

YOUR RIGHTS Under The Collective Agreement

Working Conditions

- **Probationary Regular Faculty are full members of the Douglas College Faculty Association (DCFA)** and are covered by the same Collective Agreement as Post-Probationary Regular Faculty.
- **Programmers, Instructors in Student Affairs and Services and in Learning Resources (including Instructors in Counselling, Library, Accessibility Services, and the Learning Centre) are faculty members**, whether or not they teach specific courses.
- **Regular faculty** salary scales are specified in the Collective Agreement, as is criteria for placement on the salary scale. Payment is semi-monthly.

Workload

- **Your established workload** is determined when you have occupied a regular position in a DDP for 3 consecutive years and are assigned regular work for a fourth consecutive year. The established workload is your lowest annual workload assignment within that 4 year period.
- **Your established workload should be reviewed** annually and adjusted if necessary.
- **If you are less than full time**, your chair, coordinator, or director should offer you any available work identified before September 1st in your DDP up to a full-time workload, subject to QTT.

Benefits

- **Benefits are available to Probationary Regular Faculty.** Extended Health Benefits, Dental Plan, and Group Life coverage are available upon application when contracts are signed.
- **Probationary Regular Faculty are allowed up to 30 days of paid sick days per year.** After 30 days, regular faculty can apply for Short Term Disability (STD). Regular faculty absent more than 180 days due to injury or illness can apply for benefits from the Long-Term Disability (LTD) plan.
- **Probationary Regular Faculty are entitled to join the College Pension Plan.**
- **Probationary Regular Faculty have access to PD funds.** These are pro-rated according to workload, up to a maximum of \$1000 per year.
- There are also **Supplemental PD funds (SPDF)** that can be applied for if PD activities lead to a direct and tangible benefit to students. Contact your Chair or Coordinator or PD Committee for details. (See Article 9)
- Probationary Regular Faculty are eligible for **Maternity, Parental and Adoption Leaves.**
- Probationary Regular Faculty are entitled to **bereavement leave, leave respecting domestic or sexual violence, and cultural leave for Indigenous Employees.** (See Article 17)

Probation

- **All regular faculty members must successfully complete two years in a probationary appointment.**
- **Seniority** is calculated on the basis of 8 sections of work being equivalent to one year of full-time employment (FTE). The College maintains a seniority list which can be found on DC Connect.
- **Qualified to Teach (QTT):** each DDP maintains a QTT list which identifies which courses you are qualified to teach. Make sure you know which courses you are Qualified to Teach. (See Article 5.07)

Evaluation

- **Probationary Faculty are evaluated a minimum of once per year, but no more than twice per year.** Evaluations must include student, peer, self, and Dean or Director evaluations. If an evaluation is unsuccessful, a remediation plan may be provided. (See Article 5.08 and 5.10)
- **If an instructor is not evaluated**, it is treated as if a successful evaluation was completed.
- **If the Probationary Faculty member receives 2 satisfactory evaluations**, they may be offered a regular position in writing, 3 months prior to the expiry of their probationary period, if work is available.
- **For more information, see: “Know Your Rights: Faculty Evaluations: Highlights”**

Who to contact?

Your Executive Council

Each Faculty area has a DCFA Executive Council (EC) representative. Your EC representative will be able to advise you on DCFA issues and will take your concerns or initiatives to Executive Council.

Your Area Stewards

Each Faculty area has an Area Steward on the DCFA Contract Committee. Your Area Steward can provide assistance with working conditions issues or help you with interactions with the Employer.

Your Table Officers

Elected to run the day-to-day operations of the Association, your Table Officers can provide information and support you in protecting your rights under the Collective Agreement.

Not sure?

Contact the DCFA Office and we'll connect you to the right person (dcfa@douglascollege.ca).

Check www.dcfca.ca for contact information.

Your Collective Agreement

Your working conditions, job security, benefits, evaluation, and responsibilities have been negotiated, and are contained in a **Collective Agreement agreed to by the DCFA and the Employer (Douglas College)**.

You can access the Collective Agreement on the **DCFA website (www.dcfca.ca)** under Member Resources.

You can get a printed paper copy of the Collective Agreement at the DCFA office (room N2320 New Westminster Campus or room A1301 Coquitlam campus), or email dcfa@douglascollege.ca to receive one via inter-campus mail.

What can you find on the DCFA Website (www.dcfca.ca)?

The DCFA website has

- links to the Collective Agreement,
- meeting schedules,
- contact information for DCFA Executive Council Representatives and Contract Committee Area Stewards, Table Officers, and other committee members,
- bargaining bulletins, and
- other member information.

DCFA Office Locations

Coquitlam Campus – Room A1301
604-777-6120

New Westminster Campus - Room N2320
604-527-5166

KNOW YOUR RIGHTS

A Guide for Probationary Faculty

2024 - 2025

- Working Conditions
- Workload
- Benefits
- Probation
- Evaluation
- Who to Contact

*Please see your Collective Agreement
for complete information*

DCFA
DOUGLAS COLLEGE
FACULTY ASSOCIATION