

COLLECTIVE AGREEMENT DATES TO REMEMBER

*This chart is provided for the convenience of Members.
The Collective Agreement itself should be checked for actual wording.*

OTHER IMPORTANT DATES TO REMEMBER

[Note: These dates do not include tenure, permanency or promotion]

Effective Date	Description	Article(s)
January 31	A seniority list of all permanent Clinical Nursing Instructors shall be posted by the Employer before January 31.	Article G2.12 a)
February 1	Posting of Sessional Instructor positions for both summer sessions shall be posted on or before February 1.	Article G1.4 b)
March 1	The appointment [of Chairs] normally shall be made by March 1.	Article B3.1 b)
March 1	Chair, or Coordinator or Director of an Interdisciplinary Academic Program, or Dean (in cases where there is no Chair) shall update the seniority of each member of the Sessional Roster of that academic unit.	Article G1.7.1 c)
March 31	Departmental Chair shall ensure that a properly constituted Departmental Review Committee will be assembled prior to March 31.	Article E2.5.2.4
March 31	Elections to the URC shall be completed by March 31 or as soon thereafter as practicable.	Article E2.10.1 f) iii)
April 1	Posting of Sessional Instructor positions for fall and winter semester courses and two-semester courses shall be posted on or before April 1.	Article G1.4 b)
April 1	Clinical Nursing Instructors who want to work in excess of their contracted hours shall notify the Dean in writing prior to April 1.	Article G2.10 d)
May 1	Newly elected members of the URC begin their terms on May 1.	Article E2.10.1 f) iii)

May 1	Members engaged in external employment shall by May 1 of each year, inform their Department Chair and Dean, or University Librarian, as appropriate, of the nature and time devoted to these activities conducted in the previous calendar year.	Article H3.7
May 31	Non-tenured Faculty Members and term and probationary Librarians shall provide a current curriculum vitae and a concise, written report of their activities for the past year.	Article E1.4.3 Article E6.1
May 31	In their second year of employment, non-tenured Faculty Members in departmentalized faculties shall provide to their Dean a current curriculum vitae and a concise, written report of their activities for the past two years.	Article E1.4.3
May 31	Every third year, tenured Faculty Members and permanent Librarians shall provide a current curriculum vitae and a concise, written report of their activities for the past three years.	Article E1.4.3 Article E6.2
June 1	Chair to assume duties on June 1.	Article B3.1 b)
June 30	By June 30 of the year in which the report [of activities] is received, the Chair or Dean/University Librarian who has received the report shall meet with the Member to discuss the report and directions that might be taken by the Member and the Department/Library for continued professional development.	Article E1.4.4 Article E6.5
June 30	Chairs shall report accumulated credits [for thesis-based graduate supervision] and requests to redeem credits to the appropriate Dean.	Article H1.4.2 d) v)
July 1	At the expiration of a three-year recurring contract and in the presence of demonstrated, continuing instructional need, the Member shall be eligible for another three-year contract to be issued on or before July 1.	Article G1.5. b)

August 1	Chair, or Coordinator or Director of an Interdisciplinary Academic Program, or Dean (in cases where there is no Chair) shall update the seniority list each member of the Sessional Roster of that academic unit.	Article G1.7.1 c)
September 1	Prior to September 1, the Chair shall meet with the Dean and provide an overview of the faculty reviews completed within the Department.	Article E1.4.6
September 15	Applications for sabbatical leave shall be sent to the Dean/University Librarian with a copy to the Department Chair and Coordinators of Interdisciplinary Programs, as appropriate, by September 15 of the year prior to the contract year for which the leave is planned.	Article C2.13
September 30	Requests to redeem credits for thesis-based graduate supervision must be made to the Chair in writing by September 30 th of the year prior to the requested course release.	Article H1.4.2 d) v)
November 1	Posting of Sessional Instructor positions for winter semester courses still unfilled shall be posted on or before November 1.	Article G1.4 b)
November 1	Chair, or Coordinator or Director of an Interdisciplinary Academic Program, or Dean (in cases where there is no Chair) shall update the seniority of each member of the Sessional Roster of that academic unit.	Article G1.7.1 c)