

INTEGRATION ASSISTANCE GUIDE * for new professors

Below you will find a compilation in the form of a glossary of information that the professors' union (SPUL) New Faculty Advisory and Support Committee (Comité d'aide et d'accueil des professeures et professeurs CAAP), considers to be of primary importance in order to allow new members of the University faculty to successfully integrate into their new professional environment. The content of the guide is divided into two sections covering the professional and personal components. Several elements have been included in the guide specifically to assist people arriving from abroad.

The numbers in square brackets [] refer to the clauses of the collective agreement (2016-2020) [>>>](#). **Only the text of the collective agreement is legally binding.**

It is important to note that this guide will be reviewed periodically. If you believe that you have information that would be useful for the integration of new professors at Laval University, the members of the CAAP invite you to contact them.

Please note that a first section contains principally professional information; the second includes information that may be useful for personal or everyday life. This information is presented in alphabetical order.

NOTE: VRRH links are accessible to people with valid access to the Université Laval Intranet (IDUL / PIN).

SECTION 1 – PROFESSIONAL**Academic activities (support fund)**

[3.5.05 to 3.5.17]

The employer provides financial resources to professors to support their academic activities and professional development. Professors who receive salary support from external sources (sous octroi) or substitute professors are also eligible. These resources cover, among other things, enrollment in courses and development activities; membership of scientific or professional associations; participation in conferences, symposia, scientific exchanges or other similar activities; the purchase of books, periodicals, software and computers and other equipment.

For more information please consult SPULtin * « [Fonds de soutien aux activités académiques](#) »

*(The Université Laval professors' union newsletter)

Associate professorship (tenure)

[4.4.17 to 4.4.20, 4.5.01 to 4.5.11 and 4.7.01 to 4.7.06]

This is an important step in an academic career. It usually occurs at the end of the final contract, that is to say, approximately 5 years after the initial engagement. To achieve tenure, a candidate professor must demonstrate that he/she satisfactorily meets tenure criteria of the academic unit in question. These criteria must be sent to the professor upon hiring by the unit head. Preparation for a successful tenure starts upon entering the university as a professor. It is important to balance different faculty activities in order to meet tenure requirements.

- Information bulletin, consolidated report template and summary of the tenure process [>>>](#)

University Directory

The people working at Laval University as well as the students enrolled in it are listed in an electronic directory.

Available on the UL Home Page under "Find a Person" [>>>](#)

Unit Assembly

[2.5.01 to 2.5.08]

This is a formal meeting between members of a department or unit. These meetings allow members to be informed about the operation of the unit and to make decisions on a large number of issues such as the distribution of workload among unit members or selection and hiring of new colleagues.

Unit of Affiliation (UR)

[1.1.29]

Often referred to as the unit, it is the basic grouping of professors in their department, school, or faculty if it does not include a department. The unit also includes the unit leader, even if he or she was not a member, at the time of appointment. The unit also includes other administrators (such as deans and vice-deans) as unit leaders and who were already part of the unit as a professor or professor at the time of their appointment as trustees or administrators.

SPULTIN on the responsibilities and prerogatives of the assembly of the unit [>>>](#)

Collective insurance policy

[6.4.01 to 6.4.21]

Professors are covered by mandatory group insurance plans, except for certain exemptions. These plans include a salary insurance plan that provides for income protection in the event of long-term disability, a basic life insurance plan that provides for a death and dismemberment benefit and a health insurance plan.

- For more information, see:
- Your group insurance plan [>>>](#)
- On the SPUL website [>>>](#)
- On the internal website of the human resources [>>>](#)

Teaching support office

The Office of Teaching Support is to support all members of the university community in the accomplishment of the training mission of Laval University.

For more info on educational resources [>>>](#)

Office and associated services (right to one)

[3.5.01]

Each professor has the right to an office for individual use as well as office furniture, office supplies, basic postal services, basic telephone service, voicemail, internet connection, and access to a fax machine.

Workload

[3.6.03 to 3.6.26]

Professorial functions are teaching, research or creation, internal participation and external participation. They constitute the workload. The workload distribution process is an exercise involving all members of a unit and must respect the dates and rules set out in the collective agreement.

For more information, see:

- On the SPUL website [>>>](#)
- On the internal website of the human resources [>>>](#)

Annual vacations

[6.1.01 to 6.1.08]

All professors are entitled to one month of leave during the summer session (May 1st to August 31st) unless there is a written agreement with the head of their unit. Annual leave cannot be replaced by a salary supplement and cannot be carried over from one year to the next.

Leave related to the arrival of a child and work-family balance

[6.2.01 to 6.2.23]

- In order to allow professors to reconcile family life and academic career, and recognizing the role of mother and father in the birth and upbringing of the child, several benefits are offered to parents including maternity, paternity, and parental. This applies to both the birth as well as for the adoption of a child.
- On the human resources department website [>>>](#)

Collective agreement

This is the agreement between employees and their employer to regulate working conditions. In the case of the SPUL, this collective agreement is in effect until May 31, 2020. The document resulting from this agreement is THE reference for all the points related to your workload, your relations with your colleagues and your employees. It may be very useful to read this document.

- SPUL/UL collective agreement [>>>](#)

Evaluation Criteria (tenure)

[4.2.05 and 4.6.01]

You should have received a copy of the collective agreement and a copy of the evaluation criteria for tenure that are in effect for your academic unit at the same time as your job offer. If this is not the case, request a copy of the assessment criteria from the head of your unit as soon as possible to clearly know what you need to accomplish during your probationary period.

- On the human resources department website [>>>](#)

Office ergonomics

Improper layout of your workstation can cause you to take restrictive postures that will create tension and discomfort. Occupational health and safety staff can meet with you to conduct a preventive ergonomics analysis of your workstation. The purpose of the analysis is to suggest improvements and answer all your questions.

- On the human resources department website [>>>](#)

Provincial income tax exemption

- The Government of Québec offers a provincial tax exemption program for new professors recruited from outside Canada in the following areas of expertise: science, engineering, finance, health and new technologies information and communications. Only income as a professor qualifies for the exemption, which is initially total and then partial, for a cumulative maximum duration of 5 years. This exemption is not automatic. It is important to ensure eligibility for this program and to take the necessary steps. **A person who is a Canadian citizen and returns from abroad to work as a university professor may be eligible for the exemption program.**
- On the human resources department website [>>>](#)

Tuition fees exemption

[6.2.21]

The Employer maintains a tuition waiver program for the children of teachers and the children of their spouses. This program covers children who are continuing their studies at Laval University. Exemption from tuition fees is equal to tuition fees and tuition fees in effect for 1989-1990.

- On the human resources department website [>>>](#)

Moving expenses

The University will partially reimburse the cost of moving and transporting a new full-time teaching or professional staff member and his or her family residing beyond an 80-kilometre radius of the University City upon presentation of supporting documentation. The request for reimbursement must be made as soon as possible, but no later than 18 months after the date of appointment of the new staff member. For a person hired from a nominative grant, these costs are reimbursed by the grant when the organization allows it.

- On the human resources department website [>>>](#)

Organigram of the Université Laval

Laval University has a standard structure divided into different levels (departments, schools, faculties and rectorates).

- To see the organization chart of the university [>>>](#)

Probation

[4.4.01 to 4.4.11]

At hiring, the professor is normally on probation. Probation allows him or her to demonstrate abilities in teaching and research or other creative functions. The duration of the probation may not exceed five years subject to the stipulations of the collective agreement. Probation takes place under a first contract of three years or less, called an initial contract, followed by a second contract of two years or less, called a terminal contract.

Activity Report

[3.6.25, 4.8.32]

This is a document filled out by professors each year. This document identifies the activities performed by professors (teaching, research and internal and external participation) during the three previous sessions.

- On the human resources department website [>>>](#)

Pension Plan

Despite the fact that retirement may seem far away when hired, it is useful to be aware of the implications of the pension plan for professors at Université Laval as soon as one joins the faculty. The pension plan for Université Laval professors is a defined benefit plan that provides for a retirement pension, the amount of which is fixed in advance. This amount corresponds to a percentage of the salary multiplied by the years of service recognized by the plan.

The RRPPUL guide below briefly describes the plan and has been specifically designed for new professors at Laval University.

- RRPPUL guide (coming soon)

Remuneration

If you are not familiar with the Québec taxation system, we recommend that you ask for a salary simulation from VRRH to be able to establish your personal or family budget as accurately as possible. In Québec, provincial and federal taxes are withheld from salary, as well as other social benefits, such as employment insurance, parenthood or the pension plan. The difference between the gross salary and the net salary can vary greatly depending on your family situation.

Contract Renewal

[4.4.12 to 4.4.16 and 4.5.01 to 4.5.11]

After a first contract of a usual duration of three years (initial contract), the professor under probation will be offered a contract renewal that will be spread over two years. The renewal of the contract is done according to a specific calendar. The steps related to the renewal of the contract take place in the fall preceding the end of the initial contract. No explicit criteria related to the renewal of the initial contract are provided for in the collective agreement. The assessment is essentially based on the professor's performance during the first part of the probation, which will essentially be a comparison between the expected workload for each year and the activity report submitted for the same year. If it is judged that duties are performed reasonably, the contract will most likely be renewed. It is strongly advised to keep a record – from the beginning of the appointment- of all the relevant activities performed as a professor (evaluation of dissertations / theses, participation in internal committees, scientific or other, writing articles, grant applications, etc.). This compilation can not only be presented to your unit manager when renewing your initial contract, but it may eventually be retrieved and completed for promotion.

- Summary of the process [>>>](#)

Sous octroi (professeur)

[3.3.01 à 3.3.49]

- Professors engaged as 'sous-octrois' (PSO) are engaged in the framework of scholarships or nominative research grants. Their core workloads are the research and mentoring of graduate students (master's and doctoral). Various clauses of the collective agreement are specific to the PSOs. In particular the PSOs are not subjected to the renewals of the initial contract, but are dependent renewal of their research grants. Aggregation/ associate professorship does not lead to tenure. Tenure must be applied for subsequently.
- Thematic guide currently under revision.

The SPUL and the advantages of membership

The SPUL is an accredited union representing the professors of Université Laval. As members of the SPUL, professors have the right to participate in the syndicate meetings, to be invited to the meetings organized by the syndicate (preparation for the aggregation, the tenure, sabbaticals, etc.), to submit candidacy to a committee when a position is vacant, to participate in the debates and decisions of the various union bodies, to voice an opinion when making important decisions concerning the negotiation of the collective agreement and working conditions .

Becoming a member of SPUL is a wise choice.

Reach le SPUL by telephone at **418 656-2955** or by email at spul2@spul.ulaval.ca.

Grants

To achieve the research and creation goals, funding is required to cover the costs associated with this type of activity. Many public and private organizations provide funding for research and creation through a very large number of programs and competitions. The Vice-Rectorate for Research and Creation (VRRC) maintains a directory of programs and competitions available. It is important to note, however, that many research grants such as those offered by research networks or by some international organizations are not included in the VRRC directory.

It is therefore important to consult with colleagues to be aware of these opportunities. Counselors are available throughout the campus to assist professors in the preparation and tracking (verification, ethics) of their grant applications.

- Vice-Rectorate for research and creation [>>>](#)

Surplus office equipment located at PEPS

If additional office equipment (desk, chair, filing cabinet, etc.) is needed, one may find it at the office supply surplus located in room 00407 of the Physical Education and Sports Pavilion (PEPS). Visit the Warehouse site to find out what equipment is available.

Department/Unit of Attachment (UR)

[1.1.23]

Often referred to as the unit, it is the basic grouping of professors in their department, school, or faculty if it does not include a department. The unit also includes the unit leader, even if he or she was not a member, at the time of appointment. The unit also includes other administrators (such as deans and vice-deans) as unit leaders and who were already part of the unit as a professor or professor at the time of their appointment as trustees.

- *SPULTIN on the responsibilities and prerogatives of the assembly of the unit* [>>>](#)

SECTION II – Life in Québec

Get to Know Québec

The Québec government has published an excellent guide for people arriving from abroad. This guide, easy to consult, presents a set of information and points that can better explain the specificities of Québec society and the various administrative elements required for immigration to Québec. This guide also includes a series of useful information of a general nature and serves as a companion document throughout the months preceding and following arrival in Québec.

- Get to know Québec - Guide to Successful Integration (French)>>>
- Get to know Québec - Guide to Successful Integration (English)>>>

Purchase of used/second-hand personal items

When one arrives in a new environment and more particularly in a new country, it may be useful to buy personal goods at a lower cost. The purchase of used goods can be an attractive solution in these conditions. In Québec, several internet websites that specialize in this type of activity. The best known and richest in content is lespac.com and kijiji.ca.

Other Insurances

Unlike mandatory group insurance, home and auto insurance services are offered by specialized companies outside the campus. It is the responsibility of everyone to be properly informed. Although some companies offer preferred rates to professors at Laval University, the union recommends that its members "shop around" and negotiate like any other informed consumer.

It is strongly recommended that you take out home insurance when you rent a home to protect yourself against serious financial consequences in case of accidental damage. Home insurance is mandatory for the purchase of a property and auto insurance is required to drive a car. Several institutions, banks and insurance companies are available.

On Campus Medical Clinic

In Québec, it is increasingly difficult to access a family doctor. If you need health care, you can contact Info-Santé (a government department) by calling 811. A nurse will answer you and guide you to the right resource. In addition, it is interesting to note that there is a medical clinic on campus that is open every day of the week and is only open to members of the university community.

- For more information, see:
- Info-Santé 811 : [>>>](#)
- The medical clinic on campus [>>>](#)

On campus dental clinic

For dental care, it is possible to do business with one of the many private clinics located in the Québec City area. Professors and their families also have access to dental clinics on campus that are under the responsibility of the Faculty of Dentistry.

- For more information, see:
- Website [>>>](#)

Francisation

In order to facilitate the settlement of new professors and their spouses in Québec City, Université Laval offers a French-learning program. In compliance with the policy on the use of French as well as the teachers' collective agreement, the Vice-Rectorate for Human Resources (VRRH) pays tuition fees for French as a Foreign Language (FFL) courses for non-francophones at the Université Laval Language School (group courses only). In addition, French courses not taken at the Language School may be reimbursed by the Academic Support Fund.

- On the VRRH website [>>>](#)

Day care (Centre de la petite enfance, CPE)

For convenience, two day cares are available on campus for professors with preschool children who need a babysitting service.

It is also possible to do business with a day care outside the campus. In Québec, there are different types of day care centres: (1) public and subsidized day care centres (CPE); (2) private and subsidized day cares; (3) non-subsidized home day care, whose expenses are tax-deductible.

Internet resources make it possible to have a good idea of the services available in the region. Given the current high demand for child care services, there is a centralized waiting list registration office (BILA) for child care.

- On-campus day care [>>>](#)
- Répertoires of Québec day cares [>>>](#)
- Waiting list registration office (0 – 5 years old) [>>>](#)

Housing

It is possible to find on the Internet, via specialized sites, all the information to buy a house or to rent a home: SCHL [>>>](#)

- Le marché de l'immobilier [>>>](#)
- DuProprio.com [>>>](#)
- Logis Québec [>>>](#)
- LesPac.com [>>>](#)
- Publimaison [>>>](#)

The school system in Québec

The Québec City region is served by various school boards that are responsible for elementary and secondary schools in different areas of the city. There are also private schools at both primary and secondary level. Collegiate training is offered by various public or private institutions.

- Québec School Boards Federation [>>>](#)
- List of Québec educational institutions [>>>](#)
- List of CEGEPs in Québec [>>>](#)

Sport physical activity

PEPS allows the practice of a large number of sports. University community members have access to the PEPS sports facilities at low cost. For outdoor enthusiasts, Club Laval is a non-profit organization working in partnership with Laval University to offer its

members activities in all seasons. It is also possible to find sports offers elsewhere in the Quebec City metropolitan area.

- PEPS website [>>>](#)
- Services of Québec City Recreation Department [>>>](#)
- Outdoor club l'Aval [>>>](#)

Public Transport

The cities of Québec and Lévis are served by the Réseau de transport de la Capitale (RTC) and the Société de transport de Lévis (STL), respectively. The RTC website offers the tool named Trajecto to plan your public transit trips in the Quebec City region. In addition, university employees can take advantage of the bus subscriber which allows a 10% discount on the monthly ticket.

- Public transport [>>>](#)

Québec City

Québec City offers on its website a wide range of practical information on subjects such as arts and culture, street parking, public protection, snow removal, residual materials, etc. Also on this site, a section is specifically dedicated to newcomers.

- Québec city [>>>](#)
- Québec city – Immigrants [>>>](#)