

## MEMORANDUM OF UNDERSTANDING

**Between:**

**Brandon University**

**Employer**

**-and-**

**Brandon University Faculty Association**

**Union**

RE: Assessor Remuneration – PLAR & Challenge Exams

WHEREAS the Parties agree that assessment for PLAR and preparation of challenge exams may be done by the issuance of a Contract Academic Staff (CAS) professional services contract to an appropriate instructor or external professional; and

WHEREAS Article 16.2.2 defines a professional services contract as one that is offered to an individual to perform a specified subset of activities in a job description (defined in Appendices B, D, or E); and

WHEREAS Appendices A.2.1 and F.4.2 make specific reference to the job description to which the professional services contract is attached; and

WHEREAS there is no job description for an assessor nor a process by which an assessor is deemed suitable for the specific material in question within the 2023-2027 Collective Agreement;

The Parties agree to the following:

1. The Department shall review the curriculum vitae of assessors being considered to determine whether or not an assessor is suitable to assess the specific material in question. The Department shall then make its recommendation to the Dean/Director. The Dean/Director shall not issue any contract to a person not recommended by the Department.
2. Assessors contracted to undertake Prior Learning assessment processes and/or preparation of challenge exams will be remunerated at rate consistent with professional services contracts attached to an Administrative Assistant job description, as set out in Appendix F.4.2 (b).
3. Remuneration will not be provided until full assessment is complete.
4. The specific duties set out in the professional services contract (required by A.2.1.6.b) will indicate the assessment method(s) to be undertaken by the assessor. Assessment methods include, but are not limited to, portfolio assessment, interview, demonstration assessment, project-based assessment, or the preparation, invigilation and assessment of an examination.

5. All parties involved will do their utmost to ensure that Challenge Exams are not offered more than once per course per term.



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On behalf of the BUFA

Print Name: Dr. Gautam Srivastava

March 11, 2025

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Date:



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On behalf of BU

Print Name: Dr. Kofi Campbell

March 10, 2025

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Date: