

**Memorandum of Understanding  
Between  
The Board of Governors of Mount Royal University (“The Board”)  
And  
The Mount Royal Faculty Association (“The Association”)**

**Regarding Sabbatical Applications and Tenure and Promotion Dossier Handling**

In February 2022, both parties agreed to use the software application RPT to handle sabbatical applications as well as to maintain the dossiers compiled for tenure and promotion applications. However, since RPT has performed below expectations, the parties now agree that:

RPT will not be used to handle applications for sabbatical leaves, tenure, or promotion effective January 2023 and agree further that the following transition provisions will be made effective January 3, 2023.

**A. Sabbatical Applications**

1. The Sabbatical Leave Committee will use RPT for the second round of sabbatical applications due in January 2023. However, moving forward, applications for sabbaticals will use fillable forms designed for that purpose.

**B. Applications for Tenure and Dossier Handling**

1. Effective January 3, 2023, applications for tenure will be handled using D2L Brightspace and the dossiers of probationary faculty will be held in the learning management system, currently D2L Brightspace, with the exception of:
  - a. Tenurable faculty who are currently in their fifth (or final) year of the probationary period will continue to use the Blackboard Learning Management System for the application for tenure process in Spring of 2023.
  - b. Should UPTC recommend an extension for anyone in their fifth (or final) year in Spring of 2023, their dossier will be moved to D2L Brightspace after the UTPC review since Blackboard will no longer be available. Individuals granted an extension of the probationary period will have their dossiers transferred to the D2L Brightspace no later than October 1, 2023.
  - c. Should a faculty member have their application for tenure denied by UTPC, MRU will arrange for the faculty member to continue to have access to their dossier through the appeal process, after which a paper or electronic version of the dossier will be provided.
2. The Academic Development Centre will create dossiers in D2L Brightspace for all tenurable faculty (except for those currently in their 5th or final year) and move the dossiers maintained on Blackboard LMS to the D2L Brightspace LMS, no later than January 31, 2023.

**Promotion Dossiers**

1. Effective January 3, 2023, the University will use Google Drive to securely house applicants' promotion dossiers. Individuals who notify the University of their intention to seek promotion by January 31, 2023, will use Google Drive in June 2023 to assemble and submit their promotion dossiers.

**Miscellaneous**

1. Required editorial changes to the *Tenure and Promotion Handbook* resulting from this Agreement will be completed no later than May 31, 2023.
2. This memorandum of understanding replaces the *Memorandum of Understanding Regarding Handling Dossiers* dated February 22, 2022.

This MOU expires on June 30, 2024, or the conclusion of a new collective agreement whichever comes later.

Signed



Chad London, Provost and Vice President, Academic



Lee Easton, President, MRFA

January 3, 2023

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