



Terms of Reference

For the Joint Committee on Teaching-load Distribution Between
The Royal Military College of Canada (RMC) and the
Canadian Military Colleges Faculty Association (CMCFA)

References:

- A. Letter of Understanding, “Collective Bargaining,” 12 July 2019 (enclosed)
- B. Agreement between the Treasury Board and the Canadian Military Colleges Faculty Association, Group: University Teaching, Expiry date: 30 June 2022
- C. Fall Reports of the Auditor General of Canada to the Parliament of Canada. (2017). Report 6—Royal Military College of Canada—National Defence, http://www.oag-bvg.gc.ca/internet/English/parl_oag_201711_06_e_42671.html
- D. Report of the Standing Committee on Public Accounts (SCOPA), Report 6, Royal Military College of Canada—National Defence, of the 2017 Fall Reports of the Auditor General of Canada. (May 2018), http://publications.gc.ca/collections/collection_2018/parl/xc16-1/XC16-1-1-421-46-eng.pdf
- E. The Royal Military College of Canada Response to Report 6, Royal Military College of Canada - National Defence of the 2017 Fall Reports of the Auditor General of Canada, 10 July 2019

Introduction

These terms of reference are issued under the authority of the Principal of the Royal Military College of Canada (RMC) and have been developed in consultation with the Canadian Military Colleges Faculty Association (CMCFA). RMC is an organization that is committed to evidence-based decision making and the establishment of this committee is intended to inform management.

It is recognized that workload assignment remains the employer’s prerogative; however, concerns for equitable faculty workload were raised by the CMCFA as part of the 2019 round of collective bargaining. In response, the Principal of RMC committed, in a letter to the CMCFA dated 12 July 2019, “to form a joint committee” that would be “composed of equal numbers of management and CMCFA representatives” (reference A). The purpose of this Joint Committee is to “study teaching-load distribution of our faculty and review our policies and practice in that regard” in order to determine whether it is fair and equitable. While, in accordance with reference A, it is important to understand that “this is not a decision-making committee and that the establishment of this committee is not a commitment to increase resources, ... any teaching-load equity issues jointly agreed upon by the committee will be addressed.” Those that do not require an increase in resources will be addressed internal to RMC. Those that require an increase in resources will require further consultation through the chain of command.

Composition

The committee will have two co-chairs, one representing management and one representing the CMCFA. Management and the union will each select their respective chairs. The composition of the committee is as follows:

RMC	CMCFA
Dr. Jim Denford, Dean of Social Sciences and Humanities (co-chair)	Dr. Huw Osborne (co-chair, SSH)
Dr. Greg Phillips, Dean of Engineering	Dr. Sylvain Leblanc (Engineering)
Dr. Jennifer Shore, Faculty of Science	Dr. Jennifer Scott (Science)

Committee Responsibilities and Functions

This committee will examine teaching-load distribution at RMC, including its overlap with scholarly activity and service when course relief is granted for those activities. It will also compare the teaching loads and how they are attributed at RMC to those of other similar institutions.

In carrying out its responsibilities and functions, this committee will consider the UT Collective Agreement (reference B) and specifically Article 13, "Distribution of Teaching Workload". Similarly, the committee will take into consideration the 2017 Report of the Auditor General (reference C), the Report of the Standing Committee on Public Accounts (SCoPA) (reference D), and the RMC response (reference E).

The committee will consult current and former department heads, appropriate representatives from management, and other members of the broader faculty to determine the current and historical policies and practices related to the distribution of teaching workload at the colleges. This committee will engage the Vice-Principal Academic's Office for an historical examination of resources committed to teaching over the recent years. The committee may leverage external expertise as determined by the committee.


Any disagreement that cannot be resolved between committee members will be brought to the President of the CMCFA and the Principal.

It is anticipated that the results of the work could be factored into the teaching plot for Academic Year 2022/23. A final report is due by 1 December 2021. Progress reports shall be provided to the Principal in writing at the end of June 2021 and the end of September 2021.

Upon completion, the results of the study will be forwarded to the Commandants through the Principal. The results will also be shared with the Faculty Association and the faculty at large.

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Harry Kowal
Principal
Royal Military College of Canada



Helen Luu
President
Canadian Military Colleges Faculty Association