

**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)**

**Background**

Section 7 of Article 6.7.1 and 7.7.1 of the *Collective Agreement* (expires June 30, 2019) was revised.

**Agreement**

**ARTICLE 6.7.1 RESEARCH LEAVE (Coady) / ARTICLE 7.7.1 RESEARCH LEAVE (Extension)**

- 1.0 The University recognizes the importance of granting periodic Research Leave to full-time Program Teaching Staff at the Coady International Institute and Program Staff at the Extension Department (herein referred to as "Program Staff" inclusive of both the Coady Institute and the Extension Department).
- 2.0 Research Leaves are granted to enable individuals to further their scholarship and instructional capacity through study, writing, or other approved academic pursuits. The research must be relevant to specific and distinct work of the Extension Department and the Coady Institute.
- 3.0 Because research leave involves a variable financial commitment granting of such leave is subject to budgetary considerations and is up to the discretion of the Vice President, Coady International Institute and Extension Department.
- 3.1 In the event that a Program Staff member applies for and is otherwise qualified for a research leave but the leave is not granted because of the application of the provisions of clause 3.0, that member's application shall receive priority consideration the following year.
- 3.2 Program Staff are encouraged to apply for external fellowships/funding for their research leave. If such external fellowships/funding are awarded, a reduction in University support may be made.
- 3.3 In general, during the leave-period, a Program Staff member shall not accept paid outside employment other than that which contributes to the member's professional development. He or she may, however, apply for and may receive permission to undertake suitable limited paid work (teaching, research, or other).
- 4.0 To be eligible to apply for Research Leave, a Program Staff member shall:
  - a) hold a permanent appointment;
  - b) agree to return to the Coady International Institute or the Extension Department to

- normal professional duties for at least two years following the leave;
  - c) have an ongoing research program that is productive or shows promise of being productive;
  - d) not be seeking Research Leave for the purpose of study towards a graduate degree, conducting personal business, performing consulting services, or full-time employment elsewhere; and,
  - e) have worked a sufficient number of terms at the Coady International Institute or at the Extension Department to be eligible. [see 5.3, below]
- 4.1 To be eligible, cross appointed faculty should satisfy the requirements of both the Coady Institute or the Extension Department and their academic department.
- 5.0 Academic status, salary increments, and full pension and insurance benefits will be maintained while a Program Staff member is on Research Leave.
- 5.1 The member's Research Leave salary will be paid during the leave period. Remuneration will be eighty-five (85) percent of the member's full salary for the period of the Leave.
- 5.2 Research Leaves may be granted up to a full year but Research Leaves shall not be granted for successive years.
- 5.3 To be eligible for a full-year Research Leave, an individual must have accumulated credit for six years of normal duties in a continuous appointment. All Research Leave requests for less than a full year will be calculated on a prorated basis.
- 6.0 Procedure for the Application for and Granting of Research Leave
  - 6.1 Coady or Extension staff members that are eligible for Research Leave and requesting a Research Leave shall make an application to the Chair of the Coady and Extension Committee for Research Leave [see clause 9.0 of this article, below], with copies to their respective supervisors on March 1 or September 1, one year preceding when the leave is to be undertaken. Exceptional circumstances will be considered for research leaves requested less than one year, acknowledging that special circumstances may occur, such as a more imminent research leave opportunity. If this occurs, a request of no less than six months preceding the leave will be accepted. The application shall include the dates of an intended research leave, a current Curriculum Vitae, and a research leave project proposal which demonstrates to the satisfaction of the supervisor and the Committee that the Leave will be of sufficient scholarly and/or instructional contribution to justify its being granted.
    - 6.2.1 The supervisor shall forward his or her recommendation with respect to the application for Research Leave to the Chair of the Committee for Research Leave [see 9.0, below] no later than one month following proposed Research Leave application (April 1 or October 1).
    - 6.2.2 If there is more than one application within the Coady Institute or within the Extension Department, the supervisor, when forwarding the recommendations, shall rank order the applications with an explanation and justification for the rankings.

- 6.2.3** The supervisor's recommendation or ranking shall be based on his or her assessment of the academic merit of the applications and on Coady's and Extension's needs, in particular relating to staffing.
- 6.3** In the instance that the supervisor makes a negative recommendation, he or she shall specify in writing the primary reason for that negative recommendation.
- 6.4** The Committee for Research Leave [see 9.0, below] shall make recommendations on research leave applications to the Vice President, Coady International Institute and Extension Department by May 1 or November 1, in alignment with the time frame the application was submitted – either Spring or Fall. If there is more than one application, the Committee shall rank order the proposals based on its assessment of the academic merit of the applications before forwarding recommendations to the Vice President, Coady International Institute and Extension Department.
- 6.5** After consultation with Committee for Research Leave [see 9.0, below], the Vice President, Coady International Institute and Extension Department shall give final approval of Research Leaves no later than two weeks following the recommendation of the Committee (May 15 or November 15).
- 6.6** In the event that an application for Research Leave is denied, the Vice President, Coady International Institute and Extension Department shall specify in writing the primary reason for that denial, that is, whether the leave has been denied because the applicant is ineligible, or because the proposal has insufficient scholarly and/or instructional merit, or whether the Leave has been delayed on administrative grounds (e.g., for staffing or budgetary considerations).
- 6.7** In the event that an application for Research Leave is denied for administrative reasons (e.g., for staffing or budgetary considerations), the Member does not need to reapply the following year; however, they are required to send a letter to the Vice President, Coady International Institute and Extension Department indicating revisions or updates to the Research Leave plan or withdrawal of the Research Leave plan by February 1 or August 1 respectively. The Vice President, Coady International Institute and Extension Department shall respond within one month. It is the member's obligation to initiate a new request for a research leave when the previous request has been refused or deferred on grounds other than administrative.
- 7.0** Program Staff who becomes ill, injured or pregnant while on research leave may suspend the research leave under the following circumstances:
- a) the illness or injury is serious enough to interfere substantially with the work being conducted during the research;
  - b) there is a medical certificate attesting to the illness, injury or pregnancy;
  - c) more than half the research time remains. In that case, the timing of the resumption of the suspended portion of the leave shall be determined in consultation with the Vice President, Coady International Institute and Extension Department.
- 8.0** Within three months of return from Research Leave a Program Staff member is required to submit a report to the Vice President, Coady International Institute and Extension Department on the scholarly activities completed during the leave.

9.0 The Coady and Extension Committee for Research Leave

9.1 The Coady and Extension Committee for Research Leave will be formed with the following terms.

- a) Include five members of whom three are elected AUT members (the first three over staggered terms of one-year, two-years and three-years), inclusive of an AUT member from Extension.
- b) A call for nominations will go to AUT members of the Coady International Institute and the Extension Department, and elections will be held within these units with voting eligibility restricted to AUT members.
- c) The Vice President, Coady International Institute and Extension Department, will be the Chair and will appoint one other committee member from the Director's team.

9.2 The Committee and its members shall:

- a) review and make recommendations on all applications for Research Leave based on the academic and scholarly information provided under Article 6.7.1:6 (Coady) and 7.7.1:6 (Extension);
- b) ensure all documents pertaining to research leave applications, decisions and reports are submitted to the Coady or Extension Administrator responsible for maintaining such records;
- c) not participate in the Committee's deliberations when they are in a potential conflict of interest.

9.3 Should an AUT representative on the Committee subsequently apply for a research leave, an alternate will be elected from the combined ranks of AUT members in these units to serve the duration of the incumbent's term.

Signed in Antigonish, Nova Scotia this 12.th day of March, 2018

  
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Dr. Mary Oxner  
For the StFXAUT

  
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Mr. Andrew Beckett  
For the University