



Focused on the future of learning.

Collective Agreement Between

The Governors of Athabasca University
(The Board)

&

Athabasca University Graduate Student Association
(AUGSA)

Made This 19th Day of April 2024



Focused on the future of learning.

PROPOSED MEMORANDUM OF SETTLEMENT BETWEEN ATHABASCA UNIVERSITY AND AUGSA

January 22, 2024

The attached documents constitute a full settlement of all issues and proposals. This Memorandum of Settlement will form a Tentative Agreement between the parties, which will be subject to the normal ratification process of each party. Unless otherwise specified, all changes are effective on the date of ratification.

The Parties agree to recommend ratification to their respective principals.

Signed at Edmonton, Alberta, this 22 day of January, 2024.

For AU

Alain May

A handwritten signature in blue ink, appearing to be "A May".

For AUGSA

Russell Rupok

A handwritten signature in blue ink, appearing to be "Russell Rupok".

[Russell Rupok \(Mar 27, 2024 15:26 PDT\)](#)

ARTICLE 1: TERM OF AGREEMENT

- 1.01 This Agreement is effective from March 1, 2022 - June 30, 2024.
- 1.02 During the term of this Agreement, the Board and the AUGSA may mutually agree to waive or amend provisions of this Agreement.
- 1.03 The provisions of this agreement will remain in effect until the parties conclude a new agreement.

ARTICLE 2: DEFINITIONS

2.01 In this Agreement

- a) “Agreement” means this agreement, witnessed, signed, and dated;
- b) “Appointing Dean” means the Dean of the Faculty employing the graduate assistant;
- c) “Board” shall mean The Governors of Athabasca University or a person or persons authorized or designated to act in that capacity and/or on the Board’s behalf;
- d) “Calendar” means the official online version of Athabasca University’s Academic Calendar;
- e) “Coordinator” means an Athabasca University (AU) Academic Staff Member as designated by the Board who supervises and coordinates the duties performed by the Graduate Student during their appointment as a graduate assistant and is responsible for the assignment, monitoring, and evaluation of those duties;
- f) “Dispute” means any difference arising between the parties to this Agreement concerning the interpretation, application, administration, operation, or alleged violation of this Agreement;
- g) “Eligible” means a Graduate Student in a certificate, diploma, master, or doctoral level program who is in Good Standing.
- h) “File” means the Graduate Student’s employment file. All documents related to the Graduate Student’s employment as a Graduate Assistant will be kept separately from any files related to their academic record. Files relating to a Graduate Student’s employment will be kept in Human Resources.
- i) “Graduate Assistant” (GA) means a graduate student who has been appointed to carry out either teaching or research duties under this Agreement;

- j) “Graduate Student” means any student who is enrolled in a Graduate Program at Athabasca University and is a member of the Athabasca University Graduate Students’ Association (AUGSA);
- k) “Graduate Research Assistant” (GRA) means a Graduate Assistant whose appointment is for the performance of research and related duties;
- l) “Graduate Teaching Assistant” (GTA) means a Graduate Assistant whose appointment is for the performance of teaching and related duties;
- m) “Offer of Appointment” means an Offer of Appointment to a Graduate Assistantship made in accordance with the terms and conditions of this Agreement. An Offer of Appointment to a Graduate Assistantship is distinct and separate from an Offer of Admission to the student’s program of study;
- n) “Relevant Faculty” means the Faculty where the Graduate Assistant is employed or offered employment;
- o) “Research Duties” means work done on a research project under the direction of a Coordinator. This may include collecting research data, interviewing research subjects, literature searches, bibliographic work, writing drafts, presentations, and/or general research services;
- p) “Teaching Duties” means any tasks related to assistance with the instructional responsibilities of Faculties. This may include preparing and conducting lectures, laboratories, seminars or leading discussion, and/or grading assignments, reports, and examinations;
- q) Other individuals are referred to by title e.g. Provost and Vice President Academic; Dean, Faculty of Graduate Studies. This includes delegation of authority to another.
- r) “Good Standing” refers to a Graduate Student who has maintained program status in the calendar year.

ARTICLE 3: RECOGNITION & COLLECTIVE BARGAINING

- 3.01 In accordance with the *Post-Secondary Learning Act* and the *Labour Relations Code* of the Province of Alberta, the Athabasca University Graduate Students' Association has the exclusive authority, on behalf of Graduate Student, to negotiate and enter into an agreement with The Governors of Athabasca University with respect to the academic employment of Graduate Students as Graduate Assistants.
- 3.02 The Negotiation Committee shall consist of no more than four (4) members per side (The Governors of Athabasca University and the AUGSA). The Faculty of Graduate Studies and Human Resources will participate as a resource to both sides.

ARTICLE 4: APPLICATION OF THE AGREEMENT

- 4.01 This Agreement describes the terms and conditions that apply to the employment of Graduate Assistants by Athabasca University.
- 4.02 Upon ratification by the Board and by the AUGSA such amendments shall amend this Agreement and such amendments shall affect all persons governed by this Agreement.
- 4.03 All matters not specifically covered by the provisions of this Agreement will be dealt with at the discretion of the Board.
- 4.04 This Agreement is binding on the Board and its representatives, the AUGSA and its representatives, and Graduate Assistants.
- 4.05 The terms and conditions of this Agreement apply solely to the appointments of Graduate Students as a Graduate Teaching Assistant or a Graduate Research Assistant, and to no other form of graduate funding.
- 4.06 This Agreement does not restrict Graduate Assistants from holding assistantships with scholarships, provided the eligibility requirements of the scholarship do not prohibit holding an assistantship.
- 4.07 If a conflict arises between this Agreement and the requirements of a funding agency, the requirements of the funding agency will apply.

ARTICLE 5: ELIGIBILITY

- 5.01 All AU Graduate Students in Good Standing are eligible to hold a Graduate Assistantship.
- 5.02 Eligibility to hold a Graduate Assistantship is not a guarantee of an Offer of Appointment.
- 5.03 To be considered for a graduate assistantship, Graduate Students must apply to a posted graduate assistantship posting.
- 5.04 These terms and conditions do not restrict Graduate Students from combining a Graduate Assistantship with graduate scholarships, fellowships, or any other awards. If a Graduate Student receives an award and an assistantship, they shall be advised to check the eligibility requirements of the award to ensure there are no restrictions on holding an assistantship.
- 5.05 International Graduate Students must be legally qualified to work in Canada to be eligible for graduate assistantships.

ARTICLE 6: JOB POSTINGS

- 6.01 AU agrees to post all new Graduate Assistant job opportunities on the Athabasca University Faculty of Graduate Studies website, prior to hiring. The job posting would typically include:
- a) nature of the assistantship;
 - b) posting start and close date;
 - c) position appointment start date (negotiable);
 - d) anticipated average hours of work per week;
 - e) maximum hours of work per week;
 - f) total defined hours of assistantship (if applicable);
 - g) whether the assistantship is renewable or not (if applicable);
 - h) assistantship funding information (if applicable).
- 6.02 Notwithstanding the provisions set out in Article 6.01, Job Posting requirements shall be waived for renewals under Article 10.

ARTICLE 7: OFFERS OF APPOINTMENT

- 7.01 For each Graduate Assistant appointment or reappointment, Human Resources will complete and forward a written Offer of Appointment, along with any other related documentation required by Human Resources, to the prospective Graduate Assistant. The appointment will be conditional upon confirmation the prospective Graduate Assistant is legally qualified to work in Canada, and upon completion of the related additional documentation required by Human Resources. The Offer of Appointment will indicate the specifics of the appointment including but not limited to:
- a) The term of the appointment (including the start date of the appointment);
 - b) Whether the appointment is renewable or non-renewable and, if renewable, for what period;
 - c) The rate of pay;
 - d) The duties and responsibilities of the Graduate Assistant, including whether duties will be teaching and/or research duties;
 - e) An indication of the anticipated average number of hours per week and the ~~total~~ maximum number of hours the Graduate Assistant will be expected to perform;
 - f) The name of the Graduate Assistant's Coordinator.
 - g) Notification of the date by which the Graduate Assistant must report to the Graduate Assistant's Coordinator to begin duties. Notice will also be given that failure to report by this date may result in termination of the appointment without further notice to the Graduate Assistant;
 - h) A statement that a Graduate Assistant appointment is not intended to cover living expenses and the student remains responsible for paying tuition and fees related to their program of study;
 - i) A statement that income from graduate assistantships is in accordance with Canada Revenue Agency legislation and will be treated accordingly by Human Resources;

- j) Notification that the student must maintain the prerequisite academic requirements; and
- 7.02 Both Human Resources and the student must sign the acceptance of an Offer of Appointment. A copy of the signed Offer of Appointment will be sent to the Graduate Assistant, the Coordinator, and to Human Resources for the Graduate Assistant's employment file. If funding has been obtained through a grant, the Research Office shall be copied.
- 7.03 Human Resources, the Coordinator, and the Graduate Assistant will agree, in writing, to any subsequent changes to the Graduate Assistants duties and responsibilities from those agreed to in the Offer of Appointment. Any changes to duties must not cause the student to work more hours than permitted under this Agreement (see Article 10).
- 7.04 Failure by the Graduate Assistant to report on the date prescribed in the signed Offer of Appointment or failure to fulfill the agreed upon duties and responsibilities may result in the termination of the appointment without further notice.

ARTICLE 8: HEALTH AND SAFETY

- 8.01 Both the Board and the AUGSA recognize and accept their responsibilities to develop and maintain a safe work environment.
- 8.02 The Board is committed to ensuring that all university work locations conform to the standards set out in relevant health and safety legislation, including the Provincial *Occupational Health and Safety Act(s), Regulation(s) and Code(s)*, and any amendments or replacement thereto.
- 8.03 Graduate Assistants shall follow all relevant occupational health and safety policies, procedures and safe work practices including any relevant University, faculty and departmental procedures. Where a Graduate Assistant becomes aware of any incident or safety concern, the Graduate Assistant shall immediately report the incident or safety concern to their Coordinator.
- 8.04 Graduate Assistants who work from their home are responsible for ensuring a safe working environment in their residence. Graduate Assistants are required to comply with all relevant occupational health and safety legislation and University policies, procedures or safe work practices.

ARTICLE 9: ASSIGNMENT OF DUTIES

- 9.01 The Coordinator will complete an Assignment of Duties, including a precise description of the duties and performance expectations for the assistantship. Both the Coordinator and the Graduate Assistant must sign the Assignment of Duties. Human Resources must approve these specific duties and send a copy to the Coordinator, the Dean of the relevant Faculty and to the Graduate Assistant's employment file.
- 9.02 The Graduate Assistant position is viewed as an apprenticeship for furthering an academic or professional career. As such, Graduate Assistant functions should not include routine duties commonly associated with janitorial, secretarial, clerical, technical, or administrative work except as directly related to the Graduate Assistant's own teaching or research duties as outlined in the Assignment of Duties.
- 9.03 An individual Graduate Assistant cannot make recommendations for more than 50% of an individual student's final grade. The Board appointed faculty member has the non-delegable responsibility for assigning the final grades to all the students in a course.

ARTICLE 10: HOURS OF WORK

- 10.01 The parties recognize that the nature of academic work may mean fluctuations in the number of hours worked in any given week, but in any case, the maximum number of hours worked per week will not exceed the maximum number of hours agreed to in the Offer of Appointment.
- 10.02 The total number of hours shall include all forms of service such as allowance for orientation, attendance at meetings with their Coordinator and preparation and marking.
- 10.03 Work associated with the graduate assistantship is to be completed within the term of the appointment.

ARTICLE 11: RENEWAL OF GRADUATE ASSISTANTSHIP

- 11.01 Where a Graduate Student has been offered a subsequent Graduate Assistant appointment, the renewal of the assistantship is contingent upon:
- a) The Graduate Student's acceptable performance of Graduate Assistant duties to the satisfaction of the Coordinator;
 - b) The fulfillment of the appointment criteria as evidenced by the Coordinator's report; and
 - c) The Graduate Student remaining eligible for appointment to a Graduate Assistant.
- 11.02 Normally, a Graduate Student's termination from a Graduate Assistant will cause any possible renewals related to that appointment to be rescinded.

ARTICLE 12: DISCIPLINE

- 12.01 A Graduate Assistant will only be disciplined for just cause. Discipline may take the form of a warning, letter of reprimand, or termination of employment in accordance with the principles of progressive discipline. Cause is limited to the Graduate Assistant's failure to meet the requirements of the Offer of Appointment. Termination will not affect academic standing or progress through their program.
- 12.02 The Coordinator shall make ~~all~~ reasonable efforts via written notice to rectify difficulties related to performance or any failure to meet the requirements of the position.
- 12.03 Written notice of termination, with reasons outlined, will be given to the Graduate Assistant and the Dean of the Faculty of Graduate Studies by the Faculty Dean and a copy included in the Graduate Assistant's employment file.
- 12.04 A Graduate Assistant's duties may be temporarily suspended pending the investigation or appeal of termination.

ARTICLE 13: REMUNERATION

- 13.01 Rate of pay will be negotiated between the Coordinator, Human Resources and the graduate assistant that is consistent with this agreement and as referenced in Schedule A.
- 13.02 Payments for Graduate Assistants will be made in arrears through the regular university payroll cycle.
- 13.03 Remuneration will be treated as income in accordance with Canada Revenue Agency legislation and is subject to deductions in accordance with Canada Revenue Agency legislation.
- 13.04 Payment in lieu of vacation is included in the remuneration. Payment in lieu of vacation will be calculated in accordance with the Employment Standards Code.
- 13.05 Graduate Assistants are not eligible to participate in the Athabasca University employee benefit plans, pension plans or group life insurance as part of their appointment.
- 13.06 Graduate Assistants, whose main place of work is a home office, will receive an additional \$.50/hour to cover any and all home expenses including offices supplies. This will only be paid where such expenses are allowable to be paid within the research grants that may fund the assistantship.

ARTICLE 14: LEAVE

- 14.01 Any leave granted under this agreement will be unpaid leave.
- 14.02 It is expected that short absences (less than three weeks) and leave for illness or compassionate reasons will be handled in an *ad hoc* manner. Coordinators are encouraged to be considerate of the needs of Graduate Assistants.
- 14.03 The Graduate Assistant shall work with the Coordinator to make alternate arrangements for short absences (less than three weeks) to ensure that the Graduate Assistant fulfills the total hours of work agreed to in the Offer of Appointment.
- 14.04 If a Graduate Assistant requires leave due to medical reasons, the Graduate Assistant will:
- a) Notify the Coordinator and Human Resources that they require an extended leave; and
 - b) If required, provide documentation to Human Resources from a medical professional that states the GA is unable to perform his or her duties. A copy will be added to the student's employment file.
- 14.05 Graduate Assistants shall be granted leave for maternity reasons for a period of not more than sixteen (16) weeks maternity leave plus sixty-two (62) weeks parental leave.
- 14.06 Graduate Assistants shall be granted bereavement leaves of three business days, or up to five business days (where extended travel is required) for the loss of an immediate family member including parent, child, sibling, spouse, partner and grandparent.
- 14.07 Graduate Assistants are eligible for compassionate leave of up to twenty-seven (27) weeks without pay to provide emotional support, arrange health care, or directly provide health care to a family member dealing with a medical emergency, or who has a grave illness and significant risk of death.
- 14.08 Graduate Assistants are eligible for leave when required to act as a juror.
- 14.09 A Graduate Assistant and the Coordinator may renegotiate the terms of the appointment to reflect any changes in the Graduate Assistants' ability to perform their assigned duties. Both parties and the Dean of the relevant Faculty must agree, in

writing, to any changes. A copy will be forwarded to Human Resources and added to the Graduate Assistant's employment file.

- 14.10 In cases where an agreement cannot be reached on changes to the Graduate Assistant's appointment, the Dean of the Faculty of Graduate Studies will make a final, binding decision.

ARTICLE 15: DEFERRAL

- 15.01 Deferral is an option to maintain consideration for a Graduate Assistant role. Deferrals are used to cover periods of unavailability not covered in leave and extended leave entitlements. A Graduate Assistant may make a request to the Coordinator to postpone the assistantship. The Graduate Assistant must have the written agreement of the Dean of the relevant Faculty to defer the appointment.
- 15.02 Where the assistantship is postponed, the Graduate Assistant shall be given priority consideration for one (1) year following the deferral. The student must remain eligible for a Graduate Assistantship to be given priority consideration and priority consideration will depend on the availability of funds.

ARTICLE 16: GRIEVANCE PROCEDURE

- 16.01 Any dispute or difference between the parties to this Agreement regarding the application, interpretation, operation, or any alleged violation of this Agreement will be dealt with progressively, and without stoppage of work or refusal to perform work except where there is an imminent danger to the health or safety of the Graduate Assistant pursuant to the *Occupational Health and Safety Act, Regulation and Code*.
- 16.02 Notwithstanding 16.01 the grievance process outlined in this Agreement only applies to disputes arising out of the application or interpretation of this Agreement. It does not apply to disputes involving Graduate Student academic performance (including grades or examinations), academic and non-academic misconduct, or rulings of the Faculty of Graduate Studies.
- 16.03 A Graduate Assistant may request that AUGSA act as their advocate at any stage in the grievance process. Upon such a request, the AUGSA will appoint a representative to assist, accompany, or represent the Graduate Assistant as appropriate under this Agreement.
- 16.04 The AUGSA may initiate the grievance process over a general dispute regarding the application or interpretation of this Agreement on behalf of all Graduate Assistants or a group of Graduate Assistants.

16.05 Step 1 – Informal Discussion

The Coordinator and Graduate Assistant are encouraged to resolve complaints informally. A Graduate Assistant should initiate discussion with their Coordinator within five (5) working days of the employee becoming aware of the occurrence or recurrence of the event giving rise to the issue. Any informal resolution of a complaint will be without prejudice or precedent with respect to the interpretation or application of this Agreement.

16.06 Step 2 – Faculty Dean

- a) If there is not a satisfactory resolution of the dispute after informal discussions, the Graduate Assistant may inform the Dean of the relevant Faculty of the dispute within fifteen (15) working days of the Graduate Assistant becoming aware of the occurrence or recurrence of the event giving rise to the issue. The

notice to the Dean will be in writing and include details regarding the nature of the dispute and the resolution sought.

- b) The Dean will consult with the Graduate Assistant, and the Coordinator to attempt to resolve the dispute within ten (10) working days of receipt of notification of the dispute.
- c) The Dean will deliver a decision in writing to the Graduate Assistant within ten (10) working days of receipt of notification of the dispute.

16.07 Step 3 – Dean, Faculty of Graduate Studies

- a) If there is not a satisfactory resolution of the dispute after Step 2, the Graduate Assistant may inform the Dean of the Faculty of Graduate Studies of the dispute within five (5) working days of the decision by the Dean of the relevant Faculty in Step 2. The notice will be in writing, describing the nature of the dispute and the proposed resolution.
- b) The Dean of the Faculty of Graduate Studies will obtain a written statement from the Dean of the relevant Faculty outlining the nature of the dispute and attempts made to resolve it. The Dean of the Faculty of Graduate Studies may request any further information from the parties involved.
- c) The Dean of the Faculty of Graduate Studies will issue a decision in writing within ten (10) working days of the receipt of the Graduate Assistant's notice of the dispute. The decision will be sent to the Graduate Assistant, the Dean of the relevant Faculty, and the Coordinator involved.

16.08 Step 4 - Arbitration

- a) If a Graduate Assistant is not satisfied with the decision of the Dean of the Faculty of Graduate Studies in Step 3, the Graduate Assistant may request that the AUGSA initiate a referral to an arbitrator. The AUGSA has the sole authority to determine whether to refer the dispute to an arbitrator.
- b) In submitting a request for a referral to an arbitrator, the AUGSA will: state the dispute in writing; refer to the specific Article(s) allegedly violated or improperly

applied; summarize the facts giving rise to the dispute; and state the resolution being sought.

- 16.09 A request for a referral to an arbitrator must be filed with the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the decision in Step 3.
- 16.10 The timelines noted above may be extended by mutual agreement of both parties. Requests for extension will not be unreasonably denied.

ARTICLE 17: ARBITRATION

17.01 The Arbitrator must be experienced in the resolution of disputes and a person listed on:

The Alberta Government Grievance Arbitration Roster Website
(<https://www.alberta.ca/grievance-arbitration.aspx>)

17.02 Both parties involved in the arbitration process shall mutually agree on the Arbitrator chosen. If the two parties cannot agree then the arbitrator shall be chosen by the Provost and Vice President, Academic.

17.03 At least 10 business days prior to the scheduled arbitration, the parties involved will provide all relevant documents, and names of witnesses to the arbitrator.

17.04 The arbitrator will receive and consider the written and oral submissions from both parties involved. Both parties involved have the right to have witnesses give testimony, to cross examine such witnesses, and to present oral arguments. The arbitrator may request oral or written testimony from other parties involved in the dispute.

17.05 The arbitrator shall have no power to add to, subtract from, modify, or amend the provisions or terms of this agreement.

17.06 The arbitrator shall confine themselves to the grievance submitted for arbitration and shall have no authority to determine any other issues not so submitted.

17.08 The arbitrator's decision is final and binding.

17.09 The costs of the arbitration panel will be shared equally by AU and AUGSA.

ARTICLE 18: INTELLECTUAL PROPERTY

- 18.01 The intellectual contributions of a Graduate Assistant will be acknowledged in accordance with University policies and procedures regarding intellectual property.
- 18.02 Any amendments to AU's Intellectual Property Policy shall be governed in accordance with the University's Policy Framework and Procedure. Where applicable, AUGSA will be considered a stakeholder for the purposes of any such amendments.

ARTICLE 19: UNION DUES

- 19.01 The University shall, as a condition of employment, deduct each pay period the amount of the Union Dues as set by AUGSA from time to time from the pay of all Employees.
- 19.02 The University shall remit Union Dues deducted from the pay of all Employees to AUGSA bi-weekly. Where an accounting adjustment is necessary to correct an over or under payment of dues, it shall be effected in the succeeding bi-weekly pay period. The deduction remitted shall be accompanied by particulars identifying each Employee in electronic form showing Employee name, Employee number, Employee email, classification, gross earnings, amount of Union Dues deducted.
- 19.03 AUGSA shall advise the University, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Agreement. Such notice shall be communicated in writing to the University at least sixty (60) days prior to the effective date of the change.

ARTICLE 20: INFORMATION REQUEST

- 20.01 The University agrees that it will provide AUGSA a report, each pay period, of any new employees, their assistantship start dates, and email.
- 20.02 The University agrees that it will provide AUGSA a report, each pay period, of all employees, their job titles, their department, email, and hourly rate.

SCHEDULE A

Compensation for Graduate Assistant

Graduate Assistant 2 (master/certificate/ diploma): Minimum \$19.01/ hour

Graduate Assistant 1 (doctoral): Minimum \$21.07/hour

Effective Feb 29, 2024, minimum salaries shall be increased by an additional point five percent (.5%) subject to the Gain Sharing Formula below.

For Graduate Assistants employed on the date of ratification, salaries will be retroactively increased as follows:

Effective April 1, 2023, salaries shall be increased by one point two-five percent (1.25%).

Effective December 1, 2023, salaries shall be increased by one-point five percent (1.5%) plus an additional point five percent (.5%) subject to the following Gain Sharing Formula:

Gain Sharing Formula

- Effective February 29, 2024, an increase of 0.5% will be applied, retroactive to each Employee's prior December 1 salary, subject to Gain Sharing conditions to be determined by the Government of Alberta.

Gain Sharing

- Provided that the "Average of all Private Forecasts for Alberta's Real GDP" for the 2023 Calendar Year is at or above 2.7% as of February of 2024, then Gain Sharing applies.
- All adjustments due to Gain Sharing are retroactive to December 1, 2023, or to an Employee's start date if hired after December 1, 2023.
- "Average of all Private Forecasts for Alberta's Real GDP" for the 2023 calendar year is a simple average of Alberta's Real GDP for 2023 across the following independent forecasting institutions: Conference Board of Canada, Stokes Economics, BMO Capital Markets, CIBC World Markets, Laurentian Bank, National Bank, RBC Royal Bank, Scotiabank, TD Bank.
- The most recent publicly available forecast for Alberta's Real GDP for 2023 will be sourced from each forecasting institution at the time the payout determination is made in February 2024.

LETTER OF UNDERSTANDING – EXPANDING TEACHING AND RESEARCH ASSISTANTSHIPS FOR GRADUATE STUDENTS

The parties agree to the following:

1. Establish a joint AUGSA and Board committee tasked with identifying and recommending approaches to expanding teaching and research assistantships as appropriate for AU as a Comprehensive Academic and Research University offering graduate programs.
2. The committee will be established within 30 days of the date of ratification.
3. The committee will consist of 3 members from each of the AUGSA and The Board and will include the Dean of the Faculty of Graduate Studies and the Executive Director of AUGSA
4. The committee shall meet on a bimonthly basis, at a minimum.
5. This letter will expire with the expiration of the date of the current collective agreement. Upon mutual agreement, the committee may extend the working period of the group.