- 14. Members who request accommodation based on the Human Rights Code ground of family status shall make their request, in writing, to their Dean, or where the Member is a librarian or archivist, to the University Librarian, with the subject line F¤° ¬¼& ¤. ¶ ¦2³¼±ª \$ (FA (smithpe@queensu.ca) and the Faculty Relations Office (allana.balesdent@queensu.ca). Should the University require additional information, they shall request it from the Member within 5 working days of the receipt of the request for accommodation. Upon receipt of required information from the Member, the Dean, University Librarian, or their delegate, supported by the Faculty Relations Office, will provide ·« ¬µ§ `¦-¶-² ± µ^{°a} ¤µ§ ¬±^a ·« °ž °° ¥[°]µ¶¶µ[°], °¶ § ¬µ[°]|·¬¼·² ·« ° Member (with a copy to QUFA and to the Unit Head in a departmentalized faculty) within ten (10) working days.
- 15. In the event that the University decides to extend the course drop date in Fall 2021, such as occurred in 2020 prompting the Parties to conclude an addendum to Schedule C of the LOU, the University shall notify QUFA and schedule a meeting for the Parties to discuss modification of the Collective Agreement re course enrolment supplements.
- 16. Except for the modifications detailed in Paragraphs 1, 2, 4 and 8, this MOA will have effect commencing September 1, 2021. Unless terminated early in writing by the Parties, this MOA will remain in force until June 30, 2022.

Signed this <u>29</u> day of July, 2021:





June 1	RTP Committee Elected
June 1	Notice in For the Record from Office of the Provost
June 15	Unit Head notifies Unit Members of Promotion deadline and eligibility for
	Renewal and Tenure in writing
August 1	Member to notify Unit Head of their intent to apply for RTP, as well as
	invoking Appendix O
August 15	RTP Committee for Health Sciences, if required
August 15	Unit Head meets with Member to give advice on preparing the
	application and to discuss potential referees
August 31	Member provides referee list
September 15	Member submits completed RTP application
September to November	RTP Committee provides Member a list of current and former students
October 15	Member's application made available to Unit colleagues for comment
November 15	Unit Head makes information from the Official File (relevant to the
	application) available to the Member
December 15	RTP file made available to the Committee
January 30	Committee Chair in departmentalized faculty forwards recommendation
	to the Unit Head and Member
March 1	The file is forwarded with recommendations to the Dean and Member via
	the Committee in non-departmentalized faculties, or from the Unit Head
	in departmentalized faculties
May 1	The file is forwarded to the Principal/Provost and Member with the
	Dean's recommendations. For Promotion to Full Professor the whole file
	goes to Ues to Ues to U 92.03 rov 92.03 rov 92.03 roist of curdix∮d)\$01@H∦aqh\$bDF

June 1	RCAP Committee Elected
June 1	Notice in For the Record from Office of the Provost
June 15	