

YOUR RIGHTS Under The Collective Agreement

Probation & Evaluation

- All regular faculty members must **successfully complete two years** in a probationary appointment.
- Regular work is offered for the second year only if there is **sufficient available work** to create a position.
- **After two years as a Probationary Faculty member**, they may be offered a regular position in writing, 3 months prior to the expiry of their probationary period, if work is available.
- 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.
- No evaluation or an incomplete evaluation is treated as a satisfactory evaluation.
- If an evaluation is unsatisfactory, a remediation plan may be provided. (See Article 5.08 and 5.10).
- For more information on evaluations, see: “Know Your Rights: Faculty Evaluations: Highlights” and your Collective Agreement.

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.** They accrue \$1400 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 PD Committee for details. (See Article 9)
- Probationary Regular Faculty are eligible for **Maternity, Parental and Adoption Leaves.** (Article 17.04)

General Information

- New faculty members receive an **Appointment Letter** in each of their first four years as regular employees, identifying the **amount of work** for the coming year. The first letter includes information on the **Step on the Salary Scale. Retain these letters for your files.**
- At the beginning of Year 4 of employment, the Appointment Letter will include information as to the **established workload** that will be assigned in the future (Article 6.03).
- **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.
- Instructors, Community Programmers, faculty members in Student Affairs and Services and in Learning Resources (including Accessibility Services, Counselling, Library, and the Learning Centre) are all **members of the DCFA.**
- **Regular faculty** salary scales are specified in the Collective Agreement (Article 15.01), as is criteria for placement on the salary scale (Article 15.05). Payment is semi-monthly.
- Faculty members **accrue seniority** based on the amount of work they do: Seniority is calculated on the basis of 8 sections of work being equivalent to one year of full-time employment (1 FTE). The College maintains a seniority list which can be found on DC Connect.
- Each DDP maintains a **Qualified to Teach (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).

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.dcfa.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.dcfa.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.dcfa.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
- 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 New Regular Faculty

- **Probation & Evaluation**
- **Benefits**
- **General Information**

Please see your 2025-29 Collective Agreement for complete information.

DCFA
DOUGLAS COLLEGE
FACULTY ASSOCIATION