



Federation of  
Post-Secondary Educators  
of BC

# Policy & Procedures Manual

DECEMBER 2009





Federation of  
**Post-Secondary Educators**  
of BC

# **POLICY & PROCEDURES MANUAL**

<b>CONSTITUTION &amp; BY-LAWS</b>	Local 01: Capilano University Faculty Association
<b>EXECUTIVE COMMITTEE:</b>	Local 02: Thompson Rivers University Faculty Assn
<b>Terms of Reference</b>	Local 03: Faculty Assn of the College of New Caledonia
<b>Position Descriptions</b>	Local 04: Douglas College Faculty Association
<b>STANDING COMMITTEES:</b>	Local 05: Kwantlen Faculty Association
<b>Terms of Reference</b>	Local 06: College of the Rockies Faculty Association
<b>PROCEDURES FOR</b>	Local 07: University of the Fraser Valley Faculty & Staff Association
<b>ACCESSING FPSE SERVICES</b>	Local 08: Vancouver Island University Faculty Assn
<b>PROCEDURES FOR</b>	Local 10: Selkirk College Faculty Association
<b>PURCHASING &amp; EXPENDITURES</b>	Local 11: Academic Workers' Union (NWCC)
<b>RULES OF ORDER</b>	Local 12: Camosun College Faculty Association
<b>POLICY RESOLUTIONS</b>	Local 14: Langara Faculty Association
	Local 15: Vancouver Community College Faculty Assn
	Local 16: North Island College Faculty Association
	Local 17: TRU Open Learning Faculty Association
	Local 19: Nicola Valley Institute of Technology Employees' Association
	Local 21: Private Sector Faculty & Staff Assns of BC
	Local 22: Emily Carr University of Art & Design Faculty Association

**December 2009**

*(Replaces all previous issues)*



## **PREFACE**

This manual is a compilation of policies approved at Annual General Meetings from 1980 through 2009. Its purpose is to provide Presidents' Council, local executives, FPSE committee representatives, and delegates to the Annual General Meeting with an accessible source for FPSE policy and operations.

All current and relevant policy resolutions adopted at FPSE's general meetings since the 1980 Convention are included. Resolutions authorizing specific action and resolutions establishing policy which is no longer relevant due to changed circumstances have not been included. Out-dated policy has been archived and is available through the office and on our website ([www.fpse.ca](http://www.fpse.ca)).

Member locals of the Federation of Post-Secondary Educators of BC represent more than 10,000 faculty and staff at post-secondary institutions in British Columbia. FPSE provides them with a collective voice.

FPSE was formed in 1980 as the successor organization to the College Faculties Federation. From 1980 to 2004, the organization was named the College Institute Educators' Association of BC.

Date: December 2009



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## I. FPSE'S CONSTITUTION

*Incorporating amendments to May 22, 2009 inclusive.*

1. The name of the Society is the FEDERATION OF POST-SECONDARY EDUCATORS OF BRITISH COLUMBIA.
2. The purposes of the Society are:
  - 2.1 To foster and promote the objectives of post-secondary education in British Columbia.
  - 2.2 To improve the economic and professional welfare of post-secondary educators by organizing, providing assistance and support.
  - 2.3 To foster effective communication and cooperation between members and with other constituencies within BC's post-secondary education system.
  - 2.4 To work with other groups concerned with post-secondary education to create an environment which will better serve provincial and community needs.
  - 2.5 To act as the voice for member associations on matters of provincial or national scope, while recognizing the need to preserve the authority of members in matters of local concern.
  - 2.6 To seek effective representation on all relevant bodies dealing with policies affecting BC's post-secondary education system.
  - 2.7 To encourage inter-institutional cooperation, rather than competition, among faculty and between faculty associations in post-secondary education.
  - 2.8 To provide support, including a strike/lockout Defence Fund and a disputes policy, to achieve satisfactory resolution of disputes.
  - 2.9 To foster cooperation between members in matters of professional development activities.
  - 2.10 To assist member associations in their relations with employers.
  - 2.11 To regulate relations between employees and employers, including, but not limited to, the right to bargain collectively on behalf of the employees within the jurisdiction of the union.
3. The intent and effect of the Constitution, By-Laws, structure and operation of the Association shall be such as to satisfy the following:
  - 3.1 To represent the interests of its members as established by the Annual General Meeting.
  - 3.2 Maintenance of local autonomy on all issues not assigned by the Constitution to the provincial body.
  - 3.3 Greater strength and credibility in making policy statements on a provincial level.

- 3.4 Increased ability to provide management and information services on a centralized basis.
- 3.5 Greater continuity of resources, services and personnel.
- 3.6 Coordinated relationships with other resource groups.
- 3.7 Stable commitment by member organizations.
- 3.8 Maintenance of the right of each member organization to adopt central bargaining or to retain local bargaining.
- 3.9 Recognition of, and respect for, the individual needs and interests of member organizations.
- 3.10 Authority for the Presidents' Council, between Annual General Meetings, to make policies in areas assigned by the Constitution to the central organization, provided such policies are not inconsistent with Annual General Meeting decisions.
- 3.11 Provision for, and encouragement of, exchange of information on economic welfare and other terms and conditions of employment, and provision of assistance in the area of labour relations.
- 3.12 Establishment and promotion of guidelines for professional and ethical standards for members.
- 3.13 This paragraph, being Paragraph 3 of the Constitution and By-Laws of the association, is an alterable provision.

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## II. FPSE'S BY-LAWS

### 1. BY-LAW #1: MEMBERSHIP

#### 1.0 DEFINITION

In these By-Laws, unless the context provides otherwise, "Federation" means "Federation of Post-Secondary Educators of BC".

#### 1.1 CORPORATE MEMBERSHIP

- 1.1.1 Notwithstanding By-Law 1.1.4, membership in FPSE shall be granted by vote of the Presidents' Council.
- 1.1.2 A regular member shall be an organization representing faculty who agrees to pay the required dues and levies as established by duly authorized general meetings of this Federation and to abide by these By-Laws. Regular members have full privileges as hereinafter set forth and shall be entitled to services as described in the document "Services available to Regular and Associate Members".
- 1.1.3 An associate member shall be an organization representing faculty who agrees to pay the required dues and levies as established by duly authorized general meetings of this Federation and to abide by these By-Laws. Associate members shall have such privileges as are hereinafter set forth and shall be entitled to services as described in the document "Services available to Regular and Associate Members".
- 1.1.4 An associate member may at any time become a regular member by agreeing to pay the dues and levies required of regular members. Upon changing its status from associate to regular membership, an organization shall become eligible for all services available to regular members as described in the document "Services available to Regular and Associate Members" except that the organization shall not be entitled to draw upon the strike/lockout Defence Fund until it has made payments into the fund for at least six months.
- 1.1.5 A regular member may not alter its status to that of an associate member.
- 1.1.6 Members, regular or associate, whose dues are in arrears for three months shall lose their voting rights.
- 1.1.7 An organization shall cease to be a member of the society:
  - (a) on ceasing to be an organization that represents faculty in a college or institute;
  - (b) on having been a member not in good standing for six consecutive months or longer; or
  - (c) on being expelled.
- 1.1.8 A member may be expelled by:
  - (a) A Special Resolution (see By-Law 6.11, Special Resolutions) of the members passed at a general meeting.
  - (b) The notice of Special Resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.

(c) The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the Special Resolution is put to a vote.

1.1.9 All members are in good standing except a member who has failed to pay its current annual membership fee or any other subscription or debt due and owing by it to the society. It is not in good standing so long as the debt remains unpaid.

## **1.2 INDIVIDUAL MEMBERSHIP**

1.2.1 Individual members of member associations (regular or associate) are only members of the Federation through their membership in their member associations. Such individual members shall have no vote except through the voting privileges of their member association's representatives.

1.2.2 Where no local association exists at a college or institute, or where a local association is not a regular or associate member, individual faculty members may elect to become provincial members of this Federation. Such provincial members shall have privileges of attendance at meetings with voice but no vote, and shall be placed on the mailing list for receiving regular information from this Federation. These privileges shall continue only until such time as the bargaining unit of the individual member concerned is represented by a member association of the Federation.

1.2.3 Provincial members shall pay dues and levies as established by duly authorized general meetings of this Federation as hereinafter set forth.

## **1.3 WITHDRAWAL OF MEMBERSHIP**

1.3.1 Subject to By-Law 9.3 any member may voluntarily withdraw from the Federation upon the provision of six (6) months' notice in writing of its intention to do so being given to the Federation at the address thereof. Such notice shall not be required in the event that the Federation, by decision of a General Meeting, undergoes a change that is determined by the Presidents' Council to be a fundamental change in the nature of the Federation.

## **1.4 HONORARY LIFETIME MEMBERSHIP**

1.4.1 In recognition of outstanding services to the purposes of FPSE, an individual who does not hold current membership in a member association may be granted an Honorary Lifetime Membership in FPSE.

1.4.2 Nominations for Honorary Lifetime Membership shall come to the Annual General Meeting from the Presidents' Council.

1.4.3 Such membership shall have all the rights and privileges as determined by the Presidents' Council.

## 2. BY-LAW #2: GENERAL MEETINGS

- 2.1 The Annual General Meeting of this Federation shall be held during either the month of May or June at a time and place to be determined by the Presidents' Council.
- 2.2 Notwithstanding 2.1, a Special General Meeting may be held to deal with specific, urgent situations and to set such policy as may be necessary in those situations.
- 2.3 A Special General Meeting may be called by a Presidents' Council resolution supported by at least seventy-five per cent (75%) of corporate votes, or by receipt of a petition signed by a minimum of ten percent (10%) of the membership in each of at least three member associations.
- 2.4 All individual members of this Federation may attend General Meetings with voice but no vote.
- 2.5 Voting at General Meetings shall be as provided by By-Law #6, hereinafter set forth.
- 2.6 The Annual General Meeting shall be the chief policy making body of the Federation.

## 3. BY-LAW #3: PRESIDENTS' COUNCIL

- 3.1 The Presidents' Council shall consist of the President, Vice-President, Secretary-Treasurer, immediate Past President, the Second Vice-President, and the President or his/her delegate of each member association. The President of the Federation shall chair meetings of the Presidents' Council.
- 3.2 The President shall be elected at the Annual General Meeting and shall take office no later than September 1 following the Annual General Meeting. The exact date of transition will be determined by the Executive Committee upon recommendation by the incoming and outgoing Presidents. A President may stand for consecutive re-election.
  - 3.3.1 The Vice-President shall be elected for a one year term at the Annual General Meeting after the election of the President and shall take office following the Annual General Meeting.
  - 3.3.2 The Secretary-Treasurer shall be elected separately for a one year term at the AGM after the election of the President and shall take office no later than September 1 following the Annual General Meeting.
  - 3.3.3 Two Members-at-Large shall be elected by the Presidents' Council at the first meeting following the Annual General Meeting for a one-year term, and shall take office immediately. Members-at-Large must be members of Presidents' Council to retain office. Members-at-Large shall be elected so that the Executive, exclusive of the President, comprises both genders.
  - 3.3.4 A Second Vice-President shall be elected at the Annual General Meeting for a one year term and shall take office following the Annual General Meeting.
- 3.4 Any individual member of this Federation shall be eligible for election as President, Vice-President, Second Vice-President, or Secretary-Treasurer if their membership is held through a corporate or a provincial membership.
- 3.5 The Presidents' Council shall interpret and implement policy set out at the Annual General Meeting. It shall be the governing body of this Federation between Annual General Meetings

and shall be bound by this Constitution and By-Laws, and by rulings and directives of the Annual General Meeting or Special General Meeting.

- 3.6 The Presidents' Council shall assign responsibilities to members of the Council.
- 3.7 The Presidents' Council shall be responsible for engaging such staff members and representatives as are necessary and shall fix their remuneration within the budget limits established by the General Meeting. The direction of all staff members and representatives shall be under the President or the Secretary-Treasurer.
- 3.8 The officers of the Federation shall be capable of being removed, at any time, by Special Resolution (see By-Law 6.11, Special Resolutions).
- 3.9 Notwithstanding By-Law #6.2, the President, Vice-President, Second Vice-President, and Secretary-Treasurer shall be elected at the Annual General Meeting or Special General Meeting by a simple majority of delegate votes cast in a secret ballot. In the event that no one candidate has such a majority, the candidate with the lowest number of delegate votes shall be dropped from the ballot and another vote taken. This process shall continue until a majority is obtained. In the event that only one candidate stands for election for an Executive Officer position, that candidate will be declared elected by acclamation and no vote will be taken.

#### **4. BY-LAW #4: EXECUTIVE COMMITTEE**

- 4.1 The Executive Committee shall consist of the table officers of the Presidents' Council; that is, President, Vice-Presidents, Secretary-Treasurer, immediate Past President, and two Members-at-Large.
- 4.2 The Executive Committee shall report to and be responsible to the Presidents' Council.
- 4.3 The Executive Committee shall be responsible for implementing directives of the Presidents' Council.

#### **5. BY-LAW #5: DUTIES OF OFFICERS**

##### **5.1 THE PRESIDENT**

- 5.1.1 The President shall be the chief executive officer of the Federation. S/he shall exercise supervision over the affairs of the Federation, sign all official documents and preside at General Meetings and at meetings of the Presidents' Council and the Executive Committee. S/he shall call meetings of the Presidents' Council at least six times each year and Special Meetings when required. S/he shall call meetings of the Executive Committee at least four times each year and Special Meetings as required. The President shall perform such other duties as are assigned by the Presidents' Council.
- 5.1.2 The President shall have the authority to interpret the Constitution and By-Laws of this Federation and his/her interpretation shall be conclusive and in full force and effect unless reversed or changed by the Presidents' Council or a General Meeting. Full and final authority shall rest with the General Meeting.
- 5.1.3 The President shall report on the administration of his/her office and on the affairs of the Federation to the General Meeting through the report of the Presidents' Council.
- 5.1.4 The President shall be bonded to an amount approved by the Presidents' Council.

## **5.2 THE VICE-PRESIDENT(S) AND MEMBERS-AT-LARGE**

- 5.2.1 The Vice-Presidents' duties shall be established by the Presidents' Council and they shall have full voice but no vote at meetings of the Presidents' Council.
- 5.2.2 The duties of the Members-at-Large shall be established by the Presidents' Council.

## **5.3 THE SECRETARY-TREASURER**

- 5.3.1 The Secretary-Treasurer shall be the chief financial officer of the Federation. Any two of the Secretary-Treasurer, President, Vice-Presidents, or a fourth person named by the Presidents' Council shall be signing officers for all cheques drawn on the Federation's accounts. The Secretary-Treasurer shall be in charge of books, documents, files and effects of the Federation which shall at all times be subject to inspection by the President and the Presidents' Council or any Federation member in good standing.
- 5.3.2 The Secretary-Treasurer shall prepare a financial statement of the Federation for each meeting of the Presidents' Council. S/he shall have the books of the Federation audited each year by a registered accountant selected and approved by the Presidents' Council. Such audits shall be furnished to the Presidents' Council and to the Annual General Meeting.
- 5.3.3 The Secretary-Treasurer shall, subject to the approval of the Presidents' Council, invest the surplus funds of the Federation in the name of the Federation, in accordance with the relevant laws of British Columbia.
- 5.3.4 The Secretary-Treasurer shall be bonded in such amount as shall be determined by the Presidents' Council.
- 5.3.5 The Secretary-Treasurer shall be responsible for submitting from revenue any affiliation fees.
- 5.3.6 The Secretary-Treasurer is empowered to require member associations to provide statistical data in their possession relating to the membership of the organization in order to establish membership strength for dues collection.
- 5.3.7 The Secretary-Treasurer shall issue the call for, and act as Secretary at, all General Meetings and shall cause the proceedings of all General Meetings and all sessions of the Presidents' Council and the Executive Committee to be recorded.
- 5.3.8 The Secretary-Treasurer shall submit a written report on the administration of his/her office to the Annual General Meeting.
- 5.3.9 The Secretary-Treasurer shall have full voice but no vote at meetings of the Presidents' Council.

## **5.4 THE IMMEDIATE PAST PRESIDENT**

- 5.4.1 The immediate Past President's duties shall be established by the Presidents' Council and s/he shall have full voice but no vote at meetings of the Presidents' Council.
- 5.4.2 The term of the immediate Past President shall be one year.

## 5.5 VACANCIES

- 5.5.1 If the office of the President becomes vacant for any reason, the Vice-President shall become President of the Federation until the next Annual General Meeting. If the office of Member-at-Large becomes vacant, the Presidents' Council shall elect one of its members to fill the vacancy until the next Annual General Meeting. If the office of the Vice-President, Second Vice-President or Secretary-Treasurer becomes vacant, it shall be filled only at a Special General Meeting called for that purpose. Any vacancy on the Presidents' Council other than those already named in this article shall be filled by the organization whose absent member causes the vacancy.

## 6. BY-LAW #6: PROCEDURES AT MEETINGS (INCLUDING VOTING)

- 6.1.1 For the purpose of voting at meetings and the calculation of AGM delegate entitlement, the full-time equivalent (FTE) count will be based on the immediately preceding FPSE fiscal year dues.
- 6.1.2 An associate member shall not vote on resolutions pertaining wholly or primarily to services from which it has been excluded in the document "Services available to Regular and Associate Members" or for which it has not contracted to receive on a regular basis.
- 6.2 Voting at any General Meeting shall be by a delegate voting system.
- 6.3 The number of delegate votes of each member association shall be determined by the following calculation:
- 6.3.1 Regardless of size, each member association shall be awarded one basic delegate vote.
- 6.3.2 In addition, each member association shall be awarded one delegate vote for each fifty full-time equivalent individual members or portion thereof executing a proxy.
- 6.4 At any General Meeting the vote shall carry by a simple majority of delegate votes.
- 6.5 At any Presidents' Council meeting, the vote shall carry by a simple majority of the number of presidents or presidents' delegates voting.
- 6.6 At any meeting of the Executive Committee, the vote shall carry by a simple majority. Section 1.2.1 notwithstanding, each member of the Executive Committee shall have a vote.
- 6.7 A quorum at a General Meeting shall be at least sixty per cent (60%) of the total allowable delegates, either in person or by proxy, but never less than 15 persons.
- 6.8 A quorum at a Presidents' Council meeting shall be at least sixty per cent (60%) of the member presidents.
- 6.9 The allocation of votes at Annual General Meetings or Special General Meetings shall be the responsibility of the Secretary-Treasurer. Such allocation to members shall be distributed along with the notice of the Annual General Meeting or the Special General Meeting.

- 6.10 Voting at a General Meeting shall be open, conducted by roll call on demand, and recorded in the minutes. A motion to vote by secret ballot requires the support of two-thirds of the delegate votes.
- 6.11 Special Resolutions are required in the case of:
- (a) removal of an officer;
  - (b) expulsion of a member;
  - (c) special assessments;
  - (d) alteration or addition to the Constitution and By-Laws;
  - (e) such other matters as the Society may from time to time require.
- 6.11.1 For all purposes of the Society, Special Resolution shall mean a resolution passed by a three-fourths (3/4) majority of such members entitled to vote as are present in person only at any Presidents' Council meeting, or present in person or by proxy at any Annual General Meeting or Special General Meeting of which notice specifying the intention to propose the resolution as a Special Resolution has been duly given.
- 6.11.2 Each member of the Society shall be given at least one (1) month notice of the Special Resolution.

## **7. BY-LAW #7: PRINCIPLES AND STANDARDS OF CONDUCT**

- 7.1 This Federation shall give full recognition to the autonomy of its member associations. All powers other than those that may be delegated to the Federation by General Meetings shall remain with its member associations whose fundamental autonomy and freedom shall be maintained by the Federation as its first priority.
- 7.2 Member associations shall support any stance taken by the Federation on provincial issues.
- 7.3 The Federation shall promote desirable legislation in the interests of its members and the provincial legislation system.
- 7.4 Subject to the limits on associate members set out in the document, "Services available to Regular and Associate Members", the Federation shall provide upon request, wherever and whenever practicable, research, legislative, public relations, information, educational, legal, collective bargaining and contract administration services to its member associations.

## **8. BY-LAW #8: JURISDICTION**

- 8.1 Full and final authority on all decisions of this Federation shall rest with the General Meetings.

## 9. BY-LAW #9: REVENUE

- 9.1 The revenue of the Federation shall be derived in part from monthly dues and levies charged to members of the Federation at rates to be determined by the Annual General Meeting, or a Special General Meeting called for that purpose. An initiation fee shall be charged to each provincial or corporate member joining the Federation, the amount to be determined by the Annual General Meeting.
- 9.2 Notwithstanding By-Law 9.1 or any other provision in these By-Laws, the Presidents' Council may, by resolution, waive payment of dues by a member local (corporate member) pending certification or negotiation of a first collective agreement.
- 9.3 Each member association shall forward to the Federation, at least quarterly, a statement showing the number of persons currently paying dues to the member association and the member association shall remit the per capita amount payable from such dues, in accordance with this Constitution and By-Laws.
- 9.4 The Federation shall establish and maintain a Defence Fund to support regular members and participating associate members engaged in strike, lockout, or picket line recognition or for such other action in defence of the Federation as is approved by the Presidents' Council. Associate members that become regular members or that opt into the Defence Fund and regular members that join after the charter period (May 31, 1986 to June 30, 1986) shall not be eligible to receive financial payments from the Fund until at least six (6) months after joining the Fund. Member associations that receive support payments from the Fund shall continue to participate and pay into the Fund for at least two (2) years beyond the date of last receiving support payments.
- 9.5 The Federation shall develop a set of procedures to allow it to make support payments to member associations participating in the Defence Fund and engaged in strike, lockout, or picket line recognition, providing that the member association meets the conditions established and promulgated in advance by the Presidents' Council.
- 9.6 The fiscal year of the Federation shall end on March 31st of each year.

## 10. BY-LAW #10: AMENDMENTS

- 10.1 These By-Laws may be amended by the Annual General Meeting or a Special General Meeting by a seventy-five per cent (75%) majority delegate votes. Amendments to these By-Laws can be submitted only by the Presidents' Council and/or corporate member associations at least forty-five (45) days prior to any General Meeting. An amendment shall take effect on the date of its acceptance by the registrar as being in compliance with the *Society Act*, or, when the amendment is accepted by the registrar and a later date is specified in the amendment, on that later date.

## **11. BY-LAW #11: BORROWING POWERS**

- 11.1 The Federation shall have such borrowing powers as may be determined by the Annual General Meeting or a Special General Meeting by a seventy-five per cent (75%) majority of delegate votes.

DATED the 1st day of March, 1980.

*(Revised: 2008 AGM)*  
*(Revised: 2007 AGM)*  
*(Revised: 2006 AGM)*  
*(Revised: 2003 AGM)*  
*(Revised: 2002 AGM)*  
*(Revised: 2001 AGM)*  
*(Revised: 2000 AGM)*  
*(Revised: 1999 AGM)*  
*(Revised: 1996 AGM)*  
*(Revised: 1994 AGM)*  
*(Revised: 1992 AGM)*

### III. EXECUTIVE COMMITTEE

#### 1. TERMS OF REFERENCE

- Authority: Item 8: Executive Committee 80-06-26, By-Law #4.
- Composition: President, Vice-Presidents, Secretary-Treasurer, Members-at-Large (2), and Past President.
- Chairperson: President. (See By-Law 5.1.1.)
- Meetings: At the call of the Chair at least four times a year. Special meetings as required (5.1.1). A meeting convened by telephone conference shall be a recognized duly constituted meeting.
- Quorum: A majority of members of the Executive Committee shall be present.
- Voting: Votes will carry by simple majority. By-Law 1.2.1 notwithstanding, each member shall have one vote (6.6).
- Reporting to: Reports regularly to the FPSE President and the Presidents' Council (4.2).
- Observers: Observer status with voice but no vote is limited to other members of the Presidents' Council, Chairpersons of standing or special committees, and other individuals upon invitation by the Chair.
- Duties and Responsibilities: The Executive Committee shall be responsible for implementing directives of the Presidents' Council (4.3).
- Interpretation: The Executive Committee shall concern itself with the day-to-day affairs of the Association so as to ensure that all decisions of the Presidents' Council, whether direct or implicit, are initiated, executed and completed. The Executive Committee has the responsibility to advise the President in the conduct of the affairs of the Association, to review its financial status, to make recommendations to the Presidents' Council and to exercise those concerns in all aspects of management that will ensure a democratic and effective organization. The primary functions of the Committee are advisory and supervisory.

*Note: Numbers refer to FPSE Constitution and By-Laws.*

(Revised: 1996 AGM)  
(Revised: 1990 AGM)  
(1981 AGM)  
(Executive Council: 1980)  
(Management Committee: 1980)

## 2. EXECUTIVE POSITION DESCRIPTIONS

### 2.1 PRESIDENT

#### Function

Chief executive officer and presiding officer at General Meetings and meetings of the Executive Committee and the Presidents' Council. Responsible to the Presidents' Council and General Meetings.

Authority to interpret the Constitution, By-Laws, policies and other resolutions subject to the decisions of the Presidents' Council and General Meetings.

Primary spokesperson for the organization and its representative to internal constituencies and members, to external organizations and agencies, and to government.

#### Duties

To ensure the carrying out of policy through the committees and provincial bodies of the organization.

To assign and supervise, in consultation with the Secretary-Treasurer, the work of Staff Representatives.

To recommend to the Executive Committee the hiring, continuance and termination of employees.

With the assistance of the Secretary-Treasurer, to coordinate and organize the Annual General Meeting and Convention.

To make the final decision, subject to appeal procedures, on the provision of legal and representation services to members.

To oversee the relations between the Bargaining Coordination Committee and both the Executive Committee and the Presidents' Council.

To implement the public relations and education analysis functions of the organization.

To provide for an annual orientation of the Presidents' Council.

To act as publisher of the organization's bulletins and other publications, and to develop and implement a comprehensive communication strategy.

*(Presidents' Council: 1996)*

## 2.2 SECRETARY-TREASURER

### Function

Chief financial officer and secretary responsible to the Presidents' Council and the Annual General Meeting.

Authority to administer the annual budget of the organization, cause the financial records to be kept and maintained, cause the revenues of the organization to be collected, maintain an inventory of the assets of the organization, authorize and ensure an annual audit to be submitted to the Annual General Meeting. To ensure an appropriate investment strategy for the organization, including the investment of assets comprising the Operating Reserve and the Strike/Lockout Defence Fund.

Along with the Vice-Presidents, to represent the organization and speak on its behalf as delegated and authorized by the President.

The Secretary-Treasurer shall be a fully participating member of the Executive Committee and shall be a member of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote.

### Duties

To ensure that each Standing Committee of the organization develops a work plan and reports regularly to the Presidents' Council.

To manage the internal human resources responsibilities of the organization with respect to staff and to assign and supervise, in consultation with the President, the work of support staff.

To provide for the negotiation of collective agreements on behalf of the organization.

To administer the hiring, evaluation, and disciplinary procedures and to make recommendations to the President.

To assist in the coordination and organization of the Annual General Meeting and Convention.

To chair the Grievance and Arbitration Review Committee.

To oversee the relations between the Contract Administration Review Committee and both the Executive Committee and the Presidents' Council.

To implement the labour relations research and record-keeping functions of the organization.

To provide for annual training of persons at the member locals with primary responsibility for the following: bargaining (i.e., negotiators), contract administration (i.e., chief stewards), and financial administration (i.e., treasurers).

To assist the President in the implementation of an effective communications policy.

*(Presidents' Council: 1996)*

## 2.3 VICE-PRESIDENTS

The Vice-Presidents shall be fully participating members of the Executive Committee and shall be members of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote.

Responsibilities shall be as mutually agreed by the President and Vice-Presidents or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

*(Presidents' Council: 1996)*  
*(1990 AGM)*

*(Presidents' Council: 1982)*  
*(Executive Committee: 1982)*

## 2.4 PAST PRESIDENT

The immediate Past President shall be a fully participating member of the Executive Committee and shall be a member of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote. In the event that the Past President should be elected as Vice-President or as Secretary-Treasurer, the duties and responsibilities of the positions shall be combined and one vote permitted in the Executive Committee during that year.

The Past President may serve on any standing or ad hoc committee or represent the Association by mutual agreement between the Past President and the President or the Executive Committee. All designated or agreed duties and responsibilities of the Past President will cease at the next Annual General Meeting.

Further responsibilities shall be as mutually agreed by the President and Past President or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

*(Presidents' Council: 1996)*

*(Presidents' Council: 1982)*  
*(Executive Committee: 1982)*

## 2.5 MEMBERS-AT-LARGE

Each Member-at-Large shall be a fully participating member of the Executive Committee.

Responsibilities shall be as mutually agreed by the President and the Member-at-Large or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

*(Presidents' Council: 1996)*

## **IV. STANDING COMMITTEES**

### **1. BARGAINING COORDINATION COMMITTEE**

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: The Bargaining Coordination Committee is composed of one designated representative from each local. This representative shall be the Chief Negotiator or Chairperson of the Bargaining Committee from the local.

The Non-Regular Faculty Committee may appoint one person to the Committee.

Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two year term.

Meetings: Meetings of the Committee are held at the call of the Chair. Meetings shall normally be convened at such times as to allow coordination and review of each local's bargaining process including preparation, interim assessment and strategy. The number of meetings are limited only by the funding allocated to the Committee.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Observers: By invitation of the Chair.

Quorum: Two or more locals.

Voting: Positions adopted by consensus among designated representatives, otherwise by simple majority.

Funds: Budgetary allocation at the AGM including travel expenses for the designated representative.

**Policy Statement:** The Bargaining Coordination Committee works to improve the economic and professional welfare of the members through bargaining by facilitating the exchange of information on these matters among members and by providing assistance in the collective bargaining process (Constitution 2.2 and 2.10). It is recognized that collective action is necessary to maintain and improve the economic standing, professional rights, and working conditions of the members of FPSE.

**Responsibilities:** In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:

1. Monitor developments in contract clauses and develop strategies to protect and enhance the interest of the members of FPSE.
2. Develop and recommend to the Presidents' Council a program of negotiations training and evaluate its implementation.
3. Facilitate the development of an effective system of bargaining coordination by the member associations.
4. Examine and recommend to the Presidents' Council collective action in support of the policy statements of this Committee.
5. Advise the Presidents' Council on the Strike/Lockout Defence Fund.
6. Assist in the development of common bargaining objectives.

*(Revised: 2008 AGM)*

*(Revised: 1996 AGM)*

*(Revised: 1994 AGM)*

*(Revised: 1990 AGM)*

*(Revised: 1989 AGM)*

*(Revised: 1983 AGM)*

*(1981 AGM)*

*(Executive Council: 1980)*

*(Management Committee: 1980)*

## 2. CONTRACT ADMINISTRATION REVIEW COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: The Contract Administration Review Committee is composed of one designated representative from each local. This representative shall be the Chairperson of the Grievance/Contract Administration Committee or Chief Steward from the local.

The Non-Regular Faculty Committee may appoint one person to the Committee.

Meetings: Meetings as required by the Committee to fulfill its responsibilities limited only by the funding allocated to the Committee.

Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two year term.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall be a member of the Grievance and Arbitration Review Committee.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Observers: By invitation of the Chair.

Quorum: A majority of locals.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority. By-Law #6 guides.

Funds: As allocated in the annual budget.

**Policy Statement:** The Contract Administration Review Committee works to improve the economic and professional welfare of the members of FPSE by facilitating the exchange of information on these matters among members and by providing assistance in the administration and enforcement of collective agreements (Constitution 2.2 and 2.10). It is recognized that collective action is necessary to maintain and improve the economic standing, professional rights, and working conditions of the members of FPSE.

**Responsibilities:** In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:

1. Monitor developments in contract clauses and develop strategies to protect and enhance the interest of the members of FPSE.
2. Develop and recommend to the Presidents' Council a program of grievance and contract maintenance and education and evaluate its implementation.
3. Facilitate the development of an effective system of contract administration by the locals.
4. Examine and recommend to the Presidents' Council collective action in support of the policy statements of this Committee.

*(Revised: 1996 AGM)*

*(Revised: 1994 AGM)*

*(Revised: 1990 AGM)*

*(Revised: 1989 AGM)*

*(Revised: 1983 AGM)*

*(1981 AGM)*

*(Executive Council: 1980)*

*(Management Committee: 1980)*

### 3. DISABILITY MANAGEMENT & REHABILITATION COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: Each local shall name a specific member as their designated representative to the Disability Management & Rehabilitation Committee.

The Non-Regular Faculty Committee may appoint one person to the Committee.

Term of Appointment: Locals shall endeavour to elect or appoint representatives for a four year staggered term.

Chairperson: The Committee shall elect a Chairperson at the last Committee meeting held prior to the convening of the Annual General Meeting and Convention. The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.

Observers: By invitation of the Chair.

Quorum: A majority of locals.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. (By-Law #6.)

Funds: As allocated in the annual budget.

Policy Statement: The Disability Management & Rehabilitation Committee shall assist FPSE locals to identify and assess the current and future disability and rehabilitation needs of their members, and shall promote means of enabling FPSE members individually and collectively to develop their own local Joint Rehabilitation Committees.

Responsibilities:

1. To create an awareness of worker disability issues among the members of FPSE locals.
2. To foster prevention of illness and encourage wellness in every institution workplace.

3. To gather and disseminate information to member locals on disability management and rehabilitation needs, activities, and services.
4. To maintain ongoing contact with each member local Disability Management & Rehabilitation Committee through a designated representative at each local.
5. To recommend changes to provincial and federal legislation and regulations that may impact on worker health.
6. To form a Disability Management & Rehabilitation Committee in each local that is party to the Common Agreement disability plan, that complies with the terms of reference for Rehabilitation Committees, and to take such actions necessary to promote safety awareness amongst the members of the local.
7. To actively work to promote the accommodation and meaningful reintegration of disabled and injured workers back into the workplace.
8. To assist members with their sick leave claims and appeals.
9. To foster awareness and understanding of the impact of illness and disability issues in the workplace.
10. To join with other external groups to promote healthy workplaces, and the fair and equitable treatment of people with disabilities.
11. To work with other committees, especially WHSEC, to gather and disseminate information about rehabilitation, duty to accommodate, and disability management.
12. To recommend contract language on rehabilitation, duty to accommodate, and disability management to negotiating committees, for incorporation in collective agreements.

*(Revised: 2006 AGM)*  
*(Revised: 2005 AGM)*  
*(2004 AGM)*

#### 4. EDUCATION POLICY COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: The Education Policy Committee will be composed of one designated representative from each local and the FPSE President or Secretary-Treasurer or designate.

The Non-Regular Faculty Committee may appoint one person to the Committee.

Term of Appointment: Committee members will normally be appointed for a term of two years.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.

Observers: By invitation of the Chair.

Quorum: A majority of locals.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. (By-Law #6.)

Funds: As allocated in the annual budget.

Responsibilities:

1. To advise the Presidents' Council on education policy issues.
2. To review the literature on post-secondary education and advise Presidents' Council of emerging trends.
3. To monitor the education policy of similar labour organizations: BCFL, BCTF, CLC, CUFA/BC, CAUT, ACIFA, etc.

4. To analyze the initiatives of federal and provincial governments and to formulate necessary positions.
5. To review the positions of faculty professional organizations.
6. To review the activities of education organizations such as ACCC, AUCC, BCCAT, BCcampus, etc.
7. To develop and recommend specific education policy to the Presidents' Council as needed.

*(Revised: 2004 AGM)*  
*(Revised: 1996 Presidents' Council)*  
*(Revised: 1996 AGM)*  
*(1994 AGM)*

## 5. HUMAN RIGHTS & INTERNATIONAL SOLIDARITY COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: The Human Rights & International Solidarity Committee is composed of one designated representative from each local.

The Non-Regular Faculty Committee and the Pride Caucus may each appoint one person to the Committee.

Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two year term.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Observers: By invitation of the Chair.

Quorum: A majority of locals.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. (By-Law #6.)

Funds: As allocated in the annual budget.

Policy Statement: To promote human rights protection and education among faculty and staff, students and administrators.

To join with existing human rights groups within the community for the purpose of exchange of information and the promotion of strengthened human rights protection in BC.

To preserve and enhance fundamental standards of humanity, peace and human rights legislation, on the national as well as the international level.

As peace is essential to ensuring the quality of life, to work cooperatively with national and international NGOs and labour organizations whose mandate it is to promote human rights worldwide.

- Responsibilities:
1. To encourage the formation of an active Human Rights Committee in each local.
  2. To ensure that sufficient human rights protection is available to members through improvement of provisions of collective agreements and the establishment of policies in institutions.
  3. To help members utilize existing human rights legislation, in conjunction with the collective agreement, to prevent discrimination.
  4. To provide resources and education on human rights legislation and issues.
  5. To join with other groups/individuals in the community to support issues of mutual interest.
  6. To liaise with the locals' other committees on matters concerning human rights.
  7. To monitor the progress of human rights protection in the institutions.
  8. To liaise with local, provincial, national and international organizations which advocate for international solidarity on global justice and human rights issues.
  9. To inform and educate members on linkages between local and international human rights and international solidarity issues.
  10. To advise the Presidents' Council on human rights and international solidarity issues.
  11. To advocate for international solidarity on global justice and human rights issues.
  12. To appoint two members to the International Solidarity Fund Committee.

*(Revised: 2007 AGM)*  
*(Revised: 2006 AGM)*  
*(Revised: 2001 AGM)*  
*(Revised: 1999 AGM)*  
*(Revised: 1996 AGM)*  
*(Revised: 1994 AGM)*  
*(Revised: 1990 AGM)*  
*(1989 AGM)*

## 6. NON-REGULAR FACULTY COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: The Non-Regular Faculty Committee is composed of one designated representative from each local. As much as possible, Non-Regular Faculty Committee representatives and non-regular liaisons shall be non-regular faculty.

Meetings: Meetings as required by the Committee to fulfill its responsibilities limited only by the funding allocated to the Committee.

Term of Appointment: Locals shall endeavor to elect or appoint representatives for a two year term.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Observers: By invitation of the Chair.

Quorum: A majority of locals.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority. By-Law #6 guides.

Funds: As allocated in the annual budget.

Policy Statement: The Non-Regular Faculty Committee works to promote better and more consistent representation of the interests of those members of FPSE locals who are involuntarily deprived of job security, salary or benefits normally accorded faculty within their respective locals.

The Non-Regular Faculty Committee shall have the right to appoint a liaison person to each FPSE Standing Committee and to appoint a representative to the Provincial Bargaining Committee with voice but no vote.

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:

1. Monitor developments in the salary, working conditions, and employment security of non-regular faculty and develop strategies to protect and enhance the interest of non-regular faculty.
2. Develop and recommend to the Presidents' Council a program of bargaining and lobbying objectives to advance the interests of non-regular faculty.
3. Examine and recommend to the Presidents' Council collective action in support of the policy statements of this Committee.

*(Revised: 2005 AGM)*  
*(Revised: 1994 AGM)*  
*(1991 AGM)*

## 7. PENSION ADVISORY COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: Each local may name a member as their designated representative to the Pension Advisory Committee. Local representatives must not be in receipt of College Pension Plan benefits and must maintain active employment at the institution while serving on the committee, effective September 2005.

At its first meeting after the Annual General Meeting, the Presidents' Council will appoint up to two (2) additional retiree members from among nominees put forward by FPSE locals. A nominee must be a former member of a FPSE local who is currently receiving a pension under the College Pension Plan.

The Non-Regular Faculty Committee may appoint one person to the Committee.

No trustee appointed to the College Pension Board of Trustees may also serve as a local, retired or NRFC representative to the Pension Advisory Committee.

Term of Appointment: Committee members will normally be appointed for a term of four years. Members are expected to attend all meetings of the Committee. If members are unable to attend regularly, their appointment may be rescinded by the Presidents' Council.

Chairperson: The Chairperson will be elected from and by the Committee to serve a two (2) year term.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.

Observers: By invitation of the Chair. Observers from FPSE locals may attend meetings, at the locals' expense, for succession purposes.

Trustees: FPSE-appointed trustees are encouraged to attend PAC meetings/events with voice but no vote. FPSE will pay expenses for trustees for this purpose.

Quorum: A majority of appointed representatives.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. Minority reports accepted. (By-Law #6.)

Funds: As allocated in the annual budget.

- Responsibilities:
1. The Pension Advisory Committee shall seek to improve the pension benefits available to plan members of the College Pension Plan.
  2. The Committee shall review the current investment policies of College Pension Plans and shall advise the Presidents' Council, in its role as plan member partner, of any recommendations for change to policies and strategies.
  3. The Committee shall advise and, where applicable, provide pre-retirement and retirement information and services.
  4. The Committee will recommend to Presidents' Council names for three (3) FPSE-appointed trustees to the College Pension Board. The Committee will advise Presidents' Council on the retiree trustee appointment.
  5. The Pension Advisory Committee will provide a forum for communicating member concerns about the College Pension Plan rules to FPSE-appointed College Pension Plan trustees, and a forum for prioritizing any recommended future pension plan improvements.
  6. The Committee will provide a forum for general discussion and development of pension policy for locals that are non-participatory in the College Pension Plan.

*(Revised: 2005 AGM)*  
*(Revised: 2004 AGM)*  
*(Revised: 2000 AGM)*  
*(Revised: 1996 AGM)*  
*(Revised: 1995 AGM)*  
*(Revised: 1994 AGM)*  
*(Revised: 1990 AGM)*  
*(1989 AGM)*

## 8. PROFESSIONAL & SCHOLARLY DEVELOPMENT COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: Each local shall name a specific member as their designated representative to the Professional & Scholarly Development Committee.

The Non-Regular Faculty Committee may appoint one person to the Committee.

Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two year term.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.

Observers: By invitation of the Chair.

Quorum: A majority of locals.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. (By-Law #6.)

Funds: As allocated in the annual budget.

Policy Statement: The Professional & Scholarly Development Committee shall assist FPSE locals to identify and assess the current and future professional and scholarly development needs of their members, and shall promote means of enabling FPSE members individually and collectively to develop their own professional and scholarly development activities.

- Responsibilities:
1. Develop a general long or short term plan of activities when requested or necessary and present this plan to the Presidents' Council. Plan and arrange activities or projects dealing with faculty access to professional development, including bargaining and contract administration on professional development matters and the availability of funding, human, and other resources for professional development activities.
  2. Gather and disseminate information to member locals on professional development needs and activities, which shall include a regularly updated survey of local professional development entitlements and appeal processes.
  3. Maintain ongoing contact with each member local Professional & Scholarly Development Committee through each local's designated Professional Development representative.
  4. Support designated Professional Development representatives by facilitating opportunities for networking and sharing of experiences and ideas.
  5. Designated Professional Development representatives shall be responsible for informing the rest of the PSDC of local issues and concerns, and reporting back to their respective locals and local Professional Development Committees on issues and activities of the FPSE PSDC.
  6. Maintain contact with and cooperate in professional development programming with the appropriate Ministry and education agencies.
  7. Work cooperatively with other organizations and institutions involved in professional development activities for post-secondary educators.
  8. Encourage faculty to engage in research and other forms of scholarly activity that support teaching and learning.

*[See 8.21 Scholarly Activity, p. 118.]*

*(Revised: 2008 AGM)*  
*(Revised: 2007 AGM)*  
*(Revised: 2004 AGM)*  
*(Revised: 1996 AGM)*  
*(Revised: 1994 AGM)*  
*(Revised: 1990 AGM)*  
*(Revised: 1989 AGM)*  
*(1987 AGM)*

*(Presidents' Council: 1987)*

## 9. STATUS OF WOMEN COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: Each local shall name a specific member as their designated representative to the Status of Women Committee.

The Non-Regular Faculty Committee may appoint one person to the Committee.

Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two year term.

Chair: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as local representatives.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.

Observers: By invitation of the Chair.

Quorum: A majority of those member locals that have appointed Status of Women Committee representatives.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. (By-Law #6.)

Funds: As allocated in the annual budget.

Policy Statement: The responsibilities of the Status of Women Committee of FPSE shall involve any activities which contribute to an improvement in the status of women within locals. Such activities should address both the current and future needs and interests of women in post-secondary institutions in BC.

- Responsibilities:
1. Develop a general plan of activities for each upcoming year and present this plan to the Presidents' Council.
  2. Encourage the establishment of Status of Women Committees within member unions.
  3. Organize and offer workshops and other forms of educational activities.
  4. In conjunction with other Standing Committees, ensure that all Convention workshops /panels/plenary activities reflect a recognition of the need for gender parity and are free of sexist content.
  5. Remain cognizant of initiatives through government relating to women.
  6. Work cooperatively, as appropriate and feasible, with other organizations and institutions involved in status of women-related activities.
  7. Maintain ongoing contact with each local's Status of Women Committee.
  8. Act as an advocate for the rights and interests of women in the post-secondary system in BC.

*(Revised: 2000 AGM)*  
*(Revised: 1996 AGM)*  
*(Revised: 1994 AGM)*  
*(Revised: 1993 AGM)*  
*(Revised: 1990 AGM)*  
*(Revised: 1989 AGM)*  
*(Revised: 1986 AGM)*  
*(1984 AGM)*

## 10. WORKPLACE HEALTH, SAFETY & ENVIRONMENT COMMITTEE

Reporting to: Reports regularly to the FPSE President and the Presidents' Council.

Composition: Each local shall name a specific member as their designated representative to the Workplace Health, Safety & Environment Committee.

The Non-Regular Faculty Committee may appoint one person to the Committee.

Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two year term.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.

Observers: By invitation of the Chair.

Quorum: A majority of locals.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. (By-Law #6.)

Funds: As allocated in the annual budget.

Policy Statement: The Workplace Health, Safety & Environment Committee shall assist FPSE locals to identify and assess the current and future occupational health and safety needs of their members, and shall promote means of enabling FPSE members individually and collectively to develop their own occupational health and safety activities. The Committee will also monitor workplace environment issues and educate members on those issues.

- Responsibilities:
1. To create an awareness of occupational health and safety issues among the members of FPSE locals.
  2. To gather and disseminate information to member locals on occupational health and safety needs, activities, and services.
  3. To maintain ongoing contact with each member local Occupational Health & Safety Committee through a designated representative at each local.
  4. To work to correct safety deficiencies in the workplace.
  5. To recommend changes to provincial and federal health and safety legislation and regulations.
  6. To form an Occupational Health & Safety Committee in each local that complies with the Workers' Compensation Health and Safety Regulations, which shall take such actions necessary to promote safety awareness amongst the members of the local.
  7. To actively work to prevent accident and injury in the workplace.
  8. To assist FPSE to lobby governments to improve safety regulations.
  9. To create an understanding of the *Workers' Compensation Act* and other legislation that affects the health and safety of the workers.
  10. To join with other external groups to promote occupational health and safety.
  11. To create a consciousness of and to correct environmental hazards dangerous to female instructors and students.
  12. To promote development of First Aid/Emergency procedures and facilities in the institutions.
  13. To work with other committees to gather and disseminate information on occupational health and to liaise.
  14. To recommend contract language on occupational health and safety matters to negotiating committees for incorporation in collective agreements.
  15. To monitor workplace environmental issues and to educate members on those issues.
  16. To assist FPSE to lobby governments concerning workplace environmental issues.
  17. To promote workplace environmental behaviour consistent with the sustainable use of natural resources and sustainable development.

(Revised: 2007 AGM)  
 (Revised: 2004 AGM)  
 (Revised: 1996 AGM)  
 (Revised: 1994 AGM)  
 (1993 AGM)  
 (Presidents' Council: 1992)

## V. PROCEDURES FOR ACCESSING FPSE SERVICES

### 1. SERVICES AVAILABLE TO REGULAR AND ASSOCIATE MEMBERS

Regular member locals have routine access to all of the following services.

Associate member locals have routine access to all of the following services that are not marked with a single or double asterisk and subject to the notes in parentheses. Any of the single-asterisked (\*) services are available without charge to associate members on a time-available basis and subject to regular members receiving first priority in the allocation of these services. Any of the double-asterisked (\*\*) services (except for the Strike/Lockout Defence Fund) are available to associate members on a fee-for-service basis subject to regular members having first priority call upon these services. Any of the double-asterisked services are also available to associate members on a regular basis subject to an increase in dues level (except for the Strike/Lockout Defence Fund). Associate members are not eligible for membership in the Strike/Lockout Defence Fund.

Associate member locals shall normally pay dues at the level of regular member locals' dues, less the portion of dues designated for the Strike/Lockout Defence Fund. Presidents' Council may authorize variances to the level of services and dues of an associate member local.

The underlying principles of the distinction between services received by regular and associate members are that:

- (1) an associate member local has routine access to general services but has only restricted access to those services particular to the local itself; and
- (2) an associate member local has access in bargaining, contract administration, and legal services to consulting but not to representation.

#### 1.1 BARGAINING & CONTRACT ADMINISTRATION

- services re: system as a whole
- BCC and CARC participation
- publications and information exchange (including collective agreements, LRB rulings, arbitration, etc.)
- monitoring, analysis, and research re: bargaining and contract administration for system analysis and research re: a particular local
- liaison with other unions
- consultation re: a local's bargaining or contract administration (in more specialized cases, regular members have first priority)
- \* representation (e.g., chairing, serving on a local's bargaining team; processing grievances; serving as advocate or nominee in arbitration or LRB cases)
- political and public relations support in dispute situations

## 1.2 CONVENTION

- full delegate entitlement based on FTE dues base
- full participation and voting rights (subject to limits for associate members)
- partial subsidization of delegates' expenses

## 1.3 GOVERNMENT RELATIONS AND LOBBYING

- monitoring of government action, legislation, and policy
- information exchange
- preparation and submission of briefs and position papers to government, inquiry commissions, etc.
- representation on government consultative/advisory groups (e.g., HRD, Governance Committee)

## 1.4 ISSUE-SPECIFIC SERVICES ON SYSTEM-WIDE ISSUES

*(E.g., professional development, status of women, pensions, distance education)*

- participation in Standing Committees and in any ad hoc committees struck for specific issues
- Convention workshops
- information exchange
- research re: system
- lobbying of government
- liaison with other groups
- sponsored events (e.g., Women's Conferences)
- \* on-site issue workshops for a particular local

## 1.5 LABOUR EDUCATION

- Presidents' Orientation/Retreat
- BCC and CARC workshops
- Convention workshops
- on-site workshops for a particular local

## 1.6 LEGAL

- consultation of Staff Representatives (regular members have first priority)
- \*\* consultation of lawyer
- \*\* representation by lawyer or Staff Representative

## **1.7 LIAISON WITH OTHER UNIONS AND ASSOCIATIONS**

- representation on coalition groups
- agreements with other groups (e.g., Alliance Agreement with BCTF)
- general liaison

## **1.8 PUBLICATIONS**

- *FPSE News* and *President's Comments*
- committee bulletins
- all other publications

## **1.9 PUBLIC RELATIONS**

- media contacts
- press releases
- advertising and brochures
- news clipping file
- information exchange

## **1.10 RESEARCH AND INFORMATION EXCHANGE**

- general and as specified above
- \* research for a particular local

## **1.11 STAFF AND OFFICE FACILITIES**

- general access

## **1.12 STRIKE/LOCKOUT DEFENCE FUND**

- \*\* financial support in strikes, lockouts, or picket-line recognition cases

*(Revised: 1999 AGM)*  
*(Revised: March 1993)*

## 2. PROCEDURES FOR ACCESSING FPSE CONTRACT ADMINISTRATION AND BARGAINING SERVICES

Access to legal services is covered by the policy and procedures documents for legal services.

- 2.1 Requests for bargaining and contract administration services are made as soon as possible in advance of the need for services.
- 2.2 All requests are directed to the FPSE office (Staff Representatives).
- 2.3 Requests for short-term contract administration or bargaining services (e.g., a telephone consultation on a specific point) are handled directly by the Staff Representatives. If any question arises as to whether FPSE shall provide a service, the President shall make the decision.
- 2.4 Requests for extended bargaining services shall be made directly to the President. Extended bargaining services include the services of an interest arbitration panel and/or the services of a private mediator and the services of a private neutral for the conduct of strike votes where compelling circumstances exist requiring these services. These requests shall be approved or rejected by the President. The appeal procedure for legal services shall apply.
- 2.5 Requests for more sustained service re: contract administration (e.g., handling a grievance, arbitration, etc., over a period of time) are made in writing with supporting documentation. These requests shall be approved or rejected by the President, on the advice of the Grievance and Arbitration Review Committee and in consideration of the following criteria:
  - (a) "Winnability" on the basis of the law and the facts.
  - (b) Expense – a review of the monetary cost of the procedure measured against the monetary value of the remedy.
  - (c) Significance of the issue within the labour relations of the post-secondary system and for the particular collective agreement in question.
  - (d) Political significance to the local and to FPSE.

The appeal procedure for legal services shall apply.

### GRIEVANCE AND ARBITRATION REVIEW COMMITTEE

- 2.6 The Grievance and Arbitration Review Committee (GARC), when constituted, shall consist of the Secretary-Treasurer, the Staff Representatives, and the Chair of the Contract Administration Review Committee. The Secretary-Treasurer shall convene and chair the meetings of the Committee.
- 2.7 GARC makes recommendations on the revision and improvement of FPSE's handling of contract administration services.
- 2.8 GARC meets regularly on a monthly basis; in addition, it will meet on call as necessary.
- 2.9 GARC maintains and reviews the filing system for contract administration cases.
- 2.10 GARC establishes and maintains a Designated Grievance Contact Person list for which each local shall name one person.

(Revised: 1994 AGM)  
 (Revised: 1991 AGM)  
 (Revised: 89.11.25)  
 (86.11.12)

### 3. PROCEDURES FOR ACCESSING FPSE STRIKE/LOCKOUT DEFENCE FUND

- 3.1 Dues for the Strike/Lockout Defence Fund shall be collected as part of the monthly dues for Regular members.
- 3.2 The Defence Fund portion of the monthly dues shall be transferred to a separate Defence Fund account on a monthly basis.
- 3.3 A local shall notify the FPSE President as soon as possible in advance if it anticipates that it may require support funding from the Defence Fund.
- 3.4 Immediately following the local's filing of strike notice or receipt of lockout notice (or the filing or receipt of notice by a third party in the case of potential picket-line recognition cases), the local shall on a contingent basis make a written application to the FPSE President for support funding. That application shall include a summary of the bargaining situation and of the nature of the dispute.
- 3.5 An application for support funding in a strike, lockout, or third-party picket-line situation shall be subject to approval by the Executive.
- 3.6 If an application is approved, support payments shall be paid to the local which shall, in turn, be responsible for distributing the support payments in accordance with the local's own policies.
- 3.7 The allocation of support payments from the Defence Fund shall be calculated on the basis of FTEs generated by dues assessed over a twelve month period, either for the previous calendar year or the FPSE fiscal year, whichever yields the higher FTE figure for each FPSE local.
- 3.8 Support payments shall be sent by FPSE to the local on the second working day of the second week and of each subsequent week of the strike, lockout, or third-party picket line. The first week (5 days) is defined to consist of any five days spent in recognized strike/lockout/picket line recognition activity. The accumulation of five days will begin from the first day of action and conclude at the end of a one year (365 day) period.
- 3.9 If a job action affecting a FPSE local commences during the local's six month qualifying period for strike/lockout payments under By-Law 9.4, support payments will begin at the end of the six month qualifying period or the end of the second week of job action, whichever occurs later.
- 3.10 Allocations from the Defence Fund for the defence of the existence of the union (other than the support payments to locals engaged in strike, lockout, or third-party recognition) shall be made only with the approval of at least two-thirds of the Presidents' Council voting members representing Regular member locals.
- 3.11 Regular dues shall be waived for any week in which a local receives strike/lockout support payments from the Defence Fund.
- 3.12 The Strike/Lockout Defence Fund support payments shall be \$40 per FTE per day, starting on the 6th full day of strike/lockout.

*(Revised: 2005 AGM)*  
*(Revised: 1998 AGM)*  
*(Revised: 1991 AGM)*  
*(1989.06.13)*  
*(1986.11.12)*

## **4. FACILITY FOR LOAN ASSISTANCE TO LOCALS**

### **4.1 OBJECTIVES**

- 4.1.1 To enable FPSE to coordinate a loan assistance facility among locals in FPSE.
- 4.1.2 To enable locals to obtain loan assistance under the following circumstances:
  - (a) When a local intends to provide loan-assistance to its members in addition to support payments during a strike or lockout;
  - (b) When a local intends to supplement the level of support payments established under the Strike/Lockout Defence Fund;
  - (c) When a local intends to carry out a public campaign prior to or during a dispute; and the local demonstrates that it does not have sufficient funds to carry out the assistance or campaign.

### **4.2 SOURCE OF LOANS**

- 4.2.1 A local prepared to make funds available to a loan facility shall indicate to FPSE in writing their intention to make funds available, stating the duration of its participation and the maximum amount they shall make available.
- 4.2.2 The local shall make such funds available to FPSE when called upon under the access provisions of this policy (4.3).
- 4.2.3 A local which has forwarded its intention to participate as sources of loans shall be indicated in a "Roster of Lending Participants" to be established by the FPSE office. A local offering loan assistance shall be entered in the roster in the order of its local number in FPSE.

### **4.3 ACCESS TO THE LOAN FACILITY**

- 4.3.1 A local requiring loan assistance shall submit a letter to FPSE addressing the circumstances giving rise to the request, indicating the application to which the funds are to be directed, and committing to a repayment scheme to commence on the resolution of the dispute in which it is involved.
- 4.3.2 The President shall decide whether the application shall be funded and in what amount and on what terms of repayment. The President may consult with the local and discuss the merits of the application and suggest alternatives to the use of the funds, the amount of the loan, and the terms of repayment.
- 4.3.3 Where the President declines the application or the local disagrees with the alternatives suggested by the President, the local may request an immediate convening of the Executive Committee, to be held at the FPSE office or convened by conference call, to appeal the decision and actions of the President. The decision of the Executive Committee shall be rendered at that time. Decisions of the Executive Committee are final but subject to review of the Presidents' Council.

- 4.3.4 When the President approves a letter of application or an amended application, the locals on the "roster" shall be requested to provide FPSE with the amount of funds committed to the local applying. The locals on the "roster" shall be requested by rotation. Where the amount requested is in excess of the amount committed by the requested local, the next local named shall be requested to provide the balance of the funds.

All loan funds shall be first submitted to FPSE and are disbursed by FPSE.

#### 4.4 REPAYMENT OF LOANS

- 4.4.1 A local which has received loan assistance shall repay the principal within three months of the resolution of the dispute giving rise to the application for assistance. No interest shall apply to loans received and repaid during this period.
- 4.4.2 Where a local is unable to repay within the three month period, the term of the loan may be re-negotiated by the borrowing local(s) with FPSE and the creditor local(s).
- 4.4.3 Interest shall apply from the first day of the expiry of the three month period. The interest on the loan shall be prime plus 1% as established on the first business day of the month in which interest applies to the loan.
- 4.4.4 The principal and interest received by FPSE shall be forwarded forthwith to the local or locals providing the loan assistance.

#### 4.5 DEFAULT

- 4.5.1 If a local defaults on its loan obligation under this policy for any reason, the local providing the loan assistance shall be reimbursed by FPSE from the Defence Fund and FPSE shall act as the creditor of the unpaid loan of the defaulting local.
- 4.5.2 Any lending local(s) shall receive from FPSE full repayment of an outstanding loan at the expiry of the three month period or at any other time agreed for the repayment of the loan.

*(1990 AGM)*

*(Presidents' Council: 1989)*

*(Executive Committee: 1989)*

*(Presidents' Council: 1989)*

## 5. POLICY FOR PROVISION OF LEGAL SERVICES TO LOCALS

- 5.1 The agreement covering legal services is between FPSE and the legal firm.
- 5.2 FPSE's legal services are available for:
- consultation and advice on bargaining, contract administration, certification, jurisdiction, *Labour Relations Act*, and any other matter pertaining to the operation of a local or locals;
  - representation in arbitration, Labour Relations Board, court, and any other legal proceeding pertaining to the operation of the union;
  - representation, on application by the local, in cases where a complaint is filed against a member before a professional body, college or association that arises out of the member's work covered by the local's collective agreement, and where membership in that body is a requirement for employment at that institution.
- 5.3 Locals must request legal services through FPSE. The decision as to whether a request can be handled by FPSE staff or should be referred to the legal firm will be made by the President in consultation with the Grievance and Arbitration Review Committee (GARC). On a day-to-day basis, authority to make decisions on locals' requests for advice and consultation may be delegated to the Staff Representatives.
- 5.4 If a local disputes the President's decision, it may appeal to the Executive.
- 5.5 Locals seeking legal services covered by the agreement between FPSE and the legal firm cannot request those services directly of the legal firm. Such direct requests not made through FPSE will be the financial responsibility of the local. At the point that FPSE assumes financial responsibility for a case, it is understood that the local has transferred responsibility for the case to the FPSE office.
- 5.6 Locals may, however, deal directly with the legal firm for FPSE legal services if the FPSE office has in advance arranged or approved a direct request. For example, FPSE could ask the legal firm to contact the local or *vice versa*.
- 5.7 The legal firm provides legal services to FPSE and to FPSE locals through FPSE. Therefore, only FPSE officials or staff or local representatives authorized by the FPSE office should request and use those services if FPSE is expected to pay for the services. An individual faculty or staff member who directly requests advice from the legal firm without local and FPSE approval will be responsible for paying the firm for those services.
- 5.8 Local representatives will be asked to verify services received from the legal firm.

(Revised: 2004 AGM)

(Revised: 1994 AGM)

(Revised: 1993)

(Presidents' Council: 1987)

## **6. APPEAL PROCEDURE FOR POLICY INTERPRETATIONS BY THE PRESIDENT**

If a local president puts forward a policy interpretation request to the President and the local president disagrees with the interpretation, the local president can request:

- (a) Within 24 hours, an appeal of the decision by polling the total Executive Committee. The FPSE President will then immediately notify the local president of the Executive Committee's decision.
- (b) If the local president wishes to appeal the Executive Committee's decision, he/she can request a poll of members of the Presidents' Council within 48 hours, and the President will convey the decision to the local president.

*(1991 AGM)*

## **VI. PROCEDURES: PURCHASING AND EXPENDITURES**

### **1. GENERAL POLICY**

#### **1.1 PURCHASE OF SUPPLIES**

The purchase of general office supplies and materials consumed in ordinary business is done by arrangement with designated suppliers selected for price advantage. Advance purchase at sales and through discounts is preferred over "immediate need" buying. Arrangements for small quantities are made with an accessible seller close to the office. Unionized suppliers are preferred over non-unionized suppliers.

FPSE supports wherever possible sustainable purchase policies and practices that result in a significant reduction of waste products.

#### **1.2 SERVICE CONTRACTS**

Canvassed on comparative price policy with an annual review. Hotel, car rental, legal services, equipment maintenance, meeting meal service, etc., are all subject to this policy. Preference is given to stable suppliers who can meet a defined standard of service. Preference is given to unionized services over non-union.

Some guidelines:

- (a) Hotel: medium grade hotel, unionized premises if possible. Arrangements exist for preferred corporate or government rates.
- (b) Air travel: economy rate; advance purchase or other concession rates if available and requiring no additional layover time. Travel arrangements may be made by administrative assistants or by the traveller. The President, Secretary-Treasurer and staff are required to use a unionized travel agent. All locals and committees are strongly encouraged to purchase "advance" tickets for scheduled meetings and events.
- (c) Car: compact or sub-compact (except where there are multiple passengers or the vehicle is used for transport of materials such as at convention time).
- (d) Legal services: cost is the first consideration and familiarity with the post-secondary system is preferred. Annual contract reviewed by Executive Committee.
- (e) Meal service: catering service used for "in-house" meetings if substantial savings result over hotel catering or restaurant prices.
- (f) Equipment maintenance: price advantage plus familiarity with office needs.
- (g) Layout and printing: union label, price and ability to meet needs in short turn-around-time. Publicly distributed materials require a "union bug".

#### **1.3 OFFICE EQUIPMENT AND FURNITURE**

At least three alternative sources are canvassed for suitability and price advantage.

## **2. EXPENDITURE POLICY – BUDGET ADMINISTRATION**

### **2.1 STAFF EXPENSE REIMBURSEMENT**

As per collective agreement; includes some items not found on ordinary event/member expense claim forms:

- ten dollars per day allocation (for incidentals) when travelling;
- fixed rate on car mileage/km use to compensate for frequency of car use;
- insurance compensation after 450 km as per collective agreement.

Expenditures are monitored carefully. Travel must be done by least expensive means available except where time differential leads to compensating time off or overtime. If car use is preferred, reimbursement is available only up to the economy air travel rate when flying the most direct route.

Hosting is only by previous arrangement except where the Staff Representative pays for meals of witnesses or participants in hearings.

Locals are required to pay for their own expenses in the course of negotiations or observing hearings.

### **2.2 PRESIDENT (OR ACTING) AND SECRETARY-TREASURER EXPENSES**

Same entitlements as staff, except for a discretionary hosting component.

### **2.3 GENERAL MEMBER EXPENSES**

As set out in the claims form (see Policy on Travel Expense Claims). Reviewed annually by the Executive Committee.

### **2.4 SOME GENERAL PRINCIPLES**

- (a) Sharing may be requested where possible for vehicle rental or reimbursement for individual car use where two or more travel to a FPSE event or meeting.
- (b) There is no requirement to room-share.
- (c) Where a meal is provided, no meal expense claim is allowed.
- (d) Frequent flyer or other bonus points are retained by the program member. Enrollment fees are not reimbursed by FPSE.
- (e) Substitution of hotel accommodation is discouraged, but where necessary is only up to the selected "hotel partner" rate.
- (f) Substitution of car rental for taxi is only up to the estimated reimbursement amount for taxi use (\$60.00 limit).
- (g) No mileage/km may be claimed where a rental vehicle is used.

## **2.5 STAFF SALARY PAYMENT**

This is strictly governed by the collective agreement.

## **2.6 STAFF SCHEDULING, ASSIGNMENT AND OVERTIME (COST ASPECTS)**

This is the responsibility of the President and subject to the collective agreement. All services are subject to allocation on a balanced and planned basis by the President in consultation with the staff. The President's decision is final, subject to review by Executive Committee or Presidents' Council.

## **2.7 STAFF OVERTIME AND SERVICES PROVIDED TO MEMBER LOCALS**

These are authorized by the President. Commitments are open-ended where negotiations, hearings or other protracted services are involved, but subject to weekly review. Appropriate forms for reporting and tracking exist.

## **2.8 LEAVE OF ABSENCE SCHEDULING**

As provided for in the collective agreement and authorized by the President.

## **2.9 PRESIDENT/SECRETARY-TREASURER SALARY AND BENEFITS**

### **SALARY AND BENEFITS**

At the option of the recipient (but no greater than the amount of gross salary, benefits and statutory payments the individual would ordinarily receive had he/she worked at the home institution), the following payment arrangements may be made:

- (a) institution maintains salary payment and invoices FPSE; or
  - (b) institution maintains salary payment and invoices local union, which then invoices FPSE.
- Salary payments may only be made monthly (i.e., no "lump sum").

FPSE full-time officers shall be compensated for benefits they are entitled to but cannot use because of their work responsibilities at a rate of two months of salary and benefits per year of service, to be either paid out or used as release time at the end of such service, according to their choice.

### **EXIT/TRANSITION PROFESSIONAL DEVELOPMENT**

"Exit" Professional Development is available for the President and Secretary-Treasurer, to be taken after the end of their terms. PD time will be as follows:

- one year term: no PD time;
- two years: one quarter release time for first term back on active duty;
- three or more years: one quarter release time for the first and second semester back on active duty.

### **VACATION**

Vacation time shall be consistent with the officer's home local collective agreement.

## **2.10 PRESIDENT/SECRETARY-TREASURER SCHEDULING AND ASSIGNMENTS**

At the discretion of the two officers. However, the annual schedule of FPSE activities strictly limits the vacation and time off scheduling of the President and Secretary-Treasurer. There are no maximums or minimums for duty time and no overtime or compensating time off provisions. Pay for "time not worked" benefits are not available except for the statutory holidays and vacation time taken.

Subject to Executive Committee and Presidents' Council review and direction.

## **2.11 EXECUTIVE COMMITTEE MEMBER RELEASE TIME**

A pool of money shall be set aside for the purchase of release time for other members of the Executive Committee. This pool can be utilized for work assigned by the President .  
(By-Law 5.2.)

## **2.12 MEETINGS AND CONFERENCE ATTENDANCE**

Except for staff professional development, meetings and conferences are governed by the following criteria:

- (a) must serve a specific policy or servicing purpose;
- (b) must be authorized by the President when it is a staff member or representative;
- (c) must be "routine" if taken by the President or in order to implement a specific policy – non-routine or special conferences are approved by the Executive Committee, in advance where possible;
- (d) must be followed up with a brief report.

## **2.13 REFRESHMENTS**

Free beverages and light snacks are provided at all FPSE meetings. Free coffee and tea are provided during normal work times for office personnel and visitors.

### 3. POLICY ON TRAVEL EXPENSE CLAIMS

This policy applies to all claims to FPSE for travel expenses pertaining to meetings or other FPSE business.

#### 3.1 GENERAL

Individuals seeking reimbursement for expenses incurred while travelling on FPSE business submit an Expense Claim Form and the necessary receipts.

- A separate Expense Claim Form normally is submitted for each distinct meeting/event attended or trip taken on FPSE business.
- Expense claim forms must be submitted no later than 45 calendar days after the event for which the expenses are being claimed.
- Original receipts (or photocopies of them) are submitted with the Expense Claim Form for expenses which require such documentation.

Expenses in addition to those detailed below are not reimbursed unless they are authorized in advance by the President.

#### 3.2 TRANSPORTATION

The most direct and efficient mode of transportation is used unless otherwise approved in advance by the Secretary-Treasurer.

##### AIRFARE

*(Receipts required.)* Actual cost for airfare is reimbursed. Whenever possible, airplane tickets are booked in advance to take advantage of any special airfares which may be available.

##### FERRY, TRAIN, OR BUS

*(Receipts required.)* Actual costs are reimbursed.

##### TAXI

*(Receipts required.)* Actual costs, including tips, are reimbursed.

##### AUTO

*(No receipts required.)* Individuals are reimbursed for the use of personal vehicles at the BC government rate.

Individuals choosing to travel by personal or rental vehicle when air transportation is available are reimbursed at the above rate only *up to the cost of a 14 day advance concession airfare*. Any additional accommodation or meal expenses incurred as a result of choosing to travel by personal vehicle are the responsibility of the individual.

If an individual uses his/her personal vehicle on FPSE business more than four times a month or more than 1,600 kilometres per year, the cost of additional business-use insurance will be reimbursed by FPSE if approved in advance by the Secretary-Treasurer.

CAR RENTAL

*(Receipts required.)* The actual cost of car rentals at the site of the meeting is reimbursed up to \$60.00 per meeting. Additional car rental expenses may be authorized by the Secretary-Treasurer.

**3.3 OTHER EXPENSES**

ACCOMMODATION

*Receipts required.* Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out FPSE business. The most reasonable accommodation in the immediate vicinity of the individual's meeting or business is used. For all meetings held at the FPSE office or conferences at a hotel, accommodation is booked through the FPSE office for the designated hotel with which FPSE has negotiated special rates. Substitute hotels are not normally allowed unless previous arrangements have been made, but will be reimbursed only up to the cost of the FPSE designated hotel.

An allowance of \$50.00 per night is paid when private accommodation is arranged by an individual.

MEALS

*No receipts required.* The meal allowance is not applicable when meals are provided by FPSE at meetings or other events.

Breakfast .....	\$12.00
Lunch .....	\$17.00
Dinner .....	\$27.00

CHILDCARE

*Receipts required.* Childcare expenses are reimbursed at minimum wage or the actual cost of childcare, whichever is greater. Claims in excess of \$100 per day must be pre-authorized by the Secretary-Treasurer.

MISCELLANEOUS

*Receipts required.*

Telephone: Actual cost of calls on FPSE-related business is reimbursed.

Hospitality: Hospitality expenses are not normally reimbursed, unless authorized by the Secretary-Treasurer.

Other expenses: The actual cost of other normal minor expenses, e.g., parking, is reimbursed. Additional expenses are not reimbursed unless authorized in advance by the Secretary-Treasurer.

*(Revised: 2009 AGM)  
(Revised: 2006 AGM)  
(Revised: 2005)  
(Revised: 2001)  
(Revised: 1998)  
(Revised: 1995)  
(Presidents' Council: 1992)*

## **VII. FPSE ANNUAL GENERAL MEETING RULES OF ORDER**

- Rule 1** All resolutions moved at an Annual General Meeting must be endorsed by the mover's and seconder's Local Presidents prior to submission to the Resolutions Committee, and allow for distribution at least one hour before debate.
- Rule 2** Reports from committees are not subject to amendment, but a motion to refer back to the committee for reconsideration shall be in order.
- Rule 3** Motions from committees are subject to amendment.
- Rule 4** A motion to refer back to committees is not debatable and, when properly seconded, the question shall be immediately put to the Annual General Meeting.
- Rule 5** A delegate shall not move a motion to refer back after they have spoken to the question at issue.
- Rule 6** If the recommendation of a committee is defeated, the matter will automatically be referred back to the committee.
- Rule 7** Any motion presented to the Chair shall be the property of the Annual General Meeting. Prior to conclusion of said motion, withdrawal may be made by majority vote only.
- Rule 8** A motion to reconsider shall not be entertained unless made by a delegate who voted in the majority, and shall require a majority vote.
- Rule 9** If a delegate, while speaking, be called to order he/she shall, at the request of the Chair, take his/her seat until the question of order has been decided.
- Rule 10** Should one or more delegates rise to speak at the same time, the Chair shall decide who is entitled to the floor.
- Rule 11** Any member, for informative purposes, may request that a motion under discussion be re-read, except while a member is speaking.
- Rule 12** No delegate shall interrupt another in his/her remarks, except to call to a point of order.
- Rule 13** A delegate shall not speak more than once upon a question until all who wish to speak have had an opportunity to do so.
- Rule 14** Speeches shall be limited to five minutes.
- Rule 15** Except where inconsistent with these Rules, the Constitution or By-Laws, *Robert's Rules of Order* shall be the guide for parliamentary procedure at the Annual General Meeting.
- Rule 16** These Rules are supplementary and subordinate to the Constitution and By-Laws.

(Revised: 2009 AGM)  
 (Revised: 2005 AGM)  
 (Revised: 2001 AGM)  
 (Revised: 1995 AGM)  
 (1991 AGM)

## VIII. FPSE POLICY

### FPSE VALUES STATEMENT

FPSE adopts the following “Values Statement” for the purpose of guiding policy initiatives and reviews:

#### **Preamble**

The men and women who work in colleges, institutes, and universities play a unique role in British Columbia’s post-secondary education system. While recognizing that education now takes place in a global context, the institutions are also deeply rooted in their individual communities. Since its inception, the system has provided access to post-secondary education for large numbers of adults who had previously been barred from access for geographic, economic, social or psychological reasons. The over 10,000 members of the Federation of Post-Secondary Educators support the following values as desirable elements of post-secondary education in British Columbia.

#### **Education is of significant social and personal value.**

We believe education is valuable for the role it plays in the development of people’s lives. This role includes the development of a critical approach to ideas and the political, social, economic and intellectual empowerment of learners. Education is necessary for personal fulfillment, for the development of skills and capacities permitting employment, and the development of active citizenship. Education should help people to take responsibility for the world they live in as active agents – not as objects.

#### **Respect between educators and learners is essential to quality education.**

Educational programs must be developed to meet the needs of the learner while respecting the learner’s perspective. Respect for the adult learner means valuing the knowledge they bring regardless of whether or not that knowledge was gained in formal educational settings. Respect for learners must also acknowledge differences in learning styles and in life experiences. Educators, in turn, should be respected for their knowledge of their subjects, their teaching excellence, their commitment to ongoing professional development, and their communication and interpersonal skills.

#### **Public education is an important social good and investment.**

We believe that post-secondary education must serve its community and meet public needs. This can only be accomplished by a publicly funded and administered education system focused on public priorities rather than profit.

#### **Public education is a right and plays a valuable role in supporting a democratic society.**

An affordable, quality public education must be a right in a civil society. In turn, education supports society by creating an informed citizenry and by reducing economic disparity.

#### **Academic freedom and the open discussion of ideas are critically important in the supporting of a democratic society by public education.**

The common good of society depends upon the search for knowledge and its free expression. Academic freedom is essential to both these purposes in the teaching function, as well as in scholarship and research. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base teaching and research on an honest thirst for knowledge.

**British Columbia’s public education system should support equity in terms of learners, educators and curriculum.**

People should be made to feel welcome and supported in all aspects of educational life regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, financial circumstances or geographic location. This equity must extend to both the learning and working environments.

**British Columbia’s community based colleges, institutes and universities must offer a broad and comprehensive range of learning opportunities.**

Geography should not bar access to programs in a general education or to upgrading programs for those who require them. Additional programs must be available to meet the needs of specific communities and groups.

**British Columbia’s post-secondary institutions must be responsive to learners, to the communities they serve, to the people who work in those institutions, and to the public which funds them.**

Accountability within post-secondary education must be broadly based. This accountability can best be expressed in efforts to meet democratically developed goals for the post-secondary education system that are developed by learners, educational workers, communities and government.

**British Columbia’s post-secondary system should strive for universal accessibility.**

We believe government and British Columbia’s post-secondary system must eliminate barriers to accessibility and to transfers between public post-secondary institutions.

**Interaction between instructors and learners, and among learners, is essential for quality education.**

Education is a social process and this must be acknowledged when using any form of delivery.

**Quality instruction and support is key to student success.**

We are dedicated to providing quality instruction and support for student success. We support changes in education that make learning for adults more meaningful and effective. Appropriate support services, including library and counselling services, are essential to student learning and success.

**The rights of people working in education must be respected.**

We advocate unionization and free collective bargaining as the best way to ensure the establishment and maintenance of fair and equitable working conditions for all persons employed in British Columbia’s post-secondary education system.

**Ongoing professional development is a member right and an institutional and member responsibility.**

We are committed to continued enhancement in our areas of expertise and our instructional and professional approaches. Post-secondary institutions should be communities that actively support the ongoing professional development of their members.

**Scholarly activity is integral to effective learning.**

We are committed to scholarly practices that result in more effective student learning. We support a workplace environment that allows faculty to engage in scholarly teaching, enquiry, discovery, integration, creativity, professional service, and application.

*(Revised 2007 AGM)  
(1999 AGM)*

## 1. INTERNAL

### 1.1 ANNUAL GENERAL MEETINGS

- 1.1.1 The budget presented shall include all four funds of the organization: Operating, Capital, Strike and Professional Development Funds. *(2006 AGM)*
- 1.1.2 AGM delegate fees shall be paid by the locals at the time of registration. *(2005 AGM)*
- 1.1.3 The FPSE Annual General Meeting package, including all reports, resolutions, and background materials, shall be circulated to all voting delegates at each local at least ten working days ahead of the AGM, through the local presidents. *(Revised 2005 AGM)*  
*(1996 AGM)*
- 1.1.4 Commencing with the 2010 AGM, the rotation of the FPSE convention shall be as follows: Lower Mainland (2010), North West (2011), Lower Mainland (2012), Thompson (2013), Lower Mainland (2014), Kootenays (2015), Lower Mainland (2016), North Central (2017), Lower Mainland (2018), Vancouver Island (2019); with a rotation among the Lower Mainland locals. *(Presidents' Council: 2009)*

### 1.2 CHILDCARE COSTS

- 1.2.1 Receipted childcare expenses will be covered for members on all FPSE business. *(2008 AGM)*
- 1.2.2 Payment of childcare expenses for members participating in FPSE activities is authorized on the same basis as travel and accommodation, etc., expenses are paid and, if required, childcare shall be provided at FPSE's Convention and Annual General Meeting. *(1983 AGM)*

### 1.3 EVENTS

- 1.3.1 CANCELLATION POLICY  
At any FPSE event where FPSE will incur costs on behalf of attendees, a cancellation deadline will be set for participants. Registration fees will not be refunded after that date and other costs incurred due to late cancellations may be charged to the individual or to the local they represent. *(Presidents' Council: 2001)*
- 1.3.2 CLEAN AIR POLICY  
FPSE encourages members and visitors to avoid the use of highly scented perfumes, deodorants, or other products during FPSE gatherings and in all work areas, as many people may be challenged by a variety of environmental sensitivities. The use of toxic whiteboard markers and other products is similarly discouraged. *(2005 AGM)*  
*(2001 AGM)*
- 1.3.3 FAIR TRADE POLICY  
All coffee, tea and hot chocolate used or provided at the FPSE office and FPSE-sponsored events shall be fairly traded, where possible. *(2005 AGM)*

#### 1.3.4 FPSE HARASSMENT POLICY

FPSE adopts the following harassment policy, to be read at the commencement of all FPSE conferences, conventions, and the Annual General Meeting:

FPSE upholds the principles outlined in the FPSE Constitution and further upholds the rights of members to participate fully in the functions of the organization in an atmosphere of mutual respect, cooperation and understanding.

FPSE therefore upholds the rights of all members to mutual respect, dignity, and freedom from discrimination and harassment of any kind during all FPSE functions.

Any conduct that undermines these rights also undermines the purposes and goals of our organization.

It is the policy of the Federation of Post-Secondary Educators to oppose any disrespectful personal conduct, discrimination or harassment on the basis of sex, age, race, colour, religious affiliation, national or ethnic origin, sexual orientation, physical disability, political belief, marital or family status, or socio-economic circumstance.

The purpose of this statement is to make it clear that discrimination, harassment or disrespectful conduct will not be tolerated at FPSE events. Behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment will not be condoned or tolerated.

Harassment may include comments or conduct that is known, or ought reasonably to be known, to be unwelcome. It is the reasonably foreseeable impact of the comment or action on the victim, and not the intent of the person making the comment or taking the action, that matters. One incident or a series of incidents may constitute harassment.

If you experience harassment or discrimination, please raise your concern through the following process:

Contact the ombudspersons – one male, one female – appointed by the President for the duration of the event. You can contact them by leaving a message for the ombudspersons with any FPSE support staff or by contacting the persons directly.

The ombudspersons will investigate and try to resolve the problem. They may take whatever action is required to correct the situation, including asking that the harasser be removed from the event.

Confidentiality will be respected throughout the process.

*[For this event, the appointed ombudspersons are:]*

*(2001 AGM)*

#### 1.3.5 PHYSICAL CARE BREAKS

All FPSE meetings shall incorporate short “physical care” breaks for moving and stretching.

*(2001 AGM)*

#### 1.3.6 SPOUSE/CHILD FEES

For all Annual General Meetings, conferences and other FPSE events, spouses/partners and children 12+ accompanying members or participants will be charged at the current members’ meal rate; children under 12 will be charged half the rate.

*(2000 Executive)*

## 1.4 BUDGETING

- 1.4.1 The maximum level of net assets maintained in the General Operating Fund will be set at 35% of the expenditures of the General Operating Fund, and any amount exceeding this maximum will be transferred to the Defence Fund. (2002 AGM)
- 1.4.2 The FPSE Defence Fund shall be managed under the following guideline:  
The budgeted Defence Fund transfer shall be 20% of regular members' dues. In years in which provincial bargaining takes place, the extra costs due to provincial bargaining may be partially funded by up to 5% transfer of regular members' dues from the Defence Fund, if the overall operating budget is in deficit. (1998 AGM)
- 1.4.3 FPSE shall allocate sufficient resources so that each local may receive appropriate material, training and advice on how to proceed toward the goal of bringing programmers and instructors within instructional areas variously labeled Continuing Education, Extension Services, or Contract Services into their bargaining units. (1995 AGM)
- 1.4.4 FPSE dues shall be set as a percentage of the gross income of faculty and staff represented by FPSE. (1987 AGM)
- 1.4.5 The Presidents' Council shall approve an interim budget at its last meeting of the prior fiscal year. This interim budget will guide FPSE expenditures until approval of the formal budget at the Annual General Meeting. (1987 AGM)
- 1.4.6 Annual budgets for Standing Committees must be based on the costs of carrying out specified activities; however, a committee's activities may be changed – within the limits of its annual budget – with the approval of the Executive Committee. (1987 AGM)
- 1.4.7 Where budget lines are to be changed, they shall be changed with the approval of the Presidents' Council. (1986 AGM)
- 1.4.8 The utilization of surplus shall be explicitly built in to the proposed budget presented to any Annual General Meeting. (1986 AGM)

## 1.5 COMPENSATION/RELEASE TIME

- 1.5.1 FPSE shall subsidize release time expenses related to attendance at bargaining up to 50% for those locals with under one hundred members. Where the local is unable to contribute to the costs of a member attending provincial bargaining, FPSE will provide a quarter release time. (2004 AGM)
- 1.5.2 FPSE full-time officers shall be compensated for benefits they are entitled to but cannot use because of their work responsibilities at a rate of two months of salary and benefits per year of service, to be either paid out or used as release time at the end of such service, according to their choice. (2003 AGM)
- 1.5.3 FPSE appointees who receive stipends or *per diems* must revert them to FPSE to pay for release time and any other expenses incurred. (2000 AGM)

- 1.5.4 Guidelines for compensation for members of locals who perform exceptional FPSE activities are as follows:
- (a) The Executive is authorized to provide compensation in the form of payment for release time, for substitution, or by way of honorarium or stipend through a member local, where a member of the local has been authorized to engage in exceptional FPSE activities.
  - (b) Activities which may be designated as appropriate for compensation shall have a provincial purpose.
  - (c) The Executive, on its own initiative or a request from the president of a local, shall review each case to determine the appropriateness of the activity, the appropriate form of compensation, and the amount to be expended on the compensation.

Persons compensated under this policy shall be accountable to the FPSE President and the Executive Committee. The President and Executive shall provide a summary report to the Annual General Meeting on all work performed under this policy.

*(1996 AGM)*

- 1.5.5 Remuneration for the positions of Past President, Vice-President, and Second Vice-President shall be paid either through release time or, if it is not feasible for the individual to accommodate such release time, through an equivalent cash stipend.

*(1995 AGM)*

## 1.6 FEE-FOR-SERVICE ARRANGEMENTS

FPSE shall not undertake any fee-for-service arrangements with outside organizations which under ordinary circumstances would be eligible for membership in FPSE.

*(1989 AGM)*

## 1.7 GREEN PURCHASING POLICY

FPSE supports wherever possible sustainable purchase policies and practices that would result in a significant reduction in waste products, and recommends the same to locals.

*(2007 AGM)*

## 1.8 INVESTMENT POLICY

### Section 1: Purpose

- 1.1 This statement of investment policy ("the Policy") applies to the assets held in the Defence Fund (the "Fund") for members of the Federation of Post-Secondary Educators ("FPSE"), pursuant to Article 2.8 of the FPSE Constitution and Articles 5.3. and 9.4 of the FPSE By-Laws.
- 1.2 This policy establishes investment principles and guidelines giving particular consideration to the nature and purpose of the Defence Fund, its characteristics and its financial obligations, and to define the management structure and monitoring procedures adopted for ongoing operation of the Fund.
- 1.3 This policy may be changed or modified at any time by FPSE's Presidents' Council, with such changes to be presented to the next Annual General Meeting for disposition. Any investment manager (the "Manager" or "Fund Manager") or other agent or advisor providing services in connection with the investment of the Fund shall accept and adhere to this policy.

Reporting: The audited financial statements shall include a detailed schedule of investments, showing the amounts of holdings, costs and market value.

## **Section 2: Executive Responsibilities**

- 2.1 Presidents' Council has the ultimate responsibility for the prudent investment of the Fund. Presidents' Council is responsible for all aspects of the Fund, including developing an investment policy, establishing and maintaining an investment manager structure, and monitoring investment results.
- 2.2 Presidents' Council may delegate their responsibilities under this policy as they deem appropriate.
- 2.3 Presidents' Council may adopt regulations which establish the delegated responsibilities and powers and the corresponding delegate (e.g., investment manager, investment committee). In the case of delegation regarding any aspect of this policy, the reference to Presidents' Council herein shall be interpreted as a reference to the appropriate delegate.

## **Section 3: Nature of the Fund**

- 3.1 FPSE shall establish and maintain a Defence Fund to support regular members and participating associate members engaged in strike, lockout or picket line recognition or for such other action in defence of FPSE as is approved by Presidents' Council.
- 3.2 The investment objectives for the Fund recognize the potential need for disbursement and periodic need for liquidity.

## **Section 4: Fund Objectives**

- 4.1 The ability of the membership to withstand a work stoppage is directly related to the return achieved by the Fund and the accumulation of contributions.
- 4.2 The objective of the Fund is to achieve over four-year moving average periods, an average, long term rate of return including capital gains, dividends, interest and other income, but net of all investment management and custodial expenses, as follows:
  - (a) a rate of return, net of investment manager expenses, which exceeds the annual change in the Consumer Price Index for Canada, plus 3.5% per annum; and
  - (b) a rate of return, net of investment manager expenses, which should be at least equal to 8% per annum.

## **Section 5: Permitted Categories of Investment**

- 5.1 Subject to other provisions of this policy, the Fund may be invested in any or all of the following asset categories and subcategories of investments. These investments may be obligations or securities of Canadian entities:
  - (a) common stocks, convertible debentures or preferred securities;
  - (b) bonds, debentures, mortgages, notes or other debt instruments of governments, government agencies or corporations;
  - (c) guaranteed investment contracts or equivalent of insurance companies, trust companies, banks or other eligible issuers, or funds which invest primarily in such instruments;
  - (d) annuities, deposit administration contracts or other similar instruments regulated by the Canadian and British Insurance Companies Act (Canada) or comparable provincial law, as amended from time to time;

- (e) term deposits or similar instruments issued or unconditionally guaranteed by trust companies or banks;
  - (f) cash, or money market securities issued by governments, government agencies or corporations;
  - (g) mutual, pooled or segregated funds which may invest in any or all of the above instruments or assets.
- 5.2 Subject to the following rules, futures, options, share purchase warrants, share rights and other derivatives of otherwise permissible securities may be used only when they are regularly traded upon a recognized public exchange and issued by a recognized financial institution.
- 5.3 The value of warrants and share rights may not exceed 5% of the market value of the applicable portfolio unless cash or highly liquid, high quality short-term securities equal to the value of an equivalent common share position is held as a matching hedge offset.
- 5.4 Future contracts and options and other derivatives may only be used to:
- (a) create an asset mix position that does not leverage the fund;
  - (b) replicate the performance of a capital market index;
  - (c) generate covered call income;
  - (d) reduce risk as part of a hedging strategy.
- 5.5 The use of futures contracts and options and other derivatives may not be used to create asset mix positions contrary to the asset mix ranges set out in this policy.
- 5.6 Unless specifically approved elsewhere in this policy, the Fund may not be invested in categories of assets excluded from Section 5.1, including but not limited to investment in commodities, precious metals or collectibles.
- 5.7 No investment shall be made which is not permitted by relevant provincial or federal legislation.
- 5.8 Exclusionary Screens
- (a) **MILITARY**  
For the purposes of FPSE's Defence Fund investment portfolio, companies will be ruled ineligible if they:
    - derive 5% or greater of revenues from weapons-related contracting or consulting, including the manufacture of (i) air, land or sea military vehicles; (ii) rifles, missiles, bombs, or other explosive devices; (iii) ammunition; (iv) technology, such as 'smart' weapons or guidance systems; or (v) nuclear weapons or components for nuclear weapons systems.
  - (b) **NUCLEAR POWER**  
FPSE's Defence Fund investment portfolio will not include companies that:
    - generate electricity from nuclear fuels or have an interest in a nuclear power plant that is operating or under construction; or
    - mine, process or enrich uranium, or are otherwise involved in the nuclear fuel cycle.

(c) TOBACCO

FPSE's Defence Fund investment portfolio will not include companies that:

- derive revenues from the production of tobacco products or whose involvement in activities closely associated with the production of tobacco products represents 5% or greater of annual revenues.

Tobacco products include cigarettes, cigars, pipes, chewing tobacco, snuff, and cigarette and pipe tobacco. Related activities include (but are not limited to) the manufacture of rolling papers, filters and packaging. Companies involved in the distribution and sale of tobacco and tobacco-related products remain eligible for the Fund.

(d) QUALITATIVE SCREENS

FPSE's Defence Fund investment portfolio's qualitative screens (products, business practices, international/human rights, environment, employee relations, diversity and community) exclude companies whose record on balance are negative in these areas. Accordingly, problems in one of these areas do not necessarily eliminate a company from eligibility. This analysis incorporates the best-of-sector approach, whereby a company's record is measured against those of its industry counterparts. The screen also seeks to include companies whose records in diversity and employee relations are positive.

(e) PRODUCTS

Within the context of its overall structure, FPSE's Defence Fund investment portfolio does not include companies that:

- manufacture products that cause (or allegedly cause) permanent impairment, life-threatening or non-life threatening injuries or illness.

(f) BUSINESS PRACTICES

FPSE's Defence Fund investment portfolio does not include companies:

- that have paid recent fines/penalties as a result of questionable marketing or production practices; or
- that have paid recent fines/penalties relating to price fixing, antitrust violations or consumer frauds.

(g) INTERNATIONAL OPERATIONS/HUMAN RIGHTS

In evaluating eligibility for investment, an analysis is done on the company's international operations based on its own merits. Implicit in this company-specific approach to international/human rights analysis is the realization that investment in less developed economies can have either a positive or negative impact on the citizens of the host country. Investment can provide jobs and raise the standard of living in these countries, but it can also cause significant social and environmental damage. Accordingly, FPSE's Defence Fund investment portfolio does not include companies:

- whose operations in less developed countries have been the subject of significant controversies related to treatment of employees, degradation of the environment or relationships with indigenous peoples; or
- whose major suppliers have been cited for mistreating employees or using child or prison labour; or
- that operate in countries with repressive regimes.

(h) ENVIRONMENT

In measuring eligibility for FPSE's Defence Fund investment portfolio, a company's environmental performance record is measured on balance against those of its industry counterparts. Therefore within this best-of-sector framework (and within the context of its overall performance), companies are not included that:

- have poor environmental compliance records, including a history of fines or civil penalties as a result of transgressing federal or provincial environmental legislation; or

- have recently been involved in major controversies with local environmental or community organizations involving some form of environmental degradation; or
- manufacture or emit significant amounts of ozone-depleting chemicals or give rise to emissions that contribute significantly to global warming or the formation of acid rain; and
- have no corresponding strengths in these areas.

(i) EMPLOYEE RELATIONS

In measuring eligibility for FPSE's Defence Fund investment portfolio, a company's employee relations performance is measured on balance against those of its industry counterparts. Therefore within this best-of-sector framework (and within the context of its overall performance) those not included are companies:

- with poor health and safety records; or
- with records of violations, convictions or fines for unfair labour practices, and/or significant number of work stoppages; or
- that do not provide a level of benefits to their employees that is comparable to industry counterparts (including share ownership opportunities, profit-sharing programs or other participatory initiatives).

In determining eligibility for investment, FPSE also seeks to include companies that demonstrate a strong commitment to progressive employee relations, especially when compared to industry counterparts.

(j) DIVERSITY

A company is excluded from eligibility for FPSE's Defence Fund investment portfolio under the following conditions:

- it has no employment equity policy or programs in place to encourage the hiring and promotion of disadvantaged groups; and
- there are no women within the ranks of senior management and it has 1,000 or more employees;
- it does not include gay and lesbian employees in its employee benefit plans; or
- it recently has been involved in major controversies involving its hiring and promotion record.

In determining eligibility for investment, FPSE also seeks to include companies that demonstrate a strong commitment to diversity in the workplace, especially when compared to industry counterparts.

(k) COMMUNITY

A company is excluded from eligibility for FPSE's Defence Fund investment portfolio under the following conditions:

- it has paid fines or civil penalties, or has been involved in a major controversy, related to a community in which it operates; or
- its relations with a community in which it operates have become strained due to recent plant closings or a general breach of its agreements with the community; or
- it recently has been involved in a major controversy with aboriginal peoples and communities.

## Section 6: Degree of Risk and Diversification

6.1 The investment objectives for the Fund have been reviewed with regard to the risk tolerance of Presidents' Council and characteristics of the Fund. The primary observations are:

- (a) The Defence Fund has been in existence since 1986 and to date it has been drawn on five times during work stoppages, none of which were system-wide. The future likelihood of further strikes or lockouts cannot be predicted.
- (b) In the event of a work stoppage it is likely that a substantial portion of the Fund will be dispersed to members. During windows of collective bargaining, it is important to consider liquidity.

- 6.2 In view of the purpose of the Fund and its current financial position, an average degree of risk in terms of short-term variability of returns, relative to a broad range of Canadian funds, will be accepted in the Fund's investments in pursuit of long-term returns.
- 6.3 Risk of price fluctuations within the asset classes and the uncertainty of future economic and investment conditions dictate prudent diversification through investment in asset classes whose expected return correlations provide overall risk reduction for the Fund.

**Section 7: Asset Allocation Guidelines**

- 7.1 In view of the foregoing considerations, the allocation of assets between debt and equity securities shall be maintained within the following structure, exclusive of the occurrence of a strike or lockout:

<u>Percentage of Fund at Market Value</u>	
Cash and Near-Cash.....	N/A
Fixed Income .....	30% - 100%
Equities .....	0% - 40%

- 7.2 Within each asset class, there will be a prudent level of diversification subject to the following limits, based on market value.
- 7.3 Equities: In respect of the total content of the Fund:
  - (a) Not more than 10% shall be invested in the common stock, preferred shares or equity issues of any one corporation.
  - (b) As regards total equity holdings:
    - (i) investments shall be diversified appropriately among industry groups with no industry representing more than 25% thereof in any case;
    - (ii) not more than 8% thereof shall be invested in small capitalization equities defined as having a total market capitalization less than \$200 million.

- 7.4 Debt (bonds): In respect of the total content of the Fund:
  - (a) Not more than 10% shall be invested in the debt issues of any issuer, except for securities of or fully guaranteed by the Government of Canada or a Province of Canada having at least an AA rating.
  - (b) Quality standards for bond investments shall be as follows:

<u>Quality Standards for Bond Investments</u>	
Debt Rating.....	Maximum % of Total Portfolio
A or lower.....	10%
A+ or higher .....	No limit

The above limits will be applied with some temporary latitude in the event of a down-rating of security.

The duration of the bond portfolio shall be maintained within a range of 50% to 150% of the duration of the SM Universe. Not more than 20% of the bond portfolios shall be of a duration greater than 20 years.

- 7.5 Short Term Paper:
  - (a) Any short term portion of the Fund (or of an equity or debt portfolio) shall be invested in readily liquidated securities with a term to maturity (or in the case of floating rate securities, to interest rate re-establishment) of not more than one year, or held in cash; but not more than \$60,000 will normally be held in cash.
  - (b) All short term investments shall be rated DBRS (Dominion Bond Rating Service) R-1 or better.
- 7.6 Investments may be made in the above asset classes directly, or holding units of pooled, segregated or mutual funds investing in one or more asset classes. Presidents' Council

shall monitor, or cause to be monitored, the contents of the pooled fund portfolios for their degree of compliance with the foregoing expectations, and may make or cause to be made such changes in their choice of pooled funds as are deemed appropriate to meet the objectives of this policy.

### **Section 8: Valuation of Investments**

- 8.1 Investments in publicly traded securities shall be valued no less frequently than monthly at their market value.
- 8.2 Investments in pooled funds comprising publicly traded securities shall be valued according to the unit values published at least monthly by the pooled fund manager.
- 8.3 If a market valuation of the investment is not readily available, then a fair value shall be determined by the manager. For each such non-traded investment, an estimate of fair value shall be supplied to the Fund custodian not less frequently than quarterly. In all cases, the methodology should be consistently applied over time.

### **Section 9: Investment Manager/Advisor Structure**

- 9.1 Competent external professional investment manager(s) or advisor(s) shall be appointed by Presidents' Council, when satisfied as to their suitability and competence to act as agents for the Fund. Presidents' Council shall also make any manager changes, from time to time, as are deemed to be in the best interests of the Fund and the membership. To be considered for appointment, an investment manager should have a suitable investment approach, demonstrated financial stability, low turnover of personnel, capacity to undertake the account, performance record of at least two years, and relevant experience and expertise.
- 9.2 All of the foregoing is subject to compliance at all times with investment restrictions required by law.

### **Section 10: Conflicts of Interest**

- 10.1 A conflict of interest, whether actual or perceived, is defined for the purposes of this policy as any event in which a participating company, Presidents' Council, an employee of a participating company, any manager or delegate, the custodian or any party directly related to any of the foregoing, may benefit materially from knowledge of, participation in, or by virtue of, an investment decision on holding of the Fund.
- 10.2 Should a conflict of interest arise, the party in the actual or perceived conflict, or any person who becomes aware of a conflict of interest situation, shall immediately disclose the conflict to Presidents' Council. Any such party will thereafter abstain from decision making with respect to the area of conflict, and a written record of the conflict will be maintained by Presidents' Council.
- 10.3 No part of the Fund shall be loaned to any participating company, employee of a participating company or any Executive member, or any legal person owned or controlled by any of the aforementioned.
- 10.4 Presidents' Council shall satisfy themselves that appropriate policy regarding conflicts of interest exists and is followed by any manager appointed by Presidents' Council.

### **Section 11: Monitoring**

- 11.1 Presidents' Council shall be prepared to meet at least semi-annually to:
- (a) review the assets and net cash flow of the Fund;
  - (b) review the current economic outlook and investment plans of the manager;
  - (c) review the current asset mix of the Fund, and subject to Section 14.2(1), take any action necessary to ensure compliance with this policy; and
  - (d) receive and consider statistics on the investment performance of the Fund.
- 11.2 Presidents' Council shall monitor the performance of each manager. Such monitoring shall include, but not be limited to, semi-annual meetings and ongoing evaluation of performance relative to standards appropriate to the manager's mandate.

### **Section 12: Loans and Borrowing**

- 12.1 No part of the Fund shall be loaned to any person, partnership or association as stated in Section 10.3 except as may be deemed permissible by Presidents' Council as described in Section 5.
- 12.2 Neither Presidents' Council nor the manager may pledge, hypothecate, or otherwise encumber, in any way, the assets of the Fund, except to the extent that temporary overdrafts occur in the normal course of business.
- 12.3 Presidents' Council shall not borrow on behalf of the Fund except to a limited and temporary extent for the timely payment of Fund benefits or administrative costs.

### **Section 13: Voting Rights**

- 13.1 The responsibility for exercising and directing voting rights acquired through Fund investments shall normally be delegated to the manager, who shall at all times act prudently and in the best interest of the Fund and its beneficiaries.
- 13.2 Presidents' Council reserves the right to direct, or override, the voting decision of the manager, if in its view such action is in the best interest of the Fund and its beneficiaries. If they intend to do so, they shall inform the manager in writing within a reasonable period of time.
- 13.3 It is recognized that the above constraints and policy on voting rights are not enforceable to the extent that the Fund is invested in pooled funds.

### **Section 14: Policy Review**

- 14.1 This policy shall be reviewed by Presidents' Council at least annually, but otherwise whenever a major change is necessary. Such review may be caused by:
- (a) a significant depletion of the Fund through a work stoppage;
  - (b) significant revisions to the expected long term trade-off between risk and reward on key asset classes, normally dependent upon basic economic/political/social factors;
  - (c) shortcomings of the policy that emerge in its practical application or substantive modifications that are recommended to Presidents' Council by the manager.

*(2002 AGM)*

## 1.9 LABOUR DISPUTES: STRIKES, LOCKOUTS, WORK STOPPAGES

Whenever a member organization is involved in a dispute:

- (a) FPSE member organizations will ask their members to pass a resolution giving full and unconditional support for the member organization involved in the dispute and for the students denied access to post-secondary education by the dispute.
- (b) FPSE will give financial support under the terms of a central Defence Fund.  
*[See Procedures for Accessing FPSE Strike/Lockout Defence Fund, p. 40.]*
- (c) FPSE will notify boards of other BC post-secondary institutions that faculty in FPSE's member organizations will be instructed not to teach in any program that is transferred from an institution as a result of a protracted dispute.
- (d) FPSE will offer staff support to assist the member organization involved in the dispute.

*(1985 AGM)*

### 1.9.1 SUPPORT STRATEGIES FOR MEMBER ORGANIZATIONS ON STRIKE

#### **Public Statements of Support**

A letter should be sent from each member organization to the institution board, Ministry of Advanced Education and the union, expressing support for the union in its attempts to attain a collective agreement. FPSE provincial office will inform each member organization of the need for such communications and will also send its own letter of support.

#### **Liaison with Labour**

FPSE provincial office should make contact at the provincial level with other labour organizations (including the BC Federation of Labour, Confederation of Canadian Unions, and the BC Teachers' Federation) in order to inform them of the dispute situation and to enlist their support if possible.

#### **Financial Assistance**

Member organizations should have access to financial support from FPSE in the case of a protracted dispute, subject to policies governing the Defence Fund.

#### **Coordination Role**

FPSE provincial office will serve a coordinating role with both the media and other unions (including our own members). FPSE will, however, provide on-site assistance where requested, subject to the availability of resources and personnel.

#### **Legislative Lobby**

In the event that such strikes/lockouts are likely to elicit government involvement, FPSE will lobby in order to ensure that the interests of our member organizations are considered.

*(1983 AGM)*

## 1.10 LISTSERVE POLICY

### PURPOSE OF LISTSERVES

FPSE, through its various listserves (Presidents' Council and committees), facilitates discussion of topics of interest to its members and facilitates communication between members and FPSE officers and staff. Listserve participants share information about what is happening locally, provincially, nationally and internationally. Listserve participants also participate in developing strategies to deal with issues of concern.

## LIST MANAGEMENT

Participation in these lists is open to members of FPSE as designated by locals and others appointed by the FPSE President and Executive. The lists are monitored but not moderated. Any messages inappropriate for general distribution should not be posted.

Participants should be aware that any messages posted or replies to messages posted automatically are distributed to all those on the list. Anyone wishing to communicate to individuals on the list is encouraged to send a private message.

Any discussion that takes place on the listserves should be of a professional nature. Messages are to be written in a way that maintains and demonstrates respect for others. Any participants who post material found to be defamatory or inappropriate will be warned of their inappropriate use of the lists, and will be removed from the lists if the warning is not heeded.

## SUBSCRIPTION

Subscription to the listserves is at no charge to the locals beyond local e-mail costs.

*(2002 AGM)*

## 1.11 ORGANIZING

### 1.11.1 Local 21

A special aggregate local to be known as Local 21 shall be established for the purpose of receiving membership of faculty associations at private colleges and training institutes.

Membership in the aggregate local (Local 21) will be granted by vote at the Presidents' Council on a case by case basis.

Notwithstanding any other provisions in the FPSE Constitution and By-Laws, all matters concerning representation and participation will be as determined by the Presidents' Council.

The following guidelines shall apply:

(a) Local 21 Representation:

- (i) Presidents' Council: The aggregate membership of Local 21 shall each year elect a representative to the Presidents' Council using a process that is satisfactory to the Presidents' Council.
- (ii) General Meetings: Local 21 shall be entitled to one basic delegate vote and one additional delegate vote for each fifty full-time equivalent dues-paying members or portion thereof executing a proxy. Delegate selection membership counts will be conducted in a manner established and approved by the Presidents' Council.
- (iii) Committees: Local 21 representatives to FPSE committees will be selected by the local in a fair and equitable manner that is satisfactory to the Presidents' Council.

(b) Local 21 Participation:

Any ambiguity which may arise from the application or interpretation of the FPSE Constitution and/or By-Laws that is in whole or in part attributable to the uniqueness of the aggregate local shall be decided by the Presidents' Council.

(c) Local 21 Membership:

- (i) Membership is restricted to bargaining units which have been certified by the LRB or achieved voluntary recognition.
- (ii) A bargaining unit must pay the full levy of Local 21, including the amount payable to FPSE, for purposes of being counted for delegate entitlement at FPSE Annual General Meetings.

*(Revised: 1996 AGM)  
(1992 AGM)*

### 1.11.2 Organizing Principles: Private Sector

Where a private sector group of employees is being organized, FPSE shall:

- (a) waive initiation fees;
- (b) offer provincial membership; and
- (c) set provincial dues of \$1.00 per month per individual, or \$12.00 annually.

*(1995 AGM)*

### 1.11.3 Organizing Principles: Public Sector

1.11.3.1 FPSE supports the concept of bringing BC public post-secondary education unions into FPSE. *(2002 AGM)*

1.11.3.2 FPSE shall make it a priority to organize the contract training arms of public institutions. *(1998 AGM)*

## 1.12 POLICY DEVELOPMENT

### 1.12.1 Criteria for Updating or Archiving Policy

CRITERIA FOR ARCHIVING POLICY: A policy should be archived if:

- it describes a one-time, finite action that has been completed;
- it describes an action dealing with a defunct organization;
- it directs FPSE to lobby for something that has been achieved or that is so dated as to be rendered moot;
- it describes an action that FPSE no longer undertakes;
- it describes an action or policy that has been subsumed by another broader policy;
- it describes a time-limited action that has been completed.

CRITERIA FOR UPDATING POLICY: A policy should be updated if:

- it describes a concept or principle that should be replaced with a more current term;
- it contains sound principles that should be revised in light of recent legislated or government policy-driven changes;
- something FPSE has done requires a change.

CRITERIA FOR MAINTAINING POLICY: A policy should be maintained if:

- it reflects principles that, while accomplished or achieved, provide an understanding of why things are done in a certain way;
- it continues to inform FPSE's activities;
- it reflects a sound principle, even if legislation has changed.

*(Revised: 2009 PC)*  
*(2002 AGM)*

1.12.2 The word "staff" in addition to "faculty" will be used in FPSE policy, and FPSE makes this recommendation to locals where appropriate in contract language.

*(1994 AGM)*

## 1.13 PRIVACY

### 1.13.1 FPSE Privacy Policy

#### COMMITMENT

The *Personal Information Protection Act* regulates the manner in which FPSE collects, uses, retains, secures and discloses personal information. FPSE recognizes the importance of privacy and the sensitivity of personal information received in the course of activities. The organization is committed to protecting the confidentiality of members' personal information and to inform members about procedures regarding the collection, use and disclosure of personal information provided to FPSE. For the purposes of this policy, members mean individual members of local associations or unions who are members of the Federation through membership in their local associations or unions.

#### PERSONAL INFORMATION

"Personal information" means any information about an identifiable individual and includes:

- home address and telephone number;
- age, marital status, sexual orientation, race, ethnic origin, religion;
- medical information;
- income;
- education; and
- employment information.

Personal information does not include "contact information", that is, the name, job title, business address, business telephone number, business email or business fax number of an individual.

#### FPSE COLLECTION OF PERSONAL INFORMATION

The mandate of FPSE involves:

- communicating with and determining the needs of our members;
- providing services and information to our members; and
- managing the business of the Federation.

In order to fulfill its mandate and objectives, the Federation may collect information that is relevant to the representation of our members' professional and employment interests. This information may, of necessity, include personal information about members and other individuals.

For example, FPSE may collect personal information about members who participate on committees, request contract administration services, register for conferences and conventions, or subscribe to FPSE publications, or to conduct research and surveys.

#### COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

FPSE will only collect, use and disclose personal information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of fulfilling the mandate and objectives of the Federation.

Wherever possible, FPSE will collect personal information directly from the person to whom the information pertains. Sometimes it may be necessary to collect personal information from other sources, such as your local association or your employer.

If personal information is provided to an organization that performs services on FPSE's behalf, that organization will be required to use such information solely for the purposes of providing services to FPSE or the individual(s) concerned, and to have adequate safeguards for the protection of personal information.

FPSE will not sell personal information to any organization.

#### CONSENT

Unless the purpose is obvious or consent is not required, before or at the time of collection, members will be informed of the intended purposes for the use or disclosure of personal information and will obtain consent. In most cases FPSE will obtain a member's express consent but in some cases that may be implied through the member's conduct.

Members may withdraw their consent to the collection, use, or disclosure of personal information, but withdrawing consent may limit FPSE's ability to represent members' interests.

#### ACCURACY, SECURITY AND RETENTION OF PERSONAL INFORMATION

FPSE will make reasonable efforts to ensure that any personal information that is collected, used or disclosed is accurate and complete.

FPSE recognizes its obligations to protect the personal information in its custody and has implemented procedures to safeguard personal information against unauthorized access, use, or disclosure.

FPSE will keep personal information only as long as it is required. When personal information is no longer required, it will be destroyed in a secure manner.

#### FPSE WEBSITE

Members do not have to provide personal information to visit FPSE's website. If members browse through the website, read pages or download information, the following information is automatically collected and stored:

- (a) the Internet Protocol (IP) address of the computer from which the site is accessed;
- (b) the date and time of the visit; and
- (c) the pages visited.

This information is used for statistical purposes to help make the site more useful to visitors. This information does not identify individuals and is not correlated with any personal information.

From time to time FPSE may use non-persistent cookies within multiple page online forms to remember a visitor from page to page. These cookies do not store any personal information and are deleted at the end of the visit.

FPSE employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to the site.

This software receives and records the IP address of the computer that has contacted FPSE's network, the date and time of the visit and the pages visited. No attempt is made to connect these IP addresses to the identity of individuals visiting the site unless an attempt to damage the site has been detected.

If personal information is provided through an e-mail message or form, the information will be retained only as long as needed to respond to questions or to fulfill the purpose of the communication.

The FPSE website contains links to other sites, which are not governed by this policy.

#### CONTACTING THE FPSE PRIVACY OFFICER

Requests for access to, or correction of, personal information should be made in writing and addressed to the FPSE Privacy Officer. Any questions, concerns or complaints about this policy should also be directed to the Privacy Officer.

### 1.13.2 Privacy and the Use of FPSE Arbitration Awards for Educational Purposes

Arbitration awards involving member associations of FPSE may be used at FPSE-sponsored meetings, workshops or conferences for educational purposes. Notwithstanding that these awards are publicly available under the *Labour Relations Code*, FPSE commits itself to protecting the privacy of individual members of the association who are named in the award. To ensure anonymity FPSE shall delete the names of the individuals and any other identifying information, such as the name of their department, prior to circulating copies of the award at the meeting, workshop or conference. Every attempt will be made to contact individuals named prior to the use of the award.

This policy does not apply to the use of FPSE awards by its labour relations representatives as authorities in arbitration proceedings. (2006 AGM)

### 1.14 REPRESENTATION FOR DISABILITY/WORKSAFE APPEALS

1.14.1 Where a member's claim for Long Term Disability is denied by the LTD carrier, the member's local may request FPSE assistance for the member's appeal. The decision of whether to provide assistance will be made by the Grievance and Arbitration Review Committee, using the same criteria as is used by GARC in deciding whether to provide FPSE assistance to a local involved in a grievance or arbitration. (2000 AGM)

1.14.2 FPSE shall pay for pre-authorized medico/legal opinions or other necessary medical reports for the preparation of WorkSafe BC appeals, and all such appeals shall include a claim for recovery of such fees. (1997 AGM)

### 1.15 STAFFING

The FPSE Executive shall follow FPSE equity policy in its hiring of staff. (1991 AGM)  
[See *Equity Policy*, p. 96.]

## 1.16 STANDING COMMITTEES

- 1.16.1 In those years when FPSE is actively involved in bargaining, the Joint Committees' Spring Conference shall be cancelled but with the Standing Committees continuing to meet concurrently, which would facilitate the joint activities of two or more committees if so desired. *(2005 AGM)*
- 1.16.2 If quorum is not ensured two weeks prior to a Standing Committee meeting, the meeting will then be cancelled. *(2000 AGM)*
- 1.16.3 As much as possible, Non-Regular Faculty Committee representatives and non-regular liaisons shall be non-regular faculty. *(2000 AGM)*
- 1.16.4 By the end of each September, those Standing Committees that do not have 50% of locals represented will be stood down. *(2000 AGM)*
- 1.16.5 FPSE encourages locals to amend their constitutions to include the Chairs of the local Human Rights and Status of Women Committees on their local executives. *(1996 AGM)*
- 1.16.6 The Chair of the Contract Administration Review Committee shall be a member of the Grievance and Arbitration Review Committee. *(1995 AGM)*
- 1.16.7 Each local is encouraged to establish a Non-Regular Faculty Committee at the local level, with terms of reference similar to that of the FPSE Standing Committee. *(1993 AGM)*

## 2. EDUCATION, LABOUR AND COMMUNITY ORGANIZATIONS

### 2.1 LIAISING WITH OTHER UNIONS

- 2.1.1 In appointing representatives to external labour committees, first consideration will be given to appropriate FPSE Executive Committee members, then to Presidents' Council, then to the appropriate Standing Committees and/or nominees from locals; on occasion, FPSE may need to appoint staff as part of their duties at FPSE. (2008 AGM)
- 2.1.2 FPSE recommends that each of its member organizations attempt to establish a liaison committee with the other bargaining units at its institution. FPSE shall consider ways of liaising with all other unions representing post-secondary employees throughout the province. (1985 AGM)

### 2.2 ADULT BASIC EDUCATION ASSOCIATION OF BC – ABEA (BC)

FPSE supports the aims and purposes of the Adult Basic Education Association of BC and FPSE shall assist the ABEA (BC) in workshops for their members and by other means, in becoming aware of and active in FPSE if they are members, and to work towards membership if they are not. (1981 AGM)

### 2.3 BC POST-SECONDARY COUNSELLORS' ASSOCIATION – BC PSCA (FORMERLY CICA)

- 2.3.1 FPSE endorses the report *Professional Counselling in the BC College, University-College and Institute System*; and shall assist the BC Post-Secondary Counsellors' Association in bringing about the recommendations of the report; and FPSE shall urge the provincial government to adopt the recommendations made in the report. (1998 AGM)
- 2.3.2 (a) FPSE receives the "Standards of Practice" and "Code of Ethics" of the BC PSCA;  
(b) FPSE recommends to locals that they develop language to ensure that BC PSCA counsellor qualifications and practices are reflected in their collective agreements;  
(c) FPSE shall lobby BC post-secondary institutions to employ qualified counsellors to provide all counselling services to students and to respond competently to critical incidents, student crises and retention-related issues. (1996 AGM)
- 2.3.3 FPSE recommends that, in conjunction with the BC PSCA, the Ministry of Advanced Education develop and work toward a plan to increase appropriately counselling and advising services in the post-secondary institutions. (1990 AGM)

### 2.4 BC TEACHERS' FEDERATION – BCTF

- 2.4.1 Charter for Public Education : FPSE endorses and encourages locals to endorse the [BCTF] Charter for Public Education, and FPSE will work to support the principles confirmed within the Charter for both K-12 and post-secondary education. (2003 AGM)

- 2.4.2 As two autonomous and independent organizations working together to further common goals, it is agreed that the BCTF and FPSE will:
- (a) maintain close liaison in monitoring education developments affecting both organizations;
  - (b) share information on issues of concern to either organization;
  - (c) consult one another in developing policies on matters which directly affect the members of the other organization;
  - (d) foster coordination and cooperation between educators in matters relating to the transition between secondary and post-secondary education;
  - (e) foster cooperation between organizations in professional development activities; and
  - (f) share expertise and provide mutual assistance as appropriate in the area of economic and professional welfare.

*(1983 AGM)*

## **2.5 CANADIAN CENTRE FOR POLICY ALTERNATIVES – CCPA**

- 2.5.1 FPSE encourages its locals to encourage their members to join the Canadian Centre for Policy Alternatives. *(2001 AGM)*
- 2.5.2 FPSE supports the Canadian Centre for Policy Alternatives in creating Alternative Federal Budgets. *(1997 AGM)*

## **2.6 CANADIAN FEDERATION OF STUDENTS – CFS**

FPSE shall cooperate with the CFS and other appropriate organizations to continue to support student research on the quality of post-secondary education by providing financial and/or personnel assistance. Each local is urged to designate a contact person to assist the CFS in its research, and each contact person shall explore the use of work-study and similar programs for the purpose of carrying out the aforementioned research. *(1988 AGM)*

## **2.7 CONFEDERATION OF UNIVERSITY FACULTY ASSOCIATIONS OF BC – CUFA/BC**

FPSE shall have an observer at CUFA/BC meetings and shall reciprocate by inviting CUFA/BC to send an observer to FPSE's Presidents' Council meetings. *(1994 AGM)*

## **2.8 COUNCIL OF CANADIANS**

FPSE encourages its locals to encourage members to join the Council of Canadians. *(2000 AGM)*

## **2.9 LABOUR ENVIRONMENTAL ALLIANCE SOCIETY**

FPSE shall become a full member of the Labour Environmental Alliance Society. *(2006 AGM)*

## **2.10 NATIONAL ACTION COMMITTEE ON THE STATUS OF WOMEN**

FPSE locals are encouraged individually to join the National Action Committee on the Status of Women in Canada. *(1994 AGM)*

## **2.11 SOCIETY OF VOCATIONAL INSTRUCTORS**

FPSE will explore and implement means of involving the Society of Vocational Instructors, and other organizations representing the professional interests of vocational instructors in the post-secondary system, in efforts to defend the quality of vocational education in BC. *(1991 AGM)*

### **3. BARGAINING GOALS**

#### **3.1 No CONCESSIONS**

- 3.1.1 FPSE reaffirms its policy of not making contractual concessions. *(2003 AGM)*
- 3.1.2 FPSE recommends that locals make no contractual concessions in response to post-secondary under-funding. *(1991 AGM)*

#### **3.2 YOKED PROVISIONS**

- 3.2.1 FPSE reconfirms the no-yoking policy. *(1994 AGM)*
- 3.2.2 No local of FPSE shall undertake to negotiate provisions into their collective agreement which are yoked to the outcomes of settlements from other FPSE locals without express agreement and recommendation from the Presidents' Council. *(1988 AGM)*

#### **3.3 BARGAINING COORDINATION**

- 3.3.1 FPSE adopts a policy of opposition to non-negotiable financial incentives which are tied to pre-determined negotiations deadlines. *(2007 AGM)*
- 3.3.2 FPSE endorses the principle that there should be no secondary salary scales. *(2007 AGM)*
- 3.3.3 FPSE supports a provincial bargaining model which ensures that local issues are addressed at the provincial table. *(2000 AGM)*
- 3.3.4 The removal of all negatively discriminatory caps and bars for progress on the provincial scale shall be a bargaining priority. *(1997 AGM)*
- 3.3.5 FPSE shall pursue, through provincial bargaining, the elimination of those secondary scales that discriminate unfairly against FPSE members and their placement on the common scale. *(1997 AGM)*

#### **3.4 PROVINCIAL STANDARDS AND EQUITY**

FPSE commits itself to emphasizing bargaining and political lobbying and action that would help achieve equitable salaries, benefits, and working conditions for instructors at the same institutions. *(1991 AGM)*

*[See also 5.5 Bargaining and the Pension Plan, p.88.]*

## 3.5 NON-REGULAR FACULTY

### 3.5.1 Regularization of the Person

FPSE encourages the locals to adopt as a bargaining priority the regularization of the person and equity for non-regular faculty. *(1995 AGM)*

### 3.5.2 Representation

3.5.2.1 FPSE encourages locals to compensate non-regular faculty representatives to the local bargaining tables when release time is not feasible. *(2005 AGM)*

3.5.2.2 A representative of the FPSE Non-Regular Faculty Committee shall be invited to be an observer on provincial bargaining committees. *(1999 AGM)*

3.5.2.3 A non-regular faculty member shall be involved in local bargaining of the provincial language on regularization. *(1999 AGM)*

3.5.2.4 Each local is encouraged to be supportive and inclusive by recognizing the role and contributions of all faculty members, both regular and non-regular, in formulating their bargaining strategies with respect to contract negotiations, whether provincial or local. *(1999 AGM)*

3.5.2.5 FPSE encourages faculty associations to have representation of at least one non-regular member on the governing body (the executive or board) and at least one non-regular member on the Bargaining Committee of each Faculty Association. *(1995 AGM)*

3.5.2.6 FPSE locals shall extend their bargaining unit certification to include "non-regular" employees (part-time of limited or unlimited term, and full-time of limited term), and FPSE locals shall negotiate contract provisions for "non-regular" employees in their bargaining units as soon as possible. *(1988 AGM)*

### 3.5.3 Rights and Benefits

3.5.3.1 FPSE encourages all locals to make the right of first refusal and the right of accrual for non-regular faculty bargaining priorities and to make every effort to fill the workload of a non-regular before external postings. *(2005 AGM)*

3.5.3.2 FPSE will continue its commitment to the improvement of the rights and benefits of all faculty, especially for those other than full-time or regularized, with a goal of achieving equity, fairness, and respect for all. *(2001 AGM)*

3.5.3.3 FPSE supports the principle of full and equal compensation and working conditions for non-regular faculty on a "full-year" *pro rata* basis. *(1993 AGM)*

3.5.3.4 FPSE supports the concept of equal compensation for equal work; equal compensation and working conditions include:

- (a) wages;
- (b) vacations;
- (c) statutory holidays;
- (d) any other benefits regular faculty receive;
- (e) curriculum development time;
- (f) professional development time;
- (g) preparation time;
- (h) annual increments;
- (i) seniority;
- (j) facilities and services equal to regular faculty;
- (k) inclusion in departmental decision-making; and
- (l) all other matters related to regular faculty.

*(1993 AGM)*

3.5.3.5 FPSE affirms its commitment to achieve, through bargaining or whatever other means necessary, equity in salaries, benefits, job security, and working conditions between regular and non-regular faculty and further endorses the principles of:

- (a) internal posting and hiring for all positions prior to consideration of any external applicants, and
- (b) protection for non-regular faculty who apply for positions in regard to hiring qualifications by supporting the principle that employees who are non-regular and apply for the same or similar positions, who have received satisfactory evaluations, or in the absence of evaluation procedures have been found to be satisfactory, shall be deemed to be qualified for the position.

*(Revised: 1993 AGM)  
(1992 AGM)*

3.5.3.6 FPSE shall make the improvement of working conditions of part-time contract faculty a priority.

*(1986 AGM)*

### **3.6 PART-TIME POSITIONS**

FPSE accepts in principle that faculty and staff have the right to select and be hired in protected, permanent, proportional appointments, e.g., job sharing or pro-rated positions, as part of expanding job choices and affirmative action. Proportional appointments should carry full entitlement to increment progression, seniority accrual and pension coverage.

FPSE recommends to the locals to adopt proportional appointments in principle and as a bargaining objective.

*(1990 AGM)*

### **3.7 ACADEMIC FREEDOM**

3.7.1 FPSE encourages locals to ensure that all faculty members are afforded the same rights of academic freedom under their collective agreements.

*(2005 AGM)*

3.7.2 Every local shall be encouraged to include clear language about academic freedom in each of their collective agreements, based on the CAUT model clause for academic freedom.

*(2001 AGM)*

### **3.8 SALARY**

FPSE supports, as a major bargaining objective for all locals, salaries on par with or better than those negotiated by BCTF locals. *(1991 AGM)*

### **3.9 BENEFITS**

Each local faculty association shall negotiate for each union member of the Disability Management & Rehabilitation Committee:

- employer-paid release time to attend and prepare for meetings; and
- annual employer-paid education relevant to Disability Management and Rehabilitation. *(2003 AGM)*

### **3.10 PROFESSIONAL DEVELOPMENT AND VACATION**

3.10.1 Locals shall seek forty-four (44) days development time with a minimum of twenty-two (22) days for professional development time. *(1994 AGM)*

3.10.2 Locals shall seek forty-four (44) days annual vacation for all faculty. *(1994 AGM)*

### **3.11 CHILDCARE AND FAMILY LEAVE**

FPSE recommends that local Faculty Associations negotiate Employment Insurance top-up provisions, similar to those found in the Common Agreement for Paternity and Parental Leave, for the new provisions in the federal budget that allow working people to take a leave to care for a sick family member and to draw on Employment Insurance during this leave for the approved period.

Further, if there is a need to lobby the federal government to allow such top-up, FPSE shall begin such a lobby, in conjunction with other organizations such as the Canadian Association of University Teachers, the BC Federation of Labour, and the Canadian Labour Congress.

*(2003 AGM)*

### **3.12 JOB SECURITY**

FPSE encourages the locals to adopt as a bargaining priority the protection of the work of the bargaining unit by negotiating no contracting out language. *(1995 AGM)*

### **3.13 GOVERNANCE**

3.13.1 FPSE urges locals to give serious consideration to bargaining full local governance rights, e.g., release for faculty academic governance council or senate members and Board representatives. *(Revised: PC 2009)*  
*(2004 AGM)*

3.13.2 FPSE urges locals to negotiate into collective agreements sufficient resources and release time for faculty elected to boards of governance and academic governance councils. *(2004 AGM)*

3.13.3 FPSE urges locals to negotiate the governance provisions of the appropriate act governing the institution into their collective agreements. *(2004 AGM)*

### **3.14 WORKLOAD**

#### **3.14.1 No Overloads**

FPSE supports the principle that no faculty member should be offered more than a full-time faculty workload as defined in the relevant local agreement. (2004 AGM)

3.14.1.1 Where local agreements have provisions for workload averaging that entail temporary overloads, those provisions shall ensure that the averaging period is completed within two years and results in an overall workload of full-time or less. (2004 AGM)

3.14.1.2 No workload averaged assignment and no emergency overload assignment shall take place if there is a qualified, under-employed member available to do the work. (2004 AGM)

3.14.1.3 When qualified, under-employed members are not available to take on additional assignments, new hiring takes place prior to any overload assignment. (2004 AGM)

#### **3.14.2 Workload Equity**

3.14.2.1 FPSE shall advocate for workloads that permit faculty to engage in scholarly activity. (2007 AGM)

3.14.2.2 FPSE advocates workload equity among career/technical, vocational and academic programs. (1993 AGM)

#### **3.14.3 Weekend Classes**

The introduction of weekend classes is a condition of faculty employment and ought to be implemented only through contractual negotiation between an institution and its faculty union. (1989 AGM)

### **3.15 RELEASE TIME FOR STEWARDS**

FPSE locals are encouraged to negotiate for employer-paid release time for stewards. (1992 AGM)

### **3.16 SEARCH PROCESSES**

FPSE recommends that all locals bargain collective agreement language that ensures fair and reasonable search processes, including protection for internal candidates. (1997 AGM)

### **3.17 SMOKE FREE ACCESS**

FPSE shall encourage locals to negotiate language in local collective agreements to provide smoke-free access to and egress from all doorways to institution buildings. (2000 AGM)

### **3.18 SEXUAL AND PERSONAL HARASSMENT**

3.18.1 FPSE locals are encouraged to bargain collective agreement language in the area of harassment, rather than using institutional policy, and are encouraged to use the grievance procedure to resolve complaints about harassment, rather than procedures found in the institutional harassment policy. *(1994 AGM)*

3.18.2 All FPSE locals are encouraged to bargain comprehensive language protecting faculty and staff from sexual and personal harassment, independent of any institutional policy on harassment which exists or is being developed, and this language is to be modeled on contract language developed by FPSE. *(1993 AGM)*

### **3.19 HUMAN RIGHTS AND COLLECTIVE AGREEMENTS**

FPSE's Human Rights & International Solidarity Committee shall review all current collective agreements to identify any clauses which are in contravention of human rights legislation and FPSE shall establish a strategy to remove any such clauses which may exist in current collective agreements. *(1991 AGM)*

## 4. LABOUR RELATIONS

### 4.1 PICKET POLICY

4.1.1 FPSE adopts the policy statement on picketing of the BC Federation of Labour:

#### BC FEDERATION OF LABOUR POLICY STATEMENT ON PICKETING

The labour movement in British Columbia has succeeded in developing among trade unionists respect for picket lines to an extent which is unsurpassed on the North American continent. This has enabled workers in BC to win extremely difficult disputes of the kind which are often lost in other areas.

The success of this picket line policy is the result of determination and principle on the part of union members combined with the policy of coordination through the BC Federation of Labour.

There is a danger of individual unions taking for granted the respect for picket lines which has been developed in BC and failing to follow properly the policy of coordination and consultation through the Federation when establishing picket lines. There have been an increasing number of cases where unions have commenced picketing without proper consultation and coordination.

Such abuses of the picket line policy can seriously jeopardize the respect for picket lines which has been developed and can provide an excuse for governments to restrict further picketing rights. Because it is essential to maintain the sanctity of picket lines and because it is essential to obtain the widest possible legal provisions for picketing, the BC Federation of Labour, by Convention decision, adopts the following picket line policy:

- (a) Any affiliated local union proposing to establish picket lines which may affect members of other affiliated unions must give to the BC Federation of Labour 72 hours notice (excluding weekends) to enable the Federation to call a meeting of Federation Officers and representatives of all affiliated unions likely to be affected by the proposed picket lines. The only exceptions shall be:
  - (i) in emergency situations such as sudden action by an employer against a group of workers;
  - (ii) where a general program of action, such as rotating strikes, has been agreed to by the Federation and the affiliates affected; and
  - (iii) where picketing affects only the striking union or only other unions with a special working relationship, such as building trade unions or construction or waterfront unions.

Where planned picketing is expected to affect multiple work locations or a significant number of other employers, unions should attempt to provide more than 72 hours notice. This will provide better opportunity for consultation and notice to affected unions and their members.

- (b) The union proposing to establish picket lines should provide the Federation with a list of other unions and employers who will be affected by picketing. The Federation will review the list of employers to determine if other unions that have not been identified should be involved in the picketing coordination process.
- (c) At the coordinating meeting, the Federation and the affiliates involved shall agree on those picketing proposals which will serve the interests of the workers directly involved and of the trade union movement.

- (d) No affiliated union shall picket in a manner other than that agreed upon under the above section. No affiliate shall violate such a picket line.
- (e) Appropriate sanctions shall be applied to affiliates violating this policy including any of the following:
  - (i) declaration that a picket line is contrary to Federation policy and subject to removal;
  - (ii) withdrawal of Federation support from an affiliate violating the picket policy;
  - (iii) suspension or expulsion of the affiliate responsible; and
  - (iv) such other sanctions as may be deemed appropriate.
- (f) The appropriate sanctions shall be determined by the Executive Council, with the right to appeal to the next Federation Convention.
- (g) Any non-affiliate seeking recognition for its picket lines must follow this procedure.
- (h) This policy shall be distributed to all organizations holding certifications in the province of British Columbia.

*(Revised 2001)  
(1991 AGM)*

4.1.2 For the purposes of providing member organizations with mutual assistance in dealing with disputes, FPSE adopts the following policy with respect to disputes:

- (a) FPSE member organizations should adopt a policy on picket lines and a hot declaration policy.
- (b) FPSE member organizations should negotiate picket line clauses which allow union members to honour third party picket lines without disciplinary action, regardless of whether the pickets fall under federal or provincial jurisdiction. A picket line should be deemed 'legal' unless it has been ruled illegal by due process. The following is an example of an appropriate clause:

Employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a strike as defined in the *Labour Code of British Columbia* or in the *Canada Labour Code*. A picket line shall be presumed to be a legal one unless it is determined to be illegal by a court or by the British Columbia Labour Relations Board.
- (c) FPSE member organizations should negotiate "Hot" declaration clauses which will allow union members to honour "Hot" declarations without disciplinary penalty or loss of pay. The following is an example of such a clause:

The Employer shall not enroll any student who, in the Union's opinion, appears at \_\_\_\_\_ as a result of a strike or lockout at another BC educational institution, nor shall post-secondary institution facilities be used to present courses originating as a result of such strike or lockout if such courses were conducted at the institution in dispute immediately before the work interruption. There shall be no penalty for an Employee who refuses to teach such students or courses.
- (d) FPSE member organizations should honor picket lines and "Hot" declarations of other FPSE member organizations.

*(1983 AGM)*

## 4.2 JURISDICTION

- 4.2.1 FPSE shall give priority to developing a province-wide plan to deal with jurisdictional issues that may result in the erosion of the current or potential work of members. *(1999 AGM)*
- 4.2.2 FPSE locals shall strive to have distributed learning leadership and coordinator positions at each institution recognized as faculty positions. *(1998 AGM)*
- 4.2.3 FPSE locals are encouraged to seek a variation of their certification to include any non-union area(s) which deliver educational services (e.g., community education, extension services, contract training, etc.) or, where such certification exists, to take the steps necessary to ensure representation of faculty and, where appropriate, staff from these areas in their bargaining units. *(1998 AGM)*

## 4.3 EMPLOYMENT EQUITY

- 4.3.1 FPSE shall work toward equity for all as a long-term goal. *(1999 AGM)*
- 4.3.2 FPSE commits itself to protect the rights of minorities within the bargaining unit of each union and will work towards maintaining those rights where appropriate and improving them where necessary. *(1981 AGM)*

## 4.4 WORKPLACE HEALTH, SAFETY AND ENVIRONMENT

- 4.4.1 FPSE supports all efforts to eliminate or reduce the use of toxic chemicals and pesticides, including cleaning products containing those chemicals, in order to reduce environmental pollution and protect the health of workers and the public.  
FPSE supports full disclosure in the labelling of household products used at the workplace, as well as hazard identification. *(2007 AGM)*
- 4.4.2 FPSE locals encourage and support the rights of workers on campus to exercise their rights to refuse unsafe work. *(2007 AGM)*
- 4.4.3 FPSE encourages its locals to pursue conscientious policies through their local joint Occupational Health and Safety Committees. *(2004 AGM)*
- 4.4.4 FPSE shall recommend to all FPSE locals the creation of the office of the Occupational Health and Safety Chair, to be made part of the local executive, to raise the profile of local occupational health and safety needs and issues. *(2000 AGM)*
- 4.4.5 FPSE shall assist locals to ensure that their institution complies with the WorkSafe BC Board regulations on violence in the workplace. *(1996 AGM)*

## 4.5 SEXUAL AND PERSONAL HARASSMENT

- 4.5.1 FPSE shall strongly recommend that the penalty for a finding of harassment or discrimination should include a range of options, such as is the case in other jurisdictions, and should not be limited to dismissal. (1998 AGM)
- 4.5.2 FPSE shall provide sexual harassment training for all stewards and grievance chairs, including the issue of sensitivity to anyone involved in sexual harassment complaints. (1995 AGM)
- 4.5.3 FPSE shall encourage faculty associations to encourage other groups on campus, e.g., societies, students' associations, to provide their constituents with information on sexual harassment. (1995 AGM)
- 4.5.4 FPSE member locals are encouraged to adopt a policy of not participating or engaging in decision-making on institutional harassment committees which are governed by institutional policy in situations where the committee may make recommendations resulting in disciplinary action against a member of the local. (1994 AGM)
- 4.5.5 FPSE encourages locals to provide members with information regarding:
- (a) the nature and forms of harassment including sexual, racial and personal;
  - (b) responsibilities and liability of the institutions to provide a harassment-free environment;
  - (c) individual and collective rights to protect persons from all forms of harassment and redress for victims of harassment.
- (1992 AGM)

## 4.6 EMPLOYMENT STANDARDS

FPSE shall oppose any legislation that allows employers and employees to opt out of the minimum requirements of the *Employment Standards Act* as written prior to March 2002. (2002 AGM)

## 4.7 NATURAL JUSTICE & INSTITUTIONAL POLICIES

FPSE recommends the establishment of faculty support infrastructures controlled by local faculty associations to assist members who are being challenged by institutional processes, such as grade appeals. (2001 AGM)

## 4.8 JOB SECURITY

- 4.8.1 FPSE condemns the practice of laying off faculty, the effect of which is to decrease capacity at post-secondary institutions in the midst of a skills shortage. (2006 AGM)
- 4.8.2 FPSE recommends to its member organizations that members of this Association do not participate in making recommendations for budget priorities which could result in lay-offs of individual members if carried out. (1983 AGM)

#### **4.9 SALARY**

FPSE encourages locals to ensure that a salary placement review committee is in place at each local and that members are informed of the committee's existence. *(2001 AGM)*

#### **4.10 WORKLOAD**

FPSE shall develop models and standards for reasonable faculty workloads, and FPSE shall develop strategies for achieving fair and equitable workloads. *(1988 AGM)*

#### **4.11 BENEFITS**

FPSE locals shall move toward a centralized, co-trusted health and welfare benefit plan that would permit flexible options for those locals that choose them. *(1993 AGM)*

#### **4.12 PART-TIME FACULTY**

FPSE shall promote increased protection for voluntary, permanent, proportional, and pro-rated positions. *(1990 AGM)*

#### **4.13 RELEASE TIME FOR STEWARDS**

FPSE recommends to the locals that they arrange release time for their chief steward or equivalent person. *(1991 AGM)*

#### **4.14 PHASED AND EARLY RETIREMENT**

FPSE supports the development of phased retirement options and early retirement options (retirement options) for members. Phased retirement refers to a combination of work and pension income such that the total income not exceed a full-time salary.

Access to a range of retirement options benefits employees in easing the transition from regular employment to full retirement while maintaining income and benefit levels and working at less than full load.

Retirement options are valuable to employers and the post-secondary system as such options recognize the valuable contribution and experience that employees make to institutions and allow institutions to retain skilled older employees who would otherwise retire. Employers also benefit from retirement options by being able to plan and support workforce adjustment and transition more effectively.

Access to retirement options should not limit access to regular work for existing non-regular employees and for new employees. Access to retirement options may assist in avoiding layoffs in the context of workforce reductions.

FPSE believes that the funding of retirement options is primarily an employer responsibility. Where retirement options are being considered, it is appropriate to assess the implications for the health of the College Pension Plan funding, including the impact on the Basic Account, the Inflation Adjustment Account, and the Plan's ability to subsidize health benefits for retirees.

*(2003 AGM)*

#### **4.15 EXCLUDED PERSONNEL**

FPSE recommends to member organizations that, during a time of lay-off to regular members of an association, the association shall strongly resist any further development of excluded positions at the institution. (1983 AGM)

#### **4.16 SEARCH PROCESSES**

FPSE recommends that locals inform their members of the laws and responsibilities involved in search processes (including those processes involved in lay-off procedures); and ensure all search processes are carefully monitored and grieved whenever violations of due process occur. (1997 AGM)

#### **4.17 DEGREE COMPLETION**

4.17.1 Protection of job security for university level instructors should be equivalent to protection for other instructors. (1991 AGM)

*NB: The following policy is under review:*

4.17.2 *FPSE recommends that objectives re: third and fourth year programming include the following:*

- (a) job security/academic freedom;*
- (b) uniform conditions of work for instructors in all four years;*
- (c) equal access to paid scholarly activity;*
- (d) no overloads.*

(1991 AGM)

#### **4.18 UNION DELIVERY OF TRAINING**

FPSE shall request that the BC Federation of Labour and its affiliates put in place a protocol to ensure that, where unions are participating in the design of training programs such as upgrading and skills training, these programs use unionized public sector instructors. (1998 AGM)

## 5. PENSIONS

### 5.1 PENSION GOVERNANCE

#### 5.1.1 PENSION PLAN TRUSTEES

- (a) All FPSE appointed trustees will be requested to give at least one year's notice of their desire not to be re-appointed or their intention to resign their appointments.
- (b) The Pension Advisory Committee (PAC) will recommend the names of appointments, including re-appointments, of trustees to Presidents' Council at least one year prior to the expiry of a current appointment.
- (c) Expected new appointees will be identified as soon as possible after the receipt of notice or indication of an appointment change.
- (d) New appointees will be given every opportunity to become familiar with the policies and issues that will face them as trustees, including attendance at approved conferences.
- (e) FPSE will request the College Pension Plan Board of Trustees to allow expected new appointees to attend as observers with voice at board and committee meetings until they are appointed, and FPSE will pay the travel costs related to such meetings.
- (f) Whenever possible the FPSE President will consider succession planning in the assignment of a Staff Representative to PAC.

*(2001 AGM)*

#### 5.1.2 PENSION PLAN RETIREE TRUSTEE

FPSE will invite the BCGEU to develop jointly a process for determining who is to be appointed as the retiree trustee, and the process developed will address succession planning and training of retiree appointees. Further, in developing a process for retiree trustee selection, the employee partner-appointed trustees should be consulted or involved.

*(2001 AGM)*

#### 5.1.3 COLLEGE PENSION BOARD APPOINTMENTS

At least two of FPSE's appointments to the College Pension Board shall be active contributors to the College Pension Plan and members of an FPSE local. *(1999 AGM)*

### 5.2 DETERMINATION OF PENSION PLAN BASIC BENEFITS

- 5.2.1 FPSE recommends that a policy be implemented that pensionable service be calculated on no more than regular salary (the job rate), excluding performance bonuses. *(2004 AGM)*
- 5.2.2 Where lump sum payments in lieu of vacation when added to salary do not exceed the full-time rate for a job, they should be included in calculations of pensionable service and salary. *(2004 AGM)*
- 5.2.3 FPSE, in its capacity as a Pension Plan Partner, shall seek a policy for the College Pension Plan allowing the Plan to issue a pension to a limited member whose ex-spouse has not retired or terminated service. *(2004 AGM)*

### 5.3 PENSION PLAN HEALTH BENEFITS

- 5.3.1 FPSE recommends a policy whereby subsidy of catastrophic type of coverage for health and dental insurance plans be given a higher priority than subsidy for more predictable types of coverage. *(2003 AGM)*
- 5.3.2 FPSE recommends that the College Pension Plan continue to offer plan members, spouses and dependent children with existing coverage access to extended health and dental plans, even if subsidy levels paid for by the plan change. *(2003 AGM)*
- 5.3.3 FPSE recommends that, should benefit subsidy levels need to be cut by the College Pension Board of Trustees, the issue of tax effectiveness be considered. *(2003 AGM)*
- 5.3.4 FPSE supports continuing subsidy of spousal coverage. *(2003 AGM)*
- 5.3.5 FPSE supports a principle that, where it is reasonable and plausible to do so, attempts be made to shield existing retirees from changes to non-pension benefits. *(2003 AGM)*
- 5.3.6 When considering future improvements in the College Pension Plan, a balance should be sought between the interests of active members and those of retired members. *(Revised: PC 2009)*  
*(2001 AGM)*

### 5.4 INFLATION PROTECTION FOR PENSION PLANS

- 5.4.1 FPSE endorses guaranteed full inflation protection for the College Pension Plan. *(2007 AGM)*
- 5.4.2 FPSE supports a funding policy for the Inflation Adjustment Account (IAA) that would establish a 15-year time horizon for indexing levels at each College Pension Plan valuation. *(2003 AGM)*
- 5.4.3 FPSE supports a funding policy for the IAA that would establish the covering of previous indexing shortfalls, should they occur, as the first priority in the event of an IAA surplus. *(2003 AGM)*
- 5.4.4 FPSE recommends that the Inflation Adjustment Account be evaluated using the same time period for evaluation as the general account. *(1993 AGM)*

### 5.5 BARGAINING AND THE PENSION PLAN

FPSE shall lobby the provincial government to allow pension plan benefits to be negotiated as part of collective bargaining. *(1997 AGM)*

*[See also 3.4 Provincial Standards & Equity, p. 75.]*

## **5.6 PENSION INVESTMENT**

- 5.6.1 FPSE recommends that the investment diversification policy for the College Pension Plan should be 40% in money market and 60% in equities. *(1992 AGM)*
  
- 5.6.2 FPSE's Pension Advisory Committee shall be directed to develop and pursue ways of implementing a policy of investment such that investments in stocks can be managed on the basis not only of an acceptable return rate but also on the basis of ethical and environmental considerations. *(1990 AGM)*

## **5.7 FPSE PENSION ADVISORY COMMITTEE MEETINGS AND REPRESENTATIVES**

Observers from FPSE locals shall be allowed to attend meetings of the Pension Advisory Committee, at the locals' expense, for succession purposes. *(2002 AGM)*

## 6. PROFESSIONAL & SCHOLARLY DEVELOPMENT

### 6.1 POSITION STATEMENT

FPSE recommends to all locals the adoption of the position statement on professional development as developed by the Professional & Scholarly Development Committee:

Faculty development is both an obligation and a right. Faculty must have the opportunity to enhance and direct their own development at BC post-secondary institutions. The human element must not be neglected. Both the Ministry and individual institutions have an obligation to provide support in time, assistance, and money to facilitate faculty development.

Based on the simple proposition that faculty development is both an obligation and a right, faculty development:

- is personally initiated, focusing on the individual's different interests, needs and stages of development;
- is committed to the view of the individual as complex, responsible, and capable of growth and development in many modes;
- is designed, operated, and directed by faculty;
- is available to all members in the unit;
- is ongoing, involving change in types of activities and objectives for both individuals and institutions at different stages.

Included among the objectives of faculty development are activities which assist individuals to:

- maintain currency in a field or discipline
- update academic or other qualifications
- enhance career mobility
- enhance instructional abilities
- develop and document instructional innovations
- engage in institutional exchanges
- plan and execute conferences
- attend seminars or special events
- develop expertise complementary to one's discipline
- enhance personal development
- engage in scholarly activities
- develop a community of teachers and scholars
- provide community and professional service
- rejuvenate ... and much more.

Faculty development funding of activities currently takes place in a diverse way in the system, and should be enhanced through the collective bargaining process in each institution.

Ongoing, sustainable funding is critical to the process. Funding must provide equal opportunities for faculty development at all institutions regardless of their geographic location.

Similarly, guaranteed, adequate and separate periods of time must be set aside and determined at the local level. This should include annual Professional Development time, access to both short and long-term leaves, and sabbaticals.

FPSE's support will be to provide forums for the exchange of ideas, organize conferences and, through all other means consistent with its role, further enhance faculty development in the BC's post-secondary institutions.

The Professional & Scholarly Development Committee will continue to support the efforts of FPSE and its locals to secure and preserve, for all members and at all institutions, the professional development standards and principals recognized and approved by FPSE in its policies.

*(Revised 2004 AGM)  
(1992 AGM)*

## **6.2 NO REDUCTION OR DENIAL OF RIGHTS**

As professional development is an essential element of a dynamic educational system, and as faculty unions have historically negotiated professional development as part of their collective agreements to ensure adequate provision and faculty participation and involvement in its application, FPSE rejects and will actively oppose any unilateral reduction or denial of professional development rights. *(2002 AGM)*

## **6.3 EQUITABLE ACCESS**

6.3.1 FPSE supports the goal that, through a process of leveling up, all faculty have equitable access to professional development (as defined by FPSE policy) in all institutions. *(1999 AGM)*

6.3.2 FPSE recommends that the provincial government recognize the need for faculty development opportunities at the institutional level. Such activities must be defined and directed by faculty and must be supported through the provision of adequate funding levels for such activity in institutional budgets. *(1992 AGM)*

## **6.4 EDUCATION LEAVES**

FPSE supports the objective of achieving, through lobbying and bargaining, a target level of funding to support educational leave for college and institute faculty. *(1994 AGM)*

## **6.5 EXCHANGE LEAVES**

FPSE encourages its locals to promote awareness of exchange leaves (as per Article 7.10 of the Common Agreement), especially within the BC post-secondary sector, as a viable form of professional development. *(2000 AGM)*

## **6.6 FACULTY DEVELOPMENT COORDINATORS**

FPSE adopts as policy the goal of achieving a faculty release position for a Faculty Development Coordinator. *(1993 AGM)*

## **6.7 PROFESSIONAL DEVELOPMENT TIME**

Locals shall seek forty-four (44) days development time with a minimum of twenty-two (22) days for professional development time, as defined in FPSE's Professional & Scholarly Development position statement. *(1994 AGM)*

## 7. HUMAN RIGHTS, EQUITY AND SOCIAL ISSUES

### HUMAN RIGHTS

#### 7.1 HUMAN RIGHTS PROTECTION

- 7.1.1 FPSE demands that the government of BC respect and adhere to the rights of aboriginal people entrenched in the Canadian Charter of Rights and Freedoms, under Sections 5 and 35 (1-3) and, further, FPSE strongly objects to the BC government's use of referenda to determine minority rights. *(2002 AGM)*
- 7.1.2 The Human Rights & International Solidarity Committee of FPSE and FPSE's locals will monitor the BC government's policy on human rights in BC, and will defend and campaign to improve human rights protections in the *BC Human Rights Code*.  
The campaign will propose that the "Paris Principles" be used in the government's current review of the BC Human Rights Commission. These principles include the requirements that the Commission:
- (a) be independent;
  - (b) be autonomous;
  - (c) have a broad mandate;
  - (d) have a diversity of membership;
  - (e) have adequate powers of investigation;
  - (f) have sufficient resources. *(2002 AGM)*
- 7.1.3 FPSE shall adopt a pro-active position of fostering the protection of human rights locally, nationally, and internationally. *(1990 AGM)*
- 7.1.4 FPSE commits itself to protect the rights of minorities within the bargaining unit of each union and will work towards maintaining those rights where appropriate and improving them where necessary. *(1981 AGM)*

#### 7.2 WOMEN'S EQUALITY

FPSE supports the retention of a separate and freestanding provincial Ministry of Women's Equality. *(2001 AGM)*

#### 7.3 DISABILITIES

FPSE supports the right of people with disabilities to full access to educational institutions, programs and services, and to employment opportunities in educational institutions.

FPSE locals are encouraged to:

- take a leadership role in supporting access for people with disabilities as students, staff and faculty;
- support the full participation of local association members with disabilities in the activities of local associations and FPSE, and to work to ensure association members have access to

- resources, information and professional development activities concerning disability issues;
- support mechanisms which include people with disabilities in the planning and evaluation of programs and services; and
- work with institutions to provide outreach to the disabled community.

(1995 AGM)

## 7.4 HIV/AIDS POLICY

### 1. EDUCATION PROGRAMS

- (a) FPSE endorses and supports the development of educational programs for students and the community at large, which are designed to assist in the reduction of the spread of HIV/AIDS. Specifically FPSE encourages member associations/unions to implement programs which:
- Promote the distribution to students of HIV/AIDS-related information which includes frank and open discussion of the modes of transmission of HIV/AIDS and frank and open discussion of ways individuals may reduce the spread of HIV/AIDS (e.g., use of condoms, other safe sex practices, safe needle use for drug users).
  - Improve liaison between institutions and various health agencies in the delivery of up to date and appropriate information and programs relating to HIV/AIDS.
  - Promote public education through community programs, lectures, films, etc.
  - Encourage institution libraries to maintain books, magazines, films, etc., containing up-to-date information on HIV/AIDS.
  - Work to ensure that persons involved in the development and administration of HIV/AIDS policy at institutions are well informed about the ethical, social, medical and legal implications of HIV/AIDS.
- (b) FPSE encourages member associations/unions to support educational programs which are designed to reduce discrimination against persons with HIV/AIDS, persons infected with HIV, and against groups which have been associated with HIV/AIDS.

### 2. HIV TESTING

FPSE is opposed to mandatory testing of employees and students for HIV or HIV antibodies and encourages member associations/unions to resist management attempts to require such testing of faculty and staff or students.

### 3. CONFIDENTIALITY

- (a) FPSE encourages member associations/unions to ensure that management keeps strictly confidential any information that the institution may have regarding any person with AIDS or anyone infected with HIV.
- (b) The employer shall not be allowed to require an employee to provide diagnostic information resulting from voluntary testing.

### 4. WORKPLACE ENVIRONMENT

FPSE is concerned about the special health risks faced by persons with HIV/AIDS and encourages member associations/unions to:

- Work with management to ensure that faculty and staff members with HIV/AIDS are able to work in an environment which minimizes the risk of acquiring infections at the workplace and minimizes stress or other factors which would aggravate any health problems that may occur. This may require altering work assignments, providing rest areas, providing private offices, providing for reduced workload, etc.

- Review their local benefit plans to ensure that the plans do not discriminate against persons with AIDS or those infected with HIV. Locals should also be cautioned to resist any management attempts to alter the terms of agreements with carriers in such a way that benefits to persons with AIDS/HIV might be reduced or eliminated.
- Work to ensure that faculty and staff are not discriminated against with respect to hiring, promotions, transfers, professional development, educational leave, or any work-related activities on the basis of their having AIDS or being infected with HIV.

5. FIRST AID SERVICES

FPSE encourages member associations/unions to promote the development of first aid/emergency procedures and facilities that are prepared to provide emergency health care to persons who may have AIDS or to persons who may be infected with HIV. Procedures should be standardized to provide for emergency care under the assumption that anyone requiring emergency attention may have AIDS or may be infected with HIV.

6. REPORTING

FPSE locals are encouraged to report as they deem appropriate on activities that stem from enacting this policy.

*(Revised: PC 2009)  
(1989 AGM)*

## 7.5 PERSONAL/SEXUAL HARASSMENT

- 7.5.1 Each FPSE local is encouraged to develop an internal union harassment policy regarding union functions and events, and encouraged to use FPSE Policy 1.3.4 as a model. *(Revised: PC 2009)  
(2001 AGM)*

- 7.5.2 FPSE encourages locals to develop an education program on harassment and a pamphlet on procedural choices available for members who are charged with harassment, as well as a pamphlet and educational program for complainants outlining procedural choices in filing a complaint, and that both pamphlets outline the advantages and disadvantages of these choices. *(1995 AGM)*

- 7.5.3 FPSE locals are encouraged to monitor institution harassment and student appeal policies, and to promote necessary changes in such policies or procedures in order to ensure that:

- (a) members are supported positively without abridging the rights of students;
- (b) students adhere to established appeals processes;
- (c) members are informed of all appeals and complaints against them or their grading/assessments and have a forum within which to respond;
- (d) the workplace is free from intimidation, harassment, or threat of harassment; and
- (e) institutional resources and legal support are provided to members in the event of disputes.

*(Revised: PC 2009)  
(1992 AGM)*

- 7.5.4 This personal/sexual harassment policy is approved in principle and recommended to FPSE locals for adoption as local policy:

GENERAL

- (a) A faculty member does not in any way exploit his/her own status, especially in relation to colleagues of different status, or in relation to students and staff. A faculty member does not engage in intimidation or harassment of any person or group under any circumstances.
- (b) A faculty member treats students, staff members, faculty colleagues, and other members of the college community with respect and dignity.
- (c) A faculty member does not use his/her status for soliciting personal gain in exchange for favours as a result of the faculty member's status.
- (d) A faculty member acts with respect for every person's right to full and equal recognition and exercise of a person's rights and freedoms, without distinction, exclusion, or preference based on race, colour, sex, pregnancy, family status, marital status, sexual orientation, civil status, age, creed or religion, political convictions, language, ethnic or national origin, social condition, disability or the use of any means to palliate a handicap, or on any other ground that is not reasonable. Discrimination exists where such a distinction, exclusion, or preference has the effect of nullifying or impairing such a right.
- (e) A relationship between a faculty member and any other member(s) of the post-secondary community that is based on business, kinship, marriage, or affectional relations is not allowed to influence in any way the faculty member's work, work situation or status, or to advantage or disadvantage any of the persons involved in such relationship.

RELATIONS WITH STUDENTS

- (a) A faculty member does not exploit his/her professional relationship with a student or students for the faculty member's private advantage, whether personal or professional.
- (b) A faculty member does not initiate or permit the initiation of a sexual liaison with a student while they are in a student/faculty relationship or where it is reasonable to assume that they may in the immediate future be in a student/faculty relationship.
- (c) A faculty member's conduct towards students is fair and objective.
- (d) A faculty member encourages the free exchange of ideas between himself/herself and the student and respects the right of the student to express his/her own ideas and opinions without fear of reprisal.
- (e) A faculty member maintains the confidentiality of all information gained about a student during the faculty member's performance of his/her faculty duties, except where otherwise required by law or by normal institutional procedures or where the faculty member in his/her professional judgment believes divulging such information would be in the best interests of the student. Confidential information includes, but is not limited to, information about a student's academic performance, personal life, and political or religious views.

*(1989 AGM)*

**7.6 SEXUAL ORIENTATION**

- 7.6.1 FPSE opposes discrimination on the basis of sexual orientation. *(1991 AGM)*
- 7.6.2 In order to allow individuals the freedom to self-identify, whenever FPSE or its locals collect information on gender, FPSE shall not and locals should not pre-determine choices but simply ask individuals to indicate their own gender identification. *(1999 AGM)*

## EQUITY

### 7.7 EQUITY IN SOCIETY

#### 1. COMMITMENT

The Federation of Post-Secondary Educators is committed to achieving equity for groups who experience barriers to full participation as educators or learners in the post-secondary community. Groups include but are not limited to Aboriginal peoples, women, visible/racialized minorities, persons with disabilities and lesbian, gay, bisexual, two-spirited and trans-gendered peoples, and people living in poverty.

The commitment to equity begins with the acknowledgement of inequity and requires a proactive approach to redress the effects of systemic discrimination. In the post-secondary environment, systemic discrimination manifests itself in barriers to access, employment, career progression, inclusion, respect and acceptance. Some forms of knowledge production, dissemination and pedagogy have been privileged over others, a practice that has limited opportunities and scope of activity for marginalized groups.

#### 2. GOAL

The goal of equity is to achieve inclusiveness and social and economic justice through recognition, respect, representation, accountability, and responsibility. It includes actively pursuing the development of balanced, healthy and harmonious working environments.

In the post-secondary sector, we strive to guarantee all people the freedom to realize and fulfill their potential free from restrictions. Such restrictions include unvoiced biases and assumptions, employment and education inequities, lack of accommodation in learning and employment and institution structures, policies and practices which perpetuate systemic discrimination. An inclusive post-secondary institution is one that is active in eliminating these restrictions and promotes the full democratic participation of all its members.

#### 3. ACCOUNTABILITY

Achieving equity is an ongoing process that requires both individual and collective responsibility. Unions must take a leadership role in realizing equity by negotiating equity provisions in agreements. They must respect terms and conditions of employment such as anti-discrimination, harassment, employment equity, accommodation, salary equity and work/life balance provisions. Unions must work to foster teaching and learning environments which value diverse contributions to the post-secondary community at all levels.

*(2008 AGM)*

### 7.8 EMPLOYMENT EQUITY

#### **A Positive Remedy for Discrimination in BC Colleges, Universities and Institutes**

Members of FPSE, whether through institutional policy or contract negotiations, shall ensure that there exists an action plan on employment equity in their institution that incorporates the philosophy, goals and strategies outlined in this policy document.

#### 1. STATEMENT OF POLICY

FPSE supports the concept of equity for all individuals, and in so doing urges all institutions to establish a plan to ensure that ongoing practices in the workplace do not limit an individual's or group's right to employment opportunities for reasons unrelated to properly assessed ability. While FPSE recommends policy, it is the responsibility of all institutions to establish an employment equity program. Such programs create a fair and

equitable workplace, offer all individuals full opportunity to develop potential, and correct the conditions of disadvantage in employment experienced by designated groups: women, First Nations peoples, persons with disabilities, persons who because of their race, colour or ethnicity are in a visible minority, and persons who because of their sexual orientation, family status, marital status, age, beliefs, part-time employment needs or need for childcare services suffer prejudice or disadvantage in employment.

As part of employment equity, a requirement is that a program be established to provide fair and equitable pay. The concept of equity is also understood to include education equity; thus it requires a commitment not only to equity for members employed by the institution, but also to the development of the abilities and aspirations of all students in an environment free of prejudice, discrimination and stereotyping.

Participating institutions will establish procedures and practices designed to eliminate, redress, and prevent disadvantage in employment, pay and education, as required for designated persons and groups. Included in this set of procedures will be a structure or mechanism that provides accountability for the maintenance of equity in the work and learning environments.

## 2. GOALS OF EMPLOYMENT EQUITY POLICY

The goals of any employment equity policy should be the development, implementation, maintenance of, and accountability for philosophy and strategies that identify and eliminate systemic barriers and discrimination in the work and learning environments; the identification and redress of past acts of discrimination; and the development of workplace structures that accommodate the realities of life in our diverse society, e.g., the need for there to be two wage earners in families.

The actualization of such goals first requires that institutions identify the equity issues prominent in the workplace and then develop policies and strategies that create and maintain the following activities and structures:

- equal pay for work of equal value (to achieve and provide for pay equity);
- sexual and personal harassment policy and procedures;
- childcare programs for employees and students;
- appropriate parental leave provisions in collective agreements and administrative policies;
- policy and procedures to hire and retain qualified individuals from designated groups;
- decision-making and accountability structures;
- hiring protocols;
- special measures to accommodate the needs of individuals from designated groups.

## 3. STRATEGIES RELATED TO EMPLOYMENT EQUITY POLICY

The process of ensuring equity in work and learning environments could be facilitated through the use of the following strategies:

- (a) establishing an employment equity officer position reporting to the President of the institution;
- (b) developing a plan to identify and to apply special measures that accommodate individuals in designated groups;
- (c) including delegates from designated groups, whenever possible, in the membership of search committees;
- (d) developing advertising/recruitment procedures that actively elicit applications from qualified individuals from designated groups;

- (e) short-listing qualified individuals from designated groups;
- (f) developing numeric and other goals and timetables regarding the hiring of individuals from the designated groups;
- (g) establishing a mechanism for the handling of discrimination complaints;
- (h) developing a system of evaluation or other mechanism that ensures accountability of administrators regarding discriminatory practices and/or actions;
- (i) developing a plan to identify systemic barriers for persons from designated groups;
- (j) developing equity processes that do not erode faculty and staff rights in hiring.

(1992 AGM)

## 7.9 EQUITY AND INTERNAL ASSOCIATION MATTERS

7.9.1 FPSE encourages locals to educate members on equity issues facing women, visible minorities, aboriginal people, people with disabilities, and gay, lesbian, bisexual and trans-gendered persons, and to educate members that our interests are served in removing any and all barriers preventing full equity. (1999 AGM)

7.9.2 FPSE strongly recommends that each faculty association president ensure that each faculty association has in place a Status of Women Committee, funded and supported by the local association. (1988 AGM)

7.9.3 Locals are encouraged to achieve gender parity in the makeup of their elected positions. (1988 AGM)

7.9.4 All member organizations of FPSE shall:

- (a) work to encourage full participation of women in their own unions and in FPSE;
- (b) examine their own By-Laws and Constitutions to identify barriers to participation of women in the leadership and operation of their unions;
- (c) initiate or cooperate in studies similar to Kwantlen's *Achieving Gender Equality* which could identify barriers to access for women at individual institutions.

(1985 AGM)

## 7.10 NON-REGULAR FACULTY

Each local is encouraged to guide and to ensure the equitable treatment of non-regular faculty which may include such measures as an ombudsperson, a code of ethics, and training activities. Equitable treatment includes, but is not limited to, voting rights, evaluation, and inclusion in college activities. (1993 AGM)

## **SOCIAL ISSUES**

### **7.11 CHILDCARE AND PARENTING LEAVE**

7.11.1 FPSE, as an organization of educators, recognizes the value of quality early childhood education for the public good, and endorses lobbying campaigns to initiate and maintain a quality public childcare program in Canada. *(2000 AGM)*

7.11.2 FPSE shall lobby for adequate on-site childcare at every institution. *(1990 AGM)*

### **7.12 FAIR TRADE AND SUSTAINABILITY**

FPSE supports wherever possible sustainable purchase policies and practices that would result in a significant reduction in waste products, and recommends the same to locals. *(2007 AGM)*

FPSE actively encourages its member locals to implement policies on their own campuses that, where possible, all coffee, tea and hot chocolate used or provided at local offices and local-sponsored events be fairly traded. *(2005 AGM)*

### **7.13 RIGHT OF ACCESS TO EDUCATIONAL TECHNOLOGIES**

FPSE urges the federal and provincial governments to ensure that their policies concerning technological change provide the right of access of each member of society, regardless of gender, race, or economic class, to the education of their choice. *(1985 AGM)*

## 8. EDUCATION POLICY

### 8.1 ADMISSIONS & TRANSFER

#### ARTICULATION

- 8.1.1 FPSE supports the development of a seamless post-secondary education system and asserts that any restructuring necessary to facilitate this development will require active faculty participation. *(1993 AGM)*
- 8.1.2 FPSE endorses efforts to articulate courses and curricula across the post-secondary education system, so long as the needs of the adult learner remain the primary consideration. *(1993 AGM)*
- 8.1.3 FPSE recommends that entry standards into the 3rd and 4th year at universities be uniform for university and entering college students. *(1993 AGM)*
- 8.1.4 FPSE recommends that FPSE as well as organizations representing other concerned constituencies be given continuing positions on the BC Council on Admissions and Transfer. *(1990 AGM)*

#### BLOCK TRANSFER

- 8.1.5 FPSE advocates that the articulation of curriculum be conducted through an outcomes approach (or other similar neutral format), with these outcomes developed and agreed to by Provincial Articulation Committees; and that the accrediting institution be the sending public institution. *(1998 AGM)*
- 8.1.6 FPSE shall actively pursue initiatives to secure block transfer for the BC public post-secondary system. *(1997 AGM)*
- 8.1.7 FPSE supports the development of a province-wide system of laddering, integrated programs and block transfer of credit among all post-secondary institutions in the province, so long as this process involves faculty. *(1993 AGM)*

#### ENROLMENT LIMITS

- 8.1.8 FPSE promotes the following policies concerning enrolment limits for post-secondary institutions in BC:
- (a) Access to BC universities should not be based upon which public school or post-secondary institution a BC student comes from.
  - (b) Students completing the second year of a university transfer program at a college (or the first year if an appropriate second year program is not available) should be guaranteed admission to the appropriate year of their degree program at the university of their choice (subject to the student meeting the course and academic performance requirements set by that university). This guarantee corresponds to that currently given to a university's direct entry students who can proceed to the second, third, and fourth years of their degree program so long as they meet that program's course and academic performance requirements.

- (c) Post-secondary institutions considering policy changes should be required to inform and fully consult in advance any other institutions whose students are likely to be affected by those changes.

*(1986 AGM)*

## **8.2 ADULT BASIC EDUCATION AND ESL PROGRAMS**

### ABE/ESL FUNDING

- 8.2.1 FPSE and its locals reaffirm their commitment to existing FPSE policy regarding Adult Basic Education, English as a Second Language programming, and education equity for persons with disabilities; and FPSE and its locals will lobby the provincial government and local institutions to restore student spaces in these areas to the levels delivered in 2002/03, at minimum, and to adopt those levels as a baseline for service plans.  
*(2003 AGM)*
- 8.2.2 FPSE supports an equal and adequate funding level for ABE student spaces to apply in the school district and post-secondary sectors. In addition to equal and adequate funding levels, tuition charged, if any, should be equal in both sectors and each sector should have the ability to offer an uncapped number of funded ABE spaces.  
*(1995 AGM)*
- 8.2.3 FPSE shall lobby for funding levels of ABE/ESL courses in the post-secondary system equal to funding levels of ABE/ESL courses for adults in the public school system.  
*(1993 AGM)*
- 8.2.4 FPSE recommends that stable and adequate funding be provided to institutions to support quality ESL instruction as an integral part of their offerings; furthermore, enhanced and stable resources must be allocated to the post-secondary system for increased support services for adult ESL learners.  
*(1990 AGM)*

### PUBLIC SECTOR MANDATE

- 8.2.5 FPSE believes that government must acknowledge the special skills and knowledge required of those designing, delivering and administering ABE programs, and that government must acknowledge that there is a difference between good practice in the education of children and good practice in the education of adults. In recognition of this, FPSE recommends that government place responsibility for all Adult Basic Education programming within the ministry responsible for advanced education.  
*(1995 AGM)*
- 8.2.6 FPSE endorses the principle that public funds for ABE/ESL be used only by public institutions.  
*(1993 AGM)*
- 8.2.7 FPSE shall intensify its lobbying efforts with the provincial government to define the post-secondary system as having the primary responsibility for the provision of ABE and adult ESL programs.  
*(1993 AGM)*
- 8.2.8 FPSE shall lobby the provincial government to set standards for the regulation and monitoring of all public and private institutions offering foundation programs.  
*(1993 AGM)*

- 8.2.9 FPSE recommends that the post-secondary system remain the primary vehicle for the delivery of programs in the areas of literacy, Adult Basic Education, and English as a Second Language. (1990 AGM)

#### STUDENT ASSISTANCE AND LOANS

- 8.2.10 FPSE recommends that all Adult Basic Education students be given access to both the Canada Student Loan Program and the BC Student Assistance Program. (1990 AGM)
- 8.2.11 FPSE recommends that the Minister of Advanced Education approach the Minister of Employment, Citizenship and Immigration Canada to initiate changes in policy so that under-educated adults are encouraged to be learners without loss or reduction of employment insurance payments. (1990 AGM)

### **8.2.12 Literacy and Adult Basic Education**

- 8.2.12.1 FPSE recommends that stable and adequate funding be provided to institutions to support quality literacy programming. We are in full support of the recommendation of the Literacy Advisory Committee's recommendation that the funding formula for fundamental Adult Basic Education level programs be adjusted in order to further reduce instructor/student ratios. (1990 AGM)
- 8.2.12.2 FPSE recommends that the Ministry of Advanced Education immediately implement those recommendations of the Literacy Advisory Committee which call for enhanced and stable resources to be allocated to the post-secondary system for increased support services for adult literacy and basic education learners. (1990 AGM)
- 8.2.12.3 FPSE recommends that a policy of 'cost free' literacy education be adopted by the provincial government and that such a policy be funded at a level adequate to meet the demand. Such a policy could be implemented through such things as a combination of grants and tuition-free programs. (1990 AGM)

## **8.3 COMMERCIALIZATION**

### **8.3.1 Policy Statement on Commercial and Privately Funded Activities in Public Post-Secondary Education Institutions**

FPSE adopts the following Policy Statement on Commercial and Privately Funded Activities in Public Post-Secondary Education Institutions; and encourages FPSE locals' boards, academic governance councils and senates to adopt the policy statement:

*The FPSE Values Statement governs the policy development and work of FPSE.  
This policy statement flows from principles articulated in the Values Statement.*

FPSE supports and will work towards a publicly governed post-secondary education system which is predominantly funded through public funds. FPSE is opposed to the replacement of public funding sources with private funding sources and will actively work to secure adequate public funding.

Where post-secondary education institutions opt for private funding involvement, it is imperative that private involvement be screened against guidelines that protect the integrity of public education institutions. Such guidelines should ensure that relationships with private funders do not undermine the primacy of the public interest in post-secondary education.

The term private funders is intended to cover all non-base funded activity, including self-funded courses and programs, contracts with government, non-profit and community associations, and contracts with private for-profit and commercial organizations.

FPSE recommends that governing bodies and faculty associations adopt guidelines for reviewing private funding involvement which include the elements identified below:

- (a) **Need for policy and procedures to govern private funding arrangements**  
All public post-secondary education institutions should develop policy and procedures to govern the involvement of private funders in all areas of the institution. These policies and procedures must be developed with the formal participation of faculty and staff unions and student associations.
- (b) **Respect for existing collective agreements**  
Arrangements with private funders must respect all provisions of collective agreements.
- (c) **Educational integrity**  
Relationships with private funders should recognize that governing bodies and faculty in post-secondary institutions are responsible for decision-making over education matters. While acknowledgement of the contributions of private funders is legitimate, it is inappropriate if it interferes with or negatively influences the intellectual atmosphere or academic freedom of the institutions. Likewise, the involvement of private funders must not undermine the ability of public post-secondary education institutions to offer a broad range of programs and services to their communities.
- (d) **Accountability**  
Arrangements with private funders must, without exception, be open to public scrutiny such that both internal and external stakeholders are satisfied that private interests do not compromise the educational integrity of the institution. Governing bodies should have a local mechanism in place to allow for full public transparency and accountability in an institution's dealings with all private funding bodies.
- (e) **Integrity of the governance process**  
Development and approval of educational programming funded through private funders must allow for appropriate involvement by academic governance councils and senates.
- (f) **Ethical issues**  
Institutional governing bodies should have the ability to review the activities and the record of prospective private funders and to reject a funding source if it has violated human rights or behaved unethically.
- (g) **Equity and inclusiveness**  
Relationships with private funders should not conflict with the social values of post-secondary education, such as support for gender equality and the recognition and value of diversity. The benefits of relationships with private funders should be distributed equitably to ensure a continued broad range of programming and services throughout the institution.

(h) **Fiscal priorities and responsibility**

The institution's governing bodies should ensure that public resources are used for public education and are not diverted to support privately funded endeavours. Private interests or dictates should not skew the priorities of the institution.

(i) **Research**

Acceptance of private funding sources for research activities must not be tied to specific research outcomes.

(2000 AGM)

- 8.3.2 FPSE shall undertake to research, document and publicize the forms and extent of the commercialization of our colleges, universities, institutes and agencies.

(1999 AGM)

## 8.4 COMPREHENSIVE COMMUNITY COLLEGES

- 8.4.1 FPSE recommends that, in order to ensure the comprehensiveness of all community colleges and to enhance their ability to meet local as well as provincial programming needs, adequate funding be allocated for the maintenance and expansion of all program areas (i.e., not just university transfer programs) where a need or demand has been clearly identified or where government has stated its commitment to ensure regional equality in access to a comprehensive range of programs.

(1990 AGM)

- 8.4.2 FPSE recommends that the expansion of core first and second year programs at colleges be undertaken in all regions of the province with the most effective instruction (given the development of evaluative criteria) as the preferred delivery mode.

(1990 AGM)

- 8.4.3 FPSE shall:

- (a) gather information that will assist in efforts to support the maintenance of programs in general studies, liberal arts and sciences, and related areas; and
- (b) through any appropriate means, attempt to increase public and government support for the maintenance of such programs.

(1986 AGM)

## 8.5 COPYRIGHT/INTELLECTUAL PROPERTY

- 8.5.1 FPSE will promote revisions to the *Copyright Act* that support user rights of copyrighted material, such as print, audiovisual and digital information for educational use. FPSE supports an expanded definition of "fair dealing" that includes all teaching and learning activities:

- Educators want and need an expanded definition of "fair dealing" so that teaching and learning, not just "private study", are included in the definition of "fair dealing", building on the Supreme Court of Canada.
- Educators want and need copyright reforms that do not unduly restrict access to digital materials through digital rights management.

FPSE will work with other like-minded bodies, such as the Canadian Federation of Students, Association of University and Colleges of Canada, CAUT and the Canadian Library Association, to advocate for copyright reform that is favorable to education in all areas of copyright law, including but not limited to digital rights management, internet use in education, and the use of audio-visual content in education.

(2007 AGM)

NB: The following italicized policies are under review.

## **8.6 DEGREE COMPLETION**

- 8.6.1 *FPSE supports a degree granting process which could approve the right to grant a specific degree to any college or university. The effect of this would be to turn all institutions into potentially degree granting institutions, but the right to grant a specific degree would have to come from the degree approval process. (1995 AGM)*

### **8.6.2 University-Colleges**

*To accept the FPSE position on degree completion programs at BC colleges.*

*See Appendix A, p. 124.*

*(Revised: 1993 AGM)*

### **8.6.3 University-Colleges Mandate Statement**

*FPSE endorses the Mandate Statement: University-Colleges, as prepared by the Minister's Committee on University-College Mandate and endorsed by the Minister:*

*The university-college shall offer a unique and socially responsive mode of education; a community-based teaching institution committed to life-long learning in continuing education, developmental, career, technical, vocational and academic programs. It shall combine in one institution the comprehensive range of programs found in British Columbia's community colleges with the provision of recognized degree programs. In accordance with the powers designated under the College and Institute Act, the university-college shall have the authority to grant certificates, diplomas and degrees in its own name.*

*Responsive to regional educational needs, the university-college shall provide access to courses and programs leading to a certificate, diploma and degree in a manner that increases educational opportunities for all British Columbians.*

*Community oriented, high quality programs sustained by the provision of appropriate learning resources and student support services will be offered in all areas of the institution's region. Excellence in teaching and learning shall be maintained by the provision of appropriate educational facilities and by faculty engaged in continuing professional development and in scholarly activity. Representative decision-making bodies shall safeguard the academic and financial integrity of the institution.*

*As a provincial resource base from which to promote the educational, economic, social and cultural development of the community and region, the university-college shall offer a balance of traditional programs with an opportunity for innovative and integrative programs designed to maximize the practical, intellectual and professional skills of all the students it serves.*

*(1993 AGM)*

### **8.6.4 University of Northern BC**

- 8.6.4.1 *Prior to the establishment of a new university in this province, there should be a thorough review and assessment of the alternative of expanding degree-completion programs in existing agencies, colleges, institutes and university-colleges. (1993 AGM)*

- 8.6.4.2 FPSE recommends that, in order to maximize access to university level education, the College of New Caledonia, Northern Lights College and Northwest Community College retain all existing first and second year university transfer programs.

FPSE recommends that to the extent that university transfer courses are moved to the UNBC, that college faculty and staff shall be moved with their course work if they so choose.

FPSE further recommends that there be a cooperative, integrated plan developed between the College of New Caledonia, Northern Lights College and Northwest Community College and the UNBC to maintain the integrity of the community colleges. In consultation with the involved locals, FPSE shall work toward facilitating a university-college relationship between the University of Northern British Columbia and CNC, NWCC, Northern Lights, and the Open Learning Agency. The introduction of degree-completion courses in the regions should not displace current faculty, nor should it be reliant on the use of faculty outside of the bargaining units for work for which current local faculty are qualified.

FPSE recommends that, in order to facilitate the transfer of faculty, opportunities to upgrade qualification be supported through special funding from the Ministry of Advanced Education.

FPSE recommends that the Council on Admissions and Transfer carefully monitor and publicly report on changes resulting from the introduction of university-colleges and the creation of UNBC. This review shall include but not be limited to: changes in enrolment patterns which include an assessment of target groups such as natives, women and the disabled; the introduction of quotas and caps; changes in admissions criteria, and the impact of financial aid programs on transfers.

*(Revised: 1993 AGM)  
(1989 AGM)*

## **8.7 DISTANCE EDUCATION AND OPEN LEARNING**

FPSE and its member associations shall continue to monitor and document the expansion of distance education in the province. While recognizing the valuable role which distance education plays as part of the post-secondary educational system in BC, FPSE continues to oppose attempts to replace face-to-face instruction with distance education courses.

*(1989 AGM)*

## **8.8 EDUCATION EQUITY**

- 8.8.1 FPSE shall increase its activity, through a Human Rights Committee if necessary, in favour of equity in the education and employment of First Nations people, other visible minorities, and people with disabilities at all levels of the post-secondary system.

*(1988 AGM)*

### **8.8.2 Persons with Disabilities**

FPSE recommends that the specific needs of the physically and learning disabled should be addressed through a variety of measures including: increased levels of financial support; ensuring that campuses are physically accessible and have proper equipment; offering specialized counselling services; offering awareness programs for students and staff; and support for specially trained staff.

FPSE recommends that the learning disabled be given access to special programs such as pre-employment and social and life skills classes.

FPSE recommends that the provincial government recognize and meet the increased cost to institutions of implementing these recommendations.

*(1990 AGM)*

### 8.8.3 Seniors

FPSE recommends that the Ministry of Advanced Education provide funding for institutions to liaise with seniors' groups in order to identify and eliminate barriers to the participation of seniors in post-secondary education. (1990 AGM)

### 8.8.4 Visible Minorities

FPSE recommends that there be an active program to promote cultural and linguistic tolerance within the post-secondary system and that workshops, lectures and displays be encouraged and funded by the provincial government to this end.

FPSE recommends that, within the parameters of accepted academic standards, the hiring and admissions policies of post-secondary institutions should at the very least reflect the demographic breakdown of under-represented groups within the larger community.

FPSE recommends that post-secondary institutions actively solicit input from minority groups on campus with regard to their needs and concerns.

(1990 AGM)

### 8.8.5 Women's Issues

- 8.8.5.1 FPSE shall actively promote gender equality in counselling services and the enhancement of counselling services or referrals to meet the specific needs of women. (1990 AGM)

#### GENDER BALANCED ENROLMENT IN COLLEGE PROGRAMS

- 8.8.5.2 FPSE recommends that the Ministries of Education and Advanced Education enhance and promote financial assistance programs, outreach programs, counselling services, and bridging, remedial and other programs designed to increase women's participation in all areas of advanced education and training.

FPSE recommends that every post-secondary institution have both female and male counsellors to help ensure that the specific needs of female students are met, both through counselling and referrals.

(1990 AGM)

- 8.8.5.3 FPSE shall lobby for increased opportunities for women to participate in educational programs in non-traditional areas. FPSE shall lobby provincial and federal departments to that end, while local Status of Women Committees should work within their respective institutions and each local Status of Women Committee shall be strongly encouraged to take part in this lobby effort. (1988 AGM)

## 8.9 EDUCATIONAL TECHNOLOGY

### 8.9.1 Principles on Educational Technology and Distributed Learning

#### (a) Reasons for implementing distributed learning

There must be compelling educational reasons for implementing distributed learning. Distributed learning must focus on quality education and contribute to a system that promotes life-long learning. Distributed learning may be considered as an exclusive method of delivery only in instances where instruction cannot otherwise take place.

- (b) **Reasons for implementing educational technologies**  
Educational technologies are intended to improve access for students who are otherwise barred from traditional modes of delivery (special needs students, issues of limited access).
- (c) **Financial support/resources**  
The institution must commit to additional and distinct resources for distributed learning and educational technologies. These resources must include adequate development and infrastructure costs for effective educational technologies, provision and maintenance of up-to-date hardware and software, and adequate training and support for educators.
- (d) **Distributed learning limited by considerations of meaningful pedagogy**  
Distributed learning and educational technologies must be supported by appropriate instructional design in an environment of adequate support. The faculty in the subject or program in which distributed learning and educational technologies are contemplated must agree that such developments are appropriate, through appropriate departmental / program structures at the local institutional level.
- (e) **Faculty determination and control of curriculum**  
Development and implementation of distributed learning and educational technologies shall in no way limit or impair faculty determination and control of curriculum.
- (f) **Multifaceted instructor role**  
Distributed learning and educational technologies shall not be used to dissect instructional roles into separate components. Course delivery, facilitation of learning, tutoring / learning support, and evaluation shall be undifferentiated within an instructional role.
- (g) **Privacy protection**  
Implementation of distributed learning and educational technologies shall not impair the rights of educators and students to reasonable privacy.
- (h) **Job security**  
Educational technologies shall be implemented only where it can be demonstrated, through mutual agreement of the bargaining unit(s) and employer, that such technologies do not contribute to workforce reduction.

*(2000 AGM)*

#### EDUCATIONAL TECHNOLOGY & DISTRIBUTED LEARNING AS ENHANCEMENTS

- 8.9.2 FPSE endorses the principle that the development and delivery of distributed learning and educational technologies in the post-secondary system will neither diminish nor replace faculty roles, duties, qualifications, or responsibilities. *(2000 AGM)*
- 8.9.3 FPSE supports applications of educational technology that adhere to FPSE's Statement of Values and that enhance student access and choice within the framework of a broad and comprehensive range of site-based learning opportunities. *(1999 AGM)*
- 8.9.4 FPSE supports applications of educational technology to enhance the quality of student learning. *(1999 AGM)*

#### FUNDING

- 8.9.5 FPSE shall lobby for adequate additional Ministry funding for applications of educational technology. *(1999 AGM)*

JOINT DETERMINATION

- 8.9.6 FPSE shall lobby for joint determination and implementation of educational technology initiatives at the provincial and local levels. *(1999 AGM)*
- 8.9.7 FPSE locals shall encourage academic governance councils and senates to consider the appropriateness and the effect of the mode of delivery (e.g., traditional face-to-face, on-line, interactive television, blended classrooms, etc.) or a change in the mode of delivery as part of the course and program approval process. *(1998 AGM)*

**8.10 FIRST NATIONS PEOPLES**

- 8.10.1 FPSE encourages locals to promote First Nations peoples' scholarship, including the use of texts and resources, in all areas of the curriculum. *(2000 AGM)*
- 8.10.2 FPSE shall lobby for funding for research and recordings of First Nations' experience for the post-secondary system. *(2000 AGM)*
- 8.10.3 FPSE shall lobby for enhanced and assured funding for First Nations' Resource Centres in all BC post-secondary institutions. *(1999 AGM)*
- 8.10.4 FPSE shall lobby for the development of education resources to expand the profile of aboriginal history and culture. *(1999 AGM)*
- 8.10.5 FPSE recommends that counsellors and instructors who are knowledgeable regarding the needs of the First Nations community be brought into the post-secondary system. FPSE further recommends that professional development opportunities which sensitize and inform faculty, staff and management about First Nations community needs and culture be made available and be adequately funded.
- FPSE recommends that programs whose content and structure are relevant to First Nations communities be introduced into the post-secondary system.
- FPSE recommends that government decisions as to funding levels and allocation for First Nations post-secondary education be done in conjunction with representatives of First Nations communities.
- FPSE recommends that adequate funding levels must be allocated for the implementation of the above recommendations.

*(1990 AGM)***8.10.6 BC Aboriginal Policy Framework**

- 8.10.6.1 FPSE shall lobby the provincial government to implement the BC Aboriginal Policy Framework for post-secondary institutions. *(1997 AGM)*
- 8.10.6.2 FPSE shall encourage local faculty associations to work with First Nations coordinators and First Nations advisory committees and to assist them in implementing the BC Aboriginal Policy Framework. *(1997 AGM)*

## 8.11 FUNDING OF POST-SECONDARY EDUCATION AND TRAINING

### 8.11.1 Provincial Funding

#### EDUCATIONAL TECHNOLOGY

- 8.11.1.1 FPSE shall lobby for adequate additional Ministry funding for applications of educational technology. *(1999 AGM)*

#### LOBBYING GOALS

- 8.11.1.2 FPSE shall lobby in support of independent, comprehensive institutions and oppose any attempts at rationalization or hostile mergers of existing institutions. *(2006 AGM)*

- 8.11.1.3 FPSE shall launch a strong and united lobby of the provincial government, asking for a commitment to fully fund the post-secondary education system so as to achieve compensation and pay equity for all members. *(1998 AGM)*

- 8.11.1.4 In light of the large number of students turned away from each institution in the post-secondary system in this province, FPSE shall continue to lobby for additional FTEs in the post-secondary system and for these FTEs to be fully funded. *(1993 AGM)*

- 8.11.1.5 FPSE shall develop strategies that will:
- (a) maintain and develop the publicly-funded profile of community college programs;
  - (b) ensure equitable access to publicly-funded programs for all students, including students who require access to part-time or short-term studies;
  - (c) (i) encourage the organization of continuing education instructors,  
(ii) encourage the inclusion of programs in each FPSE local;
  - (d) restore Ministry revenue to fund continuing education as an integral component of the community college profile;
  - (e) oppose the privatization of community college offerings through the activities of Labour Force Development Boards.
- (1992 AGM)*

- 8.11.1.6 FPSE recommends that the post-secondary funding formula be amended to recognize the real costs of providing adequate levels of instruction and support services regardless of where the institution is located or how the institution is structured.

FPSE further recommends that adequate core funds should be available to the post-secondary system and should be allocated in the form of base funding. The annual base funding for the post-secondary system must be adjusted for inflation and that adjusted base must be guaranteed for a minimum of two years. Such funding should not be eroded by special funds or restricted to designated purposes.

FPSE recommends that the Ministry of Advanced Education significantly increase funding for capital expenditures for the purposes of maintaining quality and of maintaining the currency of existing programs in post-secondary institutions.

FPSE recommends that the Ministry of Advanced Education allocate capital and operating funds to post-secondary institutions in an integrated manner and that they be distributed using a mechanism that is fair and equitable.

(1990 AGM)

### MULTI-YEAR FUNDING

- 8.11.1.7 FPSE endorses multi-year funding in principle, and endorses a concept and policy based on:
- (a) restoration of core funding;
  - (b) funds sufficient to establish fair and equitable salaries, terms and conditions of work, including improvements for non-regular faculty.

(Revised: 1993 AGM)

(1992 AGM)

### SCHOLARLY ACTIVITY

- 8.11.1.8 FPSE shall lobby the Ministry to have designated funds for scholarly activity in its broadest form specifically recognized in the new funding formula. (1999 AGM)

### STUDENT & INSTRUCTIONAL SUPPORT

- 8.11.1.9 FPSE shall lobby the provincial government to increase post-secondary funding for violence prevention education, campus security and support services, including professional counselling. (1999 AGM)
- 8.11.1.10 FPSE shall work to ensure that identified standards for student and instructional support, including counselling, library services and information technology, are included in any new funding mechanisms. (1999 AGM)

### UNIVERSITY-COLLEGES

- 8.11.1.11 FPSE shall intensify its lobbying of government and the Ministry to ensure adequate funding for university-college degree program development and maintenance and, hence, access to degree programs for students. (1999 AGM)

## **8.11.2 Federal Funding**

### FEDERAL FUNDING PRINCIPLES

- 8.11.2.1 FPSE recommends that in any future constitutional arrangements, post-secondary education and research remain a shared responsibility of the federal government and the provinces through continued transfer payments to the provinces and through the funding by the federal government of programs which it sponsors; and that, in so far as any of these federal programs generates funds for the Province of Quebec, these funds should be subject to the negotiations between Quebec and the rest of Canada; and that the principle of shared funding between the federal government and the provinces be enshrined in the constitution by a constitutional amendment which recognizes education, health and social services as part of the Canadian social contract.

FPSE recommends the following as possible vehicles for federal funding:

(i) Reformed fiscal transfer program:

The preferred method of implementing the federal role in post-secondary education is through a revision of the current financing arrangements as follows:

- that the federal government restore the funding which it has cut from the transfer program in respect of post-secondary education and, as an incentive for provincial governments to enhance the funding of post-secondary education, the funding formula be changed to provide supplemental federal funding to provinces which maintain or increase their share of the total funding for post-secondary education;
- that the federal cash contributions to the provinces in respect of the cost of post-secondary education services shall be used solely for post-secondary education;
- that there be created a Standing Committee of the House of Commons on Science, Research and the Financing of Post-Secondary Education which, *inter alia*, would oversee these arrangements and ensure that these funds are expended by the province for the purposes indicated;
- that there be a tripartite, independent advisory council created by the federal and provincial governments and the post-secondary education community, to advise both levels of government on matters affecting post-secondary education;
- that there be established a post-secondary education advisory council which shall provide informed advice to the Minister in relation to matters affecting post-secondary education.

(ii) Cost-sharing arrangements:

In the event that the federal government and the provinces cannot agree on a revitalized financing program, the FPSE recommends that Ottawa and the provinces revert to the cost-sharing arrangements that existed before the creation of EPF in 1977 and which provided special funding arrangements for provinces who would otherwise have been the losers in such arrangements.

(iii) Federally-financed programs:

The federal government should finance the following programs:

- (1) to substantially improve the funding of student assistance programs including part-time and full-time, undergraduate and graduate, First Nations and non-native students and to devise a coherent foreign student program;
- (2) to increase the funding of university research programs as recommended in the Lortie Report;
- (3) to integrate and to substantially increase the financial support formerly given by NSERC and SSHRCC for small universities which should be in the form of a block grant for the purposes of financing scientific equipment, computers, computer programs and programming, and library resources and small operating grants, and these provisions be extended to colleges and institutes;
- (4) to create and fund a program for the support of academic libraries of post-secondary educational institutions;
- (5) to fund educational equity programs;
- (6) to fund distance and continuing education programs;
- (7) to fund capital and maintenance programs.

There should be an escalator clause for all the above programs once created tied directly to the costs of living or the GDP or based on a more complex formula unless an escalator is already built in as in the Lortie Report.

## (iv) New federal programs:

If the federal government institutes new programs in post-secondary education and research, it should pay the full costs of the program.

## (v) Federal institutions:

There are a number of federal institutions and organizations which are vital to the academic community because they provide essential services or because they are an integral part of the scholarly and research work of the post-secondary education community.

FPSE recommends that under any future constitutional arrangements, structures and institutions such as Statistics Canada, the National Library, the Canadian Institute for Scientific and Technical Information (CISTI), the National Archives, and the national museums and cultural institutions should be maintained and developed.

Federal government departments such as Agriculture, Fisheries, CIDA, Health and the Environment must retain the rights under any future constitutional arrangements to undertake research and to contract this research where appropriate to universities and colleges. FPSE believes that federal laboratories and research institutes and programs should be encouraged to have working links with post-secondary education.

*(1992 AGM)*

### NATIONAL EDUCATION STRATEGY & PRINCIPLES

8.11.2.2 FPSE supports a national education strategy to improve the funding and delivery of post-secondary education. *(1999 AGM)*

8.11.2.3 FPSE shall increase its efforts to place pressure on the federal government to restore funding for post-secondary education and encourage the federal government to work through the Council of Ministers of Education Canada and with education stakeholders to develop a national agenda for post-secondary education in Canada. *(1999 AGM)*

8.11.2.4 FPSE reaffirms its policy that the federal government should maintain an explicit federal presence in the funding of post-secondary education and should restore funding lost to the provinces in the past decade.

FPSE shall continue to urge the federal government to replace the Canada Health and Social Transfer with a stable funding mechanism which designates separately the funds for health, post-secondary education and social assistance, and which separately identifies all major program areas in the name of the transfer (e.g., Canada Health, Education and Social Transfer).

FPSE urges the provincial government to bring together key organizations representing workers and employers in the affected sectors to consult on British Columbia's position with regard to the set of shared principles and objectives for the Canada Health and Social Transfer.

*(1995 AGM)*

### PROVINCIAL ACCOUNTABILITY

8.11.2.5 FPSE endorses the principle of full transfer of the federal government education contributions and demands that the federal government set up procedures that would result in provincial accountability and sanctions against those provinces that did not adequately account for monies received. *(1985 AGM)*

### **8.11.3 Labour Market Training Programs**

- 8.11.3.1 FPSE supports the efforts of the Ministry of Advanced Education and the provincial government in their position with respect to the Labour Market Development Agreement and its related activities; and FPSE shall continue to pursue active participation in the Joint Committee on Labour Market Programming. *(1999 AGM)*
- 8.11.3.2 FPSE shall lobby the provincial government and the Ministry of Advanced Education to include more representation from the Post Secondary Division of the Ministry of Advanced Education and public post-secondary unions at all levels of the Labour Market Development Agreement negotiations and planning. *(1998 AGM)*
- 8.11.3.3 FPSE shall lobby to ensure that federal training funds be directed to programs in public post-secondary institutions taught by unionized faculty. *(1993 AGM)*
- 8.11.3.4 FPSE recommends that the provincial and federal governments adopt the principle that public funds, aimed at covering the costs associated with career and trades training, should be used primarily to support programs provided by public post-secondary institutions. *(1990 AGM)*

### **8.11.4 Tuition-Free**

- 8.11.4.1 FPSE advocates that the first year of education in a public post-secondary institution be free for Canadian citizens and permanent residents. *(2005 AGM)*
- 8.11.4.2 CO-OP PROGRAMS  
FPSE shall lobby the government for base funding for co-op programs. *(1991 AGM)*

## **8.12 GENDER NEUTRAL LANGUAGE**

- 8.12.1 When FPSE collects information and/or statistics on gender, the language FPSE uses shall not pre-determine choices. *(1999 AGM)*
- 8.12.2 FPSE recommends that the use of gender-neutral language in the classroom and throughout the institution be policy in all parts of the education system. *(1990 AGM)*

## **8.13 GOVERNANCE**

### **8.13.1 Educational Governance**

#### EDUCATIONAL GOVERNANCE PRINCIPLES

- 8.13.1.1 FPSE holds that:
- Educational governance must be vested in faculty.
  - Since the primary mechanisms of educational governance are academic governance councils and senates, their composition must include faculty members as a majority.

- Academic governance councils and senates must have sole authority over educational matters.
- Academic governance councils and senates must use academic freedom as a guiding principle.
- Elected faculty members of academic governance councils and senates must to the fullest extent possible inform and consult those who have elected them.

(Revised: 2004 AGM)

(Revised: 1993 AGM)

(1989 AGM)

### COMPOSITION

8.13.1.2 FPSE will lobby for the inclusion of locally elected community representatives on boards of governance. (2004 AGM)

8.13.1.3 FPSE supports *ex officio* representation of faculty associations on academic governance councils and senates. (1995 AGM)

### ELECTIONS

8.13.1.4 FPSE encourages locals to consult with registrars to ensure timely, effective elections for boards of governance and academic governance councils and, furthermore, to ensure that the composition of councils reflects the geographic distribution of programs at institutions and provides for representation of program and education support areas. (2004 AGM)

### FUNDING

8.13.1.5 FPSE will lobby for the governance work of faculty representatives on boards of governance and academic governance councils to be assigned paid release. (2004 AGM)

### TRAINING & COMMUNICATIONS

8.13.1.6 FPSE will provide a manual or materials in order to support locals' orientation and training of faculty elected to boards of governance and academic governance councils. (2004 AGM)

8.13.1.7 FPSE will coordinate networks of elected faculty governance representatives. (2004 AGM)

8.13.1.8 FPSE will facilitate ongoing discussion on the effectiveness of boards of governance and academic governance councils. (2004 AGM)

8.13.1.9 FPSE will establish a liaison with the Council of Education Councils, both provincially and locally. (2004 AGM)

### 8.13.2 Program Advisory Committees

The following resolution on Program Advisory Committees, passed at the 1979 CFF Annual General Meeting, shall be FPSE policy:

All Program Advisory Committees should be characterized as follows:

- (a) The Program Advisory Committee's mandate, membership, and reporting relationship should be constituted by By-Laws of boards and the relevant Act.
- (b) The Program Advisory Committee's mandate should be consistent with its status as a committee to advise the board in matters of education policy and governance of the institution. The board's exclusive prerogatives to deal with matters relating to their status as employer of record and owners of real property is recognized.
- (c) The Program Advisory Committee should be empowered to discuss and make recommendations on issues raised by any member of the committee by board, administration, faculty, students, or non-teaching staff.
- (d) The Program Advisory Committee should consist of members drawn from faculty, students, non-teaching staff, and administration in a mutually agreed-upon ratio. The representatives of faculty, students, staff should be elected by their respective representative organizations and the Chair of the committee should be elected by and from within that committee.
- (e) The Program Advisory Committee should report directly to the board through its duly elected Chair.
- (f) Rules of conduct and terms of reference should be established for orderly conduct of the committee's affairs.
- (g) Committees relevant to the mandate of the Program Advisory Committee should report to that committee.

*(1983 AGM)*

### 8.14 INTERNATIONAL EDUCATION

Increasing the number of international students at any post-secondary institution should not reduce the number of seats allocated to domestic students nor infringe their access to specific programs at their institution. Further, appropriate and comprehensive services should be available to all students irrespective of origin or socio-economic status. These services include: counselling, learning resources and services, orientation, and life skills and/or adaptation assistance.

*(1992 AGM)*

### 8.15 MEDIA EDUCATION

FPSE shall ask locals to encourage academic governance councils and senates to develop media education and to liaise with the BC Teachers' Federation to develop media education programs.

*(1999 AGM)*

### 8.16 PART-TIME STUDENTS

FPSE recommends that part-time students be given access to the same levels and type of student assistance funding and the same repayment arrangements as those given to full-time students.

*(1990 AGM)*

## 8.17 PERFORMANCE AND QUALITY INDICATORS/ACCOUNTABILITY

### 8.17.1 Accountability

FPSE shall participate as one of the system partners involved in the development, design and implementation of any accountability measures intended for use in the post-secondary education system.  
*(Presidents' Council: 1996)*

### 8.17.2 Program Quality

FPSE recommends that in the interest of ensuring quality as part of the system's expansion, a comprehensive approach to developing an index of "quality indicators" be taken. Once such an index has been developed, it should be monitored regularly and this information be made public in a timely fashion. The index of quality indicators should include but not be limited to the following:

#### TERMINAL OBJECTIVES

(Criteria to meet objectives of participants or users)

- Entry and completion rates;
- ratios of students to instructors, support staff, counsellors, librarians and financial awards officers;
- external criteria, e.g., employment rates for graduates, employer satisfaction with graduates, follow-up studies on job placement and advancement;
- ratios of students to learning assistance facilities, e.g., computers, laboratory spaces, microscopes, library spaces and books;
- library facilities and portion of operating budget spent on library acquisitions.

#### STRUCTURAL/INSTITUTIONAL OBJECTIVES

(Criteria in the structure of the delivery of services)

- Faculty participation in faculty development activities in both discipline-based and instruction-based components;
- ability of institutions to hire qualified, competent faculty;
- the learning environment – space, facilities, respect for facilities, access for disabled, etc.;
- level of satisfaction with the education given and received by instructors and students respectively;
- the morale of instructors and students;
- the degree and level of assistance for improving instructional skills for instructors and study, writing and learning skills for students.

FPSE further recommends that catch-up studies to identify gaps in services and inequities between programs on campus be undertaken on campuses.

*(1990 AGM)*

## 8.18 PHYSICAL SECURITY

FPSE shall lobby the provincial government to increase post-secondary funding for violence prevention education, campus security, and support services, including professional counselling.

*(1999 AGM)*

## 8.19 PRIVATIZATION AND PRIVATE SECTOR EDUCATION

8.19.1 FPSE shall decline participation in any quality assurance process that the provincial government might develop in implementation of the *Degree Authorization Act* and in overseeing private degrees. (2003 AGM)

8.19.2 FPSE opposes giving BC degree-granting authority to private universities. (2000 AGM)

8.19.3 FPSE endorses a fair wage policy for the post-secondary education sector. (1993 AGM)

### 8.19.4 Regulation of Private Training Institutions

FPSE recommends that the regulation, accreditation and monitoring of private training institutions be overseen directly by the Ministry of Advanced Education and that the branch responsible for such functions be given adequate funding and staffing.

FPSE recommends that, as part of its mandate to ensure quality educational opportunities for all students in the province, the Ministry of Advanced Education require some form of mandatory accreditation for all private training institutions and that the operations of such institutions be monitored on a regular basis.

(1990 AGM)

## 8.20 PRIOR LEARNING ASSESSMENT

8.20.1 FPSE recommends that all Prior Learning Assessment (PLA) work be integrated into faculty workloads and not be paid on a piece-work or overload basis and, further, that both PLA advising and assessing work should be done only by faculty. (1997 AGM)

8.20.2 FPSE accepts the following principles concerning contractual workload implications of Prior Learning Assessment (PLA):

- (a) PLA work will be recognized as and integrated into faculty workloads.
- (b) PLA work includes classroom based and individual advising; classroom based and individual assessment; training and upgrading. The determination of workload shall include:
  - (i) average number of hours required for PLA work by [program] in each [department];
  - (ii) regular workload in each program and/or department as defined by the collective agreement.
- (c) There will be a local Joint Committee (labour management) to examine and to recommend a means of averaging workload by:
  - (i) reducing the number of students in the same or subsequent semester, course, year;
  - (ii) reducing the number of courses in the same or subsequent semester, course, year;
  - (iii) reducing other accountable time.
- (d) The employer will provide adequate paid time for training for faculty in PLA work.
- (e) PLA work is voluntary and faculty will not be assigned PLA work. The work should be shared as widely as possible within one department or program among those with the interest and expertise, and not necessarily on a seniority basis. Further, wherever possible, preference for this work should be given to those who have less than a full-time workload.

- (f) The employer shall count PLA work as part of regular workload for purposes of pay, benefits, and seniority.

*(1997 AGM)*

## **8.21 SCHOLARLY ACTIVITY**

FPSE recognizes that scholarly activity is integral to effective student learning and is a component of all faculty work. FPSE supports and advocates for workplace environments that enable faculty engagement in scholarly activity.

Elements of scholarly activity include:

- scholarly teaching, the application of teaching or learning principles to the practice of teaching to enable more effective teaching strategies and learner outcomes;
- scholarly enquiry, discovery, integration, creativity, professional service and application;
- research in support of teaching and learning.

*(2007 AGM)*

## **8.22 STUDENT FINANCIAL ASSISTANCE**

8.22.1 FPSE shall lobby the provincial government to leave college Adult Basic Education Student Assistance Program allocations at current levels in order to assist financially needy students with child care and other support costs. *(1998 AGM)*

8.22.2 FPSE rejects income contingent repayment loans because they are inextricably linked with very high tuition fee levels, high debt-loads for students and higher educational costs for women and low-income students who take longer to repay. *(1995 AGM)*

8.22.3 FPSE shall lobby for changes to increase financial aid for students enrolling in one or more courses on a part-time basis. *(1990 AGM)*

## **8.23 STUDENT SERVICES**

8.23.1 FPSE recommends that, in conjunction with the BC Post-Secondary Counsellors' Association, the Ministry of Advanced Education develop and work toward a plan to increase counselling and advising services in the post-secondary institutions. *(1990 AGM)*

8.23.2 FPSE shall lobby for an increase in the level of counselling services available in post-secondary institutions, and shall bring the attention of the public to the problems resulting from the cutbacks in these services. *(1986 AGM)*

## **8.24 TRADES AND APPRENTICESHIP TRAINING**

### **8.24.1 FPSE Policy Statement on Trades and Apprenticeship Training**

FPSE shall advocate for and shall encourage locals to advocate for:

- (a) The continued establishment of trades and apprenticeship training in the public post-secondary institutions of BC, which shall continue to be the trainer of choice for these programs.

- (b) The inclusion of post-secondary faculty union representatives in the governance structures of any agency set up to administer trades and apprenticeship training and for the inclusion of the representatives of the broader labour movement.
- (c) A greater role for the Ministry of Advanced Education and public post-secondary institutions in governance of trades and apprenticeship training.
- (d) Respect for the shared governance of curriculum by government, institutions and faculty.
- (e) Adequate funding of curriculum development, capital costs, counseling services, and registration support.
- (f) Funding of training that supports classes of students and that allows institutions and faculty to manage and deliver training appropriately.
- (g) New investments for improved access for all and especially for access support for under-represented groups of trainees, including women, First Nations peoples, visible minorities, and those with disabilities.
- (h) As with all faculty, the concept of academic freedom be deemed to include the right of trades instructors to have choice and freedom of expression on pedagogical issues.
- (i) The maintenance and support of the inter-provincial Red Seal trades designation as the Canadian standard and recognition of the Red Seal by provincial institutions for the purpose of bridging to further studies.
- (j) The Red Seal designation be deemed the equivalent of at least a Bachelor's degree for the purposes of placement and step advancement.
- (k) The continuation of foundation level trades training within the public post-secondary institutions.

*(2008 AGM)*

## **8.25 TRAINING INITIATIVES**

### **8.25.1 Human and Employment Rights in Curriculum**

FPSE shall lobby the provincial government to require that all employment and career preparation programs be required to include a component on rights in the workplace, including:

- (a) Human Rights;
- (b) Employment Standards;
- (c) Occupational Health and Safety; and
- (d) Labour Codes.

*(1998 AGM)*

## **8.26 WEEKEND COURSES**

FPSE recommends that, if flexible scheduling is to be introduced in a manner which is not disruptive to the members of the post-secondary community, it must be accompanied by adequate planning and funding to ensure that students can achieve the desired course load and obtain required courses within the framework of a reasonable schedule and that educators and other staff can work within a reasonable schedule which is not disruptive to their professional or personal lives.

*(1990 AGM)*

## 9. INTERNATIONAL AFFAIRS

### 9.1 INTERNATIONAL SOLIDARITY FUND

#### Fund source

The fund will be 0.5 per cent of membership fees. (This is equivalent to approximately 1 cent per working day per member.) Fundraising activities at the local or provincial level may supplement the fund.

#### Fund governance

An International Solidarity Fund Committee (ISFC), comprising the Secretary-Treasurer, two members elected by the Human Rights & International Solidarity Committee (HRISC), and two Presidents' Council members, will make decisions on fund disbursements. Knowledge of human rights and international solidarity issues would be an asset for appointees to the ISFC.

International Solidarity Fund Committee members will be annually appointed by HRISC and Presidents' Council. Appointing bodies will consider continuity when making appointments.

There will be a 45 day period between the call for proposals and the deadline for their receipt. Funding proposals may be initiated by any member local, Presidents' Council or Executive Committee, or ISFC member.

Disbursements of greater than \$3000 will be subject to approval by Presidents' Council. All disbursements will be itemized and reported to Presidents' Council and HRISC at each meeting.

#### Basic outlook

The fund rests on the belief that we share experiences, needs and values with all members of the global community. We affirm that what we desire for ourselves, we wish for all others around the world.

International solidarity partnerships should be a two-way street. This means that while we can assist others in their local struggles for a decent life, respect and dignity, they can help us to understand better both our own situation and the consequences elsewhere of institutions and policies rooted in our own society.

International solidarity partnerships, as distinct from traditional charity efforts, stress linking to and supporting popular organizations working to advance human rights.

Understanding the human rights initiatives of others can place our own experiences and struggles in a broader perspective, one that allows us to see what our struggles have in common with others.

The right to an education is a gateway right, a right fundamental to the promotion of other human rights and to the promotion of well-being and dignity.

#### Objectives

The fund:

- promotes international solidarity projects and actions that support disadvantaged people organizing to realize their basic human rights, projects informed by the values of equality, respect, human dignity and social justice;

- supports the development of solidarity relationships that are appropriately enduring and stable;
- promotes building relationships with others seeking to advance the basic human right to education;
- promotes awareness of policies or institutions in economically advantaged countries like Canada and the US that foster human rights violations in other countries;
- seeks to inform and enliven the work of our locals and our Federation by encouraging our members to work in the disadvantaged world and by supporting our partners there to represent their work at FPSE meetings and functions.

### Activities

The fund will support projects and actions in economically disadvantaged countries that:

- advance human rights, educators' initiatives, workers' rights, labour organizations and community development;
- advance the right to a publicly-funded education;
- oppose neo-liberal privatization and cuts in education;
- allow individual FPSE members to work directly in support of human rights;
- allow our partners in local communities to represent their work at FPSE meetings and functions;
- collaborate with other labour organizations in BC and Canada for agreed solidarity objectives;
- promote member education about social and economic conditions and popular efforts toward social justice;
- promote and strengthen our members' abilities to teach about global justice issues;
- advocate to ensure a role for Canada in meeting the objectives of the ISF.

The fund will also support projects and actions that:

- increase awareness of policies or institutions that violate the human rights of people in economically disadvantaged countries.

*(Revised 2009 AGM)  
(2007 AGM)*

- 9.2 FPSE endorses and will actively support CAUT's campaign against the use of asbestos and endorses the CAUT resolution to call on the Canadian government to ban the export of asbestos, withdraw its financial support from the Asbestos Institute, and lobby for a world-wide ban on the use of asbestos. *(2008 AGM)*
- 9.3 FPSE endorses the UN Millennium Development Goals campaign. *(2007 AGM)*
- 9.4 FPSE condemns Canada's current military role in Afghanistan, and will publicize events to mobilize public opinion against the war and occupation. *(2007 AGM)*
- 9.5 FPSE supports the South Asian Network for Secularism and Democracy (SANSAD) campaign to put pressure on Dow Chemical for it to fulfill its responsibilities in relation to the Bhopal disaster. *(2007 AGM)*
- 9.6 FPSE calls on the Canadian government to support a peace process based on equality between Israelis and Palestinians and based on the implementation of UN resolutions and international law. *(2004 AGM)*

- 9.7 FPSE shall actively support those national and international organizations whose mandate it is to promote peace in the world. *(2002 AGM)*
- 9.8 FPSE shall work with national and provincial allies to study and analyze issues arising out of the regulation, deregulation and liberalization of trade through the auspices of the World Trade Organization, with the intent of making recommendations for initiatives and actions to protect and promote the interests of its members and, more generally, the values of publicly funded education. *(2000 AGM)*
- 9.9 FPSE shall lobby the federal government to request the removal of landing fees for refugees to Canada. *(1999 AGM)*
- 9.10 FPSE joins the international action of labour unions, non-governmental organizations and church groups to lobby the Canadian government to continue their international efforts to convince other G-8 members to forgive the inter-governmental debt of the world's most indebted countries. *(1999 AGM)*
- 9.11 FPSE supports the demand of international non-governmental organizations for a review of the World Trade Organization (WTO) and a moratorium on further agreements that expand the scope and power of the WTO. *(1999 AGM)*
- 9.12 FPSE joins in the international protest against the abrogation of human rights in East Timor, and the protest against Canadian taxpayers' funding of corporate exploitation in Indonesia. *(1998 AGM)*
- 9.13 FPSE opposes the North American Free Trade Agreement and the privatization and commercialization of public services, including those relating to advanced education and training programs, utilities and resources; and FPSE will continue to make common cause with those national and provincial organizations educating and organizing against the North American Free Trade Agreement and the privatization and commercialization of public services and programs. *(1993 AGM)*

## Appendix A: FPSE Position on Degree Completion Programs at BC Colleges

### FPSE POSITION ON DEGREE COMPLETION PROGRAMS AT BC COLLEGES:

FPSE is supportive of efforts to improve access to degree-completion programs at BC colleges and institutions and, indeed, efforts to improve access to degree-completion throughout the province. However, such developments must not ignore the rights of organized faculty and the integrity of the colleges as institutions.

### DEGREE COMPLETION: DECISION-MAKING

FPSE recommends that college and institute faculty involvement be solicited and enabled in the conceptualization and planning stages, as well as in the implementation of any new programs or institutions designed to expand capacity and/or access to degree completion.

### REGIONAL EXPANSION

FPSE believes that there shall be no separate “university component” within the college system. The involvement of universities and opportunities for degree completion must be integrated into the existing structures and working processes of colleges and their employees. Fragmentation of student, faculty, or administrative groups, or library and counselling resources, is not acceptable as it does not promote a rich educational opportunity for students.

Student opportunities for traditional lecture, seminar, laboratory, library and counselling services must remain the priority in education. The expansion in colleges to allow for degree-completion opportunities must not emphasize seat allocation based on electronic and tutor-assisted distance education methods of delivery, nor can it emphasize provincial electronic components in delivery of counselling services.

FPSE asserts that degree programs shall be offered only on the condition that adequate additional funds be designated for this purpose. No reduction in funding of present programs is acceptable. Designated funding for degree-completion must give priority to traditional lecture, seminar and laboratory methods. In addition, there must be recognition in funding for methods of instruction that are different from traditional university formats and that recognize the uniqueness of the university-colleges and their programs.

An important obligation of FPSE is to protect the salary and working conditions of its members. To that end, this union of faculty members asserts that if inclusion of degree-completion programs at the colleges is to be accepted by FPSE, then extant benefits (including pension), working conditions and job security for current and prospective members of FPSE must not be threatened by such developments.

FPSE believes that union representation and access to protection and remedies under collective agreements has contributed to the excellence of education in this province’s colleges and institutes. It resolves to maintain access to the provisions of the *Labour Relations Code* for educators in university-colleges and other new degree-granting institutions.

FPSE advocates modification of the *College and Institute Act* to accommodate the new mandate of university-colleges. These modifications shall include (but not be restricted to) the following in the university-colleges and the colleges and institutes:

- (a) reduce the powers of the Minister in the current *College and Institute Act* to a level similar to the *University Act* (46.1: the Minister shall not interfere in the exercise of powers conferred on various subgroups);
- (b) enhance the power of faculty control over all academic matters;
- (c) create provisions for a senate-like body for representative authority over academic governance;
- (d) create a university-college or college/institute board consistent with FPSE policy on boards; and
- (e) retain powers of employees to form trade unions.

FPSE believes that a mode of governance different from the current mode outlined under the *College and Institute Act* needs to be put in place for the degree-completion colleges and community colleges and institutes.

Where third and fourth-year courses are offered at the colleges, the colleges must be the employers of those involved in such courses and the FPSE locals must be the certified bargaining agents for the employees functioning in a manner similar to functions for which the local unions are currently certified to represent.

Further, FPSE will oppose the offering of university courses and services by individuals outside of the bargaining units. The traditional "open door" access policy of community colleges shall be maintained and the introduction of degree-completion programs shall not be accompanied by changes in entrance requirements for first and second year.

Student services, such as counselling, advising and financial assistance, shall be expanded to meet additional demand resulting from the introduction of degree-completion programs.

#### THE NATURE, MISSION AND PHILOSOPHY OF UNIVERSITY-COLLEGES

University-colleges are comprehensive, community-based teaching institutions committed to providing quality academic, career, technical and vocational programs supported by the necessary and appropriate scholarly activity and professional development.

The university-colleges will be especially responsive to the communities which they serve. This promotes development of unique regional and institutional strengths across the province.

Programs are expected to be primarily undergraduate programs. Reproduction of traditional, extensive graduate research programs is not advocated. This emphasis on undergraduate programs facilitates emphasis on teaching over research. At the same time, the development of a minority number of graduate programs designed to serve the needs of the community (such as nursing, social work, education) is of interest to some locals. It is important, however, that these graduate programs be determined on the basis of both community need and emphasis on teaching.

While university-colleges shall have as their primary emphasis teaching and learning, this emphasis must be supported by professional development and scholarly activity adequate and appropriate to establish and promote both teaching excellence and academic credibility.

#### SCHOLARLY ACTIVITY

Scholarly activity must be available to all faculty in the local. This activity must be defined carefully and bargained locally by locals.

Scholarly activity is to be recognized as an optional component of a member's assigned workload. Members electing this component must have the teaching component of assigned workload reduced by at least twenty-five percent in order to ensure access to necessary time for scholarly work.

A distinction between "Scholarly Activity" and "Professional Development" shall be provided in the collective agreements. Such a distinction shall take into account separate (and potentially different) sources of funding.

Institutional funding must be secured to adequately cover faculty's scholarly activity requirements. To this end, FPSE shall lobby the Ministry for a component for scholarly activity in the formula funding mechanisms used to finance colleges and institutes.

#### ACADEMIC RANK, MERIT, PROBATION, TENURE AND EVALUATION

FPSE recommends that there be no system of faculty ranking at university-colleges.

FPSE recommends that there be no allowance for merit pay (or other tangible forms of performance-contingent benefits) in university-colleges. Locals shall not negotiate another tier of salary accessible only by upper-level instruction. If rates of pay are too low to attract new faculty, locals shall advocate lifts to the whole salary scale.

Provisions for evaluation of scholarly work need to be negotiated into collective agreements and thus open to appeal procedures and the grievance process. A concise definition of "scholarly activity" is essential to any evaluation procedure. Peer evaluation is a necessary component of the evaluation procedure.

FPSE recommends that a meaningful length of time be allotted for the evaluation of scholarly activity, but that this length of time not be used to extend the probation period of faculty appointments.

## COLLECTIVE BARGAINING

FPSE shall establish informal or formal coordination of bargaining across locals involved with degree-completion programs.

FPSE shall seek the support of university faculty associations to strengthen claims at the bargaining table for premium terms and conditions of work.

Regarding the selection of internal candidates to the Universities' courses, locals shall attempt to bargain an internal process for the selection of the locals' members for upper-level course assignments. Locals shall attempt to ensure department involvement in the selection process and assignment of course work.

Regarding the selection of external candidates to the universities' courses, locals shall bargain an "in-house" selection committee with preponderance of faculty control. Consideration of internal candidates shall proceed prior to external selection in the seeking of qualified personnel.

FPSE recommends that there be no special allowance for "super-seniority" in upper-level instruction. No separate seniority lists within disciplines or areas shall be established in the collective agreement.

FPSE recommends that scholarly activity be a faculty-driven optional workload component. The evaluation of scholarly activity cannot be performed by the employer alone. It is proposed that such evaluation requires the judgment of discipline peers and colleagues, and it is recommended that locals bargain such faculty involvement in the process of scholarly activity evaluation.

## MODEL LEGISLATION FOR UNIVERSITY-COLLEGES

FPSE adopts the policy that university-colleges shall remain under a *College and Institute Act* rather than the *University Act*, but that extensive revision of that *Act* must take place.

The objects of a university-college include the provision of comprehensive courses of study sufficient to grant baccalaureate degrees in its own name; comprehensive courses of study in post-secondary education or training; and continuing education.

It is also recommended that provisions must allow for the granting of graduate degrees in areas of study specifically approved of by the Ministry.

The basic obligatory powers of the Minister (the ability to make grants to institutions; to require budget, financial and educational activity information; to approve programs to be offered; to require institutions to account for themselves periodically; and the necessity of the Minister to report to the Legislative Assembly) shall remain in a revised *College and Institute Act*.

Other powers and duties assigned to the Minister under the present *Act* shall be shifted, wherever possible and without disturbing the status of the institutions as agents of the Crown, to the agency, college, institute or university-college.

## FPSE'S RELATIONSHIP WITH UNIVERSITIES

FPSE recommends that the university-colleges shall be granted independent, degree-granting authority as soon as those structures for academic governance are in place at the institution. No university-college shall be granted independent degree-granting status until appropriate structures for academic governance are in place.

## FPSE'S RELATIONSHIP WITH GOVERNMENT AND MINISTRY

FPSE adopts the policy that FPSE and the post-secondary system vigorously lobby for changes in research granting agencies' criteria for grant allocation. These agencies must accept the academic designation of university-college faculty in a non-prejudicial way in allocating funds for scholarly activity.

FPSE adopts the policy that a task force consisting of representatives from Ministry, college presidents and faculty shall be struck to coordinate lobbying of research granting agencies, and to ensure that the university-colleges have appropriate structures in place to support faculty research. This lobbying must be initiated at a provincial level, and take place at a national level.

(Revised: 1993 AGM)

(Revised: 1992 AGM)

(1989 AGM)

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