

Agreed-To-Language

Date: Nov 25

Time: 7:08

Amend Section 6.7 to read as follows:

6.7 Course Development Work Assignments

1) Posting for Development Work

a) New Course Development or Major Revision

- i) The University will list new course development and major revision opportunities on the TRU website as well as applicable TRU staff e-bulletin board resources.
- ii) This posting will include:

Brief description of the work including the timelines
Qualifications Required of the Applicant
Deadlines for Applications
- iii) All Employees will be provided with instruction as to how to register for the automated TRU Career Opportunity Notification System which includes postings for course development work.

2) Process for Assignment of Course Development Work

a) New Course Development or Major Revision

- i) Criteria for the Assignment of Major Revision or New Course Development Work

When the University makes a selection for Course Development work, the following criteria will be used in each instance:

Qualifications including educational and/or professional requirements
(e.g., holds relevant credentials)

Knowledge and/or content expertise

Relevant skills and abilities (e.g., development and delivery of distance education courses, writing, instructional, adult education, technology)

- ii) For major revisions an OLFM who has delivered the course will be consulted by the Course Planning Team for advice on potential revisions.
- iii) A Selection Advisory Committee comprised of three (3) members will be established to recommend to the Director of Instructional Design or designate, on the assignment of course development work.

The three (3) members of the committee are as follows:

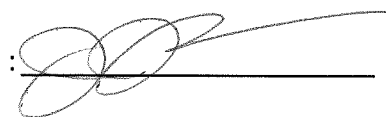
- an Open Learning Faculty Member who is a subject matter expert or is in a cognate department within the same Division, Faculty or School
 - a Campus Faculty Member who is a subject matter expert or is in a cognate department within the same Division, Faculty or School.
 - An Instructional Designer assigned by the Director of Instructional Design, or designate.
- iv) Existing Open Learning Faculty Members who apply for course development work will be included in the short-list for the work if:
 - they have not received a negative Evaluation for Course Development work or a negative Performance Review for Delivery Work within the previous twenty-four (24) months, and
 - they currently hold TAP in the course, or have done development work for the course, or if they have delivered or done development work for a course in the same or cognate discipline at the equivalent or higher level.
 - v) When an existing Open Learning Faculty Member who applies for course development work is short-listed under iv) above and is not awarded the course development work, they will be offered the reviewer course development work. If two or more Open Learning Faculty Members meet the criteria in this section, the Selection Advisory Committee will make a recommendation to the Director of Instructional Design or designate for which Open Learning Faculty Member should be assigned the work.
 - vi) Those employees who are in the pool of candidates and who are not selected will be notified that a selection has been made. The notification shall be copied to the Union.

3) Decisions Regarding Course Development Assignments

- a) Unsuccessful candidates may request written reasons for the assignment decision. Such requests shall be made in writing to the Employer's designate within fourteen (14) calendar days of receiving notification that a selection has been made.

- b) The Employer's designate shall provide written rationale for the assignment decision, with a copy to the Union, within fourteen (14) calendar days of receiving a written request for reasons.
- c) Employees who disagree with the Course Development assignment decision, after receiving written reasons pursuant to b) above, may grieve the assignment according to the grievance procedure outlined in Article 5.

For TRU : Nov 25th

For TRUOLFA : 



Nov 25 2012