Hi folks,

I’m very excited to be involved in our first ever special edition of *The Update* addressing issues specifically related to term faculty in recognition of Fair Employment Week, October 27th to 31st ([http://www.fairemploymentweek.ca/](http://www.fairemploymentweek.ca/)).

Last month, I participated in a nationwide phone survey about the status of ‘non-regular’ faculty at our institution organized by the Canadian Association of University Teachers (CAUT), the organization that also organizes Fair Employment Week, and who are publishing a report on the state of the nation from a term faculty perspective. During the interview, most of the questions pertained to the particulars about the conditions of work for term faculty here at OC—salary differentials, access to benefits and support, job security, and so forth—as well as to what roles term members play in the OCFA.

At the end of the conversation, the interviewer asked me what I felt needed changing among our own union membership as regards term faculty for their position to improve, which is a much trickier question to answer. I know what the college can and should do to improve the working lives of term members—the adoption of CAUT’s pro-rata pay and benefits policy ensuring equal pay for equal work is a good place to start. But what we can do ourselves is a thornier matter. The two changes that I finally arrived at, and which I take to be prerequisite for improving condition for term faculty at OC, are:

**So You Have To Be Summatively Evaluated**

By Rod Watkins, your OCFA 1st Vice-President and Chief Steward

Hello everyone. First off, I want to extend a welcome to all those who are new instructors at OC. But second, summative evaluations! As returning term and probationary continuing faculty are hopefully already aware, you will undergo a summative evaluation (see Article 22.2 of the Collective Agreement), if not this term, then next. As I discuss below, much depends on the outcome of your summative evaluation—the instrument the College uses to measure your performance as a College employee. I want to minimize the FUD (fear, uncertainty, doubt) surrounding summative evaluations.

**Summative Evaluation Process**

Let’s start with who gets evaluated. The College regularly performs summative evaluations of probationary faculty. Faculty with term appointments (with or without right of accrual) as well as continuing faculty in the first two years of their appointment are probationary faculty. Term faculty can expect that they will be evaluated each semester they teach. New continuing faculty will generally not be evaluated in their first semester at OC, but will be evaluated each semester thereafter until their probation ends. It is rare that non-probationary continuing faculty are evaluated unless there is some trigger such as student complaints. This means that this semester or next many of you will be undergoing a summative evaluation.
Next, what can you expect the summative evaluation process to be as well as what will be expected of you? You will want to request a copy of the College’s Summative Evaluation Process: College Professor Information Package from your supervisor. The document outlines the procedures followed, a set of duties and responsibilities for college professors against which performance is measured, and a list of criteria used to evaluate teaching performance. I do not wish to repeat what is already contained in the package, but I do want to draw your attention to a few items.

Please be aware of the timelines for various steps of the process. You must be provided written notice at least five days prior to the beginning of the summative process. The actual evaluation will commence at your first meeting with your designated supervisor. Once begun, the evaluation process will take place during the remainder of the semester. A final meeting (or meetings) with your supervisor will be scheduled after all the data has been collected and a draft version of the report is ready for your review. Within 20 days of the last meeting, your supervisor will issue the final summative evaluation report. You will be given the opportunity to provide written comments to be added to the report. You are then required to sign the report. Please be aware that your signature does NOT constitute agreement with the outcome or content of the report. It is merely confirmation that you have received and read the evaluation.

Also pay close attention to the sort of information that will be gathered by your supervisor as part of the evaluation. Some of this information you will need to provide. I want to make just two comments. First, some of the information will not be available (for example, only those who have had an Extended Study Leave will need to report on it and term members without right of accrual will not need to provide annual reports). Second, preparing this material ahead of time is advisable. Once the term starts, as we all know, time is in short supply.

The final section of the document I should draw your attention to is the last section on teaching performance criteria. Okanagan College has declared itself a learner-centered organization. Instructors must demonstrate that they are learner-centered as part of their summative evaluation. The teaching criteria listed aim to evaluate your learner-centeredness and teaching performance more generally. You should review these criteria carefully in preparation for the evaluation. (That said, please see the sidebar on FAC14/04 and FAC14/05.)

Once the information gathering has been completed, your supervisor will prepare a report and submit a judgment of your teaching. There are several categories of evaluation (reflecting the expectations laid out earlier) for each of which you will receive a “Satisfactory”, “Needs Improvement”, or “Unsatisfactory”. On the basis of those, an overall judgment will be reached.

Continued on pg 3.
Why Summative Evaluations Matter

Several places in the Collective Agreement base your rights on the outcome of your evaluation. For term employees, rights are based heavily on your summative evaluation. First, you should be aware that if the College fails to conduct an evaluation, you are deemed to have received a “Satisfactory” (Article 14.1.1). Note as well, that being deemed “Satisfactory” in one’s most recent summative evaluation is a requirement for eligibility for gaining right of accrual (Article 14.1.3). A “Satisfactory” on one’s most recent summative is also a condition for being automatically granted an interview for any open continuing position in your department and for which you apply. Furthermore, if you receive a “Needs Improvement” as a term employee with right of accrual, you retain your right of accrual, but must be informed of what is required to attain a “Satisfactory” (Article 14.1.6.2). Right of accrual is not retained if you receive an “Unsatisfactory” (Article 14.1.6.1). It is also a requirement to convert from a term position to a continuing position that your most recent evaluation is “Satisfactory”.

For probationary continuing employees, one’s employment status also depends on your summative evaluation. Failure to receive a “Satisfactory” can (and has—see FAC14/04 sidebar) been used to dismiss employees during their probationary period. Article 16.2 also allows the probationary period to be extended up to twelve months to allow instructors time to raise their summative evaluation to a “Satisfactory”.

It is safe to say that your employment at the College depends on doing well in your summative evaluation.

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<th>What You Can Do</th>
<th>What We Can Do</th>
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<td><strong>1. Prepare ahead of time:</strong> Several elements of the evaluation are based on materials you can prepare ahead of time. Your teaching philosophy, much of your course materials, and evidence of professional and program development and service. I would suggest preparing as much of this early in the semester and then update it as you go along.</td>
<td><strong>1. Direct you to whom to talk to:</strong> If you do not know who to approach or are uncomfortable approaches members of your department to learn about summative evaluations, let us help. We can put you in touch with someone who can answer your questions.</td>
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<td><strong>2. Be aware of the criteria:</strong> Review the Information Package and discuss with your supervisor how the evaluation criteria are to be understood. Review the expectations outlined and prepare to demonstrate how you have met them.</td>
<td><strong>2. Understand the Collective Agreement and Summative Policy:</strong> If you have questions about the Collective Agreement or about the rights and duties surrounding summative evaluations, again, contact your steward or a member of Council. We are more than happy to answer questions and explain your rights.</td>
</tr>
<tr>
<td><strong>3. Speak with others:</strong> Speak with others in your department that have undergone summative evaluations as well as the continuing faculty. Learn from them how the procedures have been implemented and discuss any “gotchas” that might cause you confusion.</td>
<td><strong>3. Grieve the process:</strong> Should a summative evaluation not meet the conditions in the Collective Agreement or you think your evaluation was conducted in an arbitrary or discriminatory manner or in bad faith, let us know immediately. The College has wide discretion when it comes to performing summative evaluations. But they still have to exercise those rights in a reasonable manner. If they fail to do so, we have the right to grieve the process.</td>
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<tr>
<td><strong>4. Contact your Union:</strong> If you ever have any questions about the summative process or standards of performance, contact your shop steward, me or a member of Council to get advice. If the person you contact can’t answer your question, he or she will know who to ask.</td>
<td></td>
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<tr>
<td><strong>5. Know your rights:</strong> Review the Collective Agreement language (especially Articles 14, 16 and 22). Make sure you understand both your rights and duties as defined in our contract. Again, if you have any questions, contact a steward or a member of Council.</td>
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On a final note, I would encourage any faculty member who receives a “Needs Improvement” or an “Unsatisfactory” to contact us right away. We need to know when members are not receiving “Satisfactory” for two reasons. To assure that that outcome was the result of a correctly and fairly implemented evaluation process; otherwise, we grieve. Second, it is the only way we can help. If we are not aware of members who have not received “Satisfactory” on their evaluation, we cannot assist you in resolving that. This matters since if we find out too late, you may have already lost your job. So please, let us know and we will help.

In solidarity, Rod Watkins, Chief Steward/1st VP
What Can OCFA Do For You? cont...

1. Getting all OCFA members, and particularly our continuing members, to better understand what it means to be a term faculty member today.

When I was starting my doctoral program 15 years ago, the idea was that term work was what you did for a few years before getting a permanent job. It was part time and temporary, and done almost entirely by people who were building their CV by publishing, conference-going, serving on committees and so on, until they completed their degrees and began their careers proper in full time continuing positions. While this remains for many the popular perception of what term work is, it no longer has very much to do with reality at all, and it certainly doesn’t describe our situation at OC. Sweeping changes to the funding and structure of our sector at every level over the past few decades have fundamentally transformed the nature of faculty term work, leading to the creation of what is known as ‘the precariat’. Institutions have been both less willing and less able to create full-time permanent positions, and have been led both by a shift in internal institutional spending priorities and an external pressure caused by waning government support for colleges and universities to try and reduce labour costs in addition to placing more and more of the financial burden on our students. In practice, this has meant a massive, steady, and ongoing shift to the use of a cheaper and more disposable temporary labour force which duplicates neoliberal changes across most other employment sectors in our economy. At OC, and in the post-secondary system as a whole across Canada, this has led to the incremental growth and increasing exploitation of the precariat.

What this means today is that around 1 in 3 OCFA members has a part time contract, which is also the national average, and it’s rising every year.

What this means is that a growing percentage of our membership receive no pay between the Fall and Winter semesters, and no pay over the summer. They receive diminished access to medical benefits and more restricted access to funding. They have no job security from one year to the next. And the icing on the cake? They receive less pay for doing exactly the same work. An OCFA member at Step 7 on a continuing appointment is paid $16,452.25 for teaching 2 courses, while those on term appointment receive $9,573.94. A three course workload pays $23,662.88 to your continuing colleague, and $14,360.92 to your term one. What is okay about this?

Again, the historical rationale for this inequity is that term faculty need only endure this sorry state of affairs for a few years before joining the more comfortable ranks of continuing faculty. Again, those days are gone, or almost gone. The new reality is this: unless our system radically changes—and we should fight to see that it does—many of our term members today will be term members forever, or (if they are lucky) for decades. This is the era of the permanent, life-long term member, yet our collective agreement and way of doing things only make sense, is only remotely fair, if term status is fleeting. It isn’t. Term members are not young hungry grad students anymore who are just starting their careers and trying to get their feet in the door.

Continued on pg 5.
For many, this is their careers. As such, it is important that we continuing faculty disavow ourselves completely of our previous sense of who a term faculty member is. They are not that. They may have been teaching longer than you. They may well have better academic or professional credentials than you, have done more scholarship, be more up to speed on what’s new in your discipline. They may do more service than you, be more involved in their department, their campus, etc. In the vast majority of cases, the only reason member X is a continuing member and member Y is a term member is when they happened to apply for a job here. If this is the new normal, we need to change the way we do things to reflect it, and we need to fight against it at the same time. This is work for all of us: term faculty cannot do this by themselves.

2. Making term faculty issues more of a priority for our union.

At every OCFA Executive, Council, FPSE President’s Council, provincial and local Bargaining and General meeting I attend, we talk about how important term faculty issues are, and everyone agrees. I know my colleagues on the OCFA Executive and on Council and on our Bargaining committee all understand the plight of term faculty and take their responsibility to address those concerns very seriously.

However, this consensus has not always corresponded to the kinds of improvements that are so self-evidently required to do away with the particular inequities in our contract’s treatment of term workers. In my time at OC, it has become—contra seemingly widespread opinion to the contrary—harder, not easier, to be converted from a term to a continuing position at OC. While we have all received raises during this time to not quite keep up with the standard of living, the diminished pay for identical work done by term faculty has not been shrunk, nor have their access to benefits been increased, nor have their contracts been lengthened. We have made some improvements to what a term member can expect (primarily regarding access to funding for research and scholarship) during this period, but have not significantly eroded the most obscene inequities in terms of compensation and job security.

Why not? My sense is that this is a problem located at the intersection between our highly democratic way of doing things as a union and the reality that term faculty face greater professional hardships which work to impede their ability to participate in our democratic processes. Decisions about our union’s priorities are made by those who show up, or who contact their representatives and demand that we advocate in certain ways on their behalf. This is harder to do for term faculty, whose contracts often end before general meetings where bargaining priorities are decided and collective agreements are approved, who often have difficult schedules, additional jobs and family demands particular to temporary workers.

As your President, and on behalf of all of the committees on which I serve—groups of folks who are charged with

Continued on pg. 6

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**What You Should Know About the College Pension Plan**

Non-regular (term and/or part-time) members who are expected to earn more than 50% of the YMPE in a calendar year must enroll in the College Pension Plan. The YMPE (Year’s Maximum Pensionable Earnings – an amount fixed by the federal government) changes from year to year. For 2014, it was $52,500. So, it is mandatory for a non-regular employee who is expected to earn more than $26,250 in 2014 to be enrolled in the College Pension Plan. A non-regular employee who is expected to earn less than or equal to 50% of the YMPE in a calendar year may choose to opt out of enrolling in the Plan. To exercise that choice, the College must present an employee with a waiver to sign. A decision to sign the waiver is, in our opinion, short-sighted. The College Pension Plan is a defined benefit plan, meaning that, when you retire, you will receive a lifetime pension based on a formula. Defined benefit plans are the envy of all retirement plans because they are fair, they are well managed and because the employer matches employee contributions to the Plan. Because the monthly retirement pension benefit from the College Pension Plan depends on the years of service you have in the Plan, it is imperative to enroll in the College Pension Plan as soon as possible.

When you receive your pay statements, you should see a contribution amounting to 9.60% (or slightly higher if you are expected to earn more that the YMPE) of your gross pay to the College Pension Plan, provided you have enrolled in the Plan. You will notice the College contributes the same amount, or slightly higher, on your behalf to the College Pension Plan.

If you have any questions or concerns, please contact our Pension Advisory representative, Doug Birtwistle.
representing you, and who I know to be keen to do this work—I ask of all term faculty that you try to find the time to hold our feet to the fire. Come to our general meetings and speak up for the idea that term faculty issues be not just a priority but the priority at the bargaining table and in our regular meetings with management. Talk to your Council representatives and encourage them to raise your particular concerns at our monthly meetings. Write a letter or an article for *The Update*. Get in touch with the excellent Steve Weber, your Non-Continuing Representative on Council. Come and see us at our Fair Employment Week booth in the atrium in Kelowna (Oct 27th to 31st: 11am-2pm).

We are here to help, and we want to—tell us what we can do for you, and don’t let us forget it.

In solidarity,
Tim W

Fair Employment Week October 27-31

Hello Fellow OCFA Members,

First of all, let me say that as your Non-Continuing Faculty Representative on OCFA Council, I am very pleased to see the publication of this special issue of the *The Update* dedicated entirely to term employment (term faculty are also known as “non-continuing,” “contingent,” “adjunct,” “non-regular,” and “sessional” faculty). I would also like to thank all the members who have contributed to this issue.

The timing of this issue on term employment coincides with Fair Employment Week (FEW). If you have not heard of FEW before, the Canadian Association of University Teachers (CAUT) and “its member associations join with a coalition of unions and activists across North America to organize a week-long series of events for Fair Employment Week”. These events aim to raise awareness about the overuse and exploitation of Contract Academic Staff. We encourage all workers at universities and colleges, students and supporters to participate in these events and take action” ([http://www.fairemploymentweek.ca/](http://www.fairemploymentweek.ca/)). I would encourage you to find more information about CAUT at their website ([http://www.caut.ca/](http://www.caut.ca/)), and about FEW at the website cited above.

Beyond this special issue of *The Update*, the OCFA has a couple things planned for FEW:

(1) we will have a FEW booth set up in the KLO atrium, from 11:00-14:00, October 27th - October 31st; and

(2) members of OCFA Council are contacting term employees to meet for coffee. Even if you feel like you know everything there is to know about term employment, you should drop by the FEW booth to have a chat and/or to introduce yourself if you see some unfamiliar faces.

The main reason I am writing today is to highlight that the work conditions for term faculty in North American institutions of higher education have gained more and more attention from the media and the academe; there are a few articles on the subject that you may want to check out, even if some of them focus on the American market where conditions are demonstrably worse.

*Continued on pg 7.*

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**COLLEGE PENSION PLAN FACTOID**

Most members of the Federation of Post-Secondary Educators (FPSE) (including OCFA) are members of the College Pension Plan (CPP). By signing up with the CPP, you can enjoy the benefits of a defined benefits plan even if you work for more than one institution.
Please keep in mind that I endorse none of the statements any of these sources make; rather, I will leave it up to your individual academic expertise to evaluate the veracity of the claims made by any of these sources. However, if you have not encountered some of these arguments before, I do think it a worthwhile endeavor to read them even if you find them to be faulty.

On that note, let me conclude by saying that if any of you feel the inclination to talk to your Non-Continuing Faculty Representative for any reason at all, please send me an email at sweber@okanagan.bc.ca.
Were You Aware You Can Apply for Funding?
By Adrian Fontenla, your OCFA Treasurer

As term employees you may not be aware that the Collective Bargaining Agreement negotiated by your union has provided you additional benefits. The only catch is you must apply for them. Unfortunately, the eligibility and application requirements are different depending on what you intend to apply for. The purpose of this article is to give term employees a resource to find basic information about the following three benefits:

### Grants-in-Aid

**Eligibility:**
Any employee (includes term employees) undertaking research, scholarly activity or creative activity is eligible to apply.

**Deadlines:**
There are four times during the year that you can apply for funding (which change annually):
- September 26, 2014 – expired
- November 28, 2014
- February 13, 2015
- April 10, 2015

**Limits:**
The annual grant to an individual will not exceed $4,000. In addition, you must apply for funding BEFORE you incur the expenditure.

**How to Apply:**
If you think you would be eligible for this benefit, you can find more information by clicking here.

If you want to apply for this benefit, send a completed application form to the “Office of the Vice-President of Education”, care of the Assistant (Lara Jennings – Ljennings@okanagan.bc.ca). You can find the application form by clicking here. Or through My Okanagan – OC Express Forms – OCFA Grants in Aid

**How to be reimbursed:**
Submit an expense report after approved expenditure is incurred.

**NOTE:** After completing the activity, you will be expected to submit a report on them. Please use this link to access the form for the report.

### Professional Development Fund
(as it relates to term employees)

**Eligibility:**
Any term employee holding a term appointment and also has right of accrual.

**Deadlines:**
Apply anytime during your active appointment.

**Limits:**
The annual grant to an individual will consist of:

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<th>Hours</th>
<th>Collective Agreement (art. 23)</th>
<th>Common Agreement (art. 16)</th>
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<tr>
<td>≥4 TLUs (≥ 760 hours)</td>
<td>$750</td>
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<tr>
<td>&lt;4 TLUs (&lt; 760 hours)</td>
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You must apply for funding BEFORE you incur the expenditure.

**How to Apply:**
If you think you would be eligible for this benefit, you can find more information by clicking here.

If you want to apply for this benefit, send a completed application form to the appropriate Professional Development Committee. You can find the application form by clicking here. Or through My Okanagan – OC Express Forms – Professional Development/Training

**How to be reimbursed:**
Submit an expense report after approved expenditure is incurred.

**NOTE:** After completing the activity, you will be expected to submit a report on them. Please use this link to access the form for the report.

### Special Professional Allowance Fund
(one time only)

**Also called “Excess Service Recognition Fund”**

**Eligibility:**
Any employee with a term or continuing appointment during Fall 2014 semester.

**Deadlines:**
Apply before January 16, 2015.

**Limits:**
The limit is dependent on the number of applicants during the year. The distribution is expected to be between $500 and $950 per person. In addition, you must have PAID for the ALLOWABLE expenditure(s) between May 16, 2014 and December 31, 2014.

**How to Apply:**
If you think you would be eligible for this benefit, you can find more information by clicking here.

If you want to apply for this benefit, send a completed application form and original receipts to the Chair of the PA committee, Michelle Nicholson, E224, Kelowna Campus. You can find the application form by clicking here. Or through My Okanagan – OC Express Forms.

**How to be reimbursed:**
Once the appropriate form (with receipts) is submitted to the PA committee there is no further action required. Reimbursement is expected to be made in January/February 2015 after the committee meets.
### Members of OCFA Council and CARC 2014-2015

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<tr>
<th>Executive:</th>
<th>Phone</th>
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<tbody>
<tr>
<td>President</td>
<td>250-718-6387</td>
<td><a href="mailto:TWalters@okanagan.bc.ca">TWalters@okanagan.bc.ca</a></td>
</tr>
<tr>
<td>First VP, Chief Steward</td>
<td>250-718-4161</td>
<td><a href="mailto:RPWatkins@okanagan.bc.ca">RPWatkins@okanagan.bc.ca</a></td>
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<td>Second VP, Bargaining Chair</td>
<td>250-718-0239</td>
<td><a href="mailto:MMunn@okanagan.bc.ca">MMunn@okanagan.bc.ca</a></td>
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<tr>
<td>Treasurer</td>
<td>250-718-4380</td>
<td><a href="mailto:AFontenla@okanagan.bc.ca">AFontenla@okanagan.bc.ca</a></td>
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<td>Secretary</td>
<td>250-718-6385</td>
<td><a href="mailto:ERadomske@okanagan.bc.ca">ERadomske@okanagan.bc.ca</a></td>
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<tr>
<td>Faculty Liaison – Arts</td>
<td>Ext 4819</td>
<td><a href="mailto:MKavangh@okanagan.bc.ca">MKavangh@okanagan.bc.ca</a></td>
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<tr>
<td>Faculty Liaison – Business</td>
<td>Ext 4446</td>
<td><a href="mailto:SJohnson@okanagan.bc.ca">SJohnson@okanagan.bc.ca</a></td>
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<td>Ext 4755</td>
<td><a href="mailto:MMinions@okanagan.bc.ca">MMinions@okanagan.bc.ca</a></td>
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<td><a href="mailto:BCampbell@okanagan.bc.ca">BCampbell@okanagan.bc.ca</a></td>
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<td>Ext 4373</td>
<td><a href="mailto:RBrown@okanagan.bc.ca">RBrown@okanagan.bc.ca</a></td>
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<tr>
<td>Area Representative – Kelowna</td>
<td>Ext 4331</td>
<td><a href="mailto:BGroves@okanagan.bc.ca">BGroves@okanagan.bc.ca</a></td>
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<td>Area Representative – Penticton</td>
<td>Ext 3222</td>
<td><a href="mailto:Alilic@okanagan.bc.ca">Alilic@okanagan.bc.ca</a></td>
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<td>Ext 4484</td>
<td><a href="mailto:RChristie@okanagan.bc.ca">RChristie@okanagan.bc.ca</a></td>
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<tr>
<td>Non-Continuing Faculty Rep</td>
<td>Ext 8251</td>
<td><a href="mailto:SWeber@okanagan.bc.ca">SWeber@okanagan.bc.ca</a></td>
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<tr>
<td>Pension Advisory Representative</td>
<td>Ext 4337</td>
<td><a href="mailto:DBirtwistle@okanagan.bc.ca">DBirtwistle@okanagan.bc.ca</a></td>
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<td>Human Rights and International</td>
<td>Ext 4215</td>
<td><a href="mailto:NBowman-Broz@okanagan.bc.ca">NBowman-Broz@okanagan.bc.ca</a></td>
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<td>Solidarity Representative</td>
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<td>Status of Women Representative</td>
<td>Ext 4327</td>
<td><a href="mailto:AMKinnon@okanagan.bc.ca">AMKinnon@okanagan.bc.ca</a></td>
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<tr>
<td>Workplace Health, Safety and Environment</td>
<td>Ext 4819</td>
<td><a href="mailto:SLJohnston@okanagan.bc.ca">SLJohnston@okanagan.bc.ca</a></td>
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<td>Vernon Campus Steward</td>
<td>Ext 2214</td>
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