

Complete Policy Title:
**Principles Governing
Contractually Limited Appointments**

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SPS A8

Approved by:
**Senate
Board of Governors**

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Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
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DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

1. All individuals appointed as Contractually Limited Appointments (CLAs) fall under the *McMaster University Revised Policy and Regulations with respect to Academic Appointment, Tenure and Promotion* (the Tenure and Promotion Policy) and shall be MUFA members (except should they choose the opt-out provision).
2. Such contracts shall include benefits that have been negotiated by MUFA (including PDA). For contracts of more than a year, benefits will include pension entitlements, ATB and CP/M increases. For contracts initially of a year or less duration, pension benefits are not available during the first period of appointment. If a subsequent contract is made (see below, clause 8), all benefits that are available to tenure-stream and teaching-stream faculty at the start of employment will be likewise available to the CLA including pension, ATB and CP/M increases.
3. CLAs will normally be contracted for a period of at least one year. Exceptions to the minimum one-year appointment length can never be for less than one academic term and will be allowed only in cases such as the following:
 - a. where a contract becomes available after July 1 of the year in question but is for two terms or more, in which case the contract will not run beyond June 30th of the following year;

- b. where a contract is needed to replace a faculty member taking leave of less than a year's duration;
 - c. to allow for short term appointments of individuals holding full time appointments elsewhere.
4. The Preamble of the Tenure and Promotion Policy allows for contracts at three-quarters of a normal load. However, individuals appointed at three-quarter time must receive an income at least as large as the minimum yearly salary of the Lecturer rank (or, minimum monthly salary for periods shorter than a year as allowed in clause 3). To ensure equity within a Faculty, it shall be the obligation of the Faculty Dean to ensure that appointments made at three-quarter time (or other fractions of a full load) shall be at 3/4 of the load of similar full time contractually limited appointments with similar positions in the Faculty.
5. CLA contracts shorter than a year (as allowed in clause 3) will have benefits as if they were appointed on a year's contract, and a pro-rated PDA.
6. MUFA will be informed annually in October of all appointments (since the last report) of less than 12 months duration and the reasons for the appointments.
7. Any renewal or extension of an initial contract must be for 12 months or more.
8. Any appointment of an individual to a CLA within 2 years following the end of a contractually limited appointment shall be deemed a continuation of an appointment. The appointment shall be for a year or more in duration (except in the type of circumstances outlined in clause 3 above). In determining the salary for the new contract, the ATB and CP/M increases that were available at the end of the academic year that was previously served will be incorporated, but additional increases (that are mandated by the negotiated compensation agreement) for the period during the gap need not be incorporated unless an increase is required to meet a salary floor for the appropriate academic rank.
9. The letters of appointment for all CLA contracts shall include an indication of the basis upon which merit shall be awarded beyond the first year of the contract (for example, 80% teaching and 20% service). This applies even to contracts of a year or less duration as they may be renewed or continued in the future.
10. Normal departmental processes for the review of faculty members shall be used to determine CP/M.
11. Decisions regarding renewal of CLAs shall be made as early as possible. If budgetary approval has been received before April 1 every attempt shall be made to fill the position by April 30.