

Memorandum of Understanding

Between

**The Governors of the University of Lethbridge
(the “Board”)**

and

**The University of Lethbridge Faculty Association
 (“ULFA”)**

Performance Evaluation During COVID-19

Any capitalised terms or other terms used in this Memorandum of Understanding (MOU) with specific meaning prescribed in the Academic Staff Collective Agreement (ASCA) between the Board and ULFA (the Parties) have the same meaning in this MOU.

Owing to the potential impacts to Members’ performances as a result of the COVID-19 Pandemic (the “Pandemic”), it is hereby agreed that with respect to a Member subject to performance evaluation pursuant to the provisions of ASCA Article 15.05, Article 15.06 or Article 21 the following provisions are in effect, pertaining to each category of member below.

It is recognised that the Pandemic could have/will affect(ed) how Members perform(ed) their duties. Members who submit Professional Activity Reports (PAR) are encouraged to honestly report on their professional activities, including how those activities could have been impacted and altered by the Pandemic. Such honest reporting may include atypical weighting recommendations by the Member in Schedule E.01.1 of the PAR. Such weighting recommendations shall be accompanied by a rationale in Schedule E.01.2. Such atypical weightings with accompanying rationales will not be unreasonably refused.

In post-Pandemic years, Salary, Tenure and Promotion (STP) Committee considerations, and any other evaluation processes including the Pandemic period, will be given consideration in assessing the historical performance of Members’ duties when a supporting rationale for such consideration is provided by the Member.

(1) Members subject to biennial evaluation, and scheduled to submit a Professional Activities Report (PAR) by September 15, 2020 (for review of 2018/2019 and 2019/2020 performance) and September 2022 (for review of 2020/2021 and 2021/2022 performance).

(a) The Member may choose to opt out of their biennial evaluation for the 2018/2019 and 2019/2020 review period (submission due, September 15, 2020), and instead their performance score from their last performance evaluation will be used as their performance score for this evaluation period.

(i) All Members seeking to avail themselves of Clause (a) above must do so by submitting a written request to their Dean/University Librarian by April 15, 2021.

(b) And/or the Member may choose to opt out of their biennial evaluation for the 2020/2021 and 2021/2022 review period (submission due September 15, 2022), and instead their

performance score from their last performance evaluation will be used as their performance score for this evaluation period.

- (i) All Members seeking to avail themselves of Clause (b) above must do so by submitting a written request to their Dean/University Librarian by September 15, 2022.

- (c) All Members as defined in Clause (1) above will return to their standard cycle of biennial evaluation with their September 2024 PAR submission (for review of 2022/2023 and 2023/2024) whether or not they have availed themselves of Clauses (a) and/or (b) above.

(2) Members subject to biennial evaluation, and scheduled to submit a PAR by September 15, 2021 (for review of 2019/2020 and 2020/2021 performance) and September 15, 2023 (for review of 2021/2022 and 2022/2023 performance).

- (a) The Member may choose to opt out of their biennial evaluation for the 2019/2020 and 2020/2021 review period (submission due, September 15, 2021), and instead their performance score from their last performance evaluation will be used as their performance score for this evaluation period.

- (i) All Members seeking to avail themselves of Clause (a) above must do so by submitting a written request to their Dean/University Librarian by September 15, 2021.

- (b) And/or the Member may choose to opt out of their biennial evaluation for the 2021/2022 and 2022/2023 review period (submission by September 15, 2023), and instead their performance score from their last performance evaluation will be used as their performance score for this evaluation period.

- (i) All Members seeking to avail themselves of Clause (b) above must do so by submitting a written request to their Dean/University Librarian by September 15, 2023.

- (c) All Members as defined in Clause (2) above will return to their standard cycle of biennial evaluation with their September 15, 2025 PAR submission (for review of 2023/2024 and 2024/2025 performance) whether or not they have availed themselves of Clauses (a) and/or (b) above.

(3) Members subject to annual evaluation, and who have a previous performance score.

- (a) The Member may choose to opt out of their annual evaluation for the 2019/2020 review period (submission due, September 15, 2020), and instead their performance score from their last performance evaluation or, at the Member's discretion, the average of their last two annual performance scores will be used as their performance score for this evaluation period.

- (i) All Members seeking to avail themselves of Clause (a) above must do so by submitting a written request to their Dean/University Librarian by April 15, 2021.

- (b) And/or the Member may choose to opt out of their annual evaluation for the 2020/2021 review period (submission due, September 15, 2021), and instead their performance score from their last performance evaluation or, at the Member's discretion, the average of their last two annual performance scores will be used as their performance score for this evaluation period.

- (i) All Members seeking to avail themselves of Clause (b) above must do so by submitting a written request to their Dean/University Librarian by September 15, 2021.
 - (c) And/or the Member may choose to opt out of their annual evaluation for the 2021/2022 review period (submission due, September 15, 2022), and instead their performance score from their last performance evaluation or, at the Member's discretion, the average of their last two annual performance scores will be used as their performance score for this evaluation period.
 - (i) All Members seeking to avail themselves of Clause (c) above must do so by submitting a written request to their Dean/University Librarian by September 15, 2022.
 - (d) All Members as defined in Clause (3) above will return to the standard cycle of annual evaluation beginning with their September 15, 2023 PAR submission (for review of 2022/2023 performance) whether or not they have availed themselves of Clauses (a) and/or (b) and/or (c) above.
- (4) Members subject to annual evaluation, but who have not yet been subject to performance evaluation and so have no previous performance score.**
- (a) The Member may choose to opt out of their annual evaluation for the 2019/2020 review period (submission due, September 15, 2020), and their performance score will be assigned at a value of 1.0 (non-evaluated normal career progress).
 - (i) All Members seeking to avail themselves of Clause (a) above must do so by submitting a written request to their Dean/University Librarian by April 15, 2021.
 - (b) If the Member availed themselves of Clause (a) above, and thus still has no previously assessed performance score, they may opt out of their annual evaluation for the 2020/2021 review period (submission due, September 15, 2021) and their performance score will be assigned at a value of 1.0 (non-evaluated normal career progress).
 - (i) All Members seeking to avail themselves of Clause (b) above must do so by submitting a written request to their Dean/University Librarian by September 15, 2021
 - (c) If the Member availed themselves of both Clause (a) and (b) above, and thus still has no previously assessed performance score, they may opt out of their annual evaluation for the 2021/2022 review period (submission due, September 15, 2022) and their performance score will be assigned at a value of 1.0 (non-evaluated normal career progress).
 - (i) All Members seeking to avail themselves of Clause (a) above must do so by submitting a written request to their Dean/University Librarian by September 15, 2022.
 - (d) If the Member did not avail themselves of either Clause (a) or (b) above, they will have a performance score, and are thus subject to the provisions of Clause (3) above in subsequent years.
 - (e) All Members as defined in Clause (4) above will return to the standard cycle of annual evaluation beginning with their September 15, 2023 PAR submission (for review of

2022/2023 performance) whether or not they have availed themselves of Clauses (a) and/or (b) and/or (c) above.

(5) Members subject to either annual or biennial evaluation, and where the performance score from the last evaluation was 0.0 or 0.5 (unsatisfactory).

(a) Provisions for these Members will be made on a case-by-case basis. The Member should discuss provisions with their Dean.

(6) The deadline of April 30, 2021 in Article 21.04.1 is hereby extended to May 31, 2021; the deadline of June 15, 2021 in Article 21.04.8 is hereby extended to July 15, 2021; and the deadline of September 30, 2021 in Article 21.08 is hereby extended to October 31, 2021.



Board Representative

April 5, 2021
Date



ULFA Representative

April 6, 2021
Date