

## COMITÉ NATIONAL DE RENCONTRE (CNR) — FNEEQ (CSN)

### PROCEDURE FOR FILING A COMPLAINT CONCERNING OFFICIAL EVALUATION OF SCHOOLING OR NON-RECOGNITION OF A MASTER'S DEGREE FOR REMUNERATION PURPOSES

#### 1. PREAMBLE

A professor who believes that his or her schooling should be evaluated higher than that indicated on the official attestation or who wishes to appeal the non-recognition of a master's degree for remuneration purposes may file a complaint with the CNR — FNEEQ (CSN). The Union may also file a complaint under the same conditions. To simplify complaint processing, the following procedure is applied. However, a technical error in submitting a complaint, including a written submission other than on the form prescribed, does not affect its validity. Lastly, the complaint procedure and forms are not intended to replace the professors' collective agreement FNEEQ (CSN), nor limit its scope.

#### 2. PROCEDURE FOR FILING A COMPLAINT

2.1 The professor or the Union files the complaint on:

- a) the *Complaint form—official evaluation of schooling* and attaches a copy of the contested official attestation of schooling, a copy of all the documents relating to the evaluation of schooling submitted to the College, in consideration of the subject matter of the complaint and, if necessary, any additional document in support of the official documents. If an official document has never been submitted to the College, the CNR cannot take it into account in processing the complaint;
- b) the *Complaint form—non-recognition of master's degree for remuneration purposes* and attaches a copy of the contested official attestation of schooling, a copy of the College's decision, a copy of the final transcript and the master's degree as well as any other document deemed pertinent.

Complaint forms are available at:

- the Human Resources Department of the College;
- the local union office; and
- on the Website of the Fédération nationale des enseignantes et des enseignants du Québec (FNEEQ (CSN)) [www.fneeq.qc.ca](http://www.fneeq.qc.ca).

2.2 The complaint must be filed with the secretariat of the CNR — FNEEQ (CSN) by the professor or the Union within the time limits prescribed in the collective agreement at either of the following addresses:

- Regular mail:  
Secrétariat du CNR— FNEEQ (CSN)  
1410, rue Stanley, 7<sup>e</sup> étage  
Montréal (Québec) H3A 1P8
- Email:  
[cpn@education.gouv.qc.ca](mailto:cpn@education.gouv.qc.ca)

2.3 Secretariat of CNR — FNEEQ (CSN):

- acknowledges receipt of the complaint sent by regular mail or email to the professor or to the Union;
- forwards a digital copy of the complaint to the College, the Union and the FNEEQ (CSN) representative on the CNR.

### 3. CNR COMPLAINT PROCESSING PROCEDURES

#### Committee Meetings

- 3.1 The committee must analyze complaints dealing with schooling or the non-recognition of a master's degree for remuneration purposes brought to its attention at the first meeting following filing of complaint. However, if the time period between the filing of the complaint and the meeting is less than one month, the complaint could be deferred to the next meeting.
- 3.2 Annual statutory meetings are scheduled for mid-December, mid-April and end of school year.
- 3.3 The committee analyzes the complaints and identifies the additional information required to make informed decisions. Additional supporting documents may consist of, for example, an information document concerning a specific program, such as the academic calendar containing information on the programs offered by an institution, an official letter from the Office of the Registrar or an official letter from an institution providing certain information on the academic file.

#### Postponement of CNR Decisions

- 3.4 A letter is sent to the professor informing him or her of the required additional documents, in support of the official documents specified in point 3.3, to study his or her complaint and specifying the maximum time limit in which to provide them. No decision may be postponed for longer than one year. A copy of the letter is sent to the College, the Union and the FNEEQ (CSN) representative on the CNR.

However, 90 calendar days before expiry of the deadline, the complainant may submit a written request for an extension of no more than 60 calendar days, specifying the reasons. The committee receives the extension request for consideration and makes its decision. Following the decision, the *Form for extending the time limit in which to provide additional documents relating to schooling* is forwarded to the professor, the College and the Union.

Where applicable, additional documents in support of the official documents must be forwarded by regular mail or email to the secretariat of the CNR—FNEEQ (CSN) which will follow the procedure outlined in point 2.3.

#### CNR Decisions

- 3.5 The committee studies the complaint and makes its decision.

Only a **unanimous decision of the committee members** constitutes a final decision binding the parties. The decision of the CNR — FNEEQ (CSN) is entered on the *Form—decision—complaint on official evaluation of schooling* or on the *Form—decision—complaint on non-recognition of a master's degree for remuneration purposes*. Subsequently, the decision is forwarded to the professor, the College and the Union.

If the **decision is not unanimous**, the committee will submit the complaint to:

- the review and advisory committee, if it relates to the official evaluation of schooling;
- an arbitrator, if it relates to the non-recognition of a master's degree for remuneration purposes.

Encl. Complaint form—official evaluation of schooling  
Complaint form—non-recognition of a master's degree for remuneration purposes