

Letter of Understanding
Between St. Francis Xavier University (hereafter referred to as the University)
And
St. Francis Xavier Association of University Teachers (hereafter referred to as the StFXAUT)

1. The parties agree that the position of Dietetic Educator is an academic position within the Department of Human Nutrition and as such belongs within the bargaining unit of the StFXAUT. Upon signing this agreement, the Dietetic Educator will become a member of the StFXAUT.
2. The 'Dietetic Educator' position replaces the 'Integrated Dietetic Internship Coordinator' position.
3. The position of Dietetic Educator has its closest parallel to that of Nurse Educator within the School of Nursing, although new collective agreement language is necessary to identify specific considerations and to provide guidance on matters unique to the Dietetic Educator. Therefore, the parties agree to the language attached to this letter, modeled after Section 5 of the *Fourth Collective Agreement*, and will apply it to this position.
4. In addition to this MOU, the following Articles in the Fourth Collective Agreement also apply to the Dietetic Educator position:

Section 1: Overriding (Article 1.11:2.0 is the Study Leave article that applies to the Dietetic Educator);

Appendix I: Benefits for Nurse Educators, Lab Instructors, Coady and Extension Program Staff and Writing Centre Instructors; and

Article 2.8: Outside Professional Activity.

Signed in Antigonish, Nova Scotia this 13 th day of June, 2018



Dr. Mary Oxner
For the StFXAUT



Dr. Kevin Wamsley
For the University

DEPARTMENT OF HUMAN NUTRITION, DIETETIC EDUCATOR

OVERVIEW

The Dietetic Educator is responsible for both the coordination of the Integrated Dietetic Internship (IDI) and for classroom instruction. Recognition is given to balancing the teaching and coordination/intern support components of this position as necessary to the success of the Integrated Dietetic Internship, a program grounded in both experiential and academic learning.

A) DESCRIPTION OF ROLE AND RESPONSIBILITIES

1.0 The Dietetic Educator position is unique to the Department of Human Nutrition where a major emphasis is on preparing students for a career in dietetics as a Registered Dietitian in compliance with accreditation guidelines.

2.0 Key responsibilities of the Dietetic Educator include:

- a) primary responsibility for a minimum of 9 credits per year of classroom instruction relevant to dietetic practice;
- b) planning, implementing and evaluating practical learning experiences for human nutrition students and dietetic interns in classroom, laboratory, community and other relevant settings;
- c) planning, implementing and evaluating dietetic practice experiences in various clinical, community, food service, not-for profit, government, private sector settings and other relevant settings;
- d) developing strategies to ensure the best possible use of practice experiences for dietetic interns in a wide variety of settings;
- e) consulting with students and preceptors face to face and remotely through regularly scheduled office hours to monitor progress and address learning needs
- f) ensuring service and program support which comprises:
 - ongoing development of the Integrated Dietetic Internship Program;
 - exploring new opportunities for intern practice, collaborations with other health care providers/professionals and community organizations;
 - coordinating dietetic practice experiences;
 - developing and updating program manual and policies and procedures;
 - ensuring completing and updating of documentation such as affiliation agreements and others as required; facilitating and coordinating the intern selection process;
 - communicating through various means information on the IDI to prospective and current students;
 - managing prior learning assessment relevant to dietetic education;
 - developing materials and implementing orientation workshops for all interns;
 - assessing intern progress throughout the internship;
 - assessing preceptor needs and providing education and support, including coordinating regular professional development events.
 - providing support for Cooperative Education including working with the manager in securing placements;

- advocating for equitable student access to the IDI and funding support for students;
- reviewing and suggesting revision of the IDI program on an on-going basis to the IDI Program Director to ensure program quality and professional standards are met.

3.0 Additional Responsibilities of the Dietetic Educator include

- a) involvement in Honours and Advanced Major students' projects;
- b) attendance at and active engagement in Department of Human Nutrition meetings;
- c) membership on Department of Human Nutrition committees as appropriate;
- d) membership on university committees, interagency committees and professional association committees as appropriate;
- e) oversight of documentation required for IDI accreditation

B) QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS

1.0 Minimum academic preparation and qualifications include a post-graduate degree, registration with the Nova Scotia dietetic regulatory body, member of Dietitians of Canada and a minimum of three years of relevant work experience prior to appointment.

2.0 Professional Requirements

Individuals in this position will pursue programs of continuing education, participate in educational conferences and professional association activities, and update and maintain professional knowledge and skills related to their area of expertise. The Dietetic Educator will hold current registration with the Nova Scotia dietetic regulatory body.

C) TERMS OF APPOINTMENT

1.0 There shall be three types of appointments for Dietetic Educators:

- a) **Probationary:** Dietetic Educators shall receive probationary contracts for a total of four academic years before being considered for a continuing appointment.
- b) **Continuing:** A continuing appointment (or permanent appointment) means permanency of employment subject to the terms of the Collective Agreement.
- c) **Contractually Limited Term:** A contractually limited term appointment may be made for varying periods of time in order to replace employees on leave or for other special circumstances which are temporary in nature.

D) RECRUITMENT AND APPOINTMENT PROCEDURE

1.0 Probationary Appointment:

- a) Vacancies shall be filled by open competition, by means of an advertisement on the University's Web site and in the Department of Human Nutrition, for at least a two (2) week period. The areas of search may be broadened at the discretion of the Dean.

- b) Posting shall identify the date of the posting, the academic term, the course name and number (if known at the time of posting), the starting date and duration, the location (on/off campus), weekly hours, the qualifications for the appointment and the application deadline.
- c) A copy of the advertisement shall be forwarded to the Association at the same time as it is submitted for publication, along with a list of the publications and distribution points to which it is being submitted.
- d) Selection Committee
 - i. A Selection Committee shall be struck consisting of the Chair of the Department of Human Nutrition, who will chair the committee, two members of the Faculty within the Department of Human Nutrition and the IDI Program Director. If the Department Chair and IDI Program Director positions are held by one person, the Selection Committee shall only have three members.
 - i. The Selection Committee shall follow the standard hiring policies and procedures of the University and the Department of Human Nutrition.
 - ii. The Chair of the Selection Committee shall recommend in writing the preferred candidate(s) to the Dean of Science for approval and appointment.

2.0 Limited Term Appointment:

- a) Limited Term vacancies shall be filled by open competition, by means of an advertisement on the University's Web site and in the Department of Human Nutrition, for at least a two (2) week period. The areas of search may be broadened at the discretion of the Dean.
- b) Posting shall identify the date of the posting, the academic term, the course name and number (if known at the time of posting), the starting date and duration, the location (on/off campus), weekly hours, the qualifications for the appointment and the application deadline.
- c) A copy of the advertisement shall be forwarded to the Association at the same time as it is submitted for publication, along with a list of the publications and distribution points to which it is being submitted.
- d) Selection Committee
 - ii. A Selection Committee shall be struck consisting of the Chair of the Department of Human Nutrition, who will chair the committee, two members within the Department of Human Nutrition and the IDI Program Director. If the Department Chair and IDI Program Director positions are held by one person, the Selection Committee shall only have three members.
 - iii. The Selection Committee shall follow the standard hiring policies and procedures of the Department of Human Nutrition.
 - iv. The Chair of the Selection Committee shall recommend the preferred candidate(s) to the Dean of Science for approval and appointment.

3.0 The Dean will issue a written offer of appointment in the name of the Academic Vice-President and Provost. The written offer of appointment shall state explicitly:

- a) the step at which the appointment is to be made;
- b) the type of appointment, including its length;
- c) the salary;
- d) relocation expenses; if any;

- e) applicable fringe benefits available to the appointee;
 - f) the location in the Collective Agreement where the Dietetic Educator's duties, rights, and privileges are specified;
 - g) and a reference to the website where the Collective Agreement and all subsequent letters of understanding are located.
- 4.0 The written offer of appointment and the written acceptance shall be in the possession of the proposed new Dietetic Educator and the University respectively before an appointment can take effect. A copy of the written offer of appointment will be sent to the President of the Association, the Chair of the Department of Human Nutrition once an acceptance has been received.
- 5.0 Short term hires of less than 100 days required to fill unanticipated vacancies (e.g. sick leave replacements) will not be subject to the above recruitment procedures.

E) PROBATIONARY APPOINTMENTS

- 1.0 The initial contract for a probationary appointment as a Dietetic Educator will normally be for two years.
- 2.0 The Performance Evaluation Committee (Section F, Clause 3.0 below) of the Department of Human Nutrition shall conduct a performance evaluation of each Dietetic Educator holding a probationary appointment by December 15 in each year except the initial and final year of a probationary appointment.
- 3.0 An evaluation by the Performance Evaluation Committee for a Dietetic Educator with a Probationary Appointment which is reported as "Fair" or "Unsatisfactory" shall extend the probationary period by one year. Two "Unsatisfactory" evaluations for a Dietetic Educator with a Probationary Appointment shall be considered as sufficient grounds for non-renewal of appointment.
- 4.0 Upon successful evaluation, the Dean has the option to renew the Probationary Appointment for one or two years
- 5.0 The total length of the probationary period shall be four years.
- 6.0 Time spent on Leave of Absence, Sick, Political and Study Leaves, shall not count toward the probationary period.
- 7.0 Time worked in Limited Term Appointments may be included in the probationary period at the specific request of the Dietetic Educator.
- 8.0 Any Dietetic Educator wishing to count years on Limited Term Appointments towards permanency must have been evaluated in each of such years. In addition, a minimum of one full year in a probationary appointment must be completed prior to the request to count the Limited Term appointment years and subsequent application for a Continuing Appointment.
- 9.0 To be eligible to obtain a Continuing Appointment, the Dietetic Educator must have completed four years in a Probationary Appointment.

- 10.0 To obtain a Continuing Appointment, the Dietetic Educator shall submit to the Probationary Review Committee a file containing a current curriculum vitae, teaching surveys, and any other material that the Dietetic Educator believes is relevant, by November 21 in the final year of the probationary period. This file must show evidence of current registration with the Nova Scotia dietetic regulatory body. It is the responsibility of the Dietetic Educator being evaluated to provide the Probationary Review Committee and the Dean with the evidence to make an informed decision.
- 11.0 The Probationary Review Committee shall be chaired by the Chair of the Department of Human Nutrition and shall include two Faculty Members within the Department of Human Nutrition, a Nurse Educator as selected by the Chair and the IDI Program Director. If the Department Chair and IDI Program Director positions are held by one person, the Probationary Review Committee shall only have four members.
- 12.0 The Probationary Review Committee shall use the evaluative criteria as per Section G below.
- 13.0 The Probationary Review Committee shall make recommendation on the matter of permanency by simple majority vote and shall communicate its recommendation, with concise reasons based on evidence, in writing to the Dean and the candidate by December 15.
- 14.0 The Chair of the Probationary Review Committee will ensure the candidate's file is delivered to the Dean's office by December 15.
- 15.0 The Dean shall communicate his or her decision in writing to the candidate by January 30 with reasons for the decision.
- 16.0 In the event of a negative recommendation for permanence by the Probationary Review Committee, the candidate may, within one (1) week of receipt of the notice, make a written request to have the opportunity to appear before the Probationary Review Committee with a representative of the Association, to present his or her case and to clarify any issue raised. The Probationary Review Committee shall then reconsider the application and the new information provided and vote a second time. The decision on the recommendation shall be by simple majority vote. The Dean shall report the result of the vote in writing to the candidate within one (1) week of the second vote with reasons for the recommendation along with his or her decision on the granting of a continuing appointment.

F) Performance Evaluation

- 1.0 Performance Evaluations for the Dietetic Educator with a full or part-time contractually Limited Term Appointment shall commence in their second year by December 15, and will continue every December 15 each year thereafter as long as they continue to hold a Limited Term Appointment.
- 2.0 Performance Evaluations will be completed every second year by December 15 for the Dietetic Educator with a Continuing Appointment unless the rating on the previous performance evaluation was "Fair" or "Unsatisfactory". Individuals who are due for an evaluation will be contacted by the Dean's office by October 1 each year.
- 3.0 The annual performance evaluation shall be done by the Performance Evaluation Committee consisting of the Chair of the Department of Human Nutrition who shall chair the committee, one Human Nutrition faculty member, one permanent Nurse Educator as selected by the Chair and the

the IDI Program Director. If the Department Chair and IDI Program Director positions are held by one person, the Performance Evaluation Committee shall only have three members.

4.0 The Dietetic Educator shall submit to the Performance Evaluation Committee a file containing current curriculum vitae, teaching surveys, and any other material that the Dietetic Educator believes is relevant, by November 21 of the year in which they are evaluated. This file must show evidence of current registration with the Nova Scotia dietetic regulatory body. It is the responsibility of the Dietetic Educator being evaluated to provide the Performance Evaluation Committee and the Dean when necessary with the evidence to make an informed evaluation, recommendation and decision when appropriate.

The Performance Evaluation Committee shall communicate its evaluation and recommendation for renewal if appropriate, with clear and concise reasons based on evidence, in writing to the Dean and the candidate by December 15

5.0 Two evaluations with ratings of "Unsatisfactory" for a Dietetic Educator with a continuing appointment shall be considered as sufficient grounds for dismissal for cause.

G) CRITERIA FOR EVALUATION

1.0 The Performance Evaluation Committee and the Probationary Review Committee for the Dietetic Educator must consider and evaluate the following areas:

- a) teaching and dietetic intern supervision and instruction;
- b) scholarly or professional development and activities that support continued competence in an area of practice and;
- c) service to the Department of Human Nutrition and to the University. A Dietetic Educator's service to her or his professional community or exceptional service to her or his community may be considered.

2.0 In order to inform the evaluation and recommendation, the performance evaluation will also take into consideration the following

- a) certification that is job-related;
- b) student and intern evaluations;
- c) preceptor evaluations;
- d) contributions to course content and delivery (e.g., creation of content such as exercises, manuals, simulations, web-based content, etc.);
- e) scholarly activity that is job-related such as publications, conference presentations, abstracts and poster presentations;
- f) service to the department's outreach and community activities;
- g) service to the department (e.g., committee work, program support and administration).

3.0 The assessment of teaching and dietetic intern supervision should also consider the particular topic taught by the Dietetic Educator. Some courses may offer less or more opportunities for the Dietetic Educator to contribute due to factors such as level of difficulty of content, requirements for course

development and updating, level of autonomy granted by faculty, number of students, amount of marking required, and specific requests by faculty, for example.

- 4.0 As part of the Performance Evaluation or Probationary Review, the Dietetic Educator shall receive an evaluation on each of the three broad categories (Section G, Clause 1.0) and an overall evaluation as one of the following
- a) Excellent – Individual performs all roles and responsibilities in an excellent manner.
 - b) Very Good- Individual performs many roles and responsibilities very well and all other responsibilities well.
 - c) Good – Individual performs many roles and responsibilities well, and all other responsibilities adequately.
 - d) Satisfactory – Individual performs all roles and responsibilities satisfactorily.
 - e) Fair – Individual performs most roles and responsibilities satisfactorily, but not all.
 - f) Unsatisfactory – Individual fails to perform many roles and responsibilities

H) WORKLOAD

- 1.0 The Dietetic Educator role is a full time position (12 months) which includes both an internship coordinator role and teaching in courses relevant to dietetic practice in both the fall and winter and potentially summer academic terms for a total of 9 credit hours in a calendar year, excluding practicum coordination.
- 2.0 The Chair of the Department of Human Nutrition may also assign, from time to time, other reasonable duties, in consultation with the Dietetic Educator as per Section A above.

I) SALARY AND BENEFITS

- 1.0 The salary grid for the Dietetic Educator is in the attached Appendix 1.
- 2.0 A new Dietetic Educator will be placed on the salary grid at a step commensurate with his/her education and experience (both professional and academic/instructional experience will be considered).
- 3.0 If a new Dietetic Educator is hired without a Master's degree and subsequently acquires one while employed at StFX, she/he will move to the next step on the grid in addition to the annual increment.
- 4.0 On September 1 of each year, the Dietetic Educator will advance one step of the scale until the top step is reached.

J) SEVERANCE PAY

- 1.0 In the event that position reduction(s) are required, and in lieu of paid notice consistent with the Nova Scotia Labour Standards Code, the University will either offer severance of not less than three weeks'

pay per year of employment, to a maximum of one years' pay, or an alternate position with the University.

Appendix 1:

Salary Grid for Dietetic Educator

Step	2016-2017	2017-2018	2018-2019
1	\$ 72,800	\$ 73,892	\$ 75,185
2	\$ 74,400	\$ 75,516	\$ 76,838
3	\$ 76,000	\$ 77,140	\$ 78,490
4	\$ 77,600	\$ 78,764	\$ 80,142
5	\$ 79,200	\$ 80,388	\$ 81,795
6	\$ 80,800	\$ 82,012	\$ 83,447
7	\$ 82,400	\$ 83,636	\$ 85,100
8	\$ 84,000	\$ 85,260	\$ 86,752
9	\$ 85,600	\$ 86,884	\$ 88,404
10	\$ 87,200	\$ 88,508	\$ 90,057

