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LAKEHEAD UNIVERSITY

PORT ARTHUR, ONTARIO, CANADA

EXCERPTS FROM THE FACULTY HANDBOOK

1967 - 1968

PREFACE - Extracts from The Lakehead University Act, 1965 (Ontario)

Article 1. In this Act, ... (g) "teaching staff" includes professors, assistant professors, lecturers, associates, instructors, demonstrators and all others engaged in the work of teaching or giving instruction or in research.

Article 3. The objects and purposes of the University are (a) the advancement of learning and dissemination of knowledge; and (b) the intellectual, social, moral and physical development of its members and the betterment of society.

Article 12. the Board (of Governors) has all powers necessary or convenient to perform its duties and achieve the objects and purposes of the University, including without limiting the generality of the foregoing, power ... (b) to appoint, promote and remove the heads of all faculties and schools, the senior administrative officers of the University, the teaching staff of the University, and all such other officers and employees as the Board deems necessary or expedient for the purposes of the University, but no person shall be appointed, promoted or removed as head of a faculty or school, as a senior administrative officer or as a member of the teaching staff of the University, except on the recommendation of the President ...

Article 14. The Senate is responsible for the educational policy of the University, and, with the approval of the Board in so far as the expenditure of funds and the establishment of facilities are concerned may create such faculties, departments, schools or institutes or establish such chairs as it may determine, may enact by-laws and regulations for the conduct of its affairs, and, without limiting the generality of the foregoing, has power, ...

- (b) to determine the courses of study and standards of admissions to the University and continued membership therein, and the qualifications for degrees and diplomas;
- (c) to conduct examinations and appoint examiners;
- (d) to deal with all matters arising in connection with the awarding of fellowships, scholarships, bursaries, medals, prizes and other awards; ...
- (g) to create faculty councils or committees and committees generally to exercise its powers.

Article 15. ... subject to the will of the Board, the President has supervision over and direction of the academic work and general administration of the University and the teaching staff, officers and employees and students thereof ...

Article 17. ... No religious test shall be required of any professor, lecturer, teacher, officer, employee or student of the University, nor shall any religious observances according to the regulations of any particular denomination or sect be imposed upon them.

Interpretation

- (a) These regulations apply only to members of the teaching staff who are appointed with the rank of professor, associate professor, assistant professor, or lecturer;
- (b) "Contract year" means a twelve-month period commencing on a date of appointment falling between June 30 and September 2 in any year;
- (c) "Academic year" means the period beginning on the first day of September in a calendar year next following.

1. ACADEMIC FREEDOM

The principle of academic freedom is recognized and accepted by the Board of Governors of Lakehead University.

2. APPOINTMENTS

- (a) Probationary appointments are normally of four years' duration and are made to fill permanent positions. Commencing July 1, 1967, they can be terminated at the end of any contract year up to the end of the fourth contract year. The appointee shall be informed by January 31st if his appointment is to terminate at the end of his first or second contract year. Notice that a probationary appointment which has extended beyond two years will not be renewed should be given not later than one year prior to its termination. The

probationary period may be extended by one further year, notice of which is to be given by the end of the third contract year. However, the four-year probationary period may be reduced in certain circumstances by the Board of Governors.

- (b) Temporary appointments to the faculty, whenever necessary, shall be made for one year only but may be renewed from year to year. The University shall advise the appointee whether or not it proposes to renew the appointment at least three months before the contract is to expire.

3. TERMS OF CONTRACT

Salaries are on an annual basis, but are normally paid in twenty-four semi-monthly instalments during the contract year. Members of the teaching staff are expected to be on campus by September 1st, and should not leave for the summer until after the Spring Convocation and the completion of all their obligations arising from the work of the academic year. During the summer months they are expected to pursue academic interests as they see fit.

A contract may become effective on any day between June 30th and September 2nd. When a contract is brought to an end, it is deemed to have terminated on the same day of the year as it began.

In exceptional circumstances, an appointment may become effective after September 1st or before July 1st. In such cases, salary will be paid on a monthly basis until July 1st, upon which date an annual salary and a regular contract year will begin.

4. SUBSIDIARY EMPLOYMENT

Staff members may undertake subsidiary or consulting work for which they are paid, provided that the work is of an appropriate professional nature and contributes to their professional development, and such work should manifest a university contribution to the community. The appropriate Dean or the Director of University Schools should be consulted when such work is

being considered and written permission must be obtained from the President.

5. SALARIES

A salary scale has been adopted by the Board of Governors setting a minimum salary for lecturers, and both minimum and maximum annual salaries for assistant professor, associate professor, and professors respectively. For each rank an annual increment has been established. In exceptional circumstances the Board reserves the right to award more than the normal increment.

In cases where the increment has been withheld for lack of merit, the person concerned will be informed by the President in writing of the reason for the withholding of the increment.

The Board of Governors reserves the right, in special circumstances, to exceed the maximum annual salary listed in the salary scale for members of the teaching staff in any rank.

Wherever possible, a member of the teaching staff will be notified by February 15th as to his salary for the following contract year.

6. SUMMER SCHOOL

A faculty member may teach not more than one course during the six-week Summer School at Lakehead University, with remuneration in addition to his regular salary.

Round trip economy air fare is provided for Summer School instructors from elsewhere.

7. MOVING EXPENSES

When new appointments are made, Lakehead University will pay the economy class air fare to Fort William of the person appointed and also those of his dependents as recognized for the purposes of the Canadian Income Tax. In addition, actual moving expenses up to \$300 from within a 700 mile radius of Port Arthur, up to \$500 from within a 1,400 mile radius, up to \$700 from

within a 2,100 mile radius, and up to \$800 for greater distances, will be paid by the university.

While these figures may not cover all expenses in every case, they are meant to assist incoming personnel with their moving expenses.

8. PROMOTIONS AND TENURE

Promotions are not automatic, but are based upon academic qualifications and the contributions made by the individual to the dissemination and expansion of knowledge. Requests for promotion or tenure within a department will normally be made by the Chairman to the Dean who, where possible, will act as Chairman of a Committee composed of the Department Chairman and of full professors in related disciplines. This Committee will then make its recommendations to a Committee consisting of the President, the Deans and Director of University Schools. The President will in turn make his recommendations to the Board of Governors as stated in the Lakehead University Act.

9. RETIREMENT

Permanent appointments will normally terminate at the end of the contract year in which the 65th birthday occurs. However, in special circumstances, arrangements may be made for a member of the teaching staff to continue his duties at the university past the normal retirement age. In such cases an annual salary will be agreed upon by the Board of Governors and the person involved commensurate with the duties undertaken.

10. RESIGNATION

Letters of resignation from members of the teaching staff must be addressed to the President and must be delivered to his office not later than February 28th to take effect on the contract date. Copies of the letter of resignation should be sent to the Dean of the appropriate Faculty or to the Director of University Schools, and to the Chairman of the Department effected.

11. DISMISSAL FOR CAUSE

The appointment of a faculty member having tenure will be terminated only upon proof of adequate cause before a Review Committee constituted in accordance with a fixed procedure. A faculty member with a probationary appointment will have his appointment terminated at any time other than that specified only in accordance with the same procedure.

Dismissal for cause may occur at any time. Examples of "cause" might be said to mean or include persistent neglect of duty, incompetence, or gross misconduct.

12. COURSE WORK

Because of its nature and professional traditions, academic work cannot be precisely measured by the hour. It is assumed that all members of the teaching staff will adjust the use of their time to the needs of their Department. However, no member of the teaching staff will be required to teach more than one course after 5:00 p. m. No member of the teaching staff will be required to accept off-campus teaching assignments, although he is free to do so if he wishes. In such cases, evening teaching and off-campus teaching will form part of a staff member's regular teaching assignment.

13. ADMINISTRATIVE RELATIONSHIPS

Normally, if a staff member has a problem or concern with his salary, promotions, or working conditions, he should discuss it with the Chairman of his Department or School. If the Chairman is unable to deal with the problem, representations may then be made to the appropriate Dean of the Faculty or to the Director of the University Schools. It is understood that a staff member can always have recourse to the Dean or the President if he feels that the normal processes are not functioning properly.

14. DEPARTMENT CHAIRMAN

The administrative head of a Department is the Chairman,

appointed by the President in consultation with the Dean of the Faculty, and whenever possible, with the department concerned.

As a general rule, the Chairman should act as the spokesman for his colleagues. He has certain areas of administrative discretion, but the Department's basic policies should be approved collectively.

It is the Department Chairman's responsibility to preside over meetings of his colleagues and, in co-operation with them to prepare and present departmental requests concerning the annual budget, the academic programme, and course offerings, recommend appointments and promotions, and advise on the recruitment of staff. He should also before June 30th of each year report in writing to the head of his Faculty or School on the year's work in his Department.

Although a Department Chairman exercises certain administrative functions, he remains primarily a scholar. To prevent administrative duties becoming excessive, the term of office is not intended to last for an indefinite period, but it is intended that the Chairmanship shall be rotated from time to time. In some instances, prolonged tenure, however undesirable, may be necessary. Whenever possible, the Chairman will be appointed by April 1st for the following academic year.

15. DEAN OF FACULTY

The Dean is the administrative head of a faculty, but remains a member of the teaching staff. The Dean of a Faculty (a group of cognate subjects within the university) presides over meetings of his colleagues, and acts as their spokesman in discussions with the President or with the heads of other Faculties or Schools. He informs his colleagues of administrative decisions affecting their scholarly work. It is his duty to lead his Faculty in the development of academic policy, and to ensure among the Departments under his jurisdiction unity and equity in such matters as degree and grading standards, course proliferation, standards of appointment, promotion, and tenure, leave policies, etc. It is likewise his duty to co-operate with the President and the Dean of other Faculties in establishing unity

and equity in these matters throughout the university as a whole.

The Dean co-ordinates the work of the Departments in matters pertaining to budgets, appointments, promotion, tenure, sabbatical leave, etc., and advises the President in matters affecting the interests of his Faculty. He is a channel of communication between his Faculty and the rest of the university.

16. SABBATICAL LEAVE

A year's leave of absence may be granted to a member of the full-time staff. The University's regulations on sabbatical leave are as follows:

- (a) A staff member will normally be eligible to apply for sabbatical leave six years after his appointment, or six years after return from a previous period of assisted leave. Half credit for a period of service at other Universities will be allowed.
- (b) Sabbatical leave will not be granted automatically upon the expiration of the necessary period of service and the number of leaves granted each year is limited to 10% of the faculty.
- (c) Leave will be granted only where the work of the Department can be carried on satisfactorily without undue financial burden on the University. It is dependent upon the securing of a satisfactory replacement.
- (d) Application should be made to the Chairman of the Department or School who will immediately forward it to his respective Dean or Director with his comments. The application will then be considered by a committee appointed by the President. Complete plans for the proposed leave should be included, and the final date for submitting applications will be November 1st of the preceding academic year.
- (e) The following regulations will be applicable for those who are successful in their application for sabbatical leave:

- (i) Period of leave: one academic year.
- (ii) The faculty member on sabbatical leave will receive 75% of salary. Each year of service would represent 12 1/2% equity in the sabbatical leave allowance.
- (iii) Protection of academic and economic status, including pension and insurance benefits will be guaranteed to the faculty member while he is on sabbatical leave.
- (iv) A faculty member on sabbatical leave will, in the ordinary course of events, return to service at the University from which he is on leave, but he is not required to do so. It is unprofessional to seek sabbatical leave in order to facilitate a search for a new post.
- (v) Report on leave: it is anticipated that a returning faculty member will in some way share the benefits of his activities while on leave.

17. STUDY LEAVE

Study leave is leave granted for the purpose of undertaking a specific program of study, research, or writing. Protection of seniority and of pension, insurance, and annual increment is guaranteed to the faculty member while he is on leave. Assistance for study leave may be provided in the same manner as for sabbatical leave, i. e. 12 1/2% of salary to be built up as equity for each year of service. If a faculty member wishes to take a study leave before qualifying for a sabbatical, he may apply to use up his accumulated equity in this way. If so, he would return with no equity in a sabbatical leave. (All other conditions referred to under "sabbatical leave" would apply.)

18. PENSION AND INSURANCE PLANS

Of the benefits available to the full-time faculty of the University, the pension plan, the group life plan, salary continuation plan, and hospitalization insurance are conditions of employment. Enrolment in Physician's Services Incorporated is optional.

- (a) Pension Plan - Contributions to the Lakehead University plan including the Canada Pension Plan, amount to 6% of the employee's salary. This is matched by the employer.

The benefits from the plan are 1 1/2 per cent of career earnings plus a supplementary pension from the equity fund. It is expected that the total pension including the Canada Pension Plan should equal close to 2 per cent of career earnings. For example, after 20 years of service, a retiring employee would receive approximately 40 per cent of average career salary at retirement, and after 25 years of service the employee would receive 50 per cent of average career salary at retirement. The retirement age is 65. There is no waiting period for this plan. Immediate vesting privileges ensure the complete portability of employer's and employees' contributions.

- (b) Group Life Plan - Benefits are two times the annual salary to the nearest \$1,000, with a maximum of \$25,000. Contributions to this plan are shared equally by the employer and the employee. The cost per month to the employee is approximately 30 cents per \$1,000 of annual salary.
- (c) Salary Continuation Plan - The salary continuation plan will pay 62 per cent of salary until the age of 65 is reached. Twelve per cent of this is used to pay for the compulsory pension contributions. The maximum benefit available under this plan is \$250 per week. Contributions are shared equally by the employer and the employee. The cost per month to the employee is approximately 35 cents per \$100 of monthly salary. The waiting period for this plan to take effect is 180 days from the time of illness.
- (d) Sick Leave - In the event of an illness or accident which necessitates a faculty member discontinuing his academic duties, the University will continue salary to the extent of one month's salary for each year of service, to a maximum of six months.
- (e) Hospitalization Insurance - Academic staff are automatically enrolled in the Ontario Hospitalization Plan from the day pay commences. However, unless you have transferred from another Ontario or Manitoba Plan, benefits of the Ontario Plan will not take effect until the 1st day of the third month from the date of hire, e. g. if you join on July

15th, coverage would not take effect until October 1st. If you join on August 1st coverage would take effect on November 1st. You do not need to sign any card to obtain this coverage. If you have been enrolled under the Ontario, Manitoba, or for that matter any other Plan, I would suggest that you see our Head Bookkeeper, to see whether or not benefits will start to accrue to you immediately.

The 1967 cost of the Ontario Hospitalization Plan for the standard hospital ward room is \$3.25 per month for a single person and \$6.50 per month for the family. The semi-private hospital bed rate costs an additional .75 for a single and \$1.50 per month for the family. The University pays half the cost of the "standard" rate.

- (f) Physicians Services Incorporated (P.S.I.) - (A group plan covering medical, surgical and obstetrical services). It is not obligatory to join. However, the majority of our staff belong to it. This plan covers most doctor's bills for you and your family.

There are only two "sign on" dates per year with coverage effective forty-five days later. If you sign on by September 1st you are covered starting October 15th. The next "sign on" date after September 1st is March 1st with coverage being effective from April 15th on. The 1967 cost of P.S.I. is:

SINGLE	\$3.90 per month
MAN & WIFE	\$9.40 per month
FAMILY (including all children)	\$13.25 per month

The University pays half the cost of P.S.I. of whichever type.

19. FACULTY TRAVEL

In 1967-68 up to \$300 per academic staff member is available to assist faculty members to attend meetings of professional interest. Such funds are administered by the Departmental Chairmen. In the administration of funds, priority will be given

to a member of the academic staff giving a paper at a meeting or attending a meeting as one of the officers of the organization.

Faculty using their own cars for university business are reimbursed at the rate of 11 cents a mile.

20. MEMBERSHIP IN PROFESSIONAL AND LEARNED SOCIETIES

The University will pay membership for full-time faculty members in professional or learned societies to a maximum of \$50.00.

21. HOUSING

In 1966-67 the University "reserved" 18 houses for potential new members of the academic staff. All houses were subsequently purchased. The University "guarantees" to repurchase any of these houses should any individual wish to move out at the end of one, two or three years. The repurchase "guarantee" provides that the University will reimburse the individual concerned for his "basic" original downpayment and will take over the outstanding amount of the mortgage. Should such a policy of "reserving" houses in the future be necessary, it will be continued.

22. FAMILY EDUCATION

The 1966-67 policy is that dependents and wives of full-time faculty members wishing to attend Lakehead University will have the basic tuition fee waived. However, as free tuition will no longer be supported by the Provincial Government starting with 1967-68, this policy will have to be reviewed. Free tuition is also provided for dependents of full-time faculty members of other Universities attending Lakehead University for the 1966-67 year.

23. FURTHER FACILITIES

Further facilities provided for the faculty include a parking space with electrical outlet at no charge; faculty lounge for the exclusive use of faculty and senior administrative staff; stenographic and duplicating services; technical services for equipment and

classroom requirements; book store; and dining facilities .

24. LAKEHEAD UNIVERSITY FACULTY ASSOCIATION

Members of the Academic Staff are eligible for membership in the Lakehead University Faculty Association . Membership in this Association also includes membership in the Canadian Association of University Teachers . The Faculty Association is the official voice of the University Faculty and works closely with the Administration of the University towards common goals and in dealing with problems of mutual concern .

25. LAKEHEAD UNIVERSITY WOMEN'S ASSOCIATION

Membership in this association , which is designed to "promote sociability" , is open to members and wives of full and part-time faculty , professional research staff , and administrative officers .

26. UNIVERSITY THEATRE

A modern , well-equipped 380 seat theatre auditorium is located in the University Centre . This theatre is utilized by the University and the Lakehead communities for many cultural activities , including plays , concerts , lectures , etc .

27. RECREATIONAL FACILITIES

The Lakehead area is a mecca for the outdoorsman . Four ski areas , providing the best skiing between the Laurentians and the Rockies are within a 20 minute drive of the University . A gymnasium , two squash courts and outdoor hockey rinks are provided at the University . Excellent golfing and tennis facilities are available in the Lakehead area .

