

**Letter of Understanding
Between
Wilfrid Laurier University
And the
Wilfrid Laurier University Faculty Association**

Re: Interim PTAC composition and procedures for Winter 2022 hiring for Wilfrid Laurier International College (WLIC)

Whereas it was found that the existing process and procedures for the WLIC PTAC (Seventh Schedule) were overly cumbersome and could not easily be applied to the eventual large number of courses anticipated to be offered at WLIC; and

Whereas it is desired that the PTAC composition and hiring process be modified to accommodate a large number of courses in a variety of disciplines on a go-forward basis; and

Whereas an interim process will allow the WLIC PTAC to proceed with hires for Winter 2022;

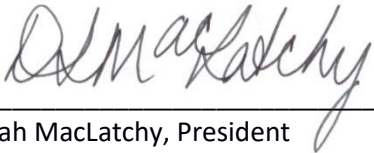
The Parties agree to the following modified procedure for hiring for courses offered in Winter 2022:

- There will be Faculty-specific WLIC PTACs for the seven courses being offered.
 - For further clarity, a LSBE WLIC PTAC, a FOS WLIC PTAC, and a FOA/FLA/FHSS WLIC PTAC
- Each Faculty-specific WLIC PTAC will consist of
 - 2 full-time WLU faculty chosen from the course coordinators for that Faculty; and
 - the WLIC PTAC Chair, who will serve as Chair on all Faculty-specific PTACs (a course coordinator with experience chairing PTACs at Laurier); and
 - 2 non-voting staff members of the WLIC (WLIC Reps).
- The hiring process will proceed as summarized below:
 - Stage 1: Faculty-specific PTAC Assessment – 80 points
 - WLIC PTAC will assess all applicants who have the requisite academic qualifications and WLIC-specific qualifications as posted as per Appendix H; and
 - WLIC PTAC will use a common WLIC PTAC Appendix H rubric to create a short-list.
 - Stage 2: WLIC Rep Assessment – 20 points in section (d) of Appendix H
 - The WLIC Reps will assess the short-listed candidates against the WLIC Instructor Hiring Rubric detailing the qualifications to teach in the College, as outlined in the posting; and
 - this process may include in-person or virtual interviews.
 - Stage 3: Appointment
 - The WLIC PTAC Chair will sum the two scores for each candidate to produce a final rank-ordered list of recommended candidates; and
 - the top-ranked candidate will be recommended for appointment to the WLIC Dean.

The Parties further agree that there will be a bilateral committee struck to:

- a) revise the Seventh Schedule to better reflect a hiring process that can be used for hiring for WLIC courses on a permanent basis; and
- b) consider the question of compensation for Course Coordinators and WLIC PTAC Chairs.

The Parties agree that the bilateral committee will have its work completed by February 1, 2022.



Deborah MacLatchy, President

12 October 2021

Date

On behalf of WLU Faculty Association



Robert Kristofferson, President, WLUFA

12 October 2021

Date