

MEMORANDUM OF AGREEMENT

Between:

Brandon University

Employer

-and-

Brandon University Faculty Association

Union

RE: Reporting Structure of U Sports Positions / Athletics

WHEREAS Article 12.2.9 of the 2023-2027 Collective Agreement asserts Members' right to be led by an Academic Administrator; and

WHEREAS the Employer has proposed an alternate reporting structure for the Director of Athletics, U Sports Coaches, and Athletic Therapist to satisfy this right;

The Parties agree to amend the Collective Agreement as follows:

Article 15

15.6 U Sports Coaches and Athletic Therapists

U Sports Coaches and Athletic Therapists shall be selected in accordance with Article 15.4, with the following additions:

- (a) ~~The Administrator to whom the U Sports Coach or Athletic Therapist reports shall chair the Selection Committee and serve the role of Dean/Director.~~
- (b) The Selection Committee shall be composed of the Athletic Director and all Members from Athletics and the Department of Physical Education. In addition, Members from Athletics shall choose two (2) Faculties/Units from among the Faculties/Units of Arts, Science, Education, Music, Health Studies, Library and Archives, Registrar's Office, Indigenous Peoples' Centre, and Student Services who shall each elect one (1) Member to serve on the Committee, at least one (1) of whom shall be an academic Member.

As per Article 5.6.2, each Selection Committee member, including the Chair, shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non Status Indigenous knowledges. Selection Committee members shall have completed this training within the previous twenty-four (24) months and prior to formulating the job advertisement or examining any applications.

- (c) A Selection Committee for the Department responsible for the duties that comprise the non-coaching elements of the appointment (normally teaching) and the Dean/Director shall consider the qualifications of the recommended candidate for acceptance into the Department, in accordance with Articles 15.1 and 15.2.

Article 17

17.3 Tenure for U Sports Athletic Ranks

17.3.1 Application

Eligible U Sports Athletics Members who wish to apply for tenure (Article 15.10) must apply in writing to their Dean/**Director**, ~~copied to the Director~~, no later than 1 September. By the previous 1 May, the Dean/**Director** shall notify all Members whose terms of appointment require that they be considered in the following academic year, ~~with copies to the Director~~. Applications and supporting dossiers, as per Article 17.3.5 must be received by 1 September. Within five (5) working days, the Dean/**Director** shall send the names of all Members applying for tenure to relevant Department(s). Members may withdraw their applications at any time.

For Members whose career has followed an experiential/traditional pathway, and whose degrees/accreditation equivalencies were not established upon initial appointment, the process outlined in Article 15.2 must be completed before application for tenure. Documentation of equivalency as described in Article 15.2.3 must be included as evidence of professional preparation in the tenure dossier.

17.3.2 Criteria for Tenure in the U Sports Athletics Ranks

Members with tenure-track appointments shall be considered for tenure at the appropriate time according to Article 15.10 (c) and (d). Tenurable ranks are U Sports Coach II and III, U Sports Athletic Director II and III, and U Sports Athletic Therapist II and III. Tenured appointments will be offered as first appointments normally only to individuals who are to be appointed at the rank of U Sports Coach III, U Sports Athletic Director III, or U Sports Athletic Therapist III. A Selection Committee, in considering a tenured appointment as a first appointment, shall base its recommendation on the criteria outlined in Articles 14 and 17.

17.3.3 Qualifications by Rank and Appendix E

Tenure recommendations and decisions shall be based upon the qualifications by rank (Article 14) as well as upon Article 17.3.4. In applying the criteria to Members in U Sports ranks, all relevant factors included in Articles 14.2 and 14.12 shall be taken into account, in light of the job descriptions in Appendix E.

17.3.4 Considerations When Examining Criteria

Recommendations and decisions must take into account the Member's entire academic career and carefully examine the Member's performance on all criteria in accordance with accepted norms of professional attainment and professional experience. Recommendations and decisions must

appropriately recognize knowledges, experiences, and service to their communities of First Nations, Métis, Inuit, and Non-Status Indigenous Members, as well as of Members belonging to one (1) or more of the other designated groups. Recommendations and decisions must also take into account the Member's progress in the various criteria, as per Article 14, and the context of professional attainment and professional experience at Brandon University. Recommendations shall be based only upon information provided in the dossier; specifically, no inferences may be drawn from the omission of student surveys. When student surveys are included, there is to be no consideration of any data that compares the Member's teaching to that of other Members or any other calculated averages.

17.3.4.1 Compensation for Criteria

In tenure decisions on U Sports Coach II or III, Athletic Director II or III, or Athletic Therapist II or III, documented excellence in professional attainment and/or professional experience may compensate for achievements short of that specified in Article 14.12 in one (1) of the other criteria. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

17.3.5 Dossier

17.3.5.1 Digital Dossier

Members shall prepare a digital dossier documenting their academic and professional records in terms of the qualifications by rank and job descriptions outlined in Article 14 and Appendix E. It is the Member's responsibility to see that the digital dossier includes all information, including substance and sources, to be considered. The digital dossier must be available in a single file in a widely used format (e.g., PDF), accessible through standard University systems. No anonymous or unverified material will be admitted for consideration or added to a dossier. Where relevant, a Member may include written support from community members, Elders, and/or Knowledge Keepers to provide context for work that does not follow conventional academic trajectories. The contents of the original dossier must be itemized by the Member.

17.3.5.2 Additions to Dossier

Members shall be informed of all additions to the dossier. The Department, **and the Dean/Director**, ~~and the Director~~ can add new information to the dossier, other than their recommendations (as required in Articles 17.3.7, 17.3.8, 17.3.9, and 17.3.10), only with agreement of the Member. The Member's additions to the dossier are restricted to rebuttals, changes in status, or clarification, but not content, of extant materials included when the dossier was originally submitted. Once the digital dossier has been submitted, the Provost's Office is responsible for maintaining the dossier and informing the Member of any additions. All additions to the dossier, including sources and dates of such additions, must be itemized by the Provost's Office.

17.3.5.3 Availability of Dossier

The digital dossier shall be available for inspection by the Department, the U Sports Athletic Ranks Tenure and Promotion Committee, the Dean/**Director**, ~~the Director~~, and the Provost at the appropriate stages of deliberation. Members have the right to inspect their dossier at any point, and to add rebuttals, changes in status, or clarifications at any time.

17.3.5.4 Removal of Materials

Members have the right to request, in writing, to the Dean/**Director** that material be removed from their dossier. Any disputes between the Member and the Dean/**Director** on the removal of material from the Member's dossier will be referred to the Joint Administrative Committee for resolution. Once the digital dossier has been submitted, the Provost's Office is responsible for maintaining the dossier and confirming removals with the Member.

17.3.5.5 Maintenance of Dossier

The Provost's Office will undertake reasonable measures to ensure that the Member, the Dean/**Director**, ~~the Director~~, the Department members, the Committee members, and the Provost have convenient, secure, and unprejudiced online access to the digital dossier. The digital dossier is confidential and shall be maintained as such; no individual may create improper duplications and/or make improper uses of its contents. Once the tenure process has been completed, a complete copy of the digital file, including all letters and additions to the file, will be made available to the Member by the Provost's Office. Within three (3) months of the notification of tenure or, when applicable, the completion of the appeals process, the tenure file will be permanently deleted.

17.3.6 Composition of the U Sports Athletic Ranks Tenure and Promotion Committee

A U Sports Athletic Ranks Tenure and Promotion Committee consisting of three (3) members appointed by the President and three (3) Members appointed by the Union shall be established by 15 September. The Union and the President shall make every reasonable effort to include members belonging to the designated groups on the Committee. One of the members of the committee shall be elected to serve as Chair of the U Sports Athletic Ranks Tenure and Promotion Committee with full committee participation rights and responsibilities.

As per Article 5.6.2, each U Sports Athletic Ranks Tenure and Promotion Committee member shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. Committee members shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

17.3.7 Departmental Recommendation

Department members, excluding those elected or appointed to the U Sports Athletic Ranks Tenure and Promotion Committee or the Tenure Appeals Committee, shall review the Member's dossier and meet with the Member before writing their recommendation, which shall be based upon the relevant sections of the Collective Agreement. Members who are seeking tenure may not participate in the deliberation leading to their Department's recommendation nor in voting on their own application for tenure.

As per Article 5.6.2, each Department member shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status

Indigenous knowledges. Department members shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

The Department's recommendation will be sent to the Dean/**Director**, ~~the Director~~, and the Chair of the U Sports Athletic Ranks Tenure and Promotion Committee by 1 November, with copies to the Member and the Union. Departmental recommendations shall include written reasons and signature lines for all Department members, with the exception of the Member applying for tenure. Recommendations shall be signed by each member of the Department who supports the recommendation and rationale, with the exception of members elected or appointed to the U Sports Athletic Ranks Tenure and Promotion Committee and/or the Tenure Appeals Committee. Abstentions or dissenting viewpoints, including those that agree with the recommendation but do not agree with the supporting rationale, will be supported by written reasons. The reasons must be substantive, clearly related to qualifications by rank and criteria for tenure, and sufficiently specific to enable the Member to know the basis of the recommendation.

17.3.8 Director's Recommendation

~~Members shall meet with their Director before the Director writes their recommendation but not until after the Director has received the Department's recommendation. The Director's recommendation shall be based upon the relevant sections of the Collective Agreement, particularly as they pertain to the Member's functions within Athletics. The Director shall send their recommendation to the Chair of the U Sports Athletic Ranks Tenure and Promotion Committee, normally by 15 November, with copies to the Member and the Union. In formulating their recommendation, the Director shall consider and reference in writing the disciplinary expertise of the Department and the Member. The Director's recommendation shall be supported by written reasons which must be substantive, clearly related to the qualifications by rank and criteria for tenure, and sufficiently specific to enable the Member to know the basis for the recommendation.~~

~~As per Article 5.6.2, the Director shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, and Inuit knowledges. The Director shall have completed this training within the previous 24 months and prior to examining any dossiers.~~

17.3.9 Decanal Recommendation

Members shall meet with their Dean/**Director** before the Dean/**Director** writes their recommendation but not until after the Dean/**Director** has received the Department's recommendation. The Dean/**Director**'s recommendation shall be based upon the relevant sections of the Collective Agreement. The Dean/**Director** shall send their recommendations to the Chair of the U Sports Athletic Ranks Tenure and Promotion Committee, normally by 15 November, with copies to the Member and the Union. In formulating their recommendation, the Dean/**Director** shall consider and reference in writing the disciplinary expertise of the Department and the Member. The Dean's/**Director**'s recommendation shall be supported by written reasons which must be substantive, clearly related to the qualifications by rank and criteria for tenure, and sufficiently specific to enable the Member to know the basis for the recommendation.

As per Article 5.6.2, the Dean/**Director** shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. The Dean/**Director** shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

17.3.10 Procedures of the U Sports Athletic Ranks Tenure and Promotion Committee

A quorum at all meetings will consist of five (5) members, plus the Chair.

Decisions on recommendations will be reached by simple majority in an open and recorded vote, with the Chair voting only in the event of a tie. Committee members shall absent themselves from discussion and voting when Members applying for tenure for whom they have prepared recommendations are considered.

The Committee may request to meet with Members applying for tenure, with their designate(s), or with anyone who has submitted recommendations. Deans/**Directors** who have prepared recommendations must appear before the Committee if requested.

Members applying for tenure may appear before the U Sports Athletic Ranks Tenure and Promotion Committee and may be accompanied by advisors/spokespersons. Members shall be informed of when witnesses are to appear before the U Sports Athletic Ranks Tenure and Promotion Committee and shall have the right to be present and to question evidence presented. Members may also call witnesses. Members may enlist the aid of the Union or CAUT. Nothing in this Article shall be construed as requiring a Member to appear before the Committee.

Minutes of proceedings, the names of witnesses heard, and copies of evidence received shall be available to members of the Committee and to the Member.

The U Sports Athletic Ranks Tenure and Promotion Committee shall normally meet between 20 November and 15 December to make a recommendation. The Committee's recommendations will normally be sent to the Provost by 20 December, with copies to Members, Departments, Dean/**Directors**, ~~Directors~~, and the Union. In formulating its recommendation, the U Sports Athletic Ranks Tenure and Promotion Committee shall consider and reference in writing the disciplinary expertise of the Department and the Member. The Committee's recommendations shall include written reasons and signature lines for all Committee members. Recommendations shall be signed by each member of the Committee who supports the recommendation and rationale. Abstentions or dissenting viewpoints, including those that agree with the recommendation but do not agree with the supporting rationale, shall be supported by written reasons. The reasons must be substantive, clearly related to qualifications by rank and criteria for tenure, and sufficiently specific to enable the Member to know the basis for the recommendation.

As per Article 5.6.2, each U Sports Athletic Ranks Tenure and Promotion Committee member shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. Committee members, including the

Chair, shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

17.3.11 Recommendations

All recommendations on tenure at each stage of the process shall indicate whether the Member should

1. be offered a tenured appointment, or
2. Be refused a tenured appointment, or
3. if applying early (see 15.10 (e) (ii) & (iii)), reapply in the next academic year, or
4. if applying in the last year of a probationary contract, be granted a one (1) year extension.

17.3.12 Provost's Decision

In reviewing recommendations, the Provost shall consider and reference in writing the disciplinary expertise of the Department and the Member. Tenure decisions shall be communicated by the Provost to the Members by 31 January, with copies to Departments, Dean/**Director**, ~~Directors~~, Human Resources (for implementation), and the Union. Decisions shall be accompanied by a statement of reasons. Reasons must be substantive, clearly related to the qualifications by rank and criteria for tenure, and sufficiently specific to enable the Member to know the basis for the decision.

As per Article 5.6.2, the Provost shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. The Provost shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers. 17.3.13 Appeals Members not granted tenure may appeal the decision using the provisions of Article 17.2.

Article 18

18.3 Promotion for USports Athletic Ranks

18.3.1 Application

Members may apply to their Dean/**Director** for promotion, ~~with copies to their Director~~. Applications and supporting dossiers, as per Article 18.3.5, must be received by 1 September. Within five (5) working days, the Dean/**Director** shall send the names of all Members applying for promotion to relevant Department(s). Members may withdraw their applications at any time.

For Members whose career has followed an experiential/traditional pathway, and whose degrees/accreditation equivalencies were not established upon initial appointment or tenure, the process outlined in Article 15.2 must be completed before application for promotion. Documentation of equivalency as described in Article 15.2.3 must be included as evidence of professional preparation in the promotion dossier.

18.3.2 Criteria for Promotion

(a) Recommendations and decisions shall be based upon Members' contributions to their discipline, Department, Faculty, and University within the current rank.

(b) All recommendations for the promotion of a Member who holds a U Sports Athletic rank shall be based on the job descriptions outlined in Appendix E and the qualifications of U Sports Athletic ranks as outlined in Article 14, as well as upon Articles 18.3.3 and 18.3.4. Recommendations and decisions must appropriately recognize knowledges, experiences, and service to their communities of First Nations, Métis, Inuit, and Non-Status Indigenous Members, as well as of Members belonging to one (1) or more of the other designated groups. In applying the criteria to Members in U Sports Athletic ranks, all relevant factors included in Article 14.11 shall be taken into account. Tenured Members shall not be required to re-establish "Professional Preparation" in promotions proceedings. Recommendations and decisions are expected to consider professional attainment and professional experience in the context of working conditions at Brandon University and the type of appointment held by the Member, weighing carefully all criteria in accordance with accepted norms of professional attainment and in accordance with accepted norms of professional experience. Recommendations shall be based only upon information provided in the dossier; specifically, no inferences may be drawn from the omission of student surveys. When student surveys are included, there is to be no consideration of any data that compares the Member's teaching to that of other Members or any other calculated averages.

(c) A record of accomplishment in professional attainment and/or professional experience within rank is expected for promotion to the next U Sports Athletic rank. The normal expectation is that a U Sports Coach/Athletic Director/Athletic Therapist II would require five (5) years within rank to demonstrate such a record. While this is the normal expectation, it is recognized that some Members will require less time in rank and some more time in rank in order to demonstrate such a record. In exceptional circumstances, a Member may apply for promotion before five (5) years in rank, but never less than three (3). Under these circumstances, the Member must provide clear and detailed evidence that demonstrates that the record of accomplishment that would be expected at the normal time in rank has been met.

18.3.3 Compensation

For promotion to U Sports Coach II or U Sports Coach/Athletic Director/Athletic Therapist III, excellence in one of professional experience, professional attainment, or service may compensate for achievement short of that specified in Article 14.12 in one (1) of the other criteria. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

18.3.4 Administrative Service

For Members who have, for extended periods of time, accepted and performed duties of primarily administrative nature, a clear record of excellence in service may compensate for less extensive achievement in professional attainment. Such compensation applies to the quantity, but not the quality, of achievement in these areas (i.e., quality standards must be maintained).

18.3.5 Dossier

18.3.5.1 Digital Dossiers

Members shall prepare digital dossiers documenting their academic and professional records in terms of the qualifications by rank and job descriptions outlined in Article 14 and Appendix E. It is the Member's responsibility to see that the digital dossier includes all information, including substance and sources, to be considered. The digital dossier must be available in a single file in a widely used format (e.g., PDF), accessible through standard University systems. No anonymous or unverified material will be admitted for consideration or added to a dossier. Where relevant, a Member may include written support from community members, Elders, and/or Knowledge Keepers to provide context for work that does not follow conventional academic trajectories. The contents of the original dossier must be itemized by the Member.

18.3.5.2 Additions to Dossier

The Member shall be notified of all additions to the dossier. The Department, ~~and the Dean/Director,~~ ~~and the Director~~ can add new information to the dossier, other than their recommendations (as required in Articles 18.3.7, 18.3.8, 18.3.9, and 18.3.10), only with agreement of the Member. The Member's additions to the dossier are restricted to rebuttals, changes in status, or clarification, but not content, of extant materials included when the dossier was originally submitted. Once the digital dossier has been submitted, the Provost's Office is responsible for maintaining the dossier and informing the Member of any additions. All additions to the dossier, including sources and dates of such additions, must be itemized by the Provost's Office.

18.3.5.3 Availability of Dossier

The digital dossier shall be available for inspection by the Department, the Dean/~~Director,~~ ~~the Director,~~ the U Sports Athletic Ranks Tenure and Promotion Committee, and the Provost at the appropriate stages of deliberation. Members have the right to inspect their dossier at any point, and to add rebuttals, changes in status, or clarifications at any time.

18.3.5.4 Removal of Materials

Members have the right to request, in writing, to the Dean/~~Director~~ that material be removed from their dossier. Any disputes between the Member and the Dean/~~Director~~ on the removal of material from the Member's dossier will be referred to the Joint Administrative Committee for resolution. Once the digital dossier has been submitted, the Provost's Office is responsible for maintaining the dossier and confirming removals with the Member.

18.3.5.5 Maintenance of Dossier

The Provost's Office will undertake reasonable measures to ensure that the Member, the Dean/~~Director,~~ ~~the Director,~~ the Department members, the Committee members, and the Provost have convenient, secure, and unprejudiced online access to the digital dossier. The digital dossier is confidential and shall be maintained as such; no individual may create improper duplications and/or make improper uses of its contents. Once the promotion process has been completed, a complete copy of the digital file, including all letters and additions to the file, will be made available to the Member by the Provost's Office. Within three (3) months of the notification of promotion or, when applicable, the completion of the appeals process, the promotion file will be permanently deleted.

18.3.6 Composition of U Sports Athletic Ranks Tenure and Promotion Committee

A U Sports Athletic Ranks Tenure and Promotion Committee consisting of three (3) members appointed by the President and three (3) members appointed by the Union shall be established by 15 September. The Union and the President shall make every reasonable effort to include members belonging to the designated groups on the committee. One of the members of the committee shall be elected to serve as Chair of the U Sports Athletic Ranks Tenure and Promotion Committee with full committee participation rights and responsibilities.

As per Article 5.6.2, each U Sports Athletic Ranks Tenure and Promotion Committee member shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. Committee members shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

18.3.7 Departmental Recommendation

Department members, excluding those elected or appointed to the U Sports Athletic Ranks Tenure and Promotion Committee or the Promotion Appeals Committee, shall review the Member's dossier and meet with the Member before writing their recommendation, which shall be based upon the relevant sections of the Collective Agreement. Members who are seeking promotion may not participate in the deliberation leading to their Department's recommendation nor in voting on their own application for promotion.

As per Article 5.6.2, each Department member shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. Department members shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

The Department's recommendation will be sent to the Dean/~~Director, Director,~~ and to the Chair of the U Sports Athletic Ranks Tenure and Promotion Committee by 1 November, with copies to the Member and the Union. Departmental recommendations shall include written reasons and signature lines for all Department members, with the exception of the Member applying for promotion. Recommendations shall be signed by each member of the Department who supports the recommendation and rationale, with the exception of members elected or appointed to the U Sports Athletic Ranks Tenure and Promotion Committee and/or the Promotions Appeals Committee. Abstentions or dissenting viewpoints, including those that agree with the recommendation but do not agree with the supporting rationale, will be supported by written reasons. The reasons must be substantive and clearly related to the qualifications by rank and criteria for promotion and sufficiently specific to enable the Member to know the basis for the recommendation.

18.3.8 Director's Recommendation

~~Members shall meet with their Director before the Director writes their recommendation but not until after the Director has received the Department's recommendation. The Director's recommendation~~

~~shall be based upon the relevant sections of the Collective Agreement, particularly as they pertain to the Member's functions within Athletics (see 18.3.2). The Director shall send their recommendation to the Chair of the U Sports Athletic Ranks Tenure and Promotion Committee, normally by 15 November, with copies to the Member and the Union. In formulating their recommendation, the Director shall consider and reference in writing the disciplinary expertise of the Department and the Member. The Director's recommendation shall be supported by written reasons which must be substantive, clearly related to the qualifications by rank and criteria for promotion, and sufficiently specific to enable the Member to know the basis for the recommendation.~~

~~As per Article 5.6.2, the Director shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. The Director shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.~~

18.3.9 Decanal Recommendation

Members shall meet with their Dean/**Director** before the Dean/**Director** writes their recommendation but not until after the Dean/**Director** has received the Department's recommendation. The Dean/**Director**'s recommendation shall be based upon the relevant sections of the Collective Agreement (see 18.3.2). The Dean/**Director** shall send their recommendations to the Chair of the U Sports Athletic Ranks Tenure and Promotion Committee, normally by 15 November, with copies to the Member and the Union. In formulating their recommendation, the Dean/**Director** shall consider and reference in writing the disciplinary expertise of the Department and the Member. The Dean's/**Director**'s recommendation shall be supported by written reasons which must be substantive, clearly related to the qualifications by rank and criteria for promotion, and sufficiently specific to enable the Member to know the basis for the recommendation.

As per Article 5.6.2, the Dean/**Director** shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. The Dean/**Director** shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

18.3.10 Procedures of the U Sports Athletic Ranks Tenure and Promotion Committee

A quorum at all meetings will consist of five (5) members, including the Chair.

Decisions on recommendations will be reached by simple majority in an open recorded vote, with the Chair voting only in the event of a tie. Committee members shall absent themselves from discussion and voting when Members applying for promotion for whom they have prepared recommendations are considered.

The Committee may request to meet with Members applying for promotion, with their designate(s), or with anyone who has submitted recommendations. Deans/**Directors** who have prepared recommendations must appear before the Committee if requested.

Members applying for promotion may appear before the U Sports Tenure and Promotion Committee and maybe accompanied by advisors/spokespersons. Members shall be informed of when witnesses are to appear before the U Sports Tenure and Promotion Committee and shall have the right to be present and to question evidence presented. Members also have the right to call witnesses. Members may enlist the aid of the Union or CAUT. Nothing in this Article shall be construed as requiring a Member to appear before the Committee.

Minutes of proceedings, the names of witnesses heard, and copies of evidence received shall be available to members of the Committee and to the Member.

The U Sports Athletic Ranks Tenure and Promotion Committee shall normally meet between 20 November and 15 December to make a recommendation. Recommendations of the U Sports Athletic Ranks Tenure and Promotions Committee shall normally be made by 20 December and sent to the Provost, with copies to the Member, the Department, the Dean/**Director**, ~~the Director~~, and the Union. In formulating its recommendation, the U Sports Athletic Ranks Tenure and Promotion Committee shall consider and reference in writing the disciplinary expertise of the Department and the Member.

The Committee's recommendations shall include written reasons and signature lines for all Committee members. Recommendations shall be signed by each member of the Committee who supports the recommendation and rationale. Abstentions or dissenting viewpoints, including those that agree with the recommendation but do not agree with the supporting rationale, shall be supported by written reasons. The reasons must be substantive, clearly related to qualifications by rank and criteria for promotion, and sufficiently specific to enable the Member to know the basis for the recommendation.

As per Article 5.6.2, each U Sports Athletic Ranks Tenure and Promotion Committee member shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. Committee members, including the Chair, shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

18.3.11 Provost's Decision

In reviewing recommendations, the Provost shall consider and reference in writing the disciplinary expertise of the Department and the Member. Decisions shall be communicated to the Member in writing by the Provost by 31 January with copies to the Department, the Dean/**Director**, ~~the Director~~, the Union, and Human Resources (for implementation).

As per Article 5.6.2, the Provost shall complete equity training designed to help them identify unconscious bias and other recognized factors that contribute to inequity, unlearn patterns of biased behavior, and adopt an equity mindset to direct all their activities at Brandon University. Such training shall also promote understandings of the value of First Nations, Métis, Inuit, and Non-Status Indigenous knowledges. The Provost shall have completed this training within the previous twenty-four (24) months and prior to examining any dossiers.

18.3.12 Salary Adjustment

The effective date of any resultant decision shall be the first day of the pay period that includes 1 April.

18.3.13 Appeals

Members wishing to appeal a promotion decision may appeal the decision using the provisions of Article 18.2.

Appendix E

E.1 U Sports Coach

Responsible to ~~the Vice-President (Administration & Finance) or a Dean/Director, as determined by the Employer from time to time, through the Athletic Director.~~

Duties and responsibilities of the position include the following:

- (a) Preparing a season schedule of training and competition
- (b) Recruiting student athletes and selecting team members
- (c) Teaching and training student athletes in individual and team skills and tactics
- (d) Maintaining records and statistics of the team and players
- (e) Coordinating assistant coaches and other assistants with the program
- (f) Providing fundraising support to the Athletics program
- (g) Developing relationships with alumni and the broader community
- (h) Planning, coordinating, and representing the University at camps specific to the sport
- (i) Maintaining an inventory of team equipment and supplies
- (j) Overseeing team members' academic workloads and providing time management strategies
- (k) Monitoring monthly financial statements and operating within the annual budget provided
- (l) Normally teach six (6) credit hours per academic year but teaching may range from three (3) to nine (9) credit hours per academic year
- (m) Other appropriate duties as assigned by the **Dean/Director, Athletic Director** through consultation with the incumbent **and the Athletic Director, where appropriate.**

E.2 Campus Recreation Director

Responsible to the Vice-President (Administration & Finance) or an ~~Dean~~ **academic administrator**, as determined by the Employer from time to time.

Duties and responsibilities of the position include the following:

- (a) Providing leadership to the Campus Recreation programs; strategic, operational, and resource including policy and procedures
- (b) Organizing intramural sports and tournaments, fitness programs, clubs, and special events
- (c) Office administration in support of Campus Recreation programming
- (d) Public relations, media relations, promotion of Campus Recreation activities
- (e) Establishing and maintaining community relationships and partnership building on and off campus
- (f) Marketing and fundraising for Campus Recreation programs
- (g) Budget development, management, and expenditure approval

- (h) Coordinating the work of Program assistants including hiring and monitoring work
- (i) ~~Other appropriate duties as assigned by the administrator to whom the position reports, through consultation with the incumbent~~
- (ji) Taking a leadership role in campus wellness and other related University activities
- (kj) Working with ~~the Healthy Living Centre Facility Manager and Unit leaders~~ **appropriate stakeholders** to establish pricing, programming, booking, and scheduling in relation with all other activities and deliveries
- (lk) Campus Recreation equipment purchase, inventory, and maintenance
- (ml) Identify and present budgeted equipment needs for Campus Recreation in relation to all other unit equipment needs
- (im) Other appropriate duties as assigned by the administrator to whom the position reports, through consultation with the incumbent.

Qualifications and rank

- Bachelor's, Master's, or Doctorate degree
- Must hold a rank of Instructional Associate, Professional Associate, U Sports Coach, or a professorial rank, dependent on qualifications and responsibilities in addition to those of Campus Recreation Director.

E.3 Athletic Director

Responsible to the ~~Vice-President (Administration & Finance)~~ **Provost and Vice-President (Academic)** or a Dean/Director, as determined by the Employer from time to time.

Work is assigned to the Athletic Director in terms of broad organizational objectives and policies. Duties and responsibilities of the position include the following:

- (a) Providing strategic leadership to the Athletics Program ~~and HLC~~, for operational and resource plans and objectives
- (b) Providing resource support for HLC operational and resource plans and objectives**
- (b) Serving as Athletic representative for the University internally and externally
- (c) Overseeing ~~media, public relations,~~ marketing, promotional events, and fundraising strategies for Athletics **and supporting oversight of media and public relations for Athletics**
- (d) Responsibility for Athletics facility needs, game scheduling, and Athletic game management
- (e) Responsibility for compliance with all rules and regulations, and communication with Finance and Student Awards offices, to ensure athlete eligibility
- (f) Responsibility for communication of, and compliance with, all program rules and regulations within Brandon University and each of the Leagues, and representation at League meetings
- (g) Monitoring and assisting student athletes' academic, athletic, and personal performance and development
- (h) Monitoring student athlete recruiting and communication
- (i) Overseeing and providing leadership for the Athletics ~~and HLC~~ budgets
- (j) Responsibility for recommending Athletics ~~Program and HLC~~ policy, policy development, and management, **and adherence**
- (k) Providing resource support for the HLC Community Access Agreement with the City
- (l) Reviewing and approving travel claims and Athletic expenditures

(m) Responsibility for day-to-day oversight and leadership of employees working within the Athletics Program and HLC and providing recommendations in the evaluation of these employees, which includes the coaches

(n) Normally teach six (6) credit hours per academic year but teaching may range from three (3) to nine (9) credit hours per academic year

(o) Other appropriate duties as assigned by the administrator to whom the position reports, through consultation with the incumbent.

E.4 Athletic Therapist

Responsible to ~~the Vice-President (Administration & Finance)~~ or a Dean/Director, as determined by the Employer from time to time, ~~through the Athletic Director.~~

Duties and responsibilities of the position include the following:

(a) normally teach six (6) credit hours but teaching may range from three (3) to nine (9) credit hours

(b) supervise and control athletic therapy facility, including the Brandon University Sports Medicine Centre

(c) evaluate, treat, and rehabilitate injuries suffered by students, faculty, staff, and, time permitting, community persons

(d) attend all home intercollegiate athletic contests and attend to the needs of both home team and visiting teams as mandated by the Canada West University Athletic Association

(e) order and maintain supplies and equipment for the athletic therapy facility/Sports Medicine Centre

(f) train and supervise student assistants

(g) work in cooperation with medical practitioners and coaches in developing exercise and rehabilitation programs

(h) aid in preparation of budget for athletic therapy area

(i) order and maintain supplies and equipment for training room and

(j) such other appropriate duties as may be assigned by the ~~Dean/Director~~ ~~Athletic Director~~ through consultation with the incumbent **and the Athletic Director, where applicable.**



On behalf of the BUFA

On behalf of BU

Print Name: Dr. Gautam Srivastava

Print Name: Greg Gatién

July 24, 2025

July 24, 2025

Date:

Date: