

Faculty Stewards' Council Policy

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Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
March 2025	March 2027	Policy & Governance Committee Faculty Chief Steward Librarian and Archivist Chief Steward

I. ROLES AND RESPONSIBILITIES

Responsibilities of the Faculty Stewards' Council (FSC)

1. The FSC is responsible for educating, supporting, and engaging Members and for sharing information.

Responsibilities of Stewards

2. Stewards play a vital role in building a stronger union. They help to ensure that provisions of the Collective Agreement are followed. They connect Members to each other and to UWOFA and act as important bi-directional conduits of information.
3. All Stewards shall familiarize themselves with this Policy, By-law No. 5, and the Collective Agreement and shall participate in any related training implemented by UWOFA.
4. Stewards shall serve as a primary point of contact for Members in their Unit.
5. Stewards, at a Member's request or as appropriate, shall bring Member concerns to the attention of the FSC, the Chief Steward, or the Member Services Officer.
6. Stewards shall act as an Academic Colleague, including but not limited to Performance Evaluation appeals.
7. Stewards shall attend meetings of the FSC. When a Steward is not able to attend a meeting, they may provide a written report on matters in their Unit to the Chief Steward in advance of the meeting.
8. As requested by the Chief Steward or other Agents of UWOFA, Stewards shall canvass the Members in their Unit for information and opinions on various topics and distribute specific information to Members in their Unit.
9. If a Steward is unable to complete their term, they shall notify the Chief Steward immediately.

Responsibilities of the Chief Steward

10. The Chief Steward shall report to the Board about the activities of the FSC.
11. The Chief Steward shall respond to Member and Steward queries and bring concerns to the attention of the Member Services Officer, Grievance Officer, Joint Committee Co-Chair, Board or UWOFA President, as appropriate.
12. The Chief Steward shall be a liaison between UWOFA Agents and the FSC regarding education, engagement and communication campaigns, and solidarity efforts.
13. The Chief Steward shall work with the Librarians and Archivists Chief Steward on matters of interest and solidarity across the bargaining units.
14. The Chief Steward shall work with UWOFA staff to develop material to build capacity among the Stewards in interpreting the Collective Agreement and providing assistance to Members.
15. The Chief Steward shall plan the work of the FSC and set priorities for the coming year, in collaboration with the Board, the Librarians and Archivists Chief Steward, the Mobilization Chair, the Grievance Officer, and the Joint Committee Co-Chair.

Responsibilities of the Deputy Chief Steward

16. The Deputy Chief Steward shall fill in for the Chief Steward as necessary.
17. The Deputy Chief Steward shall take minutes of FSC meetings and ensure appropriate documentation of FSC business is maintained in the UWOFA office.
18. The Deputy Chief Steward shall ensure that UWOFA maintains an accurate list of Stewards and that this list is made available to Members on the UWOFA website.

Role of Directors

19. One or more Directors elected by their Faculty may convene meetings of Stewards within that Faculty to discuss issues of concern, particularly during periods of collective bargaining. The convening Directors shall notify the Chief Steward in advance of any such meetings.

II. POLICY AND PROCEDURES

Election Procedures

20. Elections shall be managed as follows:
 - a. Steward elections shall be managed by UWOFA, with elections normally held in June.
 - b. If a position is vacated four or more months before the end of the position's term, the procedure for interim appointments in By-law No. 1 clause 3.16 shall be followed, with references to the President being read as references to the Chief Steward.
 - c. Elections shall involve a call for nominations and, if required, an electronic ballot.
 - d. Members with joint appointments under the Collective Agreement may vote in the Steward elections in each of their respective Units. Members with cross-appointments under the Collective Agreement may vote in their home unit only.
 - e. If a Unit does not elect a Steward, the Chief Steward shall identify and nominate a Steward for the

Unit through consultation with the Members of the Unit. The nominee is then elected or acclaimed.

21. Elections for the Chief Steward and Deputy Chief Steward shall be managed as follows:

- a. The Chief Steward and Deputy Chief Steward are elected by the FSC.
- b. These elections shall be managed by UWOFA and normally held in June immediately following Steward elections.
- c. Should a position be vacated four or more months before the end of the position's term, the procedure for interim appointments in By-law No. 1 clause 3.16 shall be followed.
- d. Elections shall involve a call for nominations and, if required, an electronic ballot.
- e. If the FSC does not elect a Chief Steward or Deputy Chief Steward, the Past President shall endeavour to identify a Chief Steward or Deputy Chief Steward through consultation with Stewards.

Meetings

22. The Chief Steward shall convene at least one meeting of the FSC each Fall and Winter Academic Term to discuss matters and share information relevant to the Bargaining Unit. The Chief Steward may convene more frequent meetings for training purposes or during periods of collective bargaining.

23. The Chief Steward shall organize in September of each year, in collaboration with the Board, Librarians and Archivists Chief Steward, and UWOFA staff, a training session for new members of the FSC.

III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES AND OTHER RESOURCES

- a. By-law No. 5