



Appointment of Contract Teaching Faculty – Quick Guide 2024/2025

About WLUFA

WLUFA is the certified bargaining agent representing two bargaining units at Wilfrid Laurier University:

- Contract Teaching Faculty, commonly referred to as Contract Faculty (CF): Including both Contract Faculty and Part-Time Librarians.
- Full-time Faculty and Professional Librarians.

This information is designed to help Contract Faculty understand the terms and conditions of their employment, as outlined in the [Collective Agreement between Wilfrid Laurier University and Wilfrid Laurier University Faculty Association for Contract Teaching Faculty and Part-time Professional Librarians September 1, 2022 to August 31, 2025](#).

Equity in Appointments

The University and WLUFA are committed to employment equity in all appointments. The appointment process must adhere to University Policy 8.4 Employment Equity and comply with the law throughout the term of the agreement.

Appointment Process

All Contract Faculty Members are appointed by the University under the principles of:

- Academic Freedom (Article 7)
- Non-Discrimination (Article 8)

Appointments are for teaching at least one degree-credit course (or part of a course) approved by Senate. CF members may also accept supplementary appointments for additional academic responsibilities, as outlined in Article 16.1.5.

Appointments are authorized by the Dean upon recommendations from the Part-time Appointment Committee (PTAC).

Part-time Appointment Committee (PTAC)

Each academic unit forms a PTAC responsible for selecting CTF members. Key aspects of PTAC operations include:

- PTAC members must hold full-time faculty appointments (except in the case of final-year appointments under the full-time collective agreement).
- PTAC members must attend at least one equity training workshop each academic year, provided jointly by WLUFA and the University.
- PTAC Composition: Typically includes the Chair and two full-time faculty members. Alternates are elected to serve in cases of conflict of interest or absence.

For more details, see Article 13.3, which outlines PTAC structures in specific units like Music, Education, and Social Work.

Posting of Positions

Positions for Contract Teaching Faculty (CTF) must be posted on the University's website for a minimum of 15 calendar days, with notification sent via the member's Laurier employee email address (@wlu.ca). Postings must include:

- Course name, number, and department
- Term dates and classroom hours
- Salary and location
- Required academic qualifications or professional experience

For further details, see Article 13.4.

Appointment Deadlines

- Spring/Intersession/Summer: Postings by February 1
- Fall/Winter: Postings by June 1
- Late Postings (Winter): Posted by October 1

Members must respond to offers within 15 working days of receiving the Letter of Appointment.

To Note

Librarians and Musicians

The advice in this package applies equally to Contract Faculty and Part-time Librarians. Specific provisions for Librarians and Music Instructors can be found in the Collective Agreement. For further clarification, consult WLUFA or review the Agreement.

Letter of Appointment

Your Letter of Appointment is the official contract between you and the University. It's important to:

- **Review carefully before signing.**
- **Keep a copy for your records.**

The criteria for appointment to a Contract Faculty position can be found in Article 13.5 (for faculty) and Article 14.7 (for part-time librarians). Specific guidelines on the content of Letters of Appointment are in Articles 13.7.3 and 14.8.1.

Note: You must respond to the Letter of Appointment within 15 working days of receiving it.

Seniority Points and Status

- Seniority Points: Earned each time you teach a course.
- Seniority Status: You become eligible for seniority status after accruing three seniority points in a course (or a similar course) and teaching for at least 24 months.
- With seniority status (Article 13.6), you gain the right of first refusal for teaching that course and receive a higher seniority rate for other courses.

With seniority status (as per **Article 13.6**), you are granted:

- **Right of first refusal** for teaching that course.

Collective Agreement Compensation Chart

Effective Date	Step*	Base Salary (\$)	Benefits (5.0%) (\$)	Vacation (4.0%) (\$)**	Total Salary (\$)
01-Sep-22		8,118.26	405.91	324.73	8,848.90
01-Sep-23	Step 0	8,280.63	414.03	331.23	9,025.89
	Step 1	8,363.44	418.17	334.54	9,116.15
01-Sep-24	Step 0	8,446.24	422.31	337.85	9,206.40
	Step 1	8,530.70	426.54	341.23	9,298.47
	Step 2	8,615.16	430.76	344.61	9,390.53

*Members with **10 Seniority Points (13.7.1)** or more on **April 30, 2023** advance to **Step 1** on September 1, 2023. **Members with 20 Seniority Points or more on April 30, 2024**, advance to **Step 2** on September 1, 2024. Does not apply to Music Studio Instructors (25.6.5.1), Music Therapy (25.6.6.1), and Music Coach-Accompanists (25.6.7.1).

Duties, Responsibilities, and Workload of CTF Members

Article 16 outlines your workload, including course preparation and teaching obligations. Ensure your **Letter of Appointment** adheres to these standards, especially regarding classroom contact hours for lectures, tutorials, and labs (**Article 16.1.2**).

Contact Information

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