

Letter of Understanding

Between

**Vancouver Community College
and
VCC Faculty Association**

Re: Instructional Associates

The Union and College agree to the following:

This agreement is without prejudice or precedent to the parties' respective positions regarding any grievance arising out of the November 19, 2002 Consent Award from Stephen Kelleher.

1. The parties will use the attached revised Appendix 'A' as the Job Description for Instructional Associates.
2. Instructional Associates will be administratively placed in the Centre for Instructional Development.
3. Instructional Associates will be eligible to apply for a second three year term.
4. The parties will meet to review this agreement by May 1, 2008.
5. The provisions of this Letter of Understanding are subject to Article 12 of the Collective Agreement.



Vancouver Community College



VCC Faculty Association

July 13, 2007
Date

Agreed Revised Appendix "A"
to
November 19, 2002 VCC/VCCFA Consent Award

Instructional Associates
Job Description

General Statement

Instructional Associates are responsible to the Dean of the Centre for Instructional Development ("the Centre") and hold faculty positions. They are covered by the Collective Agreement between the College and the VCCFA.

General Areas of Responsibility

The Instructional Associates work with Department Heads, Deans and Directors and are expected to assume duties in the following areas of responsibility:

- o Program, curriculum and instruction and related projects initiated by the Education Schools and Centres and the Educational Service Areas
- o Planning, development and implementation of the Centre's short and long term plans
- o Responsibilities as set out in the Collective Agreement for Instructional Associates

Specific Duties

In consultation with the Dean of the Centre, Instructional Associates will organize themselves to do the following:

1. Chair Department Head, Assistant Department Head and Coordinator Selection Committees and facilitate the process
2. Participate in the Area Hiring Recommendation Committees for the appointment of regular instructors, and term or auxiliary instructors when requested
3. Support Department Heads, Assistant Department Heads and Coordinators by mentoring and coaching
4. Participate in ongoing IRA orientation, including the delivery of orientation workshops
5. Organize and conduct program reviews in accordance with College Policy

Additionally, as assigned by the Dean of the Centre (and after consultation with the Instructional Associates as a group), the Instructional Associates will:

6. Undertake specific activities related to the development and implementation of the College's and Centre's annual and long term plans in support of teaching and learning at the College
7. Facilitate the development of curriculum for existing offerings and additional programs or courses within the Education Schools and Centres and the Educational Service Areas and/or College-wide
8. Help determine and meet the professional development needs of instructors of an area, Department, School, Centre or College-wide basis
9. Facilitate the implementation of program review recommendations
10. Attend and participate in Education School and Centre meetings, Program Advisory Committee meetings, Educational Service areas and College-wide meetings
11. Conduct research and other projects related to teaching and learning at the College on a School, Centre or Educational Service area or College-wide basis
12. Enhance relationships with business, industry and other external partners
13. Undertake other related responsibilities.