

Motion II: THAT General Faculties Council, on the recommendation of the GFC Executive Committee, approve the following:

For the purposes of replenishing the memberships of GFC, GFC Standing Committees, and bodies to which GFC elects members, University Governance will continue to deploy the Staff Categories currently set out in Section 5 of the GFC Policy Manual and noted in the relevant bylaws, terms of reference, and institutional policies and procedures until such time as these bylaws, terms, policies, and procedures have been revised to reflect the new Staff Categories set out in the relevant Staff Agreements and (proposed) Human Resources Policy suite.

Final Recommended and Approved Item: [Item 5](#)

[Note: **Motion I** (and accompanying material) now moves on to the Board of Governors for final approval; **Motion II** received final approval at and by GFC.]

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

Motion: THAT General Faculties Council recommend to the Board of Governors 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) and as set forth in Attachment 1, and 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.

Final Recommended Item: [Item 6](#)

Agenda Title: **Academic Plan – Dare to Deliver 2011-2015**

Motion: THAT General Faculties Council approve the new University of Alberta Academic Plan, *Dare to Deliver 2011-2015*, as submitted by the Provost and Vice-President (Academic) and the Vice-President (Research) (and as set forth in Attachment 1), to take effect on July 1, 2011.

Final Approved Item: [Item 7](#)

OUTLINE OF ISSUE

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

Motion I: THAT General Faculties Council recommended the following to the Board of Governors, as submitted by the Associate Vice-President (Human Resources Services):

- (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 Procedure; 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.

Motion II: THAT General Faculties Council, on the recommendation of the GFC Executive Committee, approve the following:

For the purposes of replenishing the memberships of GFC, GFC Standing Committees, and bodies to which GFC elects members, University Governance will continue to deploy the Staff Categories currently set out in Section 5 of the GFC Policy Manual and noted in the relevant bylaws, terms of reference, and institutional policies and procedures until such time as these bylaws, terms, policies, and procedures have been revised to reflect the new Staff Categories set out in the relevant Staff Agreements and (proposed) Human Resources Policy suite.

Item

Action Requested	<input checked="" type="checkbox"/> Approval (Motion II) <input checked="" type="checkbox"/> Recommendation (Motion I) <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and Associate Vice-President (Human Resource Services)
Presenters	Chris Cheeseman, Associate Vice-President (Human Resource Services), and Joyce Hiller, Senior Administrator, Human Resource Services
Subject	Human Resource Policy Suite

Details

Responsibility	Provost and Vice-President (Academic) and Vice-Provost and Associate Vice-President (Human Resource Services)
The Purpose of the Proposal is	To consider and recommend on the proposed Human Resource Policy Suite and related documents.
The Impact of the Proposal is	To rescind and replace GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies) with the newly-proposed human resource UAPPOL policies and procedures. The UAPPOL documents have been updated to reflect current institutional practice.
Replaces/Revises	GFC Policy Manual Section 5, Section 18 and Section 48, in part or in total; and UAPPOL Policies and Procedures – 1) Employment Policy; 2) Conditions and Benefits of Employment Policy; 3) Advertising of Administrative and Professional Officer Vacancies Procedure; 4) Advertising of Faculty Vacancies Procedure; 5) Advertising for Faculty

	Service Officer Vacancies Procedure; and 6) Advertising for Librarian Vacancies Procedure, all of which can be viewed online at: www.uappol.ualberta.ca .
Timeline/Implementation Date	July 1, 2011.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>Issues – Background</p> <p>For the past several years, there has been an ongoing project to move GFC policy out of the GFC Policy Manual into the realm of UAPPOL policies and procedures. The attached documents have maintained the overall intent of the existing GFC policies, are in accordance with all Collective Agreements, and have formalized and standardized current “best practice” related to hiring, selection, and appointment of staff.</p> <p>There are a number of sections in the current GFC Policy Manual, GFC Bylaws/Standing Committee Terms of Reference, and other UAPPOL policies and procedures which refer to “categories of staff,” and these will need to be updated to refer to the new UAPPOL policies and procedures. This entails, for example, reviewing GFC Standing Committees’ membership as many GFC committees base their membership on the definition of Staff Categories presently set out in GFC Policy Manual Section 5 (Academic Staff, Academic Staff Agreements). This review will be undertaken by University Governance in consultation with key institutional stakeholders and appropriate governance bodies.</p> <p>A communications plan is being developed to ensure that the campus community is aware of this UAPPOL Human Resource Policy suite and related procedures.</p>

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover – Talented People; Dare to Deliver; and University Business Plan</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	<ol style="list-style-type: none"> 1. Post-Secondary Learning Act (PSLA): The PSLA gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). 2. Post-Secondary Learning Act (PSLA): The Board has authority to employ officers, employees and academic staff (sections 83 and 84 of the Act). 3. Post-Secondary Learning Act (PSLA): GFC has authority to approve procedures relating to the appointment, promotion and dismissal of academic staff (Section 22(2)): <ul style="list-style-type: none"> “22(2) 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.” <p>In addition, GFC may recommend to the Board of Governors on "procedures in respect of appointments, promotions, salaries, tenure and</p>



dismissals" of academic staff (Section 26(1)(o)):

“**26(1)** (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university[.] [...]”

4. Board of Governors General Terms of Reference (Section 1.b):
“The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”

5. Board Human Resources and Compensation Committee (BHRCC) Terms of Reference, Sections 3 and 4 state:

“3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 and in the Board’s General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to and the Board delegates to the Committee responsibility and authority for all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:
(a) consider and propose changes to collective agreements and confirm the mandate for negotiating committees with all bargaining units;
[...]

4. LIMITATION ON DELEGATION BY THE BOARD

The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:

(a) consider and propose changes in collective agreements and confirm the mandate for negotiating committees with all bargaining units; [...]and]

(c) approval of collective agreements and any substantial revisions thereof [...] [.]”

And . . .

	<p><i>Public Service Employee Relations Act, Employment Standards Code; University of Alberta Staff Collective Agreements; Federal Government, Immigration and Refugee Protection Act, Alberta Human Rights Act</i></p>
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Routing (Include meeting dates)

Consultative Route:	
Human Resource Leadership Team	October, 2009 – general discussion and development of policies/procedures
UAPPOL Policy Development Group	November, 2009 – general discussion and development of policies/procedures
Vice-Provosts' Meeting (VPM)	December 14, 2009 – general discussion
Strategic Initiatives Group (SIG)	April 20, 2010 – editorial suggestions and consistent terminology
Executive Planning Committee (EPC)	May 26, 2010 - editorial suggestions
Libraries	Spring, 2010 – consultation to ensure categories of staff address issues on library access
Deans' Council	June 16, 2010 – clarification regarding definition of Adjunct Academic Colleagues
President's Advisory Committee of Chairs (PACC)	June 17, 2010 – general discussion
Fieldlaw LLP	Summer, 2010 – created new "Academic Colleagues Policy" to clarify non-employee type relationships
AASUA	November, 2010/February, 2011 – clarified and revised where appropriate to ensure that collective agreement/GFC policies/Federal Government regulations are accurately reflected
NASA	November, 2010 – editorial suggestions were received
Strategic Initiatives Group (SIG)	January 18, 2011 – recommended consistent use of Advisory Selection Committee for APOs as per other continuing academic categories
Executive Planning Committee (EPC)	February 9, 2011 – supported recommendation to mandate Advisory Selection Committee for APOs
Deans' Council	February 16, 2011 – specific discussion regarding mandating the use of Advisory Selection Committee for APOs as well as clarification around membership for Advisory Selection Committees for Faculty and Named Research/Teaching Chairs
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (March 7, 2011) - for recommendation; General Faculties Council (March 21, 2011) – for recommendation; BHRCC (May 3, 2011) – for recommendation; Board of Governors (May 13, 2011) – for final approval
Final Approver	Board of Governors

Attachments (each to be numbered 1 - <>)

- Attachment 1 (pages 1 – 33): Proposed Human Resource Policy Suite
- Attachment 2 (pages 1 – 26): Conversion of GFC Policy to UAPPOL Human Resource Policy Suite

Prepared by: Donna Herman, Special Advisor to the Provost, and Joyce Hiller, Senior Administrator, Human Resource Services (with assistance from University Governance)

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
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.					

Recruitment Policy

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Vice-Provost & Associate Vice-President (Human Resources) and the Office of Faculty Relations
Approver:	General Faculties Council & Board of Governors
Scope:	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.

- 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 to 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](#)

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

	adoption.
Associated Individuals	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 \(GFC 44.8\)](#)

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

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	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 operating funds or external funds . These appointments may be joint appointments . 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.

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 rolling term 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 restricted funds		
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.

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 cross appointments .		
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

		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

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [Back to Top]	
Operating Funds	Funds designated to be used for the daily operation of the University.
External Funds	Funds provided by an external organization or institution.
Joint Appointment	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.

Rolling Term	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.
Restricted Funds	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).
Cross Appointments	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 procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Academic Staff Posting and Advertising Procedure

Office of Administrative Responsibility:	Human Resource Consulting Services and Faculty Relations
Approver:	General Faculties Council & Board of Governors
Scope:	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) 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).
6. Postings and advertisements for faculty will include the Canadian preference **proviso statement** unless administrative duties comprise 51% or greater of the position.

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

Role of Human Resource Consulting Services

15. Human Resource Consulting Services will review and approve all postings and advertisements to:
- Ensure the content is accurate and the information and advertising complies with federal government immigration requirements (where applicable)
 - Confirm rank and salary range (if applicable)
 - 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

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Posting	The placement of an advertisement for the recruitment of staff on the University of Alberta Careers website (careers.ualberta.ca).
Advertising	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.
Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> (categories A1.0 to A3.4)
Designated Groups	Women, Aboriginal persons, persons with disabilities, and visible minorities.
Postings	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website (careers.ualberta.ca).
Advertisements	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants.
Proviso Statement	"All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
Designated Canadian	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian

National Media	(national) media for the purposes of Service Canada's Labour Market Opinion.
University Equity Statement	"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."
Cross Appointments	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.
Search Consultant	A member of an external agency contracted by the University to undertake recruitment.

FORMS

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RELATED LINKS

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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.					

Academic Selection Procedure

Office of Administrative Responsibility:	Human Resource Consulting Services and Faculty Relations
Approver:	General Faculties Council & Board of Governors
Scope:	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.

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 Association 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 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.

- 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), in writing, 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 more 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), in writing, 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.

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

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

Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments

See *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (categories A1.0 to A3.4)*

Joint Appointment

Academic Staff under Categories A, B or C of the *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues* who are appointed to more than one University department with a designated home department within the University.

FORMS

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Collection and Verification of Applicant Information Form

RELATED LINKS

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Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
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.					

Employment Relationship Policy

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Human Resource Consulting Services and Faculty Relations
Approver:	General Faculties Council & Board of Governors
Scope:	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.
- 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. [\[▲Top\]](#)

Staff Member	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
Academic Staff	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>
Designated Groups	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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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Appointment of Administrative Professional Officer Procedure

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	General Faculties Council & Board of Governors
Scope:	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.

- 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](#)]

Staff Member	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
Letter of Appointment	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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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Appointment of Faculty Service Officer Procedure

Office of Administrative Responsibility:	Faculty Relations and Academic Services
Approver:	General Faculties Council & Board of Governors
Scope:	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.

- 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](#)

Staff Member	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>
Letter of Appointment	Appendix A.1 of the Faculty Service Officer Agreement
Joint Appointment	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.
Contingent Appointment	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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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Appointment of Continuing Librarian Procedure

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	General Faculties Council & Board of Governors
Scope:	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.

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

DEVELOPMENT LEAD:

VERSION #1 DRAFT DATE: 3/11/2011

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Academic Staff Posting and Advertising Procedure
Librarian Agreement

Go to:

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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 Contract Academic Staff: Teaching (CAST) Procedure

Office of Administrative Responsibility:	Faculty Relations and Human Resource Consulting Services
Approver:	General Faculties Council & Board of Governors
Scope:	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.

- 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:
 - iii. 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;
 - iv. eligible to apply for research funding as a co-applicant and/or hold projects.

DEFINITIONS

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

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

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Letter of Appointment template

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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

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	General Faculties Council & Board of Governors
Scope:	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.

- 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

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

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

FORMS

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Letter of Appointment template

RELATED LINKS

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

Sessional and Other Temporary Staff 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 Trust/Research Academic Staff Procedure

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	General Faculties Council & Board of Governors
Scope:	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:
 - iii. follow the template of Letter of Appointment in Appendix B to the Trust/Research Academic Staff Agreement; and
 - iv. conform to all applicable terms and conditions as set out in this procedure.
- 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

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

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

FORMS

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Letter of Appointment template

RELATED LINKS

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

Trust/Research Academic Staff Agreement

Conversion of GFC Policy to New UAPPOL HR Policy Suite

GFC Policy	Where it appears in UAPPOL
<p>5. Academic Staff, Academic Staff Agreements, and Support Staff</p>	<p>Retain heading.</p>
<p><u>5.1 Definition of "Staff" and "Staff Member"</u></p> <p><u>5.1.1 As Defined by the Post-Secondary Learning Act (PSLA)</u></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><u>5.1.2 As Defined by the Board of Governors</u></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"> - Regular Full-Time Faculty - Administrative and Professional Officers - Professional Librarians - Faculty Service Officers - Special Full-Time Faculty - Regular Part-Time Continuing Faculty 	<p>Delete</p> <p>Rescind</p> <p>Replace with 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 with references to designation by the Board of Governors included in UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</p>

B. On June 15, 1998, GFC approved the following with respect to representation of sessionals and other temporary academic staff:

THAT, in accordance with the provisions of Section 17(1)(e(i)) of the *Universities Act*, (**Note:** Now Section 69(2)(a) of the *Post-Secondary Learning Act*), the Board of Governors designates the following categories of employees as academic staff:

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.

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

a) where duties consist of teaching, such teaching services shall comprise a minimum responsibility for a 3-credit course (or the equivalent thereof), and

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.

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).

4. Notwithstanding the generality of the foregoing, the following persons shall not be included in categories 1 and 2 above:

a) persons who report directly to the President or to a Vice-President;

b) persons who carry out teaching or managerial/professional responsibilities under the terms of either the NASA or GSA collective agreements;

c) persons who carry out teaching duties in non-credit courses;

d) part-time persons who are practising physicians, dentists or lawyers;

e) persons who do not receive University remuneration for the services performed; and

f) persons whose part-time responsibilities to the University are less than the

Included in Appendix A of Collective Agreements (starting with point 4.)

<p>minimum established under categories 1 and 2, above.</p>							
<p><u>5.1.3 As Defined by the Board/AAS:UA Agreements</u></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><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></p> <p>ACADEMIC STAFF</p> <p>A1.0 Continuing</p> <table border="0" data-bbox="203 1470 1104 1879"> <tr> <td data-bbox="203 1512 511 1575">A1.1 Faculty (continuing)</td> <td data-bbox="527 1470 1104 1606">Tenure-track; teaching, research; Board-AASUA (Faculty) Agreement. Besides faculty, includes President, Vice-Presidents, Deans, Student Counsellors.</td> </tr> <tr> <td data-bbox="203 1638 511 1774">A1.2 Administrative and Professional Officers (continuing)</td> <td data-bbox="527 1669 1104 1743">Tenure-track; professional, managerial; Board-AAS:UA (A/PO) Agreement.</td> </tr> <tr> <td data-bbox="203 1806 511 1869">A1.3 Faculty Service Officers</td> <td data-bbox="527 1806 1104 1869">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 (see * below)</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	Temporary		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	Trust		
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	Graduate Assistants		Not categories of staff – See FGSR/GSA
A4.1	Teaching Assistants	Term; assist faculty in teaching.	
A4.2	Research Assistants	Term; research.	
SUPPORT STAFF			*Note to GFC members: the

<p>B1.0 Support</p> <p>B1.1 Non-academic</p> <p>B1.2 Non-NASA</p> <p>Top of page</p>	<p>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>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>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>rescission of the definitions of Support Staff is not within GFC's purview; this is a Board responsibility.</p>
<p><u>5.2 Definition of Full-Time Members of the Academic Staff of a Faculty</u></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><u>5.3 Definition of Full-Time Members of the Academic Staff of a Department</u></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</p>		<p>Delete</p> <p>Now reflected in the administrative Process - Letter</p>

<p>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>of Appointment.</p>
<p><u>5.4 Joint Appointments</u></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><u>5.5 Appointment, Promotion, and Dismissal</u></p> <p><u>5.5.1 Regulations Outlined in the Post-Secondary Learning Act (PSLA)</u></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</i> Section 22(2)]</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</i> Section 26(1)(o)]</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 institution and may promote or dismiss the officers and employees,</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>[<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; [<i>Post-Secondary Learning Act</i> Section 1(c)]</p> <p>Note from the University Secretariat: The term "academic staff member" also embraces Senior Administrators as defined below.</p>	
<p><u>5.5.2 Definition of Senior Administrator</u></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><u>5.5.3 GFC Endorsement</u></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><u>5.6 Salary Negotiations</u></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><u>5.7 Staff Directory</u></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>18. Associate Faculty</p>	<p>Delete</p>
<p><u>18.1 Adjunct Academic Faculty</u></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>Guidelines for Appointment, Review and Termination</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"> • • • <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: <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>.</p> <p>We look forward to your association with our Faculty.</p> <p>Sincerely,</p> <p><Dean of Faculty (or delegate)></p> <p>cc: (c/w Adjunct Academic Staff Appointment Form)></p> <p>Office of the Associate Vice President, Academic Administration)</p> <p>Top of page</p>	
<p><u>18.2 Clinical Academic Staff (Faculty of Medicine and Dentistry)</u></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:

-
-
-

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)></p> <p>(Office of the Associate Vice President, Academic Administration)</p>	
<p>48. Employment Policies</p> <p><u>48.1 Basic Principles</u></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>Links</p> <ul style="list-style-type: none"> • UAPPOL Employment Policy 	<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 the Employment Relationship Policy.</p>
<p><u>48.2 Guidelines for Employment Procedures</u></p> <p><u>48.2.1 Advertising and Recruitment</u></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><u>48.2.2 Selection Procedures</u></p> <ol style="list-style-type: none"> 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) 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. 3. Where selection of academic personnel rests with bodies outside the University certain procedures must be followed. Normally, an Advisory Selection 	<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

the Faculty Council according to the procedures approved by it.

iv. One or two regular full-time faculty members outside of the faculty selected by the Faculty Council according to procedures approved 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.

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.)

d. Advisory Selection Committees **must** be used in the following cases of appointment of regular full-time faculty:

i. appointment at the rank of full professor in which case the decision with respect to tenure must also be considered;

ii. other faculty with tenure on first appointment.

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 **unless** the use of such a committee is waived, as follows:

i. in the appointment of associate professors, waiver by the Provost and Vice-President (Academic) on the recommendation of the Dean; and

ii. in the appointment of assistant professors and lecturers, waiver by the Dean.

As indicated in d, above, no waiver is permitted at these ranks when appointment with tenure is contemplated.

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.

g. An Advisory Selection Committee **must** 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>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

Do not rescind or replace at this time.

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

<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><u>48.2.4 Measures to Assess Teaching Potential of Candidates for Faculty Positions</u></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><u>48.2.5 Measures to Support the Teaching Role for New Appointees</u></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="191 590 740 972"> <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)		
(GFC 01 MAR 1982)	(EXEC 12 JUN 1996)														
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(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)															
<p><u>48.3 Contractual Agreements</u></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><u>48.4 Position Control Policies for Continuing Staff</u></p> <p>The following policies approved by PPC were RECEIVED FOR INFORMATION BY GFC on January 26, 1981:</p>	<p>Delete in its entirety</p> <p>Process is obsolete</p>														
<p><u>48.4.1 Teaching and Research Faculty and Faculty Service Officers</u></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><u>48.4.2 Professional Librarian and APO Positions in the University Library</u></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><u>48.4.3 APO and Librarian Positions in Budget Units Other Than the University Library</u></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><u>48.4.4 Non-Academic Positions Throughout the University</u></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>Note: 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>

OUTLINE OF ISSUE

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

Motion: THAT General Faculties Council recommend to the Board of Governors 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) and as set forth in Attachment 1, and 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.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic); and Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President Academic
Subject	New policy and procedures relating to the University of Alberta's response in the event of the death of a member of the community and the corresponding rescission of existing policies/procedures related to this matter.

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update and newly articulate the University's approach to responding in the event of the death of a member of the University community and to provide procedures relating to the institutional response to the death of a student or a staff member.
The Impact of the Proposal is	Minimal. The new Policy and its attendant procedures reflect current practice.
Replaces/Revises (eg, policies, resolutions)	GFC Policy Manual Section 108.14 and MAPPS #01-030-005.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> : Transformative Organization and Support; <i>Dare to Deliver</i> : Building the Transformative Organization
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA) : Alberta's <i>Post-Secondary Learning Act (PSLA)</i> gives the Board of Governors the authority to "develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta" (Section 60(1)). Further, the Board of Governors "must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for [...] any other activities the board considers necessary or advantageous" (Section 19(e)).



2. **Post-Secondary Learning Act (PSLA):** The Board has authority to employ officers, employees and academic staff (sections 83 and 84 of the Act).

3. **Post-Secondary Learning Act (PSLA):** Section 26(1) states that, “[s]ubject 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 [...]”

(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...]”

Further, the PSLA, states in Section 31(1) that “[t]he general faculties council has general supervision of student affairs at a university [...]”

4. **GFC Executive Committee Terms of Reference (Section 3/Mandate of the Committee):**

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]”

With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”

5. **GFC Executive Committee Terms of Reference/3. Mandate of the Committee:** “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.”

6. **Board Human Resources and Compensation Committee (BHRCC) Terms of Reference, Sections 3 and 4 state:**

“3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to and the Board delegates to the Committee responsibility

	<p>and authority for all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: (g) review and approve material changes to personnel policies of the University that are outside the regular collective bargaining process and consider trends affecting such policies [...]”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Policy Standards Office; University Governance; Office of the Registrar and Student Awards; Office of the Dean of Students; Students’ Union; Graduate Students’ Association; Human Resource Services; Vice-Provosts’ Meeting; Strategic Initiatives Group; Office of the President; Association of Academic Staff – University of Alberta; Executive Planning Committee
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (March 7, 2011) – for recommendation; General Faculties Council (March 21, 2011) – for recommendation; Board Human Resources and Compensation Committee (May 3, 2011) – for recommendation; Board of Governors (May 13, 2011) – for final approval
Final Approver	Board of Governors

Attachment:

1. Attachment 1 (pages 1 – 8): Death of a Member of the University Community – University Response Policy *and* Associated Procedures (For Approval)
2. Attachment 2 (pages 1 – 7): Transition Document – GFC Policy Manual Section 108.14 (*University Response to a Student Death*) to UAPPOL Policy Suite (For Information Only)

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) (with assistance from University Governance)

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
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.					

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

Office of Accountability:	Office of the Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	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. [\[▲Top\]](#)

- 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*.
- 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

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

Member of the University Community	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.
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Student	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.
Staff Member	Refer to Appendix A and B of the Recruitment Policy.

RELATED LINKS

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

[Flag Policy](#) (UAPPOL)

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

[Posthumous Degrees Procedure](#) (UAPPOL)

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
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

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
Scope:	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

- a. 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.
- b. 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

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

the appropriate handling of personal effects. Communication with the community regarding the death will be done in consultation with the staff member's family.

- 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 Arrange for a statement of tribute be prepared. The Dean or Chair presents a tribute about the deceased staff member at the next meeting of the Faculty Council.
 - ii 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.
 - iii 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.
 - iv Re-assign lectures and/or other duties as required.
 - v Notify professional journals to delete name from subscription lists.
 - vi 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. [\[▲Top\]](#)

Staff Member	Refer to Appendix A and B of the Recruitment Policy.
Staff Member's Family	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. [\[▲Top\]](#)

[Notice of Death Form](#)

RELATED LINKS

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

[Flag Policy](#) (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

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

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

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
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

Office of Administrative Responsibility:	Office of the Dean of Students
Approver:	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

- 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.
- 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).
- All communication regarding the death of a student will be subject to privacy laws.

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

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](#)

Student	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.
Student's Family	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 style="text-align: center;">Current Policy Format (Delete struck-through text below)</p>	<p style="text-align: center;">Proposed Policy Format (Add text as underlined below)</p>	<p style="text-align: center;">Reason for change</p>
<p>When a death of a student occurs, it is the responsibility of the University to respond in a sensitive and sympathetic manner. These guidelines have been established to provide an orderly, effective, and caring response.</p> <p>1. Student Death Off Campus</p> <p>a. Response to a death occurring off campus will be handled initially by the local police agency and/or the hospital involved. It may be assumed that these agencies will notify the next-of-kin. (EXEC 03 MAY 1993)</p>	<p><u>Overview</u> 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><u>Purpose</u> <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><u>PROCEDURE</u> <u>1. NOTIFICATION</u> 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 Campus Security. (EXEC 03 MAY 1993)</p> <p>e. 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)</p> <p>d. Notification of Appropriate Campus Officials — i. Campus Security will notify the following campus officials:</p> <ul style="list-style-type: none"> - Dean of Students - Provost and Vice-President (Academic), who will contact the President - Vice-President (Finance and Administration) - Dean of the student's faculty and Chair of the student's department - Manager of Housing and Residence Life, if the student 	<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"> - Dean of Students - <u>President</u> - <u>Financial Services</u> - <u>Parking Services</u> - <u>Libraries</u> - Dean of the student's faculty and Chair of the student's department if a graduate student - <u>Director of Residence Services</u>, if the student was in 	<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 —President of the Students' Union (or Graduate Students' Association) - Office of Public 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. (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</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>with whom they can discuss the situation.) (EXEC 03 MAY 1993)</p> <p>- 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.</p> <p>- Consulting with the Division of Housing and Residence Life (if the student lived in student residence) to outline a plan of action to:</p> <p>(1) work with the family in removing the student's possessions from his/her room/apartment;</p> <p>(2) contact roommates, Residence Life staff and other concerned parties;</p> <p>(3) contact fellow students in classes and labs; and</p> <p>(4) evaluate the need for supportive services for those affected by the death. (EXEC 03 MAY 1993)</p> <p>- 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.</p> <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. If the student</p>	<p><u>members if they would like to discuss the situation.</u></p> <p><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>lived in residence, a member of Residence Life staff may facilitate this process. 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 may seek advice or consult with the Office of Public Affairs and the student's family prior to releasing any information to the media. It is important that Campus Security and Public Affairs work closely with the Dean to ensure the accuracy of the information disseminated. (EXEC 03 MAY 1993)</p> <p>2. Student Death on Campus (outside of residences)</p> <p>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</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

Coordinator. (GFC 25 FEB 1991)

b. ~~Edmonton Police Services will contact the appropriate emergency medical service and conduct the investigation. (GFC 25 FEB 1991)~~

c. ~~The notification procedures listed in Section 1.d.i. will be followed:~~
~~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)~~

d. ~~Follow-up~~
~~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)~~

OUTLINE OF ISSUE

Agenda Title: **Academic Plan – Dare to Deliver 2011-2015**

Motion: THAT General Faculties Council approve the new University of Alberta Academic Plan, *Dare to Deliver 2011-2015*, as submitted by the Provost and Vice-President (Academic) and the Vice-President (Research) (and as set forth in Attachment 1), to take effect on July 1, 2011.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Carl Amrhein, Provost and Vice-President (Academic), and Lorne Babiuk, Vice-President (Research)
Presenters	Carl Amrhein, Provost and Vice-President (Academic), and Lorne Babiuk, Vice-President (Research)
Subject	Academic Plan: <i>Dare to Deliver 2011-2015</i>

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Research)
The Purpose of the Proposal is (please be specific)	To obtain final approval of the attached document which will then serve as the University of Alberta's Academic Plan from July 1, 2011 to June 30, 2015.
The Impact of the Proposal is	The new Academic Plan will come into effect on July 1, 2011.
Replaces/Revises (eg, policies, resolutions)	The current Academic Plan, <i>Dare to Deliver</i> , expires on June 30, 2011.
Timeline/Implementation Date	July 1, 2011.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	The Academic Plan, <i>Dare to Deliver 2011-2015</i> , aligns with <i>Dare to Discover</i> and the Comprehensive Institutional Plan (CIP).
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>Post-Secondary Learning Act (PSLA)</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "the academic affairs of the university" (Section 26(1)) and "student affairs" (Section 31(1)).</p> <p>2. GFC Academic Planning Committee Terms of Reference/3. Mandate of the Committee: "The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. [...] [T]he President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies."</p> <p>3. GFC Academic Planning Committee Terms of Reference/3. Mandate of the Committee: GFC APC is responsible for making recommendations to GFC concerning policy matters and action matters with regard to "planning and priorities with respect to the University's</p>



longer term academic [. . .] development.” (Section 3.1.)

4. GFC Executive Committee Terms of Reference/3. Mandate of the Committee: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.”

5. 3. GFC Executive Committee Terms of Reference (Section 3/Mandate of the Committee):

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]

When recommendations are forwarded to General Faculties Council from APC, the role of the Executive shall be to decide the order in which items should be considered by GFC. The Executive Committee is responsible for providing general advice to the Chair about proposals being forwarded from APC to GFC.

With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”

6. Board Learning and Discovery Committee Terms of Reference/3. Mandate of the Committee: “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the Post-Secondary Learning Act, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall: [...]

- f. undertake studies and review academic matters that pertain to the quality of the educational experience at the University;
- g. monitor educational and research trends, community expectations and demands;



	<p>[...] i. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University; j. consider future educational expectations and challenges to be faced by the University [.] [...]"</p> <p>7. Post-Secondary Learning Act (PSLA): Section 27(1) of the <i>PSLA</i> states that "[e]ach university must have a deans' council that shall consist of (a) the president, who is the chair, (b) the vice-presidents, (c) the dean of each faculty, and (d) any other officers of the university that may be designated by the council.</p> <p>[27](2) The deans' council is an advisory body to the president of the university, the board and the general faculties council and has the powers, duties and functions that are delegated to it."</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>August 24, 2010 – Senior Administration Retreat; August 25, 2010 – GFC Academic Planning Committee (APC); August 30, 2010 – GFC Executive Committee; August 31, 2010 – Budget Advisory Committee (BAC); September 1, 2010 – Deans' Council; September 8, 2010 – Joint GFC APC/Executive Committee; September 13, 2010 – Vice-Provosts' Meeting (VPM); September 13, 2010 – Teaching, Learning and Technology (TLAT) Council; September 14, 2010 – Students' Council; September 20, 2010 – General Faculties Council; September 20, 2010 – Graduate Student's Association (GSA) Council; September 21, 2010 – President's Advisory Committee of Chairs (PACC); September 24, 2010 – University Research Policy Committee (URPC); September 27, 2010 – Board Learning and Discovery Committee (BLDC); September 29, 2010 – Alumni Council; September 29, 2010 – Academic Leadership Program (Chairs' School); October 4, 2010 – GFC Committee on the Learning Environment (CLE); October 5, 2010 – Strategic Initiatives Group (SIG); October 6, 2010 – Academic Directors, Chairs, and Deans Group (ADCD); November 1, 2010 – GSA and SU Town Hall; November 8, 2010 – Vice-Provosts and Vice-President (Research) Meeting; November 10, 2010 – Executive Planning Committee (EPC); November 18, 2010 – GFC Academic Standards Committee (ASC); November 25, 2010 – Council on Student Affairs (COSA); December 2, 2010 – The Senate; December 21, 2010 – Review Session; January 10, 2011 – Vice-Provosts and Vice-President (Research); January 18, 2011 – SIG;</p>
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	<p>January 26, 2011 – EPC; February 2, 2011 – Deans’ Council; February 3, 2011 – GFC CLE; February 7, 2011 – GFC Executive Committee; February 9, 2011 – GFC APC; February 15, 2011 – PACC; April 18, 2011 – BLDC (for information); May 13, 2011 – Board of Governors (for information)</p>
Approval Route (Governance) (including meeting dates)	<p>February 23, 2011 – GFC Academic Planning Committee (for recommendation to GFC); March 7, 2011 – GFC Executive Committee (for placement on the March 21, 2011 GFC meeting agenda only); March 21, 2011 – General Faculties Council (for final approval)</p>
Final Approver	General Faculties Council

Attachments (each to be numbered 1 - <>)

- Attachment 1 (pages 1 – 15): *Dare to Deliver 2011 – 2015 (The Academic Plan for the University of Alberta)*

Prepared by: Von Whiting, Senior Administrative Officer, Office of the Provost and Vice-President (Academic) (with assistance from University Governance)

Dare to Deliver 2011-2015
The Academic Plan for the University of Alberta

Introduction

“The modern state university has sprung from a demand on the part of the people themselves for intellectual recognition, a recognition which only a century ago was denied them. The result is that such institutions must be conducted in such a way as to relate them as closely as possible to the life of the people. The people demand that knowledge shall not alone be the concern of scholars. The uplifting of the whole people shall be its final goal.”

Henry Marshall Tory, address to the first convocation, 1908

Certain characteristics define every major university. Chief among these is the quality of its people—students, staff, faculty, and alumni. Attracting and engaging talented, dedicated people is the hallmark of a great university and the foundation of the University of Alberta’s ongoing success. This is clearly evident in the professoriate, research, administration and support staff across the academy. It is also true of the undergraduate students, graduate students, and post-doctoral fellows who surge onto campus each year – they are the lifeblood of our University. We will continue to celebrate and find inspiration in the quality and dedication of all members of the academy.

Collegial governance is another crucial characteristic of major universities, one that rests on the fundamental concept of academic freedom. Anchored in collaboration and consultation, it allows the University to incorporate and harness the various ways the academy pursues its teaching, learning, research, and service missions. We all benefit from collegial governance; it is at the heart of our success as an institution.

It is also essential for our University to preserve, protect and enable an academic environment in which its scholars are able to pursue diverse forms of research and creative activity. Whether our scholars are driven by curiosity or motivated to meet a societal challenge, their capacity to pursue scholarly endeavours free from undue influence is a hallmark of a great university and will continue to characterize the University of Alberta.

Equally important, an outstanding student experience is at the heart of an outstanding university. As a research and teaching intensive university the University of Alberta is well positioned to offer exceptional learning opportunities to all of its undergraduate and graduate students, opportunities equal to those of the best public universities in the world. We reaffirm the importance of providing all students with the opportunity to participate in research and creative activities as part of their learning experiences. While recognizing that intellectual and creative engagement occurs first and foremost in the classroom, studio, laboratory, or field, we remain committed to providing more and better co-curricular opportunities for students. It is also important that all the University has to offer remains relevant and accessible to our diverse student

population on our multiple campuses, and that students have the range of effective and appropriate supports that allow them to fully realize their potential during their time at the University of Alberta.

The University of Alberta is the flagship post-secondary institution in its namesake province and one of the leading medical-doctoral universities in Canada. We have seen tremendous physical growth across and within our five campuses adding much-needed space for teaching and research, while also developing innovative new programs and improving connections to our communities near and farther afield.

Development of the academy has progressed and been channeled through the previous academic plan *Dare to Deliver*. We continue to build on the achievements of the last five years, and in this sense, the current plan for the academy is evolutionary rather than revolutionary. The strategic investments of *Dare to Deliver* allow us to refocus on and consolidate our core strengths in teaching and research, reinvigorating our commitment to delivering the kind of extraordinary student experience associated with an outstanding university.

As a leading public institution, the University of Alberta shapes and develops our society and culture. Over the next five years, pressures are likely to emerge from changing demographic trends in our student population, resource constraints, the role of technology in the classroom, emerging requirements for research that crosses conventional disciplinary borders, new structures in research funding, and competition from increasing numbers of post-secondary institutions around the world. These new challenges come at a time when the global economy is still recovering from a severe recession. Governments and members of the public will be looking even harder at universities to deliver solid returns on public investments as evidenced by success in educating and training workforces, developing the next generation of leaders and problem solvers, and leading the way to renewed and sustainable prosperity through innovation and technological developments.

First implemented in 2006 and recently renewed, *Dare to Discover* articulates the values, vision, mission and cornerstones that together define a framework to chart the course for the University of Alberta towards becoming one of the world's great public universities. It connects our aspirations with the traditional foundation of our academy, guiding our growth and development.

Dare to Deliver 2011-2015 – the Academic Plan of the University of Alberta aligns with *Dare to Discover's* four cornerstones to continue putting its strategies into action. These cornerstones not only help define who we are and want to be, the diverse nature of our scholarship, the places and partners of our work, but also how we can continue to transform our University for the better.

Cornerstones

Talented People

The essence of the academy is its people, and engaging in academic pursuits is a distinctly human endeavour. From the democratic promise of President Tory's founding aspiration to the University's values and vision today, talented and engaged people are the common thread that helps define who we are and want to be as an outstanding institution. One of our key strengths is the diversity of our talented people in every area of the University.

The core work in this cornerstone remains focused on attracting, developing and retaining outstanding people - faculty, staff and students. Much of this is done at the faculty, department or unit level, but there are common activities and initiatives that can be effective in supporting these efforts to enlist talented people.

As the cornerstones are mutually supportive, many of the objectives and initiatives of each are connected to the success of the others—and Talented People is fundamental to all. Fostering a first-rate culture of research and creative activity, for instance, plays a huge role in recruiting and retaining leading-edge faculty. Continuing the University's tradition of teaching excellence and innovation by its faculty is essential to attracting the best undergraduate and graduate students and post-doctoral fellows—all of whom become the University's best ambassadors and our most effective means of transferring knowledge to society when they leave our halls. Other initiatives, such as welcome centres and student services, serve to help individuals connect and communicate within the academy, playing a crucial role in support and retention, particularly for international students, post-doctoral fellows and faculty.

When we focus on our students, we consider the student holistically. Student wellness is a vital part of the vibrancy of the university and can be supported through many avenues, from safe and respectful learning environments to access to space for physical health and wellbeing.

Finally, it is essential that the University continue to find ways to appropriately support and develop all members of the academy, and to recognize in meaningful ways their diverse contributions. Professional development is a vital component of a great university. Our aim is for that point where the goals and aspirations of individuals align with those of the University as a whole.

We will enrich our team of talented people by:

Attracting and retaining outstanding people

- **Recruitment:** Recruiting exceptional students, staff and faculty, locally, nationally and internationally.

- **Welcome Centres:** Supporting the creation of physical and virtual welcome centres for students and alumni.
- **Research Culture:** Fostering a collegial research culture that attracts and engages undergraduate and graduate students, post-doctoral fellows and faculty to extend the frontiers of knowledge within and across disciplines.
- **Learning Culture:** Fostering a collegial learning culture that attracts and engages undergraduate and graduate students, post-doctoral fellows and faculty within and across disciplines.

Training and professional development

- **Teacher Development:** Creating professional development, mentorship and support networks for anyone who teaches as they move through their careers.
- **Researcher Development:** Supporting the development of researchers and all those who pursue creative activity to become leaders in their fields.
- **Leadership and Staff Development:** Ensuring the academy is ready, willing and able—together and as individuals—to seize opportunities for transformation.

Recognizing and celebrating our people and their accomplishments

- **Diversity:** Enhancing, recognizing and celebrating the strength provided by the equity and diversity within our community.
- **Employee Recognition:** Providing opportunities for professional growth and meaningful recognition, particularly for those involved in service and support activities within the University.
- **Teaching and Research Recognition:** Actively pursuing recognition for excellence in teaching, research and creative activity through national and international awards.

How will we know we are making progress?

There will be a mix of qualitative and quantifiable metrics including goals such as:

- retention rates for a diverse community of faculty, staff and students will be improved;
- progress is made towards attaining target ratios that enrich and enhance teaching, learning and research: 1:3 graduate student: undergraduate student; 1:4 professor: graduate student; and 1:16 professor to overall student number.
- awards and recognition for individual and academy accomplishments are increased in number and variety;
- more students, staff and faculty are recognized as leaders in their fields and communities;
- all members are more engaged in the academy.

Learning, Discovery and Citizenship

If talented people are the essence of the University of Alberta, then learning, discovery and citizenship encompass our essential work. In the simplest terms this cornerstone outlines our vocation as scholars at a public university, defining our collective dedication to teaching, research and service. The University of Alberta has a history of excellence and innovation in teaching and research as well as service, based on a philosophy that considers every member of the institution part of the scholarly process. *Dare to Deliver 2011-2015* reaffirms our commitment to that core scholarly work.

A great university has at its foundation the ability to offer an outstanding student experience. While that experience starts in the classroom, studio, laboratory, field, or community the research-intensive environment at the University of Alberta offers a qualitatively unique educational and training experience for students. Through curricular and co-curricular activities, students learn fundamental skills, attitudes and values as they contribute to the advancement of knowledge and society, taking the University's research and scholarship into communities near and far. *Dare to Deliver 2011-2015* challenges members of the academy to continue to think deeply about how to connect their research with their students' learning experiences, and to engage students in the excitement of pursuing their own research projects.

We also recognize that our instructors employ many teaching methodologies and that our students learn in many different ways, both inside and outside the traditional settings. We will harness the innovative talents of our teachers and researchers to find fresh new ways of integrating the University's tremendous breadth and depth in traditional academic disciplines with training focused on specific attributes and competencies. We will provide a range of effective supports to enable students and instructors to discover and create optimal educational experiences. To this end, students are encouraged to take the lead in designing and implementing their educational experience at the University, to design their own futures in research, creative works, and service to society.

The University of Alberta's long tradition of excellence in creative inquiry and research will lead the way. Our research and creative activities are driven by both passionate curiosity and pressing social need, fostering a culture that enables the pursuit of both. It sets an indelible example of engaged scholarship and civic involvement for scholars at every level, from the undergraduate student to post-doctoral fellow and professor. Whether making fundamental discoveries or striving for the broader benefit of society, the University's culture of encouraging leading edge research and creative activity through learning, discovery and citizenship will also support our scholars participating in national and international discussions.

We will also tackle the challenge of reinvigorating the way we undertake research and creative activities at the University of Alberta with the same enthusiastic spirit of innovation and commitment to continuous improvement that inspires our teaching. We will strive to break down barriers and forge new connections for our creative and

research communities. We will encourage all individual researchers and creative artists to achieve their full potential while also promoting the development of “constellations” in areas of existing and emerging scholarly interest and strength, which could include, for example, Northern studies, sustainability and cross-disciplinary health studies. We only have to look to the Faculty of Native Studies, the only one of its kind in Canada, for an example of what can be accomplished through collaborative community and academic effort. This vision sees collaboration developing within and across faculties, as well as with other research and creative institutions outside the University. Such partnerships will incorporate and leverage different scholarly perspectives and approaches, thus integrating innovation to advance our overall understanding of our world and more effectively benefit society.

For in the end, our teaching and research endeavours at the University of Alberta are aligned with President Tory’s vision that public universities serve the communities that support them. Those communities are increasingly global as well as national and local, and we strive to be good, engaged citizens of all the communities that are touched by our endeavours. We will continue to support research and educational opportunities that benefit our communities, and to celebrate the service our faculty, staff, students and alumni provide to the people of Alberta, Canada and the world.

We will foster and enhance learning, discovery, and citizenship at the U of A by:

Providing meaningful learning opportunities

- **Undergraduate Research:** Enhancing structured opportunities to develop undergraduate inquiry and research skills, such as establishing an office of undergraduate research and expanding community service learning and co-op programs.
- **Attributes and Competencies Upon Graduation:** Articulating and supporting the development of core sets of skills, attributes and values to be incorporated into graduate and undergraduate programs, while recognizing that each Faculty will best decide how to move in this direction, which could include reviewing and updating the curriculum.
- **Capstone Courses and Certificates:** Developing further capstone initiatives as well as theme-based and skill-specific certificates, enabling students to receive academic recognition for their pursuit of multiple interests and cross-disciplinary learning.
- **Professional Academic Development:** Offering a comprehensive range of training, development and leadership opportunities in non-disciplinary skills to graduate students and post-doctoral fellows.
- **Leadership and Citizenship Values:** Cultivating the values of citizenship, engagement, equality, respect, diversity and community across the University and beyond, as exemplified in the broader Canadian context.

Ensuring high-quality support structures to support learning

- **Advising and Mentorship:** Creating a seamless advising infrastructure for all students across the University.
- **Assessment and Grading:** Renewing our university-wide Principles on Assessment and Grading.
- **Academic Integrity:** Fostering a culture that understands and expects the highest standards of academic integrity.

Enabling world-class leading-edge research

- **Research Funding:** Ensuring that funding, support and recognition mechanisms are appropriate for all research and creative activity.
- **Research Constellations:** Encouraging scholars to establish innovative research networks within and across faculties, as well a nationally and internationally, particularly in areas of existing and emerging strength.
- **Big Questions:** Fostering the continued development of a research culture that encourages scholars to tackle tough questions, look for big ideas, and make their inquiries relevant to their peers and to society.

How will we know we are making progress?

There will be a mix of qualitative and quantifiable metrics including goals such as:

- the high level of teaching quality at the University is maintained and extended;
- experiential learning opportunities, such a Community Service Learning, practicum, and undergraduate research opportunities, are enhanced;
- graduate students are more active and engaged in the Academy;
- a growing number of certificate programs and flexible learning pathways are established;
- collaborative and interdisciplinary research programs are enhanced;
- an increased number of postdoctoral fellows;
- research productivity and the number and value of Tri-council and other funding commitments are increased.

Connecting Communities

While its physical campuses are located in Northern Alberta and centred on an inextricable and symbiotic relationship with Edmonton and the Capital Region, the University of Alberta has connections near and far to communities across Alberta, Canada, and around the world. Our academy is connected to diverse communities and forgets neither its place nor its history, including recognition that the University of Alberta stands respectfully on lands once known only by aboriginal peoples.

The University of Alberta is internationally recognized as a premier teaching and research-intensive university. This recognition is hard-won, and its continuation requires that we work with and alongside our international partners to lead scholarship on local, national and international stages. In turn, this premier standing yields multiple benefits to the communities within which our campuses stand.

By connecting our students and researchers with institutions and communities around the globe we will be able to influence and help shape the future prosperity and well being of the province, our country and the world.

The University of Alberta will connect with communities by:

Embracing Alberta's history and contemporary place

- **Aboriginal Foundation:** Celebrating the diverse First Nation, Inuit and Métis histories and cultures throughout the physical, virtual, ceremonial and intellectual spaces of the University.
- **Campus Saint Jean/Augustana Campus/Enterprise Square:** Embracing and extending strengths such as la Francophonie at Campus Saint-Jean, and our rural and urban connections via Augustana Campus and Enterprise Square, in order to enhance the University's interconnectedness with local communities,

International teaching and learning

- **International Expertise:** Strengthening international and intercultural dimensions in teaching and learning in curricular and extra-curricular programming, to prepare students for an increasingly international and intercultural range of career opportunities.
- **Global Engagement:** Cultivating a body of globally engaged students, alumni and faculty who understand the diverse historical and cultural perspectives of current international issues and relationships and are able to work with integrity and purpose within globalized contexts.
- **Collaborative programs:** Creating more internationally collaborative models of course delivery, such as dual and joint degrees for undergraduate and graduate programs

- **International scholars:** Celebrating the presence of international students and faculty on our campuses and assisting them with the best possible support for their success and wellbeing.

Enhancing our presence in the world

- **International Research:** Nurturing strong international research linkages, collaborations and consortia.
- **Research Translation:** Building stronger and more effective mechanisms to translate research and share the creative activities of our scholars for the benefit of society.
- **Alumni Engagement:** Creating opportunities for alumni and the University to engage in mutually beneficial activities.

Our community

- **Social Spaces:** Encouraging the development of social spaces on our campuses that promote interaction and collaboration among members of the University community.
- **Great Neighbours:** Continuing to foster mutually beneficial relationships with and contributions to our home communities of Edmonton and Camrose.

How will we know we are making progress?

There will be a mix of qualitative and quantifiable metrics including goals such as:

- an Aboriginal gathering place is established;
- partnerships with research organizations and top-tier international collaborators are increased;
- five dynamic campuses are thriving and working well within the local communities of Edmonton, the Capital Region and Camrose;
- program innovation is enhanced with partners in Alberta, across Canada and internationally;
- the numbers of incoming international students and outbound education abroad students are increased;
- the number and breadth of innovative models that integrate an international dimension in course delivery is increased.

Transformational Organization and Support

Transformation of the academy is never complete. Our core work of teaching, research and creative activity, and service continues to evolve and we are well positioned as a great public university despite the current financial constraints.

The sustained progress made by the University of Alberta in recent years is evident in new buildings like the Centennial Centre for Interdisciplinary Science, Student Forum and Library at Augustana Campus, and the Edmonton Clinic Health Academy; in initiatives like the Centre for Writers, the China Institute, and the Centre for Teaching and Learning; in groundbreaking partnerships like the Helmholtz-Alberta Initiative; and leading-edge research institutes such as the National Institute for Nanotechnology, Li Ka Shing Institute for Virology and the Kule Institute for Advanced Study. Our reach and connection with external communities has been extended and improved through the establishment of Enterprise Square and continued development of Augustana Campus and Campus Saint-Jean. We have one of the finest University libraries in North America, one that serves as a library of record. These are all competitive academic advantages, on which we can build.

Many of the physical transformations are not immediately obvious. Developments such as the improved air handling system in Chemistry may be invisible to most but are important progressive steps the University is taking to improve the physical environment on campus. The investments we have made in renovating and improving existing teaching and research space are not as dramatic as the construction of new buildings but they are equally important. As well, sustainability principles and best practices will continue to be implemented throughout the academy, particularly in the design and operation of facilities and programs.

If there is one area where the academy needs to be revolutionary rather than evolutionary it is with information and communication technologies (ICT). Advances in ICT are transforming our world at an astonishing rate. Universities, including ours, have traditional information technology infrastructures that are ill-suited for the radical shift to mobile computing that is already underway. We will position ourselves to support the mobile, connected ICT campus of the not-so-distant future, else we run the risk of becoming increasingly irrelevant to the needs of our students, staff and faculty.

In addition to mobile computing, we will continue to provide increasingly sophisticated and useful electronic tools to support and enhance the teaching, learning and administrative experience at the University. An academy supported by a truly modern set of ICT tools and infrastructure will further enable the discovery, dissemination, and application of new knowledge through teaching and learning, research and creative activity, community involvement, and partnerships. We will also ensure that our faculty, staff and students receive the training and support they need to take advantage of enhanced technological capacity.

While the physical aspects of the academy are important, the University of Alberta is fundamentally about people. We will continue to welcome, orientate, inform, and connect new members of the academy with their communities on our campuses. We'll also simplify routine reporting and find other administrative efficiencies to better enable faculty and staff to focus energy and expertise on their core work at the University. It is also important that all the University has to offer remains relevant and accessible, and that students have the appropriate support mechanisms and services to allow them to realize their full potential. Reducing the bureaucratic complexity for students will be a priority, including the development of an enhanced and interactive University Calendar that will be integrated with other administrative systems. All in all, we will work diligently to meet the needs of students to create an outstanding student experience at a great university.

We will enable the continued transformation of the University of Alberta by:

Transformational stewardship

- **Input for Improvement:** Inviting everyone to reflect on and articulate ideas for making the University an even better place to live, work and study.
- **Sustainable Foundation:** Embracing the principles of sustainability (economic, environmental, and social) in all decision-making processes.
- **Administrative Barriers:** Reviewing and removing policies and procedures that impede progress, slow innovation and reduce our efficiency.
- **Research Leadership:** Nurturing and enhancing an environment where innovative and collaborative research models are encouraged for investigating the frontiers of knowledge.

Implementing the digital learning environment

- **University Calendar:** Building an interactive University Calendar and developing other media to ignite the imagination and support the ongoing engagement of learners.
- **Progressive IT:** Evolving our computing infrastructure, creating a mobile, connected community able to access information and learning communities anytime, anywhere.
- **Web Enhancement:** Building a dynamic and interactive online presence that enhances communication between faculty, staff, students, our communities and prospective students around the world.
- **Library of Record:** Maintaining our leading role as an international library of record, and supporting our libraries in their transformative role in the University.

Providing targeted student support

- **Student Financial Support:** Working towards a financial aid infrastructure that strives to offer every interested and qualified student an opportunity to complete a degree at the University of Alberta.
- **Graduate Student Support:** Encouraging and supporting graduate students in obtaining funding from national and international agencies.
- **Childcare and Housing:** Identifying opportunities to address key concerns in areas that underpin student engagement, such as the availability of childcare and accessible housing spaces.
- **International Student Services:** Easing the transition for international students into the University of Alberta, and assisting them throughout their programs.

How will we know we are making progress?

There will be a mix of qualitative and quantifiable metrics including goals such as:

- a robust, versatile, efficient digital learning environment is in place that meets or exceeds contemporary IT expectations;
- support systems for Aboriginal students will continue to enhance a positive, nurturing environment and student experience;
- recommendations from cross-academy committees on academic and administrative efficiency and effectiveness have been or are being implemented;
- students report they have the tools and support they need to succeed, including a more student-friendly bureaucracy;
- a greater number of graduate students and post-doctoral fellows with national and international funding are engaged in the academy;
- sustainable operations are implemented across our campuses and are becoming best practices;
- support efforts by Facilities and Operations to establish more childcare and housing spaces.

Conclusion

As we turn our attention to the path ahead, there is incredible potential on the horizon for the University of Alberta. Our academy continues to make progress based on shared and deeply held values. Rooted in our collegial structure and founding democratic purpose, we will continue to encourage and support our students, staff and faculty to become fully engaged in university life, reinvigorating the sense of pride in belonging to the University of Alberta as well as our collective contributions to the growth and success of our communities.

We will nurture a responsive, compassionate, fair and inclusive academic community, one that embraces diverse viewpoints and backgrounds, supports academic freedom and open inquiry, and seizes opportunities with passion and creativity. By encouraging innovation and best practices while focusing our investment of time and resources, we can reinvigorate our commitment to carrying out the core mission of the University of Alberta. Members of the academy will continue to find joy and inspiration in our individual and collective ability to affect the wider community through our actions.

The collegial ties at the foundation of our academy will be strengthened through our ongoing pursuit of innovation and excellence in teaching, research and creative activity. The University of Alberta will continue to solidify its place as a worldwide hub for scholarship in a dynamic, global learning community. Thus, the University will continue to evolve as a microcosm of local and global citizenship, thriving in the mutual respect and understanding between and among cultures while fostering a passionate and abiding curiosity about ourselves and the world around us. In this way, we will proceed together towards the uplifting of the whole people.

Background and Process

In the Winter and Spring of 2010, central units and the Vice Provost Team worked widely with many committees and all across constituent parts of the University to build a set of concept documents to help inform a new academic plan. In addition to this, specific submissions were received from the two student associations and many central units and task-forces engaged in processes of review or renewal met with the writing team and submitted documents outlining their work. When the intensive writing process began in the summer of 2010, the core foundational documents influencing the process were as follows:

- Student Engagement
- Alumni Affairs
- Library of Record
- Teaching and Learning
- IT: The Mobile, Connected Community
- Leadership White Paper
- Graduate Student Submission to the Academic Plan
- Report of the Provost Fellow on Assessment and Grading
- Aboriginal Strategy
- Northern Strategy
- Integrating Sustainability in the Academic Experience
- International
- Human Health
- Students' Union Submission to the 2011 Academic Plan
- Report of the Subcommittee on Undergraduate Research and Discovery Learning
- Diversity
- Office of the Registrar
- 2010 Institutional Access Plan
- 2010-2011 Institutional Research Plan (Draft)
- "Student Engagement: A Shared Responsibility" 2005 Senate Task Force Report
- Remarks on citizenship education by the Hon. David Crombie

While these documents were foundational, and fundamentally influential, the outlines and drafts that emerged from examining these documents were heavily influenced by a small resource group from across the academy.