief Negotiator, UOITFA

I would like to start off this update by first thanking all of the members who have communicated concerns about current practice here at UOIT, on various issues, to the Faculty Association and thus provided support we can use during bargaining. In no small part this process has been made more effective because of your input. As always, I would like to continue to encourage that dialogue.

Second, there has been a curiosity by faculty as to what it is that we have been working towards with the bargaining committee. Although this update may look a little like a laundry list, I think it will serve to give the membership an idea of all of the items that are being considered in this very first contract. Under normal negotiation circumstances, usually only a few articles and monetary items are considered at one time. It is important to note that with this first contract, almost everything is being negotiated. Therefore this update will hopefully give members an understanding of where we are in the negotiation process and the kinds of articles we are currently looking at.

At the table:

While it's definitely no "walk in the park", we *are* starting to make some progress at the table—but we're still working through the non-monetary issues. This means we are only looking at issues of policy, before we begin the process of looking at financial compensation (for example: salaries, maternity/paternity leave, merit, etc.).

Out of the 23 non-monetary articles we're expecting in a final agreement, eight (8) articles have now been signed off on. This means that if everything else falls into place, both sides have agreed to stick with the wording for these articles as they currently stand.

Articles tentatively agreed upon.

- ♣ Article 2: Recognition and Definition of the Bargaining Unit
- ♣ Article 6: Dues and Payroll Deduction.
- ♣ Article 7: No Strike or Lock-Out (i.e., during the term of the agreement)
- ♣ Article 8: Correspondence (i.e., a

list of information to be provided, at specified times, by the Employer to the Faculty Association).

- ♣ Article 9: Joint Committee (i.e., we have tentatively agreed on a mechanism for ongoing problem solving and dialogue, between the Employer and the Faculty Association, during the term of the agreement)
- ♣ Article 11: Grievance Procedure and Arbitration
- ♣ Article 12: Health and Safety
- ♣ Article 14: Academic Freedom

These additional articles are all under discussion, at various levels. In other words, we are still working towards agreement on the articles listed below:

- ♣ Article 1: Purpose (Agreement is pending finalization of an important, relevant clause in another, open article.)
- ♣ Article 3: Definitions (This article remains a "work in progress"—to which new definitions get added tentatively, as needed, while negotiating other articles.)
- ♣ Article 4: Management Rights (The issue that remains contentious is cases where the proposed contract "points to" some external UOIT policy. The FA requires assurances that members are protected in the event the Employer deems to change said policies.)
- ♣ Article 5: Rights and Privileges of the Association (Non-monetary rights and privileges are tentatively agreed upon, but the completed article must link to possible monetary rights and privileges: For example, the use of space, or officer release time. These monetary items have not yet been negotiated)
- ♣ Article 10: No Discrimination or Harassment (The issue that remains contentious is language to avoid any potential for intimidation of members who are called upon to vote in non-secret ballots at various campus meetings.)
- ♣ Article 13: Working Environment (Although many items have been agreed upon in this article, the gap is this: The Employer seeks to avoid promises that may be dependent on future ability to pay; The FA seeks to ensure that everyone has the resources to do the work on which they will ultimately be judged.)
- ♣ Article 15: Academic and Professional Career/Workload (The gap in positions has narrowed considerably in some important areas, such as the concept of a standard maximum course load. The FA is still seeking some tighter language in

our protections.)

- ♣ Article 16: Performance Review (At issue here is the standardization of this process, making evaluation components transparent for all members.)
- ♣ Article 17: Official Files (Aims to make transparent the materials on members that can be used in future actions or processes. Language needs tightening.)
- ♣ Article 18: Third year Review Process (See comment for Article 19)
- ♣ Article 19: Tenure (The critical principle of embedding these procedures in the contract itself, rather than "pointing to" them as external, university policies has now been acknowledged. Discussion on details continues.)
- ♣ Article 20: Promotion (See comment for Article 19)
- ♣ Article 21: Intellectual Property (This policy is designed to decide how the intellectual material generated at this university by the member is handled by the Employer. The current working model is (a) we will accept to "point to" an external, UOIT policy on IP, but (b) the reference will be to a "date stamped", specific edition/ wording of the policy, and (c) a faculty-specific dispute mechanism in the contract would over-write the generic version in the external policy.)
- ♣ Article 22: Exceptional Circumstances. (This article covers what may happen if the Employer experiences exceptional circumstances, such as fiscal insolvency, and so on. The gap remains wide on this one. This multi-part article refers to Financial Exigency; Amalgamation, Consolidation and Merger of Academic Institutions; and Internal Amalgamation, Merger, Reorganization of Academic Units and Declarations of Program Redundancy. A powerful Article 22 is critical to give any real meaning to having "tenure"—once we have it; otherwise, it's just having a job.)
- ♣ Article 23: Discipline (In particular, this article deals with how a member can be disciplined by the Employer. The FA believes that tighter protections are necessary than are currently being offered and both sides continue to work towards an agreement.)

As always, I and the bargaining team welcome your comments. This process works because of your involvement. I look forward to hearing from you. ** Bill Goodman.



2009 – 2010 APPLICATION FOR NEW MEMBERSHIP - UOITFA

I apply for membership in the University of Ontario Institute of Technology Faculty Association ("UOITFA"). In so doing, I authorize UOITFA to act as my exclusive bargaining agent in all matters relating to my employment relationship with the University of Ontario Institute of Technology.

Surname: _____ **First Name:** _____

Home Address: _____

Home Phone: _____

Rank (circle one): Professor; Associate; Assistant
Status (circle one): Tenured Tenure-track

Faculty: _____ **Office No.:** _____ **Ext.:** _____

If you prefer emails sent to your UOIT account, check _____
 If another, please provide _____

Membership fees are tax deductible and are based on rank. Since we are members of the Ontario Council of Faculty Associations (OCUFA), and the Canadian Association of University Teachers (CAUT), our dues to both are based on rank. UOITFA dues are \$140.00.

Rank	OCUFA	CAUT	UOITFA	TOTAL
Professor	166.49	195.60	140.00	502.09
Associate Professor	137.30	154.32	140.00	431.62
Assistant Professor	104.13	124.92	140.00	369.05

I will complete the **2009 – 2010 Payroll Deduction Authorization** to participate in payroll deduction.

I enclose 1 cheque for the total amount based on my rank (see below) and made payable to **UOITFA**.

Professor: \$ 502.09 **Associate:** \$ 431.62 **Assistant:** \$ 369.05

I enclose 6 cheques payable to **UOITFA** based on my rank, dated as below:

Rank	Oct 1/09	Nov. 1/09	Dec. 1/09	Jan 1/10	Feb 1/10	Mar 1/10	Total
Professor	83.68	83.68	83.68	83.68	83.68	83.69	502.09
Associate Prof	71.93	71.93	71.94	71.94	71.94	71.94	431.62
Assistant Prof	61.50	61.51	61.51	61.51	61.51	61.51	369.05

Please return this form and cheque(s) to **Shirley Van Nuland, Faculty of Education**.

A membership card and receipt for the tax deductible membership receipt will be sent on receipt of application and payment of dues. If you elect payment by Payroll Deduction, your receipt will be sent in February as part of your T4 form.

Signature _____ Date _____

On behalf of UOITFA, I hereby accept this Application for Membership

Signature of Witness (UOITFA member) _____ Date _____

2009 – 2010 PAYROLL DEDUCTION AUTHORIZATION - UOITFA

To be completed if you request payroll deduction

Please return this form to **Shirley Van Nuland, Faculty of Education** only if you request payroll deduction.

Surname: _____
 First Name _____
 Faculty: _____

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 Professor: \$ 502.09/year;
 Associate Professor: \$ 431.62/year;
 Assistant Professor: \$ 369.05/year

Rank (Please circle):
 Professor Associate Assistant

I authorize UOIT Human Resources to deduct the appropriate membership fees as noted above, based on my rank, over ten (10) pay periods from September 2009 to June 2010 inclusive. (Please check)

A receipt for the tax deductible fee will be included in the T4 Form provided by UOIT by the end of February.

My witnessed signature on this document authorizes the University of Ontario Institute of Technology (UOIT) to collect and remit to the University of Ontario Institute of Technology Faculty Association (UOITFA) the dues that I contribute based on my rank. I agree to indemnify and save University of Ontario Institute of Technology harmless against all claims or other forms of liability that may arise out of, or by reason of, deductions made or payments unless the claim or liability arises from a breach of legal or accounting principles by University of Ontario Institute of Technology.

Signature

Date

Name of Witness

Signature of Witness

Date

2009 – 2010 RENEWAL OF MEMBERSHIP - UOITFA

I renew my membership in the University of Ontario Institute of Technology Faculty Association ("UOITFA"). In so doing, I authorize UOITFA to act as my exclusive bargaining agent in all matters relating to my employment relationship with the University of Ontario Institute of Technology.

Surname: _____ **First Name:** _____

Home Address: _____

Home Phone: _____

Rank (circle one): Professor; Associate; Assistant

Status (circle one): Tenured Tenure-track

Faculty: _____ **Office No.:** _____ **Ext.:** _____

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Signature

Date

**2009 – 2010 PAYROLL DEDUCTION
AUTHORIZATION - UOITFA**

To be completed if you request payroll
deduction

Please return this form to **Shirley Van Nuland, Faculty of Education** only if you request payroll deduction.

Surname: _____

First Name _____

Faculty: _____

Membership fees are tax deductible and are based on rank.

Professor: \$ 502.09/year;

Associate Professor: \$ 431.62/year;

Assistant Professor: \$ 369.05/year

Rank (Please circle):

Professor Associate Assistant

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Signature

Date

Name of Witness

Signature of Witness

Date