

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF OTTAWA

(Employer)

- and -

THE ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA

(Association)

Continuing Special Appointment Professors (CSAP)

The parties agree to modify the conditions related to the special appointments presently known as Continuing Special Appointment Professors (CSAP) appointments, confirmed by way of the April 25, 2016 Letter of Understanding, in the following manner:

1. CSAP Professional Leaves:

- a. Once every five (5) years, a CSAP Member may apply for a four-month professional leave, with no reduction in remuneration, to enhance their teaching or perform scholarly activities.
- b. A CSAP Member may apply for the professional leave by forwarding to her Dean an application accompanied by any relevant documentation and the Member's up-to-date curriculum vitae. The application shall normally be made not less than six (6) and not more than eighteen (18) months prior to the requested starting date for the leave.
- c. The CSAP Member's Dean shall make a decision in this regard after consultations with the DTPC, Chair and FTPC.
- d. CSAP Professional leaves shall be contained entirely within one regular term.
- e. No more than twenty percent (20%) of CSAP Members shall be on professional leave within the University during any academic year. Priority will be determined according to, first: least number of leaves already taken; then: years of service
- f. Reasonable efforts will be made to grant leaves subject to operational requirements.
- g. If a CSAP member's eligible application is deferred by the Dean, the deferred period shall count towards the subsequent leave application.
- h. A CSAP Member who has been on professional leave shall submit to her Dean, within thirty (30) days following the official date of her return to the University, a written report of her activities during the leave. A CSAP Member who obtains a professional leave undertakes to remain in the service of the Employer following the leave for a period of time equal to the length of the professional leave.

2. The Parties agree that all other conditions of the April 25, 2016 Letter of Understanding regarding CSAP appointments remain active.
3. The Parties agree that this solution is unique to the CSAP incumbents and creates no precedent.