

MEMORANDUM OF UNDERSTANDING

between the

**Association of Academic Staff University of Alberta
(the “Association”)**

and the

**Governors of the University of Alberta
(the “University”)**

regarding

AASUA Participation in University Policy and Procedure Development

Whereas:

The Parties recognize that University policies, procedures and related appendices within UAPPOL or otherwise (“University Policy”) are dynamic documents that are developed, reviewed and revised on a regular basis; and

The Parties recognize that the Academic Staff of the University of Alberta, as represented by the Association is a group for whom University Policy more often than not is a group for whom University Policy has an operation impact or whose activities will be impacted by the University Policy (“stakeholder” as per UAPPOL Document Development Procedure, most recent editorial date: March 29, 2020: <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/UAPPOL-Documents/Document-Development-Procedure.pdf#search=Document%20Development%20Procedure>); and

The Parties recognize that it is of utmost importance to ensure that University Policy is developed harmoniously with the terms of the Collective Agreement between them, acknowledging that where a University policy or procedure is in conflict with a term of the Collective Agreement, the Agreement takes precedence.

Therefore:

- A. The Institutional Policy Lead in the Office of General Counsel (“Institutional Policy Lead”) will be the primary point of contact for the President and Vice-President Portfolios through their respective Policy Development Staff regarding the requirement of participation by the Association.

- B. The Director, Faculty Relations, or delegate, (“Faculty Relations”) will be the primary point of contact for the Institutional Policy Lead for advice on how to engage the Association during the development, review or revision to University Policy.
- C. The Executive Director, or delegate, will be the primary point of contact for the Association.
- D. Consultation will not be required for revisions to University Policy resulting from amendments of federal, provincial, or municipal legislation or regulations; however, the Executive Director will be notified of such revisions by the Institutional Policy Lead.
- E. Consultation will not normally be required for revisions considered housekeeping in nature (e.g. updates to referenced links, grammar and spelling errors, changes to the offices of accountability or administrative responsibility, and similar); however, the Executive Director will be notified of such revisions by the Institutional Policy Lead.
- F. For all other University Policy in development or under review, Faculty Relations will provide the request for participation with the Association in accordance with 4.04 to the Executive Director.
- G. The University, through Faculty Relations, commits to engaging the Association as early as reasonably practicable in the University Policy development or review. In any event, the University will provide the Association with as much notice as possible but with no less than 6 weeks’ notice (the “notice period”) to provide written commentary and feedback (“input”). In such cases, a meeting to discuss the University Policy is preferable.
- H. The Institutional Policy Lead in consultation with the policy development staff will provide a response, with a copy to Faculty Relations, to the input received from the Association. As with input provided by any stakeholder, the input from the Association may or may not be incorporated into the final University Policy.
- I. In those rare circumstances when a University Policy is approved before the Association is able to provide its input due to time sensitivity and/or GFC and Board cycle dates, the University will ensure that the Association’s response is considered and, where necessary, will further amend the University Policy. The Parties recognize, however, that the Association retains the right to grieve the University’s failure to comply with Article 4.04.

- J. In circumstances where the Association's input has not been incorporated into the final University Policy, along with the University Policy, the Association's input shall be provided to the GFC.
- K. In circumstances where the Association's input has not been incorporated into the final University Policy, the Association may provide a rebuttal to the Institutional Policy Lead for a response from the policy development staff.
- L. At any time, the Association may provide input on existing University Policy to the Institutional Policy Lead who will provide to the policy development staff for their consideration.
- M. At all times, in accordance with Article 4.03 of the Collective Agreement, the Association retains the right to grieve the University's interpretation, implementation or administration of University Policy as an alleged failure to comply with the Collective Agreement, notwithstanding the Association provided, or had the opportunity to provide, input during the development or review of University Policy.

SIGNED AND APPROVED this ____ day of _____ 2024 by the authorized representatives of the Parties.

Governors of the University of Alberta

Verna Yiu
Provost and Vice-President (Academic)

Witnessed by: Michelle Strong, Director, Faculty Relations

Association of Academic Staff University of Alberta

Gordon Swaters, President

Witnessed by: Brygeda Renke