

MEMORANDUM OF UNDERSTANDING

Between:

Brandon University

Employer

-and-

Brandon University Faculty Association

Union

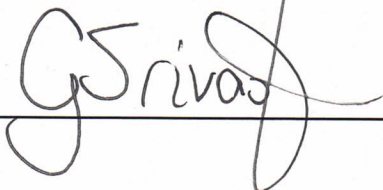
Transition to digital format of dossiers

WHEREAS Brandon University shifted to digital format of dossiers over the course of the COVID pandemic for the academic years of 2020 and 2021;

WHEREAS the parties agree that using digital dossiers for tenure, continuing status, promotion, and reclassification procedures presents clear benefits in terms of access;

The Parties agree that

1. Applicants for promotion, tenure, continuing status and reclassification will submit their application in electronic format in the 2022-23 Academic Year. The Member will be responsible for producing a digital dossier and the Employer will provide reasonable resources and supports for digitization, including but not limited to access to software and training.
2. Dossiers will be housed on a secure digital platform accessible only to the applicant, persons charged with evaluating dossiers, and administrators charged with managing documentation.
3. As the deadline for application for tenure and promotion (1 October 2022) falls on a weekend, the deadline to upload the digital file will fall on Monday, October 3 for the 2022 year only. As the deadline for reclassification (15 January 2023) falls on a weekend, the deadline to upload the digital file will fall on Monday, January 16, 2023.
4. Dossiers will be uploaded to one centralized office, which will control access as the applications move through the process.
5. All additions and changes to dossiers must be in digital format and applicants will be notified by email within three (3) working days of the change or addition.





On behalf of the BUFA

Print Name: Dr. Gautam Srivastava

Date: July 19th, 2022

On behalf of Brandon University

Print Name: Dr. Kofi Campbell

Date: July 11, 2022