

DATE : October 31, 2014

TO : McMaster University Faculty Association (MUFA)

FROM : David Wilkinson 
Provost and Vice President (Academic)

RE : Faculty Members Selected for Jury Duty

From our discussions, it would seem that we have no documented practice in regards to the provisions for pay or for teaching implications of a faculty member selected for jury duty. I have to assume that reasonable arrangements have been worked out historically as there would be clear support from the university for this implied civic duty. Be that as it may, this memorandum confirms that:

- A faculty member selected for jury duty will be paid at their regular salary (less any jury pay that is received from the Ministry of the Attorney General as applicable) for the days that they are away from McMaster while on jury duty. Benefits would also be unaffected.
- It is the duty of the faculty member to inform the chair or director to whom they report as soon as they are aware that they have been selected for jury duty and to keep the chair informed in a timely manner as the nature of their responsibilities evolve.
- It will be the Chair's responsibility to reassign duties including teaching and/or supervisory responsibilities to ensure that the faculty member's students are accommodated appropriately. For absences that are anticipated to be longer than a few days, if faculty member has commitments outside the department (for example service on a Faculty T&P Committee, or University Senate), the faculty member should also inform the Dean's office and/or University Secretariat as appropriate.

I trust that this memorandum addresses the matter. We will inform Deans plus chairs and directors so that they are aware of this direction.