



## **May 13, 2011 – Board of Governors Meeting**

The following Motions were approved by the Board of Governors in the Public Session of its meeting of May 13, 2011:

### **Item 4.1**

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Agenda Title: **GSA Membership, Health and Dental Plan, and Graduate Student Assistance Program Fees**

#### **MOTION:**

THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the following Graduate Students' Association (GSA) fees for the 2011-12 academic year:

- GSA fee for full time students --- \$101.20 per annum
- GSA fee for part-time students --- \$76.65 per annum
- Health Plan Fee for full-time students --- \$215.25 per annum
- Dental Plan Fee for full-time students --- \$162.75 per annum
- Graduate Student Assistance Program --- \$12.00 per annum

**CARRIED**

### **Item 4.2**

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Agenda Title: **University of Alberta Students' Union 2011-2011 Operating/Referendum Fees**

#### **MOTION:**

THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the University of Alberta Students' Union Fee Schedule 1 for 2011/2012, as set forth in Attachment I of the agenda documentation, to take effect September 1, 2011

**CARRIED**

#### Agenda Documentation:

[Item 4.2 – Attachments 1 and 2:](#)

[Schedule 1 – University of Alberta Students' Union Fee 2011-2012](#)

[Schedule 2 – University of Alberta Students' Union Assessment of Undergraduate Student Union Referendum/Dedicated Fees – Allocation 2011-12](#)

### **Item 4.3**

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Agenda Title: **Art Acquisition and Commissioning Procedure (in UAPPOL)**

#### **MOTION:**

THAT the Board of Governors, on the recommendation of the Board Audit Committee, approve the proposed Terms of Reference for the Board Audit Committee, as set forth in Attachment 1 to the agenda documentation.

**CARRIED**

#### Agenda Documentation:

[Item 4.3 – Attachments 1 and 2:](#)

[Attachment 1: Art Acquisition and Commissioning Procedure](#)

[Attachment 2: Art Acquisition Committee Terms of Reference](#)



*Note: Final approved policy and procedures will be posted on the UAPPOL web site at:*

[http://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp\\_ppol-home.hcsp](http://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp_ppol-home.hcsp)

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### **Item 5.1**

Agenda Title: **Human Resource Policy Suite (in UAPPOL)**

#### **MOTION:**

THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee, and General Faculties Council, approve:

- a) The proposed UAPPOL human resource policies and procedures, as set out in Attachment 1; and
- b) The corresponding rescission or deletion of existing GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies), in part or in total, as set out in Attachment 2; and
- c) The corresponding rescission of the following existing UAPPOL Policies and Procedures – Employment Policy; Conditions and Benefits of Employment Policy; Advertising of Administrative Professional Officer Vacancies Procedures; Advertising of Faculty Vacancies Procedure; Advertising for Faculty Service Officer Vacancies Procedure; and Advertising for Librarian Vacancies Procedure,

all to take effect on July 1, 2011.

**CARRIED**

#### Agenda Documentation:

*Item 5.1 – Attachments 1 and 2:*

*Attachment 1: Proposed Human Resource Policy Suite*

*Attachment 2: Conversion of GFC Policy to UAPPOL Human Resources Policy Suite*

*Note: Final approved policy and procedures will be posted on the UAPPOL web site at:*

[http://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp\\_ppol-home.hcsp](http://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp_ppol-home.hcsp)

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### **Item 5.2**

Agenda Title: **Death of a Member of the University Community – University Response Policy**

#### **MOTION:**

THAT Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee, and General Faculties Council, approve:

- a) the proposed new Death of a Member of the University Community – University Response Policy and associated procedures, as submitted by the Office of the Provost and Vice-President (Academic), as set forth in Attachment 1, and
- b) the corresponding rescission of GFC Policy Manual Section 108.14 (University Response to a Student Death) and MAPPS (Manual of Administrative Policies and Procedures) #01-030-005 (Death of a Member of the University Community),

all to take effect upon final approval.

**CARRIED**

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Agenda Document:

*Item 5.2 Attachment s 1 and 2*

*Attachment 1: Death of a Member of the University Community – University Response Policy and Associated Procedures*

*Attachment 2: Transition Document – GFC Policy Manual Section 108.14 to UAPPOL Policy Suite*

*Note: Final approved policy and procedures will be posted on the UAPPOL web site at:*

[http://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp\\_ppol-home.hcsp](http://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp_ppol-home.hcsp)

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**Item 6.1**

Agenda Title: **Board Committee Appointments**

**MOTION:**

THAT the Board of Governors, on the recommendation of the Board Chair, Mr. Brian Heidecker, approve the appointments to Board and other Committees as set forth in Attachment 1 to the agenda documentation.

**CARRIED**

Agenda Documentation:

*Item 6.1 – Attachment 1: Recommended Appointments*

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**Item 6.2**

Agenda Title: **2011-2012 Meeting Schedule – Board of Governors**

**MOTION:**

THAT the Board of Governors, on the recommendation of the Board Chair, Mr. Brian Heidecker, approve the 2011-2012 Meeting Schedule for the Board of Governors, as set forth in Attachment 1 of the agenda documentation.

**CARRIED**

Agenda Documentation:

*Item 6.2 – Attachment 1: 2011-2012 Board of Governors Meeting Schedule*

*Note: The final approved Board and Board Committee meeting schedules can also be found on the University Governance web site at:*

<http://www.governance.ualberta.ca/en/UniversityGovernanceCommitteeS.aspx>

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Undergraduate students are assessed fees from both Schedule 1 and 2:

**Schedule 1:**

**Students' Union Undergraduate Fees - TERM**  
 Effective: September 1, 2011

	Undergraduate Student Fee Types				
	1. Basic Fee	2. Engineering	3. Augustana	4. Business	5. Nursing
<b>Fall or Winter Term Full Time Fees:</b>					
Students' Union Fee	\$36.04	\$36.04	36.04	\$36.04	\$36.04
Referendum Fees	<u>\$31.34</u>	<u>\$35.34</u>	<u>79.81</u>	<u>\$38.84</u>	<u>\$35.09</u>
<b>Total Fall or Winter Term Full Time Fees</b>	<b>\$67.38</b>	<b>\$71.38</b>	<b>\$115.85</b>	<b>\$74.88</b>	<b>\$71.13</b>
<b>Fall or Winter Term Part Time Fees:</b>					
Students' Union Fee	\$17.57	\$17.57	17.57	\$17.57	\$17.57
Referendum Fees	<u>\$28.49</u>	<u>\$32.49</u>	<u>79.81</u>	<u>\$35.99</u>	<u>\$32.24</u>
<b>Total Fall or Winter Term Part Time Fees</b>	<b>\$46.06</b>	<b>\$50.06</b>	<b>\$97.38</b>	<b>\$53.56</b>	<b>\$49.81</b>
<b>Fall or Winter Term Off Campus Student Fees:</b>					
Students' Union Fee	\$17.57	\$17.57		\$17.57	\$17.57
Referendum Fees	<u>\$28.49</u>	<u>\$32.49</u>		<u>\$28.49</u>	<u>\$32.24</u>
<b>Total Fall or Winter Term Off Campus Fees</b>	<b>\$46.06</b>	<b>\$50.06</b>	<b>\$0.00</b>	<b>\$46.06</b>	<b>\$49.81</b>
<b>Spring or Summer Term Fees:</b>					
Students' Union Fee	\$22.82	\$22.82		\$22.82	\$22.82
Referendum Fees	<u>\$10.39</u>	<u>\$10.39</u>		<u>\$10.39</u>	<u>\$10.39</u>
<b>Total Spring or Summer Term Fees</b>	<b>\$33.21</b>	<b>\$33.21</b>	<b>\$0.00</b>	<b>\$33.21</b>	<b>\$33.21</b>
<b>Spring or Summer Term Off Campus Fees:</b>					
Students' Union Fee	\$22.82	\$22.82		\$22.82	\$22.82
Referendum Fees	<u>\$10.39</u>	<u>\$10.39</u>		<u>\$10.39</u>	<u>\$10.39</u>
<b>Total Spring or Summer Term Off Campus Fees</b>	<b>\$33.21</b>	<b>\$33.21</b>	<b>\$0.00</b>	<b>\$33.21</b>	<b>\$33.21</b>

**Schedule 2:**

**Students' Union Undergraduate Fees - ANNUAL**  
 Effective: September 1, 2011

	Health Plan Fee	Dental Plan Fee
<b>Fall and Winter Full Time Fees:</b>		
Referendum Fee	\$105.99	\$107.34
<b>Fall and Winter Part Time Fees:</b>		
Referendum Fee	\$105.99	\$107.34
<b>Fall and Winter Off Campus Fees:</b>		
Referendum Fee	\$105.99	\$107.34
<b>See Note #6 below for explanation</b>		

1. **The Basic Fee (Column 1) applies to all students except those in the Faculty of Engineering, Augustana, Faculty of Business or Faculty of Nursing - Note: Other than the Health Fee, all fees are per Term.**
2. **Engineering students are assessed the Basic Fee for all terms (which is included in Column 2) , plus a \$4/term Faculty Association Fee which is included in the Referendum portion of the fee in Column 2. This Faculty Association Fee is not being assessed for intersession terms.**
3. **Augustana students are assessed the amount in Column 3 for Fall/Winter Terms. Council has decided not to assess Augustana Off-Campus or intersession students at this time. The Referendum portion of the Augustana Fee in Column 3 includes a \$65.00/term Faculty Association Fee.**
4. **Business students are assessed the Basic Fee for all terms (which is included in Column 4) , plus a \$7.50/term Faculty Association Fee which is included in the Referendum portion of the fee in Column 4. This Faculty Association Fee is only being assessed in the Fall and Winter Full Time and Part Time terms, not intersession or Off-Campus.**
5. **Nursing students are assessed the Basic Fee for all terms (which is included in Column 5) , plus a \$3.75/term Faculty Association Fee which is included in the Referendum portion of the fee in Column 5. This Faculty Association Fee is only being assessed in the Fall and Winter Full Time and Part Time terms, including off-campus students, but not intersession students.**
6. **HEALTH AND DENTAL PLAN FEE: This fee is assessed to all full and part time undergraduate students on an annual basis effective September 1, 2009. It is to be assessed on all undergraduate students enrolled in the fall term for the full amount. It is assessed IN ADDITION to the term fees outlined in Schedule 1 above.**

All Students' Union fees (including Referendum fees) are subject to the Alberta CPI (1.0%) except for the Access Fund fee which is calculated on an Average Cost Index, or Faculty Association Fees (which have no increase). All applicable increases are already built into the above figures.

UNIVERSITY OF ALBERTA STUDENTS' UNION					
ASSESSMENT OF UNDERGRADUATE STUDENT UNION REFERENDUM/DEDICATED FEES - ALLOCATION					
2011-12					
	<b>CPI</b>	2.10%	3.90%	4.10%	1.90%
	<b>Tuition</b>	0.00%	3.30%	4.60%	4.10%
		<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>
	<b>YEAR</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>
<b>NAME OF DEDICATED FUND</b>	<b>IMPLEMENTED</b>	<b>PER TERM</b>	<b>PER TERM</b>	<b>PER TERM</b>	<b>PER TERM</b>
<b>WUSK(WORLD REFUGEE STUDENTS)</b>	1988				
Full-time assessment		0.40	0.41	0.43	0.44
Part-time assessment		0.40	0.41	0.43	0.44
<b>EUGENE BRODY BOARD</b>	1990				
Full-time assessment		0.35	0.36	0.37	
Part-time assessment		0.35	0.36	0.37	
<b>STUDENTS INVOLVEMENT ENDOWMENT</b>	1990				
Full-time assessment		0.00	0.00	0.00	0.00
Part-time assessment		0.00	0.00	0.00	0.00
<b>CJSR</b>	1989				
Full-time assessment		1.75	1.82	1.89	1.93
Part-time assessment		0.63	0.65	0.68	0.69
<b>GOLDEN BEAR AND PANDA LEGACY FUND</b>	1991				
Full-time assessment		3.50	3.64	3.79	3.86
Part-time assessment		3.50	3.64	3.79	3.86
<b>CAPITAL FUND</b>					
Full-time assessment		2.52	2.62	2.73	
<b>CAMPUS RECREATION</b>	1994				
Full-time assessment		3.26	3.39	3.53	3.60
Part-time assessment		3.26	3.39	3.53	3.60
Intersession assessment		3.26	3.39	3.53	3.60
<b>ACCESS FUND</b>	1995				
Full-time assessment		15.75	16.27	17.02	17.72
Part-time assessment		15.75	16.27	17.02	17.72
Intersession assessment		6.92	7.15	7.48	7.79
<b>STUDENT LEGAL SERVICES</b>	1998				
Full-time assessment		0.60	0.62	0.65	0.66
Part-time assessment		0.60	0.62	0.65	0.66
<b>APIRG</b>					
Full-time assessment	2001	2.83	2.94	3.06	3.12
Part-time assessment		1.41	1.46	1.52	1.55
<b>GATEWAY FUND</b>					
Full-time assessment	2002	2.79	2.90	3.02	3.08
Part-time assessment		2.79	2.90	3.02	3.08
Intersession assessment		0.36	0.37	0.39	0.40
<b>Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term</b>		<b>33.75</b>	<b>34.97</b>	<b>36.49</b>	<b>34.41</b>
<b>Total Fees Allocated to Students' Union Services/Operations - Full Time Term</b>		<b>29.62</b>	<b>30.78</b>	<b>32.04</b>	<b>35.43</b>
<b>Total Fall or Winter Term Full Time Fees</b>		<b>63.37</b>	<b>65.75</b>	<b>68.53</b>	<b>69.84</b>
<b>Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term</b>		<b>28.69</b>	<b>29.70</b>	<b>31.01</b>	<b>31.60</b>
<b>Total Fees Allocated to Students' Union Services/Operations - Part Time Term</b>		<b>15.68</b>	<b>16.29</b>	<b>16.96</b>	<b>17.28</b>
<b>Total Fall or Winter Term Part Time Fees</b>		<b>44.37</b>	<b>45.99</b>	<b>47.97</b>	<b>48.88</b>

	<b>CPI</b>	2.10%	3.90%	4.10%	1.90%
	<b>Tuition</b>	0.00%	3.30%	4.60%	4.10%
		<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>
	YEAR	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>
<u>NAME OF DEDICATED FUND</u>	<u>IMPLEMENTED</u>	<u>PER TERM</u>	<u>PER TERM</u>	<u>PER TERM</u>	<u>PER TERM</u>
<b>Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession</b>		10.54	10.91	11.40	11.79
<b>Total Fees Allocated to Students' Union Services/Operations - Intersession</b>		20.35	21.14	22.01	22.43
<b>Total Spring or Summer Term Fees</b>		30.89	32.05	33.41	34.22

	CPI	2.10%	3.90%	4.10%	1.90%
	Tuition	0.00%	3.30%	4.60%	4.10%
	YEAR	2006/07	2007/08	2008/09	2009/10
	IMPLEMENTED	FEE	FEE	FEE	FEE
NAME OF DEDICATED FUND		PER TERM	PER TERM	PER TERM	PER TERM
<b>Engineering Students</b>					
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term		37.75	38.97	40.49	38.41
Total Fees Allocated to Students' Union Services/Operations - Full Time Term		29.62	30.78	32.04	35.43
Total Fall or Winter Term Full Time Fees		67.37	69.75	72.53	73.84
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term		32.69	33.70	35.01	35.60
Total Fees Allocated to Students' Union Services/Operations - Part Time Term		15.68	16.29	16.96	17.28
Total Fall or Winter Term Part Time Fees		48.37	49.99	51.97	52.88
Total Fees Allocated to Referendum/(Dedicated Fee)- Intercession		10.54	10.91	11.40	11.79
Total Fees Allocated to Students' Union Services/Operations - Intercession		20.35	21.14	22.01	22.43
Total Spring or Summer Term Fees		30.89	32.05	33.41	34.22
<b>Augustana Students</b>					
Assessment for Dedicated fees of ELB, Access, Wusc and Faculty Fee of \$65.00/te		79.00	79.54	80.32	83.16
Total Fees Allocated to Students' Union Services/Operations - Part Time Equivalen		15.68	16.29	16.96	17.28
*change to ft equivalent in 2009/10				97.28	100.44
**Change Faculty Fee to \$65.00/term from \$62.50/term effective Sept 1, 2009					
<b>Business Students</b>					
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term			42.47	43.99	41.91
Total Fees Allocated to Students' Union Services/Operations - Full Time Term			30.78	32.04	35.43
Total Fall or Winter Term Full Time Fees			73.25	76.03	77.34
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term			37.20	38.51	39.10
Total Fees Allocated to Students' Union Services/Operations - Part Time Term			16.29	16.96	17.28
Total Fall or Winter Term Part Time Fees			53.49	55.47	56.38
Total Fees Allocated to Referendum/(Dedicated Fee)- Intercession			10.91	11.40	11.79
Total Fees Allocated to Students' Union Services/Operations - Intercession			21.14	22.01	22.43
Total Spring or Summer Term Fees			32.05	33.41	34.22
<b>Faculty of Nursing Students</b>					
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term				40.24	38.16
Total Fees Allocated to Students' Union Services/Operations - Full Time Term				32.04	35.43
Total Fall or Winter Term Full Time Fees				72.28	73.59
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term				34.76	35.35
Total Fees Allocated to Students' Union Services/Operations - Part Time Term				16.96	17.28
Total Fall or Winter Term Part Time Fees				51.72	52.63
Total Fees Allocated to Referendum/(Dedicated Fee)- Intercession				11.40	11.79
Total Fees Allocated to Students' Union Services/Operations - Intercession				22.01	22.43
Total Spring or Summer Term Fees				33.41	34.22
New Dedicated Fee:					
<b>HEALTH AND DENTAL PLAN</b>					
Full and Part Time Annual Fee					192.34

**DRAFT**

DEVELOPMENT LEAD: Janine.Andrews@ualberta.ca

VERSION 10 DRAFT DATE: 2011/03/10

PARENT POLICY: Museums and Collections Policy

NOTE: This header will be removed for UAPPOL publication

Go to:	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Art Acquisition and Commissioning Procedure

<b>Office of Administrative Responsibility:</b>	Museums and Collections Services
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

Since 1912, The University of Alberta has collected outstanding works of art for the purposes of teaching, research, community engagement, enhancement of the University environment and in support of the University's vision and mission. The University of Alberta Art Collection is a registered collection under the University of Alberta Museums and Collections Policy, and is the sole entity authorized to acquire **museum works of art** on behalf of the University of Alberta.

### Purpose

The purpose of this procedure is:

- To ensure that the University meets its fiduciary, legal, and moral obligations in maintaining a world-class collection of art in the **public trust**;
- To ensure the University collects and manages works of art appropriately, to avoid duplication of services and to involve the expertise necessary to acquire and care for works of art; and
- To ensure that faculty, staff, students, researchers and agents of the University of Alberta understand the established processes used by **Museums and Collections Services** to acquire **museum works of art** on behalf of the University of Alberta.

## PROCEDURE

### 1. ADMINISTRATIVE AUTHORITY

The University of Alberta's Museums and Collections Services (MACS) will maintain the administrative responsibility to acquire museum works of art and manage the University of Alberta Art Collection (UAAC), as authorized by and subject to the University's *Museums and Collections Policy*.

### 2. COMPLIANCE

All works of art acquired by the University, through either donation, bequest, purchase, transfer, exchange, commission, or Master of Fine Arts thesis presentation, are approved by the Executive Director, Museums and Collections Services, or designate, on the recommendation of the **University of Alberta Art Acquisition Committee**. This approval authority is distinct from the authority for signing contracts related to legal acceptance of works of art. These contracts are signed in accordance with the *Contract Review and Signing Authority Policy*.



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DEVELOPMENT LEAD: Janine.Andrews@ualberta.ca

VERSION 10 DRAFT DATE: 2011/03/10

PARENT POLICY: Museums and Collections Policy

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The President or Provost, or designate, may provisionally accept a work of art on the University of Alberta's behalf in the event that acquisition of that work of art is time-sensitive. Works of art accepted in these circumstances will be assessed by the Executive Director, Museums and Collections Services, or designate, as soon as possible to ensure compliance and processing within established policy and procedures.

**Units** or individual staff of units that wish to acquire a work of art by any mode of **acquisition** must contact the Curator, University of Alberta Art Collection.

All works of art acquired by the University will be **accessioned** into the UAAC. To ensure acquisitions are consistent with the University's goals, works of art will be acquired according to the UAAC **Acquisition and Management Strategy**.

### 3. COMMISSIONS

#### a. Works of Art for University Units

Sponsor units interested in commissioning works of art will contact Museums and Collections Services to determine the need for a **commission**.

If the need for a commission is confirmed, Museums and Collections Services will work with the sponsor unit to define the type and scope of the commission, strike an Oversight Committee for the commission, develop a call for proposals and develop a project plan and budget.

Oversight Committees will include representation from the Sponsor Unit, Facilities and Operations, External Relations, the Art Acquisition Committee, and others as appropriate to the nature of the commission.

Commission contracts with artists will be administered by Museums and Collections Services, in collaboration with the sponsor unit and any other units involved.

Commission costs, with associated framing and installation costs, will be borne by the appropriate unit or office, in consultation with Museums and Collections Services.

Administration, including the transfer of ownership and copyright to the University of Alberta, and installation of the commission, where appropriate, is the responsibility of Museums and Collections Services.

Once completed, all commissions will be **accessioned** into the University of Alberta Art Collection, which is administered by Museums and Collections Services.

#### b. Portraits

The University of Alberta will commission portraits of its presidents, and will consider commissioning portraits of its chancellors and other significant individuals, in the form of paintings, sculpture or photographs.

The procedure for commissioning portraits is as above section 3.a.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

<b>Museum Works of Art</b>	Works of visual art in any medium that meet criteria set out in the Acquisition and Management Strategy for the University of Alberta Art Collection and contribute to building a world-class art collection.
<b>Public Trust</b>	The obligation placed on trustees to maintain and preserve cultural and natural resources and to ensure that these resources remain in the

**DRAFT**

DEVELOPMENT LEAD: Janine.Andrews@ualberta.ca

VERSION 10 DRAFT DATE: 2011/03/10

PARENT POLICY: Museums and Collections Policy

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	public domain for the benefit of current and future generations
<b>Museums and Collections Services</b>	The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.
<b>University of Alberta Art Acquisition Committee</b>	Supports the implementation of the University of Alberta Art Policy and the implementation and review of the University of Alberta Art Collection's Acquisition and Management Strategy.
<b>Unit(s)</b>	A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.
<b>Acquisition</b>	The appropriately documented transfer of title (legal ownership and responsibility) which accompanies any object acquired by the University of Alberta, whether through commission, donation, bequest, purchase, transfer, exchange or any other method (e.g., Master of Fine Arts thesis presentation).
<b>Accession</b>	Any object or collection of objects acquired by the University of Alberta at one time from a single source as a permanent addition to its collections; or the process of formally accepting an object into the University's permanent collections.
<b>Acquisition and Management Strategy</b>	A document required of each registered collection at the University of Alberta that describes the scope and uses of the collection, principles of acquiring museum objects, and management strategies to ensure the collection complies with University policy.
<b>Commission</b>	A commission involves the creation of a work of art (e.g. a mural or a sculpture, etc.) by a selected artist for a specific location or purpose. A commission may require a competition, administered by a committee or jury, to select a suitable artist.

**FORMS**

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**RELATED LINKS**

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Museums and Collections Policy

Contract Review and Signing Authority Policy

University of Alberta Art Acquisitions Committee Terms of Reference

Department of Art and Design MFA Degree Requirements

**UNIVERSITY OF ALBERTA ART COLLECTION**  
**Art Acquisitions Committee**

**TERMS OF REFERENCE**

**1. BACKGROUND**

The University of Alberta Museums and Collections Policy states that only units that are registered as part of the University of Alberta Museums and that have an approved **Acquisition and Management Strategy** may acquire museum objects and operate museum facilities that contain museum objects and collections.

It is recommended that each registered collection maintain an Acquisitions Committee to make recommendations on collections development activities.

The University of Alberta Art Collection includes the Art Collection (historical and contemporary) and the Mactaggart Art Collection.

The Art Acquisitions Committee will be governed by these terms of reference.

**2. PURPOSE**

- a) To receive and review curatorial recommendations on acquisitions to the University of Alberta Art Collection whether they are donations, purchases, transfers or exchanges.
- b) To receive and review curatorial recommendations on deaccessioning of works of art from the University of Alberta Art Collection
- c) To make decisions on curatorial recommendations for acquisitions and deaccessions that are aligned with the University of Alberta Art Collection's Acquisition Strategy.
- d) To approve an annual report regarding collections development activities of the University of Alberta Art Collection.
- e) To review and advise on policy, procedure and related documents.
- f) To act as informed advocates for the University of Alberta Art Collection and the Museums and Collections Policy.
- g) To periodically review the composition of the Art Acquisitions Committee and its terms of reference.

**3. COMPOSITION**

Ex-Officio Voting Members

- Executive Director, Museums and Collections Services, who also chairs the committee;
- Curator, University of Alberta Art Collection;
- Curator, Contemporary Art, University of Alberta Art Collection
- Curator, Mactaggart Art Collection, University of Alberta Art Collection
- Chair, Department of Art and Design

- Faculty member, studio discipline, Department of Art and Design recommended by the Chair
- Chair, East Asian Studies or designate from continuing Faculty

#### Ex-Officio Non-Voting

- University Architect or designate
- Advancement Office representative

#### Appointed Voting Members

- Undergraduate student appointed by the Students' Union
- Graduate student appointed by the Graduate Students Association
- A community representative

Depending on the nature of the activity under consideration and the strategic direction of the Acquisitions Strategy, the Committee can include representation from other units as appropriate, as well as other community members.

#### **4. QUORUM**

The quorum for the Committee shall be one-half the voting members (where there is an even number of voting members) or one-half plus one member (where there is an odd number of voting members).

Vacancies (but not absences) on the Committee are excluded when counting the voting members in order to establish the quorum, and the Committee Chair is counted as a voting member.

#### **5. VOTING PROCEDURE**

It is standard practice for Committee decision-making and voting to take place in person during a meeting. However, from time to time it may be necessary to facilitate decision-making and voting by electronic means (e.g., electronic mail, voice mail, tele-conference).

#### **6. CONDITIONS OF MEMBERSHIP**

- a) Unless otherwise stated, members are invited to sit on the committee by the Executive Director, Museums and Collections Services.
- b) Each member will serve for a 2-year period beginning 1 July and ending 30 June.
- c) Members elected by the Graduate Students' Association or representing undergraduate students will serve a term of one year, beginning 1 July and ending the following 30 June. The term is renewable for two consecutive terms.
- d) Members must maintain an active role on the Committee; absence from more than two successive meetings without just cause may result in the Chair requesting a replacement.
- e) Membership will be terminated prior to the end of the elected term, if the member is no longer eligible to represent the body that nominated him/her.

#### **7. RECORD KEEPING**

Decisions of the committee, but not minutes, will be recorded by a University of Alberta Museums' staff member.

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<b>Go to:</b>	<a href="#">[Overview]</a>	<a href="#">[Purpose]</a>	<a href="#">[POLICY]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[RELATED LINKS]</a>
<p>This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.</p>					

## Recruitment Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Vice-Provost & Associate Vice-President (Human Resources) and the Office of Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

#### *Legislation Governing Academic Staff*

Pursuant to provisions of the *Post-Secondary Learning Act of Alberta*, the Board of Governors has the authority to manage and operate the University in accordance with its mandate and employ **staff members**, including academic staff.

The complete wording of the relevant section(s) of the *Post-Secondary Learning Act of Alberta* should be checked in any instance where formal jurisdiction or delegation needs to be determined.

#### *Legislation/ Agreement Governing Support Staff*

Employment of support employees is pursuant to the *Public Service Employee Relations Act*, the *Employment Standards Code* and the *Post Secondary Learning Act*. Employment of support employees who are covered under the collective agreement is also governed by the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta*.

### Purpose

The purpose of this policy is to establish transparent practices in the **recruitment** of individuals employed by the University of Alberta. The University's aim is to have consistent practices, with objective criteria, and to employ those individuals who will contribute to the achievement of the University's mission.

### POLICY

#### 1. BASIS FOR EMPLOYMENT DECISIONS

- a. Decisions will be made on the basis of merit.
- b. Decisions will be governed by all relevant federal and provincial legislation and by the University's *Discrimination and Harassment Policy* as may be amended from time to time. Decisions will be made in accordance with the University's *Employment Equity Plan* as may be amended from time to time.

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- c. Decisions will be made with an on-going commitment to remove employment-related barriers which may inhibit the recruitment and retention of individuals in the **designated groups** and other individuals who possess personal characteristics identified as protected grounds in the Alberta Human Rights Act and the University of Alberta Discrimination and Harassment Policy.

2. CANDIDATES FOR EMPLOYMENT

- a. Qualified individuals, including University staff members, students and alumni of the University of Alberta may apply for a position within the University.
- b. A **Foreign national** may apply for positions and appointment will be subject to relevant Federal and Provincial Government regulations.
- c. The employment of **children** will be subject to the relevant provincial legislation.
- d. **Family members** or **associated individuals** may apply for positions but the staff member involved will not be included in the recruitment process or decision.
  - i. All employment decisions involving family members or associated individuals will be made in accordance with the University's *Conflict Policy*.
  - ii. All employment decisions about hiring family members or associated individuals will take into account the legal principles surrounding family status under the Alberta Human Rights Act and the University of Alberta Discrimination and Harassment Policy.

In accordance with the University's *Conflict Policy* exceptions these decisions may be made by the appropriate Vice-President where special circumstances apply.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Recruitment</b>	The posting, advertising and selection of persons to be employed as staff members
<b>Designated Groups</b>	Women, Aboriginal persons, persons with disabilities, and visible minorities.
<b>Foreign National</b>	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
<b>Children</b>	A person under the age of 16 as defined in s.65(1) of the <i>Employment Standards Code</i> .
<b>Family Members</b>	Includes a person's spouse or adult interdependent partner or another

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	individual to whom the person is related by blood, marriage or adoption.
<b>Associated Individuals</b>	An individual whose employment by a staff member would have the appearance of being a conflict of interest. This includes consensual personal relationships and business relationships.

## **RELATED LINKS**

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[Conflict Policy – Conflict of Interest and Commitment, and Institutional Conflict](#)

[Discrimination and Harassment Policy \(GFC 44\)](#)

[Employment Equity Plan](#)

[Employment Standards Code](#)

[The Alberta Human Rights Act](#)

[Employment Equity Act](#)

[Immigration and Refugee Protection Act](#)

[Human Resources and Skills Development](#)

[Post-Secondary Learning Act](#) (Government of Alberta)

[Public Service Employee Relations Act](#)

[Reasonable Accommodation Policy \(GFC 44.8\)](#)

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This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

## Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Provost and Vice-President (Academic)

### **A. Definition and Categories of Academic Staff**

#### A1. Academic Staff as designated by the Board of Governors:

In compliance with the provisions of the *Post-Secondary Learning Act* and with consultation with the AASUA, the Board of Governors has formally designated the following groups of staff as academic staff for the purposes of the *Post-Secondary Learning Act*.

Category A1.0: Academic staff in continuing appointments created under the appropriate agreement and funded either through <b>operating funds</b> or <b>external funds</b> . These appointments may be <b>joint appointments</b> . Academic staff are members of the AASUA.		
Category	Staff Agreement	Category Definition (as per approved staff agreements)
A1.1	Faculty	Academic staff who are appointed under the Faculty Agreement to a full-time faculty position in which the person has been or may be granted tenure.
A1.2	Administrative and Professional Officer (APO)	Academic staff in a full-time position as an Administrative Professional Officer to which a continuing appointment has been or may be granted. Such positions shall be professional, managerial or supervisory in nature and shall normally require academic degrees, professional qualifications or equivalent related experience.
A1.3	Faculty Service Officer (FSO)	Academic staff who assist and collaborate with faculty members in teaching and in the research process. Such staff members will normally have a post-graduate degree in the particular discipline to which they are attached. The tasks they are assigned may include an administrative component but this will not be a major component of the assignment.



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Category	Staff Agreement	Category Definition (as per approved staff agreements)
A1.4	Librarian	Full-time Academic staff who hold a degree from an accredited graduate program in library and/or information studies, or an equivalent program, who have been appointed to a librarian position on the academic staff of the University, in which the staff member has been or may be granted tenure.
A1.5	Staff in categories A1.1 through A1.4 where the appointment is part-time.	
A1.6	Staff in categories A1.1, A1.3 and A1.4 where the continuing nature of the appointment is explicitly contingent on the continued receipt of external funds, and where the individual has been or will be granted tenure.	
A1.7	Staff in category A1.6 where the appointment is part-time.	

Category A2.0: Academic Staff in Temporary Appointments and funded through Operating Funds		
Category	Staff Agreement	Category Definition (as per approved staff agreements)
A2.1	Contract Academic Staff: Teaching	Academic staff who have a full-time instructional appointment for a term of four months or longer (including <b>rolling term</b> appointments).
A2.2	Contract Academic Staff: Teaching	Academic staff who have a part-time instructional appointment to teach one or more three-credit courses or equivalent.
A2.3	Sessionals and Other Temporary Staff	Academic staff who have a full-time appointment to perform managerial/professional duties for a term of four months or longer (including rolling term appointments).
A2.4	Sessionals and Other Temporary Staff	Academic staff who have a part-time appointment to perform managerial/professional duties for a minimum of 14 hours per week.

Category A3.0: Academic Staff in Temporary Appointments and funded through <b>restricted funds</b>		
Category	Staff Agreement	Category Definition (as per approved staff agreement)
A3.1	Trust/Research Academic Staff Agreement	Teaching and Research Academic: a full-time or part-time staff member who teaches and/or performs other related activities and/or clinical related duties and externally funded independent research or some combination of these duties.

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Category	Staff Agreement	Category Definition (as per approved staff agreement)
A3.2	Trust/Research Academic Staff Agreement	Research Academic: a full-time or part-time staff member whose duties are to carry out or support high-level, complex, research projects in collaboration with faculty members and other researchers.
A3.3	Trust/Research Academic Staff Agreement	Trust Administrator: a full-time or part-time staff member whose duties are administrative professional.
A3.4	Trust/Research Academic Staff Agreement	Library/Information Professional: a full-time or part-time staff member who has a degree from an accredited graduate program in library and/or information studies, or an equivalent program, and holds a position outside of the Librarians' Agreement.

**B. Definitions and Categories of Excluded Staff**

Category	Name	Category Definition
B1.0	Excluded Staff	Staff in categories A2.1 through A2.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Staff Agreement. Reference: Appendix A of each Agreement.
B1.1	Excluded Staff	Staff in categories A3.1 through A3.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Staff Agreement. Reference: Appendix A of Agreement.
B1.2	Excluded Staff	Staff who are not employed under a staff agreement and are paid on the basis of an hourly wage or a fixed payment based on a pre-determined agreement as to the maximum number of hours per month.

**C. Definitions and Categories of Academic Colleagues**

These individuals are not considered University staff and normally do not receive compensation from the University. They are defined by Administration to be academic but are not designated academic staff by the Board of Governors under the authority of the *Post Secondary Learning Act* and are not covered under the Board and AASUA academic staff agreements.

Category C1.0: Academic colleagues defined by Administration but not designated by the Board. These can be <b>cross appointments</b> .		
Category	Name	Category Definition
C1.1	Special "Continuing"	Individuals with substantial experience in a profession or discipline who are or have been primarily employed externally to the University and who do not receive compensation from the University but have the same University duties as Faculty (category A1.1) and are evaluated by a Faculty Evaluation Committee. For the

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		purposes of serving on GFC Committees these individual may be included in Category A1.1.
C1.2	Clinical Academic Colleagues	Individuals in the healthcare professions who are or have been primarily employed externally to the University of Alberta and who participate in the teaching and/or research activities of a department in the University without the expectation of compensation.
C1.3	Clinical Preceptors	Individuals in the healthcare professions who mentor students in their areas of expertise. Mentorship takes place in clinical settings that are validated by the Faculty to assure quality experiences that meet the educational outcomes of the program. Preceptors have specific educational responsibilities for students for the period of time when students are in clinical settings, but are not regular members of the faculty/ staff of the University and have no expectation of compensation nor other University privileges.
C1.4	Adjunct Academic Colleagues	Individuals with substantial experience in a profession or discipline who participate in the teaching and/or research activities of a department in the University without expectation of compensation. May also be used by University academic units to recognize the participation of a faculty member from one unit in the academic work of another unit.
C1.5	Academic Affiliates (Secondees)	Individuals temporarily seconded from an external organization or institution to the University to work with the University on a full or part-time basis and who have the same University duties as Faculty (category A1.1). The terms and conditions of the secondment are contained in a secondment agreement made between the University, the individual and the seconding employer. For the purposes of serving on GFC Committees these individual may be included in Category A1.1.

## **DEFINITIONS**

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<b>Operating Funds</b>	Funds designated to be used for the daily operation of the University.
<b>External Funds</b>	Funds provided by an external organization or institution.
<b>Joint Appointment</b>	Academic staff under Categories A, B or C who are appointed to more than one University department with a designated home department within the University.

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<b>Rolling Term</b>	An appointment type where the base appointment is annually extended by an additional year based on a yearly assessment of satisfactory performance thereby maintaining the original appointment. When performance is deemed unsatisfactory, the staff member is given notice of termination of the appointment on the current end date or in accordance with the applicable staff agreement.
<b>Restricted Funds</b>	Funds subject to externally imposed stipulations (explicit or implicit) that specify the purpose for which the contribution is to be used. These funds are related to research (grants, contracts, and donations), special purpose (grants, contracts, and donations) or endowments (grants, contracts, and donations).
<b>Cross Appointments</b>	Individuals appointed from an external organization or institution to work with the University on a full or part-time basis or an individual within the University appointed to an external organization or institution to work on a full or part-time basis. This may also refer to staff under Categories A, B, or C who hold an unpaid appointment in another department on campus.

## **RELATED LINKS**

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This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

## Recruitment Policy (Appendix B) Definition and Categories of Support Staff

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Vice-President (Finance and Administration)

### **1. Definition and Categories of Support Staff included in the Non-Academic Staff Association Agreement**

Category S1.0: Support Staff who are represented by and pay dues to the Non-Academic Staff Association (NASA) and who are employed by the University of Alberta		
Category	NASA Collective Agreement	Category Definition
S1.1	General Support Operating Employees Common & Part A	Individuals employed by the University under the Operating Employee Agreement. <i>Subcategories of Support Staff under this category are listed in the Operating Employee Agreement clause 2.02</i>
S1.2	General Support Trust Employees Common & Part B	Individuals employed by the University under the Trust Employee Agreement <i>Subcategories of Support Staff under this category are found in the General Support Trust Employee Agreement clause 2.02</i>
S1.3	English as a Second Language Instructors Common & Part C	Individuals employed by the University under the English as a Second Language (ESL) Instructor Agreement. <i>Subcategories are found in the English as a Second Language Agreement clause 1.07</i>

### **2. Support Staff excluded from the Non-Academic Staff Association (NASA)**

Category S2.0: Members of the Support Staff who are excluded by agreement from the bargaining unit under the provisions of the *Public Service Employee Relations Act*, or who have been determined by the Public Service Employee Relations Board to be excluded under the provisions of that Act.

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[Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta](#)

[Public Service Employee Relations Act](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Academic Staff Posting and Advertising Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The University has established **posting** and **advertising** procedures for the purpose of promoting transparency in recruitment, consistency in practice and the ability to attract qualified candidates who will contribute to the achievement of the University's goals.

### Purpose

These procedures outline the steps that must be followed in the posting and advertising of vacancies for **Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments**.

## PROCEDURE

### General Requirements in Posting and Advertising of Job Vacancies

1. Continuing academic vacancies (Faculty, Administrative Professional Officer, Faculty Service Officer, and Librarian) will be posted on University of Alberta Careers website ([careers.ualberta.ca](http://careers.ualberta.ca)) for a minimum of five business days.
2. Subject to the provisions of individual agreements for Temporary Appointments (Categories A2.0 and A3.0), it is recommended that temporary academic opportunities greater than one year be posted.
3. The University is committed to the principle of employment equity and welcomes applications from the **designated groups**.
4. **Postings** and **advertisements** for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is in French, it will clearly state the requirement for oral and written competency in English.
5. Advertisements will appear simultaneously or later than postings on University of Alberta Careers website ([careers.ualberta.ca](http://careers.ualberta.ca)).
6. Postings and advertisements for faculty will include the Canadian preference **proviso statement** unless administrative duties comprise 51% or greater of the position.

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### Waivers and Exceptions to Posting

7. In exceptional circumstances, the posting requirements for continuing academic positions may be waived with the prior approval of the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) will advise the AASUA of the decision and report all waivers to the General Faculties Council Executive annually. Requests for waiver of posting should be submitted to Human Resource Consulting Services.
8. Posting is not required when an incumbent's position is reclassified or converted from Support Staff to Administrative Professional Officer (unless a **foreign national** holds the position).

### Rules Related to Foreign Nationals

9. As per the federal government immigration advertising requirements, posting and advertising cannot be waived if foreign national applicants are to be considered.
  - a. Advertisements must appear in **designated Canadian national media**.
  - b. Any position in which teaching comprises 50% or more of the position must be advertised for a minimum of 30 days in the Canadian Association of University Teachers Bulletin and University Affairs (print or website) before foreign national applicants can be considered within the competition.
  - c. International advertisements must appear simultaneously or later than Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

### University Equity Statement

10. All postings and advertisements will include the **University Equity Statement**.
11. In **cross appointments**, the name of the external organization or institution may be included in the University Equity Statement or the equity statement of the external organization or institution may appear in conjunction with the University Equity Statement.

### Initiating the Process

12. If the hiring unit uses the services of a **search consultant**, the consultant must work with Human Resource Consulting Services and will follow the approved standards and templates for University of Alberta advertisements.
13. Hiring units initiate the posting and advertising process to create a new competition.
14. All postings and advertisements will include:
  - a. Position title and appointment category
  - b. Department/Unit
  - c. Major responsibilities and accountabilities
  - d. Rank (for Faculty, FSO and Librarian positions)
  - e. Required academic qualifications, knowledge, skills and abilities
  - f. Term of employment (if applicable)
  - g. Deadline date for applications or date when the application review process will begin
  - h. Contact information



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### Role of Human Resource Consulting Services

15. Human Resource Consulting Services will review and approve all postings and advertisements to:
- a. Ensure the content is accurate and the information and advertising complies with federal government immigration requirements (where applicable)
  - b. Confirm rank and salary range (if applicable)
  - c. Ensure compliance with the University's posting and advertising standards and templates

### Advertising

16. If advertising is required, Human Resource Consulting Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.
17. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Consulting Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

### DEFINITIONS

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<b>Posting</b>	The placement of an advertisement for the recruitment of staff on the University of Alberta Careers website ( <a href="http://careers.ualberta.ca">careers.ualberta.ca</a> ).
<b>Advertising</b>	The placement of an advertisement for the recruitment of staff in appropriate media outside of the University to provide the greatest pool of qualified applicants.
<b>Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments</b>	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> (categories A1.0 to A3.4)
<b>Designated Groups</b>	Women, Aboriginal persons, persons with disabilities, and visible minorities.
<b>Postings</b>	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website ( <a href="http://careers.ualberta.ca">careers.ualberta.ca</a> ).
<b>Advertisements</b>	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants.
<b>Proviso Statement</b>	"All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."
<b>Foreign National</b>	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).

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<b>Designated Canadian National Media</b>	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada's Labour Market Opinion.
<b>University Equity Statement</b>	"The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons."
<b>Cross Appointments</b>	Individuals appointed from an external organization or institution to work with the University on a full or part-time basis or an individual within the University appointed to an external organization or institution to work on a full or part-time basis. This may also refer to staff under categories A, B, or C under the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who hold an unpaid appointment in another department on campus.
<b>Search Consultant</b>	A member of an external agency contracted by the University to undertake recruitment.

## **FORMS**

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## **RELATED LINKS**

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Support Staff Posting and Advertising Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The University has established **posting** and **advertising** procedures for the purpose of promoting transparency in recruitment, consistency in practice and the ability to attract qualified candidates who will contribute to the achievement of the University's goals.

### Purpose

These procedures outline the steps that must be followed in the posting and advertising of vacancies for **support staff** positions. The procedures are in compliance with the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University*.

## PROCEDURE

### General Requirements in Posting and Advertising Job Vacancies

#### Longer than 12 Months

1. Once it has been determined that a vacant position of longer than 12 months in duration will be filled, that position will be posted, unless one of the following occurs in order of precedence:
  - a. There is an individual performing the duties who was appointed by virtue of a posting (change in employee type), or
  - b. The position will be filled due to a duty to accommodate, or
  - c. It is a Non-Academic Staff Association (NASA) bargaining unit position and will be filled through redeployment or recall, or
  - d. The parties (NASA and the University) agree to waive the posting procedure on a bargaining unit position.

Postings will be on the University of Alberta Careers website ([careers.ualberta.ca](http://careers.ualberta.ca)) for a minimum of five days.

#### 12 Months or Less

2. For vacancies of 12 months or less:
  - a. The vacancy can be posted at the manager's discretion. Such a posting will be classified as casual.

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- b. The manager may determine that it is appropriate to fill a vacancy that will last 6 to 12 months with a temporary transfer or promotion of a current employee.
  - i. Candidates from the immediate work group are eligible to express their interest.
  - ii. Where the supervisor deems it appropriate, individuals in other work groups may be invited to express their interest.
  - iii. The invitation to apply will normally include;
    1. Position title
    2. Department/Unit
    3. Major responsibilities and accountabilities;
    4. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
    5. Expected duration;
    6. Salary range;
    7. Deadline date for expression of interest and method of application; and
    8. Information about the selection process.
3. The University is committed to the principle of employment equity and welcomes applications from the **designated groups**.
4. A manager may choose to restrict eligibility for a position to applicants internal to the University.
5. Postings and advertisements for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is French, it will clearly state the requirement for oral and written competency in English.
6. Advertisements will not precede postings on the University of Alberta Careers website ([careers.ualberta.ca](http://careers.ualberta.ca)).
7. As per the federal government immigration advertising requirements posting and advertising cannot be waived if **foreign national** applicants are to be considered.
  - a. Advertisements must appear in **designated Canadian national media**.
  - b. International advertisements must not precede Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

### University Equity Statement

8. All postings and advertisements will include the **University Equity Statement**.

### Initiating the Process

9. If the hiring unit uses the services of a **search consultant**, the consultant must work with Human Resource Consulting Services and will follow the approved standards and template for University of Alberta advertisements.

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10. Hiring units initiate the posting and advertising process to create a new competition.
11. All postings and advertisements will include:
  - a. Position title and type
  - b. Department/Unit
  - c. Major responsibilities and accountabilities
  - d. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
  - e. Term of employment (if applicable)
  - f. Salary range
  - g. Deadline date for applications, if applicable
  - h. Contact information

**Role of Human Resource Consulting Services**

12. Human Resource Consulting Services will review and approve all postings and advertising to:
  - a. Ensure the content is accurate and reflects the current job through cross referencing the job fact sheet and the job evaluation
  - b. Ensure the content is accurate and the information and advertising reflects **bona fide occupational requirements** and complies with federal government immigration requirements (where applicable)
  - c. Confirm the salary range and/or evaluation level
  - d. Ensure compliance with the University's posting and advertising standards and templates
  - e. Screen for accommodation and recall obligations under the NASA Collective Agreement

**Advertising**

13. If advertising is required, Human Resource Consulting Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.
14. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Consulting Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲Top</a>	
<b>Posting</b>	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website ( <a href="http://careers.ualberta.ca">careers.ualberta.ca</a> ).
<b>Advertising</b>	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants.

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<b>Support Staff</b>	See <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Designated Groups</b>	Women, Aboriginal persons, persons with disabilities, and visible minorities.
<b>Foreign National</b>	Any individual who is not a Canadian Citizen or Permanent Resident of Canada. (Permanent Resident must continue to meet residency requirements).
<b>Designated Canadian National Media</b>	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada's Labour Market Opinion.
<b>University Equity Statement</b>	"The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons."
<b>Search Consultant</b>	A member of an agency contracted by the University to undertake recruitment.
<b>Bona Fide Occupational Requirement (BFOR)</b>	A standard or rule that is integral to carrying out the functions of a specific position. For a standard to be considered a BFOR, an employer has to establish that any accommodation or changes to the standard would create an undue hardship.

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Academic Selection Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The University of Alberta has established selection procedures for the purpose of consistency and objectivity in recruitment.

### Purpose

The purpose of this procedure is to enable proper process in the selection of all **Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers** and **Temporary Appointments**.

## PROCEDURE

### 1. COLLECTION OF APPLICANT INFORMATION

- a. Personal information is collected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).
- b. Verification of qualifications, interviews and reference checks will include only those inquiries necessary to determine an applicant's eligibility and suitability.
- c. Any costs associated with the collection of required information are the responsibility of the applicant.
- d. Candidates must complete and sign a *Consent for Collection and Verification of Information Form* before references can be contacted or information verified.

### 2. ADVISORY SELECTION COMMITTEES

Advisory Selection Committees are required for the selection of continuing academic staff. The role of all selection committees is to advise the authorized appointing officer on selection.

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a. FACULTY

- i. Faculty will be appointed by the authorized appointing officer (i.e. the Dean) on the advice of an Advisory Selection Committee. Exceptions to this procedure are outlined in 2.a(iv).
- ii. Each academic department will have Advisory Selection Committee(s) for the appointment of faculty. The duty of an Advisory Selection Committee is to provide advice to the Dean.
- iii. Advisory Selection Committees can not be waived for appointments with tenure.
- iv. Advisory Selection Committees may be waived for tenure track appointments:
  1. for Associate Professors on probation by the Provost and Vice-President (Academic) on the recommendation of the Dean; and
  2. for Assistant Professors by the Dean.
- v. If a faculty member is being selected primarily for a position outside a Faculty (e.g. an administrative appointment), the faculty member must have a **joint appointment** with a Faculty for the purposes of making decisions regarding tenure and promotion. The Advisory Selection Committee for the administrative position will provide the Faculty Advisory Selection Committee with the qualifications of the candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment to the Faculty. When a Dean accepts a joint appointment to his/her Faculty, the Advisory Selection Committee can continue with the administrative appointment selection procedure.

b. LIBRARIAN

- i. Librarians will be appointed by the authorized appointing officer (i.e. the Chief Librarian).
- ii. An Advisory Selection Committee must be used in the appointment of all Librarians hired under the University of Alberta Librarian Agreement.
- iii. The duty of the Advisory Selection Committee is to provide advice to the Chief Librarian on the selection of a Librarian.
- iv. Upon the request of the Chief Librarian and following consultation with the AASUA, the Provost and Vice-President (Academic) may waive the use of an Advisory Selection Committee.

c. FACULTY SERVICE OFFICER

- i. Faculty Service Officers will be appointed by the authorized appointing officer (i.e. the Provost and Vice-President (Academic)) on the advice of the Dean and an Advisory Selection Committee.
- ii. Unless otherwise determined by the Faculty Council, each Faculty will have an Advisory Selection Committee for the appointment of Faculty Service Officers.
- iii. The duty of the Advisory Selection Committee is to provide recommendations to the Dean (who in turn provides advice to the Provost and Vice-President (Academic)) on the appointment of Faculty Service Officers.
- iv. If a Faculty Service Officer is being selected for an administrative position outside a Faculty, the Faculty Service Officer must have a joint appointment with a Faculty for the purposes of making decisions regarding promotion and the awarding of a continuing appointment. The Selection Committee for the administrative position will



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provide the Faculty Advisory Selection Committee with the qualifications of the candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment of the Faculty Service Officer to a position within the Faculty When a Dean recommends to the Provost and Vice-President (Academic) a joint appointment to his/her Faculty and the Provost accepts the recommendation, the selection committee can continue with the administrative appointment selection procedure.

d. ADMINISTRATIVE AND PROFESSIONAL OFFICERS

- i. Administrative and Professional Officers will be appointed by the authorized appointing officer (i.e. the appropriate Vice-President) on the advice of an Advisory Selection Committee
- ii. An Advisory Selection Committee must be used in the appointment of all Administrative Professional Officers hired under the University of Alberta Administrative Professional Officer Agreement.
- iii. The duty of the Advisory Selection Committee is to provide advice to the Vice-President on the appointment of Administrative Professional Officers.
- iv. The use of an Advisory Selection Committee may be waived by the Provost and Vice-President (Academic) upon the request of the authorized appointing officer.
- v. Qualified candidates for an Administrative Professional Officer position currently employed by the University should be given full in consideration for vacant positions.

e. TEMPORARY APPOINTMENTS

- i. Selection procedures for the appointment of temporary academic staff will be at the discretion of the authorized appointing officer, as defined in the applicable staff agreement. It is highly encouraged that the appointing officer uses an Advisory Selection Committee to provide advice on the appointment.

3. PROCEDURES FOLLOWED BY ADVISORY SELECTION COMMITTEES

- a. Internal procedures for Advisory Selection Committees for Faculty and Faculty Service Officers will be established by the appropriate Faculty Council.
  - i. In assessing candidates for faculty positions, Deans will direct all Advisory Selection Committees to establish methods to examine and assess a candidate's teaching experience and teaching potential appropriate to the duties of the position and the specific requirements of the discipline.
- b. Internal procedures for Advisory Selection Committees for Librarians will be established by the Library Council.
- c. Internal procedures for Advisory Selection Committees for APOs and, if used, for Temporary Appointments, will be established by the authorized appointing officer or delegate.

4. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR FACULTY and FACULTY SERVICE OFFICERS

The composition of the Advisory Selection Committee will be as follows unless changed by the Faculty Council. If the Faculty changes the composition, the Dean must inform the Provost and Vice-President (Academic) in writing.

- a. Composition of Advisory Selection Committee for faculty appointments to departmentalized Faculties.

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- i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean), determined in consultation with the Department Chair;
  - ii. The Department Chair or delegate;
  - iii. One or more full-time faculty members from within the Department (including joint appointments) who are to be selected according to procedures approved by the Faculty Council;
  - iv. One or more full-time faculty members from outside the Department who are selected by and according to procedures approved by the Faculty Council; and
  - v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a “relevant professional body”. The Chair of the Advisory Selection Committee will be responsible for informing the Provost and Vice-President (Academic), of the name and affiliation of any representative added to the Advisory Selection Committee under this section.
- b. Composition of Advisory Selection Committee for faculty appointments to non-departmentalized Faculties
- i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean, or other delegate of the Dean);
  - ii. The head of the Appropriate Division or Unit of the Faculty, where appropriate;
  - iii. One or more full-time faculty members from within the Faculty (including joint appointments) selected by and according to the procedures approved by the Faculty Council;
  - iv. One or two full-time faculty members from outside of the Faculty selected by and according to the procedures approved by the Faculty Council; and
  - v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a “relevant professional body”. The Chair of the Advisory Selection Committee will be responsible for informing the Provost and Vice-President (Academic), of the name and affiliation of any representative added to the Advisory Selection Committee under this section.
- c. Composition of the Advisory Selection Committee for the appointment of Named Research/Teaching Chairs.
- Prior to the commencement of the selection process, the Faculty will ensure that the Provost and Vice-President (Academic) has been advised (in writing) of any changes in the composition of the Advisory Selection Committee.
- d. Composition of the Advisory Selection Committee for the appointment of Faculty Service Officers
- i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean);
  - ii. The Department Chair, if any; and
  - iii. Such other members as the Dean and Department Chair, if any, may consider necessary.

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5. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR LIBRARIANS

- a. The Administrative Librarian responsible for personnel, as Chair;
- b. The supervisor;
- c. One staff member from the unit involved selected by the Chair;
- d. One staff member of the Library, selected according to procedures approved by the Library Council; and
- e. Other persons as deemed necessary by the Chief Librarian following consultation with the Committee.

6. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR ADMINISTRATIVE PROFESSIONAL OFFICERS

- a. The composition of the Advisory Selection Committee will be at the discretion of the authorized appointing officer or delegate, and will normally consist of at least three individuals.

**DEFINITIONS**

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<b>Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments</b>	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (categories A1.0 to A3.4)</i>
<b>Joint Appointment</b>	Academic Staff under Categories A, B or C of the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who are appointed to more than one University department with a designated home department within the University.

**FORMS**

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[References - Collection and Verification of Applicant Information Form](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Support Staff Selection Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The University of Alberta has established selection procedures for the purpose of consistency and objectivity in recruitment.

### Purpose

The purpose of this procedure is to enable proper process in the selection of **support staff**.

## PROCEDURE

### 1. COLLECTION OF APPLICANT INFORMATION

- a. Personal information is collected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).
- b. Verification of qualifications, interviews and reference checks will include only those inquiries necessary to determine an applicant's eligibility and suitability.
- c. Any costs associated with the collection of required information are the responsibility of the applicant.

### 2. REFERENCES

- a. Candidates must complete and sign a *Consent for Collection and Verification of Information Form* before references can be contacted or information verified.
- b. Reference checks should be completed before an offer of employment is made. It is also recommended that credentials be verified.

### 3. INTERVIEW PANEL

- a. A panel should include representatives who have expertise on the qualifications or are a stakeholder in the vacant position. Representatives should have an understanding of the skill set required to ensure the candidate has the competencies to successfully fill the position.
- b. It is recommended that each **recruitment competition** have an interview panel as part of the selection and appointment process.
- c. Recommended Composition
  - i. Direct supervisor of the position;
  - ii. A technical expert, if appropriate;

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- iii. Department Personnel or Human Resources contact; and
- iv. Any other appropriate person.

4. INTERVIEWS

- a. All short list criteria for the position must be based on objective criteria that can meet the **bona fide occupational requirement** test.
- b. The primary objective of the interview process is to provide short listed candidates an equal opportunity to present their skills and qualifications.
- c. Short listed candidates for a position will be interviewed using the same interview plan and information.
- d. Interview questions must be job-related, focusing on the knowledge, skills and abilities of the candidate as they relate to the position.

5. ADDITIONAL SELECTION TOOLS

Other methods such as testing, job related exercises, or second interviews may also be used.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Support Staff</b>	See <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Recruitment Competition</b>	A process where qualified candidates are interviewed for a vacant position.
<b>Bona Fide Occupational Requirement</b>	An objective criteria related to the skills and qualifications required for the vacant position.

**FORMS**

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[References - Consent for Collection and Verification of Information Form](#)

[Pre-employment Reference Interview Guide](#)

**RELATED LINKS**

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[Post-Secondary Learning Act](#) (Government of Alberta).

[Employment Standards Code](#)

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<p>This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.</p>					

## Employment Relationship Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University policy extends to all members of the University community

### Overview

#### *Legislation Governing Academic Staff*

Pursuant to the provisions of the *Post-Secondary Learning Act of Alberta*, the Board of Governors has the authority to manage and operate the University and employ **staff members**, including **Academic Staff**.

Pursuant to the provisions of the *Post-Secondary Learning Act of Alberta* and subject to the authority of the Board of Governors, the General Faculties Council (GFC) has the authority to manage "academic affairs" and approve procedures relating to the appointment, promotion and dismissal of academic staff, including salaries and tenure.

The complete wording of the section(s) of the *Post-Secondary Learning Act of Alberta*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

#### *Legislation/ Agreement Governing Support Staff*

Employment of non-academic employees is pursuant to the *Public Service Employee Relations Act*, the *Employment Standards Code* and the *Post-Secondary Learning Act* and is governed by the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta*.

### Purpose

The purpose of this policy is to promote transparent procedures concerning the ongoing employment relationship between the staff member and the University.

### POLICY

#### 1. STATEMENT OF PRINCIPLE

- a. Subject to provisions of all staff agreements and legislation, employees will be afforded reasonable treatment in their employment relationship with the University of Alberta.

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- b. The University will strive to make its human resource procedures transparent.
- c. The University of Alberta is committed to making reasonable efforts to remove employment related barriers which may impact its employment relationship with individuals in the **designated groups** identified in the Employment Equity Act and other individuals who possess personal characteristics identified as protected grounds in the Alberta Human Rights Act and the University of Alberta Discrimination and Harassment policy.

## **DEFINITIONS**

There are no definitions for this Policy. <a href="#">[▲Top]</a>	
<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Academic Staff</b>	A staff member of the University of Alberta as defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>
<b>Designated Groups</b>	Women, Aboriginal persons, persons with disabilities, and visible minorities.

## **RELATED LINKS**

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[Post-Secondary Learning Act](#) (Government of Alberta).

[Public Service Employee Relations Act](#)

[Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta](#)

[Discrimination and Harassment Policy \(GFC 44\)](#)

[Employment Equity Act](#)

[The Alberta Human Rights Act](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Appointment of Administrative Professional Officer Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Administrative Professional Officers is subject to the terms of the Administrative Professional Officer Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment for a **staff member** under the Administrative Professional Officer Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Vice-President is responsible for the recruitment process for staff members under the Administrative Professional Officer Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Administrative Professional Officer Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.



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- b. When a Vice-President wishes to make an offer of appointment to a candidate for an Administrative Professional Officer position, a Letter of Appointment will be prepared by Human Resource Consulting Services, signed by the Vice-President, and issued to the candidate.
- c. The effective date of a candidate's appointment under the Administrative Professional Officer Agreement is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Administrative Professional Officer Agreement.

**FORMS**

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Letter of Appointment template

**RELATED LINKS**

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- Recruitment Policy
- Academic Staff Posting and Advertising Procedure
- [Administrative Professional Officer Agreement](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Appointment of Faculty Service Officer Procedure

<b>Office of Administrative Responsibility:</b>	Faculty Relations and Academic Services
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Faculty Service Officers is subject to the terms of the Faculty Service Officer Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

These procedures outline the steps to be taken to initiate and to complete the appointment for a **staff member** under the Faculty Service Officer Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Dean is responsible for the recruitment process for staff members under the Faculty Service Officer Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Faculty Service Officer Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.
- b. When a Dean wishes to make an offer of appointment to a candidate for a Faculty Service Officer position, a Letter of Appointment will be prepared by Human Resource Consulting Services, signed by the Provost and Vice-President (Academic), and issued to the candidate.

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- c. Faculty Service Officers who are appointed to an administrative position external to a Faculty will have a **joint appointment** with a Faculty for the purposes of promotion and the awarding of a continuing appointment decisions (refer to Academic Selection Procedure).
- d. The effective date of a candidate’s appointment as a Faculty Service Officer is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- e. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- f. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - ii. financial conditions affecting a **contingent appointment**, including the source(s) of funding and the consequences of a loss of funding.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Faculty Service Officer Agreement
<b>Joint Appointment</b>	Academic Staff under Categories A, B or C of the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who are appointed to more than one University department with a designated home department within the University.
<b>Contingent Appointment</b>	An appointment to the academic staff of the University under the terms of the Faculty Service Officer Agreement with a special condition that recognizes circumstances where the position is funded by external sources. The term “funded by external sources” is defined as any financial support directly connected to a specific position when the financial support for that position does not come from the operating budget of the University. The term may include funds from endowments or targeted gifts, agencies supporting research through grants or contracts, and other sources.

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

[Faculty Service Officer Agreement](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Appointment of Continuing Librarian Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Librarians is subject to the terms of the Librarian Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

These procedures outline the steps to be taken to initiate and to complete the appointment for a **staff member** under the Librarian Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Chief Librarian is responsible for the recruitment process for staff members under the Librarian Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Librarian Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.
- b. When the Chief Librarian wishes to make an offer of appointment to a candidate for a Librarian position, a Letter of Appointment will be prepared by the Office of the Chief Librarian, signed by the Chief Librarian, and issued to the candidate.

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- c. The effective date of a candidate’s appointment as a Librarian is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - ii. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - iii. financial conditions affecting a **contingent appointment**, including the source(s) of funding and the consequences of a loss of funding;

**DEFINITIONS**

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<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Librarian Agreement
<b>Contingent Appointment</b>	An appointment to the academic staff of the University under the terms of the Librarian Agreement with a special condition that recognizes circumstances where the position is funded by external sources. The term “funded by external sources” is defined as any financial support directly connected to a specific position when the financial support for that position does not come from the operating budget of the University. The term may include funds from endowments or targeted gifts, agencies supporting research through grants or contracts, and other sources.

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Academic Staff Posting and Advertising Procedure

[Librarian Agreement](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Appointment of Contract Academic Staff: Teaching (CAST) Procedure

<b>Office of Administrative Responsibility:</b>	Faculty Relations and Human Resource Consulting Services
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Contract Academic Staff is subject to the terms of the Contract Academic Staff: Teaching (CAST) Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

These procedures outline the steps to be taken to initiate and to complete the appointment for a **staff member** under the Contract Academic Staff: Teaching Agreement (CAST).

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Dean is responsible for the recruitment process for staff members under the Contract Academic Staff: Teaching Agreement (CAST).
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Contract Academic Staff: Teaching Agreement (CAST); and
  - ii. conform to all applicable terms and conditions as set out in this procedure.



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- b. When the Dean wishes to make an offer of appointment to a candidate for a Contract Academic Staff: Teaching (CAST) position at the University, a Letter of Appointment will be prepared, signed by the Dean, and issued to the candidate.
- c. The effective date of a candidate's appointment under the Contract Academic Staff: Teaching (CAST) Agreement is the date set out in the Letter of Appointment. The candidate shall have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - ii. eligible to apply for research funding as a co-applicant and/or hold projects.

**DEFINITIONS**

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<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Contract Academic Staff: Agreement

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- Recruitment Policy
- Academic Staff Posting and Advertising Procedure
- [Contract Academic Staff: Teaching Agreement](#)

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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

## Appointment of Sessional and Other Temporary Staff Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Sessional and Other Temporary Staff is subject to the terms of the Sessional and Other Temporary Staff Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment for a **staff member** under the Sessional and Other Temporary Staff Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Dean or Vice-President is responsible for the recruitment process for staff members under the Sessional and Other Temporary Staff Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix B to the Sessional and Other Temporary Staff Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.

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- b. When the Dean or the Vice-President wishes to make an offer of appointment to a candidate for a Sessional and Other Temporary Staff position, a Letter of Appointment will be prepared, signed by the Dean, and issued to the candidate.
- c. The effective date of a candidate's appointment under the Sessional and Other Temporary Staff Agreement is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University.

**DEFINITIONS**

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<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix B of the Sessional and Other Temporary Staff Agreement.

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- Recruitment Policy
- Academic Staff Posting and Advertising Procedure
- [Sessional and Other Temporary Staff Agreement](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Appointment of Trust/Research Academic Staff Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Trust/Research Academic Staff is subject to the terms of the Trust/Research Academic Staff Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment for a **staff member** under the Trust/Research Academic Staff Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The **appointing officer**, on a recommendation of a Trustholder, is responsible for the recruitment process for staff members under the Trust/Research Academic Staff Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix B to the Trust/Research Academic Staff Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.

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- b. The appointing officer makes the offer of appointment to a candidate for a Trust/Research Academic position. A Letter of Appointment will be prepared by the Trustholder, signed by the appointing officer and Trustholder, and issued to the candidate.
- c. The effective date of a candidate's appointment under the Trust/Research Academic Staff Agreement is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the letter of appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - ii. eligible to apply for research funding as a co-applicant and/or hold projects;

**DEFINITIONS**

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<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Appointing Officer</b>	The President, Vice-President, Dean or Department Chair responsible for appointing the Staff Member. (Article 1.03 Trust Research Academic Staff Agreement)
<b>Letter of Appointment</b>	Appendix B of the Trust/Research Academic Staff Agreement.

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

[Trust/Research Academic Staff Agreement](#)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Appointment of Support Staff Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Services
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The appointment of **support staff** is subject to the terms of the **Collective Agreement** and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment of support staff to meet all statutory and/or collective agreement obligations.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The **Department Head**/designee or **Trustholder**/designee is responsible for the recruitment processes of support staff.
- b. Any verbal or written offers of employment are conditional on the issuance of, execution of, and compliance with a formal **appointment letter** as described in this procedure.
- c. The terms of any verbal or written offers of employment must be consistent with the terms of the formal appointment letter, and for all bargaining unit employees, the terms of the Collective Agreement.

### 2. APPOINTMENT LETTER

- a. The appointment letter constitutes the entire formal contract between the candidate and the University and must:
  - i. follow the appropriate University appointment letter template;
  - ii. conform with this procedure and the Collective Agreement (if applicable); and
  - iii. be authorized in accordance with the Contract Review and Signing Authority Policy.
- b. The effective date of a candidate's appointment is the date set out in the appointment letter. An external candidate will have no rights or entitlements under the Collective Agreement, if applicable, and/or University policies until the effective date of the appointment.
- c. Any subsequent amendments to the appointment letter must be in writing and signed by both Department Head/designee or Trustholder/designee and candidate/employee.

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- d. For foreign nationals, confirmation of immigration status to work in Canada is a pre-condition to any appointment and to the continuation of any appointment as a staff member at the University.

DEFINITIONS

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<b>Support Staff</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix B) Definitions and Categories of Support Staff</i> .
<b>Collective Agreement</b>	The <i>Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta</i> .
<b>Department Head</b>	A Dean, Director, Chair or head of a teaching or non-teaching department so designated by the Employer, or other administrative authority, or his/her designee.
<b>Trustholder</b>	The recognized person(s) who holds research grants, contracts or is responsible for some other form of trust account at the University, and who is an authorized representative of the Employer.
<b>Appointment Letter</b>	The official employment contract between the University of Alberta and the employee.

FORMS

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- <http://www.hrs.ualberta.ca/Forms/>
- [Public Service Employee Relations Act](#)
- [NASA Collective Agreements](#)
- [Contract Review and Signing Authority Policy](#)

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<p>This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.</p>					

## Academic Colleagues Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Faculty Relations and Human Resource Consulting Services
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University policy extends to all members of the University community

### Overview

The University of Alberta recognizes the contributions of **Academic Colleagues** as a group of individuals who provide a service to the University but are not considered as **academic staff** by the Board of Governors under the authority of the Post Secondary Learning Act, and are not covered under the Board and AASUA academic staff agreements.

### Purpose

The purpose of this policy is to promote transparent procedures concerning the relationship between academic colleagues and the University of Alberta.

### POLICY

The title of academic colleague represents no entitlement to authority, rights, privileges or resources, nor does it imply or create an employment or research relationship between the University of Alberta and the academic colleague.

Academic colleagues can participate in the teaching and/or research activities of the University of Alberta. Appointments are normally made without the expectation of compensation.

Academic colleagues will be subject to and bound by all relevant policies and procedures of the University of Alberta and the rules and regulations set out by the appointing Faculty.

### DEFINITIONS

<p>There are no definitions for this Policy. <a href="#">[▲Top]</a></p>	
<b>Academic Colleagues</b>	Section C <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>
<b>Academic Staff</b>	A staff member of the University of Alberta as defined under <i>Recruitment Policy (Appendix A) Definition and Categories of</i>



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	Academic Staff and Colleagues
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[Post-Secondary Learning Act](#) (Government of Alberta)

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<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Adjunct Academic Colleagues Procedure

<b>Office of Administrative Responsibility:</b>	Faculty Relations and Academic Services (Human Resource Services)
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

**Adjunct Academic Colleagues** enable the University to benefit from contributions of scholars, researchers and practitioners who are not otherwise affiliated with the University of Alberta, and to recognize and encourage interaction between the University and persons in business, government and the arts. Adjunct Academic Colleague appointments may also be used by University academic units to recognize the participation of a faculty member from one University of Alberta unit in the academic work of another unit.

The University of Alberta acknowledges the contributions of Adjunct Academic Colleagues, a group of individuals who provide service to the University without the expectation of compensation. Although these individuals are not members of the **Academic Staff** as they do not fall within the definition pursuant to the Post-Secondary Learning Act, the University needs to ensure there is structure governing their selection, appointment, evaluation and termination in order to protect this valued relationship.

### Purpose

The purpose of this procedure is to outline the steps to appoint Adjunct Academic Colleagues.

## PROCEDURE

The appointment as an Adjunct Academic Colleague will be made by the Dean of the Faculty and is subject to the appointment procedures of the appointing Faculty. The nature and extent of the adjunct academic staff member's involvement in teaching and/or research will be decided by the Faculty.

Adjunct Academic Colleagues will be subject to and bound by all relevant policies and procedures of the University of Alberta and the rules and regulations set out by the appointing Faculty.

### 1. SELECTION

Selection criteria will be determined by each Faculty. The nomination package should include the following:

- a. The mutual benefits of the proposed arrangement.
- b. A description of the proposed working relationship between the candidate and the Faculty.
- c. A clear outline of the duties to be performed by the prospective Adjunct Academic Colleague including a list of goals and expectations which will be evaluated annually.

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## 2. APPOINTMENT

The Dean of the Faculty is authorized to make the appointment following a review of the nomination package.

Each Adjunct Academic Colleague will receive a formal letter of appointment which outlines the terms and conditions of the relationship. The letter of appointment will include:

- a. The term of appointment (usually two, three or five year terms.)
- b. The procedures for evaluation
- c. A termination clause
- d. The procedures for dispute resolution
- e. The procedures for re-appointment
- f. The privileges (as described below)
- g. A list of relevant University Policies and Procedures (e.g. research, conflict of interest, professional misconduct, grading, discrimination, computing services, use of University property, intellectual property, etc)

Criteria for titles and clinical ranks will be determined by each Faculty, documented, and uniformly applied.

## 3. PRIVILEGES

Although Adjunct Academic Colleagues do not have the same rights and privileges as academic staff, privileges extended to Adjunct Academic Colleagues on the effective date of the appointment are as follows:

- a. Issuance of a University ONECard
  - i. Library privileges deemed appropriate by the chief librarian to that status.
  - ii. Access to Physical Education facilities upon payment of an annual user fee.
- b. Entitlement to a secondary computing ID to be used for University purposes.
- c. Eligible to University parking with rates as defined by the [Parking Services Fee Structure](#).
- d. Eligibility for membership in the Faculty Club.
- e. Listing in the University Calendar.

## 4. EVALUATION

Annual reviews of performance will be completed and each Faculty will establish performance criteria and processes for the assessment of appointees.

## 5. TERMINATION AND REAPPOINTMENT

The Dean can terminate the appointment at any time if the Adjunct Academic Colleague is unavailable for a material period of time to carry out the duties or fails to comply with applicable policies, procedures, protocols or other requirements of the University.

If the Adjunct Academic Colleague wishes to resign, he/she is encouraged to give the Faculty as much notice as possible to ensure that alternative arrangements can be made.

Reappointments occur at the discretion of the Dean.

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## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Adjunct Academic Colleagues</b>	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>
<b>Academic Staff</b>	A staff member of the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲Top](#)

Adjunct Academic Colleague Appointment Form

## **RELATED LINKS**

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[Post-Secondary Learning Act](#) (Government of Alberta).

DEVELOPMENT LEAD:

VERSION #1 DRAFT DATE: 4/15/2011

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Go to:	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

## Clinical Academic Colleagues Procedure

<b>Office of Administrative Responsibility:</b>	Faculty Relations and Academic Services (Human Resource Services)
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The University of Alberta acknowledges the contributions of **Clinical Academic Colleagues**, a group of **healthcare professionals** who provide service to the University without the expectation of compensation. Although these individuals are not members of the **Academic Staff** as they do not fall within the definition pursuant to the Post-Secondary Learning Act, the University needs to ensure there is structure governing their selection, appointment, evaluation and termination in order to protect this valued relationship.

### Purpose

The purpose of this procedure is to outline the steps to appoint Clinical Academic Colleagues.

### PROCEDURE

The appointment as a Clinical Academic Colleague will be made by the Dean of the Faculty and is subject to the appointment procedures of the appointing Faculty. The nature and extent of the clinical academic staff member's involvement in teaching and/or research will be decided by the Faculty.

Clinical Academic Colleagues will be subject to and bound by all relevant policies and procedures of the University of Alberta and the rules and regulations set out by the appointing Faculty.

#### 1. SELECTION

Selection criteria will be determined by each Faculty. The nomination package should include the following:

- a. The mutual benefits of the proposed arrangement.
- b. A description of the proposed working relationship between the candidate and the Faculty.
- c. A clear outline of the duties to be performed by the prospective Clinical Academic Colleague including a list of goals and expectations which will be evaluated annually.

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## 2. APPOINTMENT

The Dean of the Faculty is authorized to make the appointment following a review of the nomination package.

Each Clinical Academic Colleague will receive a formal letter of appointment which outlines the terms and conditions of the relationship. The letter of appointment will include:

- a. The term of appointment (usually two, three or five year terms.)
- b. The procedures for evaluation
- c. A termination clause
- d. The procedures for dispute resolution
- e. The procedures for re-appointment
- f. The privileges (as described below)
- g. A list of relevant University Policies and Procedures (e.g. research, conflict of interest, professional misconduct, grading, discrimination, computing services, use of University property, intellectual property, etc)

Criteria for titles and clinical ranks will be determined by each Faculty, documented, and uniformly applied.

## 3. PRIVILEGES

Although Clinical Academic Colleagues do not have the same rights and privileges as academic staff, privileges extended to Clinical Academic Colleagues on the effective date of the appointment are as follows:

- a. Issuance of a University ONECard
  - i. Library privileges deemed appropriate by the chief librarian to that status.
  - ii. Access to Physical Education facilities upon payment of an annual user fee.
- b. Entitlement to a secondary computing ID to be used for University purposes.
- c. Eligible to University parking with rates as defined by the [Parking Services Fee Structure](#).
- d. Eligibility for membership in the Faculty Club.
- e. Listing in the University Calendar.

## 4. EVALUATION

Annual reviews of performance will be completed and each Faculty will establish performance criteria and processes for the assessment of appointees.

## 5. TERMINATION AND REAPPOINTMENT

The Dean can terminate the appointment at any time if the Clinical Academic Colleague is unavailable for a material period of time to carry out the duties or fails to comply with applicable policies, procedures, protocols or other requirements of the University.

If the Clinical Academic Colleague wishes to resign, he/she is encouraged to give the Faculty as much notice as possible to ensure that alternative arrangements can be made.

Reappointments occur at the discretion of the Dean.

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## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<b>Clinical Academic Colleagues</b>	See <a href="#">Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</a>
<b>Healthcare Professionals</b>	An individual who is practicing a regulated profession as determined by the Health Professions Act
<b>Academic Staff</b>	A staff member of the University of Alberta as defined under <a href="#">Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</a>

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲ Top](#)

[Clinical Academic Colleague Appointment Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲ Top](#)

[Post-Secondary Learning Act](#) (Government of Alberta).

## Conversion of GFC Policy to New UAPPOL

GFC Policy	Where it appears in UAPPOL
<p><b>5. Academic Staff, Academic Staff Agreements, and Support Staff</b></p>	<p>Retain heading</p>
<p><b><u>5.1 Definition of "Staff" and "Staff Member"</u></b></p> <p><b><u>5.1.1 As Defined by the Post-Secondary Learning Act (PSLA)</u></b></p> <p>As Defined by the <i>Post-Secondary Learning Act</i>  "academic staff member", "academic staff" and "member of the academic staff" mean an employee of the board of a public college, technical institute or university who, as a member of a category of employees or individually, is designated as an academic staff member under this Act;  [<i>Post-Secondary Learning Act</i> Section (1c)]</p> <p>The board of a public post secondary institution other than Banff Centre may, after consultation with the academic staff association of the public post secondary institution, do one or more of the following:  (a) designate categories of employees as academic staff members of the public post secondary institution;  (b) designate individual employees as academic staff members of the public post secondary institution;  (c) change a designation made under clause (a) or (b) or under section 5(2) or 42(2).</p> <p>[<i>Post-Secondary Learning Act</i> Section (60(2) a, b, c)]</p> <p><b><u>5.1.2 As Defined by the Board of Governors</u></b></p> <p>A. Having consulted with representatives of the AAS:UA, and in compliance with Section 17(1)(e) of the <i>Universities Act</i>, the Board of Governors designated as academic staff for the purposes of the <i>Universities Act</i>, those staff members covered by the four Board/AAS:UA Agreements as they apply to faculty, librarians, administrative and professional officers, and faculty service officers. The Board of Governors has agreed that the following groups of staff would be formally designated as "academic staff for the purposes of The <i>Universities Act</i>."</p> <ul style="list-style-type: none"> <li>- Regular Full-Time Faculty</li> <li>- Administrative and Professional Officers</li> <li>- Professional Librarians</li> <li>- Faculty Service Officers</li> <li>- Special Full-Time Faculty</li> <li>- Regular Part-Time Continuing Faculty</li> </ul>	<p>Delete</p> <p>Rescind</p> <p>Replace  References to Post Secondary Learning Act included in UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</p> <p>Rescind</p> <p>Replace  references to designation by the Board of Governors included in UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</p>



<p>B. On June 15, 1998, GFC approved the following with respect to representation of sessionals and other temporary academic staff:</p> <p>THAT, in accordance with the provisions of Section 17(1)(e(i)) of the <i>Universities Act</i>, (<b>Note:</b> Now Section 69(2)(a) of the <i>Post-Secondary Learning Act</i>), the Board of Governors designates the following categories of employees as academic staff:</p> <ol style="list-style-type: none"><li>1. Those employees who have been employed for a fixed term of not less than four months where such employment is considered by the University to be full-time during that term and where the duties in such employment are to teach or to perform managerial/professional duties similar to those carried out by APOs, Librarians or FSOs.</li><li>2. Those employees who have been employed for a fixed term where such employment is considered by the University to be part-time during that term, and where the duties in such employment are to teach or to perform managerial/professional duties similar to those carried out by APOs, Librarians or FSOs and provided further that<ol style="list-style-type: none"><li>a) where duties consist of teaching, such teaching services shall comprise a minimum responsibility for a 3-credit course (or the equivalent thereof), and</li><li>b) where the employment is to perform managerial/professional duties, such services shall be for a minimum of fourteen hours per week and the employment must be for at least four months.</li></ol></li><li>3. The source of funding for the employment under categories 1 and 2, above, shall be the regular University operating budget/accounts or from funds controlled/generated by the University (other than research grant/contract funds).</li><li>4. Notwithstanding the generality of the foregoing, the following persons shall not be included in categories 1 and 2 above:<ol style="list-style-type: none"><li>a) persons who report directly to the President or to a Vice-President;</li><li>b) persons who carry out teaching or managerial/professional responsibilities under the terms of either the NASA or GSA collective agreements;</li><li>c) persons who carry out teaching duties in non-credit courses;</li><li>d) part-time persons who are practising physicians, dentists or lawyers;</li><li>e) persons who do not receive University remuneration for the services performed; and</li><li>f) persons whose part-time responsibilities to the University are less than the</li></ol></li></ol>	<p>Included in Appendix A of Collective Agreements (starting with point 4.)</p>
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<p>minimum established under categories 1 and 2, above.</p>										
<p><b><u>5.1.3 As Defined by the Board/AAS:UA Agreements</u></b></p> <p>1. Board/AAS:UA Agreement (Faculty), Clause 1.03 "Staff" and "staff member" refer to all those persons who have been appointed to full-time teaching and research positions on the academic staff of the University of Alberta in which the appointee has, or may be granted, a continuing appointment. (GFC 31 MAY 1982)</p> <p>2. Board-AAS:UA Agreement (Administrative and Professional Officers), Clause 1.03. "Staff" and "staff member" refer to all those persons who have been appointed to full-time Administrative and Professional Officer positions on the academic staff of the University of Alberta in which the appointee has, or may be granted, a continuing appointment. (GFC 29 JUN 1981)</p> <p>3. Board-AAS:UA Agreement (Librarians) Clause 1.03. "Staff" and "staff member" refer to all those persons who have been appointed to full-time professional librarian positions on the academic staff of the University of Alberta in which the appointee has been, or may be granted, tenure. (GFC 29 JUN 1981)</p> <p>4. Board-AAS:UA Agreement (Faculty Service Officers) Clause 1.03. "Staff" and "staff member" refer to all those persons who have been appointed to full-time Faculty Service Officer positions in Faculties on the academic staff of the University of Alberta in which the appointee has, or may be granted, continuing appointment. (GFC 28 JUN 1976)</p>	<p>Rescind</p> <p>Replace with UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</p>									
<p><b><u>5.1.4 As Defined by GFC for the Purpose of Serving on GFC, GFC Committees and Bodies to Which GFC Elects Members</u></b></p> <p><b>ACADEMIC STAFF</b></p> <p><b>A1.0 Continuing</b></p> <table border="0"> <tr> <td data-bbox="201 1514 261 1570">A1.1</td> <td data-bbox="282 1514 431 1577">Faculty (continuing)</td> <td data-bbox="534 1476 1117 1612">Tenure-track; teaching, research; Board-AASUA (Faculty) Agreement. Besides faculty, includes President, Vice-Presidents, Deans, Student Counsellors.</td> </tr> <tr> <td data-bbox="201 1696 261 1732">A1.2</td> <td data-bbox="282 1644 509 1780">Administrative and Professional Officers (continuing)</td> <td data-bbox="534 1682 1105 1745">Tenure-track; professional, managerial; Board-AAS:UA (A/PO) Agreement.</td> </tr> <tr> <td data-bbox="201 1829 261 1864">A1.3</td> <td data-bbox="282 1812 467 1875">Faculty Service Officers</td> <td data-bbox="534 1812 1078 1875">Tenure-track; professional, technical; Board-AAS:UA (FSO) Agreement.</td> </tr> </table>	A1.1	Faculty (continuing)	Tenure-track; teaching, research; Board-AASUA (Faculty) Agreement. Besides faculty, includes President, Vice-Presidents, Deans, Student Counsellors.	A1.2	Administrative and Professional Officers (continuing)	Tenure-track; professional, managerial; Board-AAS:UA (A/PO) Agreement.	A1.3	Faculty Service Officers	Tenure-track; professional, technical; Board-AAS:UA (FSO) Agreement.	<p>Rescind</p> <p>Appropriately reflected in UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues with the exception of Graduate Student Employment and Post Doctoral Fellows.</p>
A1.1	Faculty (continuing)	Tenure-track; teaching, research; Board-AASUA (Faculty) Agreement. Besides faculty, includes President, Vice-Presidents, Deans, Student Counsellors.								
A1.2	Administrative and Professional Officers (continuing)	Tenure-track; professional, managerial; Board-AAS:UA (A/PO) Agreement.								
A1.3	Faculty Service Officers	Tenure-track; professional, technical; Board-AAS:UA (FSO) Agreement.								

	(continuing)		
A1.4	Librarians (continuing)	Tenure-track; professional, managerial; Board-AAS:UA (Librarian) Agreement.	
A1.5	Soft-Tenure Faculty (continuing)	Soft-Tenure-track; research, teaching; Board-AAS:UA Agreement (Faculty) (eg, Heritage Scholars, NSERC Fellows, Special "Continuing" Academic Staff specified in Section 241.1 of the University Calendar, etc).	Definition changed to "explicitly contingent on the continuing receipt of external funds" Appendix A1.6
A1.6	Part-time (continuing) Counterparts to A1.1 - A1.5	Tenure-track; appropriate Board-AAS:UA Agreement. (Half-time or greater FTE)	
A2.0	<b>Temporary</b>		Modified in UAPPOL to reflect Collective Agreement New Definition – 4 months or longer
A2.1	Full-Time Temporary	Term; teaching, research, professional, managerial; includes sessional appointments. "Full-time" means the staff member has an 8-month (or longer) contract and teaches two or more courses (or the equivalent of two or more courses as defined by a Dean or Director).	
A2.2	Part-Time Temporary	Term; teaching, research, professional, managerial, includes sessional appointments. Part-time means the staff member has a contract between 4 and 8 months [i.e. greater than 4 but less than 8] OR [not and] teaches fewer than two courses (as defined by the Dean or Director).	New Definition – one or more three-credit courses or minimum of 14 hours per week for managerial/ Professional duties
A3.0	<b>Trust</b>		
A3.1	Professional	Term or continuing; research, technical; includes Research Associates/Assistants.	Not categories of staff – See Post Doc Fellow Policy
A3.2	Post-Doctoral Fellow	Term; research.	
A4.0	<b>Graduate Assistants</b>		Not categories of staff – See FGSR/GSA
A4.1	Teaching Assistants	Term; assist faculty in teaching.	
A4.2	Research Assistants	Term; research.	

<p><b>SUPPORT STAFF</b></p> <p>B1.0 <b>Support</b> Members of the support staff who pay dues to NASA and support staff who are excluded from NASA. (EXEC 31 MAY 2004) (BHRCC 08 JUN 2004)</p> <p>B1.1 Non-academic Members of the support staff who are members of the Non-Academic Staff Association (NASA) working at the University of Alberta. (EXEC 31 MAY 2004) (BHRCC 08 JUN 2004)</p> <p>B1.2 Non-NASA Members of the support staff who are not members of NASA either because they are excluded from NASA as a result of the managerial or confidential nature of their position or because they opt out of membership in NASA. (EXEC 31 MAY 2004) (BHRCC 08 JUN 2004)</p> <p><a href="#">Top of page</a></p>	<p>Rescind</p> <p>Appropriately reflected in UAPPOL Recruitment Policy (Appendix B) Definition and Categories of Support Staff</p>
<p><b><u>5.2 Definition of Full-Time Members of the Academic Staff of a Faculty</u></b></p> <p>A full-time member of the academic staff of a Faculty is a member of the full-time academic staff of the University who holds an appointment in at least one Faculty.</p> <p>Subject to the above definition:</p> <p>a. A member of staff who holds an appointment in only one Faculty is a full-time member of the academic staff of that particular Faculty.</p> <p>b. A member of staff who holds appointments in two or more Faculties is a full-time member of the academic staff of the Faculty that pays the larger portion of the staff member's salary.</p> <p>c. A member of the staff who holds appointments in two or more Faculties that pay the staff member's salary in equal amounts, may choose his or her membership in one and only one of these Faculties.</p> <p>The Board of Governors has declared the Principal of St Joseph's College, or the Principal's delegate, a member of the Academic Staff for the purpose of serving on GFC (see Section 57.)</p>	<p>Retain heading.</p> <p>Delete.        Now reflected in administrative process - Letter of Appointment.</p> <p>Retain—this statement alone to be retained for the present time.</p>
<p><b><u>5.3 Definition of Full-Time Members of the Academic Staff of a Department</u></b></p>	<p>Delete</p> <p>Now reflected in the</p>

<p>A full-time member of the academic staff of a Department is a member of the full-time academic staff of the University who holds an appointment in at least one Department.</p> <p>Subject to the above definition:</p> <p>a. A member of staff who holds an appointment in only one Department is a full-time member of the academic staff of that particular Department.</p> <p>b. A member of staff who holds appointments in two or more Departments is a full-time member of the academic staff of the Department that pays the larger portion of the staff member's salary.</p> <p>c. A member of the staff who holds appointments in two or more Departments that pay the staff member's salary in equal amounts may choose his or her membership in one and only one of these Departments.</p>	<p>administrative Process - Letter of Appointment.</p>
<p><b><u>5.4 Joint Appointments</u></b></p> <p>A member of the staff who holds appointments in both a Faculty or other administrative office and a Department has normal academic staff rights in that Department, except in circumstances which may lead to a conflict of interest. The Dean or other appropriate administrative officer will determine when such conflict exists. (GFC 26 JUN 1978)</p>	<p>Rescind</p> <p>Replace with UAPPOL Appointment Procedures and Conflict of Interest Policy</p>
<p><b><u>5.5 Appointment, Promotion, and Dismissal</u></b></p> <p><b><u>5.5.1 Regulations Outlined in the Post-Secondary Learning Act (PSLA)</u></b></p> <p>A person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council.  <i>[Post-Secondary Learning Act Section 22(2)]</i></p> <p>Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to make recommendations to the board with respect to affiliation with other institutions, academic planning,... appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university;  <i>[Post-Secondary Learning Act Section 26(1)(o)]</i></p> <p>A board shall appoint any officers, employees or other persons it considers necessary for the proper conduct of the affairs of the public post secondary</p>	<p>Retain heading</p> <p>Delete</p> <p>References to Post Secondary Learning Act covered in UAPPOL Recruitment Policy and UAPPOL Employment Relationship Policy.</p>

<p>institution and may promote or dismiss the officers and employees,</p> <p>[<i>Post-Secondary Learning Act</i> Section 83(a)]</p> <p>"academic staff member", "academic staff" and "member of the academic staff" mean an employee of the board of a public college, technical institute or university who, as a member of a category of employees or individually, is designated as an academic staff member under this Act;</p> <p>[<i>Post-Secondary Learning Act</i> Section 1(c)]</p> <p><b>Note from the University Secretariat:</b> The term "academic staff member" also embraces Senior Administrators as defined below.</p>	
<p><b><u>5.5.2 Definition of Senior Administrator</u></b></p> <p>The positions of President, Vice-President, Dean and Department Chair are senior positions on the administrative staff of the University. (EXEC 13 NOV 1984)</p>	<p>Do not rescind or replace at this time.</p>
<p><b><u>5.5.3 GFC Endorsement</u></b></p> <p>GFC has endorsed the four agreements as outlined in Section 5.1.3 with respect to the procedures for appointment, promotion, and dismissal.</p> <p>Amendments to three Board-AAS:UA Agreements (Librarians, Administrative and Professional Officers, and Faculty Service Officers), with respect to appointment, promotion, and dismissal, were approved by GFC on January 31, 1983 and by the Board of Governors on January 7, 1983.</p> <p>Amendments to four Board-AAS:UA Agreements (Faculty, Administrative Professional Officers, Librarians, and Faculty Service Officers), with respect to appointment, promotion and dismissal, were approved by GFC on January 27, 1986.</p> <p>Amendments to the current Board-AAS:UA Agreements as they relate to appointment, discipline and dismissal, and new clauses to be incorporated into the collective agreement for sessionals and other term academic staff as they relate to appointment, discipline and dismissal, were approved by GFC on June 15, 1998.</p>	<p>Delete</p>
<p><b><u>5.6 Salary Negotiations</u></b></p> <p>Information on salary negotiations can be found in Section 84 of the <i>Post-Secondary Learning Act</i>.</p>	<p>Delete</p>

<p><b><u>5.7 Staff Directory</u></b></p> <p>A policy has been adopted of refusing to make directories available to business firms on the basis that they were intended for internal use.(EXEC 27 JAN 1967)</p>	<p>Delete</p>
<p><b>18. Associate Faculty</b></p>	<p>Delete</p>
<p><b><u>18.1 Adjunct Academic Faculty</u></b></p> <p>Appointments to the University as an adjunct academic staff member are meant to enable the University to benefit from the contributions of scholars, researchers and practitioners who are not otherwise affiliated with the University of Alberta, and, to recognize and encourage interaction between the University and persons in business, government, education and the arts. Adjunct academic staff do not fall within the definition of academic staff, pursuant to the <i>Post-Secondary Learning Act</i>. Adjunct appointments may include cross appointments which are used to recognize the participation, by University of Alberta scholars and researchers, in the academic work of more than one department. (EXEC 06 NOV 2000)</p> <p>Appointments to adjunct academic staff shall be made by the Dean or delegates and are subject to procedures which may be established by each Faculty. The nature and extent of the adjunct academic staff member's involvement in a department's teaching and research programs shall be decided by mutual agreement between the appointee, the Department Chair or Dean, in the case of non-departmentalized faculties. Adjunct academic staff are bound by the rules and regulations of the University.(EXEC 06 NOV 2000)</p> <p>Appointments are usually for two, three or five year, renewable terms and may be terminated within the term by mutual consent, by request of the Dean or the individual. Normally, these are non-remunerated positions but privileges are extended to adjunct academic staff, as detailed in the Adjunct Academic Staff: Guidelines for Appointment, Review and Termination. Any subsequent amendments to these guidelines shall be subject to review and approval by the Office of the Provost and Vice-President (Academic).(EXEC 06 NOV 2000)</p> <p>Appointees shall be listed in the University Calendar.(EXEC 06 NOV 2000)</p> <p><b>Guidelines for Appointment, Review and Termination</b></p> <p>The following guidelines have been developed for use in conjunction with the University of Alberta's revised policy with respect to Adjunct Academic Staff (GFC Policy Manual S18). This document is intended to provide a basis for the University to established uniform practices and understanding amongst Deans and</p>	<p>Rescind</p> <p>Replace with UAPPOL "Appointment of Adjunct Academic Colleague Procedure"</p>

Department Chairs with respect to adjunct academic staff.(EXEC 06 NOV 2000)

Any amendments to these guidelines shall be subject to review and approval by the Office of the Vice- President (Academic) and Provost.(EXEC 06 NOV 2000)

### **Accountability**

Deans are authorized to appoint adjunct academic staff. Department Chairs are accountable to their Deans, and Deans to the Provost and Vice-President (Academic) for following these guidelines.(EXEC 06 NOV 2000)

### **Definitions**

**Adjunct Appointment** means a person with substantial experience in a profession or discipline who is or has been primarily employed externally to the University of Alberta by an institution, government, industry, professional partnership or in the arts, and who participates in the teaching or research activities of a department in the University without remuneration. Persons external to the University of Alberta holding appointments under these regulations are not governed by the provisions of the Faculty Agreement and are subject to any special conditions contained in the formal letter of appointment. As such they do not have the same rights and privileges of regular faculty members.(EXEC 06 NOV 2000)

Adjunct academic staff do not fall within the definition of academic staff, pursuant to the *Post-Secondary Learning Act*.(EXEC 06 NOV 2000)

**Cross Appointment** means a member of the continuing faculty who holds an adjunct appointment in a department other than their home department.(EXEC 06 NOV 2000)

**Dean** means the chief administrative officer of a Faculty.(EXEC 06 NOV 2000)

**Faculty** means the academic unit of the University established as such by the Board pursuant to section 19(e) of the *Post-Secondary Learning Act*.(EXEC 06 NOV 2000)

**Department Chair** means the chief administrative officer of a Department.(EXEC 06 NOV 2000)

**Department** means the academic unit of a Faculty, established as such by the Board pursuant to section 19(e) of the *Post-Secondary Learning Act*.(EXEC 06 NOV 2000)

### **Selection, Appointment and Review Procedures**



### **Selection**

Candidates for appointment as an Adjunct or Cross appointment shall be selected according to procedures established by each Faculty. The nature and extent of the duties of an Adjunct or Cross appointment shall be decided by mutual agreement between the appointee and the Dean or Department Chair, subject in the latter case to the approval of the Dean. As a minimum, it is recommended that a nomination package include the following: a description of the proposed working relationship between the candidate and the department, a clear outline of the specific duties to be performed by the prospective Adjunct or Cross appointee (e.g., advising graduate students, serving on thesis or advisory committees, teaching an undergraduate or graduate course, etc.), and, details of the honorarium where applicable. The agreed duties shall be incorporated within the letter of appointment.(EXEC 06 NOV 2000)

### **Appointment**

Appointees shall be accorded the title of either **Assistant Adjunct Professor**, **Associate Adjunct Professor** or **Adjunct Professor**. Appointment of adjunct academic staff does not imply that the appointee has the qualifications necessary for appointment to one of the regular professorial ranks. Because the professional qualifications, experience and reputation of individuals appointed as adjunct academic staff will vary considerably, there is no equivalence between adjunct and regular titles. Criteria for the adjunct professorial ranks must be documented and uniformly applied. The Office of the Provost and Vice-President (Academic) is available to assist in the development of these criteria.(EXEC 06 NOV 2000)

Appointments are usually for two, three or five year, renewable terms and normally involve no remuneration. They are made on the Adjunct Academic Staff Appointment Form, which is approved by the Dean or delegate, and then forwarded to the Office of the Provost and Vice-President (Academic).(EXEC 06 NOV 2000)

Each appointee shall receive a letter of appointment which sets out the goals and expectations which have been mutually agreed upon by the appointee and the Department Chair and which have the consent of the Dean or delegate. The goals and expectations should reflect the needs of the department as defined by its overall objectives, and the professional needs of the individual. Also included in the letter of appointment shall be the term of appointment, the procedures for evaluation and reappointment, an indication of any perquisites available to the appointee (see below), and a listing of all relevant University policies and regulations applicable to the appointee's involvement at the University of Alberta. A sample letter of appointment is attached.(EXEC 06 NOV 2000)

### **Evaluation/Review**

Faculties having adjunct academic appointments shall establish performance

criteria for the assessment of appointees that maintain the spirit of the criteria for the position while maintaining cognizance of the special nature of the form of appointment as well as any expectations articulated in the letter of appointment. Evaluation of an appointee shall be based on the written set of goals and expectations established between the individual and the Department Chair. (EXEC 06 NOV 2000)

As a part of acknowledging the contribution of adjunct academic staff, a review must be conducted at the completion of the period of appointment. Annual reviews are encouraged. (EXEC 06 NOV 2000)

### **Termination**

Termination of appointment within the appointment period shall be by mutual consent or by request of the Dean or delegate or the individual. (EXEC 06 NOV 2000)

### **Perquisites of the Appointment**

Adjunct academic appointments benefit both the department and the appointee and there is no remuneration attached to the appointment. Departments making adjunct academic appointments do so knowing that any resources required to support the work of the adjunct academic staff member are the responsibility of the department. In certain cases, departments may deem it appropriate to make available to the appointee other University resources or services. Privileges extended to adjunct academic staff include issuance of a ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), as well as eligibility for parking privileges and membership in the Faculty Club.(EXEC 06 NOV 2000)

Adjunct academic appointments are listed in the University Calendar.(EXEC 06 NOV 2000)

Upon completion of an adjunct or cross appointment term the Dean or delegate will send a letter acknowledging and thanking the adjunct academic staff member for his/her contributions to the department and to the University.(EXEC 06 NOV 2000)

### **SAMPLE LETTER OF APPOINTMENT: ADJUNCT ACADEMIC STAFF**

I am pleased to confirm your appointment in the Faculty of <name> as a member of the adjunct academic staff effective <date>. The appointment, which is for a <period> year, renewable, term, involves no remuneration and may be terminated within the appointment period by mutual consent, or as initiated by the Department or yourself.

<p>Adjunct academic staff appointments are listed in the University Calendar and are bound by the rules and regulations of the University of Alberta. These include policies about research, conflict of interest, professional misconduct, grading, discrimination, computing services, intellectual property, etc. All relevant policies and regulations are available for review in the Department’s general office. Please let me know if you wish to discuss any of these with me.</p> <p>The specifics of each adjunct academic appointment are worked out with respect to the particular needs and circumstances of both the appointee and the department. The goals and expectations for your appointment, on which we have mutually agreed, are as follows:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p>Prior to the end of your appointment, we will evaluate, together, whether these goals and expectations have been met.</p> <p>To support your work with us, the following will be made available to you: &lt;list here departmental resources, ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), eligibility for parking privileges, membership in the Faculty Club etc&gt;.</p> <p>We look forward to your association with our Faculty.</p> <p>Sincerely,</p> <p>&lt;Dean of Faculty (or delegate)&gt;</p> <p>cc: (c/w Adjunct Academic Staff Appointment Form)&gt;</p> <p>Office of the Associate Vice President, Academic Administration)</p> <p><a href="#">Top of page</a></p>	
<p><b><u>18.2 Clinical Academic Staff (Faculty of Medicine and Dentistry)</u></b></p> <p>Appointments to the University as a clinical academic staff member in the Faculty of Medicine and Dentistry are meant to enable the University to benefit from the contributions of practitioners and researchers who are not otherwise affiliated with the University of Alberta. Clinical academic staff do not fall within the definition of academic staff, pursuant to the <i>Post-Secondary Learning Act</i>. (EXEC 06 NOV</p>	<p>Rescind</p> <p>Replace with UAPPOL “Appointment of Clinical Academic Colleague Procedure”</p>

2000)

Appointments to the clinical academic staff shall be made by the Dean and are subject to procedures which may be established by the Faculty. The nature and extent of the clinical academic staff member's involvement in a department's teaching and research programs shall be decided by mutual agreement between the appointee, the Department Chair or Dean. Clinical academic staff are bound by the rules and regulations of the University. (EXEC 06 NOV 2000)

Appointments are usually for two, three or five year, renewable terms and may be terminated within the term by mutual consent, by request of the Dean or the individual. Normally, these are non-remunerated positions but privileges are extended to clinical academic staff, as detailed in the Clinical Academic Staff: Guidelines for Appointment, Review and Termination. Any subsequent amendments to these guidelines shall be subject to review and approval by the Office of the Provost and Vice-President (Academic). (EXEC 06 NOV 2000)

Appointees shall be listed in the University Calendar. (EXEC 06 NOV 2000)

#### **Guidelines for Appointment, Review and Termination**

The following guidelines have been developed for use in conjunction with the University of Alberta's policy with respect to Clinical Academic Staff. This document is intended to provide a basis for the University to established uniform practices and understanding amongst the Dean and Department Chairs with respect to clinical academic staff in the Faculty of Medicine and Dentistry. Any amendments to these guidelines shall be subject to review and approval by the Office of the Provost and Vice-President (Academic). (EXEC 06 NOV 2000)

#### **Accountability**

The Dean is authorized to appoint clinical academic staff. Department Chairs are accountable to their Dean, and the Dean to the Provost and Vice-President (Academic) for following these guidelines. (EXEC 06 NOV 2000)

#### **Definitions**

**Clinical Appointment** (Faculty of Medicine and Dentistry) means a person, usually a physician or dentist, in private practice, who undertakes teaching and instruction at or for the University of Alberta often without remuneration. Persons external to the University of Alberta holding appointments under these regulations are not governed by the provisions of the Faculty Agreement, are subject to any special conditions contained in the formal letter of appointment, and, are regularly evaluated in accordance with the standards established by the Faculty Evaluation Committee processes. As such they do not have the same rights and privileges of regular faculty members. (EXEC 06 NOV 2000)

Clinical academic staff do not fall within the definition of academic staff, pursuant to Section 22 of the *Universities Act*. (EXEC 06 NOV 2000)

**Dean** means the chief administrative officer of a Faculty. (EXEC 06 NOV 2000)

**Faculty** means the academic unit of the University established as such by the Board pursuant to section 17(1)(d) of the *Universities Act*. (EXEC 06 NOV 2000)

**Department Chair** means the chief administrative officer of a Department. (EXEC 06 NOV 2000)

**Department** means the academic unit of a Faculty, established as such by the Board pursuant to section 17(1)(d) of the *Universities Act*. (EXEC 06 NOV 2000)

### **Selection, Appointment and Review Procedures**

#### **Selection**

Candidates for appointment as clinical academic staff shall be selected according to procedures established by each Department. The nature and extent of the duties of a Clinical appointment shall be decided by mutual agreement between the appointee and the Dean or Department Chair, subject in the latter case to the approval of the Dean. As a minimum, it is recommended that a nomination package include the following: a description of the proposed working relationship between the candidate and the department, a clear outline of the specific duties to be performed by the prospective Clinical appointee (e.g., advising graduate students, serving on thesis or advisory committees, teaching an undergraduate or graduate course, etc.), and, details of the honorarium where applicable. The agreed duties shall be incorporated within the letter of appointment. (EXEC 06 NOV 2000)

#### **Appointment**

Appointees shall be accorded the title of **Clinical Lecturer, Assistant Clinical Professor, Associate Clinical Professor** or **Clinical Professor**. Appointment of clinical academic staff does not imply that the appointee has the qualifications necessary for appointment to one of the regular professorial ranks. Because the professional qualifications, experience and reputation of individuals appointed as a clinical academic staff will vary considerably, there is no equivalence between clinical and regular titles. Criteria for the clinical professorial ranks must be documented and uniformly applied. The Office of the Provost and Vice-President (Academic) is available to assist in the development of these criteria. (EXEC 06 NOV 2000)

Appointments are usually for two, three or five year, renewable terms and normally involve no remuneration. They are made on the Academic Staff Appointment Form, which is approved by the Dean, and then forwarded to the

Office of the Provost and Vice-President (Academic). (EXEC 06 NOV 2000)

Each appointee shall receive a letter of appointment which sets out the goals and expectations which have been mutually agreed upon by the appointee and the Department Chair and which have the consent of the Dean. The goals and expectations should reflect the needs of the department as defined by its overall objectives, and the professional needs of the individual. Also included in the letter of appointment shall be the term of appointment, the procedures for evaluation and reappointment, the amount of remuneration if applicable, an indication of any perquisites available to the appointee (see below), and a listing of all relevant University policies and regulations applicable to the appointee's involvement at the University of Alberta. A sample letter of appointment is attached. (EXEC 06 NOV 2000)

### **Evaluation/Review**

The Faculty of Medicine & Dentistry shall establish performance criteria for the assessment of appointees that maintain the spirit of the criteria for the position while maintaining cognizance of the special nature of the form of appointment as well as any expectations articulated in the letter of appointment. Evaluation of an appointee shall be based on the written set of goals and expectations established between the individual and the Department Chair. (EXEC 06 NOV 2000)

As a part of acknowledging the contribution of clinical academic staff, a review must be conducted at the completion of the period of appointment. Annual reviews are encouraged. (EXEC 06 NOV 2000)

### **Termination**

Termination of appointment within the appointment period shall be by mutual consent or by request of the Dean or the individual. (EXEC 06 NOV 2000)

### **Perquisites of the Appointment**

Clinical academic appointments benefit both the department and the appointee and normally there is no remuneration attached to the appointment. Departments making clinical academic appointments do so knowing that any resources required to support the work of the clinical academic staff member are the responsibility of the department. In certain cases, departments may deem it appropriate to make available to the appointee other University resources or services. Privileges extended to clinical academic staff include issuance of a ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), as well as eligibility for parking privileges and membership in the Faculty Club. (EXEC 06 NOV 2000)

Clinical academic appointments are listed in the University Calendar. (EXEC 06

NOV 2000)

Upon completion of a clinical appointment term the Dean will send a letter acknowledging and thanking the clinical academic staff member for his/her contributions to the department and to the University. (EXEC 06 NOV 2000)

**SAMPLE LETTER OF APPOINTMENT: CLINICAL ACADEMIC STAFF**

I am pleased to confirm your appointment in the Faculty of <name> as a member of the clinical academic staff effective <date>. The appointment, which is for a <period> year, renewable, term, involves no remuneration and may be terminated within the appointment period by mutual consent, or by request of the Department or yourself.

Clinical academic staff appointments are listed in the University Calendar and are bound by the rules and regulations of the University of Alberta. These include policies about research, conflict of interest, professional misconduct, grading, discrimination, computing services, intellectual property, etc. All relevant policies and regulations are available for review in the Department's general office. Please let me know if you wish to discuss any of these with me.

The specifics of each clinical academic appointment are worked out with respect to the particular needs and circumstances of both the appointee and the department. The goals and expectations for your appointment, on which we have mutually agreed, are as follows:

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Prior to the end of your appointment, we will evaluate, together, whether these goals and expectations have been met.

To support your work with us, the following will be made available to you: <list here departmental resources, ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), eligibility for parking privileges, membership in the Faculty Club, etc>.

We look forward to your association with our Faculty.

Sincerely,

<Dean of Faculty>

<p>cc: (c/w Clinical Academic Staff Appointment Form)&gt;</p> <p>(Office of the Associate Vice President, Academic Administration)</p>	
<p><b>48. Employment Policies</b></p> <p><b><u>48.1 Basic Principles</u></b></p> <p>The Employment Policy approved by the Board Human Resources and Compensation Committee (BHRCC) on June 2, 2005, and by the GFC Executive Committee on June 13, 2005 will now be included in University of Alberta Policies and Procedures on line (UA PPOL).</p> <p><b>Links</b></p> <ul style="list-style-type: none"> <li>• <a href="#">UAPPOL Employment Policy</a></li> </ul>	<p>Retain Section 48 title.</p> <p>Delete 48.1</p> <p>UAPPOL Employment Policy approved in 2005 is being replaced with the UAPPOL Recruitment Policy and Employment Relationship Policy</p>
<p><b><u>48.2 Guidelines for Employment Procedures</u></b></p> <p><b><u>48.2.1 Advertising and Recruitment</u></b></p> <p>The Advertising and Recruitment Policy approved by the GFC Executive Committee on June 12, 2006 will now be included in the University of Alberta Policies and Procedures on line (UAPPOL).</p>	<p>Retain heading</p> <p>Delete</p> <p>Covered in UAPPOL Policies and Procedures</p>
<p><b><u>48.2.2 Selection Procedures</u></b></p> <ol style="list-style-type: none"> <li>1. Full-time faculty, professional librarians and faculty service officers shall be appointed to the staff by the authorized appointing officer normally on the advice of an Advisory Selection Committee. (See Section 48.2.2.(4)5 regarding exceptions to the use of Advisory Selection Committees)</li> <li>2. Selection Procedures for the appointment of other types of staff shall be at the discretion of the authorized appointing officer who may, or may not, utilize an <i>ad hoc</i> Advisory Selection Committee in the appointment process.</li> <li>3. Where selection of academic personnel rests with bodies outside the University certain procedures must be followed. Normally, an Advisory Selection</li> </ol>	<p>Rescind</p> <p>Replace with UAPPOL Academic Selection Procedure</p>



Committee is struck before nomination is made and an appointment is finalized.

4. Advisory Selection Committees

a. Each departmentalized Faculty shall have an Advisory Selection Committee for each Department which contemplates the appointment of a regular full-time faculty member. The duty of such committees is to advise the Dean in the matter of appointments to the regular full-time faculty. Unless otherwise provided by the Faculty Council, the composition of each committee shall be as set out below. If a Faculty changes this composition, the Dean must inform the Provost and Vice-President (Academic) in writing:

- i. The Dean, or an Associate Dean, as Chair;
- ii. The Department Chair;
- iii. One or two regular full-time faculty members from the Department selected according to procedures approved by the Faculty Council;
- iv. One or two regular full-time faculty members from outside the Department selected by the Faculty Council according to procedures established by it;
- v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee and where such members consider such representation appropriate.

Whenever an ASC adds a representative from a professional body, the Chair of the ASC shall immediately inform the Provost and Vice-President (Academic), in writing, of the name and affiliation of that individual.

The decision as to whether or not to add a representative from a professional body rests with the ASC alone.

The ASC can decide what is meant by the phrase 'relevant professional body.'

b. Each non-departmentalized Faculty shall have an Advisory Selection Committee. The duty of such a Committee is to advise the Dean on the matter of appointments to the regular full-time faculty. Unless otherwise provided by the faculty Council, the composition of the committee shall be:

- i. The Dean, or an Associate Dean, as Chair;
- ii. The Head of the appropriate Division or Unit of the Faculty, where appropriate;
- iii. One or two regular full-time faculty members in the Faculty selected by

<p>the Faculty Council according to the procedures approved by it.</p> <p>iv. One or two regular full-time faculty members outside of the faculty selected by the Faculty Council according to procedures approved by it;</p> <p>v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee and where such members consider such representation appropriate.</p> <p>c. In the event that a Department Chair or Dean selection committee recommends to the Board the appointment of a candidate from outside the University, that selection committee functions as the Advisory Selection Committee for the candidate's faculty appointment as well as the candidate's Department Chair/Dean appointment and, therefore, replaces the committees referred to in i. and ii. above. (See below for the composition, procedures, etc for Department Chair/Dean selection committees.)</p> <p>d. Advisory Selection Committees <b>must</b> be used in the following cases of appointment of regular full-time faculty:</p> <p>i. appointment at the rank of full professor in which case the decision with respect to tenure must also be considered;</p> <p>ii. other faculty with tenure on first appointment.</p> <p>e. An Advisory Selection Committee shall be used in the appointment of regular full-time faculty at the ranks of associate professor, assistant professor and lecturer <b>unless</b> the use of such a committee is waived, as follows:</p> <p>i. in the appointment of associate professors, waiver by the Provost and Vice-President (Academic) on the recommendation of the Dean; and</p> <p>ii. in the appointment of assistant professors and lecturers, waiver by the Dean.</p> <p>As indicated in d, above, no waiver is permitted at these ranks when appointment with tenure is contemplated.</p> <p>f. Normally, an Advisory Committee shall be used in the nomination and/or appointment to the academic staff where the final selection rests with a body outside the University.</p> <p>g. An Advisory Selection Committee <b>must</b> be used in the appointment to the staff of regular full-time librarians. The purpose of such a committee is to advise the Chief Librarian in the making of such appointments. The composition of the committee shall be:</p>	
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<p>i. the Chief Librarian, as Chair;</p> <p>ii. the Division Head, if any;</p> <p>iii. One regular full-time librarian from the Division involved, selected by the Chair, when the Chief Librarian feels it is appropriate;</p> <p>iv. One other regular full-time librarian in the University Library, selected according to procedures approved by the Library Council; and</p> <p>v. Other professional librarians or members of teaching departments, as deemed necessary by the other members of the Committee.</p> <p>vi. It is desirable that Selection Committees be as representative as possible of the academic community.</p> <p>h. Unless otherwise determined by the Faculty Council, each Faculty shall have an Advisory Selection Committee to advise the Dean on appointments of Faculty Service Officers. The composition of such a committee shall be:</p> <p>i. the Dean, or delegate, as Chair;</p> <p>ii. the Department Chair, if any; and</p> <p>iii. such other members as the Dean and Department Chair, if any, may consider necessary.</p> <p>i. All things being equal, qualified candidates for an APO position currently employed by the University should be given priority in consideration for vacant positions.</p> <p>j. Candidates for an APO position should not be registered students studying in the same department as that in which they will be employed as staff; exceptions to this rule may be made with the approval of the Provost and Vice-President (Academic) and of the Dean of Graduate Studies and Research. (See clause 5.10 APO Agreement.)</p> <p>k. Procedures to be followed by Advisory Selection Committees shall be established by the appropriate Faculty Council or by the Library Council, as the case may be.</p> <p>l. See 48.2.2.2 regarding selection committees for types of staff not referred to above.</p>	

**48.2.3 Measures to Prevent Discrimination in Appointments**

Recognizing the desire of the University to prevent discrimination and in compliance with federal and provincial legislation the General Faculties Council reaffirms the commitment of the University to non-discrimination in employment decisions. Because women comprise the largest group of disadvantaged, the rules and regulations which follow will from time to time make specific requirements with respect to the employment of women. Accordingly, the following steps shall be taken whenever an academic staff vacancy occurs:

1. It is anticipated that there will be instances where none, or very few, of the qualified applicants are women. In some instances none, or very few, of the qualified applicants will be men. In such cases, as early in the work of selection committees as possible, they are expected to seek qualified applicants from the under-represented sex through appropriate sources capable of providing data on the pool of available qualified persons (chairs of relevant departments; professional organizations; individuals from the under-represented sex within the profession or discipline; individuals from the under-represented sex, members of academic staff in the unit and in related units with the University).
2. Pre-Selection Committees (where they exist) and Advisory Selection Committees must give careful and detailed consideration to **all** qualified applicants regardless of race, religious beliefs, color, sex, physical disability, marital status, age, ancestry or place of origin.
3. Pre-Selection Committees (where they exist) and Advisory Selection Committees, when interviewing candidates for a vacant staff position, may **not** request information of religious beliefs, political affiliations, family or marital status, age, ancestry or place of origin or physical disability which could lead to discriminatory action.

The evaluation of applicants must be based on objective job-related criteria.

4. Pre-Selection Committees (where they exist) and Advisory Selection Committees are required to report to the Dean on:
  - a. the pool of available qualified persons;
  - b. sources consulted in the determination of this pool;
  - c. the number of applications received;
  - d. the qualifications and sex of all applicants if known;
  - e. the criteria used in determining the short list;
  - f. the number of persons shortlisted, including a reference to the

Do not rescind or replace at this time.

<p>qualifications and sex of the persons on the short list;</p> <p>g. an explanation as to why the short list contains no members of the under-represented sex (if that is the case);</p> <p>h. resumes of the most qualified persons of the under-represented sex;</p> <p>i. the criteria used in the final selection.</p> <p>5. Upon submitting the academic appointment form to the Provost and Vice-President (Academic), the Dean will forward the above information for each appointment.</p> <p>6. Where the use of a Selection Committee has been waived the Dean is expected to provide the same information as above.</p>	
<p><b><u>48.2.4 Measures to Assess Teaching Potential of Candidates for Faculty Positions</u></b></p> <p>Recognizing the University's commitment to excellence in teaching and research and to ensure the recruitment, selection, and appointment of faculty members with high potential and/or abilities in both, as well as to provide support for the continued development of their abilities as good teachers and researchers, the General Faculties Council adopts the following specific policy:</p> <p>Deans should direct all Advisory Selection Committees or Pre-Selection Committees (where they exist) to establish methods to examine and assess a candidate's teaching experience and/or teaching potential. Such methods shall be appropriate to the duties associated with the position as well as the specific requirements created by the subject matter or the discipline.</p>	<p>Rescind</p> <p>Replace with UAPPOL Academic Selection Procedure (3(a)i).</p>
<p><b><u>48.2.5 Measures to Support the Teaching Role for New Appointees</u></b></p> <p>Believing that teaching skills can be developed and nurtured over an instructor's entire career, that instructors and the University have mutual obligations in this regard, and acknowledging the particular importance of the initial appointment period, the following means shall be used to ensure that new appointees receive adequate support for their personal initiatives in developing their teaching roles during the initial phase of the appointment.</p>	<p>Do not rescind or replace at this time.</p>

<p>During the probationary period, every teaching unit shall work with the faculty member to assess teaching abilities and accomplishments. Such an assessment should be guided by a desire to develop and nurture effective teaching skills and attitudes. If deficiencies are detected, the new staff member will be directed to sources, services, or persons who can provide assistance, either internal or external to the Faculty, and will be encouraged to take personal initiatives for continual development as a teacher.</p> <p>Sections 48.1 and 48.2 were considered, approved or amended by GFC on the following dates:</p> <table border="1" data-bbox="191 590 740 976"> <tr> <td>(GFC 01 MAR 1982)</td> <td>(EXEC 12 JUN 1996)</td> </tr> <tr> <td>(GFC 23 FEB 1987)</td> <td>(EXEC 18 NOV 1996)</td> </tr> <tr> <td>(GFC 25 JAN 1988)</td> <td>(EXEC 10 MAR 1997)</td> </tr> <tr> <td>(GFC 25 JUN 1990)</td> <td>(EXEC 07 APR 1997)</td> </tr> <tr> <td>(GFC 18 JAN 1993)</td> <td>(GFC 29 NOV 1999)</td> </tr> <tr> <td>(EXEC 08 MAR 1993)</td> <td>(EXEC 17 JUN 2002)</td> </tr> <tr> <td>(EXEC 14 NOV 1994)</td> <td></td> </tr> </table>	(GFC 01 MAR 1982)	(EXEC 12 JUN 1996)	(GFC 23 FEB 1987)	(EXEC 18 NOV 1996)	(GFC 25 JAN 1988)	(EXEC 10 MAR 1997)	(GFC 25 JUN 1990)	(EXEC 07 APR 1997)	(GFC 18 JAN 1993)	(GFC 29 NOV 1999)	(EXEC 08 MAR 1993)	(EXEC 17 JUN 2002)	(EXEC 14 NOV 1994)		
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(GFC 18 JAN 1993)	(GFC 29 NOV 1999)														
(EXEC 08 MAR 1993)	(EXEC 17 JUN 2002)														
(EXEC 14 NOV 1994)															
<p><b><u>48.3 Contractual Agreements</u></b></p> <p>Where existing University contracts conflict with this policy statement, such contracts shall prevail, but as they are renegotiated, reviewed or reconsidered, the University shall encourage the inclusion in such contracts of the policies herein adopted to the end that they conform to these policies.</p> <table border="1" data-bbox="191 1318 703 1423"> <tr> <td>(GFC 28 MAY 1978)</td> <td>(GFC 22 JUN 1987)</td> </tr> <tr> <td>(BG 02 JUN 1978)</td> <td>(BG 02 OCT 1987)</td> </tr> </table>	(GFC 28 MAY 1978)	(GFC 22 JUN 1987)	(BG 02 JUN 1978)	(BG 02 OCT 1987)	<p>Delete</p>										
(GFC 28 MAY 1978)	(GFC 22 JUN 1987)														
(BG 02 JUN 1978)	(BG 02 OCT 1987)														
<p><b><u>48.4 Position Control Policies for Continuing Staff</u></b></p> <p>The following policies approved by PPC were <b>RECEIVED FOR INFORMATION BY GFC</b> on January 26, 1981:</p>	<p>Delete in its entirety</p> <p>Process is obsolete</p>														
<p><b><u>48.4.1 Teaching and Research Faculty and Faculty Service Officers</u></b></p>	<p>Delete</p>														

<p>1. In November of each year the Provost and Vice-President (Academic) will establish the number of positions in each Faculty for the following academic year, based upon priorities as established from time to time by the Planning and Priorities Committee and upon a reasonable estimate of the University's prospective budget situation. These position numbers will be reported to PPC, and will remain in effect until the next November unless they are modified by PPC because of extraordinary circumstances.</p> <p>2. Where new funding is made available to a Faculty, new positions may be authorized by the Provost and Vice-President (Academic), subject to such guidelines as PPC may determine.</p> <p>3. a. A Faculty whose number of positions has been decreased by the Provost and Vice-President (Academic) as a consequence of the November decisions will, as necessary, eliminate vacant positions on the next April 1 and, as they occur, positions that will become vacant by the next September 1, except that, with the agreement of the Provost and Vice-President (Academic) position deletions may be deferred until a more appropriate vacancy occurs in the following year. Thereafter, vacancies will be eliminated as they occur [eg, November 1981 decisions, for action by September, 1982; deferment for cause until "first appropriate" vacancy prior to September, 1983; thereafter, first call on any vacancy].</p> <p>b. Notwithstanding any agreement that a position deletion be deferred, where it becomes known to a Dean that a further vacancy will occur in the Faculty, no appointment may be made to fill such a vacancy unless the agreement to postpone the deletion is reconfirmed by the Provost and Vice-President (Academic).</p> <p>4. On March 1, each Dean will report in writing to the Provost and Vice-President (Academic) all positions that are vacant (including any approved for filling the previous November) and any that are expected to become vacant by the next September.</p> <p>Where replacement was authorized by virtue of the November decisions and a search is in progress, the Dean will record for the Provost and Vice-President (Academic) the unit that has been assigned the vacancy for which the search is taking place, and the progress being made. The Dean's authorization to fill the vacancy so specified and recorded continues as long as it is possible to appoint a fully qualified person effective the beginning of the upcoming academic year.</p> <p>Any vacancies that occur after March 1 that have not been foreseen and recorded in the progress report (and for which, therefore, replacement searches will not have begun) may not normally be filled until the Provost and Vice-President (Academic) in the following November has again determined the number of positions for the Faculties, except where the Provost and Vice-President (Academic) is satisfied that there is over-riding need to fill such a vacancy and</p>	<p>Process is obsolete</p>
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<p>that an adequate search can be carried out and a fully qualified person appointed by the beginning of the academic year.</p> <p>5. Where a Dean is authorized to fill a particular vacancy or vacancies as they occur (by virtue of the November "establishment" decisions) and no constraints have otherwise been imposed through deferrals etc, appointments may be made effective the upcoming academic year, without further authorization, to any Faculty unit or subdivision deemed appropriate by the Dean.</p>	
<p><b><u>48.4.2 Professional Librarian and APO Positions in the University Library</u></b></p> <p>1. In November of each year the Provost and Vice-President (Academic) will review the number and type of Librarian and APO positions in the Library. Based upon this review and the prospective budget situation for the following year, he will establish the number of such positions for the following year, and this number will remain in effect until the following November unless it is modified by PPC or, as a result of additional funding, increased by the Provost and Vice-President (Academic).</p> <p>2. Where deletions have been required, the Chief Librarian will eliminate positions from vacancies which are present or may occur. (Such deletions may require reorganization or the reallocation of personnel and responsibilities.) Where the appropriate number of vacancies do not occur, the required position deletions will remain as a first call against vacancies as they occur.</p> <p>3. Where vacancies occur within the approved establishment, or where new positions are approved by the Provost and Vice-President (Academic) as a result of funding changes, the Chief Librarian may make appointments in accordance with required selection procedures. In the case of new APO positions, the approval of the APO Committee is required.</p>	<p>Delete</p> <p>Process is obsolete</p>
<p><b><u>48.4.3 APO and Librarian Positions in Budget Units Other Than the University Library</u></b></p> <p>1. During the budget approval process, reductions may be required in the salary accounts for APO's and Librarians. Such reductions may be required by the Planning and Priorities Committee and the Board or may be decided upon by the budget authority for the unit.</p> <p>2. Where such reductions are required they may be accomplished by the elimination of positions or through reorganization or reallocation of responsibilities</p>	<p>Delete</p> <p>Process is obsolete</p>



<p>that result in budget reductions, or, with the approval of the appropriate Vice-President, may be deferred against forthcoming reorganization or position reductions.</p> <p>3. Where funds are available to support a new position, the appropriate Vice-President may authorize (a) an application to the APO Committee to approve a new APO position, or (b) the creation of a new Librarian position.</p> <p>4. Normally, when vacancies occur during the year they may be filled at the discretion of the appointing authority and in accordance with University procedures. The appropriate Vice-President may require that such replacements be approved in advance.</p>	
<p><b><u>48.4.4 Non-Academic Positions Throughout the University</u></b></p> <p>1. During the budget approval process, reductions may be required in the salary accounts for Non-Academic staff. Such reductions may be required by the Planning and Priorities Committee and the board, or may be decided upon by the budget authority for the unit. (GFC 26 JAN 1981)</p> <p>2. Where such reductions are required, they may be accomplished through the elimination of positions, through any reorganization or reallocation that results in budget reductions, or, with the approval of the appropriate Vice-President, they may be deferred against forthcoming reorganization or staff reductions. (GFC 26 JAN 1981)</p> <p>3. Where funds are available to support a new position, the appropriate Vice-President may authorize the Director of Personnel Services and Staff Relations to evaluate the position and to appoint a suitable person to it.</p> <p>4. Normally, when vacancies occur during the year they may be filled at the discretion of the budgetary unit, and in accordance with University procedures. The appropriate Vice-President may require that such replacements be approved in advance. (GFC 26 JAN 1981)</p> <p><b>Note:</b> On September 28, 1987 GFC received a recommendation from the GFC Executive Committee that no policy on over-qualification was necessary at the present time. (GFC 26 JAN 1981)</p> <p>(GFC 26 JAN 1981)</p>	<p>Delete</p> <p>Process is obsolete</p>

DEVELOPMENT LEAD: Kathleen Brough

VERSION 5 DRAFT DATE: 2011/01/18

NOTE: This header will be removed for UAPPOL publication

Go to:	<a href="#">[Overview]</a>	<a href="#">[Purpose]</a>	<a href="#">[POLICY]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[RELATED LINKS]</a>
<p>This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.</p>					

## Death of a Member of the University Community – University Response Policy

<b>Office of Accountability:</b>	Office of the Provost and Vice-President (Academic)
<b>Office of Administrative Responsibility:</b>	Office of the Provost and Vice-President (Academic)
<b>Approver:</b>	Board of Governors

### Overview

The death of a **member of the University community** is a serious loss to the University of Alberta's community. Due to the seriousness of such an occurrence, the Board of Governors has established this policy, along with the associated procedures, to ensure that the University responds appropriately.

### Purpose

To ensure that when a member of the University community passes away, the situation is managed in an appropriate manner.

### POLICY

Compliance with University policy extends to all members of the University community. [\[▲Top\]](#)

1. Upon the death of a member of the University community, the University:
  - will ensure that all dealings with the member's surviving family and estate are handled appropriately;
  - will properly acknowledge and commemorate, as appropriate, the contributions that member made to the University; and,
  - may fly the University Banner at half-mast, in accordance with the University's *Flag Policy*.
2. When a **student** or **staff member** passes away, the death will be communicated to the appropriate parties in accordance with the applicable associated procedure.

### DEFINITIONS

<p>Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a></p>	
<b>Member of the University Community</b>	Academic and non-academic staff, students, post-doctoral fellows, emeriti, alumni, members of the Board of Governors, members of the Senate, honorary degree recipients and retirees.

DEVELOPMENT LEAD: Kathleen Brough

VERSION 5 DRAFT DATE: 2011/01/18

NOTE: This header will be removed for UAPPOL publication

<b>Student</b>	An individual currently enrolled (full-time or part-time) in undergraduate or graduate studies. This procedure also applies to individuals who were expecting to continue their program in the Fall term, but were not registered for courses in Spring and/or Summer term.
<b>Staff Member</b>	Refer to Appendix A and B of the Recruitment Policy.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Flag Policy](#) (UAPPOL)

[Lowering of University Banner as a Sign of Mourning Procedure](#) (UAPPOL)

[Posthumous Degrees Procedure](#) (UAPPOL)

DEVELOPMENT LEAD: [Full name and email](#)

VERSION # DRAFT DATE: 2011/01/18

PARENT POLICY: University Response to the Death of a Member of the University Community Policy

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Death of a Staff Member – University Response Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

When the death of a **staff member** occurs, it is the responsibility of the University to respond in an appropriate manner. These guidelines have been established to ensure an orderly, effective, and caring response.

The collective bargaining agreements contain information about benefits and insurance in the event of a staff member's death in service.

### Purpose

This procedure ensures that upon the death of a staff member:

- the staff member's contributions to the University of Alberta and community at large are acknowledged;
- all communications with the **staff member's family**, colleagues, as well as the general public, are handled in a timely and professional manner.

## **PROCEDURE**

### 1. NOTIFICATION

- Response to the death of a staff member will be handled initially by the local police agency and/or the hospital involved. In accordance with the Fatalities Inquiries Act, these agencies will notify next-of-kin.
- Upon learning of a staff member's death, the Faculty, department or unit where the deceased staff member was employed should notify the dean of the Faculty or director of the unit, and the Office of Vice-Provost and Associate Vice-President (Human Resources). The Vice-Provost and Associate Vice-President (Human Resources) will notify others as appropriate. All communication regarding the death of a staff member will be subject to privacy laws.

### 2. RESPONSIBILITIES

- The Director, Department Chair or Dean will contact the staff member's family to express condolences, and to refer to appropriate sources of help. They will arrange for the appropriate

DEVELOPMENT LEAD: [Full name and email](#)

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PARENT POLICY: University Response to the Death of a Member of the University Community Policy

handling of personal effects. Communication with the community regarding the death will be done in consultation with the staff member's family. If appropriate, the Dean or designate will prepare a statement of tribute to be presented at the next meeting of the Faculty Council.

- b. Colleagues, co-workers, and students, if applicable, may need assistance in dealing with their reactions to the death. Human Resource Services can provide support and resources during a period of mourning.
- c. Pension and Benefit Advisory Services will:
  - i Determine the benefits that are payable and advise the beneficiary/executor.
  - ii Make arrangements with the appropriate carriers.
- d. In the case of the death of a faculty member, the Dean or a designate will:
  - i Work with the family to arrange to have someone act as 'academic or scholarly' executor to handle publications in preparation, or submitted but not accepted and to notify relevant professional journals.
  - ii Arrange for someone to assume the responsibility for graduate students and notify the Dean of the Faculty of Graduate Studies and Research about the deceased faculty member's students.
  - iii Re-assign lectures and/or other duties as required.
  - iv Notify professional journals to delete name from subscription lists.
  - v If the deceased were a holder of a grant, such as NSERC, SSHRC, or Canada Council, the Chair would contact the Research Services Office to determine the procedures required by the appropriate granting agency.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Staff Member</b>	Refer to Appendix A and B of the Recruitment Policy.
<b>Staff Member's Family</b>	Parents, spouse, common-law partner, children, and/or emergency contact as indicated on the staff member's record.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲Top](#)

[Notice of Death Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲Top](#)

[Flag Policy](#) (UAPPOL)

[Human Resource Services](#) (University of Alberta)

**DEVELOPMENT LEAD:** Full name and email

**VERSION # DRAFT DATE:** 2011/01/18

**PARENT POLICY:** University Response to the Death of a Member of the University Community Policy

[Lowering of University Banner as a Sign of Mourning Procedure \(UAPPOL\)](#)

DEVELOPMENT LEAD: David Newman david.newman@ualberta.ca

VERSION 4 DRAFT DATE: 2011/01/18

PARENT POLICY: University Response to a the Death of a Member of UA Community: to be removed for UAPPOL publication

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Death of a Student – University Response Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Dean of Students
<b>Approver:</b>	Provost and Vice-President Academic

### Overview

When the death of a **student** occurs, it is the responsibility of the University to respond in an appropriate manner. These guidelines have been established to ensure an orderly, effective, and caring response.

### Purpose

This procedure ensures that upon the death of a student:

- the student's contributions to the University of Alberta and community at large are acknowledged;
- all dealings with the student's records, fees, and accommodations (if student was in residence) are handled in a timely and professional manner; and
- all communications with the **student's family**, colleagues, as well as the general public, are handled appropriately

## **PROCEDURE**

Compliance with University procedure extends to all members of the University community. [▲Top](#)

### 1. NOTIFICATION

- a. Response to a death of a student will be handled initially by the local police agency and/or the hospital involved. In accordance with the Fatality Inquiries Act, these agencies will notify the next-of-kin.
- b. In the event a student or staff member learns of a student's death, he/she should contact the Office of the Registrar and Student Awards and provide the student's name, ID number if known, date of death, and estate address (or the name and address of a family member or friend who can provide this information).
- c. All communication regarding the death of a student will be subject to privacy laws.

DEVELOPMENT LEAD: David Newman david.newman@ualberta.ca

VERSION 4 DRAFT DATE: 2011/01/18

PARENT POLICY: University Response to a the Death of a Member of UA Community: to *be removed for UAPPOL publication*

## 2. CAMPUS COMMUNICATION

a. The Office of the Registrar and Student Awards will notify the following campus officials:

- Dean of Students
- President
- Financial Services
- Parking Services
- Libraries
- Dean of the student's Faculty and Chair of the student's department if a graduate student
- Director of Residence Services, if the student was in a student residence
- Office of Alumni Affairs

## 3. RESPONSIBILITIES

The Office of the Registrar and Student Awards will update the student record. If the student is currently registered, the student will be withdrawn from classes and all current term's tuition and fees refunded to the estate. The campus service offices noted above will ensure that billings for parking, library fines, fees, and Emergency Student Loans, etc. are stopped to reduce hardship to the family. At the request of the student's estate a transcript can be issued and the T2202A tax form and/or U-Pass receipt can be released.

The Vice-Provost and Dean of Students will be responsible for coordinating follow-up activities. These activities may include, but are not limited to:

a. Contacting the student's family to express condolences. (The student's estate mailing address, along with their phone numbers are located through the student information system, once updated by the Office of the Registrar and Student Awards.) The Vice-Provost and Dean of Students will be indicated as a primary contact for the appropriate family members if they would like to discuss the situation. Communication with the community regarding the death will be done in consultation with the student's family.

b. Consulting with Residence Services (if the student lived in student residence) to outline a plan of action for the student's room and personal belongings.

c. Informing support agencies that may deal with concerns the death may cause for other students as well as family and friends of the deceased.

- Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Vice-Provost and Dean of Students, someone from Student Services who is familiar with the situation may be assigned as a contact person to assist them with their concerns. It is important that the staff members assigned to assist the family be supportive of the family's needs while also being sensitive to the needs of students and staff.

- Friends, classmates and faculty may need assistance in dealing with their reactions to the death. The University Health Centre, Student Counselling Services, and the Chaplains' Office or any other relevant



DEVELOPMENT LEAD: David Newman david.newman@ualberta.ca

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PARENT POLICY: University Response to a the Death of a Member of UA Community: to be removed for UAPPOL publication

campus service will offer short-term services to any individual or group that can be identified as being affected by the death.

#### d. Media Involvement

The Vice-Provost and Dean of Students will be responsible for disseminating information to the media. The Dean will seek advice or consult with the Office of Marketing and Communications and the student's family prior to releasing any information to the media. It is important that University of Alberta Protective Services, other involved campus units, Communications and the Information and Privacy Office work closely with the Dean to ensure the accuracy of the information disseminated.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<b>Student</b>	An individual currently enrolled (full-time or part-time) in undergraduate or graduate studies. This procedure also applies to individuals who were expecting to continue their program in the Fall term, but were not registered for courses in Spring and/or Summer term.
<b>Student's Family</b>	Parents, guardians, spouse, common-law partner, children, and/or emergency contact as indicated on the student's record.

## **FORMS**

Should a link fail, please contact uappol@ualberta.ca. [▲ Top](#)

## **RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲ Top](#)

[Off-Campus Activities and Travel Policy \(in development\)](#)

[Lowering of University Banner as a Sign of Mourning Procedure](#)

[Posthumous Degrees Procedure](#)

[Fatality Inquiries Act](#)

**Recommended Changes to the  
 General Faculties Council University Response to a Student Death (Section  
 108.14)**

<p align="center"><b>Current Policy Format            (Delete struck-through            text below)</b></p>	<p align="center"><b>Proposed Policy Format            (Add text as underlined            below)</b></p>	<p align="center"><b>Reason for change</b></p>
<p>When a death of a student occurs, it is the responsibility of the University to respond in a <del>sensitive and sympathetic manner</del>. These guidelines have been established to <del>provide</del> an orderly, effective, and caring response.</p> <p><del><b>1. Student Death Off Campus</b></del></p> <p>a. Response to a death occurring off campus will be handled initially by the local police agency and/or the hospital involved. <del>It may be assumed that</del> these agencies will notify the next-of-kin. (EXEC 03 MAY 1993)</p>	<p><b><u>Overview</u></b>            When <u>the</u> death of a student occurs, it is the responsibility of the University to respond in <u>an appropriate manner</u>. These guidelines have been established to <u>ensure</u> an orderly, effective, and caring response.</p> <p><b><u>Purpose</u></b>  <u>This procedure ensures upon the death of a student:</u>            - <u>the student's contributions to the University of Alberta and community at large are acknowledged;</u>            - <u>all dealings with the student's records, fees, and accommodations (if student was in residence) are handled in a timely and professional manner;</u> and            - <u>all communications with the student's family, colleagues, as well as the general public, are handled in a compassionate and professional manner.</u></p> <p><b><u>PROCEDURE</u></b>  <b><u>1. NOTIFICATION</u></b>            a. Response to a death <u>of a student</u> will be handled initially by the local police agency and/or the hospital involved. <u>In accordance with the Fatality Inquiries Act,</u> these agencies will notify the next-of-kin.</p>	<p>To illustrate the purpose of the procedure and fit into the UAPPOL format.</p> <p>To categorize activities</p> <p>Not specific to off-campus</p> <p>Match legislation.</p>

<p>b. In the event a student or staff member learns of the student's death, he/she should contact <del>Campus Security</del>. (EXEC 03 MAY 1993)</p> <p>e. <del>If a death occurs during a field trip, the University staff member accompanying the trip should immediately contact local emergency services and the local law enforcement agency. As soon as the appropriate agency has taken control, the staff member will immediately contact Campus Security. (EXEC 03 MAY 1993)</del></p> <p>d. <del>Notification of Appropriate Campus Officials</del>  <del>i. Campus Security will notify the following campus officials:</del></p> <ul style="list-style-type: none"> <li><del>- Dean of Students</del></li> <li><del>- Provost and Vice-President (Academic), who will contact the President</del></li> <li><del>- Vice-President (Finance and Administration)</del></li> <li><del>- Dean of the student's faculty and Chair of the student's department</del></li> <li><del>- Manager of Housing and Residence Life, if the student</del></li> </ul>	<p>b. In the event a student or staff member learns of the student's death, he/she should contact <u>the Office of the Registrar and Student Awards and provide the student's name, ID number if known, date of death, and estate address (or the name and address of a family member or friend who can provide this information)</u>.</p> <p><u>c. All communication regarding the death of a student will be subject to privacy laws.</u></p> <p><u>2. CAMPUS COMMUNICATION</u></p> <p><u>a. The Office of the Registrar and Student Awards will notify the following campus officials:</u></p> <ul style="list-style-type: none"> <li>- Dean of Students</li> <li>- <u>President</u></li> <li>- <u>Financial Services</u></li> <li>- <u>Parking Services</u></li> <li>- <u>Libraries</u></li> <li>- Dean of the student's faculty and Chair of the student's department if a graduate student</li> <li>- <u>Director of Residence Services</u>, if the student was in</li> </ul>	<p>Reflects current practice.</p> <p>Encompassed broadly by point 1.a.</p> <p>Financial Services, Parking Services, and the Libraries all have different fine/fee systems. We want to eliminate the possibility of the University contacting the family for fines.</p> <p>To reflect change in title.</p>
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<p>was in a student residence  <del>—President of the Students' Union (or Graduate Students' Association)</del>      - Office of <del>Public</del> Affairs (EXEC 03 MAY 1993)</p> <p>—ii. The Dean of Students will be responsible for coordinating follow-up activities. These activities include:</p> <p>- Contacting the student's family to express condolences. <del>(The Registrar's Office will have a record of the student's mailing address and current phone number, permanent address and phone. The Dean of Students will also provide the appropriate family members—parents, in most instances—with the name and telephone number of a campus official</del></p>	<p>a student residence      - Office of <u>Alumni</u> Affairs</p> <p><u>3. RESPONSIBILITIES</u>  <u>The Office of the Registrar and Student Awards will update the student record. If the student is currently registered, the student will be withdrawn from classes and all current term's tuition and fees refunded to the estate. The campus service offices noted above will ensure that billings for parking, library fines, fees, and Emergency Student Loans, etc. are stopped to reduce hardship to the family. At the request of the student's estate a transcript can be issued and the T2202A tax form and/or U-Pass receipt can be released.</u></p> <p>The <u>Vice-Provost and Dean of Students</u> will be responsible for coordinating follow-up activities. These activities <u>may include, but are not limited to:</u></p> <p><u>a. Contacting the student's family to express condolences. (The student's estate mailing address, along with their phone numbers are located through the student administration system, once updated by the Office of the Registrar and Student Awards.) The Vice-Provost and Dean of Students will be indicated as a primary contact for the appropriate family</u></p>	<p>To reflect current practice.</p> <p>Rewording to reflect actual practice.</p>
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<p><del>with whom they can discuss the situation.) (EXEC 03 MAY 1993)</del></p> <ul style="list-style-type: none"> <li><del>- Contacting the Registrar to withdraw the student from classes and to stop any billing process (library fines, parking fines, Emergency Student Loans, etc) to the family.</del></li> <li><del>- Consulting with the Division of Housing and Residence Life (if the student lived in student residence) to outline a plan of action to:</del> <ul style="list-style-type: none"> <li><del>(1) work with the family in removing the student's possessions from his/her room/apartment;</del></li> <li><del>(2) contact roommates, Residence Life staff and other concerned parties;</del></li> <li><del>(3) contact fellow students in classes and labs; and</del></li> <li><del>(4) evaluate the need for supportive services for those affected by the death. (EXEC 03 MAY 1993)</del></li> </ul> </li> <li><del>- Informing one or more of the support agencies to deal with concerns the death may cause for other students as well as family and friends of the deceased.</del></li> </ul> <p>Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Dean of Students, someone from Student Services who is familiar with the situation may be assigned as a contact person to assist them with their concerns. <del>If the student</del></p>	<p><u>members if they would like to discuss the situation.</u>  <u>Communication with the community regarding the death will be done in consultation with the student's family.</u></p> <p><u>b. Consulting with Residence Services (if the student lived in student residence) to outline a plan of action for the student's room and personal belongings.</u></p> <p><u>c. Informing support agencies that may deal with concerns the death may cause for other students as well as family and friends of the deceased.</u></p> <p>Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Vice-Provost and Dean of Students, someone from Student Services who is familiar with the situation may be assigned as a contact person to assist them with their concerns. It is</p>	<p>Moved under #3 above.</p> <p>Dept name change</p> <p>Deleted as this practice is covered in internal Residence Services policies and procedures.</p>
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<p><del>lived in residence, a member of Residence Life staff may facilitate this process.</del> It is important that the staff members assigned to assist the family be supportive of the family's needs while also being sensitive to the needs of students and staff.</p> <p>Friends, classmates and faculty may need assistance in dealing with their reactions to the death. University Health Services, Student Counselling Services and the Chaplains' Office will offer short-term services to any individual or group that can be identified as being affected by the death. (EXEC 03 MAY 1993)</p> <p>e. Media Involvement        The Dean of Students will be responsible for disseminating information to the media. The Dean <del>may</del> seek advice or consult with the Office of <del>Public Affairs</del> and the student's family prior to releasing any information to the media. It is important that <del>Campus Security</del> and Public Affairs work closely with the Dean to ensure the accuracy of the information disseminated. (EXEC 03 MAY 1993)</p> <p><b>2. Student Death on Campus (outside of residences)</b></p> <p><del>If a student or staff member becomes aware of a death on campus, that individual will contact Edmonton Police Services and Campus Security immediately. Edmonton Police</del></p>	<p>important that the staff members assigned to assist the family be supportive of the family's needs while also being sensitive to the needs of students and staff.</p> <p>Friends, classmates and faculty may need assistance in dealing with their reactions to the death. <u>The University Health Centre</u>, Student Counselling Services and the Chaplains' Office <u>or any other relevant campus service</u> will offer short-term services to any individual or group that can be identified as being affected by the death.</p> <p>d. Media Involvement        The Vice-Provost and Dean of Students will be responsible for disseminating information to the media. The Dean <u>will</u> seek advice or consult with the Office of <u>Marketing and Communications</u> and the student's family prior to releasing any information to the media. It is important that <u>University of Alberta Protective Services, other involved campus units, Communications and the Information and Privacy Office</u> work closely with the Dean to ensure the accuracy of the information disseminated.</p>	<p>Not necessary, residence life is a part of student services.</p> <p>Name change.</p> <p>Should not be limited to these units.</p> <p>These sections are either covered in internal departmental policies and procedures or are now covered broadly by section 1.a.</p>
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Services will contact the appropriate emergency medical service to pronounce the death and transport the body. (EXEC 03 MAY 1993)

a. If the student lived off campus, appropriate notification and follow-up procedures contained in Section 1.d. and 1.e. will be followed. (EXEC 03 MAY 1993)

b. Where a student death occurs on University premises or at events under University control, it is important that no official involved in the University response speculate as to the cause of death or make any statements assigning responsibility for the cause of death to any individual or group. Requests for such information by the media or others will be referred to the Dean of Students. (EXEC 03 MAY 1993)

**3. Student Death in Residence**

a. In the event of a student death in residence, the Residence staff member immediately involved will call Edmonton Police Services, Campus Security, and the appropriate Residence Life Coordinator. Caution must be taken not to disturb the scene until the circumstances of the death have been determined. Access to the scene must be restricted. If the death is discovered by Campus Security or if Campus Security are the first persons contacted the officer involved will notify the appropriate Residence Life

<p>Coordinator. (GFC 25 FEB 1991)</p> <p>b. <del>Edmonton Police Services will contact the appropriate emergency medical service and conduct the investigation. (GFC 25 FEB 1991)</del></p> <p>c. <del>The notification procedures listed in Section 1.d.i. will be followed:</del> <del>The Residence Life staff member will contact the Directors of Student Counselling and University Health Services to determine and provide necessary services. The Residence Life Coordinator will attempt to locate and notify the roommate(s), and make arrangements for alternate accommodation if necessary. (GFC 25 FEB 1991)</del></p> <p>d. <del>Follow-up</del> <del>Procedures in Section 1.d. will be followed with special emphasis on the roles to be played by Residence Life Division staff, University Health Services, Student Counselling Services and the Chaplains' Office working together to identify persons who need assistance in dealing with the death. Removal of the personal belongings of the deceased will be conducted in consultation with the Residence Life Coordinator, roommate(s), and family. If requested, the Manager of Housing and Residence Life will make arrangements for storing the student's belongings. (GFC 25 FEB 1991)</del></p>		
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## **COMMITTEE APPOINTMENTS FOR BOARD CONSIDERATION**

### **BOARD MEMBERS**

#### **Conclusion of Membership:**

1. Conclude the membership of Mr. Sol Rolinger as Vice-Chair and member of the Board Human Resources and Compensation Committee, as Vice-Chair and member of the Board Learning and Discovery Committee, and as Chair and member of the Safety, Health & Environment Committee.
2. Conclude the membership of Ms. Dawn Graham as a member from the general public of the Audit Committee
3. Conclude the membership of Mr. Nick Dehod on the Board Finance and Property Committee and the Board Safety, Health & Environment Committee.
4. Conclude the membership of Mr. Craig Turner on the Board Learning and Discovery Committee and on the Board University Relations Committee.

#### **New Appointments:**

1. Appoint Ms. Dawn Graham as a Board member from the general public to the Audit Committee.
2. Appoint Mr. Rory Tighe to the Board Finance and Property Committee and the Board Learning and Discovery Committee.
3. Appoint Mr. Raphael Lepage Fortin to the Board Safety, Health and Environment Committee and to the Board University Relations Committee.

**BOARD MEETINGS**

Day	Date	Time	Location
Friday	October 21, 2011	8:00 a.m. - 12:00 noon	3-15 University Hall
	December 9, 2011		3-15 University Hall
	February 10, 2012*		2-1 Council Chamber
	March 16, 2012		2-1 Council Chamber
	May 11, 2012		3-15 University Hall
	June 15, 2012		3-15 University Hall

**BOARD EVENTS**

Day	Date	Time	Location	Event
Friday	September 16, 2011	9:00 a.m. – 12:00 p.m.	3-15 University Hall	Board Committee Chair Orientation
Thursday	October 20, 2011	4:00 p.m. – 7:00 p.m.	Alumni House	Board Orientation
Friday	November 18, 2011	7:30 a.m. – 1:30 p.m.	Maple Leaf Room	Board Retreat
Thursday	December 8, 2011	5:00 p.m. – 10:00 p.m.	Maple Leaf Room	Christmas Dinner
Friday	January 27, 2012	8:00 a.m. – 12:00 p.m.	3-15 University Hall	Board Development
Friday	February 10, 2012*	12:00 noon - 3:00 p.m.	2-1 Council Chamber	Budget Briefing
Thursday	May 10, 2012	5:00 p.m. – 10:00 p.m.	Faculty Club	Recognition Dinner

\* Board Meeting followed by Budget Briefing Session with Board Finance and Property Committee. Sandwich lunch to be provided.