



FNEEQ COUNTER-PROPOSAL TO THE CPNC GLOBAL SETTLEMENT OFFER  
OF APRIL 26, 2010.

Adopted by the Regroupement CEGEP

April 29, 2010

Note: the French version of this document is authoritative.

WORKLOAD AND RESOURCES

1. **Amend Article 4-1.00:** Departmental Coordination and Program Committee

\_\_\_\_\_ according to Appendix A

2. **Amend Article 8-4.00** Teaching Load

\_\_\_\_\_ according to Appendix B.

3. **Add resources to teaching.** ~~(type 1) in order to support professors involved in certain situations : small cohorts, providing support and supervision to improve the success of new students (« targeted » pes) and multiple preparations (HP). These resources must be used for the purposes for which they have been allocated.~~

~~Moreover, in 2014-2015, resources are reserved to respond the work of the committees.~~

**See appendix C.** ~~for the addition of resources in each year of the collective agreement, for each category mentioned above.~~

4. **Appendix I-9 : Letter of Agreement on Guarantees**

Amend the Letter of Agreement on Guarantees in order to account for the addition of allocated resources for each year of the collective agreement, for each of the Types set out in clause 8-4.02 (FEC) and 8-5.02 (FNEEQ), **and facilitate verification.**

5. **Appendix I-2 – Allocation in FTE for Each Type of Workload :**

Revise the allotment of fixed resources between workload types 1 and 2 for colleges whose unions were formerly affiliated with FAC.

In order to account for the distribution of activities between type 1 and type 2, transfer the fixed resource allocation for student support and supervision (Pi EN), along with the associated resources, from Type 1 to Type 2 in Appendix I-2,

6. **~~Emerging Clienteles~~ — **Students with Special Needs :****, confer upon the Provincial Committee (Comité national de rencontre - CNR), established under clause 2-2.05, the following mandate d) :

**d) analyse the issues related to students with special needs, including those with learning disabilities, mental health problems, or attention deficit disorder with or without hyperactivity, and their impact upon workloads.**

Recommendations made to the respective parties no more than 12 months after the signing of the collective agreement.

7. **Clinical Teaching in Nursing :** confer the following mandate c) upon the advisory committee on teaching workloads established under clause 8-5.13 :

c) Propose one or more models for calculating the individual workload (CI), adapted to the realities of teaching nursing, particularly in a clinical setting, and taking account, notably, of the time required for orientation.

Report on the current state of night and weekend clinical teaching.

Make recommendations to the respective parties no later the 18 months after the signing of the collective agreement.

8. **Complex Health Technologies** : confer the following mandate d) on the Advisory Committee on Teaching Workloads, established under clause 8-5.13:

d) Examine the particular characteristics of clinical teaching of technical health programs (radiology, radiation oncology, pre-hospital emergency care, nuclear medicine, electro-medical physiology, etc.) and, as required, report on difficulties observed in relation to supervision in clinical settings and their impact on professors' workloads. Propose one or more solutions to reduce or eliminate these impacts, taking account of the current organization of teaching in these settings.

Report on the current state of night and weekend clinical teaching.

Make recommendations to the respective parties no later the 18 months after the signing of the collective agreement.

9. **Statement of the use of Personnel – clause 8-5.11**

The statement on the use of personnel is presented by discipline for each of the workload types and for column D (as is the case with the statement on the use teaching personnel in 8-5.10).

10. **Terrebonne – clause 8-5.04**

Withdraw Terrebonne from the list of Small teaching units and, as a consequence, subtract the previously granted resources (0.5 FTE) from the fixed resources of Type 2.

11. **Ad Hoc Committee – Cégep de l'Abitibi-Témiscamingue**

Within thirty (30) days following the agreement in principle, review the resource allocations and their distribution for the organization of regular teaching in the context of regionalisation at the Collège de l'Abitibi-Témiscamingue.

12. **Updating of Mandates of the Provincial Committee (Comité national de rencontre — CNR) and the Advisory Committee on Teaching Workloads (ACTW).**

Clause 2-2.05 - Provincial Committee (CNR): withdraw mandates a), c) ET d).

Clause 8-5.13 - Advisory Committee on Teaching Workloads (ACTW) : withdraw mandates e), d) ET e).

13. **Seniority Calculation and production of the Seniority List.**

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- ~~— Produce a single seniority list on October 1st of each year, which will be valid for one year (12 months);~~
- ~~• seniority is recognised for the previous year of hiring; the list includes everything done (real seniority in function of service rendered), except hourly paid replacement work (short term replacement);~~
- ~~• For a professor hired between the beginning of the year and October 1st, the date of hiring is the determining factor;~~
- ~~• similarly, for a professor hired after October 1st, the date of hiring is the determining factor.~~

**Beginning in the 2010-2011 school year:**

1. A single annual seniority list is published in mid-October of each year, which adds to the previous list all seniority acquired during the previous year of hiring;
2. Short term replacement is excluded from the seniority calculation beginning in the 2010-2011 year;
3. This list establishes seniority for the purposes of applying the collective agreement until the publication of the following annual seniority list;
4. The seniority of newly hired professors is determined by their date of hiring, regardless of their actual workload, until the publication of the following seniority list.

**14. Calculation of Work Experience – article 6-2.00**

Amend clause 6-2.01 concerning the calculation of professional or industrial work experience and the calculation of work experience in college teaching, as follows:

1. Withdraw the rule according to which only one out of every two (2) years of experience is calculated after the first ten years, in order to include each year of relevant professional or industrial experience in the calculation (6-2.01b))
2. Withdraw the rule specifying that only whole numbers are counted in order to include fractions of a year of professional or industrial experience in the recognized experience. (6-2.01b))
3. Amend the rule concerning the number of hours per day : seven (7) hours instead of eight (8), when the experience is given in weeks, in days, or in hours..
4. For experience in college teaching, convert the current rule of 90 and 135 days into FTEs in the following manner:

Recognized experience is calculated based on the year of hiring. A year of experience is recognised if a professor reaches 0.75 FTE; if a professor attains 0.5 FTE, the next level of experience is accorded, but he or she must account for 0.75 before accumulating another year of experience. If the professor passes 0.75 in the same hiring year, no more than one year is recognised. For hourly paid personnel, 0.5 FTE is equivalent to 262 periods (525 periods/2).

5. Experience shall not be readjusted down when a professor obtains a full-time contract following the application of 5-1.03b), c) or d).

### Continuing Education

15. **Continuing Education:** confer upon the Provincial Committee (CNR), established in clause 2-2.05, the following mandates ~~e) and d)~~ **d) and e)**:

~~e)d)~~ Analyze the current practice of the teaching profession for personnel teaching in Continuing Education, identified in clause 1-2.12, **including professors holding a status other than hourly-paid teacher,** taking into account the specific character of the organization of teaching in this sector and the working conditions that follow from it.

Report, no later than June 15, 2011, on the progress of this work and provide a report to the provincial parties no later than April 15 ~~2013~~ **2012**.

~~d)e)~~ Analyze the current practices regarding the recognition of prior Learning in order to determine the nature of professors' involvement, including the providing the missing training and recommending provincial guidelines.

Make recommendations to the respective parties no later than April 15, ~~2013~~ **2011**.

### JOB SECURITY

~~16. **Hiring priority for Teaching Positions — 5-4.17 a) :-**~~

~~— amend the provisions relative to job security in the following manner :-~~

- ~~• — for a professor on availability for at least three (3) years in a college that is alone in its sector, the obligation to move out of the sector (Quebec), in her or his discipline;—~~
- ~~• — amend the order of hiring priority to include at 5A a professor on availability for at least three (3) years in a college that is alone in its sector.~~

~~17. **Professors on Availability : Salary Protection — 5-4.07 I) :-**~~

- ~~• — As of the fourth (4th) year of the collective agreement, reduce salary protection to 40% for a professor on availability for at least three (3) years who has refused all employability measures; nevertheless, a professor on availability who has benefitted from a career change is considered to have refused all employability measures.—~~
- ~~• — Reduce salary protection to 40% for a professor on availability who is eligible for retirement without penalty.~~

18. **Amend clause 5-4.21 — Retraining for a reserved position — in the following manner:**

- The maximum duration is 8 semesters.
- A tenured professor not on availability who obtains retraining for a reserved position trades status with a professor on availability and remains on availability, where appropriate, along with the associated obligations.

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- c) At the end of the retraining, the professor must ~~occupy~~ hold the reserved post for a period equivalent to the period of retraining or, failing this, he or she must reimburse 20% of the salary received as a proportion of the time during which the post was not held in relation to the period for each session affected by the retraining of retraining. and this for a period equivalent to the period of retraining.
- d) If the retraining is interrupted during the first two years of the first year of retraining, no reimbursement may be required for the first two semesters. In subsequent years, if the teacher on availability interrupts the retraining, she or he must reimburse 20% of the salary received since the beginning of the third year for each year affected by the retraining and for a period equivalent to the period of retraining.
19. **Retraining for a Reserved Position –5-4.21** – regarding the total number of professors in retraining in a given year in virtue of 5-4.21c) — for unions of professors formerly affiliated with FAC and currently affiliated with FNEEQ:

Retention of a total of 5,85 FTE per year, or 78% of the 7.5 FTE attributed to retraining projects for reserved posts in virtue of clause 5-4.21;

The allocation of remaining resources provided for in clause 5-4.21 may be used for the purposes of clause 5-4.23, as detailed in the Letter of Understanding No. 13, or 78% of available balance at the date of the signing of the collective agreement.

## OTHER MATTERS

### 20. Transmission of Notices and Publication

- ~~Render valid transmission of the written notices required by the collective agreement by electronic means such as by fax or electronic mail.~~
- As a general rule, the College transmits all its notices and information to professors by electronic means, copying the union. Nevertheless, a professor may require documents in paper format. .
- Nevertheless, all documents or notices or comments in the context of:
  1. Article 5-18.00 on disciplinary measures;
  2. Clause 5-1.08 on the refusal to grant job priority;
  3. Article 5-4.00 on being placed on availability;
  4. Clause 5-1.14;constitute exceptions for which a paper copy is required .
- No transmission by electronic means may be taken to imply proof that a document was either sent or received.
- Withdraw the obligation to publish the collective agreement and letters of agreement in a paper format.
- Make the collective agreement available on the CPNC-College web site.
- The college transmits all the following information to the union in an electronic format that allows easy use by an electronic spreadsheet :
- 1. that required by article 4-2.00;

2. projected workload allocations (8-5.08) and updates following the changes to enrolment.
3. the statement of use of resources (8-5.10) and the statement of use of resources for the previous year (8-5.11);
4. the confirmation of courses to be taught by each professor (8-6.04 et 8-6.06);
5. professors' timetables (8-6.05 et 8-.06);
6. in addition to the information required by 8-6.07 and 8-6.08 concerning the teaching workload and special support and supervision activities, all the required elements for calculating the individual workload (CI) for each professor.

**21. Arbitration**

- Amend clause 9-2.01 of the collective agreement to render valid the transmission of notices of arbitration via the online formula of the Records Office.
- ~~Amend the collective agreement to specify that the MELS reimburses only those arbitration costs that are expressly required by the collective agreement.~~
- Amend the collective agreement to specify that each party pays 50% of arbitration costs except in cases of firing, harassment, or disciplinary measures connected to a firing, in which cases the employer assumes the entire cost.
- Eliminate, at 9-2.19, the possibility that FNEEQ (CSN), the Federation of Cégeps or le Ministry of Education might intervene in a local arbitration proceeding.
- Amend point 01 or Appendix IV-5 regarding Provincial Arbitration in the following manner: upon the request of FNEEQ, the Federation of Cégeps, or the Ministry of Education, a Provincial Arbitration is held regarding any matter covered by the collective agreement.

**22. Rewriting of 5-4.00 and 5-6.00**

- Within sixty (60) days following the signing of the collective agreement, re-write ~~the article~~ **certain texts** concerning job security and parental rights.

**23. Introduce certain appendices from the FAC collective agreement - for colleges whose unions were formerly affiliated with FAC:**

Appendix I-5 – Pavilions and Sub-Centres  
Appendix III-2 – Appendix Pertaining to the Collège de l'Abitibi –Témiscamingue  
~~Appendix III-3 – Appendix Pertaining to the Collège Lionel Groulx~~  
Appendix III-4 – Appendix Pertaining to the Cégep de la Gaspésie et des Îles  
Appendix III-5 – Appendix Pertaining to the Centre d'études collégiales en Charlevoix  
Appendix III-7 – Appendix Pertaining to the Centre linguistique du Collège de Jonquière

Make the necessary adjustments to other provisions, notably with regard to professional development resources and to days of hearings for grievances.

**24. Family-Work Balance**

5-9.00 – Special leaves for family responsibilities

- Amend this article to include a clause concerning granting leaves for family responsibilities, in application of articles 79.7 and 79.8 and following (79.9 to 79.12) of the Loi sur les normes du travail and according to the joint recommendation of the parity technical committee on parental rights.

At clause 5-9.02, add one working day if the event is occurring at a location more than 480 km distant.

**25. Remuneration**

- Eliminate the two lowest salary levels;
- for the Master's degree, eliminate the words, "in the subject taught or in a related subject relevant to the teaching of the subject indicated in the professor's contract";
- remove the criterion of 19 years of education for the Ph.D.;
- Return to a difference of 3 % between levels 17, 18, 19 and 20 as in the agreement on the salary structure of 2003.

**26. Committee on connecting the method of allocating teaching resources to the structure of the individual workload calculation (CI)**

New mandate for the advisory committee on teaching workloads:

Analyse the method for allocating teaching resources of Type 1 by comparing, for each College, the resources allocated to workloads with actual workloads as measured by the CI calculation.

Recommend an allocation model that will eliminate or reduce the disparity between allocated resources and the required workload, as well as the modifications to Appendix I-9 that such a model would require.

**27. Union Resources**

Amend clause 3-1.25 by changing le premier the first bullet point to the following :

1 % of the allocation for a college having an allocation of one hundred (100) professors or more.

**28. Resources for committee work**

Add one (1) FTE per year for the work of the Provincial Committee (CNR) and one (1) FTE per year for the advisory committee on teaching workloads.

**29. Double Charging**

Eliminate double charging, in particular by ensuring that only teaching activities generated by the resource allocation are reported (8-5.11) and that no teaching activity can be treated as though it were part of more than one workload.



**30. Date for determining enrolment**

Establish teaching resources for a given year based on enrolment levels as recorded on the 10th day of instruction in each session.

**31. Resources for Coordination**

- In the second paragraph of clause 8-5.04, change 19 to 18.
- Guarantee a minimum of 5,5 FTE for coordination in clause 8-5.04.

**32. Recognition of equivalence**

Confer the following mandate on the Provincial Committee (CNR) established at clause 2-2.05:

Analyse the roles and responsibilities of the teaching personnel in the recognition of equivalences as well as in refresher training. ,

Make recommendations to the respective parties no later than April 15, 2011.

**33. Rewriting of 2-2.08**

When a committee, council, sub-committee, etc. includes professors, the College recognizes that only the union is empowered to appoint, designate or suggest members unless otherwise stipulated in the Convention. However, in all cases, the union can participate

**34. Hiring without respecting requirements :**

The College shall inform the union at the next meeting of the CRT of any consequences or special conditions imposed as a result of a hiring that does not meet the normal requirements.

**35. Bateau-école**

Add an appendix to the collective agreement covering the bateau-école.

**36. Subcontracting :**

No subcontract may be awarded to a third party if professors in the employ of the College or having hiring priority are able and available to do the work.

**37. Disciplines not covered by in the collective agreement, as well as 360**

All allocations related to disciplines not covered by the collective agreement, as well as discipline 360, are taken into consideration in the calculation used to determine the number

of posts (clause 8-5.09) in a discipline, other than 360, that is covered by the collective agreement.

### **38. Gradual Retirement**

1. Any gradual retirement is subject to an agreement signed by the person availing himself of gradual retirement, the College, and the union;
2. Gradual retirement is possible for professors aged between 65 and 69 years.
3. The years covered by a gradual retirement agreement are continuous.
4. At the beginning of the agreement, the person resigns, applies for her or his pension and is rehired by the College without loss of rights;
5. During the gradual retirement, the professor may not have access to the Voluntary Working Time Reduction Program, to leave without pay, nor to deferred or anticipated leave;
6. For the duration of the agreement, the person has a maximum of 0.8 FTE. The workload may be maintained or diminished from one year to another, but it may not increase;
7. The remaining 0,2 FTE is used for the creation of a post in the discipline;
8. For the duration of the agreement, the person receives from CARRA the pension to which he or she has a right and from the College the salary to which he or she has a right for the portion worked;
9. If a professor becomes disabled during her or his gradual retirement and receives salary insurance, the College shall contribute the percentages required by the collective agreement in proportion to the portion worked at the start of the disability period;
10. The person resigns no later than at the end of the agreement, losing all right and privileges under the collective agreement;
11. If the professor is placed on availability during his or her gradual retirement, his or her salary protection is limited to the percentage of a FTE that he or she held at the time of being placed on availability.

### **39. 50 km**

With the exception of the sub-centres of Amos and Val-d'Or of the Collège de l'Abitibi-Témiscamingue, the College shall not oblige a professor to travel to a teaching unit that is more than 50km from his or her primary teaching unit.

### **40. Professional Development**

Clarify, at article 7-3.00, that a part-time teacher may benefit from a part-time professional development leave without pay.

Increase to 250\$ and 60\$, respectively, the amounts provided for in clauses 7-1.01 and 7-1.02.

### **41. Disability**

Add the following provision to clauses 5-4.16c) and 5-5.03b):

“Should a judgement declare this clause invalid in virtue of the Charter, the employer shall entirely assume the consequences of such a judgement.”

**Note** : For all amended articles touching on local clauses, the amended text should be preceded by the following: “The provincial parties recommend to the local parties that local provisions should be modified as follows:”.

## Appendix A

### Article 4-1.00 Departmental Coordination and Program Committee(...)

#### 4-1.02 - Program Committee

Add the following elements to the mandate of the program committee:

b) (...)

- preparing guidelines for the program's comprehensive examination;
- apportioning of activities among the members of the program committee
- ~~submission of the program action plan and evaluation report;~~
- monitor the work of the committee and its sub-committees.

Add paragraph d) specifying the activities carried out by the program committee coordinator (referring to page 19 of the Report on the Teaching Profession)

- d) The function of the program committee coordinator, when this position is accepted by one or more teachers, includes the following elements:
- report on the activities of the program committee;
  - manage the program committee budget, if necessary.

~~The role of program committee coordinator involves a number of responsibilities and tasks concerning internal regulations, relations with peers, departments, the director general and external organizations. The incumbent:~~

- ~~• arranges meetings: notice of meeting, agenda, moderation, document reproduction, minutes, etc.;~~
- ~~• monitors the work of the committee and that of subcommittees;~~
- ~~• participates in activities promoting the program;~~
- ~~• handles communications with the CEGEP and departments, other bodies, individuals or groups outside the program;~~
- ~~• in some cases, takes part in the meeting of program coordinators;~~
- ~~• takes part in activities associated with the success plan;~~
- ~~• in certain cases, drafts a work plan and an annual report.~~

If necessary, the coordinator of the Round Table or General Education Committee carries exercises the previously mentioned activities the same functions, adapting them as necessary.

- e) Participation by a professor on a program committee, on one of its sub-committees, or as the program committee coordinator is on a voluntary basis.

#### **41.04 – status quo**

Rewrite clause 4-1.05 - concerning departmental activities and functions, with reference to pages 22 to 25 of the Report on the Teaching Profession.

#### **4-1.05 - re-writing**

The functions of the department assembly are carried out bearing in mind the strategic development plan (which includes the institutional student success plan).

The functions of a department are based on the strategic development plan (which includes the success plan), as follows:

- 1) to define its internal rules of operation and to form such committees as are necessary;
- 2) to develop an annual work plan and contribute to its implementation, **and ensure monitoring.**

#### **Activities related to teaching in the discipline;**

- 1) to define the objectives, apply the teaching methods and establish the means of evaluation for each course for which the department is responsible;
  - 1) ~~to participate in developing course outlines and~~ to express their opinion about course outlines prepared by department members;
  - 2) to make recommendations to the College and the Academic Council that are likely to improve the quality of teaching;
  - 3) ~~to select fieldwork settings, notably in hospitals and clinical settings, and jointly organize the practical aspects of fieldwork~~
  - 4) ~~to seek and put in place support and supervision strategies to improve student success, bearing in mind the institutional success plan~~

#### **Activities related to teaching management;**

- 5) apportioning and weighting of pedagogical activities, including teaching loads, based on the resources allocated, and activities concerning recognition of time worked or professional services rendered;
- 6) to appoint professors to the selection committee for regular education in accordance with article 44.00 **and to appoint a professor to participate in the selection process for continuing education in accordance with article 87.00**
- 7) to appoint professors to Ministry committees and to inform the College of these appointments;
- 8) ~~take part in the recognition of experiential knowledge and express their opinion about course equivalencies when a student switches programs or CEGEPs;~~
- 9) to recommend to the College choices for complementary courses to be offered;
- 10) to recommend to the College, **and to the academic council**, if applicable, any special conditions for admitting students within the framework of the general conditions established by the basic regulation;
- 11) participating in consultations about the various institutional policies concerning the department ;
- 12) ~~giving their opinion on retraining projects, in the event of retraining for a reserved~~

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- ~~position;~~
- 13) ~~discussing the teaching staff's professional development needs and~~ making recommendations to the professional development committee concerning requests submitted by teaching staff;
  - 14) ~~organizing fieldwork abroad;~~
  - 15) analyzing needs in terms of human, physical and technological resources, and making recommendations about hiring support staff or purchasing equipment;
  - 16) ~~participating in~~ preparing departmental budget projections;
  - 17) to recommend a policy to the College and the Academic Council with a view to enabling the region to benefit from departmental resources;;
  - 18) ensure new faculty members receive professional assistance, by providing them with proper support and facilitating their professional integration ~~with regard to teaching in their discipline, the program in which their discipline participates, departmental life and the internal life of the College.;~~
  - 19) study, establish and maintain, if applicable, appropriate relationships with institutions, organizations and companies, taking into account the means made available by the College;
  - 20) set up a review committee made up of three (3) people, including the professor in question, and empowered to modify students' final marks, if applicable;
  - 21) recommending procedures for interdisciplinary relations and interdepartmental relations to the CEGEP;
  - 22) activities related to teaching of the subject, which complement the work of the program committees, and, where applicable, the round table or general education committee ~~for the common general education component;~~
  - 23) ~~furnishing~~ Expressing opinions ~~requested by~~ to program committees or, if necessary, to the round table or the general education committee in which the discipline participates or to which it contributes.;
  - 24) appointing ~~professors~~ ~~volunteers from the teaching staff~~ to the program committees in which their subject participates or, if necessary, to the round table or the general education committee in which the discipline participates or to which it contributes.

#### 4-1.06 - status quo

Amend clauses 4-1.10 to 41.12 concerning the activities of the department coordinator, referring to pages 25 to 27 of the Report on the teaching profession.

#### 4-1.10 à 41.12

~~The role of the department coordinator combines a number of specific professional activities which are divided as follows:~~

~~The department coordinator:~~

- ~~Performs the administrative tasks inherent to her or his role;~~
- ~~administers the department's budget;~~
  - ~~reports to the College on departmental activities 2, 3, 8,19, 22, 23 of clause 4-1.05.~~

~~In connection with activities related to internal regulations, the coordinator:~~

- ~~ensures departmental meetings are held: notice of meeting, agenda, moderation,~~

reproduction of documents, minutes, tracking of departmental subcommittees, maintaining of archives, etc.;

- ensures departmental policies are developed and maintained;
- prepares a draft distribution of teaching loads and ensures distribution of activities concerning recognition of time worked and professional services rendered;
- facilitates the circulation of information and communication between department members;
- forwards requests to the various college authorities or external organizations;
- follows up on requests submitted to the department by students, other authorities in which the department is involved, individuals, or external organizations.

In connection with pedagogical activities, the coordinator:

- undertakes various activities associated with student reception and integration;
- ensures that course outlines are adopted and that the grade review committee is functioning properly;
- follows up as necessary to ensure all operations associated with classroom teaching, evaluation procedures, room and equipment requirements, schedules, fieldwork, etc. are running smoothly;
- helps to set up activities boosting student success rates: tracking statistical data, dealing with students and ensuring the assistance centre is running smoothly;
- participates in management of student complaints.

In connection with activities related to budget and physical resources, the coordinator:

- helps to prepare budget projections;
- administers the department's operating and investment budgets;
- recommends the purchase of instructional and teaching materials (books, magazines, DVDs, etc.) and, in the absence of technical staff, proceeds with purchase requisitions;
- participates in renovation projects and determining the needs of specialized premises or physical organization of laboratories.

In connection with activities concerning peer relations, the coordinator:

- ensures that teachers experiencing problems receive assistance;
- plans the professional integration of newly hired faculty members, welcomes them, and ensures they receive assistance;
- participates in the management of substitute teaching.

In connection with activities concerning relations with professional and technical staff, the coordinator:

- analyzes student records for specific follow up in conjunction with the professional staff
- participates in the selection, and ensures functional supervision, of technical staff
- plans laboratory organization with the technical staff.

In connection with activities concerning relations with the CEGEP, the coordinator:

- participates in the coordinators' meeting, if necessary;

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- helps to resolve problems with scheduling, rooms, equipment, transmission of grades, etc.;
- participates in activities promoting the discipline, program or CEGEP, and organizes such activities;
- ensures follow up of departmental activities with the academic council.

In connection with activities relating to external organizations, the coordinator:

- in the technical sector, cultivates contacts with employers for placement of students; meets with representatives of publishers, companies, professional associations, colleagues from other CEGEPs, etc.

Annual report on Department activities

Amend the clause regarding the department work plan and annual report.

#### 4-1.13

The coordinator shall forward the department's annual work plan and report to the College ~~in a format to be determined by the latter~~. The information contained in these documents may not be used to evaluate professors.

The department's annual report gives an account of the activities in the work plan ~~giving details on means put in place for their achievement, adjustments required in the process of achieving them,~~ and pertinent recommendations. In addition, this report includes information concerning the pedagogical activities undertaken ~~in connection with institutional priorities.~~ (Reference: in relation to clause 8-4.03).



## APPENDIX B

### Article 8-4.00 - Workload

#### 8-4.01- a) Type 1

The teaching load for each professor shall include all activities inherent in teaching, in particular:

- preparation of the course outline;
- preparation of classes, labs and fieldwork;
- teaching of classes, labs and fieldwork;
- adaptation;
- support and supervision of students;
- preparation, invigilation and correction of examinations;
- revision of corrections at the students' request;
- participation in pedagogical days organized by the College;
- participation in departmental meetings and in **the** activities required for the successful achievement of departmental functions.

#### B) Type 2 - status quo

#### C) Type 3 - status quo

#### Amend clause 8-4.03

#### 8-4.03 - Professional services rendered

(...)

- d) Before the beginning of each regular semester, the College shall notify the professor in writing of the pedagogical activities to which he/she has been assigned. The time devoted to a pedagogical activity shall include preparation, performance, follow-up and production of the report.

**For purposes of verification**, at the end of each year, each professor reports to the members of the department on pedagogical activities undertaken, in order to evaluate outcomes and make recommendations. This information is included in the annual report established by clause 4-1.13.

(...)

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APPENDIX C

~~ADDITION OF RESOURCES FOR EACH YEAR OF THE COLLECTIVE AGREEMENT (NETWORK)~~

			Resources- allocated for:	Resources- allocated for	Resources- allocated for ÷	-resources- not allocated
Year-of- reference	FTE- addition for the year	cumulative- FTE <sup>2</sup>	Small cohorts	“targeted” PES <sup>3</sup>	HP- Coefficient	
2010-2011	3,300	3,300	3,300			0
2011-2012	3,300	6,600	5,500			11,004
2012-2013	5,100	11,700	5,500	6,200		0
2013-2014	6,300	18,000	5,500	7,500	50,005	0
2014-2015	9,500	27,500	5,500	13,000	5,000	40,006

~~The pattern of resource distribution among the colleges is to be agreed upon by the provincial parties, except for resources allocated to schools with low enrolment programs or small cohorts whose criteria will be determined by a component of the budget schedule S026 on the consolidation of the available training offered by the Régime budgétaire et financier des cégeps~~

~~In each college, these resources must be used for the purposes for which they were allocated.~~

<sup>1</sup>~~New FTE: an addition of FTE for each year (new or supplementary FTE per year).~~

<sup>2</sup>~~Cumulative FTE: the total FTE allocated for each year (sum of new and recurring FTE)~~

<sup>3</sup>~~“Targeted” PES: FTE allocated for the first French or English course (discipline 601 or 603) and the first philosophy or humanities course (discipline 340 or 345).~~

<sup>4</sup>~~These resources are added to the “targeted” PES in subsequent years.~~

<sup>5</sup>~~As of the year 2013-2014:~~

~~— coefficient or factor of 1.6 instead of 1.3 for HP, if the professor teaches 4 or more different courses per week during a single semester.~~

• <sup>6</sup>~~2014-2015: These resources are reserved for following up on committee work.~~

- an equal addition of 250 FTE for numerous preparations, which contributes to reducing pressure on small cohorts, and of 250 FTE for student support and supervision, via the PES calculation (with a consequent adjustment of the coefficients).;
- an addition of 40 FTE for department coordination;
- an addition of 40 FTE for nursing and complex health technologies ;

- an addition of 40 FTE for the specific problem of small cohorts;
- willingness to discuss a certain deferral of resources, on condition that this be based on a substantial initial addition.
- An addition of 180 FTE to eliminate double charging and to change the enrolment verification date.

TOTAL : 800 FTE

Addition of resources over a period of three years, with the majority being added in the first year.