



GUIDE FOR NON-TENURED PROFESSORS

JANUARY 2026

This guide is intended for CEGEP professors whose union is affiliated with the FNEEQ (CSN).



Copywriting

Équipe du regroupement cégep

Graphic design

Emilie Tremblay (emilissime.com)

JANUARY 2026



TABLE OF CONTENTS

5	Introduction
6	The different employment situations
1.1	Teaching workloads
1.2	Employment statuses
11	The hiring process
2.1	Posting
2.2	Selection committee
2.3	Documents required on hiring
2.4	Classification and advancement on the salary scales
2.5	Employment contract
20	Once you're hired
3.1	Your courses and schedule
3.2	Refusing an additional course
3.3	Termination of contract and employment ties
3.4	Withdrawal
3.5	Splitting a workload
3.6	Refusal to grant hiring priority
3.7	Seniority
3.8	Tenure
26	Hiring priority
4.1	Exercising your hiring priority
4.2	The different hiring priorities [5-4.17]
34	The teaching load and its distribution
5.1	Teaching load [8-4.01]
5.2	Availability
5.3	Individual teaching load
5.4	Departmental life

40	Salary and benefits
6.1	Salary
6.2	Vacation
6.3	Statutory and other holidays
6.4	Leaves of absence
6.5	Other benefits
46	Insurance
7.1	The employer's plan
7.2	Group insurance
7.3	Hourly paid professors
7.4	Employment insurance
53	Grievance and arbitration procedures
55	APPENDIX
	APPENDIX I: Possible routes to tenure



This symbol provides a direct link to the Table of Contents.



INTRODUCTION

This guide has been developed to clarify provisions pertaining to the working conditions of non-tenured professors in the 2023-2028 collective agreement for FNEEQ (CSN) teaching personnel. It is not intended as a substitute for that agreement.

To facilitate reading, we refer to the articles, clauses and appendices of the collective agreement using [**clause** or **article**]. Please refer directly to the collective agreement for more details: the official French text is the source of your rights.

For more information or to ensure that your rights are respected, we recommend that you contact your union's executive committee.

This document is available on the FNEEQ website at www.fneeq.qc.ca.

1.0

THE DIFFERENT EMPLOYMENT SITUATIONS





It's important to understand the various possible employment situations in your college, as they determine the scope of your rights and the application of certain provisions of the collective agreement.

1.1 Teaching workloads

Full-time annual workload

In general, this refers to a workload requiring full-time work for the ten months of the Regular sector's calendar.

It's possible, however, to occupy a full-time annual workload on another basis, for example in Continuing Education. This sector's calendar does not necessarily mirror the Regular sector's.

In all cases, the calculation of the **individual teaching load (CI)** [APPENDIX I-1] sets limits on such a workload, which is remunerated with **a full annual salary** [APPENDIX VI-1, Table A].

Position [1-2.26]

This refers to a tenure-track, full-time annual workload **in the Regular sector**. Positions are created and made available under certain conditions, in accordance with the collective agreement.

Part-time workload

Any workload smaller than a full-time annual workload is considered part-time, except for teaching paid at the hourly rate. The CI calculation applies, and remuneration is **in proportion to a full annual salary** [6-1.02].

Full-time workload for one semester

This refers to a part-time workload in the collective agreement's sense, but one requiring full-time work for a single semester of the academic calendar: either fall or winter. The CI calculation applies and the workload is remunerated with **half an annual salary [5-1.03 a)]**.

Hourly rate for teaching [6-1.03]

In general, teaching in Continuing Education or summer courses is remunerated at the hourly rate [**APPENDIX VI-1, Table B**]. The same applies to short-term substitute teaching. **The CI calculation does not apply to this type of workload.**

Teaching load in Continuing Education (CFC) [8-7.07]

Most colleges have a certain number of *charges à la formation continue* (CFC or, in English, TLCE) [**APPENDIX I-13**]. This refers to part-time or full-time workloads in Continuing Education. The CI calculation applies and remuneration is either **in proportion to a full annual salary or a full annual salary**, as the case requires.

1.2 Employment statuses

Full-time professor [1-2.15]

Full-time professors are hired on a twelve-month contract for a **full-time annual workload**, i.e., to provide full-time work for a full academic year **in the Regular sector**.

Also:

1. A part-time professor hired for a **full-time fall workload** who signs a contract for a **full-time winter workload** in the same contract year becomes a full-time professor [**5-1.03 b)**].
2. The same applies to a part-time professor whose **annual CI reaches 80 units** during the contract year [**5-1.03 c)**].

3. A part-time professor whose **annual CI reaches 50 units in the Regular sector** becomes a full-time professor if, with the addition of their Continuing Education courses, short-term substitute teaching, and summer courses, their annual CI reaches 80 units [**5-1.03 d**].
4. Although the typical Continuing Education status is that of an hourly paid professor, it's also possible to occupy a full-time annual workload in this sector.

NOTE

Professors are not considered "full-time" when they hold a full-time workload for one semester, but rather "part-time."

Substitute professor [1-2.14]

Substitute professors are full-time professors whose workload consists, in part, of substitute teaching for one or more professors on leave or release.

Part-time professor [1-2.16]

Part-time professors are:

hired on **contract for fewer than twelve months**, with a **workload in the Regular sector equal to that of a full-time professor**, or with a part-time workload in Continuing Education;

or

hired on **contract for twelve months or fewer**, with a workload in the Regular sector or with a part-time workload in Continuing Education **smaller than that of a full-time professor**.

Hourly paid professor [1-2.11]

The hourly paid professor is hired to perform the activities required for preparing and teaching classes. They also grade, provide student support, and supervise examinations and coursework in the discipline taught.

They are paid at the hourly rate [6-1.03] and teach primarily in Continuing Education and summer courses.

Continuing Education professor [1-2.12]

Except for those holding a TLCE – i.e., a full-time or part-time workload in Continuing Education [8-7.07 and 8-7.08] – Continuing Education professors are hourly paid professors.

They are hired to teach courses to students enrolled in Continuing Education, including those leading to a Diploma of College Studies (DCS) or an Attestation of College Studies (ACS).

2.0 THE HIRING PROCESS





2.1 Posting

When there is an assignable workload, the College notifies professors by posting a notice accessible via the Internet.

The notice must contain the following information at a minimum:

- the nature of the workload;
- the subject;
- the mode of instruction for each course (in person, at a distance);
- the normal requirements.

In the ten days following the posting, non-tenured professors may apply in writing to the College. This deadline is reduced to five working days for an assignable workload during a semester in progress [5-1.10].

IMPORTANT!

Even if you have hiring priority, you must still apply in writing by the prescribed deadline. In fact, **applying is necessary for you to exercise your hiring priority.**

General service offering

The Union and the College may agree on a **general service offering** (GSO). This mechanism simplifies the exercise of hiring priority by non-tenured professors.

If such an agreement is struck, the College no longer has to post an assignable workload when the following condition is met: there is at least one professor with hiring priority for that workload. This applies to Regular workloads including positions, as well as to Continuing Education and summer courses.

To exercise these hiring priorities automatically, you must express your intention in writing for a given contract year [5-1.11].

NOTE

Several unions have agreed to a GSO with their college. These are local agreements whose terms may sometimes differ from those of clause **5-1.11**. Your union can provide you with useful information in this regard, including when to sign your GSO and the types of courses it covers.

Declaration of employment form

To limit dual employment, **anyone who holds full-time employment is not entitled to a workload [5-1.12]**.

When you apply to a posting, you must complete a **declaration of employment form** and submit it to the College [**APPENDIX II-6**]. Anyone holding full-time employment or who expects to hold full-time employment must declare themselves to be in a dual employment situation.

NOTE

If you are a part-time professor hired for a full-time workload for one semester, you are not considered to be holding full-time employment.

The sum of your various professional activities cannot result in your being considered as holding full-time employment, either. Only the following situations qualify:

- ➔ anyone who, for a declared professional activity, performs remunerated work for a length of time corresponding to the number of weekly or monthly hours worked by persons holding similar full-time jobs;
- ➔ anyone who, while holding full-time employment, is on leave with pay;
- ➔ anyone who, while holding full-time employment, is on availability with pay.

2.2 Selection committee

At the college level, professors are generally selected **by subject or discipline**.

Once your application to teach a given subject has been accepted by the College, you have hiring priority in that subject. You therefore do not have to go through the selection process again in this discipline.

However, if you wish to teach in another discipline, you must repeat the process.

Regular sector

Following a posting – and once workloads and positions have been assigned to professors who already have hiring priority – the College forms a selection committee if assignable workloads or positions remain.

The selection committee is made up of three professors appointed by the Department and two people chosen by the College [4-4.02]. Its role is to recommend candidates for hire to the College [4-4.01].

The College is obligated to hire a candidate who is unanimously recommended by the committee. Further, it may not hire a person who has not been recommended by a majority [4-4.05].

Continuing Education sector

If, after workloads have been assigned to professors with hiring priority, there remain assignable workloads in Continuing Education, selection proceeds with the participation of at least one professor from the Regular sector in the subject concerned [8-7.11].

However, the College and the Union may agree to establish a single selection committee for the Regular and Continuing Education sectors [8-7.03].

2.3 Documents required on hiring

When you are first hired, the College will need all the documents attesting to your qualifications and experience [5-1.17] in order to finalize the process and determine your salary.

All official documents related to your **schooling** [6-3.01] and **experience** [6-2.01] must be submitted within 30 days of your hiring date.

NOTE

As a non-tenured professor, you will be rehired by the College with each new contract. Thus, the deadline for submitting any new documents related to **your experience** will apply anew each time. If you're working elsewhere while you teach, including at another college, be sure to respect this deadline: it can have a major impact on your salary!

NOTE

If you're continuing your studies while teaching, you can submit documents attesting to your additional **schooling** at any time. You could then be reclassified on the salary scales according to a schedule set by the collective agreement (see [Reclassification](#)).

Years of schooling

Whether or not they're related to the subject you teach, it's important to submit all documents related to your years of schooling: diplomas, degrees, transcripts, report cards, certificates, licences, etc. [6-3.01].

Within 30 days of receiving a copy of your master's diploma, the College must notify you in writing of its decision to recognize the degree for remuneration purposes. Such a degree is recognized if it is acquired in the subject taught, or in a related subject relevant to teaching your subject.

Within three months of receiving your documents, the College will issue an **official certificate of your schooling** [6-3.02]. This certificate is recognized by all CEGEPs and should note when there is a master's diploma on file [6-3.06].

IMPORTANT!

If you believe your years of schooling or your diplomas were improperly evaluated, **you can file a complaint within 60 days of receiving your certificate** by obtaining the form for this purpose from your union or on the FNEEQ (CSN) website [6-3.10].

Experience

Your teaching experience and any professional experience deemed relevant by the College are evaluated according to the provisions of article 6-2.00 when you are first hired. After that, **your experience will be re-evaluated at the start of each new contract.**

Evaluation, including past evaluation, is done on the basis of the College's contract year. Accordingly, if you worked for another employer for a full calendar year, this experience will be divided into two contract years for the purposes of evaluation.

NOTE

If you have worked or are still working part-time, you will be credited with a year's worth of experience as soon as the tally reaches **0.50 full-time equivalent (FTE)**, i.e. half a year of full-time work. However, you will not start to accumulate another year of experience until this tally reaches 0.75 FTE.

To establish equivalence, a different calculation is applied to each type of experience. Note that **it isn't possible to accumulate more than one year's experience per contract year.**

Your union can help you understand your experience evaluation and advise you on whether to contest it. A complete guide to this subject, including classification and advancement on the salary scales, will soon be available on the FNEEQ (CSN) website at www.fneeq.qc.ca.

2.4 Classification and advancement on the salary scales

When you're hired, you're placed on one or both of the salary scales¹ applicable to CEGEP teaching personnel.

A complete guide to this subject, including schooling and experience, will soon be available on the FNEEQ (CSN) website at www.fneeq.qc.ca.

Full-time and part-time professors

You're classified at the step corresponding to your experience, plus:

- ➔ 2 steps if your schooling is evaluated at 17 years;
- ➔ 4 steps if your schooling is evaluated at 18 years;
- ➔ 6 steps if your schooling is evaluated at 19 years;
- ➔ 8 steps if your schooling is evaluated at 19 years and you have a doctorate.

Then, each subsequent step is reached once you have gained one year's experience [6-1.01], in accordance with the provisions governing this accumulation.

NOTE

If the salary determined by your experience and years of schooling is at one of the first six steps of this scale, you will be **fast tracked** and your step change will occur either at the mid-point of the year (if you're a full-time professor) or as soon as your experience tally reaches 0.50 FTE [6-1.01].

1 If you teach at the Centre québécois de formation aéronautique, special scales apply; see APPENDIX III-1.

The maximum step is 17. However, if you hold a master's degree and it is recognized for remuneration purposes, your maximum step is 18. If you hold a doctorate, your maximum step is 20, provided that your schooling is evaluated at 19 years or more [APPENDIX VI-1, Table A].

Hourly paid professors

You're classified at the step corresponding to your experience on one of the three applicable scales, depending on your years of schooling: 16 years or less, 17 or 18 years, or 19 years or more [APPENDIX VI-1, Table B].

Then, each subsequent step is reached once you have gained one year's experience [6-1.03], in accordance with the provisions governing this accumulation.

The maximum step is 6.

Reclassification

Reclassification of professors following their acquisition of additional schooling or a master's degree is done twice a year: on September 1 and at the beginning of the 12th pay period of the contract year — provided the corresponding studies were completed by August 31 or by the end of the 11th pay period, respectively.

However, this reclassification can only take place on these dates if the official documents were sent to the College no later than October 31 or March 31, respectively [6-1.06].

2.5 Employment contract

All professors are hired on written contract [APPENDIX VIII-1]. Before you sign your first contract, the College must also provide you with the Internet address of the collective agreement [5-1.17].

The employment contract must specify, among other things:

- ➔ your status:
 - full-time professor
 - for an available position
 - for an assignable workload: clause **5-1.03**
 - as a substitute (indicating the person(s) replaced)
 - part-time professor
 - hourly paid professor
- ➔ teaching subject(s) and specialization(s)
- ➔ your workload, if you are a part-time professor
- ➔ the number of periods (hours), if you are an hourly paid professor
- ➔ information about your reference salary:
 - years of schooling
 - experience
 - step
 - master's degree recognized for remuneration purposes
 - doctorate
 - initial salary
- ➔ dual employment status
- ➔ contract duration

IMPORTANT!

It's a good idea to check with your union to make sure that any wording in the "special provisions" section of the contract complies with the collective agreement.

NOTE

If a part-time professor becomes a full-time professor [5-1.03], the College must have them sign a full-time employment contract which cancels and replaces any previously signed contracts [**5-1.14**].

3.0

ONCE YOU'RE
HIRED





3.1 Your courses and schedule

At least 45 days before classes begin, the College will inform you in writing of the course(s) you will teach [8-6.04].

At least five working days before classes begin, the College must make your schedule available in electronic format [8-6.05].

3.2 Refusing an additional course

In the Regular sector, a non-tenured part-time professor may refuse to add a course to the workload already assigned to them, except if this would lead to the creation of a position [5-4.16 a)].

3.3 Termination of contract and employment ties

Your employment as a non-tenured professor – whether full-time, part-time or hourly paid, or whether you perform activities other than those included in your teaching load – **ends automatically when your contract expires** [5-1.02].

However, the collective agreement allows you to exercise various hiring priorities. It also specifies how long you may exercise them. These rights, among others, constitute your **employment ties with the College**.

Hiring priorities differ depending on whether they are for a position, another workload in the Regular sector, summer courses or a workload in Continuing Education [5-4.17]. The next chapter of this guide covers these different priorities.

3.4 Withdrawal

A non-tenured professor may withdraw from a workload previously assigned to them, **without consequence on their employment ties with the College:**

- ➔ in the Regular sector, no later than four weeks before classes start, as specified in the academic calendar;
- ➔ in Continuing Education or for summer courses, no later than four weeks before classes start.

The College and the Union may agree to a different deadline [5-1.02].

3.5 Splitting a workload

Whenever possible, the College must avoid splitting full-time annual workloads or full-time workloads for one semester [5-4.19].

However, **the College must split an assignable workload** if it facilitates a non-tenured professor obtaining either a full-time workload for one semester, or a full-time annual workload for the year, subject to the application of hiring priority [5-4.16 a)].

In addition, if you hold less than a full-time workload for one semester at another college, **the College must split an assignable workload** for the same semester **at your request** – except if it's a full-time workload for that semester, or a full-time annual workload [5-4.19].

3.6 Refusal to grant hiring priority

Hiring priority is a right associated with having taught at a college.

However, the College may refuse to grant a non-tenured professor hiring priority. To do so, it must make known the reasons for this refusal by June 1, in writing [5-1.07].

The refusal to grant hiring priority can be grieved in any of following situations:

- ➔ the professor held a full-time annual workload to completion;
- ➔ the professor had a workload equivalent to at least 0.50 FTE per year for two consecutive contract years;
- ➔ the professor has accumulated 1.5 years of seniority.

It is then up to the College to establish that its decision is well founded [5-1.08]. In all other cases, refusal to grant hiring priority cannot be grieved.

In the event, we recommend that you inquire as to the facts leading to the refusal to grant you hiring priority. Even if it isn't possible to file a grievance, the Union may take steps to find a satisfactory solution.

3.7 Seniority

On October 15 of each year, the College sends an official seniority list to each professor. **This list is used to determine hiring priority** for one year. It is established **by subject/discipline**.

For each discipline, the professors' names appear in order of seniority and, where seniority is equal, in order of experience and, where experience is equal, by years of schooling.

However, if several applicants have no seniority, the order is determined by the earliest official hiring date and, where the dates are the same, the earliest date of recommendation by the selection committee and, where those dates are the same, according to the order determined by the selection committee [5-3.04].

Seniority is calculated on an annual basis [5-3.03] as follows:

- ➔ full-time professor: one year of employment is equivalent to one year of seniority.
- ➔ part-time professor: in proportion to their workload expressed as a full-time equivalent.
- ➔ hourly paid professor: 450 hours are equivalent to one year's seniority; however, short-term substitute teaching is excluded.
- ➔ professor carrying out activities provided for in clause 6-1.04: no accumulation of seniority.

NOTE

It's in your interest to check the seniority list and ask for corrections, if necessary. The list can be contested for 20 working days after October 15 [5-3.04].

3.8 Tenure

Tenure can only be acquired once a position is obtained, and therefore **only in the Regular sector**.

Tenure is acquired in one of the following ways:²

- ➔ Upon signing a third contract in a position, obtained in either of the two years following the occupation of a position for two consecutive years [5-2.02]

Year 1	Year 2	Year 3	Year 4
Position →	Position →	Position	
Position →	Position →	Nothing →	Position

- ➔ Upon signing a contract for a position, obtained during either of the two years following the occupation for three consecutive years of a full-time annual workload, including at least two in the Regular sector [5-2.06]

Year 1	Year 2	Year 3	Year 4	Year 5
FT ³ →	FT →	FT →	Position	
FT ⁴ CE →	FT →	FT →	Nothing →	Position

² See also "Possible routes to tenure" in the Appendix.

³ Full-time annual workload

⁴ Full-time annual workload in Continuing Education

- ➔ Upon signing a second consecutive contract for a position if, prior to the entry into force of the first of the two consecutive contracts, the professor had at least three years of seniority [5-2.07]

Year 1	Year 2	Year 3
At least 3 years' accumulated seniority	Position →	<i>Position</i>

- ➔ Upon signing a contract for a position, if the professor has at least five years of seniority [5-2.08]

The contract of a professor who has been on full-time leave for one semester or more is considered consecutive for the purposes of clauses 5-2.02, 5-2.06 and 5-2.07, but is not credited toward the acquisition of tenure.

However, a leave of absence for maternity, parental rights or disability does not delay the acquisition of tenure, subject to certain conditions set forth in clause 5-2.09.

4.0

HIRING
PRIORITY





4.1 Exercising your hiring priority

The collective agreement sets out various hiring priorities for non-tenured professors: for a position, for another Regular sector workload, for a workload in Continuing Education, and for summer courses [5-4.17]. It also specifies how long these priorities may be exercised.

To exercise your hiring priority, you must simply apply for an available position or workload, either when it is posted or via a general service offering.

NOTE

Your most important hiring priority is in the subject(s) you've already taught at your college. But you also have hiring priority in other disciplines – and even at other colleges! However, exercising these priorities usually triggers a new hiring process. In such cases, you must obtain the recommendation of the relevant selection committee.

Limitations

In any given year, you can exercise your hiring priority at your college **until you reach a full-time annual workload**. However, a maximum per semester applies [5-4.16 a)].

In addition, if you teach in Continuing Education, summer courses, or as a short-term substitute, you will be considered **full-time for the purposes of hiring priority** when your total teaching load, calculated according to the following formula [5-4.16 b)], reaches 1 :

$$\frac{CI}{80} + \frac{\text{Number of teaching periods}}{525}$$

Here, "number of teaching periods" refers to the number of hours in Continuing Education or summer courses, or in short-term substitution.

During a period of disability

You can exercise your hiring priority during a period of disability. The position or workload thus obtained is reserved for you until you return to work.

Any seniority associated with the position or workload is recognized up to a maximum of 104 weeks. However, this seniority is not fully credited for the purposes of acquiring tenure [5-2.09].

Salary insurance benefits are paid based on the position or workload held for you, for up to 104 consecutive weeks [5-4.16 c)].

At another college in the network

Non-tenured **full-time professors** receive, upon request, the lists of positions and full-time annual substitute workloads available in the CEGEP network in their subject(s). The complete lists are also available on the MES website. They are produced three times a year: June 10, August 10 and October 7 at the latest.

To exercise hiring priorities 9 and 14 for a position at another college (see [The different hiring priorities](#)), you must apply within seven working days of receiving the list by completing a special form available from your college's human resources department [APPENDIX II-4 and 5-4.08].

NOTE

The lists of positions and full-time annual substitute workloads available in the network are produced for **job security** purposes. This is a relocation mechanism for tenured professors "placed on availability," (*mis-es en disponibilité* or MEDs) i.e.: who are without a full-time annual workload at their college, due to either declining enrolment or a program closure. In the next section of the guide, you'll see that individuals in this situation have high priority for a position or a workload.

4.2 The different hiring priorities [5-4.17]

A professor's position in the order of hiring priority for a subject/discipline depends on their employment situation, previous workloads, college of origin and seniority.

NOTE

When there is more than one professor with the same hiring priority, the one with the most seniority has priority. Unless otherwise indicated, the seniority used by the College to determine priority is the one registered on the official seniority list, published on October 15 of each year [5-3.00].

Seniority being equal, the professor with the most experience (teaching, professional and other) has priority. Finally, if experience is equal, the professor with the most years of schooling takes priority.

However, if more than one applicant does not have seniority or is not on the official seniority list published on October 15, priority goes to the one who has the earliest official hiring date; if this date is the same, to the one who has the earliest date of recommendation by the selection committee; and, if this last date is the same, in the order determined by the selection committee.

Priority for a position [5-4.17 a)]

The priorities in **bold** apply to non-tenured professors:

1. a professor placed on availability at the college in their discipline, or exercising their right to return in their discipline
2. a professor placed on availability at the college from another discipline, or exercising their right to return in another discipline
or
a tenured professor at the college from another discipline in which there is a placement on availability
3. a professor placed on availability at the college who is retraining for a reserved position
4. a professor placed on availability at another college in the same zone who requests voluntary relocation in their discipline
or
a non-tenured professor at the college who has at least ten (10) years of seniority on the last day of the contract year preceding that of the position to be filled, for the three (3) years following the end of their last contract in the discipline of the position
5. a professor placed on availability at another college in another zone who requests voluntary relocation in their discipline
6. a professor placed on availability at another college in the same zone who is required to relocate to a position in their discipline
or
a professor placed on availability at another college in another zone, from the title discipline of a closed program, who is required to relocate to a position in their discipline
or
a professor placed on availability at another college in the sector who is required to relocate to a position in their discipline
or
a non-tenured professor at the college who has at least seven (7) years of seniority on the last day of the contract year preceding that of the position to be filled, for the three (3) years following the end of their last contract in the discipline

-
7. **a non-tenured professor at the college who has fewer than seven (7) years of seniority on the last day of the contract year preceding that of the position to be filled, for three (3) years following the end of their last contract in the discipline**
 8. **a non-tenured full-time professor at the college from another discipline**
 9. **a non-tenured full-time professor at another college, for as long as their name remains on the placement office's lists, in their discipline**
 10. a professor placed on availability at another college in the same zone who requests voluntary relocation to a position in another discipline
 11. a professor placed on availability at another college in the same zone who is retraining for a reserved position at another college [5-4.22] and who requests voluntary relocation
 12. a professor placed on availability at another college in another zone who requests voluntary relocation to a position in another discipline
 13. a professor placed on availability at another college in another zone who is retraining for a reserved position at another college [5-4.22] and who requests voluntary relocation
 14. **a non-tenured full-time professor at another college, for as long as their name remains on the placement office's lists, in another discipline**
 15. a professional or support staff member placed on availability at the college
 16. a tenured professor at the college for a position in another discipline
 17. an administrator who has previously been a tenured professor, for the three years following the year of their appointment
 18. an employee in another category of college staff on provisional assignment
 19. a secondary school teacher placed on availability
-

Priority for another workload in the Regular sector [5-4.17 b)]

The priorities in **bold** apply to non-tenured professors:

1. a professor placed on availability at the college in their discipline
2. a professor placed on availability at another college in the same zone for a full-time annual substitute workload in their discipline
or
a non-tenured professor at the college who has at least seven (7) years of seniority on the last day of the contract year preceding that of the workload to be assigned, for the three (3) years following the end of their last contract in the discipline
3. **a non-tenured professor at the college who has at least three (3) years of seniority on the last day of the contract year preceding that of the workload to be assigned, for the three (3) years following the end of their last contract in the discipline**
or
a professor placed on availability at the college from another discipline
4. a tenured professor at the college from a discipline in which there is a placement on availability
5. **a non-tenured full-time or part-time professor at the college who has fewer than three (3) years of seniority on the last day of the contract year preceding that of the workload to be assigned, as long as three (3) years have not elapsed since the end of their last contract in the discipline**
6. an employee in another category of employment at the college on provisional assignment
7. **a non-tenured full-time professor at the college from another discipline, for the teaching year following the end of their contract**

Priority for a workload in Continuing Education [5-4.17 d)]

The priorities in **bold** apply to non-tenured professors:

1. a professor placed on availability at the college in their discipline
2. **a non-tenured professor at the college in their discipline, for the three (3) years following the end of their last contract**

Priority for summer courses [5-4.17 e)]

The priorities in **bold** apply to non-tenured professors:

1. a professor placed on availability at the college in their discipline
2. **a non-tenured professor at the college with job priority in the Regular sector, in their discipline**

Offer of activities in the recognition of prior learning and competencies [5-4.17 f)]

The priorities in **bold** apply to non-tenured professors. The College offers activities pertaining to the recognition of prior learning and competencies in the following order:

1. a professor placed on availability at the college in their discipline
2. **a non-tenured professor at the college who has not reached a full-time annual workload and has indicated interest in accordance with clause 8-9.02, in their discipline**

5.0

THE TEACHING LOAD AND ITS DISTRIBUTION





5.1 Teaching load [8-4.01]

The notion of **teaching load** (*la tâche d'enseignement*) enshrined in the collective agreement refers to all activities performed by teaching personnel.

This differs from the notion of a **workload** (*une charge d'enseignement*), which refers to a set of courses, laboratories, and fieldwork or *stages*, whether entrusted to a department or an individual professor.

Type 1

The teaching load for each professor includes all activities inherent in teaching, in particular:

- preparation of the course outline
- preparation of classes, labs and fieldwork/stages
- teaching of classes, labs and fieldwork/stages
- adaptation
- student support
- preparation, invigilation and correction of exams
- revision of corrections, when requested by students
- participation in pedagogical days organized by the College
- participation in departmental meetings and required activities

Type 2

For some professors, the teaching load may also include duties related to group responsibilities:

- departmental coordination
- program committee coordination
- special student support activities
- participation in program activities
- participation in program development, implementation and evaluation

Type 3

The teaching load may also include, if the professor agrees:

- ➔ professional development activities
- ➔ retraining
- ➔ subject-related fieldwork or activities in the workplace
- ➔ pedagogical research and innovation
- ➔ activities in technology transfer centres
- ➔ participation in institutional development

NOTE

Professors compile marks for each test, examination or project they assign to students. A final mark for each course must be submitted no later than five working days after the end of each semester in the academic calendar [8-4.02].

5.2 Availability

All professors must be available to the College for a certain number of hours, which varies according to their situation:

- ➔ A **full-time professor** must be available to the College 32½ hours per week. This availability is normally set at 6½ hours per day [8-3.01].
- ➔ A **part-time professor** must provide availability equivalent to their workload, in proportion to that of a full-time professor [8-3.01].
- ➔ An **hourly paid professor** is not required to provide availability outside of their teaching or exam/classwork supervision hours [1-2.11].

The collective agreement stipulates that professors have 1½ hours for meals [8-3.05].

Lastly, a minimum of 14 hours must elapse between the end of one day's availability and the start of the next [8-3.04].

5.3 Individual teaching load

Individual teaching load (*charge individuelle* or CI) is a very important concept in the collective agreement. It is a calculation that ensures a degree of fairness in the distribution of the departmental teaching load.

For a non-tenured **part-time professor**, the CI may determine salary, seniority, experience, and full-time status.

NOTE

The CI applies mainly to the Regular sector. However, if you hold a **part-time or full-time workload in Continuing Education [8-7.07]**, all CI provisions apply.

Calculating the CI

The CI attempts to measure the weekly amount of work (in units) carried out by a professor over a given period, normally a 15-week semester.

Calculating the CI therefore involves adding up the various components **[APPENDIX I-1]** of each professor's workload **per semester**:

- ➔ teaching of classes and labs
- ➔ preparation of different classes
- ➔ number of students
- ➔ fieldwork or stage supervision
- ➔ travel time
- ➔ leave or release
- ➔ assignment of duties provided for under types 2 and 3 of the teaching load **[8-4.01]**

CI is calculated on the basis of the number of students present on September 20 for the fall semester and on February 15 for the winter semester. When it applies in Continuing Education, the number of students is recorded on the date when 20% of the courses' duration has elapsed.

In most cases, **the annual CI** is calculated by adding up the fall and winter CIs.

Your department and your union can make or verify these calculations on request.

The full-time equivalent and its limits

A CI equal to or greater than 40 units in one semester is automatically recognized as a **full-time workload for that semester**, i.e. a contract worth 0.50 full-time equivalent (FTE) [5-1.03 a) and 6-1.02]. However, a semester CI cannot normally exceed 55 units [8-6.01 b) and 5-4.16 a)].

A CI equal to or greater than 80 units in one year is automatically recognized as a **full-time annual workload**, i.e. a contract worth one (1) full-time equivalent (FTE) [5-1.03 c)].

- ➔ However, the College cannot assign a professor an annual CI of more than 85 units without their express consent. In this case, the professor is remunerated for the surplus workload [8-6.01 d)].
- ➔ A professor whose CI for one semester exceeds the 44-credit threshold is also remunerated for the surplus, unless they subsequently reach a full-time annual workload [5-1.03 a)].

IMPORTANT!

A part-time professor's CI cannot produce an FTE value smaller than the one resulting from the workload assigned to them at the start of the semester.

This provision protects the professor's salary and any other associated benefits. There is one exception: if a decrease in course enrolment results in a reduction in the number of teaching hours [6-1.02].

Substitute teaching

Unless there is a mutual time swap agreement between professors, substitute teaching is usually **initially paid at the hourly rate [6-1.03]**.

Starting on the 11th working day of substitute teaching (or earlier, depending on college policy) for a given workload, the professor is paid on a **part-time basis** — and therefore according to the CI calculation.

However, if the College knows in advance that the substitution will last more than 10 working days, the professor is paid on a part-time basis **from the start**.

NOTE

In all cases, when you are paid on a part-time basis for substitute teaching, you are required to provide the associated availability [5-1.13].

This means that you don't have to be available outside your teaching hours when you substitute at the hourly rate, including when you're asked to substitute for an hourly paid professor (typically in Continuing Education).

5.4 Departmental life

Every professor in the Regular sector belongs to a department [4-1.03]. As a non-tenured professor in the Regular sector, you are therefore a full member of your department.

As such, you may be appointed to the selection committee or any other committee the Department deems appropriate [4-1.05]. You may also be named department coordinator and granted release accordingly [4-1.06].

The Department is responsible, among other things, for the equitable distribution of teaching workloads [4-1.05 and 8-6.03]. It must also ensure professional assistance is provided to new professors [4-1.05].

NOTE

The College and the Union may agree to include Continuing Education professors in a Regular sector department [8-7.10]. When Continuing Education offers a program of study for which there is no reference DCS or no related DCS in the Regular sector, the parties may agree to create a different forum for the program [8-7.10].

6.0

SALARY AND BENEFITS





6.1 Salary

A **full-time professor's** salary is set at an **annual rate** [APPENDIX VI-1, Table A]. This is determined by their years of schooling [6-3.00] and experience [6-2.00], as well as any applicable fast-tracking through the first six steps after being hired in a public CEGEP [6-1.01].

The same applies to part-time professors: the applicable annual rate is paid **in proportion to their full-time equivalent** [6-1.02]. For example, a professor with a full-time workload for one semester earns half a year's salary, i.e. half the applicable annual rate.

For **hourly paid professors**, remuneration is based on an **hourly rate** paid for each course hour [6-1.03]. It is also based on the professor's schooling and experience. Table B of APPENDIX VI-1 lists the applicable rates and scales.

6.2 Vacation

Professors are entitled to a period of paid vacation, except for hourly paid professors. This period normally begins on or after June 15 and ends before September 1 [8-2.05].

Full-time professors are entitled to two months of paid vacation if they have been available for 10 months. For **part-time professors**, vacation is paid **in proportion to their full-time equivalent**.

In both cases, professors who do not provide the availability stipulated in their contract are only entitled to part of their paid vacation, in proportion to the availability they did provide [8-2.01].

NOTE

Full-time or part-time professors who leave a college's employ prior to the end of their contract receive, as vacation pay, one fifth of the total salary earned between the date of the start of their last contract and the effective date of their departure [8-2.04].

6.3 Statutory and other holidays

Each semester, professors are entitled to the statutory holidays scheduled for students in the academic calendar [5-8.01].

Professors are also entitled, upon notice to the College, to leave without loss of salary for the following reasons [5-9.01]:

- death of a relative
- the professor's wedding
- a relative's wedding
- moving house
- a quarantine decreed by a competent medical authority
- any other case of *force majeure*

A **relative** is a member of the extended family: see clause 5-9.06 for a list.

6.4 Leaves of absence

Leave for family reasons

A professor is entitled to take leave for up to 10 days per year to fulfill obligations relating to the care, health or education of their child or their spouse's child, or due to the health condition of another relative (within the meaning of clause 5-9.06) or a person for whom the professor acts as a caregiver.

- ➔ **For a part-time or full-time professor**, these days of absence are deducted from the annual bank of sick days, up to a maximum number of six (6) days. Otherwise, they are without pay. They may be divided into half-days.
- ➔ **For an hourly paid professor**, two of the ten days are paid on the condition the professor has completed three months' uninterrupted service. This applies even if they were absent before meeting this condition [5-9.06 A)]. The other days are unpaid.

In addition, professors may take leave without pay in the following cases:

- ➔ they must stay with a relative or a person for whom they act as a caregiver, due to a serious illness or accident;
- ➔ their minor child has a serious or potentially fatal illness, or has suffered serious bodily injury during or resulting directly from a criminal offence;
- ➔ their minor child has disappeared;
- ➔ their child of full age, spouse, father or mother commits suicide;
- ➔ their child of full age or spouse dies during or as a direct result of a criminal offence;
- ➔ the death of their minor child;
- ➔ for reasons of domestic violence or sexual violence.

In some cases, periods of absence can extend up to 104 weeks [5-9.06 B) and C)].

Leave without pay

A non-tenured full-time professor with at least three years' seniority or who has held a full-time annual workload for two years can request leave without pay for one year [5-15.03].

Half-time leave without pay

A non-tenured professor with at least three years' seniority or who has held a full-time annual workload for two years can request half-time leave without pay [5-16.04]. Authorization is given on condition that the professor holds or obtains a full-time annual workload during the year they wish to be on half-time leave.

Leave for professional activities

A non-tenured professor may request leave to attend conferences or conventions of a cultural association, professional corporation or scientific society, or if they're invited to give courses or lectures on educational subjects or to participate in projects of an educational nature [5-17.02].

It's also possible to obtain leave without pay for a maximum of two years to participate in any program of cooperation recognized by the Government of Quebec or the Government of Canada [5-17.04].

Lastly, it's possible to obtain leave without pay for no more than two years to exercise an academic function outside Quebec under the terms of a foreign aid program, exchange program or extra-territorial teaching program [5-17.05].

Professional development leaves

Professors in the Regular sector may take professional development leave without pay [7-3.02] for at least one semester and at most two years or the equivalent [7-3.03].

Professors may also take leave with pay to earn a master's degree [7-6.01], lasting at least one semester but no more than four semesters [7-6.05].

If you are a professor in Continuing Education, contact your union for more information: these leaves may be available to you if there is a local agreement to that effect [8-7.04].

Voluntary Working Time Reduction Program (VWTRP)

All full-time professors with at least three years' seniority are eligible for the VWTRP [5-14.01 and 5-14.03].

6.5 Other benefits

Parental rights

The collective agreement includes maternity, paternity, adoption and other types of parental leave. For more information, a guide to parental rights produced by the FNEEQ (CSN) is available on its website at www.fneeq.qc.ca.

Pension plan

All professors contribute to the government and public employees' retirement plan (RREGOP). You can find out more from your union.

In addition, the FNEEQ (CSN) has produced a retirement guide, available on its website at www.fneeq.qc.ca.

7.0 INSURANCE





Depending on your employment status, you may have certain types of insurance guaranteed by the collective agreement – referred to below as the employer's plan – as well as group insurance, self-managed by the FNEEQ (CSN) unions.

7.1 The employer's plan

Sick leave

During the first year of their employment, a part-time or full-time professor is credited with a bank of six sick leave days [5-5.28].

Thereafter, every full-time professor is credited with seven days' sick leave on September 1 of each year. For a part-time professor, this is reduced in proportion to their full-time equivalent (FTE).

The unused balance of days on June 30 is added to your bank, provided it does not already hold more than 13 days. Its maximum capacity is therefore 20 days.

NOTE

Sick leave days cannot be cashed out. They can, however, be divided into half-days. The sick leave benefit is equivalent to what you would have earned if you were at work [5-5.17 a)].

Salary insurance in the event of disability

For the first five working days of a period of disability, part-time and full-time professors use up their sick leave days, provided they have some in their bank. If not, or if the professor's leave days are used up during this first period of absence, there is no benefit payment for the remainder of the period [5-5.17 a)].

When a period of disability extends beyond five working days, full-time and part-time professors are entitled to benefits from their college for a maximum of 104 weeks, as follows:

- ➔ an amount equal to **85% of their salary, up to a maximum of 52 weeks** from the start of the disability period [5-5.17 b)];
- ➔ after this first 52-week period, an amount equal to **66 ⅔% of their salary, up to a maximum of 52 additional weeks** [5-5.17 c)].

"Salary" here refers to the salary you would receive if you were working [5-5.18]. These benefits are taxable.

Life insurance

Full-time teachers, or part-time teachers with a workload equal to or greater than 70% of an FTE, receive a death benefit of \$6,400. This benefit is paid in full by the employer; no premium is paid by the professor.

The amount is \$3,200 for part-time professors with a workload of less than 70% of an FTE [5-5.11].

7.2 Group insurance

Over and above the collective agreement, **full-time and part-time professors are covered by a group insurance contract** negotiated by the FNEEQ with Beneva.

The employer contributes \$150 annually for a single person and \$300 for an insured person with dependents. This contribution is reduced by 50% for part-time professors with a workload of less than 60% of an FTE.

A link to the insurance contract, which is renewed every year, is available on the FNEEQ website.⁵

Eligibility

All full-time professors are eligible for the plan. The same applies to part-time professors who have a contract worth "at least 33% of a teaching load." For hourly paid professors, see the next section of the guide.

Health insurance

Participation in the health insurance plan is mandatory, unless the professor can show that they or their dependents are covered under another plan with similar benefits, or if they are aged 65 or over [5-5.15].

This plan covers at least all drugs otherwise covered by the *Act respecting prescription drug insurance* [5-5.13].

Long-term disability

When a period of disability exceeds the 104 weeks insured by the employer, benefits are payable to professors covered by the group plan.

After their first three contracts worth "at least 33% of a teaching load," non-tenured professors can subscribe to this coverage without proof of insurability. Obligatory subscription applies only at the start of the contract following the attainment of three years' seniority, or upon acquisition of tenure.

Additional information is available from your union.

Dental insurance

Optional dental insurance is available. You can find out more from your union.

5 Since the terminology of the collective agreement is distinct from that of the insurance contract, the quotation marks used in this chapter of the guide indicate a quotation from the latter.

Supplemental life insurance

Since life insurance is already offered by the employer, this additional coverage is optional. Contact your union for further information.

7.3 Hourly paid professors

The employer's plan

Hourly paid professors, to the extent this employment status applies to them, are not entitled to any death or disability benefit from the College [5-5.01].

However, the two days of family leave with pay per calendar year to which they are entitled may also be used for the following reasons: illness, accident, domestic violence or sexual violence.

In the latter case, remuneration is calculated in accordance with section 62 of the *Act respecting labour standards*. You aren't entitled to these paid days until you have been credited with three months of uninterrupted service [5-9.06 A)].

IMPORTANT!

It's crucial to note that even if you do not receive benefits for your absence as an hourly paid professor during a period of disability, you retain the other rights provided for in the collective agreement: accumulation of seniority and experience as if you were at work (first two years only), the right to return to the workload or position reserved for you [5-4.16 c)], etc.

Group insurance

Hourly paid college professors are covered by the group insurance contract described in the previous section **only if their union's general assembly has decided, by a majority vote, to include them.**

Eligibility

Hourly paid professors with three years of seniority (according to the official list) are eligible in the calendar year following the academic year in which their "total workload", established according to the following formula, reaches 1:

$$\frac{\text{CI}}{80} + \frac{\text{Number of teaching periods}}{450}$$

As elsewhere, a "teaching period" is defined as one course hour. The CI is included in this formula to account for hourly paid professors who also have a part-time workload at the same college, whether in Continuing Education or the Regular sector.

NOTE

To maintain eligibility, the hourly paid professor's "total workload" as calculated above must reach 0.6 each academic year, failing which they are ineligible for the following calendar year. However, they become eligible again for the next calendar year as soon as their "total workload" reaches 0.6, according to the same formula.

Special provisions

A number of special provisions apply to hourly paid professors covered by the group insurance contract.

For example, participation in short-term disability insurance is mandatory. This special provision reflects the fact that, unlike part-time professors who are subscribers to the plan, hourly paid professors are not covered by the College's salary insurance.

Check with your union for any other special provisions that may apply if you are an hourly paid professor.

7.4 Employment Insurance

If you do not have a contract, you may qualify for Employment Insurance benefits. Contact your union for more information.

NOTE

For Employment Insurance purposes, full-time professors are deemed to work 37 hours per week. For part-time professors, the number of hours worked is established in proportion to their full-time equivalent (FTE). Hourly paid professors are deemed to work 3.6 hours for each paid course hour [APPENDIX V-2].

8.0

GRIEVANCE AND ARBITRATION PROCEDURES





Chapter 9 of the collective agreement provides for grievance and arbitration procedures to settle any dispute related to the application of the collective agreement.

If a professor believes their rights have been infringed, the Union is the first place they should seek advice.

To file a grievance, a deadline of 30 working days following knowledge of the fact applies. This count does not begin until the start of the second month of the academic year or following the hiring of a new professor **[9-1.03]**.

In cases of sexual or psychological harassment, the deadline is two years after the last incidence of harassment.

Once the College has been officially informed of a grievance, it has ten working days to provide its response in writing **[9-1.05]**. If the College's response is not satisfactory, the grievance may be referred to arbitration **[9-2.01]**. The grievance will then be scheduled for arbitration and heard by an arbitrator.

The above deadlines do not apply during the summer vacation period **[9-1.08]**.

APPENDIX



Possible routes to tenure

CLAUSE	1 year	2 years	3 years	4 years	5 years
5-2.02	Two consecutive contracts in a position		Tenure upon signing a contract for a position		
5-2.02	Two consecutive contracts in a position		No position	Tenure upon signing a contract for a position	
5-2.06	Three consecutive full-time contracts (including two in the Regular sector)			Tenure upon signing a contract for a position	
5-2.06	Three consecutive full-time contracts (including two in the Regular sector)			No position	Tenure upon signing a contract for a position
OTHER ROUTES					
5-2.07	Three years of accumulated seniority			Tenure upon signing a <u>second</u> consecutive contract for a position	
5-2.08	Five years of accumulated seniority			Tenure upon signing a contract for a position	

CLAUSE 5-2.09:

A contract during which a professor is on full-time leave for one semester or more is considered a consecutive contract for the purposes of clauses **5-2.02**, **5-2.06** and **5-2.07**, but is not credited toward the acquisition of tenure.

Notwithstanding the preceding paragraph, the following do not delay the acquisition of tenure:

- ➔ Maternity leave and its extensions provided for in clause **5-6.09**;
- ➔ A full-time leave of absence of one (1) semester or more under the parental rights and disability provisions if, at the anticipated time of acquisition of tenure, the professor has occupied a full-time annual workload or at least one (1) workload worth 0.50 full-time equivalent per year for two (2) consecutive contract years.



This guide is intended for CEGEP professors whose union is affiliated with the FNEEQ (CSN).

FNEEQ (CSN)

1601, avenue De Lorimier, Montréal (Québec) H2K 4M5

Phone: 514 598-2241 • Fax: 514 598-2190

fneeq.reception@csn.qc.ca • fneeq.qc.ca

 FneeqCSN

fneeq 
Fédération nationale
des enseignantes et
des enseignants
du Québec