

Article	Clause(s)	Process	Deadlines	Comments/Suggested Actions
Annual Performance Evaluation	n/a	Review and 'employer approval' of ratified procedures and criteria.	Process done in March	This is normally done electronically between OFR and units - no impact.
	7	Copies of the procedures and criteria shall be made available to Members, in the Faculty or Department or School office, as applicable, and a copy shall be sent to the Association.	30-Mar	Continue as normal, extension of deadline may be necessary.
	12.3	Dean or designate shall report on the distribution of ratings in Department or Unit	Report distributed once APE scores are finalized	Continue as normal, but may be delayed until all APE scores are finalized
	12.4, 12.4.1, 12.4.2	April 30 deadline for meeting and associated timelines for Dean's report and Member response.	April 30 for meeting + report/response timelines	Conduct meeting via Zoom or phone if possible, if not may require extension of timelines where necessary; to allow for an Association Rep, a live meeting may necessitate extending the timelines
	12.5	Employer to provide APE report to UWOFA and EE Committee.	31-Jul	May require extension of timelines.
Appointments	15.1	Notice for Fall/Winter LD appointments posted.	30-Apr	Continue as normal.
	15.5	All applicants notified within 6 weeks after the application deadline.	6-weeks from deadline	This process is mostly electronic, if Appointments Committees can meet virtually, then there is no issue. Where they are not able to meet, extension to this 6-week timeline may be required.
	18.1, 18.2, 18.2.2, 18.2.3	Standing Appointment consideration and conferral.	Feb 15 to March 1 for submission of dossiers (should have already happened)	Timelines on Appointments Committee consideration is less defined, however if unable to meet virtually it may delay decisions on SA conferral which would be for May 1 as per FCA (any conferrals of SAs would be retro-active to May 1).
Association Rights	2.4	Association to notify employer of individuals designated to receive relief time for upcoming Academic year.	01-May	Submit electronically - OFR will continue to process.

Compensation and Benefits				Submission of APE/PAI for payroll processing needs to be considered - some APE scores may be delayed if Decanal meetings with Member are impacted (see above) - July 1 compensation adjustments are processed by payroll when data is available.
				Some Members may receive their Salary Communications form later than normal. They could also see a delay in their pay increases which normally take place on their July pay.
				The deadline for submitting moving expenses normally submitted within budget year of appointment - departments have the ability to approve delay of submission.
Discipline	all relevant clauses	Discipline and investigation process.	All relevant timelines	All deadlines on outstanding files need to be considered with respect to investigations, responses, etc. - timelines will need to be waived by agreement of the parties situationally based on ability of faculty member and employer to participate in process
Discrimination and Harassment	all relevant clauses	Similar to Discipline	All relevant timelines	Same as discipline as amended.
Education Leave	9	Member applies 6-months prior to leave	April 15 to respond	Can be submitted electronically, limited usage, may be no impact
Employment Equity	11	Employment Equity committee reviews data (R&R report).	30-Jun	Report due Jan 31, 2021 - completed for 2020 - will need to consider 2021 timelines if necessary.
Grievances and Arbitration	all relevant clauses	Process for meetings and responses.	All relevant timelines	Meet virtually, if not possible, timelines for grievance filing, grievance meetings and responses will be need to be waived by agreement of the parties

Promotion & Tenure	6-6.3	Probationary Meeting and Annual Report	30-Apr	Meet virtually, if not possible, timelines for meeting will need to extended.
	18	P&T Dean and Committee Decision - Promotion & Tenure	01-Nov	For Current Year candidates on situational basis: all timelines contingent on ability of candidate to compile dossier; the ability to conduct public solicitation (electronically); ability of committee to be structured and meet (perhaps virtually); solicitation of external referees (done virtually) and ability of external referees to respond; and, continued committee meetings as required (includes request for additional information and responses)
	18	P&T Committee Decision - Promotion	15-Nov	Same as above.
	16, 16.1, 16.2, 16.3	Dean reviews and consults committee on all files for P&T review.	31-Mar	Continue virtually if possible, if not, extend timelines.
	16.4	Member requests early consideration	31-Mar	Continue virtually if possible, if not, extend timelines.
	16.4.2	Member with a Limited-Term Appointment who is an Assistant Professor may apply for consideration for Promotion in the third year of the Appointment.	31-Mar	Continue virtually if possible, if not, extend timelines.
	16.5.1	Dean invites Limited-Term Members to go up for Promotion	31-Mar	Continue virtually if possible, if not, extend timelines.
	19	Provost timelines	November	Timelines to be adjusted/extended as necessary based on process above.
Workload	3	Dean asks Unit determination of review (if not required)	15-Apr	Dean can notify units electronically - voting can also be done electronically.
	3.1	If review required - Committee elected	01-May	Both meetings and voting can be conducted virtually (where possible).
	3.1	Committee Reviews	15-Sep	Can be done virtually.
	3.1.1	Committee Proposes	01-Oct	Can be done virtually.
	3.2	Unit Ratification	15-Oct	Vote to take place electronically.

	3.3.1	Dean disagrees	15-Nov	Can be done virtually.
	3.3.2	Dean determines	15-Jan	Can be done virtually
	3.4	Employer sends to UWOFA	01-Jun	Done electronically - may require extension of timelines if any of the processes above are delayed.
	5.2.1	Dean assigns teaching and service	31-May	Can be done virtually - may require extension of timelines pending determination of unit requirements.
Sabbatical	12.1	Deadline for Submission	Second Monday in September	Process can continue as normal this year - submit electronically
		For members who are NOT planning an extended stay abroad during their Sabbatical Leave.	28-Sep-20	Extension for those not planning an extended stay abroad. An "extended stay abroad" will be defined as any travel outside of Canada for a duration of more than ten (10) consecutive days for the purposes of the extension of the sabbatical leave application.
	15.1	Member becomes ill or injured during sabbatical	n/a	As per normal language in FCA - extraordinary circumstances will need to be considered on a situational basis.
	18	Upon completion of a Sabbatical Leave, the Member shall, within three months, provide the Dean of their Faculty with a report describing the activities undertaken during the Sabbatical Leave and the actual and anticipated outcomes.	31-Mar	Members who ended their Sabbatical on Dec 31, 2019, and who haven't submitted a report yet, might need an extension on this as they are probably focusing on moving their courses online.
Retirement & Resignation	1	Request from Member	15-Apr	Waived by mutual agreement as per FCA.
Vacation	2.2	If not submitted by July 1 Assumed in CA	01-Jul	As per normal language in FCA .