

**Memorandum of Agreement
English for Academic Purposes (EAP) Instructors**

Definitions

“Non-academic Member” designates individuals holding appointments as: Instructional Associates; Administrative Associates; Contract Staff (e.g., EAP instructors); and U Sports Athletic Coaches, Therapists, and Director.

“Director” designates one of the following administrative officers of Brandon University (the Employer): the Dean of Students (**or equivalent**); the University Registrar; the University Librarian (or equivalent); the Director, Recruitment and Retention; the Director, Admissions and Awards; and where appropriate in relation to the Collective Agreement, the Vice-President, and the Vice-President (Administration & Finance) when a direct supervisor.

Article 7.15 Sessional and Contract Staff Appointments

- (a) Internal Sessional Appointment - No change
- (b) External Sessional Appointment - No change
- (c) English for Academic Purposes (EAP) Instructors**

An EAP appointment may be offered to an individual to teach English for Academic Purposes courses. Level 1 – 3 listening and speaking, writing, and reading are assigned distinct course numbers and RFR may be obtained by teaching any of these courses (see Article 7.16 RFR). Level 4 listening and speaking, writing, and reading are also assigned distinct course numbers, but shall be considered separate from Level 1 - 3 in regard to RFR. Workload for the EAP program will be considered separate and distinct from external sessional workload. Individuals who teach in EAP maintain the ability to teach 12 credit hours of external sessional contracts.

Members on full-time appointments as defined under Article 7.3 (a) are not eligible to teach EAP courses.

(d) Right of First Refusal (RFR)

- i. Sessional Contracts (First two paragraphs of current CA)**
- ii. EAP Instructors**

Right of First Refusal recognizes the contribution of EAP Instructors who have successfully taught for Brandon University’s EAP program over a period of time. This right affords RFR holders with the opportunity to be appointed to teach course levels without having to apply, as per the terms outlined in this Article.

RFR for EAP shall be determined by course level as opposed to course number, such that if a person has been issued at least one (1) EAP contract for at least three (3) of the past six (6) consecutive academic

years, for any Level 1-3 course or any Level 4 course, that person shall have the Right of First Refusal for subsequent EAP contracts offered for one offering of any course at that level.

The first academic year to be considered for building RFR entitlement is 2021-22, with the following exception. Persons who, as of September 1, 2021, have been issued one (1) appointment in three (3) of the previous six (6) academic years for any Level 1-3 course or any Level 4 course shall be eligible for RFR credit for that level(s). In any case, the EAP Instructor must teach the course once more after September 1, 2022 to establish RFR.

- iii. (Next four paragraphs under RFR apply to both sessional and EAP Contracts)

Article 7.16

If there are no qualified and interested internal Members from within the Department where the course is normally taught, a Member holding RFR must be offered the course as per seniority procedures outlined elsewhere in this Article. If no Member holds RFR, or if no Member holding RFR is interested in the course offering, the Employer must advertise the position for a minimum of five (5) working days. The advertisement must be prominently posted on campus and on the University website, at a minimum.

The composition of the Selection Committee for an EAP Instructor appointment shall be three members including the Director of International Activities, EAP Coordinating Instructor, and another BUFA Member mutually agreed to by the first two. In the rare event the Director of International Activities and Coordinating Instructor disagree, they shall provide a list of possible Members from which the Dean/Director shall select. The search is conducted in a manner consistent with best practices, and the letter and spirit of Articles 4 and 31 of the Collective Agreement. The committee shall make its recommendations for appointment to the Dean/Director.

The composition of the Selection Committee for an EAP Coordinating Instructor appointment shall be three members including the Dean/Director, as Chair, the Director of International Activities, and one (1) other BUFA Member mutually agreed to by the first two members. In the rare event the Dean of Students and the Director of International Activities disagree, they shall provide a list of possible Members from which the Provost shall select. The search is conducted in a manner consistent with best practices, and the letter and spirit of Articles 4 and 31 of the Collective Agreement. The committee shall make its recommendations for appointment to the Dean/Director. The Dean/Director shall not make any EAP Instructor appointment to a person not recommended by the Selection Committee.

Article 8 Qualifications by Rank

8.10 Qualifications English for Academic Purposes (EAP)

8.10.1 English for Academic Purposes (EAP) Instructor, Level 1 – 3

- (a) Professional Preparation: Bachelor's degree required; Bachelor of Education or equivalent degree preferred.
- (b) Professional Experience: Evidence of success as an English as an additional language teacher for a minimum of two (2) years preferred.

8.10.2 English for Academic Purposes (EAP) Instructor, Level 4

- (a) Professional Preparation: Bachelor of Education or equivalent required; TESL training or related experience preferred.
- (b) Professional Experience: Evidence of success as an English as an additional language teacher for a minimum of three (3) years preferred.

8.10.3 Coordinating Instructor, English for Academic Purposes (EAP)

- (a) Professional Preparation: Bachelor of Education or equivalent required; TESL, or related training or experience, required.
- (b) Professional Experience: Evidence of success as an English as an additional language teacher for a minimum of five (5) years required.

Article 9 Workload

9.6 Sessional and Contract Staff Contracts and Stipends

- (c) Workload English for Academic Purposes (EAP)
 - (i) For the purposes of assigning workload:
 - a. levels one through three courses in the EAP program with up to 14 students will be assigned nine (9) student contact hours; and
 - b. level four courses in the EAP program with up to 14 students will be assigned 11 student contact hours.
 - (ii) Contracts for EAP courses will be issued with as much notice as possible, normally not less than ten (10) days prior to the start of the course.
 - (iii) In an effort to proceed with low enrolment courses (i.e. fewer than four (4) students), the Dean/Director, in consultation with the Director of International Activities and agreement of the Coordinating Instructor, may decide whether or not amalgamation of levels shall occur. Should the decision be to amalgamate levels, the Director of International Activities shall consult with the Coordinating Instructor(s) and seek their input as to the most suitable way to amalgamate levels. Amalgamated sections shall not exceed twelve (12) students and will be assigned 12 student contact hours. Level 4 courses may not be amalgamated.
 - (iv) Courses with zero (0) or low (i.e. fewer than four (4) students) enrolment may be cancelled by the Dean/Director after contracts are produced, but no later than five days before the commencement of the course. The Dean/Director will provide a rationale to the Coordinating Instructor for course cancellation. For the purposes of RFR, the cancellation of a course as described above shall automatically extend the maintenance period of a member holding RFR for that course.
 - (v) Workload for the EAP program will be considered separate and distinct from other workload assigned to BUFA members. Individuals who teach in EAP maintain the ability to teach 12 credit hours of external sessional contracts.

Article 11.1

Evaluations are intended to support Members' formative development. The performance of all Members on term or probationary appointments (except for one-year non-renewable term appointments) shall be evaluated in written form by their Dean/Director by December of each year. Sessional and Contract Staff shall be evaluated in each of the first two (2) academic years of teaching by the Dean or designate to determine competency prior to establishing RFR. Where an evaluation has not been conducted, the Sessional and Contract Staff Member's teaching will be deemed competent. Sessional and Contract Staff Members who hold RFR should be evaluated every four (4) years. Tenured and continuing Members will be evaluated every two (2) years. Nothing in this Article will preclude annual evaluations at the Member's request or with the agreement of the Member.

Evaluations shall address Teaching, Research, and Service as outlined in Article 8 and/or, in the case of Instructional Associates, Professional Associates, Administrative Associates, and EAP Members, the Member's job description. Evaluations shall be based on the Dean's/Director's assessment of the Member's performance, student feedback information, as well as self-evaluation by the Member. As part of the evaluation process, Members shall provide their Dean/Director with an updated curriculum vitae which addresses the Qualifications by Rank categories outlined in Article 8 and, if applicable, the Member's job description.

Appendix F

F. 5 (c) EAP Instructor Stipend

- (a) Effective 1 September of each year, the rate for levels one through three is 7.614 percent (7.614%) of the floor of the rank of Lecturer for each nine (9) student contact hour course, to be adjusted as follows: 1 September 2019 - \$4,725; 1 September 2020 - \$4,725; 1 September 2021 - \$4,760; and 1 September 2022 - \$4,807. Amalgamated sections (i.e. 12 student contact hours) will be prorated at a rate equivalent to an additional 1/3 (one third) of the above sessional stipend, resulting in the following: 1 September 2019 - \$6,300; 1 September 2020 - \$6300; 1 September 2021 - \$6,347; 1 September 2022 - \$6,909.
- (b) Effective 1 September of each year, the rate of level four is 9.3 percent (9.3%) of the floor of the rank of Lecturer for each eleven (11) student contact hour course, to be adjusted as follows: 1 September 2019 - \$5,775; 1 September 2020 - \$5,775; 1 September 2021 - \$5,818; 1 September 2022 - \$5,876.
- (c) EAP instructors appointed to teach less than three (3) courses in an academic term will be paid an additional 4 percent (4%) above the total of all the individual stipend rates for the courses assigned to that instructor for the academic year in lieu of vacation pay.
- (d) EAP Instructors appointed to teach three (3) or more courses in an academic term will be paid an additional ten percent (10%) above the total of all the individual stipend rates for the courses assigned to that instructor for the academic term.
- (e) A stipend equivalent to 5.5% of the floor of Lecturer salary shall be applied for the Coordinating Instructor.

Appendix H (d)

In support of sessional and **Contract Staff** development, the Employer shall make available, on an annual and university-wide basis, a pool of funds equivalent to the stipend of eighteen (18) sessional credit hours. External sessional members with contracts exceeding three (3) credit hours in an academic year may make application through their respective Dean/Director to access this fund in a manner similar to full-time faculty members. **EAP Instructors, including the Coordinating Instructor, with contracts exceeding nine (9) student contact hours in an academic year may make application through the Dean/Director to access this fund in the same manner.** No external sessional or **Contract Staff** member may receive more than ten percent (10%) of their total salary in an academic year, up to a maximum of \$2,000.

Appendix L

L.1 English for Academic Purposes Job Descriptions

L.1.1 English for Academic Purposes Instructor (Levels 1-3 and Level 4)

Responsible to the Dean of Students, through the Director of International Activities, duties and responsibilities of the position include:

Program Compliance Requirements

- a) Review the goals/objectives of the assigned course as described in the overarching coordinated four-level BU EAP curriculum, reflecting internal standards and expectations as well as national and international standards;
- b) Understand and use the designated textbook(s) and any teacher support materials;
- c) Participate in staff meetings and consult and coordinate with colleagues to maximize program efficiency;
- d) Understand and use the EAP Policy Handbook;
- e) Check, acknowledge, and respond to program email instructions and requests;
- f) Maintain accurate student attendance records to include in reports;
- g) Maintain evaluation records for each student;
- h) Bring forward student issues related to program performance to the Coordinating Instructor for review and action;
- i) Prepare required reports in a timely manner, to include midterm, final, and ongoing attendance reports to comply with immigration and funding requirements;
- j) Work in a professional, respectful manner at all times toward establishing productive and collegial relationships with all those involved in EAP.

Teaching Requirements

- k) Plan, organize, and manage a course that meets curriculum objectives;
- l) Develop and prepare level and subject area (e.g., writing, reading, listening & speaking) specific written course outline(s);
- m) Prepare and keep lesson plans as a record of daily/weekly lessons;
- n) Engage on a regular basis in informal and formal assessment of students' language proficiencies;
- o) Monitor student progress and make adjustments (such as scaffolding activities);

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- p) Maximize use of assigned textbooks and provide and/or prepare/design and create supplemental materials when extra resources can offer additional practice, address student interests and provide additional learning challenges;
- q) Prepare, administer and grade midterm and final examinations that are reflective of current best pedagogical practice;
- r) Recognize and respect individual differences of the student/clients;
- s) Demonstrate willingness to assist each student to achieve their maximum success.

Additional Qualifications

- Strong English communication skills;
- Basic computer skills;
- Ability to develop valid and reliable test examinations;
- Familiarity with implementing curriculum goals and objectives;
- Respectful of and sensitive to culturally diverse clients.

L.1.2 Coordinating Instructor, English for Academic Purposes

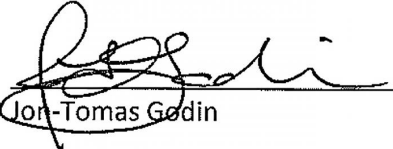
Responsible to the Dean of Students, through the Director of International Activities, duties and responsibilities of the position include the following administrative tasks of the EAP program:

- a) Assist the Director of International Activities with program reporting;
- b) In consultation with the Director of International Activities, select, order and distribute curricular materials;
- c) Prepare exam schedules;
- d) In consultation with the Director, organize guest speakers where relevant and/or appropriate;
- e) Prepare instructor and student timetables and secure classroom space;
- f) On-board new teachers;
- g) Organize and conduct staff meetings;
- h) Participate on hiring committees for EAP Instructors;
- i) Such other appropriate duties as may be assigned by the Dean/Director through consultation with the incumbent.

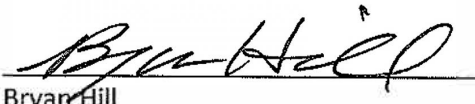
Additional Qualifications

- Knowledge of the structure and function of multilevel tiered EAP programs, including national and international standards, as well as an understanding of Brandon University's rules, standards, and policies;
- Ability to develop reliable and valid test evaluation instruments;
- Experience supervising staff and in program management;
- Ability to organize and/or deliver in-service teacher training and guidance;
- Strong communication skills;
- Basic computer skills;
- Ability to function and coordinate with others within the wider context of the university;
- Respectful of and sensitive to culturally diverse program clients.

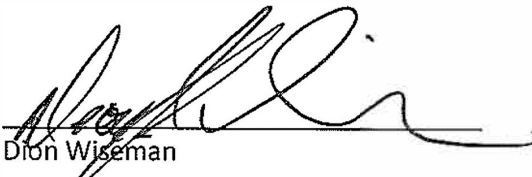
Dated this 13th day of April, 2023.


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